

Planning Commission
January 8, 2007

Chairperson Cramer called the meeting to order at 7:02 PM.

The following members were present: Bill Dorn, Cindy Maas, and James Montgomery and Gordon Liebel. Ken Smith was absent. Also in attendance were City Administrator Dave Schmidt and Mayor Pat Johnson.

Montgomery moved to approve the minutes of the December 4, 2006 commission meeting. Dorn seconded the motion and the motion carried.

Cramer stated she had one correction and that is on page 2 the last paragraph fifth line. It should read "So the planning is not dependent just on development ...". Montgomery moved to approve the minutes of the December 11, 2006 commission meeting as corrected. Liebel seconded the motion and the motion carried.

Mayor Pat Johnson – Planner Position Update:

Mayor Johnson thanked the commission for all the time they put in last year and she knows there will plenty of work for this year. We are hoping to break ground on the Wastewater Treatment Plant on March 31st of this year, so approximately 14-16 months later we will be on line and therefore the moratorium will be lifted. We need to have all the development regulations in place at that time. When we get to within about 6 months of completion, we will be able to enter into developer agreements. So we do really have a small window of time that we need to work with. Regarding the planner position, at this point we have had three really good applicants along with one more letter of interest. Being we only have so little applicants, this will be an easy number to have an interview committee to do the oral interviews. She will probably be looking at a couple of planning commission members, a couple of Council members and a couple outside agencies that have offered their planners to be on the interview committee. She does not sit in on the interviews because the interview committee will make a recommendation to her for the hiring. The interviewing will be an all day deal. Every applicant will get asked the same questions and then the interviewing committee will discuss amongst themselves who would be the best candidate. Montgomery asked what if none of the candidates are people we feel would be suitable for the job. Mayor Johnson stated we have had the job open for a month and anyone that is hired is on a trial basis. The probation period is generally for 90 days. Montgomery asked what kind of time frame we are looking at. Mayor Johnson stated it closes this Friday and she would like Monday morning have a date and time set for interviews, either Friday for next week or the first part of the following week. The Planning Commission then discussed what they would like to see in a planner. Maas stated we know what we want and they are there to guide us but she does expects out of the planner good communication, not talking down to the citizens and being strong in no more good 'ole boy situations and just a basic open policy toward everyone in that no one in this town is any better than anyone else so that everyone gets a fair shake. Mayor Johnson stated the communication part is very critical. Cramer stated one thing she thinks is very important is that the person needs to know what the code says

so if a question comes up they have the response right away instead of waiting until the next meeting. Maas stated their attitude towards other will be a big impact on whether or not our plans will be accepted. Mayor Johnson stated she would like to know if anyone has any ideas about questions to ask during the interview. Maas asked Mayor Johnson if she has talked to anyone who is knocking the door down to join the Planning Commission. Mayor Johnson stated she has been to the Chamber meetings and Kiwanis meetings and have asked for volunteers. She thinks we are going to have to do something in the paper again. Administrator Schmidt stated the Mayor has talked about going to a hearing examiner in place of the Board of Adjustments and then we would have three members that maybe would come over to the Planning Commission.

Cramer stated she and Montgomery will be the two commission members who will be on the interviewing committee. In the case that James would be absent, Bill will sit in for him. Any and all interviewing questions should be e-mailed to Lisa so she can forward that to Administrator Schmidt and Mayor Johnson.

Election of Officers:

Montgomery moved to nominate Lisa Cramer as Chairperson. Dorn seconded the motion. Cramer stated she was actually happy to be more involved in what is to be on the agenda. Administrator Schmidt stated it is important that the chair be included in the making of the agenda so the planning commission can feel like they are in charge. Staff is here to help and is the tool to be used by the planning commission. After discussion the motion then carried.

Dorn moved to nominate James Montgomery as Vice-Chairperson. Liebel seconded the motion and the motion carried.

Public Meeting on Subdivision Regulations: Roles/Table Issues/Public Release Notice:

