September 8th, 2026 – MINUTES OF REGULAR MEETING OF VALLEY CITY PLANNING AND ZONING COMMISSION

Chair Mike Schell presided and called the meeting to order at 4:00pm on Tuesday September 8th, 2026
Commissioners present: Mike Bishop, Joe Tykwinski, Jeff Erickson, Bill Carlblom, Brian Heath
Others: City Administrator Gwen Crawford, City Attorney Carl Martineck, City Planner Joel Quanbeck, Acting Secretary/City Assessor Tina Drabus, Assistant Fire Chief /Building Inspector Lance Coit
Commissioner Mike Bishop moved to approve the minutes from the August 11th,2026 meeting. Seconded by Commissioner Bill Carlblom. Motion passed with unanimous approval.

Building Inspector Report
Building Inspector Lance Coit gave a report on the recent permits that include some decks, drain tile and some egress window.

Public Hearing – Replat Eagles Nest Subdivision

Chair Schell opened the public hearing.
Mike Kohler spoke about the proposed replat and the exchange of land involving Eagles Nest and Bridgeview Estates. Commissioner Bill Carlblom made a motion to close the public hearing, seconded by Commissioner Joe Tykwinski.
The Commission discussed the replat. City Planner Joel Quanbeck explained his recommendations regarding the proposed replat.
Commissioner Carlblom made a motion to approve the replat Eagles Nest Subdivision with the following conditions.
1. City Engineer confirms all necessary easements and other details pertaining to the plat drawing are correct.
2. Floodplain and floodway boundaries are added as required.

Seconded by Commissioner Bishop. The motion passed on a roll call vote with unanimous approval.

Public Hearing – Conditional Use Permit – 530 5th ST SE

John Tompson spoke about his short-term rental, stating that it had been operating since 2006 and that there had been no calls to the police department or other problems.
Jennifer Lou Russi a neighbor spoke in favor of the conditional use permit for 530 5th ST SE
Commissioner Bishop made a motion to close the public hearing, seconded by Commissioner Carlblom.
The Commission discussed the application.
City Planner Joel Quanbeck explain the findings and recommendations.
Commissioner Bishop made a motion to approve the conditional use permit for 530 3rd ST SE with the following conditions.
1. The applicant must meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
2. The applicant must designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
3. The applicant will maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days.

Seconded by Commissioner Erickson. The motion passed on a roll call vote with unanimous approval.

Public Hearing – Conditional Use Permit – 816 3rd ST NW

Chair Schell opened the public hearing.

Drew Drew Courtney spoke about the short-term rental, stating that it had been operating for a little over a year.

Ed Feuerherm, a neighbor, spoke and expressed concerns regarding the conditional use permit for 816 3rd St. NW

Daniel Vannurden spoke in favor of the conditional use permit for 816 3rd ST NW

Commissioners asked Drew County questions on the parking and how many rooms the home has. The home is a three-bedroom home. One parking spot per room is required.

Commissioner Bishop made a motion to close the public hearing, seconded by Commissioner Carlblom.

Internal discussion was had

City Planner Joel Quanbeck explain the findings and recommendations.

Commissioner Carlblom made a motion to approve the conditional use permit for 816 3rd ST NW with the following conditions.

1. Visual screening of off-street parking from adjacent residential lots must be provided.
2. The applicant must meet and continuously comply with any and all licensing and permitting requirements of the City of Valley City including building code and fire code inspections.
3. The applicant must designate and provide a contact person residing in the City of Valley City responsible for the operation of the guest inn and any issues arising from its operation.
4. The applicant will maintain records demonstrating continuous compliance with the requirement limiting the maximum length of stay for all guests to not exceed 30 days

Seconded by Commissioner Erickson. The motion passed on a roll call vote with unanimous approval.

Discussion – Ordinance on lodging regulations

Commissioner Erickson made a motion to table the discussion of lodging regulations ordinance.
Seconded by Commissioner Tykwinski.

Meeting was adjourned at 4:56pm

Attested to by:

Tina Drabus, Acting Secretary
Planning and Zoning Commission
City of Valley City

Mike Schell Chairman
Planning and Zoning Commission
City of Valley City