

**CLEARWATER PLANNING COMMISSION  
REGULAR MEETING MINUTES  
MARCH 17, 2025**

**1. Call to Order and Pledge of Allegiance: 7:00 p.m**

- Chair Schindele called the Clearwater Planning Commission meeting to order Monday, March 17, 2025, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Schindele, Mol, Schwinghammer, Scott, and Thomes. A quorum was present. Other attendees included City Administrator Annita Smythe and Community Development Specialist Kimberlie Gramsey.

**2. Oaths of Office**

- Thomes was sworn in by Administrator Smythe.

**3. Selection of Officers**

- **MOTION** by Scott to retain Schindele as Chair, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**
- **MOTION** by Scott to nominate Mol as Vice-Chair, seconded by Thomes, all voted aye. **MOTION CARRIED.**

**4. Approval of Agenda**

- Scott requested to add discussion of property 430 Main Street to the agenda as item 9.
- **MOTION** by Scott to approve Agenda with the addition of item 9, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

**5. Approval of Minutes from September 16, 2024 Regular Meeting**

- **MOTION** by Scott to approve the minutes from September 16, 2024 as presented, seconded by Schwinghammer, all voted aye. **MOTION CARRIED.**

**6. Review By-laws**

- Members reviewed the by-laws and did not request any changes.

**7. Comprehensive Plan Project**

- Administrator Smythe reviewed the comprehensive plan cost estimates which Trottier compiled. Smythe stated cost will depend on the level of updates. If wanting to update sections, the price would be lower than rewriting the whole comprehensive plan.
- Schwinghammer would like to see the EDA Housing study included. Smythe stated the city also has transportation and trail plans that are drafted and should be added.
- Smythe stated the goals in the comprehensive plan still apply in sections and there are other sections that need updating. Smythe recommended saving money by the Planning Commission as a group getting together for workshops to make suggestions for sections of the plan and hiring a consultant to bring it all together and update statistics.
- Scott suggested Staff work on reviewing and organizing what can be done internally and what needs to be updated by an outside consultant.
- Schwinghammer agrees that the whole plan does not need to be redone.

- Staff agreed to work on a template of what sections need to be updated, items we already have documentation for and sections that a consultant will need to address.

## **8. Discussion – Proposed Ordinances**

### **a. Shipping Containers**

(This was considered out of order.)

- Smythe stated the packet information was suggested language that Trottier created.
- Discussion on whether Planning Commission wants shipping containers in residential areas.
- Schwinghammer stated he would be in agreement with a temporary shipping container for a month for moving purposes but would be opposed to long term structures.
- Smythe requested members read through the red text and send suggestions to staff with changes that can be compiled and discussed at a future meeting.
- Scott stated he would like to make a suggestion that commercial areas not have shipping containers.

### **b. Mobile Food Units and Food Carts**

- Vern questioned ordinance 18-143 section a. stating if they have a state license for 21 days a city license is not needed. Smythe stated there is contradictory language in the ordinance which is why it is being addressed. Requesting verification if the city wants all carts to have a city permit.
- The ordinance also states a mobile food unit or food cart may only operate in commercial and industrial zoning districts then refers to residential property guidelines. Smythe stated she would like verification if allowed in residential property.
- Agreement on allowing Mobile Food Units and Food Carts in residential property under the circumstances listed in Sec. 18-144 section a.
- Smythe stated currently no city license is necessary if they operate 21 days or less with a state license.
- Scott stated a city license should be required. Other Members expressed concern about the staff burden and compliance.
- Smythe suggested requiring no city license for under 21 days but requiring that vendor provides a copy of their state license and insurance to the city. Then the city will have a record of who the licensed party is and their insurance.
- Staff will bring back amended ordinance for review.

### **c. Development Security**

- Smythe stated the financial guarantees listed in two sections are not consistent. Staff also had a complaint from a developer that the guarantee requirements are too onerous. Seeking input from Planning Commission on whether to have a formula or have an amount set by the city council.
- Scott questioned if staff have checked with other cities regarding financial guarantees.
- Staff will check with other cities to see if they use a formula or actual set amounts.

## **9. 430 Main Street**

- Scott asked the status of the condemnation requested by the city council.
- Smythe explained that a petition for condemnation was started after which the property owner reached agreement with the city to make repairs. The city agreed to suspend condemnation so long as the property owner was actively addressing the concerns. There has been no additional progress by the owner since last summer and no reports to the city even though

staff have reached out several times. The city attorney has now been authorized to proceed with the court filing after a February 15, 2025 was missed with no response from the property owner.

**10. Next Meeting Date**

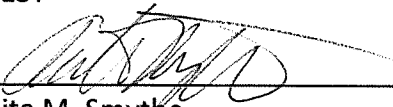
**a. Monday, April 21, 2025 at 7:00 p.m.**

- The board is scheduled to meet Monday, April 21, 2025, at 7:00 p.m.

**11. Adjournment**

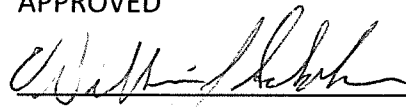
- **MOTION** to adjourn by Thomes, seconded by Scott, all voted aye. **MOTION CARRIED.** Meeting adjourned at 7:53 p.m.

ATTEST



Annita M. Smythe  
City Administrator/Zoning Administrator

APPROVED



William "Bud" Schindele  
Planning Commission Chair