

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 9th DAY OF OCTOBER 2017, AT 255 1st ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Scott Harlicker X Mike Cassens
Luke Kotsmith Sherie BillingsX Arla Johnson X Pam Novak X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning X

Laurie Gahm, Liaison

Others Present:

Public Hearing – for a request from City Council to make additions to Ordinance 413, Chapter 97 Rental Code Title IX: General Regulations. Chapter 98 Crime Free Rental Housing Program Certification. Chapter 99 Fire Code Title IX: General Regulations. Licensing of Rental Property Fee Schedule. Rental Property Checklist.

Planning Commissioner Harlicker opened the public hearing and asked for comments or questions.

No one present to ask questions

Being no comments or questions, the public hearing was closed.

The Regular Planning Commission was called to order and roll call was taken.

Motion was made by Commissioner Billings to approve the minutes of the August 14, 2017 planning commission meeting. Second by Commissioner Johnson.

Motion **passed** unanimously

Commissioner Harlicker stated the next item on the agenda is the Rental Code and are there any questions?

Commissioner Billings asked how do we know who has a rental property?

Lind stated that we really have no idea, but all property must have the home owner as the water bill recipient, so if they are not living at the property, we believe they are renting it.

Commissioner Billings asked if there needs to be something put in the paper.

Lind stated that for the public hearing, it was in the legal ads in the paper on September 28, 2017. It was also posted to the City webpage and there is notice on the front of City Hall.

Commissioner Harlicker stated that he believes it is a good program, the city he works in has it and it has helped with the rental housing. Commissioner Harlicker asked if there is going to be an education part of the ordinance.

Lind stated that is in the Crime Free Housing Program Certification ordinance that every owner or their agent will have to take an 8 hour class. Either by our police department or another agency.

Commissioner Novak asked if this would include the nursing home.

Lind stated that all facilities licensed by the State of MN would be except.

Commissioner Billings asked about what is Phase I.

Lind stated that all rentals start in Phase I, and then if there are any problems or violations they could be moved to a Phase II before revoking a license.

Commissioner Billings asked if the Planning Commission would be the ones to revoke a license.

Lind stated that actually City Council is the only ones that can revoke a license. The City Manager can refuse to issue a license but the owner would be able to appeal to City Council.

Commissioner Novak asked how long would the City take to before it is enforced.

Lind stated that is going to be up to City Council. City Council could grant time for all rentals to bring their homes into compliance and the City needs to have the police department ready to do the classes that are required to get a license.

Harlicker asked Lind if he would be the one implementing this program.

Lind stated that he did not believe he would be doing the licensing, that he would be doing the inspections and with cooperation with the police department make sure the property is eligible to be licensed.

Commissioner Billings asked about lock boxes, does every rental unit have to have a lock box.

Lind stated only the ones with multi units in one building.

Commissioner Billings made the motion to adopt Ordinance 413. Chapter 97 Rental Code Title IX: General Regulations as written. Commissioner Johnson seconded that motion.

Motion **passed** unanimously.

Commissioner Johnson made the motion to adopt Chapter 98 Crime Free Rental Housing Program Certification as written. Commission Billings seconded that motion.

Motion **passed** unanimously

Commissioner Billings made the motion to adopt Chapter 99 Fire Code Title IX: General Regulations as written. Commissioner Johnson seconded that motion.

Motion **passed** unanimously

Commissioner Johnson made the motion to add the Licensing of Rental Property Fee Schedule to the City Fee Schedule as written. Commissioner Billings seconded that motion.

Motion **passed** unanimously

The Rental Property Checklist is not in ordinance, Planning Commission voted **unanimously** to approve the checklist as written.

Commissioner Harlicker stated that next thing on the agenda is the Coin-Tainer property.

Lind explained that Coin-Tainer burnt down over two years ago, City Ordinance 156.111 state:

Materials from the demolition of structures in the city shall not be buried in the city. The foundation walls and foundations must be removed from the site of demolished buildings

Lind stated that Mr. Walters did come in and see him. Mr. Walters stated that he would like an extension on the time, because he has been working with Winkleman Builders about constructing another building. The building would be 30,000 sq. ft. and they know they cannot use the same foundations or footings, so the building would be 5 feet wider on each side and they would use the

existing slab for the floor. Mr. Walters explained about the jobs he creates and the people he employs. Mr. Walters asked for another year, he didn't want the expense of removing the concrete, footings and foundations if he would be able to use them again.

Commissioner Harlicker made the motion to grant Mr. Walters 6 months extension before having to remove the debris. Commissioner Johnson seconded that motion.

Motion **passed** unanimously

With no other business a motion to adjourn was made by Commissioner Johnson, second by Commissioner Billings.

Motion **passed** unanimously

Minutes respectfully submitted by,

Marshall Lind

Marshall Lind
Zoning Administrator

Full minutes can be heard on tape on file