

PLANNING COMMISSION MINUTES -2-28-08

The City of Pelican Rapids Planning Commission met at 5:30 p.m., Thursday, 02-28-08, in Council Chambers, City Hall. Chairman Dan Skinner and Commissioners Mel Zierke, Judy Marko and Kevin Ballard were present. Commissioners Richard Peterson and Doug Bruggeman were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 5:55 p.m. by Chairman Dan Skinner.

The following item was added to the agenda: Application for Lot Split.

Commissioners discussed the positions of chairman and vice chairman. Chairman Dan Skinner requested that someone else serve as chairman due to the number of obligations he currently has. Commissioners present asked Dan to continue as chairman until a volunteer could be found since Judy Marko is willing to be vice chairman. Dan agreed. Motion by Zierke, seconded by Ballard to appoint Judy Marko as vice chairman. Motion passed unanimously.

Motion by Marko, seconded by Zierke to approve the minutes of 11-26-07 as presented. Motion passed unanimously.

Commissioners discussed recreational and non-recreational fire regulations. Motion by Marko, seconded by Ballard to recommend approval of recreational and non-recreational fire regulations to the City Council. Motion passed unanimously.

Administrator Don Solga explained that he has a request to rezone from Residential 2 and Industrial to permit construction of a combination of housing uses and possibly a commercial use on Hwy. 108 W. Commissioners said they would favor housing development in this area. Chairman Skinner noted that the majority of the zone is Residential 2 which permits apartment buildings and the Commission placed housing at this location as part of the Comprehensive Plan. The recent Housing Study also supports development of a variety of housing uses in the City. Motion by Marko, seconded by Zierke that the Planning Commission is open to rezoning along Hwy 108 W for housing based on an acceptable concept plan. Motion passed unanimously.

Administrator Don Solga reviewed the definition of front, side and rear yards in the City Code. Commissioners will consider at the next meeting.

Administrator Don Solga reviewed zoning requirements for Outdoor Sales Lots. Commissioners will consider at a later date.

Administrator Don Solga presented the City Code as it addresses the inclusion of small buildings, Ordinance No. 08-01. He invited Commissioners to consider whether to be less restrictive regarding metal buildings if maintenance issues can be controlled.

Administrator Don Solga addressed Commissioners regarding non-profit organization location in residential or commercial zone.

Administrator Don Solga discussed the Housing Study Subcommittee. He told Commissioners that they would be provided copies of the Housing Study next week and to think about serving on the Subcommittee. Zierke and Marko expressed an interest in the priority list.

Commissioners considered State Bank and Trust's request to split the east portion of Parcel No. 76000220022003.

Motion by Zierke, seconded by Marko to recommend approval of the lot split as proposed. Motion passed unanimously.

Next meeting is Monday, 03-31-08, at 5:30 p.m.

Motion by Marko, seconded by Zierke to adjourn at 7:50 p.m. Motion passed unanimously.

Glenys Ehlert
Secretary

**PLANNING COMMISSION MEETING MINUTES
03-31-08**

The Planning Commission of Pelican Rapids met at 5:30 p.m., on Monday, 03-31-08, in Council Chambers, City Hall. Chairman Dan Skinner and Commissioners Mel Zierke, Judy Marko, Kevin Ballard and Doug Bruggeman were present. Commissioner Richard Peterson was absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Chairman Skinner called meeting to order.

Agenda additions: Yard set-backs, Housing Study Priority Committee and appointment of Chairman of the Planning Commission.

Motion by Zierke, seconded by Ballard to approve the minutes of 02-28-08 as presented. Motion passed unanimously.

Commissioners reviewed additional requirements for the outdoor sales lots. Pelican Rapids lots include Pete Hart, Galaxy Motors, Evenson Trucking, OK Tire and Roger Schleske. A minimum requirement would be that the City be provided with a copy of the dealer's state license application. Commissioners agreed that this is a good idea. State license requirements include: Copies of proof of ownership or Verification of Property

Lease; signage with normal hours of business conspicuously posted and readily viewable by the public and verification that the location meets all local zoning requirements as indicated on the Zoning Verification form.

