



AGENDA – ORGANIZATION MEETING
CITY OF AUGUSTA
PLANNING COMMISSION
January 25, 2021
8:00am

“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce and culture.”

A. CALL TO ORDER

B. MINUTES

1. JANUARY 11, 2021 PLANNING COMMISSION MEETING MINUTES

Approval of minutes for the January 11, 2021 Planning Commission meeting.

a. Planning Commission Motion / Vote

C. BUSINESS

1. 2020 PLANNING COMMISSION ANNUAL REPORT

a. Staff Report

b. Planning Commission Discussion/Direction

2. 2021 PLANNING COMMISSION WORKPLAN

a. Staff Report

b. Planning Commission Motion/Vote

3. INITIATION OF SANTA FE LAKE MASTER PLAN

Consider initiation of Santa Fe Lake Master Plan project.

a. Staff Report

b. Planning Commission Motion/Vote

D. MATTERS FROM / FOR COMMISSION

E. ADJOURN



Planning Commission Minutes

January 11, 2021

8:00am

Members Present: Rick Blue; Connie Thurman; David Bisagno; Jim Keller; Diana Burress;
Nick Hoefgen

Members Absent: Jake McClure

Staff Present: Anita Riley, City Planner;
Susan Smith, Community Development Administrative Assistant

Visitors Present: No Guests

Minutes: Thurman made a motion to approve the minutes from the October 5, 2020 meeting; Blue seconded the motion. Motion carried without opposition.

Thurman made a motion to approve the minutes from the October 26, 2020 meeting; Blue seconded the motion. Motion carried without opposition.

Business:

1) Introduction of Diana Burress as new Planning Commission member, replacing Elmer Simon.

2) Election of Officers:

David Bisagno was nominated to be Chairperson; Thurman made a motion to approve; Hoefgen seconded the motion. Motion carried without opposition.

Connie Thurman was nominated to be Vice-Chairperson. Hoefgen made a motion to approve; Blue seconded the motion. Motion carried without opposition.

Susan Smith was nominated to be Secretary. Keller made a motion to approve; Bisgano seconded the motion. Motion carried without opposition.

3) Schedule of Meetings:

Riley provided the staff report.

Keller made a motion to approve the schedule of meetings; Burress seconded the motion. Motion carried without opposition.

4) Additional Authorized Representative:

Thurman made a motion to approve Anita Riley as an authorized representative of the Planning Commission to appear before the City Council; Hoefgen seconded the motion. Motion carried without opposition.

5) Administrative Procedural Changes:

Riley provided a staff report on procedural changes to support the Planning Commission.

- 1) Packets will be delivered one week in advance
- 2) Resolutions documenting decisions will have the Chair and Secretaries signature.
- 3) Handbooks will be developed in 2021 to enhance onboarding of new Planning Commissioners and a reference for current Planning Commissioners.
- 4) An Education program will be implemented in 2021.

Adjourn: Thurman made a motion to adjourn at 8:29 AM; Keller seconded the motion. Motion carried without opposition.

/s/Susan Smith, Secretary

DRAFT



**CITY OF AUGUSTA
PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: January 25, 2021
 Department: Community Development
 Submitted By: Anita Riley, City Planner
 Prepared By: Anita Riley, City Planner
 Agenda Title: **2020 Planning Commission Annual Report**

RECOMMENDED ACTION:

Review summary of the year’s planning activities undertaken by the Planning and Zoning Division of the Community Development Department.

BACKGROUND:

The seven member Augusta Planning Commission is made up of five members who live within the corporate city limits and two members who live outside the city and within the defined planning area. The members are appointed by the Mayor and confirmed by the City Council to serve three-year terms. The Planning Commission is responsible for preparing and administering plans and development regulations for the City and Planning Area. The members also sit as the Board of Zoning Appeals. Both the Planning Commission and Board of Zoning Appeals are supported by the Zoning Administrator, the City Planner, and the Community Development Administrative Assistant.

Under the guidance and direction of the Zoning Administrator, the City Planner administers the City’s land development regulations as well as the City’s comprehensive land use and development planning.

