BAXTER

"A Growing Community"

LONG RANGE PLANNING COMMISSION
April 27, 2015
6:00 p.m.

1. Call to Order
2. Approval of Minutes of January 26, 2015
3. Update on the Comprehensive Plan Process
4. Residential Gateway Standards – Comprehensive Plan Update
5. Adjourn

LONG RANGE PLANNING COMMISSION MEETING
January 26, 2015

The Long Range Planning Commission meeting was called to order at 6:00 p.m. by Chair Donnay.

MEMBERS PRESENT: Chair Kevin Donnay, Commissioners Mark Cross, Rock Ylimeini, Bob Ryan, Jim Kalkofen, Cathy Clark and Council Liaison/Mayor Todd Holman

MEMBERS ABSENT: Lori Rubin

STAFF PRESENT: Community Development (CD) Director Josh Doty

OTHERS: Tom Rutske, Shawn Sunnarborg, Nathan Hall, Jeff Sell, Steve Barrows, Dennis Klohs, Kevin Kielbauch and David Lange

Approval of Minutes
Motion by Commissioner Cross, second by Commissioner Ryan to approve the minutes of the November 24, 2014 meetings. Motion carried unanimously.

Public Hearing: Zoning Ordinance Amendments related to Planned Unit Development (PUD) Regulations
Chair Donnay opened the public hearing at 6:02 pm and asked CD Director Doty to present the changes to the regulations. These changes would remove the conditional use permit approval process for a PUD and would replace it with an ordinance approval, which is effectively a rezoning. The proposed PUD ordinance would be in Article L of the zoning ordinance. CD Director Doty walked the Commission through the changes and the reasons for the changes. This update gives the City more discretion in reviewing a PUD request. The changes also created a 3-step approval process. He reviewed the steps with the Commission and asked if there were any questions, there were none.

Chair Donnay asked if there was anyone in attendance that had any comments or concerns.

Mr. Jack Perry, representing Baxter Mainstream stated that at the last meeting he had requested six different changes to the comprehensive plan. The comprehensive plan and the PUD regulations work hand in hand with each other. Mr. Perry explained that he understands the City wanting maximum discretion with the PUD regulations, however the 3-step process is extremely expensive and could cost a person $100,000.00's of thousands of dollars and not know if it is going to be approved by City Council. Mr. Perry stated that he hoped his changes would have been considered by the City Attorney. He stated that the City Attorney had not returned his calls or his suggestions. He stated that CD Director Doty was very forth coming and returned his calls, including on his drive up from the cities this evening. His concern is not having any criteria in the PUD regulations. Mr. Perry's understanding is that there was going to be some criteria in the regulations. He stated this PUD process does not work for his client or the City. There is no attempt by the City to meet in the middle. CD Director Doty stated that the PUD ordinance is related to the comprehensive plan update, but that we need to have them as two separate items on the agenda.

Chair Donnay closed the public hearing at 6:10 pm.

Chair Donnay stated that he was comfortable knowing that the Planning and Zoning Commission has reviewed the revised regulations. Commissioner Kalkofen asked if there were other 3-step processes. CD Director Doty

stated that the platting process is somewhat similar. He said that does not see that the new ordinance would include more process than the current process. He added that the sketch process is there for developers to bring their project forward to get feedback before they spend money for the PUD general plan application. The ordinance adds a PUD final plan process but staff would approve that administratively prior to the building permit. Commissioner Ylimeini asked if the Gateway District was driving this ordinance change. CD Director Doty indicated that this update has be on the "to do" list for some time. Staff decided to hold the revision back until the comprehensive plan update was completed to ensure that the regulations were cohesive. However, after receiving the request to allow a PUD option for Business Gateway, staff decided to bring this ordinance forward before the Comprehensive Plan update is completed. Commissioner Ylimeini stated that he did not agree with the Gateway District on the south side of 210 with the railroad being there on the south side of 371. He felt that it puts too much of a burden on the landowners.

Commissioner Cross stated he is comfortable pulling the PUD regulations out and making it a separate article in the zoning regulations. He has worked in other cities that have done the same thing and it has worked. Commissioner Kalkofen asked Commissioner Cross to explain making this regulation separate for previous approvals. Commissioner Cross explained the current procedure and how this will differ the procedure moving forward.

