

April 13, 2015

PLANNING COMMISSION AGENDA

Wednesday, April 29, 2015 12:00 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10-22-14 PC Minutes
4. Residential Zone First Building Requirement
5. Set Date for 2015 Spring Tour
6. Light Industrial in Commercial Zone
7. Any Other business

* This is primarily a Planning Commission meeting, but a City Council quorum may be present.*

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 04-29-15

The Planning Commission of Pelican Rapids met at 12:00 p.m., on Wednesday, 04-29-15, in Council Chambers, City Hall. Chairman Ben Woessner and Commissioners Jamie Stromberg, CJ Holl, John Gorton, Richard Peterson and Phil Stotesbery were present. Administrator Don Solga and Secretary Danielle Heaton were also present.

Meeting called to order at 12:00 p.m. by Chairman Woessner.

There were no additions or deletions to the agenda. Motion by Stotesbery, seconded by Peterson to approve the agenda as presented. Motion carried.

Motion by Peterson, seconded by Gorton to approve minutes of 10-22-14 as presented. Motion carried.

Administrator Solga discussed the requirements for the first building on a residentially zoned lot. Right now, a storage building could be built on a residential lot. The commissioners discussed changing the ordinance to require a dwelling as the first building on a residential lot. Motion by Stromberg, seconded by Gorton to research revising the ordinance to require the first building on a residential lot is a dwelling. Motion carried.

Motion by Gorton, seconded by Stromberg to recommend to City Council to establish a six month moratorium for construction of storage buildings as first building on a residential lot. Motion carried.

The Police Department has started working on the Public Nuisance list for 2015.

Spring Tour is set for May 7, 2015 at 5:00 p.m.

Administrator Solga discussed allowing light industrial in a commercial zone. Right now, anything classified industrial must be in the Industrial Zone. There isn't anything in the ordinances that really addresses light industrial in a Commercial zone. Administrator Solga is wondering if the Planning Commissioners are interested in changing the ordinance to allow light industrial in a commercial zone. Motion by Gorton, seconded by Stromberg to table the discussion until light industrial can be better defined. Motion carried.

Administrator Solga provided an update on storage sheds in commercial zones. Past minutes reflect that City Attorney Greg Larson is working on it. Council wanted more definition of storage types added to the ordinance. Administrator Solga will check on status with City Attorney. The Planning Commissioners decided to table until the next meeting.

Next meeting will be May 26, 2015 at 12:00 p.m.

Motion by Peterson, seconded by Stotesbery to adjourn the meeting at 12:59 p.m. Motion carried. Opposed: Holl.



Danielle Heaton
Secretary to the Planning Commission

May 21, 2015

PLANNING COMMISSION AGENDA

Tuesday, May 26, 2015 **12:00 p.m.** **Council Chambers, 315 N. Broadway**

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 4-29-15 PC Minutes
4. Residential Zone First Building Requirements
5. Light Industrial in Commercial Zone
6. E3 408 2nd St NW Classified as Hazardous Building
7. Anderson First Addition Block 1 R1 to R2 Rezone Consideration
8. Fences
9. Set Next Meeting Date

* This is primarily a Planning Commission meeting, but a City Council quorum may be present.*

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 05-26-15

The Planning Commission of Pelican Rapids met at 12:00 p.m., on Wednesday, 05-26-15, in Council Chambers, City Hall. Chairman Ben Woessner and Commissioners CJ Holl, John Gorton, Richard Peterson and Phil Stotesbery were present. Commissioner Jamie Stromberg was absent. Administrator Don Solga and Secretary Danielle Heaton were also present.

Meeting called to order at 12:00 p.m. by Chairman Woessner.

There were no additions or deletions to the agenda.

Motion by Peterson, seconded by Holl to approve minutes of 04-29-15 as presented. Motion carried.

Administrator Solga provided two sample ordinances regarding residential zone first building requirements for the commissioners to look over and discuss. After some discussion, the commissioners decided to use the Perham sample and change it to better suit Pelican's needs.

Administrator Solga handed out samples of light industrial within a commercial zone ordinances and definitions. The commissioners would like to change the current ordinance to allow light industrial businesses in the commercial zone instead of only in the industrial zone. After some discussion, they would like noises and nuisances included in the ordinance as well. Administrator Solga will put something together to discuss at the next meeting.

Len Zierke, owner of the mobile home park, talked to Administrator Solga about a hazardous trailer in the trailer park at E8, 408 NW 2nd Street. The building official inspected the dwelling and found that it is indeed a hazardous building. Administrator Solga presented pictures that showed everything has been removed from the interior, including the copper piping. Motion by Peterson, seconded by Stotesbery to recommend Council declare E8, 408 NW 2nd Street a hazardous building based on the building officials recommendation. Motion carried.

