



**CITY OF MOORHEAD  
PLANNING COMMISSION / BOARD OF ADJUSTMENTS  
MEETING MINUTES  
JUNE 05, 2019 AT 5:00 PM  
1ST FLOOR COUNCIL CHAMBERS, MOORHEAD CITY HALL**

Pursuant to due call and notice thereof, a regular meeting of the Planning Commission was held in the 1st Floor Council Chambers, Moorhead City Hall, on June 05, 2019, at 5:00 PM.

**Roll call of the members was made as follows:**

3rd Ward Council Member:	Joel Paulsen	Present
Board Member:	Paul Krabbenhoft	Absent
Board Member:	Ben Hammer	Absent
Board Member:	Jim Haney	Present
Board Member:	Matt Leiseth	Absent
Board Member:	Nicole Mattson	Present
Board Member:	Timothy Stone	Present

**I. Roll Call**

**II. Agenda**

**Motion made to Approve made by Timothy Stone and seconded by Joel Paulsen**

*Motion None: For: 4; Against: 0; Abstain: 0; Absent: 3*

**III. Approval of Minutes**

1. May 1, 2019

**Motion made to Approve made by Jim Haney and seconded by Timothy Stone**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

**IV. Citizens To Be Heard**

**V. Public Hearing -- Board of Adjustments**

1. Request of R. Peterson for a Variance to exceed Maximum Impervious Surface Coverage at 2213 6th Street S (RLD-1)

**Motion made to Open Public Hearing made by Jim Haney and seconded by Joel Paulsen**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

Staff briefed commissioners on request of the applicant. Applicant is requesting variance for construction of larger one car garage after existing garage was destroyed by fire. Staff mentioned there was a correction needed to table 4 in the memo: overage for proposed impervious surface lists 843 and it should be 943. The surface overage between the existing and proposed garage being 156, not 56. Staff stated due the nature of the destruction, the applicant could rebuild the garage in the existing location as long as it is built the same size. With this request, it does enlarge the garage slightly but will correct the side yard setback encroachment.

Staff recommends approval contingent upon the following conditions:

1. The accessory building shall be limited to 540 sf or 18' x 30'.
2. The accessory building shall be setback a minimum of 3 feet from the property line.
3. Owner shall obtain all required permits. .

**Motion made to Close Public Hearing made by Jim Haney and seconded by Joel Paulsen**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

**Motion made to Approve made by Joel Paulsen and seconded by Timothy Stone**

Motion to Approve Request of R. Peterson for a Variance to exceed Maximum Impervious Surface Coverage at 2213 6th Street S. contingent upon the following conditions:

1. The accessory building shall be limited to 540 sf or 18' x 30'.
2. The accessory building shall be setback a minimum of 3 feet from the property line.
3. Owner shall obtain all required permits.

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

**VI. [Public Hearing -- Planning Commission](#)**

1. [Request of J.V. Hough and J. Hohenstein for vacation of easements within Prairie Meadows 6th Addition](#)

**Motion made to Open Public Hearing made by Timothy Stone and seconded by Joel Paulsen**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

Staff briefed commissioners on request of the applicants. Applicants are requesting the vacations in order to change the type of homes being built on the various lots from single-family detached to attached. Staff recommends approval to the City Council contingent upon the following conditions:

1. The owner/applicant is responsible for all rerouting and reestablishing easements for existing public and private utilities.
2. Owner/applicant receives all required federal, state and local permits.

Paulsen asked for clarification of what the easements are for. Staff indicated they are vacant utility easements.

**Motion made to Close Public Hearing made by Joel Paulsen and seconded by Timothy Stone**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

**Motion made to Approve made by Jim Haney and seconded by Timothy Stone**

Motion to Approve Request of J.V. Hough and J. Hohenstein for vacation of easements within Prairie Meadows 6th Addition contingent upon the following conditions:

1. The owner/applicant is responsible for all rerouting and reestablishing easements for existing public and private utilities.
2. Owner/applicant receives all required federal, state and local permits.

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

2. [Request of Key Contracting, LLC to rezone 1401-1403 28th Avenue N from RLD-0a: Residential Low Density 0a to HI: Heavy Industrial](#)

**Motion made to Open Public Hearing made by Joel Paulsen and seconded by Timothy Stone**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

Staff briefed commissioners on the request of the applicant. Applicant is requesting the rezoning to make the zoning of the two parcels reflective of the area and to use the site for a construction business. Staff indicated there are currently two buildings on the site and because it is not feasible at this time to extend sewer to the site, the applicant would have to provide an onsite sewer system, if needed. Staff recommends approval based on the recommendation of the 2004 Comprehensive Plan/2009 Update and that the parcels are surrounded by other Heavy Industrial zoning and uses.

Swede Stelzer, 2314 14 St S, representing St Joseph's Cemetery, stated in addition to being the former location of Oakport Township Hall, it was also a former gun club and that he has concerns about possible erosion and pollution of Snaky Creek if they would be storing heavy equipment and other construction materials on site. He stated because Snaky Creek feeds into the Red River to the North of the site and because the site shares a property line with the American Sugar ponds, he was concerned and stated he felt a commercial zoning designation would be more appropriate.

**Motion made to Close Public Hearing made by Jim Haney and seconded by Timothy Stone**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

The commissioners had a lengthy discussion and because the applicant was not able to attend the meeting, they would like to table the item until the applicant could answer some questions of the commissioners.

**Motion made to table item made by Timothy Stone and seconded by Jim Haney.**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

**VII. Other Business**

**VIII. Reports / Information**

1. [New Public Hearing Notice](#) – Staff shared a copy of the new format for the public hearing notice and mentioned this was an effort to engage more public involvement.

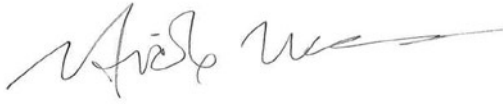
**IX. Adjournment**

**Motion made to Adjourn at 5:43 p.m. made by Timothy Stone and seconded by Joel Paulsen**

*Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3*

APPROVED BY:

ATTEST:



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Nicole Mattson  
Chair

Robin Huston  
City Planner

*Respectfully submitted by:  
Mary Schmitt, Planning and Neighborhood Services*