CITY OF EYOTA
PLANNING COMMISSION SPECIAL MEETING MINUTES
FEBRUARY 8, 2017

Present: Members: Lief Hughes, Janet Hughes, Casey Johnson, John Chesney and Franklin Merchant Council Rep: Ray Schuchard Secretary: Marlis Knowlton

Absent: 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 6:30 p.m.

Approve Agenda: Motion was made by Chesney and seconded by Johnson to approve the agenda as presented. Ayes 5, Nays 0. Motion carried.

Ordinance Codification: Kristi Clarke reviewed suggested revisions of the current subdivision ordinance #51. Commenting on responses from City Attorney Fred Suhler, including it is acceptable to delete the information about reserve strips and other minor wording.

The Zoning Ordinance #53 was then reviewed with Clarke's suggested changes:
Adding a definition and regulations for drive-ins (bank or fast food pickup).
Adding a definition for Licensed Residential Facility to be in compliance with State Statute.
Adding Interim Use Permits and where they would be appropriate in Table 4.1 Districts and Uses.
Adding lot coverage and regulations for each zoning district in order to have consistency and all items addressed in every district. Principal buildings will continue to be measured from the foundation and accessory buildings measured from the eave.
Adding in R-1 an accessory structure: a ten foot minimum setback is required if a driveway is attached to the structure facing an alley or road. This will give some room for parking and the option to increase the size of the yard.

Granny Pods: The City had previously opted out of the State's regulations and currently does not allow Granny Pods. After a lengthy discussion the Commission agreed with Clarke to not allow them. Motion was made by Merchant and seconded by Chesney to continue to opt out of the Granny Pods. Ayes 5, Nays 0. Motion carried.

Solar Gardens: With the increased popularity of solar gardens and farms, the Commission agreed some regulations would be warranted. Clarke had included suggested regulations. Motion was made by Chesney and seconded by Janet Hughes to approve the recommended standards for solar gardens, farms and structures. Ayes 5, Nays 0. Motion carried.

Cluster versus Planned Unit Developments: All the current wording relating to cluster developments was deleted or incorporated into the new regulations for Planned Unit Developments. PUD's are one hundred percent approved or denied by the City.

Because of the uniqueness and complexity of PUDs, the City would be advised to hire a professional planner to review a proposed PUD. Because of that, the fee for a PUD application should be closely considered. At this point Clarke suggested her fee for review could be $600 or more. Fees for applications that require public hearings should include all expenses, for instance, staff time. When a review may require contracted help, it may be wise to have the applicant pay for the actual contracted cost versus setting a flat fee like $600.

Flood Plain Management: Section VII is technically Minnesota Department of Natural Resources required wording. The City is basically not allowed to change it. It will be left as is.

Accessory Buildings in R-1: This wording will be kept in reference to parcels that are not in the same subdivision:
The lot proposed to be used for the specified accessory uses or structures shall in all cases abut the lot whereon the principal use and building is located, and shall have a common lot line of no less than forty-five (45) feet. The applicant or property owner shall be required to apply for and obtain a conditional use permit before being permitted to construct a structure or otherwise use the lot.

Nonconforming Uses, Lot and Structures: The wording was changed to be in compliance with recent State Statute changes. Structures can be rebuilt within 180 days and some expansions will be allowed to try to decrease the chance of people abandoning their homes due to restrictions.

Parking: It was noted that the City can request combining all parking regulations in one chapter. Hotel and motel parking space requirements were changed to one parking space per employee on the largest shift. A hotel is open twenty four hours a day and may have thirty employees but only ten of them ever work all at the same time.

Manufactured Home Park and Subdivisions: These were edited and combined.

Hazardous Material Storage: It was added that industrial and commercial establishments handling hazardous materials will have a lock box for the access by the Fire Department.

Swimming Pools: the Commission discussed requiring pools to be covered when not in use; but decided against that.

Article X Board of Adjustment: Clarke recommended changing the procedures for variances. Currently the Commission makes a recommendation to the Council to approve or deny a request. If denied, the applicant can appeal to District Court. Recommended the Commission to make the decision to approve or deny and the applicant can than appeal to the Council; and then to the District Court.
Motion was made by Merchant and seconded by Chesney to recommend the Planning Commission become the Board of Adjustment. Ayes 5, Nays 0. Motion carried.

Fireworks: The Commission had recommended an ordinance to the Council. The Council agreed to allow permitted displays, but they did not see any reason to deny sales. Council requested Commission revise the ordinance.

Discussion and Consensus: State Statute regulations on what can be sold are appropriate. Sales could be allowed out of a tent if the seller obtains written permission for the tent to be in commercial, manufacturing or agricultural zoned property owners. No tents will be allowed on any public properties: city, county, state, etc. Tent sales can be fourteen days before and five day after July 4; from sun up to sun down only. Established businesses can sell during normal designated business hours. All sales will need to comply with the National Fire Protection Association Standard 1124.

Fire Department: Changes to 31.20 and 31.30 for the Fire Department were reviewed and no changes were suggested or made.

Comprehensive Plan Review: The Commission requested the Comprehensive Plan review regarding the proposed purchase of 119 Madison Avenue SW be placed on the next agenda. No action was taken.

Other Business: none

Adjourn: Motion was made by Janet Hughes and seconded by Merchant to adjourn. Ayes 5, Nays 0. Motion carried. Meeting was declared adjourned at 9:00 p.m.

Marlis Knowlton

Marlis Knowlton
Clerk/Treasurer