

DRAFT

Minutes of the Regular Meeting
Of the Planning Commission
Held Tuesday, January 27, 2015

1. Call to Order

Chairman Germayne called the regular meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chairman Germayne led the Pledge of Allegiance.

3. Roll Call

Present: Chairman Tom Germayne, Mayor Walt Barga, Brian Badder, Vice-Chairman Stu Davis, Jason Schwab

Absent: John Lengemann, Ted Sadler

Also Present: City Manager Tom Youatt; and Gary Havens of Havens Holdings LLC.

4. Approval of Agenda

Moved by Barga, seconded by Davis, to approve the agenda with the addition of 8.B. Performance Bonds. **Motion Carried 5 – yeas; 0 - nays**

5. Approval of Minutes

Moved by Davis, seconded by Badder, to approve the minutes of the Regular Meeting held Tuesday, December 23, 2014. **Motion Carried 5 – yeas; 0 – nays**

6. Citizens From the Floor - none

7. Old Business

A. Sign Ordinance Discussion

City Manager Tom Youatt noted that he and Zoning Administrator Gerry Edwards had been working with the Planners regarding options for pole signs and maximum heights. Discussion followed regarding the ongoing consideration of updating the Sign Ordinance language. Discussion included height maximums in relation to speed limits; electronic signs, and the need for one standard to address multiple instances.

8. New Business

A. Havens Holdings LLC – Request for Sign Modification

Gary Havens of Havens Holdings LLC addressed the Commission regarding his request for a sign modification. Mr. Havens explained that his proposed six foot sign is within the square footage allowances of the Sign Ordinance, however he is asking for an additional three feet in height to allow for a three foot brick base underneath the sign to get it out of the snow and provide better visibility. Some discussion took place regarding the ongoing consideration of updating the Sign Ordinance language and whether or not such an exception would be allowable within the new language, which has yet to be adopted. Some discussion took place regarding the process and timeframe involved in updating the Sign Ordinance language.

The question was raised as to the authority of the Planning Commission in approving variances to the Sign Ordinance. Mr. Havens noted his construction schedule and the eight week lead time needed for ordering of the proposed sign. City Manager Tom Youatt noted that a special meeting could be called to help accommodate the construction schedule. Commissioner Schwab read from the Sign Ordinance the allowable heights of signs and their incorporated bases.

Mayor Barga noted that without a written recommendation from the Zoning Administrator or the Planners, the Planning Commission is lacking sufficient information to consider the request. Vice-Chairman Davis reiterated the need for a recommendation regarding this request and to perform the process appropriately. Mr. Havens discussed the progress of his building renovations.

Moved by Barga, seconded by Badder, to table the request from Havens Holdings LLC for a sign modification. **Motion Carried 5 – yeas; 0 – nays**

B. Performance Bonds

City Manager Tom Youatt detailed the past City practice of drawing down deposited funds from a developer as the City incurred costs associated with a given project. Some discussion took place regarding whether this practice should remain or be changed to a performance bond situation whereby the money is held until the project is completed. Vice-Chairman Davis suggested the City Attorney be asked for guidance on the issue. Mayor Barga added that direction should also be sought on when it is appropriate to attach the bond. Chairman Germaine noted the importance of having a uniform standard with up front knowledge of the procedures.

Moved by Barga, seconded by Davis, to recommend City Manager Tom Youatt seek the City Attorney opinion on cash bonds and performance bonds and when they can be exercised on construction projects. **Motion Carried 5 – yeas; 0 – nays**

9. Adjournment

Some discussion took place regarding new construction versus remodel permitting requirements, the governing authority of a particular process based on timing of the application process, and the importance of consistency.

Mayor Bargaen inquired as to the M-53 Corridor Study Request for Proposals (RFP) recently approved by the City Commission. City Manager Tom Youatt supplied details of the RFP and noted its focus on access management, economic development, and a traffic signal study. The Commission wrangled with the logic of historical decisions regarding roads and access, and noted the value of utilizing a professional planner to eliminate bias, historical or otherwise. Youatt added that the Planning Commission would be included in the process as the M-53 Corridor Study project progresses.

Moved by Bargaen, seconded by Davis, to adjourn meeting at 7:51 p.m. Motion Carried 5 – yeas; 0 - nays

Respectfully Submitted by:

Nicole F. Frost, City Clerk/Treasurer

Approved: _____