

Introduced By:
Date:
Action:
Vote:

City Manager
January 8, 2014
Adopted
6 Yes, 0 No

CITY OF SOLDOTNA
RESOLUTION 2014-004

A RESOLUTION ADOPTING THE CITY OF SOLDOTNA
RECREATION & TRAILS MASTER PLAN

WHEREAS, the Soldotna Parks and Recreation Department, has overseen development of a new Soldotna Recreation and Trails Master Plan; and

WHEREAS, residents and City officials have worked with Casey Planning and Design to establish a Recreation and Trails Master Plan that meets the mission and vision of the Parks and Recreation Department; and

WHEREAS, the residents of our community participated in the process which developed the plan; and

WHEREAS, the plan is intended to promote public health, safety, recreation and quality of life for the community; and

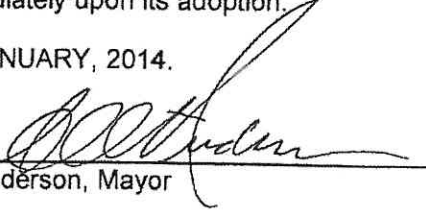
WHEREAS, the Soldotna Parks and Recreation Advisory Board has reviewed the Master Plan and finds that it incorporates the wishes of the citizens of Soldotna and will effectively provide guidance to the city in directing future land use and development toward the vision of Soldotna's residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

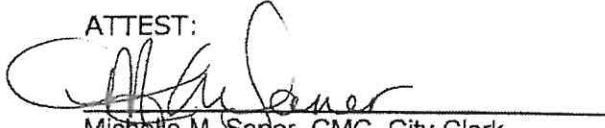
Section 1. The City of Soldotna Recreation and Trails Master Plan prepared by Casey Planning & Design dated January 8, 2014, attached hereto, is hereby adopted as the Recreation & Trails Master Plan for the City of Soldotna.

Section 2. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF JANUARY, 2014.


Nels Anderson, Mayor

ATTEST:


Michelle M. Saner, CMC, City Clerk

Ayes: Daniels, Baxter, Sprague, Whitney, Bos, Murphy
Noes: None

14RES004

Introduced By: City Manager
Date: June 25, 2014
Action: Adopted
Vote: 5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
RESOLUTION 2014-023

A RESOLUTION ADOPTING THE CITY OF SOLDOTNA SAFE ROUTES TO SCHOOL PLAN,
WALK ZONE INVENTORY AND RECOMMENDATIONS

WHEREAS, the Soldotna Planning and Zoning Commission, has overseen the development of the Safe Routes to School Plan; and

WHEREAS, the Safe Routes to School Plan identifies strategies and physical improvements to make it safer for students to walk or ride their bikes to and from school; and

WHEREAS, the City was awarded a federal grant in the amount of \$65,600 through the State of Alaska, and hired PDC Inc., Engineers to assist in plan development; and

WHEREAS, the City worked with many stakeholders and the public over the past year to gather and incorporate input into the planning process; and

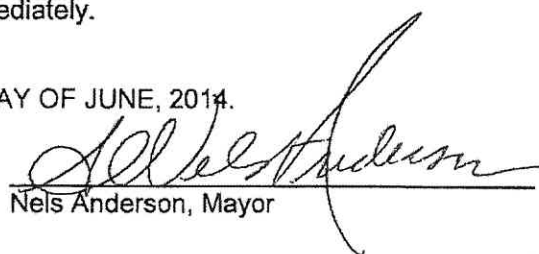
WHEREAS, the Planning and Zoning Commission has reviewed and recommended approval of the Safe Routes to School Plan and finds that it will provide guidance to the City to increase the number of students walking or biking to school, improve safety around schools, and reduce traffic and air pollution near schools;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

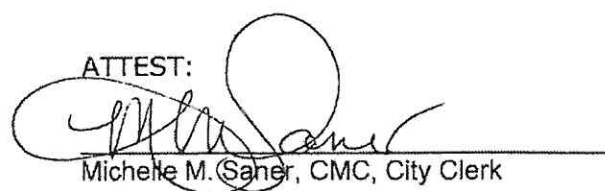
Section 1. The City of Soldotna Safe Routes to School, Walk Zone Inventory and Recommendations, prepared by PDC Inc. Engineers and dated May 2014, is hereby adopted as the Safe Routes to School Plan for the City of Soldotna.

Section 2. This resolution becomes effective immediately.

ADOPTED BY THE CITY COUNCIL THIS 25TH DAY OF JUNE, 2014.


Nels Anderson, Mayor

ATTEST:


Michelle M. Sauer, CMC, City Clerk

Ayes: Sprague, Whitney, Murphy, Daniels, Baxter
Noes: None
Absent: Bos

14PRS023

Introduced By:
Date:
Action:
Vote:

City Manager
January 13, 2016
Adopted
5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
RESOLUTION 2016-004

A RESOLUTION ADOPTING THE CITY OF SOLDOTNA DOWNTOWN IMPROVEMENT PLAN

WHEREAS, the Soldotna Planning and Zoning Commission has overseen the development of the Downtown Improvement Plan; and

WHEREAS, the Downtown Improvement Plan identifies strategies and physical improvements to enhance the appearance of downtown Soldotna and promotes policy options that encourage redevelopment; and

WHEREAS, the consulting firm of Agnew::Beck was hired to assist in plan development; and

WHEREAS, the City worked with many stakeholders and the public over the past year to gather and incorporate input into the planning process; and

WHEREAS, Envision Soldotna 2030 contains the goal, "Promote downtown development for visitors and residents; identify key focus areas to concentrate commercial/retail activity to create commercial synergy." (Economic Development Goal #1); and

WHEREAS, Envision Soldotna 2030 contains the goal, "Improve the streetscape along the highways through the City; develop highway entrances into the City as gateways; establish a sense of place." (Highways and Transportation Goal #1.B); and

WHEREAS, Envision Soldotna 2030 contains the goal, "Incorporate recreation facilities into the City's economy through providing better signage directing visitors to river access, local attractions, recreational opportunities, and other sites; encourage residents to use the existing City parks." (Parks and Recreation Goals #7 and #10); and

WHEREAS, on December 2, 2015 the Planning and Zoning Commission recommended approval of the Downtown Improvement Plan;

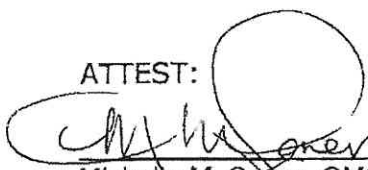
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. The City of Soldotna Downtown Improvement Plan, prepared by Agnew::Beck consulting firm, is hereby adopted.

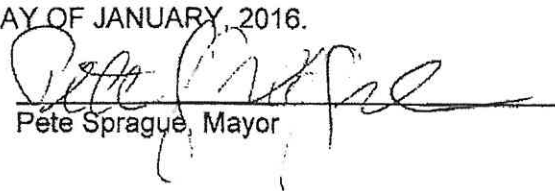
Section 2. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 13TH DAY OF JANUARY, 2016.

ATTEST:


Michelle M. Sauer, CMC, City Clerk

Ayes: Murphy, Baxter, Daniels, Marquez, Cashman
Noes: None
Absent: Whitney


Pete Sprague, Mayor

TO: CITY COUNCIL

THROUGH: MARK DIXSON, CITY MANAGER
STEPHANIE QUEEN, DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
KYLE KORNELIS, CITY ENGINEER
ANDREW CARMICHAEL, PARKS + RECREATION DIRECTOR

FROM: JOHN CZARNEZKI, CITY PLANNER

DATE: APRIL 12, 2016

SUBJECT: ORDINANCE 2016-012 – ADOPTING AND INCORPORATING PLANNING DOCUMENTS INTO THE CITY'S COMPREHENSIVE PLAN

Ordinance 2016-0__ accomplishes two things: first, it adopts the new Utility Master Plan and the new Street Inventory and Management Plan; and second, it incorporates these plans and several others into Envision Soldotna 2030, the City's comprehensive plan.

In the past, plans were adopted by the Council and simultaneously incorporated as an element of the comprehensive plan. Some of our most recently adopted planning documents have failed to include language in the adopting ordinances that would also integrate them into the comprehensive plan. This Ordinance corrects that situation and folds these plans into the comprehensive plan.

Alaska statutes (AS 29.40.030) describes the comprehensive plan as a compilation of policy statements, goals and standards, and other planning documents like transportation plans, facilities plans, land use plans and more. The City's comprehensive plan helps guide our short term decisions toward our long term goals.

By incorporating our individual planning documents into the comprehensive plan we give them more weight. This is especially important when it comes time for requesting funds and applying for grants. It also helps coordinate the many different planning documents that help guide the City by placing them under the context of the broad goals of the comprehensive plan.

As noted above, this Ordinance adopts and incorporates two new plans: the Streets Inventory and Management Plan, and the Soldotna Utilities Master Plan. The 2015 Soldotna Utilities Plan actually consists of four discrete plans: 1) the Wastewater Facilities Master Plan, 2) the Soldotna Drainage Master Plan, 3) the Soldotna Wastewater Master Plan, and 4) the Soldotna Water Master Plan.

Ordinance 2016-012 also proposes to incorporate several planning documents that have already been approved by City Council. They include: the Soldotna Downtown Improvement Plan, Safe Routes to School Plan, and the Recreation and Trails Master Plan.

Once adopted, this Ordinance will be forwarded to the Kenai Peninsula Borough for the Assembly's confirmation.

Thank you for your consideration.

Introduced By:	City Manager
Date:	April 27, 2016
Public Hearing:	May 11, 2016
Action:	Enacted
Vote:	4 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
ORDINANCE 2016-012

AN ORDINANCE ADOPTING THE STREETS INVENTORY AND MANAGEMENT PLAN AND THE SOLDOTNA UTILITY PLANS, AND INCORPORATING THEM ALONG WITH THE PREVIOUSLY ADOPTED CITY OF SOLDOTNA DOWNTOWN IMPROVEMENT PLAN, SAFE ROUTES TO SCHOOL PLAN, AND RECREATION & TRAILS MASTER PLAN INTO ENVISION SOLDOTNA 2030, THE COMPREHENSIVE PLAN

WHEREAS, the Streets Inventory and Management Plan, and the individual components of the Soldotna Utility Master Plan to include the 2015 Soldotna Water Master Plan, the 2015 Soldotna Wastewater Master Plan, the 2015 Soldotna Drainage Master Plan, and the 2015 Wastewater Facilities Master Plan, have been reviewed by City Council but have not yet been adopted; and

WHEREAS, the Soldotna Public Works Department has overseen the development of the Streets Inventory and Utility Master Plans; and

WHEREAS, the Soldotna City Council reviewed the Streets Inventory and Management Plan on March 9, 2016, and the Utility Master Plan on January 13, 2016; and

WHEREAS, the Downtown Improvement Plan, the Safe Routes to School Plan, and the Recreation & Trails Master Plan have all previously been reviewed and adopted by the Soldotna City Council; and

WHEREAS, Alaska Statutes 29.40.030(a) describes a comprehensive plan as a compilation of policy statements, goals, standards and maps that may include but is not limited to a land use plan, community facilities plan, and transportation plans; and

WHEREAS, incorporating these plans into, and making them part of the Comprehensive Plan gives them more weight and helps coordinate disparate planning activities; and

WHEREAS, the aforementioned plans are consistent with and further the goals, policies and objectives of the City's Comprehensive Plan; and

WHEREAS, it is necessary for the City to adopt and incorporate these plans by Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. The City of Soldotna Streets Inventory and Management Plan prepared by PDC Engineers and dated March 2016 is hereby adopted as the Streets Inventory and Management Plan for the City of Soldotna, and is incorporated as an element of Envision Soldotna 2030, the City's comprehensive plan:

Section 2. The City of Soldotna Utility Master Plan, to include the 2015 Soldotna Water Master Plan, the 2015 Soldotna Wastewater Master Plan, the 2015 Soldotna Drainage Master Plan, and the 2015 Wastewater Facilities Master Plan, and dated February 15, 2016 are hereby adopted as the Utility Master Plan for the

City of Soldotna, and are incorporated as elements of Envision Soldotna 2030, the City's comprehensive plan.

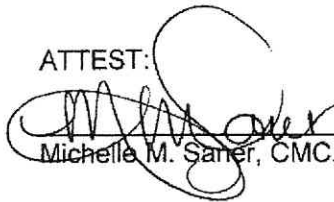
Section 3. The previously adopted City of Soldotna Downtown Improvement Plan, Safe Routes to School Plan, and the Recreation & Trails Master Plan are hereby incorporated as elements of Envision Soldotna 2030, the City's comprehensive plan.

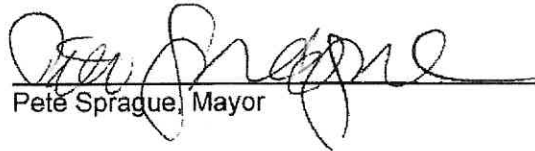
Section 4. A copy of this ordinance will be forwarded to the Kenai Peninsula Borough.

Section 5. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 11TH DAY OF MAY, 2016.

ATTEST:


Michelle M. Sauer, CMC, City Clerk


Pete Sprague, Mayor

Ayes: Whitney, Cashman, Murphy, Baxter
Noes: None
Absent: Daniels

Date: April 6, 2016
Action: Approved
Vote: 7 Yes, 0 No

CITY OF SOLDOTNA
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ 2016-007

A RESOLUTION OF THE PLANING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA
INCORPORATING THE CITY OF SOLDOTNA DOWNTOWN IMPROVEMENT PLAN, SAFE
ROUTES TO SCHOOL PLAN, STREETS INVENTORY AND MANAGEMENT PLAN, RECREATION
& TRAILS MASTER PLAN, AND THE SOLDOTNA UTILITY PLANS INTO ENVISION SOLDOTNA
2030, THE COMPREHENSIVE PLAN

WHEREAS, the Soldotna Planning and Zoning Commission, pursuant to Section 17.05.010 of the Soldotna Municipal Code, has the responsibility to make studies, maps and plans relating to any element of comprehensive planning, including land use, transportation and public and community facilities and recommend actions to the City Council; and

WHEREAS, the Downtown Improvement Plan, Safe Routes to School Plan, and the Recreation & Trails Master Plan have all previously been reviewed by the Planning and Zoning Commission and adopted by the Soldotna City Council; and

WHEREAS, the Streets Inventory and Management Plan, and the individual components of the Soldotna Utility Master Plan to include the 2015 Soldotna Water Master Plan, the 2015 Soldotna Wastewater Master Plan, the 2015 Soldotna Drainage Master Plan, and the 2015 Wastewater Facilities Master Plan, have been reviewed by City Council but have not yet been adopted; and

WHEREAS, Alaska Statutes 29.40.030(a) describes a comprehensive plan as a compilation of policy statements, goals, standards and maps that may include but is not limited to a land use plan, community facilities plan, and transportation plans; and

WHEREAS, City planning documents should be adopted by the City Council and should link to the Comprehensive Plan; and

WHEREAS, Incorporating these plans into, and making them part of the Comprehensive Plan gives them more weight and helps coordinate disparate planning activities; and

WHEREAS, the aforementioned plans are consistent with and further the goals, policies and objectives of the City's Comprehensive Plan; and

WHEREAS, the Planning and Zoning Commission held a duly advertised public hearing on April 6, 2016 to recommended incorporating these planning documents into Envision Soldotna 2030; and

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA;

Section 1. The Soldotna Planning and Zoning Commission recommends the City Council incorporate the Downtown Improvement Plan, Safe Routes to

School Plan, Recreation & Trails Master Plan, Streets Inventory and Management Plan, and the individual components of the Soldotna Utility Master Plan into the City's comprehensive plan, Envision Soldotna 2030.

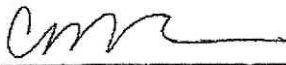
Section 2. This resolution becomes effective immediately.

Section 3. A copy of this resolution shall be forwarded to the Soldotna City Council for their consideration.

PASSED by the Planning and Zoning Commission this 6th day of APRIL, 2016.


Colleen Denbrock, Chair

ATTEST:


Carmen Triana, Deputy Clerk

Ayes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz
Noes: None

TO: PLANNING AND ZONING COMMISSION

THROUGH: STEPHANIE QUEEN, DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
KYLE KORNELIS, CITY ENGINEER
ANDREW CARMICHAEL, PARKS + RECREATION DIRECTOR

FROM: JOHN CZARNEZKI, CITY PLANNER

DATE: MARCH 22, 2016

SUBJECT: RESOLUTION PZ 2016-007 – INCORPORATING SUB-PLANS INTO COMPREHENSIVE PLAN

Resolution PZ 2016-007 is a housekeeping effort to incorporate past and present plans into the City's comprehensive plan, Envision Soldotna 2030. In the past, plans were adopted by the Commission and Council and simultaneously incorporated as an element of the comprehensive plan. We have not been consistent in our most recent efforts and have failed to add language into the resolutions that would integrate the planning documents. This Resolution would correct that situation and fold the sub-plans into the comprehensive plan.

As you know, our comprehensive plan helps guide our short term decisions toward our long term goals. Alaska statutes (AS 29.40.030) describes the comprehensive plan as a compilation of policy statements, goals and standards, and other planning documents like transportation plans, facilities plans, land use plans and more.

By incorporating our planning documents into the comprehensive plan we give them more weight. This is important when it comes time for requesting funds and lobbying for grants. It also helps coordinate the many different planning documents that help guide the City by placing them under the context of the broad goals of the comprehensive plan.

Resolution 2016-007 proposes to incorporate several planning documents that have already been approved by both the Commission and City Council. They include: the Soldotna Downtown Improvement Plan, Safe Routes to School Plan, and the Recreation and Trails Master Plan.

The Resolution also incorporates two new plans that have yet to be formally approved by Council: the Streets Inventory and Management Plan, and the Soldotna Utilities Master Plan. The 2015 Soldotna Utilities Plan actually consists of four discrete plans: 1) the Wastewater Facilities Master Plan, 2) the Soldotna Drainage Master Plan, 3) the Soldotna Wastewater Master Plan, and 4) the Soldotna Water Master Plan.

With your favorable recommendation, the Resolution will be forwarded to the Council for their adoption and then on to the Kenai Peninsula Borough for the Assembly's confirmation.

Thank you for your consideration.

CITY OF SOLDOTNA

PLANNING + ZONING COMMISSION MINUTES

APRIL 6, 2016, 5:30 P.M.

CITY COUNCIL CHAMBER, SOLDOTNA, ALASKA

REGULAR MEETING

COLLEEN DENBROCK, CHAIR

KAITLIN VADLA, COMMISSIONER

DANIEL NELSON, COMMISSIONER

JENNY SMITHWICK ALEY, COMMISSIONER

JOYCE COX, COMMISSIONER

DAVID HUTCHINGS, COMMISSIONER

TOM JANZ, VICE CHAIR

CALL TO ORDER & PLEDGE OF ALLEGIANCE

A Regular Meeting of the Soldotna Planning and Zoning Commission was held on April 6, 2016. Chair Denbrock called the meeting to order at 5:30 p.m.

There were present:

Colleen Denbrock

Kaitlin Vadla

Dan Nelson

Dave Hutchings

Jenny Smithwick Aley

Tom Janz

Joyce Cox

Comprising a quorum of the Commission

Also in attendance were:

**Andreas Asimakopoulos, Student Representative

Meggean Marquez, Ex-Officio Council Member

John Czarnecki, City Planner

Austin Johnson, Planning/GIS Technician

Carmen Triana, Deputy City Clerk

APPROVAL OF AGENDA

The agenda was approved unanimously.

APPROVAL OF MINUTES

The minutes of February 17, 2016 were approved unanimously.

The minutes of March 16, 2016 were approved unanimously.

SCHEDULED PUBLIC COMMENTS AND PRESENTATIONS - None

PUBLIC HEARINGS

A. One Year Review of a Daycare Located at 104 North Kobuk Street

City Planner Czarnecki presented a one-year review of the daycare located at 104 North Kobuk Street. Updated information received since the cancellation of the March 16, 2016 Planning and Zoning meeting was Included.

MOTION: Commissioner Janz moved to approve the review of the daycare located at 104 North Kobuk Street. Commissioner Cox seconded the motion.

Chair Denbrock opened the public hearing.

Ms. Robyn Schneider spoke in support of the continued operation of the daycare.

Ms. Jackie Smith spoke in opposition to the continued operation of the daycare at the current location.

With no one else wishing to speak, the public hearing was closed and the item was brought back to the Commission.

MOTION TO AMEND: Commissioner Nelson moved to amend the approval to include a condition requiring the owner to obtain written permission from the neighbor allowing continued use of the easement or to avoid use of the easement within 30 days. Commissioner Janz seconded the motion.

VOTE ON MOTION TO AMEND:

Yes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

No: None

**Student Representative Asimakopoulos: Yes

MOTION TO AMEND PASSED: Unanimously.

MOTION TO AMEND: Commissioner Nelson moved to amend the approval to include a condition preventing any signs indicating the presence of a daycare from being allowed on the property. Commissioner Cox seconded the motion.

VOTE ON MOTION TO AMEND:

Yes: Nelson, Smithwick, Cox, Vadla,

No: Denbrock, Hutchings, Janz

**Student Representative Asimakopoulos: Yes

MOTION TO AMEND PASSED: 4 Yes, 3 No

VOTE ON MAIN MOTION AS AMENDED:

Yes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

No: None

**Student Representative Asimakopoulos: Yes

MAIN MOTION AS AMENDED PASSED: Unanimously.

B. Resolution PZ 2016-008 - A Resolution of the Planning and Zoning Commission of the City of Soldotna Granting a Request for a Kenai River Overlay District Conditional Use Permit for the Construction of an 875 Square Foot Addition to an Existing Single Family Home Located at 335 Crows Nest Court

MOTION: Commissioner Nelson moved to adopt Resolution PZ 2016-008. Commissioner Janz seconded the motion.

City Planner Czarnezki reviewed the written staff report regarding a conditional use permit for the construction of an addition to an existing single family home. A portion of the proposed addition is within the KROD at approximately the same distance as the existing home. Notices were sent to property owners within 300-feet notifying them of the proposed action. No comments were received other than two general inquiry phone calls.

Chair Denbrock opened the public hearing.

Mr. James Queen thanked the Commission for considering the resolution.

Commissioner Cox voiced concerns and stated she will not support the resolution.

Commissioner Nelson stated he would support the resolution with conditions.

Commissioner Hutchings, Janz, Vadla and Denbrock stated they would support the resolution.

VOTE ON MOTION:

Yes: Denbrock, Nelson, Smithwick, Vadla, Hutchings, Janz

No: Cox

**Student Representative Asimakopoulos: Yes

MOTION PASSED: 6 Yes, 1 No

OLD BUSINESS - None

NEW BUSINESS

- A. Resolution PZ 2016-004 - A Resolution of the Planning and Zoning Commission of the City of Soldotna Recommending Approval of the Halcyon Villas Preliminary Plat

[Clerks note: Commissioner Cox disclosed that she had phone conversations with the parcel owner as part of her employment but the interactions would have no influence on her opinion and would not sway her vote.]

MOTION: Commissioner Nelson moved to adopt Resolution PZ 2016-004. Commissioner Smithwick seconded the motion.

City Planner Czarnecki reviewed the written staff report regarding a proposed preliminary plat, which intends to subdivide a 1.32 acre parcel across from Redoubt Elementary. Notices were sent to nearby property owners but no comments were received.

VOTE ON MOTION:

Yes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

No: None

**Student Representative Asimakopoulos: Yes

MOTION PASSED: Unanimously.

- B. Resolution PZ 2016-005 - A Resolution of the Planning and Zoning Commission of the City of Soldotna Recommending Approval of the Golf Course Acres Subdivision Fairway Addition Preliminary Plat

MOTION: Commissioner Nelson moved to adopt Resolution PZ 2016-005. Commissioner Janz seconded the motion.

City Planner Czarnetzki reported that this item was originally on the agenda for the March 16, 2016 meeting. Since that time, the applicant has requested that this item be voted down. A substitute has been submitted as Resolution PZ 2016-006.

VOTE ON MOTION:

Yes: None

No: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

**Student Representative Asimakopoulos: No

MOTION FAILED: Unanimously.

- C. Resolution PZ 2016-006 - A Resolution of the Planning and Zoning Commission of the City of Soldotna Recommending Approval of the Golf Acres Subdivision Eagle Alley Addition Preliminary Plat

MOTION: Commissioner Cox moved to adopt Resolution PZ 2016-006. Commissioner Vadla seconded the motion.

City Planner Czarnetzki reviewed the written staff report regarding a proposed preliminary plat, which intends to subdivide two small tracts from an existing 92-acre parent parcel that includes Birch Ridge Golf Course and all of its amenities.

VOTE ON MOTION:

Yes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

No: None

**Student Representative Asimakopoulos: Yes

MOTION PASSED: Unanimously.

- D. Resolution PZ 2016-007 - A Resolution of the Planning and Zoning Commission of the City of Soldotna Incorporating the City of Soldotna Downtown Improvement Plan, Safe Routes to School Plan, Streets Inventory and Management Plan, Recreation and Trails Master Plan, and the Soldotna Utility Master Plans into Envision Soldotna 2030, the Comprehensive Plan

MOTION: Commissioner Nelson moved to adopt Resolution PZ 2016-007. Commissioner Smithwick seconded the motion.

City Planner Czarnetzki reported that this is a housekeeping effort to incorporate past and present plans into the City's comprehensive plan, Envision 2030. Incorporating these plans into the comprehensive plan gives the documents more weight when requesting funds and lobbying for grants.

VOTE ON MOTION:

Yes: Denbrock, Nelson, Smithwick, Cox, Vadla, Hutchings, Janz

No: None

**Student Representative Asimakopoulos: Yes

MOTION PASSED: Unanimously.

PUBLIC COMMENTS (WITHOUT PRIOR NOTICE) - None

INFORMATIONAL ITEMS - None

PLANNING COMMISSIONER TRAINING AND EDUCATION - None

REPORTS

A. Mayor and Council Comments

Council Member Marquez reported that there will be a work session on the Capital Improvement Plan prior to the next Council meeting. The March 23, 2016 meeting included an informative presentation on invasive Northern Pike. The information is available online and is attached to the Council Packet for that meeting. She informed the Commission that her last Council meeting will be June 22, 2016; she is resigning and moving out of state.

B. City Manager

C. Director of ED&P / City Planner

City Planner Czarnezki reported that the next meeting will include a presentation on the 5-Year Capital Improvement Plan and an educational presentation on signage. A conditional use permit will be transferred to Robyn Schneider as she is taking over Marydale Court Daycare. There is interest within the community to develop trails. City staff met to discuss a course of action regarding trail development.

D. Commission Comments

Commissioner Vadla wished Ms. Schneider the best in her business.

Commissioner Nelson complimented the Maintenance Department on their work. He wished Ms. Schneider the best and encouraged her to take into consideration the comments of her neighbors regarding clutter and appearance of the business.

Commissioner Cox wished Ms. Schneider well and voiced appreciation for the work Council Member Marquez has done.

Commissioner Janz reported that he became a grandfather and thanked Ms. Schneider for the work she completed and cautioned her on the use of the easement.

Commissioner Denbrock thanked Council Member Marquez for her work on the Commission as well as the Council and wished her luck in future endeavors.

PENDING ISSUES - None

ADJOURNMENT

There being no further business to come before the Commission, Chair Denbrock adjourned the April 6, 2016 Planning & Zoning Commission Meeting at 7:29 p.m. The next regular meeting is scheduled for 5:30 p.m. on April 20, 2016.



Carmen Triana, Deputy Clerk

Approved by Commission: APRIL 20, 2016

***The student representative may cast advisory votes on all matters except those subject to executive session discussions. Advisory votes shall not affect the outcome of the official commission vote and shall be recorded in the minutes. A student representative may not move or second items during the commission meeting.*