

TO: Planning Commission Members
Honorable Mayor and City Council members
FROM: Angie Boettcher, Administrative Assistant
DATE: September 3, 2020
RE: Meeting Minutes from September 1, 2020

The Planning Commission met at 5:30 p.m., on Tuesday, September 1, 2020 at the La Crescent Community Building. The meeting was called to order by Chair Ludwigson.

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, Dave Hanifl (via Zoom), Jerry Steffes, Anna Stoecklein, Mike Welch, Patty Dockendorff, and Linda Larson. City Attorney Skip Wieser, City Council member Teresa O'Donnell-Ebner, Building/Zoning Official Shawn Wetterlin, and City Administrative Assistant Angie Boettcher were also in attendance.

1. Chair Ludwigson asked for a motion to approve the minutes from the August 4, 2020 meeting.

Following discussion Member Steffes made a motion, seconded by Stoecklein to approve the minutes.

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

Steffes – Yes
Stoecklein – Yes
Dockendorff - Yes
Welch – Yes
Larson – Yes
Hanifl – Absent
Ludwigson – Yes

2. At 5:30 the Planning Commission held a Public Meeting to consider a Variance application for (1) two twenty-five-foot-tall light poles and (2) metal siding at 420 South 2nd Street, otherwise known as the Crucifixion School.

Chair Ludwigson opened the meeting.

No one from the public asked to speak.

Chair Ludwigson closed the meeting.

Following discussion Member Steffes made a motion seconded by Dockendorff to recommend approval of the Light Pole Variance application with the following conditions and findings:

Findings of fact:

1. The variance request is in harmony with the general purposes and intent of the ordinance.
2. The variance is consistent with the comprehensive plan.
3. The property owner proposes to use the property in a reasonable manner.
4. There is a twenty-five-foot light pole across the street at the funeral home.
5. This is a reasonable request since the property mostly abuts property owned by the Crucifixion Church.
6. The type of lights (Dark Sky/LED) are in compliance with the ordinance.

Conditions:

1. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
2. The Applicant complies with all applicable federal, state, and local regulations.

Zoning Official Wetterlin read the following:

Appeal to the City Council:

Upon approval or denial of a variance request by the Board of Adjustment, an applicant or other aggrieved party may file an appeal in writing to the City Council within (10) days of the decision, otherwise the decision by the Board of Adjustment becomes final.

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

Steffes – Yes
Dockendorff - Yes
Hanifl- Yes
Stoecklein – Yes
Welch – Yes
Larson - Yes
Ludwigson – Yes

(Part 2) Metal Siding

Following discussion Member Larson made a motion seconded by Stoecklein to recommend approval of the metal siding portion of the Variance application with the following conditions and findings:

Findings of fact:

1. The variance request is in harmony with the general purposes and intent of the ordinance.
2. The variance is consistent with the comprehensive plan.
3. The property owner proposes to use the property in a reasonable manner.
4. The prefinished sheet metal siding would be an improvement over the existing painted block, which is currently not in compliance with the zoning ordinance.
5. The existing foundation is not designed to carry the weight of any type brick or a stone finish.

Conditions:

1. The Applicant will abide by all representations made by the Applicant or their agents made during the permitting process, to the extent those representations were not negated by the Planning Commission to the extent they are not inconsistent with the spirit of letter explicit conditions of the variance.
2. The Applicant complies with all applicable federal, state, and local regulations.

Zoning Official Wetterlin read the following:

Appeal to the City Council:

Upon approval or denial of a variance request by the Board of Adjustment, an applicant or other aggrieved party may file an appeal in writing to the City Council within (10) days of the decision, otherwise the decision by the Board of Adjustment becomes final.

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

Larson – Yes
Stoecklein – Yes
Welch – Yes
Dockendorff – Yes
Steffes – Yes
Hanifl - Yes
Ludwigson - Yes

3. At 5:45 the Planning Commission held a Public Hearing to consider a District Zoning change application for the property located at 427 South 3rd Street and immediately to the East of the Elm Third Townhome Addition. The request is to rezone the properties from C-1 commercial to R-3 high density residential.

Chair Ludwigson opened the meeting.

No one from the public asked to speak.

Chair Ludwigson closed the meeting.

Following discussion Member Dockendorff made a motion seconded by Welch to recommend

approval of the District Zoning change application with the following findings:

Possible Findings:

- 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 R-3 High Density Residential zoned areas.
- c. No concerns have been registered from neighbors.
- d. The request is in harmony with the general purposes and intent of the ordinance.
- e. The R-3 High Density Residential zoning fits the neighborhood better than C-1 Commercial because most of the block is currently being used as such.
- f. It's a reasonable use for the land.

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

Dockendorff – Yes

Welch – Yes

Hanifl- Yes

Stoecklein – Yes

Steffes - yes

Larson - Yes

Ludwigson – Yes

4. At 6:00 the Planning Commission held a Public Hearing for a preliminary plat application. 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.

Chair Ludwigson opened the meeting.

The applicants, Jeff and MaryAnn Graf, addressed the Commission. No one else from the public chose to speak.

Chair Ludwigson closed the meeting.

Following discussion Member Welch made a motion seconded by Larson to recommend approval of the Preliminary Plat request with the following findings and conditions:

Possible findings:

- g. The request will not alter the essential character of the locality.
- h. The property owner proposes to use the property in a reasonable manner permitted by the zoning ordinance in residential areas to wit, residential housing.
- i. The proposed Townhome is allowable in the R-3 High Density Residential District
- j. 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.

Conditions of approval:

- a. The Final Plat needs to show the locations of the water and sewer connections.
- b. Spot elevations and drainage arrows need to be shown on the final grading plan.
- c. The proposed site must meet the current site stormwater drainage. This can be accomplished by means on private property. The City should develop an agreement for maintenance of any private stormwater facilities. Drainage calculations need to be submitted.
- d. The applicant complies with all applicable federal, state and local regulations.
- e. The owner agrees to comply with City Ordinances 12.185 Storm Water Pollution and Erosion Control and Chapter 13 regarding subdivision regulations.
- f. Additional easements required by private utility companies, if any, should be platted. All proposed utility conduit crossings must be shown on the final plans.
- g. Lot 4 be considered non-buildable.
- h. Driveway be located off of Alleyway.

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

Welch – Yes
Larson – Yes
Hanifl – Yes
Stoecklein – Yes
Dockendorff – Yes
Steffes – Yes
Ludwigson – Yes

Following further discussion Chair Ludwigson made a motion seconded by Welch to hold a Special Meeting for the final plat and to authorize Building Official Wetterlin to post a notice date of Wednesday, September 23rd at 5:30.

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

Ludwigson – yes
Welch – Yes
Larson – Yes
Hanifl – Yes
Stoecklein – Yes
Dockendorff – Yes
Steffes – Yes

5. Member Larson lead an annual review of the Bicycle Pedestrian plan. This was informational only and no action was taken.

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

