

MINUTES

1. The meeting was called to Order by Commissioner Bob Garrett with Roll Call.

2. Roll Call:	Manson	Present	McPherson	Present
	Garrett	Present	Shultz	Present
	Hemphill	Absent	Fisher	Present
	Lane	Present		

3. General Business:

A. Approve Planning Commission Agenda.

Motion by Commissioner McPherson to approve the Agenda; second by Fisher.

All Commissioners approved by “ayes.”

Motion carried.

B. Approve Minutes of the Planning Commission meeting held on August 27th, 2019.

Motion by Commissioner Manson to approve the Minutes; second by Fisher.

All Commissioners approved by “ayes.”

C. Disclosure of conflicts of interest. Commissioner Garrett said he was asked by Terry Childers to review a piece of paper, which was a contract, and he gave his opinion on the contract. Basically, the paper read that the property owner would be giving away some right-of-way permanent easement for \$100. Mr. Garrett said he didn't think was right and morally proper and told Mr. Childers he wouldn't sign the paper if it was him. Mr. Garrett stated he was unaware at the time this would be a matter coming to the Commission in future. Since this doesn't affect the Site Plan on the meeting agenda, Administrator Brungardt said this would not be a conflict of interest.

D. Disclosure of outside communications regarding Commission business. N/A

4. **Call to Public:**

Members of the public who wish to address the Planning Commission regarding items not on the agenda may do so at this time. Any presentation is for information purposes only. No action will be taken. There is a four-minute time limit.

No one appeared.

5. **Public Hearing:** None.

6. Old Business: None.

7. New Business:

- A. Final Plat Phase 8 – Carriage Houses. Planning Director Brad Weisenburger stated the current expansion phase was approved by the Planning Commission in January, 2019. He provided Commissioners with the layout sheet from the approved Final Development Plan showing the arrangement of the property lines and building footprints that were approved. The owners have now constructed the 8th building on the property, Building 8, and the square footage area has been established. A replat has been submitted for approval by the Planning Commission and ultimately by the City Council, as in past replats for this planned development property.

On this re-plat, there are 19 separate units that vary in size from about 450 square feet to nearly 1,100 square feet. Staff has performed a review of this document and can report it is in conformance with the approved Final Development Plan, the Zoning and Subdivision Regulations, and general surveying practices. Staff recommends approval.

Motion by Commissioner Manson to approve the Final Plat Phase 8; second by McPherson.

Roll Call:	Manson	Yes	McPherson	Yes
	Garrett	Yes	Shultz	Yes
	Hemphill	Absent	Fisher	Yes
	Lane	Yes		

Motion carried.

- B. Site Plan Review - Milburn Associates. Planning Director Weisenburger stated a site plan application and checklist have been submitted by Justin Milburn for the expansion of his office building at 33125 W. 83rd Street. The proposal is to double the size of the building to allow for potential additional employees. Staff has met with the applicant's representatives and have had numerous information exchanges via phone and email. The property is zoned "C-1" and there are no front, rear or side yard setbacks. Planning Director Weisenburger outlined the general layout, parking, architectural considerations along with the other development standards that were considered.

Planning Director Weisenburger said Staff has reviewed the application materials for conformance to the City's Zoning Regulations and generally accepted engineering and development standards. He further commented on those items as detailed in the Memo to Planning Commissioners dated September 24, 2019. Staff has found, in general, the site plan submittal meets the requirements found in Article 11 of the City's Zoning Regulations and is consistent with the City's site plan requirements. Staff recommends approval of the site plan as presented.

Commissioner Garrett asked if more employees will be working in this building in future.

Justin Milburn, Milburn Civil Engineering, and owner of the building located at 33135 W. 83rd Street. Currently there are six people working in the building. He said they looked at remodeling the interior, so they looked at an expansion on the south which will allow for an additional 15 to 18 employees. He is looking to hire one or two people in the next

year. Mr. Milburn said he lives in De Soto and feels the expansion on the building will be a good fit for the city. Mr. Milburn provided additional information and discussed the expansion plans for the Commissioners to review. Mr. Milburn commented on the conversations he has had with the residential neighbor on the east. Mr. Milburn said he is asking to just be able to go on the residential property to build out the building and a temporary easement, not for a permanent easement.

Commissioner Manson said he is concerned about parking in this area, in front of the building and across the street from the building, which isn't going to really support 25 employees in this area. Commissioner Lane also expressed her concerns about the parking spaces. Administrator Brungardt said the public parking lot next to the Fire Station is an open public parking lot. There are four places reserved for the Fire Department staff. Discussion ensued that most concerns of the Commissioners were related to parking space available in the downtown area of this building.

Motion by Commissioner Shultz to approve the Site Plan for Milburn Civil Engineering; second by McPherson.

Roll Call:	Manson	Yes	McPherson	Yes
	Garrett	Yes	Shultz	Yes
	Hemphill	Absent	Fisher	Yes
	Lane	Yes		

Motion carried.

Mayor Walker said he wanted to come and thank the Planning Commission for their hard work during the last Planning Commission meeting.

Commissioner Lane said she knows the Commission has talked before about code enforcement and the visibility to more people. She said with the church coming into downtown, we need to put our best foot forward and ensure our downtown area looks nice. There are some businesses that need to be repaired and painted, along with the benches that are in disrepair. She is asking if the City is still working on the premise that code enforcement is only when someone complains.

Administrator Brungardt said weeds, inoperable vehicles on the streets, are the main concerns, along with the safety and health violations. He said the City does not attempt in any way to go out and enforce every code violation on the books. He said there is a list of properties that the City is aware of and are working with.

Commissioner Lane addressed her comments to Mayor Walker. Mayor Walker said the downtown area could be included in a focused effort to make downtown look better by enforcing the ordinances.

Administrator Brungardt said there is also an opportunity to incentivize property owners to focus on code enforcement by asking property owners to complete an application for incentives to help clean up the properties. Discussion ensued between Commissioner Lane and Administrator Brungardt concerning the Planning Commission making a recommendation to address the downtown area and focus on code violations.

Planning Director Weisenburger commented on the property that was recently denied a rezoning. He then commented on a request for annexation that was recently approved by the City Council. He wanted the Planning Commission to be aware of that.

No further comments from the Commissioners.

Motion by Commissioner Manson to adjourn at 6:29 p.m.; second by Fisher.

All Commissioners approved by “ayes.”

Motion carried.

Respectfully submitted:

Lana R. McPherson, MMC, City Clerk