

**SPECIAL JOINT PLANNING BOARD  
CITY HALL COUNCIL CHAMBERS  
MAY 19, 2020  
6:00 P.M.**

*Some or all members of the Joint Planning Board may participate in this meeting by telephone or Zoom rather than being personally present at the Joint Planning Board's meeting place at 221 Washburne Avenue, Paynesville, Minnesota. Members of the public can monitor the Board meeting by contacting Ron Mergen at 320-243-3714 Ext. 230 or [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) by noon on the day of the meeting to make arrangements via telephone or zoom.*

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Construction Site Permit – Hess (page 4)
- VI. INFORMATIONAL
- VI. ADJOURN

**Members: Township – Steve Lehmkuhl & Butch Mueller, City – Shawn Reinke & Ron Mergen, At Large Member – Gerry Mehr**

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

**BARRIER FREE:** All Joint Planning Board 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: Joint Planning Board**

Committee/Council Meeting Date: May 19, 2020

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the April 29, 2020 Joint Planning Board meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the April 29, 2020 Joint Planning Board meeting.

**MINUTES  
SPECIAL JOINT PLANNING BOARD**

**APRIL 29, 2020**

The Joint Planning Board meeting was called to order by Chairperson, Shawn Reinke at 6:00 p.m. Members present were Ron Mergen, Acting City Administrator; Steve Lehmkuhl, Gerry Mehr, Shawn Reinke and Butch Mueller. Also present was Jennifer Welling, Administrative Assistant/Zoning Administrator.

**Motion was made by Mehr to approve the minutes from the November 7, 2019 Joint Planning Board meeting. Seconded by Mueller and unanimously carried.**

**AT LARGE MEMBER APPOINTMENT**

**Motion was made by Mergen to appoint Gerry Mehr to the At Large position of the Joint Planning Board. Seconded by Reinke and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Lehmkuhl to elect Reinke as Chairperson, Mueller as Vice Chairperson, and the City Administrator as Secretary. Seconded by Mehr and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Mehr to meet on an as needed basis. Seconded by Mueller and unanimously carried.**

**STORAGE SHED FACILITY SITE PLAN**

MKI Enterprise has applied for a Construction Site Permit to construct a 40' x 200' storage shed facility. The Board needs to determine if it meets the proper zoning regulations. Welling noting that according to the Urban Expansion zoning district this type of business will need a conditional use permit or be rezoned. At this time, it was not clear what MKI has applied for. There was a lengthy discussion on the process including a checklist and proper forms to be utilized. Mueller noted he would follow up with Mike Jensen on this.

**Motion was made by Reinke to deny the MKI Construction Site Permit application, have MKI apply for a Conditional Use Permit or Re-Zoning for the property and to waive the Construction Site Permit application fee at the time one is applied for again (after the CUP or Re-Zoning). Seconded by Mueller and unanimously carried.**

**SITE PERMIT FEES, APPLICATIONS & ROAD CLASSIFICATIONS**

These items were tabled. Lehmkuhl and Mueller will work with Mike Jensen on obtaining permit fees, schedules, permit application forms, a checklist or report form and road classifications.

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## **60 DAY RULE**

Welling reiterated the rule stating that if the Board does not follow the 60-day rule the applications are automatically approved. The 60 days start upon receipt of a completed application and the necessary fee paid.

## **STATUS OF ORDINANCE AMENDMENT**

Paynesville Township is working on this item.

## **STATUS OF KERN VARIANCE**

It was reported that back in November the Board tabled the variance determination and Kern's agreed to wait; however, due to the 60-day rule not being met Kern's moved the shed back onto the property.

There being no further business, the meeting was adjourned at 6:43 p.m.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME: Joint Planning Board**

Committee/Council Meeting Date: May 19, 2020

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION: Construction Site Permit - Hess**

Prepared by: Staff

### **COMMENTS:**

The Joint Planning Board has received a Construction Site Permit Application and applicable fee of \$100.00 from Dale & Linda Hess of 17216 Heatherwood Dr. This property lies with the Joint Orderly Annexation Agreement. They wish to add on a 24x32 addition onto their existing detached accessory structure.

According to Mike Jensen, Zoning Administrator this addition will meet all zoning regulations including; setbacks, height and lot coverage.

### **ADMINISTRATOR COMMENTS:**

### **COMMITTEE/COUNCIL ACTION:**

Motion to approve the Dale & Linda Hess Construction Site Permit Application.

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**STEARNS COUNTY/TOWNSHIP  
APPLICATION FOR CONSTRUCTION SITE PERMIT**

Stearns County Environmental Services  
705 Courthouse Square, Administration Center Room 343, St. Cloud, MN 56303  
(320) 656-3613 or 1-800-450-0852 • Fax (320) 656-6484

\*\*\*SEE ATTACHED CORRESPONDING NUMBER FOR EXPLANATIONS\*\*\*

|   |   |
|---|---|
| 1. Property Owner's Name <u>DALE &amp; LINDA HESS</u>         | 2. Telephone Number <u>320-905-0927</u> |
| 3. Email Address _____  |   |
| 4. Address of Property <u>17216 Heatherwood Dr.</u>           |   |
| 5. Mailing Address <u>SAME</u>                                |   |
| 6. Parcel I.D. Number <u>26.16153.081</u>                     | 7. Township <u>122 Range 32</u>         |
| 8. Section <u>15</u>  |   |
| 9. Legal Description <u>Heatherwood Lot - 002 Block - 006</u> |   |

10. Project Description: ADDITION ON SHED  
(If proposed structure is intended to house livestock, including horses, STOP HERE, and see feedlot staff)
11. Contractor's Name/License Number: Duane Olmsched Telephone # 1-320-249-7074  
Koronis Builders BC630540
12. Lot Dimensions: \_\_\_\_\_
13. Lot Area: 2.35 AC

*\*If application is for more than one structure, indicate the setbacks from each structure.*

|   | Existing             | Proposed             |
|---|----------------------|----------------------|
| 14. House Dimensions:                                       |                      |                      |
| 15. House Area (including attached garage):                 |                      |                      |
| 16. # of Accessory Structures (including detached garage):  |                      |                      |
| 17. Area of All Accessory Structures:                       | <u>24 x 36 = 864</u> | <u>32 x 24 = 768</u> |
| 18. Deck(s) Dimensions:                                     |                      |                      |
| 19. Total Area of <del>ALL</del> Decks: <u>OF Shed</u>      |                      | <u>1632 sq ft</u>    |
| 20. Area of Driveway:                                       |                      |                      |
| 21. Area of Sidewalks, Patios, etc.:                        |                      |                      |
| 22. Lot Coverage (from Lot Coverage Calculation Worksheet): |                      |                      |
| 23. Parking Spaces:   |                      |                      |
| 24. Number of Bedrooms:                                     |                      |                      |
| 25. Number of Baths:  |                      |                      |
| 26. Number of Floors:                                       |                      |                      |
| 27. Sidewall Height (including Dormers):                    |                      |                      |
| 28. Building Height:  |                      |                      |
| 29. Walk Out? Yes / No                                      |                      |                      |
| 30. Retaining Wall(s): Yes / No                             |                      |                      |
| 31. Front (OHWL) Setback:                                   |                      |                      |
| 32. Distance to Bluff:                                      |                      |                      |
| 33. Rear Setback:   |                      |                      |
| 34. Side Setback (1):                                       |                      | <u>760</u>           |
| 35. Side Setback (2):                                       |                      | <u>Back 25 FT</u>    |
| 36. Encroachments:  |                      | <u>Road 110 FT</u>   |
| 37. Road Right of Way Setback:                              |                      |                      |
| 38. Road Centerline Setback:                                |                      |                      |
| 39. Distance to Septic Tank: (10 ft. minimum)               |                      |                      |

|   |  |  |
|---|--|--|
| 40. Distance to Drainfield: (20 ft. minimum)                          |  |  |
| 41. Distance to Feedlots:   |  |  |
| 42. Distance to Wetlands:   |  |  |
| 43. Project Will Disturb More Than One Acre (43560 ft <sup>2</sup> )? |  |  |

**\*\*\*ANY PROJECT CHANGES MADE AFTER RECEIVING YOUR PERMIT MUST BE\*\*\*  
DOCUMENTED ON THE ORIGINAL PERMIT OR AFTER-THE-FACT FEES MAY APPLY.**

44. For Agricultural Construction - If this structure is intended to house livestock, including horses, a feedlot permit shall be required according to Section 6.7.4 of the Stearns County Zoning Ordinance (# 439).

45. For Non-Agricultural Construction in Agriculturally Zoned Areas - If this non-agricultural structure is to be constructed within an agriculturally zoned area, it is important to realize that at times, there may be: odor from livestock operations and manure applications; noise from farm equipment; and occasional soil, mud or manure left on roads throughout the year.

