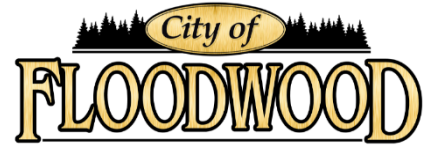
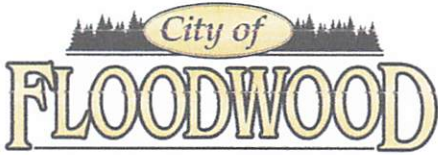


**CITY OF FLOODWOOD  
PLANNING COMMISSION MEETING**



**January 13, 2026 – 3:00 p.m. City Hall Chambers**

1. **Call to Order**  
If present, 2025 Chair Hart will call the meeting to order and attendance will be recorded.
2. **Approval of Agenda**  
Motion and support required.
3. **Election of Chair for 2026**
4. **Review of Duties and Relevant Zoning Ordinance Sections**
  - a. Section 20 – Duties
  - b. Section 13 – C-1 Commercial District
  - c. Section 17 – Conditional Uses
5. **Purpose of the Meeting**  
Review of Conditional Use Permit application for **Parcels 125-0010-04690 and 125-0010-04730**.
6. **Review of Application**  
Authorized Agent **Ron Wollschlager**, on behalf of **Transparent Ministries**, requests approval of a Conditional Use Permit to operate a multifamily residential structure with associated administrative space.  
*Note: Transparent Ministries has negotiated the purchase of the property but has not yet committed to the purchase. Any approval of the Conditional Use Permit would be contingent upon the successful acquisition of the property.*
7. **Planning Commission Questions to Applicant and Zoning Officials**
8. **Public Comment and Questions**  
Five (5) minutes per person.
9. **Planning Commission Discussion**
10. **Consideration of Recommendation to City Council**  
Motion and support required.  
*Note: Pursuant to Section 17.3.7 of the Zoning Ordinance, the Planning Commission shall make findings and submit a recommendation to the City Council for approval or denial of the application. The Commission may also recommend conditions to improve the appearance of the property; reduce adverse impacts on nearby properties; preserve neighborhood character; protect or enhance views; or otherwise make the proposed use more compatible with surrounding uses.*
11. **Adjournment**



Application # CU 2025-02

CONDITIONAL USE PERMIT APPLICATION

Cost of Permit \$ 400.00

123-0010-04690

Tax Parcel # 125-0010-04730

Expires: \_\_\_\_\_

**General Information**

- 1. Applicant's Name (Last, First, M.I.) Transparent
- 2. Authorized Agent (if applicable) Ronald Lee Wollschlager
- 3. Mailing Address (Street, PO box, City, State, Zip Code) 9838 Hwy 133 Meadowlands MN
- 4. Day Phone 218-590-3882 5. Evening Phone Same

**B. Property Information**

Lot: 0000 Block: 034

- 1. Lot(s), Block, Subdivision Name Lot: 0001 Block: 034  
Attached a copy of the exact legal description.

**C. Project Information**

- 1. Specify the section of the ordinance which applies to this project: Ordinance #216, Chapter \_\_\_\_\_, Subdivision \_\_\_\_\_
- 2. Brief narrative description of this request: Transparent is requesting a Conditional Use permit for a multifamily structure with administrative space as well.
- 3. Written justification for request including discussion on how any potential conflicts with existing nearby land uses will be minimized: We don't anticipate any conflicts to minimize.
- 4. Check all additional supporting documents and data which are being submitted to help explain this project proposal:  
 sketch plan     topographic map     detailed narrative     operation plans  
 engineering plans     flood plain hydraulic analysis     flood proofing plans & specifications  
 other (specify) \_\_\_\_\_

I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge: [Signature] 12-16-23  
 (signature of applicant) (date)

In accordance with \_\_\_\_\_, Chapter \_\_\_\_\_, Subdivision \_\_\_\_\_ of Ordinance #216, the Planning Commission and City Council hereby \_\_\_\_\_ approves, \_\_\_\_\_ denies the foregoing application for a Conditional Use Permit.

By: \_\_\_\_\_, Clerk Treasurer \_\_\_\_\_ Date  
 If approved, said approval is subject to the following Conditions, General, and Special Provisions

**Conditions on granting Conditional Use Permit**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

**General Provisions**

- A) This permit is not valid until it has been recorded at the Office of the County Recorder. A true and correct copy of the full legal description of the affected property must be attached to this document.
- B) This permit does not constitute a building permit, sewage system permit, grading permit, land alteration permit, well permit or the like. Separate permits may have to be applied for and obtained in order to accomplish all the goals of the project authorized herein.
- C) The issuance of this permit does not negate the need to secure other permits from other local units of government, state agencies or federal agencies who may also have jurisdiction over portions of your project.

