AGENDA-REGULAR MEETING
GODDARD PLANNING COMMISSION
118 NORTH MAIN
GODDARD, KANSAS
January 13, 2019
7:00 P.M.

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS

E) CONSENT AGENDA:
Items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, the item will be removed from the Consent Agenda and considered separately.

1. Approval of Minutes
    a. Regular Meeting – December 9, 2019

F) BOARD of ZONING APPEALS

None

G) OLD BUSINESS

1. PUD Rezoning 227 Cedar St
2. Sign Ordinance

H) NEW BUSINESS

1. Chair and Vice Chair voting
2. Subdivision Regulations Annual Review

I) CITY PLANNER REPORT

1. Planning Commission Terms Renewal

J) COMMISSIONER COMMENTS

K) ADJOURNMENT

The Next Regular Meeting of the Planning Commission is scheduled for
February 10, 2020 at 7pm.

MINUTES-REGULAR SESSION
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, DECEMBER 9, 2019

The Goddard Planning Commission met in a Regular Session at Goddard City Hall on Monday December 9, 2019. Vice Chairman Cline called the meeting to order at 7:02 p.m. Vice Chairman Cline led in the Pledge of Allegiance and the Invocation.

Commission members present were:

Justin Parks, Jody Dendurent, Shane Grafing, Doug Hall, Jamie Coyne, Darrin Cline

Commissioners absent were:

Doug VanAmburg

Also present were: Micah Scoggan, City Planner, Thatcher Moddie, Internship Fellow, Will Clevenger, Garver, Jim Fouts, Tanganyika Wildlife Park, Nick Cowgill, AST Investments

APPROVAL OF THE AGENDA

MOTION: Commissioner ***Grafing*** moved to approve the agenda. Commissioner ***Coyne*** seconded the motion. The motion carried unanimously.

APPROVAL OF THE MINUTES

MOTION: Commissioner ***Grafing*** moved to approve the minutes from November 13, 2019. Commissioner ***Coyne*** seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

Thomas Barriner {311 N Cedar} said that rental properties in that area have in the past housed prostitutes and drug dealers and the neighborhood does not need those type of people in the area and he felt that the development should not be a five plex.

Edward Knox {120 E 1st} said that they created the zoning code for a reason and the PUD is not a tool for bypassing the zoning code. He felt that the new revision of the PUD does not allow the adequate review of what is being proposed. He stated that a five plex would not fit in the neighborhood of mostly single-family residences. He further stated that he could understand a PUD being used for a larger lot of ten or more acres but using it for a smaller lot did not seem reasonable to him.
He further stated that he believed the current zoning regulations were adequate and should not be changed and he felt that even a duplex on that lot would not be a good choice for this neighborhood.

He further stated that once a PUD was passed the developer could propose and build a tower on the spot or any type of development that was completely contrary to the surrounding neighborhood.

Daniel Carlyle {217 Cedar} asked if the development had even considered the drainage of this project and how the introduction of more paved space would affect the ditched along 2nd avenue. He also stated that the property in the past had not been mowed and if this was the same developer what promises did he have that it would be maintained after the development occurred?

Tammy Carlye {217 Cedar} stated that her husband and her have lived in Goddard for over 30 years. She stated that her husband has worked on many projects including residential and commercial projects and she trusted his opinion that this project was not ideal for Goddard. She said she was concerned about how this new development would affect her property. She said she wanted to see Goddard bring in projects that would add to Goddard and not take away from it. She said she would like to see the Planning Commission take time to consider what they are proposing with this new development.

James Streelow {838 S 199th St} said before Mr Fouts bought the land they wanted a gun range around that area and it was denied when the citizens found out about the proposal. He said that he did not want animal manure near his property, and he did not like the idea that Tanganyika was putting in an access road to 199th that would run along the south side of his property. He said that in the past when Mr Fouts bought the land to turn into a zoo the neighbors along Hawkins road did not like it.

