

MINUTES OF PLANNING COMMISSION MEETING

October 11, 2016

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 11th day of October, 2016 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Chairperson Dean, Commissioner Ferris, Commission Sannes, Commissioner Tinsley; and Commissioner Borgstrom.

THE FOLLOWING WERE ABSENT: Commissioner Torkelson

THE FOLLOWING WERE ALSO PRESENT: City Clerk Rappe, Rich Massey, Matt Leth, Marty Gritz and Jason Farnsworth

CALL TO ORDER: Chairperson Dean called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Commissioner Ferris made a motion to approve the minutes from September 12, 2016 as submitted; Commissioner Sannes seconded with all voting aye.

PUBLIC HEARING – Caribou Enterprises CUP for Electronic Sign:

Chairman Dean Opened the Public Hearing at 6:32.

Marty Gritz, 958 15th St NE, Mason City IA, they are putting in a new sign to match our new image. The electronic sign is much smaller than the current message board and Dominos should be able to get more messages out on the electronic sign. The existing monument sign will come down and the new sign will be 16 inches tall 6 feet 8 inches long.

No other comments

Chairman Dean Closed the Public Hearing at 6:34.

Discussion:

Commissioner Tinsley inquired as to the mounting height for the message board. Mr. Gritz stated it is 10-12 feet above the ground.

Chairman Dean would like to see the lights be brighter during the day and dimmer at night and asked if it is standard to be designed that way. Chairman Dean would like to see a timer on the sign so it would shut off at night after the business has closed. Mr. Gritz stated that the current sign has a timer and they could use that. Commissioner Borgstrom suggested turning the sign off one hour after closing until 6:00 A.M. Commissioner Sannes – that when the sign is on it is dependent on hours of operation and the sign is not as bright as the one that is currently in place. Doesn't feel this is intrusive to the residents or cars going by. Commissioner Tinsley – asked if the domino is internally lit. Mr. Gritz stated it is.

Commissioner Ferris – is in favor of having a time for these to be off and on and feels they should stay consistent with the other permits for electronic signs.

Commissioner Borgstrom – agrees with the other Commissioners

ECOMMENDATION - Caribou Enterprises Conditional Use Permit for an Electronic Sign: Motion to approve the Conditional Use Permit with the condition that the sign be turned off one hour after close until 6AM made by Commissioner Ferris, second by Commissioner Tinsley, with all voting Aye.

Leth Subdivision General Development Plan – Rich Massey, Massey Surveying and Matt Leth, Leth Electric, 302 4th Ave NE were present. Mr. Massey stated that the sewer options are to hook into the grinder pump that is located by Bigelow Painting or installing a gravity pump under Hwy 14, but that would be very costly. There is a 6 inch water main that runs by Cleary’s and the body shop but that won’t be big enough so they would have to go across the County road to get a bigger main. Mr. Leth stated that it was talked about putting a water main and a lift station on the property but that would mean digging up the County Road, the City Engineer is not sure that the county road is in bad enough condition to be ripped up right now. Mr. Massey stated that they could put the water main in the ditch along the road so the County Road would not have to be dug up. Mr. Leth plans to put the shop in the southwest lot and sell the north lot, and part of the southeast lot would have to be a retention pond. Mr. Leth stated that the south lot could be potential storage units. It was clarified that the road would be built as far as the east lot and then finished once that east lot is sold. Commissioner Borgstrom asked if all required submittals for a general development plan were present.

Motion to Approve the General Development Plan made by Commissioner Borgstrom, second by Commissioner Ferris with all voting Aye.

DISCUSSION - Code Amendment Related to Chickens in the R-1 District – Chairman Dean asked if anyone had any changes, corrections or deletions.

Commissioner Tinsley brought up potential wording changes for the ordinance and stated that the homeowner should have to submit a plan and to verify the size of the coop or run to apply for a permit. The Commissioner discussed the ordinance and potential changes. Chairman Dean would like something that is workable for the people who want to have chickens and enforceable from the City standpoint. The Commissioners instructed Clerk Rappe to make the suggested changes and bring this back to next meeting.

Code Amendments Related to Chairperson – The Commission decided to suggest wording changes to Section 30.032(A) to match the Library and Park Boards to read “The Planning Commission, at the first regular meeting of the calendar year, shall elect their own Chairperson from among its members.” Commissioner Ferris stated that this will put a person who has a sense of what goes on in these meetings and know the process.

Motion to Recommend Approval of the Ordinance Revision made by Commissioner Sannes, second by Commissioner Ferris with all voting Aye.

Code Amendment Related to Monthly Meetings – The Commissioners were in agreement with the current wording of the submitted Ordinance Revision related to monthly Planning Commission meetings with one change “When *an* application for Commission action *is* pending....” , so that if there even one thing to discuss there will be a meeting of the Planning Commission.

Motion to recommend approval with changes made by Commissioner Ferris, second by Commissioner Tinsley with all voting Aye.

ADJOURN: Since the agenda had been met the meeting was adjourned at 7:45 pm.

ATTEST:

Linda Rappe
City Clerk

Steve Dean
Planning Commission Chair