

**MINUTES
CITY OF AMES
PLANNING AND ZONING COMMISSION**

Date: April 15, 2015	Debra Lee, Chairperson	2018
	*Rob Bowers, Vice Chairperson	2018
Call to Order: 7:00 p.m.	Yvonne Wannemuehler	2018
	Julie Gould	2016
Place: Ames City Hall	*John Tillo	2016
Council Chambers	*Carlton Basmajian	2017
	Matthew Converse	2017
Adjournment: 9:17 p.m.		
	*Absent	

MAJOR TOPICS DISCUSSED:

1. Public Hearing for the Eastgate LUPP Map Amendment
 2. Public Hearing for the Revision of the Major Site Development Plan for 97 Peach Lane
 3. Zoning Text Amendment for the Mixed Use Overlay (Lincoln Way)
 4. Annual Review of the Planning and Zoning Commission Bylaws
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CALL TO ORDER: Debra Lee, Chairperson, called the meeting to order at 7:00 p.m.

APPROVAL OF AGENDA:

MOTION: (Wannemuehler/Converse) to approve the Agenda for the meeting of April 15, 2015:

MOTION PASSED: (4 - 0)

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 1, 2015:

MOTION: (Wannemuehler/Gould) to approve the Minutes of the meeting of April 1, 2015.

MOTION PASSED: (4 - 0)

PUBLIC FORUM: There were no public comments.

ELECTION OF OFFICERS:

MOTION: (Wannemuehler/Gould) to nominate Debra Lee as Chairperson of the Planning and Zoning Commission.

Ms. Lee stated that she would accept the nomination but if another Commission member is interested in being the Chairperson she would withdraw. No other Commission members, that were present, asked to be considered.

MOTION PASSED: (4-0)

MOTION: (Converse/Gould) to nominate Rob Bowers as Vice Chairperson of the Planning and Zoning Commission.

Debra Lee, Chairperson, closed the nominations.

MOTION PASSED: (4-0)

PUBLIC HEARING FOR THE EASTGATE LUPP MAP AMENDMENT

Ray Anderson, Case Planner, explained that this request is a Minor Land Use Policy Plan Map Amendment which affects six properties north and west of Baltimore Drive. He outlined the location of these parcels on the map. Mr. Anderson stated that they are currently designated as Highway-Oriented Commercial (HOC) on the Land Use Policy Plan (LUPP) map. He stated that the applicant requests that the LUPP designation for these parcels be changed to Residential High-Density (RH). Mr. Anderson stated that the current zoning designation for these parcels is Community Commercial Node (CCN). He stated that if this request is approved the applicant wants to request a rezone of these parcels to RH for the purpose of constructing multi-family apartment buildings. Mr. Anderson stated that the applicant wishes to pursue this request due to the strong demand for multi-family housing in the community and because these parcels have been vacant/idle for approximately 15 years. He outlined the allowed uses in a commercial zone. Mr. Anderson stated that these parcels are not well suited for retail uses due to their location. He stated that if this request is approved it is staff's analysis that this development should not be used exclusively for student housing but to also help meet a broader community need for an expanded workforce. Mr. Anderson reviewed the location of several areas proposed for change from commercial to residential. He stated that staff has completed the RH evaluation tool for this property. Mr. Anderson reviewed the contents of this document. He stated that staff has identified three major issues with this request: possible addition of various types of housing, addition of land for commercial uses (not retail), and the location of residential housing next to an industrial use to the north that may be in conflict due to noise, traffic, and outdoor activities. Mr. Anderson stated that staff recommends approval of the applicant's request and the change to the LUPP designation of this property from HOC to RH.

Matt Converse asked if other HOC properties located on South 17th Street and South Duff Avenue that Mr. Anderson referred to are located adjacent to an industrial zoning district. Mr. Anderson stated that they were not located next to an industrial zone.

