

CALL TO ORDER:

Chairman Smith called the meeting to order at 7:00 p.m. Commissioner Sullivan led the Pledge of Allegiance.

ROLL CALL

Members Present: Cook, Less, McClean (arrived at 7:01 pm), Smith, Sullivan and Ware

Members Excused: Leeming

STAFF:

City Administrator Daniel Coss, City Clerk-Treasurer Lisa Grysen, and City Attorney Brian Goodenough

AUDIENCE:

Mary Swanson and Lee Streeter

APPROVE AGENDA:

Motion by Commissioner Less, seconded by Commissioner Sullivan and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for July 28, 2016 be approved as presented. MOTION CARRIED.**

APPROVAL OF MINUTES:

Motion by Commissioner Ware, seconded by Commissioner Less and carried by unanimous vote of the Planning Commission that **the minutes of the June 30, 2016 Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

PUBLIC COMMENTS:

None

OLD BUSINESS:

None

NEW BUSINESS

1. 115 North Bridge Street – On-Site Parking

A new business, Looking Glass Brewing Company, LLC 115 North Bridge Street, has submitted a sketch plan for approval to the Planning Commission. A Sketch Plan is required for an existing building when a change of use is proposed. A Sketch Plan is only required to show the minimum amount of improvements to the site vs. a Full Site Plan review for new construction.

The items for this sketch plan to be reviewed are on-site parking and the dumpster enclosure structure, as there are no other modifications required for the existing building.

The dumpster enclosure as presented in the plans on Sheet C-1 is consistent and in compliance with the Zoning Ordinance requirements. The proposed gate (Front View) is consistent with the Zoning Ordinance requirements. Section 78-485 governs the requirements of dumpster enclosures in the Central Business Zoned District (CB) and as presented the enclosure fulfills the requirements.

Off-street parking/unloading is intended to provide enough patron parking during periods of business hours. Often times, parking requirements are established to provide an adequate number of spaces during peak hours and are based on maximum capacity of patrons being at the business during all hours of operation.

Chapter 78, Section 78-374(a), Location, of the Zoning Ordinance allows for the Planning Commission to approve the use of on-street spaces when creating new spaces on-site is not feasible, *“....provided the Planning Commission find parking spaces are reasonably available within the same zoning district at the time of day needed and provided that off-street parking is shown to be not feasible.”*

This section is to be applied by the Planning Commission for land uses non-residential in nature. Per Section 78-374 (a) on-street parking may be considered to *“...meet all or any portion of the parking needs...”*

Planning Commission Members were provided an aerial photo of 115 North Bridge Street highlighting the limitations of creating on-site parking. There are 27 on-street parking spaces available within 145 feet and another 70 spaces within an additional 330 feet, for a total of 97 spaces. Already provided are five (5) on-site parking spaces, including a Van Accessible Handicap Space. The parking requirements per Section 78-375 based on Useable Floor Area (2,983 square feet) would be 29.83 parking spaces and the requirements based on seating capacity (138) would be 69, not including the seasonal patio.

Planning Commission Members were provided with the business plan for Looking Glass Brewing Company. Page 7 highlights their hours of operation; Monday through Wednesday, Noon to 10:00 PM, Thursday through Saturday Noon to Midnight and Sunday Noon to 9 PM. Presently three (3) businesses within a two block distance are open during similar business hours. One business, Family Tree Café, has available on-site private parking and on-street parking. The second business, Bridge Street Social, did receive a waiver on their on-site parking requirements. The above count of on-street parking spaces did not utilize those spaces taken in to consideration for Bridge Street Social. The third business, Scoopy-Doos Ice Cream, is a seasonal business with varying hours in the Spring and Summer.

There has been an initial conversation with the businesses across the street about creating a Shared Parking Agreement. They have expressed an interest in continuing discussions. Taking into consideration the number of on-street spaces, hours of operation and the fact that the downtown is very walkable, the on-street parking availability is more than sufficient to satisfy the requirements.

Lee Streeter from Looking Glass Brewing Company was in attendance to answer any questions.

Motion by Commissioner Sullivan, seconded by Commissioner Cook and carried by unanimous vote of the Planning Commission that **to approve the sketch plan as presented, contingent on the closing and transfer of the property deed and authorize the use of on-street parking spaces for Looking Glass Brewing Company, 115 North Bridge Street, due to the limitations of creating on-site parking. MOTION CARRIED.**

PLANNING COMMISSION MEMBER COMMENTS:

None

ADJOURNMENT:

Motion by Commissioner McClean, seconded by Commissioner Sullivan and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:29 p.m.**

Respectfully submitted,

Lisa M. Grysen,
Recording Secretary