**CITY OF TIOGA**

Planning & Zoning Commission Meeting Minutes

July 15, 2015

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 5:30 p.m. on Wednesday, July 15, 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 Tioga Deputy Auditor Desiree Hanson.

ABSENT: N/A

Guest: Community Service Director Jason Phillips, Commission President Drake McClelland, Shawn Martin, Amanda Ramberg, Steven Fretland, Pavan Khatri, Police Commissioner Ronda Davidson

**Minutes:** Zacharias made a motion to approve the minutes of June 10th, 2015 on condition corrections were made to the ayes and nays, second by Wittman. Zacharias made a motion to approve the minutes of the June 15th, 2015 special meeting, as presented, second by Wittman. Roll call: Ayes: Zacharias, Wittman, Auger, and Larson

**Modifications/Approval of Agenda:**

Larson: Move agenda item #1 to #7, and Move agenda item #2 to #8. A deck permit for Harlan Johnson was added to the agenda as #6.

**All approved the modification of the agenda**

**New Business**

**Pheasants Forever –** Building & Fence permit. Steven Fretland, representative and President for/of Pheasants Forever, Inc, presented the applications for buildings and fence. Due to the vandalism that has been done to the current buildings they are planning on placing a barb wire fence on the east, north and west side. They will not place a fence on the section close to the water. They also plan on setting 2 16 X 40 buildings, one as a club house and the other as a storage shed. Larson asked about property lines, surveying and lease. Fretland stated the fence will be well within property lines, surveying has been done and the club has a lease for 99 years. Zacharias questioned the length of the lease as he was not aware this gone through commission. Fretland and Phillips stated it had been approved a couple months ago. Wittman stated he was all for the club and the building they are planning however there is a gray area with the residential development and growth that is eventually planned to be built around them, he also said the club and commissioners would work together when the time comes.

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

A discussion was held on the pre-built buildings that the club is planning on setting at the location. Larson asked what type of base they will set the buildings on. Fretland said they will be a slab or gravel base. Larson asked if this would be like a floating building. Fretland stated yes.

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

**Tom Qualley** – Fence permit. Phillips stated he had inspected the location and Qualley had followed all guidelines to build a fence.

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

**Amanda Ramberg & Shawn Martin-** building application to move a manufactured home on lot. Martin explained the front porch would face the street as the lot is only 50 X 140. Larson asked if they had plans to build a garage and Martin stated there is no room for a garage due to the size of the lot. Wittman stated there is a gray area on one of the newly adopted ordinances that says a manufactured home shall be placed so the longest measurement is parallel to an adjacent street but due to the size of the lot it would be hard to find a home that would fit the ordinance. Martin stated they had researched many mobile home companies to find a house with the door facing the street and would fit within the 50 foot width of the lot. Larson stated this may have to be a variance since it’s not zoned or permitted in this area. Ramberg questioned the cost and timeline of a variance. Ramberg also asked about the permanent perimeter foundation and what was considered permanent. Phillips said piers meet the code and are considered a permanent foundation. McClelland advised the codes had changed and the state now requires the skirting to be secured. Phillips stated there is a permanent skirting kit, that is tracking and trench. Martin stated this is a HUD home and federal codes supersede state, he also said this is in a flood zone so you wouldn’t want a permanent foundation. Davidson asked if the ordinance could be revised since this was a living document created by AE2S, one of the Cities financial advisors. She also stated the board should consider this home as this lot has been sitting empty for years and we need young couples in town. McClelland stated the Planning and Zoning board could change this ordinance to read that the front access should face the adjacent street.

**Motion made by Wittman to waive the variance on condition the Planning and Zoning board change ordinance #65 and #70 to state that the main entrance of the house must face the street, second by Zacharias. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Motion made by Zacharias to approve the building pemit, second by Auger.**

**Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Pavan Khatri –** Building application for independent living home. Khatri presented the size (100 X 150) as the actual measurements for building and explained that he wanted to develop the space into a multi unit building for the purpose of eventually becoming an assisted living facility. It would provide reasonable amount of independence without becoming a medical facility. This plot is less than a ½ mile from clinic so it would be convenient for them to make appointments and such. There was much discussion about the development and the Planning and Zoning board members had questions about the amount of residents the buildings would house and if they would have entire families living there. Pavan explained the smallest apartment would be about 900 square feet with wide staircases which would house one person. Pavan stated the basement would be 10 feet down and raise the structure 6 feet up with 16 feet in all. He doesn’t want to encourage a wheelchair access that is not his intent. He wants the residents to be moderately restricted. Larson stated he needed a clearer picture due to the zone that he would like to build in. He stated a duplex or twin home would be better suited for that area. The Planning and Zoning board decided to table the application and suggested that Pavan redesign his project to better fit within the zoning.

**Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**City of Tioga –** Sign application. Phillips approved the height and dimension.

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

**Harlan Johnson –** Deck application. Phillips approved the height and dimension.

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

**KDAK** – house building applications. Phillips presented revised drawings from KDAK for the houses at 112 & 116 6th Street S. The previous application did not include drawings and was tabled at the previous Planning and Zoning Meeting. The new drawings have a slab under the homes and not a dirt crawl space. McClelland asked that approval of the applications be contingent on clean up of vacant their lots. **Motion made by Wittman to approve the new construction of 112 & 116 6th St S with stipulation that contractor clean up vacant lots by placing debris in dumpster and keeping grass mowed, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Priority Application List –** Larson made a recommendation that fences, decks and building less than 200 square feet go through building inspector and city commission, otherwise all other applications would come through Planning and Zoning.

**Motion made by Wittman to approve applications for fences, decks and buildings less than 200 square feet go through Phillips and City Commission and bypass Planning and Zoning, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Planning and Zoning Map –** Discussion was picked up from the June 10th meeting. The Planning and Zoning board discussed the old zones, new zones and the zoning of the land annexations that are in the process. Some of the items that were discussed is the cities 1 mile jurisdiction, the layout of what Williams County has mapped out for zoning within the ½ and 1 mile jurisdiction of the city, and meeting with Williams County board. Wittman & Auger proposed a meeting with County Commissioner Barry Ramberg and a representative from the Tioga Township board.

Larson advised he will attend the commission meeting on July 20th, 2015 and present the information from the Planning and Zoning meeting and ask for help from City Commissioners in revising the zoning map to encompass the future land annexations. Larson will present to the City Commissioners the concept of adding a city planner/administrator to the department as the current city employees are strapped for extra time to help the boards with all the growth and development that is happening. The board members are still looking for another Planning and Zoning member to replace the vacant position left when Gary Spooner retired.

With no further business the meeting of the Tioga Planning & Zoning Commission was adjourned by Larson at 8:15 p.m.

The next regular meeting of the Planning & Zoning is scheduled for Wednesday August 12, 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