



Commission Members Present: Wolfgram, Obaid, Davis, Helgeson, Holzman, Felton, Werthmann

Staff Members Present: Allen, Petrie, Noel, Ness, Tietz

1. Call to Order – Vice-Chairperson Wolfgram called the Plan Commission meeting to order at 7:00 p.m.
2. Roll Call – Vice-Chairperson Wolfgram called roll for the meeting. Commissioners Wolfgram, Obaid, Davis, Helgeson, Felton, Werthmann, and Holzman were present.
3. Open public comment period for items not on the agenda noted as public hearings. None.
4. Introduction of New Plan Commission Member – Earl Holzman: Commissioner Holzman noted he was a previous civil engineer and floodplain manager for Ayres Associates.
5. Election of Officers  
Wolfgram moved to nominate Commissioner Helgeson as chairperson, seconded by Werthmann. Motion carried unanimously.  
Werthmann moved to nominate Commissioner Wolfgram as vice-chairperson, seconded by Obaid. Motion carried unanimously.  
Helgeson moved to nominate Commissioner Obaid as secretary, seconded by Werthmann. Motion carried unanimously.
6. Newly elected Chairperson Helgeson took seat from Vice-Chairperson Wolfgram  
Certificate of Appreciation – Greg Granlund  
Granlund shared comments and thanked the Commission and staff for the past 9 years of service with the Plan Commission.

#### Consent Agenda

7. A. Approval of the March 20, 2023 Plan Commission minutes, and  
B. Excess Land, and  
C. P-1-23 Final Plat, and  
D. Jeffers Road Easement. Commissioner Wolfgram moved to approve the consent agenda, second by Commissioner Werthmann and the motion was carried unanimously.

#### Regular Agenda

8. Public Hearing – For Recommendation to City Council – Rezoning on Jeffers Road (Z-1724-23)  
Petrie presented a request for recommendation of approval on a rezoning from R-1A to R-2P to adopt the general development plan (GDP) for an existing single-family home and two-family development with modified lot sizes located at 4727 Jeffers Road. A future certified survey map will be required and the new lots will be approximately 8,000 square feet in size, rather than the 10,000 square foot requirement. This agenda item will be on the Council agenda on the May 8<sup>th</sup> meeting.

No one from the public came forward to speak on the item.

Motion by Commissioner Felton to recommend the rezoning, seconded by Commissioner Werthmann and the motion carried unanimously.

9. Discussion of Zoning Code Rewrite.

10. Discussion on Plan Commission Schedule Revisions

Noel noted the zoning code rewrite and with that the Plan Commission schedule revisions together as one agenda item. He noted that the zoning code rewrite consultant will be Houseal Lavigne and went over the timeline highlighting the projected June kickoff, and the joint City Council/Plan Commission work sessions. Commissioner Wolfgram moved to accept the Plan Commission schedule revisions, seconded by Werthmann and the motion carried unanimously.

11. Discussion on Carbon Calculator Update

Noel noted updates from the carbon calculator that is required for development projects. He went over a few projects from last year's site plan approvals. In addition, he noted that the City's latest city-wide carbon inventory for 2020 found a 14% reduction from the 2015 baseline.

12. Future Agenda Items and Announcements

Mr. Allen announced that the May 15<sup>th</sup> meeting is canceled due to a lack of agenda items and the next scheduled meeting will be on June 5<sup>th</sup>.

13. Adjournment

The meeting adjourned at 7:40 p.m.

  
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Zina Obaid, Secretary