

January 28, 2010

PLANNING COMMISSION AGENDA

Friday, February 5, 2010 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 12-04-09
4. Planning Commission vacancy and appointment
5. Property Maintenance Ordinance
6. Empty Lots in Residential Zone
7. Rezone request Ridgecrest Addition Blk 1, Lots 9 & 10
8. Next Regular Meeting – 03-05-10

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
02-05-10**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 02-05-10, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners, Jaime Stromberg, Mel Zierke, and John Gorton were present. Commissioner Richard Peterson was absent. Administrator Don Solga and Acting Secretary Julie Lammers were also present.

Meeting called to order at 7:06 a.m. by Chairman Marko.

There were no additions or deletions to the agenda.

Motion by Gorton, seconded by Zierke to approve the minutes of 12-04-09 as presented.

Motion passed unanimously.

Administrator Don Solga informed Commissioners that Doug Bruggeman has decided not to go for another term and Phil Stotesbery is interested in serving. Motion by Gorton, seconded by Stromberg to offer Phil Stotesbery an invitation. Motion passed unanimously.

Solga provided three Property Maintenance Ordinances: City of Detroit Lakes, City of Apple Valley and the City of Rochester. Solga reviewed the three different ordinances and the pros and cons of them. Zierke questioned what it would take to write this. Solga said he would just make changes to the City of Detroit Lakes Ordinance to slip into the City of Pelican Rapids code and then he will send it over to the City Attorney. After City Attorney makes recommendations planning commissioners will discuss it again and make a recommendation to Council. Stromberg questioned general division of entering someone's home. Solga said we would not enter someone's home without writing a letter first. Solga said he would make note in ordinance that we could not enter property without owner's permission. Commissioners discussed amount of time it should take for corrections to be done.

Solga reminded Commissioners that we have talked about Empty Lots in Residential Zone and wondered if we should allow storage buildings on our empty lots. Many communities have ordinances where residence must be the primary building and then a storage building can be built. Some of our older lots in town do not meet the minimum to build a dwelling on. Zierke commented he did not know if we need to fix something that is really not broken. Tabled discussion until it becomes an issue. Motion by Zierke, seconded by Gorton to table discussion until it becomes an issue. Motion passed

unanimously.

Kelly Funk has requested the rezoning of Ridgecrest Addition Blk 1, Lots 9 & 10. He would like to build a tri-plex and to do so it would need to be rezoned to R2. There is currently a quad-plex in this area. When the quad plex was built the area was R2 but it was changed in 2004 when we rezoned the City with the Comprehensive Plan. If Planning Commission would like to hold a Public Hearing on 2-22-10 regarding this it can go to council on 2-23-10 and he could start building this spring. Discussed consequences of change to neighboring property owners. Motion by Gorton, seconded by Stromberg to set Public Hearing for 7:00 p.m. on Monday, 2-22-10 for zone change from R1 to R2 for Ridgecrest Addition Blk 1, Lots 9& 10 and to waive the fee. Motion passed unanimously.

Next meeting will 03-05-10 at 7:00 a.m.

Motion by Gorton, seconded by Marko to adjourn the meeting at 7:58 a.m. Motion passed unanimously.

Julie Lammers, CMC

Assistant Clerk

Email meeting held after regular meeting.

Administrator Solga emailed following information to Commissioners.

Planning Commissioners,

At the meeting this morning you set a public hearing date regarding a rezone. After the meeting I contacted Kelly Funk to let him know of the date and time. He informed me that he is not sure, at this time, whether he is going to move forward with his plan to build a tri-plex on his lots. He said he will know more later in February.

With this new information I suggest you cancel the public hearing until Kelly has a better idea of what he is going to do.

I need each of you to call Julie Lammers and confirm that you want to cancel the public hearing.

Don Solga
Administrator
City of Pelican Rapids
(218) 863-6571

"Equal Opportunity for All"

The Commissioners responded in the following way:

Zierke called at 10:20 a.m. Friday, 2-5-10 to say it was ok to cancel.

Marko called at 2:05 p.m. Friday, 2-5-10 to say it was ok to cancel.

Stromberg was called at 9:30 a.m. on Monday, 2-8-10 and said it was ok to cancel.

