



**LONG-RANGE PLANNING COMMISSION
MEETING AGENDA
February 24, 2014
6:00 p.m.**

1. Call to order
2. Approval of minutes from regular meeting on January 27, 2014
3. Review Process to date
4. Business Council issues discussion
5. Land Use discussion
 - a. Draft Land Use map
 - b. Hwy 371 north area/North Baxter AUAR
 - c. 371/210 area
 - d. South 371 area
 - Industrial districts – 2 tiers or 2 districts
 - New Business Campus district
 - Ironwood/County Road 48 property
 - SW Rural Residential area
 - e. Potlatch property
 - f. NW Rural Residential area
6. Comp Plan outline/chapter outline
7. Next Steps
8. Other Business
9. Next Meeting March 24, 2014
10. Adjourn

LONG RANGE PLANNING COMMISSION MINUTES
January 27, 2014

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:10 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Chair Kevin Donnay, Mark Cross, Lori Rubin, Bob Ryan, Jim Kalkofen, Rock Ylimeini and Council Liaison Todd Holman

MEMBERS ABSENT: Cathy Clark

STAFF PRESENT: CD Director Josh Doty

OTHERS: Nathan Hall

Approval of Minutes

Motion by Commissioner Ylimeini, second by Commissioner Kalkofen to approve the minutes of the December 16, 2013 meeting. Motion carried unanimously.

Draft Land Use Plan-Review and Discuss
South 371 Corridor

CD Director Doty informed the Commission that the Stantec representative is not present tonight, however staff decided there were other areas that need to be discussed. CD Director Doty took the Commission through the draft future land use plan and the current zoning map. He asked for the Commission to give the south 371 corridor a closer look and determine if the land use guiding and zoning is OK or if any changes should be made. He went through the different land use guide plan designations for this area and asked the Commission for guidance of their vision for this gateway corridor to the city.

CD Director Doty went through several areas on the map and explained the intention of some the land owners that he had spoken to recently. Chair Donnay asked if there could be a review of what these zoning districts allow. He added that he thought that PUDs could also be used to allow a blend of uses. CD Director Doty stated that that there can be a mixing of uses with a PUD district, but that if your intent is to allow a mix of land use that the property or properties should have the mixed use land use category for on the land use guide plan. CD Director Doty added that districts can be tailored to fit their vision.

CD Director Doty reviewed the different districts with the Commission. He explained that each district lists the permitted uses, accessory uses and conditional uses. He focused on the OS-Office Service District and asked if the allowed uses are what the Commission would want to see in that district of the areas that are zoned and guided office.

Industrial Districts

CD Director Doty asked the Commission to also take a closer look at the industrial areas. He asked if the Commission would like to see some areas in more of office/warehouse or business park type of industrial district and other areas in a more of a general industrial district. He explained the existing architectural tiers and how they were used to establish the current draft land use guide plan with two different industrial districts.

Chair Donnay asked if a strip mall and large office building could both be located in the commercial district. CD Director Doty answered yes that would be allowed. Chair Donnay said that the office service district is much broader than commercial. CD Director added that this was staff's concern. The Commission held discussion on the transition from business districts to the residential districts south of 48.

Chair Donnay stated that land uses should probably be transitional as you move from south to north on 371. He added that if the uses in the office service zoning district are too broad, that we should probably fix that.

The Commission reviewed the property at the southwest corner of 48 and 371 and discussed property owner's intentions of having high density residential with commercial in the northwest corner of their site.

Commissioner Cross asked the Commission to look at the Industrial area again and noted that the Industrial Business Park should have been looked at years ago to determine if that was really what the City envisioned. He added that the city has looked at the possibility of commercial for the east side of 371 rather than industrial. Commissioner Ryan stated that putting industrial and heavy industrial is going to require attention to traffic studies to determine if the bigger trucks should be on some of those roads. The Commission discussed that there is a lot of wetland northeast of 371 and 48.

CD Director Doty asked the Commission if there is interest in a unique business campus type of district for this area.

Chair Donnay asked CD Director Doty about the meeting he attended with Stantec and local businesses and if those comments were going to be shared with the Commission. CD Director Doty stated that he could get the comments for the next meeting. He was asked if the meeting was well attended. CD Director Doty stated that it was well attended and the feedback was good.

Council Liaison Holman noted that the industrial district does back up to residential on Greenwood Rd. and in the future the industrial areas should be looked at to keep it from happening again. CD Director Doty stated that industrial areas can be great neighbors or the worst neighbors depending on the type of industrial use. Commissioner Cross stated that Baxter doesn't allow anything pollutes the air for example. Chair Donnay asked how uses are controlled? CD Director Doty stated that he would receive those calls and if they are a permitted use, that that it could be a staff review. He added that new buildings would of course still require a Planning & Zoning/Council action. The heavy industrial would most likely be directed towards the industrial park on Hwy 210. The Commission held conversation on industrial/residential moving forward.

Chair Donnay asked about the recommendation process. CD Director Doty stated that this Commission will need to recommend the map and ultimately the comprehensive plan to the City Council.

Chair Donnay stated that Office Service should be rewritten. CD Director Doty stated that it can be rewritten and maybe a new district along the corridor should be created.

Commissioner Cross stated that he would like an existing zoning map and future land use map sent home with them to study it and come back with changes for the next meeting. Commissioner Ryan stated that the Commission needs to be careful about re-zoning the existing buildings as it might cause problem down the road when an existing building needs to add an addition. The Commission discussed the current zoning and the pros and cons of re-zoning.

CD Director Doty brought the tier design into the conversation being it is used for determining what is required for architecture. He will be working on the landscaping ordinance soon and is questioning if the landscaping ordinance should follow the tier design. Does the Commission want to see more trees on the 371 corridor and would require less in the industrial park area or should the landscaping stay the same for all properties, less residential.

The Commission had conversation regarding the impact on utilities with the rezoning.

Commissioner Ryan expressed his concern over the Office Service District. He stated that some business would not be willing to come into Baxter if they had to go into a commercial district, as the business such as Just For Kicks, an Eagles club and fire stations do not need to sit on the 371 corridor, that is why Office Service District in his opinion is needed.

Key Properties

CD Director Doty stated that off of Wioda Rd. there is a home and a small business that would like to be considered commercial property; he wanted to share that with the Commission. This would be a change to the future land use map.

CD Director Doty spoke of the Potlatch property to the west, there is a letter included in the packet. He asked that the Commission review the letter and give feedback to the changes to the AUAR. The Commission discussed putting industrial towards that area and the 3 mile Camp Ripley buffer zone.

The third key property would be north, northeast of Glory Road and 371. We have in the past heard from some that commercial would be preferred but that area is fairly established as an industrial area.

Growth Areas/Staging

CD Director Doty stated that a part of this comp. plan is making sure the utilities will work with the projected growth in certain areas. He reviewed the maps in the packet with the Commission and explained the south area of growth does not include the 3 mile Camp Ripley buffer zone. Commissioner Cross asked if the City had a list of the property owners that signed into the Camp Ripley buffer zone area. The Commission held conversation regarding the area and staging plan.

Council Liaison Holman stated that he is not aware of anyone signing into easements. He added that the buffer zone is an advisory zone and does not preclude development but that camp is also very important to the area.

The Commission discussed the idea of a staging plan for the expansion areas.

Council Liaison Holman raised the school trust property in southwest Baxter and stated that we should think about the land use classification for that property.

Next Steps

CD Director Doty will provide information for the next meeting and Stantec will be present with the notes from the business community. The Commission wanted to know about the property west of the city of Baxter (west of Potlatch). The Commission also wanted to know about a grid of the zoning classifications between districts.

Other Business

2014 Meeting Dates

CD Director Doty asked for a motion to accept the meeting dates for 2014, it was inadvertently missed at the last meeting.

MOTION by Commissioner Rubin, seconded by Commissioner Kalkofen to approve the 2014 meeting dates. Motion carried unanimously.

Next Meeting

The next meeting is scheduled for February 24, 2014 at 6:00 p.m.

Adjournment

Motion by Commissioner Ryan, second by Commissioner Kalkofen to adjourn the meeting at 7:39 p.m.

Approved by:

Respectfully submitted,

Chair Kevin Donnay

Shanna Newman
CD Technical Clerk



January 8, 2014

Gordon Heitke, Josh Doty, City of Baxter

Page 2 of 3

Baxter Business Council Discussion, December 18, 2013

1) *Location*

The participants understand the importance of Baxter's location in the region and its importance in key regional business segments: retail, tourism, health care, industrial, etc. Location is a given, the result of natural features (lakes and woods) and manmade infrastructure (Highway 371). Taking full advantage of the opportunities offered by Baxter's location is the job of all segments of the community: business, government, non-profits, and individuals.

2) *Highway 371*

Highway 371 is the transportation and business artery of the Baxter region. It is seen as both a blessing and a curse: its traffic ensures a steady stream of customers and patrons, and it creates congestion and a barrier to connections across the community. Improvements to Highway 371 could have significant benefits to business and the community as a whole.

3) *City government*

There was considerable discussion of the impact of local government attitude, regulations and processes on business. Participants were eager to have clear, consistent dealings with the city and cooperation on development projects. The cost and scope of regulations were a concern, but participants also noted that recent changes in city staff were a welcome, positive change from past experience.

4) *Connect with larger community*

Participants wanted to see the Baxter/Brainerd/Crow Wing County/Lakes area as one community working together, rather than competing entities.

Issues

The list below notes all issues that were mentioned, with the top several in bold type, indicating the highest priorities of the group, and the number of votes for each.

Strengths – Things that enhance business, add value, that you are proud of in Baxter

- **Location – hub in MN for retail, medical - 13**
- **City staff change positive! - 8**
- **Opportunity to connect with Brainerd- 8**
- **Hwy 371 corridor – traffic - 6**
- Natural features – waterways - 4
- Growth in medical services - 4
- Strong seasonal economy - 4
- Trail system - 4
- Utilities – new infrastructure - 4
- Overall vision - 3
- Variety of retail



January 8, 2014

Gordon Heitke, Josh Doty, City of Baxter

Page 3 of 3

Baxter Business Council Discussion, December 18, 2013

Opportunities for Improvement – Things in Baxter that detract from business, that hurt business, that you are not proud of

- **Communication – need it upfront before project is set - 12**
- **Scope of regulation for new business – landscaping, architecture – streamlining - 10**
- **“Rational” implementation - 9**
- **Transportation – improve flow – Hwy 371 is a divide - 5**
- **“Sprawl” – Hwy 371 strip 600’ deep - 5**
- Cost of redevelopment of existing properties - 3
- Balance business viability with beautification of city - 3
- Balance – business vs. residential (cost of infrastructure) - 3
- Improve competitiveness compared with others (easier to do business elsewhere) – cost process, burden of requirements - 2
- Franchise standards – in conflict - 2
- Investigate area wide assessments vs. development driven - 2
- Not year-round economy - 2
- Neighborhoods – retail –drivability, walkability
- East-West roadway needed

Future – Look out 10 years from now – What does Baxter need to accomplish to position itself as a community that supports and promotes commerce? (All responses, not ranked in any order)

- Clarity of requirements and vision
- Commitment to making Baxter best in class
- Focus on job & income growth (support BLAEDC)
- Complete list of requirements up front
- Willingness to continue connecting, etc.
- Competitive re: costs (like -- size communities)
- Communication - & flexibility
- Balance - business & natural community/environment
- Traffic – investment in infrastructure
- Support chamber
- Develop new industrial and business areas
- Fairness – residential vs. business
- Infill – opportunity for growth
- Commission structure for non-resident businesses
- Take a leadership role in the area and build mutually beneficial alliances.
- Take a view of “Baxter Lakes Area”. i.e. Strong BLAEDC association, City of Brainerd, Crow Wing County
- Create a culture of service within the city operations. Not “NO”, but how do we make it work or make it better.
- Make positive, forward thinking moves now for what is seen as necessary for the future in transportation and infrastructure that fit the vision. Defined phases in plan with triggers or time frame implementation.

City of Baxter- Future Land Use Categories

LAND USE CATEGORY	DESCRIPTION	ZONING DISTRICT COMPARISON
Commercial	This category is intended to accommodate local and regional shopping needs for general commercial and highway-oriented businesses such as fast food restaurants, convenience stores, gas stations, big box retail, and other auto-oriented businesses.	C-1, Neighborhood Commercial and C-2 Regional Commercial
Office Service	This category is intended to accommodate a variety of professional office development with compatible service based retail users.	OS, Office Service
Mixed Use	This category is intended to provide a mix of residential and commercial uses. Typically, mixed-use development will include townhomes, low- and high-rise apartments, retail buildings, and offices. Development can consist be vertical or horizontal mixed use. Residential density shall occur at a maximum of 20 units/acre. Transitions shall be considered to be compatible with the average density of abutting property at development edges.	Will need a new mixed use zoning district
Business Campus	This category is intended to accommodate office, commercial, business park and light industrial development on the Highway 371 corridor in SE Baxter consistent with a business campus setting. Higher level of design standards.	Will need a new Business Campus zoning district
General Industrial	This category is intended to provide areas for industrial related businesses including manufacturing, warehousing, automotive, trucking, wholesaling, and other related industrial uses. Medium and heavy industrial uses.	District has two tiers of design standards.
Industrial Mining	This category is limited to mining and related activities.	Will need a specific zoning district that allows only mining
Rural Residential	This category is intended to provide for large lot rural residential in areas that will not be served with municipal sewer and water.	RS-Special Residential
Low Density Residential	This category identifies areas for single-family detached and two-family unit residential development at a maximum density of 3 units/acre.	R-1, Low Density residential district
Medium Density Residential	This category is intended to provide for twin/townhome development, multiplex development, and row-homes at densities of 7 units/acre.	R-2, Medium Density residential district
High Density Residential	This category is intended to accommodate the development of multiple family dwelling structures including townhomes, apartment buildings and condominiums. Development may occur at a maximum density of 20 units/acre (net). Architecture and landscaping is important in high density residential areas to ensure that development is appropriate and consistent with the community's character.	R-3, High Density residential district
Public/Semi-Public/Institutional	This category is primarily intended to provide religious, governmental, education and other institutional facilities.	PU, Public Use
Parks	This category is intended to provide areas of public park, open space and recreational uses.	CP, Community Park and PU, Public Use
Open Water	This category provides permanently flooded open water, rivers and streams and wetlands.	
Railroad	This category is intended to identify railroad tracks and adjacent railroad owned property.	

Josh Doty

From: Paul Paige <ppaige@HKGI.com>
Sent: Thursday, February 20, 2014 12:09 PM
To: Josh Doty
Cc: Bryan Harjes; Brad Scheib; Osterloh@CloseConverse.com; Ed Patrias (Ed.Patrias@potlatchcorp.com); Shawn Sunnarborg
Subject: Meeting Followup - Potlatch Land Uses
Attachments: Potlatch Baxter - Future Land Use - 140220.pdf

Josh,

Thanks for meeting with our team a couple weeks ago. As promised we have been compiling our vision for the Potlatch holdings in the context of your ongoing Comp Plan update project. Attached is a pdf with two exhibits. The first is from part of our 2010 planning work that showed the environmental/greenway features that we have used as a base for many previous planning discussions with staff. The second exhibit is our proposed land use for Potlatch land holdings including some adjacent private parcels. The land use patterns are our recommendations for how we would like to have the future land use represented on Potlatch property. We have followed the land use categories as represented in the Dec powerpoint presentation that was offered by City staff.

