

PLAN COMMISSION MINUTES

Monday, July 26, 2010

7:00 P.M.

A. ROLL CALL

Members Present:

Mike Hall - President
Dennis Kraus, Jr. – Vice-President
Mark Lehmann
Mike Hornbach
Jake Hoog
Dan Lansing
Ken Nelson
Ralph Thompson
Russell Beiersdorfer

Mark McCormack – Director of Planning

Members Absent:

Arnold McGill, Attorney – Absent

B. ACTION ON MINUTES

There were no minutes to approve at this time.

C. OLD BUSINESS SCHEDULED TO BE RE-OPENED

There was no old business.

D. OLD BUSINESS TO REMAIN TABLED

There was no old business.

E. NEW BUSINESS

There was no new business.

F. ADMINISTRATIVE

- **Letters of Credit**

Mr. McCormack states that in response to the County Commissioner's motion to eliminate letters of credit from the County Ordinances, staff has prepared two (2) options for the board to review this evening. He presents the staff report.

Mr. Hall asks if the Attorney has reviewed these amendments, and if the County Engineer and Planning Director have a preferred or recommended option.

Mr. McCormack states that the Attorney has reviewed both options and that his preference, along with the County Engineer's preference, is to go with option #1.

Mr. Nelson states that his concerns are: 1) what types of improvements are allowed to be bonded; and 2) does the person overseeing the financial guarantees have the technical expertise to ensure quality standards. He further states that he would like to see a defined process for the handling of a bond from start to finish.

Mr. McCormack states that the Planning Department monitors the financial guarantees and coordinates with the County Engineer for the guarantee estimates and site inspections. He states that if the Plan Commission prefers, staff will submit site plan inspection reports to the board—in addition to the monthly financial guarantee reports.

Mr. Thompson suggests having the non-Transportation and Engineering Department items be reviewed by either the Plan Commission or the County Commissioners, similar to the proposed road process.

Mr. Hall suggests the submittal of 'as-built' plans to ensure improvements are constructed to designed specs. He states that these plans provide a checklist of improvements which put the engineer's or surveyor's license at stake.

Mr. Nelson states that we must get a process in place that will function regardless of any staffing situation.

Mr. Thompson states that there needs to be language explicitly stating the process and the expectation that record drawings are required prior to the bond being released.

Mr. McCormack states that he can prepare amendments to address the board's concerns for the next Plan Commission meeting in August.

Mr. Hoog asks if there is a process in place to call a bond if needed.

Mr. McCormack states that there is a process in place between the Planning Department and the County Engineer.

Mr. Thompson makes a motion to Table the proposed text amendments to Articles 4 and 7 of the Subdivision Control Ordinance to acknowledge the inclusion of the required record drawings, as well as their approval by the County, prior to the release of a bond. Mr. Nelson seconds.

Mr. McCormack asks if a performance bond with an itemized list of improvements and a description of the County's inspection process should be included in the text amendment.

Mr. Thompson amends his motion to include an itemized list of the proposed improvements, a pre-performance bond estimate, and the County's inspection process. Mr. Nelson accepts the amendment.

MOTION:

Mr. Thompson makes a motion to Table the proposed Article 4 text amendments to allow inclusions of: 1) requirements for provisions and approval of the record drawings prior to the release of a bond; 2) an itemized list of the proposed improvements; 3) a pre-performance bond estimate; and 4) a description of the County's inspection process. Mr. Nelson seconds. All in favor. None opposed. Motion carries.

Mr. McCormack gives a brief update on:

- The Financial Guarantee Report.
- Updated County Road Classification List & Counts.
- Progression of a St. Leon Economic Development Plan
- Animal definitions and associated zoning ordinance text revisions.

The Plan Commission Board opens the floor to a working session with the Zoning Committee to discuss amendments and updates to the Zoning Ordinance.

Mr. Thompson makes a motion to adjourn the meeting. Mr. Beiersdorfer seconds. All in favor. None opposed. Motion carries.

Meeting adjourned at 9:40 P.M.

Mike Hall, President

Mark McCormack, Director of Planning & Zoning