Cramer would like to know what the commission feelings are as to how we want to set up for the public meeting. Her feelings were that we should have an initial table with the goals when people first come in. It would be printed on a poster and we would also have a hand out to give to people. The other tables would be for parks and open space; streets and alleys; and storm water detention. That is four tables and then two people can be roaming around. Liebel asked if it has been told that the majority of the people would be developers. Administrator Schmidt stated he feels you will get more property owners and if there are developers, it would be the ones that have already purchased property here. Liebel stated if the property owners have five acres they would have similar interests as the developers. Liebel stated what he was trying to get to is what the hot buttons are going to be so we can anticipate that. He thinks the trail and open space may be one of them because we are asking for some pretty high percentages. Stormwater detention ponds he thinks is pretty much an expectation so what are we doing different. Cramer stated the commission had talked about putting together a list of question that we anticipate having so we have some responses already outlined. That was something she was hoping to put together in the next couple weeks. Montgomery then handed out a list of frequently asked questions that Staley put together before he left. Dorn stated he feels

the commission will do more listening than answering questions. That was what this is for, it is an open public forum to get input. He doesn't feel we have to give answers. Cramer stated the idea is to try to anticipate some of the questions so we do have something we can respond to. Liebel stated there probably isn't an answer we can give that doesn't relate to our goals. Our goals are a very important visible entity. Liebel stated we are inevitably going to get the question as to why do we want growth in the first place. Administrator Schmidt stated the thing you have to be careful of in developing your subdivision regulations is. Your subdivision regulations are a legal document that actually creates the process for what a person has to go through for wanting to subdivide their property. It is not design standards, it is not performance standards, and it is not plans. Those are separate documents you create that you refer to within your subdivision regulations. Your subdivision regulations you have application contents and what you are requiring from the developer to turn into us and what we are going to be reviewing. What the timelines are, what the process requirements are, what the notice requirements are, those are all things that have to be in the subdivision regulations. These set the tone for how you actually pull this development in and the process you go through, how you get the approval, what their amendment processes are and what any alteration processes are. That is what your subdivision regulations consist of. The concept ideas that the commission has come up with should be separate documentation and then you can put something in the subdivision regulations that refer to it. Administrator Schmidt stated one of his concerns after reading the subdivision regulations is that it lacks the process control that it needs. Administrator Schmidt asked if it would help if we developed a subdivision template for the commission that has the regulations and the general purpose requirements of land division. Cramer stated we had two sections of the subdivision regulations and we have only been looking at section 2. Section 1 was the more procedural information that Staley told the commission that these were the regulations that were set forth by law so there weren't really any changes that could be done to them. There was a discussion about wetlands and how the planning commission is trying to map out the streets but they really don't know because they don't know exactly where the wetlands are. There was also discussion about the street design guidelines that are in the subdivision regulations. Administrator Schmidt has some concerns because we already have standards within the "Development Guidelines and Public Works Standards" and also in the Transportation Element within the Comprehensive Plan and then reading the subdivision regulations, there are different standards. There can't be conflicting documents. Montgomery stated his understanding was that the subdivision regulations would be for updating the Comprehensive Plan. Administrator Schmidt stated the standards are already in place so you just need to refer to the Public Works Standards within the subdivision regulations unless you want to change the standards. Discussion ensued. Administrator Schmidt stated he brought two things with him tonight the first is the copy of the subdivision regulations and he made notes and references to what it should be, or he has a brand new template of a set of subdivision regulations that you can look at and insert your ideas into. The main thing he wants to make sure is that the commission is comfortable when we have the public meeting. Montgomery stated he is very comfortable with what we already have and he doesn't think they want a polished version to take to the public because they want the public involved. We also need to remember that this is not a public hearing, it is an open public forum and he is hoping

that it is more of listening meeting. Dorn and Liebel both stated that the commission should look at both of the documents that Administrator Schmidt handed out. Administrator Schmidt asked how the storm drain detention pond regulations are coming. Dorn stated the one thing they are hung up on is ownership. Administrator Schmidt stated the Council is split on whether or not the city should own the detention ponds or if the homeowners should own them. Discussion ensued. Administrator Schmidt stated staff needs to know what the Planning Commission wants from them to help with the public meeting. Cramer stated she is trying to figure this out we have the template and she is feeling like we need to go back and see with what we have come up with in our draft how these things piece together. Administrator Schmidt stated the template he gave the planning commission is a complete subdivision regulation that has the improvement sections, the design criteria and also the administrative process. Cramer stated she notice where 18.30 starts is only a page and a half where that is where ours starts. Liebel stated he thinks Staley used what we have been doing as a single source document to get us down a path to talk about every issue. He doesn't think anything we have discussed will be lost, it may just end up in a different format that what we were expecting. Administrator Schmidt stated that is correct, nothing is lost; the planning commission just needs to communicate to him what there is so he can put that in a final document. This won't happen though until after the public workshop.

Cramer wanted to know how everyone else felt about the table situation for the public forum. Liebel stated he is not sure we really need anyone at the greeting table. Because we are such a limited group, he thinks we should all be at the other tables and there should definitely be more than one person per table.

With nothing further the meeting was adjourned at 9:19 PM.

The next meeting will be January 22, 2007.

Lisa Cramer, Chairperson