BOARD OF ZONING

PUD POLICY AMENDMENT

Scoggan introduced the Planned Unit Development (PUD) policy amendment. He stated that the older version did not allow enough flexibility on the front end for developers to change the design. This forces them to have all of the development outlined in detail which can still be denied at a later date. ***Scoggan*** further stated that with a PUD it is considered one of the most transparent zoning classifications due to the fact it requires overview at many stages of the process. He further stated that this oversight is what allows for the first step concept design to be allowed. He further stated that platting should not always be required if the property is already platted and the development is not introducing more easements.

MOTION: Commissioner ***Coyne*** motioned to approve the Planned Unit Development policy amendment. Commissioner ***Grafing*** seconded the motion.

5-1 Motion carried

PUD REZONING TANGANYIKA WILDLIFE PARK

Scoggan introduced the rezoning proposal for Tanganyika Wildlife Park (TWP) for a PUD from an R-1. He stated that when TWP was rezoned to a PUD at its inception its logical to assume when the development continues to grow it would require another PUD to accommodate the new

development. He stated that TWP was a great asset to the City of Goddard and it rezoning to a PUD for TWP similar to the past would allow for TWP to create and design new amenities to serve the public further enhancing the experience and attracting more visitors to Goddard.

Commissioner ***Dendurent*** asked who was in that area first, the zoo or the residential properties? ***Scoggan*** replied it was the residential properties first and then the zoo.

Jim Fouts stated he had acquired that land in 1984

MOTION: Commissioner ***Coyne*** motioned to approve the rezoning of the land from R-1 to a PUD. Commissioner ***Grafing*** seconded the motion.

5-1 Motion carried

PUD REZONING 227 CEDAR ST

Scoggan introduced the rezoning proposal for 227 Cedar St. He stated that the land was to small for a typical R-3 rezoning and the developer agreed to move forward with a PUD rezoning understanding it was more expensive. ***Scoggan*** stated that under an R-3 there is a minimum of 3000 sq ft required per dwelling unit and the lot currently sits at just under 14,000. ***Scoggan*** stated that a PUD zoning classification is the most transparent zoning classification and it must go through multiple review stages before it becomes finalized.

Scoggan stated the he spoke with Jack Manion a Residential Land Appraiser of Sedgwick County and he stated it would virtually guarantee the property values would increase.

Cowgill spoke apologizing for not engaging the neighborhood first prior to proposing the rezoning. He stated that they would vet every resident with a background check and credit score check. He stated the rent would be around a $1,000 a month and they would maintain the property diligently.

Ed Knox asked about screening from the other residents.

Cowgill replied this was not common practice unless it was commercial abutting residential.

Dan Carlyle asked about parking and water drainage off the property.

Cowgill stated this was something that would be addressed through the PUD site plan process.

Scoggan proposed moving forward with adopting the PUD rezoning for 227 Cedar St.

Vice Chair Cline looked for a motion. No formal motion was taken.

Scoggan proposed tabling the project until January for review and further consideration

MOTION: Commissioner ***Parks*** motioned to table the rezoning consideration until further review in January. Commissioner ***Grafing*** seconded the motion.

6-0 Motion carried

NEW BUSINESS

Scoggan introduced the new Final Plat for Rustic Creek. He mentioned that the property is comprised of around 41 acres and is currently zoned R-1 for Single Family. He mentioned that Garver will not need to rezone the property since they are proposing all Single-family housing on the site. ***Scoggan*** further stated that the property has been plated to accompany 106 lots. He mentioned that the approach from the east has been resolved in a mutually acceptable proposal by the developer and the property owner.

Cline asked about the neighbor's driveway

Clevenger of Garver spoke indicating that the conversation between Goddard Investments LLC and the neighbor were beneficial with the developer willing to provide a temporary driveway during construction and a new driveway after construction. They are also willing to designate around 50 sq ft for the attached garage that is off the property line.

Commissioner Dendurent asked about open ditches or would the water flow through pipes?

Clevenger said they would carry all the storm water with curb and gutter and storm pipes.

Clevenger also mentioned they were proposing a drainage easement through a neighbor to the norths property which they were still working to have an agreement with.

Vice Chair Cline asked about parks around that location.

Clevenger mentioned that they would be giving a lot to the city for the development of a park in that neighborhood.

MOTION: Commissioner ***Coyne*** motioned to approve the Final Plat for the Rustic Creek development contingent upon approval by the City Engineer of the drainage plan. Commissioner ***Grafing*** seconded the motion.

6-0 Motion carried

CITY PLANNER REPORT

Scoggan informed the Planning Commission that in January they would go through formal voting for the Chair and Vice Chair as required by the Planning Commission by laws. He also mentioned he would have them sign a voluntary three-year term form for recording.

Scoggan stated that if 227 Cedar had passed, they could consider a site plan in January but since it was tabled, they would instead review the project.

Scoggan informed the Planning Commission that the City Planner (***Scoggan***) had presented the three WAMPO projects in November to a 7-person panel who would review and decide on what projects would move forward.

GOVERNING BODY COMMENTS

Vice Chair Cline asked about when they would know more about the WAMPO submission.

Scoggan replied they would find out more in June if it was accepted into the TIP

Commissioner Grafing asked about the STAR Bond

Scoggan replied the General Contractor pulled the building permit for the Genesis Gym and they would need a sperate permit for the Hampton Inn.

ADJOURNMENT

MOTION: Commissioner ***Grafing*** moved to adjourn the regular meeting. Commissioner ***Coyne*** seconded the motion**.** The motion carried unanimously.

Meeting adjourned at 8:07 pm.
Micah Scoggan, City Planner

Item G.1

City of Goddard
Goddard Planning Commission
January 13, 2020
7:00 PM

TO: Planning Commission
SUBJECT: 227 Cedar rezoning
PREPARED BY: City Planner
AGENDA: Old Business

Background: AST Investments had submitted a rezoning application to the City for the vacant lot located at 227 Cedar St. This request was for building a Five-plex in an R-1 zoned and as such a rezoning would have to be required to accommodate the proposed land use. On December 16, 2019 the Board of Zoning Appeals considered the request and tabled it for further review. Since then the developer has changed the proposed development to a tri-plex and wishes to resubmit an application for rezoning to R-3 instead of a PUD.

Analysis: Consideration for a revised rezoning application will need to first have the request published in the paper and the letters redistributed for residents within 200 feet.

For a timeline it would follow:

- January 13 – Consideration for revised application
- February 10 – Review rezoning request
- March – Site Plan Review

If the PUD rezoning request was followed a similar timeline could be expected:

- January 13 – Consideration for PUD
- February 10 – Site Plan review by Planning Commission
- March – Site Plan review by Governing Body

Financial: Public notice will have to be given again and issued through the City newspaper for the requested change.

Legal Considerations: Approved as to form

Recommendation/Actions: It is recommended that the Planning Commission approve the rezoning application amendment for 227 Cedar and consider the item on February 10 **(VOICE)**

Attachments: G.1.a Revised application (2 Pages)

City of Goddard
118 North Main, PO Box 667
Goddard, KS 67052
P. 316.794.2441
F. 316.794.2401
goddardks.gov

APPLICATION FOR CHANGE OF ZONING DISTRICT CLASSIFICATION

This form is an application for changing a zoning district classification within the City of Goddard, Kansas. Please complete the form in accordance with the directions on the following pages and return to the City of Goddard:

- By email: mscoggan@goddardks.gov
- By mail: 118 N. Main, PO Box 667 Goddard KS 67052
- By fax: 316-794-2441

Please note, an incomplete application cannot be accepted.

1. Name of applicant(s) and/or his/her agent(s). The owners of all property requesting to be rezoned must be listed.

   a. Applicant AST Investment Properties, LLC.
   Address 1815 Southwest Blvd Phone 316-619-4767
   Agent (if any) Tori Hornecker
   Address 1815 Southwest Blvd Phone 316-641-9727

   b. Applicant _____
   Address _____ Phone _____
   Agent (if any) _____
   Address _____ Phone _____

   (Use a separate sheet if necessary for names of additional applicants.)

