



Legislation Text

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TO: Chair and Planning Commission

FROM: Jeremy Knapp, Community Development Director

DATE: January 21, 2020

DEPARTMENT: Community Development

AGENDA TITLE:
Continued Discussion of Upcoming Planning Commission Items for Council Retreat

BACKGROUND

The Planning Commission has been preparing a list of policy and/or code change items to give the Town Council in advance of the Town Council retreat scheduled in early 2020. The Commission discussed this topic at the October 15th, December 17th, and January 7th work sessions. The January 21st work session will be the final opportunity for the Planning Commission to discuss prior to Town Council's retreat. An edited summary of the potential items from the previous meetings include:

1. Modify the Hillside Building Committee (HBC) membership and/or Commission rotation:
 - a. Change the makeup of HBC from 2 permanent citizen members with 3 rotating Commissioners to 3 permanent citizen members and 2 rotating Commissioners.
 - b. Possibility of changing the Commission rotation schedule from a 6-month tour to a 12-month tour to help promote consistency of review.
2. Notification to hillside property owners and potential hillside buyers of the hillside regulations:
 - a. Create brochure or pamphlet highlighting the basic hillside requirements and process, providing a link to the hillside code, and identify the staff contact for hillside.
 - b. Give brochure to realtors, to homeowner associations, post it on Town's website, and add it to the Town's resident guide.
3. Apply the flatland open space criteria to hillside lots.
4. Require a sticker be affixed to any temporary signage indicated the appropriate permits have been issued.
5. Exterior lighting changes after Town approval:
 - a. Concern that applicants replace code compliant light fixtures with non-compliant fixtures after receiving final inspection.
 - b. Request more night-time inspections by the code compliance officer.

6. Planning Commission rules and procedures update:
 - a. Complete the updated rules and procedures for the Commission.
7. Noticing Requirements:
 - a. Concern that the 1,500' noticing radius may be excessive and should be dependent on the type of request.
 - b. Consider a different noticing radius for out of town residents.
 - c. Examine other types or methods of noticing and provide earlier noticing to increase communication with residents and citizen involvement (i.e. earlier signage on site, increase the size of the signage for visibility, earlier mailing).
8. Posting of construction signs:
 - a. Concern that construction signs are not being posted. Request more enforcement to verify that construction signs are posted on the job sites.