

**Planning Commission Agenda**  
**Tuesday, November 13<sup>th</sup>, 2018 ~ 5:30 p.m.**  
**City Hall**

1. Call to Order
2. Adopt/Amend agenda
3. Approve Minutes – 10.9.2018 Regular Meeting
4. Public Hearing
  - A.
5. Old Business
  - A. Zoning Code Review:
    - Modular v. Manufactured Homes
    - Permitted Uses in C2 Highway Commercial Districts
    - Accessory Building Setbacks
    - Accessory Dwellings
    -
  - B.
6. New Business
  - A. 2019 Fee Schedule
  - B. Safe Routes to School requirement in Subdivision Ordinance
  - C.
7. Other
8. Adjourn

**Please call 732-7318 if you are unable to attend.**

**City of Zumbrota**  
**Planning Commission Regular Meeting Minutes**  
**Tuesday, November 13, 2018 - 5:30 P.M. City Hall**

Present: Acting Chairman Todd Hammel, Commissioners Brian Grudem, Roberta Callahan and Tawny Michels. Absent: President Rockne, Bev Weness and Matthew Brenden. Also Present: Community Development Director Dan King.

1. **Acting Chairman Hammel called the meeting to order at 5:30 p.m.**
2. **Agenda: Motion Michels, second Callahan to approve the agenda as submitted. Carried 4-0-0**
3. **Minutes: Motion Callahan, second Grudem to approve the minutes from the October 9<sup>th</sup>, 2018 meeting as amended. Carried 4-0-0**
5. **Old Business**
- A. **Zoning Code Review**

**Modular v. Manufactured Homes**

Members reviewed the definitions of both manufactured and modular homes in the Zoning Code:

SUBD. 104. MANUFACTURED HOME.

A structure, transportable in one or more sections, [which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 square feet or more, and which](#) is built on a permanent chassis and designed to be used as a dwelling [unit](#) with or without a permanent foundation when connected to the required utilities, ~~which and~~ includes the plumbing, heating, air conditioning, and electrical systems contained therein; [except that such term shall include any structure that meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certificate required by the Secretary \(HUD\) and complies with the standards established under this title.](#) No manufactured dwelling shall be moved into the City that does not meet the Manufactured Home Building Code as defined in Minnesota Statutes.

SUBD. 110. MODULAR HOME.

A non-mobile housing unit that is basically fabricated at a central factory and transported to a building site where final installations are made permanently affixing the module to the site [on a permanent foundation or basement.](#) Modular buildings do not include any structure subject to the requirements of the National Manufactured Home Construction and Safety Standards Act of 1974. A modular home is not a manufactured home as defined by this ordinance.

Staff noted the definition of manufactured home incorporates language from the Uniform Building Code. Additionally, the definition of modular requires it be permanently affixed to the site and on a permanent foundation or basement. Manufactured homes must be located in a manufactured home park.

### **Permitted Uses in C2 Highway Commercial Districts**

Members discussed acceptable land uses in the C2 Highway Commercial Zoning District. It was noted there are current uses, specifically medical, dental and veterinary clinics in the C2 District. However, these are not listed as permitted uses in the Zoning Code. It was also noted that office related uses are not listed as permitted. Members discussed the possibility of these and other service related businesses searching for a site in Zumbrota. Members further discussed these land uses and if they would be appropriate for Highway Commercial or Industrial. Staff was directed to research further and return to the issue at future meetings. Item tabled.

### **Accessory Building Setbacks**

Staff was directed to research further and return to the issue at future meetings. Item tabled.

### **Accessory Dwellings**

Staff stated a resident inquired about building a secondary small dwelling in the back yard of his current home to live upon retirement. Staff shared the Zoning Code states “No...building...basement, garage, recreational vehicle, camper, tent or accessory building shall at any time be used as an independent residence or dwelling unit, temporarily or permanently, except as allowed as a conditional use permit”. So currently this would not be allowed. However, the use of secondary homes is increasingly becoming more accepted and encouraged. Members directed staff to research further and return to the issue at future meetings.

## **6. New Business**

### **A. 2019 Fee Schedule**

Hammel inquired about the peddler’s permit fee. Staff stated it had not been adjusted since it was created about 10 years ago.

**Motion Hammel, second Callahan to increase the fee for peddler’s permit from \$25 to \$75. Carried 4-0—0.**

### **B. Safe Routes to School Requirements in Subdivision Ordinance**

Staff reviewed MN Statutes that requires entities that apply for Safe Routes to School grants need to have language in the hosting city subdivision ordinance supporting Safe Routes to School requirements. Staff noted the ZM School District is applying for a grant so the Zoning Code will need to be updated.

There being no further business Acting Chairman Hammel adjourned the meeting at 6:30 pm.

Respectfully Submitted,

Dan King, Secretary