

MINUTES

REGULAR MEETING OF THE CITY OF NISSWA  
PLANNING COMMISSION/BOARD OF ADJUSTMENT  
TUESDAY, DECEMBER 11, 2018, 8:30 AM

**Members Present:** Woody Haecker, Jim Swanson, Anne Laufman, Don Jacobson, and Peter Mann attending video conference from 6250 S. Sunbird Blvd, Chandler AZ.

**Members Absent:** Ann Beaver

**Others Present:** Mark Hallan

**Staff Present:** Desmond McGeough, Maggi Wentler

**1. Call to order**

**2. Roll Call - Tour of Properties**

**3. Tour of Properties**

- a. Gibbon's Rezone – Poplar Ave

**4. Call to order**

**5. Roll Call - Meeting**

**6. Additions or deletions to agenda**

**7. Approve Minutes:**

- a. November 13, 2018 Regular Meeting Minutes

**8. Open Forum: None**

**9. Public Hearings:** (published in the Echo Journal November 29, 2018 & notice was mailed to all property owners within 350 feet & the affected state agencies.)

- a. Rezoning Application – 028-18 – Recommend to City Council

**10. New Business:**

- b. Johnson Metes and Bounds Subdivision 029-18 – Approved
- c. Duvall Metes and Bounds Subdivision 030-18 - Approved

**9. Public Hearing continued:**

- a. Ordinance Amendment – Parking and Loading 015-18 City of Nisswa – Recommend to City Council
- b. Ordinance Amendment – Water Oriented Accessory Structure - Tabled

**11. Old Business:**

- a. Ordinance Amendment – Resort Expansion 013-18 City of Nisswa – Recommend to City Council

**12. Planning & Zoning Administrator's Report**

- a. Permits
- b. Conditions
- c. Violations
- d. Site Visits
- e. Planning Commission Candidate Interviews
- f. Status on Architectural Materials Subcommittee

- 46 g. Comprehensive Plan
- 47 h. Conditions update – Grand View Lodge
- 48 i. Commission Policy Memo
- 49 **13. Commission Discussion Items**
- 50 a. Shoreland Planned Unit Development (Section 4.10.1) – Tabled
- 51 b. Mobile / Temporary Concession Vendors
- 52 c. Grand View Lodge Density Calculations
- 53 d. Land Use Chart/Storage Building Regulations
- 54 **14. Future Commission Discussion Items**
- 55 a. Zoning Violation/Conditions Enforcement
- 56 b. Residential Structure Size Maximums
- 57 c. Open/Clear Cutting /Tree & Brush Management
- 58 d. VRBO
- 59 e. Housing
- 60 f. Highway 371 Corridor Development (Section 4.8.3)
- 61 g. Central Business District Development
- 62 h. Housekeeping Ordinance Corrections / Editing
- 63 i. Central Business District Impervious Coverage Allowances
- 64 j. Application of Salt on City Streets
- 65 **15. Adjourn**

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69 **MEETING MINUTES FROM DECEMBER 11, 2018**

70

71 **1. Call to Order:** Haecker calls the meeting to order at 8:30 AM.

72

73 **2. Roll Call for Tour of Properties:**

74

75 **3. Tour of Properties:**

- 76 a. Gibbons Rezone – Poplar Ave.

77

78 **4. Call to Order Meeting:** Haecker calls the meeting to order at 8:58 AM.

79

80 **5. Roll Call for Meeting:**

81

82 **6. Additions or Deletions to Agenda:**

83

84 Jacobson would like to see items a and b under New Business moved up after

85 Public Hearing item a. Wentler noted that the application for New Business B will

86 be arriving around 9:30.

87

88 **MOTION:** Laufman motioned to approve the agenda as amended if applicant is

89 here, Jacobson seconded. All members voting “Aye”, motion carries.

