

**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON
JANUARY 21, 2014, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Jack Edmonds. Members present were Jeff Reynolds, and Eldon Johnson. Staff present was Paul Whitcomb (Mayor), Carie Fuhrman (Comm. Dev. Director), and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent were Mitzi Mellott and Chad Heitschmidt.

OATH OF OFFICE:

Jeff Reynolds and Eldon Johnson took the Oath of Office.

ELECTION OF OFFICERS:

JOHNSON NOMINATED JACK EDMONDS FOR PLANNING COMMISSION CHAIR. WHEN ASKED IF THERE ARE ANY OTHER NOMINATIONS,

REYNOLDS NOMINATED MITZI MELLOTT FOR PLANNING COMMISSION CHAIR.

JOHNSON MOVED, EDMONDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JACK EDMONDS FOR PLANNING COMMISSION CHAIR, THERE WERE 2 AYES, 1 NAY. (AYES: JOHNSON AND EDMONDS. NAY: REYNOLDS). MOTION CARRIED FOR JACK EDMONDS AS PLANNING COMMISSION CHAIR.

REYNOLDS NOMINATED MITZI MELLOTT FOR PLANNING COMMISSION VICE CHAIR. JOHNSON MOVED, EDMONDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR MITZI MELLOTT FOR PLANNING COMMISSION VICE CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED

EDMONDS NOMINATED CHAD HEITSCHMIDT FOR PLANNING COMMISSION SECRETARY. JOHNSON MOVED, EDMONDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR CHAD HEITSCHMIDT FOR PLANNING COMMISSION SECRETARY, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

REVIEW OF THE BYLAWS:

Fuhrman added the Planning Commission Bylaws in the packet for the Board members to review.

Edmonds asked if the other Advisory Boards are like these in similarity. Should the residency be put in the Bylaws.

Fuhrman said the residency is in the City Code and not in the Bylaws. She will check on it.

Edmonds asked on the order of the proceedings.

Fuhrman said the agenda proceedings can be followed as what the current Planning Commission Board would like. It is up to the Board.

Edmonds wondered if the Agenda Additions and Deletions should be added to the Bylaws.

Fuhrman will change the Bylaws under Proceedings to have Agenda Additions and Deletions.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON DECEMBER 16, 2013
EDMONDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF DECEMBER 16, 2013. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

Fuhrman said that under New Business, Dynamic Sign Study was addressed at the workshop before tonight's meeting and that can be removed from the agenda.

PUBLIC HEARING: None

OLD BUSINESS:

A. Sign Ordinance Discussion (Continued)

Fuhrman said the Planning Commission has been discussing signs overall and have come to a consensus on a few of the signs. She will bring them back to the Planning Commission all together for a public hearing once it is completed. The roof signs need to be reviewed. Fuhrman did get a roof definition from the Building Inspector for the definition of rooftop structure the code book states, "An enclosed structure on or about the roof of any part of a building". The last meeting was the consensus that signs below the roof line are allowed. Now with new Planning Commission Board members what was decided on could be changed. Snow loads and strong winds are the concerns. Many communities do not allow roof signs because of aesthetics. The size, number of signs, and the clearance need to be addressed.

Johnson asked what about the gable end.

Fuhrman said that has not been decided on.

Edmonds said a gable end there is a wall.

Johnson said a gable end you have more surface area for a sign.

Reynolds said he does not object to roof signs. He has noticed some around town that would qualify as a roof sign.

Johnson said it would be common sense on putting them up where they are structurally sound.

Fuhrman said she did a broad area search on roof signs and hardly any community allows them.

Edmonds said if you put a hole in the roof and it leaks, it would leak in the building, and he is concerned about that.

Reynolds said with a flat roof that would be a concern, with other roofs it would not be such a concern.

Edmonds said if not many communities allow roof signs he thinks we should not. There is a reason.

Johnson said a gable end sign could be a very large sign and on a mansard type of roof it would not be such a large sign. He believes it should go up from the mansard maybe two feet above it. He would not like it to hang down because it would be too low. Look at the strip mall by Super America, the signs can only be so large because of clearance. Height no more than two foot high and the sign size should be limited.

Edmonds said what about the “Paws Up For You” building.

Johnson said two feet from the soffit and they could stack the words. You could read it.

Edmonds said the concern was public safety, they have to be secured. Should we have the Building Inspector review the signs.

Johnson said yes. They have a permit fee and he inspects it.

Fuhrman said it might be leaving some interpretation and make it hard for the Building Inspector to interpret it. It would be leaving it up to him to decide if it is sound or not.

Johnson said he knows footing requirements so he should know this.

Reynolds agreed.

Fuhrman said free standing signs have to be reviewed by an Engineer. Wall signs he does not inspect to see how they are installed. We could have him start inspecting the wall signs to make sure they are secure. Fuhrman is not sure what he does on a final inspection.

Edmonds said it should be where he inspects that they are secure.

Fuhrman said she will check with the Building Inspector on how he finalizes them.

Edmonds said it should be the same for all and he should be reviewing the security of them.

Fuhrman will put together a summary and she will bring it back to the next Planning Commission meeting. This is just a discussion. Johnson would like the sign where it could go

up to the roof peak. She could put something together for that. She will also ask the Building Inspector on some of the comments tonight. This will be back on the February agenda for more discussion.

Johnson said a six inch space on the higher sign where it is up to the peak would allow the snow and such to fall.

Fuhrman will put information together on what has been discussed on allowing roof signs and wall signs, and maybe a combination of the two.

NEW BUSINESS:

A. Dynamic Sign Study

This item was discussed at the Planning Commission Workshop prior to tonight's meeting and has been removed from the Agenda.

COMMUNICATIONS AND REPORTS:

A. Verbal

1. Kill Floor/Slaughter House Ordinance Amendment Update

Fuhrman said the Princeton Meat Market wants to have a kill floor or slaughter house inside his building. He is still intending to go forward with this. An Ordinance Amendment would be required. The Department of Health spoke to Fuhrman and there are issues that they mentioned because of the small space available for this type of operation in that building.

Edmonds said the trailers would be backed up tight to the building so no escape for the animals and only on Sundays.

Fuhrman said we have had complaints on the operation now. The public safety and health hazards are also a concern.

2. Paws Up for You Signage

Tim Siercks, Minuteman Press submitted a sign proposal to install signage at "Paws Up For You" in October, 2013 and staff denied it. In December the signs were put up and staff sent a letter that they need to be removed in seven days. She sent another letter today to both Siercks and the owner of "Paws Up for You" that they have to be removed. Fuhrman believes the property owner submitted an appeal to the City Council on not taking the signs down.

3. Planning Commission Resources

Fuhrman thought this was a good informational handout and guide for the Planning Commission Board to review.

4. 2013 Building Permit List

Fuhrman informed the Planning Commission Board that this is just a summary for 2013. There were mostly remodels. There is one twin home being built in Meadowview for 2013.

B. City Council Minutes for December, 2013

The Planning Commission Board had no comments.

JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:51 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant