



MINUTES

REGULAR MEETING OF THE CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT
TUESDAY, FEBRUARY 13, 9:00 AM

Members Present: Don Jacobson, Jim Swanson, Woody Haecker, Anne Laufman, Ann Beaver
Members Absent: Peter Mann
Others Present: Mark Hallan
Staff Present: Desmond McGeough, Maggi Wentler

1. Call to order
2. Tour of properties - None
3. Additions or deletions to agenda
4. Approve Minutes:
 - a. January 9, 2018 Minutes
5. Open Forum: None
6. Public Hearings: (published in the Echo Journal February 1, 2018 & notice was mailed to all property owners within 350 feet & the affected state agencies.)
 - a. Conditional Use Permit application 036-17 – City of Nisswa - Spirits – Tabled
 - b. Conditional Use Permit application 038-17 – ETOC (Lake Hubert) - Tabled
 - c. Conditional Use Permit application 035-17 – Grand View (ETOC) – Approved
 - d. Conditional Use Permit application 032-17 – ETOC – Approved
 - e. Variance application 042-17 – ETOC – Approved
7. New Business:
 - a. Nominations and selection of Planning Commission Chair & Vice Chair
8. Old Business:
 - a. Sketch plan – Luke Bluhm: Proposed OHW Lake Setback Variance 26314 Padre Place
 - b. Gull Four Seasons Density Calculations
9. Commission Discussion Items
 - a. Updated Planning Commission Submittal Timeline Calendar (Proposed Revision)
 - b. List of potential discussion items
10. Planning & Zoning Administrator’s Report
 - a. Permits
 - b. Site Visits
 - c. Violations
11. Adjourn

MEETING MINUTES FROM FEBRUARY 13, 2018

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1. **Call to Order:** Haecker calls the meeting to order at 9:03 AM.

2. **Tour of Properties:** None

3. **Additions or Deletions to Agenda:**

Haecker would like to discuss water quality, DNR issue, clear cutting, and archeological digs. Beaver stated these items are already on the agenda item 9a.

MOTION: Jacobson motioned to approve the agenda as presented, Beaver seconded. All members voting “Aye”, motion carries.

4. **Approval of Minutes:**

a. **January 9, 2018:**

Laufman suggested a change on line 241 add “not” before “be inclined”; lines 1088 add “just” before “the lake”. Hallan suggested a change to page 21 #8 finding of fact to read “the applicant proposes to construct a private sewer system that will connect to the city municipal sewer collection system, which will serve all 8 dwelling units. Homeowners association will operate and maintain the private sewer system serving the 8 unit”.

MOTION: Laufman motioned to approve the January 9, 2018 minutes with the noted changes, Swanson seconded. All members voting “Aye”, motion carries.

5. **Open Forum:** None

6. **Public Hearings:** **MOTION:** Jacobson motioned to open the public hearing, Beaver seconded. All members voting “Aye”, motion carries.

a. **Conditional Use Permit application 036-17 – to consider plans to construct a 44 sf. (two-sided, 88 square foot total) freestanding dynamic display sign.**

Property Location: 23962 Smiley Road

Applicant: City of Nisswa

Property Owner: Schaefer’s of Nisswa

b. **Conditional Use Permit application 038-17 – to consider plans to construct a 2,500 sf dining hall and a 1,764 sf kitchen facility.**

Property Location: general located south of Lake Hubert, approximately 1,600 feet west of E. Lake Hubert Drive and 1,200 east of the terminus of S. Lake Hubert Drive. PIN 280254305000009

Applicant/Property Owner: ETOC

96 **Motion:** Jacobson motioned to table items 6a and 6b until the March 13, 2018
97 meeting as requested by the applicant, seconded by Beaver. All members
98 voting “Aye”, motion carries
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- 100 c. **Conditional Use Permit application 035-17 – to consider the plans to**
101 **construct a 5,730 sf. expansion of an existing spa structure within a**
102 **Commercial Waterfront District.**
103 **Property Location: generally located at the northwest corner of Forest**
104 **Ave. and Woodward Ave. approximately 700 feet south of Forest Ave.**
105 **Applicant/Property Owner: Grand View Lodge (ETOC) – Mark Ronnei**
106 **(present)**
107

