



Meeting Agenda
City of Mora, Planning Commission
5:30 p.m. Monday, January 8, 2024
Mora City Hall

Mora City Hall
101 Lake Street S
Mora, MN 55051
Kanabec County,
Minnesota

City of Mora Code of Ordinances, Chapter 32: The role of the Planning Commission is to serve the City Council in an advisory capacity on matters relating to citizen requests for action, zoning changes and review, Comprehensive Plan reviews, capital improvement reviews, and other actions as deemed necessary to carry out the functions of a pro-active Planning Commission.

1. Call to Order
2. Oath of Office:
Sara Treiber will pledge the oath of office for a 3-year term expiring Dec. 31, 2026
3. Roll Call: ☐ Jody Anderson ☐ Sheldon Shepard ☐ Lance Strande
 ☐ Sara Treiber ☐ Tim Dahlberg
4. Adopt Agenda *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*
5. Election of Officers for 2024
6. Minutes
 - a. Approve minutes from December 11, 2023
7. Open Forum
(Individuals may address the committee about any item not contained on the regular agenda. There is a maximum of fifteen (15) Minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The Planning Commission will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)
8. Public Hearings: (none)
9. New Business:
 - a. Zoning Code Review
10. Old Business: (none)
11. Reports
(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)
12. Adjournment
The next meeting of the Planning Commission is scheduled for **5:30 p.m. Monday, Feb. 12, 2024.**



MEMORANDUM

Date January 8, 2024
To Planning Commission
From Kirsten Faurie, Community Development Director
RE Election of Officers

SUMMARY

The Planning Commission will elect officers for 2024.

DETAILS

Below is a brief summary of the officers to be elected and their duties. The Planning Commission must select a Chairperson; if it chooses the Planning Commission may create and fill other offices (ex: vice chair). The role of Secretary is held by the Community Development Director.

CHAIRPERSON: (previously held by Sheldon Shepard)

- Presides at all meetings of the board

VICE CHAIRPERSON: (previously held by Sara Treiber)

- Performs duties of Chairperson in the Chairperson's absence

SECRETARY: (role of City's Community Development Director)

- Keeps minutes of the meetings and maintains records of the Planning Commission
- Per City ordinance 32.67, *"The City Zoning Administrator or his or her designate shall act as Secretary of the Planning Commission, but he or she shall not be a member unless he or she is appointed by the Council as a voting member ..."*

RECOMMENDATIONS

Select a Planning Commission Chairperson and Vice Chairperson

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Pursuant to due call and notice thereof Chair Sheldon Shepard called to order the regular meeting of the Planning Commission at 5:30 p.m. Monday, December 11, 2023, in the Mora City Hall council chambers.

2. Roll call:

Commissioners present: Sheldon Shepard, Tim Dahlberg, Sara Treiber, Jody Anderson and Lance Strande

Commissioners absent: None

Staff present: Building Official Caleb Christenson, Community Development Director Kirsten Faurie, City Administrator Glenn Anderson, Public Works Director Joe Kohlgraf

Guests: Kristin and Josh Wachsmuth of 103 S Union St.

3. Adopt Agenda: MOTION made by Dahlberg, seconded by Strande and unanimously carried to adopt the agenda as presented.

4. Approval of Minutes: MOTION made by Treiber, seconded by Dahlberg and unanimously carried to approve the November 13, 2023 minutes as presented.

5. Open Forum: No one spoke during open forum

6. Old Business: None

7. Public Hearings: None

8. New Business:

- a. Discussion regarding Public Parking Lot: Faurie introduced the discussion of the Public Parking Lot on the back of the Union Street businesses between Railroad Ave. and Forest Ave. Current conditions are that the city owns the lot with some challenges of parking availability. City ordinances restrict overnight parking during snow season, so that vehicles may not park in the lot between 2 a.m. and 6 a.m. from Nov. 1-March 31. The exception for off-street parking in the B-1 District is for apartments if they acquire a seasonal parking permit. Buildings that have or have the potential for apartments on the second floor include at Shear Wisdom (123 S Union) and at the building owned by Kristin and Josh Wachsmuth at 103 S. Union St.

City staff has looked for any additional agreements or easements related to parking in the lot, but have found very sparse documentation. Staff believes there was an agreement made between past owners of 103 S. Union and the city, that the city would allow up to six parking spaces in the lot for the residents of the apartments without charging for a seasonal parking permit. While city staff could not find documentation of such an agreement, the Wachsmuth's believed a previous owner of the building, Charles (Chuck) Howe, might have the agreement in writing and that they were going to attempt to get it from him.

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G. Anderson noted that the agreements and ownerships are not well documented and a little tangled, but that staff had done some brainstorming on potential ways to move forward.

Faurie noted that overnight parking and snow removal was one reason for the parking lot being brought to the attention of the Planning Commission; another factor is a new business owner purchased the property at 125 Railroad Ave. SW, formerly Midwest Environmental Consulting, and now intends to open a bar in that location. This is anticipated to put more demand on the lot and surrounding street parking.

Among the options considered by the staff, was establishing a designated "Overnight Parking" area either within the public lot or along Railroad Ave. The area could be designated by paint and/or signage.

Strande asked if it was possible to designate spaces for the apartment dwellers within the boundaries of their property line, in what is currently an alley or fire lane running along the back of the buildings. Staff had previously pondered this and sketched out a couple options of what the parking lot might look like if the alley were shifted east, and giving the existing alley space to the building owners to use as they choose, but would also be responsible for maintenance. These sketches were distributed and discussed. This option includes its own challenges especially when considering costs, the layout of doors and stoops of each individual building.

Discussion of options became a bit overlapped as the board and staff discussed the logistics of how business owners and customers access the buildings from the rear for either shopping, deliveries, trash pickup, etc. Parking demands were discussed for during winter overnight, as well as during the day in all seasons.

Shepard and Treiber emphasized the importance of making sure apartment residents had places to park overnight. J. Anderson emphasized the importance of making sure the businesses were supported able to keep functioning well, especially with deliveries, and not reducing parking. Kohlgraf discussed how these options affect snow removal.

Shepard supported leaving the parking lot the way it is for the time being, making the effort to find documentation of a parking agreement for the apartments, and consider establishing a designated overnight parking area for apartment dwellers at a future date.

The board also discussed how any existing or future ordinances would be enforced.

MOTION by Dahlberg to continue to allow up to six parking spaces in the parking lot

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for free use by the apartments at 103 S Union until documentation of an agreement is found, or a new agreement is made. Seconded by Strande, and passed 4-0 with J. Anderson abstaining.

9. Reports: Staff had no additional items to report.

10. Adjournment: MOTION to adjourn by Treiber, seconded by Dahlberg, and unanimously carried to adjourn the Planning Commission meeting at 6:37 p.m. The next regular meeting of the Planning Commission is scheduled for **5:30 p.m. Monday, January 8, 2024.**

Commission Chair

Attest: _____
Kirsten Faurie
Community Development Director



MEMORANDUM

Date January 8, 2024
To Planning Commission
From Kirsten Faurie, Community Development Director
RE Zoning Code Review

SUMMARY

The Planning Commission will discuss the most recent City of Mora code review and consider future options.

DETAILS

On September 11, 2023, the Planning Commission came to the consensus they would like to begin reviewing city code to make sure it is up-to-date and functioning as intended. This would be the task of the Planning Commission particularly during meetings when there is little or no other business.

The City Attorney's firm, Campbell Knutson, has worked on code reviews with other cities and advised this can be accomplished in a variety of ways.

The Planning Commission last underwent a thorough review of the Zoning Code from 2006-2010, with the changes adopted by the City Council on July 6, 2010. The Planning Commission began its review in November of 2006. A task force was not established; members were given copies of sections to review, meanwhile staff provided a number of suggested changes/additions for the Commission's consideration.

Staff is asking the Planning Commission to discuss how they would like to approach a review of the city ordinances. Options include but are not limited to:

- Review city codes as issues arise or areas for improvement are discovered
- Begin a systematic review of city code, either to review particular chapters, all of the zoning code, or the entire city code. This would be a multi-year project. *Establishing a code review committee or task force is recommended.*

The Planning Commission should consider that depending that a review of ordinances will incur costs including attorney fees and publication of public notices. Costs of a large-scale review may need to be estimated and budgeted for by the City Council.

RECOMMENDATIONS

Discuss code review and consider options. Direct staff.

Attachments
Attorney Correspondence

From: [Leah Koch](#)
To: [Kirsten Faurie](#)
Subject: RE: Review of Ordinances
Date: Thursday, September 28, 2023 3:25:01 PM
Attachments: [image003.png](#)

Hi Kirsten,

This is a great project and a big job! I don't have direct experience with a code review but one way to do it is to set up a code review committee or task force that is made up of members of the public and staffed by a staff member to review particular chapters of the code (i.e. zoning) or slowly review the entire code. There is no one right way to do it. Basically this committee would probably be tasked with coming up with proposed ordinances to brush up the current code. It could be prioritized based on chapter or if there is a hot issue that needs to be ironed out.

You can read about Burnsville's Code Review [here](#). We are also City Attorneys for Burnsville so if you want more information on how they did it, let me know and I can reach out to their City Attorney, Jared who is at my office.

I know that Crystal, MN also did a code review system a few years ago. But I can't find information on their website.

Hope this helps.

Thanks,

Leah

Leah Koch

Attorney

CAMPBELL KNUTSON, P.A.

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From: Kirsten Faurie <k.faurie@cityofmora.com>

Sent: Thursday, September 28, 2023 3:09 PM

To: Leah Koch <LKoch@ck-law.com>

Subject: Review of Ordinances

Good afternoon Leah,

The City of Mora Planning Commission has been discussing taking a gradual review of the city's

ordinances to make sure the ordinances are up-to-date and doing what we intend them to. Do you have any suggestions regarding:

- Process to accomplish this task
- Any particular ordinances that would be a good starting point

Kirsten Faurie
Community Development Director
City of Mora | 101 Lake Street South | Mora, MN 55051-1588
Direct – 320.225.4807 | City Hall – 320.679.1511



www.ci.mora.mn.us

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