

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, February 26th, 2020 6:00 p.m.
City Council Chambers

Present: Jason Resseman, Steve Snyder, and Michael Seiler

Absent: Jason Harvey

Visitors: Kara Maloney, Jeff and Patty Brogle

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:00 p.m.

- A. Agenda:** Member Seiler moved to approve the agenda as submitted. Member Snyder seconded the motion. Motion carried all in favor.
- B. Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Seiler. Motion carried all in favor.
 - 1. Minutes of the regular meeting, January 15th, 2020
 - 2. Root River Rod Company – Sidewalk Permit

Regular Business:

- A. Brogle – Sign Permit:** Mayor Resseman reviewed the application as well as the sign ordinance. Member Snyder motioned to approve the application. Member Seiler seconded the motion. Member Snyder noted the importance of attaining approval before installation or construction is started. Motion carried all in favor.
- B. Board Applicant Review:** Member Snyder motioned to recommend Chad Phillips to the City Council for appointment to the Commission. Member Seiler seconded the motion. Board members noted appreciation to both applicants. Motion carried all in favor.
- C. Rural Taxing District Discussion:** Discussion was had regarding to the need, desire, implications, and lasting effects of creating such a district. Also discussed is what the determining factors would be to have a parcel placed in this district, such as size of parcel, or services received. Administrator Peterson will create a list of properties that do not currently receive full City services for the March meeting. Discussion to be continued.

Comprehensive Plan Update:

- A. YEP:** Administrator Peterson will follow up with Superintendent Schultz to verify approval of this opportunity.
- B. Survey:** Edits were suggested to the survey, final changes will be made by the following Monday. Administrator Peterson will find out about creating the online survey, as well promote the availability of the survey once complete.

Next Meeting: Wednesday, March 18th, 2020, at 6:00 p.m.

Adjourn: Member Seiler moved to adjourn at 7:04 p.m. Motion seconded by Member Snyder. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, April 15th, 2020 6:00 p.m.
Meeting held via Zoom

Present: Jason Resseman, Steve Snyder, Chad Phillips, Jason Harvey, and Michael Seiler

Absent: None

Visitors: Darla Taylor

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:06 p.m.

- A. Agenda:** Member Seiler moved to approve the agenda as submitted. Member Phillips seconded the motion. Vote was done by roll-call with all members in favor. Motion carried all in favor.
- B. Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Harvey. Motion carried all in favor.
 - 1. Minutes of the regular meeting, February 26th, 2020
 - 2. Aiken – Building Addition
 - 3. Strom – Cement Slab
 - 4. Sons of Norway – Sign Permit

Regular Business:

- A. Rural Taxing District Discussion:** Board Members reviewed the option of the district being defined based on services received or based on acreage. Member Seiler motioned to base the taxing district off of services. Member Phillips seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
Administrator Peterson will provide estimated amounts for the parcels identified at the May meeting.

Comprehensive Plan Update:

- A. YEP:** Due to school not being in session, this portion of the project will not be able to be utilized.
- B. Survey:** Members are still waiting to review the survey. Member Resseman will reach out for next month to finalize and publish the survey.

Next Meeting: Wednesday, May 20th, 2020, at 6:00 p.m.

Adjourn: Member Harvey moved to adjourn at 6:32 p.m. Motion seconded by Member Snyder. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, May 20th, 2020 6:00 p.m.
Meeting held via Zoom

Present: Jason Resseman, Steve Snyder, Chad Phillips, and Michael Seiler

Absent: Jason Harvey

Visitors: Darla Taylor, Chris Ruskell, Mike Murphy, and Brian Roelofs

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:06 p.m.

