

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
MAY 18, 2017**

MEMBERS PRESENT:

Voting Members: Jim Freid, Joe Kodada, Dave Dols, Ben Sticha, and Steve Cherney
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 Cherney to approve the agenda as presented. Vote for: Freid, Kodada, Dols, Sticha, and Cherney; 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 Dols to approve the Minutes from the April 20, 2017 Regular Meeting as presented. Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

- a. Review a Variance Request Reducing the Corner Lot Side Yard Setback from 45 ft. to 29 ft. for the Property Located at 629 Industrial Drive SE, Lonsdale Packaging

Dols read the public hearing notice and opened the public hearing. Baker read through a detailed Staff Report, which included site plan maps, building plans, site photos, and Variance 2017-01. The report detailed location, the owner/applicant, engineer, land use request, land usage, zoning information, utilities, drainage, traffic flow, parking, landscaping, and building design. He said that Lonsdale Packaging is planning to construct a 20,000 sq. ft. addition to the rear of its main building. Baker explained that a variance is necessary because the expansion will encroach into the required 45 ft. corner-side yard setback. Baker went through the five questions that need to be answered when reviewing variance requests. He said that Lonsdale Packaging was purchased from the City and constructed in 2001. Baker said that in 2005-2006, a 60 ft. wide road, Industrial Park Drive, was carved out of the eastern portion of the Public Works Department lot to get to/from the then new Industrial Park from Industrial Drive. Baker explained that the proposed 30 ft. setback is actually more in-line with the existing Lonsdale Packaging building and has a similar setback distance to that of the Public Works Dept. shop. Baker said that the proposed expansion will be a seamless extension of the main building in terms of height, roof line, materials used, colors, and setbacks. The Commissioners reviewed the proposed variance document. Dols asked if anyone off the floor wanted to speak on the topic. No one responded to the invitation.

A motion was made by Kodada and seconded by Sticha to close the public hearing for Agenda Item 5(a). Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried. The hearing ended at 6:45 pm.

- b. Review a Request to Vacate the Northern 25 ft. of a 50 ft. Wide Utility Easement Lying Along the Entire Southern Property Line of 629 Industrial Drive SE

Dols read the public hearing notice and opened the public hearing. Baker explained that in order for Lonsdale Packaging to expand their building, that a 50 ft. wide utility easement must be partially vacated. Baker said that the City decommissioned its large sewer ponds around 2005, then filled them in and constructed a new Industrial Park on top of the old ponds. He stated that the City Engineer and Public Works Director agreed that since the large sewer ponds are no longer in existence, that the City could vacate the northern 25 ft. of the utility easement. Baker said that the remaining easement would still leave the City with significant easement to access nearby ponds and underground pipes. The Commissioners reviewed the proposed easement vacation resolution.

Cherney asked how long it would take to get the evergreen trees planted along the eastern side of the property. He suggested placing time constraints to ensure that the trees get planted to help screen the Lonsdale Packaging site from the Willow Creek neighborhood and Hwy 19. Baker stated that the City typically holds a \$3,000 landscape escrow, but he noted that the City has the authority to hold an escrow up to 125% of the amount of the proposed landscaping improvements.

Dols asked if anyone off the floor wanted to speak on the topic. No one responded to the invitation.

A motion was made by Dols and seconded by Sticha to close the public hearing for Agenda Item 5(b). Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried. The hearing ended at 6:50 pm.

6. GENERAL BUSINESS

- a. Consider Approval of Variance No. 2017-01, a Variance Reducing the Corner Lot Side Yard Setback from 45 ft. to 29 ft. for the Property at 629 Industrial Drive SE, Lonsdale Packaging

Baker stated that a public hearing was held earlier in the meeting and there were no written or verbal comments received. Baker read through Variance No. 2017-01 along with the associated conditions. The Commissioners read through a memo from the City Engineer, dated 5/18/17, pertaining to options for drainage into the low area/pond and outfall into the eastern wetland.

A motion was made by Kodada and seconded by Freid to recommend approval of Variance No. 2017-01, a variance reducing the corner lot side yard setback from 45 ft. to 29 ft. for the property at 629 Industrial Drive SE contingent upon the conditions listed on the variance document and recommendations by the City Engineer. Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried.

- b. Consider Vacating the Northern 25 ft. of a 50 ft. Wide Utility Easement Lying Along the Entire Southern Property Line of 629 Industrial Drive SE

Baker stated that a public hearing was held earlier in the meeting and there were no written or verbal comments received. Baker showed the Commissioners historical aerial photos from 2004, which showed the large sewer ponds, and from 2006, which showed the decommissioned/filled in ponds. The 2006 photo also showed the construction of Industrial Park Drive SE. Erickson noted that the cul-de-sac portion of Industrial Park Drive was constructed as part of Phase II. The Commissioners agreed that the entire 50 ft. wide easement was not needed anymore and that a lesser 25 ft. wide easement would be sufficient. The Commissioners reviewed the proposed partial easement vacation resolution and associated maps.

A motion was made by Kodada and seconded by Sticha to recommend approval to vacate the northern 25 ft. of a 50 ft. wide utility easement lying along the entire southern property line of 629 Industrial Drive SE. Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried.

7. MISCELLANEOUS

Erickson provided an update on the Pond View Drive Project.

Baker said that there is a list of ordinance updates that the Planning Commission could start reviewing later in the summer.

8. ADJOURNMENT

A motion was made by Kodada and seconded by Cherney to adjourn the meeting. Vote for: Freid, Kodada, Dols, Sticha, and Cherney; Against: None. Vote: 5-0. Motion carried. The meeting ended at 7:06 pm.

Respectfully Submitted:

Benjamin Baker, City Planner