

January 3, 2011

PLANNING COMMISSION AGENDA

Friday, January 7, 2011 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 10-01-10
4. Abandoned Building List Deadline – 1-31-11
5. Recommend New Member for Council Approval

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 01-07-11

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 01-07-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners John Gorton, Mel Zierke, Phil Stotesbery and Jaime Stromberg were present. Richard Peterson was absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

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

Sale of former Liquor Store was added to the agenda.

Commissioners considered minutes of previous meeting. Motion by Zierke, seconded by Gorton to approve the minutes of the 10-01-10 meeting as presented. Motion passed unanimously.

Administrator Don Solga suggested that the Commissioners send their suggestions as to abandoned buildings to him by 01-31-11. The Planning Commission could act on them at their meeting on 02-04-11 and provide to building inspector to begin the process to repair or remove.

Commissioners discussed various properties that were a concern, including:

Commissioners considered applications to fill the vacancy on the Planning Commission for the term 2011, 2012 and 2013. Commissioner Zierke has served three plus terms and will need to step down at this time. Administrator Solga said the Comprehensive Plan will need to be reviewed and updated through a series of public meetings by the current Planning Commission.

He mentioned that Commissioner Zierke was a member of the Planning Commission in 2004 and contributed many hours to the review and update of the Plan at that time.

Secretary Glenys Ehlert read the applications for the open Planning Commission position received from Richard Peterson and Lynn Jensen.

Commissioner Zierke said we know that Richard is very involved in the community and has been part of Planning Commission previously. On the other hand it's good to have new people involved.

Administrator Solga said he knows Lynn Jensen through a food cooperative and that it is good to get new people involved in the community. On the other hand, he said Richard Peterson has a lot of knowledge of the community in his head about the city and issues the Planning Commission works with.

Motion by Gorton, seconded by Stotesbery to recommend that the City Council appoint Richard Peterson to the Planning Commission to fill the 2011, 2012 and 2013 term. Commissioners said they hoped Lynn Jensen would be willing to serve in the future when the need arises and directed staff to assure Jensen that they would keep her application active. Motion passed unanimously.

Administrator Solga reviewed that the Comprehensive Plan requires that the Planning Commission take action regarding the sale or purchase of city property. The City Council is interested in offering the former Liquor Store building for sale. Commissioner Stotesbery asked if it would be possible to lease the building to a retail business with option to buy. This would provide the business some experience prior to purchasing property.

Commissioners discussed property and businesses in City and the Comprehensive Plan's vision, in particular regarding public parking. Commissioner Zierke said that the most visible outcome of the last update of the Comprehensive Plan was rezoning the City which was needed.

Motion by Stotesbery, seconded by Stromberg to approve the sale of the old liquor store building. Commissioners discussed offering building for sale by sealed bids at a fair market value. Motion passed unanimously.

Commissioners continued discussion of property.

Motion by Gorton, seconded by Stromberg to adjourn the meeting at 7:55 a.m. Motion passed unanimously.

Commissioner Zierke thanked the Planning Commission for the privilege of working with them these past years. Commissioners thanked Zierke for his years of service. Zierke said that the Commissioners do valuable work for the community.

Glenys Ehlert, CMC

Secretary to the Planning Commission

February 1, 2011

PLANNING COMMISSION AGENDA

Friday, February 4, 2011 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Appoint Officers
4. Meeting Time and Dates
5. Approve Minutes – 01-07-11
6. Properties Identified for Maintenance

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING
MINUTES 02-04-11**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 02-04-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners John Gorton, Phil Stotesbery and Jaime Stromberg were present. John Waller, III, and Richard Peterson were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

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

No items were added to or deleted from the agenda.

Motion by Gorton, seconded by Stromberg to appoint Judy Marko to serve as chairman. Motion passed unanimously.

Motion by Stotesbery, seconded by Gorton to appoint Jaime Stromberg as vice chairman. Motion passed unanimously.

Motion by Gorton, seconded by Stromberg to set 7:00 a.m. as the meeting time on the first Wednesday of each month as necessary for Planning Commission meetings. Motion passed unanimously.

Commissioners considered minutes of previous meeting. Motion by Gorton, seconded by Marko to approve the minutes of the 01-07-11 meeting with correction that no list of properties was included so minutes will read: Commissioners discussed various properties that were a concern. Motion passed unanimously.

Commissioners discussed Spring Tour.

Motion by Gorton, seconded by Stromberg to start working with the following poorly maintained properties: 76000990665000 – 309 NE 5th Ave.; 76000270048000 – 617 Old Fergus Rd.; 76000990621000 – 207 NW 5th Ave. and 76000990324000 – 700 S Broadway. Motion passed unanimously.

Motion by Stromberg, seconded by Marko to adjourn the meeting at 7:45 a.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

March 22, 2011

PLANNING COMMISSION AGENDA

Friday, March 25, 2011 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approve Minutes – 02/04/2011
4. Tour Building

5. Consider City Building Purchase
6. Proposed Business – Land Transfer

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 03-25-11

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Friday, 03-25-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners John Gorton, Jaime Stromberg and John Waller, III, were present. Commissioners Phil Stotesbery and Richard Peterson were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

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

No items were added to or deleted from the agenda.

