

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
February 25th, 2019
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: Randy Carlson, Mary Beth Hansen, Gary Wilkening and Rich Hansen
Members Absent: Susan Ostlund
Staff: Pamela Smith
Public: None

2. **Additions or Deletions to the Agenda.**
Carlson requested the addition of number 10. Discussion of City property that was sold to Arin Grinde DBA Sunshine Company PID # 96-351-0310.

3. **Announcements by Acting Chair.**
None

4. **M/S M.B.Hansen/Carlson to recommend approval of Minutes for January 28th, 2019.**
Motion passed (4-0)

5. **Planning/Zoning –Report for January 2019**
Smith reviewed the Zoning Administrator report of January 2019.
R.Hansen questioned the Lot Splits that came before the Planning Commission on January 28th, 2019. Wilkening gave a brief synopsis of the outcome of LU-2019-01 & LU-2019-02.

6. **Review Draft Ordinance adding Transitional Housing Standards to the Walker City Code; review draft Transitional Housing application**
The Board directed staff to work with the Chief of Police and the City Attorney in regards to the background checks that are to be performed and whether or not the City can include in the Ordinance verbiage that prevents registered sex offenders from being able to stay in Transitional Housing.

Other suggested revisions included the following stricken language removed and underlined language added:

Findings and Purpose: The purpose of this section is to provide standards for Transitional Housing Centers in the ~~RR-R-LDR-MFR-TC~~ R-RR-LDR-TC districts.

Transitional Housing: For the purposes of this Ordinance, a transitional housing use refers to temporary living situations wherein individuals or families are residing

temporarily with or without separate sleeping rooms ~~or~~ and a congregate space.

Transitional housing may occur for periods of one day to _____.

B. Land use requirements for Transitional Housing:

2. Transitional Housing are interim uses and are allowed in the ~~RR-R-LDR-MFR-TC~~ R-RR-LDR-TC Districts upon issuance of an interim use permit. Except as may be provided for by law, no such uses shall occur in these Districts unless an Interim Use Permit has been applied for and obtained pursuant to the procedures provided for in this Ordinance.

~~3. No new Transitional Housing, Homeless Shelter, or Warming Center use shall be located on a parcel that has a boundary that is within five hundred (500) feet from the boundary of a parcel containing any of the following uses;~~

~~a. Any other Transitional Housing or licensed care facilities for vulnerable adults and children.~~

~~b. Licensed Daycares, schools, libraries, parks, and trails.~~

C. Application filing and processing of this Chapter.

General. Applications for transitional housing shall be filed and processed in compliance with this Chapter and pursuant to ~~Section 109-201 Vacation/Private Home Rentals~~ Section 109-52 Interim Use Permit.

1. **Procedures.** All applications for a transitional housing use permit shall be submitted to the zoning administrator not less than 30 days ahead of the hearing date, accompanied by the required submission, "Walker Land Use Application Form ~~and~~ VRBO Checklist and Transitional Housing Use Application," adopted herein by reference and available for inspection in the office of the administrator/city clerk-treasurer, along with the appropriate fee and the following:

a. The ~~fee or~~ contract owner of the property shall sign the application.

c. The application shall include all information and materials required by an Interim Use Permit application and ~~Section 109-201 Vacation/Private Home Rentals~~ this Chapter, and the following additional information. It is the responsibility of the applicant to provide evidence in support of the findings required by Subsection G (Findings and decision), below.

b. The application shall also include details of the operations of the use, including, but not limited to, a description of the following:

- i. Number of proposed beds/occupants.
- ii. Cooking facilities.
- iii. Sanitation facilities and management thereof.
- ~~iv. Power source and associated noise mitigation.~~
- v. Site lighting.
- vi. Site security and management, including the number of staff on site at any given time.
- vii. Location of proposed parking.

- viii. On-going site maintenance.
- ix. Duration of stay of occupants for the purpose of temporary housing.
- x. Clean-up/returning the site to its original condition following termination of the use.

E. Automobile parking requirements for temporary housing

- 1. One (1) off-street space per transitional housing unit plus one (1) off-street space per on-site on-duty staff person

F. Building inspection checklist

- 1. A building inspection checklist is required for all transitional housing. The fee for the inspection is set by the fee schedule.

7. Review Draft Ordinance amending Zoning Districts and Lot Size/Dimension Chart.

The Board reviewed the suggested revisions of the Zoning Districts and Lot Size/Dimension. A brief discussion regarding whether or not being more restrictive would be beneficial and that the City does not have to follow minimum standards set by the DNR. The Board requested further review of the requested revisions.

8. Mn DNR Model Shoreland Management Ordinance vs. revision of language in our Ordinance to adopt Minnesota’s shoreland management rules.

In the City Code Section 109-10. Building and Shoreland management, section (e)The provisions of this chapter were prepared to be at least as restrictive as the Minn.Rules pts. 6120.2500-6129.3900.

The Board suggested not adopting the Minnesota Model Shoreland Management Ordinance. Perhaps the wording in Section 109-10 may be considered to be changed to ‘in general conformance with’.

9. Refresher on State Laws.

The excerpt from the Brainerd Dispatch in regards to the Cass County Board: County officials get refresher on state laws was reviewed.

10. M/S Carlson/M.B. Hansen approve to recommend the enforcement of the stipulations of the conditions set forth in the property agreement between the City of Walker and property sold to Arin Grinde DBA Sunshine Company PID #96-351-0310.

Motion passed (4-0)

11. Chair Wilkening adjourned the meeting at 7:30 p.m.