

February 7, 2012

PLANNING COMMISSION AGENDA

Wednesday, February 15, 2012 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 12-07-11
4. Comprehensive Plan Chapter 6--Zoning and Land Use

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
02-15-12**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 02-15-12, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery and John Waller, III, were present. Commissioners Richard Peterson and Jamie Stromberg were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:02 a.m. by Chairman Marko.

There were two additions to the agenda: Residential Uses in the Commercial Zone and Hwy 59 2014 Project. Motion by Waller, seconded by Marko to approve the agenda with the additions. Motion carried.

Motion by Gorton, seconded by Waller to approve the minutes of 12-07-11 as presented. Motion carried.

Administrator Don Solga reviewed the city ordinance regarding non-complying use in a zone. When a non-complying property has been vacant and disused for one year, then the property owner needs to use the Special Use process. Upon receipt of the special use application, the

Planning Commission schedules a public hearing to consider whether or not to permit the prior non-complying use. He reviewed two properties that were previously used as residential use in a commercial zone.

Administrator Don Solga discussed Minnesota Department of Transportation (MNDOT) plans to provide a center lane for left turns on Hwy 59 through downtown. The plan calls for new signal lights. If the left turn lane is added, then the signal lights would include left turn arrows.

In discussing the Comprehensive Plan 6.0 Land Use Redevelopment Zone, Commissioners recognized the redevelopment that has occurred: Park Region Coop built a new building with addition of a small fast food restaurant, Pelican Eye Clinic built a new clinic building and added paved parking accessible from Hwy. 59, and the community built a new Fire Hall. Park Region Coop and Pelican Eye Clinic were accomplished using tax increment financing. The Pelican Rapids Economic Development Authority bonded to build the fire hall.

We need a more current map showing the changes that have occurred. The City will need to hire someone to help with the mapping. Administrator Don Solga said the Planning Commission will need to revise exhibit map 14. Commissioners discussed the Great Northern Road. Solga suggested contacting a city engineering firm for a proposal.

Commissioner Stotesbery suggested creating an addendum of changes rather than updating the whole plan.

Commissioners said they were surprised to find that many of the goals of the redevelopment plan have already been met.

The Planning Commission will meet at 7:00 a.m. on 03-14-12 to resume discussion of Land Use Annexation.

Motion by Gorton, seconded by Waller to adjourn the meeting at 8:22 a.m. Motion carried.

Glenys Ehlert, CMC
Secretary to the Planning Commission

March 20, 2012

PLANNING COMMISSION AGENDA

Wednesday, April 4, 2012 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 2-15-12
4. Spring Tour 2012
5. Comprehensive Plan Chapter 6- Land Use
6. Zone change Inquiry-19 NE 1st Ave—Commercial to Residential
7. MN DOT Hwy 59 Redesign
 - Left Turn Lane
 - Written Opinion Regarding Bicycle and Pedestrian Traffic

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
04-04-12**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 04-04-12, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, Jamie Stromberg and John Gorton were present. Commissioners Richard Peterson and John Waller, III were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:05 a.m. by Chairman Marko.

There were no additions or deletions to the agenda.

Motion Gorton, seconded by Stotesbery to approve the minutes of 2-15-12. Motion carried.

Administrator Don Solga reviewed the Spring Tour 2012. Commissioners decided to conduct the Spring Tour at 5:00 p.m. on Thursday, 05-03-12.

Administrator Don Solga said he has contacted Ulteig Engineering and met with a planner for a proposal to get the Comprehensive Plan process going for Phase 1, which would include review of Comprehensive Plans 1 and 2, Vision Statements and current maps which would comprise the technical plan review. The planner pointed out that water and sewer infrastructure need to be reflected on the maps. Phase 2 would include public meetings. They would facilitate and guide us which would make the process go faster. The first part of the process would cost about \$1800. When they actually start facilitating meetings and making changes, the process could take a few months or two years. Typically costs for a complete Comprehensive Plan may range from \$20,000 to \$40,000.

Motion by Marko, seconded by Gorton to recommend to the City Council to authorize hiring Ulteig Engineering to review the Comprehensive Plan. Motion carried.

Planning Commission considered a request to change the zoning of the property located at 19 NE 1st Ave. Commissioners discussed problems in rezoning, illegal “spot zoning”, and reducing the amount of commercial property in business district. The Commissioners concluded that the request was not in line with the Comprehensive Plan.

