**CITY OF TIOGA**

Planning & Zoning Commission Meeting Minutes

June 10, 2015

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 5:30 p.m. on Wednesday, June 10, 2015, at the Tioga City Hall, by President of the Planning & Zoning Commission Dan Larson.

PRESENT: President Dan Larson, Planning & Zoning Commission Members, Travis Wittman, Don Zacharias, Eli Auger, and Gary Spooner; Tioga Deputy Auditor Desiree Hanson.

ABSENT: N/A

Guest: Community Service Director Jason Phillips, Drake McClelland, Chris Norgaard, Stephanie Ramberg, Kyle McIntyre, Danny McDuffie, Dhana McDuffie

**Minutes:** Spooner made a motion to approve the minutes of May 13th, 2015 and the minutes of the special meeting on May 21, 2015 as presented, second by Auger. Roll call: Ayes: Zacharias, Wittman, Auger, Spooner, Larson

**Modifications/Approval of Agenda:**

Larson advised there would be modifications to the agenda. He moved 3 building permit as first items on the agenda followed by old business then new business.

**All approved the modification of the agenda**

**Danny and Dhana McDuffie –** fence permit. The McDuffie’s were not aware they needed a building permit, so the said fence has already been constructed. When they found out they needed an application they stopped construction so they could follow the correct procedure set by City. After a short discussion a motion was made to approve the construction of the fence.

**Motion made by Wittman to approve the application, second by Zacharias. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Ryan Albrecht** – Deck permit.

**Motion made by Spooner to approve the application, second by Whittman. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Kyle McIntyre-** shed permit. McIntyre is erecting a small shed for storage.

**Motion made by Wittman to approve the application, second by Zacharias. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Old Business**

City Zoning Map - Discussion was held on the additions to the zoning map that we currently have for the City. A decision was made to table for clarification on the new information.

**Motion made by Spooner to table until additions can be clarified, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner.**

**New Business**

Discussion was held on the zoning map for the Annabelle area. Hanson presented a map of the Annabelle area that she printed off the Williams County website. Hanson stated that Williams County has the entire area zoned as residential. The commissioners discussed the different sections and came to a decision on each and advised they would like Hanson to present the changes to the Williams County Planning and Zoning for recording pending approval by Tioga City Commission.

**Motion made by Spooner to approve the zoning on the Annabelle area contingent on Commission approval, second by Zacharias. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Building Permit Cut-off Date –** Discussion was made as to the cutoff dates for building permits. All parties agreed that building permits must be submitted to City Hall with payment by 12:00pm the Wednesday prior to monthly Planning and Zoning regular schedule meeting. Permits received after this day/time will be on the following month’s agenda unless it is an emergency situation. Conditional Use and Variances will still follow the current schedule set forth by Planning and Zoning Commission.

**Motion made by Spooner to approve the cutoff date for building permits the Wednesday before Planning and Zoning meeting, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Building Permits:**

**Tioga Airport Authority-** A new hangar at the airport. RC Neset, representing Energyview the applicant for the hanger, advised he is still waiting for the engineer to complete the plans for the hanger. Larson explained that without the plans the Commission cannot approve the building, however they can start the dirt work.  **Motion made by Wittman to approve the application upon final approval of our engineer and Community Services Director, second by Spooner. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Variance and Building Application:**

**Chris Norgaard-** Norgaard is asking to place the carwash 8 feet off the west property line as this would allow for a 25 foot open space from the back of the curb to the side of the building to construct an automatic car wash. Discussion was held on the setback proposal.

**Motion made by Wittman made a motion to approve the 8 foot setback, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Chris Norgaard –** building permit to construct an automatic carwash. A short discussion was held.

**Motion made by Wittman to approve the application upon final approval of our engineer and Community Services Director, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Sign Application**

**Tioga Olson Estates** –Discussion was held on the sign that was placed on an apartment without the knowledge of the City of Tioga. Spooner questioned the material of the sign and how it would look in a couple years. Phillips advised the sign was only temporary until the apartment is filled then they would take it down.

 **Motion made by Wittman to approve the application, second by Auger. Roll Call: Ayes: Auger, Wittman, Zacharias Nays: Spooner, Larson**

**Ryan Bugbee** – Fence Application. **Spooner made a motion to approve the application**, **second by Wittman. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Tioga Pool –** Fence Application. **Spooner made a motion to approve the application**, **second by Wittman. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Tioga Pool –** Application to build a storage shed.

**Motion made by Wittman to approve the application, second by Auger. Roll Call: Ayes: Auger, Wittman, Zacharias Nays: Spooner, Larson**

**Russ Papineau** – Fence repair. Phillips advised Papineau was not constructing a new fence only replacing a few boards.

**Motion made by Wittman to approve the application, second by Auger. Roll Call: Ayes: Auger, Wittman, Zacharias Nays: Spooner, Larson**

**KDAK, LLC** – Building permits for construction of new homes.

**Wittman made a motion to table the application for 116th Street SW due to no construction plans and also need final approval from City engineer, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**KDAK, LLC** – Building permits for construction of new homes.

**Wittman made a motion to table the application for 112th Street SW due to no construction plans and also need final approval from City engineer, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

 **Advantage Construction–** conditional use application to park an RV onsite while building 6 plexes. **Wittman made a motion to approve application on condition there are no complaints or issues, Zacharias second.** Before making a decision Spooner asked where Mr Myers was doing construction work. Phillips stated he is no longer working on Advantage Construction buildings he has now moved over to Pineridge but has not moved his RV over there. At this time Wittman withdrew his approval.

**Spooner made a motion to deny, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias, Spooner**

**Lyle Bratrsovsry –** Fence Application.

**Motion made by Zacharias to approve the application, second by Wittman. Roll Call: Ayes: Auger, Wittman, Zacharias Nays: Spooner, Larson**

Gary Spooner resignation letter.

**Motion made by Auger to approve the resignation, second by Wittman. Roll Call: Ayes: Auger, Larson Wittman Nays: Zacharias Abstain: Spooner**

With no further business the meeting of the Tioga Planning & Zoning Commission was adjourned by Larson at 7:55 p.m.

The next regular meeting of the Planning & Zoning is scheduled for Wednesday July 15, 2015 at 5:30 p.m., to be held at the Tioga City Hall.

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 Dan Larson, President of the City Planning & Zoning

ATTEST:

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Desiree Hanson, Deputy Auditor