Land Use Committee Meeting
January 27, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Mark Koep

Work Session:
The work session began at 5:30 PM, 1 application had been submitted before the meeting.

Meeting:

- Also Present:
- Approval of Minutes: No minutes from last month.
    - Motion:
    - Vote:
- Resolve:

- Old Business: None

- New Business:

    A. Crook County Shed: The county would like to move one shed from behind the courthouse to the county yard at 510 Industrial Ave and move in a new shed in the existing shed's location behind the courthouse. There appear to be no issues with this.
        - Mark Koep made a motion to recommend not approving this application. Trevor Keyworth seconded.
        - Vote: 3 yes 0 no
        - Resolve: Moton carries.

Minutes prepared by: Trevor Keyworth January 27, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
February 24, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Heyward Hammersley

Work Session:
The work session began at 5:30 PM, 3 applications had been submitted before the meeting.

Meeting:

- Also Present: Drew Nash, Mrs. Scully
- Approval of Minutes:
  - Motion: Wade Henderson made a motion to approve last month's meeting minutes. Heyward Hammersley seconded.
  - Vote: 3 yes 0 no
  - Resolve: Motion carries
- Old Business: None

- New Business:

A. David Scully: He is looking to build a carport at his house located at 411 E warren St. It will be built on the existing concrete/pavement and may require a variance. They are unsure of where the property line is located.
   - Trevor Keyworth made a motion to approve this application as long as a variance isn't required. Wade Henderson seconded.
   - Vote: 3 yes 0 no
   - Resolve: Moton carries.

B. Mountain View Adventures LLC: submitted an application to build a portable shed located at the property C.R. 43 North side. No setback were shown on the application.
   - Trevor Keyworth made a motion to approve this application as long as setbacks are met. Heyward Hammersley seconded.
   - Vote: 3 yes 0 no
   - Resolve: Moton carries.

C. Drew Nash: Submitted an application to move a mobile home in at 134 High Mile Rd and build fencing and a deck. The home owner was present and we discussed with him the fence requirement of 4' max in front of the house and 6' high is allowed from the house front back.
   - Wade Henderson made a motion to approve this application as long as setback are met. Trevor Keyworth seconded.
   - Vote: 3 yes 0 no
   - Resolve: Moton carries.

Minutes prepared by: Trevor Keyworth February 24, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
March 24, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Mark Koep

Work Session:
The work session began at 5:30 PM, 7 applications had been submitted before the meeting.

Meeting:

- Also Present:
- Approval of Minutes:
    - Motion: Wade Henderson made a motion to approve last month's meeting minutes. Mark Koep seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries
- Old Business: None

- New Business:

A. Kelly Blakeman: Submitted an application to build a portable shed at his house located at 620 S 3rd St. There appears to be no issues with this application.
    - Mark Koep made a motion to recommend approval of this application. Trevor Keyworth seconded.
    - Vote: 3 yes 0 no
    - Resolve: Moton carries.

B. Kenny Denzin: Submitted an application to build a house and retaining wall located at the property 1003 E Main St. There appears to be no issues with this application.
    - Trevor Keyworth made a motion to recommend approval of this application. Wade Henderson seconded.
    - Vote: 3 yes 0 no
    - Resolve: Moton carries.

C. Mike Frolander: Submitted an application to add a cold storage to his existing permit at 208 Park St. There appears to be no issues with this application
    - Trevor Keyworth made a motion to recommend approval of this application. Mark Koep seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

D. Tim Rieffnaugh: Submitted an application to add a garage, addition, and deck at 412 E Ryan St. Setbacks are shown. He is requesting a variance for a covered porch off of the front door. This would extend 8' into the 25' setback on the front of the house. There appears to be no issues with this application.
    - Wade Henderson made a motion to recommend approval of this application with the variance for the roof. Trevor Keyworth seconded.

- Vote: 3 yes 0 no
- Resolve: Motion carries.

E. Tracy Wilson: No application found.
   -
   - Vote:
   - Resolve:

F. Perry Livingston: Submitted an application to add an addition and a covered deck at 705 S 3rd St. The deck would require a variance as it extends 6' into the 25' setback. There appears to be no issues with this application.
   - Trevor Keyworth made a motion to recommend approval of this application with the variance as long as property lines are known potentially requiring a survey. Wade Henderson seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion carries.

