

River Heights City Planning Commission
Minutes of the Meeting
March 18, 2014

Present: Commission members: Rex Davidsavor, Chairman
Danny Petersen
Jim Royle
Patti Seeholzer
Lorin Zollinger

Council Members Blake Wright
Dixie Wilson
Recorder Sheila Lind

Excused Commissioner Commissioner Seeholzer

Others Present: Mark Watterson, Kris Kvarfordt, Robert and Ashley
Dillard, Janet Bowles

Motion #1

Commissioner Royle moved to “approve the minutes of the March 4, 2014 Commission meeting.” Commissioner Petersen seconded the motion, which carried.

Motion #2

Commissioner Zollinger moved to “approve the Kennel Conditional Use Permit for Robert and Ashley Dillard, residing at 586 South 600 East, with the conditions if there is a kennel outdoors it needs to be maintained and cleaned regularly, the fence maintained and only three dogs will be allowed.” Commissioner Petersen seconded the motion, which carried.

Motion #3

Commissioner Petersen moved to “recommend to send Mark Watterson’s rezone request for the lot at 1104 Windsor Drive from R-1-12 to R-1-8, to the Council for their approval.” Commissioner Royle seconded the motion, which carried.

Motion #4

Commissioner Zollinger moved to “recommend to the City Council that they approve Mark Watterson’s Minor Subdivision Final Plat on the condition that they approve the request

38 for the rezone on the property, and all the conditions on the March 17, 2014 letter from the
39 city engineer are satisfied.” Commissioner Royle seconded the motion, which carried.

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Proceedings of the Meeting

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44 The River Heights City Planning Commission met at 7:00 p.m. in the Ervin R. Crosbie
45 Council Chambers on March 18, 2014.

46 Adoption of Prior Minutes: Minutes for the March 4, 2014 Planning Commission
47 Meeting were reviewed with the following change: On line 51; “north” was changed to “south.”

48 **Commissioner Royle moved to “approve the minutes of the March 4, 2014**
49 **Commission meeting.” Commissioner Petersen seconded the motion, which carried.**

50 Public Hearing to Discuss Jen Wolford’s Conditional Use Permit Request for a Beauty

51 Shop in her Home: Commissioner Davidsavor opened the public hearing. There was no public
52 in attendance to comment. The Commission read one written comment, submitted by Tom
53 and Debbie Rees (included with the minutes). The Rees’ are concerned about parking on the
54 street. Ms. Wolford’s application states she has plenty of off-street parking. She would need to
55 let her clients know to park off the street. Hours of operation were discussed and agreed upon.
56 The hearing was closed. This item will be put on the next agenda. The Commission would like
57 Ms. Wolford to attend for questions before they approve her request.

58 Public Hearing to Discuss Robert and Ashley Dillard’s Request for a Kennel License: Janet

59 Bowels is a neighbor and said she wasn’t aware the Dillards had dogs. She was supportive of
60 them having three dogs since she isn’t aware that they’ve ever been a problem. Ms. Dillard
61 explained they had one dog last year but have recently adopted two more. Mr. Dillard didn’t
62 know there was a limit. When he came in to register his dogs this year, he was informed they
63 needed to apply for a kennel permit (which he promptly did). Commissioner Petersen
64 suggested Recorder Lind let dog owners know the procedure for having three dogs when they
65 come to register their dogs. Janet Bowels suggested having it on the water bill as a note. A
66 question was raised about the condition of the Dillard’s fence. Mr. Dillard assured it was well
67 maintained. They plan to have their dogs as indoor pets. They let them outside for short times
68 when they are home. Commissioner Zollinger discussed some conditions. If the dogs are
69 outdoors they need to be taken care of. The Dillards stated they understand the noise
70 ordinance.

71 **Commissioner Zollinger moved to “approve the Kennel Conditional Use Permit for**
72 **Robert and Ashley Dillard, residing at 586 South 600 East, with the conditions if there is a**
73 **kennel outdoors it needs to be maintained and cleaned regularly, the fence maintained and**
74 **only three dogs will be allowed.” Commissioner Petersen seconded the motion, which**
75 **carried.**

76 Commission Recommendation for Watterson Re-Zone Request: Commissioner
77 Davidsavor reminded that the Commission was favorable to Mr. Watterson’s rezone request at
78 the last meeting, rather than go with a variance. Councilmember Wright said a variance
79 couldn’t be considered for this request, per state law.

80 **Commissioner Petersen moved to “recommend to send Mark Watterson’s rezone**
81 **request for the lot at 1104 Windsor Drive from R-1-12 to R-1-8, to the Council for their**
82 **approval.” Commissioner Royle seconded the motion, which carried.**

83 Watterson Minor Subdivision Final Plat: Engineer Kris Kvarfordt said he and City
84 Engineer Rasmusen went through all his comments together. He explained their conclusions on
85 the items; they will not be difficult to adjust. He assured it will all be ironed out before they
86 meet with the Council next Tuesday.

87 The sewer manhole lid will be in the driveway, but the clean-out will be in the
88 landscaping of the yard. They’re not sure if/where the water connection is. The power will
89 need to come from across the road. Gas is on their side of the road. They have the city
90 standards on installing the water and sewer. The water valve will be in the driveway, as well as
91 the sewer manhole. These will be moved into the city easement. They haven’t found any
92 evidence of an irrigation ditch on the property, as was brought up at the hearing.

93 Mr. Kvarfordt said the Council will receive a new plat, with all the changes incorporated.
94 Councilmember Wright mentioned a few property owner names to fix on the plat. Discussion
95 was held on whether or not the Health Department needed a signature block. The city’s code
96 states it’s needed, but Mr. Wright doesn’t feel it should be required since they won’t have a
97 septic tank. Mr. Wright brought up the piece of property to the east. If it gets developed, it will
98 need to have a private drive since there isn’t enough frontage. Mr. Watterson said he and his
99 father (owner of this property) understand this.

100 **Commissioner Zollinger moved to “recommend to the City Council that they approve**
101 **Mark Watterson’s Minor Subdivision Final Plat on the condition that they approve the**
102 **request for the rezone on the property, and all the conditions on the March 17, 2014 letter**
103 **from the city engineer are satisfied.” Commissioner Royle seconded the motion, which**
104 **carried.**

105 Mr. Kvarfordt wasn’t sure if he could have the changes made by Thursday when council
106 packets go out. Councilmember Wright suggested he get a letter from the city engineer stating
107 his approval, which could go out to the council, if the plat changes are not ready yet.

108 Discuss Consulting Bids for Park/Cemetery: Council member Wright discussed the two
109 bids for consulting with the Commission to put together a physical plan for the property. He
110 stated Keith Christensen broke his bid down into tasks which totaled \$3,600. This would also
111 include helping figure out project phases and cost estimates per phase. Mike Kelly bid the
112 same tasks, but didn’t break them out. His total was \$4,500. Councilmember Wright has
113 confidence in both of them. He’d like to go back and ask Mr. Kelly to break his bid into tasks for

114 a better comparison. He asked permission from the Commission for Commissioner Davidsavor
115 and himself to get the information from Mr. Kelly and then make a recommendation to the City
116 Council next Tuesday. Commissioner Zollinger is concerned that the bids may not be detailed
117 enough. If they are asked to do something, they could say it wasn't part of their bid and charge
118 additional. Mr. Wright read through Mr. Christensen's bid, which proved to be quite detailed.
119 He wasn't sure the city would need all the tasks listed. He assured that both gentlemen have
120 years of experience and are easy to work with. Mr. Zollinger leaned towards Mr. Christensen
121 since he has experience in cemetery design. The Commission trusts Mr. Wright's judgment.
122 Mr. Wright explained that Mr. Christensen is leaving the country in July so the project would
123 need to be finished up by then (the deadline is appealing). The deadline is appealing. The
124 Commission agreed to have Councilmember Wright go ahead with a decision and then present
125 it to the Council.

126 Update on General Plan Revision Process: Councilmember Wright explained the ADA
127 access information which Councilmember Okelberry has requested to be included in the
128 General Plan. They plan to add a narrative which will address ADA in new development.
129 Commissioner Davidsavor asked if there was anything more the Council wanted changed in the
130 General Plan. Councilmember Wilson wondered about including verbiage regarding the Old
131 School property. Mr. Wright informed the property is currently zoned 'residential,' which is
132 also what is shown in the General Plan. Ms. Wilson asked if the Commission planned to change
133 the zoning of the old school and church properties to 'parks.' Mr. Wright said there hasn't been
134 talk of this nature. He felt when the old church came down 'residential' would be the best fit.
135 When the old school comes down, 'parks' would be preferred. Ms. Wilson asked for a
136 discussion on this at the next Commission meeting. She will email her suggestions to
137 Commissioner Davidsavor. Their next meeting will be held on the third Tuesday of April.

138 The meeting adjourned at 8:15 p.m.

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Sheila Lind, Recorder

R. Rex Davidsavor, Chairman