

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, July 11, 2022, commencing at 5:30 p.m. in the Council Chambers of City Hall. Chairperson Asmus called the meeting to order.

A. ROLL CALL:

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|--------------|-----------------|---------|
| Chairperson | Shannon Asmus | Present |
| Commissioner | Michael Flaata | Present |
| Commissioner | Larry Dahl | Present |
| Commissioner | Eric Mathwig | Present |
| Commissioner | Jeff Woods | Present |
| Commissioner | Tom Zens | Present |
| Commissioner | James Ellingson | Absent |
| City Planner | Hannah Rybak | Present |

B. ANNOUNCEMENT OF ADDITIONAL ITEMS

II. APPROVAL OF MINUTES

It was moved by Commissioner Dahl, seconded by Commissioner Mathwig, to approve the minutes of the June 13, 2022, meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

1. **CONDITIONAL USE PERMIT REQUEST** – *by William K Weide at 412 N Marshall Ave. Conditional Use Permit to allow a structure to be moved to the property.*

City Planner Hannah Rybak provided an overview of the request - The Applicant intends to replace the previously burned structure with a 1970s single family home moved to the property. Upon relocation, it will be converted to a duplex with one three-bedroom unit and one two-bedroom unit. The applicant has stated that the roof and windows will be replaced and the stucco will be painted following relocation. The fence will remain and be repaired. She reviewed the consistency of the request with the standards for granting a Conditional Use Permit.

Commissioner Asmus asked if the fencing is part of the building plan and need to done in six months. City Planner Hannah Rybak said that it is a condition of the Conditional Use Permit that he needs to fix the existing fence.

Commissioner Flaata asked if there are any types of codes for the parking spaces/driveway for the surface. City Planner Hannah Rybak we don't require paving, so it could be gravel or pavement.

Commissioner Asmus asked question on exterior maintenance? City Planner Hannah Rybak said that the exterior has to be maintained in good condition.

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 5:39 p.m., July 11, 2022, to consider a Conditional Use Permit by William K Weide, at 412 N Marshall Ave.

Gary Barns, of 504 N Marshall Ave., feels that the building relocation criteria numbers two and three are not compliant with this plan. This is a spectacular parcel. He would like the city to do more with it being close to downtown and central park. Apartments in the area are a bit shabby but the renters are good neighbors. He has heard stories about police being called to previous tenants.

Bill Weide, property owner, stated that he looked at building new multifamily. He can't afford that right now, as this property is his retirement. He stated that he does not think that anyone would buy the lot and build a spectacular home, given that there are four plexus on either side. His plan is to put in a duplex. The roof and windows will be updated to match his existing buildings. The former tenant of the burned housed is interested in a unit in the new house. The neighbor's tree fell and hit his fence, causing the existing damage. He is ready to get working on fence repairs immediately. There would be a privacy fence down the middle of rear yard so each unit can have privacy. The 2-bedroom unit driveway would be gravel. He state that he thinks it will fit in the area.

Commissioner Asmus stated that he would prefer a paved driveway.

Bill Weide stated that if he has the funds remaining after house is moved and fixed up, he could put in concrete.

Commissioner Dahl asked what the timeline is for the project.

Bill Weide stated that he is trying to move it and get it enclosed first, as soon as possible. With approval this month, he hopes to get everything done by late fall.

Commissioner Zens asked if Mr. Weide has a rendering of what the outside of the house will look like.

Bill Weide provided the Planning Commission members with printed materials that were previously included in the Planning Commission packet. He stated that the house was built in 1980 or 1981.

Commissioner Flaata asked if the plan is to paint it to match the existing two four-plexes.

Bill Weide stated yes, it is a lighter sand stone color or lighter brown color.

Commissioner Woods asked if there are any concerns or issues with moving in the house. Has it all been covered?

Bill Weide stated he included a route in the packet that they would take. There is plenty of room to move the house in.

Commissioner Asmus asked Planner Rybak to confirm that the City code requires 720 square feet per unit. Planner Rybak confirmed. Commissioner Asmus asked Mr. Weide if the basements will be finished.

Bill Weide stated they will not initially, but will be roughed in.

Commissioner Asmus asked where the people residing in the two-bedroom unit will store their belongings, as there is no garage for that unit.

Bill Weide stated the back yard will be fully screened in.