Debra Lee asked if this property would be large enough for the construction of a motel/hotel or a medical facility. Kelly Diekmann, Director of Planning & Housing, stated that this could possibly work with lot consolidation or a corner site. She asked how important visibility is for some of these commercial uses. Mr. Diekmann explained that it depends on the commercial use. He stated that hotels want to have good visibility from a major thoroughfare. Mr. Diekmann stated that this property has limited visibility and that there is a slim chance that a hotel would be interested in building on this site. He stated that restaurants and retail are also interested in good visibility.

Kurt Friedrich, Friedrich Companies, 100 6th Street, stated that they have gone through an extensive review with the City Council about two months ago regarding this request. He stated that the Council referred their request to the Planning and Zoning Commission with a recommendation that the applicant request a Minor LUPP Map Amendment. Mr. Friedrich stated that he has received considerable support from local businesses and employers that are

anxious for development to occur in this area. He stated that the property has been idle for the last 15 years. Mr. Friedrich stated that he feels that there is currently a glut of commercial office land that is currently available. He stated that some of the demand has been satisfied on South Bell Avenue and the Aspen Business Park. Mr. Friedrich stated that senior housing is a significant growing need within the city and an RH designation would allow that use. He stated that there are no RH properties currently available in the city. Mr. Friedrich outlined several large employers within a close vicinity of this property. He stated that they have received letters of support for this land use change to allow for professional apartments in the area. Julie Gould stated that the Commission did not receive copies of the letters of support in the packet that they received. Mr. Diekmann stated that the letters were included in the City Council agenda packet. Mr. Friedrich read several letters of support that they have received to the Commission. He listed various city services, infrastructure, and amenities located near this property. Mr. Friedrich stated that staff has received several letters shortly before this meeting expressing concern about this request, one of which was from BASF, the property owner to the north, and another letter from another individual that expressed concerns about traffic congestion. He stated that currently there is a 350 foot dedicated left turn lane on 13th Street from the west turning into the Eastgate property and a 150 foot right turn lane from the east. Mr. Friedrich stated that no new turn lanes would need to be added. He stated that staff has reviewed the plans and layout of the proposed subdivision and streets and they have found that the current infrastructure in this area can safely handle the capacity. Mr. Friedrich stated that he visited the area one hour prior to this meeting and counted one truck that entered the area. He said that the letter from BASF indicates that in a 24 hour period there are currently three to four trucks per hour exiting their property. Mr. Friedrich stated that there is at least a 300 foot separation between BASF and where buildings might be placed on this property. He reviewed a map with the Commission showing a layout of how this project might be arranged in order to achieve an interface between this property and the property to the north. Mr. Friedrich stated that the staff report indicates that there may be 450 units in this development; however, he stated the concept plans that they are looking at show that there will be approximately 192-240 units. He stated that some additional units may be constructed on the remaining CCN property (seven lots). Mr. Friedrich stated that that land does not require a Land Use Policy Plan Amendment. He described the types of buildings that might be placed on that property. Mr. Friedrich outlined the location of the drive aisles shown on the concept plan. He stated that there are no wetlands or flood plains on this property. Mr. Friedrich stated that he feels that they can mitigate the concerns that have been presented.

Mr. Converse asked Mr. Friedrich if he has visited this area and counted trucks at 8:30 a.m. and at 10:00 a.m. and whether there was more than one truck in this area during those times. Mr. Friedrich stated that there was more than one truck during those times. He stated that the peak traffic in a residential area occurs at the opposite time than in an industrial area. Mr. Friedrich reviewed details listed in the traffic study. Mr. Converse stated that every time that he has been at the 13th Street and Dayton Avenue intersection there is truck traffic backed up at the intersection.

Ms. Lee stated that during the 15 years that this property has been vacant there was a lack of demand for any type of building project due to the economic downturn. She asked for clarification on why the applicant feels that the current lack of demand for this property will continue. Mr. Friedrich stated that the plat opened in 1998 and it was fully developed at that time. He feels that the market has decided to go elsewhere for their office and hotel/motel uses.

