

On Thursday, March 19, 2015, at 7:00 p.m., a regular meeting of the Plan Commission was called to order. Roll Call. Present: Chair Eric Larson, Rick Andersen, Karen Chevalier, Mike Mellott, Rene Morris and Steve Munson. Absent: Bob Conklin

Also present were: Planner Dustin Wolff, Building and Zoning Superintendent Amanda Schmidt, City Manager Scott Shumard, City Manager Intern Kevin Smith, Assistant City Clerk Monique Castillo, Sterling Main Street Director Jana Groharing and Alderman Retha Elston.

Rene Morris made a motion to approve the minutes of February 19, 2015 as presented. The motion was seconded by Mike Mellott. Voting – Ayes: Chair Larson, Andersen, Chevalier, Mellott, Morris and Munson. Nays: None. Motion carried.

Planner Wolff submitted an updated schedule for the 2015 calendar year. Wolff explained we are currently on track with this schedule. He hopes to submit, to the Council, the entire completed draft within the next couple of weeks. Wolff highly anticipates a Public Hearing in late May or early June.

Wolff reminded the commissioners of the requested revisions to Article 9 and provided them with an update. Wolff noted anything in RED print reflected a revision.

Wolff reminded the commissioners that Section 102-907, regarding Historic Preservation, is referring to how the rules and regulations are governed and explained Article 3 describes the Historic Preservation Districts in detail.

Chevalier questioned if the length of time to notify a property owner as referenced in Section 102-907 (D)(4), was ample and suggested it changed to not less than 15 days.

There was a quick review of Section 102-910; Zoning Permit.

Mellott had some questions regarding Section 102-911; Certificate of Occupancy. Sec 102-911 (C)(1) states *No fee shall be charged for an original certificate...* where as Sec 102-911 (F) states *A fee is required for this procedure.* Mellott suggested to amend Sec 102-911 (C)(1) to a fee may be required.

Mellott was concerned about the wording of Sec 102-911 (E). It is stated that the inspector must deliver a written notice to terminate/revoke a Certificate of Occupancy. For safety reasons, this should be amended to a written notice shall be posted.

There was a quick review of Section 102-913; Annexation Review. Wolff explained this section covers any grey areas for compliance.

Discussion regarding Section 102-914; Amendment of Zoning Regulations. This section was not very clear. It has been amended to be more concise now.

Munson asked if there was a section to reference the review of any of these sections every so often. Wolff explained that was not necessary as this is more of a policy.

Discussion regarding Section 102-915; Amendment to Official Zoning Map. It was suggested that this section be combined with Section 102-914. Chevalier likes this as section as is, stating it is a nice point of reference.

Discussion regarding Section 102-919; Special Use Review and Approval. This section governs the consistency with the Code and Comprehensive Plans to ensure proper conditional uses and avoiding undesirable impacts on neighboring properties.

Discussion regarding Section 102-920; Temporary Use Review and Approval. Wolff explained there is currently no procedures in place for a Temporary Use so this section was created as such. Chevalier asked how temporary uses are currently handled. Clerk Castillo explained the application for an Itinerant Merchants license. An Itinerant Merchants license covers a specified time period, and the fee is based on the specified time period. Schmidt explained applicants who get an Itinerant Merchant license also get a Temporary Structure Permit from the Code Enforcement department.

Discussion regarding Section 102-924; Building, Site and Operation (BSO) Plan Review and Approval. Wolff explained this section clarifies the requirements and procedures of the plan review. Plan Reviews have been approved by the Plan Commission and Council. This section now includes approval by Code Enforcement department.

Discussion regarding Section 102-925; Planned Development District Procedures. This section identifies general development plans. There is a lot of flexibility in this section. Wolff noted the council will continue to be final approval.

Commissioners reviewed Sections 102-932 and 102-933.

Wolff submitted a draft of a new color coded Zoning Map stating the current colors are not standard. Wolff showed the commissioners a completed Zoning Map for another community and encouraged the commissioners to review the map of our community and make any changes. He asked that they focus on the most useful way to present the Zoning Map.

There was a brief discussion regarding the Zoning Map relating to the availability of Special Use areas, bike paths and the omission of Emerald Hill Golf course.

Schmidt and Wolff explained all areas qualify for Special Use. Wolff explained bike paths are considered Right of Way which are not reflected on Zoning Maps. Wolff also explained that the Emerald Hill Golf course is outside of the corporate City limits and this map does not cover that area.

Wolff noted the Zoning Map and Code will need to be adopted at the same time.

There was a brief discussion regarding the date of the next meeting and there was a general consensus to change the meeting date.

Steve Munson made a motion to change the date of the next Plan Commission meeting from April 16, 2015 to April 23, 2015. The motion was seconded by Rick Andersen. Voting: Ayes – Andersen, Chevalier, Mellott, Morris, Munson and Larson. Nays – None. Motion carried.

With no further business to discuss, Steve Munson made a motion to adjourn, seconded by Karen Chevalier. The meeting adjourned at 8:25 p.m.

Monique Castillo
Assistant City Clerk