

— PLANNING & ZONING COMMISSION —

MINUTES OF PLANNING AND ZONING MEETING

June 9th, 2020

6:00pm

The meeting was called to order by Chairperson Josh Rabe and on roll call the following members were present:

Josh Rabe
Al Farris (via Zoom)
Misty Soldwisch (via Zoom)
Joe Butler (via Zoom)
Sarah Ritchie (via Zoom)
Erin Freeberg (via Zoom)
Bob Ormsby (via Zoom)
Becky Needles (via Zoom)

Staff Present: Charlie Dissell, Cortney Marmon

Public Present: Paul Clausen (Engineer with Civil Engineering consultants) via Zoom, Fred Dowie Autumn Ridge Development Winterset, IA

Commissioner Ritchie moved to approve the agenda of the June 9th, 2020 meeting and Commissioner Ormsby seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Ormsby, Butler, Ritchie, Needles Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Commissioner Farris moved to approve the minutes of the May 12th, 2020 meeting and Commissioner Ritchie seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Pribil, Ormsby, Butler, Ritchie, Needles Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Consider recommendation on request for approval of a Final Plat of Prairie Glynn Plat 2

Mr. Dissell provided an overview

Commissioner Butler moved to approve the recommendation on the request for approval of a Final Plat of Prairie Glynn Plat 2 with the conditions that the City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured. Commissioner Soldwisch seconded the motion. On roll call the vote was AYES: Rabe, Needles, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Farris NAYS: None. Whereupon the Chairperson declared the motion approved.

Consider recommendation on request for approval of a Final Plat for Heritage Hills Plat 10

Mr. Dissell Provided an overview.

Paul Clausen advised he was available if there were questions

Commissioner Farris moved to approve the request for approval of a Final Plat of Heritage Hills Plat 10 with the condition that the City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured.

Commissioner Ormsby seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Needles NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Consider recommendation on request for approval of a Final Plat for Autumn Ridge Plat 3

Chairperson Rabe recused himself from this item due to a potential conflict of interest. Commissioner Soldwisch took over as chairperson

Mr. Dissell provided an overview.

Commissioner Farris wanted clarification on the easements for the trail on the out lots and asked if the City Council agreed to that when they reviewed and approved the preliminary plat.

Mr. Dissell noted that the Commission provided a recommendation to include the recreational trail and that recommendation was approved by the City Council

Commissioner Farris stated this needed to be included in Final Plat.

Fred Dowie Autumn Ridge Development Winterset, IA stated there was no definitive direction on the trail. Mr. Dissell stated it is not unique to get easements along the way in compliance with the Comprehensive Plan, and then the City will then install the trail once all easements are obtained.

Mr. Dowie stated they would have no resistance to providing easements for that

Commissioner Butler moved to approve the request for approval of a Final Plat for Autumn Ridge Plat 3 with the following conditions:

1. The City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured.
2. A recreational trail easement be shown on the final plat and dedicated to the City.
3. A note be placed on the final plat stating that lot tie agreements tying Lot 20 to Outlot W, Lot 21 to Outlot X, Lot 22 to Outlot Y and Lot 23 to Outlot Z shall be recorded with the final plat.
4. A note be placed on the final plat stating that Lots 20-23 shall be designed by a geotechnical engineer prior to issuance of a building permit.

Commissioner Farris seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Needles NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Discussion and Direction regarding the Fiscal Year 21 Community Development Work Plan

Mr. Dissell provided an overview.

Commissioner Butler stated he would like updates of changes that are currently in process each month

Mr. Dissell stated that would not be a problem and staff can do a high-level overview monthly and a more detailed level quarterly.

Commissioner Rabe stated it seems like there are a big percentage of items included in the first year. Mr. Dissell stated a lot of the items are being checked done when code updates are happening. Commissioner Freeberg asked how the items are being prioritized as they come up. Mr. Dissell said a lot of them will be done by a consultant and we will probably prioritize a work program

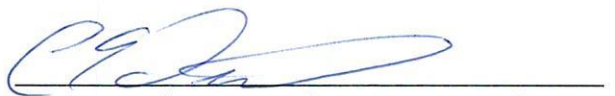
Commissioner Ritchie moved to approve the request for approval of the Discussion and Direction regarding the Fiscal Year 21 Community Development Work Plan. Commissioner Soldwisch seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Needles NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Comments: None

Commissioner Ritchie moved to adjourn the meeting and Commissioner Ormsby seconded. Meeting was adjourned at 6:36pm.



Josh Rabe, Chairperson



Charlie Dissell, Director of Community Development