

TO: Planning Commission Members,  
Honorable Mayor and City Council members  
FROM: Shawn Wetterlin, Building/Zoning Official  
DATE: December 16, 2020  
RE: Planning Commission Meeting Minutes,  
from December 14, 2020

The Planning Commission met at 5:30 p.m., on Tuesday, December 15, 2020 in the City Council Chamber at City Hall. The meeting was called to order by Vice Chair Larson.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone or Zoom. The following members were present: Jason Ludwigson (via Zoom), Dave Hanifl (via Zoom), Jerry Steffes, Anna Stoecklein, Patty Dockendorff, and Linda Larson (via Zoom). City Attorney Skip Wieser, City Council member Teresa O'Donnell-Ebner (via Zoom), City Engineer Tim Hruska (via Zoom), Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance. Mike Welch was absent.

1. Vice Chair Larson asked for a motion to approve the minutes from the October 14, 2020 meeting.

Following discussion Member Stoecklien made a motion, seconded by Dockendorff to approve the Minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Stoecklien – Yes  
Dockendorff - Yes  
Larson – Yes  
Hanifl – Yes  
Steffes - yes  
Ludwigson – Yes

Chair Ludwigson joined the meeting via Zoom chaired the remainder of the meeting.

2. City Engineer, Tim Hurska gave an overview of the MS4 Stormwater program and phase three of the Wagon Wheel Trail. This item was informational and did not require action by the Planning Commission.

3. The continuation of the Graf Addition Final Plat request for 427 South 3rd Street was heard. The property owner is proposing to split 427 South 3rd Street into a total of four separate parcels to construct a new single story three-unit Townhouse unit with attached garages entering from the alley. The property owner of 427 South 3<sup>rd</sup> Street has granted an easement for the neighboring garage that is infringing on the property line. The property owner will also be signing a maintenance agreement for their private stormwater structure.

Findings in support of the decision:

- a. The request will not alter the essential character of the locality.
- b. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance in residential areas to wit, residential housing.
- c. The proposed Townhome is allowable in the R-3 High Density Residential District
- d. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan by improving the housing stock.

Following discussion Member Hanifl made a motion, seconded by Dockendorff to recommend to the city council approval of the Graf Addition final plat.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Hanifl - yes  
Dockendorff – Yes  
Steffes – Yes  
Larson – Yes  
Stoecklien – Yes  
Ludwigson – Yes

4. Project Manager Andy Towner with Wieser Brothers General Contractor, gave an overview of Schmitty’s TimeOut Tavern’s, 444 North Chestnut Street, proposed addition and exterior facade update they would like to complete. Schmitty’s TimeOut Tavern will be requesting setback, façade and parking variances at the January 5<sup>th</sup> planning commission meeting. This item was informational and did not require action at this meeting.

5. Consensus to adjourn at 6:45 p.m.

