



**NOTICE OF AGENDA**  
**TWIN FALLS CITY PLANNING & ZONING COMMISSION**  
**November 8, 2016 6:00 PM**  
City Council Chambers  
305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301

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**PLANNING & ZONING COMMISSION MEMBERS**

**CITY LIMITS:**

Danielle Dawson Tom Frank Kevin Grey Gerardo "Tato" Muñoz Ed Musser Christopher Reid Jolinda Tatum  
Chairman Vice-Chairman

**AREA OF IMPACT:**

Ryan Higley Steve Woods

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**ATTENDANCE**

**CITY LIMIT MEMBERS**

**PRESENT**

Dawson  
Frank  
Grey  
Muñoz  
Reid  
Tatum

**ABSENT**

Musser

**AREA OF IMPACT MEMBERS**

**PRESENT**

Higley  
Woods

**ABSENT**

Woods

**CITY STAFF:** Carraway-Johnson, O'Connor, Spendlove, Strickland, Vitek

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**I. CALL MEETING TO ORDER:**

Chairman Frank called the meeting to order at 6:00 P.M. He then reviewed the public meeting procedures with the audience, confirmed there was a quorum present and introduced City Staff.

**II. CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s): **October 25, 2016 PH**
2. Approval of Findings of Fact and Conclusions of Law:
  - Funderburg (SUP 10-25-16)
  - Riebesell (SUP 10-25-160)
  - Meadows West Subd-a PUD (10-25-16 Pre-plat)

**III. ITEMS OF CONSIDERATION:**

1. **Preliminary ZDA Presentation** requesting the Commission's recommendation for a Zoning District Change and Zoning Map Amendment from C-1 PUD to C-1 ZDA, to develop a hotel with a maximum height of 55 feet on 2.14 +/- acres located east of the Fairfield Inn, 1788 Washington St N. c/o Gerald Martens on behalf of Westpark Partners.

**Applicant Presentation:**

Gerald Martens, representing the applicant explained this request is being made so that a proposed hotel may be built on this property. This hotel would have shared ownership with the adjacent Fairfield Inn. A rendering was shown on the overhead, it will be a 4 story hotel. The colors and architecture will be similar to the Fairfield Inn on the adjacent lot. There is a need for more rooms and by sharing management they will be able to meet their customer's needs.

**Planning & Zoning Commission Minutes  
November 8, 2016**

**Staff Presentation:**

Planner I Spendlove displayed the exhibits on the overhead and stated this is a preliminary ZDA presentation requesting the Commission's recommendation for a Zoning District Change and Zoning Map Amendment from C-1 PUD to C-1 ZDA, to develop a hotel with a maximum height of 55 feet on 2.14 +/- acres located east of the Fairfield Inn, 1788 Washington St N. He explained the history of the property stating the property was once under one original PUD and over time has developed into multiple PUD Agreements as development has occurred.

City Code requires that the applicants make a preliminary presentation to the Commission and to the public. This presentation allows the Commission and the public to become familiar with the proposed planned development project prior to the actual public hearing. The Commission can also give suggestions to the applicants on the project outside of the hearing process. No action is taken at the presentation meeting.

A public hearing regarding this request will be heard at the regularly scheduled Planning and Zoning Commission public meeting [Tuesday, December 13, 2016](#). Further staff analysis will be given at that time.

**Public Hearing: [Opened & Close Without Comments](#)**

**[Planning & Zoning Public Hearing is scheduled for December 13, 2016](#)**

**IV. PUBLIC HEARINGS:**

1. Requests a [Special Use Permit](#) to allow the sale of alcohol for consumption on premises in conjunction with a grocery store/restaurant on property located at 850 Shoshone Street West. [c/o Clarisa Sandoval](#) (app. 2821)

**Applicant Presentation:**

Clarisa Sandoval, the applicant stated she is here to request a Special Use Permit to allow them to serve alcohol for consumption on premise with their restaurant. They have a market and a restaurant. This will benefit their business is approved.

**Staff Presentation:**

Planner I Spendlove reviewed the request on the overhead and stated county parcel records show a structure was built here in 1963. Swenson's Market owned the property from 1994 to 2014 with various businesses occupying the space. Cheverria's Restaurant purchased the property in 2015, renovated the space and opened recently.

The site is zoned C-1 CRO along Shoshone St S. The applicant has supplied a site plan showing an existing restaurant with all required parking and improved maneuver areas. Currently Cheverria's has their State and County license to sell prepackaged alcohol for consumption offsite. They need and SUP to sell alcohol for consumption on the premises in conjunction with the restaurant. The applicant has met all building, fire code, and zoning requirements as required with their recently approved building permit. The applicant is not seeking extended hours of operation at this time.

