



— PLANNING AND ZONING COMMISSION —

MINUTES OF REGULAR MEETING

February 12, 2019

6:00 P.M.

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

- Josh Rabe
- Sarah Ritchie
- Misty Soldwisch
- Al Farris – via phone conference
- Becky Needles -via phone conference
- Bob Ormsby – via phone conference
- Erin Freeberg

Commission Members Absent: Joe Butler, Ron Fridley, Jeromy Pribil

Staff Present: Charlie Dissell, Kristin Brekelmans

Public Present: None

The minutes of the January 8, 2018 meeting were approved on a motion made by Commissioner Farris and seconded by Commissioner Needles. Question was called for and on voice vote, Vice Chairperson Rabe declared the motion carried unanimously.

Consider request from Daniels Land Surveying for approval of a Plat of Survey for William and Kathryn Thayer at 12332 158th Street.

Charlie Dissell presented this request to the Commission. Staff recommends approval of the Plat of Survey.

Motion was made by Commissioner Soldwisch to approve the Plat of Survey for William and Kathryn Thayer at 12332 158th Street. This motion was seconded by Commissioner Ritchie. Question was called for and on voice vote, Vice Chairperson Rabe declared the motion carried unanimously with seven ayes and zero nays.

Review and Discussion of Proposed Planning and Zoning Commission Rules and Regulations.

Charlie Dissell presented a draft of the Proposed P&Z Commission Rules and Regulations, reading aloud each section and giving a brief synopsis of each.

Commissioner Farris asked if adding or subtracting a member to the Commission to create an odd number of members, is something that that Commission can approve or if it would need to go through Council.

Commission members discussed "how and if" adding or subtracting a member to have an odd numbered total, could positively effect quorum and recommendations.

Charlie Dissell suggested the Commission continue to review the draft and contact him with any suggestions for change they may have, and he will provide another draft at the next meeting.

Review and Approval of the Planning & Zoning Annual Report for 2018.

Charlie Dissell presented the Annual Report for 2018.

Vice Chairperson Rabe asked if there were any further questions or comments to be made. Hearing none, Vice Chairperson Rabe called for a motion.

Motion was made by Commissioner Ritchie to approve the 2018 Planning & Zoning Annual Report. The motion was seconded by Commissioner Soldwisch. Question was called for, and on voice vote Vice Chairperson Rabe declared the motion carried unanimously with seven ayes and zero nays

Election of Officers for 2019 Commission

Chairperson: Commissioner Farris made a motion nominating Josh Rabe for Chairperson. This motion was seconded by Misty Soldwisch. A vote was called and carried unanimously with seven ayes and zero nays.

Vice Chairperson: Commissioner Rabe made a motion nominating Misty Soldwisch as the Vice Chairperson. This motion was seconded by Commissioner Needles. A vote was called and carried unanimously with seven ayes and zero nays.

Secretary: Commissioner Rabe and Charlie Dissell confirmed that the Secretary for the Commission is a position held by staff. Kristin Brekelmans, as the Office Manager of Community Development would be listed as Secretary for the 2019 Planning & Zoning Commission record.

Other Business

Charlie Dissell provided updates to the Commission regarding current projects including: progress on subdivisions and preliminary plats, January's permit listings, and Justin Kappelman's notification of intent to terminate the development agreement with the City for the W 2nd Avenue D&D property. Charlie provided pamphlets from the Iowa State University Extension and Outreach, inviting Commissioners to consider attending the "P&Z for Local Officials Workshop" that will be held this coming April.

Meeting adjourned on a motion by Commissioner Ritchie and seconded by Commissioner Needles.



Josh Rabe, Chairperson



Charlie Dissell, Director of Community Development