2. The Applicant(s) request a change of zoning from the current R1 Zoning District classification to an R3 Zoning District classification for property legally described as Lot(s) 17-18 of Block 13 in the Original town of Goddard Addition to the City of Goddard, KS.

(A metes and bounds description may be provided in the space below or on an attached sheet.)

3. Dimensions of the property are 100 feet in depth by 141 feet in width, and comprise .30 acres (rounded to the nearest tenth) or 13,914.5 square feet in area.

4. The general location of the property is (use appropriate section):
   a. The address is 227 N. Cedar St
   b. At the Southwest corner of N Cedar St Street and E 2nd Ave Street.
   c. On the West side of N Cedar St Street between E 2nd Ave Street and E 1st Ave Street.

5. Is this property part of a recorded plat? Yes X No _____

6. The property is presently used for vacant and this change of zoning is requested for the following reasons: to build a 3-plex unit and offer additional vacancy in Goddard, KS.

7. I (We), the applicant(s), acknowledge receipt of the instructions and further state that I (We) have read the material. If an agent, I further state that I have or will provide the owner(s) of the property for which the change of zoning is requested an explanation of or copy of this material. I (We) realize that this application cannot be processed unless it is complete and is accompanied by a current property ownership list for the notification are, along with the appropriate fee.

[signature]	1/7/2020		
Applicant	Date	Applicant	Date
Applicant	Date	Applicant	Date

City of Goddard Office Use Only

This application was received by the City at 10:50 (a.m./p.m.) on 1/8/2020 (Date)
It has been reviewed and found to be complete and accompanied by the required property ownership list and application fee of $ ✓.

City Planner Micah Scoggan, City Planner

Item G.2

City of Goddard
Goddard Planning Commission
January 13, 2020
7:00 PM

TO: Planning Commission
SUBJECT: Sign Ordinance
PREPARED BY: City Planner
AGENDA: Old Business

Background: On October 14, 2019 the Planning Commission chose to table the sign ordinance revision until January for further review.

Analysis:

- The information presented by Cindy Proett of Luminous Neon has been further reviewed and documented.
- City staff is working on reviewing multiple different variations of sign ordinances from different municipalities and is working on crafting a new sign ordinance for review.
- City staff has spoken with the City Attorney regarding signage and possible litigation that might occur.

Financial: Public notice will have to be given a second time incurring a small cost for publication

Legal Considerations: It will need approval by the City Attorney

Recommendation/Actions: It is recommended that the Planning Commission Table the sign ordinance revision until such time as it can be presented as a full revision. No later than July 2020. **(VOICE)**

Attachments: None

Item H.1

City of Goddard
Goddard Planning Commission
January 13, 2020
7:00 PM

TO:	Planning Commission
SUBJECT:	Commission voting – Chair & Vice Chair
PREPARED BY:	City Planner
AGENDA:	New Business

Background: According to the Planning Commission bylaws the position of Chair and Vice Chair must be decided by a decision of the Planning Commission annually. This is done by selecting individuals from amongst existing Planning Commission members.

Analysis: Page 1 Planning Commission Bylaws – Adopted December 10, 2015

ARTICLE 1 – OFFICERS

1. The Commission shall organize annually at the first regular meeting after the annual appointment of new members, which is normally the first City Council in December. Commissioners are appointed by the Mayor and confirmed by the City Council for a term of three calendar years on a staggered basis, with approximately one third of the Commission reappointed each year.
2. The Commission shall elect a Chairperson and a Vice-Chairperson from among the appointed members at the annual organization meeting. The officers shall serve for one year.

Financial: None

Legal Considerations: Approved as to form

Recommendation/Actions: None – record the vote done by the Planning Commission for the position of Chair and Vice Chair

Attachments: H.1.a Planning Commission Bylaws (4 Pages)

BYLAWS RULES AND REGULATIONS

Adopted December 10, 2015

The following rules and regulations governing the procedures of the Goddard Planning Commission/Board of Zoning Appeals, hereafter referred to as the Commission, are adopted in accordance with the planning laws of the State of Kansas.

