

PLANNING COMMISSION MINUTES

DATE: July 25, 2016

TIME: 4:30 p.m.

PRESENT: Chairperson Hahn, Commissioners Boettcher, M. Olson, Paddock, Buelow, and Shortridge

ABSENT: Commissioners Porter, Ballard, and L. Olson

STAFF PRESENT: Community Development Director Lucy McMartin, Development Coordinator Myron White, and City Planner Carlos Espinosa

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

Approval of Minutes – July 11, 2016

The minutes for July 11, 2016 were approved without changes upon motion by Commissioner Boettcher and second by Chairperson Hahn.

Proposed Windom Park Historic District – Planning Commission Review

Development Coordinator Myron White provided background on the proposed Windom Park Historic District and stated that City Code requires Planning Commission review of the proposed district.

Commissioner M. Olson asked if there were any conflicts between the proposed district and the Comprehensive Plan. Mr. Espinosa stated that there were not.

Following further clarifying questions about the proposed district, Commissioner Shortridge motioned to recommend approval. The motion was seconded by Commissioner Paddock and was unanimously approved.

Discussion – Development Code Update

Jeff Miller and Rita Trapp from HKGI presented a summary table of procedures for administration of the Development Code. Mr. Miller and Ms. Trapp noted that the table attempts to standardize the notification distances for applications (e.g. variances, code amendments, subdivisions, etc.), and reduce required public hearings from two to one in accordance with state statutes. Standardizing notification distances helps with simplification and reducing the number of public hearings reduces the costs and time associated with applications.

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Ms. Trapp noted that the public hearings are recommended to be in front of the Planning Commission or Board of Adjustment. This is because these bodies are the first to hear a petition, and can thus make a recommendation which is informed by public input. The results of the public hearing can then be provided to the City Council through meeting minutes and staff reports. Ms. Trapp noted that although the minimum number of one public hearing is set by statute, a city can choose to have more.

Commissioner M. Olson asked about expiration dates for the approvals listed in the table. Ms. Trapp stated they could examine the expiration dates for each approval and that could potentially be added to the table.

Next, there were some questions about the Board of Adjustment reviewing appeals to interpretations of the Development Code. It was noted that perhaps the Planning Commission should review appeals to the code considering the Commission is perhaps more familiar with the zoning code and because there aren't a large number of appeals.

There were also questions about Planning Commission review of variances. Mr. Espinosa gave some background about why the Board of Adjustment reviews variances and the Planning Commission reviews Conditional Use Permits. Ms. McMartin noted that a recommendation for the Planning Commission to review variances instead of the Board would need to be approved by Council – similar to the ordinance changes recommended by the Commission during the Development Code update process. Ms. Trapp noted that if the Commission reviews variances, the Board of Adjustment could be dissolved. Ms. Trapp noted that the Commission should be cognizant of the time and work involved with adding variance review to the Commission's responsibilities.

Next, there were questions about the illumination enforcement and appeal section of the sign code. Following discussion, it was determined that this section could be tied to the process for appeals to interpretations of the Development Code. As a result, appeals to the staff decisions about sign illumination would go to the Planning Commission and not to the small group currently defined in the sign code.

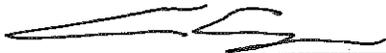
Ms. Trapp then continued going through the procedures table.

Commissioner M. Olson noted that perhaps a Comprehensive Plan amendment request should have public hearings at both the Commission and the Council levels due to the broad nature and potential significance of such requests.

At the end of the discussion, Mr. Miller noted that the Architectural Review Certificate of Approval process is recommended to be eliminated. The form-based standards currently being proposed for the Development Code would serve as the architectural standards and would be reviewed by staff during the site plan process. In this manner, a Commissioner could request review of the site plan if it was felt the form-based standards were not being met. The Commission would then serve as the review body for the form-based standards.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 6:45 p.m.



Carlos Espinosa
City Planner