



**MEETING OF THE
PLANNING COMMISSION, CITY COUNCIL,
AND ARCHITECTURAL REVIEW BOARD**

SEPTEMBER 26, 2018

CALL TO ORDER: 7:00 p.m.

ATTENDEES:

Planning Commission

Merrell Hansen
Allison Harris
John Marino
Debbie Midgley
Mary Monachella
James Rosenauer
Gene Schenberg
Guy Tilman
Steven Wuennenberg

City Council

Mayor Bob Nation
Dan Hurt
Mary Ann Mastorakos
Michael Moore

Architectural Review Board

Rick Clawson
Jessica Stoll
Craig Swartz
Mick Weber

Staff

Christopher Graville, City Attorney
Mark Lee, Graville Law Firm
Justin Wyse, Director of Planning &
Development Services
James Eckrich, Director of Public
Works/City Engineer

Jessica Henry, Assistant City Planner
Cassandra Harashe, Planner
Mike Knight, Planner
Andrew Stanislav, Planner
Mary Ann Madden, Recording Secretary

Presentation

Mr. Justin Wyse, Director of Planning & Development Services introduced Mr. Mark White of White & Smith, LLC. Mr. Smith then presented a PowerPoint presentation covering the City's processes in relationship to the Unified Development Code. The various roles of Council, Planning & Public Works Committee, Planning Commission, Board of Adjustment, Staff, Architectural Review Board, and Historic & Landmark Preservation Committee were reviewed. Mr. White also outlined the current processes involved in the review of zoning requests, subdivision plans and plats, site plans, floodplain development, and sign permits. It was noted that the City has 17 different discretionary review processes, along with an appeals process.

Mr. White then commented on the complexity of the current processes and how they affect both the applicant and the reviewing entities. Both the benefits and disadvantages to the public and private sector were discussed. In summary, suggestions were made for the City's consideration on alternative ways to streamline the review process.

Discussion Summary

Exceptional Design

Noting that the term *exceptional design* is referenced within the Unified Development Code (UDC) under both Planned Unit Development and Urban Core District, members

of the Planning Commission asked that this term be better defined. Mr. White pointed out that if the City is getting projects which aren't up to its standards, then the design standards are probably too weak and need to be better spelled out. Because the word *exceptional* is very subjective, Mr. Weber suggested eliminating it and creating another step which would set the tone for the quality level expected.

Architectural Review Board

It was the consensus of the group that the Architectural Review Board (ARB) is a necessary and valuable part of the review process and should not be eliminated. Mr. Clawson agreed with tightening up the standards but not to the point that the UDC needs to be continuously updated in order to incorporate new requirements of the building code, which are updated every three years. It was also clarified that the ARB reviews projects against the current standards, and that their approval of a project does not necessarily mean that ARB views it as an "exceptional" design.

Litigation

City Attorney Chris Graville explained the legal standard of "arbitrary and capricious" reviews, which can lead to litigation.

Map Processes

Commissioner Tilman strongly recommended mapping the current processes to determine if and how the process can be expedited.

Urban Core

It was agreed that the UDC needs to incorporate and better define the higher standards expected for the Urban Core District.

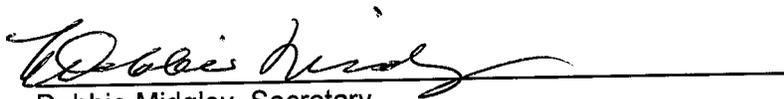
Examples

Commissioner Harris suggested providing visuals of exceptional design examples to be used as a guideline. Mr. Weber recommended that any visuals be used internally only to avoid situations where developers are all submitting similar designs.

Next Step

It was agreed that the Urban Core is a priority, and that stop-gap measures for the next 12-18 months need to be explored while the Comp Plan is being reviewed. Staff will review the discussion items and present a proposal to the Planning and Public Works Committee. After receiving the Committee's input, Staff will start working with the ARB and Planning Commission in a review of the design standards for the urban core area.

ADJOURNMENT: 9:23 p.m.


Debbie Midgley, Secretary