

**CITY PLANNING COMMISSION
MINUTES
OCTOBER 8, 2019**

1. CALL TO ORDER – Hutcheson called the meeting to order at 6:00 P.M.

2. ROLL CALL

Members Present: Haner, Holm, Hutcheson, Rater, Rew, Stroebele and Van Houten
Late: Disalvo
Absent: DeMasi, Halm and Scott
Staff: Gibbons, Meeks, Monrroy and Wade

3. ADOPTION OF AGENDA

Motion by Stroebele, second by Holm to adopt the agenda as presented. Motion carried by unanimous voice vote.

4. APPROVAL – MINUTES OF SEPTEMBER 10, 2019 MEETING

Motion by Holm, second by Stroebele to adopt the minutes as presented. Motion carried by unanimous voice vote.

5. PROOF OF PUBLICATION – Gibbons

6. REVIEW OF MEETING PROCEDURES – Hutcheson

7. PUBLIC HEARINGS - *(Refer to the taped recording of these proceedings for official verbatim minutes)*

- A. CASE #SAV-19-007: Public hearing on the request of Kathy and Wayne Goff to vacate and dispose of the East north/south alley platted in Block 20, Howard's Addition. Location: West of South 10th Street, between 18th and 19th Avenues.

Monrroy provided an overview of the request.

No one spoke in favor or in opposition of the request. Hutcheson closed the public hearing.

Rew asked for confirmation that the property at 1808 South 10th Street as it exists today is landlocked and will remain landlocked regardless of whether the vacation request is approved or not. Gibbons confirmed that said parcel is landlocked and will remain landlocked. Rew stated it is his understanding that this request will not have any bearing on access to the other properties adjacent to the subject alleyway since they have direct access to either 18th Avenue, 19th Avenue or the West north/south alley. Gibbons clarified that the applicants are the only owners abutting the subject alleyway who can access their property through the West alley.

Motion by Van Houten, second by Rew to recommend approval to vacate and dispose of the East north/south alley platted in Block 20, Howard's Addition, subject to an easement being retained over the subject alleyway for utility access and maintenance purposes and all portions of the alleyway being disposed of to an abutting property owner(s), as per staff's recommendation.

VOTE: AYE – Disalvo, Haner, Holm, Hutcheson, Rater, Rew, Stroebele and Van Houten. NAY – None. ABSTAIN – None. ABSENT – DeMasi, Halm and Scott. Motion carried.

- B. CASES #SUB-19-010 and #PC-19-002: Combined public hearing on the request of Brakes Plus, LLC, represented by Robert Duvall of Schemmer Associates, for final plat approval of a one-lot commercial subdivision to be known as Lake Manawa Centre Subdivision, Replat 2, legally described as being a replat of Lots 7a and 7b, Lake Manawa Centre Subdivision, and to adopt a planned commercial development

plan for Lot 1, Lake Manawa Centre Subdivision, Replat 2. Location: 3205 and 3207 Manawa Centre Drive.

Meeks provided an overview of the request.

No one spoke in favor or in opposition of the request. Hutcheson closed the public hearing.

Wade asked whether any portion of the road that runs east/west on the north side of proposed Lot 1 is public right-of-way or if it is all privately owned. Meeks stated both the drive on the north side of the lot and the one on east side of the lot are private drives owned by Wal-Mart. Meeks stated the north drive may be required to be dedicated as public right-of-way in the future. Meeks also stated an access easement along the north drive was granted to the US Cellular store, and since none were granted to Lots 7 and 7A, the Brake Plus would have to obtain an easement from Wal-Mart in order to use the east drive access. Gibbons stated the access easement to the US Cellular store was granted when Lake Manawa Centre Subdivision Replat 1 was approved.

Rew asked if stormwater was going to be directed to the northeast of the lot, expressing concern since there is no detention area in that location. Robert Duvall, Schemmer Associates, 1044 N. 115th Street, Suite 300, Omaha, NE 68154, responded as the applicant of the request. Duvall stated there is a detention basin to the south of the property. Rew stated he wanted to clarify where water is going to be retained because if water is not going to be directed to the northeast, it will have to be drained across the road. Duvall stated they will tap in to the existing sewer to drain water into the detention basin. Wade stated the detention basin is maintained by the SSMID.

Motion by Disalvo, second by Scott to recommend approval to for final plat of a one-lot minor commercial subdivision to be known as Lake Manawa Centre Subdivision, Replat 2, and to adopt a planned commercial development plan over said subdivision, as per staff recommendation.

VOTE: AYE – Disalvo, Haner, Holm, Hutcheson, Rater, Rew, Stroebele and Van Houten. NAY – None. ABSTAIN – None. ABSENT – DeMasi, Halm and Scott. Motion carried.

8. OTHER BUSINESS (*Refer to the taped recording of these proceedings for the official verbatim minutes*)

- A. Planning Commission Attendance: Hutcheson discussed recent attendance to Planning Commission meetings and cited Section 1.56.030 of the Council Bluffs Municipal Code, which states “[a] vacancy occurs when a member resigns, dies, moves from Council Bluffs, or has unexcused (as determined by the commission) absences from three or more of the commission meetings within any twelve-month period.” Hutcheson suggested creating a subcommittee that will make recommendations to the Planning Commission over what constitutes excused and unexcused absences, as well as set a procedure to notify Staff or the Chair if a member plans to be absent. Stroebele asked whether 3-4 unexcused would result in automatic removal from the Commission or if there would be a vote. Hutcheson stated it would voted on by the other Commission members.

Wade suggested that the status of the absence should be indicated in the meeting minutes.

Rew stated he agreed with creating a subcommittee as unexcused absences is an issue the Commission has deal with in the past. Disalvo stated this is a discussion worth having, but noted that certain situations come up, thus it is hard to determine what kind of absences would be considered excused and unexcused. Wade stated the subcommittee would walk through different scenarios to determine the criteria of excused and unexcused absences.

Van Houten stated the Planning Commission plays an important role in helping the city grow, thus it should be taken seriously by all members.

Gibbons suggested the subcommittee should consist of 3-4 commissioners. Hutcheson opened the floor for volunteers to serve on the subcommittee Disalvo, Hutcheson, Stroebele and Van Houten volunteered to participate in the subcommittee.

B. City Council update: Wade provided an update of City Council actions relative to recent planning cases.

Gibbons provided an update on the request for proposal for City Owned property located between South 32nd and South 34th Streets and West Broadway and 2nd Avenue. Gibbons stated that proposals were received from Lockwood Development, White Lotus Group and Knudson Management Company Co., Inc. Gibbons stated Staff recommended to select the project by Knudson Management Company Co., Inc. as their proposal met the requirements outlined in the RFP, as well as the objectives of the West Broadway Corridor Plan and the Bluffs Tomorrow 2030 Plan. Gibbons stated City Council agreed with Staff's recommendation. Gibbons reiterated the importance of the Planning Commission in ensuring projects like these come to fruition.

C. Other items of interest: Van Houten invited all in attendance to the annual Fall Harvest Bash hosted by the Council Bluffs NP Dodge office.

9. ADJOURNMENT – Hutcheson adjourned the meeting at 6:36 P.M.

The recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Planning Commission. The recording of this proceeding is incorporated into these official minutes of this Commission meeting as if they were transcribed herein.