

TONGANOXIE PLANNING COMMISSION
MINUTES
January 7, 2009

Call to Order – The Planning Commission met for a scheduled session at 7:08 pm in the City Council Chambers. The meeting was called to order by Chairman Joel Skelley. Members present were Commissioners, Steve Clark, Bill Peak, Joel Skelley, Jim Bothwell and Joshua Mast.

Approval of Minutes–Bill Peak made a motion to approve the minutes of the Planning Commission meeting held on November 6, 2008. Motion carried; five ayes.

Old Business Item 4a – Discuss Text Amendments to the City Subdivision Regulations & Amendments to the Comprehensive Plan to Incorporate the US 24/40 Corridor Study

Kevin Kokes, AICP, Bucher, Willis & Ratliff Corp. presented a staff report. Mr. Kokes explained the Interlocal Corridor Study was accepted by the City Council on April 21, 2008. A Public Hearing is needed to formally adopt the document and incorporate it into the Comprehensive Plan and the Subdivision Regulations.

Jim Bothwell made a motion to accept the Text Amendments and publish a Public hearing notice to be held at the next Planning Commission Meeting

- **Bill Peak seconded** the motion.
- **Motion carried**, aye 5.

Old Business Item 4b – Discuss Comprehensive Plan Appendix A & B

Planning Consultant, Kevin Kokes, AICP, with BWR Corp. presented the staff report. Mr. Kokes reviewed the revisions to Appendix B: Projected Timeline. The commissioners reviewed the projected time frames and priority levels that will be used. They discussed continual review of the timeline and strategies. Also discussed were policy changes and funding that will need to be reviewed annually. The commissioners directed staff to make the changes and prepare Appendix A & B to amend the Comprehensive Plan.

Jim Bothwell made a motion to accept the strategies and timelines in Appendix A & B and publish a notice for a public hearing to amend the Comprehensive Plan.

- **Joshua Mast seconded** the motion.
- **Motion carried**, aye 5.

Old Business Item 4c– Housing Options in the Historical Business District

The Planning Commissioners continued with discussion concerning single family housing in the HBD-Historical Business District. They discussed changing the percentage in the non-conforming use section of the subdivision regulations, consequences of changing regulations and how that will effect other parts of the city, architectural guidelines within the HBD, city initiated rezone of the properties in questions, contacting the homeowners regarding the zoning issues, lot sizes and form based codes. The planning commissioners directed staff to bring examples of form based codes to the next meeting.

Jim Bothwell made a motion to table this item and continue discussion at the next meeting.

- **Bill Peak** seconded the motion.
- **Motion carried** 5 ayes.

Old Business Item 4d– Discussion – Residential Design Principles

The commissioners reviewed Residential Design Principles from a neighborhood pattern book used by Habitat for Humanity. They also discussed residential policies from the City's Comprehensive Plan. as presented and directed staff to gather local information and present recommendations to a future joint City Council and Planning Commission meeting.

Jim Bothwell made a motion to table this item and continue discussion at the next meeting.

- **Bill Peak** seconded the motion.
- **Motion carried** 5 ayes.

Old Business Item 4e– Discussion – Home Occupations Regulations

Planning Consultant, Kevin Kokes, AICP, with BWR Corp. presented the staff report. He explained that the City Zoning Ordinances should be amended to clarify Section 32 (Definitions) for home occupations, to provide a list of uses permitted as home occupations, allow some home occupations to be approved administratively without a special use permit, provide standards for traffic and parking. The planning commissioners also discussed Structural and Fire inspections, business licenses, special use permits. The commissioners directed staff to prepare a draft of potential home businesses that could be permitted by right and provide a list of current home occupations with and without special use permits.

Jim Bothwell made a motion to table this item and continue discussion at the next meeting.

- **Bill Peak** seconded the motion.
- Motion carried 5 ayes.

With no further business to discuss, there was a **motion** by Jim Bothwell to adjourn. Second by Joshua Mast. Motion carried. All Ayes. Aye 5. Meeting adjourned at 9:00 PM.

Minutes Approved: _____

Submitted by: Patty Hagg