Ms. Lee stated that she is questioning a residential use that is appealing to professionals and senior citizens, in close proximity to the industrial activities in this area. She stated that it feels like they are weighing the positives of a major roadway near the property to outweigh some of

the aesthetics issues, such as types of traffic and activities to the north of this property. Mr. Friedrich stated that many larger communities have multi-family housing areas located in close proximity to major arterial roads and large employers. He stated that BASF is a quiet user. Mr. Friedrich stated that BASF owns the 20 acres north of their site and has room to expand to the north if needed. He reviewed the location of various residential areas along Stagecoach Road. Mr. Friedrich stated that utilities could be accessed through the Eastgate property.

David Youngblade, site manager with BASF, stated that their company sent a letter, expressing their concerns, which they requested to be made a part of the record. He stated that BASF does not want to inhibit the City's growth potential. Mr. Youngblade stated that their company will continue to grow. He stated that they will need increased security on site if the property to the south is developed. Mr. Youngblade stated that they have an outdoor research facility in close proximity to this property as well as equipment that is stored outside. He stated that they don't have money budgeted for increased security at this time. Mr. Youngblade stated that they would need to add fencing around their facility and provide a guard shack with 24 hour a day coverage if this request is granted. He stated that this would affect the traffic flow in and out of their facility which is approximately 20-40 truckloads scattered throughout the day. Mr. Youngblade stated that there is currently a lot of traffic congestion in this area in the morning. He stated that they have concerns about getting trucks out of their facility onto the street if the request is approved. Mr. Youngblade stated that they currently run two shifts. He stated that as their company continues to grow they may add a third production shift. Mr. Youngblade reviewed concerns that a potential resident in the proposed development might have with a production facility as a neighbor. He outlined additional concerns that BASF has regarding the applicant's request.

Julie Gould asked for clarification of the intensity level for the allowed uses in a Planned Industrial (PI) zone. She asked about noise and odors. Mr. Youngblade stated that there will not be any odors from their facility as they are working within permitted restrictions. He stated that there will be lights and noise from the facility and trucks entering and exiting the site. Mr. Youngblade stated that this is part of their business environment. Mr. Diekmann outlined the allowed uses in a PI zone. He stated that it is not designed as a zone for compatibility.

Ms. Lee asked what would have happened if an allowed use had been built to the south of the BASF facility. Mr. Youngblade stated that at the time of acquisition of their facility in 2012 site security staff visited the site and determined that since the property to the south was undeveloped their recommendation for security upgrades did not include outdoor fencing. He stated that this BASF facility is not a high hazard environment. Ms. Lee asked if an allowed use had been built on this property earlier would BASF have had to consider increased security. Mr. Youngblade stated that that was correct. He stated that outdoor fencing will not block out the light or the noise. Mr. Youngblade stated that if BASF expands to the north perimeter security fencing will be required for the entire facility.

Yvonne Wannemuehler asked how much PI property is located in Ames. Mr. Diekmann stated that the ISU Research Park is zoned PI. He stated that this property is the only property in this area that is zoned PI. Mr. Diekmann stated that the other parcels along Dayton Avenue are zoned General Industrial. He stated that this is the only property on the east side of Ames. Mr. Diekmann stated that the city does not plan to annex property north of the BASF property into the city. He stated that this is something that occurs when attempting to find residential infill areas. Mr. Diekmann stated that compatibility is one thing that needs to be considered. Ms. Wannemuehler expressed concern about potential nuisance complaints that BASF might receive if a different use is allowed on the neighboring property. Mr. Diekmann stated that the City would not ask BASF to change their operations. He stated that it would be up to BASF how they wanted to address any complaints. Ms. Wannemuehler expressed concern about locating

a residential development next to an existing industrial facility. She said that she thinks that it would be good to locate housing possibly along Stagecoach Road as there are employers in this area.

Mr. Converse stated that for half of the 15 years that this property sat idle it was during a recession. He stated that BASF purchased their property based on the zoning designation of the surrounding properties. Mr. Converse stated that this proposal would add an extra expense for them.

