

**I. CALL TO ORDER**

A meeting of the Planning Commission was held on Monday, January 14, 2019, commencing at 5:30 p.m. in the Council Chambers of City Hall. Commissioner Asmus called the meeting to order.

**A. ROLL CALL:**

Chairperson	Shannon Asmus	Present
Commissioner	Michael Flaata	Present
Commissioner	Judy Hudson	Present
Commissioner	Larry Dahl	Present
Commissioner	Eric Mathwig	Present
Commissioner	Jeff Woods	Absent
Commissioner	Tom Zens	Present
City Planner	Hannah Rybak	Present

**B. ANNOUNCEMENT OF ADDITIONAL ITEMS – None.**

**II. APPROVAL OF MINUTES**

It was moved by Commissioner Dahl, seconded by Commissioner Mathwig, to approve the minutes of the December 10, 2018, meeting. Before the vote, Commissioner Asmus asked if the City had ever received a master plan from FDA. City Planner Rybak stated that she had never seen one, but she’s only been with the City for two years. All members present voted aye.

Motion Carried.

**III. SCHEDULED ITEMS**

**A. VARIANCE REQUEST – by Gerald Kratz at 321 E Lockerbie**

Allow an eight foot variance to the minimum required front yard setback

City Planner, Hannah Rybak, provided an overview of the request. She reviewed the consistency of the request with the standards for granting a Variance.

9 findings of fact offered by staff were presented to the Commissioners by City Planner Rybak.

Staff recommendation and potential action were reviewed.

Commissioners Asmus and Dahl asked about any potential issues with corner lot vision triangle. City Planner Rybak stated the addition would not encroach into the safe sight area.

This being the time, date and place set, with all mailed and published notices given as required by law, the hearing was opened at approximately 5:37 p.m., January 14, 2019, to consider a Variance Request from Gerald Kratz at 321 East Lockerbie. The request is to allow a variance of eight (8) feet from the minimum required front yard setback.

An attendance list is on file.

No written comments were received.

Gerald Kratz was unable to attend the meeting as he was out of state.

Following discussion, no further comments were heard and the hearing was closed at approximately 5:38 p.m.

Commissioner Flaata made a motion, seconded by Commissioner Dahl, to recommend approval of the Variance Request by Gerald Kratz at 321 East Lockerbie to allow for a variance of eight (8) feet to the minimum required front yard setback, based on the findings of fact and submitted plans. Upon roll call vote, all members present voted aye.

Motion Carried.

#### **IV. NEW BUSINESS**

##### ***A. TAX PARCEL SPLIT REQUEST – by Mike Braun at 405 South Geinitz***

City Planner Hannah Rybak explained the request, outlining the staff report that was included in the packet.

Mike Braun and Patrick Raiber were present to answer any questions and explain the proposal.

It was discussed that the City needs to look at the impact of more traffic on South Geinitz. It is already poorly maintained and in bad shape. Mr. Braun is no longer proposing a new access onto East St. Paul Street.

Commissioner Flaata asked what would keep residents from parking on the south side of the building. It was stated landscaping; there will be a fence and lilac bushes to screen the apartments and cut off access to neighboring property.

Commissioner Zens made a motion to recommend approval as submitted of a Waiver of Subdivision Regulations for a tax parcel split at 405 South Geinitz Avenue. This motion was seconded by Commissioner Hudson. Upon roll call vote, all members present voted aye.

Motion Carried.

#### **V. OLD BUSINESS**

##### ***A. FIRST DISTRICT USE DETERMINATION REQUEST***

Commissioner Asmus informed the Commission that First District has withdrawn their use determination request.

#### **VI. ADDITIONAL ITEMS**

**VII. SET HEARING DATES AND TIMES**

The next scheduled meeting is Monday, February 11, at 5:30 p.m.

**VIII. REVIEW OF COUNCIL ACTIONS**

**IX. ADJOURNMENT**

Commissioner Asmus adjourned the meeting at 5:58 p.m.

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Hannah Rybak  
City Planner