

PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, FEBRUARY 2, 2017 @ 8:00 P.M.
Arlington Community Center – Council Chambers

1. Call to Order.
2. Oath of Office: Dwight Grabitske, Darnell Halverson.
3. Election of Officers: Chair, Vice Chair, Secretary.
4. Pledge of Allegiance.
5. Approve Agenda.
6. Approve the Minutes.
 - A. December 1, 2016.
7. Public Hearings.
 - A. None.
8. Unfinished Business.
 - A. None.
9. New Business.
 - A. Open Meeting Law Review.
 - B. Novus AGENDA (paperless packets).
10. Review Building Permit Reports.
 - A. November 2016.
 - B. December 2016.
 - C. Year-End 2016.
11. Other Business/Updates.
12. Adjourn.

<p>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</p>
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**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
FEBRUARY 2, 2017**

The meeting was called to order at 8:07 p.m. by member Bob Pichelmann.

Members Present: Janet Deno, Dwight Grabitske, Darnell Halverson, Jim Kreft, Bob Pichelmann,
Councilmember Michelle Battcher

Members Absent: Jim Carlson

Also Present: PZ Adm. Cynthia Smith-Strack, City Adm. Liza Donabauer

PZ Adm. Smith-Strack administered the Official Oath of Office to re-appointed member Dwight Grabitske and new member Darnell Halverson.

Grabitske nominated Jim Kreft for the Chairperson position.

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to elect Jim Kreft as the Chairperson.

Chairperson Kreft took over control of the meeting from member Pichelmann.

Battcher nominated Dwight Grabitske for the Vice Chair position; which was seconded by Deno.
Motion by Halverson, seconded by Pichelmann, and passed by unanimous vote to elect Dwight Grabitske as the Vice Chairperson.

Battcher nominated Deno for the Secretary Position; which was seconded by Grabitske.

Motion by Battcher, seconded by Pichelmann, and passed by unanimous vote to elect Janet Deno as the Secretary.

Motion by Pichelmann, seconded by Grabitske, and passed by unanimous vote to approve the agenda as presented.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the minutes from the regular December 1st meeting as presented.

It was noted that there were no public hearings and/or no unfinished business items on the agenda.

Adm. Donabauer went over a memo and handouts submitted by City Attorney Arneson pertaining to Open Meeting Law. Smith-Strack commented on a couple of ways that may be considered violations of the open meeting law.

Adm. Donabauer demonstrated the new paperless meeting packet software: Novus Agenda.

The November, December and 2016 Year-end Building Permit Reports were reviewed.

Topics for the next meeting agenda were suggested, which included goal setting (establish ordinances for rental properties, accessory dwelling units, and absentee landlords; review Planning Committee Enabling Ordinance, do a vacant lot inventory and identify potential areas to accommodate multi-family units, etc.) and some training. It was also suggested to review the medical school delegation information that was presented earlier in the evening and discuss what possible planning steps the City of Arlington may need to implement in the future to prepare for potential impacts if the school comes.

Motion by Pichelmann, seconded by Grabitske, and passed by unanimous vote to adjourn the meeting at 8:44 p.m.

PZ Adm. Cynthia Smith-Strack

Chairperson Jim Kreft