

Syracuse City Planning Commission Meeting
September 7, 2010
Minutes

1. Meeting called to Order, Adoption of Agenda, and Approval of Minutes

Planning Commission Chair Robert Whiteley called the meeting to order at 6:04 p.m., indicating that City staff posted the agenda 24 hours prior to the meeting and delivered copies to all Commission members. Nathan Miller offered the prayer, and Judy Merrill led the pledge of allegiance.

Members Present: Chair Robert Whiteley, Vice Chair Kenneth Hellewell, Nathan Miller, Tyler Bodrero, and Braxton Schenk as well as GIS Specialist Troy Moyes and Administrative Assistant Judy Merrill
Excused: Eric Hazen and Gary Pratt

Visitors: Lisa Gardner Craig Johnson

Commissioners reviewed the September 7, 2010, Planning Commission meeting agenda.

NATHAN MILLER MADE A MOTION TO ADOPT THE SEPTEMBER 7, 2010, AGENDA AS OUTLINED, SECONDED BY TYLER BODRERO; ALL VOTED IN FAVOR.

Commissioners reviewed minutes of the July 20, 2010, work session. Pro-Tem Chair Hellewell noticed a typographical error on the word severe, spelled sever in the sentence referencing Deanna Setter's injury when she fell on the concrete steps.

NATHAN MILLER MOVED TO ADOPT THE JULY 20, 2010, PLANNING COMMISSION WORK SESSION MINUTES AS AMENDED, BRAXTON SCHENK SECONDED THE MOTION; ALL VOTED IN FAVOR.

Commissioners reviewed minutes of the August 17, 2010, work session. Pro-Tem Chair Hellewell asked for a correction under Committee Reports where it referenced Ray Zaugg as the representative for the Syracuse High School Community Council. Both Ray and Pat would be committee members, but Pat would be the representative, rather than Ray.

TYLER BODRERO MADE A MOTION TO ADOPT THE AUGUST 17, 2010, PLANNING COMMISSION WORK SESSION MINUTES AS AMENDED. KENNETH HELLEWELL SECONDED THE MOTION; ALL VOTED IN FAVOR.

Commissioners reviewed minutes of the August 17, 2010, regular meeting.

KENNETH HELLEWELL MOVED TO ADOPT THE AUGUST 17, 2010, PLANNING COMMISSION MEETING MINUTES AS WRITTEN, SECONDED BY BRAXTON SCHENK; ALL VOTED IN FAVOR.

2. Lisa Gardner Conditional Use Permit for ABC Safari Preschool

Lisa Gardner, 4262 West 1315 South, appeared before the Planning Commission requesting a Conditional Use Permit to teach preschool to children 3 and 4 years of age in her home under the business name of ABC Safari Preschool. Specialist Moyes provided some background on her request, explaining that she lived in the Bridgeway Island Subdivision and planned to conduct a major home occupation by teaching up to nine sessions of preschool per week on the main floor of her home until she finished and received occupancy for her basement. Minor occupations limited preschool sessions to just four. She hoped to grow her business up to the maximum of 16 students per session, although she currently only had 12. They just finished installing a secure fence in their back yard, and she would be the only employee but would utilize the help of volunteers occasionally. Her first session would begin at 9 a.m., to avoid any conflicts with elementary-school traffic. Her traffic plan required parents to park their vehicles along the northern side of 1315 South until she opened her front door to indicate commencement of her student drop-off procedure. The first vehicle would pull forward, help out their child, and continue westward on 1315 South to either 4300 or 4500 West. Drivers could also turn right onto the 4290 West stub road to make a U-turn and turn left onto 1315 South to head east. For pick up, she would sit all the children in a row on chairs along her garage wall and escort each child to the appropriate vehicle at the front of the line, parked at the curb as for her drop-off procedure. If Ms. Gardner ever scheduled two sessions on the same day, she would allow 30 minutes between pick up at the end of the first session and drop off of the second session. If and when she received offers to help, the volunteer(s) would have room to park off street in the driveway of her three-car garage.

Chairman Whiteley asked if she had any pets. Ms. Gardner told him they only had fish. Vice Chair Hellewell asked why she chose nine sessions and whether she would have just one session on any particular day. Ms. Gardner explained that she only had five sessions right now, since this was her first year. Those sessions would be Mondays, Wednesdays, and Fridays, from 9:00 a.m. to Noon, and Tuesdays and Wednesdays, from 12:30 to 3:00 p.m. Once she needed to add two more sessions for 3-year old students and two for 4-year old students, she would schedule them for Mondays and Wednesdays, from 12:30 to 3:00 p.m., and Tuesdays and Thursdays, from 9:00 a.m. to Noon. She did not plan to hold classes past noon on Fridays, since children were out of public schools early and husbands were typically home from work.

KENNETH HELLEWELL MADE A MOTION TO GRANT A CONDITIONAL USE PERMIT TO LISA GARDNER FOR THE PURPOSE OF TEACHING UP TO NINE SESSIONS OF PRESCHOOL PER WEEK IN HER HOME, LOCATED AT 4262 WEST 1315 SOUTH, UNDER THE BUSINESS NAME OF ABC SAFARI PRESCHOOL, SUBJECT TO COMPLIANCE WITH ALL REQUIREMENTS OF THE LAND USE ORDINANCE SPECIFIC TO MAJOR HOME OCCUPATIONS. NATHAN MILLER SECONDED THE MOTION; ALL VOTED IN FAVOR.

3. Ralph Mower Appeal of Conditional Use Permit Denial for Accessory Structure

No one came forward to represent this item.

KENNETH HELLEWELL MOVED TO TABLE THIS APPEAL UNTIL THE APPLICANT COULD BE PRESENT TO DISCUSS HIS REQUEST. BRAXTON SCHENK SECONDED THE MOTION; ALL VOTED IN FAVOR.

Staff later learned that the applicant left a voice message asking for the removal of his appeal request from the agenda.

4. Committee Reports

Chairman Whiteley asked for Committee Chairs to provide some brief summaries as to the status of their progress and timelines towards their goals. He shared the report he received from Commissioner Pratt, as Chairman for the Antelope Drive Committee, which stated that it currently included Commissioner Hazen, as Vice Chair, and members Pete Chambers, Kathy Holt, and Andy Wyckstra. Commissioner Pratt also planned to invite Frank Weiler to serve as a member. Vice Chair Hellewell mentioned the City Council's decision to appoint Doug Hammond to that Committee as well. Specialist Moyes added that the Council appointed Alan Clark to serve on the 200 South Committee and Larry Shingleton to the Transportation Committee. Chairman Whiteley was unsure as to whether Commissioner Pratt made contact with any of those members and suggested he organize it so there would be less duplication of efforts. Troy planned to meet with each Committee Chair to make sure they were all making progress.

Commissioner Bodrero asked Vice Chair Hellewell if he attended the August 24 City Council meeting where they were to discuss SR193. Vice Chair Hellewell told him he did, which was when they asked to know more about these committees and decided to appoint councilmembers to each one. He gave them the 200 South Committee's goals, purpose, and needs. He then mentioned a concern from the City Recorder that their meetings might need to be public and recorded. He was still waiting to hear back from her before scheduling the first one. Specialist Moyes informed him that the City Recorder gave birth to her baby just the day before and had not yet forwarded the information to him either, so he began researching it on his own and was unable to find anything that indicated the committee meetings would violate the Open-Meetings Act. Vice Chair Hellewell assumed they would not be a violation, since any recommendations would go through the Planning Commission's public process where all interested parties would have the opportunity to comment. He needed to know, though, whether they had to post agendas and schedule recording equipment before he went to the trouble of scheduling a meeting. Specialist Moyes promised to look into it further and verify the answer by the end of this week. Chairman Whiteley questioned the logic behind these meetings being public since there would only be two commissioners and one councilmember. Specialist Moyes told him it was simply because the City organized the subcommittees. Vice Chair Hellewell concluded by reporting that he spoke with each of the five members on his Committee and hoped to invite one more. He then shared a concern, received from Councilman Shingleton, regarding the makeup of this particular Committee due to all of them having a direct interest in that area. He encouraged the development of a more balanced

representation of committee members. Vice Chair Hellewell agreed but advised him that anyone without a direct interest would most likely not attend the meetings, because they did not care as much about the results. Since the Planning Commission would review the recommendations given by this Committee, and the City Council would adopt the final plans, he considered that sufficient in filling the gap between the existing members and a need for more balanced participation. He expressed appreciation in having Commissioner Bodrero as the Vice Chair, since he had not been involved in any of the DTEC meetings and would therefore be neutral.

Commissioner Miller reported that he and Commissioner Schenk were trying to arrange a meeting date and already sent out a draft of their purpose and needs statement to Specialist Moyes for review.

Chairman Whiteley asked for each of the committees to let him know the dates and times of their meetings so he could try and attend. He offered to help in any way and suggested meeting more off line to work out smaller issues that might help build momentum to prevent the planning stage from dragging on for years.

5. Planning Commission and Department Business

Chairman Whiteley referred to the ULC&T Planners Day conference on September 16 and noted that every commissioner but Gary Pratt would be attending. Vice Chair Hellewell referred to the Council's last meeting where they decided to send only one Councilman to this Planners Day. Since there were many workshops of interest, he invited them to send him requests for specific ones so that he could arrange for commissioners attending to take notes and report to the Council.

Chairman Whiteley reminded commissioners of the need to hold elections every year in August to select the Chair and Vice Chair of the Commission. He asked if they wanted to proceed with that election, even though they did not have a full quorum present.

KENNETH HELLEWELL MADE A MOTION TO REAPPOINT THE CURRENT CHAIR AND VICE CHAIR UNTIL JULY 31, 2011. NATHAN MILLER SECONDED THE MOTION; ALL VOTED IN FAVOR.

Specialist Moyes advised commissioners that their next agenda would include a site plan for an LDS Church meetinghouse, even though it would typically only be a work session. On September 13, the new Community Development Department Director, Michael Eggert, would begin his employment with Syracuse City and would probably attend these meetings as well. He then asked them to mark their calendars for a Christmas Expo, on November 6, hosted by SBOSS in the Community Center. This event would include local entertainment, to draw in the public, and vendor booths to increase exposure for local businesses and promote SBOSS membership numbers from home occupations, since booths would only be available to SBOSS members and at no cost. The upcoming newsletter would begin advertising this event. Vice Chair Hellewell asked if the newsletter would remain monthly, since now there would be delivery of a local newspaper. Specialist Moyes could not say for sure, since the City was under contract with the printers for a certain period of time. For now, though, it would remain monthly but could change to bimonthly.

6. Adjournment

KENNETH HELLEWELL MADE A MOTION TO ADJOURN AT 6:43 P.M.; ALL VOTED IN FAVOR.

Robert Whiteley
Planning Commission Chair