

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
MARCH 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, Rich Hansen

Public: None

Staff: Terri Bjorklund, Pamela Smith

Absent: Susan Ostlund

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

Bjorklund requests to add a discussion on the Zoning Map and a discussion on City property sale procedures.

Wilkening states that the Zoning Map discussion will be Item #12 and the discussion on City property sale procedures will be Item #13.

- 3. Announcements by Chair.**

None.

- 4. M/S Carlson/Hansen to recommend approval of Minutes for February 27th, 2017.
Motion passed (4-0)**

- 5. Planning/Zoning –Report for February 2017.**

Smith reviews the report adding that February was a slow month with only 3 building permits but we are starting to see the increase in Temporary Sign permits.

- 6. Reviewed and filed the letter that completes an action item for 2017 comprehensive plan directed to the attention of Josh Stephens, Cass County Administrator regarding supporting any future Cass County building expansion or renovations.**

- 7. Reviewed and filed letter declining the offer to purchase the tax forfeited land.**

- 8. The Board requested staff to find a viable option at estimating the value of a building permit when work is not being performed by a licensed contractor.**

The question if a repair/replacement of a door merits application for a building permit. Hansen questioned if a building permit is required for window replacement, how the functionality of a window is different from a door? Staff will research this and return with a clear answer at the next meeting. Wilkening refers to the fifth paragraph on the ‘Why project value on building permit applications matter’ that states the following: *Where homeowners use their costs to value a permit they pull, building officials commonly double the cost to determine the value.* The board discussed the possibility of estimating the value as double when the work is not being performed by a licensed contractor and using that estimate as the value when figuring the fees charged for a

building permit. The Board requested staff to find a viable option that would work for this procedure and bring back to the next scheduled meeting.

9. The Board recommends staff draft an Ordinance that regulates the amount of time temporary dwellings such as; travel trailers/camper/motor homes, etc. can be used as living quarters.

The Board debated the length of time temporary dwellings would be allowed. Hansen stated that we need to be cognizant of being a tourist area and does not suggest restricting the length of time so much so that it inconveniences our citizens. They agree that a period not to exceed 30 days per calendar year would be sufficient, also terminology clarifying that it is placed on a residential zoned lot which is occupied by a principal dwelling that has access to sanitary sewer and water facilities. The Board discussed having the requirement that there must be a permanent structure on the parcel. The Board deliberated if there are two parcels owned by the same person and the temporary structure is located on the parcel without a permanent structure it would not be allowed. They agree to add language that reflects the allowance of temporary structures on any of the parcels as long as the parcels are contiguous and under common ownership. The Board agreed that the City of New Richland has language in their zoning ordinance on temporary dwellings that would be appropriate to incorporate as a draft of language with the suggested changes above. The Staff is directed to draft an Ordinance that would reflect the City of New Richlands with the suggested changes that includes; 30 days per calendar year as the length of time allowed, provided it is placed on a residential zoned lot which is occupied by a principal dwelling *that* has access to sanitary sewer and water facilities, and that it is allowed on parcels without a permanent structure provided the parcels are contiguous and under common ownership.

Motion passed (4-0)

10. M/S Hansen/McMurrin to recommend Resolution 13-2017, a Resolution authorizing the land exchange between Hawkinson Construction, Inc. and the City of Walker.

Wilkening reviews the history of the making of this land exchange with the Board adding that this is the last step to authorize the exchange. Bjorklund added that this Resolution is required in order to execute the Warranty Deeds.

Motion passed (4-0)

11. M/S Hansen/McMurrin to recommend approval of the recording of LU-2008-10 with the revised dates and have the Administrator and the current Mayor sign the Conditional Use Permit.

Bjorklund reviewed with the members of the Board that the letter from the Minnesota Department of Human Services had their previous address on the application. It was later found that the Adult Day Services is moving out of city limits. During the initial research it was discovered that the conditional use permit that was approved in 2008 was never recorded and was suggested to record it now with the current Mayor and Administrator signatures.

Motion passed (4-0)

12. Discussion on the Zoning District Map.

Bjorklund updates the Board on the recent survey being performed on the Cleveland Boulevard area locations. She stated that it was recommended by the Public Works Committee to locate the City ROW's. Bjorklund reviewed the zoning map with the Board and pointed out that the Library is currently zoned (MFR) multifamily residential and should be zoned as public. It is difficult to decipher the zoning of certain parcels on the official zoning map of the City. The zoning map does not have identifying characteristics such as parcel numbers to distinguish a specific one. Cass County has an option available that would allow the City to overlay their zoning districts on the Cass County Mapping system. They also have the ability to incorporate the water and sewer in the mapping overlay as well. This would allow for an easier way of identifying the zoning district that a select parcel is located. Cass County has an intern available that would be able to work on this project at a reduced rate. With the intern involved it is estimated that it would cost about \$350. She added that she would need to contact Ulteig to see what work this would entail on their end as well.

13. Discussion on the procedure for the sale of City owned property.

Bjorklund reviews with the Board a recent sale of City property. She would like to make sure that the Planning Commission is involved with land that is sold however negotiation strategies need to be closed meetings. She would like direction from the Board as to what kind of procedures or policy should be followed when selling and or purchasing City property.

Hansen read State Statute 462 Subd. 2. The Board also questioned if road work was deemed as capital improvement it would then need to be approved by the Planning Commission as well. McMurrin stated that she feels that any property sold should go through the public bidding procedures. Carlson reminds the Board of that piece of property they are speaking about was listed for sale a number of years ago. He remembers receiving a notice for a public hearing. Hansen urged the Board to have some kind of policy in place before moving forward with any future land sales or acquisition. The Board requested Bjorklund to contact City Attorney John Valen and get his input on this discussion.

14. Discussion regarding the 2hr parking in town.

Bjorklund stated that the public works committee had discussed the 2hr parking signs in town and would like the Planning and Zoning Boards input as well. The Board debated in length, at what is an appropriate length of time to allow for parking. The discussions included the limitation of available parking in town, the enforcement of parking tickets and employees or staff abusing the 2 hour parking limits. They discussed the possibility of the installation of meters at certain locations throughout town. There is no decided time limit set in the conversation. Various suggestions of time limits as long as 6 hours were heard as well as no limit at all.

15. Chair Wilkening adjourned the meeting at 7:25 p.m.