**Planning & Zoning Commission Minutes  
November 8, 2016**

Per City Code 10-4-19: Canyon Rim Overlay: A Special Use Permit is required for the sale of Alcoholic beverages, when consumed on the premises where sold within the Canyon Rim Overlay.

Per City Code 10-11-1 thru 8: Required improvements include access, drainage and storm water. These required improvements were evaluated and all applicable code requirements were enforced at the time of building permit approval.

Staff does not foresee any major impacts stemming from the sale and consumption of alcohol from 850 Shoshone St South. Cheverria's recently opened so we may see an increase in customer traffic if the SUP is granted allowing them to serve alcohol.

Due to the location adjacent to Shoshone St S, and the normal traffic loads of that road, Staff does not foresee this permit being overly impactful to the surrounding area.

Planner I Spendlove stated upon conclusion should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to following all Liquor License requirements set forth by the applicable agencies.

**PZ Questions/Comments:**

- Commissioner Munoz ask the type of alcohol that will be served.
- Ms. Sandoval clarified it will be beer and wine only.
- **Chairman Frank read into the record a letter from a citizen that has been filed with the application.**

**Public Hearing: [Opened & Closed Without Comments](#)**

**Closing Statement:**

- Ms. Sandoval responded to the letter from the citizen explaining this will not be a bar the beer and wine will be served with meals at a sit down restaurant. Their hours of operation are from 9:00 am to 9:00 pm seven days a week.

**Deliberations Followed: [Without Concerns](#)**

**Motion:**

Commissioner Reid made a motion to approve the request as presented. Commissioner Munoz seconded the motion. All members present voted in favor of the motion.

**[Approved, As Presented, With the Following Conditions](#)**

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to following all Liquor License requirements set forth by the applicable agencies.

**Planning & Zoning Commission Minutes  
November 8, 2016**

2. Requests a **Special Use Permit** to construct a 2500 sq. ft. detached accessory building consisting of a 1500 sq. ft. (30'x 50') building plus 600 sq. ft. (20'x30') covered parking and 400 sq. ft. (20'x20') covered porch on property located at 3350 East 4000 North in the Area of Impact. c/o Scott Elison (app. 2822)

**Applicant Presentation:**

Robert Randell, explained that he is representing the applicant and stated that he would like a Special Use Permit for an accessory building for personal storage. Basic construction with metal up the sides with a metal roof.

**Staff Presentation:**

Planner I Spendlove reviewed the request on the overhead and stated County parcel records show the main residence was built in 1930, and the existing 624 sq. ft. detached accessory building was built in 2016.

The site is zoned SUI within the Area of Impact. The applicant has supplied a site plan showing an existing single family residence, an existing 624 sq. ft. detached accessory building, and a proposed 2,500 sq. ft. detached accessory building addition. The applicant describes the building for storage and private use, no commercial activity. If the special use permit is granted the applicant will proceed with development of the 2,500 sq. ft. detached accessory building as approved.

Per City Code 10-4-2: Detached accessory buildings within the SUI Zone greater than 1500 sq. ft. are required to obtain a Special Use Permit prior to being legally constructed. The proposed plan is showing the detached accessory building on the north end of the property.

Per City Code 10-11-1 thru 8: Required improvements include access, drainage and storm water. These required improvements will be evaluated and all applicable code requirements will be enforced at the time of building permit submittal.

Detached accessory buildings are common for this area. The property to the East has a larger sized barn for agricultural purposes. The other adjacent or surrounding parcels are either farms or other SUI zoned lots with large accessory buildings as well. Staff does not expect overly burdensome impacts to be created with this Special Use Permit.

Planner I Spendlove stated upon conclusion should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
3. Subject to personal use by the occupant of the home - no business or residential use within this structure.

**Public Hearing: [Opened & Closed Without Comments](#)**

**Deliberations Followed: [Without Concerns](#)**

**Planning & Zoning Commission Minutes  
November 8, 2016**

**Motion:**

Commissioner Dawson made a motion to approve the request as presented. Commissioner Higley seconded the motion. All members present voted in favor of the motion.

**Approved, As Presented, With the Following Conditions**

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to construction of the detached accessory building to be consistent with the submitted drawings/elevations, as presented.
3. Subject to personal use by the occupant of the home - no business or residential use within this structure.

