

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
February 27th, 2017
6:00 p.m. 701 Elm Avenue Walker Fire Hall Meeting Room**

- 1. Call to Order** 6:00 p.m. by Chair Wilkening.

Roll Call-

Members Present: Gary Wilkening, Annie McMurrin, Randy Carlson, Susan Ostlund

Public: Kirk Titus, Cass County Land Commissioner

Staff: Terri Bjorklund, Pamela Smith

Absent: Rich Hansen

- 2. Chair Wilkening welcome's the new members Sue Ostlund and Randy Carlson to the Planning Commission/Board of Adjustments**

- 3. Additions or Deletions to the Agenda.**

None.

- 4. Announcements by Chair.**

None.

- 5. M/S McMurrin/Wilkening to recommend approval of Minutes for January 30th, 2017.**

Motion passed (4-0)

- 6. Planning/Zoning –Report for November and December 2016.**

Smith stated that the Verizon building permit is the first one received since the revision of the Ordinance to streamline the application process through a building permit.

Bjorklund added that this permit is not finalized as of yet, and explains that they used to have to go through the conditional use process when they would replace an antenna on the tower and now it is treated as a building permit application process.

- 7. M/S McMurrin/Ostlund to recommend declining the offer from Cass County for the tax forfeited land identified as Parcel #96-378-0130.**

Mr. Titus introduced himself as the Cass County Land Commissioner. Titus stated that this land was tax forfeited in 1994. In 1997 the land was offered for sale and did not sell. In September of 2016 the County received an inquiry from someone that showed interest in the purchase of that parcel. Titus explains that State Statute requires them to offer the sale of this parcel at the appraised value to the local unit of government; whether it is a City or Town that it is located in first. The process requires Cass County Board, DNR and local City approval before it can be placed on the next scheduled public land sale. He added that this parcel does not fit into the County's land management plan.

The Board discussed the location of this parcel and agreed that it would not be suited for anything that the City would benefit from at that location. Bjorklund stated that the City would benefit more by having this on our tax roll again and since the County has

someone interested in the purchase of this for the first time since 1997, she recommends that the board pass on the offer to purchase and to allow for Cass County to sell this parcel at their next land auction.

Motion passed (4-0)

8. Discussion on how permit revenues compare to building permit expenditures. Review the previous 3 years of Municipal Construction and Development Fee Revenue and Expenses Annual Report.

Ostlund questioned how the figures are found and notes the large difference in the revenue and expenses. The Board reviews a spreadsheet how our building permit fees compare to the City of Bemidji and the City of Park Rapids who use a valuation based fee schedule as well as Cass County that base their permit fees on square footage. Bjorklund explained basing the valuation of materials and time the same for everyone and making it more of an 'even playing field' when going through the building permit application process regarding the permit fees. The Board discussed how the building permit fees are disbursed. Wilkening suggested adding an administrative fee to cover the cost of the building inspector. Bjorklund suggested that the staff research a breakdown of cost and revisit it on next month's agenda with more accurate information.

9. M/S McMurrin/Ostlund to approve Administrator Bjorklund draft a letter addressed to Josh Stevenson, Cass County Administrator that would include the interest of the City to provide any cooperation for future Cass County building improvement or very interested in working with Cass County if they ever need to increase their square footage at their current location.

Wilkening explained to the Board that this agenda item stems from one of the implementation tasks from our Comprehensive Plan. The Board discusses the importance of Cass County's current location within the City. They agree to have staff draft a letter supporting their current location and offer any future cooperation with County building improvements.

Motion passed (4-0)

10. Discussion and consideration of drafting an Ordinance that regulates the amount of time temporary dwellings such as; travel trailers/camper/motor homes, etc. can be used as living quarters.

Bjorklund stated that the City currently does not have an Ordinance that regulates temporary dwellings such as RV's. She adds that she has received several inquiries regarding the demolition of an existing house on a parcel and the placement of an RV only on that parcel. Bjorklund noted that she has used the city ordinance governing the residential minimum housing standard it requires a minimum of 600 square feet. The Board discusses at length the possible regulations and what to consider in the creation of drafting regulations for temporary dwellings. The Board agrees to bring this back to the next meeting to allow them some time for thought of what direction they would like to proceed.

11. Chair Wilkening adjourned the meeting at 7:09 p.m.