

**McKENZIE MUNICIPAL REGIONAL
PLANNING COMMISSION MEETING
October 22, 2009 (Corrected)
4:30 PM**

I. Call to Order/Establishment of a Quorum

Meeting was called to order by Chairperson Robb and a quorum was established.
All Commissioners were present for the meeting.

Members of the Planning Commission are: Chairperson Dean Robb, Commissioners Ed Dillon, Lisa Norris, Keith Priestley, Melissa Hawkins, Councilperson Shaun Thompson and Mayor Walter Winchester.

II. Approval of Agenda

A motion was made by Councilperson Thompson, seconded by Commissioner Norris to approve the agenda. The motion passed.

III. Reading and Approval of the Minutes

A motion was made by Commissioner Priestley and seconded by Commissioner Hawkins to approve the minutes of the September Planning Commission meeting. The motion passed.

IV. Old Business

A. Discussion of the proposed Institutional District Provisions

A meeting with Mayor Winchester, Chairman Robb, Commissioner Keith Priestley, Mr. Walter Butler and Dr. Prosser of Bethel University was held in order to answer questions regarding the proposed institutional zoning districts. All measures will be taken to engender regulations that will be in harmony with the vision of the staff of Bethel University as long as that vision promotes the health, safety, prosperity and welfare of the citizens of the City of McKenzie.

Staff provided a summation of the results of the meeting held on October 20th with Mr. Walter Butler to the planning commission. Mr. Butler attended the regular October 22nd planning commission meeting and advised all the items of discussion were in fact covered satisfactorily addressing Bethel University concerns.

V. New Business

A. Review of the Crossing Way Townhomes Preliminary Plata

W. Scott Williams & Associates has submitted a preliminary plat for the aforementioned in order to commence with construction. The subject property is located on East Forrest Avenue near its intersection with North White Street. A northern portion of the property is zoned R-1 (Low Density Residential). The southern portion of the property is zoned R-3 (High Density Residential). It contains 6.5 acres and is partially located in an area of one percent (1%) chance of periodic flooding according to FIRM 47017C0019C dated March 18, 2008. The property will be developed by John Huff, Huff Construction, LLC and is further described as tax parcel 015.05, Carroll County tax map 011.

Analysis:

The preliminary plat depicts two (2) lots proposed for subdivision. Lot "1" will contain a 5.832 acre town home development with 48 (2062 square feet) two (2) story units and 151 parking spaces. Seven (7) spaces will be reserved for physically disabled persons. Sidewalks are shown along the front elevation of each unit. The entrance for the development will be accessed via Forrest Avenue on a 270' long street. Said street will contain a pavement width of 26 feet. Both water and sewer lines are shown within proposed easements throughout the proposed development. There are three (3) fire hydrants shown that will serve the future development. The existing tree lines will remain in order to buffer / screen the subject development from the surrounding properties. Landscaping will also be provided along the eastern and western right-of-ways of the driveway as well as in front of each dwelling unit building. There are two (2) refuse collection areas depicted for the development. The plat also depicts a playground and a 1200 square foot clubhouse. Adequate lighting fixtures are shown throughout the property. There are two (2) detention ponds illustrated as well for storm-water drainage purposes. The rear boundary of the subject property which has been proposed as Lot (2) contains flood plain and is non-buildable. Staff has the following concerns:

- 1) The site plan should be separated from the submitted subdivision plat.
- 2) The subdivision plat should also illustrate the size of the proposed water lines that will serve the development.
- 3) The parking lot will be built over an existing gas line. The existing gas line should have an easement provided for it on a revised subdivision plat along with all other needed utility easements.
- 4) The submitted subdivision plat states all roads are to be private. Article IV, B (13) of the McKenzie Subdivision Regulations states there shall be **no private streets** platted in any subdivision. Therefore, the street must be constructed according to the City of McKenzie standards / regulations.
- 5) What materials will be used to construct the street?
- 6) The proposed street will need a name that will need to be approved by the 911 department.
- 7) The submitted subdivision plat should not be approved due to the proposed Lot 2 being landlocked and will also be unbuildable. This may have the potential to become a maintenance issue. Who will maintain it? This area is also located within an area of one percent chance of periodic flooding.
- 8) The site plan should depict at least three (3) locations for refuse collection to adequately serve the proposed town homes.

Recommendation:

Staff recommends the planning commission to defer approval of the submitted preliminary plat until the aforementioned concerns are remedied.

After much discussion between the Commissioners about the concerns of Staff, a motion was made by Councilperson Thompson, seconded by Commissioner Dillon to approve the plat subject to all concerns of Staff being remedied. The motion passed.

VI. Other Business

A. Jill Holland presentation on “Promoting Economic Development in Rural Areas and Small Towns during Tough Times”

Ms. Jill Holland passed out a handout to all Commissioners called “Revitalization of McKenzie”. She wanted the Planning Commission to appoint a citizens advisory committee to examine avenues to revitalize McKenzie. She stated the committee would be composed of citizens representing a cross section of neighborhoods, businesses, Civic Clubs, Bethel University and members of the Industrial Board.

Areas to be explored by the committee would include (1) design plan for the town, (2) historic plan for downtown-including researching companies which specialize in streetscapes and preservation of historic buildings and grants available to achieve this, (3) researching the possibility of hiring a company to conduct a case study of the retail needs of McKenzie and plan for securing new retail in the town and (4) the need for a festival and town theme which would define McKenzie and attract tourists and hopefully new citizens and businesses.

Ms. Holland said the committee would report back to the Planning commission and the recommendations forwarded to the city council.

Chairman Robb told Ms. Holland that this was not the responsibility of the planning commission, but rather the city council. He said it was a great idea and should be carried out, but not through the planning commission. Other commissioners agreed. They recommended that she take the lead to accomplish this by holding town meetings to see how much interest is out there. If a lot of interest is there, then form the advisory committee. They also suggested she use the survey the planning commission used to get citizen input about two years ago. Chairman Robb asked Charlie Beal to provide Ms. Holland with this survey and the results. Chairman Robb then told Ms. Holland that she needed to bring this up before the city council to act upon.

B. Discussion and Regular Meeting Schedules Dates

Schedule for November & December Agenda and Planning Commission Meeting dates:

Agenda/Workshop: 2:30 PM, Thursday, November 12, 2009
2:30 PM, Thursday, December 10, 2009

Monthly: 4:30 PM, Monday, November 23, 2009
4:30 PM, Monday, December 21, 2009

VII. Adjournment

A motion was made by Commissioner Dillon, seconded by Commissioner Priestley to adjourn. The motion passed.

Meeting was adjourned at 5:39 p.m.