

**PLANNING & ZONING COMMITTEE  
MEETING AGENDA  
THURSDAY, OCTOBER 6, 2016 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. September 1, 2016
5. Public Hearings.
  - None
6. Unfinished Business.
  - A. Solar Accessory Use – P/I Zoning District..
8. Review Building Permit Reports.
  - A. August 2016
  - B. September 2016
9. Other Business.
  - A. Confidentiality
10. Adjourn.

**IMMEDIATELY FOLLOWING THE REGULAR SESSION THE PLANNING  
COMMISSION WILL ADJOURN INTO WORK SESSION TO DISCUSS  
ORDINANCE 300: OUTDOOR STORAGE**

<b>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</b>
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**ARLINGTON PLANNING & ZONING BOARD  
MEETING MINUTES  
OCTOBER 6, 2016**

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

Members Present: Carlson, Deno, Grabitske, Kreft (arrived later), Chairperson Pauly, Pichelmann, Councilmember Battcher

Members Absent: None

Also Present: PZ Adm. Cynthia Smith-Strack, SE School Supt. Jim Amsden, Lauren Blank of Avant Energy/MMPA, Mayor Rich Nagel

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the agenda with the following change:  
Add item 9A) Confidentiality.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the minutes from the September 1, 2016 meeting as presented.

Smith-Strack briefly summarized the details from the last meeting, regarding a request to consider making amendments to the Solar Energy System ordinance that was recently adopted. The request was from the SE School; to allow for ground-mounted systems in public/institutional areas. Smith-Strack explained that the wall-mounted system originally proposed for the school was no longer feasible due to structural integrity of the wall intended for use. She stated that two ground-mounted arrays (8 panels on each) are no being proposed and would be placed adjacent to Alden Street, behind the proposed new parking lot (on school property) and not in the boulevard area. A glare study was reviewed. SE School Supt. Jim Amsden was present. Lauren Blank from Avant Energy/MMPA was also present and she explained more about the solar panel system and answered various questions. It was noted that the system was intended to be an educational tool versus cost savings on utilities (not going on the grid, but used locally on the school building only). It was also noted that the School would take over ownership of the system at some point. Installation of the system would be coordinated with the construction work going on at the school through the General Contractor. Smith-Strack commented that the public/institutional zones included the schools, parks and hospital.

Motion by Battcher, seconded by Deno, and passed by unanimous vote to hold a public hearing at the November 3<sup>rd</sup> meeting in order to amend the solar energy system ordinance.

The August and September Building Permit Reports were reviewed. Concern was expressed about work being done at the mobile home park, if permits were needed or not. Smith-Strack stated that she had talked with the owner about replacing the water and sewer lines; that a land use permit was not needed, but anticipated that a plumbing permit was and directed the owner to speak with the building official.

Smith-Strack talked briefly about anonymity during meetings and when members are out in the public (information is not to be shared with the public).

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Mark Pauly

**ARLINGTON PLANNING & ZONING BOARD  
WORK SESSION MEETING MINUTES  
OCTOBER 6, 2016**

Members Present: Carlson, Deno, Grabitske, Kreft, Chairperson Pauly, Pichelmann, Councilmember Battcher

Also Present: PZ Adm. Cynthia Smith-Strack, Mayor Rich Nagel

**Discussion: Outdoor Storage Ordinance:**

The Planning and Zoning Commission reviewed Ordinance 300 on a line by line basis following a proactive enforcement action and perceived lack of clarity of certain sections of the Ordinance.

The Commission discussed:

1. Method of enforcement – proactive versus complaint basis.
2. Types of items allowed to be stored on property.
3. Screening standards.
4. Types of surfaces on which storage could occur.
5. Most appropriate locations for outdoor storage.
6. Approach to notification of potential violation.

The Commission identified several points for clarification. Staff is to bring an updated copy of the ordinance to the next regular meeting for discussion by the Commission.

No official action was taken at the work session.

The work session adjourned by consensus following discussion.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Mark Pauly