

MINUTES OF THE  
RAPID CITY PLANNING COMMISSION  
September 22, 2016

MEMBERS PRESENT: John Brewer, Karen Bulman, John Herr, Galen Hoogestraat, Linda Marchand, and Jan Swank. Darla Drew, Council Liaison was also present.

MEMBERS ABSENT: Erik Braun, Mark Jobman, Steve Rolinger, Andrew Scull and Kimberly Schmidt

STAFF PRESENT: Vicki Fisher, Fletcher Lacock, Robert Laroco, Sarah Hanzel, Ted Johnson, Carla Cushman and Andrea Wolff.

Bulman called the meeting to order at 7:00 a.m.

**Bulman reviewed the Consent Agenda and asked if any member of the Planning Commission, staff or audience would like any item removed from the Consent Agenda for individual consideration.**

**Motion by Swan, seconded by Marchand and unanimously carried to recommend approval of the Consent Agenda Items 1 thru 5 in accordance with the staff recommendations. (6 to 0 with Brewer, Bulman, Herr, Hoogestraat, Marchand and Swank voting yes and none voting no)**

**---CONSENT CALENDAR---**

1. Approval of the August 8, 2016 Planning Commission Meeting Minutes.
2. No. 16PL083 - East Ten Acres Subdivision  
A request by D.C. Scott Surveyors, Inc for Wind River LLC to consider an application for a **Preliminary Subdivision Plan** for proposed Lot C-3 and Lot C-4 of East Ten Acres Subdivision, legally described as the south 215 feet of Lot C of East Ten Acres Subdivision, located in the SE1/4 of the SW1/4 of Section 33, T2N, R7E, BHM, Rapid City, Pennington County, South Dakota, more generally described as being located at 3822 W. Main.

**Staff recommends that the Preliminary Subdivision Plan be approved with the following stipulations:**

1. **Upon submittal of a Development Engineering Plan application, construction plans for West Main Street shall be submitted for review and approval showing the dedication of 17 additional feet of right-of-way, the construction of a dual water main, and the construction of a sewer main or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application;**
2. **Upon submittal of a Development Engineering Plan application, a drainage plan and report prepared by a Registered Professional Engineer shall be submitted for review and approval if subdivision improvements are required. The drainage plan and report shall address storm water quantity control and storm water quality**

treatment in conformance with the Infrastructure Design Criteria Manual and the Rapid City Municipal Code. In addition, easements shall be provided as needed;

3. Prior to Development Engineering Plan approval, engineering reports required for construction approval shall be accepted and agreements required for construction approval shall be executed. In addition, permits required for construction shall be approved and issued and construction plans shall be accepted in accordance with the Infrastructure Design Criteria Manual. All final engineering reports shall be signed and sealed by a Registered Professional Engineer;
  4. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements, if applicable;
  5. Upon submittal of a Development Engineering Plan application, a cost estimate of the required subdivision improvements shall be submitted for review and approval;
  6. Prior to submittal of a Final Plat application, a Variance to reduce the minimum required rear yard setback shall be obtained or the proposed lot line shall be moved to provide the minimum required 25 foot rear yard setback;
  7. Prior to submittal of a Final Plat application, a Variance shall be obtained to reduce the minimum required front yard setback from 25 feet to 22 feet or an Exception to waive the dedication of 17 additional feet of right-of-way shall be obtained;
  8. Prior to submittal of a Final Plat, the applicant shall secure sanitary sewer easements for the existing sanitary sewer service to proposed Lot C-4 and for a future sewer service to proposed Lot C-3 for the area between the property line and the sanitary sewer easement to the north of the property;
  9. Prior to submittal of a Final Plat application, the plat document shall be revised to contain certificates for a Final Plat and the subdivision name shall be spelled out as "East Ten Acres" on the plat document;
  10. Upon submittal of a Final Plat application, surety for any required subdivision improvements that have not been completed shall be posted and the subdivision inspection fees shall be paid; and,
  11. Prior to the City's acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required. In addition, any utilities and drainage proposed outside of the dedicated right-of-way shall be secured within easement(s).
3. No. 16PL085 - Big Sky Subdivision  
A request by KTM Design Solutions, Inc., for Dakota Heatland Inc. to consider an application for a **Preliminary Subdivision Plan** for proposed Lots 3A-3B of Block 1, Lots 1A-1B of Block 4, Lot 1 of Block 6 of Big Sky Business Park, legally described as that portion of the W1/2 of the SW1/4 of the NW1/4, less Big Sky Business Park less Lot H2 and less right-of-way; of the S1/2 of Government Lot 3, less Big Sky Subdivision less Big Sky Business Park and less right-of-way; the S1/2 of Government Lot 4 less Big Sky Business Park, less Lot H1, H2 and less

right-of-way; all located in Section 3, T1N, R8E, BHM, Rapid City, Pennington County, South Dakota, more generally described as being located east of Timmons Boulevard and north and west of Bernice Street.

**Staff recommends that the Preliminary Subdivision Plan be approved with the following stipulations:**

- 1. Prior to submittal of a Development Engineering Plan application, the construction drawings shall be revised to address redlined comments or an Exception shall be obtained to the Infrastructure Design Criteria Manual or the Standard Specifications for each comment. A copy of the approved Exception shall be submitted with the Development Engineering Plan application. In addition, the redlined comments shall be returned with the Development Engineering Plan application;**
- 2. Prior to approval of the Development Engineering Plan application, engineering reports required for construction approval shall be accepted and agreements required for construction approval shall be executed if subdivision improvements are required. In addition, permits required for construction shall be approved and issued and construction plans shall be accepted in accordance with the Infrastructure Design Criteria Manual. All final engineering reports shall be signed and sealed by a Professional Engineer and contain a Certification Statement of Conformance with City Standards as required by the Infrastructure Design Criteria Manual;**
- 3. Upon submittal of a Development Engineering Plan application, water plans and analysis prepared by a Registered Professional Engineer shall be submitted for review and approval in accordance with the Infrastructure Design Criteria Manual. The design report shall demonstrate that the water service is adequate to meet estimated domestic flows and required fire flows to support the proposed development;**
- 4. Upon submittal of a Development Engineering Plan application, a sewer design report prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual shall be submitted for review and approval. The design report shall demonstrate that the sanitary sewer capacity is adequate to meet estimated flows and provide sufficient system capacity in conformance with the Infrastructure Design Criteria Manual;**
- 5. Upon submittal of a Development Engineering Plan application, a drainage plan and report prepared by a Registered Professional Engineer shall be submitted for review and approval. The drainage analysis and proposed improvements shall be in compliance with the approved Racetrack Draw Drainage Basin Plan and the Infrastructure Design Criteria Manual, including drainage areas, stormwater generation criteria, design components, detention, stormwater metering and discharge. The Stormwater analysis and improvements shall also include consideration of current and future stormwater quality requirements and improvements. In addition, easements shall be provided as needed;**

6. Upon submittal of a Development Engineering Plan application, a grading plan and an Erosion and Sediment Control Plan in compliance with the adopted Stormwater Quality Manual and the Infrastructure Design Criteria Manual shall be submitted for review and approval;
7. Upon submittal of a Development Engineering Plan application, construction plans for Elk Vale Road shall be submitted for review and approval showing the construction of curb, gutter, street light conduit and dual water mains or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application. The construction plans shall also show a sidewalk along Elk Vale Road or a Variance shall be obtained from the City Council;
8. Upon submittal of a Development Engineering Plan application, construction plans for Homestead Street shall be submitted for review and approval showing the street located in a minimum 68 foot wide right-of-way and constructed with a minimum 34 foot wide paved surface, curb, gutter, sidewalk, street light conduit, sewer and water or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application;
9. Upon submittal of a Development Engineering Plan application, construction plans for Timmons Boulevard located south of Homestead Street shall be submitted for review and approval showing the street constructed with a minimum 26 foot wide paved surface, curb, gutter, sidewalk, street light conduit, water and sewer with a minimum 96 foot diameter paved cul-de-sac bulb or an Exception shall be obtained. If an Exception is obtained a copy of the approved Exception shall be submitted with the Development Engineering Plan application;
10. Upon submittal of a Development Engineering Plan application, construction plans for Timmons Boulevard located north of Homestead Street shall be submitted for review and approval showing the dedication of 9 additional feet of right of way along Lots 3A and 3B of Block 1 and along Lots 1A and 1B of Block 4 or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application;
11. Upon submittal of a Development Engineering Plan application, a plat document shall be submitted showing all existing easements located on proposed Lot 1 of Block 6. If an access easement currently exists, then construction plan shall be submitted for review and approval showing the easement with a minimum width of 70 feet and constructed with a minimum 26 foot wide paved surface, curb, gutter, sidewalk, streetlight conduit, water and sewer or an Exception shall be obtained or the easement shall be vacated. If an Exception is obtained, a copy of the approved Exception shall be submitted with

- the Development Engineering Plan application;
12. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements, if applicable;
  13. Upon submittal of a Development Engineering Plan application, a cost estimate of the required subdivision improvements shall be submitted for review and approval;
  14. Upon submittal of a Final Plat application, an agreement securing maintenance and ownership of the proposed drainage elements shall be submitted for recording. In addition, the plat document shall dedicate Major Drainage Easement(s) for the drainage improvements;
  15. Upon submittal of a Final Plat application, surety for any required subdivision improvements that have not been completed shall be posted and the subdivision inspection fees shall be paid; and,
  16. Prior to the City's acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required. In addition, any utilities and drainage proposed outside of the dedicated right-of-way shall be secured within easement(s).

4. No. 16PL087 - Windy Locations Subdivision

A request by KTM Design Solutions, Inc for W L Plastics Corporation to consider an application for a **Preliminary Subdivision Plan** for proposed Lot 1 of Block 1 of Windy Locations Subdivision, legally described as the west 446.65 feet of the SE1/4 of the NW1/4, the SW1/4 of the NW1/4 less the south 423 feet of Section 21, T2N, R8E, located in Section 21, T2N, R8E, BHM, Rapid City, Pennington County, South Dakota, more generally described as being located north of the Dyess Avenue and Seger Drive Intersection.

**Staff recommends that the Preliminary Subdivision Plan be approved with the following stipulations:**

1. Prior to approval of the Development Engineering Plan application, engineering reports required for construction approval shall be accepted and agreements required for construction approval shall be executed if subdivision improvements are required. In addition, permits required for construction shall be approved and issued and construction plans shall be accepted in accordance with the Infrastructure Design Criteria Manual. All final engineering reports shall be signed and sealed by a Professional Engineer and contain a Certification Statement of Conformance with City Standards as required by the Infrastructure Design Criteria Manual;
2. Upon submittal of a Development Engineering Plan application, construction plans for Dyess Avenue shall be submitted for review and approval showing the street constructed with a minimum 36 foot wide paved surface, curb, gutter, street light conduit, the extension of a sewer main to the north lot line and a dual water main or an Exception shall be obtained. The plat document shall also show the dedication of 50 feet of right-of-way for Dyess Avenue as it abuts the property or an Exception shall be obtained. If Exception(s) are obtained, a copy of the

approved Exception(s) shall be submitted with the Development Engineering application;

4. Upon submittal of a Development Engineering Plan application, a drainage plan and report prepared by a Registered Professional Engineer shall be submitted for review and approval for all subdivision improvements. The drainage plan and report shall analyze the existing drainage improvements, confirm street drainage meets the Infrastructure Design Criteria Manual criteria, confirm proposed storm sewer sizing and address storm water quality treatment for the proposed development. In addition, easements shall be provided as needed;
  5. Upon submittal of a Development Engineering Plan application, the applicant shall demonstrate that landscaping, parking, signage, etc. for the existing development located on proposed Lot 1 are in compliance with the Rapid City Municipal Code;
  6. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements, if applicable;
  7. Upon submittal of a Development Engineering Plan application, a cost estimate of the required subdivision improvements shall be submitted for review and approval;
  8. Upon submittal of a Final Plat application, surety for any required subdivision improvements that have not been completed shall be posted and the subdivision inspection fees shall be paid; and,
  9. Prior to the City's acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required. In addition, any utilities and drainage improvements proposed outside of the dedicated right-of-way shall be secured within easement(s).
5. No. 16RZ030 - Eastbrooke Subdivision  
A request by KTM Design Solution, Inc for Mollers Limited Partnership to consider an application for a **Rezoning from Office Commercial District to General Commercial District** for Lot 1R of Eastbrooke Subdivision, located in Section 31, T2N, R8E, BHM, Rapid City, Pennington County, South Dakota, more generally described as being located northeast of the intersection of S. Waterloo Street and E. Omaha Street intersection.

