

**MINUTES OF THE 17 JANUARY 2007
TRINIDAD PLANNING COMMISSION MEETING**

I. ROLL CALL

Chairman Kenny called the meeting to order at 7:30 p.m. Other Commissioners in attendance were Lake, Fulkerson, Johnson, and Morgan. Commissioner Morgan came in at the start of agenda item V. Council Liaison Bhardwaj was in attendance. Parker represented staff in attendance.

II. APPROVAL OF MINUTES – November 15, 2006

One correction was made to the minutes. 1) Correct name of absent commissioner from Kenny to Lake. Minutes approved 4-0. Commissioner Morgan was not present for approval of minutes.

III. APPROVAL OF AGENDA

No changes were made to the agenda.

IV. ITEMS FROM THE FLOOR

There were no items from the floor.

V. AGENDA ITEMS

PLANNING COMMISSION DISCUSSION / ACTION / PUBLIC HEARING ITEMS

1. Draft Trinidad OWTS Ordinance and supporting Guidelines.

Commissioner Kenny stated that while the commission could comment throughout the document line for line, it seems the most effective method for tonight would be to make general questions and observations now and then present the OWTS before the Council. Johnson commented that the current document looks good thus far however he presented concerns on the implementation process. He stated that the guidelines should be in place and is concerned with the public education process without solid guidelines. Parker stated that the guidelines are in progress and they will serve as the professional *how to* of the Ordinance. Johnson inquired about the overall process of approval of the Ordinance. Parker responded that the Commission approves the guidelines where the Council approves the Ordinance. Council Liaison Bhardwaj inquired about the timeline process for Council approval and the tentative July 2007 date. Collective response from Parker and the Commission is that July 2007 is a tentative date that may be changed.

Morgan commented that as a home and business owner in the City he is concerned with the public education aspect of the Ordinance. He believes that there should be a simplified educational poster that clearly explains each stage and how each individual can comply with the Ordinance. Kenny agreed that the Ordinance is complex and needs simplified. Tom Davies, a comment from the public, raised the issue of varied instruction and interpretation from City Staff. He hopes that the guidelines will be specific enough

to allow staff to clearly advise residents and avoid unnecessary confusions. Parker stated that there will be a homeowner's questionnaire and system check that will provide as a grade sheet to assist individual property owners with system compliance. This will also provide an organized systems maintenance schedule. Discussion continued regarding the public education aspect, the early bird special promotion, and perhaps having a sample participant group. A public comment from Tom Davies centered around looking into having a City Staff member be the official systems tester, rather than Steve's Septic or any individual septic system company who has a vested interest in replacing failing septic systems. Commissioners and staff agreed and stated that is worth looking into. Kenny commented that the City could put the services out to a competitive bid and for a substantial discount the winning bid could contract the whole City. Lake commented that that would be fine for the initial inspection but not for the inspection and regular maintenance. The choice of the company for regular maintenance should be left open to the property owner. Fulkerson inquired on what precisely the commission should do tonight. Discussion focused on where to go from here and general consensus that it is important to restructure the Ordinance prior to Council review. Johnson inquired on the process to tighten the guidelines and whether there have been meetings to review the Ordinance with the County. Parker responded we haven't had recent contact with the County but given the State regulations the County may now be more apt to review the Ordinance. The Commission directed staff to set up dialogue with the County, involve government inspections, research case studies and develop summaries.

2. Welcome new Liaison / Planning Commission-City Council communication issues.

Commissioner Kenny welcomed Kathy Bhardwaj as the new Council Liaison. Discussion involved the role of the Council Liaison and how Kathy could be most effective in this position. The two main areas of concern involve representing the voice of the Planning Commission to the City Council and helping maintain effective communication between the two parties. The Council Liaison additionally presents the Planning Commission with a brief report of City Council discussions.

The Commission and Council Liaison Bhardwaj discussed methods to increase efficiency between the Planning Commission and City Council. A primary concern of the Commission involved how to get Commission recommendations on the Council Agenda to be certain the Council reviews their recommendations. Additional discussions involved developing a prioritized list of project goals and how to get them on the agenda. Discussion oriented around past project goals, such as signs and second units, which had been discussed but have not made it on the agenda. Budget and code enforcement were two additional topics of concern.

VI. **STAFF REPORT**

1) Briefly discussed the compliance of signs amongst the City. Chevron's logo has changed and they will be presenting an application to revise their signs. This gives the City an opportunity to discuss the design review of existing and future signage and how signs affect the community.

VII. **ADJOURNMENT**

Kenny adjourned the meeting at 8:49.

Respectfully Submitted by: Michelle Bedard, Assistant City Planner
Secretary to the Planning Commission
City of Trinidad