Someone is interested in building two 6-plex buildings on Anderson First Addition Block 1. Administrator Solga found that it would have to be rezoned from R1 to R2 in order for this to happen. This should have been changed when the last Comp plan was being worked on because there is already an 8-plex there. The Planning Commission will have to have a public hearing first but we are still waiting on the paperwork. As of now, Planning Commission doesn't have an objection for rezoning that area. Motion by Stotesbery, seconded by Peterson to plan a public hearing after the paperwork is received by the city. Motion carried.

Planning Commission discussed fences. Right now, the City Code does not consider fences a structure, so that means they do not need to follow setbacks and can be put in the front yard. The city needs to consider adding to the ordinance a restriction of height of the fence in the front yard and it cannot restrict vision. Commissioner Stotesbery asked if hedges should be included in this ordinance change too. The commissioners decided that hedges should be included in the ordinance too.

The next meeting will be set after the date of the Public Hearing is set.

Commissioner Gorton asked about 704 1st Street NE. Last year it was declared a hazardous building, but the property owner hasn't done anything yet. Administrator Solga will find out the status and let the commissioners know.

Motion by Peterson, seconded by Gorton to adjourn the meeting at 1:10 p.m. Motion carried.
Opposed:Holl.



Danielle Heaton
Secretary to the Planning Commission

PLANNING COMMISSION AGENDA

Thursday, July 9, 2015

5:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 5/26/15 PC Minutes
4. Public Hearing-Changing Zone from R1 to R2
5. Planning Recommendation to Council
6. Light Industrial in Commercial Zone-Code Change
7. Fences-Code Change
8. Residential Zone First Building Requirement-Code Change
9. Commercial Zone Storage
10. Front Yard Parking

The Planning Commission of Pelican Rapids met at 5:30 p.m. on Thursday, 07-09-15, in Council Chambers, City Hall. Chairman Ben Woessner and Commissioners Richard Peterson, CJ Holl, John Gorton and Phil Stotesbery were present. Commissioner Jamie Stromberg was absent.

Administrator Don Solga and Secretary Danielle Heaton, Jeanne Hovland, Dr. Zena Xanders and Robert Wujer were also present.

Chairman Ben Woessner called meeting to order.

Motion by Stotesbery, seconded by Holl to approve the agenda with the deletions of No.6 Light Industrial in Commercial Zone-Code Change, No.7 Fences-Code Change, No.8 Residential Zone First Building Requirement-Code Change, No.9 Commercial Zone Storage and No.10 Front Yard Parking and the additions of No. 11 Tax Forfeited Land, No. 12 Lot Split-115 3rd Street NE and No.13 Set Next Meeting Date. Motion carried.

Motion by Holl, seconded by Gorton to approve the minutes of 05-26-15 as presented. Motion carried.

Pursuant to due call and published notice thereof, a public hearing was held at 5:30 p.m. to consider the application of Jeanne Hovland for a zone change from Residential (R1) to Residential (R2). Location of the proposed site is described as follows: Anderson's First Addition, Block 1, Lots 1, 2, 3, 4, 5 & 6 and Parcel Number 76000260032002 described as PT NW1/4; COM NW COR E 330.02' TO PT OF BG, E 760.52' S 250.44' W 286' S 17' W 475.27' N 262' TO BG & TRI TR BG 330.02' E FR NW COR & 132' S; S 130' W 138.92' & NELY ALONG HWY TO BG , 4.71 AC, all of said lands being located in Otter Tail County, Minnesota.

There were no comments from the public.

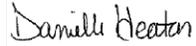
Motion by Peterson, seconded by Gorton to introduce the following written resolution, entitled, **PLANNING COMMISSION RESOLUTION NO. 2015 – 01 FOR RECOMMENDATION OF APPROVAL OF THE REZONE OF ANDERSON'S FIRST ADDITION, BLOCK 1, LOTS 1, 2, 3, 4, 5 & 6 AND PARCEL NO. 76000260032002.** (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion carried and resolution duly adopted.

Robert and Mary Bowers and Cheryl Lundrigan are requesting a lot split of 115 3rd Street NE, Parcel No. 76000220021006. Bowers would like to purchase a portion of the lot from Lundrigan for a garden and to gain access to the river. Motion by Peterson, seconded by Stotesbery to approve the lot split of Parcel No. 76000220021006. Motion carried.

Next meeting will be on Monday, July 20, 2015 at 5:00p.m.

Administrator Solga reviewed the tax forfeited property list. Two of five parcels were discussed for use as part of the city's storm water drainage. Motion by Peterson, seconded by Stotesbery to recommend to City Council to acquire Parcel No. 76000270082000 and 76000990272000 for the City. Motion carried.

Motion by Gorton, seconded by Peterson to adjourn the meeting at 6:33 p.m. Motion carried.



Danielle Heaton
Secretary to the Planning Commission

PLANNING COMMISSION AGENDA

Monday, July 20, 2015

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 7/9/15 PC Minutes
4. Residential Zone First Building Requirement
5. Commercial Zone Storage

The Planning Commission of Pelican Rapids met at 5:00 p.m. on Monday, 07-20-15, in Council Chambers, City Hall. Commissioner Jamie Stromberg, Richard Peterson, CJ Holl, John Gorton and Phil Stotesbery were present. Chairman Ben Woessner was absent. Administrator Don Solga and Secretary Danielle Heaton were also present.

Commissioner Holl called meeting to order.

Motion by Peterson, seconded by Stromberg to approve the agenda as presented. Motion carried.

Motion by Peterson, seconded by Gorton to approve the minutes of 07-09-15 as presented.
Motion carried.

Administrator Solga reviewed a few sample ordinances pertaining to Residential Zone First Building Requirements. After discussing the different samples, the commissioners decided that they liked the sample from the City of Barnesville. Administrator Solga said he would take the information and prepare an ordinance for the Commissioners to review at the next meeting. They discussed adding it to the City's ordinance as 905.05 Subd 8 Part E.

The Planning Commission has been considering what the ordinance says about storage being allowed in a Commercial Zone. Administrator Solga has talked to the City Attorney about this item too. The City Attorney said that he felt that a cold storage building could not be put in Commercial or Industrial zones unless the City determines it is considered a "small service" or "service business". Commissioner Gorton said he would not be in favor of an Industrial or Commercial lot used as a cold storage business. The Commissioners all agreed that they do not feel that cold storage rental buildings are either a small service or service business; therefore, Cold storage rental buildings are only allowed in R-3 but only with a special use permit. The ordinance does not need to be changed.

Next meeting will be on Monday, August 10, 2015 at 12:00p.m.

Motion by Gorton, seconded by Stromberg to adjourn the meeting at 5:59p.m. Motion carried.



Danielle Heaton
Secretary to the Planning Commission

August 3, 2015

PLANNING COMMISSION AGENDA

Monday, August 10, 2015

12:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 7/20/15 PC Minutes
4. Residential Zone First Building Requirement Ordinance Consideration
5. Set Next Meeting Date

The Planning Commission of Pelican Rapids met at 12:00 p.m. on Monday, 08-10-15, in Council Chambers, City Hall. Commissioner Jamie Stromberg, Richard Peterson and John Gorton were present. Chairman Ben Woessner, CJ Holl and Phil Stotesbery were absent. Administrator Don Solga and Secretary Danielle Heaton were also present.

Commissioner Peterson called meeting to order at 12:07 p.m.

No. 6 Commercial Storage was added to the Agenda.

Motion by Gorton, seconded by Stromberg to approve the minutes of 07-20-15 as presented. Motion carried.

Administrator Solga presented **ORDINANCE NO. 2015-01, AN ORDINANCE TO AMEND PELICAN RAPIDS CITY CODE SECTION 905.05 GENERAL REQUIREMENTS SUBDIVISION 8. RESIDENTIAL CONSTRUCTION REQUIREMENTS ADDING ITEM E, RELATING TO SEQUENTIAL REQUIREMENTS IN THE RESIDENTIAL ZONE** for review by the Planning Commission. Motion by Gorton, seconded by Stromberg to recommend Ordinance No. 2015-01 to Council contingent on approval from the City Attorney. Motion carried.

The Planning Commissioners discussed storage properties in the commercial zone. Right now some property owners are using some commercial properties to store personal items. The commissioners agreed that something should be done, just not sure what. It will be discussed more at the next meeting when more commissioners can attend the meeting.

Next meeting will be on Monday, August 24, 2015 at 12:00p.m.

Motion by Gorton, seconded by Peterson to adjourn the meeting at 12:53p.m. Motion carried.



Danielle Heaton
Secretary to the Planning Commission

September 24, 2015

PLANNING COMMISSION AGENDA

Thursday, October 01, 2015

7:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 8/10/15 PC Minutes
4. Land Lease for horses – Teresa Parrish
5. Industrial Park Lot Sale – Steve Strand
6. Commercial Storage
7. Set Next Meeting Date

The Planning Commission of Pelican Rapids met at 7:00 p.m. on Thursday, 10-01-15, in Council Chambers, City Hall. Chairman Ben Woessner, CJ Holl and Phil Stotesbery were present. Commissioners Jamie Stromberg, Richard Peterson and John Gorton were absent. Administrator Don Solga, Secretary Danielle Heaton and Teresa Parrish were also present.

Chairman Woessner called meeting to order at 7:00 p.m.