**Special Provisions**

- A) Criteria for granting Conditional Use Permits:
  - To be considered are the effect of the proposed use on the City’s Comprehensive Plan
  - Upon the health, safety, morals, and general welfare of occupants of the surrounding lands.
- B) Findings to be made by the Planning Commission and the City Council
  - The use will not create excessive burden on existing public facilities and utilities
  - The use will be compatible or separated by distance or screening from residential area and existing homes will not be a deterrence to the development of vacant lands.
  - The use is reasonably related to overall needs of the City and existing land use
  - The use is consistent with the zoning code and district of proposed use
  - The use will not cause traffic hazard or congestion.
  - The use is not in conflict with policy plan of the City Of Floodwood
  - Adequate facilities, utilities, access roads, drainage, and necessary facilities are provided
- C) Other findings of facts:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same district.
2. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant.
4. Granting the variance requested will not confer on the applicant any special privileges that is denied by this Ordinance to other lands, structures, or buildings in the same district.
5. The reasons set forth in application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. The granting of the variance will be in harmony with the general purpose and intent of this Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
7. No nonconforming use of neighboring lands, structure, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
8. Under no circumstances shall the board grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

## Section 20

### Planning Commission

#### 20.1 Establishment and Composition

A Planning Commission, composed of four (4) members appointed for three (3) year terms, and a City Council representative and City Engineer as ex-officio members only and not included in this number, is hereby established.

1. The members shall annually elect one (1) of their members as chairman.
2. Members shall serve without additional compensation above the elected official compensation but shall be entitled to reimbursement for expenses incurred in performance of their duties.
3. A majority of the members of the Board shall constitute a quorum for the transaction of the business.
4. The Board shall keep a written record of all its proceedings which shall include minutes of its meetings showing the vote of each member or if absent or failing to vote or an indication of such fact; record of its examination and official actions; its findings and final orders indicating the action taken on each matter heard by the Board.

5. The Board shall adopt rules for its own proceedings which shall provide among other things for regular or special meetings at the call for the chairman and at such time as the members may determine and also provide for a time limit within which appeals may be taken as provided herein.

## 20.2 Duties

The Planning Commission shall have the following duties:

1. Review zoning permits, requests for variances, changes and other necessary items relating to the Zoning Ordinance.
2. To interpret and enforce the intent of the ordinance.
3. To prepare and recommend to the City Council plans for specific improvements and to aid the Council in the development and completion of such projects.
4. To hear, review, and offer recommendations to the City Council on applications for conditional uses.
5. To initiate procedures for changes and amendments to the zoning provisions and to hold the required public hearing, and review and recommend appropriate action to the City Council in the manner specified.
6. To review and report to the Board of Appeals and Adjustments of appeals from administrative orders and to report to the Board of Appeals and Adjustments on petitions for variances.

## Section 21

### Amendments

#### 21.1 Amendments

Amendments, including changes in the Use District boundaries or in the text of this Ordinance, may be adopted upon the concurring vote of all members of the City Council.

#### 21.2 Initiation of Amendment

Amendments to this Ordinance may be initiated in one (1) of the following manners:

1. By motion of the City Council.
2. By motion of the planning Commission.
3. By verified petition of not less than fifty percent (50%) of the property owners within three hundred (300') feet or the nearest five (5) property owners in two (2) directions of a proposed Use District boundary change file with the Zoning Official.

#### 21.3 Planning Commission Review

Any amendment not initiated by the Planning Commission shall be referred to it for study and report and shall not be acted upon by the City Council until it has received the recommendation of the Planning Commission or until sixty (60) days have elapsed from the date of referral.

3. Rear yard – Twenty feet (20'). Where the rear yard abuts a residential district, the rear yard shall be screened from view of the residential district, if requested, by the residential property owner.

### 16.6 Maximum Building Coverage

Sixty percent (60%).

### 16.7 Signs

1. Flashing signs are prohibited.
2. Signs may not extend over a public right-of-way.

## Section 17

### Conditional Uses

#### 17.1 Intent

Conditional use permits for use other than those specifically permitted in each district, are intended to provide for the needs of the community in areas where they may be appropriate, but where special safeguards may be needed to protect other permitted uses from their adverse effects.

#### 17.2 Conditional Use Requirements

1. No land or structure may be used for any purpose, or designed, constructed, or altered for such purpose in a district where such use is not listed as permitted use, unless such use is provided for as a conditional use in this district and a conditional use permit is applied for in writing and granted by the City Council.
2. A conditional use permit shall only be granted by the Council based upon a statement of findings by the Planning Commission that:
  - a. the use conforms generally to the objectives and the intent of the Ordinance, and
  - b. such uses will not be detrimental in any way to nearby affected properties or their occupants, and
  - c. a public hearing has been held thereon by the Planning Commission.

#### 17.3 Procedures on Applications for Conditional Use

1. An application for a conditional use shall be filed with the Zoning Official.
2. The Zoning Official shall transmit the application to the Planning Commission immediately upon receipt of the application and list of recorded owners.
3. The Planning Commission shall set a date of public hearing on the application for the conditional use permit which hearing shall be held no later than thirty (30) days after receipt of the application from the Zoning Official.
4. The Zoning Official shall notify the owners of record of all property lying within three hundred fifty feet (350') of the lot for which the conditional use is requested by U.S. mail

not later than ten (10) days prior to the hearing. Similar notice shall also be published in the official City Newspaper prior to the hearing and posted at City Hall at least ten (10) days prior to the hearing.

5. The mailed and published notices shall state:
  - a. The date, time, and place of the public hearing.
  - b. The purpose of the public hearing.
  - c. The substance of the proposal in the application.
6. The public hearing shall be held in accordance with the rules adopted by the Planning Commission. The application for conditional use shall be described and any opinion in favor or opposed may be heard.
7. The Planning Commission shall then make its findings and submit a recommendation to the City Council for approval or rejection of the application and may specify conditions which will improve the appearance of the property, to reduce any of its adverse effects on nearby property or its occupants, to preserve the character of the area, to protect or enhance the view from this or other properties or make it more acceptable in other ways.
8. The Planning Commission shall report its findings and recommendation to the City Council within ten (10) days after the public hearing and shall send a copy thereof to the applicant.

In the course of its deliberations, the Planning Commission may consult such people as may be deemed helpful or necessary.

#### 17.4 Conditional Approval

The City Council may make the granting of a conditional use permit subject to such additional reasonable limitations or conditions as it may impose to enhance the appearance of the property, to reduce any of its adverse effects on nearby property or its occupants, to preserve the character of the area, to protect or enhance the view from this or other properties, or to make it more acceptable in other ways.

#### 17.5 Action Upon Approval

Whenever the City Council approves an application for a conditional use, a permit therefore shall be issued by the Zoning Official, who shall be responsible for determining that the conditions imposed by the City Council are met.

#### 17.6 Failure to Comply

Failure to comply with such conditions shall void the permit.

### Section 18

#### Administration and Enforcement

##### 18.1 Administration and Enforcement

The Zoning Official and such other staff assistance as is provided by the City Council shall administer and enforce this Ordinance.

- proposed with mixed uses, floor plans with the various functional uses shall be included.
- c. General landscaping of the area to exclude ornamental shrubs and plantings provided for in one (1) and two (2) family residential developments.
  - d. Facilities and uses of recreation area.
5. Any deviation from the Detailed Development Plan after approval by the City Council shall be a violation of this Ordinance unless approved by the City Council following review and recommendation of the Planning Commission.

## Section 13

### C-1 Core Commercial

#### 13.1 Intent

This district is intended to provide a retail and service center for the City of Floodwood and all economic activities that provide jobs for its residents. It should not intrude on residential development, and residential development in this area should be discouraged as harmful to the economic development of the City.

#### 13.2 Permitted Uses

1. Retail uses conducted entirely within a building.
2. Eating and drinking establishments except drive-ins.
3. Personal service shops.
4. Financial institutions.
5. Offices, clinics, business schools.
6. Theaters and commercial amusement places.
7. Hotels and motels.
8. Lodges and fraternal organizations.
9. Institutional uses and churches.
10. Funeral homes and mortuaries.
11. Parking lots.
12. Public utility buildings and structures.
13. Temporary.
14. Buildings for and during construction.
15. Apartments over business establishment.

#### 13.3 Conditional Uses

1. Retail sales lots including used cars.
2. Open storage lots included as part of a permitted use.
3. Billboard or outdoor advertising signs not exceeding six hundred (600) square feet.
4. Wholesale and storage establishments.
5. Gasoline service stations and auto repair garages.

6. Residences, if in conjunction with a non-residential establishment.
7. Daycare center.
8. Multi-family dwelling.
9. Condominiums.

#### 13.4 Accessory Uses

1. Storage within a building if accessory to a principal use.
2. Off-street parking spaces and loading berths.
3. Accessory buildings and uses customarily incidental to the above listed uses.

#### 13.5 Minimum Lot Dimensions

No minimum lot area or width is prescribed.

#### 13.6 Maximum Building Height, Width, and Length

1. Maximum building height shall be two and one-half (2 ½) stories and not over thirty-five feet (35').
2. The minimum size of all single and multi-family dwelling shall be twenty-four feet (24') in width and twenty-four feet (24') in length.

#### 13.7 Minimum Yard Requirements

No yards are required provided that if a building abuts on a residential district there shall be a yard of not less than twenty feet (20') provided on the abutting side, which yard shall be screened from view of the residential district.

#### 13.8 Maximum Building Coverage

Eighty percent (80%).

#### 13.9 Signs

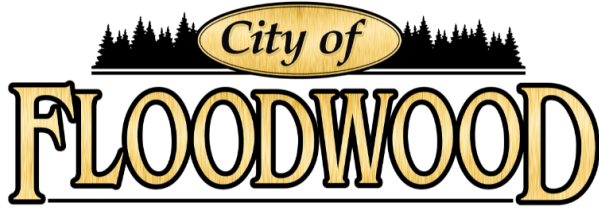
1. No flashing signs shall be permitted.
2. A sign of not more than four hundred (400) square feet on the facings of all its sides for any one (1) building or for all the uses in the building is permitted.
3. Signs may not extend over a sidewalk or other public right-of-way for more than five feet (5').

### Section 14

#### C-2 Highway Commercial

##### 14.1 Intent

This district is intended to provide roadside service for travelers, as well as residents, and to provide for the development of activities that use land extensively. Such business activities should not be permitted to interfere with the movement of traffic near or within the amenities of the City of Floodwood.



PO Box 348  
111 West 8<sup>th</sup> Ave.  
Floodwood, MN 55736  
Phone: 218-476-2751

December 23, 2025

**Planning Commission,**

The City of Floodwood has received an application for a Conditional Use Permit to allow a combined administrative office and residential use (two dwelling units with a shared living space) on tax parcels **125-0010-04690** and **125-0010-04730**. The applicant is **Transparent Ministries**, with **Ronald Lee Wollschlager** serving as the authorized agent. The applicant is considering the purchase of the property and is seeking assurance that the proposed building may be constructed as planned should the purchase proceed.

The Planning Commission will conduct a **Public Hearing** on this Conditional Use Permit request on **Tuesday, January 13, at 3:00 p.m.** Please make every effort to attend this important meeting. Following the public hearing and review of the application, the Planning Commission will make a formal recommendation to the City Council.

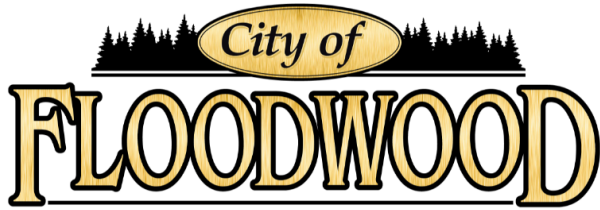
The public notice on the reverse side of this letter will be published in the **December 30, 2025** issue of the *Voyager Press* and was mailed on **December 22, 2025** to property owners located within 350 feet of the subject property. Enclosed you will also find a copy of the application and the relevant sections of the zoning ordinance pertaining to Conditional Uses within the applicable zoning district.

If you have any questions regarding this matter, please do not hesitate to contact me. Thank you for your continued willingness to serve the City of Floodwood.

Sincerely,

Cory Suonvieri  
Deputy Clerk, MCMC

Planning Commission Members: Teresa Hart, Dan Johnson, George Maki, Leanaya Miller, & Mellinda Felknor



PO Box 348  
111 West 8<sup>th</sup> Ave.  
Floodwood, MN 55736  
Phone: 218-476-2751

**PUBLIC NOTICE  
PLANNING COMMISSION PUBLIC HEARING**

**Date:** Tuesday, January 13, 2026

**Time:** 3:00 p.m.

**Location:** Floodwood City Hall, 111 West 8th Avenue, Floodwood, MN

Notice is hereby given that the Floodwood Planning Commission will hold a Public Hearing on Tuesday, January 13, 2026, at 3:00 p.m. at Floodwood City Hall to consider a request for a Conditional Use Permit for property zoned C-1 (Core Commercial District).

The request contains the following parcel(s):

- Parcel ID 125-0010-04690
- Parcel ID 125-0010-04730

The applicant, **Transparent Ministry**, is requesting a Conditional Use Permit for use of the property as a multi-family residential structure with associated administrative space. **Approval of the Conditional Use Permit, if granted, shall be contingent upon the applicant's successful purchase of the subject property.**

Following the Public Hearing, the Planning Commission will forward its recommendations to the Floodwood City Council. The City Council will consider this request at its regular meeting on Tuesday, January 13, 2026, at 6:00 p.m. at Floodwood City Hall.

All interested persons are encouraged to attend the hearing and provide comments regarding this request. Written comments may also be submitted to Floodwood City Hall prior to the January 13, 2026, meeting.

Posted 12/19/25