

1) CALL TO ORDER

The meeting was called to order by Mayor Crawford at 5:01 p.m.

Members Present: Mayor Crawford, Councilmembers: Berg, Timmons and Timmerman

Members Absent: Councilmember Julius

Also Present: City Administrator Terry, City Attorney Poehler, Community Development Specialist Christianson and City Clerk Green

2) GENERAL BUSINESS

Consider an appeal to Zoning Administrator decision requiring PUD sketch plan review and sketch plan application fees for the proposed Barsness 1st Addition Development

Staff had received a request from Warren Barsness to appeal the following:

1. The Zoning Administrator determination that a proposed Planned Unit Development be reviewed at a “Sketch Plan” level by the City’s Planning Commission and City Council; and
2. The need for a “Sketch Plan” application fee and escrow

Community Development Specialist Christianson gave the Council a review of the City Code relating to this item, background on this project and staff recommendation on the appeal by Warren Barsness.

Dale Runkle, Planner for the Barsness Development gave the Council the developer’s background on the project, how the developer interpreted the language in the City Code relating to the “Sketch Plan” and developer feels a “Sketch Plan” had already been submitted and reviewed by Staff and feels the appeal should be approved.

The Council held a lengthy discussion on the specific language in the City Code relating to the appeal, information presented by Staff and Dale Runkle regarding the request. Council confirmed with Staff that the escrow fee would be used for external costs associated with this “Sketch Plan” and if a balance remained at the end of this specific process, the amount would be refunded to the developer. Council supported the need for a “Sketch Plan” review by the Planning Commission at a special Planning Commission Meeting; and if outcome from the Planning Commission review of the “Sketch Plan” allowed it, the applicant could potentially have their application for development stage PUD and Plat reviewed by the Planning Commission as early as March 6, 2018.

Planning Commission Chair Steve Thompson indicated that the Planning Commission would be agreeable to hold a Special Meeting to review the Barsness Development “Sketch Plan”. Community Development Specialist Christianson will confirm availability of Planning Commission members to hold a Special Meeting on February 22, 2018 to review “Sketch Plan”. The “Sketch Plan” review will not require a Public Hearing.

A Public Hearing for the proposed PUD development and preliminary plat approval requires a complete application be submitted by February 9, 2018. If the applicant submits the required application information by February 9, 2018, per Council direction, Staff will post notice that a Public Hearing regarding the Barsness Development will be held at the March 6, 2018 Planning Commission Meeting. If the application cannot be considered by the Planning Commission on March

6, 2018 Staff should cancel the March 6th Meeting and repost the Public Hearing to be held on March 27, 2018.

MOTION by Councilmember Timmons, second by Councilmember Timmerman that a “Sketch Plan” review should be completed by the Planning Commission and Staff should work with the applicant and Planning Commission to schedule a Special Planning Commission Meeting for review of the “Sketch Plan”. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmons, second by Councilmember Berg to deny the appeal of the “Sketch Plan” application fee and escrow fee. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmons, second by Councilmember Timmerman to return the \$400 fee for the February 7, 2018 Special Council Meeting to the developer. **APIF, MOTION CARRIED**

MOTION by Councilmember Timmons, second by Councilmember Timmerman to waive the \$400 fee for a Special Planning Commission Meeting to review the “Sketch Plan” for the Barsness Development. Ayes: Mayor Crawford, Councilmembers Timmons and Timmerman, Nay: Councilmember Berg. **MOTION CARRIED**

3) ADJOURNMENT

MOTION by Councilmember Timmons, second by Councilmember Timmerman to adjourn the meeting at 6:16 p.m. **APIF, MOTION CARRIED**

Respectfully submitted by:

Sandra Green, City Clerk