

Approved 11/19/25

**Lanesboro Planning and Zoning Commission
Regular Meeting Minutes
Wednesday, October 15, 2025 – 6:00 p.m.
Lanesboro Community Center Meeting Room**

Members Present:

☒ Aaron Gage ☐ Jeff Lepper ☒ Jonathan Levine ☒ Alicia Pearson ☒ Michael Seiler

Staff:

☒ Mitchell Walbridge ☒ Darla Taylor

Guests: Sarah Swedburg, Marge King, Don Bell, Phil Reed, Joel Pfeffer, Brooke Pfeffer, Dale Forster, Kelly Lauer, Stephen Bacon

Public Hearing – Lanesboro Comprehensive Plan Amendments

Member Seiler opened the public hearing at 6:00 p.m.

- Don Bell addressed the Commission regarding inaccuracies in the City's original plat and property lot lines. He suggested that a boundary commission may be able to resolve the ambiguous property boundaries.

Member Seiler closed the public hearing at 6:05 p.m.

Public Hearing – Interim Use Permit Application for 505 Parkway Avenue South (Parcel ID 190259000)

Member Seiler opened the public hearing at 6:15 p.m.

- Marge King expressed concerns about increased traffic, lighting, lack of signage, and property inspections. She noted she supports long-term apartment housing and wants the Sparrow Valley Properties project to succeed.
- Dale Forster questioned the need for additional short-term rentals in Lanesboro and whether the residential character of the neighborhood could be affected by litter, noise, and limited parking. He also raised concerns about police coverage and emphasized that residents' perspectives, including those from Sylvan Manor, should be considered.
- Kelly Lauer shared that she purchased her home in a residential area and was pleased when she heard the church would be converted into apartments. She questioned whether the City has sufficient short-term rentals and expressed concerns about garbage, property management, and limited parking availability.
- Stephen Bacon stated he is a frequent Airbnb user but asked about the long-term vision for the property. He emphasized the importance of adhering to the existing property tax abatement agreement, ensuring proper garbage disposal, and considering parking impacts, particularly during the upcoming 2027 road construction project.

Member Seiler closed the public hearing at 6:33 p.m.

Regular Meeting Minutes

Member Seiler called the regular meeting to order at 6:34 p.m.

- A. **Agenda Approval:** Administrator Walbridge requested that the building permit applications for Parcel ID 190182010 be removed from the Consent Agenda and added under New Business. Member Seiler moved to amend the agenda as requested; Member Pearson seconded. Motion carried with all in favor. Member Pearson then moved to approve the amended agenda; Member Seiler seconded. Motion carried with all in favor. **Public Comments:** No public comments were shared.

B. Consent Agenda:

Approved 11/19/25

- a. Minutes of Regular Meeting, September 17, 2025
- b. Building Permit – Parcel ID 190032000

Member Levine entered a motion to approve the Consent Agenda; Member Seiler seconded. Motion carried with all in favor.

Continued Business

- A. **Review Permit Fee Schedule:** At Administrator Walbridge's request, Member Seiler moved to table discussion on the permit fee schedule to allow additional research; Member Levine seconded. Motion carried with all in favor.
- B. **Consider Application for Interim Use Permit – Parcel ID 190259000:** Administrator Walbridge provided an overview of the interim use permit process, statutory authority, and the application for 505 Parkway Avenue South.
Applicant representative Brooke Pfeffer of Sparrow Valley Properties, LLC explained that the request seeks to operate several short-term rental units to supplement cash flow for the property. She noted difficulty finding suitable long-term tenants and that limited short-term rentals would allow time to identify stable long-term renters while maintaining income.
Members discussed possible conditions for a recommendation to the City Council.
Member Seiler moved to recommend that the City Council issue a 12-month interim use permit effective from the date of the State of Minnesota lodging license issuance, contingent upon the following conditions:
 - 1. The permit holder must obtain and maintain an active State of Minnesota lodging license and City lodging license.
 - 2. The permit holder must remain current on EDA loan payments.
 - 3. The permit holder must remain current on property taxes for 505 Parkway Avenue South.
 - 4. The permit holder must remain current on lodging tax payments as required by City ordinance.
 - 5. The permit holder must remain current on utility payments for the property at 505 Parkway Avenue South.
 - 6. Short-term lodging activity must be limited to no more than three (3) units at any given time.
 - 7. The permit holder must remain in compliance with Minnesota Department of Health short-term rental regulations and State of Minnesota Fire Codes.
 - 8. The permit holder must maintain regular communication with City administration and submit a property management plan, including rental terms and conditions.

Member Levine seconded. Motion carried with all in favor.

New Business

- A. **Consider Amendments to Comprehensive Plan:** Sarah Swedburg, Planner with Bolton & Menk, Inc., presented a summary of proposed amendments to the City's Comprehensive Plan.
Member Pearson moved to forward the draft plan to the City Council for review; Member Gage seconded. Motion carried with all in favor.
- B. **Consider Parking Closure Application – 111 Coffee Street East:** Members reviewed a parking closure application submitted by 5th Sun Gardens, LLC requesting the closure of two parking spaces on the south side of Coffee Street East for food truck use. Members expressed concern about the impact on limited parking and nearby businesses.
Member Seiler moved to forward the application to the City Council for consideration with no recommendation for approval or denial; Member Levine seconded. Motion carried with all in favor.
- C. **Building Permit – Parcel ID 190182010 (Signage):** The Commission considered a building permit application from 5th Sun Gardens, LLC to install a sign at 111 Coffee Street East.
Administrator Walbridge reported that the Heritage Preservation Commission (HPC) recommended approval with the suggestion that sign colors be more complementary to the building's exterior and

Approved 11/19/25

consistent with the historic district's character, while recognizing the applicant's right to retain their established logo.

The applicant explained the signage is temporary, with plans to repaint the building in the future.

Member Seiler moved to approve the application; Member Levine seconded. Motion carried with all in favor.

- D. **Building Permit Application – Parcel ID 190182010 (Privacy Fence):** Administrator Walbridge presented a building permit application from 5th Sun Gardens, LLC to install a privacy fence at 111 Coffee Street East. He shared the HPC's request that the Commission table action until the HPC completes its review of the fence's visual compatibility within the historic district. The applicant explained the fence would be temporary, likely through 2027, and is required to operate a THC beverage service area. Members Pearson and Seiler expressed hesitation in moving forward contrary to the HPC's request but did not wish to delay the applicant's operations. Member Pearson moved to approve the application; Member Levine seconded. Motion carried with all in favor.

Member Seiler entered a motion to adjourn the meeting; Member Levine seconded the motion. Motion carried with all in favor. The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk