

**Lanesboro Planning and Zoning Commission  
Regular Meeting Minutes  
Wednesday, May 15, 2024 – 6:00 p.m.  
Lanesboro Community Center Meeting Room and Zoom**

**Present Members:**

  X   Jason Resseman                        X   Michael Seiler                        X   Jeff Lepper  
     Randy Rakosnik                        X   Tom Schramm

**Staff:**

  X   Mitchell Walbridge                        X   Darla Taylor

**Guests:**            Bonita Underbakke

**Regular Meeting**

Member Resseman called to order the Regular Meeting at 6:19 p.m.

**A. Agenda:** City Administrator Walbridge requested the changes to the agenda:

- Addition of Consent Agenda Item, Lowe Building Permit Application
- Addition of Consent Agenda Item, Goetzke Annual Chicken Permit Application
- Move Consent Agenda Item I, Brogle Building Permit Application to New Business

Member Seiler requested one change to the agenda:

- Addition of Food Stand Regulations to New Business

Member Seiler entered a motion to approve the agenda with the requested changes; Member Lepper seconded the motion. Motion carried all in favor.

**B. Public Comment:** No public comments were shared.

**C. Consent Agenda:**

- Minutes of the Regular Meeting, April 17, 2024
- Kirsten Mensing Building Permit Application – Retaining Wall
- Jason & Bridget Harvey, High Court Pub Building Permit Application – Exterior Painting
- High Court Pub Annual Sidewalk Permit Request
- Bryn Harmon Building Permit Application – Retaining Wall
- Jerry & Susan Ritter Building Permit Application – Residential Shingling
- Aaron Gage Annual Chicken Permit Application
- Eric Roddy Building Permit Application – Garden Fence
- Andy Lowe Building Permit Application – Deck
- Joe Goetzke Annual Chicken Permit Application Renewal

Member Lepper entered a motion to approve the consent agenda; Member Lepper seconded the motion. Motion carried with all in favor.

**D. Continued Business:**

- a. **Downtown Commercial District Land Use:** Administrator Walbridge presented a revised version of City Ordinance Chapter 151: Land Use, highlighting key proposed amendments. These changes encompassed the addition of new terms and definitions, expansions to permitted and conditional uses across different zoning districts, and adjustments to lot sizes and setbacks in specific zones such as R-1 Single Family Residential, R-2 Multi Family Residential District, and C-2 Highway Commercial District.

Further proposed revisions for the draft were recommended. This included incorporating terms like “hostel”, “inn”, and “lodge” into the ordinance, refining the definition of “apartment”, and

Approved 06/20/2024

modifying lot dimensions for the R-1 and C-2 districts. Additionally, there's a plan to ensure that setback requirements in the C-2 District align with Department of Transportation standards. Members also reviewed a draft of proposed City Ordinance Chapter 120, aimed at regulating lodging businesses within the city. Suggestions were made to enhance the terminology and definitions, particularly for "hostel", "inn", and "lodge".

Member Resseman entered a motion to postpone further discussion until the next meeting to allow for necessary edits to the draft; Member Seiler seconded the motion. Administrator Walbridge also sought input from commission members on determining appropriate annual fees for different types of city lodging licensure. Motion carried with all in favor.

- b. Development Planning Checklists:** Administrator Walbridge discussed the checklists with the city attorney. Attorney O'Koren recommended relying on the city's Subdivision Ordinance Chapter regarding developments. Member Resseman entered a motion to table Development Planning Checklists indefinitely; Member Lepper seconded the motion. Motion carried with all in favor.
- c. Brogle – Building Permit Application – Exterior Painting and Sign:** Administrator Walbridge discussed a building permit application from Jeff and Patty Brogle for their property at 201 Parkway Avenue North. The application sought approval for new exterior paint, painting the existing archways over southside windows, no additional archways above newly added windows, and adding a sign. The Heritage Preservation Commission recommended partial approval at their May 13, 2024 meeting, urging the Brogles to explore alternatives for achieving a cohesive look on the building's south side, such as adding additional arches above the windows. Member Resseman entered a motion to table the application until the Heritage Preservation Commission reviews alternative plans and offers a recommendation for approval or denial; Member Lepper seconded the motion. Motion carried with all in favor.
- d. Food Stand Regulations:** Member Seiler proposed the Planning and Zoning Commission explore the idea of implementing regulations for food stands like the ordinance that governs mobile food units operating within city limits. One suggested approach involved incorporating guidelines from the Minnesota Department of Health's Food Stand Construction Guide into Lanesboro's city ordinances. This would include provisions such as a maximum operating period of 21 days and requirements for variances for a food stand operator to exceed this limit. The need for restroom facilities was also raised during the discussion. Administrator Walbridge agreed to discuss the proposed addition with the city attorney and work on drafting language for consideration in Chapter 113 of the ordinances to regulate food stands effectively.

**Next Meeting:** Thursday, June 20, 2024 at 6:00 p.m.

Member Resseman adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk