

REGULAR NORWALK PLANNING AND ZONING MEETING 12-14-15

Call to order

The Regular Meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, February 8, 2016. The meeting was called to order at 5:45 P.M. by Acting Chairperson Chad Ross. Those present at roll call were Jim Huse, John Fraser, Chad Ross, Robin Wagner, Judy McConnell, Donna Grant and Brandon Foldes.

Staff present included: Luke Parris, City Planner; Wade Wagoner, Planning and Economic Development Director; Tony Stravers, Chief Building Official; and Shelley Stravers, Development Services Assistant.

Council liaison present: Stephanie Riva.

Approval of Agenda – 16-01

Motion by McConnell and seconded by Fraser to approve the agenda as presented. Approved 7-0.

Approval of Minutes – 16-02

Motion by McConnell and seconded by Wagner to approve the minutes from the December 14, 2015 meeting. Approved 7-0.

Welcome of Guests

With no guests present and no one wishing to speak the business portion of the meeting was opened.

New Business

Silverado Ranch Estates Plat 2 Final Plat – 16-03

Parris informed Commission that a final plat for Silverado Ranch Estates Plat 2 was submitted by Ryan Wiederstein of Silverado JV15, LLC. This request would create 31 single family lots, containing approximately 38.61 acres of land, which is located south of the existing Silverado Ranch Estates subdivision. The lots vary in size measuring from 40,000 SF to 87,290 SF.

Streets shown will be dedicated to the City for street use upon approval of the Final Plat. The streets have been named Silverado Drive and Colt Lane. The designated street right-of-way is 60 feet with a 24' rural two-lane road with 3' shoulders on each side (no curb and gutter). The proposed plat shows a loop street system that will connect with the Silverado Ranch Estates Plat 1. Both Plat 1 and Plat 2 have one connection onto North Ave. at the intersection of South Orilla Road. A 10' sidewalk/trail easement has been provided to match with a similar easement in Plat 1. There is not a trail or sidewalk currently installed in Plat 1.

Parris also noted that a storm water management plan was submitted and reviewed by the City Engineer. Storm water is managed in three separate detention areas with three detention ponds.

The required front setback is 50' with a minimum lot width of 125'. For some lots, the developer had difficulty maintaining the lot width of 125' at the 50' front setback line while achieving the minimum 40,000 square feet necessary for a septic system. The developer has shown greater front setbacks to ensure buildings have the proper width for their building envelopes. Several lots within Plat 1 also showed similar front setbacks.

Parkland was discussed and the Subdivision Ordinance requires 783 square feet of parkland per single family dwelling unit. With 31 lots, the parkland requirement would calculate out to be 0.56 acres, or the equivalent per Subdivision Regulations. No park is shown on site. Other methods of parkland dedication are requirements prior to City Council approving final plat.

Commissioners asked what the City could do about the current parkland dedication system we currently have. If the developers were required to give a larger sum of money, maybe they would be more inclined to actually plan the park in the development and donate the land. They understand that sometimes it is a very small amount of land required and those are not ideal sized parks for the City. Parris explained that is one of the reasons why we want to do better planning of our park systems, because if we have a park in our future plans, then the developer doesn't have an option of whether or not to include that specific land in their parkland dedication, and the City ends up with parks where they would like them. Parris said staff would work on coming up with a better formula to put into the Subdivision Regulations instead of just using market value.

Motion by Grant and seconded by Huse to approve Silverado Ranch Estates Plat 2 – Final Plat. Approved 7-0.

Discussion of boundary for the Founder's Single Family District

Parris presented to Commission in the recently approved Zoning Ordinance Update, the City created a new zoning district titled the Founder's Single Family Residential District (R-F). The purpose of this district was to create relaxed standards for older areas of the community that had difficulty conforming to the standards of the tradition Single Family Residential District (R-1).

While the District was created when the updates were adopted by Council, there has been no property in the City officially zoned as R-F. Before the City can begin the rezoning process, the boundary for the new district needs to be determined. In general, the Commission has discussed the part of town south of North Ave. and near Main St. as a potential candidate for rezoning to the new district.

Parris included a map with his staff report that showed the originally proposed R-F District in tan. Four other potential sections have been identified that should be discussed.

Section 1: This is the Old School Site that has recently been sold and platted for traditional R-1 lots. Because this has been platted under the new code, all of the lots and homes would conform to the traditional R-1 zoning. Rezoning this area to the R-F may not be necessary.

Section 2: This is south of North Ave. and currently zoned R-2. There is one duplex located in this section and is identified on the map. No other property contains a duplex. This is a good candidate for rezoning to R-F with the possible exception of leaving lots that front onto North Ave. as R-2.

Section 3: This area is the older homes along Main St. The section is zoned R-2, though there are no duplexes or two family homes on any of the lots. These lots tend to be a little bit larger than the lots that are south of North Ave.

Section 4: This area is the older homes along North Ave., Mafred Dr. and Sunset Dr. The section is zoned R-2, though there are no duplexes or two family homes on any of the lots. These lots tend to be larger than the lots that are south of North Ave. Any lots fronting North Ave. or Sunset Dr. would not be ideal candidates for rezoning to R-F.

Staff opinion is that the following areas should be rezoned as R-F:

- The tan area south of North Ave, with the exception that Section 1 remains R-1(60);
- All lots in Section 2 that do not front onto North Ave.; and
- All lots in Section 3.

Parris explained that the next step in this process is to hold public meetings and to start notifying residents before starting the actual public hearing process. Staff would like the public to better understand the information before the public hearings.

Update on the Sub Area 1 Planning Process

Wagoner updated Commission on Sub Area 1 Master Plan with Chris Shires, Confluence; Bob Olson, Olson Consultants; and Bishop Engineering as a consultant team. The consultants have started discussions with various stakeholders related to the concepts presented in the City's Comprehensive Plan for the Sub Area 1. So far, discussions have centered on interest in the development of denser commercial and residential uses within Sub Area 1. These discussions have been favorable and confirm that the concepts identified in the Comprehensive Plan area realistic.

The consultants have also gathered some preliminary information and created a base map that includes the current plans that are related to Sub Area 1. The map is included with the staff report.

The scope of the work proposed is divided into three phases as follows:

Phase 1: Public and Stakeholder Input

- Project kick-off meeting with steering committee
- Joint City Council and Planning & Zoning Commission review and visioning workshop
- Key stakeholder interviews
- Public Workshop
- Public input review meeting with steering committee

Phase 2: Draft Plan

- Consultant prepares draft Master Plan including:
 1. Land uses
 2. Building form
 3. Transportation
 4. Utilities
 5. Implementation
- Draft submitted to staff for review, comment and further revision.
- Draft plan presentation and meeting with steering committee
- Joint City Council and Planning & Zoning Commission draft review workshop

Phase 3: Final Draft Plan

- Consultant prepares final draft Master Plan
- Planning & Zoning Commission public hearing
- City Council public hearing

Joint City Council and Planning & Zoning Commission Workshop on Sub Area 1 and Future Land use Plan Update

Wagoner explained as part of the Sub Area 1 Master Plan and the update to the Future Land Use section of the Comprehensive Plan, the City staff has set up a joint workshop with the City Council and the Planning & Zoning Commission on February 11, 2016.

The Sub Area 1 Master Plan portion of the workshop will focus on setting a vision for the Master Plan. The portion focused on the Future Land Use section will focus on review of the current section and identifying potential areas of focus for the update.

The Job of the Planning Commissioner by Albert Solnit

In an effort to provide continuing support and education to our Planning and Zoning Commissioners, the City has purchased copies of "The Job of the Planning Commissioner" by Albert Solnit for each Commissioner. This book is a great tool that provides information on a variety of topics and duties that the Commission routinely handles.

Wagoner expressed that this book helps to understand that there is more to being on the Commission than plat approval and not get into the dreaming part

of the Comprehensive Plan and how the City can economically put it all together. He encouraged everyone to read this book and to feel free to ask any staff members if they have any questions on any part of the duties of the Commissioners. Staff reports are provided for each topic at each meeting to try and help answer questions and clarify topics, but staff would always be glad to clarify any item.

Election of Commission Chair, Vice-Chair and Secretary – 16-04

Riva, the past Chair of the Planning & Zoning Commission was recently elected to the City Council, leaving her seat vacant. Additionally, Schulz, the past Vice-Chair was unable to serve the remainder of his term, leaving his seat vacant. A Secretary will also need to be elected. Currently the Development Services Assistant serves this capacity.

Motion by Huse and seconded by Fraser to elect Chad Ross, Chair; Judy McConnell Vice-Chair and the Development Services Assistant as Secretary. Approved 7-0.

Staff Development Update

Wagoner included an Annual Departmental Report and the January Departmental Report and reviewed with Commission. He also announced that March 7 will be the unveiling of AmericInn who will be holding a public meeting trying to generate investors in town to buy into this project and make it a reality for Norwalk. Wagoner encouraged Commissioners to attend this meeting, but reminded them they cannot discuss official business as Commission Members at this meeting.

Future Business Items

Staff reviewed the laminated maps with the new Commissioners. Ross asked if there have been any discussions with Microsoft and the bike path. Parris will talk with Public Works Director and confirm that they are leaving room for a trail under there.

Adjournment – 16-05

Motion by Huse and seconded by McConnell to adjourn at 7:04 P.M. Approved 7-0.

Chad Ross, Chairperson

Luke Parris, City Planner