

**Minutes of Meeting
Newton Planning and Zoning Commission
Regular Meeting
August 6, 2024**

ROLL CALL: Board members present: Cantu, Elbert, Holschuh, Johnson, Poynter, Woody
Board members absent: VanGilder

STAFF PRESENT: Brian Dunkelberger, Senior City Planner
Varsha Borde, City Planner
Craig Armstrong, Development Specialist

A quorum being present, Chair Woody called the meeting to order at 5:00 PM.

Minutes. Minutes of the previous meeting from November 7, 2023 were reviewed. **Motion** by Poynter, **seconded** by Johnson to approve the minutes. **Voice vote**, approved 5-0.

Public Hearing.

1. FP24-1: Arbor Estates, Second Addition final plat – a 28-lot residential subdivision in northeast Newton. City of Newton & NHDC, applicants.

Dunkelberger reviewed the prepared staff report and shared images of the subject property and public improvements installed over the course of the past several months. He also presented clippings from the Newton Zoning Map, the Future Land Use Map from the comprehensive plan, and proposed address numbers for all 28 lots.

Bruce Showalter, Director of Newton Housing Development Corporation, pointed out that a next subdivision phase, if N. 9th Ave E. is extended, could add up to 18 additional lots after this second phase is platted. Showalter offered to answer any questions.

Holschuh and Johnson inquired about Outlot 'A' and what it's purpose would be in connection to the subdivision phase. Dunkelberger answered that it would be consolidated into the Cardinal Pond parcel and used for wetland protection, trail connections, and greenspace.

Cantu joined the meeting at 5:12 PM.

Holschuh asked about the address assignments and several Commissioners were curious about that process. Dunkelberger explained how each number is based on the location of access to the public right-of-way for local EMS, mail/delivery services, etc.

Cantu inquired about zoning in Arbor Estates, Second Addition, and he specifically wanted to know if any conflicts existed with the proposed duplexes along N. 10th Ave. E. Dunkelberger confirmed that the zoning was appropriate for the proposed residential development in this subdivision and that all lots exceeded the minimum established requirements.

Johnson asked about sidewalks in the area and expressed concerns with children walking on the street. Dunkelberger clarified that sidewalks are required to be installed at the time of development of each lot, as per the Subdivision Code.

Hearing no additional comments, Chair Woody called for a motion to close the public hearing. **Motion** by Poynter to close the public hearing, **seconded** by Johnson. Voice Vote: approved 6-0.

Commissioners expressed excitement for the new subdivision and development in Newton.

Motion by Elbert to recommend approval of FP24-1: Arbor Estates, Second Addition final plat as presented, **seconded** by Poynter. Roll Call Vote: approved 6-0.

New Business.

1. Rules of Procedure and Bylaws.

Dunkelberger reviewed a select few rules contained within the document, then asked if any Commissioners had feedback or questions about the rules. Discussion ensued about expectations for future meetings. Cantu suggested the Commission should consider a time limit to avoid ambiguity or conflicts during a meeting. Commissioners agreed at directed staff to implement the change in the document.

Motion by Johnson to approve the Planning & Zoning Commission Rules and Bylaws, with the understanding that the discussed amendments would be implemented and Commissioners would sign the document at a future meeting, **seconded** by Poynter. Roll Call Vote: approved 6-0.

2. Next meeting date.

Dunkelberger shared that a future meeting date needed to be scheduled. It was understood that a quorum could be achieved on August 20, 2024, so staff confirmed that preparations for that date would begin.

Motion by Elbert to adjourn the meeting, **seconded** by Poynter. **Voice vote**, approved 6-0. Meeting was adjourned at 6:15 PM.