

**City of Milaca**  
**Planning Commission Agenda**  
**July 8, 2019**  
**6:00 P. M.**  
**255 1<sup>st</sup> St. E City Hall Council Room**

1. Open public hearing for a conditional use request from Pearl Battered Women's Resource Center, the applicant is asking for residential unit(s) in a B-1 Central Business Zoning District.
2. Close public hearing
3. Open Regular Planning Commission Meeting
4. Call to Order/ Roll Call
5. Approve the minutes from the June 10, 2019 Planning Commission Meeting
6. New Business
  - Conditional use request from Pearl Battered Women's Resource Center, the applicant is asking for residential unit(s) in a B-1 Central Business Zoning District.
7. Other Business
8. Adjourn

## MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 10<sup>th</sup> DAY OF JUNE 2019, AT 255 1<sup>st</sup> ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Scott Harlicker X                      Joel Millam                      Sherie BillingsX                      Arla Johnson X  
Pam Novak X

### EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning Administrator    X

Cory Pedersen, City Council Liaison    X

### Others Present:

**Chairman Harlicker opened the public hearing for changes in the City Zoning Ordinance Chapter 156.**

With no comments, Chairman Harlicker closed the public hearing for the conditional use.

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

Motion was made by Commissioner Novak to approve the minutes of the May 14, 2019 planning commission meeting. Motion was second by Commissioner Billings.

There was a correction on the spelling of Council Member Pedersen's name to the minutes

Motion **passed** unanimously

Planning Commission then reviewed and discussed changes to the Zoning Ordinance Land Uses Chapter 156.

Motion was made by Commissioner Billings to recommend the changes to the City Council, Commissioner Johnson seconded the motion.

Motion passed unanimously

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

Motion **passed** unanimously

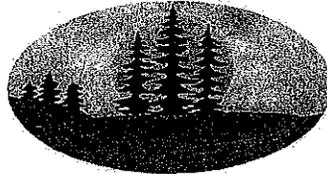
Minutes respectfully submitted by,

*Marshall Lind*

Marshall Lind  
Zoning Administrator

Full minutes can be heard on tape on file

# CITY OF MILACA



255 1<sup>st</sup> ST E  
MILACA MN 56353  
(320) 983-3141  
(320) 983-3142 FAX  
[www.cityofmilaca.org](http://www.cityofmilaca.org)

## APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made for a Conditional Use Permit for (description of Conditional Use Permit)

Remodel a portion of the basement to become  
a safe home (temporary) for victims of  
domestic/sexual violence

Address of Property: 235 2<sup>nd</sup> Street SW - Basement Construction

Owner Name: Pearl Battered Women's Resource Center

DBA  
Pearl  
Crisis  
Center

Owner Address: 235 2<sup>nd</sup> Street SW

Street Address

Milaca

City

MN

State

56353

Zip Code

Telephone: (320) 982-2901

Applicant's Name: Judy Pearson, Director

Applicant's Address: 235 2<sup>nd</sup> Street SW Unit 105

Street Address

Milaca

City

MN

State

56353

Zip Code

Applicant Telephone: (320) 982-2901



## NARRATIVE EXPLAINING THE PURPOSE AND JUSTIFICATION FOR THE CONDITIONAL USE PERMIT

Pearl Crisis Center (Legal name: Pearl Battered Women's Resource Center) is hoping to remodel the front portion of the basement (Unit 106) located at 235 2<sup>nd</sup> Street SW Milaca. The remodeling will be to make the space into an apartment that will be used as a safe home to "temporarily" house victims of domestic and sexual assault and their children. Pearl Crisis Center's mission is to support survivors of domestic and sexual violence through direct services, prevention and community awareness. By creating this safe space for victims Pearl will not only save money (as we currently use hotels for temporary safety) but to be able to provide safe and supportive services to these families onsite, rather than traveling to hotels. We also have garages on site which one of these garages will be designated as the parking for whomever is staying in the safe home apartment. Hiding the victim's car is vital for confidentiality and safety reasons.

To note; if approved Pearl Crisis Center will begin to apply for grant funding to assist with the costs of remodeling which could take several months to secure. Thus, giving a heads up that we may need an extension beyond the year. We are a small nonprofit relying on grants funds and/or donations to secure our missions work.

**MILACA PLANNING COMMISSION**

**STAFF REPORT**

**Subject: 19-04 Conditional Use request**

**Applicant: Pearl Battered Women's Resource Center**

**Location: 235 2<sup>nd</sup> St. SW**

**Zoning: B-1 Central Business District**

**Request: To have a Residence**

**Date of Public Hearing: July 8, 2019**

**Reported By: Marshall Lind**

**Application Submitted:**

An application for a conditional use permit to have residential occupancy, located in the B-1 Central Business District.

**Comments:**

The applicant is asking to have a residential occupancy located in the B-1 Central Business District. Ordinance 156.038 B-1, Central Business District:

(A) Purpose. The Central Business District is designed and intended as a specialized district to service the pedestrians in a compact area for the City. The B-1 District will provide for a high density shopping and business environment, especially stressing the pedestrian function and interaction of people and businesses.

(F) Uses requiring a conditional use permit.

(1) Residential units in conjunction with the principle structure

Ordinance 156.150 (D) The Planning Commission shall consider possible adverse effects of the proposed conditional use. Its judgement shall be based upon, but not limited to, the following factors:

- (1) Relationship to the city's growth management system/Comprehensive Plan;
- (2) The geographical area involved;
- (3) Whether the use will tend to or actually depreciate the area in which it is proposed;
- (4) The character of the surrounding area; and
- (5) The demonstrated need for the use.

156.150 (G) For all Conditional Uses, the following conditions shall be met;

(1) The land area and setback requirements of the property containing the use or activity shall be established for the district.

(2) Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.

(3) Adequate off-street parking and loading shall be provided in accordance with Ordinance 156.075.

(4) The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.

(5) The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.

(6) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.

(7) All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.

(8) All lighting shall be designed as to have no direct source of light visible from adjacent residential area or from the public street.

(9) The use or activity shall be properly drained to control surface water runoff.

(10) The architectural appearance and functional plan of the building and site shall not be as dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.

(11) Where Structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access and the uses shall not conflict in any manner.

156.08 Number of Required Parking Space:

Boarding House – 2 spaces for each 3 persons (for whom accommodations are provided for sleeping)

**Staff Recommendation:**

The property is located in the B-1 Central Business Zoning District and the zoning ordinance does allow for residential units in conjunction with the principal structure and use with a conditional use. To determine how many parking spaces would be needed, the applicant will need to inform the City on the maximum number of people they would allow to be staying. There is currently 8 residential units attached to this property now, that means there needs to be 16 parking spaces plus how many would be needed for the new residential units.

If Planning Commission is in support of granting the Conditional Use request, I would recommend some conditions:

1. Need to know the maximum number of people allowed to stay at one time
2. Need plans from a MN licensed architect showing compliance with 2015 MN Building Code
3. Need to show where and number of parking spaces that are provided for this use