

1. **ROLL CALL**

The Planning Commission meeting was called to order at 5 PM with the following members present: Ken Peirce, Tom Hornbeck, Terry Bisbee, Darryl Peterson, Todd Carr and Mark Woleslagel. Harley Macklin, Janet Hamilton and Robert Obermite were absent. Staff present were Jana McCarron, Director of Planning and Development; Casey Jones, Senior Planner; Aaron Barlow, Associate Planner and Stephanie Stewart, Planning Technician.

2. **APPROVAL OF MINUTES**

The minutes of the June 21, 2016, meeting were approved on a motion by Peterson, seconded by Woleslagel, passed unanimously.

3. **CORRESPONDENCE & STAFF REPORTS**

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

4. **NEW BUSINESS**

4a. **16-CP-01: Review the 2017-2021 Capital Improvement Program for Conformance with the Comprehensive Plan.**

Jones explained the Planning Commission's role in reviewing the Capital Improvement Program (CIP) for conformance with the adopted Comprehensive Plan prior to City Council's adoption of the budget and CIP. The City has a 5-year CIP which is reviewed annually. He indicated he reviewed the projects and completed an analysis of how the projects fit with the existing Comprehensive Plan strategies. Jones asked the Commission to review the projects and asked if they had any questions. John Deardoff, City Manager; Justin Combs, Director of Parks and Facilities; Bruce Colle, Director of Engineering; and Nancy Soldner, City Council Member were available for questions. Discussion ensued.

A Finding that the 2017-2021 Capital Improvement Program is in conformance with the Comprehensive Plan was made on a motion by Hornbeck, seconded by Carr, passed unanimously.

4b. **2016 Planning Commissioner Training**

- 1) Module 5: Public Hearing Process/ Open Meetings (16-PLN-12c) - complete
- 2) Module 9: Variances & Appeals (16-PLN-12e) complete
- 3) Module 10: Subdivisions (16-PLN-12e) - moved to next training meeting

5. **UPCOMING CASES**

5a. **16-CTY-02: Hutchinson Designated Notification Area (August 2, 2016)**

McCarron explained that the County authorized establishing an area of influence surrounding cities. Within the influence area, the City may make comments on County zoning amendment and conditional use permit cases.

6. **ANNOUNCEMENTS**

6a. **Welcome Aaron Barlow, Associate Planner**

McCarron introduced Aaron Barlow, who graduated with a master's degree in planning from the University of Utah.

6b. **2017-2037 Comprehensive Plan Kickoff Meeting- July 28, 2016- Atrium**

McCarron invited the commissioners to the meeting, and asked them to let Barlow know if they plan to attend. Staff will introduce the members and have them help answer questions at the kickoff. She encouraged the commission to invite friends and family and indicated that food will be provided.

7. **OPEN COMMENTS FROM THE AUDIENCE** – None.

8. **ADJOURNMENT** – The meeting adjourned at 5:57 PM.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this 16th day of August, 2016.

Attest: 

Casey A. Jones, AICP, CFM, Senior Planner