AGENDA URBAN COUNTY PLANNING COMMISSION SUBDIVISION AND ZONING ITEMS

July 14, 2022

- I. <u>CALL TO ORDER</u> The meeting will be called to order at 1:30 p.m. in the Council Chambers, Urban County Government Building, 200 East Main Street, Lexington, Kentucky.
- II. <u>APPROVAL OF MINUTES</u> The June 9, 2022 minutes will be considered at this time.
- **III. <u>POSTPONEMENTS AND WITHDRAWALS</u>** Requests for postponement and withdrawal will be considered at this time.
- IV. <u>LAND SUBDIVISION ITEMS</u> The Subdivision Committee met on Thursday, June 2, 2022, at 8:30 a.m. The meeting was attended by Commission members Ivy Barksdale, Janice Meyer, Frank Penn, Judy Worth, Anthony de Movellen, and Headley Bell. Staff members in attendance were: Traci Wade, Tom Martin, Hal Baillie, Cheryl Gallt, Daniel Crum, Paula Schumacher, Hillard Newman, Division of Engineering; Embry Beatty, Division of Fire and Emergency Services; and Tracy Jones, Department of Law. The Committee made recommendations on plans as noted.

General Notes

The following automatically apply to all plans listed on this agenda unless a waiver of any specific section is granted by the Planning Commission:

- 1. All preliminary and final subdivision plans are required to conform to the provisions of Article 5 of the Land Subdivision Regulations.
- 2. All development plans are required to conform to the provisions of Article 21 of the Zoning Ordinance.
- A. <u>NO DISCUSSION ITEMS</u> Following requests for postponement or withdrawal, items requiring no discussion will be considered.
 - **<u>Criteria</u>**: (1) The Subdivision Committee recommendation is for approval, as listed on this agenda, and
 - (2) the Petitioner agrees with the Subdivision Committee recommendation and conditions listed on the agenda, and
 - (3) no discussion of the item is desired by the Commission, and
 - (4) no person present at this meeting objects to the Commission acting on the matter without discussion, and
 - (5) the matter does not involve a waiver of the Land Subdivision Regulations.
- **B.** <u>DISCUSSION ITEMS</u> Following requests for postponement, withdrawal and no discussion items, the remaining items will be considered.

The procedure for these hearings is as follows:

- Staff Report(s), including subcommittee reports (30 minute maximum)
- Petitioner's report(s) (30 minute maximum)
- Citizen Comments
 - (a) Proponents (10 minute maximum OR 3 minutes each)
 - (b) Objectors (30 minute maximum OR 3 minutes each)
- Rebuttal & Closing Statements
 - (a) Petitioner's comments (5 minute maximum)
 - (b) Citizen objectors (5 minute maximum)
 - (c) Staff comments (5 minute maximum)
- Commission discusses and/or votes on the plan.
- 1. Final Subdivision Plans

^{* -} Denotes date by which Commission must either approve or disapprove request, unless agreed to a longer time by the applicant.

a. <u>PLN-FRP-22-00013: WARRENTON WOODS SUBDIVISION UNIT 1-A (AMD)</u> (08/31/22)* - located at 961-977 WARRENTON CIRCLE, LEXINGTON, KY Council District: 5 Project Contact: CAM Surveying Inc.

Note: The purpose of this amendment is to dedicate private streets to public streets.

The Subdivision Committee Recommended: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Addressing Office's approval of street names and addresses.
- 4. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 5. Addition of utility and street light easements, as required by the utility companies and the Urban County Traffic Engineer.
- 6. Addition of dashed property line for lots 6,7,8,9, and 10.
- 7. Addition of listing of private utilities.
- 8. Addition of site statistics for zoning and acreage of street.
- 9. Revise Planning Commission's certification.
- 10. Denote ordinance number in purpose of plat.
- 11. Discuss Urban County Engineer's certification and owner's certification.
- 12. Denote who is responsible for the maintenance of island in the street.
- 13. Discuss note #4 about "1' sidewalk easement at the front of the property".
- 14. Provide the Planning Commission approves the requested waiver to Article 6-8(a) for street geometrics.
- b. <u>PLN-FRP-22-00015: WARRENTON WOODS SUBDIVISION UNIT 1-B (AMD)</u> (08/31/22)* located at 3192 & 3200 PEPPERHILL ROAD; 3104, 3105, 3109, and 3112 WARRENWOOD WYND; 1404 & 1405 ME-GANWOOD CIRCLE Council District: 5 Project Contact: CAM Surveying, Inc.

Note: The purpose of this amendment is to dedicate private streets to public streets.

The Subdivision Committee Recommended: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Addressing Office's approval of street names and addresses.
- 4. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 5. Addition of utility and street light easements, as required by the utility companies and the Urban County Traffic Engineer.
- 6. Correct street addresses.
- 7. Correct building line setbacks on lot 35, per plat B-629.
- 8. Correct building line setbacks on lot 39, per plat B-694.
- 9. Correct property boundaries on lot 36, per plat B-645.
- 10. Addition of listing of private utilities.
- 11. Addition of site statistics for zoning and acreage of street.
- 12. Denote adjacent property boundaries with dashed lines.
- 13. Delete notes #10 and #11 as they do not pertain to this plan.
- 14. Revise Planning Commission's certification.
- 15. Denote Ordinance number in purpose of plat.
- 16. Discuss Urban County Engineer's certification and owner's certification.
- 17. Denote who is responsible for the maintenance of island on the street.
- 18. Discuss note #4 about "1' sidewalk easement at the front of the property".
- 19. Provide the Planning Commission approves the requested waiver to Article 6-8(a) for street geometrics.
- c. <u>PLN-FRP-22-00017: WARRENTON WOODS SUBDIVISION UNIT 1-C (AMD)</u> (08/31/22)* located at 3201-3213 HOBCAW LANE, 3121 WARRENWOOD WYND, 3200-3213 HONEYHILL LANE, LEXINGTON, KY Council District: 5

* - Denotes date by which Commission must either approve or disapprove request, unless agreed to a longer time by the applicant.

Project Contact: CAM Surveying, Inc.

<u>Note</u>: The purpose of this amendment is to dedicate private streets to public streets.

The Subdivision Committee and Staff Recommended: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Addressing Office's approval of street names and addresses.
- 4. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 5. Addition of utility and street light easements as required by the utility companies and the Urban County Traffic Engineer.
- 6. Correct boundaries on lot 8, per plat M-760.
- 7. Addition of listing of private utilities.
- 8. Addition of site statistics for zoning and acreage of street.
- 9. Delete notes #10 and #11, as they do not pertain to this plan.
- 10. Revise Planning Commission's certification.
- 11. Denote ordinance number in purpose of plat.
- 12. Discuss Urban County Engineer's certification and owner's certification.
- 13. Denote who is responsible for maintenance of island in the streets.
- 14. Discuss note #4 about "1' sidewalk easement at the front of the property".
- 15. Provide the Planning Commission approves the requested waiver to Article 6-8(a) for street geometrics.

 d. <u>PLN-FRP-22-00018: WARRENTON WOODS SUBDIVISION UNIT 1-D (AMD)</u> (08/31/22)* - located at 3116- 3157 WARRENWOOD WYND, LEXINGTON, KY Council District: 5 Project Contact: CAM Surveying, Inc.

Note: The purpose of this amendment is to dedicate private streets to public streets.

The Subdivision Committee Recommended: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Addressing Office's approval of street names and addresses.
- 4. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 5. Addition of utility and street light easements as required by the utility companies and the Urban County Traffic Engineer.
- 6. Depict street frontage with dash line in front of lots 32, 33, and 34.
- 7. Denote adjacent property boundaries with dash lines.
- 8. Correct building line setback on lot 33, per plat H-548.
- 9. Correct property boundaries on lots 33 and 34, per plat B-645.
- 10. Addition of listing of private utilities.
- 11. Addition of site statistics- zoning and acreage of street.
- 12. Delete notes #10 and #11, as they do not pertain to this plan.
- 13. Revise Planning Commission's certification.
- 14. Denote Ordinance number in purpose of plat.
- 15. Discuss Urban County Engineer's certification and owner's certification.
- 16. Denote who is responsible for the maintenance of island on the street.
- 17. Discuss note #4 about "1' sidewalk easement at the front of the property".
- 18. Provide the Planning Commission approves the requested waiver to Article 6-8(a) for street geometrics.

