



Development Services Bureau
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 3 & 4
LDC Revisions Citizens Advisory Committee
Meeting Held 9:10 – 10:40 a.m., July 8, 2010
Library Conference Room at 1190 West Leonard Street**

Attendees/Title:

Subcommittee Members:

Eli Miller (Chair)
John Rasmussen
Muriel Wagner
Steve Jernigan

Project /Support Team Members:

Griffin Vickery, Urban Planner II
Horace Jones, Division Manager

Members Absent:

none

Other Attendees:

Marilyn Badessa

Agenda:

1. **Call to Order**

Meeting called to order at 9:10 a.m. with all members present.

2. **Minutes**

none

3. **Unfinished Business**

none

4. **New Business**

Subcommittee discussed with county Planning staff the difficulties of LDC review, expectations of staff, and options regarding the work of the subcommittee.

Subcommittee requested Planning staff to provide a list of county identified problem areas or issues within the LDC. A list specific to Chapter 3 content was requested on or before the next subcommittee meeting.

5. **Announcements**

Next subcommittee meeting Monday, July 19, 2010 in library conference room at 1190 W. Leonard St.

6. **Adjourn**

Meeting adjourned at 10:40 a.m.



Development Services Bureau
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 3 & 4
LDC Revisions Citizens Advisory Committee
Meeting Held 9:10 – 11:05 a.m., July 19, 2010
Library Conference Room at 1190 West Leonard Street**

Attendees/Title:

Subcommittee Members:

Eli Miller (Chair)
John Rasmussen
Muriel Wagner
Steve Jernigan

Project /Support Team Members:

Griffin Vickery, Urban Planner II
Horace Jones, Division Manager

Members Absent:

none

Other Attendees:

Bill Wagner

Agenda:

1. Call to Order

Meeting called to order at 9:10 a.m. with all members present.

2. Minutes

Minutes of July 8, 2010 meeting approved

3. Unfinished Business

none

4. New Business

Subcommittee began Chapter 3 content, reading and discussing specific Comp Plan policies and current LDC language. The subcommittee acknowledged the need for:

- A signed checklist with most applications to document that an applicant is submitting a complete application.
- A statement of use with an application to document the proposed use and direct an applicant to subsequent review if the use is changed.
- Removing redundancy from code provisions.
- More discussion on the requirement for and role of professional certifications in various applications.

5. **Announcements**

Next subcommittee meeting to be determined at committee meeting Thursday, July 20, 2010 at 3:00 p.m. in BID conference room.

6. **Adjourn**

Meeting adjourned at 11:05 a.m.



Development Services Bureau
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 3 & 4
LDC Revisions Citizens Advisory Committee
Meeting Held 2:10 – 4:05 p.m., July 27, 2010
Library Conference Room at 1190 West Leonard Street**

Attendees/Title:

Subcommittee Members:

Eli Miller (Chair)
John Rasmussen
Muriel Wagner
Steve Jernigan

Project /Support Team Members:

Griffin Vickery, Urban Planner II

Members Absent:

none

Other Attendees:

none

Agenda:

1. Call to Order

Meeting called to order at 2:10 p.m. with all members present.

2. Minutes

Minutes of July 19, 2010 meeting approved

3. Unfinished Business

none

4. New Business

Subcommittee continued review of Chapter 3, discussing the complexities of nonconformity and agreeing to return to the issue for further discussion. Subcommittee otherwise completed review of general provisions section with consensus on the broad need to rewrite for improved readability, Section 5.07.00 as an example.

5. Announcements

Next subcommittee meeting Wednesday, August 4, 2010 at 8:00 a.m. in Library Conference Room.

6. Adjourn

Meeting adjourned at 4:05 p.m.



Development Services Bureau
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 3 & 4
LDC Revisions Citizens Advisory Committee
Meeting Held 8:05 – 10:05 a.m., August 4, 2010
Library Conference Room at 1190 West Leonard Street**

Attendees/Title:

Subcommittee Members:

Eli Miller (Chair)
Steve Jernigan

Project /Support Team Members:

Griffin Vickery, Urban Planner II
Horace Jones, Division Manager

Members Absent:

John Rasmussen
Muriel Wagner

Other Attendees:

Marilyn Badessa
Dan Gilmore

Agenda:

1. **Call to Order**

Meeting called to order at 8:05 a.m. with two members present.

2. **Minutes**

Minutes of July 27, 2010 meeting approved

3. **Unfinished Business**

none

4. **New Business**

Subcommittee continued review of Chapter 3 and concluded:

- Pre-application meetings should be required for subdivision and encouraged or required when appropriate to other application types.
- LDC application requirements need better enforcement. Reapplication fees would be appropriate means to discourage inadequate plan submittal.
- Application processes should be simplified as much as practical for applicants.
- Current application/review process timelines should be confirmed to be the minimum necessary.
- The basic purpose for a specific time constraint (e.g., public notice, meeting schedule) should be identified in the LDC requirement.
- The current requirement for quasi-judicial proceedings should be confirmed and eliminated where not required by statute or other law.

5. **Announcements**

Next subcommittee meeting to be scheduled at August 12, 2010 meeting of the whole Citizens Advisory Committee.

6. **Adjourn**

Meeting adjourned at 10:05 a.m.



Development Services Bureau
Projects & Comprehensive Planning Division

**Minutes of the Subcommittee for Chapters 3 & 4
LDC Revisions Citizens Advisory Committee
Meeting Held 1:10 – 2:55 p.m., August 17, 2010
Library Conference Room at 1190 West Leonard Street**

Attendees/Title:

Subcommittee Members:

Steve Jernigan
Muriel Wagner

Project /Support Team Members:

Griffin Vickery, Urban Planner II
Horace Jones, Division Manager

Members Absent:

Eli Miller (Chair)
John Rasmussen

Other Attendees:

none

Agenda:

1. Call to Order

Meeting called to order at 1:10 p.m. with two members present.

2. Minutes

Minutes of August 4, 2010 meeting approved

3. Unfinished Business

none

4. New Business

Subcommittee began review and discussion of “single-subject” reviews in Chapter 3 and concluded:

- Land use verification is related to all processes and would be more appropriate within the general provisions section.
- Nonconformance certification would be useful and should include specific requirements to document or prove the lawful establishment of a nonconformance.
- Division of property for family conveyance should not be allowed with platted lots, may need to be limited to certain zoning districts, and should include only those exceptions to lot creation standards (e.g., minimum area and width, front on right-of-way) that are really necessary.
- Change of use needs criteria to separate simple changes that can appropriately be reviewed as “single-subject” from more complex changes that may require a multi-issue review process.

- Parking lots as “single-subject” reviews need thresholds such as area and percent increase to separate from multi-issue review.
- Lot division, environmentally sensitive lands, and demolition need further discussion as single-subject reviews.

5. Announcements

Next subcommittee meeting scheduled for Tuesday, August 24, 2010, in the planning library at 1190 W. Leonard Street.

6. Adjourn

Meeting adjourned at 2:55 p.m.