108 McGeough read his staff report and gave a presentation.
109

110 Ronnei submitted a Traffic Study including parking additions and traffic
111 mitigation summary and a Global Landscaping Plan summary for the record.
112 Ronnei read over the documents and suggested that the city planning
113 department do an annual inspection for the first three years to gauge the
114 effectiveness and satisfaction of the landscaping plan implementation. Ronnei
115 wanted to put in writing all of the things that have been discussed during all
116 the different applications to formalize a process. McGeough stated he is
117 comfortable with the parking sites and number of parking stalls. He came up
118 with an estimated occupancy of 62 guests, based on treatment stations. Ronnei
119 stated that their calculation came in close. They had estimated occupancy of
120 64 Hallan noted that the architecture for the overhead door will need to be
121 moved around the corner and reconfigured. This will need to match the site
122 plan. The current and new plumbing will be connected to the city sewer
123 system and charges will need to be adjusted for the new connections. We will
124 also need to know how they will be connecting to the city sewer system.
125 Hallan would also like to see ground nets and/or an erosion control mat put in
126 place from the parking lot down to the basin. Ronnei stated they will be
127 putting protections in place based on the SWIPP Plan. This will also be
128 inspected by the Pollution Committee.
129

130 Laufman questioned if we would see an updated Tier Density calculation.
131 Ronnei stated they have engaged for a new study to be done and will supply it
132 once it is complete. Beaver stated she felt the proposed parking plan is a good
133 one. She would like to see the ordinance is followed for the hotel parking
134 stalls and it does comply. Jacobson stated the Global Landscaping plan is a
135 good idea, but would have liked to have had it in advance. It is hard to digest.
136 He personally would like to see each application have its own plan and that
137 way everything is together and in one place. The Global Landscaping Plan
138 doesn't explain where the 100 trees will be planted. Ronnei stated he has
139 submitted individual plans per site and will let the city know if something
140 should change from those documents. This Global Landscaping plan is just a
141 summary of all plans compiled into one document. Haecker also stated it is
142 important to see where the location of these trees and such are going. Beaver
143 stated she would like to define what a small tree or medium tree is. Ronnei
144 stated that all trees will be 4-16 feet tall. This will provide screening at
145 different levels. They will also be integrating with the stormwater plan. They

146 will likely have taller trees by the parking lot lights for better screening and
147 have less light pollution. Beaver suggests that we add “refer to Global
148 Landscaping plan for size of trees”. Haecker suggests that city staff follow up
149 on these CUPs. Laufman would like to see that the annual inspection be
150 completed and documented in the motion. McGeough noted that once they
151 apply for a Land Use Permit he will be able to inspect. Once Land Use Permit
152 is issued the property owner has 1 year to complete.
153

154 **Motion:** Jacobson motioned to approve Conditional Use Permit application
155 035-17 to consider the plans to construct a 5,730 sf. expansion of an existing
156 spa structure within a Commercial Waterfront District generally located on the
157 west side of Woodward Ave., approximately 700 feet south of Forest Ave.
158 with the following conditions:
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- 160 1. The applicant shall submit to the zoning administrator and record a
161 property line adjustment application removing all existing property
162 lines running through the proposed building footprint, consistent with
163 the site area shown on the site plan.
- 164 2. The exterior finish of the building shall be substantially in compliance
165 with the plans submitted which meet the requirements of Section 4.8.3
166 “Exterior Building Finishes – Commercial Structures” of the land use
167 ordinance.
- 168 3. The public works department shall determine the sewer usage charges.
- 169 4. The applicant shall landscape the spa facility site in conformance with
170 the submitted Landscaping Plan Description.
- 171 5. The property owner shall be responsible for the maintenance of any
172 vegetation within the public right-of-way adjacent to the subject
173 property. The city will not be liable for any damage to said vegetation
174 sustained by conducting street maintenance or any other cause. The
175 city will not be responsible to replace any damaged vegetation in the
176 public right-of-way.
- 177 6. The lodge style architecture and color scheme must be compatible with
178 the existing structure.
- 179 7. Landscaping Plan must match as the plan in the packet and the Global
180 Landscaping plan, provided February 13, shall complement the
181 original plan.
- 182 8. Grand View Lodge must follow and comply with the Traffic Study,
183 Parking Plan, and Chapel Events documents that were provided at the
184 February 13, 2018 Planning Commission meeting.
- 185 9. The existing and new addition to the spa must connect to the city
186 sewer system.
- 187 10. City staff will need to verify that Grand View Lodge is in compliant
188 with their landscaping plan within 1 year of issuance of Land Use
189 Permit.
190

191 Findings of Fact:

- 192 1. The subject property is located on the west side of Woodward Avenue,
193 approximately 700 feet south of Forest Avenue. (PIN
194 280221302C00009, 281140001200889, 281140001210889, and
195 281140001220889).

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2. The subject property is in the “Commercial Waterfront” Zone District
 3. The conditional use permit request is to construct a 5,730 sf expansion of an existing spa structure. The building expansion will include 8 treatment rooms, relaxation room and soaking tub.
 4. The site area exhibit identifies the total lot area being 73,744 square feet (1.69 ac)
 5. Exterior Finish: The exterior of the proposed structure will consist of wood, stone and colors consistent with the requirements in Section 4.8.3 “Exterior Building Finishes – Commercial Structures” of the land use ordinance.
 6. Impervious Surface Coverage: The property will have a 26.6 percent impervious surface coverage. There is a total of 17.1 percent impervious coverage in Tier 3 and 8.7 percent impervious coverage in tier 4 with the expanded spa facility.
 7. Stormwater Management: The applicant intends to provide 9,598 cubic feet of retention within three basins.
 8. Landscaping: The applicant proposes to plant a total of 42 pine and fir trees.
 9. Water Supply: The subject property is currently served by private water well.
 10. Sewage: The proposed building will be connected to the public sanitary sewer system.
 11. Solid Waste: The applicant proposes to utilize utility room on the bottom floor for solid waste collection.
 12. Loading Zone: Delivery trucks will utilize the utility room as “loading zone” on the southwest side of the building.
 13. Parking; A total of 24 parking spaces are located at the spa facility, the due to the a large number of spa users that will be already parked at other lodge facilities, the total number of off-street parking spaces has been determined to be adequate.
 14. Properties in the vicinity of the subject site are owned by Grandview Lodge and are also zoned “Commercial Waterfront”. The use and enjoyment of these properties will not be impaired with the proposed development.
 15. The development, with conditions, will not impede the normal and orderly development and improvement of surrounding property.
 16. That adequate utility, access roads, drainage and other necessary facilities have been or are being provided. The development, with conditions, will have adequate drainage facilities and utilities.
 17. The development will not depreciate property values within the immediate vicinity of the subject property.

238 Seconded by Swanson. All members voting “Aye”, motion carries.

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- d. **Conditional Use Permit application 032-17 – to consider construction of a 35,856 sf., 60-room hotel and attached conference room within a Commercial Waterfront Zone District.**
Property Location: generally located at the northwest corner of Forest Ave. and Woodward Ave. PIN: 280221302B00009, 28114000132009,

245 **28114000131009, 28114000130009, 28114000129009, 28114000128009,**
246 **28114000127009, 28114000126009, 28114000125009, 28114000129A889**

247 **Applicant: ETOC – Mark Ronnei (present)**

248
249 McGeough read his staff report and gave a presentation. McGeough noted that
250 agenda item 6e will be part of this discussion as well.

251
252 Ronnei stated this will be a standard size hotel. They submitted a light plan a
253 while back and it will be the same as approved for the Garden Cottages as to
254 fixtures, height and down-lit. He will resubmit this lighting plan with details.
255 These lights will be visible from the streets, but not by the neighbors. They are
256 working to preserve the larger trees on the property. There will be stormwater
257 retention basins on both sides of the hotel surrounded by large lawns. There
258 will be 40 single king size rooms and 20 2-queen rooms. They are anticipating
259 1 car per hotel room. They will be adding a walkway and fire pit off to the
260 west that will hold approximately 20 people. There will not be a restaurant or
261 any food cooked in this building. They will have coffee available. Garbage
262 pickup will be off the back side of the building.