2. Preliminary Subdivision Plans

 a. <u>PLN-MJSUB-22-00002</u>: LANSDOWNE MERRICK (SHADYBROOK ESTATES) TRACT 4 (AMD) (08/31/22)* - located at 3581 COLTNECK LANE, LEXINGTON, KY Council District: 5 Project Contact: EA Partners

^{* -} Denotes date by which Commission must either approve or disapprove request, unless agreed to a longer time by the applicant.

<u>Note</u>: The purpose of the plan is to denote four new lots.

The Subdivision Committee Recommended: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree protection area(s) and required street tree information.
- 6. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 7. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements, prior to plan certification.

3. Development Plans

 a. <u>PLN-MJDP-21-00055</u>: SHRINERS HOSPITAL/MASONIC TEMPLE ASSOCIATION OF LEXING-<u>TON KENTUCKY</u> (08/21/22)* - located at 4085 Harrodsburg Road, LEXINGTON, KY. Council District 10 Project Contact: Vision Engineering

<u>Note</u>: The purpose of this plan is to depict a commercial development and parking layout on 7.4 acres and a single family development for attached and detached dwelling units on 3.4 acres. The original plan submittal was in conjunction with a zoning map amendment for the subject property. The plan and the zone change were both recommended for disapproval by staff. The Planning Commission followed that recommendation on the zone change and the plan was indefinitely postponed. Subsequently the Urban County Council recommended approval of the zone change but did not act on the plan per their statutory role in the development process.

The Subdivision Committee Recommends: Approval, subject to the following conditions:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping and landscape buffers.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree preservation plan.
- 6. Department of Environmental Quality's approval of environmentally sensitive areas.
- 7. Bike & Pedestrian Planner's approval of the treatment of bike trails and pedestrian facilities.
- 8. Greenspace Planner's approval of the treatment of greenways and green space.
- 9. Division of Fire, Water Control Office's approval of the locations of fire hydrants, fire department connections and fire service features.
- 10. Division of Waste Management's approval of refuse collection locations.
- 11. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements prior to plan certification.
- 12. United States Postal Service Office's approval of kiosk locations or easement.
- 13. Dimension all proposed commercial buildings.
- 14. Correct the total square footage in the site statistics.
- 15. Correct the total required parking in the site statistics.
- 16. Clarify the identified significant trees status per the requirements of Article 26 of Zoning Ordinance.
- 17. Provide a typical townhouse unit insert on plan.
- 18. Denote that a finding on the proposed access easement for the townhouses shall be required at time of a final development plan/preliminary subdivision plan.
- Provided the Planning Commission approves the requested waiver to 6-8(q)(2)(b) of the Land Subdivision Regulations.
- <u>PLN-MJDP-22-00031: LAKEVIEW PLAZA LOT 3-A (AMD)</u> (08/31/22)* located at 2905 RICHMOND ROAD, LEXINGTON, KY Council District: 7 Project Contact: Sands Decker

<u>Note</u>: The purpose of this amendment is to add building square footage for pick-up windows and a drive-thru lane.

<u>The Subdivision Committee Recommended: **Postponement**</u>. There are questions regarding meeting the requirements of Articles 21 and 26 of the Zoning Ordinance.

