

Planning and Zoning Commission Work Session Minutes
July 18, 2013
Conference Room 1-B - 1st Floor City Hall

ATTENDANCE:

Commission Members Present: Anthony, Puri, Reichlin, Strodtman, Tillotson
Commission Members Absent: Lee, Peters, Vander Tuig, Wheeler
Staff: Lepke, McIntyre, Teddy, Zenner
Guests: Adrienne Stolwky

ADJUSTMENTS TO AGENDA:

None

TOPICS DISCUSSED – New Business:

- Planning Commission By-Laws Amendment

Mr. Zenner indicated that the City Council directed the Planning Commission to proceed forward with preparation of the proposed text changes to Chapter 20 and the PZC Rules of Procedure. He indicated that there was little discussion at the Council meeting on the proposed changes. Mr. Zenner provided a handout to the Commissioners which included the Council report and proposed text changes discussed at the PZC work session held at the end of June.

Commissioner's were generally satisfied with the proposed changes and felt that they were balanced and representative of the prior discussions. There was discussion on the need to define "excused" and "unexcused" absences; however, it was concluded that the Chairman should be left in the position to determine what type of absences constituted which.

Several Commissioners noted that the Chairman is elected and as part of that process a level of trust was placed within that individual to make reasonable decisions. To define what constituted "excused" or "unexcused" seemed to imply that the Chairman would be unreasonable in their rendering of decisions on Commissioner requests. Following this discussion, the Commissioners agreed that there was no need to define "excused" or "unexcused" absences.

The Commissioners in attendance requested that the proposed text changes be presented to the full Commission at the August 8 regular meeting. It was determined that no public hearing would be required, but rather the item would be open for public comment. Mr. Zenner indicated that he would make the arrangements to place the changes to Chapter 20 and the PZC Rules of Procedure on the requested meeting agenda.

- Accessory Dwelling Units (ADUs) - follow up

Mr. MacIntyre gave a brief overview of the status of the ADU ordinance that was being prepared and noted that the purpose for the follow-up at this work session was to ensure that all the Commissioners were aware of what was going on with the proposed text change and what ideas/issues had been previously discussed. There was general Commission discussion on the proposed concept of ADUs in the residential districts and the development of a conditional use and overlay zone approach to allow them. There was also discussion regarding the possibility of design requirements and other development/zoning restrictions.

Adrienne Stolwky of ECHO addressed that Commissioners requesting that they keep the proposed regulatory restrictions at a minimum. Her comments supported ECHO's desire to allow construction of ADU units in a cost-effective manner in those areas of town where they are wanted. She noted that significant regulations often reduce potential construction due to increased costs.

Mr. MacIntyre indicated that he will continue to refine the text for the overlay component of the proposed ordinance and bring it back to the Commission for further review at an upcoming work session. He noted that Council member Schmidt requested that this ordinance be prepared as quickly as possible, but did not give a specific deadline for completion other than desiring to have it completed before his term as the Ward 1 representative ended.

- June 2013 Building Permit Report

Mr. Zenner noted that the June building permit report was attached for the Commission's review. He indicated that the report provided the Commission with the listing of all permits issued within June 2013 and that it would appear permit issuance is increasing.

ACTION(S) TAKEN: Due to the lack of a quorum the June 20 minutes were not approved. The Commission requested that the attendance policy text changes be prepared for the August 8 meeting. No other votes or motions were made. Meeting adjourned approximately 6:50 p.m.