

**CITY OF EYOTA  
PLANNING COMMISSION MEETING MINUTES  
JUNE 20, 2018**

**Present:** Members: Casey Johnson, John Chesney and Frank Merchant  
Council Rep Ray Schuchard Secretary: Marlis Knowlton

**Absent:** Members Lief Hughes and Janet Hughes Council Rep Bryan Cornell

**Call to Order:** Co-Chair Casey Johnson called the meeting to order at 7:00 p.m.

**Approve Agenda:** Motion was made by Johnson and seconded by Merchant to approve the agenda as presented. Ayes 3, Nays 0. Motion carried.

**Minutes:** Motion was made by Merchant and seconded by Chesney to approve the May 16, 2018 regular meeting minutes as presented. Ayes 3, Nays 0. Motion carried.

**Legal Egress Window Wells:** The Commission reviewed a Statement of Policy from the Minnesota Department of Public Safety, State Fire Marshal Division. It states a window well shall have a minimum horizontal area of nine square feet with minimum dimensions of thirty six inches. Building codes were discussed and it was agreed a window well could be part of the side seven and one half foot set back minimum requirement if it follows all building codes and does not hamper passage from the front and back yards. Window wells will not be considered part of the principal building.

Motion was made by Merchant and seconded by Johnson that window wells will be included in the seven and one half foot set back requirement for a principal building. Ayes 3, Nays 0. Motion carried.

**Code of Ordinances – Supplement Update Schedule Planning:** American Legal questioned when the City will be requesting supplemental updates. There are options of annually, every six months, quarterly or even monthly. They did suggest at least once a year in order to keep the Code book relatively current. The Commission agreed updates should be added annually; the City should have at least one annual ordinance to set the new fee schedule. With that in mind they thought updates should be planned for the fall.

Motion was made by Merchant and seconded by Chesney to submit supplemental updates annually and reviews will be done during the fourth quarter each year. Ayes 3, Nays 0. Motion carried.

**Water and Sewer Code Sections:** Knowlton suggested the water and sewer chapters should be reviewed in detail and changes made. These were only briefly updated during the codification process. The water chapter 51 will be reviewed first and will be on the July agenda. Any other changes that have been noted should also be gathered for review and consideration.

**Comprehensive Plan:** It was also suggested that the Comprehensive Plan be reviewed and updated. It is suggested that comp plans be updated every five or seven years. The current plan was created in 2009. A fair amount of things have changed in the past nine years.

The Commission will start looking at the Comprehensive Plan and consider working on updating it in 2019; so it should be looked at to put professional service expenses in the 2019 budget.

**Other Business:** None

**Adjourn:** Motion was made by Johnson and seconded by Merchant to adjourn the meeting. Ayes 3, Nays 0. Motion carried. Meeting was declared adjourned at 7:16 p.m.

  
Marlis Knowlton, Clerk/Treasurer