

**PLANNING COMMISSION
CITY HALL COUNCIL CHAMBERS
AUGUST 4, 2014
6:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- IV. NEW BUSINESS
 - A. September Meeting Dates (page 8)
- IV. OLD BUSINESS
 - A. Re-Zoning – Stang (page 8A)
 - B. Housing Study – Update
- V. INFORMATIONAL
 - A. Building Permit Report (page 15)
 - B. Next Meeting – August 18, 2014 at 6:30 p.m.
- VI. ADJOURN

Reminder: 6:45 p.m. Stang Re-Zoning Public Hearing

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: August 4, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 7, May 19, and July 7, 2014 Planning Commission meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the April 7, May 19, and July 7, 2014 Planning Commission meetings.

**MINUTES
PLANNING COMMISSION**

APRIL 7, 2014

Chairman Dan Roberts called the meeting to order at 6:30 p.m. Members present were Bob McDaniel, Darlene Loven, and Donovan Mayer. Ron Mehr was absent. Also present were Renee Eckerly, City Administrator and Jolyn Lindquist, Social Media Specialist; Linda Henrichs, Gregg Redfield, CentraCare Health – Paynesville (CCH); Dennis Miley, CCH; David Larson, CCH; Dorine Fuchs, Urban Fuchs, Mary Coleman, Kelly Vogelpohl, Mark Dingmann, CCH; Paul Meyer, CCH; and Frank Carter, CCH.

Motion was made by McDaniel to approve the minutes from the January 6, 2014 Planning Commission Meeting. Seconded by Mayer and unanimously carried.

VARIANCE REQUEST – VOGELPOHL & LEWIS

A Variance request has been submitted by Kelly Vogelpohl & Amanda Lewis of 305 Wendell St. They wish to erect an above ground swimming pool. They cannot meet the 30' set back from their east (side/front) property line (Stearns Ave.). According to the City Ordinance accessory structures must be set back 30' from their front property line; this property is on a corner; therefore, is double fronted. They are seeking a 17' foot variance. The owners already have a fenced yard and will have a ladder that can be locked in a position so that the pool is not accessible when not being used for safety reasons. They can meet all other zoning regulations. A Variance Application and Report & Recommendation Of Planning Commission On Application For Variance were presented.

Vogelpohl was in attendance and reported that the proposed pool would be above ground and the yard is already fenced and the ladder is lockable. The age of persons using the pool varies. Most of the neighbors have been contacted by Vogelpohl and those contacted are okay with the proposed pool. The Commission asked questions regarding the fence. Vogelpohl brought a picture of the ladder so the Commission could see it. The pool will have 54" sidewalls.

Motion was made by McDaniel to approve the Report & Recommendation Of Planning Commission On Application For Variance. Seconded by Mayer and unanimously carried.

CONCEPT PLAN - FUCHS FARMS

A Concept Plan has been submitted by Urban & Dorine Fuchs & Family to plat their existing property on Minnie Street into two parcels. There are a number of items that are currently being addressed with the hopes to have answers prior to or at the public hearing. Including, but not limited to who are the exact owners and whose signatures are actually required.

Coleman presented the Concept Plan and reported that they have a buyer for the residential property. The property was originally split and combined. This layout was suggested by the realtor (2.9 acres for the farm and 5 acres for the empty lot). The Industrial Park is interested in the 5 acres and the farm purchaser is aware of the industrial possibility.

Motion was made by Mayer to approve the Fuchs Farms Concept Plan and recommend such to the City Council. Seconded by Loven and unanimously carried.

PRELIMINARY PLAT – FUCHS FARMS

A Preliminary Plat Application has been submitted by Urban & Dorine Fuchs & Family to plat their existing property on Minnie Street into two parcels. There are a number of items that are currently being addressed with the hopes to have answers prior to or at the public hearing. Including, but not limited to who are the exact owners and whose signatures are actually required.

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

VARIANCE REQUEST – CENTRACARE HEALTH – PAYNESVILLE

A Variance request has been submitted by CentraCare Health – Paynesville, 200 First St. West, Paynesville, MN. They wish to extend a vestibule to the north side of the building out to where the current MRI Trailer sits. They are further wanting permission to allow the trailer to be parked at its location on a more “permanent” basis. The current facility is non-conforming and does not meet the 25’ setback. The proposed vestibule would not meet the set back and is requiring a 16.4’ variance. The trailer also does not meet the setback as it will be right on the property line and is requiring a 25’ variance. The application and Report & Recommendation Of Planning Commission On Application were presented. The City requires that all parts of the facility and/or its extensions be placed within the property line boundaries.

