

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, May 8, 2017, 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	Absent
Commissioner	Larry Dahl	Present
Commissioner	Mike Boyle	Present
Commissioner	Jeff Woods	Present
Commissioner	Tom Zens	Present
City Planner	Hannah Rybak	Present
City Administrator	Dave Cziok	Present

B. ANNOUNCEMENT OF ADDITIONAL ITEMS - None

II. APPROVAL OF MINUTES

It was moved by Commissioner Dahl, seconded by Commissioner Boyle, to approve the minutes of the April 10, 2017, meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

- Conditional Request** – *by Gregg Schilling at 801 S Gorman Avenue
Allow a duplex in an R-1, Single Family Residential Zone*

City Planner, Hannah Rybak, provided an overview of the request.

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 5:44 p.m., May 8, 2017, to consider a conditional use request from Gregg Schilling. The conditional use request is to allow a duplex in an R-1, Single Family Residential Zone.

An attendance list is on file.

No written comments were received.

Gregg Schilling was present to answer any questions.

Following discussion, no further comments were heard and the hearing was closed at approximately 5:58 p.m.

After review of the checklist of “findings of facts” for a conditional use request, a copy of which is on file (6+ supportive of the application, 1- adverse to the application), a motion was made by Commissioner Dahl, seconded by Commissioner Woods, to recommend approval of the conditional use request by Gregg Schilling, for property located at 801 S Gorman Avenue to allow a duplex in an R-1, Single Family Residential Zone and forward the request to the City Council for final action. Upon roll call vote, all members present voted aye.

Motion

Carried.

IV. NEW BUSINESS

A. JOHNSON-HAGGLUND USE RECOMMENDATION

Johnson-Hagglund Funeral Home presented plans for the construction of a new funeral home which will include cremation services. The proposed project meets all zoning requirements aside from the cremation services.

Commissioner Asmus excused himself from discussion due to conflict of interest.

After review of the project, the Commission agreed that the cremation use is “customarily incidental to” and “similar in character to” the funeral home use. A motion was made by Commissioner Flaata, seconded by Commissioner Dahl, to forward the request to the City Council with the recommendation of approving the request by Johnson-Hagglund Funeral Home. Upon roll call vote, all members present voted aye, with Commissioner Asmus abstaining.

Motion Carried.

V. OLD BUSINESS

A. ACCESSORY STRUCTURE ORDINANCE AMENDMENT

City Planner, Hannah Rybak, presented proposed amendments to the Accessory Structure Ordinance to help clarify and simplify the Litchfield Zoning Ordinance.

After review of the proposed amendments to the Accessory Structure Ordinance, Commissioner Boyle made a motion to forward the amendments to the City Council to set a public hearing, with the recommendation to approve the amendments. This motion was seconded by Commissioner Woods. Upon roll call vote, all members present voted aye.

Motion Carried.

VI. ADDITIONAL ITEMS

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, June 12th, 2017, at 5:30 p.m.

VIII. REVIEW OF COUNCIL ACTIONS

- A. VARIANCE REQUEST GRANTED** – *to Ethel Young at 703 N Park Avenue
5’ variance to the side yard line to allow construction of an attached garage.*

IX. ADJOURNMENT

It was moved by Commissioner Asmus to adjourn the meeting at 6:38 p.m.

Motion Carried.

David Cziok
City Administrator