Should this plan be approved, the following requirements should be considered:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers, and floodplain information.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree protection area(s) and required street tree information.
- 6. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 7. Division of Fire, Water control Office's approval of the locations of fire hydrants, fire department connections, and fire service features.
- 8. Division of Waste Management's approval of refuse collection locations.
- 9. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements, prior to plan certification.
- 10. United States Postal Service Office's approval of kiosk locations or easement.
- 11. Correct note #4 per Article 21-6 (a)(14) of the Zoning Ordinance.
- 12. Addition of adjoining property zoning and record plat information.
- 13. Clarify area of amendment on vicinity map, showing the service road as the access point per Article 21-6 (a)(3) of the Zoning Ordinance.
- 14. Denote access point for construction vehicles per Article 21-6 (a)(5) of the Zoning Ordinance.
- 15. Addition of street cross location on plan face, per Article 21-6 (a)(6) of the Zoning Ordinance.
- 16. Dimension size and height of building.
- 17. Addition of proposed and existing easements and building line per plot L-879.
- 18. Addition of tree inventory map per Article 26 of the Zoning Ordinance.
- 19. Addition of Planning Commission certification for a major development plan, per Article 21-6(a)(16) of the Zoning Ordinance.
- 20. Denote 5 stacking spaces, not including the window space, per Article 16-9 of the Zoning Ordinance.
- PLN-MJDP-22-00034: VALLEY PARK (DE ROODE STREET APARTMENTS) (08/31/22)* located at 850 DE ROODE STREET, LEXINGTON, KY Council District: 11 Project Contact: Vision Engineering

<u>Note</u>: The purpose of this plan is to add parking, and revise open space and adjacent building footprint.

<u>The Subdivision Committee Recommended: **Postponement.**</u> There are questions regarding compliance with open space requirements.

Should this plan be approved, the following requirements should be considered:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree preservation plan.
- 6. Department of Environmental Quality's approval of environmentally sensitive areas.
- 7. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 8. Greenspace Planner's approval of the treatment of greenways and greenspace.

- 9. Division of Fire, Water Control Office's approval of the locations of fire hydrants, fire department connections, and fire service features.
- 10. Division of Waste Management's approval of refuse collection locations.
- 11. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements, prior to plan certification.
- 12. United States Postal Service Office's approval of kiosk locations or easement.
- 13. Clarify parking calculations.
- 14. Document ability to comply with required open space.
- 15. List selected features required to comply with Article 15-7 of the Zoning ordinance, and denote graphically on plan face.
- 16. Withdraw PLN-MJDP-21-00052 prior to approval.
- d. <u>PLN-MJDP-22-00035: HOOVER & FORD PHILPOT EVANGELISTIC ASSOCIATION PROPERTY</u> (<u>THE FOUNTAINS OF PALOMAR</u>) (AMD) (08/31/22)* - located at 3801 HARRODSBURG ROAD, LEXINGTON, KY Council District: 9 Project Contact: Vision Engineering

<u>Note</u>: The purpose of this amendment is to revise parking and square footage on lots 2, 2A, 3, and 5, and amend the landscaping.

<u>The Subdivision Committee Recommended: **Postponement**</u>. There are questions regarding the scope of the proposed amendment.

Should this plan be approved, the following requirements should be considered:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping and landscape buffers.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree preservation plan.
- 6. Department of Environmental Quality's approval of environmentally sensitive areas.
- 7. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 8. Greenspace Planner's approval of the treatment of greenways and greenspace.
- 9. Division of Fire, Water Control Office's approval of the locations of fire hydrants, fire department connections, and fire service features.
- 10. Division of Waste Management's approval of refuse collection locations.
- 11. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements, prior to plan certification.
- 12. United States Postal Service Office's approval of kiosk locations or easement.
- 13. Submit architectural details per Note #12.
- 14. Clarify proposed landscaping areas for the amendment.
- 15. Correct and clarify the purpose of amendment.
- 16. Dimension the building on site 3.
- 17. Clarify area adjacent to the building on site 3, as to the use, and dimension.
- 18. Dimension drive thru lanes on site 3.
- 19. Discuss status of landscaping installation along Man O' War Boulevard and Harrodsburg Road.
- 20. Correct conditional zoning restrictions.

<u>Note</u>: The purpose of this amendment is to add additional building square footage and revise the parking layout.

PLN-MJDP-22-00036: PIERSON & TRAPP COMPANY TRACT 1 (DAWAHARES ASSOCIATION) (AMD) (08/31/22)* - located at 1801 ALEXANDRIA DRIVE, LEXINGTON, KY Council District: 11 Project Contact: Palmer Engineering

<u>The Subdivision Committee Recommends</u>: **Postponement**. There are questions regarding meeting the requirements of Article 21 and 26 of the Zoning Ordinance.

