

**Sauk Centre Planning Commission  
Regular Meeting  
Tuesday, November 14, 2017 – 4:30 P.M.**

**AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes **(P. 1-5)**
4. Reports/Presentations
5. Public Hearings
6. Action Items/Appeals
7. Unfinished Business
  - a. Comprehensive Plan Update (Project Status Report- SRF) **(P. 6)**
8. New Business
  - a. Comprehensive Plan Public Workshop **(P. 7-8)**
9. Informational Items
10. Adjournment

**SAUK CENTRE PLANNING & ZONING  
COMMISSION MEETING MINUTES  
TUESDAY, OCTOBER 10, 2017  
4:30 P.M.**

**1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

The regular meeting of the Sauk Centre Planning Commission was called to order at 4:30 p.m. with Commissioners Gieske, Leach, Walz and Magnuson present. Also present was City Planner Morton and Administrative Assistant Nicki Vogt. Jansen was absent.

Those in attendance were asked to stand and recite the Pledge of Allegiance.

**2. APPROVAL OF AGENDA**

A motion was made by Magnuson and was seconded by Gieske to approve the agenda as presented. A vote being recorded as follows: For: Magnuson, Gieske, Walz and Leach. Against: None. Absent: Jansen. The motion passed.

**3. APPROVAL OF MINUTES**

- a. A motion was made by Gieske and was seconded by Walz to approve the September 12, 2017 Regular Meeting Minutes as presented. A vote being recorded as follows: For: Gieske, Walz, Magnuson and Leach. Against: None. Absent: Jansen. The motion passed.

**4. PUBLIC HEARING – STEPAN VARIANCE REQUEST**

- a. Leach opened the Public Hearing and read the Public Hearing procedure.

An application has been received from Maggie Stepan for a Variance from the Zoning Standards for her property located at 418 7<sup>th</sup> Street in Sauk Centre.

The request is allow for a 48' fence on the property line with the adjacent property where a three foot setback is otherwise required and also to allow for impervious coverage exceeding the maximum to allow for a 24' X 11' concrete slab (patio) which would be located within the fenced area. The maximum allowed is 35%. The request is for 55%.

The owner of the home conducts in-home daycare and desires a fence to establish an outside play area. Also, with the small yard, grass gets beat down and turns to mud so the owner has substituted a concrete area and a pea rock area for a play yard.

The lot in question is 48' X 72' or 3,456 square feet which is a pre-existing non-conforming parcel. The current home on the property is 716 square feet with a 264 square foot garage. In addition there is an 18' X 20' driveway. This results in a total impervious of 1,340 square feet. The addition of a 264 square foot patio will increase the imperious coverage to 1,604 square feet or 46.5%. Also, patio pavers, if included in the calculation of impervious, of 84 square feet (3.5 feet X 14 feet) would increase the impervious to 1,688 square feet or 48.9%.

The home on the lot is very small in comparison to others in the area and the total amount of impervious is also small in comparison; however, as a percentage it is high due to the lot size.

The neighboring property owner provided written comments that they do not have an issue with the setback and impervious requests provided the variances are approved with proper fees paid, that the pea rock be contained and that a fine be paid. The Planning Commission was provided with the request, but declined to recommend a fine because the owner has been working cooperatively with the City.

Leach called three times for persons to speak in favor or opposition. None spoke.

See 6a.

## **5. REPORTS/PRESENTATIONS**

a. During the month of September, 11 permits were issued as follows:

- 1 new residential dwelling
- 7 miscellaneous residential permits
- 3 miscellaneous commercial permits
- 

The September 2017 total construction value was \$339,700.

The Commission also reviewed the following:

- 2017 Building Permit Summary Log
- 2016 and 2017 Building Permits by Quarter
- 2011-2017 Building Permits Issued by Month
- 2017 Zoning Permits

## **6. ACTION ITEMS**

a. See 4a.