Motion by Gorton, seconded by Waller to accept the minutes of 02-04-11 as presented. Motion passed unanimously.

Administrator Don Solga reviewed the communications from State Bank regarding their offer to sell the city offices building which is presently leased by the City from State Bank. The City has rejected offers from State Bank to purchase the property at \$350,000. The City determined that City could build a City Hall and police station on land already owned by the City for about \$500,000.

Costs to separate and upgrade the heating system upstairs was priced at \$250,000 three years ago.

Built in 1961, no insulation, windows in 1981, needs to be reroofed, new mechanical systems. Building will need another \$200,000 to \$300,000 in upgrades on top of offer price of \$150,000.

Commissioners toured the building.

The terms: \$150,000 on a ten year contract for deed. Down payment of \$30,000. Interest is 5%. On the date the contract is signed, the City would assume all maintenance and utilities.

The Planning Commission needs to review the concept of purchasing the property from the point of view of the Comprehensive Plan. The Comprehensive Plan addresses a need for a community center.

Commissioner Gorton questioned whether having a wedding dance in same building where police department is would work. Administrator Solga replied, "I don't think it would be a concern since there are two entrances to the building. It might help remind people how much they are drinking."

The additional land east of city offices could work for a pool or if the community decides to stay with an outdoor pool, then the property could be sold.

Commissioners discussed additional staff time to handle the booking of an event center plus additional snow plowing and lawn mowing.

“In effect, we would be getting City Hall for \$150,000,” said Administrator Solga. “Granted we have increased maintenance costs,” he concluded.

“Would anything in City Hall be displaced during the upgrades?” Commissioner Stromberg asked. Solga said he thought we might need to have some doors and windows open, but we wouldn’t have to move.

“Would City need to hire a design firm?” asked Stromberg. Solga said the mechanical systems are under a service contract with Honeywell.

Commissioners agreed that an event center would be nice and that there is a need.

Motion by Stromberg, seconded by Waller to recommend purchase of the property from State Bank. The recommendation is based on the fact that the purchase and plans for the building meets the needs identified by the Comprehensive Plan. Motion passed unanimously.

Administrator Solga said he has been approached by a business who would like to build a meat processing plant on a lot in the Industrial Park. The business would process meat for individual people with the sale of some products. The business proposes that the City provide them with a lot and they will build a facility and provide two full time jobs.

Motion by Waller, seconded by Gorton to recommend that the City Council work with Jason Stetz to approve the transfer of a lot in the Industrial Park for construction of a meat processing plant. Motion passed unanimously.

Commissioner commented that any addition to town is a wonderful addition.

Administrator Solga reported that water and wastewater rates and taxes are cheaper in Pelican Rapids than in other communities the business has researched.

Motion by Gorton, seconded by Stromberg to adjourn the meeting at 8:25 a.m.

Glenys Ehlert
Secretary to the Planning Commission

May 24, 2011

PLANNING COMMISSION AGENDA

Monday, June 6, 2011 5:00 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approve Minutes – 05/04/2011
4. Public Hearing – Faith Church Conditional Use Permit Request – 5:00 p.m.
5. Spring Tour Update

Deteriorated Buildings

CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES 06-06-11

The Planning Commission of Pelican Rapids met at 5:00 p.m., on Monday, 06-06-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, Jaime Stromberg, Richard Peterson and John Waller, III were present. Commissioner John Gorton was absent. Administrator Don Solga, Secretary Glenys Ehlert and Bob Lindstrom of Faith Church were also present.

Meeting called to order at 5:00 p.m. by Chairman Marko. Motion by Waller, seconded by Stromberg to add Residential Uses in Commercial Zone to the agenda. Motion passed unanimously.

Motion by Peterson, seconded by Waller to accept the minutes of 05-04-11 as presented. Motion passed unanimously.

Chairman Marko called public hearing to order. Secretary Glenys Ehlert read the following meeting notice: The purpose of the hearing is to consider the "Conditional Use Permit" request of Faith Church, 429 S. Broadway, to expand their building by construction of a new Fellowship Hall in a commercial zone.

Administrator Don Solga discussed the application. Bob Lindstrom of Faith Church was present to answer questions and explain the proposed project. As Commissioners discussed Faith Church's request for a Conditional Use Permit to permit the church's expansion in a commercial zone, they considered whether proposed expansion will be harmonious and appropriate in the area; will not be injurious to the existing uses in the area; that the establishment of the conditional use will be consistent with the objectives of the comprehensive plan; that adequate utilities, access roads, drainage and other necessary facilities have been or can be provided; and that adequate measures have been, or will be taken, to prevent or control offensive odor, light, fumes, dust, noise, vibrations and other emissions so that none of these will constitute a nuisance to existing uses in the area.

After consideration that the request met the conditions for a permit, there was a motion by Peterson, seconded by Stromberg to recommend approval of the application of Faith Evangelical Lutheran Church, 429 S. Broadway, for a Conditional Use Permit to expand their building by construction of a new Fellowship Hall in a commercial zone. Motion passed unanimously.