Mr. Perry stated that CD Director Doty compared this process to that of platting. In the platting process there is time lines of 60 days given and extensions, this process has no time frames/limits. Mr. Perry stated that the 3-step process could not be done in 60 days.

Motion by Commissioner Ryan, second by Commissioner Clark to recommend City Council approve the zoning ordinance text amendment related to Planned Unit Development regulations. Motion carried unanimously.

Comprehensive Plan Update-Letter from Jack Pine Brewery

CD Director Doty stated that the owner of the brewery is in favor of the Business Gateway district and would like brewery's to be allowable in the Business Gateway District, as his business has mix of industrial and retail use. The Commission had no questions or comments.

Public Hearing Continued-Baxter Comprehensive Plan

Chair Donnay opened the public hearing portion of the meeting at 6:19 pm for any comments or questions.

Mr. Shawn Sunnarborg representing Potlatch stated that Potlatch is not in favor of the Business Gateway District and cannot support the comprehensive plan update. He stated that none of the changes that they have requested since August have been acknowledged or responded to. Mr. Sunnarborg stated that their concerns will be taken to the council where they hope changes can be made.

Mr. Jack Perry, Baxter Mainstream stated that he appreciated Commissioner Cross's explanation of the PUD process. He stated that he would have to re-zone the property to a PUD, yet there is no criteria for the rezoning to PUD. He stated that it is legally wrong to not have any criteria.

Chair Donnay closed the public hearing portion of the meeting at 6:25 pm

CD Director Doty informed the Commission of the changes made in the Parks chapter of the comprehensive plan. He added that the Long Range Planning Commission hasn't seen the changes because they were recommended by the Parks and Trails Commission right before this meeting. Commissioner Kalkofen reviewed the some of the changes that the Parks and Trails Commission recommended to the Parks Implementation Plan.

Commissioner Clark stated that her understanding is this comprehensive plan is a long range document. CD Director Doty confirmed that it is a long range document. He further stated that some of the issue here is that redline changes that are being requested are typically more of an ordinance level discussion than with a comprehensive plan. CD Director Doty stated that the City Attorney has reviewed the comprehensive plan.
Mr. Perry stated that in 2005 the Supreme Court changed the regulations in a case called Mendota Golf when the regulations changed the comprehensive plan to be the Bible, not the ordinances. He stated the criteria needs to be in the comprehensive plan not the ordinances. That is why he gave the six suggestions.

Commissioner Ylimeini asked if the types of buildings that are allowed to go into the Business Gateway District is going into the comprehensive plan or ordinance? Commissioner Ylimeini was referring to the Jack Pine Brewery letter. CD Director Doty stated that would be part of the future zoning ordinance discussion for business gateway and does not need to be determined with the comprehensive plan. Mr. Doty added that the intent of the letter was likely to get on record as part of the Comprehensive Plan Update process so we are aware of what he would like to see happen.

Motion by Commissioner Ryan, seconded by Commissioner Clark to recommend approval of the comprehensive plan update with the amendments to the Parks portion of the comprehensive plan and City Attorney's redline changes and that the City Attorney review the Long Range Planning Commission meeting tape.

Chair Donnay asked when the comprehensive plan is going in front of the Council. CD Director Doty stated February 5, 2015 would be the first time the City Council could review the plan, however he is not expecting that it be on the regular agenda for approval at that meeting. He further explained that Council needs time to review the plan.

Motion carried with Commission Ylimeini apposed.

City Land Sale-Corner of Forthun Rd. & Isle Dr.
CD Director Doty stated that Exit Realty is preparing a development application for a new office development. CD Director Doty showed the map of the location. The idea of a land swap was raised during initial meetings with the developer and city staff. Before the City Council can consider a land sale, the Long Range Planning Commission must review the land sale to determine if it is consistent with the City's Comprehensive Plan. The land swap would allow for additional impervious for the developer for the amount of land the city would get as additional right of way. CD Director Doty stated that with a land swap, a variance would not be needed. Staff is recommending the land swap in order to receive additional right of way, as it is consistent with the city's long range transportation goals. Commissioner Ylimeini stated it was a fair swap and good for all parties.

Motion by Commissioner Ylimeini, seconded by Commissioner Kalkofen to recommend City Council approve the City land sale at the corner of Forthun Rd. and Isle Dr. Motion carried unanimously.

CD Director Doty stated that this item will not be scheduled for review by the City Council until the developer submits their formal development application. Staff is expecting to see the proposed development next month.

Approved Meeting Dates for 2015/Next Meeting
CD Director Doty explained that a publication of all meetings is required, this is a formality.

Motion by Commissioner Ryan, seconded by Commissioner Ylimeini to approve the meeting dates for 2015. Motion carried unanimously.

The next meeting is scheduled for February 23, 2015 at 6:00 p.m.

Adjournment

Motion by Commissioner Cross, second by Commissioner Ylimeini to adjourn the meeting at 7:07 p.m.

Approved By:

Chair Kevin Donnay

Submitted By:

Shanna Newman
CD Technical Clerk

Agenda Item __

BAXTER

"A Growing Community"

TO: Baxter Long Range Planning Commission

FROM: Joshua Doty, Community Development Director

DATE: April 24, 2015 for the April 27, 2015 Long Range Planning Commission Meeting

SUBJECT: **Update on the Comprehensive Plan Process**

Background

On January 26, 2015, the Long Range Planning Commission recommended the Comprehensive Plan Update to the City Council. Staff presented the Comprehensive Plan to the City Council at their March 17, 2015 Work Session. At the meeting, the City Council recommended changes to the Comprehensive Plan (bulleted items below).

In addition, the Potlatch and Baxter Mainstreet groups also spoke at the Public Forum on March 17, 2015 and requested a working discussion meeting to have one last opportunity to review their concerns. The City Council agreed to a small committee meeting and appointed Councilmember Cross, Councilmember Holman and LRPC Chair Donnay to meet. Since both groups brought legal representation, the City Attorney also attended the meeting. On March 16, 2015 the committee/property owner meeting was held. The Potlatch group requested four specific land use changes (as identified on the attached Draft Future Land Use map). Baxter Mainstreet requested the ability to submit a PUD sketch plan in advance of the City's action on the Comprehensive Plan Update.

The committee identified support of delaying action on the Comprehensive Plan Update to allow a PUD submittal for Baxter Mainstreet. The committee also identified support for three of the four requested land use changes by Potlatch. The Committee was not supportive of the request for Southwest Baxter from Rural to Low Density Residential. The committee also stated that gateway standards should be considered for residential properties. On April 7, 2015, reviewed the committee/property owner meeting with the entire City Council asked if there was agreement with the consensus of the committee. The City Council agreed with the committee and set a date of May 19, 2015 to act on the Comprehensive Plan Update. Lastly the City Council Requested that the Long Range Planning Commission consider residential gateway standards, which the other agenda item on the April 27, 2015 LRPC meeting.

City Council recommended changes to the Comprehensive Plan:

- Mixed use residential – Add language to the comprehensive plan (similar to what we did with business gateway) that states that the city recognizes that mixing of residential uses including a mixing varying densities may be considered through the PUD application process.

- Land Use Implementation Item - Study residential single family densities and lot requirements to consider a more compact housing option than the city's standard 15,000-square foot single family option.
- The following public "blue" colors on the map are natural areas and are not planned for public development. Change color to green and identify as a "greenway"

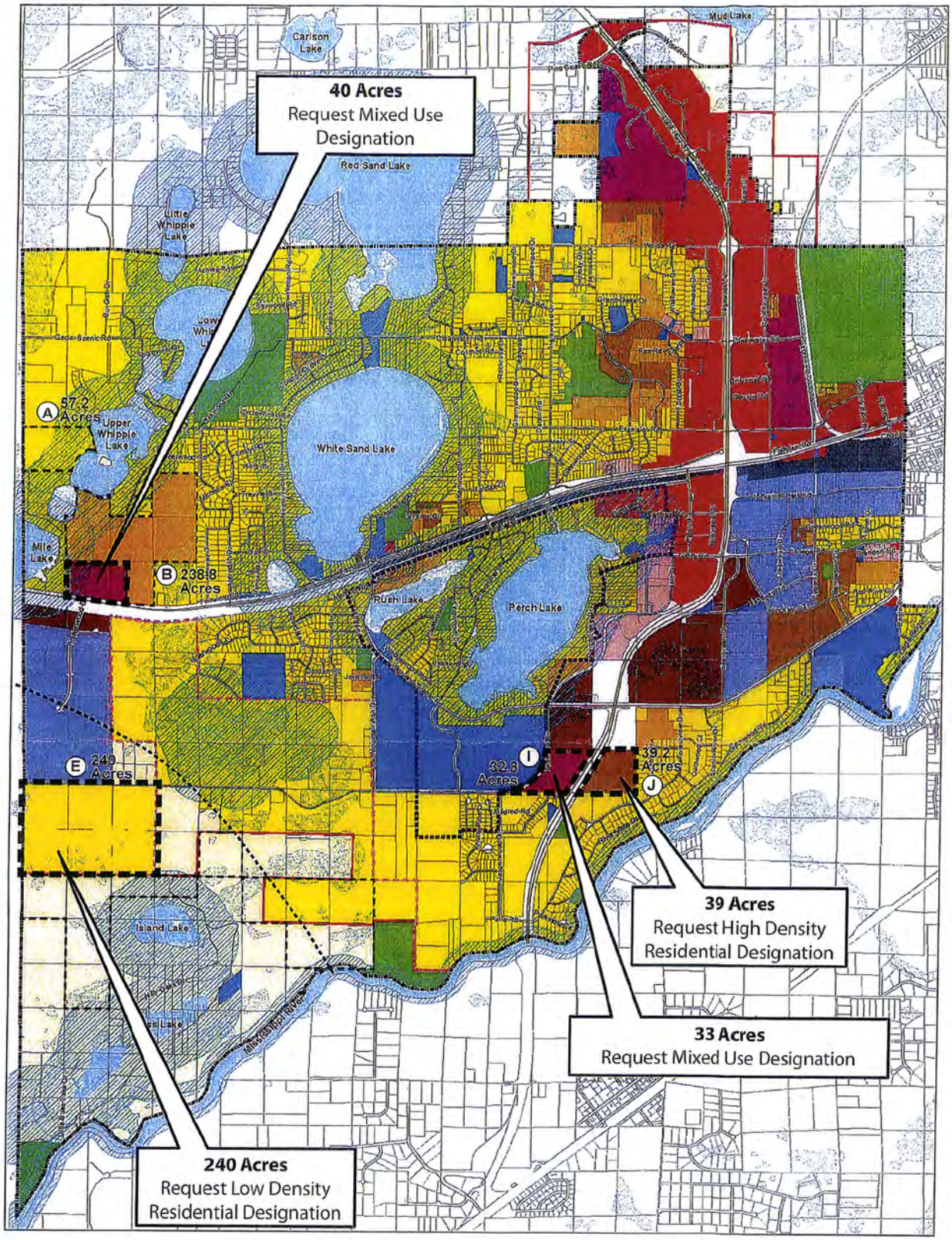
- Identify area off Hinkley Road area in "green color" as "Industrial". The depth of industrial going south should be enough to allow industrial development and the industrial shouldn't go all the way to future Cypress.

- Identify language in the plan that states that Clearwater Road is the city's priority corridor as a future multi-modal corridor to connect the Paul Bunyan Trail/Northland Arboretum with Whipple Beach and east beyond Baxter.
- Add language to the plan that identifies/recognizes the Local Transit Service and the Airport as regional services.
- Add implementation Item to Chapter 5 - Develop a plan for improving communication and civic engagement is an objective. Develop a commission to explore additional ways to communicate with specific civic engagement strategies including different ways that people can communicate back to the city.
- Add Paragraph in the Parks Chapter on the Northland Arboretum. Add a picture/map of the facility. This is a wonderful facility/greenspace in the city and a great asset in the community.

- In the parks implementation plan for MOP Park, "Park Ski Trails" are identified for the future plans for this park. Add language to soften the language to state park ski trails may be one of number different types of future trails used in this park.
- Chapter 5, Policy 2, talks about a corridor plan for 371. Delete this item.
- Add an Implementation Item to study and develop the city's policy for sidewalks and/or tails along public streets and private property connections, and to develop multi-modal design locations in the city.
- The Commercial triangular property at the SEC of Clearwater Road and Forest Drive should be changed to Office
- Minor text changes regarding the DWSMA.
- Add an implementation item "Identify and implement on-road bicycle corridors along major roadways where feasible." Add red and blue colors to this item on the implementation plan.