Gorton responded with the following email.

I wish to cancel the rezone hearing scheduled for 2/22 until Kelly decides to move forward with the project. John Gorton

March 1, 2010

PLANNING COMMISSION AGENDA

Friday, March 5, 2010 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 02-05-10
4. Maintenance Ordinance Update
5. Next Quarterly Meeting – 07-09-10

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 03-05-10

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 03-05-10, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Jaime Stromberg, Mel Zierke and Phil Stotesbery were present. Commissioners John Gorton and Richard Peterson were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:10 a.m. by Chairman Marko.

Spring Tour was added to the agenda.

Motion by Zierke, seconded by Stromberg to approve the 02-05-10 minutes as presented. Motion passed unanimously.

Administrator Don Solga provided a draft property maintenance ordinance he reviewed with City Attorney Greg Larson, and the City's existing Chapter Eight - Nuisances and Offenses. City Attorney Greg Larson suggested reviewing current ordinance and make changes to existing ordinance rather than adopting the proposed ordinance which deals considerably with aesthetics.

Commissioners discussed the concern that aesthetics are more subjective and difficult to defend in court. Commissioner Zierke said that public nuisance ordinances are always difficult to enforce.

Commissioners discussed various portions of the existing ordinance. They decided to review the draft and compare with the existing ordinance. Administrator Solga will contact the City's prosecuting attorney regarding the draft ordinance and existing ordinance.

Commissioner Stromberg questioned if there was a way to be more helpful to citizens with nuisance conditions by personally contacting people rather than sending letters. Administrator Solga explained that he does not have time to personally call on all people with public nuisances. Commissioners discussed whether individual commissioners could volunteer to personally call on people.

Commissioner Zierke said, "I don't see it as our responsibility to knock on doors." Discussion continued about the Planning Commission providing direction in identifying properties to be contacted prior to volunteer making contact.

Administrator Solga emphasized the importance of treating everyone the same.

Administrator Solga said he could write a letter to properties with major problems, identifying the concern and providing information on any assistance that might be available to resolve the problem. An example would be if the City is awarded another Small Cities and Development Grant.

Commissioner Zierke asked Commissioner Stromberg if he or other contractors ever approached people with obvious building problems to let them know how to go about the repairs. Stromberg said he and others probably only connect with people they know.

Commissioner Stotesbery said he thinks it's important to keep the properties along Hwy. 59 in good condition since 5,000 people drive through the city on a daily basis. The condition of the properties impacts people's impression of our city. Administrator Solga said the City Attorney agrees and says if those properties are unkempt it affects the welfare of the community and that provides a basis to enforce the public nuisance ordinance already in place.

Administrator Solga said that a police officer has been working on public nuisances throughout the year. However, they let up a little bit with the snow which is understandable. What do Commissioners think about spring tour? Do we want to formally check each quadrant of the city or have everyone keep their eyes open and bring concerns to attention of Administrator Solga?

Commissioners discussed the benefit of the two approaches. Commissioner Zierke said the advantage of driving around in a bus is that we all see it. Commissioner Stromberg said he'd like to do it and he could arrange to get the bus from the Fire Department. Commissioner Stotesbery said it would be a good learning experience for him as a new commissioner. Chairman Marko said she liked the bus tour.

Commissioner Stotesbery discussed a discount day (or a week long event) for city residents at the Transfer Station followed by the City's Spring Tour.

Motion by Stotesbery, seconded by Zierke to request the City Council consider declaring a public clean up event possibly with a discount at the Transfer Site, followed by the Spring Tour. Motion passed unanimously.

Motion by Stromberg, seconded by Marko to set next meeting for 04-09-10 at 7:00 a.m. Motion passed unanimously.

Motion by Marko, seconded by Zierke to have a Spring Bus Tour and to set the date at the next meeting. Motion passed unanimously.

Motion by Stromberg, seconded by Zierke to adjourn the meeting at 8:15 a.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION AGENDA

Friday, May 7, 2010 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 03-05-10
4. Spring Tour Date
5. Proposed Subdivision Review

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
05-07-10**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 05-07-10, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Jaime Stromberg, Mel Zierke, John Gorton, Richard Peterson and Phil Stotesbery were present. No Commissioners were absent. Administrator Don Solga and Acting Secretary Julie Lammers were also present.

Meeting called to order at 7:00 a.m. by Chairman Marko.

No items were added to the agenda.

Motion by Peterson, seconded by Zierke to approve the 03-05-10 minutes as presented. Motion passed unanimously.

Administrator Solga explained the sub-division Matt and Kevin Soberg are planning. The preliminary plat was given to Planning Commissioners with eight lots within City utilities for twin or single homes to be built on. Their goal is to get seniors to retire in Pelican Rapids. Motion by Stromberg, seconded by Gorton to recommend to Council to accept this development. Motion passed unanimously.

Discussed the Spring Tour. Stromberg said he had permission from the fire department to use the bus. Discussed different dates they could hold meeting and how to proceed with the tour. Motion by Peterson, seconded by Gorton to set Spring Tour date for Monday, 05-17-10, at 6:00 p.m. Motion passed unanimously.

Motion by Gorton, second by Stromberg to adjourn the meeting at 7:20 a.m. Motion passed unanimously.

Julie Lammers, CMC
Acting Secretary to the Planning Commission

July 23, 2010

PLANNING COMMISSION AGENDA

Monday, July 26, 2010 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 05-07-10
4. Soberg Subdivision Final Plat

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
07-26-10**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Monday, 07-26-10, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners John Gorton, Jaime Stromberg, Phil Stotesbery and Richard Peterson were present. Commissioner Mel Zierke was absent. Administrator Don Solga, Secretary Glenys Ehlert, Kevin Soberg, Matt Soberg and Dan Bonitatibus were also present.

Meeting called to order at 7:15 a.m. by Chairman Marko.

There were no additions or deletions to the agenda. Motion by Stromberg, seconded by Stotesbery to accept the agenda. Motion passed unanimously.

Motion by Gorton, seconded by Stromberg to approve the minutes of 05-07-10 as read. Motion passed unanimously.

Administrator Don Solga reviewed the process for the Planning Commission to consider the Soberg Development-Pelican Place Estates Final Plat. He reviewed the smaller Lot 1, Block 2, which is a 25 ft. lot, and will be sold to northerly property owner after final plat is approved.

Administrator Don Solga reviewed that after surveying, Block 1 has slightly narrower lots than were considered as part of preliminary plat. The lots meet the total square foot size requirements. The Planning Commission may recommend approval of the final plat and Council

may approve narrower lots in this subdivision. Kevin Soberg said the lots are similar in size to older lots in neighborhood and agreed that they meet the total lot size requirements.

Motion by Stromberg, seconded by Stotesbery to approve the Pelican Place Estates Final Plat for Kevin Soberg as presented. Motion passed unanimously.

Motion by Gorton, seconded by Peterson to adjourn. Motion passed unanimously.

Meeting adjourned at 7:30 a.m.

Glenys Ehlert, CMC
Secretary to the Planning Commission

March 1, 2010

PLANNING COMMISSION AGENDA

Friday, October 1, 2010 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 07-26-10
4. Property Maintenance

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 10-01-10

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 10-01-10, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners John Gorton, Mel Zierke, and Richard Peterson were present. Jaime Stromberg was absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:17 a.m. by Chairman Marko.

There were no additions or deletions to the agenda. Motion by Peterson, seconded by Gorton to approve the agenda as presented. Motion passed unanimously.

Motion by Peterson, seconded by Gorton to approve the minutes of 07-26-10 meeting as presented. Motion passed unanimously.

Administrator Don Solga presented information on City Code as related to 905.05, Subdivision 10. Abandonment; he also presented information from the League of Minnesota Cities about hazardous buildings. Administrator Solga said that these codes and guidelines will provide the Planning Commission with an appropriate process to deal with abandoned property.

Commissioners discussed various properties that are a concern.

Commissioner Gorton asked about disused vehicles. Administrator Solga and Commissioners discussed disused campers and vehicles.

Commissioners will start compiling a list of abandoned property to begin processing.

Motion by Gorton, seconded by Peterson to adjourn the meeting at 8:00 a.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission