

**CITY OF EYOTA
PLANNING COMMISSION SPECIAL MEETING MINUTES
JANUARY 11, 2017**

Present: Members: Lief Hughes, Janet Hughes and Casey Johnson Secretary: Marlis Knowlton
Note: Member John Chesney and Council Rep Ray Schuchard were both absent at roll call but did arrive to the meeting at a later time.

Absent: Member Franklin Merchant and Council Rep Bryan Cornell

Guest: Kristi Clarke, Senior Municipal Planner, Bolton & Menk, Inc.

Call to Order: Chair Lief Hughes called the meeting to order at 6:34 p.m.

Approve Agenda: Motion was made by Lief Hughes and seconded by Janet Hughes to approve the agenda as presented. Ayes 3, Nays 0. Motion carried.

Ordinance Codification: Kristi Clarke had reviewed the entire Subdivision Ordinance #51; along with City Engineers. Clarke proceeded to go through the ordinance, first starting with basic information and suggested changes; for instance all references to a city administrator will be changed to city clerk and land use plan will be referred to as the comprehensive plan.

*** 6:37 p.m. Commission Member John Chesney arrived.

There were a few sections that will be referred to the City Attorney for review and comments.

Time was spent analyzing the process of a developer submitting a concept plan and how that could be handled more efficiently. A concept plan will be sent to staff and contracted professionals to explain city rules and regulations to the developer, for the developer to incorporate in a preliminary plat, hopefully to avoid costly plat revisions. When the pre-plat is submitted, it was suggested to change the submittal date from twenty one to twenty eight days prior to the public hearing to allow enough time for review by other contractors.

*** 6:52 p.m. Council Rep Ray Schuchard arrived.

Plat submission requires twenty paper copies to be submitted. It should be determined if this is necessary now that electronic plans are more commonly used and convenient.

The requirement to have sidewalks in all new developments was discussed at length. The final consensus was to change the wording to have the need and/or location of sidewalks evaluated for each new subdivision. Grading may be required even if sidewalk construction is not immediately required.

Clarke will investigate options to calculate the amount of land and cash payment amount in lieu of land for a park dedication.

Future Meetings:

The next meeting will be the regular monthly meeting on Wednesday, January 18 at 7:00 p.m.

Motion was mad by Janet Hughes and seconded by Johnson to schedule a special meeting on Wednesday, January 25, 6:30 p.m. at City Hall, to continue the codification process.
Ayes 4, Nays 0. Motion carried.

It was suggested to have Knowlton contact American Legal and request an extension to submit ordinance information.

Adjourn: Motion was made by Janet Hughes and seconded by Lief Hughes to adjourn.
Ayes 4, Nays 0. Motion carried. Meeting was declared adjourned at 8:13 p.m.



Maflis Knowlton
Clerk/Treasurer