

# CITY OF DE SOTO PLANNING COMMISSION

City Hall, 32905 W. 84<sup>th</sup> Street  
May 24, 2005 – 7:00 P.M.

## MINUTES

1. The meeting was called to order at 7:00 p.m. by Vice-Chairman Robert Friday.

2. Roll Call:	Friday	Present	Hemphill	Absent
	Honomichl	Absent	Kroeger	Present
	Krudwig	Present	Moberly	Present
	Templin	Absent		

### 3. General Business:

A. Approve Planning Commission agenda. Motion by Commissioner Moberly to approve the Agenda; second by Kroeger.

Commissioners approved by “ayes”.

B. Approve minutes from the April 26, 2005, Planning Commission meeting. Motion by Commissioner Moberly to approve the Minutes as written; second by Krudwig.

Commissioners approved by “ayes”.

### 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. Old Business:

A. Consider amendments to the City of De Soto Procedures Manual Articles 1 through 8. Chairman Friday asked Planning Coordinator Gordanier to provide comments regarding this matter, per the memo dated May 20, 2005. Ms. Gordanier explained that City Attorney, Patrick Reavey, had made some changes and she discussed those changes on pages 11 through 31. In Subsection 5, City Attorney Reavey provided language for “persons of diverse backgrounds” to modify the previous language. The City’s Code of Ethics has been included, and language has been included under “Ethical Principles”. Procedural elements have been clarified in the revised language. The public hearing has been held and the Planning Commission can choose to act now. Commissioner Moberly said he likes the changes that have been made and he is quite happy with the revisions. Commissioner Moberly commented on the photos in the revisions. Staff recommends the Commission recommend approval to the Council of these revisions.

Motion by Commissioner Moberly to recommend approval of this document to the City Council, as Exhibit "A" of staff report dated May 20, 2005; second by Krudwig.

Roll Call:	Friday	Yes	Hemphill	Absent
	Honomichl	Absent	Kroeger	No
	Krudwig	Yes	Moberly	Yes
	Templin	Absent		

Motion carries.

## 6. New Business:

- A. Discuss amendments to the City of De Soto Procedures Manual Articles 9 through 16. Planning Coordinator, Kim Gordanier, stated these are revisions outlined in the memo dated May 20, 2005. The modifications have not been finally reviewed by the City Attorney. Ms. Gordanier reviewed the changes that have been made to the Variance Procedure, Site Plan Review, and the Site Plan Review Checklist. Article 15 concerning "Fences" has been stricken as it is already discussed in the City's Code. Article 16 has been revised regarding "Issues of Importance". Ms. Gordanier requested comments from the Commissioners.

Commissioner Moberly discussed the Site Plan revisions with Mr. Brungardt in Article 11.

(Record notes that Commissioner Templin joined the meeting at 7:18 p.m.)

Chairman Friday discussed the removal of some of the language in the Site Plan. All Commissioners are comfortable with the change as this has been noted in the revised language. No comments from Commissioner Kroeger, pending the City Attorney's final review. Commissioner Krudwig discussed the "public interest" under the Variance in determining the "public health, safety, morals, order," etc. Also, Commissioner Krudwig discussed the terminology of "affected parties" being notified under the "Minimum Variance" paragraph. Commissioners discussed the phrasing and requested the City Attorney review the language. Discussion by Commissioner Kroeger regarding the copy of the public hearing notice being mailed to each party of interest. Discussion by staff on having the City Attorney review this language and revise the language, if necessary, to be more specific.

No further comments were made. Chairman Friday gave direction to staff to make the changes and request the City Attorney and staff review if for approval for a public hearing.

- B. Discuss scope and schedule for future land use map revision workshops. Chairman Friday asked Planning Coordinator, Kim Gordanier, to review the discussions regarding the revisions to the Future Land Use map. Ms. Gordanier said the Council had approved the Future Land Use map at their last meeting. The Commissioners had recommended a joint workshop with the Council and Council also would like to schedule a workshop to jointly discuss the future land use and the comprehensive plan.

Mrs. Lisa Briscoe, Planning Consultant, stated she has discussed these proposed changes with Chairman Honomichl, and he would like to discuss the future goals and development of the City as discussed in the Targeted Industries Study, the

Community Housing Assessment, and other studies that have been done in the City. Planning Consultant Briscoe introduced Ms. Triveece Harvey, Planning Consultant, who then outlined the schedule and scope of the project that Patti Banks & Associates is proposing. She outlined the four tasks involved in the scope of the suggested project. The first task would be in data collection to identify the ideas, themes, key principles, policy statements and recommendations from existing City studies, as well as their relation to the Comprehensive Plan.

Planning Consultant Harvey stated Task Two would be the issue prioritization and the guiding principles that are determined by the outcome of Task One. There would be community input through workshops and public meetings. In Task Three, the conceptual alternatives would be based upon the Issue Prioritization and the Comprehensive Plan Framework and used to address the economic development and redevelopment opportunities, as well as the viability and suitability of existing land uses. Again, there would be workshops and public meetings. Task Four would be the final alternative based on the analysis of the Conceptual Alternatives and the Final Future Land Use Concept and determine that relationship to infrastructure, economic development and redevelopment, and transportation and traffic. There would be community input and public meetings to recommend the changes; and finally, the implementation of the changes determined to be made.

