

**PLANNING & ZONING COMMITTEE  
MEETING AGENDA  
THURSDAY, OCTOBER 1, 2015 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. September 3, 2015
5. Public Hearings.
  - A. None.
6. Unfinished Business.
  - A. Accessory Apartments: Discussion.
  - B. Complete Streets: Discussion.
7. New Business.
  - A. PZ Consulting Contract Adjustment.
8. Review Building Permit Reports.
  - A. September 2015
9. Other Business.
10. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD  
MEETING MINUTES  
OCTOBER 1, 2015**

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

Members Present: Carlson, Deno, Grabitske, Chairperson Pauly, Pichelmann, Councilmember Battcher

Members Absent: None

Also Present: PZ Adm. Smith-Strack

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 September 3, 2015 meeting minutes as presented.

It was noted that there were no public hearings scheduled.

Discussion continued, from the last meeting, on accessory dwelling units (i.e. mother-in-law apartments, granny flats, carriage houses, etc.). Smith-Strack handed out a survey she drafted for the members to review. It was suggested to include the survey as part of the City's newsletter or with the utility bills, in addition to making it available online. Smith-Strack commented that the survey/link could be emailed to all City Boards/Committees also. It was the consensus that the survey looked good and will hopefully compile some good feedback from the public.

Discussion was held on the concept of complete streets and what should or should not be included. The Committee reviewed information provided by Smith-Strack regarding various approaches to addressing complete streets (whether by resolution or ordinance). Battcher commented that she would prefer having an ordinance/policy in place. Smith-Strack commented that complete streets could have different attributes within various parts of town (i.e. original town versus along the highway) pending on the character of the area (i.e. do bike lanes fit or not, wider sidewalks, type of fixtures {decorative} on street lights, pedestrian crossings, etc.). The Committee would like to see a map at the next meeting that showed proposed trails (bike, walking, etc.), future street improvement projects, and future sidewalk repair/maintenance projects.

Smith-Strack informed the Committee that she would no longer be keeping office hours during the week (a change in her contract). The EDA meeting and Planning meeting would now be on the same night; EDA at 6 pm and Planning at 7 pm on the first Thursday evening of each month starting in November.

It was noted that the September Building Permit was not available in time for the meeting.

Motion by Pichelmann, seconded by Grabitske, and passed by unanimous vote to adjourn the meeting at 7:50 pm.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Mark Pauly