

**CLEARWATER PLANNING COMMISSION  
REGULAR MEETING MINUTES  
FEBRUARY 27, 2024**

**Call to Order: 7:00 p.m. at City Hall**

- Chair Schindele called the Clearwater Planning Commission meeting to order Tuesday, February 27, 2024, at 7:00 p.m. in the Council Chambers.

**Pledge of Allegiance**

**Roll Call**

- Planning Commission Members Thomes, Schindele, Luhmann, and Scott were in attendance. Member Mohl joined the meeting at 7:05 p.m. Community Development Specialist Trottier was in attendance. A quorum was present. No visitors were present.

**1. Approval of Agenda**

- Member Scott requested an item to be discussed but would not state the topic for the record. This included as a side discussion after staff reports as the topic was not provided to amend the agenda.
- **MOTION** by Scott to approve Agenda, seconded by Luhmann, all voted aye. **MOTION CARRIED 4-0.**

**2. Approval of Minutes from January 23, 2024, Meeting**

- **MOTION** by Luhmann to approve the minutes as presented, seconded by Thomes, all voted aye. **MOTION CARRIED 4-0.**

**3. Public Hearing – Revisions to Zoning Map referenced in Clearwater City Code Part II, Chapter 117, Article III, Section 117-330 – Zoning map.**

**a. Public Comment**

- Chair Schindele opened the public hearing at 7:03 p.m. There were no members of the public in attendance and no written or verbal comments provided to the city related to the hearing. The public hearing was closed at 7:03 p.m.

**b. Committee Discussion**

- Member Luhmann asked about the process of assigning a zoning district to parcels as they are annexed in. Community Development Specialist Trottier explained the process of zoning district designation upon annexation to the city.
- Member Scott noted that the map shows labels for CR 63 on Ash Street and CR 7 on Main Street and requested they be removed as they are no longer in effect. Member Scott asked why city-owned parcels in Cedar South were not marked differently as retention ponds. Trottier explained that the retention ponds are a physical feature of the parcel and not related to the purpose of the zoning map.
- **MOTION** by Thomes to recommend approval of City of Clearwater Ordinance No. 2024-02 Revised Clearwater Zoning Map with the removal of the County Road 63 and County Road 7 labels on the zoning map, seconded by Luhmann, all voted aye. **MOTION CARRIED 5-0.**

**4. Staff Reports**

**a. Development Updates**

- Community Development Specialist Trottier updated the board on an incoming site plan application for the new Food Shelf location tentatively scheduled for the April meeting.

- Planning Commission members were asked to review a draft flood plain ordinance provided by the DNR and FEMA and provide any comments to City Administrator Smythe by March 11 for City Council consideration.
- b. Comprehensive Plan Joint Workshop – April 15<sup>th</sup> 6PM**
  - The joint workshop has been scheduled for Monday, April 15<sup>th</sup> at 6PM.
  - Members were reminded to review the current Comprehensive Plan completed in 2015 and provide their notes to Community Development Specialist Trottier via e-mail by March 11. Feedback should be limited to high-level topics members wish to see addressed or included in a new comprehensive plan, such as parks & trails, housing, or transportation as examples.
  - Trottier will compile the board members’ feedback into one list for the joint workshop.
- **Side discussion:**
  - Member Scott asked the members and staff present about the status of Clearwater Estates Plat Nine and if there was a required timeline for development. Trottier stated she would need to research and follow up with Member Scott.
  - Member Luhmann asked if there are any other updates on development. Trottier provided a summary of other recent development inquiries.
- 5. Next Planning Commission Meeting – Monday, March 18 7PM (tentative)**
  - The board agreed to hold the next meeting on Monday, March 18<sup>th</sup>, 7PM, if needed, to follow the new meeting schedule. The board will not meet if there are no items to discuss.
- 6. Adjournment**
  - **MOTION** to adjourn by Luhmann, seconded by Scott, all voted aye. **MOTION CARRIED 5-0.** The meeting was adjourned at 7:46 p.m.

ATTEST

  
\_\_\_\_\_  
Stephanie Trottier  
Community Development Specialist

APPROVED

  
\_\_\_\_\_  
William "Bud" Schindele  
Planning Commission Chair