



**PLAINVIEW PLANNING COMMISSION MEETING
AGENDA**

Wednesday July 5, 2023, at 6:00 P.M.

Plainview City Hall 241 West Broadway, Plainview, MN 55964

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Consent Agenda**
 - A. Planning Commission Meeting Minutes – March 7, 2023**
- 4. New Business**
 - A. Church of Christ Quick Plat Application**
- 5. Updates/Discussion**
- 6. Adjourn**

CITY OF PLAINVIEW PLANNING COMMISSION
MARCH 7, 2023
MEETING MINUTES

The March 7, 2023, meeting for the Plainview Planning Commission was called to order at 6:00 p.m. by Commission Chair Holly Reeve.

Members present: Holly Reeve, Ann Liebenow-Anttila, Roger Durgin, Jim Walkes, Scott Kujath, and Don Kuschel.

Members absent: Aaron Nicklay.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Development Services Coordinator Richard Baker.

Guests in attendance: Fran Grover, Annie Jurrens, and Emmie Jurrens.

Motion by Kuschel, second by Walkes to approve the Agenda.

Motion carried unanimously.

Motion by Liebenow-Anttila, second by Kuschel to approve the Consent Agenda which included the February 7, 2023, Planning Commission Minutes.

Motion carried unanimously.

CUP Application – Seth & Annie Jurrens – 20 1st Avenue NW:

Commission Chair, Reeve made a motion, second by Walkes, to open the public hearing at 6:02 p.m. to hear testimony regarding the proposed CUP Application presented by Seth and Annie Jurrens located at 20 1st Ave NW.

Motion carried unanimously.

City Administrator David Todd gave a summary to the Planning Commission of the CUP Application request. Annie and Seth Jurrens would like to have a small dry goods store in the house at 20 1st Ave NW. The Jurrens do not live in this house and are requesting a CUP for this property. The plan is to expand the low waste general store to include bulk dry goods and spices, seasonal fresh flowers, local artists, and a larger selection of the items already available at Refill Goods. They would also like to turn the upstairs into an overnight rental, with two bedrooms and a bathroom, which they feel would be a valuable addition to the community. Jurrens stated the hours of business would be Wednesday through Saturday to begin with. This property was rezoned from a R1 District to a Transition (T) District by City Council at the February 14, 2023, Council meeting.

Fran Grover – 5 1st Ave NW – Believes this is good for the town. He is in favor of the CUP and believes the City should support this.

Motion by Walkes, second by Kuschel to close the public hearing.

Motion carried unanimously. Public hearing closed at 6:08 p.m.

Motion by Durgin, second by Walkes to reopen the Commission meeting.

Motion carried unanimously. Meeting reopened at 6:08 p.m.

CUP Application – Seth & Annie Jurrens – 20 1st Avenue NW:

Seth and Annie Jurrens have applied for a Conditional Use Permit (CUP) so they can run a commercial business out of a house they own. The property location is 20 1st Ave NW, which was approved to be rezoned from R1 to Transition (T) District by City Council at the February 14, 2023, Council meeting.

Their plans for the house include expanding the low waste general store to include bulk dry goods and spices, seasonal fresh flowers, local art, and a larger selection of the items they already have in store. They hope to also have some classes and indoor events. They also would like to turn the upstairs into an overnight rental, with two bedrooms and a bathroom. Since there are currently no overnight rentals in town, they feel this could be a valuable addition to the community.

Motion by Reeve, second by Durgin to recommend approval of the CUP Application request for Seth and Annie Jurrens located at 20 1st Avenue NW to the City Council.

The Commission discussed concerns regarding signage, screening, and parking.

The applicant stated she has a temporary banner she will be hanging on the fence.

She also has a 2x2 yard sign.

There is the concern for screening the noise pollution for residents specifically to the west of the property. Jurrens stated there is already a fence along part of the west property line, and shrubs where the fence isn't. It was mentioned that in case for some reason the fence or shrubs get removed, that it be a condition of the CUP that there is always adequate screening. It was also mentioned that the fence that is in place looks to be in the easement/right-of-way.

Liebenow-Anttila would like to see off-street parking for the overnight rental space. It was asked if there was the possibility of nose-in parking available in the alley. The possibility of a parking lot was also discussed, however the parking lot would have to be ADA compliant, and have an accessible route to the building.

Where would delivery trucks park, as to not block other residents' homes/parking was another concern.

It was noted that City Code has signage language as well as parking for home occupation language, so the CUP would need to follow those parameters.

Aye: None

Nay: Reeve, Liebenow-Anttila, Durgin, Kujath, Walkes, and Kuschel.

Motion failed 0-6

Motion by Reeve, second by Walkes to recommend approval of the CUP Application request for Seth and Annie Jurrens located at 20 1st Avenue NW, with the condition for adequate screening buffer for noise pollution.

Aye: Reeve, Liebenow-Anttila, Durgin, Kujath, Walkes, and Kuschel.

Nay: None.

Motion carried 6-0

Updates/Discussion:

Administrator Todd – MnSpect Inc, out of the Twin Cities Metro Area showed interest in the possibility of becoming the City’s building inspector if they can find enough other cities in our area to make it worthwhile. MnSpect Inc. is an inspection services company that provides comprehensive building inspection services for commercial and residential projects and properties.

Durgin – What about the city of Pine Island, they have different inspectors than CMS. Todd - Pine Island uses Roger Pahl, Casey Pahl, and Tommy Thompson as their inspectors. Todd will also reach out to them, however feels they are stretched pretty thin already. It was noted that Thompson was possibly retiring in the near future.

Motion by Kuschel, second by Kujath to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:48 p.m.

Planning and Zoning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning and Zoning Special Meeting: July 5, 2023

AGENDA ITEM:	Church of Christ Quick Plat Application	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	4.A.
ATTACHMENTS:	Quick Plat Application. Plat Drawing and Survey.	APPROVED BY:	DT
RECOMMENDED ACTION: Motion To forward a recommendation to the City Council that they approve the Church of Christ Addition plat.			

SUMMARY

The Church of Christ has submitted an application for a Quick Plat to combine the property they currently own within Block 9 of the Chas Posz subdivision. The proposed plat is titled the Church of Christ Addition. The property is zoned R-1.

The ultimate purpose of the plat is to allow for the planned expansion of the Church's parking lot to the east, onto the existing Lot 8, where an existing house is currently being demolished. A parking lot is not permitted use or a conditional use within the R-1 zoning district. However, a church is a conditional use in the R-1 district and a parking lot is a reasonably expected accessory use for a church. However, for the expanded parking lot to be considered an accessory use for the church, it would need to be constructed on the same lot as the church (to avoid separate sale and alternate use of the parking lot). Therefore, the proposed plat is necessary to combine the Church owned lots and allow for the proposed parking lot expansion.

Since a church is a conditional use in the R-1 district, the parking lot expansion will require a conditional use permit prior to construction, and approval of this plat is only a step in the process. The applicant has been made aware that approval of the plat does not mean that a conditional use permit for the parking lot expansion will be approved, and that a conditional use permit application will subsequently be

required. The conditional use permit process would allow the City to consider and apply reasonable conditions to the permit to mitigate potential concerns with a parking lot expansion in an R-1 district (e.g. screening, lighting, drainage, etc.).

At the 6/13 City Council meeting, the City Council approved the vacation of the unused portion of the alley, as shown on the plat, to allow for the plat to proceed to this step.

Since the proposed plat meets the requirements for lots within the R-1 district, staff recommends that the Planning Commission forward a recommendation to the City Council that they approve the Church of Christ Addition plat.

Respectfully,

David Todd
City Administrator



CITY OF PLAINVIEW

APPLICATION FOR REVIEW

DATE: 5-5-2023

PROJECT NAME: CHURCH OF CHRIST QUICK PLAT

REQUEST REVIEW (please check):

- ☐ Plat, General Development Plan (\$200.00 filing fee):
- ☐ Plat, Preliminary Subdivision Plat (\$350.00 filing fee plus \$10 per lot):
- ☐ Plat, Final Subdivision Plat (\$600 filing fee plus \$10 per lot):
- ☐ Rezoning (\$200 filing fee):
- ☐ Annexation Petition Filing (\$100 filing fee)
- ☐ Condition Use Permit (\$200)
- ☒ Quick Plat Subdivision Plan (\$200 filing fee plus \$10 per lot)
- ☐ Resubdivision (\$100 filing fee)
- ☐ Special District Permit (\$200)

PROJECT LOCATION & LEGAL DESCRIPTION:

CHURCH OF CHRIST LOTS 1, 2, 3 AND 1/2 LOT 4 / BLOCK 9 / CHAS POSZ SUBD
AND LOT 8 / BLOCK 9 / CHAS POSZ SUBD

EXISTING USE(S) OF PROPERTY:

LOTS 1, 2, 3 AND 1/2 LOT 4 - CHURCH OF CHRIST
LOT 8 - SINGLE FAMILY RESIDENTIAL

PROJECT TYPE/INTENDED USE OF PROPERTY (residential, commercial, industrial, etc.):

DEVELOP LOT 8 INTO ADDED PARKING

PROJECT DESCRIPTION:

COMBINE THESE PARCELS BY QUICK PLAT



CITY OF PLAINVIEW
APPLICATION FOR REVIEW
PAGE TWO

PROPERTY OWNER (name, address, and phone number):

Randy W. Ferguson
205 1st ST NE
Plainview, MN 55964 507-534-2704

APPLICANT (contact person, business name, address and phone number):

LES CONWAY WSE MASSEY
PO BOX 100 E 33 MEMORIAL HWY
KASSON MN 55944 507-273-8445 LES@WSE.ENGINEERING

PROPERTY OWNER'S SIGNATURE:

Randy W. Ferguson

DATE: May 4, 2023

DATE: _____

APPLICANT'S SIGNATURE (if different than property owner):

LES Conway

DATE: 5-5-23

DATE: _____

This application shall be submitted with all required supporting documentation.

City of Plainview
701 1st Street NE
Plainview, MN 55964



Atypical Subdivision Development Application Checklist

(Please see Chapter 621 Zoning and Land Management for full Quick Plat application details)

1. Quick Plat Application Submittal

An application for approval of a quick plat shall include the following:

☒ A completed quick plat application.

? ☐ Fifteen copies of the final plat on black or blue line prints.

Do I need to drop these off? 22x34? 11x17?

☒ Two copies of a title opinion prepared by an attorney and approved by the municipal attorney, identifying the owners and persons of record having an interest in the property being subdivided.

Pdf files for each property

☒ A copy of the boundary closure calculations.

☒ Two copies of existing or proposed private deed restrictions, if any.

ALLEY VACATION AND UTILITY EASEMENT

☒ Except for signature of the City Clerk, the final plat shall be in recordable form and shall include the fee to be charged for filing and recording of the plat in the Office of the Register of Deeds, indicating the amount of such fee.

☒ Pay application fee - \$200 plus \$10 per lot

Paid @ city hall \$210.00

○ Total cost starting at \$200

*Applicant must also pay the cost of public hearing notices, all other miscellaneous administrative fees and other government requirements such as environmental assessments or stormwater evaluations. ** Reimbursement costs incurred by the city for engineering will be included in the development agreement.

CHURCH OF CHRIST ADDITION

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Plainview Church of Christ, a Minnesota corporation, owner of the following described property:

Lot 1, 2, 3, and the South Half (S $\frac{1}{2}$) of Lot 4, all in Block 9, Chas Posz Subdivision of Outlots in East Plainview, in the city (formerly village) of Plainview, according to the plat thereof on file and of record in the office of the Registrar of Titles of said County and State.

Torrens Certificate of Title No. 3339

TOGETHER WITH:

Lot Eight (8), Block Nine (9), Chas Posz Subdivision of Outlots in East Plainview, Wabasha County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County.

Torrens Certificate of Title No. 5969

ALSO TOGETHER WITH:

That part of the East One-Half of the vacated alley adjoining the west line of Lot 8, the West One-Half of the vacated alley lying northerly of the westerly extension of the north line of Lot 7 and adjoining the east line of Lot 3 and the West One-Half of the vacated alley adjoining the South One-Half of Lot 4 all in Block 9, CHAS POSZ SUBDIVISION OF OUTLOTS, City of Plainview, according to the plat thereof on file at the County Recorder's Office, Wabasha County, Minnesota.

Abstract

Have caused the same to be surveyed and platted as CHURCH OF CHRIST ADDITION.

In witness whereof, said Plainview Church of Christ, a Minnesota corporation, has caused these present to be signed by its proper officer this____ day of _____, 20____.

Signed: Plainview Church of Christ

Randy Ferguson, President _____

STATE OF MINNESOTA
COUNTY OF WABASHA
This instrument was acknowledged before me this _____ day of _____, 20____, by Randy Ferguson, President, of Plainview Church of Christ, a Minnesota corporation, on behalf of the corporation.

Notary Printed Name _____ Notary Public, Wabasha County, MN
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I Reinhold W. Zieman do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year of the recording of this plat; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this____ day of _____, 20____.

Reinhold W. Zieman, Licensed Land Surveyor
Minnesota License No. 59823

STATE OF MINNESOTA
COUNTY OF DODGE
This instrument was acknowledged before me on this____ day of _____, 20____ by Reinhold W. Zieman.

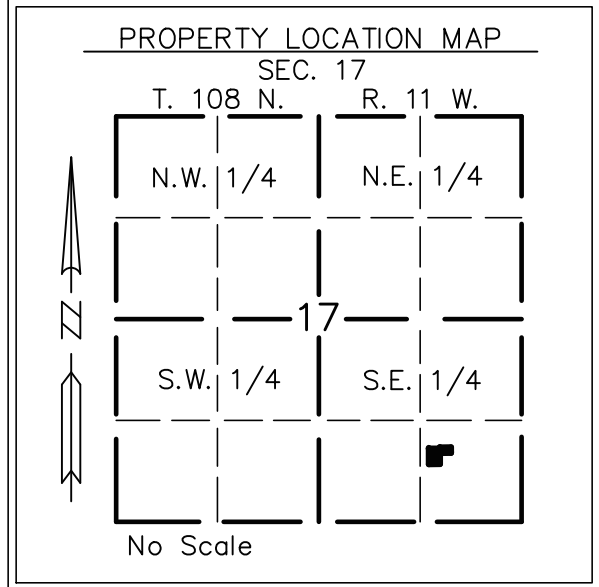
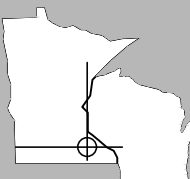
Rebecca M. Zieman
Notary Printed Name _____ Notary Public, Dodge County, MN
My Commission Expires _____

COUNTY RECORDER

I hereby certify that this plat of CHURCH OF CHRIST ADDITION was filed in the Office of the County Recorder for public record on this____ day of _____, 20____, at ____ o'clock __M., and was duly filed as Document Number _____.

WABASHA COUNTY RECORDER

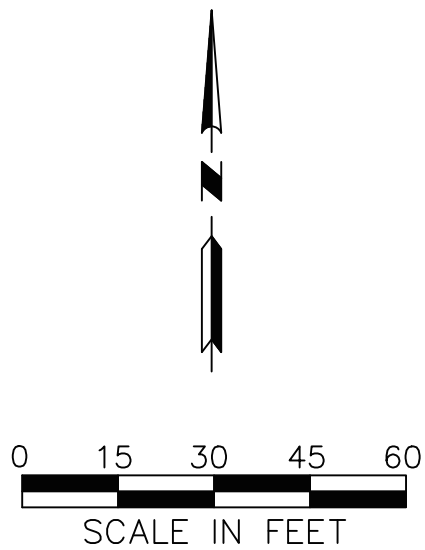
WSE + MASSEY
ENGINEERING & LAND SURVEYING, Ltd.
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING



MONUMENTS

- SET (5/8" PIPE UNLESS NOTED OTHERWISE)
- Found Monuments (5/8" PIPE UNLESS NOTED OTHERWISE)

All monuments set will have a plastic cap stamped L.S. 59823 and will be set within one year of the plat recording date.



BASIS OF BEARINGS

All Bearings are in relationship with the Wabasha County Coordinate System NAD '83, Adjusted 1996.

PROPERTY RECORDS AND LICENSING

Taxes payable in the year 20____ on the land herein described have been paid, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

ABSTRACT DOCUMENT NUMBER _____

I hereby certify that this instrument was filed in the Office of Property Records and Licensing for the record on this ____ day of _____, 20____ at ____ o'clock __M., and was duly recorded in the Wabasha County Records.

Director of Property Records & Licensing _____

Deputy _____

TORRENS DOCUMENT NUMBER _____

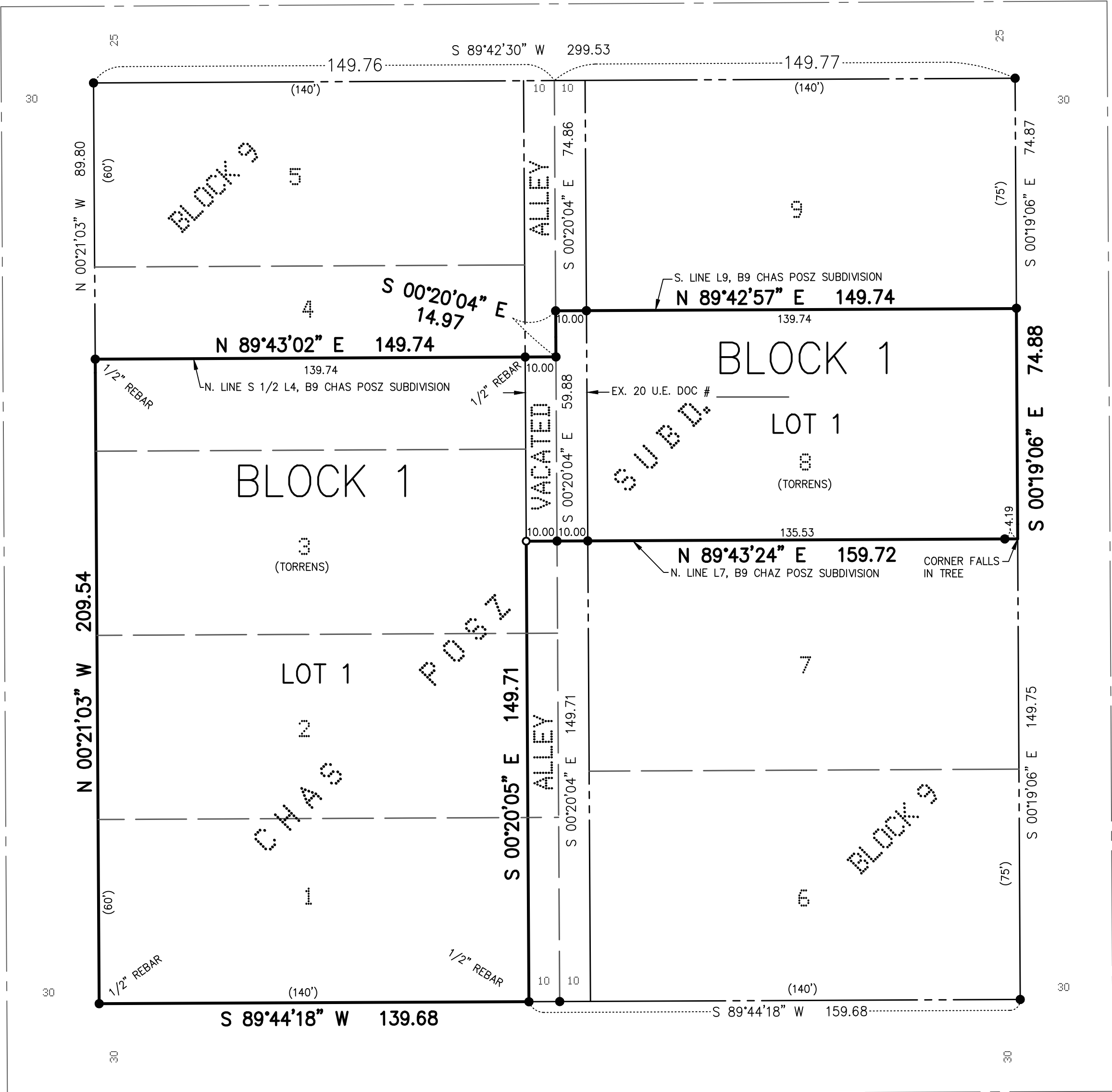
I hereby certify that this instrument was filed in the Registrar of Titles for the record on this ____ day of _____, 20____ at ____ o'clock __M., and was duly recorded in the Wabasha County Records.

Registrar of Titles - Property Records & Licensing _____

Deputy _____

3RD AVENUE NE (PLATTED AS TAYLOR ST.)

1ST STREET NE (PLATTED AS SECOND ST.)



2ND AVENUE NE (PLATTED AS NORTH ST.)

CITY COUNCIL, CITY OF PLAINVIEW, MINNESOTA

This plat of CHURCH OF CHRIST ADDITION was approved and accepted by the City Council of the City of Plainview, Minnesota at a regular meeting thereof held this ____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____
City Clerk, Plainview, MN

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20____.

Marcus S. Johnson
Wabasha County Surveyor

WABASHA COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of _____, 20____.

WABASHA COUNTY AUDITOR/TREASURER _____

2ND STREET NE (PLATTED AS THIRD ST.)