

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, August 10, 2020, commencing at 5:30 p.m. in the Council Chambers of City Hall. Chairperson 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	Present
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 Flaata, to approve the minutes of the July 13, 2020 meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

- VARIANCE REQUEST** – *by Andrew & Darlene Vossen at 711 W 6th Street*
To allow a variance of 240 square feet to the maximum allowed accessory structure square footage

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

No written comments were received.

Staff recommendation and potential action were reviewed.

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

Commissioner Asmus opened the Public Hearing.

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., August 10, 2020, to consider a Variance request by Andrew & Darlene Vossen at 711 W 6th Street to allow a variance of 240 square feet to the maximum allowed accessory structure square footage for the construction of a greenhouse.

Andrew & Darlene Vossen were present to explain their request and answer any questions.

No further comments were heard and the hearing was closed at approximately 5:40 p.m.

Commissioner Woods made a motion to recommend approval of the Variance request by Andrew & Darlene Vossen at 711 W 6th Street, subject to the following conditions:

1. The Applicant must file paperwork with Meeker County to combine their two parcels prior to building permit issuance.
2. Construction of the greenhouse must adhere to the site plan provided with the application.

This motion was seconded by Commissioner Dahl. All members present voted aye.

Motion Carried.

IV. NEW BUSINESS

V. OLD BUSINESS

VI. ADDITIONAL ITEMS

A. HPC DISCUSSION

Commissioner Asmus requested that HPC representative, Commissioner Flaata, give the Planning Commission regular updates on HPC items. All members were in agreement and Commissioner Flaata will keep the Commission updating on future meetings. No formal action taken.

B. UPDATE ON COMPREHENSIVE PLAN

City Planner Rybak gave an overview of Step 2 in the Comprehensive Plan review. She asked for any input on the Chapter One draft that was presented to the Commission. Commissioner Asmus commented on the nice, thorough job that was done on Chapter One. No formal action taken.

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, September 14, 2020, at 5:30 p.m., however it is uncertain at this time if there will be any items for the agenda.

VIII. REVIEW OF COUNCIL ACTIONS

A. CHANGE OF ZONING REQUEST AND SITE PLAN REVIEW GRANTED – by David Tysk, Litchfield Opportunity Zone, at PID 27-2878010 to change zoning from R-1, Single Family to R-3, Multi-Family Residence

B. VARIANCE REQUEST GRANTED – by James Ellingson & Megan Kalina at 30 S Fuller Avenue To allow one and one half (1 ½) foot variance to the front yard setback

- C. **CONDITIONAL USE PERMIT REQUEST TABLED** – by Rick Rossow at 315 E 10th Street
To allow moving an existing structure older than 10 years old onto the property
- D. **CONDITIONAL USE PERMIT REQUEST TABLED** – by Rick Rossow at 1012 N Armstrong Avenue
To allow moving an existing structure older than 10 years old onto the property
- E. **CONDITIONAL USE PERMIT REQUEST TABLED** – by Rick Rossow at 616 N Ramsey Avenue
To allow moving an existing structure older than 10 years old onto the property
- F. **CONDITIONAL USE PERMIT REQUEST TABLED** – by Rick Rossow at 525 N Miller Avenue
To allow moving an existing structure older than 10 years old onto the property

The Commissioners were given a copy of the CUP Agreement that was presented to Mr. Rossow and his attorney. City Planner Rybak explained that it had been rejected by Rossow’s attorney. Conversation was held on whether the Planning Commission needed to recommend to the City Council to extend the sixty (60) day deadline to one-hundred twenty (120) days. Commissioners also discussed if any action was needed on the CUP Agreement. Rybak explained that no action was needed but the Commissioners could give the Council recommendations. Commissioners agreed they would need time to read through it before giving any recommendations and agreed no action needed to be taken at this time.

- G. **TAX PARCEL SPLIT REQUEST GRANTED** – by First District Association at 101 S Swift Avenue
- H. **PARKING LOT SITE PLAN REVIEW GRANTED** – by First District Association and St Pauls Lutheran Church

IX. **ADJOURNMENT**

Commissioner Asmus adjourned the meeting at approximately 6:15 p.m.

Hannah Rybak
City Planner