

**City of Norway Planning Commission
Regular Meeting Minutes
October 13, 2021**

Roll Call: A. Kalcec, M. Kalcec, L. Bietila, and Laura Hyde-Smith

Absent: J. Muraro, B. Thorne

Others Present: R. Anderson, City Manager

Citizens Present: Leo Parpart, Resident

Approve Agenda: Motion made by Member A. Kalcec, supported by Member L. Hyde-Smith and unanimously approved Regular Meeting Agenda of October 13, 2021.

Approve Minutes: Motion made by Member L. Bietila, supported by Member M. Kalcec and unanimously approved Regular Meeting Minutes of August 4, 2021.

New Business:

Vendor/Peddler, Mobile Food Operations – The Planning Commission discussed the new ordinance which deals with mobile food operations. The ordinance went to council and was returned back to committee for further discussion. The main issues in the ordinance are how it deals with private property placement of mobile operations specifically with use on vacant property. The question was whether this should be treated the same as residential where the use of trailers is not permitted as a primary structure. Another question is how long a permit should be granted for. The current ordinance allows a three-month permit and council suggested less. The Planning Commission agreed with developing language dealing with vacant land issues in/on commercial properties but did not agree to lessen the time frame (lower than 3 months) for a permit.

Zoning Amendments – The Planning Commission reviewed an issue brought forward by the Zoning Administrator dealing with accessory structures and front yard placements. The following issues were specifically discussed:

- Playsets – There are a couple of cases recently where large playsets as defined in residential districts under accessory structures are placed in front yards. There is currently no language in the ordinance to prohibit this placement. Planning Commission reviewed and agreed to add language
- Mobile Commercial Operations on Vacant Property – Issue from this past summer where a mobile food trailer was sited on a vacant parcel along US 2. Question was raised as to why this is allowed as a primary use when we do not allow campers to be used as permanent dwellings in residential zoning districts. Planning Commission agreed to continue review of this issue.
- Accessory Structures without Primary Structures – Planning Commission agreed to have language brought forward for review regulating the construction of accessory structures before primary structures.
- Planning Commission agreed to review adding language for swimming pools.

Old Business:

Master Plan Review – No update at this time.

RRC Program Update- No update however the Planning Commission again discussed having a joint meeting between all of the boards and committees along with the council. The City Manager/Zoning Administrator advised that this should happen after Labor Day and most likely when the new manager would be in place.

Marijuana Application Update – Zoning Administrator advised Planning Commission that once the marijuana scoring committee completed its scoring of the applications and the council certifies the scoring, two licenses will be awarded. Those two licensees will need to come before the Planning Commission for official site plan review. This should happen some time this spring.

Communications:

DAEDA Permit Statistics – Attached.

City of Norway Zoning Compliance Log – Attached

Board Member Appointment – Discussed board member appointment and re-appointment for 2022.

Citizen Comments: None

Board Member Privilege: None.

Next Meeting Date: November 3, 2021

Adjourn: Motion made by Member M. Kalcec, supported by Member L. Bietila and unanimously approve to Adjourn.

Respectfully Submitted,

Leonard Bietila, PC Secretary