

Planning/Zoning Meeting

Tower City Hall, February 25, 2020

1) Call to Order/Roll Call

Meeting called to order at 5:30pm.

Attending: Steve Altenburg, Marshall Helmberger, Mary Shedd. *Absent:* Michael Schultz.

Public: Orlyn Kringstad

2) Accept Agenda

Added as New Business: 10) Commission Reorganization; 11) Systematic Review of City Ordinances.

Motion to accept amended agenda by Helmberger; 2nd Shedd, All ayes. Motion passes.

3) Accept Minutes, October 22, 2019

The only commission member present at the Oct 22, 2019 meeting was Altenburg. Therefore, neither Helmberger or Shedd had any knowledge of meeting that would allow them to accept minutes. After discussion, we reached consensus that these draft minutes should go into the record with a statement to that effect.

4) Public input

None.

5) Correspondence

P/Z resignation from letter from Jolene Herberg to Mayor. Altenburg will ask Victoria to send a 'thank you for your service' letter on City letterhead to Herberg.

6) R3 setbacks

Commissioners reviewed a proposal for a change to Zoning setbacks in Zone R3 (most of original Tower) that would change both front and back setbacks for houses from 30' to 15'. Pro is that it would give home builders more flexibility and bigger back yards; con that it could change the look of the street and front change could possibly infringe on street view from adjacent houses. No as much concern for change in back yard setback. There was agreement to table discussion for later.

7) Ordinance 19.

This ordinance is obsolete and should be changed (or even discarded) to meet State law under which we now operate. Needs to be rewritten to comply with State Law. Regulating Collection and Disposal of Garbage. Discussion resulted in commissioners agreeing that this ordinance is not in Commission's purview. (Section 19.05.) Motion by Helmberger to forward Ordinance 19 to council with recommendation to replace entire ordinance with to comply with State, Federal and County law and ordinance concerning collection and disposal of garbage. 2nd: Shedd All ayes.

8) **City Permit – Draft.**

This pertains to Land Use Permits (sometimes referred to as ‘building permits’). Commissioners all agree we need to adopt a better application for Land Use Permit. The City Clerk/Treasurer Ranua and Acting Zoning Administrator Shedd have drafted up an application form that is a near-copy of the St Louis County’s Land Use Permit application. Commissioners will review this draft checking it against Ordinances 80 and 82 and any other relevant ordinances and. Then, at the next P/Z meeting we will create a final draft and recommendation to the City Council. One thing to consider is whether this Land Use Permit could include PUD permitting? Currently PUD has to go through Ord 80. Sect 8.2 (CUP)

9) **Known ordinances to focus on cleaning up 82 XVI, 80 Shoreland PUD.** Ongoing concern about needed improvements or clarifications. Discussion moved to Agenda #11.

10) **New business: Planning – Reorganization** 82 Section 19.07a requires election of a chairperson and a secretary by members of commission; no timing/frequency is dictated. Motion by Shedd to conduct a reorganization, 2nd Helmberger, 3 ayes unanimous. Motion passes.

Discussion included that we do not have a secretary; it has been at least several years since Altenburg was elected; all commissioners except Altenburg are new since the election; there is no requirement to elect new chair.

11) **Reviewing/updating ordinances** – Commissioners affirmed that our purview is mainly Ordinances 80/82, any others that may be related to Zoning issues.

Motion by Helmberger to have members review and compare St Louis County ordinances 60 and 62 to Tower’s 80 and 82 and be prepared to propose changes to Tower’s ordinances, if and where applicable, at the next P/Z meeting. 2nd by Altenburg. All ayes. Motion passed.

Commissioners had discussion on other option of waiting and engaging Sourcewell <https://www.sourcewell-mn.gov/> to conduct all-ordinance review and update. Sourcewell is a service cooperative created by the Minnesota legislature as a local unit of government (Minn. Const. art. XII, sec. 3) to help governments operate more efficiently. One service they offer is help with Planning/Zoning. For now commissioners choose not to pursue because 1) only 80/82 are in our purview; 2) they are not actually available till late spring at earliest, 3) we need to know what this service would cost; and 4) motion that passed (above) suggests the commissioners have the ability to update 80/82 with no need for help to do proposal.

12) **Adjourn.** Motion to adjourn by Shedd. Adjourn 7:20pm