

MINUTES
 CITY PLANNING COMMISSION
 TUESDAY, MARCH 15, 2016 – 5:00 p.m.
 CITY COUNCIL CHAMBERS
 125 EAST AVENUE B

1. The Planning Commission meeting was called to order with the following members present: Terry Bisbee, Janet Hamilton, Todd Carr, Tom Hornbeck, Darryl Peterson, Harley Macklin, Mark Woleslagel, Robert Obermite and Ken Peirce. Staff present were Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the March 1, 2016, meeting were approved on a motion by Bisbee, seconded by Woleslagel, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

The documents and staff reports were accepted into the official record on a motion by Hamilton, seconded by Peterson, passed unanimously.

4. PUBLIC HEARINGS

- 4a. 16-ZA-03: Request to rezone two lots at the NW Corner of Bigger Street and Elm Street from R-4 Residential Neighborhood Conservation District to P/I Public and Institutional District to construct a parking lot for Lincoln Elementary School.

Peirce asked if there were any outside contacts or conflicts of interest; there were none. Peirce did note that he is employed by the school district as a substitute teacher; however, he did not have a conflict.

Jones reviewed the staff report for the case. In 2015 Unified School District No. 308 acquired two vacant lots at the northwest corner of Elm Street and Bigger Street across from Lincoln Elementary School. The applicant is requesting to rezone these lots from R-4 Residential Neighborhood Conservation District to P/I Public and Institutional District to construct a parking lot with 30 spaces to provide additional off-street parking for the school, staff and visitors. Jones said the site plan and landscape plan for the proposed parking lot were approved by the Development Review Committee contingent upon rezoning.

Photos of the property were shown. The Zoning and Future Land Use Map and photos of on-street parking by the school were also shown. The lots are currently vacant. Two homes were demolished on these lots in 2009. The proposed parking lot would alleviate congestion and provide a safe area for parking. There is no traffic signal at the Elm Street and Bigger Street intersection; however, there is a traffic signal on the Maple Street and Bigger Street intersection. Jones pointed out that a new sidewalk installed by the City through a “safe

walk to school program” is located along Bigger Street. A new vinyl fence would be installed on the west side of the parking lot. ADA spaces are currently located on the street closer to the school building than the proposed parking lot. No additional ADA spaces are needed in the proposed parking lot. A new alley approach will be constructed into the parking lot and a new driveway will be installed onto Bigger Street. An existing driveway approach on Elm Street will be removed and the curbing will be replaced. Landscaping will be installed as shown on the approved landscape plan.

Jones said staff recommends approval of the request.

Peirce asked the applicant for their presentation. Robert Williams, Director of Support Services for USD 308, said the bus loading will be changed to Elm Street and the student drop off will be on Bigger Street so that students will not have to use the crosswalk.

Macklin asked if the main purpose of the proposed parking lot will be for staff as it would be safer for adults to cross the street than for students. Williams said that would be the goal.

There were no comments from the audience. Peirce asked for a motion.

Motion by Macklin, seconded by Bisbee, to recommend to the City Council approval of this request to rezone lots 2 and 4, Block 3, G.C. Millar’s South Addition, from R-4 Residential Neighborhood Conservation District to P/I Public and Institutional District based the following factors:

- 1. Character of the neighborhood;**
- 2. Zoning and uses of nearby property;**
- 3. Suitability of the property for the proposed zoning classification and use;**
- 4. Impacts on nearby properties;**
- 5. Length of time the property has remained vacant;**
- 6. Relative gain to the public health, safety, and welfare, as compared with the hardship to the land owner if the application were denied;**
- 7. Availability of public utilities to serve the development;**
- 8. Conformance to the Comprehensive Plan; and**
- 9. Recommendations of the professional staff.**

The motion passed with the following vote: Yes – Woleslagel, Hamilton, Obermite, Carr, Hornbeck, Peterson, Bisbee, Macklin, Peirce.

The City Council will consider this recommendation on April 5, 2016.

5. UPCOMING CASES

- 5a. Preliminary Plat and Final Plat – Meadowlake Reserve Area Division.
On hold.
- 5b. Preliminary Plat and Final Plat – North Pointe (2803 N. Lorraine St.).
April 5, 2016.

- 5c. Conditional Use Permit – Self Storage Facility (2803 N. Lorraine St.).
April 5, 2016.
- 5d. Rezoning of Property on the NW corner 30th Ave. and Elm – April 19, 2016.
- 5e. Special Use Permit for a tavern (1221 E. 4th Ave.) - April 19, 2016.
- 5f. Special Use Permit for a tavern (1321 E. 4th Ave.) – April 19, 2016.

6. CITY COUNCIL UPDATE

McCarron said the City Council approved the Kisiwa West final plat. However, the sewer easement still needs to be completed.

7. OPEN COMMENTS FROM THE AUDIENCE – None.

McCarron said the topic of considering accessory structures to be built that are larger than the primary structure will be discussed at the April 19, 2016, meeting.

RFP's have been mailed out for the public engagement portion of the Comprehensive Plan.

8. ADJOURNMENT – The meeting adjourned at 5:30 p.m.

Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this 5th day of April, 2016.

Attest: 

Casey A. Jones, AICP, CFM, Senior Planner