

Planning Commission
April 17, 2006

Chairperson Cramer called the meeting to order at 7:00 PM.

The following members were present: Lisa Cramer, James Montgomery, Cindy Maas and Ken Smith and Gordon Liebel. Also in attendance was City Planner Dan Staley.

Smith had a question on where it states chairperson and vice-chair, should it also state head chair. It was clarified that the chairperson is the head chair. Liebel moved to approve the minutes of the April 3, 2006 commission meeting. Cramer seconded the motion and the motion carried.

Staley handed out some information that Smith gave to him. It was some information from the American Planning Association magazine. Staley also sent information via e-mail to everyone that was excerpts from that same magazine that he thought would be helpful to everyone. Smith stated he did not get that because he doesn't have e-mail. Staley stated he would get that for him.

Cramer stated the sign code that we had all agreed on and we are holding a public hearing on has not yet been re-distributed. Staley stated he would send it to everyone tonight.

Planning Commission Procedures:

Staley stated after Administrator Schmidt reviewed this, he gave comments back to him regarding the language. There was a lengthy discussion on the language under Section C.1. giving the planning commission the power to approve or deny said plats..... It was the commission's consensus to change the language to read "shall recommend approval or denial said plats..... Liebel had a question about it only recommending on subdivisions, do we want to include all plats. Staley stated right now it is written into law that the planning commission does review all plats. Maas stated she feels that the planning commission should review all the short plats. After discussion regarding how much extra time the commission will be spending if reviewing short plats along with large plats and if reviewing short plats this would allow the planning commission to know more of what is going on in the City, the commission decided to add in to the language under C.1. The planning commission shall review all proposed land plats and subdivisions Smith stated he would like all the planning commission members to get a copy of the Roberts Rules of Orders. Staley stated he would look into getting the condensed version for everyone. There was a discussion regarding what constitutes a quorum. The commission decided the language would be "A majority of the current members of the planning commission constitutes a quorum for the transaction of business. The quorum shall never be less than three members." Montgomery stated he had some concerns regarding the wording of membership because it doesn't spell out that the five members have to reside in the city limits. The commission decided to include the wording "Five members shall be registered voters who reside in the city limits". There was also a question about the person who has the out of town business. The wording will be changed to be "who has owned and operated a business within the corporate city limits

for more than one year”. The final discussion was regarding the removal of members. After discussion, it was decided by the commission to use the language from the City of Covington.

Landscaping Ordinance Discussion:

Everyone will get their comments to Staley and then he and the work group will meet and go over the comments and bring the final item back to the entire commission.

Continue Work on Subdivision Regulations:

18.30 Requirements for improvements. Staley stated he wants to add language in here so that every plat that is submitted has to also submit CAD drawings. Liebel stated he thinks it is a great idea, however, not all programs are compatible so are we limiting people by asking for this. Staley doesn't believe that it would, most all these types of firms use that kind of computer programs.

With nothing further the meeting was adjourned at 9:52 PM.

Lisa Cramer, Chairperson