



1. ROLL CALL

The Planning Commission meeting was called to order at 5:31 p.m. with the following members present: Jon Richardson (4/4), Janet Hamilton (4/4), Todd Carr (4/4), Brock Wells (4/4), Tom Hornbeck (4/4), Valery Roberts-Ropp (3/4) and Terry Bisbee (3/4). Members Mark Wolesslagel (3/4) and Darryl Peterson (3/4) were absent.

Planning Staff present were: Jana McCarron, Director of Planning & Development; Aaron Barlow, Associate Planner; and Jade Shain, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the February 6, 2018 meeting were approved on a motion by Bisbee, seconded by Richardson, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARINGS

a. CPA18-000001 – Comprehensive Plan Land Use Map Amendment for 3005 and 3011 N Halstead St

Barlow provided the staff report. The applicant, Dean Brigman of Union Valley Bible Church, is requesting an amendment to the Comprehensive Plan Land Use Map for properties located at 3005 and 3011 North Halstead Street from *Low Density Residential* to *Commercial*. This request is concurrent with a Zoning Amendment Request for these properties from R-3 Moderate Density Residential District to CR Commercial/Residential District. Barlow discussed the factors required for making a finding of conformance to the Comprehensive Plan. He said that Case No. CPA18-000001 meets all the required factors for approval.

PLANNING COMMISSION MINUTES
MEETING OF: TUESDAY, FEBRUARY 20, 2018

Analysis of Standard Factors Required for Making a Finding of Conformance to the Comprehensive Plan

Factor	Analysis	Met Not Met
1. The development proposal must conform to the spirit and intent of the 2017-2037 Comprehensive Plan.	The Land Use section of Comprehensive Plan speaks to the promotion of logical, compatible, and safe development patterns. Though designated <i>Low Density Residential</i> , 3005 and 3011 N Halstead St are both adjacent to a Commercial designation. Changing their use designation would maintain a logical, compatible and safe development pattern and would not create an isolated "spot."	<input checked="" type="checkbox"/> Met
2. The development proposal must promote the health, safety, morals, order, convenience, prosperity, and general welfare of the community.	The church plans to install a parking lot in the future. The proposed development would reduce the church's on-street parking impact, potentially improving public safety. The proposed development would not have a significant impact on the health, morals, order, convenience, prosperity or general welfare of the community.	<input checked="" type="checkbox"/> Met
3. The development proposal must represent a wise and efficient use of public funds.	The proposed change in land use designation of 3005 and 3011 N Halstead St from <i>Low Density Residential</i> to <i>Commercial</i> will have a marginal, if any, impact on public financing.	<input checked="" type="checkbox"/> Met

Dean Brigman spoke to the Board about the project. He said although initially Union Valley Church had intentions of building a parking lot, there are no immediate plans for the lot at this time. McCarron said that expansions of the facility will require paved parking. Brigman responded that he is aware of the development requirements.

Hornbeck asked for staff's recommendation; Barlow responded that staff recommends approval.

Motion by Bisbee, seconded by Hamilton and passed unanimously, to recommend approval of Comprehensive Plan Land Use Map Amendment request CPA18-000001 to re-designate the properties located at 3005 and 3011 North Halstead Street from Low Density Residential to Commercial based upon a finding that the factors required for approval are met.

City Council will consider the case on March 20, 2018 at 9:00 AM.

b. ZA18-000002 – Zoning Amendment for 3005 and 3011 N Halstead St

Barlow provided the staff report. The applicant, Dean Brigman of Union Valley Bible Church, is requesting a change in zoning designation for properties located at 3005 and 3011 North Halstead Street from R-3 Moderate Density Residential District to CR Commercial/Residential District. This change will allow for uses related to the church on the adjacent lot. Any new expansion of development on the property will require paved parking in addition to screening from residential uses. Barlow discussed the factors required for approval of Zoning Amendment requests. He said that the Case No. ZA18-000002 meets all the required factors for approval.

PLANNING COMMISSION MINUTES
MEETING OF: TUESDAY, FEBRUARY 20, 2018

Analysis of Factors Required for Approval of Zoning Amendment Requests

Factor	Analysis	Met Not Met																		
1. Character of the neighborhood	The properties in question (3005 and 3011 N Halstead S) are located immediately to the north of the Union Valley Bible Church (UVBC) property. They are in a neighborhood transitioning from Residential to Commercial uses. In this neighborhood, businesses along East 30 th Avenue are located in former single-family homes. Over time, there have been larger commercial developments in the area (specifically, Prairie Star and Dillon's). Along N Halstead St, the neighborhood character is much more residential, however, the street is a collector and conducive to small-scale commercial uses.	<input checked="" type="checkbox"/> Met																		
2. Current zoning and uses of nearby property	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Location</th> <th style="background-color: #e0e0e0;">Zoning</th> <th style="background-color: #e0e0e0;">Use</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Subject Properties</td> <td>R-3 Moderate Density Residential District</td> <td>Currently vacant, properties were formerly occupied by single-family homes. Only a single garage remains on 3011 N Halstead.</td> </tr> <tr> <td style="background-color: #e0e0e0;">North</td> <td>R-3 Moderate Density Residential District</td> <td>Single-family residential</td> </tr> <tr> <td style="background-color: #e0e0e0;">South</td> <td>CR Commercial/Residential District</td> <td>Union Valley Bible Church</td> </tr> <tr> <td style="background-color: #e0e0e0;">East</td> <td>R-3 Moderate Density Residential District</td> <td>Single-family Residential</td> </tr> <tr> <td style="background-color: #e0e0e0;">West</td> <td>CR Commercial/Residential District</td> <td>Union Valley Bible Church and Central Christian School</td> </tr> </tbody> </table>	Location	Zoning	Use	Subject Properties	R-3 Moderate Density Residential District	Currently vacant, properties were formerly occupied by single-family homes. Only a single garage remains on 3011 N Halstead.	North	R-3 Moderate Density Residential District	Single-family residential	South	CR Commercial/Residential District	Union Valley Bible Church	East	R-3 Moderate Density Residential District	Single-family Residential	West	CR Commercial/Residential District	Union Valley Bible Church and Central Christian School	<input checked="" type="checkbox"/> Met
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3. Suitability of the property for the proposed use as presently zoned	The subject properties' proximity to the UVBC lot (which is zoned CR) make them suitable for the proposed zoning amendment request and would not result in "spot zoning." N Halstead St being a collector also helps the case for the request's suitability.	<input checked="" type="checkbox"/> Met																		
4. Extent of detrimental effects to nearby properties if the application were approved	There would be no immediate impacts to adjacent property owners if the zoning amendment request is approved as most of the demolition and house moving has already been completed. However, the change in zoning would allow commercial uses closer to neighbors. Any new development would have to conform with the City's regulations requiring commercial uses to be screened from residential properties.	<input checked="" type="checkbox"/> Met																		
5. Length of time the property has remained vacant	Both have been vacant since at least February 2017. One property had a house fire and the other was donated to Interfaith Housing Inc. and has been moved. A storage building remains on the property.	<input checked="" type="checkbox"/> Met																		

