



Planning and Zoning Committee Organizational Meeting
Wednesday, January 10, 2024 -7:00pm
City Office Council Chambers

1. Call to Order – meeting was called to order by Soeffker at 7pm.
Present: Shane Sheets, Alan Albrecht, Schawn Lindquist, Hunter Pederson, Sarah Sheets
Staff Present: Amy Soeffker, Diane Hatlestad
Guests Present: Ed Zimmerman, Terry Hughes
2. Pledge of Allegiance – All stood for the Pledge of Allegiance
3. Election of Officers
 - I. Chair – Motion by Lindquist to elect Shane Sheets, seconded by Sarah Sheets. Motion carried.
 - II. Vice Chair – Motion by Sarah Sheets to elect Schawn Lindquist, seconded by Albrecht. Motion carried.
 - III. Secretary – Motion by Sarah Sheets to elect Amy Soeffker, seconded by Lindquist. Motion carried.
4. Approve Agenda – Motion by Sarah Sheets to approve the agenda with the addition of 60-day rule, seconded by Lindquist. Motion carried.
5. Approve the Minutes
 - December 6, 2023 – Motion by Pederson to approve the minutes with name correction to Pederson and Alan, seconded by Albrecht. Motion carried.
6. New Business
 - a. **60-day Rule – Soeffker shared information from LMC on the 60-day Rule for Zoning Ordinance Administration.**
7. Old Business
 - a. 361 Railroad St.- Shane Sheets provided an update on this stating that Attorney Janssen is working on it and there is a court date in February. Shane Sheets also reported that a letter has also gone to the property for a tiny home on the property.

8. Other/Updates – Soeffker and Shane Sheets updated the committee on the tax abatement granted by the EDA and City to JIT.
 - a. Comp Plan update – Soeffker provided an update to the committee on Economic Development chapter of the comp plan and the committees recommendations on the city’s website.
 - b. Joint meeting with EDA February 5.
 - c. **Goals – Make a zoning application as a fillable PDF with fee amounts listed. Internet updates.**

9. Adjournment – Motion by Shane Sheets to adjourn the meeting t 7:49 pm, seconded by Lindquist. Motion carried.

P&Z Administrator Soeffker

P&Z Chair Shane Sheets