

February 3, 2010

The Scandia Planning Commission held their regular monthly meeting on the above date. The following were in attendance: Chairman Chris Ness, Commissioners Susan Rodsjo, Tom Krinke and Peter Schwarz. Absent: Christine Maefsky. Chairman Ness called the meeting to order at 7:30 p.m.

**APPROVAL OF AGENDA, MINUTES**

**Krinke, seconded by Rodsjo, moved to approve the agenda as presented. The motion passed unanimously.**

**Schwarz, seconded by Rodsjo, moved to approve the January 5, 2010 minutes as presented. The motion passed unanimously.**

**WORK SESSION ON DEVELOPMENT CODE**

The Council and Planning Commission met in a workshop setting to review a draft of Chapter 1 of the Scandia Development Code. This administrative chapter was prepared following the January 12 work session. Definitions, basic procedures and notice requirements contained in the draft were reviewed in a discussion led by City Administrator Anne Hurlburt.

It was emphasized that the definitions section is considered a work in progress. Changes will be necessary as district regulations are discussed at future work sessions.

An administrative permit and approval process will be replacing the current practice of issuing a certificate of compliance for uses or events which meet performance standards. This approach will allow the applicant to proceed without waiting for council approval.

A site plan review will also be a new procedure in the updated Development Code. The group discussed the criteria for classifying site plan reviews as either major or minor.

Section 13, Nonconforming Buildings, Structures, Uses and Lots will be further reviewed in the next work session.

The next work session on the Development Code update will be held on Tuesday, February 23, 2010 at 6:00 p.m. The text of the zoning districts and a draft zoning map will be reviewed.

The meeting adjourned at 10:02 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*