

TO: Planning Commission Members  
Honorable Mayor and City Council members  
FROM: Jason Ludwigson, Sustainability Coordinator  
DATE: March 4th, 2022  
RE: Meeting Minutes from March 1st, 2022

The Planning Commission met at 5:30 p.m., on Tuesday, March 1st 2022 in the City Council Chambers at City Hall. The following members were present: Ryan Stotts, Mike Welch, Annie Stoecklein, Greg Husmann, Dave Hanifl, Dave Coleman, and Jerry Steffes. City Sustainability Coordinator, Jason Ludwigson, Economic Development Coordinator, Larry Kirck. City Attorney Skip Wieser was also in attendance.

1.The meeting was called to order by Chair Hanifl who asked for a nominations to the chair and vice-chair role on the Planning Commission. Greg Hussman nominated Annie Stoecklein as chair of the Planning Commission. Mike Welch seconded the nomination.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of Annie Stoecklein as chairperson.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

2.Greg Hussman nominated himself for vice-chair of the planning commission.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of Greg Husman as vice-chair. Mike Welch seconded the nomination.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

3. Ryan Stotts made a motion to accept the minutes from the January 4<sup>th</sup> 2022 meeting. Motion was seconded by Mike Welch.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in Favor accepting the minutes.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

4. The City Attorney reviewed with the Planning Commission members the Planning Commission’s Rules and Bylaws, City Code of Conduct Policy, and City Social Media Policy. Members were reminded that communications about Planning Commission items are subject to Minnesota Data Practices Law.

5. At 5:45 the Planning Commission held a Public Hearing to review the Text Amendment and Conditional Use Permit application for 215 South Chestnut Street.

Chair Stoecklein opened the meeting.

City Attorney reviewed the need for the Text Amendment and Conditional Use Permit. Larry Kirch reviewed the staff report prepared by himself and Jason Ludwigson for the Conditional Use Permit and Text Amendment. Larry reviewed the background of the property noting the updates that have been made to the building. It was noted that the applicant is currently parking busses on the property in violation of the zoning code. The staff report contained staff findings related to the comments the applicant had submitted for the Cup and text amendment. It was noted in the staff report that the comprehensive plan recommends generous landscaping, preferably with native species in this C-1 Highway Commercial district. Conditions for approval and denial were presented. Staff concluded that the proposed use does not meet the CUP criteria in Section 12.06 Subd. 4 of the Zoning Code.

Jason Rouleau, representing City Door spoke in regards to the Conditional Use Permit and Text Amendment.

Members discussed the Conditional Use Permit and Text Amendment. Questions about the road-right-of-way, screening, precedent for allowing a text amendment, and applicants responses to the permit applications were discussed at length.

Three motions were made by the Planning Commission. Those motions are as follows:

- 1) A motion was made by Greg Hussman and seconded by Jerry Steffes to continue the meeting until April 5<sup>th</sup> at 5:30 p.m. The public meeting will continue April 5<sup>th</sup>, 2022 at 5:30 p.m. A one-time 60-day extension allows for this continuation. The applicant agreed to this extension. City staff will review screening options and applicants updated responses to the permit for the April 5<sup>th</sup> meeting. Members will visit the site in question to review the road-right-of-way.
- 2) A motion was made by Jerry Steffes and seconded by Dave Coleman to continue the Conditional Use Permit hearing to April 5<sup>th</sup>, 2022 at 5:30 p.m
- 3) A motion was made Ryan Stotts and seconded by Mike Wlech to Direct City Staff to send extension of the 60-day notice.

Chair Stoecklein closed the public meeting.

Upon a roll call vote, taken and tallied by the Sustainability Coordinator, all members present voted in favor of the continuation.

Stoecklein – Yes

Stotts – Yes

Steffes – Yes

Coleman – Yes

Hanifl – Yes

Welch – Yes

Hussman - Yes

6. The planning commission reviewed the staff report on building lighting at 510 Oak Street (ISD 300 Elementary School). The building has recently undergone a significant renovation and addition. During that renovation the district installed lighting on the façade of the building. The comprehensive plan makes multiple references to exterior lighting in the land use categories section. It states “exterior lighting should use full cut-off fixtures that prevent light trespass and glares, especially from the marsh. Staff presented options to bring the lighting into compliance. The Planning Commission concluded there was no finding of noncompliance. Jerry Steffes made a motion, seconded by Greg Hussman to recommend no enforcement action be taken.

7. The Planning Commission reviewed the letter from the Office of the County Assessor regarding 2022 valuations.

8. The Planning Commission discussed the introduction of HF 3256 – Legalizing Affordable Housing Act. Economic Development Coordinator Larry Kirch noted that other similar bills have been introduced in other states. No companion bill has been introduced in the Minnesota State Senate.

9. The members discussed flooding issues on the Wagon Wheel trail. The information was sent to the city engineer for review.

10. Meeting adjourned at 7:37 p.m.