Through the planning function, the City Planner assists the Planning Commission in preparing long-range land use and development plans including the City’s Comprehensive Plan and other area-specific and issue-specific plans. The City Planner also assists the Planning Commission in conducting special studies and inventories and researches and drafts amendments to City zoning and subdivision regulations. The work typically is accomplished in partnership with other City departments and consultants.

Through the regulatory function, the City Planner assists the Planning Commission in administering all development review functions under the City’s zoning and subdivision regulations. In this process

she collaborates with other City departments and stakeholders to review and evaluate development applications and investigate zoning violations.

CURRENT PLANNING:

During 2020, a total of 11 requests for zoning permits or determinations were reviewed by the City. This is lower than the number of requests processed in recent years. The downturn in the economy resulting from the COVID-19 pandemic may have been responsible for the decrease.

Of the total requests reviewed:

- 3 applications were reviewed for preliminary and/or final plats;
- 2 applications were reviewed for conditional use permits;
- 3 applications were reviewed for site plan reviews;
- 2 applications were reviewed for lot splits; and
- 1 application was reviewed for a variance to the zoning regulations.

The following projects had demonstrable economic impacts to the City:

- Casey's General Store subdivision platting. Casey's General Store completed the subdivision platting process with the intention on constructing a new store on 7th Avenue. The development paused, however, after the pandemic introduced a level of uncertainty in the market with which the company was uncomfortable;
- Frisco Shops LLC lot split and site plan review. Frisco Shops LLC completed the lot split and site plan review processes for a and began construction on project in the 3rd quarter of 2020. The project remains under construction at the time of this staff report and has one tenant; and
- D-J Engineering variance. D-J Engineering completed the process for varying the front yard setback for a building that serves to expand their business.

LONG-RANGE PLANNING:

Comprehensive Plan and Zoning and Subdivision Regulations:

The City of Augusta contracted Professional Engineering Consultants, P.A. (PEC) in May 2017 to prepare a comprehensive plan and to update zoning and subdivision regulations for the City and its extraterritorial jurisdiction. From 2017 through 2019, PEC:

- Collected data relevant to the City;
- Drafted and delivered the Community Profile;
- Gathered input from the community through meetings with staff, steering committee meetings, and open houses; and
- Delivered first drafts of the Comprehensive Plan and Zoning and Subdivision Regulations.

In 2020, staff and the Planning Commission reviewed each of the documents, leading four workshops to further review the documents and solicit additional community input. The workshop for the Zoning Regulations was held on July 14, 2020. The workshops for the Comprehensive Plan were held on July 27, 2020 and August 11, 2020. And the workshop for the Subdivision Regulations was held on August 24, 2020. Planning Commission recommended that the City Council approve and adopt the documents on September 14, 2020. Consequently, City Council approved and adopted the documents on October 18, 2020, concluding a three-year effort.

The draft Comprehensive Plan:

- Expands the Planning Area and updates the Future Land Use Map;
- Provides location and design guidelines for development in the City and the Planning Area;
- Updates the Economic Development Element to reflect current conditions; and
- The remaining elements have been updated to reflect Smart Growth and Strong Towns principles.

The new Zoning Regulations include:

- Revisions to facilitate ease of use;
- A reduction in the number of zoning districts from twenty-six districts to thirteen;
- An update to allowable uses in zoning districts to reflect current uses;
- An expansion of the parking and loading requirements;
- An update to sign regulations to reflect recent rulings in the United States Supreme Court, specifically *Reed v. Town of Gilbert, Arizona*; and
- An addition of a section on compatibility buffers to enhance the compatibility of adjacent land uses that may not be inherently compatible by providing transitional elements between the developments.

Revisions to the Subdivision Regulations include:

- Revisions to clarify intention and procedure or better reflect current practice;
- Replacement of the subdivision development plan process with a sketch plat process;
- Introduction of a one-step plat process;
- Procedures for Master drainage plans were removed to reflect the position of the drainage plan as an element of a plat, or other, application;
- Plat application requirements were expanded to reflect current best planning practices;
- Street layout and design standards were significantly expanded;
- Clarification was provided for additional easement types and a section on reserves for specific uses;
- General revisions were made to the improvements procedures and requirements; and
- Procedures for replats, vacations, and correction of errors were added.

