

**CITY PLANNING COMMISSION  
MINUTES  
JANUARY 10, 2017**

1. **CALL TO ORDER** – Danielsen called the meeting to order at 6:00 p.m.

2. **ROLL CALL**

Members Present: Crawford, Danielsen, DeMasi, Hartman, Holtz, Milford, Nelson, Rew and VanHouten  
Absent: Blackman and Holm  
Staff: Brown, Gibbons and Wade

3. **ADOPTION OF AGENDA**

Motion by Milford, second by Holm to adopt the agenda as presented. Motion carried by unanimous voice vote.

4. **APPROVAL – MINUTES OF SEPTEMBER 13, 2016 MEETING**

Motion by DeMasi, second by Blackman to adopt the agenda as presented. Motion carried by unanimous voice vote.

5. **PROOF OF PUBLICATION** – Brown

6. **REVIEW OF MEETING PROCEDURES** – Danielsen

7. **PUBLIC HEARINGS** - (*Refer to the taped recording of these proceedings for official verbatim minutes*)

A. CASE #SAV-17-001: Public hearing on the request of St. Paul's Evangelical Lutheran Church of Council Bluffs to vacate Avenue 'P' lying between North 16<sup>th</sup> and North 17<sup>th</sup> Streets abutting Lots 10-18 and Lots 29-37, Belmont Addition. Location: Avenue 'P' between North 16<sup>th</sup> and North 17<sup>th</sup> Streets.

The following member of the public spoke in favor of the request:

Steven H. Krohn, 32 Scarlet Oaks Road, Council Bluffs, IA 51503 stated he is representing the applicant and then spoke of their behalf. Krohn stated the applicant uses the subject Avenue 'P' right-of-way as a fenced-in playground for their pre-school students. Krohn further stated the applicant owns majority of the properties abutting the subject right-of-way and that proposed vacation request will not cause any access issues. Krohn then answered questions from the Commission.

No one spoke in opposition of the request.

Brown explained how the City would convey portions of the subject right-of-way to abutting property owners, if vacated. Brown then discussed comments from the Council Bluffs Public Works Department about the proposed vacation request. Brown also stated the City would retain an access easement for a sanitary sewer line located within the subject right-of-way.

The Planning Commission members asked questions and discussed the request.

Motion by Crawford, second by Rew to recommend approval to vacate Avenue P right-of-way, lying between North 16<sup>th</sup> and North 17<sup>th</sup> Streets and abutting Lots 10 through 18 and Lots 29 through 37, Belmont Addition, subject to a utility easement being retained and subject to all portions of right-of-way being acquired by the abutting property owners, and the portions abutting Lots 10 and 37, Belmont Addition, being retained by the City of Council Bluffs.

VOTE: AYE – Crawford, Danielsen, DeMasi, Hartman, Holtz, Milford, Nelson, Rew and VanHouten.  
NAY – None. ABSTAIN – None. ABSENT – Blackman and Holm. Motion carried.

- B. CASE #ZT-17-001: Public hearing on the request of the Community Development Department, City of Council Bluffs to amend Chapter 15.33.160(04) of the Municipal Code, relative to the maximum amount of signage permitted in the AP/Administrative Professional District.

Rose Brown, Planning Coordinator, City of Council Bluffs Community Development Department, spoke on behalf of the request. Brown explained the current AP/Administrative Professional District sign standards to the Commission. Brown then discussed the proposed sign text amendments and how the new standards would allow an equitable amount of signage for large parcels of land zoned A-P District. Brown then answered questions from the Commission.

No one spoke in opposition of the request.

Motion by Crawford, second by Holtz to recommend approval of the proposed AP/Administrative Professional District sign text amendment as follows:

*AP/Administrative Professional District sign regulations. In case of conflicts between these conditions, the most restrictive condition shall apply.*

- a. *Total permitted sign area shall not exceed 1x the lineal street frontage of the premise. Total street frontage shall be calculated as the length of longest street and one-half the distance of all other streets, or 400 square feet whichever is less.*
- b. *Attached signage shall not exceed 1.5 square feet per lineal foot of the building to which it is attached.*
- c. *Detached signs shall not exceed 100 square feet or ten (10) feet in height.*
- d. *On-premise directional shall not exceed three (3) square feet per face and exceed three (3) feet in height.*

VOTE: AYE – Crawford, Danielsen, DeMasi, Hartman, Holtz, Milford, Nelson, Rew and VanHouten.  
NAY – None. ABSTAIN – None. ABSENT – Blackman and Holm. Motion carried.

**8. OTHER BUSINESS** (*Refer to the taped recording of these proceedings for the official verbatim minutes*)

- A. City Council update – Wade provided the Commission an update on CASE #SAV-16-004 which is a request to vacate a portion of North 13<sup>th</sup> Street right-of-way, lying north of Avenue 'K'.

B. Other items of interest – None.

**9. ADJOURNMENT** – Danielsen adjourned the meeting at 6:20 P.M.

*The recording of this proceeding, though not transcribed, is part of the record of each respective action of the City Planning Commission. The recording of this proceeding is incorporated into these official minutes of this Commission meeting as if they were transcribed herein.*