

**Planning Commission Minutes**  
**Work Session - Wednesday, July 18, 2018**  
**5:00 p.m. Fire & Ambulance Station**

Chair Peroutka called the Cokato Planning Commission to order at 5:04 p.m. on Wednesday, July 18, 2018 at the Fire & Ambulance Station meeting room. Members present were Peroutka, Nelson, Jones, Harju, and Wilson. Also present was City Administrator Annita Smythe and members of the public.

**Approval of Agenda**

Administrator Smythe requested to add two items after item 3; 1) assistance with some code enforcement items, and 2) setting another meeting date for an application that just came in.

**MOTION** by Harju to approve agenda with two additions, seconded by Jones. All voted aye.  
**Motion carried.**

**Concept Plan – Elim Mission Church Project**

Jake and Cary Linder were present with the preliminary plans for the new Elim Church building planned for the new church property on Highway 12. Jake gave an overview of the plans. Members had a handful of questions about things such as drainage plans, landscaping plans, and parking lot layout. Jake also mentioned that they may be requesting permission to defer paving the site in order to save costs in the short-term. These items will be discussed further when formal site plan review begins. There was also some discussion of ideas for the old church site.

**Code Enforcement**

Administrator Smythe requested assistance from members on three code enforcement items. Following a code enforcement sweep this spring, along with several complaints, there were three properties remaining that had issues with enforcement.

Two of the properties had compliance issues pertaining to refuse in their backyards, which are out of the public view, making it difficult to determine if compliance had been achieved while still protecting the confidentiality of those that filed complaints. Members are personally acquainted with other neighboring properties, and will look into obtaining permission for Smythe to go onto those properties to check compliance of the neighboring properties.

The third property recently constructed a driveway that does not meet setback requirements, and appears to be over the lot lines. This issue was only raised because the property had other compliance issues, which the owner has addressed. However, this driveway is still there, and the owner has not made arrangements with city hall to address it. Members advised that the owner should get another letter directing them to either provide a survey proving it meets setbacks, or directing them to remove the driveway. If they don't comply, it should be referred for abatement.

### **Set Meeting Date**

Members scheduled another meeting for August 20, 2018 at 5:00 p.m. at City Hall to review an application received for a lot combination.

### **Discussion of Mobile Home Ordinance**

Smythe explained that some questions had been raised about the city's Mobile Home Ordinance after code enforcement letters had gone out. It appears that the ordinance is very old, and many provisions had not been enforced in the past. Given how the housing market/economy has changed since the 1970s when this was written, many of the provisions are difficult to justify.

Members agreed that this section could use a re-write. However, members stated that both parks in city limits have some vacant units in very poor condition that should be removed from parks. Smythe will work with the building inspector to pursue action on those. Members will review the ordinance in detail, and bring back red-lined versions for the August 20, 2018 meeting, at which time a revised ordinance will be drafted for future consideration. We will defer action on parking at vacant units and road repairs until we have completed our updates and verified some items, however, mowing and building condition issues will continue to be enforced during the amendment process. Smythe was told by the west park owner and manager that the road repairs could not be done properly due to a gas line in the road that was only at a 30" depth. Smythe will check into this with CenterPoint Energy, and verify our enforcement ability with the City Attorney.

### **Comprehensive Plan Discussion**

Prior to the meeting, members reviewed the 2003 Comprehensive Plan, along with the checklist provided by Wright County as an aide for updating.

Member Wilson suggested that the city arrange for a graduate student to complete the updating of the basic Comp Plan, following the 2003 version as a template. He recommends updating charts and statistics with current data, typing up the text sections, conducting a survey of residents and businesses. He believes we will get a better price, and may be able to provide a needed project for a student. He suggests a wage of \$12-\$14 per hour for this project.

Following that, he would like members to do the harder work of fleshing out actual goals/projects to pursue that follow from the narrative in the plan. He listed some examples for future discussion, such as downtown revitalization, architectural standards, future of Highway 12 pre-planning, affordable and low-density housing, sustainable growth plans, infrastructure upgrades to accommodate new growth, annexation policy development. He advises that we put together a list of our priorities, then develop a checklist/action plan for each item.

Other members agreed that this seemed like a prudent plan. Smythe will reach out to local colleges to see if we can locate a student for this project. Because some members needed to leave the meeting, members decided to revisit these ideas and flesh out the project plan in more detail at a future meeting.

Member Harju left the meeting at 6:47 p.m.

**Approval of Minutes from June 11, 2018 Meeting**

**MOTION** by Nelson to approve minutes as presented, seconded by Wilson, all vote aye. **Motion carried.**

**Adjournment**

**MOTION** to adjourn was made by Jones, seconded by Nelson, all voted aye. **Motion carried.**  
Meeting adjourned at 6:52 p.m.

Attest:

---

Annita M. Smythe, City Administrator