

MEETING MINUTES

CLARA CITY PLANNING COMMISSION REGULAR MEETING

Wednesday
May 1, 2019
7:00 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Commissioners present: LeAnn Nord, Victor Sparks, Troy Sweep and David Plagge

Commissioners absent: Philip Rud(excused)

Staff present: Julie Aalfs (Deputy Clerk) Windy Block (City Administrator)

Others present: None

1. Call to Order—*By Vice Chairman Troy Sweep at 7:00 P.M. A Quorum was declared as being present.*

2. Additions/Deletions/Modifications to Agenda

3. Approval of Minutes.

3. (A) Regular Meeting Minutes for April 3, 2019.

Action taken: *M/S/P 4-0 (Plagge/Sparks) to approve the Meeting Minutes for the April 3, 2019 Planning Commission Meeting as presented.*

4. Communications and Correspondence—*None.*

5. Reports from Administrative Officers and/or Staff—*None.*

6. Public Hearing—*None.*

7. General Business

7. (A) Consideration of approving “Application for Construction Permit(s) and Application for a Utility or Site Improvement Permit” for the following applicant(s):

1. Tim and Sue Bohlsen, 635 NE 2nd St—Re-side home with new vinyl siding —Work to be done by homeowner, self-improvement—Project Cost \$14,000—Permit fee \$25.00

2. Jordan Freese, 118 4th Ave NE- install wood panel fence along west side of property, 3 ft. in front yard and 6 ft in side yard, running north and south about 10’ past the front of applicant’s garage. Fence to be installed 2 ft within applicant’s property per the City code—Work to be done by owner- self-improvement—Project Cost \$500.00—Permit Fee \$25.00

Action taken: *M/S/P 4-0 (Plagge/Sparks) to approve the Application(s) as presented above and to recommend the same to the City Council for their consideration of approval.*

7. (B) SHIP Partnership program—Continued discussion regarding the City of Clara City Walking Route. SHIP has budgeted the City \$2000.00 for signage. Route planning ideas? Possible lighting on the cemetery road? Deputy Clerk Julie Aalfs has a scheduled meeting with Ashlie Johnson from SHIP Thursday May 2nd regarding the topic and others.

Action taken: M/S/P 4-0 (Sparks/Plagge) to have Deputy Clerk Julie Aalfs continue the discussion with SHIP representative Ashlie Johnson regarding signage for a walking route to better the health in the Clara City Community, and to continue to work on connecting this program along with the Tap sidewalk project in 2020 and the Safe Routes to School program.

7. (C) Consideration of the future development of Wilms Park. The City has an opportunity to secure a key component that may be needed for that development. The Clara City Telephone Company is willing to donate the remaining portions of the former Yarn/Knitting Shop that still exist on the southeast side of State Hwy #23. The City Council has allocated funds of \$19,000 to move and save it for future use. A moving contractor has indicated their intent to provide their services at cost. The question today is—does the Planning Commission support the relocation of the remaining building sections to a strategic position at Wilms Park for future park development purposes.

Action taken: M/S/TIE 2-2 (Plagge/Sparks) to approve the relocation of part of the former Yarn/Knitting shop to Wilms park for further development. Opposed (Nord/Sweep)

7. (D) Consideration of how best to create a strategy for the City’s future housing work. Now that the Housing Study has been completed, the next question is--where does the community want to center its focus on future housing opportunities for the benefit of the City? The EDA has contracted with the Southwest Minnesota Housing Partnership (SWMHP) to facilitate community planning that is based upon the results of the Housing Study. Does the Planning Commission desire to play a role in that process? If so, does the Planning Commission want to take the lead or would it rather collaborate with other City committees (City Council, EDA, etc.) to accomplish this valuable work?

Discussion only—Planning Commission would like to be part of the collaboration of ideas and would like to see the start of a plan before inviting community to speak on the subject.

8. Appearance of Interested Citizens—None.

9. Announcements—Vice Chairman Sweep reminded the Commissioners of the following meeting:

9. (A) The next regular meeting as scheduled for Wednesday, June 5, 2019, 7:00 pm, at City Hall.

10. Adjournment—M/S/P 4-0 (Nord/Sweep) to adjourn this Planning Commission Meeting. Upon recognizing the passage of this motion, Vice Chairman Sweep declared the Meeting to be adjourned as of 7:56 pm.

APPROVED ON: _____

ATTEST: _____
Windthro C Block, City Administrator