Planning Consultant Briscoe stated that Chairman Honomichl indicated these workshops would be a way to bring the Planning Commission and the City Council together to work jointly for a future land use plan. There would be a great benefit to have all members of the Commission and the Council working together to determine the planning goals. Discussion by City Engineer Brungardt in determining the scope of the project involved. The proposed idea is to shift some of the responsibility to City Staff on the short-range planning, and have Patti Banks & Associates do the long-range planning items. He stated many of these studies have already been completed and the future economic development studies will affect the long range planning and Future Land Use Plan, especially in the next 18 to 24 months.

Discussion by Chairman Friday regarding the time frame. Planning Consultant Briscoe stated it would be from June through October, 2005, as tentatively scheduled. Commissioner Krudwig stated he agrees with City Engineer Brungardt in encouraging the EDC and Chamber of Commerce to be involved in the future studies. Commissioner Friday agreed that the other groups should be involved, as these other committees have planning expertise in how the City is developing. Commissioner Kroeger discussed if this is just future land use or if it is now including the comprehensive planning, as well. Comments from Planning Coordinator Gordanier that these discussions will affect the future land use and the comprehensive planning for the City's future. Discussion with Planning Consultant Briscoe and Commissioner Kroeger regarding the economics of future land use and how economics impact the future land use and comprehensive plans. Discussion on economic policy and how it is determined. Commissioner Kroeger asked about transportation and future water system plans. Discussion by City Engineer Brungardt regarding the basis for these plans and policies, and how they affect the land use applications.

Commissioner Moberly stated he had envisioned a very small scale discussion and this discussion is much more than expected. He asked about a cost benefit analysis and what will be derived from the costs expended. He thinks this should

be done first. Commissioner Moberly is concerned about the transportation plan as it is a key concept in future land use, and the City doesn't have a transportation plan yet. Commission Moberly would like to see this plan first. Discussion by Commissioner Kroeger on the definition of the transportation plan. Mr. Brungardt outlined the plan and said the transportation plan components would show a capital improvements plan and land use applications for site-specific locations. Discussion by Commissioners and Mr. Brungardt on which plan will drive the other. Commissioner Moberly said there should be a budget or a cost projection. Commissioner Krudwig discussed the new sewer plant coming on line and requests coming in for zoning changes.

Commissioner Templin agreed with Commissioner Moberly. He feels the Future Land Use Plan wasn't talked about until the very end, and he feels the City was sold a costly bill of goods on the Comprehensive Plan. He wants to discuss the core issues first; however, he wants a process to identify what the transportation plan should be. Commissioner Templin said this needs to be done in conjunction with the City Council and have a common goal as to what the City wants to do. He would like to identify the large issues and how they are going to affect the west side of the City. Commissioner Templin stated the focus needs to be around the new sewer plant and he would like to have a meeting with the City Council and then go to the EDC and Chamber for their input.

Commissioners agreed the City Council meet for a workshop and also include the EDC and the Chamber of Commerce. These groups need to focus on how the City needs to develop in the future based on the previous studies. Commissioner Templin said the west side of the City is a big concern for future development. Discussion by Mr. Brungardt on a city-wide development plan as a whole, with more emphasis possibly on the west side of the City. Discussion by Ms. Gordanier in completing a study every three years to work with the EDC's future goals as development happens. Discussion by Mr. Brungardt and Commissioner Templin on future development issues and future planning, and possibly an Area Plan for the western side of the City. Commissioner Templin said we must focus on the west side as that where the new sewer plant is and that is where development is going to happen.

Mr. Brungardt will provide the City Council with a report and request that a date for a workshop be set for discussion and gathering of ideas. Ms. Gordanier stated she has received a call from a property owner regarding the public meeting notice. She is proposing sending out notices to the key stakeholders. Discussion on how to determine who those people would be. Commissioner Friday stated he would be in favor of showing the Council the scope of services proposed. Commissioner Templin said his recommendation is not to do it. Discussion by Commissioner Kroeger that he would rather not confuse the issue and determine where the City needs to go and this can be done in a "scoping" meeting. Commissioner Moberly agreed with Commissioners Templin and Kroeger. Staff will ask Council for a meeting date for the workshop and email the date to everyone.

## **7. Calendar:**

- A. June 2, 2005 - City Council
- B. June 14, 2005 - Site Plan Review Committee
- C. June 16, 2005 - City Council
- D. June 28, 2005 - Planning Commission

Ms. Gordanier stated there will be a Site Plan meeting on June 14<sup>th</sup>. She explained the fundamentals of the Site Plan Review and what the members review. Commissioner Krudwig will attend the June 14<sup>th</sup> meeting, as will Commissioner Kroeger. Discussion on a meeting date for the joint workshop.

8. Motion by Commissioner Moberly to adjourn at 8:20 p.m. second by Templin.

All Commissioners approved by "ayes".

Respectfully submitted:

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Lana R. McPherson, CMC  
City Clerk