



**CITY OF MOORHEAD
PLANNING COMMISSION / BOARD OF ADJUSTMENT
VIRTUAL MEETING MINUTES
April 7, 2021 AT 5:00 PM**

Pursuant to due call and notice thereof, a regular meeting of the Planning Commission was held virtually from Moorhead City Hall on April 7, 2021 at 5:00 PM.

Roll call of members was made as follows:

Board Member, Ward 1:	Nicole Mattson	Absent
Board Member, Ward 2:	Steve Moore	Present
Board Member, Ward 3:	Brent Behm	Present
Board Member, Ward 4:	Ezzat Haider	Absent
Board Member, At-Large:	Tim Stone	Present
Board Member, City Council:	Steve Lindaas	Present
Board Member, County Board:	Jenna Kahly	Arrived at 5:14 PM

I. Agenda

Motion to Approve by Steve Moore and seconded by Steve Lindaas.

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

II. Approval of Minutes

1. April 7, 2021

Motion to Approve by Brent Behm and seconded by Steve Moore.

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

III. Citizens to be Heard

None

IV. Public Hearing – Planning Commission

1. Request of Diamond Rock Development LLC for a Conditional Use Permit for 2724 12th Avenue S.

Motion to Open Public Hearing by Brent Behm and seconded by Steve Lindaas.

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

Staff briefed Commission on the request for the Conditional Use Permit in order to facilitate the development of a self-storage facility in CC: Community Commercial.

One public comment was received from J. Folden, Appletree Ln, stating she would like condition #3 to be more definite by stating “*fence and landscape buffer*” rather than “*fence or landscape buffer.*” Staff mentioned the rest of the condition that states, “or a

combination as approved by the City Planner” would cover this request as we usually require both for commercial development next to residential.

Staff recommended approval of the Conditional Use Permit and related Findings of Fact with the following conditions:

1. Hours of operation/access to be limited to 8 am to 10 pm.
2. Structures on the north half of the parcel to be limited to one-story.
3. Site shall be screened by a minimum 6-foot solid fence, landscape buffer, or combination as approved by the City Planner
4. Existing tree line to be preserved, as much as reasonably possible.
5. No exterior storage shall be visible from 12th Avenue S and Appletree Lane.
6. Vehicle access to the site is limited to 12th Avenue South.
7. Site development standards must be provided including adequate fire access and hydrant spacing based on occupancy.
8. Lighting for the facility must be hooded or controlled in some manner to prevent light from spilling over onto neighboring parcels.
9. Applicant to receive all federal, state and local permits.

Jenna Kahly joined the meeting at 5:14 PM.

Motion to Close Public Hearing by Brent Behm and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

Motion to recommend approval of a Conditional Use Permit for a self-storage facility at 2724 12th Avenue South and related Findings of Fact by Brent Behm and seconded by Steve Moore, contingent upon the following conditions:

1. Hours of operation/access to be limited to 8 am to 10 pm.
2. Structures on the north half of the parcel to be limited to one-story.
3. Site shall be screened by a minimum 6-foot solid fence, landscape buffer, or combination as approved by the City Planner
4. Existing tree line to be preserved, as much as reasonably possible.
5. No exterior storage shall be visible from 12th Avenue S and Appletree Lane.
6. Vehicle access to the site is limited to 12th Avenue South.
7. Site development standards must be provided including adequate fire access and hydrant spacing based on occupancy.
8. Lighting for the facility must be hooded or controlled in some manner to prevent light from spilling over onto neighboring parcels.
9. Applicant to receive all federal, state and local permits.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

2. **Request of Thor Investments LLC for actions relating to 679 & 681 Appletree Lane:**
 - A. **Rezone from NC: Neighborhood Commercial to CC: Community Commercial**
 - B. **Amend the Comprehensive Plan future land use map from Low Density Residential and Neighborhood Commercial to Community Commercial**

Motion to Open Public Hearing by Brent Behm and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

Staff briefed Commission on the request for a rezoning and comprehensive plan amendment for 679 and 681 Appletree Lane in order to facilitate development of shop condos.

One public comment was submitted prior to the meeting from the Meadowview Townhome Association stating concerns about:

1. Overhead doors facing their units
2. Noise
3. In and out traffic
4. The number of driveways
5. Lighting
6. Depreciation of property value
7. Glare from the rooftops

Staff recommended approval of the rezoning and comprehensive plan amendment as staff will work with the applicant during plan review to address the concerns listed above including a discussion of turning building overhead doors away from the townhomes, which will could address noise and lighting concerns.

J. Hayes commented on preserving on-street parking for her tenants at 2700 12th Ave S. Staff noted that on street parking is available to the public.

Motion to Close Public Hearing by Steve Lindaas and seconded by Steve Moore.

Motion Passed: For: 4; Against: 0; Abstain: 1(no audio); Absent: 2

Motion to recommend Approval of Rezoning from NC: Neighborhood Commercial to CC: Community Commercial by Jenna Kahly and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

Motion to recommend Approval of Comprehensive Plan Amendment from Low Density Residential and Neighborhood Commercial to Community Commercial at 679 and 681 Appletree Lane by Jenna Kahly and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

3. **Request of S. Carlson and A. Dedin Carlson for a Planned Unit Development by Conditional Use Permit to allow flexibility in the application of single-family dwelling standards for roof pitch at 3705 Oakport Street N**

Motion to Open Public Hearing by Brent Behm and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

Staff briefed Commission on the request for a Planned Unit Development by Conditional Use Permit to deviate from the required 4:12 pitch to allow two different roof types for their eco-friendly home. The proposed 3:12 would accommodate solar panels and the 1:12 pitch would accommodate stormwater runoff away from the forest to prevent erosion on the steep forest slope.

One public comment was received from their southern neighbor in support of the project.

Staff recommended approval of the Planned Unit Development by Conditional Use Permit to allow a deviation in the required roof pitch and related Findings of Fact subject to the following conditions:

1. Minimum roof pitch may not be less than that shown on submitted plans dated 3.10.2021 (1 inch of rise for each 12 inches of horizontal run for the east-facing roof and 3 inches of rise over 12 inches of horizontal run for the south-facing roof) and designed structurally to meet all applicable snow and wind load requirements.
2. Roof materials must consist of shingles or other non-reflective material customarily used for conventional dwellings.
3. Applicant to receive all federal, state and local permits.

Motion to Close Public Hearing by Brent Behm and seconded by Steve Moore.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

Motion to recommend Approval of the Planned Unit Development by Conditional Use Permit to allow a deviation in the required roof pitch and Related Findings of Fact for 3705 Oakport Street N by Brent Behm and seconded by Steve Moore, contingent upon the following conditions:

1. Minimum roof pitch may not be less than that shown on submitted plans dated 3.10.2021 (1 inch of rise for each 12 inches of horizontal run for the east-facing roof and 3 inches of rise over 12 inches of horizontal run for the south-facing roof) and designed structurally to meet all applicable snow and wind load requirements.
2. Roof materials must consist of shingles or other non-reflective material customarily used for conventional dwellings.
3. Applicant to receive all federal, state and local permits.

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

V. Other Business

None

VI. Reports / Information

Staff invited the Planning Commission to a joint workshop with the City Council on May 24th at 4:30 PM to discuss the Comprehensive Plan Update.

Staff informed the Planning Commission about future meetings allowing for hybrid meeting options.

VII. Adjournment

Motion to Adjourn at 5:47 pm by Brent Behm and seconded by Steve Moore.

The proceedings of this meeting are digitally recorded and are available for public review.

APPROVED BY:

ATTEST:


Timothy Stone
Chair


Robin Huston
City Planner / Zoning Administrator

Respectfully submitted by:
Forrest Steinhoff, Assistant City Planner