



PLANNING COMMISSION MEETING MINUTES

Regular Meeting
January 16th, 2024
Town Hall, 124 E. Coal Creek Drive
7:00 p.m.

1. CALL TO ORDER A REGULAR MEETING OF THE PLANNING COMMISSION.

Chair Harper called the meeting to order at 7:00PM

2. PRELIMINARY MATTERS

a. ROLL CALL

Present: Chair David Harper,
Vice Chair Lonny Rose
Commissioner Amanda Vaughan
Commissioner Michael Barnes
Commissioner Ryan Mojo
Commissioner Steve Witte
Commissioner Michael J Gordon

Absent: Commissioner David Gross

Others Present: Planning and Building Director, Lisa Ritchie
Planner III, Renae Stavros
Town Attorney, Ruthie Goff

b. PUBLIC COMMENT ON CONSENT AGENDA AND NON-AGENDA ITEMS
There was no public comment presented.

3. ELECTION OF CHAIR AND VICE CHAIR

MOTION: Commissioner Steve Witte moved to elect David Harper as Chair for the Town of Superior Planning Commission, Seconded by Vice Chair Lonny Rose

VOTE: Motion carried 7 - 0

AYES: Chair David Harper, Vice Chair Lonny Rose, Commissioner Amanda Vaughan, Commissioner Michael Barnes, Commissioner Ryan Mojo, Commissioner Steve Witte, Commissioner Michael J Gordon

NOES: None

ABSENT: Commissioner David Gross

MOTION: Chair David Harper moved to elect Lonny Rose as Vice Chair for the Town of Superior Planning Commission, Seconded by Commissioner Michael Barnes

VOTE: Motion carried 6 - 0

AYES: Chair David Harper, Commissioner Amanda Vaughan, Commissioner Michael Barnes, Commissioner Ryan Mojo, Commissioner Steve Witte, Commissioner Michael J Gordon

NOES: None

ABSTAIN: Vice Chair Lonny Rose

ABSENT: Commissioner David Gross

4. APPROVAL OF MINUTES OF PLANNING COMMISSION

a. December 6, 2023 Meeting Minutes

MOTION: Vice Chair Lonny Rose moved to approve December 6, 2023 Meeting Minutes, Seconded by Commissioner Ryan Mojo

VOTE: Motion carried 6 – 0

AYES: Chair David Harper, Vice Chair Lonny Rose, Commissioner Amanda Vaughan, Commissioner Michael Barnes, Commissioner Ryan C. Mojo, Commissioner Michael J Gordon

NOES: None

ABSTAIN: Commissioner Steve Witte

ABSENT: Commissioner David Gross

5. CHAPTER 16 – LAND USE – MISCELLANEOUS CODE UPDATES – DISCUSSION AND RECOMMENDATION

Lisa Ritchie, Town of Superior Planning and Building Director presented a PowerPoint presentation on proposed amendments to the land use code. The presentation included the following discussion points and accompanying feedback from the Planning Commission.

- a. Definition of Architectural Projection. Planning Commission recommended including “decorative” before enclosed balcony to ensure the area isn’t occupied.
- b. Definition of Setback. Planning Commission agreed with the proposed revision.
- c. Removal of the Requirement for a Preliminary Plat. Planning Commission agreed with the proposed revision.
- d. Update referral agencies based on current agency names. Planning Commission agreed with the proposed revision.
- e. Wireless Communication Facilities review and approval process. Planning Commission agreed with the proposed revision.
- f. Zoning Standards list for R-L and R-M. Planning Commission raised questions for consistency in administration of these code requirements. Staff agreed to review and make necessary changes prior to Town Board consideration.
- g. Side Yard Setbacks for B-C, B-R, and B-O. Planning Commission agreed with the proposed revision.
- h. Article XI Site Development Plans – Creation of new administrative process. Planning Commission does not recommend approval of the creation of an administrative review process for Site Development Plans. Alternatives were discussed for consideration by the Town Board.

6. STAFF ANNOUNCEMENTS/MISCELLANEOUS

Housing Plan – Staff provided an update on the status of the Housing Plan and plans to present an update to the Planning Commission on February 20th.

Planning Commission Work Plan will be presented to the Town Board on January 22nd.

Comprehensive Plan. Staff provided an update on the grant application with DOLA and answered commissioner questions about the upcoming planning process.

7. ADJOURNMENT

Chair David Harper adjourned meeting at 9:00PM