



PLANNING COMMISSION MEETING AGENDA

January 27, 2014

7:00 P.M.

Council Chambers

- I. **CALL TO ORDER.**
- II. **PLEDGE OF ALLEGIANCE.**
- III. **ROLL CALL.**
 - a. ORGANIZATIONAL BUSINESS
- IV. **APPROVAL OF THE MEETING AGENDA.**
- V. **APPROVAL OF THE OCTOBER 28, 2013 REGULAR PLANNING COMMISSION MEETING MINUTES.**
- VI. **PUBLIC HEARINGS.**
 - a. None Scheduled
- VII. **STAFF REPORTS.**
 - a. None Scheduled
- VIII. **OTHER BUSINESS.**
 - a. CONSIDER APPROVAL - 2014 Planning Commission Meeting Schedule
 - b. CONSIDER APPROVAL -2014 Planning Commission "Work Plan"
- IX. **COMMUNITY FORUM.** Individuals may address the Planning Commission about any item not included on the regular agenda. Speakers are requested to come to the podium, sign their name and address on the form at the podium, state their name and address for the Clerk's record, and limit their remarks to five minutes. The Planning Commission may refer the matter to staff for a future report or direct the matter to be scheduled on an upcoming agenda.
- X. **COMMUNICATION WITH CITY COUNCIL AND OTHER COMMISSION ACTIVITIES AND INFORMATIVE ITEMS.**
- XI. **ADJOURNMENT.**

To: St. Anthony Village Planning Commission
From: Kelsey Johnson, ACIP, City Planner
Date: January 20, 2014
Subject: Planning Commission Meeting for January 27, 2014

AGENDA ITEM: III. a. ORGANIZATIONAL BUSINESS

Following Commission appointments each year, the Commission acts on organizational items:

- Election of Chair and Vice Chair - The Commission elects a chair to work with the staff in preparing the monthly agenda, facilitate the Commission meetings and acts as spokesperson for the Commission at appropriate times. The Commission also elects a Vice Chair to perform the same duties in the absence of the Chair. Over the past year, Brian Heinis has served as Chair and Erica Crone has served as Vice-Chair.

ACTION TO BE CONSIDERED: To elect a Chair and Vice-Chair to serve through January 2015.
[Motion Required].

BACKGROUND:

- Planning Commission roster enclosed
- Meeting procedures enclosed

Template Motion: "I move that we elect (*insert name*) to serve as Chair and (*insert name*) to serve as Vice-Chair of the Planning Commission through January 2015."



2014 PLANNING COMMISSION ROSTER

<u>Member Name</u>	<u>Term Expiration</u>
Brian Heinis	December 2015
Erica Crone	December 2015
Tom Grahek	December 2014
Pat Niccum	December 2014
Craig Poucher	December 2015
Dominic Papatola	December 2016
Daniel Bartel	December 2016



PLANNING COMMISSION GENERAL MEETING PROCEDURES

1. The Chair introduces the item.
2. Staff describes the proposal and presents the staff report to the Planning Commission.
3. The Applicant, if any, offers additional comments on the proposal.
4. The Chair asks the Commission members if they have questions of the applicant or of staff.
5. The Chair opens the public hearing (if applicable).
6. Those wishing to comment on the agenda item are heard.
 - a. Name and address of the person commenting must be verbally communicated at this time.
 - b. All comments are taken from those wishing to comment on the agenda item.
7. The Chair closes the public hearing and asks staff or the Applicant to respond to any and all questions that have been asked by the public.
8. The Commission takes action on the issue or continues the matter to a future meeting.

AGENDA ITEM: IV. APPROVAL OF THE MEETING AGENDA

The agenda, as presented or modified, is in order for adoption by the Commission. [Motion Required].

Template Approval Motion: "I move to approve the agenda as presented." **OR** "I move to approve the agenda as modified."

AGENDA ITEM: V. APPROVAL OF THE MEETING MINUTES

The minutes of the October 28, 2013 Regular Planning Commission meeting are enclosed for your review. These minutes, as presented or modified, are in order for adoption by the Commission. [Motion Required].