Ms. Gould referred to the traffic study and asked whether Plymouth Drive would be too close to 13th Street and Dayton Avenue to add a traffic signal. Mr. Diekmann stated that a full traffic assessment has not yet been completed. He stated that typically the city does not want to place a traffic signal within 400-700 feet of a major intersection. Mr. Diekmann stated that it would be as a result of a reaction to the development. Ms. Gould expressed concern about the traffic in this area. Mr. Diekmann stated that 13th Street and Dayton Avenue traffic is currently at an acceptable level. He stated that a certain amount of growth will occur. Ms. Lee stated that it isn't necessarily the traffic load but the type of traffic. She stated that there is a lot of truck traffic in this area. Ms. Gould stated she is conflicted about this request. She stated that she understands the concerns about having a piece of property sit idle for this length of time. Ms. Gould stated that she does understand that there is a need for residential housing in the area due to the location of various businesses nearby.

Ms. Lee stated that an LUPP change should be made because of a significant reason. She asked if the need for this type of housing outweighs the original decision that was made for the current LUPP designation.

Ms. Gould asked if any commercial zoning districts allow for multi-family housing. Mr. Diekmann stated that Community Commercial/Residential Node (CCR) is the only one. He stated that this zoning designation is only allowed along Mortensen Road.

MOTION: (Converse /Wannemuehler) to accept Alternative #2, which states: that the Planning and Zoning Commission recommends that the City Council **deny** the proposed amendment to the LUPP Future Land Use Map to change the land use designation of the property located at 1405, 1415, 1425, 1509, 1511 and 1519 as depicted in Attachment C.

Ms. Gould asked if the request is denied would staff look at various zoning options. Mr. Diekmann stated that it would be their recommendation that Council ask staff to look into this.

MOTION PASSED: (4 - 0)

PUBLIC HEARING FOR THE REVISION OF THE MAJOR SITE DEVELOPMENT PLAN FOR 97 PEACH LANE

Jeff Benson, Case Planner, stated that the Old Orchard Mobile Home Park has been located on this property for several decades. He stated that mobile home parks are zoned and regulated by a major site development plan which requires Council's approval and the Planning and Zoning Commission's recommendation. Mr. Benson stated that a number of changes have been made

to this mobile home park over the years. Mr. Benson stated that the applicant wishes to construct a maintenance facility on one of the lots in the mobile home park which is not included in the current plan. He outlined the proposed location of the building on a map. Mr. Benson reviewed an aerial photograph of the original plan that shows an existing home on the property. He stated that the applicant wishes to add the new maintenance facility in this location. Mr. Benson stated that there is a significant grade change between the proposed building and the surrounding roads thus making it necessary to place the garage doors on the south side of the structure. He stated that there is an existing gravel driveway on the property that is shown in a 1970 photograph that the applicant has provided. Mr. Benson stated that this gravel driveway was allowed prior to the City requiring vehicle areas to be paved. He stated that the Code requires legal non-conformities (such as the existing gravel driveway) to be eliminated whenever it is practicable to do so. Mr. Benson stated that since the home and farm buildings that had been located on this property when the Major Site Development Plan was approved have since been removed and the driveway is still existing, staff feels that the drive should now be paved. He stated that the applicant feels that since the road is currently gravel and probably won't be paved for some time that it is not practicable to pave the driveway. Mr. Benson stated that staff feels that the changes that the applicant proposes to make are conforming to the City standards and should be allowed if the drive is paved.

Ms. Wannemuehler stated that if the land was contoured differently the doors of the proposed building could be placed on the north side and paving the driveway would not be necessary. Mr. Benson stated that placing the doors on the north side is not practicable.

Mr. Converse asked if South Riverside Drive is a city street or a university street. Mr. Benson stated that he feels that it is a shared maintenance responsibility between the University and the City. He stated that it was a County road at one time. Mr. Benson stated that the road gives the City access to an electrical switching station.

Mr. Converse asked if there was any storm water infrastructure located on this property. Mr. Benson stated that there isn't any storm water infrastructure in the area.

