

**PLANNING COMMISSION
CITY HALL COUNCIL CHAMBERS
JULY 7, 2014
6:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Lot Split Request – Bruce Stang (page 3)
 - B. Re-Zone Request – Bruce Stang (page 8)
- IV. OLD BUSINESS
 - A. Housing Study – Please bring the proposals that were sent out and presented at the last meeting with you to the meeting.
- V. INFORMATIONAL
 - A. Building Permit Report (page 11)
 - B. Next Meeting – July 21, 2014 at 6:30 p.m.
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

**Members: Dan Roberts, Darlene Loven, Ron Mehr, Bob McDaniel, and Donovan Mayer.
Advisory Member: Renee Eckerly and Jake Depuydt**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Planning Commission. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Planning Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: July 7, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the June 2, 2014 Planning Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from June 2, 2014 Planning Commission meeting.

**MINUTES
PLANNING COMMISSION**

JUNE 2, 2014

Chairman Dan Roberts called the meeting to order at 6:30 p.m. Members present were Ron Mehr, Bob McDaniel, and Darlene Loven. Donavan Mayer was absent. Also present were Renee Eckerly, City Administrator; Jake Depuydt, Building Official; Jolyn Lindquist, Social Media Specialist; Linda Henrichs, and William Henrichs.

Motion was made by McDaniel to approve the minutes from the May 5, 2014 Planning Commission Meeting. Seconded by Loven and unanimously carried.

FINAL PLAT – FUCHS FARMS

Motion was made by Loven to set the Fuchs Farms Final Plat Public Hearing for Monday, June 23, 2014 at 6:45 p.m. Seconded by Mehr and unanimously carried.

The Commission asked Linda Henrichs if she is getting what she wants. Linda Henrichs said yes.

RE-ZONE – FUCHS FARMS

Motion was made by Loven to set the Fuchs Farms Re-Zoning Public Hearing for Monday, June 23, 2014 at 7:00 p.m. Seconded by McDaniel and unanimously carried.

HOUSING STUDY

Eckerly distributed the Maxfield Research, Inc. proposal and will distribute the Community Partners Research, Inc. when received. This will help the City be able to sell to developers and see what the City's housing needs are.

INFORMATIONAL

Depuydt reported on receiving concerns regarding the facades.

Permit Works Reports will be included in the next Commission meeting agenda.

There being no further business the meeting was adjourned at 6:42 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: July 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Lot Splits – Bruce Stang

Prepared by: Staff

COMMENTS:

Please review the attached application for two lot splits submitted by Bruce and Bernie Stang, Stang Precision. They wish to split Lot 2, Block 1, of Ranch View Addition in half and also split of the south 50' off of Lot 3, Block 1, of Ranch View Addition. They wish to construct an additional building just to the south of their existing building. Their existing building is in a TIF District and they do not want loose increment and must meet the lot coverage of 50%; therefore, a split is necessary. A Report & Recommendation document is currently being drafted by the City Attorney and will be available at the meeting.

ADMINISTRATOR COMMENTS:

The City Council will hold the Public Hearing on this proposed Lot Split.

COMMITTEE/COUNCIL ACTION:

Motion to approve the Report & Recommendation and recommend such to the City Council.



CITY OF PAYNESVILLE LOT SPLIT APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362

Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Bruce & Bernie Stang

Contact Person: Bruce Stang

Address: _____

Telephone No.: 320-243-3613 Parcel No.: 70.39244.9802

Legal Description: Lot: 003 Block: 001 Addition: Ranch View

ZONE: F1

EXISTING USE OF PROPERTY: Packaging

REASONS SUPPORTING THE PROPOSED SPLIT:
To increase lot size to achieve 50% coverage

DESCRIPTION OF REQUEST: (use separate sheet if needed)

Application Fee: \$50.00
(administrative review) plus **\$120.00**
(if public hearing is needed) **\$170.00**
(total) (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00

DRAWING OF PROPOSED LOT SPLIT: (use separate sheet)

Application Must Include:

- Illustrated description of the site to be split showing the original lot and proposed division.
- Description of any site or sites to which the split is to be added to.
- A scale drawing showing the location of any and all buildings on the site proposed to be split and any contiguous sites.
- A scale drawing showing the location of any proposed new buildings.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

