**CITY OF TIOGA**

Planning & Zoning Commission Meeting Minutes

March 16, 2016

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 6:30 p.m. on Thursday, March 16, 2016, at the Tioga City Hall, by Planning & Zoning Commission President Travis Wittman.

PRESENT: Planning and Zoning President Travis Wittman, Planning & Zoning Commission Members Don Zacharias, Eli Auger, Dan Larson

ABSENT: N/A

Guest: Jim Morken, Barbara Guttormson, David Guttormson, Scott Dyk, Marlin Powell, Pete Wolla, Daryn Pederson, Cherle Stein

**Minutes:** Larson made a motion to approve the February 10, 2016 minutes, second by Auger. **Roll call: Ayes: Larson, Zacharias, Auger, Wittman.**

**Modifications/Approval of Agenda:**

**Old Business**

**Zone Change – Oil Patch Properties, LLC –** Larson stated last month Morken presented a replat to accommodate for an MDU Substation. The project was tabled by City Commission until the zoning change was advertised in the paper and both could be presented together. Morken asked to change zoning from R3 to C2 but after discussion with the planning and zoning board decided C1 would be more in line with the current zoning he has along 67th street. Larson made a motion to approve the change in zoning on Block 3 in Springfield addition to C1 instead of C2 as applied for, second by Zacharias. **Roll call: Ayes: Larson, Zacharias, Auger, Wittman.**

**New Business**

**Planning and Zoning Application – Daryn Pederson** – Pederson applied for vacant position on the board. He stated the day and time may not work for him as he is a big part of the Wednesday night children’s church group. Discussion was held on changing the date and time to better accommodate schedules of engineers and some board members. Zacharias made a motion to approve the application, second by Auger. R**oll call: Ayes: Larson, Zacharias, Auger, Wittman.**

**Road Repair – Oil Capital Ready Mix** – Scott Dyk, representative of Oil Capital stated his company is willing to replace the culvert and fix the road by the ready mix plant at his expense so the water drains properly. Larson said he spoke with the township and they did not see any issues with Dyk doing this. Wittman suggested that Dyk should present to the city Commission as this is within the cities ETA. No Motion Needed

**Conditional Use Renewal – David Hedditch** –Larson stated the board is looking at not renewing the conditional uses for RV parks in the future as housing has become readily available due to economy slow down, however we are not at the point to shut any of the parks down as we know there is still demand for seasonal use. Wittman stated that Williams County has taken a firmer stand on closing RV parks in their ETA and agreed with Larson that Tioga is not ready to shut parks down at this point. Stacey Vejtasa, manager of townhomes and apartments in the city presented letters from the property owners indicating the reasons why conditional use permits should not be renewed. Discussion was held. **Zacharias made a motion to approve the conditional use permit for one year, second by Auger. Roll Call: Ayes; Auger, Zacharias, Wittman. Nays; Larson**

**Conditional Use Renewal** –**Gunn Enterprises Inc- Auger made a motion to approve the conditional use permit for one year, second by Zacharias. Roll Call: Ayes; Auger, Zacharias, Wittman. Nays; Larson**

**Boundry Line Adjustment – Steven Klevenberg.** – Chares Camp surveyor for Steven Klevenberg property presented a plat with a property line adjustment that is increasing the property size by ½ an acre. **Larson made motion to approve the boundary line adjustment, second by Auger . Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**Demo Permit –** Larsonpresented a demolition form to be used as a form of management for the city as the board can then keep track of demolitions in town. **Larson made a motion to approve the form, second by Auger. Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**Updates by Dan Larson –**  Discussed updating of the dumpster ordinance and also the creation of the letter that is sent out to citizens when refuse has started to accumulate on properties. Larson asked for approval on the letter he had created and stated he would work with Deptuy Auditor Hanson on consolidating the current letter with the letter he had created. Larson stated the next step would be discussing with Ben Johnson. **Larson made a motion to approve the letter consolidation, second by Zacharias.** **Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

**With no further business Auger made a motion to adjourn the meeting at 6:30 pm, second by Zacharias. Roll Call: Ayes: Auger, Zacharias, Larson, Wittman**

The next regular meeting of the Planning & Zoning is scheduled April 13, 2016 at 6:30 p.m., to be held at the Tioga City Hall.

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Travis WIttman, City Planning & Zoning Commissioner

ATTEST:

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Desiree Hanson, Deputy Auditor