

MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
FEBRUARY 17, 2011

MEMBERS PRESENT:

Joe Kodada, Dave Dols, John Duban, Ben Sticha, and Scott Pelava

MEMBERS ABSENT:

Jim Freid

STAFF PRESENT:

City Planner Benjamin Baker

1. CALL TO ORDER

Chair Dols called the meeting to order at 6:30 pm in the Council Chambers at 415 Central Street West.

2. AGENDA

Dols asked if anyone had any additions or deletions to the agenda.

A motion was made by Kodada and seconded by Sticha to approve the agenda as presented. Vote for: Kodada, Dols, Sticha, and Duban; Against: None. Vote: 4-0. Motion carried.

3. APPROVAL OF MINUTES

A motion was made by Duban and seconded by Sticha to approve the minutes from the December 30, 2010 meeting. Vote for: Kodada, Dols, Sticha, and Duban; Against: None. Vote: 4-0. Motion carried.

4. PUBLIC COMMENT

Kathy Kahler, 315 2nd Avenue SW, stated that she would like the Planning Commission and City Council to revisit Ordinance 2010-238 concerning the keeping of chickens. She stated that she would like to keep a small amount of chickens on her property, and she also stated that she wanted the City to consider changing the animal ordinance that was adopted in November 2010 to allow for chickens in town contingent upon a permit or certain criteria. She read through her proposed ordinance provisions, and she also provided the Commissioners with further detailed information on the subject.

Kahler provided the Planning Commission with a list of eleven names/signatures of her neighboring property owners granting her permission to keep a small flock of laying hens on her property (a copy of the list was made for the record). Kahler also provided the

Commission with a list of 39 Lonsdale names/signatures/addresses agreeing with her proposed text amendment language that would allow the keeping of chickens within City limits contingent on certain provisions (a copy of the list and ordinance language provisions was made for the record).

The Planning Commission stated that they could probably revisit the issue.

Note: After further talking about the subject with City staff and Commissioner Duban, it was found that Kahler should have been included on the “Grandfathered List” for Ordinance 2010-238, as she raised chickens on her property at 315 2nd Avenue SW in 2010, before the new ordinance was passed on November 8, 2010.

5. PUBLIC HEARING

None

6. GENERAL BUSINESS

a. Annual Planning Commission Officer Appointments

Baker announced the current Planning Commission officer list, and he provided the Commissioners with a copy of City Code §153.021, Planning & Zoning Commission. The Planning Commission reviewed the Planning & Zoning Commission regulations pertaining to the selection of Commission officers at the first meeting of the calendar year.

Chair Dols asked the Commission to recommend applicable officer nominations.

A motion was made by Duban and seconded by Sticha to nominate and approve Dave Dols as Planning Commission Chair for 2011. Vote for: Kodada, Sticha, and Duban; Against: None. Vote: 3-0. Motion carried.

A motion was made by Sticha and seconded by Duban to nominate and approve Joe Kodada as Vice-Chair of the Planning Commission for 2011. Vote for: Dols, Sticha, and Duban; Against: None. Vote: 3-0. Motion carried.

A motion was made by Duban and seconded by Sticha to appoint City Planner Ben Baker as the Planning Commission Secretary for 2011. Vote for: Kodada, Dols, Sticha, and Duban; Against: None. Vote: 3-0. Motion carried.

b. Review and Consider Approval of a Commercial Site Plan for 612 Industrial Drive SE Showing a 30 ft. x 80 ft. Addition to Greatwrench Auto Repair

Baker provided the Planning Commission with a staff report detailing the applicant/owners, subject property, request, applicable zoning/land use plan, and setbacks. The report also included a general location map, site plan, proposed building

addition, and photos of the existing site and building. Baker said that the proposed 30 ft. x 80 ft. addition would have 5 garage doors and the exterior materials and roof line would match the existing building. He asked the Planning Commission to determine if matching façade bricks would be required. Kodada stated that bricks on the new addition would be not be necessary since it is setback and not a customer/public entrance. The rest of the Commissioners agreed with Kodada. Dols and Kodada asked about the elevation of the new building. Ron Johnson, applicant, stated that fill will be brought in so that the existing building and the proposed building floor heights will be level. Johnson stated that the north side of the new addition will be an employee lunch room and his new office. Johnson also suggested to the Planning Commission that Condition # 3 stated in the staff report (concerning the planting of 2 trees) be revised to allow the applicant to adopt one of the remaining Adopt-a-Benches in lieu of planting 2 trees on the premise due to the unfavorable site conditions.

