PLANNING COMMISSION
PAYNESVILLE CITY HALL COUNCIL CHAMBERS
JUNE 6, 2016
6:00 P.M.

AGENDA

I. CALL TO ORDER

II. CONSENT AGENDA
   A. Minutes (page 1)

III. NEW BUSINESS
   A. July Planning Commission Meeting(s) (page 4)
   B. Zoning Ordinance Codification (page 5)

IV. OLD BUSINESS

V. INFORMATIONAL
   A. Building Inspector Report (page 6)

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: Randy Christman, Darlene Loven, Ron Mehr, Bob McDaniel, and Neil Herzberg. Advisory Members: Renee Eckerly, City Administrator and Brad Mehlhop, Building Official

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: June 6, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the May 2, 2016 Planning Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the May 2, 2016 Planning Commission meeting

MINUTES
PLANNING COMMISSION

MAY 2, 2016

Chairman Ron Mehr called the meeting to order at 6:00 p.m. Other members present were Darlene Loven and Neil Herzberg. Bob McDaniel was absent. Also present were Renee Eckerly, City Administrator; Brad Mehlhop; Building Official, JoLyn Lindquist; Social Media Specialist, Chuck DeWolf, Bolton & Menk, Inc.; Ron Mergen, Public Works Director; James Bonine, Susan Burris, and Randy Christman.

> **Motion was made by Herzberg to approve the minutes of the April 4, 2016 Planning Commission Meeting. Seconded by Loven and unanimously carried.**

Mehr recessed the Planning Commission meeting at 6:15 p.m. and opened the Re-Zoning Public Hearing.

The City has received a Re-Zoning Request from Wayne Fleischhacker and James Bonine who recently purchased 517 Business 23 W (formerly Thrifty Chicks and a Church). The property is currently in a commercial use zoned C-2 Highway Commercial, but the owners of the property propose that going forward the property will be re-purposed and used for residential purposes. The properties lying to the East, West and South of this parcel, that being all of the abutting properties, are currently zoned "R-1" – Single & Two Family Residential District.

This would eliminate the spot zoning of the commercial property.

There being no further comments or questions, the public hearing was closed at 6:18 p.m.

RE-ZONING REQUEST – FLEISCHHACKER & BONINE

> **Motion was made by Loven to approve the Wayne Fleischhacker and James Bonine Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning and recommend such to the City Council. Seconded by Herzberg and unanimously carried.**

DRAFT INTERMODAL CONTAINER ORDINANCE

Mehlhop presented the draft ordinance and suggested eliminating subdivision 9-C regarding signage. In section E –VI Mehlhop suggested removing the word secure since pods are not attached to a foundation.

> **Motion was made by Herzberg to approve the draft Intermodal Container Ordinance with the noted changes and recommend such to the City Council. Seconded by Loven and unanimously carried.**

BUILDING INSPECTOR REPORT

Mehlhop reported on the projects going on in the community. He has completed his schooling and will be attending a 5 day Building Limited Class the first week of June and sitting in for his limited license exam.

Mehr recessed the Planning Commission meeting at 6:21.

Mehr opened the Conditional Use Public Hearing at 6:30 p.m.

The City has received a Conditional Use Permit Application submitted by Savage Land Partnership, LLC (on behalf of the City) for the construction of a storm water pond to be all or partly constructed within the Shoreland Overlay District. Grading, filling, and shoreland alterations require a Conditional Use Permit. The property is zoned I-1 Light Industrial.

Mergen & DeWolf reported that the land disturbance of one acre requires water retention. This will expand the storm water pond that Savage Land Partnership had previously constructed.

There being no further comments or questions, the public hearing was closed at 6:33 p.m.

CONDITIONAL USE PERMIT REQUEST – SAVAGE LAND PARTNERSHIP, LLC

Motion was made by Herzberg to approve the Savage Land Partnership, LLC Report & Recommendation Of Planning Commission On Application For Conditional Use Permit and recommend such to the City Council. Seconded by Loven and unanimously carried.

MEMBER VACANCY

Randy Christman is interested in serving on the Planning Commission.