General Comments

Propose that the City add to the definition of "Industrial/Business Park" the same language that exists in "Office Service" such that limited retail services oriented commercial can be accommodated in that land use pattern. This would allow us to simplify the land use designation in the business park area and provide more future flexibility.

Our land use bubbles are drawn not following 40's but instead they follow natural breaks driven by landscape features (wetlands, greenway corridors, topography changes).

West Baxter

Expand industrial park designation south to Mapleton. That gives an approximate long term business park of 300+- acres with a potential stormwater area/park amenity that can be a strong draw to create an attractive high quality business park. It also enhances the potential pursuit of DEED support and making the industrial park (or at least phases) shovel ready in the future. We see this land as a very important future job generator for Baxter.

North of 210 we propose Commercial and Mixed Use designations to offer the most flexibility in accommodating future uses including higher density housing, commercial, and office or medical.

We have carried over the previous low density res and medium density res categories for the areas east and northwest of the mixed use district.

SW Baxter

South of Mapleton – a portion would be single family residential within the sewer service area, as well as additional land south of the serviced area to meet a natural wetland edge. Our interpretation of the ACUB line is that it should inform but not prohibit urban serviced residential development. We also feel that when residential development is averaged over the entire ACUB affected Baxter Lands, that the overall average is very low.

We are proposing a small extension of the mining district to be able to expand the gravel pit easterly to a natural boundary. The rest of SW Baxter would remain rural residential.

371/48 District

Parcel H – West and north of the proposed Isle Drive we are proposing High Density Residential (potentially a senior housing project site) to work well within the shoreland district impervious restrictions, be compatible with the medical uses in the area, yet still allow the ability to buffer from the adjacent lakeshore residential uses.

East of Isle Drive we are requesting a small area of Commercial near 48, and Office Service to the north (proximate to the clinic).

Parcel I – We are requesting Commercial here given the context to 371/48, similar land uses proposed in the area, and the proximity to the potential future municipal campus to the west.

Parcel J - High Density Residential (HDR) on the east side of 371 given the proximity to existing jobs and the impacts of 371 on any other less dense version of residential.

South Baxter

We are proposing the expansion of the sewered low density residential to extend to the natural wetland edges vs the current boundaries depicted at the 40's.

If you would like to meet to discuss this in greater detail, let me know and we will schedule something as early as next week. Also, let me know if you need any of us at the Commission meeting next week (Wednesday?).