Motion by Gorton, seconded by Marko to deny the zone change request at 19 NE 1st Ave., based primarily that the request to reduce commercial use property in the business district is not in line with the Comprehensive Plan. Motion carried.

Administrator Don Solga discussed Minnesota Department of Transportation (MNDOT) letter regarding a bike lane or left turn lane on Hwy. 59. The addition of a left turn lane creates a safety issue especially when a heavy snow narrows the highway until the snow can be hauled away. Administrator Solga said the new signal lights will be on a sensor. A sensor would help with the flow of traffic. Commissioner Stotesbery said the left turn lane and signal would be okay from May to September if there was a way to eliminate in winter. Commissioners Gorton and Stromberg agreed the highway was too narrow.

Motion by Stromberg, seconded by Stotesbery to recommend to the City Council that no left turn lane be added to Hwy. 59 as part of the MMDOT Hwy. 59 Redesign Project. Motion carried.

Motion by Gorton, seconded by Stotesbery to adjourn at 8:10 a.m. Motion carried.

Glenys Ehlert
Secretary to the Planning Commission

May 24, 2012

PLANNING COMMISSION AGENDA

Wednesday, June 6, 2012 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 4/4/12
4. Comprehensive Plan Update
5. Pete Hart Expansion SUP Application
6. Dilapidated Buildings

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
06-06-12**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 06-06-12, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, John Waller, III, and Richard Peterson were present. Commissioners Jamie Stromberg and John Gorton were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:02 a.m. by Chairman Marko.

There were no additions to the agenda and Pete Hart Expansion Special Use Permit Application was deleted.

Motion by Marko, seconded by Stotesbery to approve the minutes of 04-04-12 as presented. Motion carried.

Administrator Don Solga said he has provided the Planning Ordinance information and other items in the Comprehensive Plan to our consultant at Ulteig Engineering. He is reviewing and then the Planning Commission will schedule a town hall meeting with various entities and the public to consider various items. One area that needs to be added is the underground facilities.

Administrator Solga said the Planning Commission has identified a list of 16 dilapidated buildings. City Building Inspector has visually inspected four of them and reported to Commissioners. Building No. 1 is a garage at 125 NW 1st Ave. Motion by Waller, seconded by Stotesbery to accept the Building Inspector's recommendation that the building should be razed due to the defects of the roof and walls are dilapidated and it appears the structure is supported by the surrounding trees and the materials within. Motion carried.

Building No. 2 is a garage at 617 Old Fergus Rd. Motion by Peterson, seconded by Stotesbery to accept the Building Inspector's recommendation that the building should be razed due to the defects that the roof structure has failed, the walls are standing but appear to be racked. The exterior is not protected by painting and has a possible rotted frame. Motion carried.

Building No. 3 is a garage at 512 SW 2nd St. Motion by Stotesbery, second by Peterson to accept the Building Inspector's recommendation that the building should be razed due to the defects that the roof structure has failed and fallen into the exterior walls which are also collapsing. Motion carried.

Building No. 4 is a dwelling at parcel number 76000990665000 on SW 6th Ave. Motion by Peterson, seconded by Waller to accept the Building Inspector's recommendation that the building should be razed due to dilapidated roof and exterior plus abandoned and disused condition of house with boarded up doors and windows or restored to code compliant residence. Motion carried.

Motion by Peterson, seconded by Marko to adjourn the meeting at 7:43 a.m. Motion carried.

Glenys Ehlert, CMC
Secretary to the Planning Commission

August 20, 2012

PLANNING COMMISSION AGENDA

Wednesday, September 5, 2012 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 6/6/12

4. Dilapidated Buildings
5. Fence Ordinance Consideration
6. Industrial Park Lot Split— Blk1, Lot 10 –Parcel No. 76000990858000

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
09-05-12**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday, 09-05-12, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, John Gorton and Richard Peterson were present. Commissioners Jamie Stromberg and John Waller, III, were absent. Administrator Don Solga and Secretary Glenys Ehlert were also present.

Meeting called to order at 7:26 a.m. by Chairman Marko.

There were no additions or deletions to the agenda.

Motion by Peterson, seconded by Stotesbery to approve the minutes of 06-06-12 as presented. Motion carried.

Administrator Don Solga reviewed the last four buildings that the Planning Commission designated as hazardous buildings: one has been removed and three have been served with 90 day notices to remove the buildings.

Administrator Solga presented pictures of the next four buildings on the list of Dilapidated Buildings list, including 117 1st Ave. NW, parcel number 76000990131000, owner is Xiaoyong An Oneal. Motion by Stotesbery, seconded by Gorton to declare the building a hazardous building and recommend removing the house and garage based on the Building Official's recommendation. Motion carried.

Administrator Don Solga presented pictures of the dilapidated condition of 121 1st Ave. NW, parcel number 76000990130000, owner is John Grabarkewitz. Motion by Peterson, seconded by Gorton to declare the building a hazardous building and recommend removing the building based on the Building Official's recommendation. Motion carried.

Administrator Don Solga presented pictures of the dilapidated condition of 125 1st Ave. NW, parcel number 76000990129000, owner is Chad L. Ostendorf. Motion by Stotesbery, seconded by Peterson to declare the building a hazardous building and recommend removing the house and garage based on the Building Official's recommendation. Motion carried.

Administrator Don Solga presented pictures of the dilapidated condition of 700 Hwy 59 S., parcel number 76000990324000, owner is Curtis E. Dickhoff. Motion by Peterson, seconded by Stotesbery to declare the building a hazardous building and recommend removing the house based on the Building Official's recommendation. Motion carried.

Administrator Don Solga and Commissioners reviewed information on city ordinances regarding fences installed on corner lots. Commissioners agreed that the code is too unclear about whether a fence is a “structure”. Presently the City requires Building Permits on fences that are 6 ft. high. Administrator Solga suggested that requiring Building Permits for all fences would allow the City an opportunity to review zoning requirements. Otherwise property owners may construct fences that are not permitted due to setback requirements because they are unaware of these requirements. Administrator Solga will check the code with City Attorney Greg Larson for clarification and possible revisions.

Commissioners discussed Industrial Park Lot Split of City owned Blk 1, Lot 10 – Parcel No. 76000990858000, to provide room for small expansion of Jason Stetz’s building and parking area. “I’m in favor of giving Jason some expansion room,” John Gorton said. “I’m totaling in favor of selling him some more land,” Richard Peterson agreed. Motion by Peterson, seconded by Gorton to work with Jason Stetz to sell him a portion of the above parcel. Motion carried.

Commissioner John Gorton asked about the white house next to the Fine Arts Auditorium and Commissioners requested that the Building Official inspect the house.

Motion by Peterson, seconded by Gorton to adjourn the meeting at 8:45 a.m. Motion carried.

Glenys Ehlert, Secretary to the Planning Commission

September 26, 2012

PLANNING COMMISSION AGENDA

Wednesday, October 3, 2012 7:00 a.m. Council Chambers, 315 N. Broadway

1. Call to Order
2. Agenda Additions or Deletions
3. Approval of Minutes – 9/5/12
4. Dilapidated Buildings
5. Fence Ordinance Consideration

6. Non-conforming Uses
7. Solar and Wind Resources

**CITY OF PELICAN RAPIDS PLANNING COMMISSION MEETING MINUTES
10/3/2012**

The Planning Commission of Pelican Rapids met at 7:00 a.m., on Wednesday 10/03/12, in Council Chambers, City Hall. Chairman Judy Marko and Commissioners Phil Stotesbery, John Gorton, Jamie Stromberg and John Waller III were present. Commissioner Richard Peterson was absent. Administrator Don Solga and Acting Secretary Susan Strand were also present.

Meeting was called to order at 7:05 a.m. by Chairman Marko.

Motion made by John Waller III, seconded by Jamie Stromberg to approve the agenda as given.

