

MINUTES
PLANNING COMMISSION
December 17, 2020
7:00 P.M. – VIA VIDEO CONFERENCE

CITY CLERK
2020 DEC 18 AM 10:33

	<u>Name</u>	<u>Members' Term Attendance</u> (mtgs attended-mtgs absent)	<u>End of Current</u> <u>Term of Office</u>
MEMBERS PRESENT:	Tim Doyle	(08-04)	12/14/24
	Lauren Catron	(28-12)	07/17/22
	Bob Bucher	(30-04)	06/15/23
	Donna Jean Boyer	(31-02)	07/22/23
	Reba Kendall	(55-07)	01/29/22
	Karen Quintana Planalp	(14-02)	08/04/24
	Josh Knight	(04-00)	08/05/23
	Ben Burtnett	(24-08)	02/12/23
	Allison Tschannen	(08-09)	07/15/24

MEMBERS ABSENT:

STAFF PRESENT: Bryan Carter, City Attorney
Clint Thompson, Director, Planning & Development
Brandy McKinley, Assistant Director, Public Works
Zack Martin, City Planner
Rebecca Shipp, Executive Administrative Assistant

Call to Order –Kendall called the meeting to order at 7:00pm.

Kendall entered Chapters 11, 26 and 31 of the Code of Ordinances into evidence.

ROLL CALL: Quintana Planalp-present, Tschannen-present, Catron-present, Burtnett-present, Bucher-present, Doyle-present, Knight-present, Kendall-present, Boyer-present. Quorum is present. Five members constitute a quorum.

Kendall read the rules of conduct.

Quintana Planalp made a motion to approve the minutes of the November 19, 2020 meeting. Boyer seconded

VOTE: Quintana Planalp-yes, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 9, Nays – 0, Abstain – 0 Minutes approved.

UNFINISHED BUSINESS

ITEM #2 Authorization to enter into a Subdivision Improvement Agreement - Approval of an application to waive the requirement of Section 26-70(a) and permit the applicant to enter into a subdivision improvement agreement for London Addition as provided in Section 26-71(a).

Approved or denied by the Planning Commission

Staff recommendation: withdrawal

Bucher made a motion to withdraw the application. Burtnett seconded.

**VOTE: Quintana Planalp-yes, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 9, Nays – 0, Abstain – 0 Motion approved.**

NEW BUSINESS

ITEM #1 Major Subdivision – A request for approval of a preliminary plat for a major commercial subdivision entitled The Commons 2nd Plat located at 4524 Commonwealth Drive, 4530 Commonwealth Drive, 4525 Commons Drive and 4531 Commons Drive, as requested by William Anderson.

Major subdivisions are forwarded to the City Council.

Staff recommendation: approval

Martin gave the staff report.

There was no discussion among commission members regarding the item.

No one spoke in favor of the item.

No one spoke in opposition of the item.

Doyle made a motion to approve. Boyer seconded.

**VOTE: Quintana Planalp-yes, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 9, Nays – 0, Abstain – 0 Motion approved.**

ITEM #2 Authorization to enter into a Subdivision Improvement Agreement - Approval of an application to waive the requirement of Section 26-70(a) and permit the applicant to enter into a subdivision improvement agreement for The Commons 2nd Plat as provided in Section 26-71(a).

Approved or denied by the Planning Commission

Staff recommendation: approval

Martin gave the staff report.

There was discussion among commission members and staff regarding the item.

No one spoke in favor of the item.

No one spoke in opposition of the item.

Bucher made a motion to approve. Catron seconded.

**VOTE: Quintana Planalp-yes, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 9, Nays – 0, Abstain – 0 Motion approved.**

ITEM #3 Minor Subdivision – A request for approval of a minor commercial subdivision entitled Mitchell Woods East Plat 2 located on Corporate Drive, Parcel ID # 07-4.0-17-003-000-006.002 as requested by Rob Burris.

Minor Subdivisions are approved or denied by the Planning Commission

Staff recommendation: approval

Martin gave the staff report.

There was discussion among commission members and staff regarding the item.

Rob Burris-11201 SW Frost, Clarksdale—spoke in favor of the item.

No one spoke in opposition of the item.

Burtnett made a motion to approve. Boyer seconded.

**VOTE: Quintana Planalp-yes, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 9, Nays – 0, Abstain – 0 Motion approved.**

ITEM #4 Adoption of amended Design Guidelines – A request for adoption of amended Design Guidelines pursuant to Section 31-175 and any and all other sections of Chapter 31 of the Code of Ordinances concerning the adoption of design guidelines or other restrictions for the purposes of historic preservation.

Recommendations are forwarded to City Council

Staff recommendation: approval

Martin gave the staff report.

There was discussion among commission members and staff regarding the item.

Kim Schutte-Historic Preservation Consultant--spoke on behalf of the item.

No one spoke in opposition of the item.

Boyer made a motion to approve. Bucher seconded.

VOTE: Quintana Planalp-no, Tschannen-yes, Catron-yes, Burtnett-yes, Bucher-yes, Doyle-yes, Knight-yes, Kendall-yes, Boyer-yes
Ayes – 8, Nays – 1, Abstain – 0 Motion approved.

Martin spoke about upcoming agenda items. Martin reminded Commissioners beginning January 2021 the Planning Commission meeting time is 5:30 pm and meetings will be held by Zoom for the foreseeable future.

The meeting adjourned at 7:47pm.

Minutes respectfully submitted,

Rebecca Shipp

cc: Paula Heyde, City Clerk
Planning Commission Members
Gary Edwards, City Manager
Clint Thompson, Planning & CD Director
Ted Elo, Assistant City Attorney
Brady McKinley, Civil Engineer
Mark Townsend, Technology Associate Director