

**CITY OF EYOTA
PLANNING COMMISSION MINUTES
SEPTEMBER 18, 2013**

Present: Members: Scot Field, Chad Ohl, Barry Karsjens and Janet Hughes
Secretary Marlis Knowlton

Absent: Member: Dana Allen-Tully Council Reps: Ray Schuchard and Bryan Cornell

Call to Order: Motion was made by Ohl and seconded by Field. Ayes 4, Nays 0. Motion carried. Co-Chair Scot Field called the meeting to order at 7:00 p.m.

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

Minutes: Motion was made by Ohl and seconded by Karsjens to approve the June 19, 2013, July 17, 2013 and August 21, 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. No changes were recommended; but final approval will wait until the full Commission can review the document. No other action taken.

Tree Ordinance: A proposed updated tree ordinance was distributed for discussion at a future meeting. A few concerns were immediately brought up: cost to the city if boulevard trees are made the city's responsibility, possible utility damage from boulevard tree roots, who will be responsible for boulevard tree root damage to private utilities, and will a homeowner be able to treat an ash tree in lieu of removing the tree.

Meeting Schedule: By consensus, the October, November and December meetings will be scheduled for the third Wednesday of each month. The next three meetings will be October 16, November 20 and December 18.

Other Business: None.

Adjourn: Motion was made by Ohl and seconded by Karsjens to adjourn. Ayes 4, Nays 0. Motion carried. Meeting was declared adjourned at 7:32 p.m.



Marlis Knowlton
Clerk/Treasurer