

**MINUTES  
CITY OF LONSDALE  
REGULAR PLANNING & ZONING COMMISSION MEETING  
APRIL 16, 2018**

**MEMBERS PRESENT:**

Members: Jim Freid, Joe Kodada, Dave Dols, Jason Culotta 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 Freid to approve the agenda as presented. Vote for: Freid, Kodada, Dols, Culotta, 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 Freid and seconded by Culotta to approve the Minutes from the March 20, 2018 Regular Meeting as presented. Vote for: Freid, Kodada, Dols, Culotta, and Sticha; Against: None. Vote: 5-0. Motion carried.

**4. PUBLIC COMMENT**

None

**5. PUBLIC HEARINGS**

None

## 6. GENERAL BUSINESS

- a. Continue Discussion on an Ordinance Amendment to the R-1, R-1A, R-2, R-2A, and R-3 (Lower Density) Zoning Districts, that would Allow: 1) “Model Homes” as a Permitted Use and 2) “Information/Sales Centers” as an Interim Use

The Commissioners reviewed a Staff Report and proposed zoning ordinance text amendment. Baker explained that currently Lonsdale does not address or list model homes, information/sales center, or temporary real estate offices. He suggested that with in low density residential districts that model homes be listed as a permitted use, and handled with an administrative permit, and information/sales centers be listed as an interim use, and processed by means of an interim use permit. Baker stated that a public hearing was held at the previous meeting. Kodada asked for confirmation that contractors would still be able to erect standard model homes. Baker said yes.

A motion was made by Kodada and seconded by Freid to recommend approval of an ordinance amendment to the R-1, R-1A, R-2, R-2A, and R-3 (Lower Density) Zoning Districts, that would allow: 1) “Model Homes” as a Permitted Use and 2) “Information/Sales Centers” as an Interim Use. Vote for: Freid, Kodada, Dols, Culotta, and Sticha; Against: None. Vote: 5-0. Motion carried.

- b. Continue Discussion on Zoning/Ordinance Options for Current Twinhome Lots at 314, 320, 326, and 332 15<sup>th</sup> Avenue SE

Baker stated that a public hearing was held at the March meeting to allow for comments regarding the potential to allow reduced side yard setbacks on four current twin home lots along 15<sup>th</sup> Avenue SE. He said that On Site Marketing and Bill Marquardt own the lots, and they are both in favor of creating villa style homes instead of building two less-desirable twinhomes. Baker explained that the City is also in favor of allowing 4 detached homes in place of two twinhomes. Baker explained five different potential procedural options that could work to accomplish the villa homes goal. He reviewed both the plat and zoning history of the lots, which were established over 13 years ago. The Commissioners reviewed the multiple map attachments. Culotta asked if all the PUDs could get rolled into one. Baker said that was a good question for the City Attorney, who is scheduled to attend the June Planning Commission meeting. Kodada stated that he was in favor of the villa homes concept over the current twinhome zoning. The other Commissioners agreed. Baker said that the Commission will continue discussion on the topic in June.

- c. Consider Approval of a Site Plan for Lonsdale City Hall, 415 Central Street West, Showing a 28' x 48' (1,344 sq. ft. x 2 Floors) Addition to the Existing 32' x 48' Building  
Baker went through the details of the Staff Report and associated maps. He stated that a 28' x 48' addition was being proposed to the west side of the building. He said that everyone within 350 ft. of the City Hall property was sent notice of the proposed building expansion. Melissa Stein, of Wold Architects & Engineers, explained the details of the proposed floor plan layout, which showed 4 new offices, a collaboration area, a storage room, a breakroom, and a larger lower level Council Chambers. She noted that more restrooms were needed to meet the requirements of the Code. The Planning Commissioners asked about lookout windows, excavation, residential construction, and roof pitch. Stein said that local contractors, who place a bid bond, may bid on the project. Culotta asked about prevailing wages. Erickson said that the City is not required to pay prevailing wages on this project. He explained that the project was budgeted for last year and financing won't be needed. Fried asked if something was going to be done with the Police Department as well. Erickson said that the City has been looking into all available options for City facilities, including remodeling, relocating to the Business Park, and repurposing neighboring properties/buildings. After further review of the site plan, the Commissioners agreed that the plan looks good.

