

**PLANNING & ZONING COMMITTEE MEETING AGENDA  
THURSDAY, MAY 3, 2012 @ 7:00 PM  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. March 1, 2012.
5. Public Hearings.
  - A. None.
6. Unfinished Business.
  - A. None.
7. New Business.
  - A. Jeff Matz Fish House.
  - B. Temporary Structure Language.
  - C. Annual Report to Council (Monday, May 21<sup>st</sup>)
8. Review Building Permit Report.
  - A. April 2012.
9. Compliance Matrix.
10. Other Business.
11. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD**  
**MEETING MINUTES**  
**MAY 3, 2012**

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

Members Present: Grabitske, Haggemiller, Kreft, Mielke, Chairperson Nagel, Pinske, Councilmember Reetz

Members Absent: PZ Adm. Smith-Strack

Also Present: City Adm. Jaunich, Jeff Matz

Motion by Reetz, seconded by Pinske, and passed by unanimous vote to approve the agenda as presented.

Motion by Grabitske, seconded by Reetz, and passed by unanimous vote to approve the minutes from the March 1<sup>st</sup> meeting as presented.

Discussion was held on the non-compliant accessory structure Jeff Matz had constructed on his property located at 216 East Alden Street and was calling a 'fish house'. Adm. Jaunich stated that the City's Zoning Ordinance currently does not address 'temporary' structures, but the Building Code does and allows for them up to six months of the year at which time they must be removed or taken down. A memo from PZ Adm. Smith-Strack was reviewed that addressed concerns about the lack of a building permit being obtained and the following non-compliant standards: foundation and architectural detail requirements, roof pitch, structural coverage and rear yard setbacks. Members expressed their concerns about the overall size, more specifically the height, and also that there was possibly either gas or power lines to the structure. Jeff Matz arrived to answer questions on the structure. He stated that it was a fish house and he planned to take it up north 2-3 months out of the year and rent it out to people on Lake Mille Lacs. He stated that the structure was 12'x20'x12'h, that he planned to side it the same as his house and it would be stored on site the rest of the year. Matz commented that he put the overhead door in so that once on the lake people could store their portable fish house inside and/or drive their snowmobiles right into it. Mielke commented that it should be treated as an accessory structure if going to be on site longer than six months.

Motion by Mielke, seconded by Haggemiller, and passed by unanimous vote to table discussion/action on the Jeff Matz temporary structure/fish house located at 216 East Alden Street until the next regular meeting.

Discussion was held on temporary structures. Adm. Jaunich stated that language needs to be incorporated into the Zoning Ordinance to cover said structures. The Planning members reviewed language from other cities for consideration of amending the Zoning Ordinance. It was suggested to consider square footage, storage time frame and location on the property, construction time frame, architectural design, no utility connections, setbacks and hardship (consideration if there is a fire or building renovation and the property owner is displaced). Adm. Jaunich will work on drafting an ordinance amendment related to temporary structures.

Brief discussion was held on presenting the Annual Report to the City Council on Monday, May 21<sup>st</sup>.

Motion by Pinske, seconded by Haggemiller, and passed by unanimous vote to appoint Darin Mielke to give the Annual Report to the Council.

The April Building Permit Report was reviewed.

The Compliance Matrix (as put together by PZ Adm. Smith-Strack) was reviewed. Adm. Jaunich explained that Staff wants the Committee to know what properties are currently non-compliant and what actions are being taken. Various issues with other properties were also discussed.

Motion by Grabitske, seconded by Haggemiller, and passed by unanimous vote to adjourn the meeting at 8:11 pm.

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City Administrator Matthew Jaunich

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Chairperson Lowell Nagel