

PLANNING COMMISSION MEETING MINUTES – 03-05-07

The Planning Commission of the City of Pelican Rapids met at 5:00 p.m., on Monday, 03-05-07, in Council Chambers, City Hall. Chairman Dan Skinner, Commissioners Mel Zierke, Judy Marko and Kevin Ballard were present. Commissioners Richard Peterson and Doug Bruggeman were absent. Administrator Don Solga and Clerk-Treasurer Glenys Ehlert were also present.

Meeting called to order by Chairman Skinner.

Commissioners considered the following additions to the agenda: Set next meeting date, Sign Ordinance, Nuisance Violation Update and Spring Tour. Motion by Marko, seconded by Zierke to approve additions to agenda as listed. Motion passed unanimously.

Commissioners reviewed the minutes of 12-04-07. Motion by Zierke, seconded by Marko to approve the 12-04-06 minutes as presented. Motion passed unanimously.

Administrator Don Solga reviewed the plans of Park Region Cooperative to participate in a tax increment financing district, TIF 7, to develop a gas station, a convenience store and fast food restaurant at 120 N Broadway.

Commissioners discussed the Comprehensive Plan relative to the proposal. Commissioners referenced the plans to redevelop the area included the relocation of the propane tank; however this relocation does not appear to be included in this project. Administrator Solga said that Park Region Cooperative Manager would like to relocate the propane tank, but it is not possible to accomplish the relocation at this time. Commissioners discussed possible screening – shrubs, bushes or fencing.

Commissioners said they thought the development is appropriate to the zone. It is a good location for the businesses.

Motion by Marko, seconded by Ballard to introduce the following resolution, entitled **RESOLUTION OF THE PELICAN RAPIDS PLANNING COMMISSION FINDING THE PROPOSAL TO ESTABLISH TAX INCREMENT FINANCING DISTRICT NO. 7 “C-STORE”, LOCATED WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 2 AND PROPOSAL FOR APPROVAL AND ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING THERETO TO BE CONSISTENT WITH THE COMPREHENSIVE PLAN FOR THE CITY.** Motion passed unanimously and resolution declared duly adopted.

The Planning Commission would like to see Park Region Cooperative mask or screen the propane tank.

Administrator Solga reviewed the Zoning Ordinance which defines annexed property to be classified as agricultural. After the Comprehensive Plan was developed in 2004, there is no longer any agricultural property in the City. Commissioners discussed ordinance change that permits the Planning Commission to designate newly annexed property in the City of Pelican with the criteria that the zone will be most appropriate with property abutting it.

Motion by Zierke, seconded by Marko to recommend an amendment to the Zoning Ordinance that zoning of newly annexed property will be determined by the Planning Commission to be appropriate to adjacent property at time of annexation. Motion passed unanimously.

Motion by Ballard, seconded by Zierke, subject to passage of the Zoning Ordinance 905.03 annexation amendment, and upon the annexation of property located at 40981 Hwy. 59 South, the property will be classified as commercial. Motion passed unanimously.

Administrator Solga reviewed League of Minnesota Cities recommendations for changes to the sign ordinance. Commissioners will review material Solga will distribute and consider the revisions at a later meeting of the Planning Commission.

Administrator Solga reviewed that in 2005 there were 125 public nuisance violations cited. About half of those properties corrected the problem in 30 days. Approximately twelve properties from the 2005 Spring tour were issued misdemeanor citations in efforts to bring the properties into compliance. The 2006 Spring tour resulted in approximately 50 letters to property owners with code violations. City Attorney Jeff Skonseng recommends a revision of the ordinance regarding debris.

Two property owners identified during the 2005 Spring tour are required to have their properties in compliance by August and September, 2007. If all the properties owned by the individual owners are not in compliance, then the property owner goes directly to a sentencing hearing for the violations. In Spring 2007 Solga plans to talk to property owners identified with public nuisances in Spring 2006 that are still noncompliant and try to obtain compliance through education rather than proceed directly to the legal process.

Spring Tour could be accomplished using three or four city pickups because the city no longer has a city bus. The next meeting of the Planning Commission will be Monday, 05-21-07 at 5:00 p.m. in Council Chambers. The Spring Tour will also be accomplished at this time.

Motion by Zierke, seconded by Marko to adjourn the meeting at 6:25 p.m. Motion passed unanimously.

Glenys Ehlert
Secretary to the Planning Commission

PLANNING COMMISSION MEETING MINUTES-05-22-07

The City of Pelican Rapids Planning Commission met on Tuesday, 05-22-07 at 5:00 p.m., in Council Chambers, City Hall. Commissioners present: Richard Peterson, Mel Zierke, Kevin Ballard, Doug Bruggeman and Judy Marko. Absent: Dan Skinner. Also present: Administrator Don Solga and Acting Secretary Julie Lammers.

Meeting called to order by Acting Chairman Richard Peterson.

Storage Sheds and Annexation Ordinance were added to the agenda.

Commissioners reviewed the minutes of 03-05-07. Motion by Mel Zierke, seconded by Kevin Ballard to approve the 03-05-07 minutes as presented. Motion passed unanimously.

Administrator Don Solga reviewed building codes regarding covering the lot with no grass. Our shore land ordinance states the impervious surface of lots not exceed 25% of the lot area. We may want to look at this for residential zone area. The reason for this is to keep heavy rains on

your own property and not all on the neighbor's property. After some discussion Don explained he would get more clarification on this ordinance for the next meeting. One question Commissioners were concerned about was does the main structure count or is it just outside of the buildings.

Administrator Don Solga reviewed the procedure for spring planning commission tours. We currently do not have a City bus and so we need to discuss our options: talk to Fire Chief Trevor Steeves about using the Fireman's bus, use four City vehicles taking different areas of town or commissioners could take time to ride around with Don to just write the notes. Peterson, Zierke and Marko all said they could pass on the tour and let Don find the properties. Digital pictures will be taken this year of violations on the day the letters are sent. Judy Marko commented that the backs of businesses need to be looked at this year. People have commented to her on them. She also commented on the green house located on Great Northern road to be cleaned up. Commissioner Peterson explained the yard has been cleaned up by sentence to serve and they are in the process of tearing it down. Junk cars are the #1 violation. Don will be doing the tour over the next week and if you want to ride along let him know. We currently have two property owners Roger Schleske and Jack Grabarkewitz who have agreements with the courts to have their properties cleaned up.

In 801.03 of Section 7, our ordinance says automobile bodies and we need to add and/or automobile parts and remove rats, rodents and snakes from that section. Don explained he would like to add another area to the ordinance of accumulation of stuff. Number 15 would involve vermin.

Motion by Mel Zierke, seconded by Judy Marko recommending adding to Section 7, 801.03 the words "and/or automobile parts". Motion passed unanimously.

Commissioners questioned if people have snakes and vermin in their yard are they out of compliance? They also discussed wood piles, chickens and roosters and how they are not against code.

Motion by Doug Bruggeman, seconded by Mel Zierke to remove "in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from such accumulation" to 801.03 of Section 7 and to add Section 15 to include this wording. Motion passed unanimously.

Administrator Don Solga reviewed the Zoning Ordinance which defines annexed property to be classified as agricultural. At the 03-05-07 meeting, the planning commission motioned to recommend changing the ordinance to remove the reference to agricultural land and to add language that states the planning commission will determine appropriate zoning at time of annexation. After having attorneys draw up a new ordinance, the City Council reviewed change and has asked planning commission to see if it is really necessary to go through all of this wording. If we change this we may need to change other areas of the ordinance. Currently we make it agricultural and then it can be changed by planning commission after it is annexed. Don suggested that the planning commission leave the ordinance as is.