Thanks,

Paul Paige
President

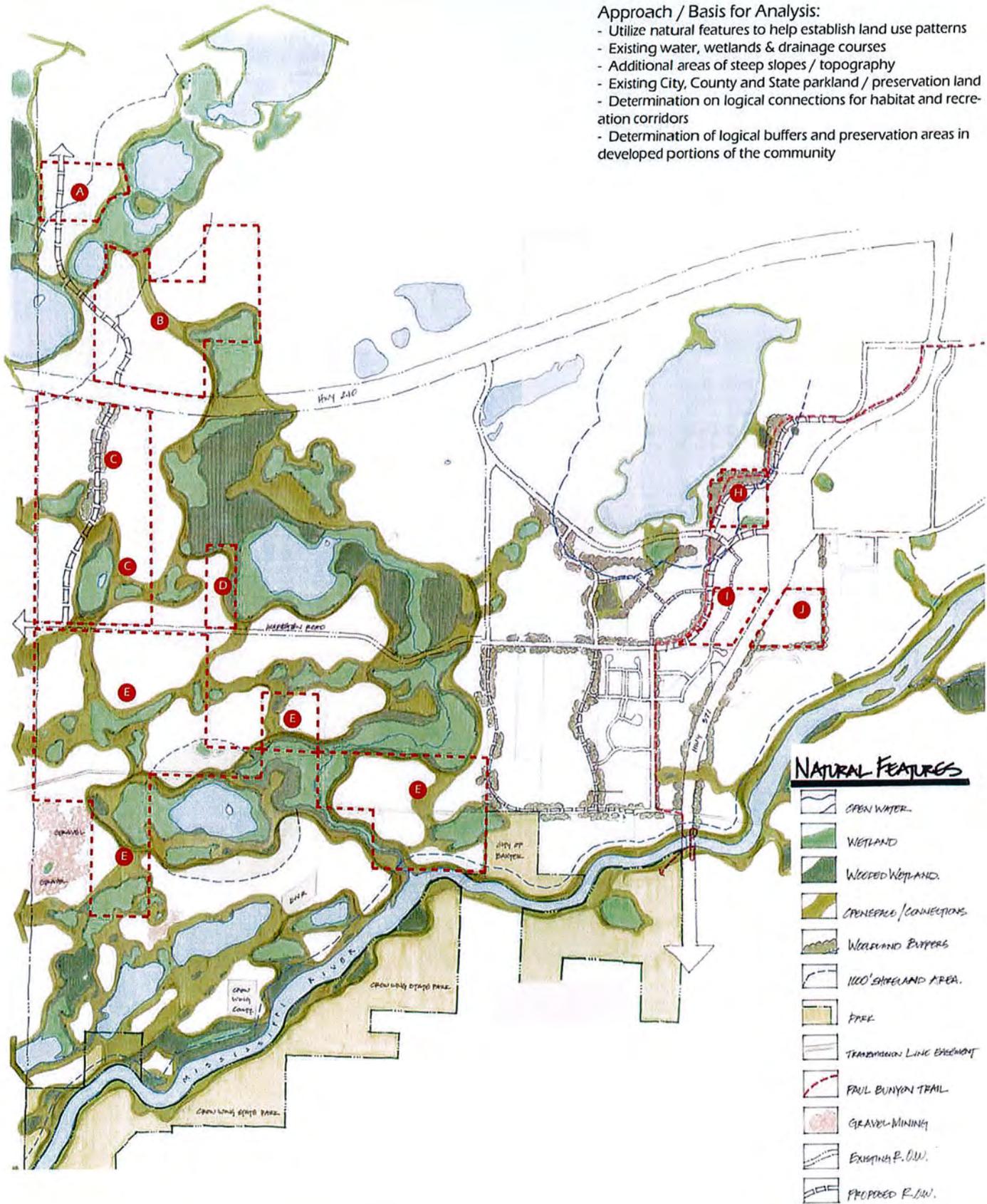
Hoisington Koegler Group inc.

123 North Third St Suite 100
Minneapolis, MN 55401

m 612.940.5285
o 612.252.7125
www.Hkgi.com

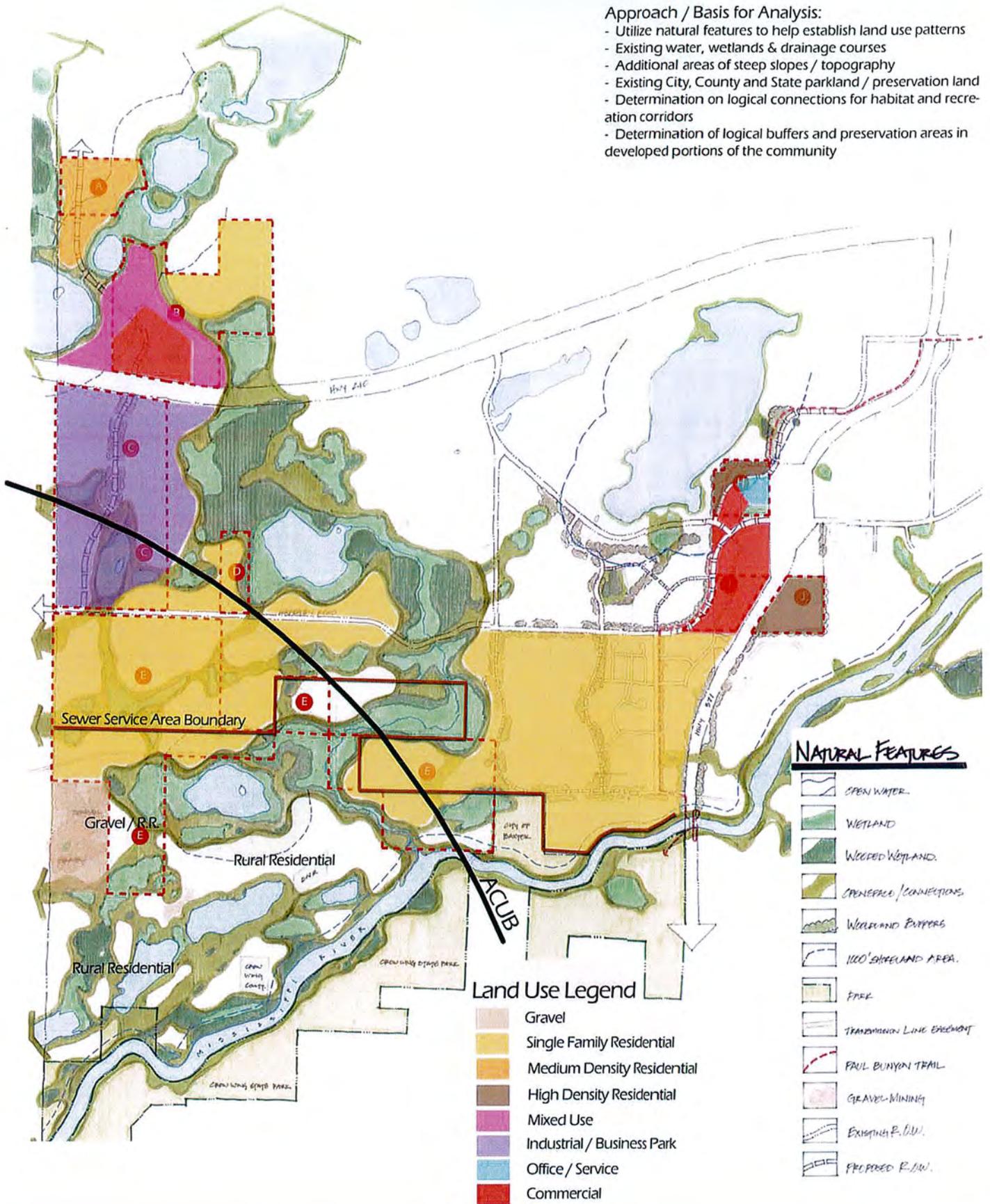
Approach / Basis for Analysis:

- Utilize natural features to help establish land use patterns
- Existing water, wetlands & drainage courses
- Additional areas of steep slopes / topography
- Existing City, County and State parkland / preservation land
- Determination on logical connections for habitat and recreation corridors
- Determination of logical buffers and preservation areas in developed portions of the community



Approach / Basis for Analysis:

- Utilize natural features to help establish land use patterns
- Existing water, wetlands & drainage courses
- Additional areas of steep slopes / topography
- Existing City, County and State parkland / preservation land
- Determination on logical connections for habitat and recreation corridors
- Determination of logical buffers and preservation areas in developed portions of the community



NATURAL FEATURES

- OPEN WATER
- WETLAND
- WOODED WETLAND
- GREENFIELD / CONNECTIONS
- WETLAND BUFFERS
- 1000' STEEP LAND AREA
- PAVE
- TRANSITION LINE EASEMENT
- PAUL BUNYON TRAIL
- GRAVEL-MINING
- EXISTING P.D.W.
- PROPOSED P.D.W.

Land Use Legend

- Gravel
- Single Family Residential
- Medium Density Residential
- High Density Residential
- Mixed Use
- Industrial / Business Park
- Office / Service
- Commercial