Should this plan be approved, the following requirements should be considered:

- 1. Urban County Engineer's acceptance of drainage, storm and sanitary sewers, and floodplain information.
- 2. Urban County Traffic Engineer's approval of street cross-sections and access.
- 3. Landscape Examiner's approval of landscaping.
- 4. Addressing Office's approval of street names and addresses.
- 5. Urban Forester's approval of tree protection area(s).
- 6. Bike & Pedestrian Planner's approval of bike trails and pedestrian facilities.
- 7. Division of Fire, Water control Office's approval of the locations of fire hydrants, fire department connections, and fire service features.
- 8. Division of Waste Management's approval of refuse collection locations.
- 9. Documentation of Division of Water Quality's approval of the Capacity Assurance Program requirements, prior to plan certification.
- 10. United States Postal Service Office's approval of kiosk locations or easement.
- 11. Dimension existing walkways.
- 12. Dimension all existing buildings.
- 13. Addition of floor area in site statistics.
- 14. Addition of uses in buildings in site statistics.
- 15. Addition of existing and proposed utility easements.
- 16. Addition of tree inventory map per article 26 of Zoning Ordinance.
- 17. Correct Note #4 to refer "Chapter 16 of the Code Ordinance",-per Article 21-6(a)(14) of the Zoning Ordinance.
- 18. Remove notes in reference "to be shown on construction drawings", and place them on the final development plan. (Notes 20, 21, 22,24,25,26, and 27).
- 19. Correct note #23 referencing the Engineering Manuals.
- 20. Adjust drive thru to meet vehicular use area (VUA) requirements.
- 21. Discuss drive thru space relative to parking lot access.
- 22. Discuss required parking of the Zoning Ordinance.
- C. <u>PERFORMANCE BONDS AND LETTERS OF CREDIT</u> Any bonds or letters of credit requiring Commission action will be considered at this time. The Division of Engineering will report at the meeting.
- V. <u>ZONING ITEMS</u> The Zoning Committee met on Thursday, July 7, 2022, at 1:30 p.m. to review zoning map amendments and Zoning Ordinance text amendments. The meeting was attended by Commission members Zach Davis, Larry Forrester, and Bruce Nicol. Staff members in attendance were: Traci Wade, Autumn Goderwis, Hal Baillie, Tom Martin, Daniel Crum, Samantha Castro, and Tracy Jones, Department of Law. The Committee members reviewed applications and made recommendations as noted.

A. ABBREVIATED PUBLIC HEARINGS ON ZONING MAP AMENDMENTS

The staff will call for objectors to determine which petitions are eligible for abbreviated hearings.

Abbreviated public hearings will be held on petitions meeting the following criteria:

- The staff has recommended approval of the zone change petition and related plan(s)
- The petitioner concurs with the staff recommendations
- Petitioner waives oral presentation, but may submit written evidence for the record
- There are no objections to the petition
- **B.** <u>FULL PUBLIC HEARINGS ON ZONE MAP AMENDMENTS</u> Following abbreviated hearings, the remaining petitions will be considered.

The procedure for these hearings is as follows:
Staff Reports (30 minute maximum)

^{* -} Denotes date by which Commission must either approve or disapprove request, unless agreed to a longer time by the applicant.

- Petitioner's report(s) (30 minute maximum)
- Citizen Comments
 - (a) Proponents (10 minute maximum OR 3 minutes each)
 - (b) Objectors (30 minute maximum) (3 minutes each)
- Rebuttal & Closing Statements
 - (a) Petitioner's comments (5 minute maximum)
 - (b) Citizen objectors (5 minute maximum)
 - (c) Staff comments (5 minute maximum)
- Hearing closed and Commission votes on zone change petition and related plan(s).

<u>Note</u>: Requests for additional time, stating the basis for the request, must be submitted to the staff no later than two days prior to the hearing. The Chair will announce its decision at the outset of the hearing.