Commissioner Zens asked if Mr. Weide has gone through this process before.

Bill Weide stated no, he initially looked at building new, but can't afford that in today's market.

Commissioner Asmus asked, Planner Rybak if the City has had any issues with Outing House Movers.

Planner Rybak stated no, they have done several with no issues.

Bill Weide stated that he needs to get this done and done right.

No further comments were heard and the hearing was closed at approximately 6:10 p.m.

Commissioner Flaata stated that he would like to add a condition that the structure has to be painted to match neighboring duplexes.

Commissioner Dahl stated his biggest concern is that history not repeat itself, referring to issues the City has had with other structure-move projects.

Commissioner Woods stated that if all repairs are made it should look good. We don't have the ability to require a trophy house here.

Commissioner Mathwig stated that the plan seems solid.

Commissioner Asmus stated that he really does not like the gravel driveway and would prefer to see pavement.

Based on the findings of facts and submitted plans, Commissioner Flaata made a motion to recommend approval of the Conditional Use Permit by William K Weide, at 412 N Marshall Ave., subject to the recommended conditions and the added condition that the

structure be painted to match Mr. Weides neighboring duplexes. This motion was seconded by Commissioner Dahl. All members present voted aye.

Motion carried.

IV. NEW BUSINESS

A. ZONING ORDINANCE UPDATE

Zoning District Purpose Statements

Planner Rybak presented the proposed Zoning District Purpose Statements to the Planning Commission, based on feedback the Commission provided at their June Meeting. Updates were primarily made to the R-3 Multifamily Residence District and the B-2 Downtown Business District. The Commission provided feedback that the proposed statements adequately describe the intent of each zoning district.

Uses Table

The Commission reviewed the existing Uses Table and the Proposed Uses Table presented by staff. Each use was reviewed one by one. Staff presented information on the zoning districts that a variety of different uses are currently found in. Through that process, the Commission provided input on additional districts a given use would be appropriate in, and for some uses that that should be removed from a particular zoning district. The intent was to provide detail that does not exist in the existing Use Table, which will provide clarity to staff and home/business owners.

Zoning Requirements Table

Planner Rybak presented several proposed updates to the Zoning Requirements Table. It was recommended that the setbacks for the R-3 District be updated, to reflect appropriate standards for a true multifamily housing district. The existing R-3 District setbacks are more appropriate for small single-family homes. The Planning Commission was supportive of increasing these setbacks. Additionally, a recommendation to decrease some of the setbacks for the I-2 District was made. Staff presented information on Industrial District setbacks for comparable cities. Litchfield's current standards for the I-2 District were disproportionately high. This causes great hardship for the owners of smaller industrial properties, who are required to meet large setback distances for buildings on their lots. The Planning Commission was supportive of altering Industrial District setbacks to be more in line with the comparable cities.

Accessory Structures

Planner Rybak presented several recommendations relating to accessory structures. The Planning Commission was supportive of reducing the required setback between principal structures and accessory structures from ten feet to six feet. Six feet is the building code requirement, and there is no need to require a greater setback. A second recommendation relating to accessory structures is to change the maximum height requirement. Currently, the max height for accessory structures is 15 feet. Staff recommend changing that to stating that accessory structures must be single-story, and may not exceed the height of the principal structure on site. The Planning Commission then discussed fabric/hoop accessory structures that are more temporary in nature. The Commission overall does not like these types of structures, but understands that people may need covered storage space and may not have the funds to construct a permanent accessory structure. They recommended that the Ordinance be amended to state that a property may have one of these structures, up to 400 square feet in

area, and that it must be maintained in good condition. Finally, the Commission discussed pole buildings and metal siding. The Commission decided to think further on this item and bring it back for discussion at a future meeting.

V. OLD BUSINESS

VI. ADDITIONAL ITEMS

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, August 8, 2022, at 5:30 p.m.

VIII. REVIEW OF COUNCIL ACTIONS

A. **VARIANCE REQUEST GRANTED** – by Litchfield Shipping at 425 S Chandler Ave. Variances would allow for setback for an office addition.

B. **CHANGE IN ZONING GRANTED** – by Holding LLC at 1103 N Sibley Ave. Request for change in zoning and site plan review.

IX. ADJOURNMENT

Commissioner Asmus adjourned the meeting at approximately 7:41 p.m.

Hannah Rybak
City Planner