Motion by Mel Zierke, seconded by Kevin Ballard to leave Annexation Ordinance as is. Motion passed unanimously.

Currently the City of Pelican Rapids has no ordinance on buildings 120 square feet or less. (The State of Minnesota does not require a building permit for buildings 120 square feet or less.) Discussed if we need to control structures in town. If building is over 120 square feet then the

building code controls structures. We can look at doing a moratorium for up to a year to stop any building being put up in Pelican Rapids. We may need to look at how many buildings can be allowed on a lot. Currently residents may have as many buildings smaller than 120 square feet as they want. Don said if this was something commissioners want to look at he will have it placed on the agenda for City Council. Discussed skipping the moratorium and recommending to the council to get the ball rolling on what we are going to do. Commissioners questioned if we could add this area to building official. We can sit down with the building official and word ordinance to give requirements. Commissioners recommend that the City Council have Administrator Don Solga discuss matter with building official and state what a storage building should look like. Don will email information out to commissioners and then he will bring it to Council.

Meeting adjourned 6:20 p.m.

Julie Lammers
Acting Secretary to the Planning Commission

PLANNING COMMISSION MEETING – 07-30-07

The Planning Commission of Pelican Rapids met in regular session at 5:00 p.m., on Monday, 07-30-07, Council Chambers, City Hall. Chairman Dan Skinner, Commissioners Richard Peterson, Mel Zierke and Judy Marko were present. Commissioners Kevin Ballard and Doug Bruggeman were absent. Administrator Don Solga, Secretary Glenys Ehlert and Sharon Mondt were also present.

Chairman Dan Skinner called meeting to order.

There were no additions or deletions to the agenda.

Motion by Peterson, seconded by Marko to approve the minutes of 05-22-07 as presented.
Motion passed unanimously.

Administrator Don Solga reviewed the Building Codes for residential properties and shore land ordinances. Discussion centered on requirements for shore land areas and general residential zones. Commissioners said they wanted to review the matter further. Administrator Solga said he would gather more sample ordinances for the commissioners to review.

Commissioners considered structure control of buildings of 120 sq. ft. and smaller. At present time, the City does not require building permits for this size building. Administrator Solga said he has provided commissioners with some sample ordinances from other communities. Other communities primarily have requirements regarding height of building, matching roof and siding of main structure. Building officials have recommended that Pelican Rapids address exterior finishes on buildings. Commissioners said the City does need to address accessory buildings and should require building permits for all buildings.

Sharon Mondt asked what the concern is and what is issue that Commissioners want to control?

“What’s in the best interest of the community as a whole is the work of the Planning Commission,” said Administrator Don Solga.

Sharon Mondt said her goal is to have her storage building match her house with siding and shingles, and she intends to complete it within four weeks, well within the six months time frame for a building permit. She needs to move the building's location and that may delay her.

"Ultimately we want the community to look nice," said Chairman Dan Skinner.

"I think about how to write the guidelines to allow a stick built structure to match the house and still allow a metal building," said Administrator Solga. "However, blue tarp roofs should not be allowed," he continued.

Commissioner Zierke agreed with Commissioner Peterson and would like to bring the small (120 sq. ft. and smaller) storage building issue under the control of the building permit process.

Administrator Solga offered to revise the ordinance to include the smaller storage building for the commissioners to review. He asked if the buildings had to be wood or could it be metal or plastic? Commissioners said that if the building was commercially built, and it is installed according to building requirements, that would be okay. "We're trying to stay away from buildings pieced together," Peterson said.

Residents have been asking Administrator Solga about open fires in a fire pit for recreational purposes. Solga said he would like to change the ordinance if commissioners agree. Commissioners agreed it would be good to permit them. Peterson said he thinks it should be restricted to commercially manufactured wood burning appliances.

Administrator Solga said he would put something together for the Planning Commission's review on Monday, 08-27-07, 5:00 p.m. Commissioner Peterson will review the examples and offer comments.

Commissioners discussed if a construction moratorium on small buildings was needed, or if action in four weeks would be sufficient. Motion by Peterson, seconded by Zierke to recommend to the City Council to establish a construction moratorium for six months on buildings 120 sq. ft. and smaller, to conduct a study about bringing the structures under the building permit process. Motion passed unanimously.

Motion by Peterson, seconded by Marko to adjourn the meeting at 6:25 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION MEETING – 08-27-07

The Planning Commission of Pelican Rapids met in regular session at 5:00 p.m. on Monday, 08-27-07, Council Chambers, City Hall. Chairman Dan Skinner, Commissioners Richard Peterson, Judy Marko, Kevin Ballard and Mel Zierke were present. Commissioner Doug Bruggeman was absent. Administrator Don Solga and Secretary Glenys Ehlert, Dean W. Tonsfeldt, Rick Fossen and Sharon Mondt were also present. Bob Erickson arrived at 5:20 p.m.

Chairman Dan Skinner called meeting to order.

There were no additions to the agenda. Item 6. Lot Split for Brad and Pat Tollerud was deleted from the agenda.

Motion by Marko, seconded by Zierke to approve the minutes of 07-30-07 as presented. Motion passed unanimously.

Pursuant to due call and published notice thereof, a public hearing was held at 5:00 p.m. to consider the application of Dean's Bulk Service for a special use permit to allow the installation of an additional used 30,000 gallon propane bullet to the current storage facility located at 1108 N. Broadway, Pelican Rapids, MN.

The Planning Commission discussed the various possible adverse affects of the proposed special use permit and what additional requirements may be necessary to prevent such adverse affects as attached. Commissioners discussed proposed project with Dean Tonsfeldt and Rick Fossen.

Motion by Peterson, seconded by Zierke to recommend approval of the Special Use Permit for Dean's Bulk Service with the additional recommended requirement that the installation be approved by the State Fire Marshall's Office. Motion passed unanimously.

As part of Comprehensive Plan, Commissioners discussed structure control of small storage buildings (120 sq. ft. and smaller) relevant to ordinance changes to propose for the City Council. Commissioners discussed restricting the number of accessory structures to one small storage building or using the percent of the area. The first detached garage would not be considered an accessory building for the purposes of determining number of storage buildings. Other areas to consider are the percentage of lot covered by impervious surfaces.

Pursuant to due call and published notice thereof, a public hearing was held at 5:30 p.m. to consider the application of Robert Erickson for a special use permit to allow the one time expansion by no more than 25% of the existing floor space of a non-conforming residential use in a commercial zone adjoining a residential zone at 725 1st St. SW, PIN 76000990329000, Pelican Rapids, MN. The purpose of this special use permit is to allow replacement of rotted walls and floor and attach existing garage to house while aligning this portion of house with balance of house.

Commissioners discussed the various possible adverse affects of the proposed special use permit and what additional requirements may be necessary to prevent such adverse affects as attached. Commissioner Peterson said he had looked at the project and the it would be a vast improvement to the property.

Motion by Peterson, seconded by Zierke to recommend approval of the Special Use Permit for Robert Erickson with no additional requirements. Motion passed unanimously.

Administrator Solga discussed the open fire exceptions. Commissioner Bruggeman had some suggestions regarding this proposed ordinance so Commissioners decided to postpone this discussion until he could be present.

Commissioners discussed steel roofs and asphalt based tiles. Maintenance of steel roofs is a consideration. They can look unsightly and still not leak.

Next meeting will be Monday, 11-26-07 at 5:00 p.m.

Motion by Peterson, seconded by Marko to adjourn the meeting at 6:50 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION MINUTES-10-15-07

The City of Pelican Rapids Planning Commission met on Monday, 10-15-07, at 6:00 p.m. in Council Chambers, City Hall. Chairman Dan Skinner, Commissioners Kevin Ballard, Mel Zierke, Richard Peterson, Judy Marko and Doug Bruggeman were present. No one was absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Chairman Dan Skinner called meeting to order.

There were no additions or deletions to the agenda.

Motion by Marko, seconded by Peterson to approve the minutes of 08-27-07 as presented. Motion passed unanimously.

Dan Elton, chief executive officer for Lake Region Electric Cooperative, explained that Lake Region Electric Cooperative is requesting approval to divide the block between 5th Ave. NE and 3rd Ave. NE, Block 2 of Original Townsite of Pelican Rapids, Minnesota into Parcel A and the remainder. Lake Region Electric Cooperative Board of Directors and State Bank have both approved the survey. Lake Region Electric Cooperative is proposing to sell Parcel A to State Bank.

Motion by Peterson, seconded by Zierke to approve the application of Lake Region Electric Cooperative to split Block 2 of Original Townsite of Pelican Rapids, Minnesota into Parcel A and the remainder. Parcel A is described on the attached Certificate of Survey of 09-19-07, Ulteig Engineers and is 252.96 ft. on the west boundary, 424.90 ft. on the north boundary, 236.45 ft. on the east boundary and 413.24 ft. on the south boundary. Lake Region Electric Cooperative will also provide an easement to State Bank and their tenants for the use of the driveway entering from Hwy. 59. Motion passed unanimously.

Motion by Marko, seconded by Ballard to adjourn the meeting at 6:14 p.m. Motion passed unanimously.

Commissioner Bruggeman arrived at 6:14 p.m.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION MINUTES – 11-26-07

The City of Pelican Rapids Planning Commission met at 5:00 p.m., Monday, 11-26-07, in Council Chambers, City Hall. Chairman Dan Skinner and Commissioners Mel Zierke, Richard Peterson and Judy Marko were present. Commissioners Kevin Ballard and Doug Bruggeman were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order by Chairman Dan Skinner.

Motion by Peterson, seconded by Marko to approve the minutes of 10-15-07 as presented.
Motion passed unanimously.

Gene Miller addressed the Planning Commissioners about the River Trail Park. He presented information regarding a gift of property to the City of Pelican Rapids for a City Park as part of the City of Pelican Rapids Linear Park system called the River Trail Park.

Administrator Don Solga reviewed plans to open up the park trail development to organizations and service clubs for contributions to build various sections of the trail.

Motion by Peterson, seconded by Marko to recommend the acceptance of Cooper and Lisa Stewart's gift to the City of Pelican Rapids Linear Park system with the conditions presented.
Motion passed unanimously.

Administrator Don Solga reviewed the Planning Commission's decision to bring all buildings under the control of the City Building Code and requiring building permits for all construction of buildings. Solga recommends that the language read: All building or construction within the City will require a building permit. Commissioners discussed that small storage buildings, 120 sq. ft. and smaller, could be built without frost footings. Commissioner Richard Peterson said he thought it would be good to have buildings extend to the ground.

A property maintenance ordinance would address the problems of dilapidated buildings and unfinished buildings. Administrator Solga will distribute a sample ordinance to the Commissioners.

If the Planning Commission recommends the changes to the City Council and the Council adopts the changes, Administrator Solga will have City Attorney Greg Larson review the code and develop the appropriate language to implement the changes discussed.

Commissioners discussed restricting the number of storage buildings. If a house does not have an attached garage, then the first detached garage would be exempt from the limitation of one storage structure.

Administrator Don Solga reviewed recreational open fires and commercially manufactured units which would be allowed and/or external wood/corn burning appliances which would not be allowed.

Motion by Zierke, seconded by Peterson to recommend the City Council bring all buildings under the building code and that all building or construction within the City will require a building permit. The Planning Commission further recommends that buildings 120 sq. ft. and smaller would not be required to provide frost footings. Motion passed unanimously.

Motion by Peterson, seconded by Marko to adjourn at 6:28 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission