

## PLAN COMMISSION

### MEETING MINUTES – OCTOBER 20, 2015

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Salm at 6:00p.m.
- 2) Pledge of Allegiance: The pledge was recited.
- 3) Roll Call: Members present were: Dennis Reed, Karmen Jones, Don Kasten (6:02p.m.), Jim Salm, Kevin Hietpas (6:15p.m.), Jim Fochs, and Jim Lincoln.

Staff present: Planner Mark Mommaerts, AICP

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Jones) to approve the minutes of September 22, 2015. Motion carried 5-0 (Kasten & Hietpas not present).

Commissioner Kasten arrived at 6:02p.m.

#### 6) Items for Discussion and Possible Action:

- a. Message Sign – Ruffing Automotive – N9685 Highline Road: Chairman Salm introduced the item. There was no discussion. Motion (Lincoln/Fochs) to approve the message sign with the following conditions:

1. The sign shall only advertise activities conducted on the premises or to present public service information, e.g. time, date, or temperature.
2. The sign shall have messages travel no slower than 16 light columns per second and no faster than 32 light columns per second.
3. The sign shall have no message displayed for less than ½ a second and no message may be repeated at an interval of less than 2 seconds.

Motion carried 6-0 (Hietpas not present).

- b. Accessory Buliding on Back Lot – Blackmer/Bradley – Harrison Road: Chairman Salm introduced the item. Dave Blackmer, N6791 Harrison Road, stated they are looking to sell 3 properties across the street to their neighbor who wishes to build a garage larger than the zoning ordinance allows. Mr. Blackmer stated that they are seeking a variance or an ok from the Plan Commission prior to the sale. Commissioner Fochs asked Planner Mommaerts about the process. Planner Mommaerts stated that the Plan Commission must authorize staff to issue a zoning permit for an accessory building on a Back Lot. The zoning permit must meet all the requirements of the zoning code. A variance from the size limitations for an accessory structure must be granted by the Zoning Board of Appeals. Scott Bradley, N6797 Harrison Road, asked what if the 3 lots were under different ownership. Planner Mommaerts stated that in order to build the lot has to be in the same ownership as the property on the lake side. Planner Mommaerts further explained the variance process to answer questions from the public. Motion (Fochs/Kasten) to authorized the zoning administrator to issue a zoning permit for an accessory building on a Back Lot with the following conditions:

1. The accessory building shall meet all the current Harrison Zoning Ordinance requirements for accessory buildings in the RS-1 & SHO zoning districts or receive a variance from the Harrison Zoning Board of Appeals.
2. The zoning permit shall be granted to the owner of the property, which shall also own property on the lake side of Harrison Road in accordance with the Back Lot definition.

Motion carried 6-0 (Hietpas not present).

Commissioner Hietpas arrived at 6:15p.m.

- 7) Items for Discussion
  - a. Zoning Ordinance Text Amendments: Planner Mommaerts presented a list of potential amendments for the Commission to discuss at the next meeting.
  - b. Report: Zoning Permits: Planner Mommaerts stated that there were more single family zoning permits issued in September 2015 than September 2014, however the total number of permits to date is less than in 2014. Estimated value of the permits from 2015 to 2014 is similar.
- 8) Set Next Meeting Date: November 17, 2015 at 6:00 p.m.
- 9) Adjourn: Motion (Fochs/Jones) to adjourn the meeting at 6:42p.m. Motion carried unanimously.

Prepared by: Mark Mommaerts, Planner

Dated: October 21, 2015