

**CALL TO ORDER:**

Chairman Bob Smith called the meeting to order at 7:00 p.m. He led the Pledge of Allegiance.

**ROLL CALL**

Members Present: Bob McClean, Sue Erickson, Bob Smith, Brian Vicary, Deb Good and Tim Hunnicutt.

Excused: Dannel Ballard, Mike Lee and Bill Sullivan

**STAFF:**

Lisa Grysen, Carmine Avantini (LSL Planning), Steven Van Steenhuyse (LSL Planning), Kevin Feuka (C2AE) and Chris Olson

**AUDIENCE:**

Carl McDaniel, Haven King, Howard Green, Brenda Green, Fred Motz, John Allen, Mary Swanson, Paul Garriery, David Christian, Jamerson Ries, Leslie Hargett

**APPROVE AGENDA:**

Motion by Commissioner Good, seconded by Commissioner Erickson and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for June 24, 2010 be approved with the removal of OB #3 Planning Commission Bylaws revision. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner Vicary, seconded by Commissioner Hunnicutt and carried by unanimous vote of the Planning Commission that **the minutes of the May 27, 2010 Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:** None

**PUBLIC HEARING #1:**

Chairman Bob Smith closed the regular planning commission meeting at 7:06 and opened public hearing #1-Special Approval Land Use-Duplex use at 320-322 Hickory. John Allen, owner of 320-322 Hickory is requesting to build a duplex on this parcel. The City Administrator received one phone call from a resident that was not opposed to this project. LSL Planners recommend that this request be approved.

Chairman Bob Smith closed Public Hearing #1 at 7:11 and re-opened the regular Planning Commission meeting.

**PUBLIC HEARING #2:**

Chairman Bob Smith closed the regular planning commission meeting at 7:12 and opened public hearing #2-Special Approval Land Use-Senior Adult Foster Care Facility at 607 Turner. Potential owners Brenda and Howard Green would like to purchase 607 Turner Street and operate a 7-12 resident group home. They are proposing 5 single living quarters and 2 double living quarters. The plan submitted shows 5 parking spaces with the potential of 2 additional parking spaces under the deck.

No input has been received on this request.

Chairman Bob Smith closed the public hearing and re-oped the regular planning commission meeting at 7:20 p.m.

### **PUBLIC HEARING #3:**

Chairman Bob Smith closed the regular planning commission meeting at 7:51 and opened public hearing #3-Revisions to Off-Street Parking Ordinance requirements, Central Business District.

City Hall received input from the Fire Chief for DeWitt Area Emergency Services Authority. Downtown Development Authority Treasurer Fred Motz is in favor of this.

Chairman Bob Smith closed the public hearing and re-opened the regular planning commission meeting at 8:03 p.m.

### **OLD BUSINESS:**

1. Recommendation to City Council; Parking Ordinance revisions for Central Business District:  
The public hearing for the proposed downtown parking ordinance amendments has been advertised and opportunities to comment have been sent to all appropriate agencies.

Motion by Commissioner Good, seconded by Commissioner Erickson and carried by unanimous vote of the Planning Commission **to table this agenda item until the July Regular Planning Commission meeting.** MOTION CARRIED

2. Downtown Design Guidelines, required minimum standards and options:  
The final draft of the downtown design guidelines which incorporates all comments received since the plan draft was provided to you earlier this year has been completed.

**Construction Standards:** A memo from LSL which provides a listing of structural items that they consider necessary to approve a downtown building and site plan. These items would be considered baseline standards for the approval of a structure within that zoning district.

The other items discussed in the guidelines document, which are largely architectural enhancement, would be subject to further consideration, including the possibility of façade grants from the DDA.

**Approval Process:** A review process with a committee comprised of DDA and PC members has been discussed in the course of design guidelines formulation. This committee is envisioned as examining plans in detail in order to encourage the desired architectural ornamentation appropriate to proposed building(s), and to work with a petitioner to formulate those into his/her plan (along with any possible financial incentives via the DDA façade grant program) to achieve the desired structural appearance. With those items in place within the process, then the final site plan/structural approval by the Planning Commission could incorporate all of the desired elements (which would effectively be negotiated) into the final site plan approval.

LSL Planning is suggesting that the following be required when any site or building is developed or redeveloped:

A. Site

1. Screen mechanical equipment so it blends into overall landscape plan, rather than draw attention to it. Ground mounted equipment shall be located in the side or rear yards, in a location that is least visible to the public (pg 16).
2. Lighting shall be directed downward and fully shielded to eliminate an outward or upward glare. (pg 18).
3. Lighting shall consist of decorative fixtures, such as goose neck fixtures, be architecturally integrated with the building style, materials and color and contain shields to direct light downward. Pole fixtures shall be located within landscaped islands or behind the curb or sidewalk (pg. 18).
4. Parking area must be well lit for nighttime pedestrian and vehicular security (pg. 18).
5. Signs shall be architecturally integrated with their surroundings in term of size, shape, color, texture and lighting and not promote visual competition with other signs in the downtown area (pg. 19).
6. Trash receptacle enclosures near buildings shall be constructed of brick or other high-quality material as determined by Planning Commission and the walls must be high enough to completely block views of the trash receptacle from street level (pg. 20).
7. Loading doors shall not face onto streets or other public areas (pg. 20).
8. Parapet walls shall be used to screen roof mounted equipment (pg. 20).

B. Building

1. Exterior design and details (color, architectural form, type, and number of materials) shall be applied to all building facades to achieve harmony and design continuity (pg. 22).
2. Building facades that are visible from the street and portions of buildings that are visible to the public shall be finished in a manner that is consistent with the front façade (pg. 22).
3. Building shall be parallel to the street. If located at an intersection the building shall be parallel to both streets, unless conditions dictate otherwise (pg. 23).
4. Building shall be situated with a limited setback from the street right-of-way. Buildings on Bridge Street and Main Street shall be built with no setback (pg. 25).
5. Front facades shall occupy the majority of the street frontage, as this eliminates gaps, voids, along the street edge (pg. 25).
6. A primary entrance shall be provided from the street (pg. 25).
7. Infill buildings shall (pg. 27):
  - a. be designed to be compatible with surrounding buildings in term of scale, materials, and proportion.
  - b. Respect the rhythm of window and door openings of existing buildings.
  - c. Not mimic nearby buildings but sensitive to their character.
8. Buildings shall consist of durable high quality materials. The primary building material should consist of brick or similar high-quality material, with stucco, glass, or stone as accent materials (pg. 28)
9. Roof top equipment must be screened from ground level view at public streets and adjacent property lines (pg. 30).
10. Long, blank facades along sides visible to the public shall be avoided (pg. 31).
11. Windows and doors shall comprise of at least 70% of the area situated between 2 feet and 10 feet, measured from the ground, on the first floor front façade of a building (pg. 31).

12. Windows shall be installed above the first floor. The glass area of a façade above the first floor shall not exceed 35% of the total façade area of that floor (pg. 31).
13. Window frames and mullions shall be a neutral color and complement the overall color scheme for the building (pg. 31).
14. Clear or lightly tinted glass is allowed but reflective or opaque glass is not permitted (pg. 31)
15. Awings shall (pg. 32):
  - Consist of opaque fabric material. Translucent, plastic or other materials are not to be used.
  - Not be internally illuminated, although lighting may be used above or beside the awing.
  - Coordinate with the style and color of the building.

Motion by Commissioner Erickson, seconded by Commissioner Hunnicutt and carried by unanimous vote of the Planning Commission **that (a) and (b) listed above be required and have legal counsel put this in ordinance form and include a waiver condition.**

### **NEW BUSINESS:**

#### 1. Consideration of Special Approval Land Use for Duplex at 320/322 Hickory Street:

Motion by Commissioner Erickson, seconded by Commissioner Hunnicutt and carried by unanimous vote of the Planning Commission **to recommend approval of the Special Land Use-Duplex for 320-322 Hickory and forward this application on to the City Council for consideration at the July 6, 2010 Regular City Council meeting.**

#### 2. Consideration of Special Approval Land Use for Senior Adult Foster Care Facility at 607 Turner:

The public hearing for a proposed special approval land use at the above-named property has been advertised and property owners within 300 feet have been notified of the hearing.

The petitioner and his consultant was provided with a copy of the planner's review on June 16, as well as prior reviews in April and May that were sent along with checklists. Updated information to address the planner's review came in on June 17 and June 18, 2010.

The Planning Commission provides a recommendation to the Council for the special land use.

