

# Plan Commission & CDA

## MINUTES

JUNE 6, 2016

6:00 PM

CITY HALL

<b>MEETING CALLED BY</b>	Mayor Pinnow
<b>TYPE OF MEETING</b>	
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	Jerry Elmer
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Jerry E., Dan B., John B., Joe K., Doug P., Jeremy P., Tammy S., and Attorney Mark Schroeder

### Agenda topics

#### APPROVAL OF PREVIOUS MINUTES, PUBLIC APPEARANCES

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>	A motion was made by Joe K to approve the minutes. There was a second by John B. Motion carried.	
	No public appearances	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

#### POSSILBE AMENDMENT TO SECTION 480-80 C (4) OF THE ZONING ORDINANCE

<b>DISCUSSION</b>	Due to inconsistencies throughout the zoning ordinances, it was recommended that the ordinance be revised to read; No detached garage may occupy more than 30% of the rear yard or be more than 1,000 square feet in size.	
<b>CONCLUSIONS</b>	A motion was made by Tammy S. to revise 480-80 C (4) to read; No detached garage may occupy more than 30% of the rear yard or be more than 1,000 square feet in size. A second to the motion was made by Jeremy P. Motion carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

#### HOUSING STOCK IMPROVEMENT PROGRAM

<b>DISCUSSION</b>	Three applicants requested funds from Housing Stock Improvement Program for various improvements to their properties. These applications were reviewed.
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<b>CONCLUSIONS</b>	A motion was made by Dan B. to approve \$3,000 for Amber Condon's request for funds subject to obtaining the required permits. A second to the motion was made by Jeremy P. Motion carried	
	A motion was made by Joe K. to deny funds for Kyle Condon's request due to the property not being owner occupied. A second to the motion was made by Jeremy P. Motion carried.	
	A motion was made by Jeremy P to approve \$3,600 for Jeni Nielsen's request for funds subject to obtaining the required permits. A second to the motion was made by Tammy S. Dan B. abstained. Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**BUILDING IMPROVEMENT PROGRAM**

<b>DISCUSSION</b>	An application for the BIP was reviewed	
<b>CONCLUSIONS</b>	A motion was made by John B to approve \$5,000 for Mary Odell's request for BIP funds subject to obtaining the required permits and a Certificate of Appropriateness, if needed. A second to the motion was made by Dan B. Motion carried.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**POSSIBLE COMMUNICATION TOWER LEASING**

<b>DISCUSSION</b>	Cloud 1 LLC, a wireless communications company, is researching possible sites within the City to construct a wireless communications facility	
<b>CONCLUSIONS</b>	A motion was made by John B to direct the City Attorney to research the feasibility of the leasing opportunity. A second to the motion was made by Tammy S. Motion carried	
		<b>DEADLINE</b>

**KOBUSSEN UPDATE**

<b>DISCUSSION</b>	Research by the City Attorney, City Engineer and Building Inspector revealed that building permits were granted, an occupancy permit was located, the site has been somewhat restored and some landscaping has been completed.
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<b>CONCLUSIONS</b>	A motion was made by Joe K requiring Kobussen to file a preliminary CSM for the site by July 5 <sup>th</sup> . 2016 or be subject to potential penalties. A second to the motion was made by Dan B. Motion carried. A motion was made by Jon B to include Kobussen's site issues/violations on the next agenda. A second to the motion was made by Joe K. Motion carried.
<b>SPECIAL NOTES</b>	

COMPREHENSIVE PLAN, ZONING MAP, AND STI HOLDINGS LAND PURCHASE UPDATES

<b>DISCUSSION</b>	The city is still waiting on request for proposals for the Comprehensive Plan. Zoning Map is almost ready to go live STI is in ongoing negotiations with attorney Schroeder regarding the purchasing of industrial park property.
<b>CONCLUSIONS</b>	

ADJOURN

<b>DISCUSSION</b>	
<b>CONCLUSIONS</b>	At 7:30 pm, a motion was made by Joe K. to adjourn. A second to the motion was made by John B. Motion carried
<b>SPECIAL NOTES</b>	