Template Approval Motions: "I move to approve the meeting minutes as presented." **OR** "I move to approve the meeting minutes as modified."

AGENDA ITEM: VIII. a. CONSIDER APPROVAL - 2014 Planning Commission Meeting Schedule

ACTION TO BE CONSIDERED: To approve or deny the 2014 Planning Commission meeting schedule. [Motion Required].

FACTS:

- The Planning Commission has held its meeting on the fourth Monday of each month at 7:00 P.M. Unless the Commission would prefer another meeting night, staff would recommend continuing that practice in 2014.

BACKGROUND:

- Proposed 2014 meeting schedule enclosed

Template Approval Motion: "I move to approve the 2014 Planning Commission Meeting Schedule as presented." **OR** "I move to approve the 2014 Planning Commission Meeting Schedule as modified."



PLANNING COMMISSION 2014 MEETING AND SUBMITTAL SCHEDULE

MEETING DATE	APPLICATION SUBMITTAL DEADLINE
January 27	December 27, 2013
February 24	January 24
March 24	February 24
April 28	March 31
May 27*	April 28
June 23	May 23
July 28	June 30
August 25	July 25
September 22	August 22
October 27	September 29
November 24	October 24
December 22	November 24

- Planning Commission Meetings are held at 7:00pm at City Hall, 3301 Silver Lake Road.
- Exceptions to deadlines and meeting times may occur when meetings or deadlines occur during a week of a holiday.

AGENDA ITEM: VIII. b. CONSIDER APPROVAL - 2014 Planning Commission "Work Plan"

ACTION TO BE CONSIDERED: To approve or modify the 2014 Planning Commission "Work Plan". [Motion Required].

FACTS:

- A "Work Plan" is a schedule of objectives established by the Planning Commission, which provides an efficient method of prioritizing projects and achieving the most important goals of the Planning Commission and the community.
- Staff is seeking direction from the Planning Commission as to if they want to remove or add any projects to the list and how they should be prioritized.
- Once approved, staff will present the "Work Plan" to the City Council for approval.

BACKGROUND:

- Proposed 2014 "Work Plan" enclosed

Template Approval Motion: "I move to approve the 2014 Planning Commission "Work Plan" as presented." **OR** "I move to approve the 2014 Planning Commission "Work Plan" as modified."



St. Anthony Village Planning Commission 2014 Work Plan

The Planning Commission is a seven member advisory commission, appointed by the City Council and charged with the following duties (City Code Chapter 32, Section 32.06):

- A) Review and make recommendations to the City Council as to a comprehensive municipal plan, including the land use plan, a community facilities plan, a transportation plan, and recommendations for plan adoption and execution;
- B) Consider and make recommendations to the City Council as to all proposed subdivisions and plats;
- C) Consider and make recommendations to the City Council as to all proposed amendments to the Chapters 151 and 152 of this code regarding subdivisions and zoning;
- D) Consider, hold hearings, and make recommendations on conditional use permit applications;
- E) Review all applications for variance to zoning, hold hearings, and make recommendations to the City Council; and
- F) Review requests for sign variances.

In 2014, the Planning Commission will focus on the following items:

- 1. Continue training on both planning/zoning issues.
- 2. Review and making recommendations on land use and development applications.
- 3. Reviewing and making recommendations on proposed City Code amendments, Comprehensive Plan amendments, and other long range planning documents. Among potential projects in 2014, the Planning Commission prioritized them in the following order (recognizing that not all will be completed in 2014):
 - 1. Review/update nonconforming lot standards;
 - 2. Review/update/create home occupation/interim use permit/special use permit ordinance;
 - 3. Continue review/update green/energy/reuse ordinance(s); specifically:
 - a. Solar Energy in residential and commercial areas;
 - b. Pervious pavement systems;
 - c. Keeping of Chickens;
 - d. Keeping of honey bees.
 - 4. Review outdoor wood burning fire standards;
- 4. Reviewing and making recommendations on privately or City initiated rezoning and land use re-guiding.