The Comprehensive Plan and Zoning and Subdivision Regulations are available on the City’s website (https://www.augustaks.org/government/departments/community_development/planning_and_zoning/planning_and_zoning.php).

Parks System Master Plan:

The contract between the City and PEC included the development of a Parks System Master Plan. A recognition that the master plan required additional updating placed it on a separate path for adoption. The master plan was updated in late 2020 and is on track to move forward for approval and adoption in the first quarter of 2021.

A park system master plan identifies a long-range vision for the park system to ensure resources are used effectively. It also establishes priorities for the park system based on the greatest community benefit and increases the number of potential funding sources as many grants require a master plan as a prerequisite for application.

Zoning Administrator Approval Date: January 18, 2021
City Planner Approval Date: January 18, 2021
Attachments (*list in packet assembly order*):
 1.



**CITY OF AUGUSTA
PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: January 25, 2021
 Department: Community Development
 Submitted By: Anita Riley, City Planner
 Prepared By: Anita Riley, City Planner
 Agenda Title: **2021 Planning Commission Workplan**

RECOMMENDED ACTION:

Consider approval of the proposed 2021 Planning Commission Workplan.

BACKGROUND:

The 2021 Planning Commission Workplan is an action plan. It identifies ongoing planning projects that further the implementation of the Augusta Comprehensive Plan. The primary objective for the Planning Commission is to implement the Comprehensive Plan and it accomplishes this task in three important ways.

1. It reviews development applications on a case-by-case basis.
2. It functions as the decision-making body for certain development proposals.
3. It acts in an advisory capacity to the City Council for certain planning and development issues.

Two primary tools for implementing the Comprehensive Plan are the Zoning and Subdivision Regulations. Just as you build a building one brick at a time, you implement a community vision one project at a time. The City adopted new and updated regulations in 2020 and has had some opportunity to “kick the tires,” so to speak. In the process, and as expected, staff has identified some discrepancies and possible amendments.

The master plan is another tool that can be used to implement the Comprehensive Plan. The Parks System Master Plan was initiated at the same time as the updates for the Comprehensive Plan and Zoning and Subdivision Regulations. With the receipt of the latest draft, it is set for final review by the Parks Advisory Board on January 27, after which the Planning Commission will review it. The Strategic Plan also anticipates the completion of master plans for the Elmwood Cemetery and Santa Fe Lake.

The Strategic Plan also identifies organizational goals that have been expressed in the workplan through activities related to the Planning Commission bylaws and continuing education. Finally, a

housing study was completed in 2020. It illuminated a number of planning and development-related issues that staff would like to share with the Planning Commission.

All activities are listed on the attached workplan document for review, discussion, and approval.

Zoning Administrator Approval Date: January 18, 2021

City Planner Approval Date: January 18, 2021

Attachments (*list in packet assembly order*):

- 1. Proposed 2021 Planning Commission Workplan**

Proposed 2021 Planning Commission Workplan

Area	Activity	Timeframe	Relationship to Strategic Plan
Zoning Amendments	Modify text or make a zoning map amendment to correctly reflect intent Central Commercial and General Commercial (C-2 and C-3) zoning districts, including: Definitions; Table of Primary by Zoning District; Sign regulations; Compatibility Buffers; and Other sections of regulations as identified.	February - May	
	Add definitions and related regulations, including those: Related to a forthcoming distributed generation policy; and Related to Comprehensive Plan terms.	February - May	
	Modify setback requirements for Rural Residential (R-R) in existing subdivisions	February - May	
	Revise deadlines to expedite process for applicants and provide legal defensibility.	May - September	
	Modify submittal requirements and procedures, including: Require staff to obtain ownership lists; and Require proof of owner’s authorization and proof of signatory authority.	May - September	

