

**Planning Commission Minutes**  
**January 31, 2013**

**Call to Order:**

The January 31, 2013 Planning Commission meeting was called to order at 5:00 PM by Chairman Steinhorst.

**Adopt Agenda:**

Motion by Renning and seconded by Gabert to adopt the agenda as presented. Motion carried. 7/0

**Roll Call:**

Those in attendance were Renning, Spilman, Gabert and Thompson, Steinhorst, Gruetzmacher and Noel. Henke excused.

Others in attendance: Paul Hanlon – Zoning Administrator.

**Approval of the 09-27-12 Minutes:**

Motion by Thompson and seconded by Noel to approve the minutes of the 09-27-12 meeting. Motion carried. 7/0

**Approval of Certified Survey Map – Dawn Rieckmann – 315 Douglas Street:**

Motion by Renning, second by Gabert to approve the certified survey map presented by Dawn Rieckmann combining two lots into one so a detached garage could be constructed. Motion Carried. 7/0

**Discussion of Vacant Property Registration:**

Hanlon provided several examples of Vacant Property Registration ordinances and explained his concern for requiring vacant properties to be registered. There are two problems that could be addressed by enacting this type of ordinance. The biggest problem now is not having a contact person for a vacant property. First and foremost this ordinance would provide owner information and the City would know the status of the property. Also, by having a contact it may reduce the amount of lawn mowing and snow removal the City has to do and put on the tax roll. In addition, it will give the City an opportunity to inspect these properties prior to occupancy and make sure that any code violations are taken care of. Hanlon circulated some photos of properties that were or are in the foreclosure process. The photos showed numerous code violations including junk, mold, structural issues and electrical problems. There was a good discussion of this topic and it was the consensus of the members that a draft ordinance should be prepared and presented for discussion and recommendation to Council. No action taken.

**Discussion of Rental Property Registration:**

Hanlon provided examples of a rental property registration ordinance and a registration form. The registration of rentals would require a physical inspection of the property. A short discussion of the pros and cons followed. Thompson suggested that maybe before considering this registration the Planning Commission may want to sponsor an informational meeting for the landlords and have a representative from an organized tenant landlord association speak to them about the benefits of forming such an organization in the City. No action taken.

**Other Matters:**

The construction of the new Kwik-Trip building on Mill Street is scheduled for March 25<sup>th</sup>.

**Adjournment:**

Motion by Thompson and seconded by Spilman to adjourn.

The meeting was adjourned at 5:45 pm by Steinhorst.