

PLAN COMMISSION

MINUTES

Wednesday, May 13, 2020

Present: Bill Fitzsimmons, Jeff Nelson, Victoria Graves, John Wetzel, Butch Trevor, Ashley Pankey, Craig Mack, Cindy Wermuth, Mike Crotty

Absent: Peter McDermott, Dennis Kelly

Staff: Jeff Anderson, Chris Mathias

Others: None

1. Call to Order

Chairman Fitzsimmons called the meeting to order at 4:00 p.m.

2. Approval of Minutes

Motion made by Commissioner Wetzel; seconded by Commissioner Crotty, to amend the minutes from April 22, 2020 to reflect that the Sign Ordinance was not sent out to the Commission. Motion carried unanimously.

Motion made by Commissioner Graves; seconded by Commissioner Wermuth, to approve the amended minutes from April 22, 2020. Motion carried unanimously.

3. New Business

a. COVID-19 Public Hearing Rules and Procedure

The Commission and Mr. Mathias went over the COVID-19 Public Hearing Rules and Procedure. They discussed having a cheat sheet for the Commission members to have at hand to keep the meeting running smoothly. They also discussed that only 10 people can physically be in a room together so some Commission members will physically be present while others will be present by video or phone conference. Depending on how many people from the public physically attend the meeting, the Committee of the Whole Room will be utilized as a holding area. The public is also given the opportunity to make comments ahead of time by email, mail and phone. Those comments will be read at the public hearing. They are also welcome to join the meeting by phone or video conference. The meeting information is available online and this is stated in the public notice in the paper as well as the two notices mailed to neighboring properties. The Commission discussed meeting room sizes and other locations that meetings could potentially be held if allowed. Applicants requesting a public hearing must complete disclosure forms for legality purposes. There was discussion on how the meeting will be ran, organization of the meeting and City staff roles. The Commission also discussed removing "model" from the rules and procedures document as well as footnotes. Commissioner Graves noted grammar and punctuation that could be changed but recommending speaking with the City's Corporate Counsel first.

Motion made by Commissioner Graves; seconded by Commissioner Wetzel, to approve the COVID-19 Public Hearing Rules and Procedure with the determination on inclusion of footnotes, term "model," grammar and punctuation based on the advice of the City's Corporate Counsel. Motion carried unanimously.

b. Future Business and COVID-19

Mr. Mathias reported that there will be three public hearings on May 27th. A rezoning of a portion of 4101 John Deere Road from O-1 to B-3 for a two tenant building with one being a restaurant. There will also be another rezoning of a single family lot at 1152 13th Avenue from R-2 to R-4. The home was purchased with the intent to create a duplex. Lastly, City Council would like Plan Commission to consider a moratorium on personal storage. Mr. Mathias stated he received another application for the Plan Commission Meeting scheduled for June 10th. This application is for a proposal to amend the Neighborhood Center District to allow residential on the first floor as opposed to commercial or retail. The applicant's intent is to have an apartment on the first floor which is currently not allowed in the Neighborhood Center District. Mr. Mathias would also like to bring the amendment to the fence ordinance of not allowing chain link fences in the front yard to that same meeting since both will need public hearings.

4. Old Business

a. Update on 2020 City Council Goals for Plan Commission

Mr. Mathias updated the Commission on the 2020 City Council Goals for the Plan Commission. He met with the City's Corporate Counsel regarding the sign ordinance. Corporate Counsel will be proposing some substantial updates to the sign code. Mr. Mathias has been working with noise measuring device. He is doing an analysis of the state and city code, noise measuring and code enforcement. He will have detailed report for the Plan Commission possibly in June. Mr. Mathias stated that the Commission wanted a zoning permit or no fee permit for fences but currently the City has some financial cuts to make and that could impact personnel needed for permitting. The Commission will hold off on the permitting for the time being.

5. Public Comment

None

6. Adjourn

Motion made by Commissioner Wetzel; seconded by Commissioner Crotty, to adjourn. Motion carried unanimously.

Chairman Fitzsimmons adjourned the meeting at 4:53 p.m.

Respectfully submitted,
Fawn Schultz, Community & Economic Development Administrative Assistant
Recording Secretary