**Commissioner Reid stepped down for these next 3 items.**

**Items IV-3 and IV-4 were presented together, with two motions to follow.**

3. Requests for a **Zoning District Change and Zoning Map amendment** from R-4 to C-1 for the undeveloped property on Filer Avenue West and located west of 515 Washington Street North. c/o Dan & Troy Willie on behalf of Oasis Stop N Go (app.2823)
4. Requests for a **Special Use Permit** to expand by more than 25% an existing convenience store/gas station on property located at 515 Washington Street North. c/o Dan & Troy Willie on behalf of Oasis Stop N Go (app.2824)

**Applicant Presentation:**

Dave Thibault, EHM Engineers, Inc., representing the applicant presented the exhibit and information for both requests related to this property. He explained that the first request is for property located at Washington Street North and Filer Avenue West. This area has been used as extra parking for the convenience store and the current zoning for this property is R-4 and they are requesting this property be rezoned to C-1. The intent if the C-1 rezone is approved they would like to make improvements to the property for extra parking and future plans for improving the building. They have no objection to the conditions placed on the request.

**Staff Presentation: (Zoning District Change & Zoning Map Amendment) IV-3**

Planner I Spendlove reviewed the request on the overhead and stated this parcel is part of the Pickett's Subdivision, which was recorded around 1938. Over the years, properties to the East and South, along Washington Street have been rezoned and developed with Commercial Businesses or Professional Offices. In 2009 the Comprehensive Plan identified this area as appropriate for Residential Business uses.

The lot/parcel in question has not contained a building according to our records, and is merely a portion of the original Lot 5 of the Picketts Subdivision.

The building on the corner was constructed in 1985 originally as a Circle K Food Store. In 1999 it was converted to a Convenience Store with an associated Gas Station and has been in continuous operation since that time.

**Planning & Zoning Commission Minutes  
November 8, 2016**

This is a request for a **Zoning District Change and Zoning Map Amendment** to rezone one (1) property from R-4; Residential to C1; Commercial Highway. The property is 0.16 +/- acres and is located one lot west of the current Oasis Stop-n-Go Convenience Store and Gas Station at 515 Washington St N. This property does not have an official address as it is undeveloped.

The applicant states in their narrative that the rezone request stems from the desire to utilize the area for additional parking for their convenience store/gas station. Even though adequate parking is located North of the store, there are increasing numbers of people who utilize the Southern and Western areas either by habit or convenience.

The Washington Street North corridor was deemed appropriate for professional office use under the 1993-1994 Comprehensive Plan and Future Land Use Map. In 2009 the entire Comprehensive Plan including the Future Land Use Map was completely revised. The new plan designated this area as appropriate for Residential Business Uses.

Many of the properties along Washington were previously Zoned with the C-1 Designation when the City departed from the C-2 and C-3 Designations. With the adjacent property to the East having the C-1 Designation, it is not beyond a reasonable bid to request the C-1 designation be extended one more lot.

In reviewing a request for a Zoning District Change and Zoning Map Amendment the Commission has two (2) main tasks: **1-** to determine whether the request is in conformance with the Comprehensive Plan and **2-** to evaluate the request to determine the extent and nature of the amendment requested.

*The Comprehensive Plan indicates this corridor as appropriate for Residential Business uses. There is no development plan to evaluate at this time. Any changes will require a full review by staff to determine the extent and nature of the changes. Any change shall comply with the purpose, uses and development standards of the C-1 Zoning District prior to development.*

To make a positive recommendation, the Commission must determine that **1-** the request is in conformance with the Comprehensive Plan and **2-** the extent and nature of changing the zoning of this property to the Commercial Highway District would allow land development that would be compatible with and not detract from the surrounding area.

Planner I Spendlove stated upon conclusion the Commission is asked to make a recommendation to the City Council on this request. The Council's decision may be to deny the request, approve the request as presented or request additional information be provided.

**PZ Questions/Comments:**

- Commissioner Munoz asked what the current designation is on the current Comprehensive Plan.
- Planner I Spendlove explained that it is designated as Residential Business.

**Staff Presentation: (Special Use Permit) IV-4**

Planner I Spendlove reviewed the request on the overhead and this is a request for a **Special Use Permit** to expand the use located at the NW corner of Washington St N and Filer Ave W. The property being requested to develop is 0.16 +/- acres and is located one lot west of the current Oasis Stop-n-Go Convenience Store & Gas Station located at 515 Washington St N. This lot is zoned R-4. This property does not have an official address as no building has been erected on the property.

