

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
NOVEMBER 16, 2017**

MEMBERS PRESENT:

Voting Members: Jim Freid, Dave Dols, Steve Cherney, and Ben Sticha
Council Representative: Scott Pelava

MEMBERS ABSENT:

Joe Kodada

STAFF PRESENT:

City Planner Benjamin Baker and City Administrator Joel Erickson

1. CALL TO ORDER

Chair Dols called the meeting to order at 7:00 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 Cherney to approve the agenda as presented. Vote for: Freid, Cherney, Dols, and Sticha; Against: None. Vote: 4-0. Motion carried.

3. APPROVAL OF MINUTES

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

A motion was made by Freid and seconded by Sticha to approve the Minutes from the October 9, 2017 Regular Meeting as presented. Vote for: Freid, Cherney, Dols, and Sticha; Against: None. Vote: 4-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

- a. Review a Conditional Use Permit Request for "Outside Storage" at 618 Industrial Drive SE - Submitted by Tom Wolter

Dols read the public hearing notice, and he opened the hearing. Baker read through the Staff Report, which detailed location, property size, owner/applicant, request, previous requests/Council action, existing conditions, zoning, and landscaping/screening. Attached to the report was the old CUP, the new CUP, site plan maps, old site pictures, and new site pictures. Baker noted that the previously approved CUP 2017.01 was terminated by the City Council because the application failed to accomplish the required actions of the CUP.

Baker read through and explained CUP 2017.01 - Rev. 1, including recent improvements to the property and six conditions of approval:

1. **Drainage Easement.** *A 60 ft. wide Permanent Drainage Easement shall be granted to the City of Lonsdale for the purpose of maintaining proper drainage along Heath Creek. Per the City Engineer, said easement shall line up with the northern 60 ft. wide drainage easement which lies over 612 Industrial Drive SE (Rice Co. Document No. 635742), as shown on **Exhibit B**. The Permanent Drainage Easement document shall be signed by the property owner prior to approval by the City Council. Said easement document shall become null and void if the Conditional Use Permit is not approved.*
2. **Stormwater Improvements.** *Per the City Engineer, a 40-70 sq. ft. area of rip-rap shall be installed on the edge of the new pavement on the northwest side of the parking lot. The rip-rap area shall be constructed by May 31, 2018 and inspected/approved by the City Engineer.*
3. **Screening & Security Fencing.** *An eight ft. (8') tall chain-link fence shall be installed around the perimeter of the exterior storage/parking area. Said fence type shall either be: 1) a black vinyl coated chain link fence with sturdy black privacy slats, or 2) a low-maintenance privacy fence of earthen or neutral color. All fencing improvements shall be completed no later than May 31, 2018 or prior to any exterior storage or vehicle/trailer parking takes place on the property, whichever occurs first.*
4. **Retaining/ Landscaping Wall.** *A new sturdy and level retaining/landscaping wall shall be constructed along the front (east-side) of the existing building. Low maintenance plantings and mulch shall be installed within the landscaping area. Said landscaping work shall be completed by May 31, 2018 and approved by the City Administrator or his/her designee.*
5. **Freestanding Sign.** *All the retaining wall blocks were recently removed around the freestanding sign. This landscaping area (retaining wall blocks) was required as part of the Sign Permit 2010-149 to conform with City Code §153.079(N)(1)(d) – 4/24/2009:*

“All freestanding signs shall be constructed of at least 50% brick (or brick veneer), stone (or stone veneer), pre-cast concrete, rock-faced block or other similar masonry.”

Therefore either of the following options shall be completed by May 31, 2018 to be compliant with the City's Sign Ordinance: 1) construct a landscaping area out of matching retaining wall block around the base of the freestanding sign, and/or 2) cover the metal sign pole supports with matching brick/block.

6. **Site Cleanup.** *All construction debris, building materials, junk, garbage, and items found dumped or lying around the property shall be completely cleaned up.*

After Baker finished his Staff Report, Dols asked if anyone wanted to speak on the matter.

