Planning Commission Meeting Minutes

November 29, 2023

1. **Call to Order at 6:05pm**
2. **Roll Call –** Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.
3. **Approval of Minutes – October 25, 2023**

* Motion to accept the minutes by Lyon-Jenness and supported by Bliesener. All ayes.

1. **Additions/Changes to the Agenda –** No changes
2. **Citizen Comments**

* No comments

1. **Old Business**
2. Article 15, Section 15.6 – Signs

* Chairperson DeBoer turned the conversation over to ZA Harvey; he commented that he did not see any changes that were needed.
* Bliesener agreed.
* DeBoer asked if the Public Hearing for the Article 15 would be held at the January 24, 2024 Planning Commission (PC) meeting. ZA Harvey confirmed.
* ZA Harvey commented that Section 15.6 is the section that had the most changes – adding standards and a table to the section. She stated that three major changes were made:

1. Matrix added - Changes may be made to the matrix, if needed.
2. Temporary Signs – The PC has a new way to deal with temporary signs.
3. Murals – This new section may be kept or removed by the PC. Murals are not signs but an expression of art as long as there are not products being advertised in them.

* Bliesener said it would make sense to have the Type 2 Murals reviewed by the PC. Reviewing for commercial advertising.
* Dean mentioned the wording which used the term “subject to”; did this mean it’s the PC’s right to review it. ZA Harvey confirmed.
* ZA Harvey said that regulating artwork is best left in a hands off position. As long as it is just artwork, not an advertisement. The PC could render an opinion if desired.
* Bliesener recalled the example of the candy mural painted on a building as a good example. She has been at meetings where the artwork was questioned.
* ZA Harvey will remove the G1 section (as no review is required) and reword the G2 section as reviewed by the PC.
* Chairperson DeBoer stated that he liked the use of the graphics
* Dean agreed.
* ZA Harvey stated that if the PC accepts this draft, then it may be pushed to a Public Hearing in January 2024.
* Lyon-Jenness asked that page 15 be explained. Her thoughts were for the sign at City Hall.

1. **New Business**
2. Updated PC Work Plan

* Chairperson DeBoer asked ZA Harvey for help with the 2024 Work Plan. He noted that the Commercial/Industrial Assessment had not been done from 2023.
* ZA Harvey said that the Commercial/Industrial Assessment was set aside in order for the Short Term Rental ordinance to be explored. The Sign ordinance brought up issues that needed to be addressed so that was prioritized. The Commercial/Industrial Assessment will be added to the 2024 Work Plan.
* ZA Harvey mentioned that a zoning ordinance update was needed for Child Care Facilities, because of an amendment to the State Law. This will be on the PC 2024 Work Plan.
* Chairperson DeBoer asked if they needed to add any more items to the 2024 Work Plan. It appears that the Commercial/Industrial Assessment may take some in-depth review.
* Bliesener stated that the January meeting would include an election of officers, the Public Hearing, and the annual work of the PC.
* ZA Harvey stated that the Child Care Facilities would be scheduled for February. The Commercial/Industrial Assessment would be scheduled for March, April, and May. She will look at the previously presented list of changes needed to add items to the 2024 Work Plan.

1. **Comments from Planning Commissioners**

* Chairperson DeBoer stated that he would prepare the Annual Report for the City Commission. He also asked about the EPA Work Plan Update from David Stegink, Fishbeck; it will be presented at the Monday, December 4, 2023 City Commission meeting. He asked Commissioner Dean to give an update of the Graphic Packaging odor issue.
* Dean stated the last update was October. The comment window of opportunity was now closed. Graphic Packaging is installing odor monitors to capture additional chemical outputs, per the request of citizens
* Chairperson DeBoer inquired about the mounds of dirt on the north side of Mosel?
* Bliesener had heard that they were being hauled away to a landfill.
* Chairperson DeBoer expressed his thanks to City Manager Stoddard and Zoning Administrator Harvey for keeping the PC on track through this past year. Bliesener echoed the thanks.
* Lyon-Jenness asked what happens when a sale of land is approved by the City Commission. She inquired about the ability of the City to take back the property if the developer was unable to develop it. The City Manager stated that there is a Declaration of Covenants and Restrictions within the purchase agreement to reacquire the property, if necessary.
* Commission members and the City Manager expressed their appreciation to Commissioner Tecca for his work on the PC, as he completes his term.

1. **Next Meeting** – Wednesday, January 24, 2024 at 6pm

1. **Adjournment** – Motion by Lyon-Jenness, supported by Tecca. All ayes. Meeting ended at 6:35 pm.