A motion was made by Kodada and seconded by Freid to recommend approval of a site plan for Lonsdale City Hall, 415 Central Street West, showing a 28' x 48' (1,344 sq. ft. x 2 Floors) addition to the existing 32' x 48' building. Vote for: Freid, Kodada, Dols, Culotta, and Sticha; Against: None. Vote: 5-0. Motion carried.

- d. Review and Discuss the Need for Current City Owned Parcels and Determine if Any Properties Should be Sold  
Baker explained that over the years, various Lonsdale property owners have inquired about the City's willingness to sell or vacate certain City owned properties and/or public right-of-ways locate around town. He said that City Staff has reviewed and discussed the need for all City owned properties and found that that the majority of City owned properties and rights-of-ways were needed. He noted that it was also found that a few properties and right-of-ways could potentially be sold or vacated. Baker said that eight particular sites have been the focus of discussion lately, and he asked the Planning Commission to review the sites and provide feedback. After reviewing and discussing the different sites, the Planning Commission made the following recommendations:

A motion was made by Dols and seconded by Freid to recommend approval to retain, sell, or vacate the following properties/right-of-ways:

- Site No. 1 (914 Tom Jirik Ct NW)
  - Approved to sell to neighbor(s), but retain a 20 ft. wide access easement or outlot
- Site No. 2 (718 Colorado St NW)
  - Approved to sell to vacate, but neighbor(s) should initiate a petition

- Site No. 3 (4<sup>th</sup> Ave NW & Cottonwood St NW)
  - Approved to sell to the neighbor(s) adjacent the 4<sup>th</sup> Ave NW unimproved r/w
  - Retain the future Cottonwood Street right-of-way for future connection
  
- Site No. 4 (202 3<sup>rd</sup> Ave NW)
  - Approved to sell to neighbor(s) to help alleviate some encroachment/setback issues
  - Retain an easement over most of the property (for underground storm sewer pipe)
  
- Site No. 5 (201 Arizona St SE) (Future 2<sup>nd</sup> Ave SE?)
  - Approved to sell to neighbor(s) to help alleviate some encroachment/setback issues
  - Approved to vacate the southern gravel portion of 2<sup>nd</sup> Ave SE
  - Retain an easement over most of the property (for underground water main)
  
- Site No. 6 (319 1<sup>st</sup> Ave SE)
  - Approved to sell to neighbor(s)
  
- Site No. 7 (Florida Street SW, between 2<sup>nd</sup> Ave & 3<sup>rd</sup> Ave) (700 & 701 2<sup>nd</sup> Ave SW)
  - Approved to sell to vacate 2<sup>nd</sup> Ave SW, but neighbor(s) should initiate a petition
  - Retain an easement over most of the property (for underground utilities)
  
- Site No. 8 (700 & 701 2<sup>nd</sup> Ave SW) (Future 2<sup>nd</sup> Ave SW?)
  - Retain the two properties at the end of 2<sup>nd</sup> Avenue SW for stormwater/wetland purposes and potential future connections to the south (Harmony Meadows 2<sup>nd</sup>)

Vote for: Freid, Kodada, Dols, Culotta, and Sticha; Against: None. Vote: 5-0. Motion carried.

## 7. MISCELLANEOUS

- Baker noted that there would be no Planning Commission Meeting on May 21<sup>st</sup>
  
- Baker stated that the City Attorney attending the June 18<sup>th</sup> meeting to help put on a PUD Workshop.

## 8. ADJOURNMENT

A motion was made by Kodada and seconded by Sticha to adjourn the meeting. Vote for: Freid, Kodada, Dols, Culotta, and Sticha; Against: None. Vote: 5-0. Motion carried. The meeting ended at 7:46 pm.

Respectfully Submitted:

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Benjamin Baker, City Planner