Area	Activity	Timeframe	Relationship to Strategic Plan
Subdivision Regulations	Explore modifications lot split requirements, including: Require new lots to meet zoning requirements; and Allow exemption to subdivision requirement for new parcels of a certain size in the Planning Area.	September - December	
	Revise lot split deadlines to expedite process for applicants.	September - December	
Master Plans	Complete Parks System Master Plan.	January – March	“Develop a Park System Master Plan”
	Complete Santa Fe Lake Master Plan.	January – August	“Develop plans for Elmwood Cemetery and Santa Fe Lake”
	Complete Elmwood Cemetery Master Plan.	January - December	“Develop plans for Elmwood Cemetery and Santa Fe Lake”
Plan Review	Review City of Augusta Housing Study.	June - July	
Planning Commission Bylaws	Review bylaws to ensure they reflect current state statute.	May - September	
	Explore any desired changes to bylaws.	September - December	“Work with elected officials to clearly define roles and responsibilities of boards”
Continuing Education	Explore and decide on continuing education options for Planning Commission.	February - April	“Establish and implement a KORA/KOMA training and resource guide for staff, boards and elected officials”
	Participate in approved continuing education program.	April - December	“Establish and implement a KORA/KOMA training and resource guide for staff, boards and elected officials”
	Complete Commissioner Handbook.	January - March	“Develop onboarding manual for each of the boards”



**CITY OF AUGUSTA
PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: January 25, 2021
 Department: Community Development
 Submitted By: Anita Riley, City Planner
 Prepared By: Anita Riley, City Planner
 Agenda Title: **Request to Initiate Santa Fe Lake Master Plan Project**

RECOMMENDED ACTION:

Consider initiation of Santa Fe Lake Master Plan project.

BACKGROUND:

The City of Augusta's parks express the community's values, culture, and connections with nature. They physically and socially connect our community. Parks provide a venue for social interactions and opportunities to express our shared values. They are imperative to Augusta's sense of place and quality of life; attracting and retaining residents.

Located about 4 miles northwest of downtown Augusta and the City's largest park, Santa Fe Lake is a 491.9-acre regional park that includes 238 acres of land and 253.8 acres of water. It is a unique resource and amenity for Augustans and visitors alike; a natural area that offers many water-related activities such as fishing, swimming, boating, and stand up paddleboarding. The park offers land-related activities, too, with tent and RV camping available as well as amenities such as hiking trails and a waterfall. The lake also serves as a tertiary potable water source for Augusta.

The City of Augusta Strategic Plan, completed in February 2020, identifies the development of a master plan for the Santa Fe Lake as a deliverable by December 2021. A master plan will assess current and future recreational and environmental needs. It will identify feasible options to close the gap between existing conditions and future needs; organizing them into a strategic action plan. In short, it will guide Santa Fe Lake's development, preservation, managements, and improvement.

Zoning Administrator Approval Date: January 18, 2021

City Planner Approval Date: January 18, 2021

Attachments (*list in packet assembly order*):

- 1. Santa Fe Lake Master Plan Timeline**

SANTA FE LAKE MASTER PLAN	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PROJECT INITIATION												
Request Planning Commission Approval to Initiate Planning Process												
SET GOALS AND OBJECTIVES												
Articulate, Organize and Refine Form Committee												
Gather and Evaluate Past Plans												
Develop a Public Participation Program, Schedule Events, and Publicize the Project												
COLLECT DATA												
Community Setting												
Environmental Inventory												
Property Inventory												
Develop Maps Illustrating Data												
ANALYZE THE DATA: Assess Opportunities and Constraints												
Resource Protection Needs												
Community Needs												
Management Needs												
Public Survey Conducted												
Public Meeting												
PREPARE ACTION PLAN												
Establish Goals, Objectives and Priorities												
Develop Concrete Actions (Tasks)												
Develop and Implementation Schedule												
Public Meeting												
WRITE REPORT												
Section Drafts												
Editing and Finishing												
Parks Advisory Board Approval												
Planning Commission Approval												
City Council Approval												
ONGOING: Continue to Consult the Plan and Update as Necessary												