



**CITY OF MOORHEAD  
PLANNING COMMISSION / BOARD OF ADJUSTMENT  
MEETING MINUTES  
August 4, 2021 AT 5:00 PM  
HJEMKOMST CENTER AUDITORIUM**

Pursuant to due call and notice thereof, a regular meeting of the Planning Commission was held in the Hjerkomst Center Auditorium on Wednesday August 4, 2021 at 5:00 PM.

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

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

**I. Roll Call**

City Planner/Zoning Administrator Robin Huston provided updates for in-person meeting points of order. Roll call voting is no longer needed for in-person meetings and members may only abstain from voting on an item if there is a conflict of interest regarding the item being considered.

**II. Agenda**

**Motion to Approve by Steve Moore and seconded by Ezzat Haider.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**III. Approval of Minutes**

**1. July 7, 2021**

**Motion to Approve by Jenna Kahly and seconded by Ezzat Haider.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**IV. Citizens to be Heard**

None

**V. Public Hearing – Board of Adjustment**

**1. Request of P. & L. Woyan for a Variance from the 15-ft setback requirement for structures built in the Flood Fringe Overlay District at 812 63<sup>rd</sup> Avenue North.**

**Motion to Open Public Hearing by Nicole Mattson and seconded by Steve Lindaas.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff briefed Commission on the status of the Conditional Use Permit that received a unanimous recommendation to allow at 1,500 sq. ft. structure at 812 63 Ave N and that is pending before City Council.

The request before the Planning Commission today is a Variance from a required 15-foot setback requirement for building structures on fill as required by MN DNR due to floodplain standards for development. The DNR has been consulted regarding this request and they are in support of granting a variance for this situation.

No public comments were received prior to the public hearing.

Staff recommended approval for up to an 11-foot variance and related Findings of Fact contingent upon:

1. Structure may be constructed up to a minimum of 4 feet from the west property line.
2. Gutters and drain tile shall be installed on western side of new structure to help prevent water run-off from new structure onto the adjacent property.
3. Applicant shall receive an approved Floodplain Development Permit and construct the garage to the regulatory flood protection elevation (897.1).
4. All required permits shall be obtained.

Public comment was received by C. Kilsdonk at 818 63<sup>rd</sup> Ave N in opposition of the request citing issues with the size of the structure and possible stormwater runoff onto the adjacent property.

**Motion to Close Public Hearing by Steve Lindaas and seconded by Nicole Mattson.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to recommend approval of up to an 11-foot variance and related Findings of Fact to the 15-foot setback requirement for structures built in the Flood Fringe Overlay District at 812 63<sup>rd</sup> Avenue North by Nicole Mattson and seconded by Jenna Kahly, contingent upon the following conditions:**

1. Structure may be constructed up to a minimum of 4 feet from the west property line.
2. Gutters and drain tile shall be installed on western side of new structure to help prevent water run-off from new structure onto the adjacent property.
3. Applicant shall receive an approved Floodplain Development Permit and construct the garage to the regulatory flood protection elevation (897.1).
4. All required permits shall be obtained.

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**VI. Public Hearing – Planning Commission**

1. **Request of Pastor S. Koesterman for a Conditional Use Permit for Housing Shelter in CC: Community Commercial at 1015 30<sup>th</sup> Ave S**

**Motion to Open Public Hearing by Steve Lindaas and seconded by Steve Moore.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

Staff briefed Commission on the request for a Conditional Use Permit to operate a permanent housing shelter with 27 beds for women at 1015 30<sup>th</sup> Ave S.

No public comments were received prior to the public hearing.

Staff recommended approval of the Conditional Use Permit and related Findings of Fact contingent upon:

1. The facility shall have no more than a maximum of 27 residents.
2. The facility must have an on-site manager or designated staff providing supervision of the facility at all times during operation.
3. The facility must retain access for emergency vehicles.
4. The facility must comply with all relevant state and local codes including but limited to building, life safety, fire and health codes.
5. The facility shall provide a minimum of 10 resident parking spaces plus a parking space for each staff person per shift.
6. The facility shall provide a dumpster enclosure accessible from 30<sup>th</sup> Ave S.
7. The facility shall provide a screed outdoor seating/smoking area for residents.
8. All required permits shall be obtained.

The applicant, Pastor S. Koesterman provided a history of Churches United and outlined the need for additional housing shelter beds in our community.

**Motion to Close Public Hearing by Steve Lindaas and seconded by Jenna Kahly.**

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**Motion to recommend approval of Conditional Use Permit and related Findings of Fact for a Housing Shelter in CC: Community Commercial by Steve Lindaas and seconded by Jenna Kahly, contingent upon the following conditions:**

1. The facility shall have no more than a maximum of 27 residents.
2. The facility must have an on-site manager or designated staff providing supervision of the facility at all times during operation.
3. The facility must retain access for emergency vehicles.
4. The facility must comply with all relevant state and local codes including but limited to building, life safety, fire and health codes.
5. The facility shall provide a minimum of 10 resident parking spaces plus a parking space for each staff person per shift.
6. The facility shall provide a dumpster enclosure accessible from 30<sup>th</sup> Ave S.
7. The facility shall provide a screed outdoor seating/smoking area for residents.
8. All required permits shall be obtained.

*Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1*

**VII. Other Business**  
None

**VIII. Reports / Information**

**1. Discussion: Harvest Hope Farms Pilot Project in Partnership with Audobon Dakota and Buffalo Red River Watershed District**

Staff provided an overview of a draft ordinance that introduces a pilot program that would allow sheep to graze on parcels that are one acre or greater.

The draft ordinance/pilot program was developed in response to an inquiry from Harvest Hope Farms and Audubon Dakota to establish a grazing area to help manage (in lieu of controlled burns) a newly developed native prairie that is part of the Urban Woods and Prairies Initiative along the Red River near Wall Street Ave N . This request has also received favorable support from Buffalo-Red River Watershed District, the landowner of the Oakport Prairie.

Harvest Hope Farms and Audubon Dakota hosted a neighborhood informational meeting for the Oakport Prairie neighborhood.

Members discussed and asked questions of the partners and favorably entertained the draft ordinance to continue.

**2. 2022 Planning Commission schedule discussion**

Staff asked Planning Commission members to consider amending regular meetings to Mondays at 5:30 PM to allow more time to prepare reports between City Council and Planning Commission meetings.

**IX. Adjournment**

**Motion to Adjourn at 6:34 pm by Steve Lindaas and seconded by Jenna Kahly.**

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

APPROVED BY:

ATTEST:

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Timothy Stone  
Chair

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Robin Huston  
City Planner / Zoning Administrator

*Respectfully submitted by:*  
*Kim Citrowske, Assistant City Planner*