

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, DECEMBER 7, 2017 @ 7:00 P.M.
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
 - A. November 2, 2017 – Regular Session.
5. Public Hearings.
 - A. None.
6. Business.
 - A. Discussion: Commissioner Residency Requirement.
 - B. Discussion: Rental Code.
7. Building Permit Reports
 - A. October.
8. Adjourn.

<p>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</p>

**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
DECEMBER 7, 2017**

The meeting was called to order at 7:00 p.m. by Chairperson Kreft.

Members Present: Carlson, Deno, Grabitske, Chairperson Kreft, Pichelmann

Members Absent: Councilmember Battcher, Halverson

Also Present: PZ Adm. Smith-Strack

Motion by Pichelmann, seconded by Grabitske, and passed by unanimous vote to approve the agenda as presented.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the minutes from the November 2nd meeting as presented.

It was noted that there were no public hearings scheduled.

Smith-Strack commented that initial discussion was held at the last meeting regarding the expiration of the Orderly Annexation Agreement with Arlington Township and how it would affect the Committee going forward. She explained that Ordinance 286 allows for one member of the Committee to reside within the OAA. Kreft believed the ordinance (#286) was ok as it was worded; it allowed for some flexibility. Grabitske agreed. It was noted that member Halverson, who lives within the OAA, was appointed to the Committee under this clause; and his input on the Committee was valued. Smith-Strack commented that Halverson had contacted her and felt he should resign from the Committee in lieu of the situation. It was the consensus of the Committee that the Mayor and Council should make the final decision with regards to the Planning member residency issue.

Smith-Strack summarized that the Committee had reached consensus on the following pertaining to the proposed Rental Code:

- Preferred license term length: three years;
- Fees: staff to work together to establish, goal is to cover actual costs and not make a profit;
- License is transferable by written notice within thirty (30 days) of sale of property;
- License suspension: City will automatically schedule a revocation hearing. City reserves the right to suspend or revoke a license on a first violation. City can suspend or revoke on an emergency basis without notification or hearing.

Smith-Strack commented that she and Kreft recently met with Arlington resident Doug Seemann about insect and rodent infestations. Kreft explained that Mr. Seemann is an exterminator who works for Adams Pest Control and has lots of experience in the field. Mr. Seemann provided lots of good information to them during their visit. It has been Mr. Seemann's experience that the property owner is responsible for pest control. However, language could be added to the policy/lease that renters must assist with pest control measures and/or treatment.

The Committee continued their discussion from the last meeting pertaining to establishing the general occupancy standards for the proposed Rental Code. Language was reviewed from each of the sample cities and considerable discussion was held. Smith-Strack was given direction on what language to include in the proposed policy.

The October Building Permit Report was reviewed.

Motion by Deno, seconded by Grabitske, and passed by unanimous vote to adjourn the meeting at 8:34 p.m.

PZ Adm. Cynthia Smith-Strack

Chairperson Jim Kreft