ARTICLE 1 - OFFICERS

1. The Commission shall organize annually at the first regular meeting after the annual appointment of new members, which is normally the first City Council in December. Commissioners are appointed by the Mayor and confirmed by the City Council for a term of three calendar years on a staggered basis, with approximately one third of the Commission reappointed each year.

2. The Commission shall elect a Chairperson and a Vice-Chairperson from among the appointed members at the annual organization meeting. The officers shall serve for one year.

3. A Secretary shall be selected for an indefinite term and it is not required to be a member of the Commission.

4. The Chairperson shall preside at all meetings and public hearings of the Commission; shall decide all points of order and procedure; shall certify plans and subdivisions plats; shall transmit reports and recommendations of the planning commission to the governing body. The Chairperson and the Secretary are required to certify plans and subdivision plats.

5. The Vice-Chairperson shall assume the duties of the Chairperson in his or her absence.

6. The Secretary shall be responsible for keeping the minutes of the Commission; sending agendas to members of the Commission; carrying out written correspondence; maintaining the records of the Commission; and performing such other duties as the Commission may require.

ARTICLE II - MEETINGS

1. The Commission shall hold at least one regular meeting each month at a time and place to be designated by the Commission, provided there is business to transact.

2. Special meetings of the planning commission for obtaining public opinion on a problem or discussion of a particular problem with interested parties may be called by the Chairperson or, in the Chair's absence, by the Vice-Chairperson. Notice of special meetings shall be given by the Secretary to the members of the Commission at least three days prior to such meeting and shall state the purpose and time of the meeting.

3. All regular and special meetings hearings and records shall be open to the public, provisions for recessed executive sessions may be made but no formal action may be taken.

4. Four members, a majority of the Commission, shall constitute a quorum for the transaction of business. If a quorum is not present at a regular or special meeting, those present may either adjourn the meeting or hold the meeting to consider such matters as are on the agenda. No action at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

5. The order of business at all meetings shall be as follows:
    a. Call to order
    b. Pledge of Allegiance and Invocation
    c. Approval of the Agenda
    d. Citizen Comments
    e. Approval of the Minutes
    f. Board of Zoning Appeals
    g. Old Business
    h. New business
    i. Staff Reports
    J. Commissioner's Comments
    k. Adjournment

6. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of a motion shall be recorded.

7. An affirmative vote of at least three members, a majority of a required quorum of four, shall be necessary to authorize any official action of the Commission, unless otherwise specified by statute. (Some official actions, i.e., approval of a Comprehensive Plan or zoning ordinance, require the affirmative vote of a majority of all the members of the total planning commission.) Where such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the governing body with an explanation of the failure to establish an official vote on the subject in question. All members, including the Chairperson, shall have a vote and shall vote when present except that any member shall automatically disqualify himself from voting on any decision in which there might be a conflict of interest and should state the nature of that conflict for the minutes.

8. These rules of procedure are intended to augment the Code of Meeting Procedures for Kansas Cities which has been adopted by the Goddard City Council. Where inconsistencies or conflict may exist between these rules and the Code of Meeting Procedures for Kansas Cities, these rules shall prevail.

ARTICLE III - AGENDA SUBJECTS

1. Upon application by an interested party for placement upon the agenda of a Commission meeting, the Secretary of the Commission may require that all data pertaining to such subjects be presented in writing one week prior to the date of the Commission meeting.

2. Where the volume of the planning commission subjects may require such action, the Chairperson of the Commission may postpone discussion of certain subjects until sufficient time is available for the members to give proper review to such subjects.

3. Agendas shall ordinarily be provided to the members of the Commission so that they may review them at least three days prior to the Commission meeting.

4. Subjects which are not listed on a Commission agenda will ordinarily not be considered at a meeting, unless unusual conditions approved by the planning commission justify such action.

