

**CITY OF EYOTA  
PLANNING COMMISSION MEETING MINUTES  
JULY 18, 2018**

**Present:** Members: Casey Johnson, John Chesney, Janet Hughes and Frank Merchant  
Secretary: Marlis Knowlton

**Absent:** Member Lief Hughes Council Reps Bryan Cornell and Ray Schuchard

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

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

**Minutes:** Motion was made by Merchant and seconded by Chesney to approve the June 20, 2018 regular meeting minutes as presented. Ayes 4, Nays 0. Motion carried.

**Code of Ordinances:**

**Title 5: Public Works, Chapter 51 Water:** The Commission briefly looked at the League of Minnesota Cities' model ordinance for water and sewer, and decided the models should be used versus editing our current dated wording. The model will be edited to make it specific to Eyota's needs.

Motion was made by Chesney and seconded by Merchant to discuss the water and sewer chapters again at the next meeting. Ayes 4, Nays 0. Motion carried.

**Previously Questioned Code Details:** When the new Code of Ordinances was presented to the Council for approval, Mayor Clark had questions and/or concerns during his review process. The following items were discussed by the Commission to determine if any changes should be made.

Title 3 Administration

§30.02 (A) "the minutes of the preceding session shall be read, corrected, and approved." Should this read "the minutes of the preceding session shall be presented, corrected, and approved."?

Determination: remain as is. The Mayor can ask 'has everyone read the minutes' and approve or edit appropriately.

§31.16 "The Chief (insert shall or may) report semi-annually to the City Council"

Determination: "shall" should be inserted.

Title 5 Public Works

This includes both the water and sewer chapters. Those two chapters are going to be reviewed in detail starting next month. All questions and concerns will be delayed until review.

Title 7 Traffic Code

§70.02 (C-1) Do we have maps for truck routes to be handed out at city hall?

Clarification: Yes, new truck route maps have been provided by WHKS at the time of the codification. They do, however, still need to be printed.

§71.03 (C-1) Changing winter parking without city discussion or vote until now.

Clarification: This was approved by Council on December 22, 2016 to change the ordinance through the codification process.

§72.65 (A) We would now have a rule on the books that that makes it illegal to have someone in front of you on a bicycle. There are many bike seats that do just this (with the kids in front of the rider, but behind the handle bars) which would now illegal in Eyota.

§72.65 (E) We would now have a rule on the books that makes it illegal to have two people bike side by side on a bicycle (kids-parents, kids-kids, anyone). It would be a misdemeanor or petty misdemeanor though no judge would actually prosecute in my opinion.

Determination: Concerns regarding bike regulations will be addressed at a later date when the regional bike trails are completed when other issues may arise. Current rules are based statutes or are more common sense and do not need editing at this time.

#### Title 9 General Regulations

§93.04 (B-1) Just acknowledging that the chief will need to issue permits for the now legal fireworks.

§94.10 Is gaming defined anywhere? I'm assuming this means gambling, but this could be construed as making it illegal for card clubs in parks and Pokémon Go.

Determination: The current wording "play any game of cards or other games of chance, or any game with table or instruments of gaming" seemed out dated and quite strict. It was suggested to change it to something like "no person shall engage in unlicensed activities in a park". The exact wording will be revisited and properly approved at a later date.

§95.04 (B-2) "No trees shall be planted within utility easements." Is an entire road right of way a utility easement?

Clarification: No, only if it is also designated as a utility easement.

Motion was made by Merchant and seconded by Chesney to accept the comments and changes to Title 3 and 9 as noted; and revisit Title 5 in detail. Ayes 4, Nays 0. Motion carried.

**Commercial Summary Sheet:** The Commercial Summary Sheet was revised to include changes made to the new Code of Ordinances. The Commission suggested putting this along with as much information as possible on the city website for prospective builders, contractors, etc.

Motion was made by Merchant and seconded by Chesney to adopt the revised Commercial Summary Sheet as presented. Ayes 4, Nays 0. Motion carried. See "Exhibit A"

**Other Business:** None

**Adjourn:** Motion was made by Johnson and seconded by Merchant to adjourn the meeting. Ayes 4, Nays 0. Motion carried. Meeting was declared adjourned at 7:47 p.m.

  
Marlis Knowlton, Clerk/Treasurer

## COMMERICAL SUMMARY SHEET

**Code of Ordinances, Chapter 153 Zoning: Information for Commercial Buildings – this is a limited list of requirements, refer to the ordinance for all the detailed requirements and exceptions.**

**Note: Measure from foundation and/or wall to lot line**

### Development Requirements (§153.058 Commercial (C-1))

Maximum Building Height:	55 feet for all principal structures 15 feet for all accessory structures
Maximum Lot Coverage:	100% of the NET land area of the parcel may be used and covered by principal and accessory buildings.
Minimum Lot Area:	2,000 square feet
Minimum Front Yard:	No Minimum; see exceptions Section B.4
Minimum Rear Yard:	10 feet for all uses Where commercial use is adjacent to or abuts a residential or agricultural zoning district, minimum is 25 feet, unless divided by a public street.
Minimum Side Yard:	No minimum, see exceptions Section B.6.b and B.6.c
Minimum Lot Frontage:	35 feet Required off street parking, if abut state or county highway minimum frontage not less than 50 feet.
Individual Lots:	Driveway shall be surfaced with concrete, asphalt, or approved paving brick block material. Plans for such must be included in construction plans and driveways must be completed within 6 months of occupation. Driveways shall have maximum grade of 8% within public right of way.
Use Limitations:	Refer to Section C.1-7 for other considerations.

### Parking Requirements (§153.127)

Off-street parking may occupy that part of the front yard to within seven (7) feet of the front lot line.

Adequate ingress and egress to all parking areas is required, with minimum sizes listed.

NOTE: Submittal of a landscape plan is required, refer to Section A.3

Hotels and Motels	One (1) parking space per guest room and one (1) parking space per employee on largest shift.
Retail Commercial and Shopping Centers	One (1) parking space per two hundred (200) square feet of gross floor area.

"Exhibit A"

Restaurants	One (1) parking space for every four (4) seats and one (1) parking space for every two (2) employees on largest shift.
Offices, Banks and Public Administration	One (1) parking space for every four hundred (400) square feet of gross area.
Furniture Store, Plumbing Supply, Wholesale Store, Laundry, Motor Vehicle Sales Showroom, or Similar large uses.	One (1) parking space for every eight hundred (800) square feet of gross floor area.
Bowling Alley	Two (2) parking spaces for each bowling lane.
Service Station Car Washes & Car Repair	Five (5) parking spaces per stall or repair bay.
Funeral Home	One (1) parking space for every five (5) seats, or fifty (50) square feet of floor area in public portions of the building.
All other Commercial	One (1) parking space for every three hundred (300) square feet of gross floor area.

**Off Street Loading (§153.125)**

Each loading space shall be not less than ten (10) feet in width, twenty-five (25) feet in length and fourteen (14) feet in height. See Section B for required number of spaces for specific use.

**Signs (§153.128)**

Permit is required for exterior or freestanding signs:

Exterior Sign means a sign which is located on the exterior of a building which is visible from a public street or adjoining property.

Freestanding Sign means any sign which has supporting framework that is placed on or anchored in, the ground and which is independent from any building or other structure.

Within commercial zoning districts, a sign is permitted as on a site as follows. Refer to Commercial District Map at the end of §153.128

Northwest Commercial District.	One (1) freestanding sign (either monument or pylon), three (3) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed twenty percent (20%) of each building façade that faces a public street on the site. A pylon sign may not exceed forty (40) feet in height.
Highway Commercial District. (within 400 feet of highway)	One (1) freestanding sign (either monument or pylon), three (3) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed twenty percent (20%) of each building façade that faces a public street on the site. A pylon sign may not exceed forty (40) feet in height.

Downtown Commercial District. Two (2) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed thirty percent (30%) of each building façade that faces a public street on the site.

**Buffering and Screening (§153.136)**

The extent of buffering and screening required shall be determined by the type of use proposed and the adjacent uses and/or zoning surrounding the proposed development.

Determination of Buffering  
Screening Class:

See Table 2, specifies the buffering and screening required.

Planting Options;

See Table 3 for description of class options.

Plant Materials:

See Section 6 for description.

General Requirements:

Fencing shall be visually solid and constructed of wood that is weather resistant and permanently anchored in the ground.  
All existing trees may be considered to contribute to buffering see Section E.1 for specifications.  
Buffer yard may be coterminous with required front, side or rear yards.  
Buffering and screening areas shall be maintained and kept clean.  
No structure, manufacturing or processing activity or storage of materials shall be permitted in buffering/screening areas.  
Buffering/screening areas shall be located on the outer perimeter of the lot.

**Sidewalks**

§91.01-91.09 states requirements for sidewalks.

Resolution #06-05 states requirements for sidewalks specifically in Stone Ridge Plaza

**Lock Box (§153.013)**

All new buildings shall provide a Knox lock box and access keys at the owner's expense.

**Elevations and Drainage**

Site plans submitted must include parcel and building elevations along with existing and proposed grading plans to show drainage.