Rob Haaland, Bolton-Menk, stated that he is an engineer representing the applicant. He stated that the building on the aerial map that was shown was a shipping container that the applicant had used for storage. He stated that it has been removed. Mr. Haaland stated that there is a residence on the property that is used by the site manager of the mobile home park for the storage of equipment. He stated that there are two driveways to Riverside Drive on the property. Mr. Haaland stated that it is the applicant's wish to put a pad on the south side of the proposed building that will transition to gravel.

Ms. Wannemuehler stated that it doesn't make sense to pave this driveway; however, if a homeowner wanted to do this they would be required to pave the driveway. Mr. Benson stated that if a new garage was being built the homeowner would be required to pave the drive. Mr. Diekmann stated that the Commission stated it is up to the Commission to determine if it is practicable to pave the driveway.

Ms. Gould stated the applicant has requested to waive the surface material requirements. She asked if this request could go to the Zoning Board of Adjustment. Mr. Benson stated that Council will make the decision whether the driveway needs to be paved. Mr. Diekmann stated that surface material requirements cannot be waived. He stated that it will be determined if it is practicable to require that the driveway be paved.

Mr. Converse asked if the location of the proposed shed could be turned so that it accesses Peach Lane and also increase the elevation. Mr. Haaland stated that it was never addressed.

He stated that the reason that it was placed as presented is due to the two accesses to the south.

Ms. Lee stated that she likes consistency; however, this property is not located in a large development that is visible and heavily traveled. Ms. Gould stated that it doesn't seem like Riverside Drive will be improved.

MOTION: (Wannemuehler/Converse) to accept Alternative #2, which states: that the Planning and Zoning Commission recommends that the City Council approve the proposed revision to the Major Site Development Plan for Old Orchard Manufactured Home Park to add a maintenance building, without conditions.

MOTION PASSED: (4 - 0)

ZONING TEXT AMENDMENT FOR THE MIXED USE OVERLAY (LINCOLN WAY)

Kelly Diekmann, Director of Planning & Housing, stated that this agenda item is a discussion item. He stated that staff is planning to draft a proposed ordinance after receiving feedback from the Commission. Mr. Diekmann stated that staff is proposing to work on an interim measure. He stated that one of the items on the planning department's work plan is a full Lincoln Way corridor study. Mr. Diekmann reviewed the basic components of this study. He stated that this study might provide infill opportunities that might allow for mixed use development. Mr. Diekmann stated this item is being brought forward at the request of a private property owner that has a two acre site in west Ames along Lincoln Way. He outlined the process for this request. Mr. Diekmann stated that the City is only looking at mixed use along Lincoln Way, not in other areas of the city.

Karen Marren, Case Planner, reviewed some of the uses that are typically allowed in the Highway-Oriented Commercial (HOC) base zone as well as some of the regulations that this zone does address. She outlined some of the uses/requirements/regulations that the Commission might consider requiring in a Mixed Use Overlay designation as set out in the staff report. Ms. Marren stated that one thing that staff is considering is requiring a structure to have ground floor commercial and at least two stories of residential housing on the second and third floors. She stated that minimum lot area has not been addressed in the mixed use overlay staff report. Ms. Marren outlined the process that an applicant would need to follow for a mixed use overlay zoning designation request. She stated that staff is wanting feedback from the Commission regarding the suggested regulations and design components.

Ms. Wannemuehler stated that she would like to see adequate parking requirements included. Ms. Marren stated that Article 4 of the Code will still require a minimum amount of parking based on the usage of the site. She stated that the Code will still allow for some shared parking if the applicant can show off-peak demand times for the different uses on the site. Mr. Diekmann stated that parking requirements would be based on the number of bedrooms and square footage. He stated that staff will follow the commercial development requirements for required parking in the mixed use overlay designation.

Ms. Lee stated that she would like clarification about the drive-thru facilities. Mr. Diekmann stated that staff has not addressed drive-thru facilities. He stated that during the time of the corridor study would be the proper time to discuss the interface of commercial space with the corridor. Mr. Diekmann stated that they are not usually in conflict with mixed use.

