

LONG RANGE PLANNING COMMISSION MINUTES
September 23, 2013

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Kevin Donnay, Cathy Clark, Bob Ryan, Lori Rubin, Mark Cross, Jim Kalkofen, Rock Ylimeini and Council Liaison Todd Holman

MEMBERS ABSENT: None

STAFF PRESENT: CD Director Josh Doty

Approval of Minutes

Chair Donnay asked that the July 23rd minutes include more information about the closing of the meeting and the items that were discussed for this meeting. *(The ending of the minutes were not recorded due to an equipment malfunction)*

Motion by Commissioner Cross, second by Commissioner Ryan to approve the minutes of the July 23, 2013 meeting. Motion carried unanimously.

Comprehensive Plan Update

Chair Donnay turned the floor over to Mr. Phil Carlson of Stantec who gave the Commission a brief review of the last meeting. He then started his presentation with the following items being discussed.

A. Review Comp Plan process

The Commission had a brief conversation of how the comprehensive plan will assist staff and developers that wish to build in the City of Baxter.

B. Review demographics – what’s changed in Baxter

The Commission reviewed the current demographics of Baxter and the surrounding areas. Baxter is expected to rise in population during the next 20 years with more ethnic diversity. The presentation also included information on the age and education of residents and availability of housing including past and present.

C. Review land use map – input on neighborhoods or communities within Baxter

Mr. Carlson stated that it is projected that there will be 2,223 more households in the next 22 years (by 2035). His presentation illustrated how this number of households would translate to developed land area. The illustration showed how the amount of developed land area would change based on different development density. The existing land use map was handed out and discussed. The 371/210 Corridor division was discussed and how neighborhood divisions are shaped. Mr. Carlson engaged the Commission in discussion to try to determine specific neighborhood areas. The Commission discussed several different areas that could be considered neighborhoods. The Commission stated that that Baxter doesn’t have many neighborhood names. The Commission agreed that the majority of the residents indicate where they live by a road name or lake.

(Due to equipment failure, the remainder of the minutes were completed by CD Director Doty)

D. Review bike trail information

Council Member Holman explained that he is part of a group of cycling advocates that that would like to see on-road cycling be part of the comprehensive plan. Their group has found that it is difficult to have improvements implemented for cycling at the time of specific roadway projects because budgets have already been identified. Council Member Holman stated that their group created a Bicycle Corridor Map to show areas where they would like to see on-road cycling. The Commission discussed the difference between off-street trails, on-street trails, and on-road cycling. Commissioner Clark stated that she appreciates goals for on-road cycling but added that she does not want the Commission to get stuck on this issue, as it is one small part of the comprehensive plan. Council Member Holman stated understanding, and added that he wanted to introduce this into the discussion. Council Member Holman added that he has spoken with others interest groups as well that want to be part of this process.

E. Next steps

Mr. Carlson stated that the next steps include sharing more background information with the Commission. He added that staff is collecting information for the next regular meeting. He added that he would also like the Commission to look at the market for commercial land, similar to the market for residential land information that was presented tonight. Mr. Carlson stated that lastly, based on the potential for seeing development applications before the comprehensive plan update process is finished, there are some areas in the city of immediate interest for the Commission. He asked if the Commission is open to having a special meeting on October 14, 2013 to discuss six sites of immediate interest. The Commission stated that they were uncertain about discussing some properties in advance of the comprehensive plan update process.

Motion by Commissioner Ylimeini, seconded by Commissioner Rubin to have a special Long Range Planning Commission Meeting on October 14, 2013 at 6:00 pm. Motion carried unanimously.

Commissioner Kalkofen asked if materials could be provided earlier. Mr. Carlson stated that they would provide information a week in advance of the October 14, 2013 meeting.

Council Member Cross inquired about the email address that was set up for questions on the Comprehensive Plan update process. Community Development Director Doty stated that he would have that information available at the next meeting.

Adjournment

Motion by Commissioner Council Member Cross second by Commissioner Ryan to adjourn the meeting at 8:00 p.m.

Approved by:

Respectfully submitted,

Chair Kevin Donnay

Shanna Newman
CD Technical Clerk