

PLANNING AND ZONING COMMISSION
TUESDAY, JANUARY 7, 2020
6:00 PM AT CITY HALL
680 Byron Main Court NE

1. CALL MEETING TO ORDER - Acting Chair Van Laere called the meeting to order at 6:00PM Tuesday, January 7 at Byron City Hall.

Members Present: Brian Frank, Tracy Lermon, Justin VanLaere and Jacob Gave

Also Present: Zoning Technician Kelli Cheney, Council Advisor Steven Cook, Janna Monosmith, Gretty Becay, Troy Shoenrock, April Schoenrock, Mike Sorenson.

2. APPROVE AGENDA - Changes to the agenda included adding Member Resignation to New Business. Motion made by Member Lermon, second by Member Frank to approve the agenda with change. Motion carried unanimously.
3. CONSENT AGENDA
 - a. P&Z Minutes - December 3, 2019 - Motion made by Member Lermon, second by Member Frank to approve the minutes as written. Motion carried unanimously.
4. COMMUNICATIONS, REPORTS AND PETITIONS
 - a. Monthly Budget
 - b. City Council Minutes - November 12, 2019
 - c. City Administrator Newsletter - November
 - d. Community Newsletter - November
 - e. Planning and Zoning Legalities and Beyond - FYI

Zoning Technician Cheney attended a workshop on November 7th for the Beyond the Basics of Planning and Zoning in the Cities. Cheney stated some key notes from the workshop that are beneficial to the planning commission.

5. PUBLIC HEARING - 6:00PM
 - a. Resolution 20-01 P&Z - Interim Use Permit - 518 2nd Street NW - Motion made by Member Gave, second by Member Lermon to open the public hearing at 6:08 PM. Troy and April Shoenrock are wanting to open a pizza restaurant at 518 2nd Street NW. The conditions to the Interim Use Permit are; they must have a minimum of 16 parking stalls between their lot and any neighboring lot with a written agreement provided to the City, they must maintain the parking lot, exterior trash must be screened, signage must meeting the current sign ordinance and they must have a sign in the parking lot stating "additional parking available at 513 Frontage Rd NW." Audience member Mike Sorenson at 606 2nd Street NW stated his parking

concern. Sorenson had issues with the previous businesses parking on his property. Troy Shoenrock stated he is willing to work with Mr. Sorenson on the parking and marking lot to prevent customers from parking on the neighbor's lot. Motion made by Member Frank, second by Member Gave to close the public hearing.

Acting Chair VanLaere mentioned a correction in the memo for the business hours. The memo states from 4:00 PM to 12:00 PM and it should be 12:00 AM. Motion made by Member Lermon, second by Member Gave to approve the Interim Use Permit. Motion carried unanimously.

6. GENERAL BUSINESS - None

7. UNFINISHED BUSINESS - None

8. NEW BUSINESS

a. Resolution 20-02 P&Z - Interim Use Permit - 1097 Frontage Rd NW - Mr. Fix is proposing to construct a 40'x44' extension on his cold storage building. When there are changes to a business with an Interim/Conditional Use Permit, the business needs to reapply for an Interim/Conditional Use Permit. The proposed conditions for the Interim Use permit is Fix needs to maintain the parking lot and that the Interim Use Permit will expire when the business closes or the business is no longer owned by Jerry Fix.

Motion made by Member Gave, second by Member Frank to recommend approval to City Council with the proposed conditions. Motion carried unanimously.

b. Resolution 20-03 P&Z - Variance - 1097 Frontage Road NW - When Mr. Fix applied for an Interim Use Permit to construct a 40'x44' addition to his cold storage building, it was shown that there was a 20' setback to the rear property line. The variance is to acknowledge the 5' encroachment into the 25' required rear setbacks.

Motion made by Member Lermon, second by Member Gave to recommend approval to City Council. Motion carried unanimously.

c. Added Item - Member Resignation - Jacob wanted to thank everyone for the opportunity of being on the Planning Commission Board. He had a lot of fun and really enjoyed being on the board. Motion made by Member Frank, second by Member Lermon to accept Member Gave's resignation beginning February. Motion carried unanimously.

9. PUBLIC COMMENTS - Called 3 times by Acting Chair Van Laere.

10. ADJOURN - Motion made by Member Gave, second by Member Frank to adjourn the meeting at 6:31 PM. Motion carried unanimously.