

**SPECIAL PLANNING COMMISSION
CITY HALL COUNCIL CHAMBERS
SEPTEMBER 15, 2014
6:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- IV. NEW BUSINESS
 - A. Building Inspector – Update
- IV. OLD BUSINESS
 - A. Preliminary Plat – Opportunity Park Plat 2 (page 3)
 - B. Housing Study – Update
- V. INFORMATIONAL
 - A. Building Permit Report (page 10)
 - B. Next Meeting – September 29, 2014 – 6:30 p.m.
- VI. ADJOURN

Reminder: 6:35 p.m. Opportunity Park Plat 2 Preliminary Plat 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**

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: September 15, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the August 19, 2014 Planning Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the August 19, 2014 Planning Commission meeting.

**MINUTES
SPECIAL PLANNING COMMISSION**

AUGUST 19, 2014

Chairman Dan Roberts called the meeting to order at 6:40 p.m. Members present were Bob McDaniel and Donovan Mayer. Absent were Ron Mehr and Darlene Loven. Also present were Renee Eckerly, City Administrator and Jake Depuydt, Building Official.

Motion was made by Mayer to approve the minutes from the May 5, June 23, July 21, and August 4, 2014 Planning Commission meetings. Seconded by McDaniel and unanimously carried.

CONCEPT PLAN – OPPORTUNITY PARK PLAT 2

A Concept Plan for Opportunity Park Plat 2 has been submitted by the City. This is being re-submitted for approval as 1 year has lapsed since the passage of the previous Opportunity Park Plat 2 Preliminary Plat. The only change to the plat is the combining of lots 4 and 5. The Commission discussed Yarmon's area and if the name can still be 2nd Addition. Eckerly said yes, because the plat was not finished. It was suggested to verify that it was not recorded.

Motion was made by McDaniel to approve the Concept Plan for Opportunity Park Plat 2 and recommend such to the City Council. Seconded by Mayer and unanimously carried.

PRELIMINARY PLAT – OPPORTUNITY PARK PLAT 2

A Preliminary Plat for Opportunity Park Plat 2 has been submitted by the City. This is being re-submitted for approval as 1 year has lapsed since the passage of the previous Opportunity Park Plat 2 Preliminary Plat.

Motion was made by Mayer to set the Opportunity Park Plat 2 Preliminary Plat Public Hearing for Monday, September 15, 2014 at 6:35 p.m. Seconded by McDaniel and unanimously carried.

HOUSING STUDY

Depuydt reported that Community Partners Research, Inc. met with him and Eckerly. They are working on demographics and then will proceed with interviews.

INFORMATIONAL

The Commission reviewed the Building Permit Report.

The next meeting is Monday, September 15, 2014 at 6:30 p.m.

There being no further business the meeting was adjourned at 6:50 p.m.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: September 15, 2014

Agenda Section: Old Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Preliminary Plat - Opportunity Park Plat 2

Prepared by: Staff

COMMENTS:

Please review the attached Preliminary Plat for Opportunity Park Plat 2 being submitted by the City. This is being re-submitted for approval as 1 year has lapsed since the passage of the previous Opportunity Park Plat 2 Preliminary Plat. Also attached for your consideration is Report & Recommendation Of Planning Commission Regarding Application For Approval Of Preliminary Plat Of Opportunity Park Second Addition.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the Report & Recommendation Of Planning Commission Regarding Application For Approval Of Preliminary Plat Of Opportunity Park Second Addition.

**CITY OF PAYNESVILLE
PRELIMINARY PLAT APPLICATION**

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

Name of Subdivision: Opportunity Park 2nd Addition - Resubmission

List All Property Owners: City of Paynesville

Contact Person: Renee Eckerly, City Administrator

Address: 221 Washburne Ave, Paynesville MN 56362

Telephone No.: 320-243-3714 ext 227

Legal Description: Outlet A, Opportunity Park Act

Number of Lots: <p align="center">4</p>	Proposed Zone: <p align="center">C-2 Hwy Commercial</p>	Application Fee: \$150.00 <small>(non-refundable) These are the fees incurred per document: Advertising \$48.00 (average), Postage \$33.00 (average), Legal \$123.00 (average), totaling \$204.00.</small>
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PRELIMINARY PLAT

- The application must contain all information found in Section 12.07 Preliminary Plat, Subdivision 1, and Subdivision 2 found in the attached Ordinance No. 86, 2nd Series.
- Submit application and fee with three (3) large and one (1) reproducible 8.5" x 11" copies of the plat at least ten (10) business days prior to the Regular Planning Commission meeting.

Renee Eckerly
Signature of Applicant(s)

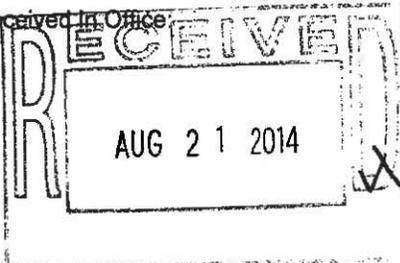
8-14-14
Date

For Office Use Only.
Application Fee: \$150.00 Cash _____ Check No. 088921 Date Paid 8.21.14

Present To City Administrator & Set Date for Public Hearing. Planning set P.H. - 8.19.14
Planning Public Hearing Date: 9.15.14 Council Makes Determination Date: 9.22.14

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

CITY COUNCIL ACTION:
Approved Denied Date: _____

Date Application Received in Office (Stamp)


CITY OF PAYNESVILLE

REC#: 00036453 8/21/2014 1:32 PM
OPER: FRONT TERM: 001
REF#: 088921

TRAN: 10.0500 PLATTING FEES
OPPORTUNITY PARK PLAT 2
PRELIMINARY - RE-DO
PLATTING FEES 150.00CR

TENDERED: 150.00 CHECK
APPLIED: 150.00-

CHANGE: 0.00

PRELIMINARY PLAT: OPPORTUNITY PARK SECOND ADDITION

LEGEND

- 3/4" IRON PIPE MONUMENT SET
- MARKED BY REG. NO. 43934
- MONUMENT FOUND

OWNER:
The City of Paynesville

SURVEYOR/ENGINEER:
Bolton & Menk, Inc.
2040 Hwy 12 E.
Willmar, MN 56201

DESCRIPTION:
Outlot A, OPPORTUNITY PARK, according to the recorded plat thereof, Stearns County, Minnesota except that part of OUTLOT A, OPPORTUNITY PARK, lying east of a line parallel with and 45.00 feet west of the east line of said plat.

SURVEYOR'S NOTES:

1. Bearings shown on this survey are based on the NAD83(07) Stearns County Coordinate System.
2. Topographical features are a combination of field survey measurements done in February of 2012 and data taken from planned design information.

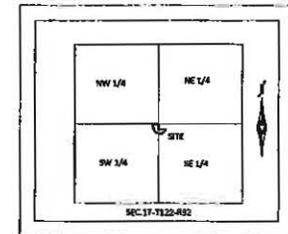
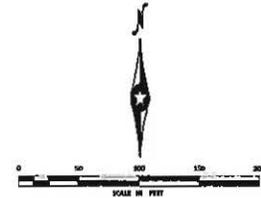
SURVEYOR'S CERTIFICATION:

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Walter T. Stecher
Walter T. Stecher
License Number 43934

6-14-2014
Date

AREAS:
LOT 1: 5.08 ACRES
LOT 2: 5.08 ACRES
LOT 3: 5.07 ACRES
LOT 4: 2.36 ACRES
TOTAL: 17.59 ACRES



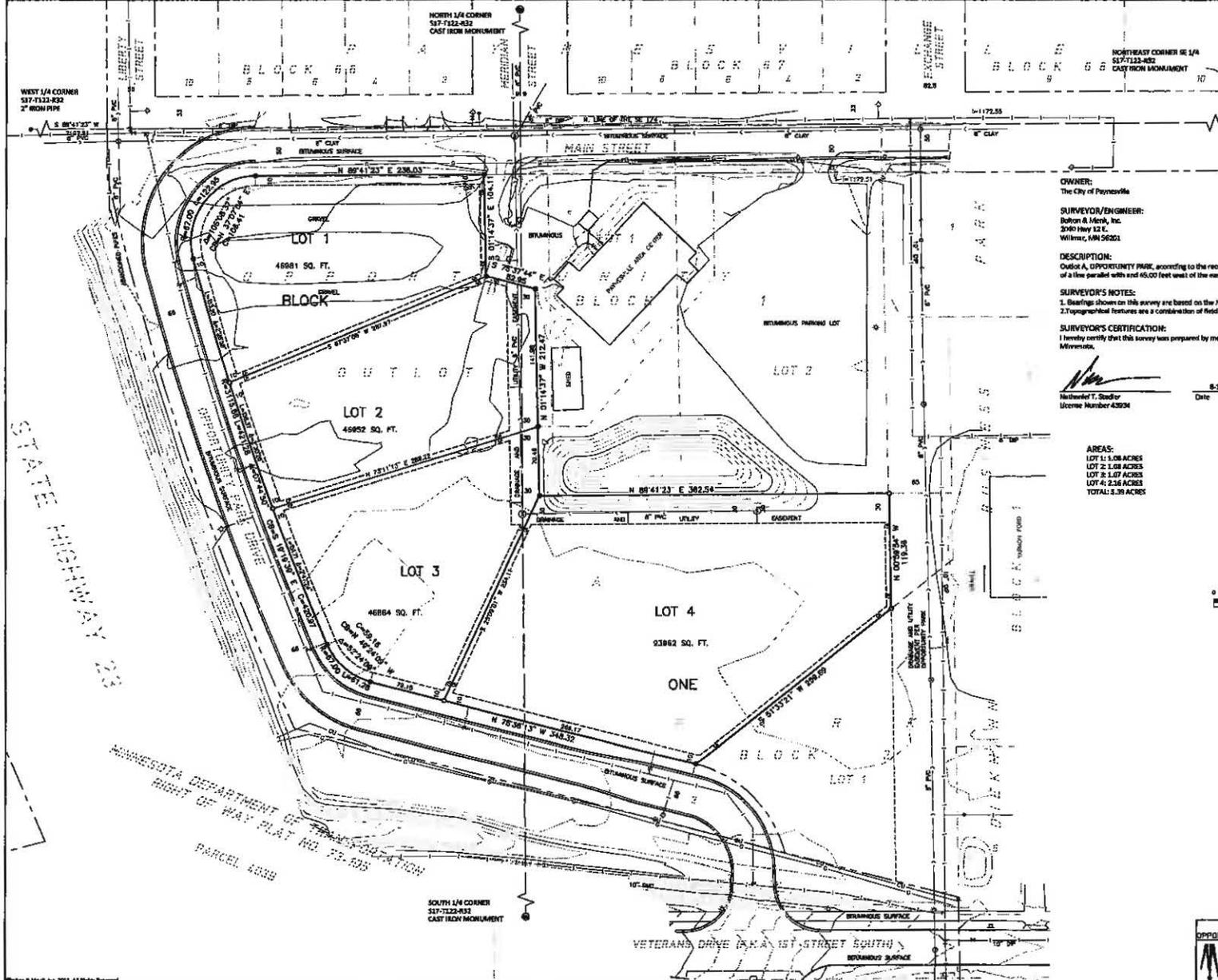
VICINITY MAP
NOT TO SCALE

PRELIMINARY PLAT
OPPORTUNITY PARK SECOND ADDITION, PAYNESVILLE, MINNESOTA
BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2040 HIGHWAY 12 EAST, WILLMAR, MN 56201 (320) 331-3058
MINNETONKA, MN 55345; WYOMING, WY 83001; BURNING WOOD, MN 56201
TELESA, WY 82450; WY 82450; WY 82450; WY 82450; WY 82450

DESCRIPTION
OUTLOT A, OPPORTUNITY PARK,
STEARNS COUNTY, MINNESOTA
FOR: CITY OF PAYNESVILLE

JOB NUMBER: #1410322 FIELD BOOK: DRAWN BY: PFD

832-1122-517-42.1



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**REPORT & RECOMMENDATION OF PLANNING COMMISSION
REGARDING APPLICATION FOR APPROVAL OF PRELIMINARY PLAT
OF OPPORTUNITY PARK SECOND ADDITION**

REPORT

WHEREAS, an application has been submitted on behalf of the City of Paynesville seeking approval of a Preliminary Plat of that certain parcel of real estate located within the City limits of the City of Paynesville and legally described as follows, to-wit:

Outlot A, Opportunity Park, according to the recorded plat thereof, Stearns County, Minnesota, except that part of Outlot A, Opportunity Park, lying East of a line parallel with and 65.00 feet West of the East line of said plat; and

WHEREAS, all of the required information and payment of the appropriate application fee were made and submitted more than 15 days in advance of the Planning Commission hearing on September 15, 2014, at 6:35 p.m.; and

WHEREAS, the Preliminary Plat has been reviewed by technical staff and appears to properly address issues of water supply, sewage disposal, drainage and flood control; and

WHEREAS, the Preliminary Plat has been prepared by a licensed land surveyor in acceptable form which complies with the requirements of Chapter 12, Section 12.07 of the City Code and the design standards in Chapter 12, Section 12.09 of the City Code; and

WHEREAS, the Planning Commission set a public hearing for consideration of the Preliminary Plat for September 15, 2014, at 6:35 p.m.,

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before the Planning Commission at Council Chambers at Paynesville City Hall, 221 Washburne Avenue, Paynesville, MN 56362; and

WHEREAS, the City Administrator did cause notices of the public hearing to be mailed to all property owners of property located within 350 feet of the proposed subdivision, and further caused notice of the hearing to be published in the Paynesville Press at least 10 days prior to the public hearing in accordance with the requirements of the City Code of the City of Paynesville and the laws of the State of Minnesota; and

WHEREAS, the Planning Commission is satisfied that the proposed Preliminary Plat will not result in the scattered subdivision of land that leaves undeveloped parcels of land lacking urban services between developed parcels; and

WHEREAS, the Planning Commission is satisfied that the proposed subdivision conforms with existing zoning regulations applicable at the time of the proposed Preliminary Plat; and

WHEREAS, the Planning Commission is satisfied that the owners and subdividers have taken every effort to mitigate the impact of the proposed subdivision on health, safety and welfare; and

WHEREAS, all members of the public wishing to be heard on approval of this preliminary plat had an opportunity to present their views to the Planning Commission. There was no objection to approval of the proposed Preliminary Plat.

NOW, THEREFORE, the Planning Commission makes the following:

RECOMMENDATION

The Planning Commission recommends that the City Council approve the Preliminary Plat of Opportunity Park Second Addition.

DATED: _____

PAYNESVILLE PLANNING COMMISSION

By: _____
Daniel Roberts, Chairperson

ATTEST:

Renee Eckerly, City Administrator

**City of Paynesville
Pending Inspections Report**

**Order By: Permit#
Issued Date From: 1/1/2013 To: 9/10/2014
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
2013-00169	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 08/26/2014 JD 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 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
2014-00044	YOUNKIN,JEFFREY F Tear-Off Building Final	513 HUDSON ST	Building	Residential	Roofing	06/04/2014
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

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PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00053	LIESER, NATHAN Electrical Rough-In Insulation HVAC Final Electrical Final Building Final	101 NORTH GRANDE ST	Building	Residential	Remodel	06/03/2014
2014-00069	BURR, ERIK K Tear-Off Building Final	120 RIVER ST	Building	Residential	Roofing	07/21/2014
2014-00071	B J BAAS BUILDERS INC. Sediment Controls Entrance, Rock and Address Footing - Soil - Insul Footing - Soil - Insul Footing - Soil - Insul Elect. Grdning Stub Fnd. Stem Walls Fnd. Stem Walls Plumb. RI UG Slab-Vapor B., Steel Vestib. CMU Walls Frame Metal Bldg Sys. Frame Metal Bldg Sys. Insulation Cont. Air Barrier Ext. Metal Wall Panels Int. Framing Studs Electrical Rough-In Plumbing Rough-In Gyp Board HVAC Rough-In Gas Piping Drop Ceiling Frm Storm Water Ret. Off St. Parking HVAC Final Electrical Final Plumbing Final Building Final Certificate of Occupancy	914 BUSINESS 23 W	Building	Commercial	New Construction	08/08/2014

PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00078	NELSON LAND PARTNER Footing - Soil - Insul Foundation Plumbing Rough-In HVAC Rough-In Electrical Rough-In Sheathing House Wrap Framing Underfloor Vapor Barrier Framing - Lower Level Insulation Fire-Rated Sheetrock Plumbing Final Gas Piping HVAC Final Electrical Final Building Final Certificate of Occupancy	620 MINNIE ST	Building	Commercial	New Construction	08/19/2014
2014-00085	ST LOUIS CHURCH OF PAYNESVILLE Roof System Building Final	525 LAKE AVE S	Building	Commercial	New Construction	07/08/2014
2014-00091	ROY, BUNDY Tear-Off Building Final	370 MILL ST W	Building	Residential	Roofing	07/31/2014
2014-00096	MIKE BROCKNER CONSTRUCTION Tear-Off Building Final	308 MINNESOTA ST W	Building	Residential	Roofing	08/22/2014
2014-00098	B & JS VALLEY CONSTRUCTION INC Tear-Off Building Final	710 BUSINESS 23 W	Building	Residential	Roofing	08/28/2014
2014-00099	Properties, BNJ Building Final	1215 MINNESOTA ST W	Building	Residential	Siding	09/04/2014

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PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00101	RON MEHR CONSTRUCTION INC Electrical Rough-In Plumbing Final Gas Piping HVAC Final Electrical Final Building Final	660 DIEKMANN DRIVE	Building	Commercial	Addition	07/25/2014
2014-00102	MIKE BROCKNER CONSTRUCTION Footing - Soil - Insul Foundation Underfloor Vapor Barrier Insulation Plumbing Rough-In Gas Piping HVAC Rough-In Pan Flashing and Framing Grade D Paper and Wire Lathe Insulation Spray Foam Electrical Rough-In Gyp Board Plumbing Final HVAC Final Building Final	320 AUGUSTA AVE	Building	Residential	Addition	08/04/2014
2014-00105	INDEPENDENT SCHOOL DIST 741 Footing - Soil - Insul Framing Building Final Footing - Soil - Insul Framing Building Final	205 MILL ST W	Building	Commercial	New Construction	08/20/2014

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PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00106	ADOLFSON & PETERSON CONSTRUCTION Plumbing Rough-In HVAC Rough-In Electrical Rough-In Framing Insulation Plumbing Final Gas Piping HVAC Final Electrical Final Building Final	128 JAMES ST E	Building	Commercial	Remodel	08/27/2014
2014-00109	CYRILLA BEACH HOMES Building Final	721 BUSINESS 23 W	Building	Residential	Window/Door Replacement	08/15/2014
2014-00110	BRANDON WENSMANN CONSTRUCTION Electrical Rough-In Framing Insulation Electrical Final Building Final	635 SERVICE RD	Building	Residential	Accessory Building	08/19/2014
2014-00113	KUECHLE, JEFF Tear-Off Building Final	803 BUSINESS 23 W	Building	Residential	Roofing	09/05/2014
2014-00123	VOSS PLUMBING & HEATING HVAC Rough-In Electrical Rough-In Framing Insulation HVAC Final Electrical Final Building Final Progress Re-siding Final	316 BUSINESS 23 E	Building	Commercial	Remodel	08/28/2014

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PERMIT #	APPLICANT	ADDRESS	PERMIT TYPE	PROPERTY TYPE	CONSTRUCTION TYPE	ISSUED DATE
2014-00124	KORONIS BUILDERS ONE	300 COUNTY ROAD 34	Building	Commercial	Accessory Building	09/03/2014
	Footing - Soil - Insul Electrical Rough-In Framing Insulation Electrical Final Building Final Plumbing, Underground Plumbing Visual					