The Planning Commission will meet on Tuesday, June 7, 2022, at 6pm at City Hall.

Any or all members of the Planning Commission & public may potentially attend such meeting by Zoom Video Conference or in person.

Additionally, if attendance at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. Section 13D.021, subd. 1(3).

Members of the public may monitor the meeting electronically from a remote location by joining the zoom meeting at:

Jennifer Sterbenz is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

https://us02web.zoom.us/j/83620693129?pwd=ZEFCM0xXcHIvVpUT3RKeDl2UDByQT09

Meeting ID: 836 2069 3129
Passcode: 437207
One tap mobile
+16465588656,,83620693129# US (New York)
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+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 836 2069 3129

Find your local number: https://us02web.zoom.us/u/kB3eAauGp
Planning Commission
Regular Meeting Agenda
June 7, 2022 @ 6:00 p.m.

1. Call to Order

2. Approval of Agenda

3. Approval of Meeting Minutes: May 3, 2022

4. Public Discussion

5. Commission Business
   a. Chapter 11 – Zoning Code Amendments

6. Staff, Attorney, and Commission Member Reports
   a. Attorney Costley
   b. Planner Sterbenz
      Total Building Permits Issued in May 2022: 12
      Total Construction Value: $478,565.00
      Total Permit Fees: $4,350.45

      YTD Construction Values as of May 31, 2022: $705,597.04
      YTD Permit Fees Collected as of May 31, 2022: $6,649.35

   c. Commissioners

7. Adjourn

Next meeting is tentatively scheduled for
Tuesday, July 5, 2022 @ City Hall
I. Call to Order

Koehler called the meeting to order at 6:04 p.m.

II. Approval of Agenda

Motion by Nielson to approve the agenda. Support by Chapek. Motion approved by all members present and voting.

III. Meeting Minutes for April 5, 2022.

Motion by Glaser to approve the April 5, 2022 meeting minutes with changes (adding Nielson as present at the meeting via Zoom and amending the next meeting date to May 3, 2022). Support by Nielson. Motion approved by all members present and voting.

IV. Public Discussion

No public discussion was heard as the public hearing on STR had already occurred on April 25, 2022.

V. Business:

A. Short-Term Rentals – Council referred proposed STR ordinance back to the Planning Commission for review after feedback from public hearing on 4/25/2022. 1st reading of the ordinance amendment took place by the Council on 4-25-2022.


Motion by Swanson to set the STR cap at 4% of previous year’s housing stock (2022 STR cap is 53 – based on housing stock of 1340) and to only permit STR in the B1 & B2 zones with an exemption for properties along 7th Avenue. Support by Chapek. Motion approved by Koehler, Nielson, Chapek, Glaser, Anderson, Snowdon, and Swanson. Detlefson absent.

Motion by Nielson to recommend the revised proposed STR ordinance amendment to the Council for the 2nd reading on 5-9-2022. Support by Chapek. Motion approved by Koehler, Nielson, Swanson, Chapek, Glaser, and Anderson. Snowdon abstained. Detlefson absent.

Discussion regarding delivery and response times for notices (Subd. 7. C. 1 and other applicable places in proposed ordinance). Commission desires to amend the notice requirements from 10 days to 20 days. Also add “recycling” to Subd 6. J.
VI. Reports & Communications

a. Zoning Administration – No Report
b. Other Reports- No Report

Motion by Nielson to adjourn. Supported by Snowdon. Motion approved by all members present and voting.

Meeting adjourned at 8:03 p.m.

Recorded and submitted by Jennifer A Sterbenz, Community Development Planner