- A. Agenda:** Member Seiler moved to approve the agenda as submitted the additions of Building Permit for Roelofs, Right of way Request – Greenslade, and Sidewalk Discussion. Member Resseman seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Seiler. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, April 15th, 2020
 - 2. Lawstuen – New Roof; replace doors, windows, and siding
 - 3. Berg – Fencing and deck
 - 4. Jensson – Sidewalk
 - 5. Ferguson/Zerbe – Fence
 - 6. Peterson – Patio
 - 7. Seiler – Privacy Screen
 - 8. Willford – Chickens
 - 9. Hrtanek – Porch
 - 10. Jones – Siding
 - 11. Lepper – Shingle replacement
 - 12. Another Time Ice Cream – Painting
 - 13. Another Time Ice Cream – Sidewalk
 - 14. Jensson - Fence

Regular Business:

- A. Right of Way Request – Greenslade:** Mayor Resseman provided background information for this discussion. Attorney Mike Murphy offered that Mr. Greenslade would hire someone to design the roadway off of Hillside Avenue. Member Snyder motioned to recommend to Council to allow Mr. Greenslade to have the road designed in order to provide him access to his land. Member Seiler seconded the motion. The design would need to be approved prior to any work being competed. Vote was done by roll-call with all in favor. Motion carried.
- B. Late Fee Discussion:** Member Seiler motioned to table this discussion until the June meeting. Member Phillips seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- C. Roelofs House Building Permit:** Brian Roelofs presented his application for an addition on the second story of the south side of the home. Member Resseman motioned to approve the permit application as

long as there were no complications with Utilities. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

- D. **Roelofs Garage Building Permit:** Discussion was had regarding set-back requirement. The existing garage has approximately a 2 ft side yard set-back, the requirement is 6 feet. Members noted that a variance would need to be granted. Member Resseman motioned to approve the building permit, as well recommend to Council approval of the variance request. Member Snyder seconded the motion. Approval would also need to be given by Public Utilities and the properties to the North and South of the parcel. Vote was done by roll-call with all in favor. Motion carried.
- E. **Vacation of a portion of Hillcrest:** Member Resseman motioned to recommend calling a hearing to vacate a portion of Hillcrest Street. Member Snyder seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- F. **Rural Taxing District:** Information was shared from the Fillmore County Auditor/Treasurer. Administrator Peterson will try to pull some figures together for a rough estimate on what a decrease to these parcels would mean to the tax levy.
- G. **Sidewalk Discussion:** Member Seiler motioned to recommend Council allow sidewalk business with a permit required, no glass, and 50% from the curb needs to be clear to allow for pedestrians, and encourage businesses to have signs noting tables are reserved for customers. Member Snyder seconded the motion. Vote was done by roll-call with all in favor.

Comprehensive Plan Update:

- A. **Survey:** The survey has been formatted into a PDF, and an online survey has been created. Administrator Peterson will meet with the Engineer, and share the survey with the community.

Miscellaneous:

- A. The Lanesboro Booster Club is putting on a parade for the Seniors this Friday at 7 p.m. The Seniors will be escorted by the Fire Department throughout town.

Next Meeting: Wednesday, June 17th, 2020, at 6:00 p.m.

Adjourn: Member Snyder moved to adjourn at 7:26 p.m. Motion seconded by Member Phillips. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, June 17th, 2020 6:00 p.m.
Lanesboro Community Center Gymnasium and Zoom

Present: Jason Resseman, Steve Snyder, Chad Phillips, Jason Harvey, and Michael Seiler

Absent:

Visitors: Darla Taylor, Jeff and Mary St Mane, Bonita Underbakke, Ron Amdahl, Jereme Suckow, Denise Dahle, and Pauline Suckow

Public Hearing – Vacation of a portion of Auburn Avenue: Member Resseman opened the hearing at 6:02 p.m. Resident Jeff St Mane supported the vacation, as the neighboring property has a building on a portion of the area. The hearing was closed at 6:17 p.m.

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:17 p.m.

- A. Agenda:** Member Snyder moved to approve the agenda as submitted. Member Resseman seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. Consent Agenda:** Member Resseman motioned to approve the Consent Agenda as submitted. Motion seconded by Member Seiler. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, May 20th, 2020
 - 2. Hardwick – New Roof
 - 3. Unwined - Sign

Continued Business:

- A. Late Fees:** Administrator Peterson shared information from surrounding communities. The board by consensus would like to consider a late fee of double the permit fee. Peterson will provide an ordinance for the board to consider at the July meeting.
- B. Rural Taxing District:** Administrator Peterson provided the actual City tax amounts along with discounted amounts. Board members requested additional figures and draft ordinance for the July meeting.

