

**MINUTES  
CITY OF LONSDALE  
REGULAR PLANNING & ZONING COMMISSION MEETING  
FEBRUARY 19, 2015**

**MEMBERS PRESENT:**

Voting Members: Dave Dols, Jim Freid, Joe Kodada, John Duban, and Ben Sticha  
Council Representative Scott Pelava

**MEMBERS ABSENT:**

None

**STAFF PRESENT:**

City Planner Benjamin Baker and City Administrator Joel Erickson

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

**3. APPROVAL OF MINUTES**

A motion was made by Duban and seconded by Sticha to approve the Minutes from the January 15, 2015 Planning Commission Meeting. Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried.

**4. PUBLIC COMMENT**

None

**5. PUBLIC HEARINGS**

- a. Review a Conditional Use Permit Application Submitted by Steven Vosejka, 209 Ash Street SW, for Construction of a New ~ 10,000 sq. ft. Building

Chair Dols read the public hearing notice and opened the public hearing. Baker read through the Staff Report, which provided details on the following information: 1) property location, 2) owner/applicant, 3) engineer/building, 4) request, 5) current zoning and land use plan, 6) existing uses and conditions, 7) proposed use and site improvements, 8) utilities, 9) site plan survey, and 10) colored building elevations. Baker noted that no written or verbal comments were received on the issue. The Commissioners reviewed the site plan and building elevations. Dols asked if anyone in the audience had any comments.

Applicant Steven Vosejka provided the Commission with a brief history of the Feed Mill, Mill Street North, and the old railroad. He said that the proposed building will tie-in nicely with the existing feed mill buildings. He also mentioned that the existing semi-trailers will be removed from the site.

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

A motion was made by Duban and seconded by Fried to close the public hearing. Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried. The hearing closed at 6:47 pm.

## **6. GENERAL BUSINESS**

- a. Consider Approval of a Conditional Use Permit Application Submitted by Steven Vosejka, 209 Ash Street SW, for Construction of a New ~ 10,000 sq. ft. Building  
Baker stated that a public hearing was held earlier in the meeting, and he recommended approval of the proposed CUP request/site plan review application contingent upon specific conditions of approval and comments/suggestions. The Commission discussed potential dust issues on Mill Street and the site's proposed traffic flow and parking. Kodada stated that the new building will be a great addition to Lonsdale.

A motion was made by Kodada and seconded by Duban to recommend approval of a Conditional Use Permit application submitted by Steven Vosejka, 209 Ash Street SW, for construction of a new ~10,000 sq. ft. building contingent upon the following conditions/suggestions:

### ***CONDITIONS OF APPROVAL:***

1. The City of Lonsdale and Lonsdale Feed Mill/Steven J. Vosejka shall enter into a Development Agreement which addresses:
  - a. survey/platting work (needed to provide the City with ownership of the new pond),
  - b. Regional Stormwater Retention Pond,
  - c. underground stormsewer pipes,
  - d. sewer & water connection, and
  - e. grading/excavation work.
2. The address for the new Feed Mill building shall be labeled as 350 Central Street West.
3. A building permit shall be reviewed and approved by the Building Official before construction may commence on the new building.
4. All grading work shall be reviewed and approved by the City Engineer before any excavation and/or grading may commence on the site.
5. Erosion control shall be maintained around the project site until the Building Official deems that appropriate ground cover (sod/grass/mulch/landscaping/pavement) has been completely established/installed.
6. All outside storage shall be screened or housed inside.
7. The two (2) existing semi-trailers located along the southern property line shall be removed from the property. The existing US Mail delivery truck located along the southern property line shall be moved out of sight from the Whistle Stop Tavern.

8. Since the new paved drive is proposed for one-way traffic, appropriate directional signage and/or pavement painted arrows shall be installed/painted in order to properly guide traffic in the correct direction.
9. A “no right turn” sign shall be erected so that traffic coming from the new building (vehicles traveling northeast) do not use the Whistle Stop parking lot as a short-cut access to/from Railway Street.
10. Three (3) additional parking spaces should be added in front of the new building, therefore creating a total of eight (8) front parking spaces.
11. A Rapid Entry System (SupraSafe) shall be installed and inspected by the Fire Chief and/or Building Official prior to a Certificate of Occupancy being issued.
12. Nine (9) trees (per City standards) shall be planted on-site and/or on City approved property (park/open space/trailway). Coniferous trees may be used along Mill Street to help screen the loading dock area from the adjacent residential neighborhood.
13. An 8 ft. high low-maintenance screening fence shall be located north of the new building (and south of Mill Street) to help screen the loading dock and dumpster area.
14. Any on-site trash/recycling dumpsters/bins/carts shall be enclosed on at least three sides and designed with the same materials and colors as of the principal building.
15. Any building lights, sign lights, and/or parking lot lights shall be shielded and directed away from residential and surrounding properties (to avoid creating a nuisance).
16. Any HVAC/mechanical equipment shall be completely screened from the ground level view of adjacent properties and public streets.

***SITE PLAN COMMENTS/SUGGESTIONS:***

1. A 1-ft. wide concrete ribbon curb should be added around the paved driveway to help protect the pavement and provide drivers with a delineated edge-of-road marker.
2. A split-rail fence should be installed along the new southern property to:
  - 1) delineate the actual property boundary, 2) to serve as a barrier between the paved driveway and retention pond, and 3) to provide aesthetic appeal.
3. Dust kicked up by any increase in traffic along Mill Street, due to the construction of the new building, shall be monitored by both the City and owner of the Feed Mill. If said dust is causing a nuisance, appropriate dust control shall be applied to Mill Street. In the future, the City should consider incorporating and improving (paving) Mill Street along with a nearby street/ utility reconstruction project, such as 4<sup>th</sup> Avenue NW and Ash Street NW.
4. In order to provide a consistent and delineated drive out of the Feed Mill, and to help prevent vehicles from cutting through the Whistle Stop Tavern’s parking lot, a paved drive shall be extended to 2<sup>nd</sup> Avenue.
5. The owners of the Feed Mill and Whistle Stop should consider providing drive easements over each other’s properties to accommodate the current flow of traffic and to prevent trespassing disputes in the future. Example: Heavy trucks driving over private property may damage/destroy existing pavement – therefore, who’s responsibility is it to pay for any pavement repairs/replacement?
6. The owners of the Feed Mill and Whistle Stop Tavern should meet to discuss any future parking lot improvements that could affect traffic flow, easements, and/or shared expense opportunities.

Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried. The hearing closed at 6:47 pm.

b. Review and Provide Informal Comments Concerning a Proposed Request to Rezone 6 lots along 16<sup>th</sup> Avenue SE in the Willow Creek Heights Subdivision – William Marquardt and Benjamin Peters

The Planning Commissioners reviewed a proposal submitted by Bill Marquardt and Ben Peters to rezone their 6 lots along the east side of 16<sup>th</sup> Avenue SE from R-2A to WCH – Villas/PUD. Marquardt and Peters were not present at the meeting, but Baker explained that they would like to construct 6 individual detached single-family dwelling in lieu of 3 twin homes (6 units). Baker said that the Villas zoning designation allows for a 5 ft. side yard setback instead of the current R-2A side yard setbacks of 0 ft. (common wall)/10 ft. (opposite wall). The Commissioners reviewed a sample home/street elevation sketch of six homes along 16<sup>th</sup> Avenue SE and a proposed basic floor plan. Baker directed the Planning Commission to provide informal comments regarding their proposed rezoning request. The Planning Commission provided the following informal comments:

- Overall, the Commissioners were open to the proposed idea of rezoning the subject property from R-2A to WCH-Villas.
- They preferred having attractive detached SFD homes instead of twin homes.
- They would most likely use the 2006 rezoning request by Bakken Homes as a guide/template for creating a similar PUD Agreement.
- Home styles should match or be similar to the “original intent” design provided by Bakken Homes back in 2006.
- They like the appearance of the existing Villa homes constructed at 1457 & 1463 Connecticut Drive SE. Those home designs incorporate exterior features that should be considered when designing the homes on 16<sup>th</sup> Avenue SE.
- Required home/design standards:
  - Match design features of the surrounding homes in Willow Creek Heights, and more specifically further south on 16<sup>th</sup> Avenue and Overlook Drive.
  - Minimum roof pitch: 7/12 pitch.
  - Minimum brick or natural stone on façade: 20%
  - Minimum above ground living space: 1,250 sq. ft.
- Other Design Standards (features that should be incorporated into the design):
  - Multiple façade gable ends and multiple roof angles
  - Combination of bricks/stone, standard horizontal siding, and/or shakes, and/or vertical siding near the peak
  - Garage window and grid pattern windows
  - Multiple jogs in the façade and/or front porch w/ wide columns and/or railing
  - Concrete driveway
  - Neutral and/or earth-tone colors

- The neighborhood covenants for Willow Creek Heights shall be followed and the proposed homes should match “the look” and appeal of the surrounding homes.
- If the Villas idea is not pursued, then any twin homes built on the subject property will still need to meet the requirements of Willow Creek Heights neighborhood covenants and restrictions. The twin-home at 1503/1509 Connecticut Dr. SE could be used as an example.

Baker said that he would relay the informal comments made by the Planning Commissioners to Marquardt and Peters.

c. Provide City Staff with Direction on Interpretation of Ordinance Language Concerning Design and Material Standards for Residential Sheds

Baker asked the Planning Commission to help City staff interpret specific language in the City Code pertaining to acceptable shed design/appearance. He said that City staff typically tells residents/contractors that sheds must have similar horizontal siding, similar shingles/roof pitch, and similar colors as that of the home/principal structure. Baker however noted that with advances in material technology and the affordability of premade sheds, citizens are erecting sheds that don't follow the exact standard rule-of-thumb that City staff goes by. Baker mentioned that the City has received complaints concerning metal sheds that have been erected around town that have a metal roof, thin vertical metal siding, and resemble the low-pitched square metal sheds of 20 plus years ago. Baker said that it is hard to regulate sheds, because 1) not everyone obtains the necessary zoning permit required before a shed can be erected and 2) sheds are typically hidden in rear yards. The Commissioners reviewed different shed types, including assembled wooden sheds, pre-treated wood shed, metal sheds, and resin/plastic/vinyl sheds. Overall, the Commissioners provided the following comments related to shed design and appearance:

- Homeowners/contractors should be encouraged to construct sheds that look very similar to or match the main home style/colors, having similar roof pitch and at least a 6” overhang, similar shingles, and similar siding. Gambrel roofs are also okay.
- Prebuilt/preassembled sheds are okay, if such sheds are made out of strong/sturdy plastic/resin/vinyl or wood and can meet snow loads.
- Metal sheds (sheds having vertical metal siding/panels with metal panel roofing) with low roof pitches should not be permitted. Sheds having matching typical horizontal metal siding found on newer residential homes are okay. Metal panel roofs should not be allowed.
- Sturdy wooden floors are okay for sheds (concrete floor/foundation not required).
- Two-story sheds shall not be allowed, with a max. ground-to-peak height of 16 ft..

d. 2014 Community Development Report

The Planning Commission reviewed the 18-page 2014 Community Development and Building Report, including spreadsheets, maps, and charts. Baker noted how Lonsdale compared to other area cities in single-family units constructed in 2014. He also provided stats on new home builders in Lonsdale along with detailed stats on other permits issued by the City. He reviewed the updated residential lot inventory spreadsheet/map and lot ownership sheet. The report also showed revenues collect by the department.

e. LiveWire Films – Lonsdale Promotional Videos

The Planning Commission watched the three Lonsdale promotional videos produced by LiveWire Films, including: 1) history video, 2) quality-of-life video, and 3) Lonsdale Business Park video. Baker noted that Administrator Erickson and the EDA sponsored and initiated the community videos.

**7. MISCELLANEOUS**

**8. ADJOURNMENT**

A motion was made by Kodada and seconded by Duban to adjourn the meeting. Vote for: Freid, Kodada, Dols, Duban, and Sticha. Against: None. Vote: 5-0. Motion carried. The meeting ended at 8:15 pm.

Respectfully Submitted:

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Benjamin Baker, City Planner