Commissioners reviewed a sample ordinance regarding: providing a building on the sales lot; provide a minimum of 310 sq. ft. display area per vehicle; proposed maximum number of vehicles arranged on display area; meet sign ordinance requirements; provide a landscape screen; distance between sales lot and residential zone; outdoor lighting requirements; architectural compatibility with existing neighborhood; length and maximum weights for commercial vehicles; adequate customer parking provided in accordance with zoning ordinance; prohibition of stockpiling of parts and all vehicles shall be in operational condition. Commissioners will consider at next meeting.

Since the City Council adopted Ordinance No. 08-01 requiring building permits for all buildings, including small buildings, metal buildings have been prohibited. Administrator Solga asked if the Commissioners wanted to consider being less restrictive regarding metal buildings if maintenance issues can be controlled. Commissioners discussed whether a pre-manufactured small building could be exempt. Commissioner Marko said since many citizens don't have large incomes, the Commission needs to consider permitting less expensive storage options or items will be stored in the open. Administrator Solga said he could add language to the City Code for review by the Building Inspector prior next to the Planning Commission meeting.

Secretary Glenys Ehlert reviewed the concept for the Tax Increment Development District No. 2 and the Tax Increment Financing Plan for Tax Increment Financing District No. 8. The proposal is that David Gottenborg will build a 2800 sq. ft. professional building to use as his chiropractic clinic. Commissioners considered the concept of tax increment financing and this specific development plan and found that the plan conforms to general plan for the development of the City as a whole and the Comprehensive Plan.

Motion by Marko, seconded by Bruggeman to approve proposed Tax Increment Financing District No. 8 and introduce the following resolution, entitled RESOLUTION OF THE PLANNING COMMISSION FINDING THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 2 AND THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 8 CONFORM TO THE CITY PLANS FOR DEVELOPMENT OF THE CITY AS A WHOLE. (A complete text of this resolution is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and resolution declared duly adopted.

Commissioners discussed the definition of front yard, back yard and side yards. Commissioners directed Administrator Solga to provide language for the ordinance to define the yards for consideration at the next meeting.

Administrator Don Solga discussed the Housing Study Subcommittee.

Commissioners discussed next meeting date, spring meeting date and new chairman.

Commissioners decided on 04-28-08 as next meeting date at 5:00 p.m.

Motion by Zierke, seconded by Ballard to appoint Judy Marko as Chairman of the Planning Commission. Motion passed unanimously.

Motion by Marko, seconded by Ballard to appoint Mel Zierke as Vice Chairman of the Planning Commission. Motion passed unanimously.

Motion by Zierke, seconded by Ballard to adjourn the meeting at 7:12 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION MEETING MINUTES 04-28-08

The Planning Commission of Pelican Rapids met at 5:00 p.m., on Monday, 04-28-08, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Richard Peterson, Mel Zierke, Dan Skinner and Kevin Ballard were present. Commissioner Doug Bruggeman was absent.

Chairman Marko called meeting to order.

Agenda Additions: Outdoor Sales Lot. There were no deletions.

Motion by Peterson, seconded by Ballard to approve the minutes of 03-31-08 as presented. Motion passed unanimously.

Commissioners discussed yard definitions. Motion by Peterson, seconded by Zierke to recommend approval of the Yard Definitions. Motion passed unanimously.

Commissioners discussed Pre-manufactured Small Storage Building Exemptions. Commissioners discussed continuing requirements as presently outlined. Commissioners were trying to prevent unsightly buildings. Add language that pre-manufactured small storage buildings must be pre-approved by the Planning Commission. Discussion included conditional use permits. Administrator Solga will check on whether there are certification standards and/or language. Motion by Skinner, seconded by Zierke to table matter for further information. Motion passed unanimously.

The Planning Commission considered the offer to sell the City of Pelican Rapids Lots One, Two and Three of Block Seven, Original Plat of Pelican Rapids, Otter Tail County, Minnesota.

The Planning Commission reviewed the Comprehensive Plan in reference to the Liquor Store's present location. The Plan cites problems with parking and inventory delivery as well as access.

The Facilities Committee discussed advantages of the above location since it provides a larger lot a little further from the traffic signals. The Planning Commission considered the property in relation to the Comprehensive Plan. Motion by Zierke, seconded by Skinner to approve the purchase of the property, Parcel No.76000990135000 and to approve the letter to the City Council. Motion passed unanimously.

Administrator Solga reviewed concepts about display of five or more vehicles for sale per year. Solga will put some language together for the Commissioner's review. Sales display area restrictions are only for vehicles that are for sale.

Commissioners discussed availability of transportation to conduct the Spring Tour. A suggestion would be to have four teams with Peterson and Zierke touring the NE part of town and the Industrial Park. Ballard and Solga will do the NW on 05-20-08. Skinner and Bruggeman will do the SE. Marko and Solga will do the SW on 05-19-08.

Motion by Skinner, seconded by Peterson to adjourn the meeting at 6:40 p.m. Motion passed unanimously.

Glenys Ehlert, CMC
Secretary to the Planning Commission

PLANNING COMMISSION MEETING MINUTES
06-02-08

The Planning Commission of Pelican Rapids met at 5:00 p.m., on Monday, 06-02-08, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Doug Bruggeman, Richard Peterson and Mel Zierke were present. Commissioners Kevin Ballard and Dan Skinner were absent. Secretary to the Planning Commission Glenys Ehlert was also present.

Chairman Marko called meeting to order. There were no additions or deletions to the agenda.

Motion by Bruggeman, seconded by Peterson to approve the minutes of 04-28-08 as presented. Motion passed unanimously.

Commissioners discussed revisions to the City Code regarding Outdoor Sales Lots. Commissioners agreed with code language to require a city license as well as state license and that City Code would require the licensee to follow code if displaying 5 or more motor vehicles, farm implement, recreational vehicles and similar vehicles. Motion by Bruggeman, seconded by Zierke to approve the Outdoor Sales Lots draft ordinance. Motion passed unanimously.

Commissioners considered the City Code regarding Small Buildings. Commissioners considered permitting certified or guaranteed pre-manufactured small buildings if there is process in place to catch those that are not maintained. Chairman Marko tabled the matter until Administrator Don Solga has met with City Attorney Greg Larson.

Commissioner Doug Bruggeman conducted a review of the southeast part of town. He described some long grass, a vehicle on blocks, construction debris and unlicensed cars behind Otter Tail County's recycling area. Motion by Marko, seconded by Bruggeman to authorize Administrator Don Solga to send out the public nuisance letters to property owners identified by Commissions during the Spring Tour. Motion passed unanimously.

Commissioners discussed the City Council's interest in selling the former fire hall at 101 S. Broadway. Commissioners discussed the Comprehensive Plan relating to the property located on Broadway which is zoned commercial along the Hwy. 59 corridor. Commissioners confirmed that the building would be a good site for retail or other commercial use and confirmed that the sale of the property would be in agreement with the Comprehensive Plan. Motion by Bruggeman, seconded by Peterson that after review of the Comprehensive Plan, the Planning Commission approves the proposed sale of the former fire hall at 101 S. Broadway. Motion passed unanimously.

Motion by Peterson, seconded by Bruggeman to adjourn the meeting at 5:30 p.m. Motion passed unanimously.

Glenys Ehlert, Secretary to the Planning Commission

PLANNING COMMISSION MEETING MINUTES 08-05-08

The Planning Commission met at 7:30 a.m., on Tuesday, 08-05-08, in Council Chambers, City Hall. Planning Commission Chairman Judy Marko, Commissioners Richard Peterson, Doug Bruggeman and Mel Zierke were present. Kevin Ballard and Dan Skinner were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Chairman Judy Marko called meeting to order.

Glenys Ehlert reported that according to City Attorney Greg Larson, the Chairman of the Planning Commission may make motions. Chairman Marko had researched Robert's Rules of Order and found that the Chairman may not make motions.

There were no additions or deletions to the agenda.

Motion by Peterson, Zierke to approve minutes of 06-02-08 as presented. Motion passed unanimously.

