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**PLANNING & ZONING COMMISSION**  
**November 18th, 2013**  
**Minutes**

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Members Present: Chairman: Fred Famble  
Bruce Bixby  
Gary Glenn  
Tim McClarty  
David Todd Clint Rosenbaum  
David Todd  
Pam Yungblut

Members Absent: None

Staff Present: Jon James, Director of Planning and Development Services  
Dan Santee, City Attorney  
Ben Bryner, Planning Services Manager  
Zack Rainbow, Planner II  
Stephanie Goodrich, Planner I Historic Preservation Officer  
Donna Boarts, Secretary II (recording)

Others Present: Scott Senter  
Chad Carter  
Darrell Mann

**Item One: Call to Order**

Mr. Fred Famble called the meeting to order at 1:35 p.m. and declared a quorum present.

**Item Two: Invocation**

Mr. Famble gave the Invocation.

**Item Three: Appointment of members for the Design Review Subcommittee:**

Mr. Jon James spoke regarding this. Stated that this was the first time this has come up since the Land development code was adopted in 2010. There is a provision for a designer view sub-committee that the chair would appoint, helps with any circumstances that the ordinance having any disputes from an applicant or staff on what the design standards require. Gives them an appeal process to this *Design Review Sub-committee*, to help interpret items and come up with answers. A meeting is scheduled for today to appoint the committee and to hear a particular case.

Mr. Famble requested the following Commissioners to be appointed and serve on this Committee. Mr. Rosenbaum, Mr. McClarty and Mr. Bixby.

**Mr. Todd made a motion to approve the following three (3) Commissioners to serve on the Design Review Committee. Mr. Glenn seconded the motion and the motion carried by a vote of seven (7) in favor (Bixby, McClarty, Yungblut, Rosenbaum, Todd, Famble) and zero (0) in opposition.**

Mr. McClarty asked for clarity regarding the Land development Code with aesthetics by zoning or different streets. The limiting of certain items.

Mr. Jon James stated that the primary regulations are:

- *If the property is on an enhancement corridor and it is identified in the plan.*
- *Large developments over 50,000 sq. ft. Big boxes with limitations to no metal siding or concrete blocks.*

In some PDDs (Planned Development Districts) there are some regulations that the Land Development Code does not have.

Mr. McClarty stated that in the *Land Development Code*, we define streets and or corridors that require no metal or block buildings, with no other aesthetic standards.

Mr. Jon James commented that this is true with the exception of PDD and corridor overlays.

Per large building standards:

- Development should be coordinated to create visual cohesiveness and avoid blank walls through variations in height, depth, color or texture.

Mr. Todd questioned if alternate committee members need to be assigned?

Mr. Jon James stated the intent is that the chair would appoint a new committee. each time an issue comes up.

Mr. Dan Santee stated that no way of knowing when a committee would be needed due to the infrequency, or whom might have any conflicts. If it became a situation where a committee is needed more often, than possibly have the Commission could look outside for permanent members.

#### **Item Four: Discussion Item:**

Discussion regarding the Plat Waiver process, role of staff, staff recommendations, and other processes and procedures related to the Land Development Code.

Mr. Jon James stated that some of the Commissioner had expressed an interest in regards to having an open journal discussion regarding processes and staff, or if there are any questions or feedback.

Mr. Famble asked for explanation due to being out of town the last two meetings.

Mr. McClarty stated that when a waiver comes up in these meetings, we spend quite a length of time discussing an item so we are able to come to a decision.

Mr. Todd stated that the two discussions items that were discussed were:

- Cul-de-sac length.
- Block length.

Mr. James explained the role of Planning and Zoning is to be the staff for this commission. Part of our role is to relay your recommendation to the City Council. However, we also have an obligation to make professional recommendations as well as to the City Council.

Mr. Rosenbaum explained another vital part is the public. Stated staff recommends what they do. Gives the opportunity for the public to speak and give their input, for and staff to decide what to do with it.

Mr. James asked for feedback today or at a future discussion. He stated that he has looked to other cities, have found that most make staff recommendations, and have a process similar to ours. Whereas in some cities, their staff play more of a role in providing information, but not making formal recommendations, but those cities are in the minority.

Explained about *zoning* items if we say that it is a *staff recommendation* is, that would mean it is coming from our professional Planning Staff. Anything relating to *platting* and subdivisions, when we say the *Staff Recommendation*, then that would come from the *Development Review Committee*, which includes staff from various departments.

Mr. Santee stated that Mr. James and the Planning Staff clarify things to the best of their ability.

Mr. McClarty specified that he hopes that we all can agree on Plat Waivers or on those items that might have a decision different than what staff is recommending, a representative from Planning and Zoning should be at City Council to voice our recommendation.

Mr. Rosenbaum stated that the *Land Development Code* from his Perspective is accurate.

Mr. Famble stated that we should always try to discuss items not agreed upon, and try and meet in the middle.

**Item Five: Adjourned:**

**Planning and Zoning Commission meeting was adjourned at approximately 2:20 P.M.**

Approved: \_\_\_\_\_, Chairman