ARTICLE IV - HEARINGS

1. Before the adoption or recommendation of all or any part of the Comprehensive Plan, subdivision regulations, major street plan or the zoning ordinances, the Commission shall hold a public hearing on the matter.

2. The Secretary of the Commission shall cause a notice of such public hearing to be published once in the official city newspaper and at least twenty (20) days shall elapse between the date of such publication and the date set for the hearing. Such notice shall fix the time and place for such a hearing and shall describe such proposal in general terms.

3. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

4. The Commission may prepare recommendations and adopt the same by an affirmative vote of a majority of the Commission or by an affirmative vote of a majority of all its members as provided by law.

ARTICLE V - RECOMMENDATIONS

1. An authorized representative of the Commission shall have the right to appear before the Governing Body for the purpose of reporting recommendations of the Commission.

ARTICLE VI - COMMITTEES

1. The Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.

2. The Chairperson shall designate the members of each committee and shall name the Chairperson of each committee. The Commission Chairperson shall fill vacancies on committees as they are created.

ARTICLE VII - RECORDS AND REPORTS

1. The Commission shall keep a record of its resolutions, transactions, findings and determinations.

2. All records of the Commission shall be available for public review.

3. The Commission shall annually review the Comprehensive Plan and Zoning Code to determine if any portion has become obsolete and shall make a report to the Governing Body regarding the same on or before the first day of June of each year.

ARTICLE VIII - PUBLICITY

The Commission shall encourage the public to attend its regular meetings and shall take positive action to keep its activities before the public.

ARTICLE IX - AMENDMENTS

These rules of procedure may be amended by an affirmative vote by a majority of the Commission members provided such proposed amendment has been submitted in writing to each member of the Commission at least two (2) days prior to the meeting at which such action is to be taken.

APPROVED this 10th day of December, 2015.

Doug VanAmburg, Chairman
Goddard Planning Commission/
Board of Zoning Appeals

Kelly Bergeron, secretary :
Goddard Planning Commission/
Board of Zoning Appeals

CITY OF GODDARD CORPORATE SEAL SEDGWICK COUNTY, KANSAS

Item H.2

City of Goddard
Goddard Planning Commission
January 13, 2020
7:00 PM

TO:	Planning Commission
SUBJECT:	Annual subdivision regulation review
PREPARED BY:	City Planner
AGENDA:	New Business

Background: According to Article 13.105 of the subdivision regulations, an annual review of the subdivision regulations shall be undertaken by the Planning Commission in January. This will help the Planning Commission give their ideas on how best to improve the regulations that will be used for development moving forward.