**Planning & Zoning Commission Minutes  
November 8, 2016**

This lot is zoned R-4. A commercial business is not permitted on this property under this zoning. On this P&Z Agenda this evening is a request to rezone this lot to C-1. A condition the special use permit may not be granted unless the lot is rezoned from R-4 to C-1 and there is an adopted and codified Ordinance would be appropriate.

The applicant has expressed in their narrative that the rezone request stems from the desire to utilize the area for additional Parking. Even though adequate parking is located North of the store, there are increasing numbers of people who utilize the Southern and Western areas either by habit or convenience.

Per City Code 10-4-8: Gasoline Service stations require a Special Use Permit to be established or expanded onto newly acquired properties.

Per City Code 10-11-1 thru 8: Required improvements include hard surfacing, striping, access, screening, landscaping, drainage and storm water. These required improvements are typically evaluated and enforced at the time of building permit submittal. Since this particular project is not anticipated to have a building, it would be prudent to place a condition requiring City Staff approval for all applicable improvements prior to installation.

The addition of a parking area for the convenience store will have an impact on the adjacent and neighboring property owners. These impacts will come in the form of increased noise, and light intrusion due to the closer proximity of commercial activities. The noise will be from vehicles entering and exiting the area and the security lighting for the additional parking area. It would be appropriate to place a condition requiring all lighting to be downward facing and light sources to be shielded from neighboring properties.

An additional impact to this proposal is a positive one. The current location is extremely close to the intersection. This parking area will allow a separate approach further from the intersection thus making the area slightly safer for motorists attending this business.

Planner I Spendlove stated should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to a Rezone from R-4 to C-1 on this lot being approved and an ordinance being recorded.
2. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
3. Subject to all lighting being downward facing and the light source being shielded from adjoining residential properties.
4. Subject to screening being installed between residential and commercial properties. Prior to installation the plan shall be approved by City Staff.
5. Subject to compliance with Gateway Arterial Landscaping requirements. Prior to installation the plan shall be approved by City Staff.
6. Subject to all improvement plans being approved by City Staff prior to installation.
7. No Use of the undeveloped area until all the required improvements are completed per City Staff.

**PZ Questions/Comments:**

- Commissioner Grey asked about the hard surfacing requirement.
- Planner I Spendlove explained they will be required to pave the area but would be required to provide a plan for paving prior to paving the lot.

**Planning & Zoning Commission Minutes  
November 8, 2016**

- Commissioner Munoz asked about hours of operation.
- Planner I Spendlove explained the hours of operation are 24 hours.
- Commissioner Tatum asked under the current zone what could be developed on the lot.
- Planner I Spendlove explained single family and possibly a duplex.

**Public Hearing: Opened**

- Bo Bradley, 510 Bolton Street, explained that property for this request was split off of the property they currently own. There used to be a vinyl fence along the adjacent property line to the east but since this has been cleaned up vehicles have backed into the fence and even some of the utility boxes have been hit. The concern is that someone could possibly accelerate into their back yard. The other concern is that if the area is paved he is very concerned with storm run off because of his basement. His main concern is privacy, safety and storm water retention.
- Lex Bradley, 510 Bolton Street, explained the business is not aware of what is happening on this lot behind the building, people are using it as a drinking area and who knows what else. She would like it if they installed some security cameras to keep it monitored.

**Public Hearing: Closed**

**Closing Statements:**

Mr. Thibault explained that with the additional taking of right-of-way when Washington Street North was widened, they have been motivated to expand to this lot and have it rezoned. They have no issues with fencing and landscaping between the business and the residential property to assist in mitigating these issues for the neighbors. They plan to size the storm water retention basin accordingly, City Code requires storm water retention management and that water remain on the property.

**Deliberations Followed:**

- Commissioner Munoz explained he has no issue with the zoning change. He does have concerns with expanding the business into this area without any buffering for the residential area.
- Commissioner Tatum explained that this development will be a positive change it will be incorporated into the business making it more important to manage the security in the area.
- Commissioner Munoz asked if disturbance of the peace can generate a request for Special Use Permit revocation.
- Planner I Spendlove explained that this can be used as evidence to request a revocation.
- Commissioner Grey explained that access to the lot has become easier and so the lot has created more of an issue for the neighbors however rezoning this lot and paving this lot can make management of the area easier.

**Motion 1: (Zoning District Change & Zoning Map Amendment) IV-3**

Commissioner Tatum made a motion to recommend approval of this request, as presented, to City Council. Commissioner Grey seconded the motion.

