

**MINUTES  
CITY OF LONSDALE  
REGULAR PLANNING & ZONING COMMISSION MEETING  
(ZOOM MEETING 858 1409 0906)  
DECEMBER 14, 2020**

**MEMBERS PRESENT:**

Members: Jim Freid, Mark Ward, Joe Kodada, Kevin Kodada, Lou Jirik, and Dave Webb

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

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

**1. CALL TO ORDER**

Chair J. Kodada called the meeting to order at 6:30 pm from the Council Chambers at 415 Central Street West.

**2. AGENDA**

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

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

**3. APPROVAL OF MINUTES**

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

A motion was made by Jirik and seconded by Ward to approve the Minutes from the September 14, 2020 meeting as presented. Vote for: Freid, Ward, Kodada, and Jirik; Against: None. Vote: 4-0. Motion carried.

David Webb joined the meeting.

**4. PUBLIC COMMENT**

None

## 5. PUBLIC HEARINGS

### a. Review Ordinance 2020-303, an Ordinance Adopting a Supplement to the Code of Ordinance (Supplement S-10)

J. Kodada opened the public hearing. Baker read through the Staff Report. He said that since adoption of the S-9 Supplement to the City Code in 2019, the City has approved seven ordinances. Baker went through and commented on the list of seven ordinances. He explained that in order to officially update the City Code with the latest ordinances, the City must approve Ordinance 2020-303, adopting the S-10 Supplement to the City Code, which was prepared by American Legal Publishing. Baker showed the City's Book of Ordinances along with the City Code book. He explained that the updated pages will be inserted into the Code book and updated online. Baker provided online links to the seven ordinances and the City Code. J. Kodada asked if there were comments or questions from the Planning Commission or from the public. No one responded to the invitation.

A motion was made by Freid and seconded by Webb to close the public hearing. Vote for: Freid, Ward, Kodada, Jirik, and Webb; Against: None. Vote: 5-0. Motion carried.

## 6. GENERAL BUSINESS

### a. Consider Approval of Ordinance 2020-303, an Ordinance Adopting a Supplement to the Code of Ordinance (Supplement S-10)

Baker stated that a public hearing was just held earlier in the meeting. He said that no written or verbal comments were submitted.

A motion was made by Freid and seconded by Jirik to recommend approval of Ordinance 2020-303. Vote for: Freid, Ward, Kodada, Jirik, and Webb; Against: None. Vote: 5-0. Motion carried.

b. Site Plan Review for a New 6,300 sq. ft. Police Department Facility at 1400 Commerce Drive SE (Willow Creek Commons)

Baker said that notices were sent out to every property within 350 feet of the subject property, notifying them of the meeting. Baker went through a detailed Staff Report which included information on location, property size, owner/applicant, engineer/architect, site/building details, existing conditions, the Willow Creek Heights/Commons development, zoning, comprehensive plan, utilities, and grading. Baker said that the applicant is proposing to develop 1.1 acres of the current 7.89 acre parcel within the Willow Creek Heights/Commons development. He said that the development would host a new 6,300 s.f. Police Department facility. Baker said that Site Plan Review approval is a City requirement. The Commissioners reviewed multiple maps and site plan documents, including a landscaping plan, lighting plan, grading plan, floor plan, and colored building elevations. Baker noted that the alternative plan shows an option for two additional garage stalls on the northwest side of the building. He also mentioned that the Architect and Staff have been working on a design for a double-deep garage suggested by Council Member K. Kodada. Ward commented on a potential access from Hwy 19 and making sure that the facility is equipped for female officers. Police Chief Schmitz and Melissa Stein, of Wold Architects, provided insight on the building and site design, and she addressed Ward's questions. Stein also addressed the double-deep garage stall option. J. Kodada asked if there were any more comments or questions. The Board members agreed that the site plan and building look good.

A motion was made by Freid and seconded by Webb to recommend approval the Resolution 2020-56, a Resolution approving a site plan for a new Police Department facility at 1400 Commerce Drive SE. Vote for: Freid, Ward, Kodada, Jirik, and Webb; Against: None. Vote: 5-0. Motion carried.

c. Review and Provided Initial Comments Concerning a Proposed Ordinance Update/Amendment to City Code §153.062, Landscaping and Turf Establishment

Baker asked the Commissioners to review a potential update to the Landscaping section of the City Code. Baker highlighted some of the sections of the ordinance, and he briefly noted some issues that the City has had to deal with lately. He said that the Commission will continue its discussion on the ordinance update in early-2021.

d. Updates on Previous Agenda Items & City Updates

Baker provided an update on previous agenda items that were discussed by the Planning Commission. He said that Jake Tupy is well underway with the construction of a new home at the combined parcel of 314 and 320 15<sup>th</sup> Avenue SE. Baker noted that the sign ordinance amendment regarding signs and billboards was stalled by the City Council for multiple reasons. He said that the City may look at reviewing the sign ordinance again in early-2021.

Baker provided an update on the Trcka Park Project, the 2021 Street Project, and he stated that the Council recently entered into a purchase agreement with AES for 5 acres in the Lonsdale Business Park.

**7. MISCELLANEOUS**

None

**8. ADJOURNMENT**

A motion was made by Ward and seconded by Webb to adjourn the meeting. Vote for: Freid, Webb, Kodada, Jirik, and Webb; Against: None. Vote: 5-0. Motion carried. The meeting ended at 7:11 pm.

Respectfully Submitted:

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Benjamin Baker, City Planner