

**PLANNING COMMISSION  
MEETING MINUTES - DRAFT  
FEBRUARY 8, 2018**

Chairman Hausman called the meeting to the order at 7:00pm with the following members present and answering roll call:

Rayho, Hausmann, Hellige, Mitchell, Moss, Popov

Absent: Powers, Wepking

Late Arrival: Illies 7:03pm

Also Present: Community Development Director David Bookless, City Engineer Troy Turner, Associate Planner Cristen Hardin, Recording Secretaries Amy Boeving and Shawna Robinson

Speakers from the floor: None

Approval of Minutes:

Motion to approve minutes December 14, 2017 made by Popov, seconded by Hellige.

Vote: All Ayes (7-0)

**Public Hearing:**

Motion to open public hearing to amend Title 15 Buildings and Construction, Title 16 Subdivisions, Title 17 Zoning, and Title 18 Land Development, to establish new requirements for permittees, property owners and/or contractors to provide written notification to the City when property ownership and/or contractor(s) changes during land development activities.

Motion made by Rayho, seconded by Moss. Vote All Ayes (7-0)

Bookless presented his staff report advising of an additional change that was not included in the staff report. The City Council is considering an amendment to the fee schedule. One of the changes that are being proposed, although it hasn't been approved yet, is a provision that if someone is applying for a permit or license with the city and already owes the city money, the city will have the ability to withhold the next permit or license until the fine or fee is paid. This will apply to both individual and corporation. At the advice of corporate council, they will try to include this in each of the chapters. Rayho questioned that if this motion is approved it will also be approving the additional change and the language was put in each part to prevent referencing back for clarity. Bookless confirmed both of these questions. Hellige confirmed no change of fees.

Motion to close the public hearing made by Rayho, seconded by Moss.

Vote: All Ayes (7-0)

Hausman questioned if someone changes ownership, or developers change if there would be a fee. Bookless advised it would be administrative. No fee.

Staff is requesting favorable consideration of the draft amendments as presented in the Staff report and to conditionally recommend inclusion of language presented related to "outstanding

finest, fees, taxes, or money due the City" in each Title subject to the Council amending Title 4 to include the same.

Motion to approve the Change of Contractor amendment as described by staff made by Rayho, seconded by Hellige. Roll Call Vote: All Ayes (7-0)

## **New Business**

### Land Development Code Amendments

Bookless and Turner present a city-initiated request to modify regulations contained in the Title 18 Land Development as it relates to soil excavation and erosion control. Rayho questions that the changes are made to tightly explain what a major grading permit is and everything else would be a minor. Turner confirms this as correct explaining that a major grading permit requires additional engineering causing it to be overly burdensome. Rayho confirms that these changes are to make it clearer and less burdensome.

Staff is seeking favorable consideration for draft amendments.

Motion to recommend the approval city request to modify regulation in Title 18 Land Development for soil excavation and erosion control as described by staff made by Mitchell, seconded by Rayho. Roll Call Vote: All Ayes (7-0)

### 1 Wagon Wheel Court (Pre-Annexation Agreement)

Hardin presents the consideration of a pre-annexation agreement between the City of Collinsville and the applicant for the annexation of the property located at the northwest corner of the intersection of the Country Lane and Wagon Wheel Court, #1 Wagon Wheel. Rayho asked if there was anything underway with Public Works for water service. Turner advised water service already in the area. A sanitary sewer is being placed down Country Lane all the way to Circle K and a stub crossing to Wagon Wheel. Turner advises that a pre-annexation agreement is required in order for the resident to hook into the sanitary sewer. Turner stated where the sanitary sewer will be located on the street and in the area. Hausmann questioned about any other properties in the area that have pre-annexations agreements in the area. Turner advised no others yet. Discussion about septic tanks failure cost of repair and if the property is within 300 feet of sewer, they are required to tie in by county and state law and the price of aeration system cost.

Staff is requesting a consideration of the pre-annexation/annexation agreement and make a recommendation to the City Council, so they may consider the request at the next regularly meeting that satisfies statutory requirements for advertising the matter.

Motion to recommend the pre-annexation agreement as described by staff to City Council made by Rayho, seconded by Popov. Roll Call Vote: All Ayes (7-0)

**Old Business:****Comprehensive Plan**

Hardin presents and discusses the results of the previous Comprehensive Plan Workshops, online and paper surveys, advising receipt of 614 survey responses. Staff held 20 meetings with public and private organization stakeholder discussions and held 2 interactive workshops. Some of the feedback from the workshops included discussions of public transportation, pedestrian and bike paths, food access, different types of employers in the city, annexing State Park, green spaces, recreations and entertainment, housing and community aesthetics, tourism and community branding. Bookless advised March's PC meeting will be a workshop for the commission, open to the public, alongside the meeting. Illies discussed the education about farmer's markets. Mitchell discussed a housing incentive program for young people moving to the community. The Commission had discussion of the need of diversified housing in the city.

**Staff Update:****Voluntary Compliance for Site Design and Architectural Design Standards.**

Bookless presents the current Site Design and Architectural Design Standards in the code. He advises that we cannot require upgrades for existing development. Question of what we can do to encourage upgrading to meet our current standard. Making people aware of what our standards are, having it be voluntary, and the importance of these standards. For those that come into compliance, having reduced fees and recognizing them for doing this. Bookless continued stating if supported, have staff refine the idea, and take it to Council. Mitchell questions the way to incentivize and different standards. Hellige refers to nice monument signs being beneficial. Bookless advises the different incentives already in place. Mitchell and Bookless discuss the cost of trash enclosures and different possible alternatives. All commission members express overall support of this idea. Bookless advises will bring back at a future date after refinements.

**Comments from Commission Members**

Moss asks about Ardent. Bookless advises they are working with a development agreement.

Hardin advised no specific date yet but target before Italian Fest.

Hellige asks about the repaving of Main Street. Turner advised it will start in July. Moss asks about the ice plant that was to go in parking lot of Family Video. Bookless stated they got the approval, but never came in for building permits and mentions the possibility of another one. Everyone discusses the signage on these types of buildings.

**Items for next Agenda**

Comprehensive Plan Workshop for Commission Members as well as being open to public and is a week later.

Motion to adjourn made by Rayho, seconded by Mitchell

**Adjournment at approximately 8:04pm.**