1. **CALL TO ORDER/ROLL CALL**
Pleasant Hill Planning & Zoning Regular Session was called to order at 5:30 pm on Monday, January 9, 2023 by Chairperson Sand. The City Council Chambers were open and available to the public. Present: Meredith Emory, Jeremy Geiken, Tim Mallicoat, Pam Mollenhauer, Kate Sand, Jeffery Vroom, and Keith Williamson. Absent: None.

2. **APPROVAL OF AGENDA**
MALLICOAT/EMORY moved to approve the agenda. Ayes: Unanimous. Motion carried.

3. **APPROVAL OF MINUTES NOVEMBER 7, 2022 REGULAR SESSION**
WILLIAMSON/MOLLENHAUER moved to approve the November 7, 2022 Regular Session minutes. Ayes: Unanimous. Motion carried.

4. **TIME TO ADDRESS THE COMMISSION**
None

5. **BUSINESS ITEMS**

   **A. MEACHAM PLACE PARK – SITE PLAN**
   Initial site design and construction documents for the 2.6-acre Meacham Place Park, located at 6010 E Oakwood Dr. improvements; Snyder & Associates to provide construction and bidding assistance for the initial phase taking into consideration input and ideas from staff, City Commissioners, Councilmembers, and residents. Site plan includes drive access from E Oakwood Dr; utility stubs for future connections; 8 stall parking facility connected to E Oakwood Dr; 10’ wide trail; 20’ wide recreation trail easement enabling trail connection to NE 60th St; multipurpose sport court; potential locations for future pavilions and playgrounds; and landscape plan exceeding City Code requirements, preservation of many existing trees, and incorporation of native plants and grasses.

   Commissioners, Snyder Landscape Architect Clay Schneckloth, and City Staff discussed bidding schedule; seasonal accessible temporary restrooms; locations of stormwater detention; proposed landscaping, existing tree preservation, and natural screening; handicapped parking location, size, and landscaping vs usability of parking lot; pedestrian crossing sites and striping; possible bid alternates for lighting and widening front sidewalk to meet trail standards; playground installation in next phase; and time of future phases dependent on Council budget priority and funding.

   WILLIAMSON/GEIKEN motioned to recommend approval of Meacham Place Park Site Plan. Ayes: Unanimous. Motion carried.

   **B. ADA TRANSITION PLAN – ANNUAL REPORT UPDATE**
   2022 annual report of the City’s ADA Transition Plan; initiated by the City in 2018 to remove accessibility barriers and ensure compliance with the Americans with Disabilities Act (ADA); 2017 inventory of all City street-side pedestrian systems identified deficiencies; prioritized sites; provides guidance in planning annual street patching projects and CIP; and serves as a monitoring tool to document upgrades to public right-of-way and documents changes throughout the year.
Commissioners and City Staff discussed ADA plan specific requirement to right-of-way public space; ADA was a consideration in new City builds and remodel; ADA Transition vs Corridor Crossing Study; high pedestrian traffic crossing E University Ave between NE 56th St and Shadyview Ave; funding challenges; and DOT and DART final decisions for crossing and bus stops.

6. DIRECTOR’S REPORT
   - Next meeting – February 6, 2023 at 5:30 pm.
   - Comprehensive Plan Update - Council approval of request for proposals, RFP’s due end of January; Committee to review and recommend bids; estimated 18 month completion with final document completion in October 2024.
   - Community Survey - Complete and results are being tabulated; anticipated Council review by the end of January.
   - Completed Developments – Kum & Go, Arby’s, and Mister Carwash open.
   - DOT RISE Grant - if granted, funds to be applied to roadway additions at the commerce park.

7. ADJOURNMENT
MALLICOAT/WILLIAMSON motioned to adjourn. Ayes: Unanimous. Motion carried. Meeting was adjourned at 6:00pm.

Jennifer Bartles
Community Development Clerk