

**CITY OF EYOTA  
PLANNING COMMISSION MEETING MINUTES  
OCTOBER 18, 2017**

**Present:** Members: Lief Hughes, Janet Hughes, Casey Johnson and Franklin Merchant  
Council Reps: Ray Schuchard Secretary: Marlis Knowlton

**Absent:** Member John Chesney and Council Rep Bryan Cornell

**Call to Order:** Chair Lief Hughes called the meeting to order at 7:00 p.m.

**Approve Agenda:** Motion was made by Lief Hughes and seconded by Merchant to approve the agenda as presented. Ayes 4, Nays 0. Motion carried.

**Minutes:** Knowlton requested a correction to the September 27 minutes, request to add the list of public hearing guests as an exhibit to the minutes. Motion was made by Merchant and seconded by Janet Hughes to approve the September 27, 2017 regular meeting minutes with the noted amendment. Ayes 4, Nays 0. Motion carried.

**New City Code:** The Commission reviewed the first four sections of the new code for accuracy and relating to the existing permits, applications, forms, fees, etc. for needed revisions or to create new ones accordingly. Knowlton explained American Legal will make corrections at no cost for errors they made; however, any new changes, requested by the city, will be subject to the contracts per page rate.

One of the first things the Commission requested was to have the dividing tabs replaced because they are in Roman numeral form and we specifically asked for all roman numerals to be removed.

Title 1:

§10.18 A paper copy of the entire code will be a fee of \$25.

Title 3:

§31.24 Collections, fire call fees are being recommended by the Fire Department and the Council should review and approve them.

Title 5:

§50.03 New private wastewater disposal systems would be very rare and each very unique. For that reason no set permit or fee will be established at this time. Each situation will be evaluated.  
§50.04.G.4.b. Surcharges for homes refusing to allow to be inspected. What should the daily and monthly surcharges be? Schuchard suggested contacting the Sewer District and asking what they had charged a customer when he refused to hook up to the sewer system.

§50.08 Rates. The volume rate for sanitary sewer fees is missing. Add: the volume rate to be charged shall be per 1,000 gallons of water used and set by resolution”

§51.20 Application for water service; a formal application form should be created and include an acknowledgement from the applicant to consent to the regulations as noted in §51.33 Consent to Regulations.

§51.35 The wording requiring an advance cash deposit for water used from a hydrant should be kept, but the Commission did not establish a deposit amount or a rental charge at this time. Water taken from hydrants is very rare and when it is, it is monitored closely. The code refers to a rental charge which is the bulk rate for water; which is already established.

#### Title 7

§70.02.C.1 “The Treasurer” should be “The Clerk-Treasurer”. Although minor, the error should be corrected as long as other corrections are being made. It was American Legal’s mistake. An updated truck route map has been made; although there are a few minor things that will be updated before it is used.

§70.03.B Commission confirmed that the specific maximum street load limits do not need to be listed here. Many years ago a sample permit for overweight vehicles was created; that will not be implemented at this time.

§71.03.C.1 The parking regulations during the winter are incorrect. Although it was confusing with a lot of changes, the Commission believes it was written incorrectly by American Legal. A correction will be requested. It should read: It shall be unlawful to park, or permit any vehicle or trailer to remain parked, upon any alley or street from December 1st to March 31st between the hours of 2:00 a.m. and 6:00 a.m. or until streets are plowed from curb to curb; or following any other snow fall or significant ice accumulation.

§71.04.B No official permit will be created or needed at this time, relating to municipal parking lots.

Chapter 72, the permit application forms for all-terrain vehicles will be revised to coincide with the new definitions of class one and two vehicles.

The Commission agreed to review titles 9, 11 and 13 for the next meeting, It is important the review process keeps moving so the code can be approved sooner than later.

**Schedule Future Meetings:** In order to try to get the new code approved before year end, more meetings were suggested and agreed to. Motion was made by Janet Hughes and seconded by Lief Hughes to schedule November meetings on November 8<sup>th</sup> at the fire hall and November 27<sup>th</sup> at city hall. Ayes 4, Nays 0. Motion carried.

**Other Business:** none

**Adjourn:** Motion was made by Janet Hughes and seconded by Merchant to adjourn. Ayes 4, Nays 0. Motion carried. Meeting was declared adjourned at 7:51 p.m.

  
Marlis Knowlton, Clerk/Treasurer