

**PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 20, 2018**

The meeting was called to order at 6:00 p.m. by Chair Steve Kossett. The Pledge of Allegiance was recited by those in attendance. Present for the meeting were Chair Kossett, Commission Members Pete Branca, Katie Vukelich, John Hegstrom, Bill Rosenbush, and Kathy Meyer, Zoning Administrator Teresa Koivula, Deputy Clerk Toni Blomdahl, City Councilor Suzanne Herstad, and guests Bob Quade and Marcie Thole.

Teresa stated she had a couple changes to the agenda, one being the address which shows 5072 Woodland Ave. but it should be 5063 and she suggested to move the Home Occupation Application up to Business from the Floor. John made a motion to approve the agenda with the changes requested with a second by Kathy. All vote in favor. Motion carried.

Katie made a motion to approve the January 16, 2018 meeting minutes with a second by John. All vote in favor. Motion carried.

COMMISSION MEMBERS OATH: Toni swore in Kathy Meyer, Pete Branca, and a new member Bill Rosenbush.

BUSINESS FROM THE FLOOR: Home Occupation Application for Thole: Teresa read the email from Jim Rich, Building Official noting that "typically if sanitation is provided on site, should be adequate in most scenarios". John asked if there are any scenarios where the septic system would not be adequate. Marcie stated their system is underutilized, so it won't be a problem. Steve went over the questions on the Home Occupation Questionnaire and the Commission was satisfied with Marcie's answers. Katie made a motion to approve the Home Occupation with a second by John. All vote in favor. Motion carried.

CORRESPONDENCE: None

NEW BUSINESS:

5063 Woodland Ave. Land Use Violation: Teresa shared with the Commission some pictures of this property and noted she has been working with them since 2016 to try and clean it up and get them in compliance. Teresa stated the property owner is no longer willing to work with her. John stated it appears this resident has drawn a line in the sand and we won't be able to get compliance through Teresa. Teresa stated we don't have the tools in place right now for enforcement, so the Council is meeting with Mike Couri, City Attorney in March to get the process in place. Bob stated when you go to talk to someone and they point out other properties that are similar, how does that hold up in court. Teresa stated some properties are grandfathered in or have a Conditional Use Permit (CUP) which allows them to do that. Pete stated legally that doesn't matter. The Commission agreed this property is in violation of Ordinance #22.

4159 Schultz Rd. Land Use Violation: Teresa stated this property owner brought a home on the property without a building permit and placed it in the Right-of-Way (ROW) and the property already has one principal structure. Teresa stated this property owner needs to do a subdivision and has been working with Teresa but now he has stopped responding to her calls. Katie stated we could send him a letter from Mike Couri and that might make him come into compliance. The Commission agreed this property is also in violation of Ordinance #22. Kathy made a motion to recommend to Council to have Mike Couri send these property owners a letter to see if we can get them into compliance with a second by Pete. All vote in favor. Motion carried. Teresa will present the recommendation to Council for approval to move forward.

UNFINISHED BUSINESS:

Zoning Ordinance #22 Permitted Uses in Rural 1: Teresa stated she spoke with Mike Couri and he hasn't had a chance to look at his notes to see why duplexes were removed as a permitted use, but Mike noted we have

different characteristics for different areas in the City to provide different densities. John stated we allow multi-units in all other areas of the City, so we have provisions in other areas and he doesn't feel we should change the ordinance unless the residents wants additional housing. Pete stated he agrees with John. Teresa stated when we do our next Comprehensive Plan update, the citizens can decide if they want more housing. John made a motion to leave multi-units out of Rural 1 permitted uses with a second by Steve. All vote in favor. Motion carried.

Zoning Ordinance #22 Buffer/screening revisions: Teresa provided the Commission with an updated Article VI Section 27 Performance Standards for Screening and stated she utilized the general text in Article II, Sec. 3 for screening and is recommending deleting this section now. Teresa stated she also utilized the existing language from multi-unit residential to maintain screening consistency in regard to height, distance, and plant material and she utilized the buffer language from PUD design criteria for parking lots. The Commission agreed to use a range of 80-90% opaqueness for plant materials for screening standards. Katie stated these performance standards should apply to Light Industrial and Public as well. John made a motion to add Light Industrial/Public to heading of proposed Section 27, 1st paragraph under Purpose and Intent, and A. All vote in favor. Motion carried.

Zoning Ordinance #22 Home occupations/business: Teresa stated she spoke with Mike Couri and he noted any site plan that the Commission reviews should also be reviewed by City Council, so he is recommending we don't require a permit for Home Occupation. The Commission agreed we should table this matter as we don't have enough time tonight to discuss it in detail.

Joint Airport Zoning Board (JAZB): Steve stated the next JAZB meeting is March 1, 2018 and both he and Teresa will attend.

Next Meeting Date: Steve stated the next Planning and Zoning meeting is Tuesday, March 20, 2018 at 6:00 p.m.

Having nothing further to discuss, Kathy made a motion to adjourn the meeting with a second by John. All vote in favor. Motion carried and the meeting was adjourned.

Respectfully submitted,



Steve Kossett, Chair

3-20-18

Date



Toni Blomdahl, Deputy Clerk

3-15-18

Date

Plannin_ Meeting
Date: February 20, 2018

	Name:	Address:	phone and/or email address:	X-speak
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