Motion was made by Herzberg to approve the appointment of Randy Christman to the Planning Commission and recommend such to the City Council. Seconded by Loven and unanimously carried.

NEXT MEETING

The next meeting will be Monday, May 2, 2016 at 6:00 p.m. at City Hall.

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

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: June 6, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: July Planning Commission Meeting(s)

Prepared by: Staff

COMMENTS:

Due to the 4th of July Holiday, des the Commission want to have 2 meetings in July or just one on July 18, 2016. If you would like 2 meetings when would you like the first meeting?

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to _____.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Planning Commission

Committee/Council Meeting Date: June 6, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Zoning Ordinance Codification

Prepared by: Staff

COMMENTS:

Renee Eckerly will give a verbal report on the codification and distribute (at the meeting) the proposed revisions made to the Zoning chapter of the City's Ordinance Book. Some changes include:

- Re-arrangement of the sign section
- Added a section to address wind energy
- Added a section to address solar energy
- Added a section on intermodal containers
- Added a number of definitions
- Plus a number of other revisions

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Zoning Ordinance amendment public hearing for July 18, 2016 at 6:05 p.m.

City of Paynesville
Pending Inspections Report

Order By: Issued Date and Permit#
Issued Date From: 1/1/2013 To: 5/31/2016
Permit Type: All Property Type: All Construction Type: All
Inspection Type: All
Report Detail: None

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
12/16/2013	2013-00169	530 MAYWOOD AVE JUMA, EMSON (320) 267-1183	Building Residential Remodel
02/12/2015	2015-00014	531 MINNIE ST STANG,BRUCE F & BERNADETTE L	Building Industrial Remodel
05/07/2015	2015-00033	214 POMEROY AVE DAHL HOUSE RENTALS (320) 492-0374	Building Residential Siding
05/07/2015	2015-00040	214 POMEROY AVE DAHL HOUSE RENTALS (320) 492-0374	Building Residential Window/Door Replacement
06/12/2015	2015-00056	404 BUSINESS 23 W MUETZEL, WHITTNEY	Building Residential Window/Door Replacement
07/22/2015	2015-00081	405 BUSINESS 23 E UTSCH, DIANE & TOM (320) 243-3747	Building Multi Family (5+ Units) Remodel
09/04/2015	2015-00094	302 AUGUSTA AVE DAHL HOUSE RENTALS	Building Residential Remodel
08/25/2015	2015-00113	350 POMEROY AVE HELLERMANN, JOSH	Building Residential Addition
09/29/2015	2015-00131	245 HIGHWAY 55 ALLIANCE BUILDING CORP (320) 253-3524	Building Multi Family (5+ Units) New Construction
10/08/2015	2015-00135	107 WASHBURNE AVE Song, Sejin (Shane) (612) 423-1055	Building Commercial Remodel
10/19/2015	2015-00136	310 LAKE AVE CROMWELL, TYLER	Building Residential Remodel

6

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
10/30/2015	2015-00141	200 RAILROAD ST W ROOF 1 RBR, INC (320) 836-7663	Building Industrial Roofing
10/28/2015	2015-00143	245 HIGHWAY 55 VOSS PLUMBING & HEATING (320) 243-3644	Building Multi Family (5+ Units) New Construction
11/13/2015	2015-00145	216 RAILROAD ST SERENITY PATH	Building Residential Siding
11/23/2015	2015-00147	314 STEARNS AVE CHANEY, JAMES (320) 980-7522	Building Residential Roofing
12/09/2015	2015-00151	104 BUSINESS 23 W BENSON, DOUGLAS	Building Commercial Remodel
11/25/2015	2015-00155	639 WASHBURNE AVE RINDAHL, NATHAN (320) 894-9404	Building Residential Remodel
11/24/2015	2015-00156	208 JAMES ST W HOUSKE/JACKLITCH, ANN (320) 237-7834	Building Commercial Accessory Building
12/29/2015	2015-00159	130 INDUSTRIAL LOOP E KORONIS BUILDERS ONE (320) 249-7074	Building Industrial Addition
12/31/2015	2015-00163	1030 STEARNS AVE VELYAN, RAYMOND & MARETTA (320) 243-7898	Building Residential Remodel
03/15/2016	2016-00005	540 MINNIE ST VOSS, DAVID (320) 250-3410	Building Industrial Window/Door Replacement
01/28/2016	2016-00012	628 ALLDON PARK DR LARSON, LARRY AND JUDY (320) 243-7542	Building Residential Remodel
02/01/2016	2016-00013	805 HIGHWAY 55 GRACE UNITED METHODIST (320) 243-3601	Building Commercial Remodel
02/02/2016	2016-00015	245 HIGHWAY 55 VOSS PLUMBING & HEATING (320) 243-3644	Mechanical Multi Family (5+ Units) New Construction

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
02/11/2016	2016-00017	121 WASHBURNE AVE SL HILTNER PROPERTY MANANGEMENT (320) 254-3438	Building Multi Family (5+ Units) Remodel
04/01/2016	2016-00020	390 KIRA LN MIKE ARNOLD CONSTRUCTION INC (320) 243-7545	Building Residential New Construction
04/01/2016	2016-00021	202 WASHBURNE AVE HOPPE, RACHEL (320) 295-1052	Building Commercial Remodel
04/04/2016	2016-00022	125 INDUSTRIAL LOOP W STANG, BRUCE	Building Commercial Remodel
04/04/2016	2016-00023	611 STEARNS AVE GERDING, ERIC (320) 493-2244	Building Residential Remodel
05/02/2016	2016-00025	221 BUSINESS 23 W CHRISTENSEN, BRANDON	Building Residential Remodel
04/19/2016	2016-00026	720 MAIN ST W BUERMANN, JOHN (320) 293-8740	Building Residential Remodel
05/03/2016	2016-00027	534 MORNINGSIDE AVE MONDLOCH INC (320) 548-3255	Mechanical Residential Repair/Maintenance
05/04/2016	2016-00028	206 RIVER ST LANG,LEROY A & KRISTINE C	Building Residential Roofing
05/16/2016	2016-00030	214 MILL ST W TIM BROWN CONSTRUCTION (320) 493-7555	Building Residential Roofing
05/18/2016	2016-00031	130 WASHBURNE DR VARNER, RICK	Building Residential Roofing
05/02/2016	2016-00042	355 AUGUSTA AVE MIKE ARNOLD CONSTRUCTION INC (320) 243-7545	Building Residential Accessory Building
05/09/2016	2016-00043	202 WASHBURNE AVE GILK PLUMBING HEATING AND AC LLC (320) 260-6914	Building Commercial Remodel

Date Issued	Permit#	Site Address Applicant, Phone Insp Date - Insp - Inspection Type	Permit Kind
05/02/2016	2016-00044	361 MAYWOOD AVE BURG, JON (320) 293-6152	Building Residential Accessory Building
05/17/2016	2016-00045	352 AUGUSTA AVE DOLLY, TRENT (320) 340-6057	Building Residential Accessory Building
05/25/2016	2016-00046	230 AMPE DR John Mor	Building Commercial Commercial Remodel
05/27/2016	2016-00048	125 OAK PARK AVE MONDLOCH INC (320) 548-3255	Building Residential Remodel

Building Inspection Report

Brad Mehlhop

June 6th, 2016

These are notes of outstanding building permits for the year 2013. There are no outstanding permits for 2014. There are no permits for 2015 that are not showing progress.

>2013-00169 - This permit is for a basement remodel. Progress is being made. Health problems in the family caused a delay. There has been progress. The Sheetrock is being taped, waiting for a call for final inspection.

>2014-00010 - This permit was the only one from 2014 that was not closed. There has been no progress on this project and the homeowner showed no interest in completing it. The only work remaining was to install a hand rail on the staircase. I discussed this permit with Jim Tews. His recommendation was to expire the permit.

School update: My transcript is waiting for me to pick it up at the school office in Brooklyn Park. I will be attending the five day class given by the Department of Labor and Industry from June 6th thru June 10th. Because of this I will not be present at the meeting. After June 10th, I will be eligible to sit for the Building Official Limited exam.