Motion by Holl, seconded by Stotesbery to approve the agenda with the deletion of No. 5 Industrial Park Lot Sale – Steve Strand. Motion carried.

Motion by Holl, seconded by Stotesbery to approve the minutes of 08-10-15 as presented. Motion carried.

Administrator Solga presented a map with the property that Teresa Parrish is buying. She would like to have horses on that property. Right now the ordinance says that it must be zoned agricultural (or on a parcel of land exceeding 2 ½ acres). Parcel 76000990646001 is less than 2 ½ acres. She was considering leasing land from the city to ensure she has the 2 ½ acres. According to the City Attorney, each stand-alone parcel must be 2 ½ acres. She would have to purchase land to add to her parcel. She asked if she would be able to lease a full 2 ½ acres from the City and use her own property too, would that be in compliance with the ordinance? Administrator Solga said he would have to check with the City Attorney to see if she could lease the land from the city and keep the horses on her own property. The Commissioners do not

have enough information to make a decision until the City Attorney has looked into this matter. One neighbor did contact the City with concerns about having horses in their back yard. Motion by Holl, seconded by Stotesbery to table discussion until we can contact the city attorney. Motion carried.

Administrator Solga discussed properties that have commercial storage. There are different types of storage; some are a secondary use that is tied to the main business and some aren't. Should we be allowing cold storage in the central business district? We have to think about what we will allow and how do we enforce it? The planning commissioners will have to discuss this more.

Motion by Stotesbery, seconded by Woessner to adjourn the meeting at 8:12 p.m. Motion carried. Opposed: Holl



Danielle Heaton
Secretary to the Planning Commission

October 20, 2015

PLANNING COMMISSION AGENDA

Monday, October 26, 2015 12:00 noon Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10/1/15 PC Minutes
4. Land Lease for horses
5. Industrial Park Lot Sale – Steve Strand
6. Set Next Meeting Date

The Planning Commission of Pelican Rapids met at 12:00 p.m. on Thursday, 10-26-15, in Council Chambers, City Hall. Chairman Ben Woessner, Commissioners CJ Holl, John Gorton, Jamie Stromberg and Richard Peterson were present. Commissioner Phil Stotesbery was absent. Administrator Don Solga and Secretary Danielle Heaton were also present.

Chairman Woessner called meeting to order at 12:00 p.m.

Motion by Holl, seconded by Gorton to approve the agenda with the addition of No. 5A Housing Committee. Motion carried.

Motion by Holl, seconded by Gorton to approve the minutes of 10-01-15 as presented. Motion carried.

Teresa Perish had come to the PC meeting to ask if the City would consider leasing to her the 2 ½ acres of land so she can meet the ordinance and have horses within city limits. Administrator Solga contacted the City Attorney to get his opinion. Greg Larson, the City Attorney, feels that the intent of the ordinance does not include what Perish is proposing. The City must be careful about setting a precedent of allowing large animals in R1. Commissioner Stromberg states that he felt if the animal can't fit in your home, it doesn't belong in town. After much discussion, the commissioners agreed that they would not like to lease the land for the proposed use. Motion by Woessner, seconded by Stromberg, to decline leasing the land to Teresa Parrish for horses. Motion carried.

The Commissioners discussed whether the ordinance should be changed to not include 2 ½ acres. Motion by Holl, seconded by Peterson to recommend to Council to change the ordinance 504.02 to not include the 2 ½ exception. Motion carried.

Council Member Steve Strand would like to buy additional land in the Industrial Park to expand his business. According to Minnesota Statue, council members are not allowed to purchase city property because it may be considered a conflict of interest. Strand offered to have a family member buy the property. After reviewing with the City Attorney Greg Larson, Strand has three options, 1. step down from council, 2. sell interest in business to his son or 3. move forward to see if Planning Commission would approve. If he chooses the third option, he could be charged and the City could get in trouble. Leasing the land to him or a family member is not an option because Strand would still have a personal financial interest in the business. Strand does not agree with the City Attorney's opinion. Commissioner Holl stated that he doesn't feel comfortable making a decision without Strand presenting his side. Commissioner Peterson said that after reviewing the information from the City Attorney, he doesn't want to put the City in that position. Motion by Peterson, seconded by Stromberg to table this matter until Strand comes to the meeting to present his side. Motion carried.

Administrator Solga is looking for a couple Planning Commissioners and Council members to be on the Housing Committee. The committee will look into the Pelican's Housing needs to prioritize. Ben Woessner and CJ Holl volunteered.

The next Planning Commission meeting was not set.

Motion by Peterson, seconded by Gorton to adjourn the meeting at 12:54p.m. Motion carried.

A handwritten signature in black ink that reads "Danielle Heaton". The signature is written in a cursive style and is contained within a thin black rectangular border.

Danielle Heaton
Secretary to the Planning Commission