46. **Agreement:** I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of Stearns County regarding actions taken pursuant to this application. Any plans submitted herewith shall become part of the permit application. This application shall not be considered a complete application until the applicant has staked the proposed building site. **Incomplete applications shall expire six (6) months from the date of application.** It is the responsibility of the applicant to obtain any other necessary permits from their Township. Signature of this application authorizes Environmental Services Staff to enter upon the property to perform needed inspections. Entry may be without prior notice.

*Dale Hess*

Signature

5-7-2020

Date

*46. Township Approval*

A Valid Township signature may be required prior to Stearns County reviewing permit application.

Permit Conditions: \_\_\_\_\_

\_\_\_\_\_

Township Signature

Date: \_\_\_\_\_

FEE: 100<sup>00</sup> (NON-REFUNDABLE)

Receipt Number: \_\_\_\_\_

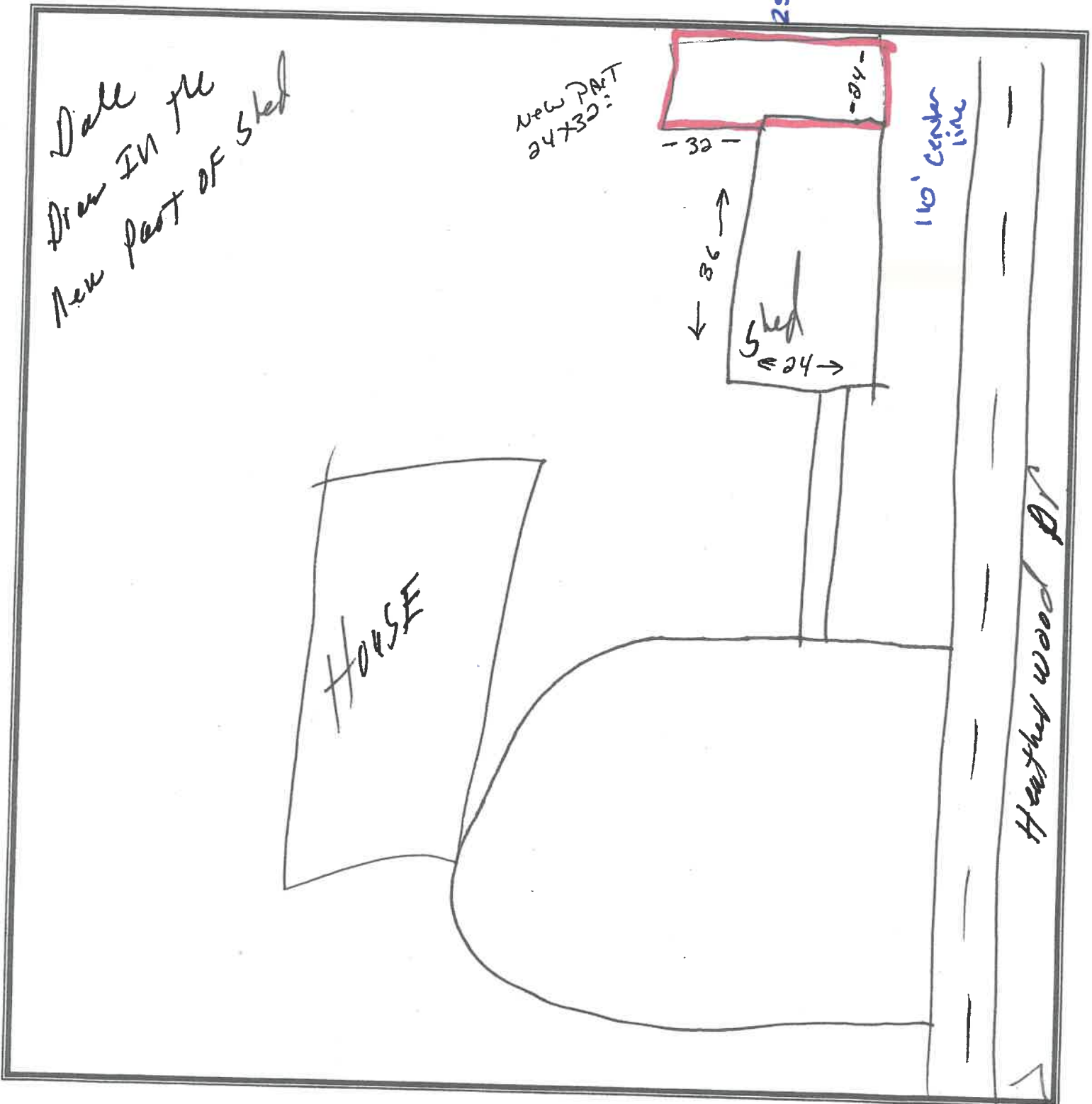
Parcel #: \_\_\_\_\_

### Site Plan

*Prop  
Line*

Indicate in the space below the following:

1. Dimensions of existing and proposed structures.
2. Setbacks from: OHWL (ordinary high water level), front yard, rear yard, side yard, encroachments, road right-of-way, centerline, bluff.






# Title



## Legend

 Parcels (aerial overlay)

0 30 60 120  
Feet



Data is as represented in Stearns County Databases. It is NOT Intended for Locational Use and Stearns County waives all liability from this product.

This map is made available on an "as is" basis, without express or implied warranty of any sort including, specifically, any implied warranties of fitness for a particular purpose, warranties of merchantability or warranties relating to the accuracy or completeness of the database(s).

Auditor/Treasurer  
Division of Land Management  
May 12, 2020



DALE OR LINDA HESS  
17216 HEATHERWOOD DR.  
PAYNESVILLE, MN 56362

10720

75-7420/2919  
19

5-10-20

Date

CHECK ARMOR  
PLAQUE PROTECTION

Pay to the Order of Paynesville Township

\$100.00

One hundred and no/100

Dollars

Photo Safe Deposits  
Details on back

 **Central Minnesota**  
Credit Union  
www.myCMCU.org • 888-330-6482

Advantage Club

For Permit



MP

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## Jennifer Welling

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**From:** Mike Jensen <mjensen059@gmail.com>  
**Sent:** Wednesday, May 13, 2020 7:44 AM  
**To:** Jennifer Welling  
**Subject:** Re: Joint Planning Board Meeting NEEDED

I just reviewed Linda and Dale has his permit they make all the setbacks the size is OK just to let the joint powers board know everything is OK

Sent from my iPhone

On May 12, 2020, at 3:49 PM, Jennifer Welling <[Jennifer@paynesvillemn.com](mailto:Jennifer@paynesvillemn.com)> wrote:

I just received a construction site permit application from Dale & Linda Hess. They wish to add onto their existing shed. Will next Tuesday, May 18, 2020 work for everyone to meet as I still had this day on my calendar for a Joint Planning Board meeting, at City Hall at 5:30 p.m.? Please let me know your availability so that an agenda can be published.

Thank you.

**From:** Jennifer Welling  
**Sent:** Tuesday, May 12, 2020 9:21 AM  
**To:** 'Mike Jensen ([Mjensen059@gmail.com](mailto:Mjensen059@gmail.com))' <[Mjensen059@gmail.com](mailto:Mjensen059@gmail.com)>; 'Butch Mueller - Township Chairperson ([woodsman1967@gmail.com](mailto:woodsman1967@gmail.com))' <[woodsman1967@gmail.com](mailto:woodsman1967@gmail.com)>; 'Gerry Mehr ([gerrymehr@gmail.com](mailto:gerrymehr@gmail.com))' <[gerrymehr@gmail.com](mailto:gerrymehr@gmail.com)>; 'Kristen Leither ([Kleither@paynesvillemn.com](mailto:Kleither@paynesvillemn.com))' <[Kleither@paynesvillemn.com](mailto:Kleither@paynesvillemn.com)>; 'Ron Mergen ([ron@paynesvillemn.com](mailto:ron@paynesvillemn.com))' <[ron@paynesvillemn.com](mailto:ron@paynesvillemn.com)>; 'Shawn Reinke ([reinkecouncil@outlook.com](mailto:reinkecouncil@outlook.com))' <[reinkecouncil@outlook.com](mailto:reinkecouncil@outlook.com)>; Steve Lehmkuhl ([splehmku@gmail.com](mailto:splehmku@gmail.com)) <[splehmku@gmail.com](mailto:splehmku@gmail.com)>  
**Subject:** Joint Planning Board Meeting

Is there a need to hold a Joint Planning Board Meeting? I have received no items to date. If so, I need the items ASAP to get the agenda out. Thank you and have a great day!

Jennifer Welling  
Administrative Assistant/Zoning Administrator  
221 Washburne Ave.  
Paynesville, MN 56562  
320-243-3714 Ex. 221  
Fax: 320-243-3713