

## **MINUTES SPECIAL PLANNING COMMISSION**

**JUNE 23, 2014**

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

There were no minutes presented for approval.

### **CONDITIONAL USE PERMIT – KALLEVIG & CHRISTINSEN**

A Conditional Use Permit application has been submitted by Daniel & Renee Kallevig and Catherine Christinsen and Rodney Christinsen regarding the lots they own at 914 Business 23 W and 902 Business 23 W respectively. These parcels are currently zoned “C-2” Highway Commercial District. The application is for two parcels and their respective owners due to the fact that ultimately this parcel will be purchased by a retail business, the lots will be combined and the Conditional Use is really for their facility. They need the Conditional Use Permit according to City Code Chapter 11, Section 11.60, Subd. 5B. The proposed grading and filling is to be done in connection with the construction of a retail store, driveway, and parking areas, and portions of which are within the shoreland overlay, being within 300 feet of the river or stream or the landward extent of the flood plain on such river or stream.

**Motion was made by Loven to set the Conditional Use Permit Public Hearing for Monday, July 21, 2014 at 6:45 p.m. Seconded by McDaniel and unanimously carried.**

### **FUCHS FARM – DEVELOPMENT AGREEMENT**

The Development Agreement for Fuchs Farms was presented with no changes from the previous discussions.

**Motion was made by Loven to approve the Fuchs Farms Development Agreement and recommend such to the City Council. Seconded by McDaniel and unanimously carried.**

### **HOUSING STUDY**

Matt Mullins, Maxfield Research, Inc. of Minneapolis presented the following:

- 30 year old business
- Diverse client base
- Identify current and future housing needs
- Develop basis for community leaders to address housing needs
- Solicit interest and streamline the housing development process
- The study can be put on the web site and distributed everywhere to stimulate interest
- Study should be updated every 5-7 years
- Reviewed what the study will address

- How study blends with the Comprehensive Plan
- Study has 12 key components

### **FINAL PLAT – FUCHS FARMS PUBLIC HEARING**

Roberts recessed the Special Planning Commission Meeting at 6:45 p.m. and opened the Fuchs Farms Final Plat Public Hearing.

Linda Fuchs reported that there were no changes made from the Preliminary Plat.

There being no further comments or questions the Public Hearing was closed at 6:48 p.m. and Roberts re-opened the Special Planning Commission Meeting.

### **FINAL PLAT – FUCHS FARMS**

**Motion was made by Loven to approve Report & Recommendation Of Planning Commission On Request For Approval Of Final Plat Of Fuchs Farms. Seconded by Mehr and unanimously carried.**

### **HOUSING STUDY CONTINUED**

The Commission asked if the apartments above the retail stores downtown would be included. They would be included if the City can provide contact information for them. There was some discussion on public/private partnerships to strengthen development potential. The Commission discussed policies and programs available for housing. It takes them about 90-120 days to complete the study with a base cost of \$12,500.00 plus \$375.00 for travel. An electronic report will be provided; paper copies will be an extra cost. A windshield survey is a drive by viewing the property. This could help to identify areas that need rehab. The Commission questioned Mullin regarding the State Demographer. Mid to the end of July 2014 would be the kickoff project time. Most of the cities Maxfield has done are around 4,000 in population. They have also done the cities of Kimball and Rockford.

### **RE-ZONING – FUCHS FARMS PUBLIC HEARING**

Roberts recessed the Special Planning Commission Meeting at 7:00 p.m. and opened the Fuchs Farms Re-Zoning Public Hearing.

Linda Henrichs reported that it is proposed to change Lot 2, Block 1 from Single & Two Family Residential "R-1" to Light Industrial "I-1".

There being no further comments or questions the Public Hearing was closed at 7:03 p.m. and Roberts re-opened the Special Planning Commission Meeting.

### **RE-ZONING – FUCHS FARMS**

**Motion was made by McDaniel to approve Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning. Seconded by Mayer and unanimously carried.**

## **HOUSING STUDY CONTINUED**

Steven Griesert, Community Partners Research, Inc. of Fairbault presented the following:

- Conducted 250 housing studies over the years
- 75% of their business is housing studies
- 25% of their business is grant writing
- Prefer to work in smaller cities
- Currently working in South Dakota where the State is paying for half of the study for any City interested in having the study completed
- Brought an example of their Fairmont Housing Study
- Demographics is important to them
- The 2013 American Community Survey data is supposed to be coming out this week
- Community reviews income to housing and how much the renters are paying of their income
- Protecting what is here is just as important as new structures
- Rental housing – interview property owners
- Foreclosure rate and data is researched
- Rate housing 1 to 4 (bad) and include mobile home park
- Will then give a report including recommendations
- Give advice on programs that are available to assist with housing needs
- They look at entire community in and out of Paynesville
- 20 interviews will be conducted
- 90 day time line; starting mid to late July 2014
- A draft copy will be reviewed and the City can comment back and ask for further research on topics
- Community Partners does comparisons to other cities the size of Paynesville
- They will customize to our needs
- \$12,900.00 is everything including travel; 50% is due at time of delivery of the draft, 50% is due at the end (presentation)
- An electronic format will be provided and paper copies if necessary

The Commission wanted to know if developers and contractors feel that this is important. The study is also important for grants and the rating is very important to identify the need for rehab work.

The housing study will be put back on the next agenda. It was suggested to get a sample of a completed study from each company.

## **AMPI – RE-ZONING PUBLIC HEARING**

Roberts recessed the Special Planning Commission Meeting at 7:15 p.m. and opened the AMPI Re-Zoning Public Hearing.

There being no comments or questions the Public Hearing was closed at 7:18 p.m. and Roberts re-opened the Special Planning Commission Meeting.

## **AMPI – RE-ZONING**

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-Zone Application submitted by the City of Paynesville to re-zone a number of 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 approve the Report & Recommendation Of Planning Commission Regarding Request For Re-Zoning. Seconded by Mehr and unanimously carried.**

## **INFORMATIONAL**

The next meeting will be held on Monday, July 7, 2014 at 6:30 p.m.

2014 Land Use Planning Workshop Information was presented and if anyone is interested in attending they should contact Eckerly.

Building Permit Report - Depuydt stated that the report is wrong on the number of permits that are not closed. Depuydt will have the new Inspectron, Inc. format report available at the next meeting.

There being no further business the meeting was adjourned at 7:50 p.m.