Ms. Lee asked for clarification on outdoor storage and outdoor display. Mr. Diekmann stated that outdoor display allows for keeping goods that are for sale outside along a store front. He stated that staff is fine with allowing that regulation. Mr. Diekmann stated that he doesn't feel that you will see trucks at a mixed use property. Ms. Marren stated that typically this type of use will not want to be located in a pedestrian/residential setting.

Ms. Lee asked for clarification on the size of the lots and the setbacks that would be required in a mixed use overlay area, in particular how close could a structure be placed to Lincoln Way. Mr. Diekmann stated that lots located around the west Hy-Vee would have a sizeable area for a mixed use designation; however, an HOC project on Lincoln Way closer to Duff Avenue might need to consolidate lots in order to have this designation. He stated that the mixed use overlay would apply on Lincoln Way between South Dakota Avenue and Duff Avenue.

Ms. Gould asked if this proposed ordinance were to be adopted would it apply to the whole distance of Lincoln Way from South Dakota Avenue to Duff Avenue or would it be applied as requested for a particular piece of property. Mr. Diekmann stated that an applicant would need to make an individual request for a particular site. He stated that this designation will not be proactively applied at this point. Mr. Diekmann stated that the corridor study may indicate that this area should all be changed at one time.

Ms. Gould asked for clarification on the design standards for this designation. Mr. Diekmann stated that it depends on how much structure is included in this ordinance. He stated that staff is leaning towards a more text based overlay. Mr. Diekmann stated that design principles would be included but ratios would not necessarily be included. He said that if the Commission wants to go in this direction staff would definitely look into this. Ms. Gould stated that she feels that setting a standard of percentages and numbers would be overwhelming to apply the entire length of Lincoln Way. She stated that currently the look of Lincoln Way varies considerably from one area to another.

Mr. Diekmann spoke about the importance of including building orientation. He stated that it speaks about the intent of the principles that staff would want to see for a project from the street. Mr. Diekmann stated that the purpose is to achieve a productive commercial space and the bonus is the housing. He stated that housing should not be allowed to drive the project.

Ms. Lee stated that she feels generally favorable towards this idea; however, she is curious that going in this direction could be an opening for changing to more rentals if, down the road, there isn't a need for the commercial space. Mr. Diekmann stated that that is why staff currently does not have a desire for every property to be designated mixed use along Lincoln Way. He stated that currently the housing component is the economic factor fueling mixed use, not the commercial component. Mr. Diekmann stated that staff is concerned about what is driving the project.

Mr. Diekmann reviewed the reasons that staff started looking at the mixed use designation.

Ms. Lee stated that she is pleased to see this proposed ordinance as an opportunity to modernize some of the properties in the area.

Mr. Diekmann asked the Commission how they would like this brought back to them for review and if there were any other options that they would like staff to explore in order to move this ahead.

Ms. Gould stated that she feels that determining how the required minimum commercial space is calculated is worth looking into. Mr. Diekmann stated that currently there are two separate standards for minimum commercial space. He reviewed those standards. Ms. Gould stated that how this is calculated will impact the look of the structures. Mr. Diekmann explained what staff feels needs to be included.

Mr. Diekmann outlined the main uses that will be allowed for the first floor commercial space.

Chuck Winkleblack, Hunziker Companies, 105 So. 16th Street, stated that he and a partner own a mixed use building east of The Café in Somerset. He stated that they have a commercial use on the first floor and residences on the second floor. Mr. Winkleblack stated that he has to screen his commercial and residential tenants so that they are aware of the effects from living next to each use within the building. He outlined the positives for this type of development along Lincoln Way. Mr. Winkleblack stated that he will have on-site parking so that tenants will not be parking on the neighboring streets. He stated that there needs to be some flexibility in the Code as all lots are not square or rectangular. Mr. Winkleblack stated that he feels that this project would be a great pilot project for the mixed use designation along Lincoln Way. He stated that they have two, three-story buildings with 7,000 square feet of commercial space on the first floor that they are planning. Mr. Winkleblack stated that there are some ADA code requirements that need to be followed regarding residential space with this type of development. He stated that a handicapped unit needs to be located on the first floor. Mr. Winkleblack stated that 75-80 percent of the first floor space would be commercial. Mr. Diekmann reviewed the ADA code requirements that would need to be followed in this area of the city that are not required in other areas of the city.

