

ORDINANCE NO. 2018-1

AN ORDINANCE AMENDING ARTICLE XX. AND ARTICLE XXVIII. OF ORDINANCE NO. 1993-2, ADOPTED MARCH 15, 1993, AND ENTITLED, "CITY OF COTTONWOOD ZONING ORDINANCE".

The City of Cottonwood, Minnesota, ordains:

Section 1. ARTICLE XX. PERFORMANCE STANDARDS is amended to include Section 2003 Design Standards, and shall read:

SECTION 2003. Design Standards.

2003.1 Design Review. The design review process shall apply to permit applications for new or substantially altered structures, as defined in this Ordinance, and is intended to ensure that projects for new or substantially altered structures are harmonious with the desired character of the area in which the structure is located. This review will be conducted by the City Council upon review of the building permit application. Design review is intended to assist in offering solutions that are flexible, allowing applicants to work in cooperation with the City Council to arrive at a design that meets design standards.

2003.2 Standards. The City may grant approval of building permit applications that are subject to design review if the project is compliant with the following:

- A. The proposal is consistent with the provisions in this Zoning Ordinance;
- B. The proposal will not adversely affect the health, safety, or general welfare of the City;
- C. The proposal or appearance of the proposal is compatible with adjacent properties and is harmonious with the desired character of the area in which the proposal is located.

Section 2. ARTICLE XXVIII. ADMINISTRATION, SECTION 2802, is amended to read:

SECTION 2802. Administration – Building Permits.

2802.1 No structure shall be erected, added to, structurally altered, or moved, until a permit therefor has been issued by the City Council. Except upon written order of the City Council, no building permit shall be issued for any structure where the construction, addition, moving or use thereof would be a violation of this Ordinance. Application for a building permit shall be made to the Clerk-Administrator on a form furnished by the City. With every application for a building permit, there shall be submitted on (1) copy of a layout or plot plan, drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and accessory building to be erected and such information as may be necessary to determine compliance with this Ordinance. The fee for a building permit shall be determined by a City Council resolution. The City Council shall issue the building permit through the office of Clerk-Administrator if it determines that the building plans and the application comply with the terms of this Ordinance.

2802.2 Building permits shall become null and void within one year from the date of approval, meaning that the project for which the permit has been issued must be complete according to specifications and

design standards as stated in the permit prior to expiration of the building permit, unless the applicant is granted an extension by the City Council. Extension requests shall be submitted in writing at least thirty (30) days prior to expiration of the building permit and shall state facts showing a good faith effort to complete work permitted under the original approval. If the City Council approves an extension, the extension shall be valid for a period of sixty (60) days. The fee for a building permit extension shall be determined by City Council resolution.

2802.3 Approval by the Clerk-Administrator. The Clerk-Administrator may give approval to building permit applications for minor modifications. Minor modifications may include, but are not limited to, the following:

- A. Additions or changes in dimensions to concrete, bituminous surfaces, including the construction of walkways and patios.
- B. The construction of fences.

The Clerk-Administrator shall refer building permit applications that are considered applications for new or substantially altered structures to the City Council for review of design standards.

Section 3. All other ordinances, resolutions, and acts and proceedings of the City and of the Council which are inconsistent with the terms of this Ordinance are hereby amended to the extent necessary to give full force and effect to this Ordinance.

Section 4. Effective Date. This Ordinance becomes effective from and after its passage and publication.

Adopted by the City Council this 3rd day of April, 2018.

Attest: 
Clerk-Administrator


Mayor

SEAL

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