Administrator Don Solga reviewed the information on possible changes to the Zoning Ordinance regarding small buildings to permit pre-manufactured buildings 120 sq. ft. or less. Commissioners discussed proposal.

Motion by Bruggeman, seconded by Peterson to approve amendment to ordinance 905.05 subdivision 8, section E, subsections 1 and 2 as attached. Motion passed unanimously

Administrator Don Solga reported there were initially 45 nuisance violations, with 4 more added recently. Eight of the property owners received a second certified letter directing clean-up by 08-01-08. Administrator Solga said he has met with Police Chief Jeff Stadum and Officer Scott Sachs. Officer Scott Sachs has been designated Public Nuisance Officer and a process has been established to provide on-going monitoring of public nuisance violations.

Administrator Don Solga read Dan Skinner's letter of resignation from the Planning Commission.

Motion by Peterson, seconded by Zierke to accept Dan Skinner's resignation with regret. Motion passed unanimously.

Jamison (Jamie) Stromberg expressed interest in serving on the Planning Commission.

Motion by Peterson, seconded by Bruggeman to recommend to Council to appoint Jamie Stromberg to the planning commission. Motion passed unanimously.

Administrator Solga discussed the Grabarkewitz property west of the river, near Veterans' Memorial River Park. The Department of Natural Resources (DNR) offered the possibility of assistance to the City to purchase the property. The property is in the flood plain and DNR will not permit any buildings to be built on the property. Acquiring the property would assist the City in establishing the river trail and park system. Commissioners discussed that acquiring the property would help economic development in line with the Comprehensive Plan.

Motion by Zierke, seconded by Peterson to recommend to Council that the City pursue purchase of the Jack Grabarkewitz property. Motion passed unanimously.

Administrator Don Solga reviewed the farmland owned by the City and rented to various property owners. Keith and Bonnie Haugrud made a proposal to purchase additional land and trade 10 acres in Parcel No. 76-000-22-000-1800 for 10 acres of City owned property in Parcel No. 76-000-21-000-1001. If this were approved the City would own property

south of the lagoons. Commissioners discussed the concept of the Comprehensive Plan in regard to the land sale and purchase. Commissioners would prefer to not sell the land at this time. They discussed a swap of 20 acres for 23 acres with an agreement that the Haugrud's could lease the farmland until such time as the City would need it for development. This would be similar to arrangement for past 50 years. Administrator Don Solga will make this proposal to Keith and Bonnie Haugrud.

Administrator Don Solga reviewed Cooper Stewart's application to split Parcel No. 76-000-22-000-5000, on Hwy. 59, southwest of David Spidahl's property at 1309 N Broadway.

Motion by Peterson, seconded by Zierke to recommend that the City Council approve the lot split requested by Cooper Stewart. Motion passed unanimously.

Commissioners discussed meeting time and agreed that meetings will be monthly on the first Thursday of each month at 7:30 a.m. Next meeting will be Thursday, 09-04-08.

Commissioners discussed outdoor sales lots proposed ordinance and agreed it is ready to go to City Council as recommended 06-02-08.

Motion by Bruggeman, seconded by Zierke to adjourn the meeting at 8:45 a.m. Motion passed unanimously.

Glenys Ehlert
Secretary to the Planning Commission

**PLANNING COMMISSION MEETING MINUTES
10-02-08**

The Planning Commission of Pelican Rapids met at 7:45 a.m., in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Doug Bruggeman, Richard Peterson and Jamison Stromberg were present. Commissioners Kevin Ballard and Mel Zierke were absent. Administrator Don Solga and Secretary to the Planning Commission Glenys Ehlert were also present.

Chairman Marko called meeting to order.

There were no additions or deletions to the agenda.

Commissioners discussed a change in the minutes of 08-05-08 to read "a process has been established to provide on-going monitoring of public nuisance violations and Officer Scott Sachs has been tasked with this responsibility." Motion by Peterson, seconded by Bruggeman to approve the 08-05-08 minutes as amended. Motion passed unanimously.

Administrator Solga reviewed the proposed Outdoor Sales Lot Ordinance, including a change to permit lot zoned with conditional use permit (CUP) which has existed prior to 2008.

