

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, November 14, 2022, 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	Larry Dahl	Present
Commissioner	Eric Mathwig	Absent
City Council	Ron Dingman (for Eric Mathwig)	Present
Commissioner	Jeff Woods	Present
Commissioner	Tom Zens	Present
City Planner	Hannah Rybak	Present

B. ANNOUNCEMENT OF ADDITIONAL ITEMS

Update on Planning Commission vacancy

II. APPROVAL OF MINUTES

It was moved by Commissioner Woods, seconded by Commissioner Dahl, to approve the minutes of the October 10, 2022, meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

- VARIANCE REQUEST** – *by Cheryl and Lyle Wendorff at 908 N Sibley Ave.*
Variance of six feet from the required 10-foot side yard setback for an entry porch.

City Planner Hannah Rybak provided an overview of the request – a variance from the north side yard setback requirements for the purpose of constructing an 6x8 entry porch. She provided a recommendation to approve the request variance to allow for a six-foot reduction to the side yard setback requirement for the purpose of constructing an entry porch.

Commissioner Flaata asked if the entry porch was already there. Planner Rybak responded not to her knowledge.

Commissioner Asmus asked if there was a sidewalk going from the garage to the north side of the house. Planner Rybak doesn't know about the sidewalk due to it not being on the site plan. Review of the aerial image of the site shows a sidewalk connection from the home to the detached garage.

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 5:35 p.m., November 14, 2022, to consider a Variance Request by Cheryl and Lyle Wendorff, at 908 N Sibley Ave.

Cheryl and Lyle Wendorff at 908 N Sibley Ave, was present. They didn't have anything to add to Planner Rybak's presentation.

Commissioner Flaata asked if the entry porch was there already? Cheryl stated that the contractor has started due to the weather.

Commissioner Woods asked if the entry porch was going to be completely enclosed? Cheryl responded with yes it will be. They aren't as strong as they used to be opening the door in the wind.

No further comments were heard, and the hearing was closed at approximately 5:37p.m.

Based on the findings of facts and submitted plans, Commissioner Zens made a motion to recommend approval of the Variance Request by Cheryl and Lyle Wendorff, at 908 N Sibley Ave. This motion was seconded by Commissioner Dahl. All members present voted aye.

Motion carried.

2. **VARIANCE & WAIVER OF SUBDIVISION REGULATIONS REQUEST** – by *Edwin L Olson Revocable Trust and Turn & Burn, LLC at 315 W Depot Street and 323 W Depot Street*. Waiver of subdivision regulations for a lot line adjustment and two variances at the properties.

City Planner Hannah Rybak provided an overview of the request – a lot line adjustment between the two properties and variances stemming from the newly created property line. The variance requested for 315 W Depot St. is a reduction to the minimum required lot width. The variance requested for 323 W Depot St. is for a reduction in the required side yard setback, for the existing building from the newly created property line. She provided a recommendation to approve the request for a lot line adjustment and the two variances.

Commissioner Flaata asked about the fence in the letter addressed to the planning commission if it should be added as a condition? Planner Rybak doesn't think it needs to be added as a condition imposed by the City. The owners can work that out between themselves. Commissioner Woods said that if a fence was ever to be put in place it would come to the City for a permit.

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 5:48 p.m., November 14,

2022, to consider a Variance & Waiver of Subdivision Regulations Request by Edwin L Olson Revocable Trust and Turn & Burn, LLC, at 315 W Depot Street and 323 W Depot Street.

Andy Miller at 323 West Depot Street and Scott Olson at 301 West 6th Street, (owners of the subject properties) were present. They didn't have anything to add to Planner Rybak's presentation.

Commissioner Flaata asked about the fence if someone else were to purchase either of the properties are they okay with the way the letter is written? Andy Miller said, he was good with the letter regarding the fence.

Commissioner Woods stated that the properties look very nice over there now.

No further comments were heard, and the hearing was closed at approximately 5:50p.m.

Based on the findings of facts and submitted plans, Commissioner Woods made a motion to recommend approval of the Variances & Waiver of Subdivision Regulations Request by Edwin L Olson Revocable Trust and Turn & Burn, LLC, at 315 W Depot Street and 323 W Depot Street. This motion was seconded by Commissioner Dahl. All members present voted aye.

Motion carried.

IV. NEW BUSINESS

V. OLD BUSINESS

VI. ADDITIONAL ITEMS

Commissioner Asmus just mentioned that they are still one seat short. They are being asked to ask friends and neighbors to fill out the application with City Hall. They are going to run the ad again. Commissioner Woods does have someone who is interested in the position, but they were waiting to see what position would be open on the City Council after the elections. City Council Dingman explained the process of the upcoming open position of Council member at large once he is sworn in as Mayor in January.

Planner Rybak mentioned that the December Planning Commission meeting may be a work session with City Council to go over the Ordinance Amendments that the Planning Commission has been working on.

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, December 12, 2022, at 5:30 p.m.

VIII. REVIEW OF COUNCIL ACTIONS

IX. ADJOURNMENT

Commissioner Asmus adjourned the meeting at approximately 5:55 p.m.

Hannah Rybak
City Planner