New Business:

- A. Vacation of a portion of Auburn Avenue:** Member Resseman motioned to recommend vacation of the portion of Auburn Avenue to the City Council. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- B. Amdahl, application to detach:** Ron Amdahl was present to submit the application for detachment. He noted a concern, a previous brush pile from a City project, and the desire to connect with the agricultural community for his reason to detach. Members took no action, and will forward the application on to the City Council.

- C. Ostrem, application to detach:** Ruth Ostrem was present to submit the application. She noted interest in the Rural Taxing District previously discussed. She then noted the application for detachment was not needed and thanked the board.
- D. Mindrum – Lot Split Application:** The property owner noted that the fence will be moved if the split is approved, as well the storage shed will remain. Member Resseman motioned to recommend the lot split to the City Council. Member Snyder seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- E. Madland Sidewalk Permit:** Member Resseman motioned to approve as submitted. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- F. Granny’s Liquor Sidewalk Permit:** Member Resseman motioned to approve as submitted. Member Snyder seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- G. Pedal Pushers Sidewalk Permit:** Member Resseman motioned to approve as submitted. Member Harvey seconded the motion. Vote was done by roll-call with all in favor.
- H. Old Village Hall Sidewalk Permit:** Member Snyder motioned to approve as submitted. Member Phillips seconded the motion. Member Resseman noted the positive response to this updated ordinance. Vote was done by roll-call with all in favor. Motion carried.

Comprehensive Plan Update: No update was available, Administrator Peterson will reach out to the Engineer, and plan for an update in July.

Next Meeting: Wednesday, July 15th, 2020, at 6:00 p.m.

Adjourn: Member Seiler moved to adjourn at 7:01 p.m. Motion seconded by Member Resseman. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, June 17th, 2020 6:00 p.m.
Lanesboro Community Center Gymnasium and Zoom

Present: Jason Resseman, Steve Snyder, Chad Phillips, Jason Harvey, and Michael Seiler

Absent: None

Visitors: Darla Taylor, Lester Dunn, Phil Dybing, John Dahle

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:00 p.m.

- A. **Agenda:** Member Seiler moved to approve the agenda as submitted with the addition of Sons of Norway Painting. Member Harvey seconded the motion. Vote was done by roll-call with all members in favor. Motion carried. Discussion was then heard regarding meeting etiquette on zoom.
- B. **Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Harvey. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, June 17th, 2020
 - 2. S & A Petroleum – New Roof
 - 3. Driftless Goat Co – Sandy Webb
 - 4. Jason Resseman – Painting exterior
 - 5. Driftless Goat Co – Dave Rogers
 - 6. Phil Haug – Roof over deck
 - 7. Roger & Diane Perry – Deck

Continued Business:

- A. **Late Fees:** Member Harvey motioned to recommend the fee schedule reflecting a late charge equal to the cost of the permit being issued. Member Seiler seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. **Rural Taxing District:** Member Seiler motioned to recommend a 50% decrease in taxes for the rural district. No further motion was made, motion failed. Discussion continued about a varying of reduction amounts based on the amount of services provided. Administrator Peterson will review options and report back next month.
- C. **Lanesboro School Project:** No new information was available with regards to the plans for the existing retaining wall. Member Snyder provided an update on the construction progress, noting the project is on schedule.

New Business:

- A. **Elliott & Susan Riggott – Addition:** Member Resseman motioned to approve the application as submitted. Member Harvey seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.

- B. Dybing Garage and Alley Discussion:** Mr. Dybing submitted an initial plan for tearing down an existing garage and building a larger one in a similar footprint. Information was shared regarding property boundaries and set back requirements. Mr. Dybing will reevaluate his current plans and submit an application when appropriate.
- C. Sons of Norway – Painting:** Member Snyder motioned to approve the permit application for painting the exterior of the building. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

Comprehensive Plan Update: Administrator Peterson noted that surveys are still coming in, and that a draft of the updated plan would be reviewed at a meeting scheduled for this fall.

