

Plan Commission Minutes May 16, 2023, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Scott Peters, Chris Reynolds, Austen Conrad, Jill Halverson

Members Absent: Peter Bloechl-Anderson

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

Chair Clow called the meeting to order at 7:00 P.M.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES

- a. Motion to approve the minutes of the April 18, 2023, Plan Commission meeting.

Clow moved to approve the minutes of the April 18, 2023, Plan Commission meeting. Conrad seconded the motion. Motion carried 5-0-1 with an abstention from Peters.

- b. Motion to approve the minutes of the April 18, 2023 joint CDA and Plan Commission meeting.

Clow moved to approve the minutes of the April 18, 2023 joint CDA and Plan Commission meeting. Brassington seconded the motion. Motion carried 4-0-2 with abstentions from Peters and Halverson.

4. BUSINESS

- a. Discussion and possible action for a Conditional Use Permit requested by Chosen Few Gym, LLC for a fitness center at 4125 Terminal Drive, Suite 110.

No additional information from Staff related to the item was added since the April public hearing. Bremer stated that the Chosen Few Gym has undergone rebranding and ownership and will be known further as Capital City MMA.

Clow motioned to approve a Conditional Use Permit requested by Capital City MMA, for a fitness center at 4125 Terminal Drive, Suite 110. Motion seconded by Peters. Motion carried 6-0.

- b. Discussion and possible action on a Site/Design Review application from Flint Hills Resources Pint Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.

Thao provided summary for the agenda item which covered staff's review of the site design guidelines and the Terminal and Triangle District guidelines. Thao highlighted recommended staff opinions on items that should be waived. Matt Dokken, Project Manager from Flint Hills, provided additional information on the purpose and nature of the request to improve safety for the site and its surrounding areas. Clow asked if this addition was required by statutes for Flint Hills Resources. Dokken replied the improvements are a risk reduction approach and not required, adding that the enhancements will improve response and activity on the property in an event of an emergency. Dokken confirmed no concerns regarding the recommended conditions of approval.

Clow motioned to approve the Site/Design Review application from Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive, with the following conditions of approval:

1. The construction of the new driveway to the fire pump building shall use an asphalt surface consistent with existing asphalt driveway.
2. The new building shall include decorative masonry materials along the full face of the building's front and side walls similar in height from the ground, materials, and colors with the design of similar finished street facing buildings on the property.

Peters seconded the motion. Motioned carried 6-0.

- c. Discussion and possible action to make a recommendation to the Village Board to issue a Request for Proposal for Land Use Planning for Redevelopment Districts 1 & 2.

Bremer provided a summary and background information on the sections within the request for proposal (RFP), citing current plan materials and opportunities to address potential growth. Clow recommended the RFP to include language from the upcoming Village communications plan. Discussion from the Commission included boundary limits of district 1 and 2, number of consultants, the review committee, updates to Terminal and Triangle area, zoning, and subdistrict planning.

Clow motioned to recommend to the Village Board to issue a Request for Proposal for Land Use Planning for Redevelopment Districts 1 & 2, with the

recommendation that Brian Lee of the Village's Communication Consultant plan, provide comments on the community engagement section. Brassington seconded the motion. Motion carried 6-0.

- d. Discussion regarding updates to the Village's Zoning Code related to accessory uses and structures.

Bremer provided a summary of staff findings on the agenda item. Bremer highlighted the comparative differences the Village has with its peer communities and their existing codes on accessory uses and structures. Bremer commented on areas of potential improvement within the Village Code, areas of differences from neighboring communities, and sections of the code where Staff and the building inspector have had issues interpreting the code.

Discussion from the Commission included consideration for allowing accessory structures in the side yard, definitions for setbacks, definitions for types of structures, subdivision covenant restrictions, accessory dwelling units, threshold for accessory structure size, and regulation of building materials.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, June20, 2023 at 7:00PM

6. ADJOURNMENT.

Peters motioned to adjourn, Reynolds seconded the motion. Motion carried 6-0. Meeting adjourned at 8:28 PM.