Motion by Peterson, seconded by Bruggeman to change the Outdoor Sales Lot Ordinance, Subdivision 1. General Provisions, Part B. Lot must be in a commercial or industrial zone of the City of Pelican Rapids, or have existed under a CUP in any zone prior to 2008, and the primary use must be commercial or industrial, and recommend to the City Council for approval. Motion passed unanimously.

Administrator Solga reviewed the Revenue and Expenses for Building Permits Report which shows that the City of Pelican Rapids is collecting the revenue necessary to pay expenses. Administrator Solga said there has been discussion about reducing the cost of building permits. Since revenue and expenses are close, the only way to reduce costs would be for the portion of the city staff time which would be paid by taxpayers or utility fees. Commissioner Stromberg suggested that a city employee become licensed as a building inspector to reduce costs. Chairman Marko said she thought people need to be educated about the purpose of the building permits. Commissioner Bruggeman said we want to encourage building and reducing the fees by 20% would be a start. He feels investing in infrastructure is important and is willing to pay higher taxes to do so. Commissioner Stromberg said, "I look at it as a service that doesn't need to cover costs."

Motion by Bruggeman, seconded by Marko to recommend to City Council that Building Permit Fees be reduced by 20%. Motion passed unanimously.

Administrator Solga described commercial zone along Hwy. 59. The commercial zone is one block deep in some areas and one half block deep in other areas. Solga asked that the Commissioners consider matter at their next meeting.

City needs a development area for middle and high end homes and someone needs to put in the streets, water and sewer.

Commissioner Bruggeman left at 8:25 a.m.

Administrator Solga reviewed a request to consider sale of property in area of City. Item will be considered at next meeting.

Meeting adjourned at 8:25 a.m.

Glenys Ehlert
Secretary to the Planning Commission

The Planning Commission met at 7:00 a.m., on Tuesday, 11-07-08, in Council Chambers, City Hall. Planning Commission Chairman Judy Marko, Commissioners Richard Peterson, Jaime Stromberg, Kevin Ballard and Mel Zierke were present. Doug Bruggeman was present at 7:25 a.m. No one was absent. Administrator Don Solga, Secretary Glenys Ehlert, Ronald Bina and Pete Hart were also present.

Chairman Judy Marko called meeting to order.

There were no additions or deletions to the minutes.

Motion by Ballard, seconded by Zierke to approve the minutes of 10-02-08 as presented. Motion passed unanimously.

Administrator Don Solga summarized the City Council meeting and the discussion about vehicles over 12,000 gross vehicle weight. He referenced information about vehicle weights and truck definitions to give Commissioners an idea of the size of vehicles in various groups.

Commissioner Peterson discussed the possibility of simply requiring a certain amount of space for vehicle based on number of wheels and/or length of vehicle.

Administrator Solga said they could require 500 sq. ft. for vehicles with more than four tires.

Commissioner Peterson said we could leave the ordinance as it is and add that anything over that weight requires 500 sq. ft. display space.

Commissioners discussed 12,000 gross vehicle weight requirement and minimum equipment length of 25 ft. Commissioners considered adding language under General Provisions that any vehicle or sales items that remain on the lot for more than one year, it is considered as discarded and disused and must be removed.

Commissioner Peterson left at 8:05 a.m.

Motion by Bruggeman, seconded by Stromberg to revise ordinance as discussed. Motion passed unanimously.

Administrator Solga said the City Council chose not to decrease building permit fees partly because the permit fees are just covering expenses at this time.

Administrator Solga said he had an informal request to construct a home on 7th Ave. SW one half block off of Hwy 59. It is presently zoned commercial for a full block from 6th Ave. SW to Landis Erickson's. Commissioners were agreeable to the change if residents are not opposed to the change at a public hearing.

Property owners adjacent to the City of Pelican Rapids transfer site have indicated that they would like to buy approximately three acres.

Motion by Zierke, seconded by Ballard to authorize a letter to City Council regarding approval of sale of land. Motion passed unanimously.

Motion by Zierke, seconded by Marko to adjourn meeting at 8:40 a.m. Motion passed unanimously.

Glenys Ehlert
Secretary to the Planning Commission