

Planning Commission Meeting Minutes  
January 24, 2024

**1. Call to Order at 6:05pm**

**2. Roll Call** – Chairperson DeBoer, Commissioners Dean, Lyon-Jenness, and Brooks, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.

**3. Approval of Minutes – November 29, 2023**

- Motion to accept the minutes by Lyon-Jenness and supported by Dean. Brooks abstained. DeBoer, Lyon-Jenness and Dean voted affirmatively.

**4. Additions/Changes to the Agenda** – Date of the minutes from November 2023 was corrected.

**5. Citizen Comments**

- No comments

**6. Old Business**

A. Article 15, Signs

- Chairperson DeBoer turned the conversation over to ZA Harvey after noting that questions from Attorney Soltis were included in the packet.
- ZA Harvey gave a summary overview of the work that was completed in November 2023 including the revisions that the PC made.

B. City Attorney Review of Draft Amendments

- ZA Harvey made changes to the ordinance per the suggestions of the Attorney Soltis. The changes in blue to the document were in response to the Attorney's suggestions. Some items will have to be decided upon by the PC.
- She stated that she went through the definitions and added Feather Banners and a picture example of them.
- The size of billboards was questioned – The ordinance already prohibits them (15.4 - listing of what is not allowed) Billboards are off premise signs. Video display signs are billboards and are not allowed. Heights were added to the ordinance – all communities want to measure sign height based on roadways. They are not measured by the height of a hill.
- No change was needed to abandoned signs (15.4) as it is in the ordinance already.
- Temporary signs in the City are not allowed in the right-of-way nor on utility poles. The City is within its rights to remove them.
- 15.5 Illumination – Illumination is based on the adjacency to a Residential District. Attorney Soltis said that it should say based on use, adjacent to a Residential District. ZA Harvey made this change to the document.

- Lyon-Jenness explained to the new PC member the request for an electronic sign that had been brought before the PC/ZBA in the past. ZA Harvey explained that they had wanted to put up an electronic sign but it was not allowed in that district. Lyon-Jenness asked if it would be possible there.
- ZA Harvey explained that sign illumination can be internally lit or lit with landscape lighting. It does have to be in consideration of adjacent zoning or use. If internal letters are lit, and it doesn't exceed a certain wattage and if there is no district to be considered, then it would be allowed.
- ZA Harvey talked about use vs. district – This is a matter of preference
- DeBoer said that he liked “use”, very much.
- Limitations 15.5, d. – String lights are in the ordinance. 15.3 does allow for items to be sold that are surrounded by string lights temporarily. This is exemption is because of the language for temporary signs – Clarified by ZA Harvey.
- Changeable copy signs are defined in the ordinance. (15.6) ZA Harvey made sure the difference was clearly defined. No changes were made to the standards.
- ZA Harvey said that the PC decided to not require type 1 murals to be reviewed. Type 2 murals must be reviewed by the PC.
- Attorney Soltis asked if tagging was considered to be a mural. ZA Harvey said that it could be considered to be art from a zoning perspective. Tagging is addressed as a mural.
- A non-conforming sign may not be made bigger. In 15.9 the word aggravate was replaced with increase.

#### C. Revised Amendments for PC/Attorney Soltis Review

- ZA Harvey reiterated that having a legal review of the ordinance was important. She will send the revisions to Attorney Soltis for a final review. She will also let him know about the PUD structure. Attorney Soltis will prepare the notice for the Public Hearing.
- DeBoer asked if all questions had been answered; ZA Harvey confirmed the same.

#### D. Schedule for Public Hearing – February 2024

- Chairperson DeBoer made a motion to schedule the Public Hearing in March, Dean supported. All ayes.

### 7. New Business

#### A. Election of Officers

- ZA Harvey explained that under the statute, at the January meeting, the PC would need to appoint a Chairperson, Vice Chairperson, and a Secretary. She noted that if a City Commission member sat on the Planning Commission, they would not be allowed to chair it.
- Dean nominated DeBoer to be Chairperson, supported by Lyon-Jenness. Roll call vote – Each PC member voted aye.

- Lyon-Jenness nominated Dean to be the Vice Chairperson, supported by DeBoer. Roll call vote – Each PC member voted aye.
  - DeBoer nominated Lyon-Jenness to be the Secretary, supported by Dean. Roll call vote – Each PC Member voted aye.
- B. 2023 Planning Commission Annual Report
- DeBoer stated that he keeps a log of activity during the year for the Planning Commission.
  - ZA Harvey stated that it had been a very productive year for the PC.
  - DeBoer asked if there were any changes to the report. None were reported.
  - Motion by Lyon-Jenness, supported by Brooks, to send the Annual Report to the City Commission. All ayes.
- C. 2024 Planning Commission Work Plan
- ZA Harvey explained that there were four documents related to the Work Plan in the packet. A draft Work Plan which was composed of the items from the 2023 Work Plan that remained. She noted that the Short Term Rentals item was left on hold, per the November 2023 meeting. There is an update to Child Care facilities. Commercial/Industrial discussion was needed regarding design standards. The final two choices for the 2024 Work Plan could be changes from the large planned items.
  - ZA Harvey stated that the new Master Plan had a list of action items that were tasked to the PC. The PC could pick from this list. The 2024 Work Plan is the compilation of what was left to do from the Master Plan. The reasons for the changes could be that the State laws are changed so the ordinance needs to be brought into compliance. It may be something that the PC/ZA notices that shows a change is needed. Some changes are discovered at a later time.
  - ZA Harvey checked off what was done in 2023 and showed what was finished, such as: site plan review, Short term rentals, and signs. This shows what progress has been made.
  - This Work Plan is the list the PC will work from. The Master Plan listed 5 ideas Residential area work (housing). PC felt that this should be prioritized. ZA Harvey broke the residential work down into the actual work outline, so that the PC could choose what to do first.
  - The Industrial/Commercial work was broken down to tasks that the PC can prioritize. #5 may be more comfortable to do first.
  - DeBoer said that as of now, the Child Care facility inconsistencies with the State rules should be the first thing that the PC works on.
  - ZA Harvey listed the priorities that the PC suggested: 1) Child Care – a draft amendment will be put together with a Public Hearing after discussion. 2) Industrial/Commercial outline. PC selected #2 to conform to existing businesses. ZA Harvey stated that this is more complex, but the same process. She will put together the amendment.

- DeBoer asked if a design standard overlay was needed.
- ZA Harvey will evaluate what is needed from the Master Plan, the processes, and ordinances to point out what is right or wrong. She will put together a check list of things that need to be fixed.
- The Redevelopment Ready Community work had some items that needed some assistance from the PC. ZA Harvey said that she will look at those and define what is needed. These changes will be put in after the Child Care work.
- DeBoer asked if there was enough for the Work Plan.
- ZA Harvey felt that there was enough and she would prepare the Work Plan list for the March meeting.

#### D. 2024 Planning Commission Meeting Schedule

- Dean stated the correction needed to the year on the schedule.
- DeBoer asked for a motion. Dean motioned to approve the 2024 Planning Commission Meeting schedule with the corrections, DeBoer supported.

### 8. Comments from Planning Commissioners

- DeBoer mentioned that the next meeting would be a Joint meeting with the City Commission and the Zoning Board of Appeals (ZBA). There the groups will review what they do in the City and how they interact with each other, led by the ZA. He asked if the PC would like to talk through the Work Plan with the group.
- ZA Harvey stated that the 2023 Annual Report, required by State law demonstrated to the elected body what has been done by the PC.
- ZA Harvey said that the 2024 Work Plan shows what the PC will be doing in 2024. The City Commission may need to budget for some things. This will help the City Commission understand the PC's workload. (The Work Plan does not need City Commission approval)
- By bringing the present Annual Report to the City Commission and ZBA at the Joint Meeting, it will allow for a great opportunity for them to ask questions. ZA Harvey said that she would try to keep the meeting to a one hour time frame.
- DeBoer asked if there was an update to the Graphics Packaging odor concern. Dean stated that there was nothing at this time.

### 9. Next Meeting – Joint Meeting with the Planning Commission, City Commission and Zoning Board of Appeals Wednesday, February 28, 2024 at 6pm

### 10. Adjournment – Motion by Lyon-Jenness, supported by Brooks. All ayes. Meeting ended at 7:10 pm.