

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
APRIL 21, 2016**

MEMBERS PRESENT:

Voting Members: Jim Freid, Joe Kodada, Dave Dols, 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 7:30 pm in the Council Chambers at 415 Central Street West following the Comprehensive Planning Committee's Facility Tour.

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, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried.

3. APPROVAL OF MINUTES

A motion was made by Duban and seconded by Kodada to approve the Minutes from the February 29, 2016 Regular Meeting as presented. Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

None

6. GENERAL BUSINESS

- a. Consider Approval of a Site Plan for 117 Delaware Street SE Submitted by Stanley & Wencel, LLC On Behalf of Whitney Land Holding Company LLC (Wendy Whitney) for a Proposed Veterinary Clinic (Pet Stop)

The Planning Commission reviewed a site plan for 117 Delaware Street SE submitted by applicant and general contractor, Stanley & Wencel. Baker read through the detailed Staff Report and provided an overview of a request. He noted that the applicant, on behalf of Whitney Land Holding Company LLC, was planning to construct a 44' x 72' veterinary clinic and associated off-street parking lot. Baker reviewed the zoning requirements, minimum lot requirements, land use plan, building plan, parking layout, and landscaping. Baker stated that a certificate of survey and grading plan had not been submitted by the applicants yet, and he stated that a survey/grading plan needed to be submitted and approved by the City Engineer before the item would go before the City Council for approval. Dols invited the applicant and property owner to provide additional insight on the project.

Duban asked about the soils found on the lot. Dan Stanley, Stanley & Wencel, stated that they had drilled borings at the site, which revealed poor soils throughout the site. He stated that they are considering using helical piers or other options to stabilize the foundation. Wendy Whitney, property owner and owner of Pet Stop Veterinary Clinic, answered questions from the Planning Commission members. She said that she currently has a business in Elko New Market that has been open for 5 years. She stated that they don't plan to have overnight boarding of animals unless there is an emergency or surgery situation. She said that she would be open to working with the Police Department if temporary animal shelter was needed to house lost pets. She said that she plans to add building/wall signage to the front of the building in the future. Pelava asked Whitney if she plans to service large animals. She said that 99% of her work has been on smaller animals such as dogs and cats. Pelava asked about outside site lighting. Stanley said that wall pack lighting will be used on the exterior of the building.

Baker noted that the City did notify every property within 350 feet of 117 Delaware Street SE as a standard courtesy, allowing neighbors to see the proposed site/building plans for the site. Dols asked if there were any other questions or comments. No one responded to his invitation.

A motion was made by Kodada and seconded by Duban to recommend approval of a site plan for 117 Delaware Street SE for a proposed veterinary clinic contingent upon the following conditions:

1. A certificate of survey/grading plan shall be reviewed and approved by the City Engineer before grading work may commence on the property.
2. A building permit shall be reviewed and approved by the Building Official before construction may commence on the new building.
3. Erosion control shall be maintained around the subject property until the Building Official deems that appropriate ground cover (sod/grass/mulch/landscaping/pavement) has been completely established/installed.
4. Any future building signs and/or freestanding signage shall require a sign permit.
5. All outside storage shall be screened or housed inside.
6. Any future trash enclosures located on the property shall be enclosed on at least three sides and designed with the same materials and colors as that of the principal building (brick). No trash bins and/or dumpsters shall be located outside the trash enclosure area, except when garbage trucks/vehicles are loading the waste.
7. All parking stalls shall be striped with white or yellow paint lines not less than 4" wide and parking stalls/spaces at a size of 9' x 20'. All handicap/accessible spaces shall be clearly marked as well.
8. The property owner shall be responsible for pet waste control on the subject property and on/along the adjacent boulevard/street. Pet waste control shall be monitored on a daily basis.
9. 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.

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

b. Provide Informal Feedback Regarding a Possible Lot Combination Request for 315 2nd Ave SW (Kahler) & 333 2nd Ave SW (Vacant – Novak)

The Planning Commission reviewed the Staff Report and associated maps. Baker stated that Kathy Kahler requested informal feedback from the Planning Commission regarding the potential to combine the neighboring vacant lot, 333 2nd Avenue SW, with her lot, 315 2nd Ave SW. He said that Kahler was in the process of purchasing the vacant lot, and she wanted to know if a pergola and/or gazebo could be located on the parcel without having to combine the parcels together. Erickson suggested that Kahler's lot be cleaned up before allowing a lot combination. After discussing the issue, the Planning Commission decided that they would be open to the idea of combining the two lots if Kahler went through the formal land use permit application process and cleaned up her lot. The Planning Commissioners agreed that since a home hasn't been constructed at 333 2nd Ave SW in the past century, that it is unlikely that a new home would be constructed on the vacant lot anytime soon. Baker stated that he would relay the Commissioners' comments to Kahler. No official action was taken on the agenda item.

c. Provide Informal Feedback Regarding a Possible Lot Combination Request for 702 Meadow View Lane (Zabar) & 1108 Glen Veiw Drive SE (Vacant - Metro Land)

The Planning Commission reviewed the Staff Report and associated maps. Baker stated that Hazari & Morna Zebar requested informal feedback from the Planning Commission regarding the potential to combine the neighboring vacant lot, 1108 Glen View Drive SE, with their lot, 702 Meadow View Lane. Baker said that the lot at 1108 Glen View Drive SE is technically unbuildable due to the setback requirements and wetland/topography constraints. He said that the vacant lot is probably only valuable to the property owners at 702 Meadow View Lane. Duban said that he visited the site, and he agreed that the lot is unbuildable. Kodada said that he didn't have a problem with it, and the rest of the Planning Commissioners agreed that it makes sense for the two lots to be combined. They noted that a stipulation should be added requiring any future accessory structures to be toward the southern half the property.

No official action was taken on the agenda item.

7. MISCELLANEOUS

Freid noted that the property at 101 Main Street South is in need of painting and and brick tuck-pointing work. Erickson said that City Staff will be walking through the Downtown Area on Friday and taking note of all the various Building Code and blight/nuisance issues.

8. ADJOURNMENT

A motion was made by Freid 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 8:20 pm.

Respectfully Submitted:

Benjamin Baker, City Planner