

SUMMARY MINUTES OF PLANNING COMMISSION ACTION HELD MAY 2, 2017 -

1. CALL TO ORDER – 5:40 P.M.
2. THOSE PRESENT - David Goff, Vice Chairman; Patricia Connell, Secretary, T.O. Owens; Steve Hannan, Jenny Wolfschlag, Doug Magee, Michael Griffith.

ALSO PRESENT: Rita McConnell, Director of Community Development; Lorie Gillis, Deputy City Manager; Randall Sampson, Ass't City Attorney; Rob Smetana, Planning Manager; John Firouzi, Traffic Engineer; Cheryl Drake, Sr. Planner; Linda Hoover, Sr. Planner; Carol Ibanez, Sr. Planner; Jake Nitchals, Sr. Planner; Will Tucker, Planner I, Adam Maxwell, Traffic Engineer; Emily Grogg, Ass't. City Attorney; Joan Brown, Recording Secretary.
3. INTRODUCTIONS – Rita McConnell explained the purpose of the workshop was to offer training for the new Commissioners, as well as a refresher course for the existing Commissioners. She also stated this was an opportunity to introduce the new members and the staff.
4. OATH OF OFFICE – The following new members were sworn in:

 Jenny Wolfschlag
 Doug Magee
 Michael Griffith
5. HANOUTS - The new Commissioners were given the following documents:

 Land Development Code Book
 2014 Comprehensive Plan
 Planning Commission Bylaws
 Planning Commission Meeting Schedule
 Phone Numbers and Emails of Members and Staff
6. DEVELOPMENT REVIEW PROCESS –

Rob Smetana explained the new development process review system and how staff receives applications for development, the review process involved, and the scheduling of the applications that come before the Planning Commission and City Council.

John Firouzi talked about traffic impact analysis and reviews performed by the Traffic Division. He further discussed what goes into the staff report that allows the Commission to make their findings pertaining to traffic.

Matt Knight discussed the process that the Engineering Division established to review each development application and what information is provided to the Commission through the staff report.

Will Tucker explained the role of the Planner regarding the project review and the analysis that goes into the staff report.

Staff also encouraged the Planning Commissioners to call or email any questions or concerns regarding the project prior to the hearing.

7. LEGAL -

Randall Sampson provided information pertaining to issues concerning administrative, legislative and quasi-judicial actions. He further talked about ex parte communications, conflict of interest and ethics. He provided copies to the Commissioners of the items discussed.

8. OTHER ITEMS -

The next meeting is scheduled for May 16, 2017.

9. ADJOURNED - 7:25 P.M.



Patricia Connell, Secretary



David Goff, Vice Chairman



Joan Brown, Recording Secretary