CITY OF TIOGA

Planning & Zoning Commission Meeting Minutes December 15, 2016

A meeting of the Planning & Zoning Commission of the City of Tioga was called to order at 6:30 p.m. on Thursday, December 15, 2016, at the Tioga City Hall, by Planning & Zoning Commission President Travis Wittman.

PRESENT: Planning & Zoning Commission President Travis Wittman and Commission members Eli Auger, Barry Ramberg, and Daryn Pederson

ABSENT: Don Zacharias

Guest: Dan Larson, Ralph Myers, Matt Carns, Katie Lucy, and Joy Bickler

Minutes: Auger made a motion to approve the November 17, 2016 minutes, second by Ramberg. Roll call: Ayes: Ramberg, Pederson, Auger and Wittman.

**Modifications/Approval of Agenda**

None

**Old Business**

None

**New Business**

**Hess Corporation, Conditional Use Application** – Joy Bickler, representative for Hess Corporation, stated Hess would like to renew the conditional use permit for the temporary office buildings they have. Bickler stated she had asked last year if they could extend longer than a year but was told since the 3 buildings are not on a permanent foundation they are not able to and was wondering if the rules had changed within the last year. Wittman stated they should keep the one year extension and suggested Hess talk to commissioners before next year’s meeting and see if they are might have an option of extending the one year to two. Discussion was held. **Ramberg made a motion to approve the conditional use application for one year, second by Pederson. Roll call: Ayes: Ramberg, Pederson, Auger, and Wittman.**

**R & R Trailer Court, Conditional Use Application –** Larson made a suggestion before the discussion was held that he would like to see all lots numbered for consistency purposes. Myers, representative for R & R Trailer Court stated he understood and would make sure sites were numbered. Discussion was held on the private well water system and Myers stated he is a licensed operator and tests for biologicals every month and keeps up with updates.  **Pederson made a motion to approve for one year with the condition that numbering/labeling will be complete by June 1, 2016, second by Auger. Roll call: Ayes: Pederson, Auger, Ramberg, and Wittman**

**Kathleen Lucy, Conditional Use Application** - Wittman explained to the crowd the situation behind Katie Lucy’s application for a conditional use permit. She would like to open a glass repair/replacement business in their garage which is not attached to the house. The property is currently zoned as an R2-A and is bordered by light industrial and commercial zones. Wittman stated Lucy has been working with Larson and they thought a conditional use would work better for her situation then applying for a zone change. Discussion was held. **Auger** **made a motion to approve for one year with a note that light industrial and commercial zone is bordering said properties, second by Pederson** **Roll call: Ayes: Auger, Pederson, Ramberg, and Wittman**

**Dan Larson Updates** – Larson handed to commission members a building department schedule of fines and explained that the city currently doesn’t have a schedule that would uphold regulations. By approving this building department schedule of fines the city will then be able to fine anyone that violates regulations.

**Auger recommends that the schedule of fines be approved to the city, second by Ramberg.** **Roll call: Ayes: Auger, Pederson, Ramberg, and Wittman**

Larson stated he would like to start using a standard building inspection process and is looking for approval from the planning and zoning board.

**Auger made a motion to approve the standard building inspection process, second by Pederson**. **Roll call: Ayes: Auger, Pederson, Ramberg, and Wittman**

**With no further business the meeting of the Tioga Planning and Zoning was adjourned by unanimous vote moved by Auger second by Pederson at 7:32 p.m. call: Ayes; Auger, Pederson, Ramberg, Wittman**

**The next regular meeting of the Tioga Planning and Zoning is scheduled for Thursday January 12, 2016 at 6:30pm, to be held at the Tioga City Hall.**

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 Travis Wittman, City Planning & Zoning Board Member

ATTEST:

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Desiree Hanson, Deputy Auditor