Next Meeting: Wednesday, August 19th, 2020, at 6:00 p.m.

Adjourn: Member Harvey moved to adjourn at 6:49 p.m. Motion seconded by Member Snyder. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, September 16, 2020 6:00 p.m.
Lanesboro Community Center Meeting Room and Zoom

Present: Jason Resseman, Steve Snyder, Jason Harvey, and Michael Seiler

Absent: Chad Phillips

Visitors: Darla Taylor, Phil Dybing, Cathy Enerson, Kara Maloney, Alissa Sindelar

Public Hearing - Phil and Heidi Dybing, 502 Calhoun Avenue South - Zoning Variance Request: Member Resseman opened the hearing at 6:04 p.m. Member Resseman reviewed the request, no comments were shared. The hearing was closed at 6:04 p.m.

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:04 p.m.

- A. **Agenda:** Member Harvey moved to approve the agenda as submitted with the addition of Demolition Permit. Member Seiler seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. **Consent Agenda:** Member Resseman motioned to approve the Consent Agenda as submitted. Motion seconded by Member Harvey. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, July 15, 2020
 - 2. Bell/Tindall – Chicken Renewal
 - 3. McCabe – Deck and Retaining Wall replacement
 - 4. Driftless Goat Co – David Grey
 - 5. Norby – Sidewalk Replacement
 - 6. Driftless Goat Co – David Grey
 - 7. Ferguson/Zerbe – Deck and Stair Replacement
 - 8. Sobota – Deck Replacement
 - 9. Anderson – Egress Window Installation
 - 10. Peterson – Landscaping Repair
 - 11. Sylvan Brewing – Fence Installation
 - 12. Lanesboro School – Landscaping
 - 13. Johnson – Driveway Installation
 - 14. Gingerich – Retaining Wall
 - 15. Hamann - Porch, side replacement

Continued Business:

- A. **Rural Taxing District:** Member Resseman reviewed the discussion details. Member Seiler motioned to recommend creating a Rural Taxing District that would tax at 50% of the current property tax rate to the City Council. Member Harvey seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

- B. Lanesboro School Project:** Members Snyder and Resseman provided the final details for the landscaping portion of the project. The existing retaining wall will be removed, and the area will be graded and seeded to prevent erosion. Member Resseman motioned to approve the amended grading plan. Member Snyder seconded the motion.

New Business:

- A. Petition to vacate a portion of Fillmore Avenue North:** A petition to vacate a portion of Fillmore Avenue North between Dupont and Elmwood was received. The petitioner is requesting the vacation due to a structure that is currently infringing on the right of way. Member Harvey motioned to recommend to City Council the portion of Fillmore Avenue North be vacated. Member Resseman seconded the motion. A Public Hearing will be called for the October 5, 2020 City Council meeting. Vote was done by roll-call with all in favor. Motion carried.
- B. Dybing**
- a. Amendment Request:** Member Resseman motioned to recommend to City Council that the request for set-back variance be granted. Member Harvey seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
 - b. Building Permit:** Member Resseman motioned to approve the application for building permit for the garage contingent on the final approval for the variance request. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- C. Demolition Permit:** A request to demolish a property at 301 Kenilworth Avenue N was received from Craig and Michelle Hanson. Members requested that a form be created for the demolition permit application. Member Snyder motioned to approve the application for demolition. Member Harvey seconded the motion. Discussion was had regarding dust control during the demolition, Administrator Peterson will review with the fire department. Vote was done by roll-call with all in favor. Motion carried.

Comprehensive Plan Update:

- A. Economic Development Authority Discussion:** EDA Director Cathy Enerson provided an introduction as well as reviewed the importance of discussions with the EDA in regards to the Comprehensive Plan update. Administrator Peterson will work to coordinate a discussion with the engineers at the next EDA meeting, as well as provide the maps to the EDA to review.
- B. Future Land Use Map Review:** Discussion will be continued after receiving input from the EDA.
- C. Plan Draft Review:** A meeting has been tentatively scheduled for October 28th for the review.

Next Meeting: Wednesday, October 21, 2020, at 6:00 p.m.

Adjourn: Member Seiler moved to adjourn at 6:47 p.m. Motion seconded by Member Resseman. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, October 21, 2020 6:00 p.m.
Zoom

Present: Jason Resseman, Steve Snyder, Jason Harvey, Chad Phillips, and Michael Seiler

Absent: None

Visitors: Kara Maloney, Joe Goetzke, Attorney Joseph O’Koren, Bridget Harvey, and Lester Dunn

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:07 p.m.

- A. **Agenda:** Member Seiler moved to approve the agenda as submitted with the addition of a Demolition and Building Permit . Member Phillips seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. **Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Harvey. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting,September 16, 2020
 - 2. O’Neary Fence Permit
 - 3. Crown Trout Railing
 - 4. Bakke Retaining Wall Repair
 - 5. Bakke Reshingle
 - 6. Harvey Windows and Siding Replacement
 - 7. Kettner Flag Pole
 - 8. Goetzke Chickens
 - 9. Lawstuen Replace Roof
 - 10. Good Food Exterior Painting

Continued Business:

- A. **102 Parkway Avenue South Compliance Review:** It was requested last spring that the property be brought into compliance by October 23, 2020. A recent review of the property showed that it is not yet compliant. Member Resseman motioned to follow the guidelines suggested by the City Attorney, to have the property inspected. Member Harvey seconded the motion. Member Resseman then withdrew his motion. Member Resseman motioned that in lieu of the situation an inspector should be highered at the expense of the City to investigate the structure of the building. He noted appreciation for the owners cooperation, and to request a response be given prior to the November Planning & Zoning meeting. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

New Business:

- A. **Food Trucks:** Bridget Harvey inquired about the possibility of reviewing the ordinance that currently does not allow Food Trucks outside of special events. Harvey noted the limited capacity for restaurants

and seating in town. The goal would be to provide a complement to our current establishments, not competition. As well to provide a diversity in food and vendors. Harvey reached out to the cities of Preston, Fountain, and Rushford; all of those communities allow food trucks without additional permitting. Attorney O’Koren noted that there could be a concern for liability if the food trucks are on public lands. Discussion to be continued next month.

- B. Petition to vacate a portion of Fillmore Avenue North:** Member Resseman that the City Council had denied the petition to vacate all of Fillmore Avenue North at the October meeting. A second petition has now been received requesting vacation of 16 feet on the west side of the right of way in order to correct property boundary lines. Member Resseman motioned to recommend the vacation of 15 feet of the west side of the right of way. Member Harvey seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- C. Demolition Permit:** Member Resseman motioned to approve the permit to demolition the house and garage at 403 Ashburn Ave E. Member Phillips seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- D. Building Permit:** Member Resseman motioned to approve the building permit for the Wastewater Treatment Plant. Member Harvey seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

Comprehensive Plan Update: An additional meeting will be held to review the draft of the Comprehensive Plan.

Next Meeting: Wednesday, November 18, 2020, at 6:00 p.m.

Adjourn: Member Snyder moved to adjourn at 6:57 p.m. Motion seconded by Member Phillips. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, November 19, 2020 6:00 p.m.
Zoom

Present: Jason Resseman, Steve Snyder, Jason Harvey, Chad Phillips, and Michael Seiler

Absent: None

Visitors: Darla Taylor, Harry Davis, and Bob Thompson

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:00 p.m.

- A. **Agenda:** Member Harvey moved to approve the agenda as submitted . Member Phillips seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. **Consent Agenda:** Member Seiler motioned to approve the Consent Agenda as submitted. Motion seconded by Member Harvey. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, October 21, 2020
 - 2. Haug Fence Installation
 - 3. Jensson - Cement Slab

Continued Business:

- A. **102 Parkway Avenue South Compliance Review:** Members reviewed the letter sent by Attorney O’Koren as well as the letter received from the property owners attorney. Members also noted progress being made on the building as requested. It was noted that the current building permit expired on October 27, 2020. Member Resseman motioned to extend the building permit for a 12 month period. Member Snyder seconded the motion. Member Seiler inquired if a shorter time period would be more appropriate. Vote was done by roll-call with all in favor. Motion carried.