<p>6. Relative gain to the public health, safety and welfare compared to the hardship imposed upon the landowner if the application were denied</p>	<p><u>Health, safety, and welfare:</u> The change in zoning will not have a significant impact on the public health safety and welfare.</p> <p><u>Landowner hardship:</u> If the zoning amendment request is denied, UVBC will not be able to use the properties in question for plans to expand their existing parking lot.</p>	<input checked="" type="checkbox"/> Met												
<p>7. Conformance of this request to the Comprehensive Plan</p>	<p>According to the <i>2017-2037 Comprehensive Plan</i>, the property’s land use designation is Low-Density Residential. However, a concurrent application to revise the Comprehensive Plan Land Use Map has been submitted. That request will be considered prior to this request.</p>	<input checked="" type="checkbox"/> Met												
<p>8. Impact on public facilities and utilities</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Streets</td> <td>The proposed parking lot expansion would likely reduce on-street parking along N Halstead St.</td> </tr> <tr> <td>Alleys</td> <td>There are no alleys in this area.</td> </tr> <tr> <td>Sidewalks</td> <td>There are no sidewalks in this area.</td> </tr> <tr> <td>Water</td> <td>This change in zoning district will not impact water infrastructure. In fact, the impact was reduced after the removal of the single-family homes.</td> </tr> <tr> <td>Sewer</td> <td>This change in zoning district will not impact sewer infrastructure. In fact, the impact was reduced after the removal of the single-family homes.</td> </tr> <tr> <td>Drainage</td> <td>Any drainage impacts will be determined during Site Plan Review.</td> </tr> </table>	Streets	The proposed parking lot expansion would likely reduce on-street parking along N Halstead St.	Alleys	There are no alleys in this area.	Sidewalks	There are no sidewalks in this area.	Water	This change in zoning district will not impact water infrastructure. In fact, the impact was reduced after the removal of the single-family homes.	Sewer	This change in zoning district will not impact sewer infrastructure. In fact, the impact was reduced after the removal of the single-family homes.	Drainage	Any drainage impacts will be determined during Site Plan Review.	<input checked="" type="checkbox"/> Met
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Hornbeck asked for staff’s recommendation; Barlow responded that staff recommends approval.

Motion by Hamilton, seconded by Richardson and passed unanimously, to recommend approval of Zoning Amendment request ZA18-000002 to rezone the properties located at 3005 and 3011 North Halstead Street from R-3 Moderate Density Residential to CR Commercial/Residential District based upon a finding that the factors required for approval are met.

City Council will consider the case on March 20, 2018 at 9:00 AM.

5. OLD BUSINESS

- a. There was no old business.

6. NEW BUSINESS

- a. 2018 Planning Commissioner Training – Module 3

McCarron provided the Module 3 training. The training covered the Planning Commission role, composition, bylaws, the order of business, quorum, voting, records, and agendas.

The Commissioners asked for staff to double check the attendance requirements and to notify them via email. Additionally, a request was made for staff to send the Commission the roster.

7. UPCOMING CASES

- a. CUP18-000001 – Request for vehicle repair and outdoor storage at 801 S Main St– March 6, 2018

8. ADMINISTRATIVE CASES

- a. New Antennas on Plaza Tower – Sprint WCF18-000001 – On Hold for Historic Review
- b. New Antennas on Nordyke Grain Elevator – Sprint WCF18-000002 – Approved
- c. Jackson Dairy Milk Silo – SIT18-000001 – Approved with Conditions
- d. Spring Clean Laundry SIT17-000012 (Lot 1, Block A, Josie Addition) – Approved with Conditions

9. COUNCIL ACTION ON CASES

- a. There were no cases considered by City Council; however, the Council did approve the Infill Study Implementation Plan, and authorized staff to move forward with zoning regulation amendments.

10. OPEN COMMENTS FROM THE AUDIENCE

- a. There were no comments from the audience.

11. ANNOUNCEMENTS

- a. There were no announcements.

- 12. **ADJOURNMENT** - The meeting adjourned at 6:30 PM.

Respectfully Submitted,
Jade Shain, Planning Technician

Approved this 6th day of March, 2018

Attest: _____