1. PUBLIC HEARINGS ON ZONING ORDINANCE TEXT AMENDMENT

<u>Note</u>- This Zoning Ordinance Text Amendment was postponed at the May 26, 2022 Planning Commission Meeting.

a. <u>PLN-ZOTA-22-00006</u>: <u>AMENDMENT TO ARTICLE 22</u>, <u>APPENDIX C TO CREATE THE PLANNED UNIT</u> <u>DEVELOPMENT 3 (PUD-3) ZONE</u> – petition for a Zoning Ordinance text amendment to create a new Planned Unit Development 3 (PUD-3) zone (Article 22) to allow a mixed-use development that would permit a blend of residential, commercial, entertainment, and industrial uses.

INITIATED BY: Turner Property 4, LLC

PROPOSED TEXT: Copies are available from the staff.

The Zoning Committee Recommended: Postponement.

<u>The Staff Recommends</u>: **Postponement** of the proposed text amendment to the Zoning Ordinance, for the following reasons:

- 1. The proposed text amendment does not yet fully meet the intent and requirements established by Article 22 of the Zoning Ordinance regarding the creation of a Planned Unit Development (PUD). The site criteria, design standards, and proposed uses necessitate greater review.
- 2. The proposed text amendment does not provide a planning process that is conforming with Article 21 of the Zoning Ordinance.
- VI. <u>COMMISSION ITEMS</u> The Chair will announce that any item a Commission member would like to present will be heard at this time.
 - A. <u>ELECTION OF OFFICERS</u> The Commission's By-laws state that at the first regular meeting in July, the Commission shall elect a Chairperson, Vice-Chairperson, Secretary, and Parliamentarian. The Nominating Committee was named at the June 9th Commission meeting and has presented its slate for consideration by the Planning Commission. Nominations may also be made from the floor.

The current officers are as follows:

Chair:Larry Forester Vice Chair: Frank Penn Secretary: Janice Meyer Parliamentarian: Zach Davis

The Nominating Committee recommended the following slate:

Chair: Larry Forester Vice Chair: Anthony de Movellen Secretary: Janice Meyer Parliamentarian: Zach Davis

B. <u>DELEGATION OF SECRETARY'S DUTIES</u> – The Commission's past procedure for carrying out the Secretary's duties, except for signing minutes, has been to delegate that authority to the Director of the Division of Planning and his staff. The Chair will request that the Commission consider taking similar action at this time.

VII. STAFF ITEMS

A. <u>ARTICLE 4-5(B) IMPROVEMENT PLAN PROGRESS REPORT</u> - When the project engineer has completed approximately fifty percent (50%) of the infrastructure design for the development, the project engineer shall submit a preliminary report to the Planning Commission informing the Commission of how storm water, sanitary sewer and environmental conditions imposed by the Commission at the time of the approval of the preliminary subdivision plan will be addressed in the improvement plan. The report shall be distributed to the Commission at the next convenient meeting. The report is for information only, and no action by the Commission shall be taken; however, there shall be no issuance of the Notice to Proceed, as outlined in section 4-5(d), until the Planning Commission meeting is complete.

None at this time.

VIII. <u>AUDIENCE ITEMS</u> – Citizens may bring a planning related matter before the Commission at this time for general discussion or future action. Items that will <u>NOT</u> be heard are those requiring the Commission's formal action, such as zoning items for early rehearing, map or text amendments; subdivision or development plans, etc. These last mentioned items must be filed in advance of this meeting in conformance with the adopted filing schedule.

IX. MEETING DATES FOR JUNE AND JULY

Work Session, Thursday, 1:30 p.m., 3 rd Floor Phoenix Building	July 21, 2022
Technical Committee, Wednesday, 8:30 a.m., 3 rd Floor Phoenix Building	
Zoning Items Public Hearing, Thursday, 1:30 p.m., 2 nd Floor Council Chambers, Government Center	
Subdivision Committee, Thursday, 8:30 a.m., 3rd Floor Phoenix Building	
Subdivision Items Public Hearing, Thursday, 1:30 p.m., 2nd Floor Council Chambers, Government Center	

X. ADJOURNMENT

PS/CG/TM/AG/TW/HB