

## PLANNING COMMISSION MINUTES

**DATE:** January 26, 2015

**TIME:** 4:30 p.m.

**PRESENT:** Chairperson Davis, Commissioners Boettcher, Hahn, Porter, Buelow, Ballard, M. Olson, Fritz, and L. Olson

**ABSENT:** None

**STAFF PRESENT:** City Planner Mark Moeller; Assistant City Planner Carlos Espinosa

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The meeting was called to order at 4:30 p.m. by Chairperson Davis.

### Approval of Minutes – January 12, 2015

Commissioner Porter asked staff to add a sentence to the minutes about his support of the current site plan procedure and how it promotes predictability in the approvals process.

The minutes for January 12, 2015 were subsequently approved with the changes made by Commissioner Porter upon motion by Commissioner Fritz and second by Commissioner L. Olson.

### Revised Site Plan – Automotive Enterprises, LLC

Mr. Moeller summarized the agenda item and stated that staff recommends approval of the site plan with the condition that the landscape plan be adhered to indefinitely – even if use of the site changes.

Commissioner L. Olson motioned to approve the site plan with the condition noted by staff. The motion was seconded by Commissioner Boettcher.

Commissioner Fritz asked about plans for the lights. Andrew Dahl stated that LED lights would be installed with the new development, and then lights at the current dealership would be changed to LED – starting from the west and moving east.

Commissioner Fritz asked about the shrubbery that has been removed along Lake Boulevard. Mr. Dahl stated that as the project progressed, shrubbery was removed as necessary, and there are not currently plans to replace it. Other Commissioners noted that if the area is deemed to be a safety hazard in the future, the City could install a guardrail if needed.

Commissioner Buelow asked about the light poles and if the 25' height included the base of the poles. Mr. Moeller stated that the lighting plan did not specify.

There being no further questions from commissioners, Chairperson Davis called for a vote. Upon vote the motion to approve passed unanimously.

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### Discussion – Revised Site Plan Amendments

Mr. Espinosa provided a summary of the revised site plan amendments distributed prior to the meeting.

Commissioner Boettcher asked if a site plan approval is voided due to the proposed time limit - would the applicant have to pay again for re-submittal. Mr. Espinosa responded affirmatively.

Commissioner Fritz asked if the Council could remand review of the site plan back to the Planning Commission. Mr. Espinosa stated that would be possible.

Commissioner Fritz asked if the reasons given for the Planning Commission to review a site plan had to be related to the site planning ordinance. Mr. Moeller responded that the original site plan language was created so that a person would have to give a distinct reason for requesting Planning Commission review. Mr. Espinosa stated that the reason given should relate to the site plan application and staff would make the determination when the request is submitted.

Given the ordinance changes were distributed just prior to the meeting, Commissioner Porter motioned to table the item until the next meeting. The motion was seconded by Commissioner M. Olson and passed unanimously.

### Other Business

Commissioner M. Olson stated that she'd like a subcommittee to be assembled to start work on the zoning ordinance update as soon as possible.

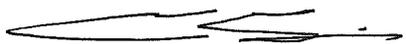
Commissioners L. Olson and Porter stated that the zoning code update process will likely include subcommittees and/or special meetings dedicated to specific issues.

Following further questions about the timeline and process for the RFP development, staff proposed bringing a timeline to the next Planning Commission meeting and there was consensus among commissioners for staff to do so.

Chairperson Davis stated that perhaps the City could examine the function of various city committees with vacancies. Mr. Moeller stated that it can be tough to fill all of the openings on a volunteer basis, but there is a list of existing vacancies. One of the vacancies is a Planning Commission member to serve on the Heritage Preservation Commission.

### Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 5:30 p.m.



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Carlos Espinosa  
Assistant City Planner