Analysis: Article 13.105

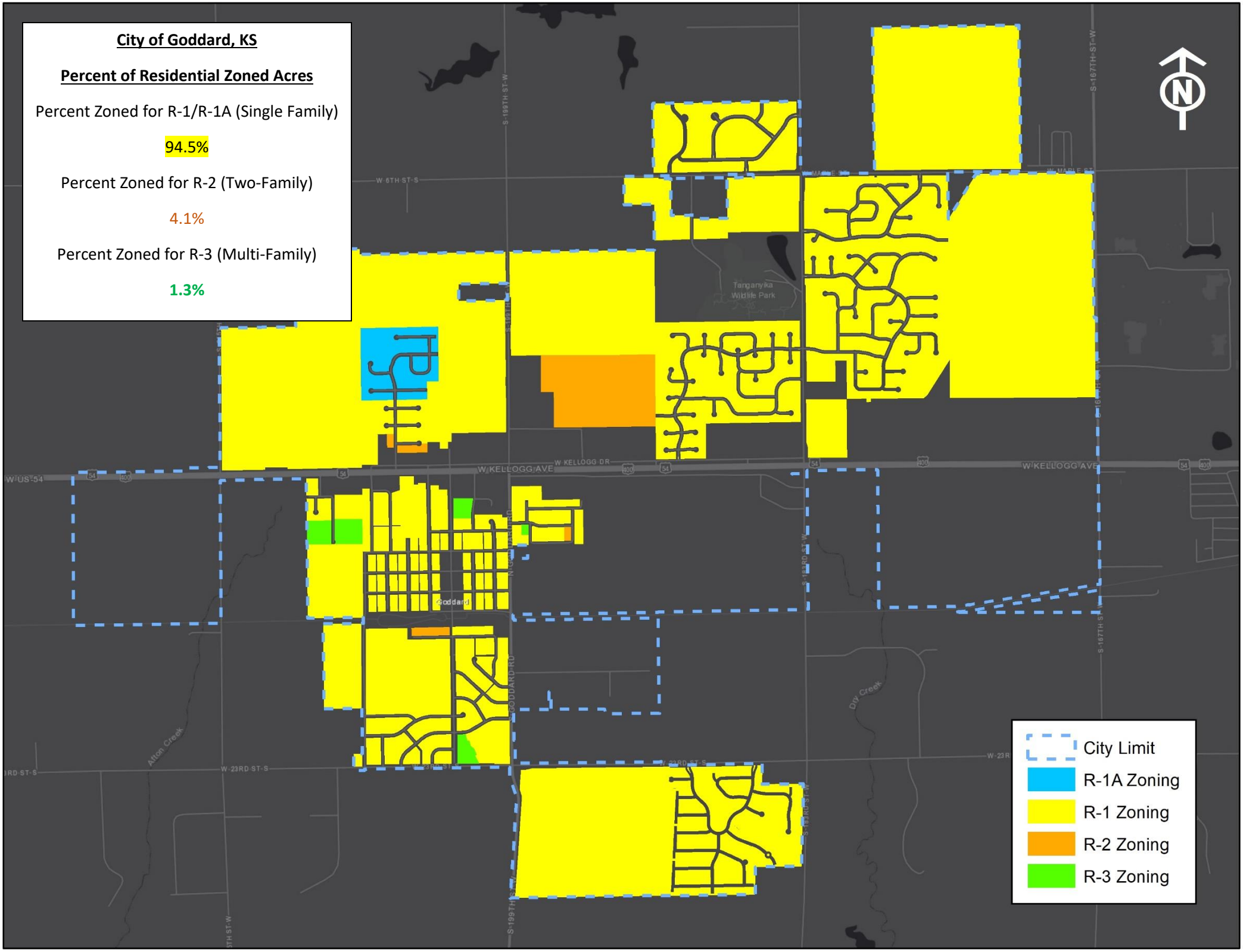
105 Annual Review. In order to maintain these regulations including the Official Zoning Map(s), the Planning Commission shall annually hold a public review at their first regular meeting in January to consider amendments, if any, to these regulations. Preceding such a review, the Governing Body and other affected governmental agencies and interested parties should be notified of the intent to review and their ideas requested. In preparation for such a review, the Community Development Director shall maintain a master copy of the current zoning regulations on which are recorded comments and ideas brought to the attention of the Director during the preceding year in order to maintain the intent and purpose of these regulations under changing conditions and to implement the Comprehensive Plan. Information on any relevant changes in state statutes shall be compiled for the review.

