Planning Commission Meeting Minutes

June 22, 2022

1. **Call to Order at 6:00pm**
2. **Roll Call –**  Chairperson DeBoer, Commissioners Lyon-Jenness and Tecca
* Motion to excuse Bliesener and Dean by Lyon-Jenness, support by Tecca – All ayes, motion carried
1. **Approval of Minutes – May 25, 2022**
* DeBoer suggested changing “access building units” on page 2 of the minutes to “accessory dwelling units (ADU)”. Motion to approve amended minutes by Tecca, support by Lyon-Jenness - All ayes
1. **Citizen Comments**
* No comments
1. **Old Business** - none
2. **New Business**
3. Priority #1 - #3 Zoning Ordinance Amendments – Riverfront (map)
	* A Review of the Riverfront Property Layout/Use/Zoning. Zoning Administrator (ZA) Harvey reminded everyone the PC requested a usable map to work from when laying out priorities. Manager Stoddard worked with the county to create the map. The map allows a visual of what properties have river frontage. Tecca requested a larger chart, perhaps printing on 11x17 paper as the current one is difficult to read. ZA Harvey would like to see a notation of current land use such as vacant parcels and a column in the chart to indicate zoning well as the coloration. DeBoer noted the mapmaker did not use the current zoning. ZA Harvey has noted the changes the PC has requested and will contact the mapmaker to have adjustments made to their specifications.
	* Lyon-Jenness asked about the color differences in #18 and #19 on the map. ZA Harvey stated mixed zoning is common on properties.  The PC has said area next to the river is zoned conservation area even if the rest of a parcel is for other use. Lyon-Jenness noted the PC is unaware of how Drug and Lab intends to use their property near the river. The level of the Hercules property contamination is unknown. Parcel #16 on the map is not owned by D&L but by an absent owner the PC cannot reach. She asked if this property is protected because of its zoning. Could a trail pass through this area as that is where the heron rookery is located? ZA Harvey answered if the PC wanted to use the parcel to have a trail cross over, they can't do it without property owner consent regardless of zoning. The riverfront is only used for conservation if the property owner wants that. They are not bound to open their property to the public. Currently the riverfront zoning serves as a bit of protection because it’s zoned different from the rest of the parcel, meaning they can only put parking lot or building in the other portion not zoned recreational.
4. Priority #2 - #5 Zoning Ordinance Amendments – Site Plan Review
* DeBoer noted Commissioner Bliesener provided PC a letter with comments in her absence that he would add to the discussion as relevant. ZA Harvey noted the preliminary changes she made to Section 13.1.  Changed “building official” to “zoning official” to make it clear who needs to sign off on the plan. Subsection C gives opportunity for administrative review. She believes if parking or driveway needs change on a property, it should come back to PC for review. Otherwise reoccupancy can be approved administratively without site plan review.  PC cannot pick and choose what changes happen outside of what is and isn't allowed on the master plan. Changed number of copies required to 10. Bliesener suggested reducing to 7.  ZA Harvey cautioned not to be too detailed in processes so a denial can't complain later that the exact administrative process wasn’t followed. City processes do not need to be detailed.
* Section 3 contains what information should be in the site plan. Section 5 is the criteria for reviewing plans. ZA Harvey stated it was cleaner to rewrite section 5 than to edit. Bliesener asked if it the PC should add something about green infrastructure and encourage natural drainage.  DeBoer states this has already been done with new rewrite.  ZA Harvey will modify the section to be more specific about the green infrastructure using specific terms and examples.
* Section 6, Planning commission actions. ZA Harvey removed the procedural details and stated what PC can do.
* Section 7, Performance guarantees. ZA Harvey made minor wording changes for clarity and brevity.
* Section 8, Term of approval.  The City has time limit listed for completing the project which is unusual and would be an impediment to a builder who can't finish for reasonable reasons such as materials shortage. City reserves the right to give plan a new review after a period of inactivity without having to go over the whole thing again.  Tecca asked if the city has any recourse on a project started but not completed.  ZA Harvey noted posting a bond is unusual and is typically only done if a portion of the project is crucial and it’s unclear if it will be completed. The City cannot force someone to finish a project, but it can create nuisance ordinances do deal with abandoned projects or try to purchase the property.
* Diagram. ZA Harvey noted the point of the diagram is to show progression to an applicant. It could be posted on the city website or in the zoning ordinance. Tecca stated the diagram is clean and simple to read. DeBoer agreed and added that the diagram should be included in the application packet.
* ZA Harvey stated the papers here account for the first draft.  There are currently just two changes: number of copies and green infrastructure. PC could postpone consideration of the draft until the July meeting or if they are happy except for the small changes, they can move forward with a public hearing in July. Tecca noted there is no particular timeframe for approval, so reviewing the document with all PC members present would be a good idea. Lyon-Jenness asked if the public hearing would need publication. ZA Harvey stated it would and that it would be more cost efficient to have one public hearing covering multiple items. The PC’s third priority was supplemental standards, and DeBoer suggested the public hearings be publicized together. DeBoer stated the next PC meeting would review the second draft of this document and cover supplemental standards in July with the plan to have a public hearing in August.

**Commissioner Comments -** None

**Next Meeting** – The next meeting will be on Wednesday, July 27, 2022 at 6pm.

**Adjournment** – Motion by Tecca, supported by Lyon-Jenness. All ayes. Meeting ended at 7:19pm.