263
264 Hallan noted that the parking lot layout will need to be adjusted for handicap
265 parking stalls. There will also need to be a culvert or other drainage device for
266 overflow stormwater in the southwest corner of the parking lot.

267
268 Jacobson questioned if height variance request was for 3’-5” or 4’-5” as there
269 is conflicting information in the Staff Report. McGeough stated it is 4’- 5” as
270 indicated on the plan exhibit. Laufman noted that there will need to be some
271 corrections to the finding of facts if approved. Beaver suggested #5 of the staff
272 conditions should state “prior to issuance” similar to #1. Beaver questioned
273 why the word “substantially” was used in the staff conditions #6. McGeough
274 stated there was not a specific reason other than to allow for very minor
275 modifications if needed. Laufman questioned if we needed a landscaping
276 plan as stated in staff condition #1. McGeough thought the Commission and
277 staff should see these documents. Ronnei stated they have been adjusting the
278 swales and may need to more space than originally thought. Once they have
279 finalized the swale locations they will complete the landscaping plan and
280 provide to city staff. There will not be a lot of landscaping needed as it is
281 located in the middle of a golf course.

282
283 Haecker questioned why findings of fact #5 stated “log wood” when the
284 documents state composite and wood. Ronnei stated they will be matching the
285 siding used on the Gull Lake Center; composite, wood, and cedar. Jacobson
286 suggests removing “log” from this finding of fact.

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289 **Motion:** Laufman motioned to approve this Conditional Use Permit
290 application to construct a 35,856 sf, 60-room hotel and attached conference
291 room within a Commercial Waterfront District generally located on the west
292 side of Woodward Ave., approximately 700 feet south of Forest Ave with the
293 following conditions:

- 294 1. Prior to issuance of a Land Use Permit the applicant shall submit the

- 295 following for the consideration and approval of the Planning
296 Commission.
- 297 a. Exterior lighting fixture exhibit
 - 298 b. Landscape Plan
 - 299 c. Color Pallet and Materials Board
- 300 2. Prior to issuance of a Land Use Permit, the Applicant shall provide a
301 deposit with the City of Nisswa in the amount of \$ 5,000 for the
302 funding of a traffic study to be performed by a professional traffic
303 engineer. Said study shall analyze the potential traffic impacts on
304 Highway 77 and provide recommendations regarding potential street
305 improvement mitigations for both the highway facility and local
306 streets. Applicant will be responsible for the full funding of the study
307 and will provide additional funds to complete the study as needed.
 - 308 3. Grand View Lodge management shall meet with the City of Nisswa
309 Public Works Committee to discuss any future traffic and parking
310 issues after the traffic study is complete and agreed recommendations
311 have been addressed.
 - 312 4. Prior to issuance of Land Use Permit, the applicant shall record a
313 blanket easement over the entire parcel for sewer line maintenance and
314 emergency vehicle access.
 - 315 5. Prior to issuance of Land Use Permit, the applicant shall submit to the
316 zoning administrator and record a property line adjustment application
317 removing all existing property lines running through the proposed
318 building footprint and meeting the 30-foot setback requirement.
 - 319 6. The exterior finish of the building shall be substantially in compliance
320 with the plans submitted which meet the requirements of Section 4.8.3
321 “Exterior Building Finishes – Commercial Structures” of the land use
322 ordinance.
 - 323 7. Exterior lighting shall employ full cut-off fixtures to minimize light
324 trespass and glare.
 - 325 8. The public works department shall determine the sewer usage charges.
 - 326 9. The property owner shall be responsible for the maintenance of any
327 vegetation within the public right-of-way adjacent to the subject
328 property. The city will not be liable for any damage to said vegetation
329 sustained by conducting street maintenance or any other cause. The
330 city will not be responsible to replace any damaged vegetation in the
331 public right-of-way.
 - 332 10. The Global Landscaping Plan and Traffic Study, including parking
333 plan, submitted on February 13, 2018 shall be followed and
334 completed.

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337 Findings of Fact:

- 338 1. The subject property is generally located at the northwest corner of
339 Woodward Avenue and Forest Avenue on ten separate tax parcels.
340 (PIN 280221302B00009, 28114000132009, 28114000131009,
341 28114000130009, 28114000129009, 28114000128009,
342 28114000127009, 28114000126009, 28114000125009,
343 28114000129A889).
- 344 2. The subject property is zoned “Commercial Waterfront.”

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3. The applicant is proposing a 35,856 square foot hotel, consisting of 60 rooms and 5,000 square foot conference room
 4. The applicant has provided a Site Plan, Floor plans, Elevations, Roof Plan with Isometric Drawing, Grading and Drainage Plan, Erosion Control Plan, Lighting Plan Utility Plan.
 5. The architecture of the hotel is characteristic of the lodge style consisting of wood composite siding, stone, and gable roofs with exposed truss material.
 6. The proposal will meet set back requirements upon completion of a lot line adjustment.
 7. The applicant has proposed five retention basins on the site that will address storm water runoff volume for the 10-year storm event.
 8. Parking provided for the hotel and other Grand View Lodge additional facilities has been found to be adequate to meet off-street parking demand.
 9. The height of the hotel structure is 29'-4".
 10. Findings of fact meeting the criteria for granting of a variance for building height have been established.

364 Seconded by Beaver. All members voting "Aye", motion carries.

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- e. **Variance application 042-17 – to request for relief from established maximum building height standard, permitting a 30-foot high, 35,856 square foot 60-room hotel and conference room structure within a Commercial Waterfront Zone District.**

370 **Property Location: generally located at the northwest corner of Forest**
371 **Ave. and Woodward Ave. PIN: 280221302B00009, 28114000132009,**
372 **28114000131009, 28114000130009, 28114000129009, 28114000128009,**
373 **28114000127009, 28114000126009, 28114000125009, 28114000129A889**
374 **Applicant/Property Owner: ETOC – Mark Ronnei (present)**
375

376 ****The discussion for this application was discussed within agenda item 6d. ****
377

378 **Motion:** Haecker motioned to approve this variance application to exceed the
379 maximum building height by 4-1/2 feet for a 35,856 square foot 60-room
380 hotel and conference room structure within a Commercial Waterfront Zone
381 District with the following: Findings of Fact:
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1. The applicant has established that there are practical difficulties, as defined in the ordinance. Strict enforcement of the 25' height limitation on a commercial structure would allow, or result in two possible scenarios; a two-story structure with a flat roof, or a one story commercial structure with much more impervious coverage of the site. The applicant could build a two story commercial structure, however the roof would be flat or have little slope. From an aesthetic standpoint, the standard pitched roof with dormer projections is in keeping with the "up north" lodge style character of both the resort and the city as a whole. If a one-story, pitched roof structure was developed in accordance with the 25-foot height limitation, the impervious area of the hotel would increase significantly. It seems