90

91 **7. Approval of Minutes:**

- 92
- 93 a. **November 13, 2018 Regular Scheduled Meeting:**
- 94

95 **Motion:** Jacobson motioned to approve the November 13, 2018 minutes as  
96 presented, Laufman seconded. All members voting “Aye”, motion carries.  
97

98 **8. Open Forum: None**  
99

100  
101 **9. Public Hearings:**  
102

103 **MOTION:** Laufman motioned to open the public hearing at 9:01 AM, Swanson  
104 seconded. All members voting “Aye”, motion carries.  
105

106  
107 **a. Rezoning application 028-18**

108 **Property Location: 280111100R00009**

109 **Applicant: Gibbons Construction-Rustly Gibbons (present)**

110 **Property Owner: Cary D. Vollrath**  
111

112 Gibbons stated he is requesting this rezoning because he believes this will be a  
113 better use of the property. He is hoping to construct a residential development  
114 similar to the development on Wolf Chase.  
115

116 McGeough stated that staff supports this application to rezone this parcel.  
117 McGeough read his staff report and gave a presentation. He noted that Ann  
118 Beaver provided comments on this application via email as she is unable to  
119 attend. He also received a letter from Kieran Moore that he presented at  
120 today’s meeting for the commission members.  
121

122 Laufman stated she is not in favor of rezoning this property based on previous  
123 discussions. Jacobson questioned who the owner of this property is. Gibbons  
124 stated that he is the current owner of the property. Swanson questioned why  
125 the construction layout and information was not provided in the packet.  
126 Laufman stated that the construction information is not part of the rezoning  
127 application and stated that the last time this parcel was discussed was during a  
128 sketch plan and both items were discussed at that time.  
129

130 Haecker stated he is in favor of this rezone as long at the development is  
131 sensitive to the environment and tries to save mature trees.  
132

133 Kieran Moore (audience) read his letter into the record. He owns a  
134 neighboring property that is currently zoned Central Business. If this were to  
135 get approved this would likely create spot zoning. He stated this application  
136 should be denied because it is directly contrary to the Comprehensive Plan.  
137 Moore is opposed to this application.  
138

139 Mann questioned if the group wanting to develop this parcel includes Tom  
140 Steffens. Gibbons stated it does not. It is only himself. Mann stated he was  
141 opposed to the rezoning earlier this spring/summer and is still opposed to it.  
142 He can have mixed use within Central Business and have retail and residential

143 use. Jacobson questioned how many units would be allowed if rezoned.  
144 McGeough stated 16-17 units.

145  
146 P.J. Smith (American National Bank, audience) stated that commercial  
147 developments need to think of access points on how to get customers in and  
148 out. This would require approval to cross the Paul Bunyan Trail. Currently he  
149 has not seen much demand for commercial development in this area. He has  
150 worked with Rusty Gibbons for 20 years. Take a look at Wolf Chase to see an  
151 example of what type of homes he builds.

152  
153 Jill Macnamara (Remax, audience) said she has been trying to sell Natures  
154 Touch for 4 years now and no one is interested in this property whether it is to  
155 fix it up or repurpose the use into a restaurant or something else.

156  
157 Gibbons stated that a commercial business will likely not be seen from the  
158 road and most if not all of the trees will be removed. Gibbons stated he will  
159 keep trees and have the development look nice

160  
161 **MOTION:** Jacobson motioned to close the public hearing for this application,  
162 Laufman seconded. All members voting “Aye”, motion carries.

163  
164 Laufman asked at what point do we read Ann Beaver’s comments for the  
165 record. McGeough read Beaver’s comments. Beaver believes the city would  
166 benefit more from reserving it as Central Business. Laufman doesn’t like the  
167 fact that the small rectangle parcel would stay Central Business if this  
168 application was approved. It would be a parcel that would be spot zoned.  
169 Haecker stated if we leave as commercial it is likely that all the trees will be  
170 removed. He would be in favor of this rezone as it has a better chance to  
171 protect Nisswa and its character. He is ok with leaving the small triangle  
172 parcel as Central Business as there is that zoning right across the trail.  
173 Swanson agrees with Haecker. Access would be needed to cross the trail and  
174 this has proven to be difficult in obtaining. Jacobson stated he is in favor of  
175 this rezone as he believes it is a better use of the land. Mann stated he is  
176 opposed at this time due to the fact that they could do a mixture of retail and  
177 housing with current zoning.