New Business:

- A. **304 Coffee Street:** Member Resseman described the concern with this property as well as it’s location. The Commission requested that a letter be sent from the City Attorney noting the concern for ordinance violations, as well as a possible health hazard. The letter will also request information as to the future plans for this property.
- B. **Lanesboro Public School - Solar Array:** Bob Thompson with Novel Energy provided an overview of the project. The system is set to be placed on the roof of the new gymnasium, as a behind the meter installation. This will be a purchase power agreement between Novel and Lanesboro School. Member Harvey motioned to approve the plans as submitted. Member Phillips seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

Comprehensive Plan Update:

- A. **Draft Plan Review - Harry Davis:** Harry Davis with Bolton & Menk went through the progress and thought process thus for the Comprehensive Plan update. Members did not have any questions at this

time. Davis will share his contact information. The goal is to have the plan completed by late January, so that final approval of the plan can be done in the first quarter of 2021.

Next Meeting: Wednesday, December 16, 2020, at 6:00 p.m.

Adjourn: Member Harvey moved to adjourn at 6:46 p.m. Motion seconded by Member Seiler. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk

Lanesboro Planning and Zoning Commission
Regular Meeting
Wednesday, December 16, 2020 6:00 p.m.
Zoom

Present: Jason Resseman, Steve Snyder, Chad Phillips, and Michael Seiler

Absent: Jason Harvey

Visitors: Darla Taylor

Commission Member Resseman called the Regular Planning & Zoning Meeting to order at 6:02 p.m.

- A. **Agenda:** Member Snyder moved to approve the agenda with the addition of a building permit for Horihan . Member Seiler seconded the motion. Vote was done by roll-call with all members in favor. Motion carried.
- B. **Consent Agenda:** Member Snyder motioned to approve the Consent Agenda as submitted. Motion seconded by Member Seiler. Vote was done by roll-call with all members in favor. Motion carried.
 - 1. Minutes of the regular meeting, November 18, 2020
 - 2. Sobieniak - Cement Sidewalk
 - 3. Sobieniak - Covered Porch
 - 4. McCaulson/Weed - New Roof
 - 5. Qualy - Fence

Continued Business:

- A. **304 Coffee Street:** Member Seiler will gather the specific items not in compliance. Member Resseman motioned to table the discussion. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- B. **Rural Taxing District:** Administrator Peterson shared an updated version of the ordinance as recommended by Fillmore County and the City Attorney. It was noted that a second Public Hearing would be held at the February City Council meeting. Member Seiler motioned to recommend approval of the ordinance. Member Snyder seconded the motion. Vote was done by roll-call with all in favor. Motion carried.
- C. **Food Trucks:** Members discussed the possibility of allowing food trucks in town. The City Attorney had noted that food trucks on public property would not be advisable, and therefore private property could be considered. Member Resseman motioned to table the discussion. Member Seiler seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

New Business:

- A. **206 Elmwood Street East:** Member Resseman noted this property is in severe disrepair noting the following: Hole in roof, hole in foundation, insulation on outside of structure, not maintained, neighbors have observed rodents and birds entering and exiting the structure. Member Resseamn motioned to send a notice of non compliance to the property owner. Member Phillips seconded the motion. Vote was done by roll-call with all in favor. Motion carried.

B. Horihan Building Permit: Rich Horihan submitted a building permit application for a new bin. Due to the location of the desired construction site, a variance will need to be applied for. Administrator Peterson will prepare the required documents.

Miscellaneous:

A. Member Snyder: Member Resseman thanked Member Snyder for his time on the board, and dedication to the community.

Next Meeting: Wednesday, January 20, 2021, at 6:00 p.m.

Adjourn: Member Snyder moved to adjourn at 6:57 p.m. Motion seconded by Member Resseamn. Vote was done by roll-call with all members in favor. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk