

EDGERTON CITY HALL
PLANNING COMMISSION MEETING
REGULAR SESSION
January 14, 2020

The Edgerton Planning Commission (the Commission) met in regular session with Vice Chair Tim Berger calling the meeting to order at 7:00 p.m.

All present participated in the Pledge of Allegiance.

The Roll Call was answered, indicating those present were Vice Chair Tim Berger, Commissioner Jeremy Little, Commissioner Deb Lebakken, and Commissioner Charlie Crooks. Chair John Daley was absent from the meeting. Also present were City Administrator Beth Linn, Mayor Donald Roberts, Development Services Director Katy Crow, and Planning and Zoning Coordinator Chris Clinton.

The Planning and Zoning Coordinator announced a quorum was present.

CONSENT AGENDA

MINUTES

The approval of the minutes from the Regular Session held on November 12, 2019 were considered.

EXTENSION OF SITE PLAN EXPIRATION DATE FOR FS2019-02 TSL-EDGERTON PHASE II

The approval of a one-year extension to the expiration date for Final Site Plan application FS2019-02, was considered. FS2019-02 is set to expire on April 9, 2020.

Mr. Little motioned to approve the consent agenda, Mr. Crooks seconded the motion. The consent agenda was approved, 4-0.

NEW BUSINESS

PUBLIC HEARING – UNIFIED DEVELOPMENT CODE AMENDMENTS TO ARTICLE 13 – APPLICATION UDCA2019-05

Vice Chair Berger introduced Application UDCA2019-05 as amendments to Article 13 of the City of Edgerton's Unified Development Code (UDC). Ms. Katy Crow, Development Services Director, stated this article discusses the platting and lot split procedures. The plat regards the land and how it is divided during the planning process. Article 13 needs to be updated to include items from a checklist from the Register of Deeds at Johnson County as they review the plats when they are submitted for recording. Including those items would make the recording process more efficient. Ms. Crow explained the other updates remove policies and procedures that are no longer applicable in the City of Edgerton. She informed the Commission a copy of the updated Article 13 and a copy of the current Article 13 are included in the packet.

Mr. Little motioned to open the public hearing, Ms. Lebakken seconded. The public hearing was opened, 4-0.

There were no public comments made.

Mr. Little motioned to close the public hearing, Ms. Lebakken seconded. The public hearing was closed, 4-0.

Ms. Beth Linn, City Administrator, explained the platting process. She said the new Article streamlines the development and platting process. The first step is a development conference where City Staff can meet the prospective developer to discuss the parcel and what can be done on that lot. This usually starts with a call from the developer.

Ms. Linn stated the Article then explains the details on how to split a lot. Lot splits are typically used for residential lots and are not as complicated as platting a lot is. Ms. Linn stated a lot split may also be used to join lots into a larger one that meets the requirements to have a structure built on it. Ms. Crow explained a lot split can be done only once, then the owner would need to go through the platting process in order to divide the land again.

Ms. Linn stated preliminary and final plats have many items that are the same. These items are a part of the general design standards. Ms. Crow explained this is where the information from the county was introduced into the UDC. Ms. Linn explained while there are many items that are required for both types of plats, there are items that are needed specifically to Preliminary and Final Plats. She said a Preliminary Plat will show a whole subdivision or tract of land then the Final Plat will show smaller areas. The Preliminary Plat does make it easier to see how the infrastructure will be placed over a whole development and not at just on one lot.

Vice Chair Berger requested clarification on the difference between the Preliminary and Final Plat and if this used for residential or commercial/industrial development. Ms. Crow replied it is used for all developments and the Preliminary Plat will show the whole tract of land and phases of a development. Ms. Linn stated the Preliminary Plat will show the possible layout of a project then each area is narrowed down to a Final Plat that will contain a building or two. Ms. Crow explained a public hearing is held for the Preliminary Plat. Ms. Linn said the Preliminary Plat only goes to the Commission and not to the Governing Body like a Final Plat does. A Preliminary Plat does have a lot information that can be easily transitioned to a Final Plat. Ms. Linn explained the Final Plat will have easements and exact location for utilities. Public inspection also is done on these items and the roads to ensure City Standards are met. Ms. Linn reiterated that once a Final Plat is approved by the Commission, it goes before the Governing Body for acceptance of rights-of-way and easements then filed with the Johnson County.

Ms. Linn explained there are a lot of items that the developer and staff discuss before any plat or plans come before the Planning Commission. Vice Chair Berger inquired about what should be discussed during the public hearings for the plats. Ms. Linn replied all public comments should be received and allowed no matter what the hearing is for. She used an example of a recent public hearing when landscaping concerns were brought forth by residents during a public hearing for a preliminary plat. The plat concerns the division of land and what is built or placed on that land is discussed during the site plan phase of the development process. Ms. Crow stated there are public hearings for site plans as well.

Mr. Crooks asked if there is a time limit associated with development occurring on the land and the approval of the documents by the Planning Commission. Ms. Crow replied a Final Site Plan does expire if a permit is not pulled within one year of approval by the Planning Commission, a Preliminary Plat will

expire after one year if a Final Plat is not approved for any part of the associated land, and a Final Plat will expire after one year of acceptance by the Governing Body if it has not been filed with the County.

Mr. Crooks raised the question of what would be done if an approved development of six buildings is being constructed but only one is finished and work has not progressed to any of the other buildings. Ms. Linn replied that scenario has not occurred in the City at this time, and a discussion will be had with the City Attorney to incorporate a clause preventing this from happening.

Ms. Crow recommended the Commissioners provide feedback regarding Article 13 and City Staff will meet with the City Attorney and Engineer to include all of the State requirements and information on a plat. City Staff will then be bringing this article back to the Commission next month to move forward to the Governing Body.

Ms. Linn stated currently the applicant will take the Final Plat to the Register of Deeds to the County to have it recorded. That will change as the City has requested the Register of Deeds to accept documents from City Staff only.

Vice Chair Berger clarified City Staff would like the Planning Commission to review the Article and provide feedback over the course of the next month. Ms. Crow confirmed that is what City Staff is requesting if the Commission agrees.

Mr. Little requested clarification on the re-subdivision and replats outlined on page 13-10. Ms. Crow replied City Staff has not updated that section at this time as direction is needed from the City Engineer and Attorney. She believes the re-subdivision involves residential development which has not happened a lot in Edgerton and is used when a subdivision is being expanded.

Ms. Crow requested the Commission also review Article 3 from the November 12, 2019 meeting along with Article 13, and provide feedback to City Staff.

FUTURE MEETING

The next meeting is scheduled for February 11, 2020 at 7:00 p.m. Ms. Crow stated there could be a work session to follow the regular meeting.

ADJOURNMENT

Motion by Mr. Crooks to adjourn the meeting, Mr. Little seconded. Motion was approved, 4-0.

The meeting adjourned at 7:23 p.m.

Submitted by: Chris Clinton, Planning and Zoning Coordinator