David Larson, CCH explained the parking of a mobile MRI truck at the Paynesville CentraCare facility. The patients would not have to go outside and would provide a more pleasant experience. Equipment varies in size; the other options are wider and longer. The machine is 11 inches wider. The new machine would be 60 inches in circumference. A survey was conducted and their estimates were correct. CentraCare stated that the current piece of equipment is over the property line and has been for the last 20 some years. Eckerly repeated several times that currently CCH is 3 feet over the property line which has not been addressed. CCH is requesting even more footage over the property line. Eckerly stated that the City has concerns of CCH wanting an easement when CCH might not be there in the future. A permanent MRI machine is part of the agreement for CCH to lease Paynesville Health Care. An internal option is much more expensive and time consuming.

Motion was made by Mayer to approve the CentraCare Health – Paynesville Report & Recommendation Of Planning Commission On Application. Seconded by Loven and unanimously carried.

HOUSING STUDY

Eckerly reported a Housing Study would show the demand of multi-housing. The Commission debated the Comprehensive Plan verses the Housing Study. A Housing Study is not budgeted for in 2014. A Housing Study would help with applying for more Small City Grant funding.

Motion was made by McDaniel to apply for the Rural Feasibility Study Grant available through AgStar Financial Services, AGA and recommend such to the City Council. Seconded by Mayer and unanimously carried.

JUNE PLANNING COMMISSION MEETING DATES

Motion was made by Mayer to set the June meetings for June 2 and June 23, 2014 at 6:30 p.m. Seconded by Loven and unanimously carried.

INFORMATIONAL

The next meeting will be May 5, 2014.

There being no further business the meeting was adjourned at 7:33 p.m.

**MINUTES
PLANNING COMMISSION**

MAY 19, 2014

Chairperson Dan Roberts called the meeting to order at 6:30 p.m. Members present were Ron Mehr, Darlene Loven, Bob McDaniel, and Donovan Mayer. Also present were Jennifer Welling, Administrative Assistant; Jake Depuydt, Building Official; and Jolyn Lindquist, Social Media Specialist. Renee Eckerly, City Administrator was absent.

There were no minutes to approve.

RE-ZONE AMPI PROPERTIES

Welling explained that the City Council or Planning Commission can by its own motion; initiate a request to amend the text or the district boundaries. The City Council passed a motion on May 12, 2014 to proceed with the re-zoning process. The re-zoning application submitted by the City of Paynesville to re-zone six properties, owned by AMPI, from C1 Central Business to I1 Light Industrial was presented. By doing the re-zone it will match what the land is currently being used for which is manufacturing.

Motion was made by Loven to set the AMPI Re-Zoning Public Hearing for June 23, 2014 at 6:45 p.m. Seconded by Mehr and unanimously carried.

HOUSING STUDY

Welling stated that the Housing Studies will be presented in June.

INFORMATIONAL

It was reported that all the 2011 Building Permits have now been closed, there are only 5 left in 2012, and also some left in 2013.

The next meeting will be held on June 2, 2014 at 6:30 p.m.

There being no further business the meeting was adjourned at 6:40 p.m.

**MINUTES
PLANNING COMMISSION**

JULY 7, 2014

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

Motion was made by Loven to approve the minutes from the June 2, 2014 Planning Commission Meeting. Seconded by McDaniel and unanimously carried.

LOT SPLIT – BRUCE STANG

An application for two lot splits submitted by Bruce and Bernie Stang, Stang Precision was presented. They wish to split Lot 2, Block 1, of Ranch View Addition in half and also split 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 lose increment and must meet the lot coverage of 50%; therefore, a split is necessary. The City Council will hold the Public Hearing on this proposed Lot Split.

Motion was made by McDaniel to approve the Report & Recommendation and recommend such to the City Council. Seconded by Mehr and unanimously carried.

RE-ZONE REQUEST – BRUCE STANG

An application for a Re-Zone submitted by Bruce and Bernie Stang, Stang Precision was presented. 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.

Motion was made by Loven to set the Stang Re-Zoning Public Hearing for Monday, August 4, 2014 at 6:45 p.m. Seconded by Mayer and unanimously carried.

HOUSING STUDY

The Commission discussed the two proposals from Community Partners Research, Inc. and Maxfield Research. The cost comparison is a \$25.00 difference; Community Partners \$12,900.00 and Maxfield \$12,875.00. Both presentations that were given were very good. Community Partners appears to work more with communities the size of Paynesville. Maxfield seemed a little big for Paynesville. The Commission members discussed the advantages of having this study completed:

- Meeting community needs
- For funding (grants) for housing projects; will want to see the housing study (to be done by a third party) to have a better chance at being awarded

- Developers will be able to look at the housing study and see what our community needs to invest in
- Housing study results would be beneficial for the Planning Commission and Council to go with the Comprehensive Plan
- Loven called the City of Milan and they stated that they felt the study was very beneficial to them.

Motion was made by Mayer to approve the Housing Study Proposal from Community Partners Research, Inc. and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

INFORMATIONAL

Building Permit Report

Depuydt gave a Building Permit Report; open permits included:

- 2012 – 1 permit
- 2013 – 3 permits
- 2014 – 21 permits

Structures On Minnie Street

The LaPlant house is rotting from the inside. The outside is still fine at this time.

The Schmitz property – The City has a court order to demo it.

There being no further business the meeting was adjourned at 7:03 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: August 4, 2014

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: September Meeting Dates

Prepared by: Staff

COMMENTS:

Due to the Labor Day holiday and the Council meeting schedule the Planning Commission meetings are tentatively set for Monday, September 15 and Monday, September 29, 2014; unless the Commission schedules different dates. Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the September Planning Commission meetings for _____.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: August 4, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: IV - A

ITEM DESCRIPTION: Re-Zone Request – Bruce & Bernie 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 approve the Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning.

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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.

[Signature]
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. 38275 Date Paid 7.7.14

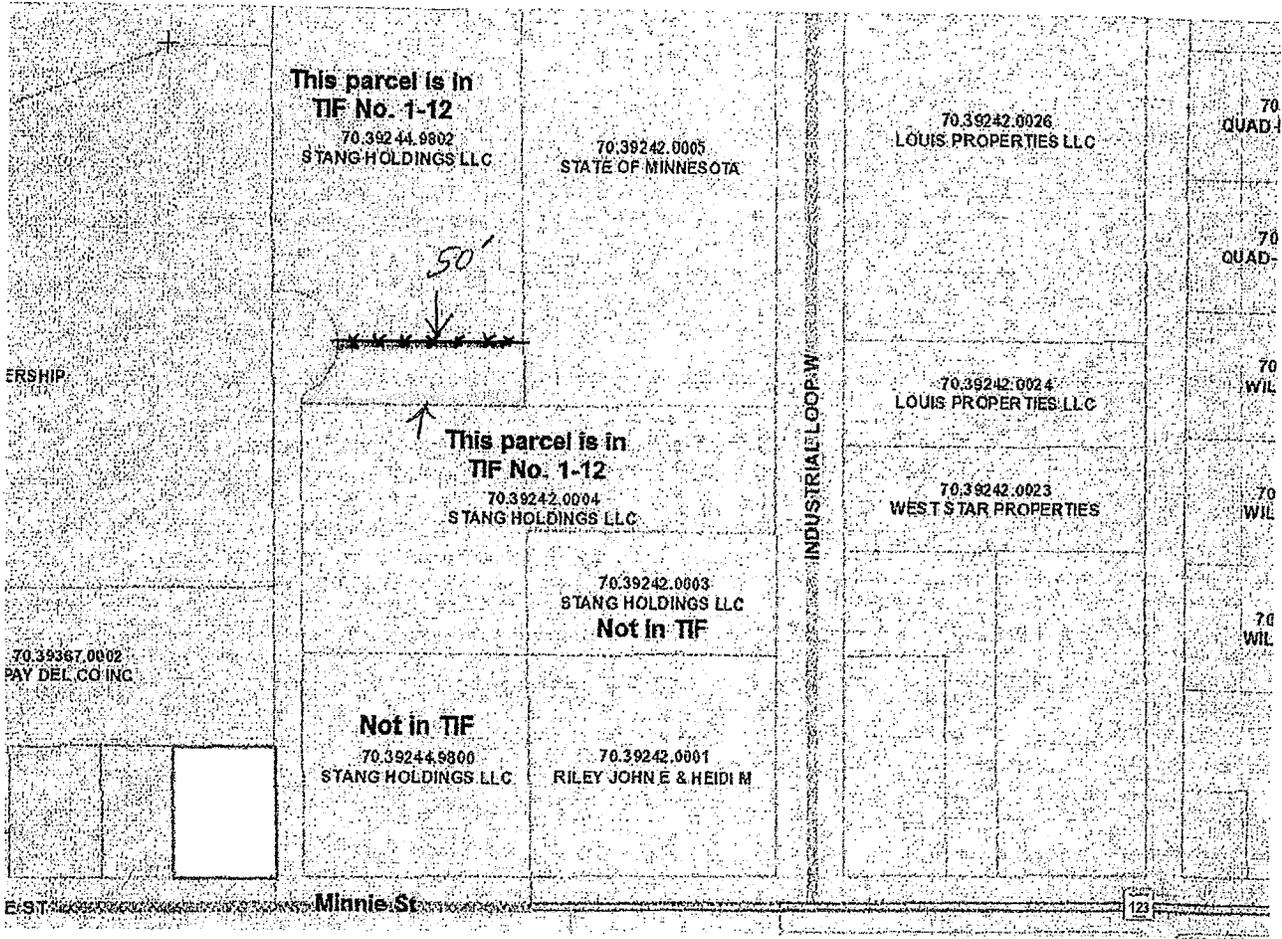
Present To Planning Commission Date: 7/7/14
Planning Public Hearing Date: 8/14/14

Planning Set Public Hearing Date: 7/7/14
Council Makes Determination Date: 8/14/14

PLANNING COMMISSION ACTION:

Recommended to Council Approved _____ Denied _____ Date: _____
CITY COUNCIL ACTION: Approved _____ Denied _____ Date: JUL - 7 2014

Date Received In Office: _____
(Stamp)



CITY OF PAYNESVILLE

RECH: 00035331 7/07/2014 9:45 AM
OPER: FRONT TERM: 001
REF#: 30275

TRAN: 10.0020 REZONING FEE
STANG RE-ZONE
ZONING FEES 200.00CR

TENDERED: 200.00 CHECK
APPLIED: 200.00-

CHANGE: 0.00

REPORT & RECOMMENDATION OF PLANNING COMMISSION
REGARDING REQUEST FOR RE-ZONING

Report

Bruce Stang and Bernie Stang, are the owners of property in Stearns County, Minnesota, legally described on Exhibit A attached hereto and incorporated herein by reference, which property is currently zoned "A-1" – Agricultural District, and which the applicants have requested to be re-zoned to "I-1" – Light Industrial District.

All required information was provided with the request for re-zoning and the required fee has been paid.

The City Administrator referred the request for re-zoning to the Planning Commission for its report and recommendation to the City Council.

On July 7, 2014, the Planning Commission reviewed the request for re-zoning and set a public hearing before the Planning Commission on the request for August 4, 2014, at 6:45 p.m., at Paynesville City Hall, Council Chambers, Paynesville, Minnesota. Proper notices were posted, published and mailed to affected property owners in accordance with the requirements of the City Code of the City of Paynesville and the laws of the State of Minnesota.

At the public hearing members of the public were given an opportunity to present their views with regard to the request for re-zoning. There was no opposition to the request for re-zoning.

The Planning Commission, having considered the request for re-zoning, together with public comment, believes that the property should be re-zoned as requested by the property owner, as the requested re-zoning will be consistent with the zoning of the property lying to the East, West and South of the parcel to be re-zoned.

RECOMMENDATION

The Planning Commission recommends that the request for re-zoning be granted so that the property described on Exhibit A attached hereto and incorporated herein by reference is re-zoned from its current zoning status of "A-1" – Agricultural District to "I-1" – Light Industrial District.

DATED: August 4, 2014

PAYNESVILLE PLANNING COMMISSION

Daniel Roberts, Chairperson

ATTEST:

Renee Eckerly, City Administrator

EXHIBIT A

That part of Lot 3, Block 1, Ranch View, according to the recorded plat thereof, Stearns County, Minnesota, lying Southerly of a line beginning at a point on the East line of said Lot 3, 50.00 feet Northerly from the Southeast corner of said Lot 3; thence Westerly, parallel with the South line of said Lot 3, to the West line of said Lot 3, and there terminating.

**City of Paynesville
Pending Inspections Report**

**Order By: Permit#
Issued Date From: 01/28/2013 To: 07/29/2014
Permit Type: All Property Type: All Construction Type: All
Inspection Type: All
Report Detail: Not Completed**

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2013-00156	PAYNESVILLE PARK 08/22/2013 GUTS Footing - Soil - Insul Electrical Final Gas Piping HVAC Final Building Final Certificate of Occupancy	420 MINNIE ST	Building	Residential	Manufactured Home	11/27/2013
2013-00169	JUMA, EMSON Plumbing Final HVAC Final Electrical Final Building Final	530 MAYWOOD AVE	Building	Residential	Remodel	12/16/2013
2014-00010	MIKE BROCKNER CONSTRUCTION Building Final 03/05/2014 JT Progress 04/09/2014 JT Progress	714 BUSINESS 23 W	Building	Residential	Remodel	03/03/2014
2014-00021	Dolly, Hayla & Trent Progress Building Final	352 AUGUSTA AVE	Building	Residential	Siding	05/06/2014
2014-00032	THEIS, BRIANNA Electrical Rough-In Framing Electrical Final Building Final	348 POMEROY AVE	Building	Residential	Accessory Building	05/27/2014
2014-00035	Dolly, Hayla & Trent Tear-Off Building Final	352 AUGUSTA AVE	Building	Residential	Roofing	05/06/2014
2014-00036	Dolly, Hayla & Trent Building Final	352 AUGUSTA AVE	Building	Residential	Window/Door Replacement	05/06/2014

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00044	YOUNKIN,JEFFREY F Tear-Off Building Final	513 HUDSON ST	Building	Residential	Roofing	06/04/2014
2014-00045	MICHAEL WENSMANN CONSTRUCTION INC Framing - Lower Level Insulation Plumbing Final Gas Piping HVAC Final Electrical Final Re-roof Final Tear-Off Re-siding Final Building Final	815 KORONIS AVE	Building	Residential	Addition	05/19/2014
2014-00047	JACK DAHL REMODELING Building Final 06/26/2014 JD Progress	200 STEARNS AVE	Building	Commercial	Com. Accessible Ramp	06/20/2014
2014-00048	Breitbach Construction Above Ceiling HVAC Rough-In HVAC Final Building Final	200 1ST ST W	Building	Commercial	Commercial Remodel	07/07/2014
2014-00050	BECKSTRAND,JAMES W & DENISE A Electrical Rough-In Insulation Electrical Final Building Final	305 MILL ST W	Building	Residential	Remodel	06/04/2014
2014-00053	LIESER, NATHAN Electrical Rough-In Insulation HVAC Final Electrical Final Building Final	101 NORTH GRANDE ST	Building	Residential	Remodel	06/03/2014
2014-00054	MN ANNUAL CONF OF UNITED Building Final	500 BUSINESS 23 W	Building	Commercial	Window/Door Replacement	06/03/2014
2014-00055	MCDOWALL COMPANY Building Final	200 1ST ST W	Building	Commercial	Roofing	06/04/2014

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07/29/2014

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00062	RON MEHR CONSTRUCTION Building Final	340 POMEROY AVE	Building	Residential	Roofing	06/05/2014
2014-00069	BURR,ERIK K Tear-Off Building Final	120 RIVER ST	Building	Residential	Roofing	07/21/2014
2014-00070	MIKE BROCKNER CONSTRUCTION Tear-Off Building Final	417 MAPLE ST	Building	Residential	Roofing	07/28/2014
2014-00077	KOTTKE,LESLIE A Tear-Off Roof Insulation Building Final	516 HUDSON ST	Building	Commercial	Roofing	06/18/2014
2014-00082	TONY'S LIFETIME EXTERIORS INC Framing Building Final Footing - Soil - Insul	1157 MAPLE ST	Building	Residential	Remodel	07/24/2014
2014-00084	BRUNTLETT CONSTRUCTION Framing Building Final	711 KORONIS AVE	Building	Residential	Deck/Porch	07/07/2014
2014-00085	ST LOUIS CHURCH OF PAYNESVILLE Foundation Wall system Roof System Building Final	525 LAKE AVE S	Building	Commercial	New Construction	07/08/2014
2014-00086	ISD 741 Cross Bracing and Anchoring Building Final	795 BUSINESS 23 W	Building	Public	Addition	07/15/2014
2014-00087	RON MEHR CONSTRUCTION Building Final	200 RAILROAD ST W	Building	Industrial	Commercial Remodel	07/14/2014
2014-00089	THE FIREPLACE PROFESSIONALS LLC Chimney and Flue Insp Building Final	500 BUSINESS 23 W	Building	Commercial	Fireplace	07/16/2014

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PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00101	RON MEHR CONSTRUCTION INC	660 DIEKMANN DRIVE	Building	Commercial	Addition	07/25/2014
	Footing - Soil - Insul					
	Foundation					
	Plumbing Rough-In					
	HVAC Rough-In					
	Electrical Rough-In					
	Sheathing					
	House Wrap					
	Framing					
	Underfloor Vapor Barrier					
	Insulation					
	Plumbing Final					
	Gas Piping					
	HVAC Final					
	Electrical Final					
	Building Final					

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07/29/2014