

**EDGEWATER PLANNING & ZONING COMMISSION
BUSINESS MEETING MINUTES
OCTOBER 7, 2015**

A business meeting of the Edgewater Planning & Zoning Commission was held in the City Council Chambers.

ITEM 1. CALL TO ORDER

Chair Karen Hing called the meeting to order at 7:00 PM.

ITEM 2. ROLL CALL

Clerk to the Commission and City Clerk Beth A. Hedberg called the roll.

Present: Chair Karen Hing, Commissioner Adam Schorger, Commissioner Jim Tobias, Commissioner Marilyn Gord and Commissioner Nathan Stark.

Also Present: City Attorney Carmen Beery, City Planner Patty McCartney and City Manager HJ Stalf.

Full and timely notice of the meeting had been given and a quorum was present.

ITEM 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM 4. APPROVAL OF AGENDA

Moved by Commissioner Marilyn Gord, **Seconded by** Commissioner Nathan Stark to approve the agenda as presented. **Vote:** Motion carried by unanimous vote (**summary:** Aye = 5). **Aye:** Chair Karen Hing, Commissioner Adam Schorger, Commissioner Jim Tobias, Commissioner Marilyn Gord and Commissioner Nathan Stark.

ITEM 5. PUBLIC COMMENT (NON-AGENDA ITEMS)

There were no public comments.

ITEM 6. GENERAL BUSINESS

- a. Discussion and Possible Recommendation on Ordinance 2015-16, an Ordinance Amending Section 16-24-60 of the Edgewater Municipal Code Concerning Variances**

Chair Karen Hing reviewed the procedures that should be followed. Attorney Carmen Beery said that the current Code did not specifically prohibit variances for uses of property and that

such prohibition was common and typical. She explained the minimal proposed language changes to the applicable Municipal Code Section. **Moved by** Commissioner Nathan Stark, **Seconded by** Commissioner Jim Tobias to recommend the approval of Ordinance 2015-16, an ordinance amending Section 16-24-60 of the Edgewater Municipal Code concerning variances as presented. **Vote:** Motion carried by unanimous vote (**summary:** Aye = 5). **Aye:** Chair Karen Hing, Commissioner Adam Schorger, Commissioner Jim Tobias, Commissioner Marilyn Gord and Commissioner Nathan Stark.

b. Discussion and Possible Recommendation on Ordinance 2015-17, an Ordinance Amending Article 3 of Chapter 16 of the Edgewater Municipal Code, Concerning Zone District Regulations, by Adopting a New Section 16-3-160 Concerning Off-Street Parking and Loading Requirements

Attorney Carmen Beery spoke about which members of staff had assisted with the preparation of the draft ordinance. She advised that she had left out any provisions that related to contributions to a parking fund in lieu of providing parking spaces but said that the Commission should consider it. Attorney Carmen Beery reviewed the Summary Table with respect to use, unit of measure and vehicle requirements. Discussion was held regarding: change of use; applicability of national standards; allowed uses; parking deficits; parking reductions; parking fund; parking specific overlay plan; valet parking; employee incentives such as mass transit passes; off-lot shared parking; off-street loading; vehicular access; resident parking incentives; and lot coverage.

Moved by Commissioner Adam Schorger, **Seconded by** Commissioner Jim Tobias to table formal action on Ordinance 2015-17 until the Commission's next business meeting of November 4, 2015. **Vote:** Motion carried by unanimous vote (**summary:** Aye = 5). **Aye:** Chair Karen Hing, Commissioner Adam Schorger, Commissioner Jim Tobias, Commissioner Marilyn Gord and Commissioner Nathan Stark.

ITEM 7. CONSENT AGENDA – MEETING MINUTES DATED AUGUST 26, 2015

Moved by Commissioner Marilyn Gord, **Seconded by** Commissioner Nathan Stark to approve the consent agenda as presented. **Vote:** Motion carried by unanimous vote (**summary:** Aye = 5). **Aye:** Chair Karen Hing, Commissioner Adam Schorger, Commissioner Jim Tobias, Commissioner Marilyn Gord and Commissioner Nathan Stark.

ITEM 8. PUBLIC COMMENTS

There were no public comments.

ITEM 9. STAFF REPORTS

a. City Planner

City Planner Patty McCartney reviewed the Building Department Activity Report and the Project Tracking Chart. It was noted that a variance application had been received and that the Board of Adjustments and Appeals would need to meet. Chair Hing confirmed with City Attorney Beery that there would be no conflict of interest to serve on both the Planning & Zoning Commission and the Board of Adjustments and Appeals.

b. Director of Community Services

Community Services Director Dan Maples was not present. City Manager HJ Stalf noted that Mr. Maples had left work early as he was ill.

c. City Clerk

City Clerk Beth Hedberg had no report.

ITEM 10. COUNCIL LIAISON REPORT

No Council representative was present. Chair Karen Hing reported that she had recently spoken with City Council about appointing a Council liaison to the Commission and that it was on their radar.

ITEM 11. COMMISSIONER COMMENTS

Commission Nathan Stark and Commissioner Marylyn Gord had no comments.

Commissioner Jim Tobias announced that he was now a grandpa.

Commissioner Adam Schorger reminded everyone of the fall clean-up event to be held the following Saturday which would include dumpster drop-off, shredding and metal and electronic recycling.

City Attorney Carmen Beery advised that she was impressed with Commissioner Schorger as he had read the Trinity Development Purchase and Sales Agreement and posed questions to legal counsel.

Chair Karen Hing thanked City Staff for their work.

ITEM 12. DISCUSSION OF UPCOMING AGENDAS

The next work session would be held on Wednesday, October 21st to continue discussion on Ordinance 2015-17.

ITEM 13. ADJOURNMENT

There being no further business, Chair Karen Hing adjourned the meeting at 9:28 PM.

Planning and Zoning Commission
Meeting Minutes
October 7, 2015

Submitted by:

Beth A. Hedberg, MMC
Clerk to the Commission and City Clerk