CITY OF TIOGA

Planning & Zoning Commission Meeting Minutes April 13, 2016

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 6:30 p.m. on Wednesday, April 13, 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, Barry Ramberg, Daryn Pederson, and Dan Larson

ABSENT: none

Guest: Robert & Shandar Loney, Kevin Hove

Minutes: Zacharias made a motion to approve the March 16, 2016 minutes, second by Auger. Roll call: Ayes: Barry, Zacharias, Auger, Wittman, and Pederson.

Modifications/Approval of Agenda: Old Business

Oath of Office for Daryn Pederson- Travis Wittman swore in Daryn Pederson and signed Oath of Office. New Business

Fence Application - Kevin Hove - Hove applied for fence Application. Don verified Hove is not going to tear down Garage. Auger made a motion to approve the application, second by Auger. Roll call: Ayes: Ramberg, Zacharias, Auger, Wittman, and Pederson.

Fence Application Robert Loney - Larson spoke to Robert about application address is Zoned Industrial. House is set back approximately 25 feet from property line. Neighbors on both sides also have 6 foot fence. Applicants want to keep the properties looking uniform and match with neighbors also have permission to tie into neighbors fence. Larson asked for condition to put address on the front offence. Zacharias made a motion to approve the application, second by Ramberg. Roll call: Ayes: Ramberg,Zacharias, Auger, Wittman, (Pederson left before voting)

Accessory Building Application - Ryan Bugbee - Larson stated application is for a 12 ft. by 16 ft. yard shed and fence permit. Will have a wood treated floor. Larson said he would make a recommendation to approve. Ramberg made a motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Zacharias, Wittman, and Ramberg.

Preplat -Justin Shafer Larson stated is in the Industrial Area off Gilbertson. Plotted out as 3 lots, they want to eliminate the lines and make the property 1big lot. Larson wants condition that the owners are responsible to ensure the document complies with Williams County Recorder's Office. Zacharias made a motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Zacharias, Wittman, and Ramberg.

Building Permit Residential (10 61 St SW) - KDAK LLC. - Larson stated he has reviewed the plans and has a list of

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stipulation for this property.

1. Foundation elevation: minimum of 12 inches plus a 2% drop top of foundation to top of highest elevation of curb front of home.

1. 6 inch grade slope in first 10 feet from foundation.
2. Garbage, debris, waste products must be contained in a netted fence or dumpster and covered so as to contain debris from blowing out into neighborhood.
3. Soil compaction, garage floor area, footings, side walk, see building inspector.
4. Is foundation with crawlspace or slab? If crawl space; ventilation and vaper barrier and lite, drain tile and sump basket, rigid insulation on foundation wall.
5. Roof: Ice and water 24" min. from inside wall.
6. 2X6 exterior walls, R21 insulation.
7. R49 attic insulation
8. Bath exhaust fan
9. 20 minute garage service door to house.

Don asked if they are building on speculation or is there some buyers already? Larson spoke to Whitehead and he did not say but said there is 1house still for sale and they hope to build everything and be done this summer.

Discussion held. Ramberg made motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Zacharias, Ramberg,and Wittman

Building Permit Residential (101 6th St SW) - KDAK - Larson stated he has reviewed the plans and has a list of stipulation for this property.

1. as per print.
2. Soil compaction; garage floor area backfill: footings; side walk; see Building Inspector.
3. Garbage, debris, waste products must be contained in a netted fence or dumpster and covered so as to contain debris from blowing out in the neighborhood.

Auger made a motion to approve the application, second by Zacharias. Roll Call: Ayes: Auger, Zacharias, Ramberg,and Wittman

Building Permit Residential (209 5th St SW) - KDAK LLC - Larson stated he has reviewed the plans and has a list of stipulation for this property.

1. 5/8 type X drywall in garage.

1. Electrical plan/GFCI
2. Soil compaction, garage floor area, footings, side walk, see building inspector.
3. Garbage, debris, waste products must be contained in a netted fence or dumpster and covered so as to contain debris from blowing out in the neighborhood.

Zacharias made a motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Zacharias, Ramberg,and Wittman

Building Permit Restaur,ant - 42 Bistro - Larson stated The 42 Bistro currently The 42 Grill is moving from the current location to the old Bucking Buffalo Building. They will be bringing equipment from the old building into the new building. Dan had served a Stop Work Order on the new location for work being done without a permit. Larson consulted Attorney Ben Johnson regarding the issue. Zacharias asked if they have applied for a Liquor License, Larson stated that they have applied but it was table for clerical reasons. Ramberg asked about a timeline when they could open, Larson stated that they were planning on opening in approximately 2 week to 1month. Larson also stated that this is a positive move for our community. Discussions held. Ramberg made a motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Zacharias, Ramberg, and Wittman

Building Department Schedule of Fines - Dan Larson - Larson has not found a schedule of fines for the City of Tioga and he is not sure what the situation was since there have been fines issued in the past but no record of monetary amount. Larson handed the committee a schedule from Williams County as an example and would like input about adopting a similar schedule for Tioga. Ramberg stated that it's a cap "up to $1000.00" that this is not necessarily the fine on the first day. Wittman wants to verify if it should state the fine as "up to..."that there is no minimum fee but there is a maximum. Larson suggested having a second page listing the fines by a percentage of the permit cost. Ramberg also pointed out that this form is Williams County and if we adopt a similar schedule it needs to say City of Tioga instead of Williams County. Zacharias made a motion to approve a Building Department Schedule of Fines, second by Ramberg. Roll Call: Ayes: Auger, Ramberg,Zacharias, and Wittman

**Dan Larson Updates** - FYI regarding 2 ordinances: Larson and Ben Johnson together have revise the letter for garbage and refuse. Larson handed committee revised letter. Regarding permits and approval: that not all permits need to go before Planning and Zoning and Larson as the Building Inspector should have the ability to approve certain building permits without having to be presented to the Planning and Zoning Board, Ben Johnson will write a procedure for Larson. Fire Hall/Ambulance Bay: Larson has received a set of prints for the new building. Bids were opened today. Larson stated it is going to be nice. Larson stated there may soon be a building permit for the new building, but may have the new procedure from Johnson in place for him to approve without the permit going to the board.

**Planning & Zoning Meeting Date & Time** - Wittman stated that their newest member Daryn Pederson is involved in Church events on Wednesday Evening that conflict with the current time for Planning & Zoning Board meetings. Discussions held. A decision to change the date and time of the Planning & Zoning meetings to the Thursday between the 2 Commission Meetings at 6:30 pm. **Auger made a motion to approve the change of date and time for the Planning & Zoning Meetings, second by Zacharias. Roll Call: Ayes: Auger, Zacharias, Ramberg, and Wittman**

**With no further business meeting was adjourned at 8:30 pm.**

ATIEST:

Ronica Pederson, Deputy Auditor

Travis Wittman, City Planning & Zoning Commissioner