Bernie Stang
Bruce Stang
 All Property Owners Must Sign This Application

4-18-14
4-18-14
 Date

For office use only:

Application Fee: (non-refundable)
 For office use only: Cash _____ Check No. _____ Date Paid _____

Present To Planning Commission Date: 7.7.14 Council Set Public Hearing Date: 7.14.14
 Council Public Hearing Date: 8.11.14 Council Makes Determination Date: 8.11.14
6:30pm

PLANNING COMMISSION ACTION: Recommended to Council Approved _____ Denied _____ Date: _____
CITY COUNCIL ACTION: Approved _____ Denied _____ Date: _____

Date Received In Office: (Stamp)

4

EAST LINE OF THE WEST
58 RODS OF THE SE 1/4
282.03

N 00°39'05" W
1213+/-

VIEW DRIVE

RANCH

N 00°39'05" W 412.36

MINNIE STREET

295.89
S 89°26'12" W

3
4.86 ACRES+/-

1.65 ACRES+/-

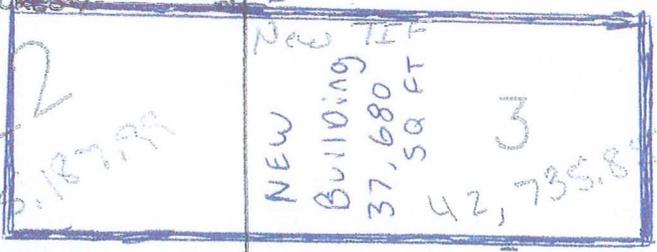
1
1.52 ACRES+/-

PAY 6

1418+/-
S 01°00'48" E

RCJ DASHED
LINES NEW
PROPOSED
LOT LINES

S 89°47'20" W 259.26



DRAINAGE
EASEMENT

WES
LOOP
INDUSTRIAL

will 40,000 sq ft
sq. fit on lot 4
1/2 of lot 2.
+ back + lot coverage

will 30,000 sq ft.
sq. fit on lot 3
1/2 of lot 2
set back +
lot coverage

from overhangs

30%

RTS NEW

TO DAYNES

2
100' station

3000' AD

6



CITY OF PAYNESVILLE
LOT SPLIT APPLICATION

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Bruce & Bernie Stang

Contact Person: Bruce Stang

Address: 531 Minnie St. Paynesville, MN 56362

Telephone No.: 320-243-3613 Parcel No.: 70.39242.0004

Legal Description: Lot: 002 Block: 001 Addition: Ranch View

ZONE: I I

EXISTING USE OF PROPERTY: Manufacturing

Application Fee: \$50.00
(administrative review) plus **\$120.00**
(if public hearing is needed) **\$170.00**
(total) (non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00

REASONS SUPPORTING THE PROPOSED SPLIT:
to increase lot size for new manufacturing facility

DESCRIPTION OF REQUEST: (use separate sheet if needed)
red dashed line proposed lot split

DRAWING OF PROPOSED LOT SPLIT: (use separate sheet)

Application Must include:

- Illustrated description of the site to be split showing the original lot and proposed division.
- Description of any site or sites to which the split is to be added to.
- A scale drawing showing the location of any and all buildings on the site proposed to be split and any contiguous sites.
- A scale drawing showing the location of any proposed new buildings.
- Legal description from abstract.
- Any written or graphic data required by the City Administrator.

Bernie Stang
Bruce Stang
All Property Owners Must Sign This Application

4-18-14
4-18-14
Date

For office use only:

Application Fee: (non-refundable)
For office use only: Cash _____ Check No. _____ Date Paid _____

Present To Planning Commission Date: 7/17/14
Council Public Hearing Date: 8/11/14 6:30pm
Council Set Public Hearing Date: 7/14/14
Council Makes Determination Date: 8/11/14

PLANNING COMMISSION ACTION:
Recommended to Council Approved _____ Denied _____ Date: _____
CITY COUNCIL ACTION:
Approved _____ Denied _____ Date: _____

Date Received In Office:
(Stamp)

6

EAST LINE OF THE WEST
58 RODS OF THE SE 1/4
282.03

N 00°39'05" W
1213+/-

VIEW DRIVE

N 00°39'05" W 412.36

RANCH

33

33

33

MINNIE STREET

295.89
S 89°26'12" W

3
4.86 ACRES+/-

145.02

1418+/-
S 01°00'48" E

45.01

S 89°47'20" W, 259.26

33

290.01

522.24

253.41

150.00

251.81

33

33

33



RED DASHED
LINES NEW
PROPOSED
LOT LINES

PAY 6

5

R-32

43,030.2

1.65 ACRES+/-

T-122
75,187.99

New TIF

NEW
BUILDING
37,680
SQ FT

3

42,735.87

145

S 89°47'20" W 261.10

294.75

1 1
1.52 ACRES+/-



S 89°26'12" W
262.68

INDUSTRIAL LOOP WES

will 40,000 sq ft
sq. ft on lot 4
= 1/2 of lot 2.
outback + lot coverage

will 30,000 sq ft.
plg. for on lot 3
+ 1/2 of lot 2
set back +
lot coverage

from overhangs

100%

E
2
A

RTS NEW

TO DAYNES

2
100.95 ft

06/20/05

PART OF THE

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: July 7, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Re-Zone Request – Bruce Stang

Prepared by: Staff

COMMENTS:

Please review the attached application for a Re-Zone submitted by Bruce and Bernie Stang, Stang Precision. They wish to re-zone the south 50' off of Lot 3, Block 1, of Ranch View Addition from "A-1" Agriculture to "I-1" Light Industrial. This 50' will be added to the lot their existing building sits on. They needed the additional 50' to meet the lot coverage criteria.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Stang Re-Zoning Public Hearing for Monday, August 4, 2014 at 6:45 p.m.

46

**CITY OF PAYNESVILLE
RE-ZONING APPLICATION**

221 Washburne Ave. ~ Paynesville, MN 56362
Phone: 320-243-3714 ~ Fax: 320-243-3713

List All Property Owners: Bruce & Bernie Stang

Contact Person: Bruce Stang

Address: 531 Minnie Street Paynesville, MN 56362

Telephone No.: 320-243-3613 Parcel No.: 70.39244.9802

Legal Description: Lot: 3 Block: 3 Addition: Ranch View

CURRENT ZONE: Ag
EXISTING USE: empty lot

PROPOSED ZONE: I1
PROPOSED USE: Manufacturing

Application Fee: \$200.00
(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Recording \$46.00 (actual), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$250.00.

WILL THIS RE-ZONE REQUIRE A CONDITIONAL USE? NO
WILL THIS RE-ZONE REQUIRE A VARIANCE? NO

DESCRIPTION OF REQUEST: (use separate sheet if needed)

We need to do a lot split in order to meet the requirements for building lot coverage on existing Parcel 70.39242.0004 (Red Line shows requested lot split)

The additional 50' from the lot split will need to be re-zoned from Ag to Industrial "I1".

Application Must Include:

- Legal description from abstract.
- Statement containing all the circumstances, factors, and arguments that the applicant offers in support of the proposed re-zone.
- Any written or graphic data required by the City Administrator.

Bruce Stang
All Property Owners Must Sign This Application

6-24-14
Date

For office use only:

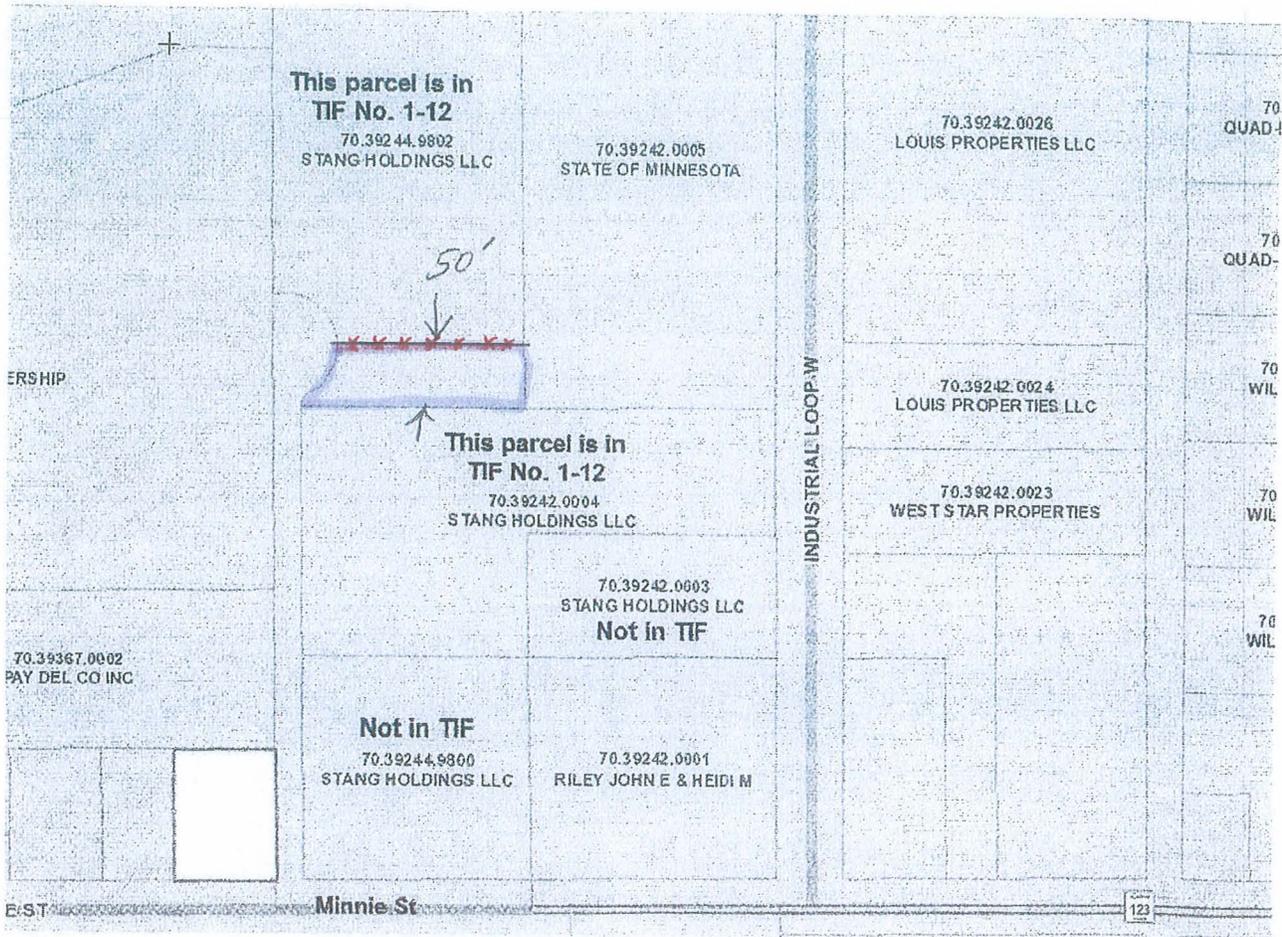
Application Fee: \$200.00 (non-refundable)
For office use only: Cash _____ Check No. _____ Date Paid _____

Present To Planning Commission Date: 7/7/14 Planning Set Public Hearing Date: 7/7/14
Planning Public Hearing Date: 8/14/14 Council Makes Determination Date: 8/11/14

PLANNING COMMISSION ACTION:
Recommended to Council Approved _____ Denied _____ Date: _____
CITY COUNCIL ACTION:
Approved _____ Denied _____ Date: _____

Date Received In Office:
(Stamp)

9



10

**City of Paynesville
Pending Inspections Report**

**Order By: Issued Date and Permit#
Issued Date From: 1/1/2012 To: 7/2/2014
Permit Type: All Property Type: All Construction Type: All
Inspection Type: All
Report Detail: Not Completed**

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
11/14/2012	2012-00124	531 INDUSTRIAL LOOP W BRETH-ZENZEN FIRE PROTECTION (320) 363-0900 Fire Suppression System Final	Fire Commercial Fire Suppression
11/27/2013	2013-00156	420 MINNIE ST PAYNESVILLE PARK (320) 360-2630 08/22/2013 GUTS Footing - Soil - Insul Electrical Final Gas Piping HVAC Final Building Final Certificate of Occupancy	Building Residential Manufactured Home
12/09/2013	2013-00161	1105 MINNESOTA ST W OPIE'S ONE HOUR (320) 202-8463 HVAC Rough-In HVAC Final	Mechanical Residential Replacement
12/16/2013	2013-00169	530 MAYWOOD AVE JUMA, EMSON (320) 267-1183 Plumbing Final HVAC Final Electrical Final Building Final	Building Residential Remodel
03/03/2014	2014-00010	714 BUSINESS 23 W MIKE BROCKNER CONSTRUCTION (320) 492-4036 Building Final 03/05/2014 JT Progress 04/09/2014 JT Progress	Building Residential Remodel

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
05/06/2014	2014-00021	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Progress Building Final	Building Residential Siding
05/27/2014	2014-00032	348 POMEROY AVE THEIS, BRIANNA Electrical Rough-In Framing Electrical Final Building Final	Building Residential Accessory Building
05/08/2014	2014-00033	109 WASHBURNE AVE IVERSON, RONALD L & JEANNE A 05/13/2014 JD Tear-Off Building Final	Building Commercial Roofing
05/06/2014	2014-00035	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Tear-Off Building Final	Building Residential Roofing
05/06/2014	2014-00036	352 AUGUSTA AVE Dolly, Hayla & Trent (320) 340-6057 Building Final	Building Residential Window/Door Replacement
06/03/2014	2014-00041	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Building Final	Building Residential Roofing
06/03/2014	2014-00042	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Progress Building Final	Building Residential Siding
06/03/2014	2014-00043	700 KORONIS AVE BRUNTLETT CONSTRUCTION (320) 493-3098 Building Final Tear-Off	Building Residential Window/Door Replacement

12

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
06/04/2014	2014-00044	513 HUDSON ST YOUNKIN,JEFFREY F Tear-Off Building Final	Building Residential Roofing
05/19/2014	2014-00045	815 KORONIS AVE MICHAEL WENSMANN CONSTRUCTION INC (320) 243-9569 Plumbing Rough-In HVAC Rough-In Electrical Rough-In Sheathing House Wrap Framing Underfloor Vapor Barrier Framing - Lower Level Insulation Plumbing Final Gas Piping HVAC Final Electrical Final Tear-Off Re-roof Final Tear-Off Re-siding Final Building Final	Building Residential Addition
06/20/2014	2014-00047	200 STEARNS AVE JACK DAHL REMODELING (320) 492-0374 Building Final 06/26/2014 JD Progress	Building Commercial Com. Accessible Ramp
06/04/2014	2014-00050	305 MILL ST W BECKSTRAND,JAMES W & DENISE A Electrical Rough-In Insulation Electrical Final Building Final	Building Residential Remodel

13

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
06/03/2014	2014-00053	101 NORTH GRANDE ST LIESER, NATHAN (320) 224-1027 Electrical Rough-In Insulation HVAC Final Electrical Final Building Final	Building Residential Remodel
06/03/2014	2014-00054	500 BUSINESS 23 W MN ANNUAL CONF OF UNITED Building Final	Building Commercial Window/Door Replacement
06/04/2014	2014-00055	200 1ST ST W MCDOWALL COMPANY (320) 251-8640 Building Final	Building Commercial Roofing
06/04/2014	2014-00056	314 WENDELL ST W SPANIER, ELDRED J & JOYCE A Tear-Off Building Final	Building Residential Roofing
06/19/2014	2014-00061	505 MORNINGSIDE AVE VELDKAMP, DUSTIN Tear-Off Building Final	Building Residential Roofing
06/05/2014	2014-00062	340 POMEROY AVE RON MEHR CONSTRUCTION (320) 492-5313 Tear-Off Building Final	Building Residential Roofing
06/05/2014	2014-00063	400 RICHMOND ST BIPES, MARILYN C & KENNETH M Tear-Off Building Final	Building Residential Roofing
06/11/2014	2014-00075	902 BUSINESS 23 W CHRISTINSEN, CATHERINE (320) 243-7262 Debris Removal Building Final	Building Residential Demolition

14

Date Issued	Permit#	Site Address Applicant, Phone	Permit Kind
		Insp Date - Insp - Inspection Type	
06/18/2014	2014-00077	516 HUDSON ST KOTTKE,LESLIE A Tear-Off Roof Insulation Building Final	Building Commercial Roofing
07/02/2014	2014-00083	305 AUGUSTA AVE PUTZKE,SUE Building Final	Building Commercial Roofing

15