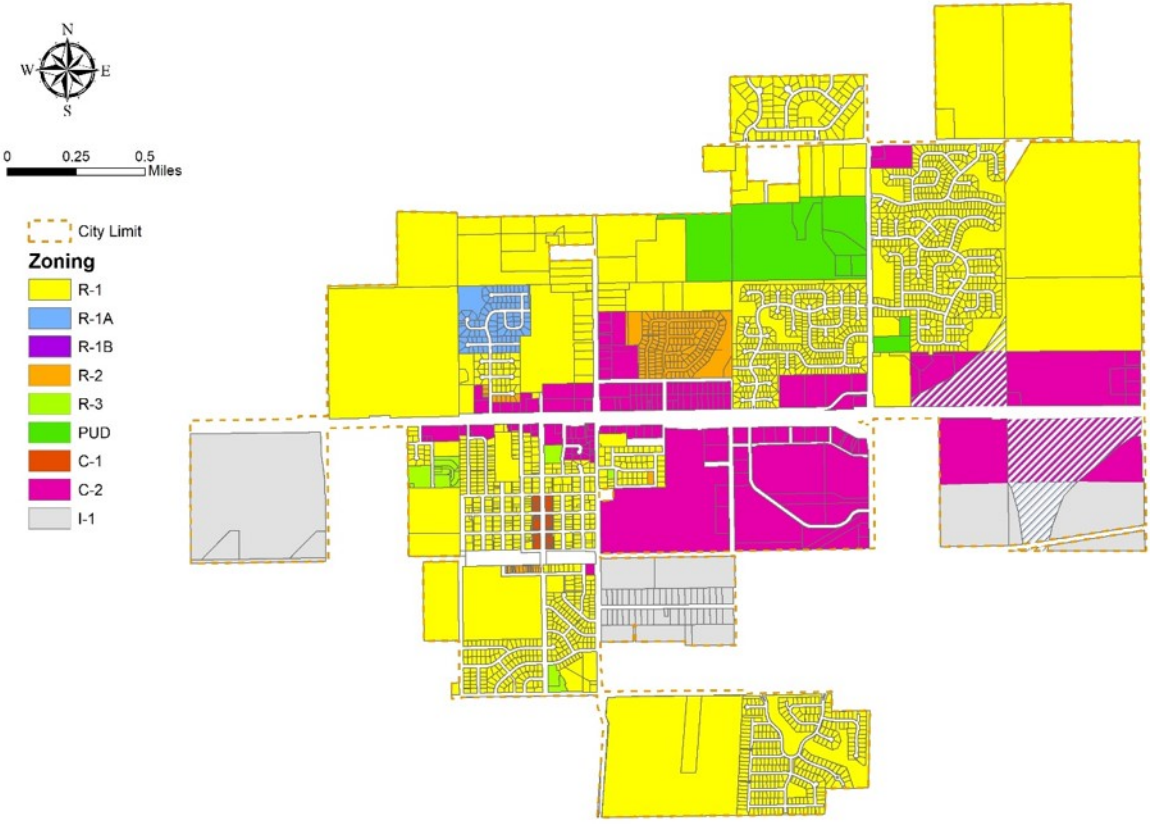
Financial: Future changes to the Subdivision regulations will require public notice in the City newspaper

Legal Considerations: Approved as to form

Recommendation/Actions: None – record the ideas and thoughts of the Planning Commission

Attachments: H.2.a Zoning Map (2 Page)


City of Goddard, KS
Percent of Residential Zoned Acres
Percent Zoned for R-1/R-1A (Single Family)
94.5%
Percent Zoned for R-2 (Two-Family)
4.1%
Percent Zoned for R-3 (Multi-Family)
1.3%
N
W KELLOGG AVE
W KELLOGG DR
W 6TH ST S
W 23RD ST S
S 199TH ST W
S 167TH ST W
GODDARD RD
Tanganyika Wildlife Park
Goddard
Atton Creek
Dry Creek
City Limit
R-1A Zoning
R-1 Zoning
R-2 Zoning
R-3 Zoning


N
W
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0.25
0.5
Miles
City Limit
Zoning
R-1
R-1A
R-1B
R-2
R-3
PUD
C-1
C-2
I-1

Item I

City of Goddard
Goddard Planning Commission
January 13, 2020
7:00 PM

TO:	Planning Commission
SUBJECT:	Several items of note for informative purposes but not for voting on
PREPARED BY:	City Planner
AGENDA:	Staff Report

Background: Micah Scoggan, City Planner, compiles a short concise report outlining relevant information and presents it to the Planning Commission.

1. Planning Commissioner Terms

Except for Commissioner Dendurent, the Planning Commissioners will need to have their 3-year terms renewed by the Governing Body. This is a formality that simply requires a recommendation by the Mayor and formal adoption by the Governing Body. City staff is putting together the agenda items for the governing body for consideration.