

**ANDOVER CITY PLANNING COMMISSION/  
BOARD OF ZONING APPEALS**  
**Tuesday, August 16, 2011**  
**Minutes**

1. [Call to order.](#)

2. [Roll call.](#)

Planning Commission Members present were Lynn Heath, Ken Boone, Chairman Quentin Coon, Nikki Huntington, Lee Butler and Andrew Hart. Others in attendance were City Administrator Sasha Stiles, Assistant City Administrator Jennifer McCausland and Administrative Secretary Daynna DuFriend.

3. [Approval of the minutes of the June 21, 2011 and July 19, 2011 meetings.](#)

Ken Boone made a motion to approve the minutes of June 21, 2011 as presented. Nikki Huntington seconded the motion. Motion carried 6/0.

The minutes of the July 19, 2011 meeting will be carried to next meeting in September as Lee Butler asked to have the minutes of the July 19<sup>th</sup> meeting reviewed and his comments added for agenda item number 7.

4. [Communications:](#)

- A. [City Council minutes.](#)
- B. [Committee and Staff Report.](#)
- C. [Potential Residential Development Report.](#)

5. [Final review of US-54 Corridor study.](#)

Michelle Winkleman with Parsons Brinkerhoff explained that this document is a planning tool to be used in the next steps for the future of this corridor in both planning and transportation needs. Other members of the design team present at the meeting were Tom Hester, Jeff Lackey, Mike Morriarity, Slade Engstrom and Ron Nuessen. The team then proceeded to review and explain this final draft of the US 54 Corridor study.

Chairman Coon asked if this document is a summary or would there be a bigger, more comprehensive report. Ms. Winkleman said this is the final report minus an appendices.

Items that were brought to discussion; rewording of quote on page 20 to reflect a more positive view of the City. Also to change wording of 'down town' to 'core business district'.

Lynn Heath added that we need to work towards keeping the small town atmosphere with the benefit of the regional business area.

Nikki Huntington suggested that wording be handled delicately to avoid alienating certain areas.

Chairman Coon suggested that on page 36, the preferred alternative be highlighted to read that option 2 is the preferred option and also asked for clarification between the bike paths and trails.

Tom Hester described that the next step for the Commission is to update Zoning Ordinances, create an Overlay District and update the Comprehensive Transportation Plan. These steps will preserve the plan.

Chairman Coon asked if this would be taken to City Council next. City Administrator Sasha Stiles pointed out that Parsons Brinkerhoff will take the Planning Commissions comments and revise this document. It will then be brought back to the Planning Commission for acceptance and recommendation to City Council that it be adopted as an element of the Comprehensive Plan.

Lynn Heath asked if a certain option would be decided and recommended as there are four other options besides option 2. Sasha Stiles said that option 2 is being recommended based on comments by the Planning Commission, the City Council, staff and community members and stake holders that were involved in the process. Option 2 has been identified as the preferred option.

Andrew Hart stated that he was reassured that this is a framework and mission as to what will be going there.

Lee Butler asked if the fundamental principles for access could be listed for developers to adhere to and if that is one of the action items.

Ms. Winkleman explained that is what the Next Step is. Concrete items are what will need to be turned into policies, and adopting an access management plan could be added. There is flexibility as to these types of management plans being added. Other identified principles can also be added in other areas.

Lynn Heath mentioned that a lot of this work will be done during the Comprehensive Plan update.

Sasha Stiles explained that staff intends to incorporate this document as a planning document into the Comprehensive Plan during the update as well as have members of Parsons Brinkerhoff involved in that process.

Chairman Coon asked if there were any additional questions.

6. Appoint officers for Planning Commission.

A motion was made by Lynn Heath, seconded by Nikki Huntington to approve the following slate of officers for the Planning Commission and Subdivision Committee: Quentin Coon, Chairman of the Planning Commission, Lynn Heath, Vice-Chairman of the Planning Commission. Andrew Hart, Secretary of the Planning Commission. Lynn Heath, Chairman of the Subdivision Committee, Ken Boone, Vice-Chairman of the Subdivision Committee and Lee Butler, Secretary of the Subdivision Committee. Motion carried 6/0.

7. Member items.

Nikki Huntington announced that the next meeting would be her last.

Chairman Coon made a public announcement that the Planning Commission is looking for citizens may be looking to join. If you are interested please contact Sasha Stiles at City Hall.

Lee Butler said that he talked with Mr. and Mrs. Howell during the recess about their property being affected by the US Hwy 54 Corridor Plan. They were not aware of any public input for this corridor study and feels that their concerns need to be addressed.

Andrew Hart said that he spoke with the Howell's as well and wants to make sure that we keep citizens informed.

A motion was made by Lynn Heath, seconded by Nikki Huntington to approve adjourn the meeting of the Planning Commission. Motion carried 6/0.

Respectfully Submitted by

Daynna DuFriend  
Administrative Secretary

Approved this 20th of September, 2011 by the Andover City Planning Commission/Board of Zoning Appeals, City of Andover