- 395 unorthodox to limit the height of a structure to a single story as to
396 allow for a pitched roof within a commercial zone district. The two-
397 story hotel structure, as provided in the development plans, in no way
398 appears to be unusually tall or out of place within the surrounding
399 commercial resort environs.
- 400 2. Deviation from the Ordinance is still in harmony with the general
401 purposes and intent of the Ordinance and Comprehensive Plan. The
402 structure is located in a forested area with significant open space and
403 light around the building envelope. There is a line of mature cedar
404 trees that will generally screen the hotel from Forest Avenue as well.
405 Grand View Lodge owns all the surrounding property. It is unlikely
406 the granting of the 4.5' height variance would be observed from those
407 traveling on Woodward Avenue or Forest Avenue.
 - 408 3. The plight of the property owner is due to circumstances unique to the
409 property and is not caused by the property owner. Grand View Lodge
410 has been present for 100 years. The Commercial Waterfront Zone
411 District is intended to provide development of commercial resorts and
412 associated uses. A two-story lodging accommodation, as proposed, is
413 use that would be very much anticipated within this environment.
414 However, the 25-foot height limitation would effectively prohibit such
415 facility as noted in response to criteria one. The area being heavily
416 forested and under the Applicant's ownership is a unique circumstance
417 of the site that makes the 4.5' variance request relatively
418 inconsequential.
 - 419 4. The terms and conditions of the variance protect the essential character
420 of the neighborhood. Approval of variance in no manner negatively
421 impacts the character of the area. A structure of this size and character
422 would generally be considered a typical structure, the main lodge at
423 Grand View is similar in height to the 29'-4" proposed structure.
 - 424 5. The variance is based on findings of fact other than economic
425 considerations. There are unique circumstances related to the location
426 of the property that makes the request for height relief appropriate.
 - 427 6. Hotel lodging is a use that is permitted in the Commercial Waterfront
428 Zone District.

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430 Seconded by Jacobson. All members voting "Aye", motion carries.

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432 **MOTION:** Jacobson motioned to close the public hearing, Beaver seconded. All
433 members voting "Aye", motion carries.

434 435 436 **7. New Business**

437 438 **a. Nominations and selection of Planning Commission Chair & Vice Chair**

439
440 **Motion:** Laufman motioned to nominate Haecker as Chair for the term March
441 2018 – February 2019, seconded by Swanson. All members voting "Aye",
442 motion carries.

444 **Motion:** Beaver motioned to reappoint Laufman as Vice Chair for the term
445 March 2018 – February 2019, seconded by Jacobson. All members voting
446 “Aye”, motion carries.
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449 **8. Old Business**

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451 **a. Sketch plan – Luke Bluhm (not present): Proposed OHW Lake Setback**
452 **Variance at 26314 Padre Place**

453
454 McGeough stated Bluhm was unable to attend this meeting today. He was
455 unsure how to proceed. Bluhm is looking for feedback on the exhibit
456 presented today. There is a 17 ft. x 8 ft. breezeway that would be located
457 within the OHW setback. Bluhm is looking to utilize the current septic
458 system. He would like to know if there are any objections before Bluhm hires
459 a surveyor. Haecker questioned if the breezeway was enclosed. McGeough
460 believes that it will be enclosed. Laufman questioned if the breezeway is
461 going to be one or two stories. McGeough believed it would be just one story.
462 Beaver’s first thoughts are that everything needs to be behind the 100 ft.
463 setback as there is plenty of room for this. McGeough stated Bluhm would not
464 like to have to go outside to get to the other building. Laufman questioned
465 why we would deny this variance if they come in. Beaver stated there are no
466 practical difficulties. Variances need to meet certain criteria and she doesn’t
467 believe this plan does. McGeough stated it would be hard to define what
468 practical difficulties there are as this is a four acre parcel, but there is a benefit
469 if they utilize the current structure. Hallan agrees with Beaver on where are
470 the practical difficulties. This is a four acre parcel and they could build a huge
471 mansion with an over the counter permit.
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473 Laufman is on the fence, but agrees with Beaver. She also brought up the fact
474 that they could build a structure that meets the setbacks and tear down the
475 current structure or leave it there. Haecker would like to see Bluhm at the next
476 meeting to discuss while he is here. Laufman suggests supplying Bluhm with
477 the criteria for a variance. Swanson noted that this is a small area within the
478 100 ft. setback.
479

480 **b. Gull Four Seasons Density Calculations**

481
482 McGeough noted this was a follow up to the approval last month. He noted
483 that the report submitted by the applicant’s engineer stated there is a total
484 10,374 sq. ft. of density available. This does not include the residence as it
485 does not provide accommodation for transient lodging.
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488 **9. Commission Discussion Items**

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490 **a. Updated Planning Commission Submittal Timeline Calendar (Proposed**
491 **Revision)**
492

493 McGeough is looking to revise the submittal schedule to give staff an extra 2
494 weeks to review applications that are submitted. This will ensure that we have
495 everything that is required and allow the applicant to provide information they
496 may not have known they needed. It is tough to review applications within 2
497 days currently with the varying work load, number of applications, or possible
498 sickness, and get back to applicants within the 15 days before publication
499 based on state statute. He suggests that we start this new timeline in April or
500 May to meet the already published deadline for March.

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502 Haecker is good with this change if we get complete applications. Jacobson
503 questioned if this still gives the DNR enough time to review. McGeough
504 stated it gives them more time to review. Beaver stated that the DNR is
505 allowed 10 days to respond and may extend 30 days to gather more
506 information. She is in favor of this change as it allows us to get our packets
507 before Friday with complete applications.

508
509 **Motion:** Jacobson motioned to adopt the revised schedule as presented today
510 and start in the month of May 2018, seconded by Beaver. All members voting
511 “Aye”, motion carries.

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513 **b. List of potential discussion items**

514
515 Haecker provided this list of items he believes we should start reviewing.
516 McGeough stated that some of these items are handled outside of the planning
517 commission, like the salt that goes on city streets is more likely to be handled
518 by the Public Works Committee. Jacobson suggested that once the
519 Comprehensive Plan is completed we tackle the major items first.

520
521 Nisswa Automotive Clear Cutting Discussion

522
523 McGeough stated they cut an estimated area of 12.5% of the forested area on
524 their lots. This does not hit the 25% maximum per the ordinance. McGeough
525 believes this is not in any violation. Some of the commission members talked
526 with the owner and many of the trees were blown down from the past storms.
527 Haecker questioned what they will be doing with this open space; gravel,
528 parking lot, or paving? McGeough stated he would send out a letter to find out
529 what their plan is.

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532
533 Turner Towing

534
535 Beaver stated there are many issues with this property.

536
537 Nisswa Lake Park

538
539 Haecker stated he hasn't seen anything come before the Planning Commission
540 for what is going on or approvals. McGeough will have Parks Director come
541 give a presentation and update the commission on where things are at.

542

543 Membership of the Commission

544
545 Jacobson questioned if would should be offering more money or changing the
546 date and time of the commission meetings to draw a larger group of members.
547 We haven't had any luck finding someone to fill our vacant seat and will have
548 2 more members leaving within the next year by ordinance requirements.
549 Beaver stated that Haecker's and her terms end in 2019 and they need to be
550 off for 1 year before they could come back on the commission. Beaver
551 mentioned that Mann may not run for another 4 years. Jacobson stated that
552 elections are also coming up this year, which could be an issue as well.

553
554 Jacobson suggests that we add "parking discussion" and "membership
555 discussion" to next month's meeting. Laufman wants to make sure that Hallan
556 is able to attend these meetings as well. Wentler mentioned that Mann called
557 and stated he would have information on the archeological digs for the March
558 meeting as well.

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561 **10. Planning & Zoning Administrator's Report**

562
563 McGeough stated he will be adding a spreadsheet for site visits and violations in
564 next month's packet as required in the past. Haecker would like to see conditions
565 and correspondences as well. This was helpful in the past to keep up on things.

566
567 McGeough stated he made a site visit to a property on Hyland Ave. There was
568 some yard art as some people would call it, but didn't see any violations. There
569 were some pallets stacked up and some snowmobiles that he will send out a letter
570 to remove them and have them put away. He noticed a wood pile but unless
571 something is dangerous it does not need to be removed.

572
573 Beaver would like an updated zoning map. The last one she has is from 2009.
574 McGeough stated he would have WSN update the few rezones we have had and
575 send out a new copy to all commission members.

- 576
577 **a. Permits**
578 **b. Site Visits**
579 **c. Violations**

580
581 **11. Adjourn**

582
583 **Motion:** Laufman motioned to adjourn the February 13, 2018 meeting at 11:35
584 am, seconded by Beaver. All members voting "Aye", motion carries

585
586
587
588 Respectfully submitted,

589
590 _____
591 Maggi Wentler, Deputy City Clerk