**Recommended for Approval, To City Council, As Presented  
City Council Public Hearing is scheduled for December 5, 2016**

**Planning & Zoning Commission Minutes  
November 8, 2016**

**Deliberations Followed: Without Concerns**

**Motion 2: (Special Use Permit) IV-4**

Commissioner Grey made a motion to approve the request, as presented. Commissioner Higley seconded the motion. All members present voted in favor of the motion.

**Approved, As Presented & Amended, With the Following Conditions**

1. Subject to a Rezone from R-4 to C-1 on this lot being approved and an ordinance being recorded.
  2. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
  3. Subject to all lighting being downward facing and the light source being shielded from adjoining residential properties.
  4. Subject to screening being installed between residential and commercial properties. Prior to installation the plan shall be approved by City Staff.
  5. Subject to compliance with Gateway Arterial Landscaping requirements. Prior to installation the plan shall be approved by City Staff.
  6. Subject to all improvement plans being approved by City Staff prior to installation.
  7. No Use of the undeveloped area until all the required improvements are completed per City Staff.
  8. Subject to a 7' wide landscaping buffer including a safety measure on the west side, with adequate foliage to screen the residential property from the parking area.
  9. Subject to security cameras being installed to cover the newly added parking area.
5. Requests for a **Special Use Permit** to expand by more than 25% an existing convenience store/gas station on property located at 890 Washington Street South. c/o Dan & Troy Willie on behalf of Oasis Stop N Go (app.2825)

**Applicant Presentation:**

Dave Thibault, EHM Engineers, Inc. representing the applicant stated the property adjacent to this property located at Washington Street North and Orchard Drive has been leveled off and stock piled material has been stored on site. The intent for the property is to expand the parking area a formal design of the project has not been completed. However to move forward and use this for parking a Special Use Permit is required.

**Staff Presentation:**

Planner I Spendlove reviewed the request on the overhead and stated this parcel is a remnant parcel of land within the City Limits of Twin Falls. It has been zoned Commercial since at least 1977 when the Grocery Store was approved and built on the corner of Washington Street South and Orchard Drive.

The building on the corner was constructed originally as a Circle K Food Store. In 1984 it was converted to a Convenience Store with an associated Gas Station Canopy and has been in continuous operation since that time.

This is a request for a Special Use Permit to expand an existing Convenience Store and Gas Station by more than 25% with the development of additional parking for the customers. This parcel is 1.046 +/- acres and is located adjacent on the westerly and northerly boundary of the current Oasis Convenience Store and Gas Station at 890 Washington St S. This property does not have an official address as no building has been erected on the property.

**Planning & Zoning Commission Minutes  
November 8, 2016**

The applicant has expressed in their narrative that the Special Use Permit request stems from the desire to utilize the area for additional Parking. Even though adequate parking is located on the current site, there are increasing numbers of people who utilize the Northern and Western areas either by habit or convenience. The undeveloped areas are being utilized at this time. A condition the undeveloped areas shall not be used until the paving and improvements are completed should be a condition of approval.

Per City Code 10-4-8: Gasoline Service stations require a Special Use Permit to be established or expanded onto newly acquired properties.

Per City Code 10-11-1 thru 8: Required improvements include hard surfacing, striping, access, screening, landscaping, drainage and storm water. These required improvements are typically evaluated and enforced at the time of building permit submittal. Since this particular project is not anticipated to have a building, it would be prudent to place a condition requiring City Staff approval for all applicable improvements prior to installation.

The addition of a parking area for the convenience store will have an impact on the adjacent and neighboring property owners. These impacts will come in the form of increased noise, and light intrusion due to the closer proximity of commercial activities. The noise will be from vehicles entering and exiting the area and the security lighting for the additional parking area. It would be appropriate to place a condition requiring all lighting to be downward facing and light sources to be shielded from neighboring properties.

An additional impact to this proposal is a positive one. The current location is extremely close to the intersection. This parking area will allow a separate approach further from the intersection thus making the area slightly safer for motorists attending this business.

Planner I Spendlove stated should the Commission grant this request as presented; staff recommends approval be subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to all lighting being downward facing and the light source being shielded from adjoining residential properties.
3. Subject to screening being installed between residential and commercial properties. Prior to installation the plan shall be approved by City Staff.
4. Subject to compliance with Gateway Arterial Landscaping requirements. Prior to installation the plan shall be approved by City Staff.
5. Subject to all improvement plans being approved by City Staff prior to installation.
6. No Use of the undeveloped area until all the required improvements are completed per City Staff.

**PZ Questions/Comments:**

- Commissioner Higley asked if this is granted do they have to hard surface the area.
- Planner I Spendlove explained they have to pave all of the area they are using for parking and maneuvering.
- Commissioner Munoz asked what the Comprehensive Plan designation is for this property.
- Planner I Spendlove is Neighborhood Center.

**Planning & Zoning Commission Minutes  
November 8, 2016**

- Commissioner Munoz asked when the fencing has to be completed.
- Planner I Spendlove explained it would need to go up at the time of development.

**Public Hearing: Opened**

- John Hollon, 168 Orchard Drive West stated they live to the west of this location the only issue he sees is the 10 ft lower elevation and his property is sitting in a hole and would like a retaining wall installed because of the elevation and the protection of his property. When there was a broken city water line his property was under water. He agrees the parking lot is a good idea however the visibility for getting out of this gas station is an issue.
- Joy Mitchell, 203 Orchard Drive West, this has cleaned up the area but they are already using the area for parking and it needs to be paved. Her concern is patrolling the area and paving.
- Ed Heil, 183 Orchard Drive West stated that the visibility is blocked by shrubs along the north property line making it very difficult to get out of the property. Security is a big issue with drinking on the premises and he asked if there will be an access along Orchard Drive West.

**Public Hearing: Closed**

**Closing Statements:**

Mr. Thibault stated he is aware of the elevation difference between the two properties. He has not designed the project as of yet but he is fairly sure that a retaining wall will be constructed. They are willing to meet the requirement for City Code and storm water retention will be addressed accordingly. They are going to propose an access along Orchard Drive as an alternative to the one that is in place currently. He explained they don't have a way to mitigate the vegetation to the north but they will try to mitigate issues they are able to. They have no objection to the conditions recommended.

**Deliberations Followed:**

- Commissioner Higley clarified the storm water retention requirements and the retaining wall that is currently in place.
- Planner I Spendlove explained they have to retain 100% of their storm water on their property.
- Mr. Thibault explained they will make adjustments to the existing retention wall when the design is done for the project.

**Motion:**

Commissioner Higley made a motion to approve the request, as presented, with staff recommendations as amended. Commissioner Munoz seconded the motion. All members present voted in favor of the motion.

**Approved, As Presented, With the Following Conditions**

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to all lighting being downward facing and the light source being shielded from adjoining residential properties.
3. Subject to screening being installed between residential and commercial properties. Prior to installation the plan shall be approved by City Staff.
4. Subject to compliance with Gateway Arterial Landscaping requirements. Prior to installation the plan shall be approved by City Staff.

**Planning & Zoning Commission Minutes  
November 8, 2016**

5. Subject to all improvement plans being approved by City Staff prior to installation.
6. No Use of the undeveloped area until all the required improvements are completed per City Staff.
7. Subject to a 7' wide landscaping buffer including a safety measure on the west side, with adequate foliage to screen the residential property from the parking area.
8. Subject to security cameras being installed to cover the newly added parking area.

**Commissioner Reid returned to his seat.**

**V. GENERAL PUBLIC INPUT:**

- Mr. Hollon clarified his concerns with landscaping and water retention adjacent to his property.
- Planner I Spendlove explained that there will be building permit required for the improvements and explained that can be made available to him once is has been submitted.

**VI. ITEMS FROM THE ZONING & DEVELOPMENT MANAGER AND/OR THE PLANNING & ZONING COMMISSION:**

Zoning & Development Manager Carraway-Johnson reminded the Commission that there will not be a second meeting in November and that the December 7, 2016 work session is cancelled. She explained because of the lack of public meetings left for the year, the next meeting on December 13, 2016 will be full, so that people are able to continue to make progress on their projects. She also updated the Commission on the results of the Comprehensive Plan Amendment hearing held at City Council November 7, 2016 and stated that the amendment has been approved. Staff will begin to move forward in implementing the changes.

**VII. UPCOMING PUBLIC MEETINGS: (HELD AT THE CITY COUNCIL CHAMBERS UNLESS OTHERWISE POSTED)**

1. Public Hearing: **November 22, 2016 Cancelled**
2. Work Session: **December 7, 2016 Cancelled**
3. Public Hearing: **December 13, 2016**

**VIII. ADJOURN THE MEETING:**

Chairman Frank adjourned the meeting at 7:40 PM

Lisa A Strickland  
Administrative Assistant  
Planning & Zoning Department