

CITY OF MILACA PLANNING COMMISSION MEETING MINUTES

NOVEMBER 13, 2023

6:00 P.M.

1. OPEN PLANNING COMMISSION MEETING: Brad Tolzman –Chairman
2. MEMBERS PRESENT: Roll Call:
  - a. Joel Millam, Brett Freese, Arla Johnson, Brad Tolzman
  - b. Others Present: City Manager Tammy Pfaff, Assistant City Clerk Deloris Katke, Council Liaison Norris Johnson, Greg Kuperus
3. APPROVAL OF MINUTES FROM AUGUST 14, 2023:

Chairman Tolzman called for a motion to approve the minutes from August 14, 2023. Motion to approve minutes from August 14, 2023 made by Arla Johnson, seconded by Joel Millam. No further discussion. All in favor. Motion passes.
4. PUBLIC HEARINGS: Opened at 6:03 p.m.
  - a. **Chapter 34 Zoning Fee Increases:** City Manager Pfaff stated that the city has a consultant that charges \$150 an hour and our fees need to increase to reflect these charges, especially when we have a lot of activity in town. Tammy stated that these increases are consistent with other cities. PC Member Millam asked what cities we have compared to: City of Foley, City of Mora, City of Princeton and City of Rush City. PC Member Freese asked if a percentage was used or if we just adjusted the fees. City Manager Pfaff stated an adjustment was made to some of the fees. City Manager Pfaff stated that some fees now have an escrow to be collected. Greg Kuperus asked when the escrow would be required. City Manager Pfaff replied on Conditional Use Permits, Variances, subdivisions, re-zoning. More discussion on escrow. Chairman Tolzman stated that the city wasn't looking to make money on these increases but rather to just break even. City Manager stated taxpayers shouldn't have to pay for that. PC Millam stated he didn't think he agreed with that. He feels taxpayers should be paying for improvements to the city. He's not saying it isn't right, he just did not agree with that statement. PC Member Freese said you could look at it both ways. Chairman Tolzman agreed that maybe it could be worded differently. PC Member Millam questioned whether there was a position within the city that this consultant was taking over. City Manager Pfaff stated that he is our Planning and Zoning and we use him for more complicated/involved issues. City Manager Pfaff continued to state that staff will take care of minor zoning issues.

**b. Amendment to the Zoning Code #156.036(E)(9)** Request by Councilmember Norris Johnson: Council member Johnson stated that society is changing and the single family homes are not much of an issue now that younger people are looking at renting out for income purposes. This is becoming the trend in society. The demand is in rental

properties and because of that, this amendment would be helpful to open up for more buyers and sellers which would be good for the environment.

The other reason is that there are several other homes that are rentals that are under the radar and maybe by passing this amendment that it would make more of these rentals in compliance.

Johnson further stated that he would like to see the 10,000 square feet lot eliminated simply because a lot of these older lots in town are not that size so it's really not accurate.

Other provisions in the ordinance states not to cover more than 60% of the lot and to have adequate parking (2 spots per unit) and all these provisions would still apply. All units would still need to comply with the rental ordinance as well and have the units inspected by building official and fire officials.

PC Member Millam asked if these were just conversions to single homes and Council member Johnson replies yes. PC Member Millam asked that if this was a brand new apartment building that that would be a total different ball game and Johnson replied yes. This would just address single family homes. Johnson further stated again that we are seeing a trend in more rental units particularly more affordable.

City Manager Pfaff stated under (b) by eliminating the 10,000 square feet that this could open it up to allow tiny houses and asked the Planning Commission if they were OK with the possibility of having tiny houses in the city. Council member Johnson stated that we do have a minimum of square feet for new homes. PC Member Freese questioned the size of the lot for the new home on Hwy. 23. City Manager Pfaff stated that lot was big enough. PC Member Millam stated that we gave them a variance because they were too close to the right of way. City Manager Pfaff stated there is a resident here in town that would like to tear down a garage on her lot and build a tiny home so you have to think about all these small lots in town that could allow a tiny home. Is that what you want? Council member Johnson stated that there are already a lot of smaller homes in Milaca that are probably only 700-800 square feet. PC Member Millam stated that even a tiny home would have to hook up to city sewer and water and they would be subject to the 60% lot coverage and parking and setbacks. PC Member Millam stated that he likes the idea of being able to convert a home to more than 2 units.

5. Public Hearings closed at 6:21 p.m.

6. NEW BUSINESS:

- a. **Chapter 34 Zoning Fees Increases:** PC Member Millam made a motion to recommend approval of the Chapter 34 Zoning Fees Increases as presented. PC Member A. Johnson seconded the motion. No further discussion. All in favor. Motion passes.
- b. **Amendment to the Zoning Code #156.036(E)(9):** PC Member Millam motioned to approve the changes to Zoning Code #156.036(E)(9) as presented by Council member Norris Johnson. Arla Johnson seconded the motion. No further discussion. All in favor. Motion passes.
- c. **Interview Planning Commission Candidate:** Greg Kuperus live off 3<sup>rd</sup> Ave and built a new home. Graduated from Milaca High School. Went to school in Wisconsin for Construction Management. Custom home builder in the cities. He has had experience in dealing with completing variance applications, etc. as a builder. He has worked in Edina, Lake Minnetonka. City Manager Pfaff then stated there were a few questions she wanted to ask:
  1. **What are your goals/accomplishments for being on the Planning Commission?** To work with the developer and meet ordinance codes.
  2. **How would you accomplish getting a resident or commercial business to comply to zoning ordinances?** Make sure ordinances are readily available for public. Help them work with the consultant.
  3. **What would you change in the zoning ordinance?** Haven't had a chance to review it.
  4. **How would you improve the City of Milaca?** Being on the Planning Commission and to be willing to work with developers/landowners.
  5. **How would you handle conflict or a difference of opinion with a Planning Commission member's views if you did not agree with them?** Talk about it via email or phone call.

PC Member Freese made a motion to approve Greg Kuperus' membership to the Planning Commission. Seconded by PC Member Millam. No further discussion. All in favor. Motion passes.

PC Chairman asked if there was another candidate and City Manager Pfaff stated Dan Hollenkamp backed out.

- d. **Planning Commission Vacancy:** City Manager Pfaff stated we are still looking for a few members especially now that Pam Novak has resigned as of 12-31-2023. PC Chairman Tolzman called for a motion to accept the resignation of Pam Novak

effective 12-31-2023. Motion made by PC Member Millam. Seconded by PC Member A. Johnson. No further discussion. All in favor. Motion passes.

7. MISCELLANEOUS:

City Manager Pfaff stated the developers are on hold for financing. Jarod Worth is working on his designs right now. Sam, from the meat market, had a meeting with us and he is coming along with his plans. The road is in. He needs to put the road in to his business.

PC Member Millam asked how the meter replacement was coming and City Manager Pfaff stated that they are about 95% complete. There are a few residents that refuse to comply and we may need to get our city attorney involved.

8. ADJOURN:

PC Chairman Tolzman called for a motion to adjourn. PC Member A. Johnson made the motion to adjourn. PC Member Millam seconded the motion. No further discussion. All In favor. Motion passes.

Meeting adjourned at 6:34 p.m.