

**CITY OF BIRCHWOOD VILLAGE  
PLANNING COMMISSION MEETING  
December 5, 2017**

**MINUTES**

**COMMISSIONERS PRESENT:** Chair Doug Danks, Vice Chair John Lund, Randy Felt, John Winters and Jozsef Hegedus.

**OTHERS PRESENT:** Andy Sorenson.

Chair Doug Danks called the meeting to order at 7:01 pm

**REGULAR AGENDA**

**A. Review/Approve November 2, 2017 Meeting Minutes.**

John Lund motioned to approve meeting minutes; Jozsef Hegedus seconded.  
Motion passed.

**B. Conditional Use Permit Ordinance 306 (see Doug Dank's notes included).**

**1. Recommendation to City Council to approve the amendments.**

John Lund motioned to approve.  
Jozsef Hegedus seconded.  
Motion passed.

**C. Draft Planning Commission Bylaws.**

**1. Recommendation to the City Council to approve the bylaws.**

With the revision of Item number I in the by-laws, changing the number of days of notice from five to three business days, that we recommend approval of the bylaws as written and as included in our packet.  
Randy Felt motioned for approval.  
Jozsef Hegedus seconded.  
Motion passed.

**D. Set New Planning Commission Meeting Dates.**

**1. Planning Commission has established the fourth Thursday of the month at 7pm as our regularly scheduled monthly meeting. The January meeting will be our annual meeting where new officers are elected.**

**ADJOURN**

**MOTION WAS MADE BY COMMISSIONER DANKS AND SECONDED BY COMMISSIONER LUND TO ADJOURN THE MEETING. ALL AYES. MOTION PASSED. MEETING ADJOURNED AT 7:29 PM.**

greater than usual chances to present safety hazards, impact on neighboring people and property, and nuisance situations. Because of these greater effects, the City requires these uses to be covered under Conditional Use Permits. Applications for Conditional Use Permits must comply with all provisions of Section 306 (CONDITIONAL USE PERMITS).

1. A Conditional Use Permit shall be required for the following projects:

a. Any land disturbance activity where the slope is toward a lake, pond, wetland, or watercourse leading to such waters, and the alteration is closer to such waters than the structure setback requirement. See Note at end of Section 301.070.

*EXCEPTION 1.*

b. Any land disturbance activity where such work involves an area greater than four hundred (400) square feet and/or more than fifty (50) cubic yards in volume. See Note at end of Section 301.070.

c. Any swimming pool with a capacity over three thousand (3000) gallons or with a depth of over three and one-half (3 1/2) feet of water.

d. Any tennis court.

e. Any solar energy system for heating, cooling, electrical generation or other purposes.

NOTE: A separate Conditional Use Permit is not required for a land disturbance activity when a building permit has been granted. However, as part of the Building Permit Application, the applicant shall provide information required pursuant to Section 306.030 and shall follow all provisions of Sections 302.050 IMPERVIOUS SURFACES and 302.055 LAND DISTURBANCE ACTIVITY STANDARDS.

301.080 ZONING PERMIT. Certain uses and activities not requiring a Building Permit or a Conditional Use Permit have the potential of adverse impact on neighboring property, storm water runoff, and soil erosion. The City is especially concerned that landowners comply with Setback and Impervious Surface coverage requirements. Therefore, the City requires these uses and activities to be covered under Zoning Permits. Applicants for Zoning Permits must comply with all provisions of Section 307 ZONING PERMIT and Section 302 REQUIREMENTS AND PERFORMANCE STANDARDS. If a Building or Conditional Use Permit is applied for and issued, the applicant is not required to apply for a Zoning Permit.

1. A Zoning Permit shall be required for the following projects:

a. Retaining Walls. See special requirements in Section 302.070

b. Fences. See special requirements in Section 302.070.

c. *BEACH SAND REPLACEMENT. SEE SECTION 301.070.1.A EXCEPT 1.*

*REPLACEMENT OF BEACH SAND LOST DUE TO EROSION WITHIN THE AREA OF THE EXISTING <sup>BEACH</sup> ABOVE THE OHWL ALSO NOT TO EXCEED 400 SQUARE FEET AND/OR 50 CUBIC YARDS IN VOLUME SHALL REQUIRE A ZONING PERMIT.*