

City of Chisholm Planning Commission
Monday, February 3, 2014
Meeting Minutes

1. **Call to Order** – Jonathan Spector called the **Regular Meeting** to order at 5:30 PM.
2. **Roll Call** – Present at roll call: Council Rep., Colleen Drow. P.C. Rep's Jonathan Spector, Tom Tahija, Dave Rappuchi. Absent - Tom Pascuzzi Others Present: Building / Zoning Official Steve Erickson, and council member Todd Scaia.
3. **Public Participation**- None
4. **Adopt the Agenda** – A motion is made by Dave Rappuchi to approve the agenda, Tom Tahija makes a second to the motion. Yes votes – by all. Motion carried.
5. **Approve the Minutes** –A motion is made to approve the Meeting minutes from February 3, 2014. Colleen Drow makes the motion, with a second by Dave Rappuchi. Yes votes – All. Motion carried.
6. **Correspondence** – First, a letter from Chisholm Police Chief Vernon Manner on the benefits to the city on acquiring an up to date property owner and rental list. Second, the email note from Mark Casey the city Administrator mentioning the data base now developed by the building department from PUC records is complete, along with pointing out the difference between a higher collection rate from a lien through the county rather than using a collection agency, and finally his request of the committee to define the ordinance.
7. **Old Business**
 - a. A handout from the Building Official is distributed to each of those in attendance. It is a memorandum focusing on; “114 West Lake Street, a burned and abandoned building on our main street”. After a review and discussion, a motion is made by Jonathan Spector; The Planning Commission recommendation to the City Council is to approve a motion directing the City Attorney to initiate legal action for the City of Chisholm to proceed in the process of demolishing the burned building at 114 West Lake Street, with a second by Dave Rappuchi. Yes votes: Colleen Drow, Dave Rappuchi, Jonathan Spector. Abstaining from the vote: Tom Tahija. Motion carried.
 - b. The PC resumes discussion on the details of a rental property ordinance, with a brainstorming session on reasons for and against a city wide mandated rental license. Handouts are given out to all attending. Todd Scaia will talk to the Fire Chief Bob Brown, and Colleen Drow will talk to the Police Chief Vernon Manner. Tom Tahija wants the PUC, Building and Assessing, and Police departments to gather our resources of property information to see if it is possible to have ownership and occupancy records in one reference file. Colleen Drow defines a need for the ordinance in the following: The purpose(s) of the rental ordinance/program is:
 - 1.To provide a proactive approach vs. the historically complaint driven passive approach to problem rental properties;
 - 2.Give inspectors the authority to inspect rental units;
 - 3.Create/update a working database of rental properties in Chisholm in order to identify, track,

and prioritize problem properties;

4. Provide contact information on how to contact property owners or managers in the event of an emergency, code issue, or other problems (blight, utility bills, etc.); and

5. Fees to make the program self-funding.

8. New Business

a) Discussion is made of a wayside rest-stop next to the East entrance into the City of Chisholm just off of HWY 169 and to include the Bruce Head Underground Mine Frame. More information will be gathered and submitted at our next regularly scheduled meeting.

9. Commissioner's Reports/Other Reports

- Drow: None
- Spector: None
- Tahija: None
- Rappuchi: Brought up the benefit of our zoning setbacks especially now with the record amount of snow our city is now dealing with. This shows that our setback ordinances really work and saves the city in the cost and repair of fences and buildings that would have been too close to a lot line if we did not have our ordinance.

10. **Next Meeting** – Motion by Tom Tahija; The next meeting date is set for April 7th, 2014 at 5:30 PM. with a second by Dave Rappuchi. Yes votes – All. Motion passed

11. **Adjourn Meeting** – Motion to adjourn the meeting of March 3rd, 2014, is made by Tom Tahija, with a second by Colleen Drow at 6:56 P.M. Yes votes – All. Motion passed

Chairperson: Jonathan Spector

Secretary: Steve Erickson