

**CITY OF BAYPORT  
PLANNING COMMISSION MEETING MINUTES  
CITY COUNCIL CHAMBERS  
MAY 20, 2013  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice thereof, Acting City Administrator/Planner Taylor called the regular Bayport Planning Commission meeting of May 20, 2013, to order at 6:00 p.m.

**ROLL CALL**

Commissioners Present: Todd Gilles, Brad Hallett, Jason Obler, Jeff Richtman and Joe Ritzer

Commissioners Absent: None

City Staff Present: Acting City Administrator/Planner Sara Taylor, City Council Liaison Patrick McGann, City Engineer Barry Peters, City Attorney Andy Pratt

**OATH OF OFFICE TO NEW MEMBER J. BRAD HALLETT**

Acting City Administrator/Planner Taylor administered the oath of office to Brad Hallett, who was recently appointed by the City Council to fill the seat vacated by David Levy.

**APPOINTMENT OF CHAIRPERSON**

Former chairperson David Levy is no longer on the Planning Commission, and Commissioner Obler has offered to serve in this capacity.

It was moved by Commissioner Hallett and seconded by Commissioner Richtman to appoint Jason Obler as the chairperson of the Planning Commission for a term of two years, or until his term expires. Motion carried.

**APPROVAL OF MINUTES**

It was moved by Commissioner Ritzer and seconded by Commissioner Richtman to approve the September 17, 2012 meeting minutes as presented. Motion carried.

**PUBLIC HEARINGS** – None

**OLD BUSINESS** – None

**NEW BUSINESS**

Consider a final plat for Phase III-A of the Inspiration development: Acting City Administrator/Planner Taylor noted that approval of the preliminary plat for Inspiration as a planned unit development (PUD) was approved in 2004. Phase I, which includes build out of 121 single-family lots is nearing completion. The current owner, Bayport Mainstreet Holding and builder D.R. Horton are requesting approval for final platting of a second addition of single-family lots, which consists of 16 lots and the related infrastructure improvements in the south portion of the development along Prairie Way South. Much of the grading and infrastructure in this area was completed in Phase I of the development, and staff has determined that minimal site improvements will be required. The required improvements were reviewed. Planner Taylor mentioned that the master developer's agreement requires the entire trail system to be completed prior to subsequent

phases of the development being approved by final plat. However, staff has determined this to be impractical at this time because the remaining trails will be located in an area that is not yet graded or equipped with infrastructure/utilities. As such, staff is recommending that completion of the trail system be deferred until a final plat is proposed for this area later this year. She noted the developer will be required to submit park dedication fees and enter in to a developer's agreement and PUD agreement as part of the final plat approval. Staff is recommending approval of the final plat for Phase III-A, subject to the conditions listed in the staff report.

Commissioner Gilles inquired about final plat approval for the remaining lots in Phase III. Planner Taylor explained that the developer would be seeking final plat approval for Phase III in multiple stages, due to the economy and recovering housing market. The city recently received a preliminary plat application for Phase III-B, which will be heard at the June 10 Planning Commission meeting.

Commissioner Obler requested clarification of a minor drafting issue noted in Engineer Peter's May 7 memo. Engineer Peters explained the easement lines on the proposed final plat appear to be 7.5 feet between lots 1 and 2 in block 1, instead of the intended five feet, and this will be corrected on the final plat. Engineer Peters also noted the contractor will be building a rock entrance to the construction area and construction traffic will be directed to use this entrance.

Commissioner Richtman requested further detail on deferring completion of the trail system. Planner Taylor and Engineer Peters indicated completion of the trail system in the northwest quadrant of the development is not practical at this time since the area is not graded, but completion will be required as part of the final plat approval for Phase III-B, anticipated sometime this summer.

Commissioner Ritzer questioned whether the architectural styles would be comparable to the existing homes, and staff indicated they would comply with the original PUD permit.

It was moved by Commissioner Obler and seconded by Commissioner Ritzer to recommend to the City Council to approve the final plat for Phase III-A of the Inspiration development with the findings of fact and conditions listed in the staff report and presented at the meeting. Motion carried.

#### **GENERAL INFORMATION**

The next meeting of the Planning Commission is scheduled for Monday, June 10, 2013, at 6:00 p.m.

**OPEN FORUM** – None

#### **ADJOURN**

It was moved by Commissioner Hallett and seconded by Commissioner Gilles to adjourn the meeting at 6:16 p.m. Motion carried.