



Regular Planning Commission Minutes
February 23, 2021 at 6:30pm
Remote Meeting
315 Main Street South

Link: <https://meetings.ringcentral.com/j/1496225679>

Meeting ID: 149 622 5679

Members in attendance – Councilor Mary Kay Sloan, Councilor Gina Pettie, Roger Else, Brent Jahnz, Dan D’Aigle, Kent Bombard, Mark Clark, Susan Rydberg, Loren Skluzacek and Student Representative Graci Huff.

Staff in attendance – Interim City Administrator Lezlie Sauter, and Administrative Assistant Carissa Kranz

Others in attendance – Mark Vander Horck

Call to Order – Skluzacek called the meeting to order at 6:30pm and welcomed Mary Kay Sloan & Graci Huff back.

Pledge of Allegiance -The Pledge of Allegiance was respectfully forgone due to remote meeting limitations

Approval of December 22, 2020 meeting minutes – *Motion by Pettie, second by Jahnz to approve the December 22, 2020 Planning Commission minutes. On a roll-call vote, D’Aigle, Pettie, Bombard, Sloan, Else, Jahnz, Clark and Skluzacek all voted in favor and Rydberg’s audio was not working. Motion carried.*

Election of 2021 Officers – The officers of the Planning Commission consist of a Chairperson, Vice-Chairperson and Secretary, elected by the members of the Planning Commission annually for a one-year term. Sauter provided a memo summarizing the results from the survey sent out on January 21st for members to vote who to nominate for each position. *Motion by D’Aigle, second by Jahnz to elect the following officers for the 2021 year: Loren Skluzacek as Chair, Kent Bombard as Vice Chair and Gina Pettie as Secretary. On a roll-call vote, D’Aigle, Pettie, Bombard, Sloan, Else, Jahnz, Clark and Skluzacek all voted in favor and Rydberg’s audio was not working. Motion carried.*

Public Hearing on Mark Vander Horck Variance Request – Mark Vander Horck has applied for a variance request at parcel 42.5173.000, 100 2nd Ave SE, to build an additional garage structure for a total of 3 accessory structures, to consider variance from Section 10.400.0230, no accessory building shall exceed 1,008 square feet in size and Section 10.400.0235, total floor area not to exceed 1,800 square feet. Contract Planner Eiyndck and staff have prepared a report including processed findings of fact and a draft resolution P21-01, recommending that the Council approve this variance request as presented.

This hearing was opened at 6:39pm, to allow for public input on the request. Sauter explained the request to those present. There being no further comment from those present, Skluzacek closed the public hearing at 6:42pm.

Consideration of Mark Vander Horck Variance Request – Vander Horck was present to answer Commissioner's questions regarding the proposed project. Vander Horck mentioned that the size and setback of the structure may need to be adjusted in his building plans to accommodate the thickness of the brick face material he’s using. Sauter clarified that those changes would be reviewed and addressed by the Building Official during the permitting process and any changes made would not exceed the variance request. *Clark made a motion to adopt the staff report and proposed findings of fact along with draft resolution P21-01, recommending to the Council approval of the variance request, with findings and conditions as outlined in the draft resolution, Sloan seconded the motion. On a roll-call vote, D’Aigle, Pettie, Bombard,*

Sloan, Jahnz, Else, Clark and Skluzacek all voted in favor and Rydberg's audio was not working. Motion carried. City Council will review the Planning Commission's recommendation at its meeting on March 3rd at 6:30pm.

City Council Feedback – Nothing at this time.

Commissioner's Concerns - Skluzacek was curious if the City has been in contact with Hy Vee or Aldi's grocery stores to see if they would have interest in locating in Pine City. Sauter stated that Pine City has been actively engaging businesses. Pettie shared her appreciation for the work that staff submits, noting that it makes the Commissioner's decisions for the meeting flow well and acknowledged Sauter's ability to answer a variety of questions on multiple topics.

Staff Comments - Sauter provided updates on changes happening in the City over the past month. Recently the City took over ownership of the South Pine Government Center/City Hall from the County. The City Administrator left and Sauter stepped into an Interim City Administrator/Community Development Director dual role position. The City has contracted with BerganKDV to help with Interim Treasurer duties and the Executive Committee has been interviewing firms this week to help with HR duties. City staff have been working on shifting internal duties to try to provide the best customer service during this time of transition. Sauter noted that staff would not be able to do what we are doing without the help of our planning consultants, Kate Eynck and Lucas Jones at MSA, who have been helping on multiple projects and work with staff to prepare the Planning Commission staff reports and also our City Engineer, Greg Anderson with SEH who have been helping with other projects.

Miscellaneous - Sauter stated that she has goals for the Planning Commission to focus on education when there's months without actionable items, this would include having speakers come in to discuss Planning Commission and Planning and Zoning topics.

Adjournment – There being no further business, Skluzacek declared the meeting adjourned at 7:00pm on a motion by D'Aigle seconded by Jahnz.

Minutes taken by Administrative Assistant, Carissa Kranz

Next Regular Planning Commission meeting is March 23, 2021 at 6:30pm