Administrator Don Solga discussed the list of Deteriorated Buildings and Commissioners decided that they would start the process with letters to property owners letting them know that their choices are to repair building to pre-deteriorated condition or remove it. Commissioner Stromberg questioned if the building has building code violations, will it need to be brought up to code if repaired? Administrator Solga reviewed a sample letter with language referencing that the buildings would need to be repaired in compliance with the Uniform Building Code.

Administrator Don Solga reviewed a request from a commercial property owner to convert a portion or all of the commercial property to residential use. Converting to residential use affects the neighboring properties, reduces the commercial space available in the zone and property taxes. Property owner said he would redesign plan to take less than 30% for residential. This would provide 70% of the building for commercial use. The property owner wants to improve the building with stucco, tuck pointing the brick or siding it. Commissioners discussed that the property owner is to provide a floor plan that would designate where the apartment is going to be and clearly designate the commercial use for their review on 07-06-11 meeting.

Motion by Stotesbery, seconded by Waller to adjourn the meeting at 5:50 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

June 22, 2011

PLANNING COMMISSION AGENDA

Wednesday, July 6, 2011 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 06-06-11
4. Spring Tour Update
5. Roger Schleske – 903 N. Broadway Property
6. Deteriorated Buildings

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
07-06-11**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 07-06-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, Richard Peterson and John Waller, III were present. Commissioners John Gorton and Jaime Stromberg were absent. Also present was Administrator/Acting Secretary Don Solga.

Meeting called to order at 7:00 a.m. by Chairman Marko. Added to Agenda was Residential Uses in Commercial Zone Update. Motion by Peterson, seconded by Stotesbery to approve the agenda with addition. Motion passed unanimously.

Motion by Peterson, seconded by Waller to accept the minutes of 06-06-11 as presented. Motion passed unanimously.

Administrator Don Solga updated the commissioners on the status of the Spring Tour. Of the 62 properties that received letters of nuisance violations, 23 were still in non-compliance and received second letters. Re-inspections will be done on Monday, July 11, 2011.

After requesting to be on the agenda, Roger Schleske was not present. Commissioners discussed the property at 903 North Broadway. Commissioners agreed that the property needs to be cleaned up.

Administrator Don Solga presented the commissioners with a draft letter to be sent to owners of deteriorated and/or dilapidated buildings. The draft letter will be presented to city council on July 11, 2011, with the Commissioners recommendation to mail to property owners.

Administrator Don Solga updated the commissioners on a request from a commercial property owner to convert a portion or all of the commercial property to residential use. The property owner was contacted after the June 06, 2011 planning commission meeting and was directed to provide a floor plan that would designate where the apartment is going to be and clearly designate the commercial use. The requested information has not been received by the planning commission.

Motion by Waller, seconded by Peterson to adjourn the meeting at 7:30 a.m. Motion passed unanimously.

Administrator Don Solga
Acting Secretary to the Planning Commission

September 9, 2011

PLANNING COMMISSION AGENDA

Wednesday, September 14, 2011 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 07-06-11
4. Discuss Comprehensive Plan Update
5. Nuisance List Update
6. Deteriorated Property Update
7. Mobile Home Ordinance Update
8. Zoning Ordinance Workshop—St Cloud, September 28, 2011

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
09-14-11**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 09-14-11, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, Jamie Stromberg, Richard Peterson, John Waller, III and John Gorton were present. No one was absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

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

No items were added to or deleted from the agenda. Motion by Marko, seconded by Stotesbery to approve the agenda as presented. Motion passed unanimously.

Motion by Waller, seconded by Marko to accept the minutes of 07-06-11 as presented. Motion passed unanimously.

Administrator Don Solga discussed the process of reviewing the Comprehensive Plan. City staff will provide Comprehensive Plan books to the Commissioners for them to begin the process prior to next meeting.

Administrator Don Solga updated Commissioners regarding nuisance properties. "When they got done after working up there, it looked a thousand percent better," commented Solga, regarding one particular nuisance property. All but four complied without being cited. The four cited cleaned the properties prior to court date set.

Administrator Don Solga updated Commissioners regarding deteriorated properties. He heard from three property owners and two indicated they will remove their dilapidated buildings.

Administrator Don Solga said Commissioners have previously discussed required setbacks in the Mobile Home Park. Administrator Solga and mobile home park owner Len Zierke worked together to review information regarding lot area and setback requirements. They reviewed the Department of Health ordinances. Solga presented information about minimum lot area and setback requirements for main buildings. Commissioners compared the existing park to the ordinance and found several areas to correct. Commissioners agreed the next step is to meet with Len Zierke regarding the proposed changes.

Commissioner Gorton asked about process to enforce the zoning ordinance. "Is there an alternative to procrastination?" he asked. "Is there something in between do nothing and having the fire department burn it?" asked Stromberg. Solga explained that the process would require the city attorney pursue the matter to court.

Motion by Peterson, seconded by Stotesbery to adjourn meeting at 7:58 a.m. Motion carried.

Glenys Ehlert, CMC, Secretary to the Planning Commission