



1. ROLL CALL

The Planning Commission meeting was called to order at 5:32 pm with the following members present: Jane Gamber (2/2), Robert Hickman (2/2), Rod Calhoun (2/2), Logan Leuenberger (2/2), Jon Richardson (2/2), Dave Inskeep (1/1) and Jackson Swearer (2/2) (Chair). Valerie Roberts-Ropp (1/2) and Darryl Peterson (0/2) were absent.

Planning Staff present were Ryan Hvitløk, Director of Planning & Development; Amy Allison, Senior Planner; and Charlene Mosier, Planning Tech. Hvitlok welcomed Dave Inskeep as the newest member on the Planning Commission.

2. APPROVAL OF MINUTES

The minutes of the January 12, 2021 meeting were approved on a motion by Leuenberger, seconded by Richardson, passed unanimously.

3. CORRESPONDENCE & STAFF REPORTS

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

4. PUBLIC HEARING

a. **None.**

5. NEW BUSINESS

a. 2020 Planning Department Annual Report

Hvitløk reviewed the 2020 Planning Department Annual report. A list of key accomplishments in 2020 for Planning & Zoning, Housing & Neighborhoods and Historic Preservation was shown. Sign permits and fence permits were steady even during the pandemic. There were fewer special use permits and variances, which is good, as that was the intent of amending the regulations and this indicates the process is working. There were 13 new residential permits, and 44 demolitions.

A CDBG grant was awarded for the Creekside Neighborhood. The Brush Up Hutch program and Down Payment Match continue to be popular. The Zero Interest Rehabilitation loan is also available. The Landlord Tenant Handbook is close to being completed.

Most historic reviews this past year were located in the Houston Whiteside District. The Stevens Building on South main is an ongoing historic project. Plaza Towers on East 2nd Ave has changed ownership.

The 2021 Planning Department work plan includes completing the commercial overlay district, continuing review of zoning regulations and working with Reno County to establish extraterritorial jurisdiction, review of housing incentive programs, creating a developer's roundtable, working on code enforcement procedures and the flood CRS Program.

Richardson commented that he has referred customers to the Planning Department and heard only positive comments about the Planning Staff. Hvitlok said the Planning Department has been short on staff the past year and he hopes to have another planner on staff in about a month. He complimented the Planning Staff for keeping up with all the projects during the past year.

6. UPCOMING CASES

a. February 23, 2021

- SDF20-000002 – Woodland Park Townhomes Final Plat
Allison said the final plat may not be ready until March.

7. ADMINISTRATIVE CASES

- SIT20-000007 – Multi-Unit Living (12 Duplexes) (Pending)
- LS20-000005 - Commercial Lot Split (Pending)
- SDP21-000001 – Minor Plat Lot Consolidation & Platted Setback (Pending)
- SDF21-000001 – Minor Plat Lot Consolidation & Platted Setback (Pending)
- WCF21-000001 – Antenna Replacement (Pending)

8. COUNCIL ACTION ON CASES

- ZA20-000006 - Minor Language Amendments (Approved)

9. OPEN COMMENTS FROM THE AUDIENCE

- Izzy Rivera, Building Official, introduced himself and said he is looking forward to working with the Planning Commission.

10. ANNOUNCEMENTS

- None.

11. ADJOURNMENT - The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Charlene Mosier
Planning Technician

Approved this 9th day of Mar. 2021

Attest: 

Ryan Hvitlok, AICP, CFM
Director of Planning & Development