

**Minutes of Meeting
Newton Planning and Zoning Commission
Formal Meeting
November 2, 2021**

ROLL CALL: Board members present: Holchuh, Johnson, Poynter, Repp, VanGilder, Woody
Board members absent: Cantu

STAFF PRESENT: Brian Dunkelberger, City Planner
Craig Armstrong, Development Specialist
Erin Chambers, Community Development Director

A quorum being present, Chair Woody called the meeting to order at 5:00 PM.

In accordance with the Americans with Disabilities Act, Chair Woody questioned if there was anyone present that may require special assistance in being able to participate in this public meeting. There was no response.

Minutes. Minutes of the previous meeting of November 2, 2021 were reviewed. **Motion** by Poynter, **seconded** by Johnson to approve the minutes from the previous meeting as written. **Voice vote**, approved 5-0.

Public Hearing.

- A) ZOA22-1: Amendments proposed by citizen-led committee to accommodate desirable residential development and increase transparency (e.g., increased side yard setback minimums in residential zones, development notices by posted sign, etc.)

Dunkelberger reviewed the prepared staff report and shared that no comments were received in advance of the meeting. He presented the proposed size regulations table and reviewed the key changes to the existing minimum code requirements for residential development in Newton.

VanGilder arrived at 5:08 PM.

Bev Price, 1600 W. 28th St. N., asked for clarification about the erosion control plan requirement. Dunkelberger answered and described how the intention for this requirement is directly tied to curb appeal. That is, erosion control plans will help prevent damaging water/sediment runoff and tracking beyond property lines into the public rights-of-way or neighboring properties.

Holschuh asked about the posted sign requirement and how it would be administered. Dunkelberger responded that the applicant or developer of a project would be responsible for placing the physical sign at the property being developed. This would be confirmed by staff in advance of a public hearing alongside the current notices that are sent and/or published before said hearings.

VanGilder inquired about the trash enclosure requirement and how it would apply to existing properties. Dunkelberger confirmed that no existing commercial or multi-family property would be required to retroactively install such an enclosure. The requirement would apply to new developments in the future.

Woody shared questions about the size regulations table and specifically about the minimum setback requirements in the various residential zoning districts. Dunkelberger explained how only the side yard setback minimums would be increased and that the front and rear setbacks remained the same.

Hearing no additional comments or questions, Chair Woody called for a motion to close the public hearing. **Motion** by Poynter, **seconded** by Holschuh. **Voice vote**, approved 6-0.

With no further discussion amongst the Commissioners, Chair Woody entertained a motion. **Motion** by Poynter to recommend approval of the proposed zoning and site plan code amendments as written. **Seconded** by VanGilder. **Roll call vote**, approved 6-0.

New Business.

B) Discussion: Comprehensive Plan Update

Dunkelberger shared a brief presentation with the Commissioners to provide an update regarding the ongoing comprehensive plan project. Responses and feedback collected from past input events were shared and Commissioners had an open discussion about the feedback. Staff will continue to share updates throughout the planning process, and various engagement opportunities are scheduled over the course of the next few weeks.

C) Election of Officers

Dunkelberger informed Commission members about the available options for nominating a Chair, Vice Chair, and Secretary of the Commission. With Garfield Berndt III stepping down from the Commission after moving outside of Newton, the Vice Chair seat was currently vacant. Dana Woody had served as Chair for the past year and Jane Repp had served as Secretary for several years.

Poynter nominated Woody to serve as the Chair, seconded by Johnson. Woody mentioned that she was willing to continue serving and accepted the nomination. **Voice vote**, approved 6-0.

Poynter nominated Woody to serve as the Chair, seconded by Johnson. Woody mentioned that she was willing to continue serving and accepted the nomination. **Voice vote**, approved 6-0.

VanGilder asked about the responsibilities of a Vice Chair. Dunkelberger described the role. Repp nominated Johnson to serve as the Vice Chair, seconded by Poynter. Johnson stated that she was willing to accept. **Voice vote**, approved 6-0.

Repp stated that she was comfortable with continuing in her role as Secretary but also willing to step away if someone else wanted to fill in. Johnson nominated Repp to serve as the Secretary, seconded by Poynter. **Voice vote**, approved 6-0.

Chair Woody asked the two new Commissioners to introduce themselves and share a little bit about themselves. Holschuh and VanGilder described their years in Newton, their families, and their desire to be more involved in the community moving forward.

Motion by Poynter to adjourn the meeting, **seconded** by Repp. **Voice vote**, approved 6-0. Meeting was adjourned at 5:45 PM.