

**VALLEY CENTER  
PLANNING COMMISSION/BOARD OF APPEALS  
MINUTES**

7:00 P.M., Tuesday, July 23, 2013  
Valley Center City Hall at 121 S. Meridian Avenue

**CALL TO ORDER:** Chairperson Park called the meeting to order at 7:00 p.m. with the following members present: Don Bosken, Del James, Ronald Colbert Sr., Dee Wretberg, Danny Park and Matt Stamm.

Members absent: Terry Nantkes, Gary Janzen and Ricky Shellenbarger

Staff Present: Warren Utecht, Community Development Department, Joel Pile, City Administrator, and Mark Hephner, Police Chief

Meeting started with the Pledge of Allegiance to the American Flag.

**AGENDA:** A Motion was made by Commissioner Stamm, seconded by Commissioner Colbert to set the agenda. Motion passed unanimously.

**APPROVAL OF June 25, 2013 DRAFT MINUTES:** A motion was made by Commissioner Colbert, seconded by Commissioner Stamm to accept the June 25, 2013 minutes as written. Motion passed unanimously.

**COMMITTEE AND STAFF REPORTS:** None

**COMMUNICATIONS:** None

**OLD BUSINESS:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS: Review of the 2014-2015 Capital Improvement Plan (CIP).**

Joel Pile, the City Administrator, explained the purpose of the CIP and the importance that the capital projects, which are at least \$50,000 or more, be consistent and in conformity with the City's adopted Comprehensive Plan. Joel added that Commissioners not consider project dollar value or priority. Warren Utecht went into more detail with the three path/sidewalk projects that will be 75% funded under either the TE Transportation Enhancement or TA Transportation Alternatives Federal Grant programs. A map was shown on the screens that show the location of these path/sidewalk projects, along with an explanation of the timing when they would be built. Commissioner Colbert pointed out that a number of children walk in Southwind Drive, and would have liked to see this street get a sidewalk. Mr. Utecht suggested more sidewalk projects would be added to the next WAMPO Transportation Improvement Plan (TIP) in May, 2014, and that the City could possibly look at Southwind as a future project.

**RECOMMENDED CIP MOTION:** Based on City Staff recommendations and discussion by the Planning Commission, I Commissioner Colbert, make a motion to send the Planning Commission's support for the 2014-2015 Capital Improvement Program to the City Council. Seconded by Wretberg. Motion passed unanimously.

## **COMMITTEE AND STAFF REPORTS**

### **A. Report on progress of letters to property owners who have Recreational Vehicles parked in the front yard**

Mr. Utecht outlined the Community Development Department's effort to enforce the Recreational Vehicle (RV) regulations adopted by the City Council in January, 2013.

1. Mr. Utecht and his assistant traveled through neighborhoods where lots are generally confining and made a list of RV violations.
2. Mr. Utecht noted there were far fewer RV's in front yards as compared to last year. This could be due to the publicity of the new regulations and the flyer that went out in all water bills this spring that visually showed where recreational vehicles could be placed on lots.
3. After observing aerial GIS maps of each property in question, 18 property owners were sent letters with a "nonconforming certificate" for the owner to sign and send back, due to the fact that it would be physically impossible to move the RV to the side or rear property. Eight property owners were sent a notice saying they had 90 days to make arrangements to move their RV's to side or rear yards, but also included an appeal notice of the Zoning Administrator's decision (no administrative fee would be charged, per planning commission directive).
4. As of July 23, 2013, only one property has filed paperwork for an appeal. Several have called but have not filed paperwork yet.

### **B. Roll of Planning Commissioner's Responsibilities and Duties Discussion**

Mr. Utecht summarized what he thought were the relevant portions of the 13 page document entitled "Just what is the Job of a Planning Commissioner?", published by the American Planning Association. Points talked about were:

1. The importance of asking questions
2. Contacting the Community Development Department if any commissioner had questions regarding the agenda items and the packet of information sent out prior to the meeting
3. Putting aside personal bias
4. Patiently listening to the concerns of residents at public hearings, and making the right decision, not the popular one
5. When needed, table an item when contentious or controversial issues come before the Planning Commission. This would avoid a quick decision and enable Commissioner's to "think-through" the issues. It would also allow staff time to recommend "compromise" solutions.
6. The different roles and responsibilities of the Planning Commission (recommending body entrusted to apply all decisions based on the adopted Comprehensive Plan and land use regulations), and the City Council, which is the body that determines policy and has final say on all land use matters.

There was a suggestion made that it may be helpful if the City Planning Commission and City Council hold a joint once-a-year workshop to better understand their roles and responsibilities. This could also be an opportunity to talk about the vision of the community (Comprehensive Plan).

Commissioner Colbert asked Commissioners to state what they considered their role to be on the Planning Commission. Some answered the question by stating their concern for orderly city land use and community appearance, enforcement of land use regulations, and serving the community (civic duty).

**ITEMS BY PLANNING COMMISSIONERS:**

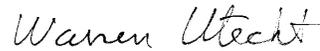
- Ronald Colbert Sr. – Nothing
- Matt Stamm – Nothing
- Dee Wretberg – Nothing
- Don Bosken-Nothing
- Del James – Nothing
- Danny Park – Nothing

**ADJOURNMENT:**

Motion made by Commissioner Colbert and second made by Commissioner Stamm to adjourn. Motion passed unanimously.

Time of Adjournment 7:59 p.m.

Respectfully submitted,



Warren Utecht,  
Planning Commission Secretary

Minutes to be reviewed and approved by the Valley Center Planning Commission on August 27, 2013.

    /Danny Park/      
Danny Park, Chairperson  
WU