G. Jill Keller: Submitted an application to move a mobile home onto 132 High Mile Rd. A variance is requested for the age of the mobile home. It is a 2013 and is over the 10 year age ordinance. There appears to be no issues with this application.
   - Trevor Keyworth made a motion to recommend approval of this application with the variance. Mark Koep seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion carries.

H. Josh Kammerer: Submitted an application to add a add a portable cold storage building at 112 N 5th St. The cold storage building is going on an existing concrete pad on skids. There appears to be no issues with this application.
   - Wade Henderson made a motion to recommend approval of this application as long as setback are met. Mark Koep seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth March 24, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
April 28, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Heyward Hammersley

Work Session:
The work session began at 5:30 PM, 13 applications had been submitted before the meeting.

Meeting:

- Also Present:
- Approval of Minutes:
    - Motion: Wade Henderson made a motion to approve last month's meeting minutes. Heyward Hammersley seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries
- Old Business: None

- New Business:

A. Ken Denzin: Submitted an application to request a variance at his house located at 1003 E Main St. He would like to move the house and deck 10' closer to the street putting the deck at 15' from the property line and the house 25' from the property line in the front. The house would be in line with the neighbors house. There appears to be no issues with this application.
    - Trevor Keyworth made a motion to recommend approval of this application. Heyward Hammersley seconded.
    - Vote: 3 yes 0 no
    - Resolve: Moton carries.

B. Alissa Fuhrmann: Submitted an application to build a fence located at the property 102 Sewell St. There appears to be no issues with this application.
    - Wade made a motion to recommend approval of this application. Heyward seconded.
    - Vote: 3 yes 0 no
    - Resolve: Moton carries.

C. Ervin Hamilton: Submitted an application to build a carport at the property 414 E Park St. He is asking for a variance to set the carport on the existing concrete pad in front of his house. It would be 3' from his property line in the front. It would be considered a permanent structure that would be 3' from the property and is tall so could cause sight-distance problems.
    - Trevor Keyworth made a motion to not recommend approval of this application. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

D. Jill Hartman: Submitted an application to build a shed at 506 E Ryan St. There appears to be no issues with this application.

- Trevor made a motion to recommend approval of this application. Heyward seconded.
- Vote: 3 yes 0 no
- Resolve: Motion carries.

E. J & L Rentals: Submitted an application to build a fence at the property S 23rd St. There appears to be no issues with this application
    - Heyward made a motion to recommend approval of this application. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries
F. Judi Sipe: Submitted an application to build a fence at 522 E Park St. There appears to be no issues with this application.
    - Trevor made a motion to recommend approval of this application. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.
G. Rusty Speidel: Submitted an application to move a shed onto his property at 132 Government Vally Rd. There appears to be no issues with this application.
    - Wade made a motion to recommend approval of this application. Heyward seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.
H. Tracy Wilson: Submitted an application to build a fence at 705 S 3rd St. There appears to be no issues with this application.
    - Trevor made a motion to recommend approval of this application. Heyward seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

I. Joe Wilson: Submitted an application to build a greenhouse at 729 Theater Road. No setbacks shown. There appears to be no issues with this application as long as setbacks are met.
    - Heyward made a motion to recommend approval of this application as long as setback are met. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

J. Barbarann Grote: Submitted an application to build a greenhouse at 615 E Thompson St. There appears to be no issues with this application as long as setbacks are to the property line.
    - Trevor made a motion to recommend approval of this application as long as setback are met from the property line. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

K. Amanda Miller: Submitted an application to build a garage and fence at 511 E Ryan St. There appears to be no issues with this application.
    - Heyward made a motion to recommend approval of this application. Trevor seconded.
    - Vote: 3 yes 0 no

- Resolve: Motion carries.

