

**Barnesville Planning Commission  
Regular Meeting  
Monday, May 4, 2015**

The regular meeting of the Barnesville Planning Commission was called to order by Chairperson Brent Berg at 6:30 p.m.

Members present: Brent Berg, Steve Mortensen, Don Goedtke, and Paul Karsnia  
Members absent: Jaime Anderson, Rick Hamman

Others present: Mike Rietz, Michelle Zajac, Dustin Kortya and Pam Aakre.

**AGENDA**

**5-4-15-01** Motion by Mortensen and seconded by Karsnia to approve the agenda. Unanimously carried.

**MINUTES**

**5-4-15-02** Motion by Karsnia and seconded by Mortensen to approve the minutes of the April 6, 2015 meeting. Unanimously carried.

**DISCUSSION ON ORDINANCE 2015-07 - CUP FOR PET BOARDING IN HOME OCCUPATION SECTION**

City Administrator Rietz presented changes to the home occupation section of the code that would allow pet boarding as a home occupation with a CUP. The ordinance also included some conditions that would apply to each CUP to be used as minimum standards. The Planning Commission and City Council would be able to add other conditions on a case-by-case basis on each future CUP application. The Planning Commission suggested two changes over what was presented. First, they wanted to increase the maximum number of animals allowed to be boarded from two to four. They also asked Rietz to re-word paragraph 3 related to where on the property the boarding should take place. They also wanted to include some language regarding how many animals could be outside at one time. Rietz indicated that he would make the changes and bring those to the Mayor and EDA Board member Gene Prim presented the Sketch Plan for the next phase of the Del Acres-Gilbertson Subdivision. Mayor Prim explained to the Planning Commission that due to the lack of local developers, the EDA, with support of the City Council, is pursuing the development contained in the sketch plan being presented. City Administrator Rietz indicated that this is a very preliminary step in the platting process. This provides the Planning Commission with the opportunity to review the conceptual plan prior to the development of the Preliminary Plat. Approval of this sketch plan is not required, but the EDA wanted to have the Planning Commission review it prior to moving to the Preliminary Plat stage.

Mayor Prim also presented an agreement between the land owner, the City and the EDA on the components of the deal. This is a non-binding "agreement to agree". City Administrator Mike Rietz informed the Planning Commission that this agreement does bind the Planning Commission to any particular course of action and does not alter their ability to use their discretion in evaluating the future plans for this property.

**4-6-15-04** Motion by Mortensen and seconded by Goedtke approve the Sketch Plan. Unanimously carried.

**DISCUSSION OF CHANGES TO THE HOME OCCUPATION SECTION OF THE CODE**

City Administrator Rietz explained that he was made aware of the existence of a dog boarding business being run by Michelle Zajac out of her residence in Barnesville. This is a violation of the Home Occupation section of the Code. Ms. Zajac was on hand to describe her business. She indicated that about 75% of her business consists of watching other people's pets at her house. She also shared pictures of how she conducts that business at her residence. The Planning Commission decided to consider making changes to

the code that would allow this business and others like it to operate as a Home Occupation upon issuance of a Conditional Use Permit.

**4-6-15-05** Motion by Hamman and seconded by Mortensen to call a public hearing to consider changes to the zoning section of the code allowing dog boarding as a home occupation. Unanimously carried.

**RECOMMENDATION FOR APPOINTMENT OF NEW BOARD MEMBER**

**4-6-15-06** Motion by Goedtke and seconded by Anderson to recommend to the City Council the appointment of Dustin Kortya to the Planning Commission.

**BUILDING PERMIT LIST**

The building permits for January through March were reviewed. 53 permits with a total valuation of \$114,600.

**4-6-15-07** Motion by Anderson, seconded by Mortensen to adjourn. Unanimously carried. Meeting adjourned at 8:00 p.m.

Submitted by:  
Michael Rietz  
City Administrator