



Commission Members Present: Erickson, Felton, Helgeson, Werthmann, Wolfgram, Obaid, Brandvold

Staff Members Present: Petrie, Baumgartner, Tietz, Ness, Lee, Johnathan

1. Call to Order – Chairperson Helgeson called the Plan Commission meeting to order at 7:00 p.m.
2. Roll Call – Chairperson Helgeson called roll for the meeting.
3. Open public comment period for items not on the agenda noted as public hearings. None.

Consent Agenda

4. A. Approval of the November 20, 2023 Plan Commission minutes
B. Transit Center Street Vacation

Commissioner Werthmann motioned to approve the Consent Agenda, Commissioner Wolfgram seconded and the motion carried unanimously.

Regular Agenda

5. Public Hearing - Conditional Use Permit (CZ-2312)

Baumgartner presented the request for a conditional use permit for a bed and breakfast (short term rental) located at 1603 Emery Street. Jonathan Black, the owner, wishes to convert the upper floor of the duplex to the short-term rental and plans to leave the first floor as a long-term leased rental. He noted that the structure was built in 1915 and that the parking area and trash enclosures appear to be screened from public view by foliage. He further stated that it was not specified how the room upstairs is going to be rented out to more than one group at a time and as a result the parking requirement could vary from five (5) to six (6) stalls. He also noted that it has been brought to staff attention that the use is currently in operation.

Applicant, Jonathan Black, 1377 Red Pine Drive stated he was trying to establish the property for future individuals renting at the home.

Commissioner Wolfgram moved to approve the conditional use permit. Second by Commissioner Brandvold and the motion carried unanimously.

6. Public Hearing - Conditional Use Permit (CZ-2313)

Baumgartner presented the request for a conditional use permit for a bed and breakfast (short term rental) located at 1552 Bellevue Avenue. He noted the single-family home was built in 1929 and has four (4) bedrooms, a shared driveway with the neighbor to the east, and a chain-link fence on the west side of the property. Six (6) parking stalls are required and both they and trash enclosure are required to be screened from public view. He also noted that the applicant needs to demonstrate that this will not cause conflict with the adjacent property owner's use of the shared driveway. Baumgartner concluded by outlining that the two conditions that staff is recommending.

Applicant, Jonathan Black, 1377 Red Pine Drive noted a fence was added along the property line. And noted he added a few parking stalls behind the home for potential guests to be able to park so guests do not have to park on the street along Bellevue Avenue.

Commissioner Werthmann moved to approve the conditional use permit. Second by Commissioner Brandvold and the motion carried unanimously.

7. Public Hearing - Conditional Use Permit (CZ-2314)

Baumgartner presented the request for a conditional use permit for a bed and breakfast (Airbnb) located at 703 Folsom Street. Baumgartner noted the four-bedroom home was built in 1918 and that the applicant intends to only rent it out to a one-family unit at a time. Additionally, he noted that between the driveway and garage, the applicant should be able to supply the required six (6) parking stalls. The applicant noted in the narrative that both the trash container and any new potential stalls will be screened from view.

Applicant, John Hibbard with Hibbard Law Office, representing the property owner, noted that the screening of the trash was completed prior to the meeting. Also, he noted that a management company will be handling the short-term rental.

Commissioner Werthmann moved to approve the conditional use permit. Second by Commissioner Obaid and the motion carried unanimously.

8. Public Discussion - Site Approval of 316 Folsom Street

Johnathan presented the request for site approval by the Plan Commission located at 316 Folsom Street. The Housing Authority desires to acquire a single-family home with funding through the US Department of Housing and Urban Development's (HUD) Homeownership Program. The home is 2 bedrooms in fair condition and built in 1886 and located on the westside of the community.

No one spoke to the agenda item.

Commissioner Felton moved to approve the site approval. Second by Commissioner Wolfgram and the motion carried unanimously.

9. Public Discussion – Site Plan (SP-2312)

Petrie presented the request to approve a final site plan for a 6-unit apartment building located at 5690 Southern Way. This is the final step in the process for review and the site plan consistent with the general development plan. The rezoning and general development plan was approved earlier this year. The site plan shows a 6-unit apartment with attached garages.

No one was in attendance for this agenda item.

Commissioner Erickson moved to approve the site plan. Second by Commissioner Felton and the motion carried unanimously.

10. Public Discussion – Site Plan (SP-2332)

Petrie presented the request for expansion of the school within St. Mark's Lutheran Church located at 3307 State Street. The expansion is located on the southeast side of the building and the applicant is looking to expand two classrooms for the school.

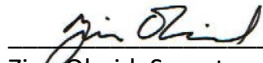
Gareth Shambeau with St. Mark's Lutheran Church and School noted the growing school and looking to expand the facility next year.

Commissioner Werthmann moved to approve the site plan. Second by Commissioner Wolfgram and the motion carried unanimously.

11. Discussion Item: Plan Commission Work Program
Petrie noted the Work Program and the continued update of the zoning code which includes the majority of the items that the Commission will review in 2024. Commissioner Erickson noted looking at long term rentals vs short term rentals, data regarding the issue and the impacts in the future.

Commissioner Erickson moved to approve the Work Program, seconded by Commissioner Wolfgram and the motion carried unanimously.

12. Future Agenda Items and Announcements
The next Plan Commission meeting will be on January 16th.
13. Adjournment - The meeting adjourned at 7:44 p.m.



Zina Obaid, Secretary