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# PLANNING & ZONING COMMISSION

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CITY OF WELLS, MINNESOTA

## MINUTES

### **Regular Session of Planning & Zoning Commission City of Wells**

The Planning & Zoning Commission of Wells, Minnesota convened in regular session on August 05, 2013 at 5:00 p.m. in the Wells City Hall, Conference Room. President Larry Majeski called the meeting to order with the following members present: Secretary Carol Aske, Vice-President Lenny Hulburt, Commissioner Steve Nowak, and Commissioner Ashley Seedorf. Also present were City Administrator Robin Leslie and Deputy City Clerk Debra Redman.

#### **AGENDA:**

The agenda for the August 5, 2013 regularly scheduled meeting was reviewed with the addition of Zoning Administrator pay added to Old Business. Commissioner Aske made a motion to approve the agenda with one addition. Commissioner Nowak seconded the motion. President Majeski called for a vote with Aske and Nowak voting yea. Motion carried.

#### **CONSENT ITEMS:**

The minutes of the July 1, 2013 regularly scheduled meeting were reviewed with Commissioner Aske making a motion to approve as written. Commissioner Nowak seconded the motion. President Majeski called for a vote with Aske and Nowak voting yea. Motion carried.

Commissioner Seedorf arrived.

#### **NEW BUSINESS:**

President Majeski brought the topic of "Contractor Permit" to the table. Discussion held on having any Contractor check in at City Hall, make copy of Business Card & Drivers License, date copies, and start a file for Police Department & City Staff to view.

Commissioner Nowak brought the topic of the Building Official to the table. Discussion held on the Building Official doing final inspections on a timely manner and when a final inspection is needed. City Administrator Robin Leslie will be meeting with the Building Official and will discuss with him.

Commissioner Hulburt arrived.

## **OLD BUSINESS:**

President Majeski brought the topic of Dulas Conditional Use Permit to the table. Discussion held on the walls have been taken down to 10 feet, landscaping not done yet, water issues, and follow up inspection date.

President Majeski brought the topic of the Compliance Spreadsheet to the table. Discussion held. With no information to act on, the Commission moved to the next item on the agenda.

President Majeski brought the topic of “sidewalks” to the table. Commissioner Seedorf made a motion to have Travis Winter, Bolton & Menk attend the next meeting to discuss a new Sidewalk Ordinance/Assessment Policy in conjunction with street projects, Safe Routes to School, and a Sidewalk Repair Fund. Commissioner Aske seconded the motion. Discussion held. President Majeski called for a vote with Aske, Hulburt, Nowak, and Seedorf voting yea. Motion carried.

President Majeski brought the topic of Ordinance #239 to the table. Discussion held on pages 44 through 54. The Commission will review pages 55 through 66 at their September meeting.

President Majeski brought the topic of the Zoning Administrator pay to the table. At the June 9, 2008 Council Meeting the following was discussed. *“Building Official, Bryan Stensland requested the Council adopt an adjusted building permit fee schedule. Also, he would like Zoning Administrator, Larry Majeski to receive a \$10 flat fee for every building check he does at the Building Official’s request. The Council would like Community Development Director Heckman to supply them with a comparison to the old fee schedule.”* The Zoning Administrator has been receiving this amount from November 2008 through October 2012. Recently was taken away and would like a motion to recommend to Council to have this fee reinstated. **Commissioner Nowak made a motion to recommend to Council to have Zoning Administrator, Larry Majeski receive a \$10 flat fee for every building check he does to conform to the City of Wells Zoning Ordinances in addition to the \$75 Zoning Administrator yearly pay.** Commissioner Seedorf seconded the motion. Discussion held. President Majeski called for a vote with Aske, Hulburt, Nowak, and Seedorf voting yea. Motion carried.

## **ADJOURNMENT:**

The next regularly scheduled Planning & Zoning Commission meeting was set for Tuesday, September 3, 2013 at 7:00 p.m. in the Wells City Hall, Conference Room. Motion made by Commissioner Seedorf to adjourn the meeting with a second from Commissioner Nowak. Motion carried. Meeting adjourned at 6:15 p.m.

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Secretary Carol Aske

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Deputy City Clerk Debra Redman