



MINUTES

DEVELOPMENT COMMITTEE

Village Green Municipal Building
Council Chambers
47 Hall Street
March 2, 2021
6:30 p.m.

The Zoom meeting began at 6:30 p.m. Those present included:

Committee Members: Brian Lorenz, Chairman; Heather Karr & Melissa Riggins, Councilmembers; Andrew White, City Manager; Jeffrey Tyler, Community Development Director; Claudia Husak, Planning Director; David Lester and Donald J. DePalma, Citizen Representatives; and Shawn Boysko, P&Z Representative.

Staff/Others: Jon C. Bennehoof, Councilmember; Chris Huber, City Engineer; Elise Schellin, Development Planner; Megan Canavan, Assistant City Manager; Stephen Hrytzik, Chief of Police; Yazan Ashrawi, Law Director; Karen J. Mitchell, City Clerk; and other interested parties.

Approval of the Minutes – The minutes of February 2, 2021 were approved as written.

Today's Business:

- a. **Small Cells in R-O-W Ordinance (Introduction):** Jeff introduced the matter and informed the Committee that his department is working on drafting some proposed legislation concerning future right-of-ways and small cells, as well as draft small cell design guidelines. Chris explained that the purpose of this draft legislation is to provide a more comprehensive method for the City to manage its right-of-way as well as small cells with respect to design and location. While there are limitations on what the City can do, he hopes that having this formal process in place will help in providing some guidance when working with utility companies. Yaz went over the legal issues and the desire to have this legislation in place to provide for some control to the City. While local governments do not have much authority in small cells, the City is trying to capture what control it does have.
- b. **R-O-W Ordinance (Introduction):** Chris explained that the Committee has talked about a desire to put something in place to address this issue for the last few years, and that Yaz has really taken the lead in putting the draft structure together to get this process started. This draft outlines the processes and procedures for all utilities that are put in. There are still issues that need to be worked on by Staff.

ACTION PLAN: Jeff said that he believes this will provide a backbone for an asset management system and asked the committee to review the drafts of the small cell and right-of-way legislation more fully and come back with questions at the next meetings. Staff still has work to do on this moving forward as outlined in the packet memo. He would like to come back to the May meeting with an update and to determine next steps.

- c. **Sawmill Traffic Signal (Update):** Aaron and Chris went out and looked at the traffic signal timing along certain intersections on Sawmill Parkway in response to concerns raised in a past meeting about its operation. After inspection, it was determined that all signals are working as they have been designed to work.
- b. **Fee for Shared-Use Parking of City-Owned Parking Lots (Follow-up):** Jeff stated that Staff needs to do some additional work to bring this back with a more comprehensive, multi-prong approach. Development has begun to have meetings with stakeholders to get a better understanding of some of the issues, understanding what issues can be addressed, and then work on potential solutions. A study was done in 2017-2018, but some of the dynamics have changed since that was done. Shawn Boysko mentioned some of the difficulties in the past regarding shared parking and expressed concerns about potentially charging businesses where the municipal lot was considered into their parking space requirement during the development process.

Adjournment - Having no further business to come before the Committee, the meeting was adjourned at 7:23 p.m. The next meeting will be April 6, 2021.