

PLANNING AND ZONING MINUTES  
FEBRUARY 4, 2013

The meeting was called to order at 7:p.m. Members present were Arnold Leek, Lynn Drown and Sandi Goetz.

In order to make a quorum, Chapter 16-104 (b) The chairperson shall be a non-voting member except in the case of a tie vote. The chair person may also be acknowledged as a voting member in order that a quorum (three out of five voting members) may be met, was used.

The agenda was reviewed and accepted as presented.

The minutes of January 7, 2013 were reviewed. Lynn made the motion and Arnold seconded the motion to accept as corrected.

Mayor Stanton and I had met on January 30, 2013 at the city offices to discuss fines for building without permits, alterations of plans after city council approval and moving in auxiliary structures without first acquiring the needed permits.

Mayor Stanton used Chapter 4, article 8 as a guide for the committee to use. By rewording and amending 4- 806, Erosion and Sediment Control, we could be more effective.

The committee amended 4-210 to read as follows:

4-210. A. BUILDING PERMIT REQUIRED; APPLICATION; APPROVAL. (a) It shall be unlawful for any person to hereafter erect or move into the city any building or structure of any kind or enlarge or add to the outside dimension buildings presently within the city, or to relocate any building or structure already erected or which may hereafter be erected or remodel any building or structure within the city without a building permit application being first being obtained from the city clerk.

(b) Once the application is submitted, reviewed and recommended by Planning and Zoning Committee and further reviewed and approved by the Ozawkie City Council and any and all fees paid, the permit will be issued. No construction or demolition shall commence before a proper permit has been issued.

(c)The permit must be displayed in a prominent spot on the site. Failure to do so will result in a fine.

Failure to comply with ordinance 4-210 A or B shall result in fines.

4-210. B Fines Failure to obtain a building permit shall result in fines. The person or persons in violation shall be notified by the Mayor or a Planning and Zoning Representative. A letter advising that a violation has occurred will be sent.

Failure to comply with 4-210 either (a) or (b) or (c) shall result in fines. The person or persons in violation shall be notified by the Mayor or a Planning and Zoning Representative. The letters shall include a date by which the violation must be corrected. If the violation has not been corrected by the specified date the following fines will be assessed \$100.00 on first day, after the specified date, and be \$25.00 a day thereafter. The violator will be also be charged an administration fee of \$45.00 plus pertinent permit fees. These fines are not to exceed \$1200.

Failure to display a building permit on site will result in an additional \$50.00 fine.

Lynn Drown made the motion to accept and recommend to City Council the changes 4-210, articles A and B. Arnold Leek seconded the motion.

**AYES: LYNN DROWN**  
**ARNOLD LEEK**  
**Sandi Goetz**

**NAYS: 0**

**ABSTENTIONS: 0**

We will meet on March 4, 2013 at 7:00p.m. In-order to continue work on Chapter 4-806.

Arnold Leek made the motion to adjourn. Lynn seconded. The motion carried.  
The meeting was adjourned at 9:20

Submitted  
Sandi Goetz ☺

OFFICIAL