178  
179 **Motion:** Jacobson motioned to recommend to the City Council approval of  
180 the rezoning of PID#280111100R00009 from Central Business to Urban  
181 Residential with the following Findings of Fact:

- 182 1. *Preservation of natural sensitive areas:* The nearest wetland on the  
183 national wetland inventory is approximately 160 feet west of the site,  
184 on the west side of Main Street. It does not appear that there are any  
185 undelineated wetland areas upon the site.

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The subject site is heavily forested. The Comprehensive Plan identifies the subject property as “Edge Forest”



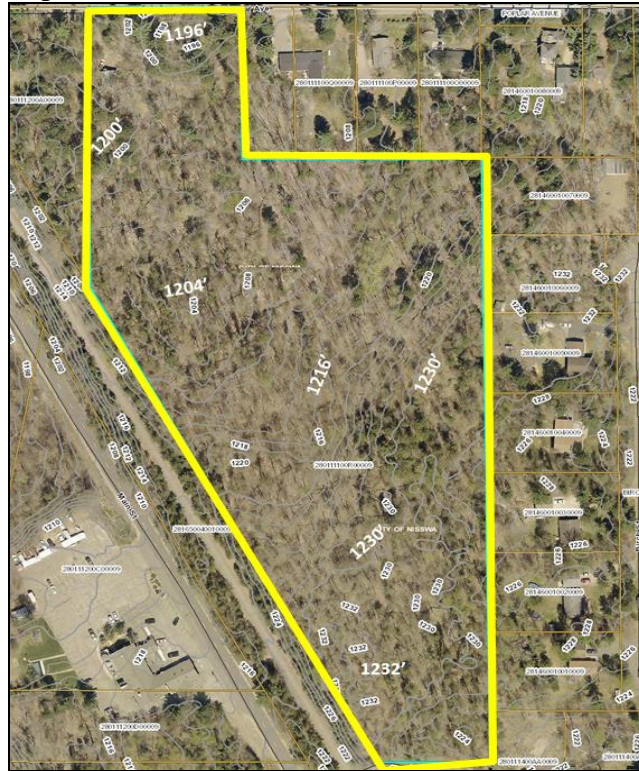
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2. *Present ownership and development:* According to the Crow Wing County Assessor’s Office, the 12.42 acre parcel (PIN

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280111100R00009) is owned Cary D. Vollrath and Dorothy Ann Moe. There is currently one single-family residence on the property fronting Poplar Avenue.

3. *Shoreland soil types and their engineering capabilities:* Only a small portion of the property lies within 1,000 feet of Lower Cullen Lake. The Natural Resources Conservation Service Web Soil Survey indicates soil in the platted area to be classified as D49B – Gray loamy sand, 2 to 8 percent slopes and D84D- Eutrudepts-Greycalm-Rollins complex, 10 to 20 % slopes.
4. *Topographic characteristic:* The highest point is located in the south portion of the site at an elevation 1,232 feet. A ridge is located in the lower one-third of the site, running in a in a northeasterly to southwesterly direction. The lowest point of the site is just south of Poplar Avenue, which is at an elevation of 1,196 feet.



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5. *Vegetative cover:* The subject rezoning site is heavily vegetated.