### **UPDATES AFTER PLANNER'S REVIEW**

Revised plans brought in after the planner's review memo show that the petitioner has addressed a number of questions that were raised by LSL:

- Turner Street is a major/collector street, which satisfies the ordinance requirement.
- Lighting, screening and trash storage have been addressed in the attached documentation that was received from the Greens on 6-17-2010.
- An unobstructed fire lane has been provided in lieu of two parking spaces at the front of the structure. Additionally, the structure must have a sprinkler system in accordance with state regulations for a group foster care home.

- Under section 78-240(ff) of the zoning ordinance, the applicant is required to demonstrate the ability to comply with applicable state licensing requirements.

*The afternoon of June 18, Mr. and Mrs. Green brought in documentation which is intended to demonstrate their ability to meet the state requirements. The first document is a summary of state licensing requirements for a group foster care home; the second ("New Life Assisted Living Center for Seniors") describes their response to those state requirements. Due to the late arrival of this document, there has not been any opportunity to review it in depth.*

Motion by Commissioner Hunnicutt and supported by Commissioner Erickson and failed by roll call vote **to table this agenda item until the July Planning Commission meeting.**

<b>Roll Call:</b>	<b>Vicary</b>	<b>No</b>	<b>McClean</b>	<b>No</b>
	<b>Erickson</b>	<b>Yes</b>	<b>Smith</b>	<b>No</b>
	<b>Good</b>	<b>No</b>	<b>Hunnicutt</b>	<b>Yes</b>
	<b>Lee</b>	<b>Absent</b>	<b>Ballard</b>	<b>Absent</b>
	<b>Sullivan</b>	<b>Absent</b>		

Motion by Commissioner Vicary and supported by Commissioner McClean and carried by roll call vote **to recommend approval of the special land use to City Council contingent on approval of 2 non use variances, site plan approval, and satisfactory police and fire department input.**

<b>Roll Call:</b>	<b>Vicary</b>	<b>Yes</b>	<b>McClean</b>	<b>Yes</b>
	<b>Erickson</b>	<b>Yes</b>	<b>Smith</b>	<b>Yes</b>
	<b>Good</b>	<b>Yes</b>	<b>Hunnicutt</b>	<b>No</b>
	<b>Lee</b>	<b>Absent</b>	<b>Ballard</b>	<b>Absent</b>
	<b>Sullivan</b>	<b>Absent</b>		

3. Consideration of Site Plan for Senior Adult Foster Care Facility at 607 Turner:

Reference New Business #2 above

Motion by Commissioner Vicary and supported by Commissioner McClean and carried by roll call vote **to recommend site plan approval contingent on the 2 non use variances being approved by ZBA, in addition to satisfactory police and fire approvals.**

<b>Roll Call:</b>	<b>Vicary</b>	<b>Yes</b>	<b>McClean</b>	<b>Yes</b>
	<b>Erickson</b>	<b>No</b>	<b>Smith</b>	<b>Yes</b>
	<b>Good</b>	<b>Yes</b>	<b>Hunnicutt</b>	<b>No</b>
	<b>Lee</b>	<b>Absent</b>	<b>Ballard</b>	<b>Absent</b>
	<b>Sullivan</b>	<b>Absent</b>		

4. St. Francis Retreat Center- Multi Family Structure within PQ District:

St. Francis Retreat Center is proposing a third 4-unit multi-family dwelling structure within the northwest corner of the Center site. These units are to be occupied by retired and semi-retired priests.

Motion by Commissioner Good and supported by Commissioner Vicary and carried by unanimous vote of the Planning Commission **to approve the plans with the recommendations and comments noted.**

5. Consideration of lot split for 402 North Bridge Street:

The parcel abutting East Clinton Street (Parcel C) is L-shaped, with a portion of the parcel (Parcel B) abutting the rear of Parcel A. The petitioner is requesting a lot split of the 3,250 square foot area that comprises parcel B and adding it to Parcel A.

Motion by Commissioner Good and supported by Commissioner Vicary and carried by unanimous vote of the Planning Commission **to approve the lot split with the condition that Parcel A and B are resurveyed and combined into one parcel.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Kevin Feuka (C2AE) reported that the subcommittee has met with Keith Schroeder.

City Administrator Chris Olson reported that the WECS Ordinance will be in the June 27<sup>th</sup> edition of the DeWitt Bath Review.

**ADJOURNMENT:**

Motion by Vicary, seconded by Good and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 9:07 p.m.**

Respectfully submitted,

Lisa M. Grysen  
Clerk/Treasurer