

**City of Chisholm Planning Commission**  
**Monday, November 7, 2011**  
**Regular Meeting Minutes**

1. **Call to Order** – Greg Skalko called the Regular Meeting to order at 5:57 PM.
2. **Roll Call** – Present at roll call: Council Rep. Steve Cook, Tom Tahija, Mike Yonkovich.  
Absent during roll call: Chairperson Jonathan Spector who because of work came in during the adopt agenda.  
Others Present: Terry Samsa, Cinda Samsa, Edwin Waters, and Building / Zoning Official Steve Erickson.
2. **Public Participation**- Terry Samsa, Cinda Samsa, Edwin Waters.
4. **Adopt the Agenda** – A motion is made by Steve Cook to approve the agenda by adding sandwich boards on new business, and a second to the motion was made by Mike Yonkovich. Yes votes – by all. Motion carried.
5. **Approve the Minutes** – A motion was made to approve minutes for the October 3, 2011 regular meeting by Steve Cook, and seconded by Greg Skalko. Yes votes – All. Motion carried.
6. **Correspondence/Consent Agenda** – A response form came in from Gene Scaia, with him approving the alley request.
7. **Old Business**
  1. 1. Alley vacation request #161 – A motion was made by Greg Skalko to approve the vacation request. A second to the motion was made by Mike Yonkovich. Yes votes – by all. Motion carried.  
  
\*Note this recommendation by the Planning Commission is to have the city council follow through with the legal process of vacating the alley. It is also an ordinance update.
  2. Review of City Ordinance Chapter 11, includes Sign Ordinance. (11.02 B. change to 50 ft. to a street and 6,250 minimum lot size.) & (Add new Plats) (Page 180 – change lot width to 50 ft.)
8. **New Business**
  1. A sandwich board request has been presented to the Planning Commission. A brainstorming session was held to come up with items needed if the sandwich boards are approved. They are as follows:
    - a) *Sandwich Board signs will be no wider than Twenty Six inches (26") & no taller than Sixty inches (60") above the surface of the sidewalk, located on the building side of the sidewalk (away from parked cars).*
    - b) *Sandwich Board signs will be allowed, only when the sidewalk is clear of snow and ice, and shall be taken off the sidewalk easement if it is snowing out.*
    - c) *Sandwich Boards will be limited to one per business.*

- d) *Sandwich Board signs will be allowed on the Lake Street sidewalk easement, only from 8:00 AM to 8:00 PM.*
- e) *The owner of the Sandwich Board sign must supply the City Hall office personnel with an up to date copy of liability insurance covering the Sandwich Board sign to be placed on the City of Chisholm sidewalk easement for Lake Street of Chisholm, MN 55719. The staff shall keep all files on record for proof of insurance on all sandwich board signs. That file shall be available to the City of Chisholm administrator at any time during normal working hours.*
- f) *Sandwich boards are to be non-illuminated.*

**9. Commissioner's Reports/Other Reports**

**Greg Skalko** – Reports on abandoned buildings that need cleaning up.

**Jonathan Spector** – Dairy Queen roofing is coming off.

**Steve Cook** – Spoke on Chisholm Comprehensive Planning Meetings.

**Tom Tahija** – None

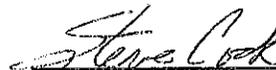
**Mike Yonkovich** – None

**10. Next Meeting** – December 5<sup>th</sup>, 2011 at 5:30 PM Motion to adjourn the meeting of November 7, 2011 was made by Tom Tahija, second by Greg Skalko at 7:08 P.M. Yes votes – All. Motion passed

**11. Adjourn Meeting** – Motion to adjourn the meeting of November 7, 2011 was made by Tom Tahija, second by Mike Yonkovich at 6:03 P.M. Yes votes – All. Motion passed



Chairperson, Jonathan Spector



Secretary: Steve Cook Typed by: SDE

**PLANNING COMMISSION**  
**Monday, November 7, 2011**  
**Public Hearing Minutes**

1. Call to Order By: Greg Skalko Start Time: 5:35 PM
2. Roll Call: Present- Steve Cook, Tom Tahija, Greg Skalko, Mike Yonkovich, along with Building and Zoning Official Steven Erickson
3. **Public Participation:** Terry and Cinda Samsa, Edwin Waters
4. Terry Samsa spoke on the request, and one letter was received from those mailings to property owners within 350 ft. of the alley. The letter was from Gene Scaia, and he is in favor of the request. (Please see the following)

**Location:** That part of an alley located between Lots (1) One, (2) Two, (3) Three, and (4) Four, Block (1) One, Carlins (4th) Fourth Addition and Lots (1) One, and (16) Sixteen, Block (4) Four, Carlins (3<sup>rd</sup>) Third Addition to Chisholm, including that part of an alley between Lot (1) One, and Lot (16) Sixteen, Block (4) Four, Carlins (3<sup>rd</sup>) Third Addition to Chisholm.

**Zoning Case Number:** 161

**Present Zoning:** The West side of the Alley is Zoned General Business (GB) and the East side of the Alley is Zoned Residential One (R-1)

**Requested Zoning Variance from original plat:**

--This public hearing is to consider the proposed request which will change the plat known as Carlins (4th) Fourth Addition and Carlins (3<sup>rd</sup>) Third Addition to Chisholm. The change in the plat is removal of an alley easement.

5. Adjourn Public Meeting, and begin Regular meeting.
  - a. A motion is made by Steve Cook to adjourn the public hearing, and a second is made by Mike Yonkovich. Votes were taken, all are in favor. Ending Time: 5:56