PLANNING COMMISSION MEETING
MINUTES OF MEETING
APRIL 7, 2014

CALL TO ORDER:

Chairman Pratt called the meeting to order at 7:00 pm.

PLANNING COMMISSION MEMBERS PRESENT:

Scott Failor, Cindy Shay, Scot Draughn, Cathy Oetker, Martin Pratt, Alan Seymour and Bob Cotter.

OTHERS PRESENT:

Luke Fleming and Secretary Barb McCoy.

ELECTION OF OFFICERS:

Chairman: Mr. Pratt made a motion to nominate Mr. Failor. Mr. Seymour made the motion to nominate Mr. Draughn. Mr. Draughn declined because he could not attend City Council meetings. With Mr. Failor being nominated, voice vote was unanimous.

Vice Chairman: Mr. Seymour made a motion to nominate Ms. Oetker. Ms. Oetker declined. Mr. Seymour nominated Mr. Cotter; Mr. Cotter declined. Ms. Shay made the motion to nominate Mr. Seymour. Mr. Seymour withdrew his name and nominated Mr. Draughn. Mr. Failor nominated Mr. Pratt. A written ballot was taken with Mr. Draughn being voted Vice Chairman.

REVIEW OF RULES OF PROCEDURE:

Discussion was held on adding something to give notice that the chairperson will go to City Council meetings as needed**. "Per City Council Rules of Procedure, the Chairperson or appointee will provide Planning Commission updates at the second City Council meeting of the month".**

APPROVAL OF MINUTES:

Planning Commission Meeting minutes of March 3, 2014, were approved as presented

ADMINISTRATION COMMENTS: None

CITIZEN COMMENTS: None

NEW BUSINESS:

Amendment to Section 1105.04

Discussion was held on how people actually obtain the application forms. Ms. McCoy stated they are on our web site on-line; they can be e-mailed, faxed, mailed or picked up in person. Mr.

Seymour stated from the Commissioners' perspectives, when a sketch plan or preliminary plat is submitted, if the references are removed from the code book, how do we have knowledge they have submitted everything required. We as a commission do not know what is required because it is not in front of us. Discussion was held on whether the application forms are submitted with the packets. Ms. McCoy stated always, along with the checklist. Ms. McCoy stated the application has everything needed for the submittals and that the checklists are required to be submitted also. Mr. Pratt stated this is to not to tie hands of the staff when they want to add or remove something on the application. They are restricted to what is required in the code with it being detailed in the code book.

Mr. Cotter asked if you take it all away, how do applicants know what is required of them. Mr. Pratt stated the supplemental information comes from City staff requiring it on the application. You need to talk to staff to know what is required. Mr. Draughn said if the applicant does not have everything required on the application, it does not come to Planning Commission. Ms. McCoy stated, correct, if it is not a complete application it is not accepted. Mr. Draughn said so many places are going electronic. Mr. Seymour asked if everything for Design Review is in the book. Ms. McCoy stated yes, they are stated in paragraph forms in the book. Mr. Seymour asked if that is the case for Planning Commission submittals. Ms. McCoy stated no but it does require supplemental information which would be on the applications that can be kept up to date. There are some items that are very important that are in front of us that we see for our purposes.

Members agreed as long as all items are submitted and given to the Commission for a chance to review them, it should not matter if the items are in the code book or on the application forms. Mr. Pratt stated if Greg or Barb should come and say we need to add this or that on the application, he will probably not question it. Adding the requirement to the code takes a lot of time. What is being said is City staff will determine what is necessary on the application for every board and commission. Mr. Draughn added if something is left out on the application, it can be changed very fast and easily. Mr. Seymour asked if it is good to have this information in the book for our information. Mr. Cotter stated as long as it is a matter of procedure; he is fine with the change.

Applications were distributed for Commission members to review to see if they are adequate enough to be able to remove the items from the code.

Mr. Pratt made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes
Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes	

The item will be forwarded to City Council.

Amendment to Section 1105.06

Applications were distributed to Commission members to review. Mr. Pratt said what he likes about these changes is it takes out the deadlines so we don't have to worry about not changing all chapters when needed. Having it be part of the application only makes sense.

Mr. Seymour made the motion to recommend the amendment to City Council. Question put, stood:

Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes
Mr. Seymour Yes	Mr. Draughn Yes	Mr. Failor Yes	

The item will be forward to City Council.

Amendment to Section 1136.08

This is somewhat a whole new chapter with one sentence being added. Mr. Draughn stated this is just stating if anything from the preliminary plat from Section 1113.06 is deviated, a request must be submitted with the preliminary plat, as stated in Section 1113.06. Mr. Pratt stated all this information is on the application.

Ms. Oetker made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes	Mr. Seymour Yes
Mr. Draughn Yes	Mr. Failor Yes	Ms. Shay Yes	

The item will be forward to City Council.

Amendment to Section 1105.14

Mr. Pratt stated Section 1105.16 has all the details required for this section. Mr. Failor stated all the items in 1105.17 are now in this section. Mr. Seymour asked where on the application the deadlines are listed. Ms. McCoy stated the deadline sheet is attached to each application with the sheet being changed out each year. She added it is also done for Board of Zoning Appeals and Design Review Board. Discussion was held on taking 1105.16 out since it is part of the application and it is not on the other sections we are reviewing. Mr. McCoy stated it could be that it has to be on what size Mylar because it is a permanent record; however, she is not sure the reason it is written this way. Mr. Pratt it could be because it is required; there is a rationale behind it.

Mr. Pratt made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Cotter Yes	Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes
Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes	

The item will be forward to City Council.

