

January 5, 2016

The Scandia Planning Commission held their regular monthly meeting on the above date. The following were in attendance: Chair Christine Maefsky, Commissioners Walt Anderson, Jan Hogle and Travis Loeffler. Commissioner Dan Squyres arrived at 7:18 p.m. Staff present: City Administrator Neil Soltis, City Planner Sherri Buss and Deputy Clerk Brenda Eklund. Council member Chris Ness was also present. Chair Maefsky called the meeting to order at 7:00 p.m.

APPROVAL OF AGENDA, MINUTES

Hogle, seconded by Loeffler, moved to approve the agenda as presented. The motion carried unanimously by those present.

Hogle, seconded by Loeffler, moved to approve the December 1, 2015 minutes as presented. The motion carried unanimously by those present.

DISCUSSION OF REQUIRMENTS AND STANDARDS FOR AGRITOURISM ENTERPRISES

Planner Buss presented draft Ordinance No. 166, adding Section 4.35 to Chapter 2 of the Development Code regarding standards for Agritourism Enterprises. The definitions and performance standards were based on the Commission's discussion at the December meeting, which used the Rural Event Facility as a starting point.

The Commissioners discussed the permit requirements and standards. An Interim Use Permit would be obtained if the enterprise held more than 4 events annually that exceeded 100 attendees at each event. Buss will prepare a tabulated chart to make this clear in the ordinance. Buss explained that she did not include an Annual Operating Permit (AOP) as a requirement, but language that the City may schedule reviews as needed.

Requiring a Transportation Plan was omitted from the draft ordinance in paragraph (4), as was the requirement for a grading plan.

Much discussion occurred on the lot size standard. Planner Buss will prepare a table with 5, 10 and 20 acre distinctions and the allowed number of attendees and events that are allowed at these acreages. (5)(B), limiting a maximum number of people was eliminated from the draft. The Commissioners agreed that (5)(F) addressing sound amplification of ceremonies and educational events only was fine as written. Regarding setbacks in (5)(G), if an event requires a permit, a 100-foot setback from the boundary of the property is necessary for event activities, including parking. If an event needs a permit, it may not begin before 9:00 a.m. "Permitted event" will be added to (5)(I). Buss will reword (5)(J) addressing signs for language that conforms to the recently updated sign ordinance.

Planner Buss will revise the draft ordinance based on these changes for further review at the February 2nd Planning Commission meeting.

DISCUSSION OF REVISION TO DEVELOPMENT CODE REGARDING THE DEFINITION OF REPLACEMENT OF NON-CONFORMING STRUCTURES

Planner Buss presented a draft ordinance that amends the development code section on nonconforming structures (Chapter 1, Section 3.13) to provide quantifiable criteria for determining the difference between expansion and replacement of an existing nonconforming structure. Buss explained that the DNR recommended the criteria, used by Washington County and by other municipalities, to make the standard clear and explicit in the code. Reconstruction is replacing 50% or more of the assessed value of a structure, whereas remodeling/expansion would mean improvements that equal less than 50% of the assessed value of a structure. Buss stated that 50% is also a commonly applied standard in floodplain zoning.

Anderson, seconded by Squyres, moved to schedule a public hearing on February 2, 2016 for the proposed ordinance amendment to the Development Code regarding nonconforming structures as presented. The motion carried 5-0.

DISCUSSION OF REVISION TO DEVELOPMENT CODE REGARDING ON-SITE SEWERAGE SYSTEMS

Planner Buss presented a draft ordinance that would amend the development code (Chapter 2, Section 3.1) on standards for sewage treatment. The Washington County Health Department requested the City adopt the County's SSTS ordinance and clarify that the City will handle variances related to setbacks and zoning issues, and the County will handle variance requests that relate to technical requirements of septic systems. Buss explained that the proposed ordinance is based on language used in other cities in the County.

Loeffler, seconded by Squyres, moved to schedule a public hearing on February 2, 2016 for the proposed ordinance amendment to the Development Code regarding subsurface septic systems as presented. The motion carried 5-0.

DISCUSSION ON CONDITIONAL USES IN THE VILLAGE MIXED USE A (VMU A) AND VILLAGE MIXED USE B (VMU B) ZONING DISTRICTS

Commissioners continued the review on uses that should require CUP's in the Village District. The December staff report listed the current CUP uses on a table with comparison to surrounding cities. Each type of business was reviewed to determine if it meets criteria to require a CUP, such as hazards inherent in the use, and impacts it may have to surrounding properties. Various types of businesses such as bakeries, beauty salons, bed & breakfasts, copy services, grocery stores, pet grooming and garden supplies stores were removed from requiring a CUP. Indoor recreation, sports and fitness clubs would be a permitted use if under 4,000 square feet in size.

Planner Buss will prepare an ordinance amendment reflecting these changes for a public hearing. Chair Maefsky recommended that a statement that businesses must comply with the Architectural Guidelines be included.

Squyres, seconded by Loeffler, moved schedule a public hearing on February 2, 2016 for the proposed ordinance amendment to the Development Code regarding uses in the Village Mixed Use A and B zoning districts as modified. The motion carried 5-0.

ITEMS FOR FUTURE AGENDA

Administrator Soltis proposed that language be added to the sign ordinance that references protection of dark skies, as contained in the Architectural Guidelines. This addition could be added to respect the citizen concerns about internally lit signs that are now allowed in the revised sign ordinance. Chair Maefsky asked Soltis to write this up for discussion at the February meeting.

ADJOURNMENT

Loeffler, seconded by Anderson, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk