

**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
September 23, 2014**

ROLL CALL: Present: Keith Fakkema, Bruce Freeman, Greg Wasinger and Mike Piccone
Absent: Sandi Peterson and Ana Schlecht
Staff Present: Development Services Director, Steve Powers; Senior Services Administrator, Mike McIntyre; Senior Planner, Cac Kamak and Associate Planner Ray Lindenburg

Chairman Fakkema called the meeting to order at 7:30 p.m.

MINUTES: MR. FREEMAN MOVED, MR. WASINGER SECONDED, MOTION CARRIED TO APPROVE THE AUGUST 26, 2014 MINUTES AS PRESENTED.

PUBLIC COMMENT:
None

PERMIT EXTENSION FOR ADULT DAY CARE CONDITIONAL USE PERMIT – Public Hearing

Senior Services Administrator, Mike McIntyre detailed the purpose of the building and the reason for the conditional use permit extension. Mr. Powers explained that the Municipal Code allows for the use of modular buildings in Public Facilities zoned properties with a conditional use permit and recommended the Planning Commission hold a public hearing and adopt the Findings, Conclusions and Record of Decision and approve the two-year extension for the use of an existing modular structure in the Public Facilities zoning district.

Mr. Fakkema opened the public hearing for public comment at 7:37 p.m. Seeing none the public hearing was closed.

ACTION: MR FREEMAN MOVED, MR.PICCONE SECONDED, MOTION CARRIED TO ADOPT THE FINDINGS, CONCLUSIONS AND RECORD OF DECISION AND APPROVE THE TWO-YEAR EXTENSION FOR THE USE OF AN EXISTING MODULAR STRUCTURE IN THE PUBLIC FACILITIES ZONING DISTRICT.

2015 – 2020 CAPITAL IMPROVEMENT PLAN – Public Meeting

Mr. Powers summarized the purpose and background of the Capital Improvement Plan and guided the Planning Commission through the organization of the document.

Planning Commission Discussion

Planning Commission asked Mr. Powers if General Funds can be used for capital projects, how the amount (1.5 million) for future parks was determined, will rates increase and are the projects on schedule. Planning Commission also asked if the NE 7th Avenue improvements have been postponed.

Mr. Powers' responses:

General Funds – General Funds can be used for capital projects but General Fund demands are too great since they are used for Parks projects, Police, Fire and many of the functions of the City.

Future parks – 1.5 million for future parks is an educated guess and is determined by acreage and our sense of what past projects and acquisitions have cost us. The numbers will be refined once the projects get started.

Rate increases – rate increases depend on the utility. Since we knew that the new wastewater treatment facility would be a significant expenditure the rates were increased a few years ago. We routinely look at our rates and have incremental increases so that we can afford projects.

NE 7th Avenue project – Staff was successful in receiving two grants from the Regional Transportation Organization but the City lacked the matching funds so the City had to return the grant funds. The project is still ranked high.

Project schedule – The City tries to make a realistic list of projects that can be accomplished but what happens to the list is that other things may come up that take away staff resource to administer the projects. That is what typically changes the schedule.

Mr. Powers also noted that the City does a 2-year budget and a 6-year Capital Improvement Plan. The City is working to see that the 2-year budget matches the first 2-years of the Capital Improvement Plan.

Mr. Powers stated that the goal is to have the Planning Commission public hearing on the CIP next month and if the Planning Commission is comfortable with the document make a recommendation to the City Council then the City Council will have a public hearing on November 5th and they will potentially take action. If not, the fall-back date will be the November 18th meeting.

ADJOURN: 8:24 p.m.

Minutes submitted by: Katherine Gifford