Amendment to Section 1105.17

Mr. Pratt made the motion to recommend the amendment to City Council. Question put, stood:

Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes	Mr. Failor Yes
Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes	

The item will be forward to City Council.

Amendment to Section 1125.02

Ms. McCoy stated there are more things on the existing zoning permit that what is in this section of the code. There are three different applications, accessory, change of use and new build. She explained how the different applications are used. Ms. McCoy stated if you go on line to look to see what is required for the zoning permit it is just as easy to pull up the correct zoning permit application and it clearly states what is required. Mr. Draughn stated it simplifies it; looking at the application is simpler than looking at the entire code.

Mr. Cotter made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Seymour Yes	Mr. Draughn Yes	Mr. Failor Yes	Ms. Shay Yes
Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes	

The item will be forward to City Council.

Amendment to Section 1129.10

Mr. Failor stated this is pretty much the same but Section C explains in detail what is required. Ms. Oetker asked if she encourages people to go on line to get the permits. Ms. McCoy stated she e-mails a lot so she can answer any questions they may have. A lot of people don't want to take the time to search for the permits on line.

Ms. Oetker made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Draughn Yes	Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes
Mr. Cotter No	Ms. Oetker Yes	Mr. Seymour Yes	

The item will be forward to City Council.

Amendment to Section 1129.13

Mr. Pratt stated what he likes about this section is that it makes it very clear what the Board needs. Ms. McCoy stated it is on the checklist for the applicant also. Mr. Cotter made the motion to recommend the amendment to City Council. Question, stood:

Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes
Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes	

The item will be forward to City Council.

Amendment to Section 1129.21

Mr. Pratt stated he likes number 1 – it tells you what section you need to reference. Mr. Pratt made the motion to recommend the amendment to City Council. Question, stood:

Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes

Mr. Seymour Yes Mr. Draughn Yes Mr. Failor Yes

The item will be forward to City Council

Amendment to Section 1131.04

Ms. Shay made the motion to recommend the amendment to City Council. Question, stood:

Mr. Pratt Yes Mr. Cotter Yes Ms. Oetker Yes Mr. Seymour Yes
Mr. Draughn Yes Mr. Failor Yes Ms. Shay Yes

The item will be forward to City Council

Amendment to Section 1136.07

Mr. Cotter made the motion to recommend the amendment to City Council. Question, stood:

Mr. Cotter Yes Ms. Oetker Yes Mr. Seymour Yes Mr. Draughn Yes
Mr. Failor Yes Ms. Shay Yes Mr. Pratt Yes

The item will be forward to City Council.

Amendment to Section 1136.10

Discussion was held on the Design Review Board to help Mr. Cotter better understand the purpose of the ordinance. Mr. Draughn made the motion to recommend the amendment to City Council. Question put, stood:

Ms. Oetker Yes Mr. Seymour Yes Mr. Draughn Yes Mr. Failor Yes
Ms. Shay Yes Mr. Pratt Yes Mr. Cotter Yes

The item will be forward to City Council.

Amendment to Section 1144.05

Ms. Oetker made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Seymour Yes Mr. Draughn Yes Mr. Failor Yes Ms. Shay Yes
Mr. Pratt Yes Mr. Cotter Yes Ms. Oetker Yes

The item will be forward to City Council.

Amendment to Section 1144.06

Mr. Pratt made the motion to recommend the amendment to City Council. Question put, stood:

Mr. Draughn Yes Mr. Failor Yes Ms. Shay Yes Mr. Pratt Yes
Mr. Cotter No Ms. Oetker Yes Mr. Seymour Yes

The item will be forward to City Council.

Amendment to Section 1145.11

Mr. Seymour stated they still have to read this section of the PUD. Mr. Pratt stated you reference chapter 1145. When looking back at 1139.13, it would be in accordance to chapter 1145. Discussion was held on needing a check box for a section that applies. Discussion was held concerning adding what is required for a PUD. Mr. Pratt said if someone comes in and it does not meet the uniqueness, it is turned down. Mr. Failor stated you should consider adding to the application a box that is checked that you have reviewed chapter 1145. This is encouraging the applicant to review everything required for a PUD,

Mr. Cotter made the motion to recommend the amendment to City Council. Question, stood:

Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes
Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes	

The item will be forward to City Council.

Amendment to Section 1145.15

Discussion was held on adding **"PUD"** on the title to be consistent with all the other sections. No where else does it reference that it is for a PUD.

Mr. Pratt made the motion to recommend the amendment to City Council with the amendment above. Question, stood:

Ms. Shay Yes	Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes
Mr. Seymour Yes	Mr. Draughn Yes	Mr. Failor Yes	

The item will be forward to City Council with the amendment.

Amendment to Section 1150.05

Mr. Draughn made the motion to recommend the amendment to City Council. Question, stood:

Mr. Pratt Yes	Mr. Cotter Yes	Ms. Oetker Yes	Mr. Seymour Yes
Mr. Draughn Yes	Mr. Failor Yes	Ms. Shay Yes	

The item will be forward to City Council.

Amendment to Section 1150.08

Mr. Cotter made the motion to recommend the amendment to City Council. Question, stood:

Mr. Cotter Yes	Ms. Oetker Yes	Mr. Seymour Yes	Mr. Draughn Yes
Mr. Failor Yes	Ms. Shay Yes	Mr. Pratt Yes	

The item will be forward to City Council.

INDIVIDUAL COMMISSIONERS COMMENTS:

Design Review Board Update – None
Ms. Oetker – None
Mr. Draughn – None
Mr. Failor – Thanked Mr. Pratt for his service as Chairperson for Planning Commission.
Ms. Shay – None
Mr. Pratt – None
Mr. Kaifas - None

ADJOURNMENT:

The meeting was adjourned at 8:05 pm.