

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
March 25th, 2019
6:00 p.m. 701 Elm Avenue Walker Fire Hall Meeting Room**

1. **Call to Order** 6:00 p.m. by Chair Wilkening
Roll Call-Members Present: Sue Ostlund, Randy Carlson, Mary Beth Hansen and Gary Wilkening
Members Absent: Rich Hansen
Staff: Pamela Smith
Public: None
2. **Additions or Deletions to the Agenda.**
None.
3. **Announcements by Acting Chair.**
None
4. **M/S Carlson/Ostlund to recommend approval of Minutes for February 25th, 2019.**
Motion passed (4-0)
5. **Planning/Zoning –Report for February 2019**
Smith reviewed the Zoning report for February noting the total valuation of building permits through February totaled \$29,695.
6. **Review Draft Ordinance adding Transitional Housing**
The following changes are recommended from the Board:
 - A. **1. Transitional Housing:** For the purposes of this Ordinance, a transitional housing use refers to temporary living situations wherein individuals or families are residing temporarily with or without separate sleeping rooms and a congregate space. ~~Transitional housing may occur for periods of one day to _____.~~ Congregate space means that individuals share all or part of the kitchen, bath and recreational spaces. Transitional housing shall only be defined as requiring an Interim Use Permit if each housing unit does not contain independent living and cooking facilities, but rather are designed and integrated around a central group or congregate style living, cooking and dining facilities.
 - B. **3. No new Transitional Housing, ~~Homeless Shelter, or Warming Center~~ use shall be located on a parcel that has a boundary that is within five hundred (500) feet from the boundary of a parcel containing any of the following uses;**
 - a. ~~Any other Transitional Housing or licensed care facilities for vulnerable adults and children.~~
 - b. Licensed Daycares, schools and libraries. ~~parks, and trails.~~

C. 1. d. The application shall also include details of the operations of the use, including, but not limited to, a description of the following:

- i. ~~Maximum~~ Number of proposed beds/occupants.
- ii. Cooking facilities.
- iii. Sanitation facilities and management thereof.
- iv. Site lighting.
- v. Site security and management, including the number of staff on site at any given time.
- vi. Location of proposed parking.
- vii. On-going site maintenance.
- ~~viii. Duration of stay of occupants for the purpose of temporary housing.~~
- ix. Clean-up/returning the site to its original condition following termination of the use.

E. Automobile parking requirements for temporary housing

1. One (1) ~~off-street~~ on-site space per transitional housing unit plus one (1) ~~off-street~~ on-site space per on-site on-duty staff person

I. Duration of use and Annual Review.

1. The initial term of a Transitional Housing is ~~one~~ two years. The property owner may thereafter apply to renew the IUP for Transitional Housing. There are no automatic renewals. Each initial and renewal application is subject to an inspection and fee as provided in this Chapter.
2. Prior to consideration of an initial or renewal of the IUP for Transitional Housing application by the council, the property shall be inspected by the City building inspector. In the event modifications are made to the property after the application inspection but prior to council consideration of the application, additional inspections may be required. The applicant is responsible for all inspection fees. The inspector shall provide a report to the council regarding the home's compliance with applicable building codes and this section.

7. Discussion on Zoning Districts and Lot Size/Dimension Chart.

The Board recommends making no changes to the Ordinance in regards to zoning districts and lot size/dimension chart and keeping it the same.

8. Review Trailered Sign Ordinance

Wilkening reviewed that this came to the board for review after an application for an Obstruction permit for a trailered light sign to be placed on the connection trail/parking area in the Park, for the purpose of Frost Fest Event and was found that the current code districts that allow a trailered sign are conflicting.

The Board agreed that placing a trailed sign in that area during the high traffic months would not work and agree that omitting the districts P & PR in section 109-152 (n) 1.

Sign Category	Number Allowed	District	Maximum Size Sign Face	Maximum Sign Height	Maximum Projection	Illumination Allowed	Sign Type
Trailered Sign	1 per business	CBD, TC, GC, WC, I, P, PR	32 square feet per side			Internal/External	

9. Chair Wilkening adjourned the meeting at 7:00 p.m.