A motion was made by Magnuson and was seconded by Gieske to recommend Council approval of the Stepan Variance Request with the condition that pea rock must be contained as well as the following Findings of Fact:

- (1) Granting a variance will not adversely affect the public health, welfare and safety and will not be detrimental and injurious to property or improvements in the neighborhood;
- (2) Strict interpretation or enforcement of the provisions of this chapter would result in a practical difficulty that is not self-created and is inconsistent with the intent of this chapter and the Comprehensive Plan;
- (3) There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district;

(4) Strict or literal interpretation of this chapter would deprive the applicant of the use and enjoyment of his or her property in a manner similar to others in the same district; and

(5) Granting of the variance will not allow a use which is otherwise not a permitted use in the zoning district in question.

(6) Economic considerations alone shall not constitute a practical difficulty if reasonable use for the property exists under the terms of this chapter.

(7) A variance granted but not used shall become void 1 year after its effective date.

(8) No application for the same or essentially the same variance shall be made within 6 months of the date of denial.

A vote being recorded as follows: For: Magnuson, Gieske, Walz and Leach. Against: None. Absent: Jansen. The motion passed.

#### **7. UNFINISHED BUSINESS**

None.

#### **8. NEW BUSINESS**

- a. An application was submitted by Dennis and Mary Ellen Boeckers on behalf of John Meyer for a minor subdivision of Meyer's neighboring property on Hendryx Street.

The minor subdivision will create a new parcel of land adjacent to the Boeckers' property which meets all zoning regulations of the city for a single family residential lot. The Boeckers intend to purchase the property and retain it for greenspace until some future date.

The lot split is in substantial conformance with a prior "Ghost Plat" of the adjoining property and would not impede that future development.

A Certificate of Survey was provided for the Planning Commissions review.

One item to note is that the City Sewer/Water Mains terminate at the beginning of the lot which would need to be extended if a permit were to be secured for building of a home on the property. The Policy of the Sauk Centre Public Utility is that the owner/developer of the lot is responsible for paying for the extension. The Public Utility has advised that the extension is not required at this time but that it would be required before a building permit could be issued on the lot. This requirement is included in the Resolution as a condition of approval and will be recorded on the property.

A motion was made by Gieske and was seconded by Walz to recommend Council approval of a Resolution approving the Minor Subdivision (Boeckers). A vote

being recorded as follows: For: Gieske, Walz, Magnuson and Leach. Against: None. Absent: Jansen. The motion passed.

- b. An application has been received from Calkins Family Trust on behalf of John Meyer for a minor subdivision of property. The Calkins property is located at 244 Hendryx with the Meyer property being a larger parcel which wraps around behind the Calkins property.

The property to be subdivided is a forty foot deep piece adjacent to the Calkins property along their entire back line. Because the subdivided piece does not meet minimum standards on its own, it must be attached to another parcel. The property will be attached to the Calkins parcel resulting in one larger parcel (currently vacant).

An aerial view of the property as well as a copy of the Certificate of Survey was provided to the Planning Commission for their review. As shown on the aerial view, the purpose of the subdivision is to include the row of pine trees into the Calkins property.

A motion was made by Walz and was seconded by Gieske to recommend Council approval of a Resolution Approving the Minor Subdivision (Calkins). A vote being recorded as follows: For: Walz, Gieske, Magnuson and Leach. Against: None. Absent: Jansen. The motion passed.

- c. An application has been received from Calkins Family Trust on behalf of John Meyer for a minor subdivision of property. The Calkins property is located at 242 Hendryx Street with the Meyer property being a larger parcel which wraps around behind the Calkins property.

The property to be subdivided is a forty foot deep piece adjacent to the Calkins property along their entire back line. Because the subdivided piece does not meet minimum standards on its own, it must be attached to another parcel. The property will be attached to the Calkins primary residential parcel resulting in one larger parcel.

An aerial view of the property as well as a copy of the Certificate of Survey was presented to the Planning Commission for their review. The parcel in question is shown on the Survey as Tract B. As shown on the aerial view, the purpose of the subdivision is to include the row of pine trees into the Calkins property.

A motion was made by Walz and was seconded by Leach to recommend Council approval of a Resolution Approving the Minor Subdivision (Calkins). A vote being recorded as follows: For: Walz, Leach, Gieske and Magnuson. Against: None. Absent: Jansen. The motion passed.

- d. An application has been received Joseph and Norma Moening on behalf of John Meyer for a minor subdivision of property. The Moening property is located at 308 Hendryx Street with the Meyer property being a larger parcel which wraps around the side and behind the Moening property.

The property to be subdivided is an "L" shaped parcel twenty five feet wide by the depth of the Moening parcel and also a parcel forty foot deep around behind the Moening property along their entire back line. Because the subdivided piece does not meet minimum standards on its own, it must be attached to another parcel. The property will be attached to the primary residential parcel along with a fragment subdivided earlier that was not attached to the main parcel at that time. The result will be one larger parcel.

An aerial view of the property as well as a copy of the Certificate of Survey was presented to the Planning Commission for their review. As shown on the aerial view, the purpose of the subdivision is to include the row of pine trees into the Moening property as well as providing added green space.

A motion was made by Walz and was seconded by Gieske to recommend Council approval of a Resolution Approving the Minor Subdivision (Moening). A vote being recorded as follows: For: Walz, Gieske, Magnuson and Leach. Against: None. Absent: Jansen. The motion passed.

#### **9. INFORMATIONAL ITEMS**

- a. Scrap Metal Clean-Up Day – September 16, 2017
- b. Scavenger Days – September 13-16, 2017
- c. GTS Educational Events
- d. Comprehensive Plan Update Report

#### **10. ADJOURNMENT**

A motion was made by Magnuson and was seconded by Gieske to adjourn the meeting. A vote being recorded as follows: For: Magnuson, Gieske, Walz and Leach. Against: None. Absent: Jansen. The motion passed.

With no further action, Leach adjourned the meeting.

Respectfully submitted,

---

Nicki Vogt,  
Recording Secretary

# Planning Commission Staff Report

---

**Meeting Date:** November 14, 2017

**Subject:** 2017 Comprehensive Plan Update – SRF Consulting Group

**Agenda Item:** 7a

---

**Description/Summary**

2017 Comprehensive Plan Update to be presented by SRF Consulting Group

- Cindy Gray, AICP - Principal at SRF Consulting Group, Inc.
- Scott Harmstead, AICP - Senior Associate, Planner at SRF Consulting Group, Inc.

**Action Requested:**

Information Item Only

**Action Taken:**

---

**Motion:**

**Second:**

---

Planning Commission  
Staff Report

---

**Meeting Date:** November 14, 2017  
**Subject:** New Business – Comprehensive Plan Public Workshop  
**Agenda Item:** 8a

---

**Description/Summary**

Public participation is an essential component for updating the Comprehensive Plan. This is an opportunity to inform and educate residents, as well as other stakeholders about the update process and solicit feedback on planning issues.

**Action Requested:**  
Informational item only.

**Action Taken:**

---

**Motion:**

**Second:**

---



# **SAUK CENTRE COMPREHENSIVE PLAN**

## **PUBLIC WORKSHOP**

### **YOUR INPUT IS NEEDED**

A public workshop will be held to provide an opportunity for you to review and provide feedback on various future land use and transportation options, as well as exploring ways to sustain and improve downtown. A short presentation will be followed by some activities to provide feedback on future land use, transportation issues, and the downtown.

### **WHY?**

The current comprehensive plan was adopted in 2000 and has become out of date. A goal of the new plan is to develop a cohesive vision for how development will take place in and around the city for next 20-30 years. The new plan will rely on your feedback as to how the city will grow and thrive in the years ahead.

### **WHEN AND WHERE?**

**Tuesday, November 14, 2017 at 6:00 pm**

City Hall Council Chambers  
320 Oak St. South, Sauk Centre

The workshop is being conducted by the city and SRF Consulting Group, Inc.

Written comments about this project should be mailed to: Cindy Gray, SRF Consulting Group, Inc., 1 North 2<sup>nd</sup> St., Suite 226, Fargo ND 58102. Comments can also be emailed to [sharmstead@srfconsulting.com](mailto:sharmstead@srfconsulting.com).