

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, March 9, 2020, commencing at 5:30 p.m. in the Council Chambers of City Hall. Chairperson Asmus called the meeting to order.

A. ROLL CALL:

Chairperson	Shannon Asmus	Present
Commissioner	Michael Flaata	Present
Commissioner	Judy Hudson	Present
Commissioner	Larry Dahl	Present
Commissioner	Eric Mathwig	Present
Commissioner	Jeff Woods	Present
Commissioner	Tom Zens	Present
City Planner	Hannah Rybak	Present

B. ANNOUNCEMENT OF ADDITIONAL ITEMS

II. APPROVAL OF MINUTES

It was moved by Commissioner Mathwig, seconded by Commissioner Dahl, to approve the minutes of the February 10, 2020 meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

- 1. Conditional Use & Variance Requests** – *by Gregg Schilling at 702 S Gorman Ave To allow a duplex in an R-1 District and allow a variance of 3’ to the side yard line*

City Planner, Hannah Rybak, provided an overview of the request. She reviewed the consistency of the request with the standards for granting a conditional use and variance.

18 findings of fact offered by staff were presented to the Commissioners by City Planner Rybak.

Staff recommendation and potential action were reviewed.

Commissioner Asmus opened the Public Hearing.

This being the time, date, and place set, with all mailed and published notices given as required by law, the hearing was opened at approximately 5:36 p.m., March 9, 2020, to consider a Conditional Use and Variance Request by Gregg Schilling at 702 S Gorman Avenue to allow a duplex to be located in an R-1 District and a variance of three (3) feet from the required ten (10) foot side yard setback.

An attendance list is on file.

No written comments were received.

Mike Theis at 615 S Geinitz was concerned about potential kids using his swing set and pool. He requested that a privacy fence be put up. His pool does meet the criteria required by the city for an above ground pool and the deck and stairs are secured by locks.

Gregg Schilling at 120 W 9th St said that he would consider putting a fence in. If there is a problem he said he would address it and maybe they could split the cost. He can't possibly control everything.

No further comments were heard and the hearing was closed at approximately 5:50 p.m.

Commissioner Flaata was concerned that if we start requiring fences to be put in would it then set a precedence for future planning.

Commissioner Woods agreed with Commissioner Flaata that they need to be cautious of the stipulations that are put on the property owner.

Commissioner Woods made a motion to recommend approval of the requested Conditional Use Permit to allow a duplex to be located in an R-1 District and to recommend approval of the requested Variance to allow a three (3) foot variance from the required ten (10) foot side yard setback on the property located at 702 S Gorman Avenue, based on the findings of fact and submitted plans. This motion was seconded by Commissioner Dahl. Upon roll call vote, all members present voted aye.

Motion Carried.

IV. NEW BUSINESS

A. ELECT CHAIR & VICE-CHAIR PERSONS

Following discussion, Commissioner Dahl made a motion, seconded by Commissioner Flaata, that the chair and vice-chair persons remain the same with Commissioner Asmus sitting as Chairperson and Commissioner Woods as Vice-Chairperson. Upon roll call vote, all members present voted aye.

Motion Carried.

B. ELECT HISTORIC PRESERVATION COMMISSION REPRESENTATIVE

Following discussion, Commissioner Dahl made a motion, seconded by Commissioner Woods, to keep Commissioner Flaata on as Historic Preservation Commission representative. Upon roll call vote, all members present voted aye.

Motion Carried.

C. COMPREHENSIVE PLAN UPDATE PROPOSAL

Commissioner Asmus was concerned that if the comprehensive plan is approved now, then will it be reviewed in 5 years to see if it still fits the model of what the city is looking for and would it take the Planning Commission out of the equation.

Commissioner Hudson responded that it would give us guidance looking forward.

Commissioner Woods stated that what he took away from 101 was that the comprehensive plan would make us more of what a Planning Commission should be. It would allow decisions for what the planning commission should or should not be doing to be answered by city staff.

Commissioner Flaata responded that the city may be missing out on developers that might be willing to come to town because we don't have everything platted out as to where they can go and what they can do. So the developers may not be looking at us due to the hoops that they may need to go through.

City Planner Rybak stated that the comprehensive plan doesn't just take into account 5 years down the road rather it looks 20-30 years. The comprehensive plans are to be updated over time. If a developer brings in a plan and the city doesn't have guidelines for said plan then city staff would review it and amend the land use plan at that time. It doesn't take the planning commission out of the equation by any means. The process will remain the same process but we are just taking care of certain aspects ahead of time so that we have a plan for what we want in the future. The city should have land in all of the zoning areas so that when a developer approaches the city we can guide them to the properties available for their quality plans.

Commissioner Asmus questioned whether the city engineers had a map already?

City Planner Rybak responded that yes they have the zoning map already. WSB would obtain the shape file from the city engineers and mold the two together to get our future land use map.

Commissioner Flaata asked if WSB is taking into account the future walking paths and trails when creating the future map?

Commissioner Rybak responded that the trail connection is a big part of the planning for the future goals for land use. The zoning code amendments are the daily activities for guidance and would allow for the big picture comprehensive plan to take place. The comprehensive plan would allow the city to have a solid plan to go off from for future land use and for where we see the city of Litchfield going in the future.

Commissioner Woods was impressed with the website and that people could pinpoint communities like.

City Planner Rybak stated that it is key to have a robust public engagement and to utilize efforts to reach those that use technology and those that don't as well.

V. OLD BUSINESS

VI. ADDITIONAL ITEMS

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, April 13, 2020, at 5:30 p.m.

VIII. REVIEW OF COUNCIL ACTIONS

- A. **CONDITIONAL USE & VARIANCE REQUEST DENIED** – by *Litchfield Opportunity Zone, Inc.* at 801 & 811 Cottonwood Ave to allow for a twin home in an R-1 District and a zero side yard setback between the properties
- B. **TAX PARCEL SPLIT REQUEST GRANTED** – by *Kim Olson & Barb Nelson* at 61961 Hwy 12
- C. **TAX PARCEL SPLIT REQUEST GRANTED** – by *Litchfield Opportunity Zone, Inc.* at PID 27-2878000

IX. ADJOURNMENT

Commissioner Asmus adjourned the meeting at 6:12 p.m.

Hannah Rybak
City Planner