

**MINUTES OF
RENSSELAER ADVISORY PLANNING COMMISSION**

Thursday, June 20th at 5:30 PM CT

I. Call to Order

The Rensselaer Advisory Planning Commission (PC) met on Thursday, June 20th, 2024 in City Hall Council Chambers. Advisory Planning Commission President, Stan Haines, called the meeting to order at 5:29 PM CT. Building Commissioner (BC), Joshua Davis, was asked to proceed with a roll call.

II. Roll Call

Present: President Stan Haines, Vice-President/Councilman Kevin Arnold, Councilman Jeff Rayburn, Cliff Wood, Deana Rule, Bryce Black, City Attorney Todd Sammons, & BC Joshua Davis

Absent: Brett Wilhite, Mike Davis, and Sean Cawby

Guests: Mayor Phillips, Krystal Bassett/BD Assistant, Linda Hekkema/Cornerstone, Rob Dobson/BZA, and Robert Schenk

III. Approval of Past Minutes

President Stan Haines presented the minutes of the previous PC meeting held on Thursday, April 18th. Motion made by Wood, seconded by Deana Rule. **Motion Passed.**

IV. Old Business

A. 9610 W 460 S Zone Map Amendment Update

BC Davis informed the PC the City Council passed an Ordinance approving the zone change from B-2 to A-1 and he had updated the City Zoning Map accordingly. Jasper County's public GIS website has published the update so the zoning change is now complete.

V. New Business

A. Appoint New Plan Commission Secretary

BC Davis introduced the PC to the new Building Administrative Assistant, Krystal Bassett. He informed them that the department's previous assistant Jessica Call was still the PC's official Secretary. With Jessica's new role in the Clerk's Office she did not have enough time to continue these duties and he would like them to appoint Krystal as their new PC Secretary. Rayburn motioned to appoint Krystal as PC Secretary, seconded by Arnold. **Motion Carried.**

B. Discussion on 2025 Budget, Petition Fees, & Zoning Permits with BZA Members

a) 2025 Budget

BC Josh opened with a discussion about the per diem increase from last year, as highlighted in the worksheet handout, showing a salary increase from \$2,000 (\$20 /meeting) to \$6,700 (\$35 /meeting). After a discussion about the per diem and other items on the budget, Arnold made a motion to raise the PC & BZA per diem to \$50 per meeting in 2025, seconded by Wood. **Motion Carried.**

b) Petition & Zoning Permit Fees

BC Davis informed the PC that the City Council passed an Ordinance to create a non-reverting PC Fund that the PC had requested in their prior meeting. He explained to the PC again that the purpose of this new fund was to provide a savings account for the PC so they wouldn't be reliant on grants to update the City's Comprehensive Plan, Zoning Code, or Subdivision Control Code in the future. A recent quote he'd received to update the Zoning & Subdivision Code would cost between \$80 to \$90k. Additionally he explained that these codes require the City Council to pass an Ordinance to establish a

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fee schedule for the PC & BZA's. During his research, he was unable to find this being done since they were passed in 2008. The PC asked him if he'd researched surrounding areas. He had done some research but because of the wide range he'd seen, he would like the PC to establish a committee to propose a new schedule for the PC and City Council to adopt. Rayburn and Arnold offered to form a Committee with BC Davis to make a recommendation to the PC. The PC approved forming the Fee Schedule Committee of Rayburn, Arnold, and Davis.

C. Zoning Code Inquiry Discussion: JC Parcel 0080022400

Linda Hekkema, of Cornerstone Real Estate, described the property they are assisting in the sale of and wanted the PC's opinion of what type of uses they could advertise. The property is currently zoned R-S but is still used as agriculture. Additionally, the property does not have any street frontage, so they wanted to know if a buyer would be able to build a structure on it. BC explained that there would be multiple non-conforming issues that would come into play if they wanted to do anything besides agriculture. State law prohibits the City from forcing agricultural land into residential use, despite its zoning district but if they were to do any type of development to the property, this protection would be lost. Additionally, a variance would be required to build any structure on the property because it does not have street frontage or is "land-locked." The property does have an access easement through an abutting lot but this does not meet the zoning code's frontage requirement. After a lengthy discussion, the PC and BC Davis informed Mrs. Hekkema that it would be permissible for Cornerstone to advertise the property with additional uses beside agriculture as long as they noted there would be a lot of BZA and PC approvals required. They also noted that there would be no guarantee the approvals would be granted.

VI. Adjournment

President Haines entertained a motion to adjourn the meeting. Motion made by Cliff Wood, seconded by Jeff Rayburn. **Motion Carried** - Meeting was adjourned at 5:59 PM CT.

Next Meeting: Thursday, July 18th, 2024 at 5:30 PM CT, if needed.

Minutes Prepared by: Krystal Bassett, PC Secretary