**Staff recommends that the Rezoning from Office Commercial District to General Commercial District be approved.**

---END OF CONSENT CALENDAR---

---BEGINNING OF REGULAR AGENDA ITEMS---

6. No. 16OA003 - Ordinance to Adopt Regulations Governing Short Term Rentals By Adopting and Amending Provisions in Title 17 of the Rapid City Municipal Code  
A request by City of Rapid City to consider an application for an **Ordinance to**

**Adopt Regulations Governing Short Term Rentals By Adopting and Amending Provisions in Title 17 of the Rapid City Municipal Code.**

Laroco reviewed the ordinance briefly and presented a short presentation noting that this item had previously been before the Planning Commission and had been continued to allow revisions and additional information to be included before it was brought before the Planning Commission for approval. Laroco reviewed the types of rentals noting that a Bed and Breakfast generally means a rental where the operator is on site and offering services, whereas a Vacation Home generally means that the owner/operator is not on site and that this ordinance only affects rentals that operate more than 14 days in a calendar year. Laroco reviewed the information that would be required for an application including property owners signature, operation plan, site plan and verification that the operation is registered with the State and application fee, stating that these are needed to allow staff sufficient information to ensure that the property and operation is reasonable, access and egress of the rooms and the property itself is safe and the necessary parking is available.

Laroco stated that all rentals operating more than the allotted 14 days per calendar year will require a Short Term Rental Permit, which is an administrative review but only a Bed and Breakfast operating with three or more rooms or a Vacation Home Rental operating with four or more rooms, will require a Conditional Use Permit that would be required Planning Commission review and approval. Laroco stated that staff recommends the **Ordinance to Adopt Regulations Governing Short Term Rentals By Adopting and Amending Provisions in Title 17 of the Rapid City Municipal Code** be approved.

Fisher outlined the review process and the options open to the applicants noting that if a Conditional Use Permit is denied by the Planning Commission, the applicant can appeal to Council who will make the final decision.

Christine Stephenson, 1114 South Street, spoke to her experience with offering vacation rentals stating that they offer an additional option for persons staying in the area. Stephenson stated that houses offering rooms for rent are generally well maintained due to the nature of their business and are not nuisance houses and that the extra layers of work are a burden to the operators.

Jamin Hubner, 705 Saint Andrew, said he operates a vacation rental and spoke to his concerns regarding additional taxes, regulation of the rentals and the cost to the operators which may affect their bottom line.

Fisher briefly reviewed some of the reasons behind the Ordinance and stated that the permits fees are based on the man-hours dedicated to the application review for these permits and or Conditional Use Permits, noting that numerous departments will be involved including but not limited to Planning, Fire, Code Enforcement and Building Services.

Jerry Munson, 2310 Arrow Street, stated that he supports the Ordinance in general as it relates to the safety and wellbeing of the guests, including egress

windows, fire alarms, parking and safe access. He acknowledged the growth of this type of rentals. However, he noted that the language that identifies the criteria differentiating a vacation rental from a bed and breakfast and that a one room difference requiring a Conditional Use Permit is a penalty to well-managed businesses and asked that the qualification triggering a Conditional Use Permit be increased.

Brewer requested that the permit or license be required to be posted within the rental property and that the fee should be decided within a reasonable level by Council.

In response to a question from Hoogestraat regarding the necessity for both State and City registration, Cushman noted that the criteria the State is reviewing is for its own concerns and does not take into consideration those issues affecting the city such as the impact to the surrounding properties, safety, access and parking, which is why the dual review is important.

Fisher addressed the need to address the zoning issues associated to these businesses which are not reviewed by the State when issuing their license.

Fisher stated that it is anticipated that the Short Term Rental Permit application fee be \$250 with an additional \$250 should it be determined a Conditional Use Permit application is required. Fisher suggested that should an application be determined to require a Conditional Use Permit; that only one fee for the Conditional Use Permit and the Short Term Rental Permit be required.

In response to a question from Herr about the current Rapid City Ordinance regarding short term rental of a residence, Fisher stated that currently any commercial rental of a residential property requires a Conditional Use Permit. In response to a comment from Herr regarding a requirement for insurance, Fisher said that is an option but she worries for the privacy issues this could create.

**Brewer moved, Swank seconded to recommend that the Ordinance to Adopt Regulations Governing Short Term Rentals By Adopting and Amending Provisions in Title 17 of the Rapid City Municipal Code be approved with revisions to the fee structure and requirement to post certificate of permit. (5 to 1 with Brewer, Bulman, Hoogestraat, Marchand, and Swank voting yes and Herr voting no)**

7. No. 16AN003 - Section 9, T1N, R8E  
A request by KTM Design Solutions, Inc. to consider an application for a **Petition of Annexation** for that portion of railroad right-of-way lying adjacent to tracts A, B and C of Orchard Meadows Subdivision; that portion of South Dakota Highway 44 right-of-way lying adjacent to Lots 8-14 and Lots A, B, and C of Lot 15, all in Stekl Subdivision, and adjacent to the W1/2 of Lot 4 of the SE1/4 of the NE1/4, Lot B of Lot 4 of the SE1/4 of the NE1/4, and Lot A of Lot 6 of the SE1/4 of the NE1/4, in Section 9, T1N, R8E, BHM; Lot H1 of the SE1/4 of the NE1/4 of Section 9, T1N, R8E, BHM and that portion of South Dakota Highway 44 right-of-way lying easterly of the extension of the centerline of Twilight Drive right-of-way

all lying in the NE1/4 of Section 9, T1N, R8E, BHM, Pennington County, South Dakota, more generally described as being located along S.D. Highway 44 between Twilight Drive to just past Elderberry Boulevard.

Hanzel presented the application and reviewed the associated slides noting that this property is part of the Unnamed Tributary Channel Tax Increment District. In addition Hanzel briefly reviewed that the property contains both rail banked railroad right-of-way and a service road noting that a Road District has been created and will be responsible for future maintenance of the road. Hanzel stated that staff recommends that the **Petition of Annexation** be approved.

In response to a question from Brewer regarding the maintenance of the road and management of the median, Johnson stated that he believes that the repair and maintenance of the road will be performed by the Road District.

**Marchand moved, Brewer seconded and unanimously moved to recommend that the Petition of Annexation be approved. (6 to 0 with Brewer, Bulman, Herr, Hoogestraat, Marchand, and Swank voting yes and none voting no)**

8. No. 16TI004 - Section 9, T1N, R8E

A request by KTM Design Solutions, Inc for Yasmeen Dream, LLC to consider an application for a **Resolution creating the Unnamed Tributary Channel Tax Increment District and a Resolution approving the Project Plan** for Tracts A, B, C, D, E and H, Tract 1, Lots 2 thru 8 of Block 1, Lots 10 thru 13 of Block 1, Lots 1 thru 4 of Block 2, Lot 6 of Block 2, Lots 9 thru 10 of Block 2, Lots 11A and 11B, 12A and 12B, 13A and 13B, 14A and 14B, 15A and 15B, 16A and 16B of Block 2, Lots 1 thru 2 of Block 3, Lot 1 of Block 4, Lot 1 of Block 5, Lots 1A and 1B of Block 6, all of Orchard Meadows; Lot 1 less Tract A and Tract B of Orchard Meadows of the Wally Byam Addition; Lot 1 less Lot H1 and less dedicated right-of-way of the Well Addition; Lot 2 of Tract A of the NE1/4 of the SW1/4; the N1/2 of the SW1/4 of the NE1/4 less the Stekl Subdivision, less Orchard Meadows, less right-of-way, less Lot H1 and Lot H2; the Balance of Tract A of the E1/2 of the SW1/4 and of the W1/2 of the SE1/4 less Lot H1; and the S1/2 of the SW1/4 of the NE1/4 less Lot 1 of the Wally Byam Addition, less the railroad right-of-way, less Orchard Meadows, less Lot H1 and H2, less right-of-way, the S1/2 of the SE1/4 of the NW1/4 less Lot H1; the unplatted Balance of NE1/4 of the SW1/4 Less Lot H1, the unplatted Balance of W1/2 of the SE1/4 less Lot H1; and Lot C of the NE1/4 of the NW1/4 and Lot X of Lot B of the NE1/4 of the NW1/4; and the dedicated public right of way and dedicated railroad right-of-way adjacent to said lots, all located in Section 9, T1N, R8E, BHM, Rapid City, Pennington County, South Dakota, more generally described as being located east and west of Elk Vale Road between E. Highway 44 and the current terminus of East Fairmont Street.

Hanzel reviewed the application and reviewed the associated slides. Hanzel noted that this item had been continued from a previous Planning Commission meeting to allow additional information to be reviewed. Hanzel briefly reviewed the improvements that the proposed Tax Increment District will allow and

reviewed the process and funding of the Tax Increment District. Hanzel reviewed the how the reconstruction of the drainage channel will change the behavior of the floodway and create additional developable area. Additional public improvements including an irrigation siphon, maintenance road, culverts for future road crossings and a street light. Hanzel reviewed the area included in the Tax Increment District boundary including retail, medical facilities, and other mixed density residential uses. Hanzel stated that staff recommends that the **Resolution creating the Unnamed Tributary Channel Tax Increment District and a Resolution approving the Project Plan** be approved.

Hani Shafai, of Dream Design, 520 Kansas City Street, stated that he would be available for any questions the Planning Commission may have.

In response to a question from Herr, Hanzel identified the boundary of the Tax Increment District on the aerial map.

Hoogestraat stated that he would be abstaining from this item.

In response to a question from Bulman whether the drainage changes will affect the Elks Country Estates South Subdivision, Shafai confirmed that it will be a benefit and that they have worked with FEMA, the Corps of Engineers and the City Engineer to ensure that the drainage plan does not negatively impact surrounding areas.

In response to Bulman's question regarding the requirement to provide a bike/pedestrian path, Cushman stated that she believes that is addressed in the Property Transfer Agreement.

**Swank moved, Brewer seconded to recommend that the Resolution creating the Unnamed Tributary Channel Tax Increment District and a Resolution approving the Project Plan be approved. (5 to 0 to 1 with Brewer, Bulman, Herr, Marchand and Swank voting yes and none voting no and Hoogestraat abstaining)**

9. No. 16CA005 - Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final)

A request by City of Rapid City to consider an application for an **Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final)**.

Hanzel presented the application noting that they have been working with the consultant firm Progressive Urban Management Associates, the Business Improvement District, downtown stakeholders and the city at large. Hanzel provided a summary overview of the Downtown Area Master Plan and reviewed some of the revisions that have been made since the Draft Plan was presented including that the Downtown District boundary had been amended to include more area including the Journey Museum, steps to protect historic areas have been included as well as additional language regarding the Civic Center. Appendixes were added based on the input received during the review period as

well as a summary of public comments received on the Draft Plan, Administration options for design guidelines with various levels that can be used as the Plan moves forward. Hanzel stated that the purpose of this Plan is generally to set a policy direction for the general tone and direction of the future growth of the Downtown area and stated that staff recommends that the **Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final)** be approved.

**Brewer moved, Swank seconded to approve the Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final)**

In response to a question from Herr regarding the Innovation District, Hanzel identified the area which is often referred as East of Fifth Street District, located between the South Dakota School of Mines and the core of downtown. This area has demonstrated a lot of new entrepreneurial and startup businesses. In an effort to maintain the growth of these types of businesses, the intent of the proposed Zoning revision is to mimic the Central Business District by creating a hybrid zoning district. This district would reduce the parking requirements and allow changes in uses. Hanzel noted that as there are anticipated housing and other uses anticipated the parking requirements are not being completely eliminated. Hanzel presented staff's recommendation that the **Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final)** be approved.

**Brewer moved, Swank seconded and carried to recommend that the Amendment to the Comprehensive Plan by adopting the Downtown Area Master Plan (Final). (5 to 1 with Brewer, Bulman, Hoogestraat, Marchand, and Swank voting yes and Herr voting no)**

10. Discussion Items  
None

11. Staff Items  
None

12. Planning Commission Items  
None

13. Committee Reports  
A. City Council Report (September 6, 2016)  
The City Council concurred with the recommendations of the Planning Commission.  
B. Building Board of Appeals  
C. Capital Improvements Subcommittee  
D. Tax Increment Financing Committee

**There being no further business, Marchand moved, Swank seconded and unanimously carried to adjourn the meeting at 8:13 a.m. (6 to 0 with Brewer, Bulman, Herr, Hoogestraat, Marchand, and Swank voting yes and none voting no)**

