

**CITY OF CLARA CITY  
PLANNING COMMISSION  
REGULAR MEETING**

**Wednesday, March 1, 2017  
City Hall**

This Regular Meeting of the Planning Commission of Clara City was called to order by Chairman Philip Rud on Wednesday, March 1, 2017, at 7:00 p.m. in the Council Chambers of City Hall in Clara City, MN.

Commissioners present: Philip Rud, Troy Sweep, Vic Sparks and LeAnn Nord

Members absent: Nathan Speiser (excused)

Staff present: Windy Block (City Administrator)

Others present: None

Chairman Rud declared a quorum to be present.

Following a request from the Chair for any desired changes, deletions, or additions to the draft agenda, *it was moved by Sweep and seconded by Sparks to approve the Meeting Agenda with the addition of Agenda Items No. 7 (A-2) Construction Permit for Tom Kontz, 32 3<sup>rd</sup> Ave.; and No. 7(E) Conditional Use Permit (CUP) discussion for a possible solar garden project. The motion passed 4-0.*

The minutes from the previous regular meeting were then considered under Agenda Item No. 3 (A). *It was moved by Nord and seconded by Sweep to approve the Minutes of the Regular Planning Commission Meeting held on February 1, 2017, as presented. The motion passed 4-0.*

Under Agenda Item No. 4 "Communications and Correspondence," there were no items to be considered.

At Agenda Item No. 5 "Reports from Officers and Staff," there were no items to be considered.

Under Agenda Item No. 6 "Public Hearings," there were no public hearings scheduled to be heard.

At Agenda Item No. 7 (A) "Applications for a Construction Permit," following a review of the application(s), *it was moved by Rud and seconded by Sparks to approve the Construction Permit(s) for the following applicant(s):*

- 1. Dan Pieper, 83 & 87 5<sup>th</sup> St. NW—Removal of old and installation of new asphalt shingles on an existing house—Work to be done by McNeil Construction—Project cost of \$5,500—Permit fee of \$25.00.*
- 2. Tom Kontz, 32 3<sup>rd</sup> Ave. NE—Re-shingling of an existing garage—Work to be done by Your Home Improvement Company—Project cost of \$3,578—Permit fee of \$25.00.*

*The motion passed 4-0.*

Under Agenda Item No. 7 (B), continued consideration was given to the Commission's ongoing dialogue about possible solutions for concerns with the City's current process, or lack thereof, regarding the monitoring of rental housing to ensure its livability and a stabilized market value. It was noted that this subject has become somewhat more important because of the ongoing deterioration that is occurring with the former Junior High rental property called Caring Bridge. *This was discussion only and no final action was taken.*

At Agenda Item No. 7 (C), consideration was given to receiving and discussing some orientation information about the mission and purpose of the Planning Commission and the special risk litigation that can arise in the course of the Planning Commission doing its job. The Commissioners had previously reviewed two handouts, one entitled "Planning and Zoning 101" and the other "Land Use and Special Risk Litigation." Commissioner Sparks indicated that he had recently completed the online training module entitled "Land Use Basics: Grasping the Ground Rules" and presented a

copy of his Certificate of Completion to the City Administrator. Following additional discussion, *no further action was taken nor requested at this time.*

Under Agenda Item No. 7 (D), consideration was given to making a recommendation to the City Council regarding the advisability and value of improving the gravel driving surface with asphalt along 120th Avenue SE from the point of termination of the asphalt on Center Ave. East and traveling north along the cemetery facility to its point of termination at the "T" with Wachtler Ave. East. The Commissioners reviewed an email and illustration as prepared by Michael Amborn, Rodeberg & Berryman, Inc. and received additional info from the staff. During the discussion, Commissioner Sparks opined that the making of this roadway into a one-way road might eliminate some of the present obstacles being discussed. Following discussion, *it was moved by Sweep and seconded by Sparks to recommend to the City Council that, based upon the Commission's finding that the City's Comprehensive Plan supports and encourages such a project, the City should give their full consideration to possibly implementing such a project in 2017. The motion passed 4-0.*

At Agenda item No. 7 (E), staff presented a conceptual drawing of a solar garden project as tentatively planned for an 8-acre parcel of land immediately adjacent and to the east of the home of Dan & Rhonda Pieper, along MN Highway 7 SE. The land parcel is PIN #30-807-4100 and is owned by Michael Stamer, 13259 15<sup>th</sup> St. SW, Willmar, MN 56201. It was also noted that this proposed location is zoned as an Agricultural-Open Space (A-O) District. The developer is Innovative Power Systems, 2670 Patton Road, Roseville, MN 55113. Staff further indicated that such a project use is not specifically dealt with in the City's Zoning Ordinance, and as such, they were recommending that the Planning Commission utilize a Conditional Use Permit (CUP) process in order to fairly and thoroughly sort out any competing concerns or interests of all parties involved. Following a full discussion of the project type and the alternatives available for dealing with it, *it was declared by Chairman Rud that, without objection, the consensus of the Planning Commission is for any application that is received seeking approval for a solar garden is to be examined under a Conditional Use Permit (CUP) process and directed staff to do so going forward.*

Under the Appearance of Interested Citizens section, no one requested to be recognized.

The Chair then reminded the Commissioners that the next regular meeting of the Planning Commission is scheduled for Wednesday, April 5, 2017, 7:00 P.M. at City Hall. Commissioner Nord stated that she would be absent from that meeting due to requirements and commitments of her employment.

Hearing no other business, *it was moved by Sweep and seconded by Nord to adjourn the meeting. The motion was adopted 4-0 and Chairman Rud declared the meeting to be adjourned at 8:23 p.m.*

APPROVED ON: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Winthro C. Block, City Administrator