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6. *In-water physical characteristics:* Not Applicable.
7. *Recreational use of surface water:* Not Applicable.
8. *Road and service center accessibility:* The subject property has approximately 240 linear feet of frontage on Poplar Avenue. There are no adjoining roads on the east west or south. Hills Crossing Drive is a likely second point of access for the site. Dedication of the subject alignment was a condition of approval for the Hills Crossing development. Staff has recently forwarded communications informing the owner that the City will look to secure the street as a public roadway.
9. *Socio economic development needs of the public:* The feasibility of developing site with 13 acres of commercial development under the Central Business District zoning classification would be challenging, considering the general lack of visibility from Main Street and distance to the existing downtown. The existing zoning designation is described as a district that encourages building design and lay-out for pedestrian access associated with the traditional downtown, and that tourism-related businesses, offices, medical facilities and public use should be encouraged.

On the south side of the property, the distance to the “traditional downtown”, commencing at Nisswa Avenue, is over a quarter mile. On the north side the downtown is approximately one-half mile away. The expansion of a traditional downtown development pattern, geared

246 towards tourism, seems somewhat dubious when considering the  
247 walking distance from the downtown area. Typically, pedestrians will  
248 not walk farther than one-quarter mile to get to a destination.

249  
250 The Comprehensive Plan acknowledges that the subject property,  
251 located mostly within a “Downtown Transition” land use  
252 classification, is suitable for high-density residential development. A  
253 portion of the Comprehensive Plan Land Use Map also shows a  
254 portion of the subject site to be located within a “Neighborhood  
255 Residential” Land Use Classification. This designation generally  
256 aligns with the “Urban Residential” zone district classification.

257  
258 The subject zone change to “Urban Residential” aligns with Land Use  
259 and Residential Policies identified in the Comprehensive Plan. The  
260 policies that are most applicable are provided below:

- 261
- 262 a) Increased housing density and flexibility of design should be  
263 provided in those areas where municipal utilities are in place  
264 and there is direct pedestrian access to commercial areas.  
265
  - 266 b) New developments should be encouraged which are compact,  
267 utilize the existing infrastructure and designed in a manner that  
268 facilitates pedestrian traffic.  
269
  - 270 c) Residential development should be encouraged in those areas  
271 that are most suited for development. Developments should not  
272 negatively impact the environment and should preserve open  
273 space, especially in environmentally sensitive areas such as  
274 wetlands.  
275
  - 276 d) Development and redevelopment needs to happen in a manner  
277 and scale that is sensitive to the character of existing  
278 neighborhoods. New homes and buildings should fit in with the  
279 surrounding environment. The height, bulk and design of new  
280 construction should be in keeping with nearby existing  
281 structures.  
282
  - 283 e) The City should encourage development that would enhance  
284 and strengthen the downtown. A successful downtown is one  
285 that provides for a range of needs: neighborhood goods and  
286 services; places to live, shop, eat and be entertained; and  
287 opportunities for employment.  
288

289 10. *Availability of public sewer:* Public sewer is located on Poplar Avenue  
290 on the north side of the property.  
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292  
293 11. *The necessity to preserve and restore certain areas having*  
294 *significant historical or ecological value:* The property is identified as



295 an “Edge Forest” area. Properties to the north, south and east have  
296 generally been developed to a significant extent. The proposed change  
297 to UR (with potential PUD) from Central Business District will allow  
298 more of the forested area to remain or be re-established, via common  
299 open space area and required PUD buffering, than if left under the  
300 current Central Business District zoning classification.

301  
302 *12. Conflicts between land uses and impacts of commercial uses or*  
303 *higher densities on adjacent properties:* The proposed zone district  
304 changes the land use from a more intense “Central Business District”  
305 Zone Classification to a less intense “Urban Residential” classification,  
306 which is more compatible with the residential properties to the east. It  
307 is the applicant’s intent to submit a PUD that will allow for more units  
308 than would otherwise be permissible under the Urban Residential Zone  
309 without the overlay. Should a PUD be approved, there is a minimum 50  
310 foot wide buffer that will be required between the proposed dwelling  
311 units and the exterior property line.

312  
313 *13. Alternatives available for desired land use:* The Urban Residential  
314 Zone District seems to be the most appropriate zone district for the  
315 property given the distance to downtown and its pedestrian link via  
316 the Paul Bunyan Trail. The proposed zone also seems to be the most  
317 compatible to the Urban Residential Zone District to the east. The  
318 subject property appears only to be suitable for the proposed Urban  
319 Residential or Central Business District zoning classifications.

320  
321 *14. Prevention of spot zoning:* The property immediately to the east is  
322 zoned “Urban Residential”. Approval of the subject request does not  
323 constitute “spot zoning”.

324  
325 *15. Conformance to the City of Nisswa Land Use Plan:* The request to  
326 change the zone is consistent with the City of Nisswa Land Use Plan  
327 designation of “Downtown Transition” and “Neighborhood  
328 Residential”. Additionally, the subject request also aligns with the  
329 Comprehensive Plan Housing Policies identified within the Staff  
330 Report.

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332  
333 Swanson seconded the motion. All members voting “Aye”, except Mann  
334 voting “Nay” motion carries.

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337 **10. New Business**

- 338  
339 **a. Johnson Metes & Bounds Subdivision application MSB-029-30**  
340 **Property Location: 280122300IAA009**  
341 **Applicant/Property Owner: Robert Johnson (present)**

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343 McGeough read his staff report and gave a presentation.

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Hallan noted that there should be an appropriate legal agreement to layouts that the well on Tract A also will serve Tract B. Jacobson questioned what the long narrow jog on the north side was for. Johnson stated he was unsure. Jacobson noted that the road easement or public right-of-way should be transferred to the city. He also questioned if the building on Tract B would require a variance as the building is close to the lot line. McGeough stated that there is no need for a variance as there is a zero setback requirement. Laufman questioned where the front entrance and accesses to the property were located. Johnson stated there are accesses on Church Street and Lakers Lane to get on the property and the front door to the building is on the same side as Lakers Lane. Laufman questioned if the city maintains the sidewalk. Johnson stated he believes that he is responsible for the sidewalk in front of his building.

**Motion:** Laufman motioned to approve this Metes and Bounds Subdivision on PID 280122300IAA009 to split a 46,455 square foot parcel into 3 separate tracts with the following conditions:

1. The applicant shall dedicate “Tract C” to the City as public right-of-way.

**Findings of Fact:**

1. The subject property is located at 5518 Lakers Lane Main Street (PIN 280122300IAA009).
2. The subject property is zoned “Central Business”.
3. The metes and bounds subdivision request is to split a 46,455 square foot parcel into a 15,580 square foot parcel, a 13,280 square foot parcel and a 17,595 parcel.
4. Church Street and Lakers Lane are currently maintained as public streets and will continue to operate as public streets and be maintained by the City of Nisswa.
5. “Tract B” encompasses an existing office building.
6. There is a 10” sewer line located in Church Street and a 12” sewer line located in Lakers Lane
7. All tracts meet the minimum lot requirements of the “Central Business” zone district.

Swanson seconded the motion. All members voting “Aye”, motion carries.

**b. Duvall Metes & Bounds Subdivision application MSB-030-18**  
**Property Location: 280111400MA0009**  
**Applicant/Property Owner: Jeremiah Duvall and Stacy Stranne-(present)**

McGeough read his staff report and gave a presentation.

Jacobson stated that a lot split is for 1 lot split into 2 lots. If we are splitting 1 lot into 3 lots this would require a Subdivision Application, not a lot split. The applicant would need to come back next month with the correct application. Laufman questioned if we could still proceed with this as it is very similar to

392 the last application. And it seems like this is no fault of the applicant on the  
393 wrong application.

394  
395 **Motion:** Laufman motioned to approve this Metes & Bounds Subdivision,  
396 PID 280111400MA0009 to split a 25,953 square foot parcel into 3 separate  
397 parcels and a fourth Tract D as a future dedicated right-of-way with the  
398 following conditions:

- 399 1. The applicant shall dedicate “Tract D” as public right-of-way.  
400

401 Findings of Fact:

- 402 1. The subject property is located at 25527 Church Street (PIN  
403 280111400MA0009).  
404 2. The subject property is zoned “Central Business”.  
405 3. The metes and bounds subdivision request is to split a 25,953 square  
406 foot parcel in to 3 separate parcels; and a fourth tract, “Tract D”, that  
407 will serve as a future “Roadway Easement” or dedicated as right-of-  
408 way.  
409 4. “Tract A” is a 6,921 square feet, “Tract B” is a 6,270 square feet,  
410 “Tract C” is a 6,976 square feet and “Tract D” is a total of 6,343  
411 square feet.  
412 5. “Tract A” is encompasses an existing residential building.  
413 6. There is a 10” sewer line located in Church Street, an 8” sewer line  
414 located in Lakers Lane and an 8” sewer line located in City Hall  
415 Street.  
416 7. All Tracts meet the minimum lot requirements of the “Central  
417 Business” zone district.  
418

419 Swanson seconded the motion. All members voting “Aye”, except Jacobson  
420 voting “Nay”, motion carries.  
421

422 **FURTHER DISCUSSION:**

423 Mann questioned how this incorrect application got in front of the commission  
424 today. An entirely different application should have been filled out. Mann  
425 stated that McGeough should have caught this before it was put on the agenda.  
426  
427

428 **9. Public Hearings – Continued**

429  
430 **MOTION:** Laufman motioned to open the public hearing 10:09am, Swanson  
431 seconded. All members voting “Aye”, motion carries.  
432

433 **b. Ordinance Amendment application 015-18 – Parking and Loading**  
434 **Applicant: City of Nisswa**  
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436  
437 **Motion:** Laufman motioned to recommend to the City Council approval of  
438 this ordinance amendment 015-18 for Parking & Loading Standards as  
439 presented, Swanson seconded the motion. All members voting “Aye”, motion  
440 carries.

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**c. Ordinance Amendment application 026-18 – Water-Oriented Accessory Structure**

**Applicant: City of Nisswa**

Laufman stated she would like to see this simplified. Haecker stated that Ann Beaver sent comments to remove #8, and he and Swanson agree with this. Jacobson is struggling with the fact that patios, decks, and screen houses are allowed under Water-Oriented Accessory Structures. He questioned why these would be allowed for a structure that is used to store life jackets and paddles. He asked if this is something we want to include? Haecker agrees these items should be removed along with boat house. Mann stated he is confused on what we are trying to do. What is in front of us is way beyond a storage box for life vests. Laufman stated we can go back to what we have and revise that ordinance. Mann stated that he likes the Lake Shore version. He would be ok with a structure that is 7 feet tall so someone could walk in it. He suggested maybe a 10 ft. x 10 ft. x 8ft. structure. Laufman stated she would be ok with Lake Shore’s version as well. Laufman stated she will review and bring back a revised version at the January 2019 meeting.

**Motion:** Laufman motioned to table to the January 8, 2019 regular planning meeting allow Laufman to make these corrections, Jacobson seconded the motion. All members voting “Aye”, motion carries.

**MOTION:** Laufman motioned to close the public hearing at 10:23 am, Haecker seconded. All members voting “Aye”, motion carries.

**11. Old Business**

**a. Ordinance Amendment application 013-18 Resort Expansion  
Applicant: City of Nisswa**

**Motion:** Laufman motioned to recommend to the City Council approval of this ordinance amendment 013-18 for Resort Expansion as presented, Mann seconded the motion. All members voting “Aye”, motion carries.

**12. Planning & Zoning Administrator’s Report**

**a. Permits**

Haecker questioned if the American National Bank provided a signed site plan by the architect. McGeough stated yes they have provided a signed site plan. Haecker noted it was not listed on the document as complete.

**b. Conditions**

490 McGeough stated a letter was sent to Turner Towing and the owner wanted to  
491 see if the city would revoke his CUP in regards to the color of his building.  
492 Laufman questioned if the other conditions had been met. She referenced a  
493 letter sent out in March about items #3, 4, 6b, 7, 9, and 12. Have they  
494 implemented the landscape plan provided? McGeough stated he would follow  
495 up on the environmental issues and all conditions to make sure these  
496 conditions are actually complete.

497  
498 Laufman stated that the Grand View Lodge conditions could probably be  
499 removed from this main list as they have a different list within the packet that  
500 we are updating as well.

501  
502 Laufman questioned if Lutheran Church of the Cross planted trees yet. Hallan  
503 stated a fence will be installed.

504  
505 Laufman brought up months ago about the Wausau Homes sign. She would  
506 like to bring up the discussion again on Wausau Homes sign. This was to have  
507 a planter at the base of the sign and it does not.

508  
509 Haecker questioned if we have done anything with the Fast Trax sign issue.  
510 McGeough stated the owner was going to correct the sign degree to be in  
511 compliance with our city ordinance. Haecker also stated there are about 6  
512 feather flags on the property that need to be addressed. McGeough will follow  
513 up with these violations.

514  
515 **c. Violations**

516  
517 McGeough stated gave an update on the Birch Street property stating that the  
518 city attorney sent a letter requesting to let the city inspect the property. The  
519 property owner sent in an application for a variance on the property, but the  
520 application is incomplete. A letter has been sent to the property owner stating  
521 an incomplete application has been received and that we need more  
522 information.

523  
524 **d. Site Visits**

525  
526 Laufman questioned if any follow up has been done since last month on  
527 Honer Excavating property. A letter was supposed to be sent out last month.  
528 Excavating businesses are not allowed within our land use and there are issues  
529 with the sign and storage on the property. McGeough stated he will send out a  
530 letter today or tomorrow to address all of these issues and concerns.

531  
532 **e. Planning Commission Candidate Interviews**

533  
534 McGeough stated they are having interviews this afternoon with 3 candidates.  
535 He, Jacobson, and Haecker are conducting the interviews.

536  
537 **f. Status of Architectural Materials Subcommittee**

538

539 McGeough stated he hasn't scheduled the first meeting yet.

540

541 **g. Comprehensive Plan**

542

543 McGeough stated it is being sent to the County for review. They have 60 days  
544 to respond. Wentler questioned if the council has approved a version yet to  
545 send to the County. McGeough stated not at this time.

546

547 **h. Conditions update – Grand View Lodge**

548

549 Mark Ronnei (Grand View Lodge) provided an updated Impervious  
550 Coverage/Density Calculation Plan. He handed out a copy to all members.  
551 Ronnei hopes to make this a living document. It will be updated and provided  
552 with each application that comes to the city for future development. He will  
553 have this dated and submitted to the city. He noted that in Tier 2 they are over  
554 by 3,606 square feet, but hopes to get this cleaned up by the end of 2019.

555

556 Mann thanked Ronnei for presenting this document. He would like to see  
557 gross square feet by Tier added to this document. And would like to see some  
558 sort of documentation on whether right-of-ways are deducted from these  
559 calculations. He would also like to get a larger drawing in order to read better.  
560 Ronnei stated he will look into having both of these items added to the  
561 document and will provide poster size documents. Hallan noted that it may be  
562 easier to color code each Tier on what is included instead of specifying each  
563 right-of-way.

564

565 Ronnei stated that the Recreation Center is close to completion. He noted that  
566 some deliveries for this will come in the front door. They are working on  
567 getting easements recorded and will hopefully go over a complete review of  
568 all outstanding conditions next month.

569

570 Mann questioned if Joe Hall, Assistant Fire Chief, has provided an employee  
571 housing document to the city yet. McGeough stated he has not seen anything  
572 yet. Ronnei stated he and McGeough will work to get this letter from the Fire  
573 Department.

574

575 **i. Commission Policy Memo**

576

577 McGeough stated the new commission policy was provided in the packet and  
578 he is looking for comment on this policy from the commission.

579

580 Jacobson stated this document was created to have consistency within all  
581 commissions/committees, but sees a discrepancy within the Parks Committee.  
582 It states that members need to have public residency, whereas the Planning  
583 Commission and the Public Works Commission state public residency or  
584 property ownership. Why is this not consistent? Haecker agrees. Jacobson also  
585 had concerns with someone owning a small parcel of land in Nisswa, but lives  
586 in a different city. Laufman stated if someone owns property they do have a  
587 vested interest in the town and what happens. Jacobson questioned if a

588 property owner does not live in the city limits of Nisswa is this ok to be on the  
589 commission? Haecker believes they should be a resident and/or be more  
590 restrictive on property ownership. The majority of the commission members  
591 would like to see members live in the city limits of Nisswa.

592  
593 Shawn Hansen (Chamber Director) stated that in past discussions different  
594 options were tossed around in order to gain members. Like moving to evening  
595 meetings or allowing business or property owners to be allowed on  
596 commission. Maybe the discussion should be what to do to keep the  
597 commission operating or close down the commission?

598  
599 Jacobson would like to see Parks & Rec Committee, Planning Commission,  
600 and Public Works Committee conform to each other. Swanson stated he is ok  
601 with the policy the way it is presented.

602  
603 Jacobson noted that on page 3, #6 that members would need approval from  
604 Department Head before visiting project sites. Jacobson noted he would like  
605 to visit sites before the meeting in the day light hours. He should be able to  
606 stand on public property and look at the property site without approval.

607  
608 Haecker stated that this should be an application for an ordinance amendment,  
609 but this is not, why? Wentler stated that once this is approved we will work to  
610 revise any ordinances that are necessary.

611  
612

### 613 **13. Commission Discussion Items**

614  
615

#### 615 **a. Shoreland Planned Unit Development (Section 4.10.1)**

616  
617

617 Mann would like to table because Ann Beaver and he are not present and they  
618 are the ones that worked on this.

619  
620

620 **Motion:** Laufman motioned to table until the January 8, 2019 regular  
621 scheduled meeting, Jacobson seconded the motion. All members voting  
622 “Aye”, motion carries.

623  
624

#### 624 **b. Mobile / Temporary Concession Vendors**

625  
626

626 McGeough stated an email went out after the packets were done. Jacobson  
627 stated this is for discussion purposes only. He stated he revised our existing  
628 ordinance to reflect information discussed at their meeting. There are a few  
629 type additions and deletions. He also added the 4 paragraphs after 8.4.4.B.

630  
631

#### 631 **c. Grand View Lodge Density Calculation – Mark Ronnei (present)**

632  
633

633 See item 12. H as it was discussed and presented during this topic.

634  
635

#### 635 **d. Land Use Chart/Storage Building Regulations**

636

637 Haecker stated he provided a section to be inserted into the ordinance. This  
638 would be a new section within the ordinance. He thought 4.9.14 possibly, but  
639 we would need to take a look where it would fit best. He provided this  
640 document to all commission members at the meeting. This is for discussion  
641 only and will be added to next month's agenda.  
642  
643

644 **14. Future Commission Discussion Items**

645  
646 Nothing discussed at this time for these items.  
647

648  
649 **FURTHER DISCUSSION ITEMS**

650  
651 Laufman questioned where we are at with the sketch plan review process that we talked  
652 about months ago. McGeough stated he has not worked on this yet.  
653

654 Laufman also questioned where the August minutes are from the workshop we had, as  
655 these have not been on the agenda to approve. McGeough stated these minutes are not  
656 done yet.  
657

658  
659 **15. Adjourn**

660  
661 **Motion:** Laufman motioned to adjourn the December 11, 2018 meeting at 11:50  
662 am, seconded by Swanson. All members voting "Aye", motion carries  
663

664  
665  
666 Respectfully submitted,  
667

668 \_\_\_\_\_  
669 Maggi Wentler, Deputy City Clerk