

**MINUTES OF THE  
Planning & Zoning Special Meeting for the City of Menan held May 19, 2016.**

**Present:** Jason Watson, Roy Storer, Ben Schiess, Victor Cammans, Allyson Pettingill, and Tad Haight.

**Planning and Zoning Special Meeting called to order at 7:15 pm.**

Meeting called to order.

Jason welcomes everyone.

**City Sign Ordinance:** Roy suggests updating the fees for permits. A building permit is \$25.00. When the Building Inspector does an inspection, 90 % of that fee goes to the Inspector and 10% goes to the City. That \$25.00 permit fee should be the processing fee. It is suggested that the P&Z look into the contract with the Building Inspector. This leads to a discussion of fees. It is then suggested that the Inspector come out to a P&Z meeting to explain his role and duties. The discussion then turns to the absence of the sign permit application. The City Ordinances state that there must be an application filled out in order to place a sign in the City limits. It is mentioned that there is no defined price for the sign permit application. It is also noted that the application should have a checklist. This brings on discussion of the different items that should be listed on the application. There is then discussion of different sign applications found online. The cost of the different types of signs on the permit is discussed. It is decided that the pricing should go as follows: Commercial \$100, Seasonal \$20, Industrial \$100, Residential Business \$25.00. These prices are set for the sign permit applications. It is then discussed if it is feasible to have temporary sign permits. The discussion then becomes the finalizing of what is to be on the application and what it should look like.

The decision is made to take the sign ordinance piece by piece and look at it a little at a time during meetings. The meeting on this night was decided to be for the Sign permit application.

**Roy Storer makes a motion to adjourn. Ben Schiess seconded the motion. Motion passes.**

Planning and Zoning Special Meeting adjourns at 8:45 pm.

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Allyson Pettingill  
Clerk/Treasurer