Applicant Tom Wolter, 21487 France Blvd., Lakeville, MN, stated that there was a timing issue with the previous CUP. He stated that the parking area was recently paved, security fence posts were recently erected, and the previous landscaping block was removed from around the freestanding sign and building. He asked the Commission to consider: 1) allowing a shorter 7 ft. tall fence, 2) permitting galvanized fencing along the sides and rear of the property, 3) not requiring chain-link fence privacy slats, and 4) not requiring a brick/stone landscaping area around the base of the freestanding sign.

Wolter contested that: 1) a shorter 7 ft. fence will still work to hide items being in the parking lot, 2) the black vinyl fence should only be required in the front of the property, 3) privacy slats are expensive, fade from weather, and break easily over time, and 4) the landscaping block was originally constructed poorly and harbored rodents and weeds. He stated that such a landscaping area would interfere with his proposed security entrance gate. Wolter also said that the sign looks similar to others in the area.

Baker said that screening measures along 150 ft. of the northwest property line and the front fence line are necessary to ensure that adequate screening of the site. He said that existing buildings and trees do provide some screening of the parking area.

Cherney asked Wolter what kind of items would be stored outside. Wolter said that he envisioned recreational vehicles, that don't fit in residential properties and garages, being the main type of storage items. Cherney explained that the City is trying to clean up the appearance of its gateway areas.

Dols stated that the fence heights should be at least 7 ft. tall or greater to match the existing fence height at Great Wrench Auto Repair. Dols and Cherney agreed that consistency in fence height was fair.

Pelava explained that there are brick/stone veneer products that may work to help provide the intended sign post wrap look and make the sign compliant with the City Code.

A motion was made by Dols and seconded by Cherney to close the public hearing. Vote for: Freid, Cherney, Dols, and Sticha; Against: None. Vote: 4-0. Motion carried. The public hearing closed at 7:11 pm.

6. GENERAL BUSINESS

a. Consider Approval of a Conditional Use Permit (CUP 2017.01 – Revision 1) for “Outside Storage” at 618 Industrial Drive SE

Baker stated that a public hearing was held earlier in the meeting. The Commissioners discussed the proposed conditions of the CUP and Wolter's contested items. After much discussion, the Planning Commission agreed to:

Fencing

- Allow black fencing in the front and galvanized fencing around the perimeter of the rest of the site.
- Allow a consistent fencing height with the surrounding properties, but no lower than 7 ft. tall.
- Require privacy slats or other Staff approved screening technique along 150 ft. of the northwest property line and along the front fence line.

Free-Standing Sign

- Require that the sign meets the requirements of the City Code, as approved by City Staff.

A motion was made by Dols and seconded by Cherney to recommend approval of CUP 2017.01 – Revision 1, allowing Outside Storage at 618 Industrial Drive SE contingent upon the conditions proposed in CUP 2017.01 – Revision 1 as discussed and revised.

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

b. Review of the Area No. 5 – Phase 4 Street & Utility Improvement Project for compliance with the City’s Comprehensive Plan – Joel Erickson, City Administrator

Erickson explained that per State Statute, no capital improvement can be approved until the Planning Commission has reviewed the proposed improvement for compliance with the Comprehensive Plan. Erickson provided the Commissioners with the Area No. 5 Project Feasibility Study, water main improvements map, street and storm sewer improvement map, sanitary sewer improvement map, street section detail, and sidewalk/trails improvement map. Erickson explained each proposed improvement. Cherney asked about property assessments, notices, and revenue flexibility. Erickson provided details on how assessments are determined, project meetings that the City holds, and communication that is provided to the property owners. He explained the scope of the streetscape items that would be going in the Downtown area. Dols asked about potential help from Rice County. Pelava stated that the City Council adopted a formal resolution request \$300,000 in funding to pave the entire width of Main Street and not just trench patch work.

A motion was made by Freid and seconded by Dols agreeing that the proposed Area No. 5 – Phase 4 Street & Utility Project does indeed comply with the City’s Comprehensive Plan. Vote for: Freid, Cherney, Dols, and Sticha; Against: None. Vote: 4-0. Motion carried.

c. Update on City Code §153.074, Residential Single-Family Residential Dwellings (New Home Size and Design Standards)

Baker provided the Planning Commission with an approved copy of Ordinance 2017-280. He noted the red-lined version of the text amendment, which clearly showed the changes made. He also provided the Commissioners with a new home review/checklist sheet, which listed all the requirements for new homes, including size, design, setbacks, and driveways.

d. Review the 2016 Rice County Survey Results (for Lonsdale)

Baker provided the Planning Commission with the 21-page results summary from the Rice County Comprehensive Plan Survey conducted back in 2016. He said that the results and comments were from 56 survey respondents claiming that they lived in Lonsdale. The Commissioners read through the survey results.

7. MISCELLANEOUS

- a. Provide Informal Comments on the Possibility of 112 Lonsdale Boulevard West (Central Street West) being Rezoned from Residential to Commercial - Requested by Realtor Lisa Skluzacek

Dols asked the Commission for informal comments concerning the possibility of rezoning the property located at 112 Lonsdale Boulevard. The Commissioners reviewed relevant maps and zoning regulation. Freid stated that the property should remain as residential. Cherney said that he wasn't opposed to considering commercial ideas for the property, like a small coffee shop. The Commissioners commented that off-street parking may be an issue, if the property with the Quonset building to the east isn't included.

- b. Provide Informal Comments on the Possibility of a Setback Variance for the Shed Located at 102 1st Avenue NE – Requested by Fredrickson Properties

Dols asked the Commission for informal comments concerning the possibility of a setback variance for a shed located at 102 1st Avenue NE. The Commissioners reviewed pictures and maps of the site. Baker explained how the property agreement, recorded as Document A697621, came about. He said that the property had no garage or shed, and therefore many items tended to be stored outside and create nuisance complaints. He said that although a shed was a requirement of the agreement, it was placed too close to the property lines along the north and east sides. Baker stated that the property owner has been told multiple times by the City to move the shed back 5 ft. Property owner Jonathan Fredrickson, of Frederickson Properties, asked the Commission if there is a simple way to get a variance or allow the shed to remain in its current position, due to the concrete improvements in the rear yard and reduced southern sight views for the neighbors. Erickson stated that Staff is recommending that the setbacks be enforced. The Commissioners stated that the property looks great, but they all agreed that the 5 ft. setback rule for sheds needs to be applied in this case. The Commissioners thanked Frederickson for attending the meeting.

- c. Provide Informal Comments Regarding Design Standards for Shed with a Metal Standing Seam Roof at 728 Birch Street NE – Troy Percell, Property Owner

Dols asked the Commission for informal comments concerning the possibility of a waiver for a recently erected shed with a metal standing seam roof located at 728 Birch Street NE. Property owners Troy and Leah Parcell were present at the meeting. The Commissioners reviewed pictures and maps of the shed and site. Baker explained that it has been the City's past practice to not allow any metal roofs on accessory buildings based on interpretation of the City Code language. Freid stated that the City should establish a specific standalone shed permit form, and clearly list the rules on the application form. The other Commissioners agreed, and they suggested that the topic be reviewed at an upcoming meeting. They also agreed that the Parcell's could keep their metal roofed shed up. For future reference and inquires, Erickson asked the Commission members if they plan to continue allowing metal roofs on sheds. The Commission answered yes, until an updated shed ordinance amendment is adopted.

8. ADJOURNMENT

A motion was made by Freid and seconded by Sticha to adjourn the meeting. Vote for: Freid, Dols, Cherney, and Sticha; Against: None. Vote: 4-0. Motion carried. The meeting ended at 8:30 pm.

Respectfully Submitted:

Benjamin Baker, City Planner