



Approved 3/20/18

Planning Commission Work Shop Summary

February 27, 2018

6:00 p.m.

- A. CALL TO ORDER: Meeting called to order at 6:05 p.m.
- B. ROLL CALL:
Members Present: Ryan Penning, John Sullivan, Anne Peltier, Steve Vogler, Scott Stimpson, Denis Gunner, Connie Lepin, Jimmie Kirkendall, and Ed Perlenfein.
- Members Absent: None
- Staff Present: Kevin Kreitman, City Manager; Jake Gabell, Deputy City Recorder; Janelle Booth, City Engineer; and John Morgan, City Planner.
- C. PRESENTATION BY JOHN MORGAN: Presentation on what John Morgan and Matt Straite have learned and done over the past month working with the City. Major topics discussed:
- 1) Basic forms and the philosophy of forms. John and Matt have created and modified several new forms:
 - i. Notice of Application and Request for Comments
 - ii. Pre-Design Meeting Application: Mr. Morgan will bring specific details at a future meeting for the Commission to discuss.
 - iii. Planning Application Checklist: the zoning code will need to be updated and will update this checklist. The checklist will be modified for industrial and residential; the current checklist is mainly for industrial use.
 - iv. Land Use Application Form: update forms to show congruency on all form formats. Mr. Morgan requested that the Planning Commission review the form and submit any revisions that could be

made.

- v. Land Use Development Log: used by staff and will help provide the Commission reports of land use development.
- vi. Internal Checklist: Mr. Morgan will be developing this in the near future and will provide a checklist for staff to follow when processing an application.
- vii. Staff Report: standardized form that will be followed by staff when reporting proposals. It was requested that staff give brief, oral reports to the Commission. Staff should give a summary, with major highlights, and any exceptions.

2) "The Morgan Approach to Evaluating Planning Regulation" discussion.

- i. Discussion on evaluating planning regulations and standards.
- ii. Code update: Where would the Commission like to start? Several options were discussed on how to update the code. It was decided that Mr. Morgan and Mr. Straite will create a new codebook and the Planning Commission will approve as the new codebook and make any changes as needed.
- iii. Joint work sessions with the City Council will be necessary to ensure the City Council is on the same page as the Planning Commission.

D. TRAINING: Planning Commission training was discussed and decided that two evening sessions, on Monday or Thursday evenings, would work best and that the City Council will attend the training as well.

E. ADJOURNMENT: Meeting Adjourned at 7:52 p.m.

Respectfully submitted:

Reviewed by:

Jake Gabell
Deputy City Recorder

Kimberly Wollenburg
City Recorder