

MINUTES OF PLANNING COMMISSION MEETING

August 14, 2017

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 14th day of August, 2017 at 6:30 PM

THE FOLLOWING MEMBERS WERE PRESENT: Commissioner Ferris, Commission Sannes, Commissioner Tinsley and Commissioner Zelinske and Commissioner Burton.

THE FOLLOWING WERE ABSENT: Commissioner Borgstrom and Commissioner Torkelson

THE FOLLOWING WERE ALSO PRESENT: City Administrator Coleman, Tony Bigelow, David Martin – Massey Surveying, Chad Stannard, Eric Brophy and Paul Czaplewski

CALL TO ORDER: Commissioner Ferris called the meeting to order at 6:30 PM.

MINUTES OF PREVIOUS PLANNING COMMISSION MEETING: Motion to Approve the July 10, 2017 minutes made by Commissioner Zelinske, second by Commissioner Tinsley with all voting Aye.

PUBLIC HEARING HOUSTON’S FIRST SUBDIVISION FINAL PLAT – Public Hearing Opened.

Jesse Preston, WHKS, was in attendance. There were no comments from the public.

Public Hearing Closed. **Motion made by Commissioner Burton to recommend approval with comments from the staff planning review, second by Commissioner Zelinske with all voting Aye.**

PUBLIC HEARING CONDITIONAL USE PERMIT FOR RENTAL STORAGE UNITS – Chad Stannard – 24749 719th St., Mantorville.

Public Hearing Opened.

Mr. Stannard stated that he is working with David Martin at Massey Surveying. A site plan has been submitted with an access from 8th Ave SE. Mr. Stannard stated that his intention is to build two buildings in the spring and the following year build three more and he would hard surface it when all buildings are complete. The lighting would be wall packs on the buildings and on poles. Mr. Martin stated that a lighting plan would be submitted for review by the City Engineer at building permit.

Public Hearing Closed.

Motion to Approve with the Conditions of : 1. A useable dust-proof condition shall be provided within one year of initial construction with the potential for an extension of up to one additional year. 2. Building permit application to include grading, site, and lighting plan relative to adjoining property made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.

PUBLIC HEARING CONDITIONAL USE PERMIT FOR CZAPLEWSKI FUNERAL HOME – Administrator Coleman stated that this plan includes access from 8th Ave SE and suggests that the City vacates the south part of 8th Ave SE for the funeral home to use as a private drive to access their garage and canopy. The building permit has been submitted and reviewed by the City Engineer. Commissioner Tinsley recused himself from voting since his employer was involved in the design of the building. Commissioner Zelinske asked about vacating the south of 8th Ave SE. Paul Czaplewski, PO Box 461, Hayfield, MN – Mr. Czaplewski asked how a vacation would work and is satisfied with the answer.

Public Hearing Opened.

No Comments

Public Hearing Closed.

Motion to approve the Conditional use Permit for a Funeral Home in a C-3 District with conditions from staff planning review as stated made by Commissioner Zelinske, second by Commissioner Burton. Ayes: Sannes, Burton, Ferris and Zelinske, Abstention: Tinsley.

PUBLIC HEARING FOR PRELIMINARY PLAT FOR MEADOWBROOK II – Administrator Coleman stated that the Engineer has added some comments on the drainage.

Public Hearing Opened.

David Martin, Massey – stated that he is working with the City Engineer on the drainage plans and they are not planning on building the entire retention pond at first. Commissioner Burton asked if the pond placement will hamper future development. Mr. Martin stated that he is working from a GDP that was submitted some time ago but it will not interfere.

Eric Gruhlke – 1601 13th Ave NE – asked about the water and sewer easement along 16th St NE and wanted to know if this is an additional easement. Administrator Coleman stated that it is not an additional easement.

Public Hearing Closed.

Commissioner Burton asked if discussions had started with the landowner about the retention pond. Mr. Martin stated that Mr. Bigelow was planning on calling the landowner the next day. **Motion to approve the preliminary plat with conditions outlines by City staff made by Commissioner Burton, second by Commissioner Zelinske with all voting Aye.**

Ordinance Discussion - Review changes to Chapters 152 through 152.54 – Administrator Coleman presented the changes that were suggested at the last meeting and stated the new changes she suggested.

Ordinance Discussion – Comments for Definitions – Administrator Coleman stated that there are definitions at the beginning of the ordinance and there are definitions in each section and would like to condense all definitions into one chapter. The Commission discussed “small building and the like” and “trailers”. There was discussion of many of the definitions. Administrator Coleman brought adding ghost plats to the City’s zoning and interim use permits.

COMPREHENSIVE PLAN – Commissioner Burton asked about the answers from the Community Meeting. Administrator Coleman stated that she had three more maps to submit for them to add to the responses and she will send out the responses when they get them all together.

OTHER BUSINESS - None

ADJOURN 7:36PM

ATTEST:

Linda Rappe
City Clerk

Theresa Coleman
Zoning Administrator/City Administrator