Ms. Gould asked for clarification of the design vision for the entire length of Lincoln Way. Mr. Diekmann stated that he feels that the corridor study will explore this. He stated that he does not feel that the entire length of Lincoln Way will look the same. Mr. Diekmann stated that he feels that there will be target areas. He stated that the corridor study will get into those details. Ms. Gould expressed concern that the look of individual properties may improve but not the overall look of the area. Mr. Diekmann stated that as an interim measure staff feels that complimentary brick materials are important.

Ms. Lee expressed concern about the required depth of the properties in the mixed use overlay area. Mr. Diekmann stated that there is currently a variation of lot depth along Lincoln Way. He stated that this proposed ordinance will not change existing residential areas. Mr. Diekmann stated that it will pertain only to existing commercial areas. He stated that staff will prepare a draft ordinance for the Commission to review.

ANNUAL REVIEW OF THE PLANNING AND ZONING COMMISSION BYLAWS

Kelly Diekmann stated that if the Commission wants to make any changes to the Bylaws the Commission can direct staff to revise the Bylaws and bring them back to the Commission for approval.

Mr. Converse asked why the introduction of the commission members is made at the beginning of the meeting. Discussion was held as to why it is done and which commissions currently do this.

Ms. Lee spoke about attendance at the Commission meetings and the times where it is a struggle to maintain a quorum at the last minute. She stated that the Commission is emerging from a time of slow development to an increasing number of projects coming before the

Commission. Ms. Lee stated it is important to receive the perspectives from the whole Commission about those projects. She stated that the community relies on the Commission being able to address those items. Ms. Lee stated that she does realize that there are times when it is out of everyone's control. She asked the Commission if everyone could notify staff if they know that they are going to be absent from a Commission meeting two to four weeks in advance if possible and to keep last minute absences at a minimum. Ms. Lee asked if the Commission wants to add something to the by-laws about attendance. Discussion was held on whether email reminders have been sent out about attendance at the recent Commission meetings. Ms. Lee stated that the Commission has gotten to the point that the attendance question has to be asked two days prior to the meeting and this is not enough notice. Ms. Gould stated that it is not fair to the applicant to find out at the last minute that there are not enough Commission members attending the meeting for a quorum. Mr. Diekmann stated that it is an appropriate reminder/discussion; however, he doesn't feel that it is a change that can be made to the bylaws. He stated that the Commission can encourage each other to make the meeting a priority. Mr. Diekmann stated that the dates for the meetings are set a year in advance and to try to work around those dates whenever possible. He encouraged everyone to let staff know when they will be absent.

Ms. Lee stated that she would bring up the importance of attendance at Commission meetings and letting staff know in advance if a Commission member will not be able to attend at the next meeting.

It was the consensus of the members present that they did not have any revisions to the by-laws.

COMMISSION COMMENTS: None

STAFF COMMENTS: Mr. Diekmann reviewed the tentative agenda for the meeting of May 6, 2015. He also reviewed the status of several cases that were heard at the April 14, 2015 City Council meeting. Ms. Gould asked about the status of an annexation request. She asked if this would remove the Fromm and Spillers property from the annexation request. Mr. Diekmann stated that Council requested that a boundary line adjustment be drawn up for one parcel. He stated that this request would become 100 percent voluntary.

MOTION TO ADJOURN:

MOTION: (Wannemuehler/Gould) to adjourn the meeting.

MOTION PASSED: (4 - 0)

The meeting adjourned at 9:17 p.m.

Debra Lee, Chairperson
Planning & Zoning Commission

Lorrie Banks, Recording Secretary
Department of Planning & Housing

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