**CITY OF TIOGA**

Planning & Zoning Commission Meeting Minutes

August 12, 2015

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 5:40 p.m. on Wednesday, August 12, 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 Development Director Melissa Koch, Derek Porter, Dan Wolla, Dave Lebrun, Pavan Khatri

**Minutes:** Zacharias made a motion to approve the minutes of July 15th, 2015, second by Wittman Roll call: Ayes: Zacharias, Wittman, Auger, and Larson

**Modifications/Approval of Agenda:**

**All approved the agenda as presented.**

**Old Business**

**Jared Wright** – Jared was not in attendance

**Pavon Khatri –** Pavon sent a fax with building updates to the city office. Khatri had started out with plans for a group home type of setting or a double bungalow, however the square footage of his lot did not allow for this plan. Larson stated he had told Khatri that a duplex would work better on this lot. Khatri stated he would work with the city to build the type of building that would fit on his property. Wittman stated the front door of the home must face the street as stated in the city’s ordinance. The structure must also be a class a structure with perimeter footings not piers. Khatri stated he needed to find the lot pins and commissioners stated he would need to have the lot surveyed if he is unable to find pins. **After much discussion Zacharias made a motion to approve on condition that pins are located, second by Auger.** **Roll Call: Ayes: Auger, Wittman, Zacharias, Larson.**

**New Business**

**Derek Porter –** Variance and Building application. Porter has requested a variance to replace his old mobile home with a new mobile home. The variance was submitted as his property is zoned as an R3 which does not allow for Class B mobile homes. Larson explained that a variance can be granted on the basis that a hardship is demonstrated. Larson looked at the plat that Porter provided and stated there seems to be enough room to put a Class A double wide mobile home on the property instead of single wide and still meet clearances by the garage. Porter stated that our ordinance stated that his property does not conform however he can replace with another non conforming property of greater quality. A discussion was held with a few key items; the ordinance stating front door must face the street. Larson stated he had looked over the property and did not see any obstructions that would hinder placing a double wide on the lots. **Zacharias made a motion to deny the variance application, second by Wittman.**

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

**Kevin Hove** – building application. David Lebrun with Creative Woodworking Design, LLC representing Kevin Hove explained the remodel he was doing for Hove. He stated they were adding a 3 car garage and remodeling part of the existing house. After a brief discussion a decision was made to approve the application on the condition footings were added to the plot drawing and visqueen is put in crawl space. **Wittman made a motion to approve the application, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Graham Construction** – Remodel of new city hall.

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

**Kaleb Melberg-** fence application

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

**Laura Jean Rosencrans-** fence application

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

**Wayne Knutson –** building application for garage. Larson stated he had a drawing but does not show dimensions as far as setbacks. Larson stated he drove by and there is an alley way and concrete from a previous building. Knutson’s application stated the garage would be built to city code and set back requirements if variance is needed also. **Wittman made a motion to table the application due to lack of information on the drawing, second by Auger.** **Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Wayne Knutson –** Building application for building at Tioga Airport. The Planning and Zoning would like to see a copy of the lease and the blueprints before approving the building. **Auger made a motion to table the application until they had a copy of the blueprint, second by Wittman.** **Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Wayne Knutson –** building application for business office at Tioga Airport. Larson stated he wished Knutson would have been in attendance for questions. **Auger made a motion to table the application due to lack of information, second by Wittman.** **Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Roustabout Service –** building application

**Motion made by Wittman to table the application due to lack of information, second by Auger. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

**Bank of Tioga –** Building application. After reviewing the plat drawing a brief conversation was held.

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

**Bucking Buffalo** – **–** Sign application. All dimensions seem to be within commercial ordinance guidelines.

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

**Revision of Article 2 – Definitions –** 5.0201 Definitions: Line number 65 & 70.

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

**Planning and Zoning Application** – Barry Ramberg submitted an application to fill the vacant seat on the Planning and Zoning Board. The Planning and Zoning commission had questions on the application as Ramberg also sits on the Williams County Commission board. They were concerned that it may be a conflict of interest for him. **Motion made by Wittman to approve the application, second by Zacharias. Roll Call: Ayes: Auger, Wittman, Larson, Zacharias**

With no further business the meeting of the Tioga Planning & Zoning Commission was adjourned by Larson at 7:48 p.m.

The next regular meeting of the Planning & Zoning is scheduled for Wednesday September 16, 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