

**CITY OF EYOTA
PLANNING COMMISSION MINUTES
OCTOBER 16, 2013**

Present: Members: Dana Allen-Tully, Scot Field, Barry Karsjens and Janet Hughes
Council Reps: Ray Schuchard and Bryan Cornell
Secretary Marlis Knowlton

Absent: Member: Chad Ohl

Call to Order: Chair Dana Allen-Tully called the meeting to order at 7:02 p.m.

Approve Agenda: Motion was made by Karsjens and seconded by Field to approve the agenda as presented. Ayes 4, Nays 0. Motion carried.

Minutes: Motion was made by Field and seconded by Hughes to approve the September 18, 2013 regular meeting minutes. Ayes 4, Nays 0. Motion carried.

New Commercial Construction Building Permit Process and Timeline Summary Sheet:

The Commission reviewed the sample summary sheet to identify the steps and expected time line of a building permit process. Motion was made by Karsjens and seconded by Field to approve the summary sheet as presented, for distribution use. Ayes 4, Nays 0. Motion carried.

See "Exhibit A"

Tree Ordinance: The proposed updated tree ordinance was discussed and minor changes suggested. Staff will make the changes and reformat the information for closer review at the next meeting.

Ambulance Service – building plans: Preliminary site plans were submitted and reviewed for zoning. No major concerns were voiced.

Other Business: None.

Adjourn: Motion was made by Field and seconded by Karsjens to adjourn. Ayes 4, Nays 0. Motion carried. Meeting was declared adjourned at 8:08 p.m.



Marlis Knowlton
Clerk/Treasurer

Building Permit Process

It is recommended for commercial and industrial building projects to review the preliminary building and site plans with the City of Eyota, prior to submitting a building permit application with the required supporting documentation. This may eliminate problems and delays with design features that are clearly not allowed through the zoning regulations.

Submit Building Permit Application:

Required supporting documentation needs to be included, refer to detailed Building Permit Process supplied by Construction Management Services
Permit review: done by City and building inspectors – 10 to 14 working days
Permit Approved: applicant pays permit fees and is authorized to start construction

Some projects require a Conditional Use permit; refer to Zoning Ordinance for details.

Public Hearing: a public hearing shall be held by the Planning Commission within 30 days of a complete application being submitted. Hearing notices must be published and mailed at least 10 days prior to the hearing.
Determination: Planning Commission shall submit determination to the Council within 120 days of the complete application being submitted.
Approval: Council determines and approves the final conditional use permit within 45 days from receiving the Planning Commission's recommendation.

Variations: if building plans do meet the terms of the zoning ordinance, a variance request may be submitted; if enforcement of the ordinance would result in unnecessary and undue hardship.

Public Hearing: a public hearing shall be held within 30 days of the variance request being submitted. Hearing notices must be published and mailed at least 10 days prior to the hearing.
Planning Commission has 45 days to report to the Council on any appeals or petitions.
Decision: Council decision must be within 45 days of the hearing.

Permit Expiration: Building Permits will expire if:
construction has not begun within 90 days, or
work has not been substantially completely within 180 days of the permit issued date

approved 10-16-13

"Exhibit A"