CITY OF EYOTA
PLANNING COMMISSION SPECIAL MEETING MINUTES
MAY 24, 2017

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

Absent: Council Reps: Bryan Cornell and Ray Schuchard

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

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

Ordinance Codification: The codification document was reviewed for final edits.

One correction was noted and is being requested before final approval of the zoning ordinance; Section 10.03, Procedures relating to variances needs to be consistent with the 60-day rule. Section 10.03 #2 should be corrected as: Within sixty (60) days or less after receipt of the completed application (*DELETING: forty five (45) days or less after the hearing*), the Board of Adjustment shall make its order deciding the matter and serve a copy of such order upon the appellant or the petitioner by mail. The Commission was in consensus to make that correction and recommend approval by the Council.

Most wording relating to penalties and fines was made consistent.

The Commissioners were requested to review the document in detail and inform Knowlton of any errors, concerns or needed changes before June 1. June 1 is when the document will be sent to American Legal.

In the review process of this large document, it was suggested that it would be beneficial for the Commission to have electronic devices to view documents versus paper; possibly something like iPads or use personal devices with documents in a Dropbox.

Motion was made by Janet Hughes and Chesney to schedule the next regular meeting June 21. Ayes 5, Nays 0. Motion carried.

Adjourn: Motion was made by Lief Hughes and seconded by Merchant to adjourn. Ayes 5, Nays 0. Motion carried. Meeting was declared adjourned at 7:52 p.m.

Marlis Knowlton

Marlis Knowlton
Clerk/Treasurer