

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
JANUARY 18, 2018**

MEMBERS PRESENT:

Members: Jim Freid, Joe Kodada, Dave Dols and Ben Sticha
Council Representatives: Scott Pelava & Steve Cherney

MEMBERS ABSENT:

None

STAFF PRESENT:

City Planner Benjamin Baker, City Administrator Joel Erickson, and Police Chief Jason Schmitz

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 Freid and seconded by Kodada to approve the agenda as presented. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

3. APPROVAL OF MINUTES

Dols asked if anyone had any comments or corrections to the Minutes.

A motion was made by Kodada and seconded by Sticha to approve the Minutes from the December 21, 2017 Regular Meeting as presented. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

- a. Ordinance 2018-284, an Ordinance Amending Ordinance 2017-280, Allowing Two-Story Single-Family Dwellings with a Full Basement to Have a Minimum Above-Grade Home Size of 1,800 sq. ft. – Requested by Applicant Legacy Land Development

Dols read the public hearing notice, and he opened the hearing. Baker read through the Staff Report and he explained the ordinance amendment request from Legacy Land Development and Fieldstone Family Homes. He explained that Fieldstone Family Homes had staked out a home and submitted a building permit for 824 Harvest Drive SW, located within the Legacy Meadows Subdivision. However, Baker stated that Fieldstone's permit was denied due to not meeting some of the required design/size regulations that were approved back in October 2017. The Planning Commissioners looked at the new home review sheet for 824 Harvest Drive SW, which showed the deficient items. Baker said that at the December 2017 meeting, Bryan Wolfe of Fieldstone Homes, provided a breakdown of the additional costs that would be needed to meet Lonsdale's home design/size requirements, including approximately \$17,000.00 more to reach 2,000 sq. ft. above grade size compared to their standard home plan of 1,800 sq. ft. The Commissioners reviewed the home plans for 824 Harvest Drive SW.

George Sakkal and Mike Safi, Legacy Land Development, and Trent Johnson, Fieldstone Family Homes, asked the Planning Commission to consider allowing a 2-story home with a full basement to have reduced minimum above-grade area size of 1,800 sq. ft. Baker stated that City Staff feels that their request is reasonable, since basement size was not accounted for when Ordinance 2017-280 was approved back in October 2017. Johnson provided the Commissioners with insight on current housing trends and Lonsdale's housing market prices. He stated that many of their clients are actually downsizing and wanting less house size to clean, cool, and heat. Sakkal said that he would appreciate the Commission's consideration of an ordinance amendment or special zoning classification just for Legacy Meadows.

Due to specific questions on windows and sidelights since the adoption of Ordinance 2017-280, Baker suggested that the Planning Commission provide clarity on quantity, size, and design of front door sidelights and windows. The Commissioners stated that it was the intent of the ordinance to have at least two separated façade window unit/openings to break up vast areas of siding. They also agreed that it was the intent of the ordinance to require typical/standard windows and sidelights of similar size and appearance to that of the surrounding neighborhood. Baker said that it may be important to specify a minimum size for windows. The Commissioners discussed a 12-26 sq. ft. total window size minimum, and they also talked about egress size requirements. Cherney said the City should allow builders and the market to determine exact window size. The other Commissioners agreed.

Baker read through the proposed ordinance amendment shown in red on proposed Ordinance 2018-284. The proposed changes reflected the Legacy's request for an above-grade 1,800 sq. ft. 2-story home with basement. The proposed ordinance also addressed clarity on façade windows and sidelights.

Dols asked if anyone off the floor wanted to speak on the matter. No one else responded to the invitation.

A motion was made by Kodada and seconded by Sticha to close the hearing. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried. The public hearing closed at 6:13 pm.

6. GENERAL BUSINESS

a. Nominate and Appoint Planning Commission Officers (Chair, Vice Chair, and Secretary) for 2018

A motion was made by Freid and seconded by Dols to nominate and approve Joe Kodada as Chair of the Planning Commission. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

A motion was made by Dols and seconded by Sticha to nominate and approve Jim Freid as Vice Chair of the Planning Commission. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

A motion was made by Dols and seconded by Kodada to approve City Planner Benjamin Baker as Secretary of the Planning Commission. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

Baker stated that: 1) City Administrator Erickson has been designated as the Ex-Officio Staff Representative, 2) Pelava will be a non-voting Ex-Officio Council Representative, and 3) Steve Cherney will be a voting Council Representative.

b. Consider Approval of Ordinance 2018-284, an Ordinance Amending Ordinance 2017-280, Allowing Two-Story Single-Family Dwellings with a Full Basement to Have a Minimum Above-Grade Home Size of 1,800 sq. ft. – Requested by Applicant Legacy Land Development

Baker stated that a public hearing was held earlier in the meeting. Kodada stated that there is nothing wrong with allowing a 1,800 sq. ft. 2-story house with a basement. The Commissioners reviewed the proposed ordinance changes again. After further discussion on windows and sidelights, the Commission agreed to add language to require a separation between façade window units and clarify that there needs to be a sidelight in addition to two windows on the front of the house.

