

Minutes

Planning Commission Meeting

7:00pm June 13, 2023

Auditorium

Commissioner Sandie Adams-Bruins called the meeting to order at 7:00 pm.

Members Present: Commissioner Sandie Adams-Bruins, Commissioner Sarah Kahn, Commissioner Amy Penaz, Commissioner Neil Syvertson, Commissioner Ryan McDonald, Clerk Diane Pedersen.

Members Absent: None

Others Present: Roger Scherma, Omar & Brooke Ortiz, Jim Nowak

Approve minutes from May 2, 2023

Motion by Commissioner Kahn second by Commissioner Syvertson to approve the minutes from May 2, 2023. Vote For: Unanimous. Motion Carried.

Public Comment - None

New Business

1. Roger Scherma

- a. Discussion regarding boundary lines adjustment on parcels 190790170 at 1316 Main St. W. and 190790140 at 1312 Main St. W.
 - i. The current driveway is divided between these two properties. If he purchases the properties, he would like to move the north bound property line to the west, so the driveway belongs to the 1312 Main St W property and giving an easement to 1316 Main St W. This would slightly increase (approximately 6 feet) on the north end of the driveway) the width of the property allowing more room for a home to be built approximately as far back as the home located at 1316 Main St. W.
 - ii. Minimum lot requirements for a single-family dwelling
 1. Lot Area 10,000 square feet
 2. Lot Width
 - a. At the Street – 45 feet
 - b. At the Building – 75 feet
 3. Yard
 - a. Front – 30 feet
 - b. Rear – 25 feet
 - c. Least Side – 6 feet
 - d. Sum of Sides – 16 feet
 4. 1312 Main St W. lot dimensions
 - a. Lot width at the road is approximately 68 feet.
 - b. Lot width at potential home location is approximately 88 feet.
 - i. Potential home on 1312 Main St. W. will be approximately 73 feet back from the road, being 30 feet wide with a 10-foot yard on one side leaving 28 feet on the other side.
 - ii. The home located at 1316 Main St. W. would still meet the minimum side lot requirement of 6 feet, having a yard of 10 feet.
- iii. If he decides to purchase the properties, he will need to go to the county and have a new plot drawn up adjusting the property lines.

2. Omar Ortiz

- a. Considering putting up a greenhouse building for his landscape business, Galapagos Gardens, on a Main Street lot. Street view possibly a glass house for growing plants with a metal building behind for equipment, just want to make sure the building will fit in with the current building styles. May consider opening a small retail section.
- b. Lot Information:
 - i. Two lots, .47 acres each
 - ii. Listed for \$1.
 - iii. Multi-family, commercial or industrial will be considered.
 - iv. Site plan and approval must be completed within one year of purchase agreement.
 - v. \$5,000 non-refundable retainer fee due every six months following approval of site plans. This is an incentive to complete the project and will be credited back to the buyer upon completion of the project.
 - vi. If the project is not completed within two years of the sale of the property, the retainer will be forfeited.
- c. Next step is to bring a building plan to the Planning Commission. The plan will be presented to the city council and if approved, a contract agreement will be entered into.

3. Jim Nowak – update on LED sign.

- a. \$52,431 pledged on total of \$57,000.
- b. Poles are currently being put together. He doesn't think the sign will be ready to go up anymore this year.
- c. MNSPECT permit expires on 6/25/2023. He will need to contact them for an extension.
- d. DOT application has not been sent in yet, waiting for verified confirmation of project. If the sign will not be put up until next year, the permit should not be sent in until then.
- e. Pledges should turn into committed donations once the full \$57,000 is reached.

Old Business

1. 300 Frank Street – Ted Gehring

a. Conditional Use Permits

- i. Allow a second dwelling unit.
- ii. Allow a second dwelling unit to have water and sewer run from the main residence to the second dwelling unit rather than require a separate hook-up from the street.
- iii. Timeframe
 1. Zoning and Ordinance change readings by city council.
 - a. First Reading - May 15, 2023
 - b. Second Reading – June 20, 2023
 - c. Final Reading – July 5, 2023
 2. Wednesday, July 6, 2023 – submit Conditional Use Permit applications and fees to the city for review by the Planning Commission on Monday, July 17, 2023, at the Public Hearing to be held at 5:30pm.
 - a. The city will send out Public Hearing notices for the hearing to be held on Monday, July 17, 2023, at 5:30pm.
 3. Monday, July 17, 2023, Public Hearing at 5:30pm.
 4. Monday, July 17, 2023, 6:30pm city council meeting where Planning Commission recommendation will be presented to the city council.

Open Discussion

1. Discussed the creamery. The owner will be attending the June city council meeting.

Motion by Commissioner Kahn second by Commissioner McDonald adjourn the meeting. Vote For: Unanimous. Motion Carried.

Adjourn 7:58 pm