

**CITY OF EYOTA
PLANNING COMMISSION MINUTES
AUGUST 21, 2013**

Present: Members: Dana Allen-Tully, Scot Field and Chad Ohl.
Council Reps: Ray Schuchard and Bryan Cornell. Secretary Marlis Knowlton

Absent: Members: Barry Karsjens and Janet Hughes

Call to Order: Chair Dana Allen-Tully called the meeting to order at 7:00 p.m.

Approve Agenda: Motion was made by Ohl and seconded by Field to approve the agenda with the removal of the approval of the June and July minutes. Ayes 3, Nays 0. Motion carried.

New Commercial Construction Zoning Information Summary Sheet: The informational, Commercial Summary Sheet, a cheat sheet with basic, but limited, zoning requirements for new commercial building projects was reviewed. Consensus of the Commission – it is accepted. See "Exhibit A"

The Commission also requested staff to develop a simple list that identifies the steps and expected time line of the building permit process.

Comprehensive Plan Review: The Eyota Volunteer Ambulance Service is pursuing its own financing which will result in them owning the land and the new proposed building. If financing is not approved there is still the possibility the city will finance the project through bonding; which will result in the city owning the land and the building. The Planning Commission reviewed the Comprehensive Plan and concluded the purchase of this land would be in compliance with the city's Plan, noting this would be for the public good. The parcel is north of the Eyota Market, south of Friendly Circle townhomes, west of Robert Avenue SW.

Motion was made by Field and seconded by Ohl to report to the Council the purchase of land for an ambulance service building is consistent with the Comprehensive Plan. Discussion: Ohl was concerned that the Commission is approving something that may not happen and details could change. Allen-Tully and Field voted in favor. Ohl voted opposed. Ayes 2, Nays 1. Motion carried.

Land Use Planning Workshops: Two workshops are being offered in Rochester on September 18: Basics of Planning & Zoning and Spotlight on Variances for Citizen Planners. Please let Knowlton know if you wish to attend.

Other Business: Knowlton reported the research done to respond to a request for permission to install a field driveway in to agricultural land. (Larry Brubaker off Fifth Street NE)

The Commission had a short discussion regarding the current process and authorized people to review and approve building permit applications. No action was taken.

Adjourn: Motion was made by Ohl and seconded by Field to adjourn. Ayes 3, Nays 0.
Motion carried. Meeting was declared adjourned at 7:44 p.m.



Marlis Knowlton
Clerk/Treasurer

COMMERICAL SUMMARY SHEET

Zoning Ordinance #53 Information for Commercial Buildings

Note: Measure from foundation and/or wall to lot line

Development Requirements (Zoning section 5.04)

Maximum Building Height:	55 Ft for all principal structures 15 Feet for all accessory structures
Maximum Lot Coverage:	100% of the net land area of the parcel may be used and covered by principal and accessory buildings.
Minimum Lot Area:	2,000 square feet
Minimum Front Yard:	No Minimum, see exceptions Section 5.04.d
Minimum Rear Yard:	10 Feet for all uses Where commercial use is adjacent to or abuts a residential or agricultural zoning district, minimum is 25 feet, unless divided by a public street.
Minimum Side Yard:	No minimum, see exceptions Section 5.04.f
Minimum Lot Frontage:	35 feet Required off street parking, if abut state or county highway minimum frontage not less than 50 feet.
Individual Lots:	Driveway shall be surfaced with concrete, asphalt, or approved paving brick block material. Plans for such must be included in construction plans and driveways must be completed within 6 months of occupation. Driveways shall have maximum grade of 8% within public right of way.

Parking Requirements (Zoning section 8.13)

Off-street parking may occupy that part of the front yard to within seven (7) feet of the front lot line. Adequate ingress and egress to all parking areas is required, with minimum sizes listed.

Hotels and Motels	One (1) parking space per guest room and two (2) parking spaces for employees.
Retail Commercial and Shopping Centers	One (1) parking space per two hundred (200) square feet of gross floor area.
Restaurants	One (1) parking space for every four (4) seats and one (1) parking space for every two (2) employees.

"Exhibit A"

Offices, Banks and Public Administration	One (1) parking space for every four hundred (400) square feet of gross area.
Furniture Store, Plumbing Supply, Wholesale Store, Laundry, Motor Vehicle Sales Showroom, or Similar large uses.	One (1) parking space for every eight hundred (800) square feet of gross floor area.
Bowling Alley	Two (2) parking spaces for each bowling lane.
Service Station Car Washes & Car Repair	Five (5) parking spaces per stall or repair bay.
Funeral Home	One (1) parking space for every five (5) seats, or fifty (50) square feet of floor area in public portions of the building.
All other Commercial	One (1) parking space for every three hundred (300) square feet of gross floor area.

Off Street Loading (Section 8.10)

Each loading space shall be not less than ten (10) feet in width, twenty-five (25) feet in length and fourteen (14) feet in height. See 8.10.2 for required number of spaces for specific use.

Signs (Section 8.14)

Permit is required for exterior or freestanding signs:

Exterior Sign means a sign which is located on the exterior of a building which is visible from a public street or adjoining property.

Freestanding Sign means any sign which has supporting framework that is placed on or anchored in, the ground and which is independent from any building or other structure.

Within commercial zoning districts, a sign is permitted as on a site as follows. Refer to Commercial District Map at the end of Section 8.14

Northwest Commercial District.	One (1) freestanding sign (either monument or pylon), three (3) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed twenty percent (20%) of each building façade that faces a public street on the site. A pylon sign may not exceed forty (40) feet in height.
Highway Commercial District. (within 400 feet of highway)	One (1) freestanding sign (either monument or pylon), three (3) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed twenty percent (20%) of each building façade that faces a public street on the site. A pylon sign may not exceed forty (40) feet in height.

Downtown Commercial District. Two (2) building signs, one (1) window sign, and two (2) temporary signs. The total site signage for all signs, temporary or permanent, shall not exceed thirty percent (30%) of each building façade that faces a public street on the site.

Buffering and Screening (Section 8.23)

The extent of buffering and screening required shall be determined by the type of use proposed and the adjacent uses and/or zoning surrounding the proposed development.

Determination of Buffering

Screening Class: See Table 8.1, specifies the buffering and screening required.

Planting Options; See Table 8.2 for description of class options.

Plant Materials: See Section 8.23-6-F for description.

General Requirements: Fencing shall be visually solid and constructed of wood that is weather resistant and permanently anchored in the ground.
All existing trees may be considered to contribute to buffering see Section 8.23 for specifications.
Buffer yard may be coterminous with required front, side or rear yards.
Buffering and screening areas shall be maintained and kept clean.
No structure, manufacturing or processing activity or storage of materials shall be permitted in buffering/screening areas.
Buffering/screening areas shall be located on the outer perimeter of the lot.

Sidewalks

Ordinance #14-3 states requirements for sidewalks.

Resolution #06-05 states requirements for sidewalks specifically in Stone Ridge Plaza