

**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, OCTOBER 19, 2022**

The Chair, Judy Goldsby, called the meeting to order at 5:33 p.m.

Present: Judy Goldsby (Chair), Richard Herr (via Phone), Gavin Williams, Jon Klasna, and Roger Giese

Others Present: Kurt Markegard, Public Works & Planning Director, Brittney Moorman, Administrative Assistant

Public Input:

There was none.

General Items

1. Approve Minutes of September 21, 2022

Motion by Roger to approve the City/County Planning Board minutes of September 21, 2022, seconded by Jon. There was no public comment or board discussion. A vote was taken on the motion. All five board members present voted aye. Motion carried 5-0.

New Business

2. Public Hearing: Zoning Commission Special Review for Alcohol Sales at 701 E. Main Street- Pelican Café

Chair Goldsby opened the public hearing and asked Staff to present the item.

Kurt Markegard, Public Works & Planning Director, briefly review the application and staff report.

Chair Goldsby opened the floor for public comment.

Chair Goldsby asked three (3) times if there were any proponents. There were none.

Chair Goldsby asked three (3) times if there were any opponents. There were none.

Chair Goldsby stated that he would not have Staff respond to questions as there were none.

3. Special Review for Pelican Cafe allowing Alcohol Sales at 701 E. Main Street

The board reviewed the special review process. Please see attached handouts.

Public Works Director Markegard recommended to the board that this matter move forward to Council without a Public Hearing.

Motion by Gavin to recommend approval to Council for onsite consumption of alcohol at 701 E. Main Street without an additional Public Hearing by the City Council, seconded by Roger. There was no public comment.

It was questioned what hours alcohol would be served. It was clarified that the State restricts the hours of alcohol sales. The business owner clarified his hours would remain the same.

A vote was taken on the motion. All five board members present voted aye. Motion carried 5-0.

4. Approval for a Pole sign permit for Chen's Express and City Brew

Per code, a property can have on Pole sign per lot advertising what is in the building. This Pole sign does comply with our code. The sign will be located off South 1st Avenue. The developer will do considerable landscaping around the sign; no variance will be needed.

Motion by Gavin to approve the Pole sign permit for Chen's Express and City Brew, seconded by Roger. There was no public comment or board discussion. A vote was taken on the motion. All five board members present voted aye. Motion carried 5-0.

Old Business

The City is currently trying to hire a City Planner and has hired Prothman to advertise this position.

The City has hired a Building Inspector who will begin work on October 31, 2022.

Other Items

Announcements

The next City/County Planning Board will meet on November 16th, and chair Goldsby stated she would be gone during that meeting.

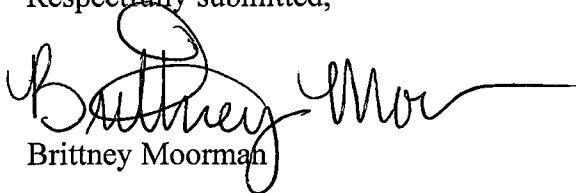
Motion by Richard to cancel the City/County Planning Board meeting of November 16th, seconded by Gavin. There was no public comment or board discussion. A vote was taken on the motion. All five board members present voted aye. Motion carried 5-0.

Adjournment

Motion to adjourn meeting by Jon, seconded by Roger. There was no public comment or board discussion. A vote was taken on the motion. All five board members present voted aye. Motion carried 5-0.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brittney Moorman", with a long horizontal flourish extending to the right.

Brittney Moorman

Administrative Assistant

Chapter 17.68 - SPECIAL REVIEW PROCEDURE

Sections:

17.68.010 - Purpose of provisions.

Although each zoning district is primarily intended for a predominant type of use, there are a number of uses which may or may not be appropriate in a particular district depending upon all the circumstances of the individual case. For example, the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets, and potential environmental effects, all may indicate that the circumstances of the development should be individually reviewed. It is the intent of this section to provide a system of review of such uses so that the community is assured that the uses are compatible with their locations and with surrounding land uses, and will further the purpose of this title and the objectives of the Laurel comprehensive planning process.

(Prior code § 17.88.010)

17.68.020 - Application requirements.

An application for a special review may be filed by the property owner, contract purchaser, or his authorized agent. The application shall be filed with the zoning commission secretary and shall be submitted under the following conditions:

- A. The application shall include, but not be limited to the following information:
 1. A legal and general description of the tract(s) upon the special review use is sought;
 2. A map showing the dimensions, acreage and location of the tract(s);
 3. The name and addresses of the owner(s) of the tract(s) and their agents, if any and the names and addresses of property owners of record within three hundred feet of the property for which a special review has been requested; such list of property owners shall be so certified by the county clerk and recorder's office;
 4. A site plan showing major details of the proposed development including but not limited to, the location of proposed and existing buildings and structures; off-street parking and loading; service and refuse areas; means of ingress and egress; landscaping; screening; signs and open space areas;
 5. A time schedule for development;
 6. Any other information the applicant believes will support his request.
- B. An application for a special review shall be made on or before five p.m. of the first day of the month preceding the date of the public hearing before the zoning commission. When the date of submittal falls on a weekend or holiday, the submittal shall be on the following day before

five p.m.

(Ord. 94-15, 1994; prior code § 17.88.020)

17.68.030 - Evaluation responsibility—Consultation—Notification.

The planning director, upon receiving an application for a special review of an area or a particular place of property shall do the following:

- A. Consult with other departments of the city or county to fully evaluate the impact of any special review upon public facilities and services including, but not limited to schools, drainage, traffic and related facilities;
- B. Study each application with reference to its appropriateness and effect on existing and proposed land use, and references to the comprehensive plan;
- C. Advertise twice in a newspaper of general circulation in the jurisdictional of the Laurel-Yellowstone city-county planning board at least fifteen days in advance of the time and place of the public hearing;
- D. Notify, by mail, the applicant or his authorized agent at least five days prior to the date of the public hearing of the time and place of such hearing;
- E. Notify, by mail, all property owners within three hundred feet of the exterior boundaries of the property subject to the special review of the time, date, place of the public hearing and the existing and proposed classification. Further, he may notify property owners within a radius of more than three hundred feet if he determines that the proposed use of the property would have a substantial environmental impact on surrounding land uses;
- F. After the public hearing and as part of the public record, the planning director shall report his findings, conclusions and recommendations to the zoning commission.

(Ord. 94-16, 1994; prior code § 17.88.030)

17.68.040 - Zoning commission action.

- A. After presentation to the zoning commission of the request for special review by the applicant, the zoning commission shall make a recommendation to the city council to:
 - 1. Grant the application for special review;
 - 2. Deny the application;
 - 3. Delay action on the application for a period not to exceed thirty days; or
 - 4. Grant the application subject to conditions and recommendations and give the reasons therefor.
- B. Before approving a special review use, the zoning commission shall find that the contemplated use(s):

1. Complies with all requirements of this section;
2. Is consistent with the objectives and purposes of this title and the Laurel comprehensive planning process;
3. Is compatible with surrounding land use or is otherwise screened and separated from adjacent land in such a way as to minimize adverse effects;
4. Further the zoning commission shall consider and may impose modifications or conditions concerning, but not limited to the following:
 - a. Street and road capacity,
 - b. Ingress and egress to adjoining streets,
 - c. Off-street parking,
 - d. Fencing, screening and landscaping,
 - e. Building bulk and location,
 - f. Usable open space,
 - g. Signs and lighting,
 - h. Noise, vibration, air pollution and similar environmental influences.

(Ord. 94-17, 1994; Ord. 953, 1989; prior code § 17.88.040)

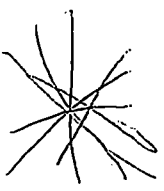
17.68.050 - City council action.

- A. Before taking action on an application for special review, and after presentation of the zoning commission's report, the city council may hold a public hearing on the application.
- B. The zoning commission may recommend to the council whether to hold a public hearing or not. In the event the city council holds its own public hearing on the application, then the recommendations of the zoning commission and the notice of public hearing before the city council shall both be published twice in the newspaper of general circulation in the jurisdictional area of the Laurel-Yellowstone city-county planning board with the first publication being at least fifteen days prior to the hearing.

(Ord. 94-18, 1994; prior code § 17.88.050)

17.40.020 - Location specified.

Off-street parking facilities shall be located as hereinafter specified. Where a distance is specified, such distance shall be in walking distance measured from the nearest point of parking facility to the nearest point of the lot that such facility is required to serve. All such off-street parking shall be improved as required by Sections 17.40.080 and 17.40.140.

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- A. For one- and two-family dwellings, off-street parking is required on the same building site with the building it is required to serve.
 - B. For multiple dwellings, retirement homes, lodging and boardinghouses, etc., off-street parking is required within the walking distance of one hundred feet.
 - C. For hospitals, sanitariums, convalescent homes, nursing homes, rest homes, homes for the aged and asylums, off-street parking is required within six hundred feet for employees and three hundred feet for visitors.
 - D. That portion of the city zoned central business district (CBD) shall not have any off-street parking requirements; provided, however, that the owners of expanded or new structures must consider the off-street parking needs of their projects.
 - E. For uses other than those specified above, off-street parking within four hundred feet is required.

(Ord. 05-11, 2005; Ord. 927, 1987; Ord. 800 (part), 1985; prior code § 17.76.010(A))