A motion was made by Kodada and seconded by Duban to approve the site plan showing a 30 ft. x 80 ft. addition to the west side of Greatwrench Auto Repair contingent upon the following conditions:

1. Work on the project shall not begin until a building permit has been issued by the Building Inspector.
2. Parcel 1925300005 (1.3 acres – west parcel) and Parcel 1925300004 (0.7 acres – east parcel) shall be combined and recorded at Rice County. Note: Without a parcel combination, the proposed 5 ft. side yard setback on the west would not comply with the required 20 ft. side yard setback.
3. Per City Code §153.062, Landscaping and Turf Establishment, two (2) trees shall be planted at 612 Industrial Drive SE. The Planning Commission agreed that they would also allow the applicant to adopt one of the remaining Adopt-a-Benches (\$225.00) in lieu of planting on-premise trees.

Vote for: Kodada, Dols, Sticha, and Duban; Against: None. Vote: 4-0. Motion carried.

c. Review and Discuss Proposed Fence Ordinance Regulations

Baker presented a list of the proposed new fence regulations listed as bullet points under eight headings: Required Permit; No Permit Required; Application Requirement; Site Inspection; Location (Property Lines & Setbacks); Visibility; Easements, Utilities, and Drainage; and General Regulations. The Commission went through each of the proposed regulations. Baker mentioned that the goal of the fence ordinance update is to simplify the fence permit process, avoid gaps along property lines in-between fences, and address the majority of fence related issues that have come up in the past. He said that some cities such as New Prague and Eagan still have basic fence regulations but do not require fence permits. Baker mentioned that he would try to create a new fence application form for the Planning Commission to review at their next meeting.

The Commission members provided comments as they went through the proposed regulations and associated fence pictures showing different fencing types and recently installed fences around town. The Commissioners all agreed that they would like to try to place future fences directly on or near the property line due to maintenance issues and the unappealing appearance of gapped fences. The Commission said they also want to discourage fences placed back-to-back.

Pelava stated that “decorative fencing” should be further defined. Dols asked if boundary fence length or area size should determine if a fence permit is needed or not. Kodada asked if a time limit could be established for neighboring property owners to sign off on a fence agreement form. Dols talked about front yard easements and setbacks for fences. Kodada mentioned that silt fences should be taken down along with a final certificate of occupancy. Sticha provide insight on wire gages for agriculture fencing. The Commissioners discussed the possibility of requiring a conditional use permit for unique or agriculture type fences. The Commission decided to continue their fence ordinance update discussion at their next meeting.

MISCELLANEOUS

- Dols asked about the status of the failing retaining wall in WELCO. Baker mentioned that the City Council recently directed the City Administrator to work with the property owners to get the issue resolved.
- Baker provided the Commissioners with a Rice County Parks & Recreation Survey to fill out and return to Rice County.
- Baker announced that he is currently working with Government Training Services (GTS) to host a joint planning workshop (Beyond the Basics of Planning & Zoning) along with the cities of Montgomery and Elko New Market during the one of the summer months on a Saturday morning. He mentioned that he is still trying to recruit one more city to join in, so that the cost per city would be reduced.
- He provided the Commission with an updated “2010 South Metro & Hwy 19 Area Cities Building Permit Report”. The report showed building permit statistics for 10 area cities.
- Baker stated that the City Council is currently in the plan review stage for the new Water Treatment Plant, and he mentioned that they are also considering doing a reconstruction project in 2012 to Area 5 (including: Alabama Street SE, Arizona Street SE, Colorado Street SE, Delaware Street SE, Florida Street SE, 1st Avenue SE, 2nd Avenue SE, and 3rd Avenue SE).
- Baker also provided an update on recent Park Board agenda items.
- Edward Bastyr, 315 3rd Avenue NE, described a drainage issue that he has been dealing with on his property since the Rayann Acres development (located directly to the north) was graded around 2003-04. He asked the Planning Commission to relook at the issue and provide a recommendation to City Administration and the City Council. The

Commissioners listened to Bastyr, and then they asked him some questions pertaining to his drainage issue. Planner Baker and Chair Dols directed Mr. Bastyr to talk with City Administration and the City Council on the issue. Council Member Pelava stated that he was not aware of the issue. Baker stated that he would inform the City Administrator and Council that Mr. Bastyr attended the Planning Commission meeting and that he provided the Commissioners with an account of his drainage issues on his property.

7. ADJOURNMENT

A motion was made by Dols and seconded by Sticha to adjourn the meeting. Vote for: Kodada, Dols, Sticha, and Duban; Against: None. Vote: 4-0. Motion carried. Motion carried. The meeting ended at 8:46 pm.

Respectfully Submitted:

Benjamin Baker, City Planner