

**Lanesboro Planning and Zoning Commission**  
**Regular Meeting**  
**Wednesday, September 20<sup>th</sup>, 2017, 6:00 p.m.**  
**City Council Chambers**

**Present:** Sandy Solberg, Peggy Hanson, Jon Pieper, and Jason Harvey

**Absent:** Jason Resseman

**Visitors:** None

Commission Member Pieper called the Regular Planning & Zoning Meeting to order at 6:00 p.m.

- A. **Agenda:** The agenda was approved by consensus with the addition of Administrator Update and removal of Continued Business.
- B. **Consent Agenda:** Member Hanson motioned to approve the consent agenda. Motion seconded by member Harvey. Motion carried all in favor.
  - 1. Minutes of the regular meeting, August 16<sup>th</sup>, 2017
  - 2. Colleen Henderson – Driveway and Demolish Garage
  - 3. Betty Bigalk – Replace Shingles

**EDA Update:** No update was available.

**Regular Business:**

- A. **Administrator Update:** Administrator Peterson noted that she has been researching the 2002 P & Z Ordinance update, and trying to find any information as to why that was never passed. Peterson also recently met with Kristi Clarke from Bolton & Menk to discuss the current ordinance as well as the 2002 version, and how best to update the current. Clarke will be providing a punch list of items for updates, along with costs. The commission will review those findings next month and will work to determine how the goal of updating the ordinances and maps can best take place. Peterson also asked each member to create a priority list of items they would like to see changed or updated.  
Peterson then discussed the current ordinance requirement for building permits, noting that it is not for all exterior work, simply the altering, replacing, or removal of structures. The ordinance also states that the Zoning Administrator will issue all building permits. According to the ordinance the Zoning Administrator is appointed annually, Peterson will work with the Council to determine the appointee.  
The duties of the commission were also discussed, in that the commission is not tasked with oversight of building permits, however are responsible for hold public hearings and make recommendations to the Council for zoning amendments, conditional use permits, and variances. It was noted the commission is an advisory board to the Council.  
Finally the members noted a desire to hold informal public meetings to receive public insight as to any possible zoning changes, prior to holding a formal hearing.

**B. Building Permits:**

- 1. Transferable:** Discussion was had regarding the possibility of transferring a building permit if the property was to be sold before the project was complete. The commission members stated they would prefer to have the permits non-transferable. The thought was that one owner might have a different vision than the other. The ability to transfer permits will be discussed as the zoning ordinance goes through the updating process
- 2. Timeline:** The commission also discussed the possibility of a 1 year required start time, from approval of permit to the start of construction. With that they would offer there should be a one year timeframe from the start of construction to the completion of the project. They would also like to offer that extensions may be applied for as needed. Timeline for permits will be discussed as the zoning ordinance goes through the updating process.

**C. Miscellaneous:**

- 1. Rootriver Outfitters:** Member Pieper requested a clarification on the building permit issued. Peterson noted that there had been a concern for utility access; however the property owner had worked with LPU to rectify the concern.

**Next Meeting:** October 18<sup>th</sup>, 2017 at 6:00 p.m.

**Adjourn:** Member Solberg moved to adjourn at 6:50 p.m. Motion seconded by Member Harvey. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson  
City Administrator/Clerk