A motion was made by Kodada and seconded by Sticha to recommend approval of Ordinance 2018-284, an ordinance amending Ordinance 2017-280, allowing two-story single-family dwellings with a full basement to have a minimum above-grade home size of 1,800 sq. ft.. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried.

Baker stated that the Planning Commission's recommendation on Ordinance 2018-284 will be reviewed by the Council at their meeting on January 25th.

c. 2017 Community Development – Year-in-Review

Baker and Erickson went through and provided a brief overview on Community Development and Planning/Zoning related items that took place in 2017, including:

- 2017 Planning Commission Members
- Codification of Ordinances (S-6 Supplement to the Code)
- Lonsdale Business Park 2nd Addition Preliminary & Final Plat (Dispatch Trucking)
- Site Plan Review – Dispatch Trucking – 1974 Pond View Drive SE
- Off-Street Parking Ordinance
- Sexual Offender/Predator Ordinance
- City Staff Review of Rolling Ridge Market Place Development Concepts
- Lock Box Storage (618 Industrial Drive) SE Rezone (B-2 to I-2) and CUP for Outside Storage
- Parcel Combination for 314 Main Street North – Accessory Garage
- Lonsdale Packaging (629 Industrial Drive SE) Site Plan/Variance/Easement Vacation
- Parcel Split – Stormwater Pond - Lonsdale Feed Mill (350 Central Street West)
- Beekeeping Ordinance Establishing a Policy/Best Practices & License
- Review of Special/Low Powered Vehicle Regulations (Golf Carts)
- Government Training Services (GTS) Joint Meeting in Montgomery
- Presentation from LGI Homes
- Ordinance Update - Residential Single-Family Home Size/Design Standards
- Review of Area No. 5 – Phase 4 Street & Utility Improvement Project for Compliance with the Comp Plan
- Rezoning Inquiry – 112 Lonsdale Boulevard West (Central Street)
- Residential Occupancy Agreement for 102 1st Avenue NE
- Commercial Occupancy Agreement for 114 Main Street S – El Toro Mexican Restaurant
- 897 Colorado Street NW – Removal of Non-Compliant Trailer Home – Construction of New Home
- Shed & Accessory Structures/Use Regulations and Design Standards
- New Business Openings

Baker mentioned that the main 2017 Community Development Report will be ready in February 2018.

d. Review a Comparison Sheet and Information on Special Vehicles Operating on City Streets

Baker and Schmitz provided the Commission with a special vehicles comparison sheet. They explained the differences between the various special vehicles and regulations for each. Baker explained that the City may only regulate golf carts being operated on City streets. Baker and Schmitz went through two golf cart ordinance examples from New Prague and Montgomery and compared those regulations to information provided by the League of Minnesota Cities. The Commission discussed application process, permit revoking, slow-moving vehicle emblems, designated roadways, operation times, headlights/taillights, sight distance, required insurance, and rear view mirrors. Schmitz stated that he would like to include a section requiring temporary special event permits so that rules can be relayed to event permit holders and insurance information can be collected from event organizers.

Pelava wondered if slow-moving vehicle signs should have flashing lights for any night driving. Cherney suggested referencing off-street parking regulations in the new ordinance. Freid suggested having a sticker number on the golf cart to help identify different special vehicles. He also asked about how enforcement would play out if young children are driving or riding in special vehicles around town. Schmitz said that depending on the situation, the Police Department could handle such incidents as reckless behavior and/or potential child endangerment. The Commission discussed occupancy and age restrictions. Pelava asked if riding lawn mowers should be included in the discussion. The Commissioners directed City Staff to create an ordinance based on the provided example ordinances, League of Minnesota Cities info, and their comments. They suggested putting an advertisement in the newspaper to make people aware of the regulations.

7. MISCELLANEOUS

- The Commission reviewed an article on tiny homes discussion happening in Northfield.

8. ADJOURNMENT

A motion was made by Freid and seconded by Kodada to adjourn the meeting. Vote for: Freid, Kodada, Dols, Cherney, and Sticha; Against: None. Vote: 5-0. Motion carried. The meeting ended at 7:54 pm.

Respectfully Submitted:

Benjamin Baker, City Planner