

**I. CALL TO ORDER**

A meeting of the Planning Commission was held on Monday, August 13, 2018, 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	Mike Boyle	Absent
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 Woods, to approve the minutes of the June 11, 2018, meeting. All members present voted aye.

Motion Carried.

**III. SCHEDULED ITEMS**

**A. PUBLIC HEARINGS:**

- 1. Variance & Tax Parcel Split Request – by Zach Rogness at 811 N Marshall Ave***  
*To allow a variance of 2,489 sq. ft. from the minimum required lot area and a 20.4 ft variance from the required rear yard setback in order to split the parcel with two existing residences on it.*

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

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

Staff recommendation and potential action were reviewed.

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 5:41 p.m., August 13, 2018, to consider a Variance and Tax Parcel Split Request from Zach Rogness at 811 N Marshall Avenue. The request is to allow a variance of 2,489 square feet from the minimum required lot area in order to split the parcel with two existing residences on it, and a 20.4 ft variance from the minimum required rear yard setback.

An attendance list is on file.

No written comments were received.

Zach Rogness was present to answer any questions and explain the request.

Following discussion, no further comments were heard and the hearing was closed at approximately 5:45 p.m.

The Commission directed City staff to provide more information on the water and sewer connections on this property.

Commissioner Zens made a motion, seconded by Commissioner Flaata, to recommend approval of the Variance and Tax Parcel Split Requests by Zach Rogness at 811 N Marshall Avenue to allow a variance of 2,489 square feet to the minimum required lot area in order to split the parcel with two existing residences on it and a variance of 20.4 feet from the required minimum rear yard setback for one of the existing homes on the property. Upon roll call vote, all members present voted aye.

Motion Carried.

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

##### **A. STRUCTURE MOVES WITHIN THE CITY**

City Planner Rybak gave an overview of the memo presented to the Commissioners in regards to different options suggested to ensure that future structure moves within the City are completed.

After discussion, the Commission acknowledged that code enforcement was not used on issues in the past. They agreed to continue as is using code enforcement when necessary. If a problem arises again, the options can be reevaluated at that time and possibly added into Ordinance when the Zoning Ordinance is updated entirely.

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

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

#### **VII. SET HEARING DATES AND TIMES**

The next scheduled meeting is Monday, September 10, 2018, at 5:30 p.m.

#### **VIII. REVIEW OF COUNCIL ACTIONS**

**A. CONDITIONAL USE REQUEST GRANTED – by David Larson at 311 E 2<sup>nd</sup> St  
To allow moving in an existing garage**

**B. CONDITIONAL USE REQUEST GRANTED – by Efren Camacho at 501 W Darwin St**

*To allow moving in an existing garage*

**IX. ADJOURNMENT**

Commissioner Asmus adjourned the meeting at 6:13 p.m.

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Hannah Rybak  
City Planner