L. Todd Sandburn: Submitted an application to build a deck at 718 Frontage Road. Setbacks not shown. There appears to be no issues with this application as long as setbacks are met.
    - Wade made a motion to recommend approval of this application as long as setback are met. Trevor seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

M. Mark Koep: Submitted an application to install a hail net at 72 N 21st St. There appears to be no issues with this application.
    - Heyward made a motion to recommend approval of this application. Trevor seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth April 28, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
May 27, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Heyward Hammersley

Work Session:
The work session began at 5:30 PM, 4 applications had been submitted before the meeting.

Meeting:

- Also Present:
- Approval of Minutes:
    - Motion: Trevor Keyworth made a motion to approve last month's meeting minutes. Heyward Hammersley seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries
- Old Business: None

- New Business:

A. Diane Johannesen: Submitted an application to build a hail netting structure and retaining wall at her house located at 98 N 21st St. The structure has already been built. It is 4' 6" from the fence on the north side and 4' from the fence on the East side. The fence is 1" from the property line so the structure is within 5' of the property line. City setbacks are from the eve's of a structure. Unknown if this structure has eve's or gable. This would require a variance. This property is zoned High Density Residential.
    - Due to the structure already being built and encroaching on the setbacks, we feel that the council needs to handle this exclusively so as not to cause issues with other permits being denied for encroaching on city setback requirements.

B. Dave Jundt: Submitted an application to build a retaining wall located at the property 422 Thompson St. This property is zoned High Density Residential. There appears to be no issues with this application.
    - Trevor made a motion to recommend approval of this application as long as the retaining wall is on his property and not city right of way. Heyward seconded.
    - Vote: 3 yes 0 no
    - Resolve: Moton carries.

C. Marlowe Olson: Submitted an application to build a fence at the property 704 Frontage Road. This property is zoned High Density Residential. There appears to be no issues with this application.
    - Wade Henderson made a motion to recommend approval of this application. Heyward seconded.
    - Vote: 3 yes 0 no

- Resolve: Motion carries.

D. Brian Grady: Submitted an application to for a business variance at 401 E. Oak St. This variance is to put a gun smith business in the VFW building that is zoned High Density Residential. There appears to be no issues with this application.
    - Trevor Keyworth made a motion to recommend approval of this variance application. Wade seconded.
    - Vote: 3 yes 0 no
    - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth May 27, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
June 23, 2025

Members Present:

Trevor Keyworth
Wade Henderson
Heyward Hammersley

Work Session:
The work session began at 5:30 PM, 6 applications had been submitted before the meeting.

Meeting:

- Also Present: Marvin Blauvelt
- Approval of Minutes:
  - Motion: Heyward made a motion to approve last month's meeting minutes. Wade seconded.
  - Vote: 3 yes 0 no
  - Resolve: Motion carries
- Old Business: None

- New Business:

A) Jeff Ahler: Submitted an application to build a front deck at his house located at 321 E Sewell St. This property is zoned High Density Residential. As long as setback is from property line and not roadway.
   - Wade made a motion to recommend approval of this application as long as setback's are met. Heyward seconded.
   - Vote: 3 yes 0 no
   - Resolve: Moton carries.

B) Garrett Cook: Submitted an application to build a fence located at the property 121 N 11th St. This property is zoned High Density Residential. There appears to be no issues with this application.
   - Trevor made a motion to recommend approval of this application. Wade seconded.
   - Vote: 3 yes 0 no
   - Resolve: Moton carries.

C) Judi Sipe: Submitted an application to build a fence at the property 522 E Park St. This property is zoned High Density Residential. There appears to be no issues with this application.
   - Heyward made a motion to recommend approval of this application. Trevor seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion carries.

D) Ervin Hamilton: Submitted an application to build a 24x24 garage at 414 E Park St. This is zoned High Density Residential. The application drawing is very low detail. There appears to be no issues with this application.
   - Trevor Keyworth made a motion to recommend approval as long as setbacks are met from property lines. Heyward seconded.
   - Vote: 3 yes 0 no

- Resolve: Motion carries.

E) Marvin Bauvelt: Submitted an application to build a 36' x 26' addition on his home located at 121 N 6th St. This property is zoned High Density Residential. There appears to be no issues with this application. **Something for the council to consider is that with corner lots, a person can build 10' on the side street of the main address for the property but the house next door has to maintain that 25' from the same side street because its their property address.**
   - Trevor made a motion to recommend approval. Heyward seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion carries

F) Lonnie Galloway: submitted an application to build a 26' x 30' garage on the property at 209 E Alden St. This is zoned High Density Residential. There appears to be no issues with this application.
   - Wade made a motion to recommend approval. Heyward seconded.
   - Vote: 3 yes 0 no
   - Resolve: Motion Carries

Minutes prepared by: Trevor Keyworth June 23, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
June 23, 2025

Members Present:

Trevor Keyworth

Work Session:
The work session began at 5:30 PM, 4 applications had been submitted before the meeting. Only 1 member present.

Meeting:

- Also Present: Charles Cook
- Approval of Minutes:
  - Motion: No motion as only 1 member present.
  - Vote:
  - Resolve:
- Old Business: None

- New Business:

A) Charles Cook: Submitted an application to build a fence and retaining wall at the property located at 57 Sugar Loaf Court. This property is zoned High Density Residential. The fence will be 4' tall and the retaining wall will be max of 6' tall built in 2 tiers 3' tall each with a French drain behind them. The ordinance 802.2 lists 4' max height for a retaining wall in the front of the property but does that apply if it's in tiers? IE: two three foot tiers totaling 6'.
   - Motion: No motion as only 1 member present.
   - Vote:
   - Resolve:

B) Alycia Davis: Submitted an application to build a deck located at the property 133 Hi Mile Rd. This property is zoned Mobile Home Park. The setback requirement is 20' from ROW in the front. The drawing provided doesn't show any setbacks.
   - Motion: No motion as only 1 member present.
   - Vote:
   - Resolve:

C) Kelly Proctor: Submitted an application with a variance request to build a deck at the property 416 E Pal St. This property is zoned High Density Residential. This deck will be built on or close to the property line. The setback requirement is 5'. The neighbor that shares the property line has written a letter stating that they are ok with the deck being built on the property line. In the past if the affected neighbor has agreed to the request, then variances have been granted.
   - Motion: No motion as only 1 member present.
   - Vote:
   - Resolve:

D) Julia Land: Submitted a request to sell her property at 318 ½ Oak St to Range Telephone so Range can park their equipment on it. This property is zoned High Density Residential. Giving up a residential land parcel to be used for equipment storage isn't a favorable idea.
   - Motion: No motion as only 1 member present.
   - Vote:
   - Resolve:

Minutes prepared by: Trevor Keyworth July 28, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
August 25, 2025

Members' Present:

Trevor Keyworth
Heyward Hammersley
Wade Henderson

Work Session:
The work session began at 5:30 PM, 10 applications on the agenda, 9 applications were submitted before the meeting.

Meeting:

- Also Present: Charles Cook, Ken Denzin.
- Approval of Minutes:
  - Motion: Heyward made a motion to approve last month's minutes. Wade seconded.
  - Vote:3 yes 0 no
  - Resolve: motion carries.
- Old Business: None

- New Business:

A) Charles Cook: Submitted an application to move a 40' storage unit onto the property at 57 Sugar Loaf CT. He intends to paint it to match the house color and use it for storing materials and equipment. Ordinance 4, 2021 states that shipping containers can be in industrial zones without a permit and in any other zone with a temporary permit for 30 days. As he wants to make it a permit building this would require a variance. He also wants to build a lean-to off the side of it. This property is zoned high density residential.
   - Motion: Trevor Keyworth made a motion to recommend not approving this application based on ordinance No. 4, 2021. Heyward Seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

B) Ken Denzin: Submitted an application to build a shed on his property at 1003 E Main St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Heyward made a motion to approve this application. Trevor seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

C) Trev Fiedler: Submitted an application to build a fence on his property at 1015 E Warren St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Wade made a motion to approve this application. Heyward seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

D) Dale Johnson: Submitted an application to build a shed on his property at 111 E Edna St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Trevor made a motion to approve this application. Wade seconded.

- Vote: 3 yes, 0 no
- Resolve: Motion carries.

