

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, MARCH 23, 2017 @ 7:00 P.M.
Arlington Community Center – Council Chambers**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
 - A. February 2, 2017.
5. Public Hearings.
 - A. None.
6. Unfinished Business.
 - A. None.
7. New Business.
 - A. None.
8. Other Business/Updates.
 - A. PC Member Roles/Responsibilities.
 - B. PC Enabling Ordinances.
 - C. Request to Rezone Part of Public Cemetery: From R-1 to P/I.
 - D. Vacant Lot Inventory.
 - E. Rental Ordinance Discussion.
 - F. Areas for Potential Multiple Family Use.
 - G. Accessory Dwelling Unit Discussion.
 - H. 2017 Goals.
9. Review Building Permit Reports.
 - A. January 2017
 - B. February 2017.
10. 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
MARCH 23, 2017**

The meeting was called to order at 7:00 p.m. by Chairperson Kreft.

Members Present: Carlson, Deno, Grabitske, Halverson, Chairperson Kreft, Pichelmann, Councilmember Michelle Battcher

Members Absent: None

Also Present: PZ Adm. Smith-Strack, Mayor Nagel

Motion by Pichelmann, seconded by Battcher, 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 February 2nd meeting as presented.

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

PZ Adm. Smith-Strack reviewed handouts pertaining to the Planning Commissions' Roles and Responsibilities. She commented that the Planning Commission operates in an advisory capacity to the City Council. The Planning Commission operates in three distinct capacities:

- Planning: Administers the Arlington Comprehensive Plan and proposes updates to the Plan (guides the overall growth and development of the city);
- Legislative: Reviews existing sections of the City Code relating to land use (zoning), platting of property (subdivision), and other Code sections;
- Regulatory: Reviews requests for conditional use permits, variances, rezoning, text amendment, site plan approval and appeals relating to interpretation of the Code language.

She also reviewed some of the various common terms and their meanings, such as CUP, variances, etc. Various questions were asked and answered.

The Committee reviewed the Planning Commissions' Enabling Ordinances (231 & 286).

The Committee reviewed a request to rezone a portion of the public cemetery from R-1 (Residential) to P/I (Public Institutional). Smith-Strack commented that the entrance area of the cemetery should be zoned the same as the rest of the cemetery. She stated that a public hearing would need to be held in order to rezone this area.

Motion by Deno, seconded by Grabitske, and passed by unanimous vote to hold a public hearing at the May 4th meeting to rezone a portion of the public cemetery.

PZ Adm. Smith-Strack had put together information pertaining to vacant residential lot inventory within Arlington. The summary was broken down as follows:

- Vacant improved lots owned by developers;
- Vacant partially improved lots (have water, but not sewer);
- Vacant platted but unimproved lots (no access to water or sewer);
- Single vacant lots owned by non-developers.

She stated that there are 49 vacant, improved lots owned by developers if you count Lot 17, Block 1 of Arlington Meadows as one lot; or 64 if you include said (Lot 17) as 16 individual lots. It was noted that there are 11 lots that have water available, but not sanitary sewer; and a total of 30 lots have been platted but not improved with sewer or water. Smith-Strack commented that a suitable supply of vacant

developed lots is typically three to five years of previous years new home starts. Smith-Strack felt Arlington had a good supply as the lots were dispersed throughout the city and not all in one development.

PZ Adm. Smith-Strack had put together information pertaining to areas for potential multiple family uses in response to discussions held recently about the proposed medical school potentially increasing demand for apartments. Areas identified were Lot 17, Block 1 Arlington Meadows and the Nickel Property (currently owned by the EDA). Smith-Strack commented that multi-family housing will be very difficult to cash flow (cost the same to build them as in the metro, but rental rates are much lower in this area).

Other suggested areas to consider were:

- Lot 2, Block 3, Lynch Addn - the lot that lies between the Shamrock Apartments and DAC (former TSE) building (next to Mary Lane);
- Lot 6 of the Witt Development (along Lynch Street);
- Most southeasterly 2 lots at the end of the cul-de-sac in the High Island Creek Development.

In an effort to be pro-active, it was suggested to rezone these potential areas so they would be ready if someone wanted to build on them. Smith-Strack offered to contact the various property owners to see how they felt about rezoning the properties.

Smith-Strack presented information that she compiled pertaining to the establishment of a rental housing code. She stated that a code is very complex and the City has the discretion on how strict it wants to be. Samples from other cities were reviewed and discussed in detail, such as health and sanitation issues, radon and safety issues, pest control issues, etc. Smith-Strack commented that she felt the City Council should be approached to see how they felt about this subject before moving forward. Kreft expressed some concern about moving forward cautiously and to clearly define the purpose of why we are doing this. The general consensus was to start looking at putting something together, but keep it simplified.

Smith-Strack presented information that she had put together regarding accessory dwelling units. She pointed out that there is some language within the R-1 Zoning District Section of the Zoning Ordinance that needs to be cleaned up (clarified). She stated that accessory dwelling units are of interest in today's society as they:

- Provide for changing family needs: children home from college, aging parents;
- Allow an additional revenue stream for older homeowners on fixed incomes or facing higher costs of living;
- Encourage a more efficient use of existing housing stock and public investment.

She listed off several questions for the Committee to think about and consider when going forward with discussions in the future. It was the general consensus to start looking at this subject a little bit at a time as it too is complex.

Goals for 2017 were discussed. Evaluate the need for a rental ordinance, write an accessory dwelling unit ordinance, and review the R-1 (Residential) District Section of the Zoning Ordinance pertaining to attached dwelling units were added to the list of goals.

The January and February Building Permit Reports were reviewed.

It was noted that the next regular meeting will be April 6th and a public hearing has been scheduled for that date.

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 8:35 p.m.