Motion made by Phil Stotesbery, seconded by John Gorton to approve the minutes of 9/05/12 as presented. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the single family dwelling, shed and garage at 108 Midway Ave., parcel number 76000990499000; owner is John Grabarkewitz. Motion by John Waller III, seconded by Phil Stotesbery to declare the house, shed and garage as hazardous buildings and recommend razing the house and shed and repairing the garage based on the recommendations from the Building Official. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the single family dwelling at 26 NW 2nd Ave, parcel number 76000990138000; owner is Helping Hands Housing. Motion made by Phil Stotesbery, seconded by John Waller III to declare the house a hazardous building and recommend razing or repairing the house based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a small shed, larger shed or garage and the single family dwelling at 200 SW 5th Ave, parcel number 76000990274000; owners are Sonja and Bernard Kuhlmann. Motion made by John Waller III, seconded by John Gorton to declare the house and sheds as hazardous buildings and recommends razing the sheds and razing or repairing the dwelling based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the single family dwelling and shed at 116 NW 2nd Ave, parcel number 76000990126000; owner is Mark Kugler. Motion by Phil Stotesbery, seconded by John Waller III to declare the house and shed as hazardous buildings and recommend razing or repairing the house and razing the shed based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the shed or garage at 314 SE 1st St, parcel number 76000990238001, owner is Roger Schleske. Motion by John Waller III, seconded by Judy Marco to declare the shed or garage as a hazardous building and recommend razing the shed or garage based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the commercial building at 414 Broadway North, parcel number 76000990652000, owner is Earl Thom. Motion by Jamie Stromberg, seconded by John Gorton to declare the building as hazardous and recommend repairing or razing the building based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a shed located at 353 SE 5th St, parcel number 76000990559000, owner is Jose Escobar. Motion by John Waller III, seconded by Jamie Stromberg to declare the shed a hazardous building and recommend razing the shed based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the single family dwelling at 310 SE 1st St, parcel number 76000990238000, owner is James Matykiewicz. Motion by Phil Stotesbery, seconded by John Waller III to declare the house as a hazardous building and recommend repair based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a shed located at 114 SW 10th Ave, parcel number 76000990178000, owner is Jose Diaz. Motion by John Gorton, seconded by Jamie Stromberg to declare the shed as a hazardous building and recommend razing the shed based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a shed located at 25 SE 12th Ave., parcel number 76000990781000, owner is Roger Schleske. Motion by John Waller III, seconded by Judy Marco to declare the shed as a hazardous building and recommend repairing or razing the shed based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of the shed at 111 SE 1st St, parcel number 76000990433001, owner is Joe Loeza. Motion by John Gorton, seconded by Judy Marco to declare the shed a hazardous building and recommend razing the shed based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a shed located at 736 Old Fergus Rd, parcel number 76000270053000, owner is Cory Boone. Motion by John Gorton, seconded by Jamie Stromberg to declare the shed a hazardous building and recommend repair based on the Building Official's recommendation. Motion carried.

Administrator Solga presented pictures of the dilapidated condition of a shed located at 1212 Broadway S, parcel number 76000340245003, owner is Florencio Barragan. Motion by John Gorton, seconded by Phil Stotesbery to declare the shed as a hazardous building and recommend repair based on the Building Official's recommendation. Motion carried.

Administrator Solga updated the Commissioners regarding the following: 512 SW 2nd St., Kelly Anderson removed his garage. 917 Old Fergus Road, 125 NW 1st Ave and Robert Klaboe property on SW 6th Ave are still standing with deadlines in November.

Administrator Solga reviewed the City Ordinances pertaining to fences. Presently City code allows a 5 foot or under fence on properties. A concern was expressed regarding wanting the back yard to be considered a front yard when it goes through to the street behind. Children's toys look nice but other debris could be unsightly, however that could be remedied with the nuisance ordinance. Motion by Judy Marco, seconded by John Gorton to leave the ordinance as is.

Administrator Solga discussed Non-conforming uses, a residence located in a commercial zone and left unused for a year needs to get a conditional use permit to stay residential, unless there is a continual attempt to sell a house. However if no continual attempts to sell are evident the owner does need to apply for a conditional use permit to keep it residential.

Administrator Solga stated that most cities do not have any ordinances regulating implementation of solar and wind systems within the city. Because of our height restrictions (35 feet) wind energy systems will be stopped because they need to be more than 35 feet tall. No units can be located in the front yard. The commissioners did feel that we need to address a fall zone, if a structure falls, excluding trees, will it hit the neighboring property? Administrator Solga is instructed to research how we should proceed.

Motion by Phil Stotesbery, seconded by John Waller III to adjourn the meeting at 8:35 .
Motion carried.

Susan Strand
Acting Secretary to the Planning Commission