E) Donald Nilles: He is on the agenda for a community garden located at 320 E Ryan St. There was no application or further information provided. This property is currently zoned high density residential. It could potentially require a re-zoning to agricultural zone or green space zone.
   - Motion: N/A
   - Vote: N/A
   - Resolve: N/A

F) Joseph Penning: Submitted an application to build a concrete pad on his property at 210 E Thompson St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Trevor made a motion to approve this application. Heyward seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

G) Eugene Zoller: Submitted an application to build a fence on the property at 123 Edna St. This property is zoned high density residential. The application shows the fence as 5' high in front of the house which is against the 4' max in the ordinances for the front of properties.
   - Motion: Trevor made a motion to deny a 5' fence in the front but approve a 4' fence in the front. Heyward seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

H) Terry Wales: Submitted an application to demolish house on the property at 701 Main St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Heyward made a motion to approve this application. Wade seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

I) Tony Barton: Submitted an application to build a tri-plex apartment on the property at TBD W Ryan St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Heyward made a motion to approve this application. Trevor seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

J) Mike Johnson: Submitted an application to fill in a coal storage pit and tapper his yard at the property 118 E Sewell St. This property is zoned high density residential. There appears to be no issues with this application. There was debate about whether an application was needed for this work since it seems to be classified as landscaping and no structures were being built like a retaining wall.
   - Motion: Heyward made a motion to approve this application if the application is needed. Trevor seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth August 28, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
September 29, 2025

Members' Present:

Trevor Keyworth
Heyward Hammersley
Wade Henderson
Mark Koep

Work Session:
The work session began at 5:30 PM, 3 applications were submitted before the meeting.

Meeting:

- Also Present: Tyler Hawkens, Marian Shatzer.
- Approval of Minutes:
  - Motion: Wade made a motion to approve last month's minutes. Heyward seconded.
  - Vote:3 yes 0 no
  - Resolve: motion carries.
- Old Business: None

- New Business:

A) Tyler Hawkens: Submitted an application to build a fence at 110 High Mile Rd. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Mark made a motion to recommend approval of this application. Trevor Seconded.
   - Vote: 4 yes, 0 no
   - Resolve: Motion carries.

B) Marian Shatzer: Submitted an application to build a fence at 511 Ryan Street. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Heyward made a motion to approve this application. Mark seconded.
   - Vote: 4 yes, 0 no
   - Resolve: Motion carries.

C) Ron Vore: Submitted an application to build a storage building at S 11th St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Wade made a motion to approve this application. Mark seconded.
   - Vote: 4 yes, 0 no
   - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth September 29, 2025.

Signed: Trevor Keyworth

Land Use Committee Meeting
October 27, 2025

Members' Present:

Trevor Keyworth
Wade Henderson
Mark Koep

Work Session:
The work session began at 5:30 PM, 4 applications were submitted before the meeting.

Meeting:

- Also Present:
- Approval of Minutes:
  - Motion: Mark made a motion to approve last month's minutes. Wade seconded.
  - Vote:3 yes 0 no
  - Resolve: motion carries.
- Old Business: None

- New Business:

A) Cascade Construction: Submitted an application to build a fence at 210 N 3rd St. This property is zoned high density residential. There appears to be no issues with this application.
   - Motion: Wade made a motion to recommend approval of this application. MArk Seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

B) Charles Cook: Submitted an application to build 2 storage buildings at 57 Sugar Loaf Ct. This property is zoned high density residential. The application shows one of the buildings within the setback on the side of the property. Charles was called and he said that he will move the buildings to be within setbacks.
   - Motion: Trevor made a motion to approve this application as long as setbacks are met. Wade seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

C) Longhorn: Submitted an application to build a walk in cooler behind their building at 214 E Main St. This property is zoned high general business. There appears to be no issues with this application.
   - Motion: Mark made a motion to approve this application. Trevor seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

D) Mark Mayer: submitted an application to demolish the building at 321 Oak St. this property is zoned High Density Residential. There appears to be no issues with this application.
   - Motion: Trevor made a motion to approve this application. Mark Seconded.
   - Vote: 3 yes, 0 no
   - Resolve: Motion carries.

Minutes prepared by: Trevor Keyworth October 27, 2025.

Signed: Trevor Keyworth