

**MINUTES OF A SPECIAL PLANNING COMMISSION MEETING HELD TUESDAY,  
DECEMBER 20, 2005 - 6:00 P.M. - UPSTAIRS CITY HALL**

The meeting was called to order by Chair Jerry Bechtold. Roll Call was taken and the following members were found to be present: Chair Bechtold, Dale Borgmann, Linda Peck, Toni Honer, Kathleen Stanger, Roger Schmidt, and Dan Hansen. Others present: Administrator/Clerk Rena Weber, Vern Ahles liaison with City Council, and Cynthia Smith-Strack.

**Review of General Ordinance: Site Plan**

General Questions were asked about requiring site plan for accessory structures and at what square footage. Cynthia Smith-Strack was going to refer back to the current ordinance to match up square footage (proposed 250, considering changing to 120). Current ordinance allows 200 square feet and only 2 structures per standard city lot. (Later in the meeting all agreed that 120 square feet should be the target number).

Shoreland alterations are adopted from the county, and enforced by implementing the both with the ordinance and law enforcement if necessary. The reason that we use the county ordinance is because as long as we adopt the county ordinance we can use county staff as reference and for support. Cynthia Smith-Strack suggested referencing each of the counties individual sections by name and number: i.e. Floodplains, Shoreland, Wetlands, Feedlots and Septics and now Stormwater.

Discussed addressing what LAND ALTERATIONS involves, and how this could be implemented in this ordinance. Cynthia referred back to an earlier meeting that we discussed environmental preservation standards issues where we discussed land disturbing activities.

#8 Everyone agreed that we do want to require a permit for all fences.

#11 The city does want to view a site plan for adding a bedroom.

Page 3 under B for R3

Cynthia will also add an aerial photo, and vegetation to be removed.

Commercial and Industrial are the same.

The city just implemented an escrow requirement of \$25,000.00 or more from each project.

Discussion was made about allowing the city administrator to sign off on site plans, discussion was that the administrator should discuss this with the planning commission chair, and only bring the ones that need the Planning Commission input to a meeting (to stop meetings from getting bogged down).

**SUBDIVISION 2 Accessory buildings:**

Current ordinance was going to be implemented; anything in the proposal that currently says 250 square feet will be amended to be 120 square feet. Hoop structures are not allowed in the R1, R2, R3, Commercial, or Light Industrial, only allowed in the AG 40.

All agreed that monitoring of what happens in the AG 40 area should be closely monitored.

**SUBDIVISION 3 Outside Storage**

Restrictions and alterations were made on what is allowed to be stored outside of the buildings. A list of acceptable items and uses can be found in Cynthia's document on page 8 and 9.

Discussion led all to agree that the ordinance should read that the storage area should be fully screened, landscaped, and/or fenced. Only one of these is required, not all 3.

#### SUBDIVISION 4 Landscaping

A purpose was added for this section, and letter E and F (page10) are new and draw special attention to aide in what makes the landscape a necessity to our ordinance. The general feeling that the term “requires landscaping” should be put in place of Letter F #5.

SUBDIVISION 6 Unplatted property will be taken out.

MANUFACTURED HOME PARKS – Discussion was held regarding Manufactured Home Parks. Cynthia is going to look in to an ordinance on Manufactured home communities. (Commission instructed Cynthia to construct an ordinance on this.)

#### SUBDIVISION 7 Sanitary Services

Discussion was carried on about how this subdivision relates to the extending city services and how to enforce property owners hooking up to public utilities. Agreement was that those individuals would be given a time frame, if their current septic is not up to date, they would need to hook up immediately, and if their septic was recently brought up to date they would be given 5 years to do so. This applies to sanitary services and water.

#### SUBDIVISION 8 Lighting

Recommendation was made to encourage people to use lighting in an appropriate way. Also to encourage industrial or commercial individuals to shut of lights when they are no longer needed (i.e. @ night from 10-6).

Rest of the ordinances basically stayed the same.

GRAND LAKE MEADOWS – Planning Commission members that are not a part of the sub-committee got a chance to look at the proposed Grand Lake proposal.

Discussion was made about the language of a concept plan. The committee was given two choices; the lengthier definition (page 14) was accepted.

Meeting adjourned at 9:38 p.m.

Chairman \_\_\_\_\_ Acting Secretary \_\_\_\_\_