Attachments

1. Potlatch Requested land Use Changes Map



Draft Future Land Use

City of Baxter Comprehensive Plan

- Municipal Boundary
- Water Supply Management Area Boundary
- Sewer Service Area Boundary
- Conservation Overlay Boundary
- Three-Mile Camp Ripley Buffer
- Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Commercial
- Business Gateway
- Office Service
- Mixed Use
- General Industrial
- Public/Semi-Public/Institutional
- Parks
- Railroad
- Open Water
- NWI Wetland
- Shoreland Overlay District

August 11, 2014

Stantec

N W E S

0 0.5 1 Miles

POTLATCH REQUESTED LAND USE CHANGES 02.25.2015

Agenda Item __

BAXTER

"A Growing Community"

TO: Baxter Long Range Planning Commission

FROM: Joshua Doty, Community Development Director

DATE: April 24, 2015 for the April 27, 2015 Long Range Planning Commission Meeting

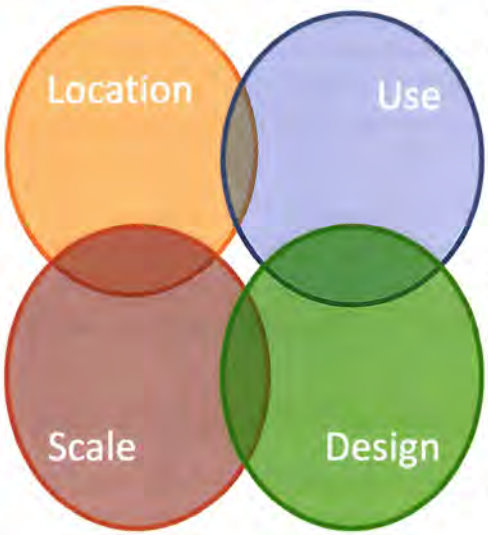
SUBJECT: **Residential Gateway Standards – Comprehensive Plan Update**

Background

Prior to the City Council's final review of the Comprehensive Plan Update, the Council has requested that the Long Range Planning Commission review the residential areas along the city's gateways to consider residential gateway standards. Staff's goal for this meeting is for the Long Range Planning Commission to identify if there are any possible locations where residential gateway standards may be appropriate. If so, staff recommends that we designate these properties prior to the Comprehensive Plan Update. A secondary goal would be to identify any design guidelines that may go with any residential gateway areas. If separate study is needed to establish design guidelines, then staff recommends that the LRPC add this as an implementation item with the Comprehensive Plan update so that the LRPC can study this in further detail after the Comprehensive Plan Update is approved.

Business Gateway Review

To start the discussion of Residential Gateway Standards, staff thought it would be appropriate to review the process that was presented by Stantec to the LRPC nearly a year ago for the Business Gateway. At that time, the LRPC was asked if the Business Gateway district should be reviewed based on all or just some of the following four general principles:



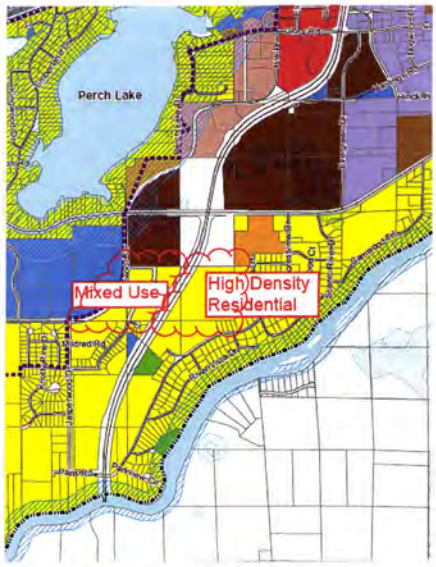
For the Business Gateway District, the Long Range Planning Commission agreed that there should be regulations based on all four general principals. Staff recommends that the Long Range Planning Commission consider the same general principles for residential gateway standards.

Staff finds that because we are at the end of the Comprehensive Plan update process, that land use designations have essentially been established and that the "use" principle may not require further analysis. Likewise, the comprehensive plan already has density requirements for residential properties so the "scale" principle may not require further regulation. Staff finds that the two general principles that relate the most for the LRPC's consideration of residential gateway standards are "Location" and "Design".

Location - West Gateway

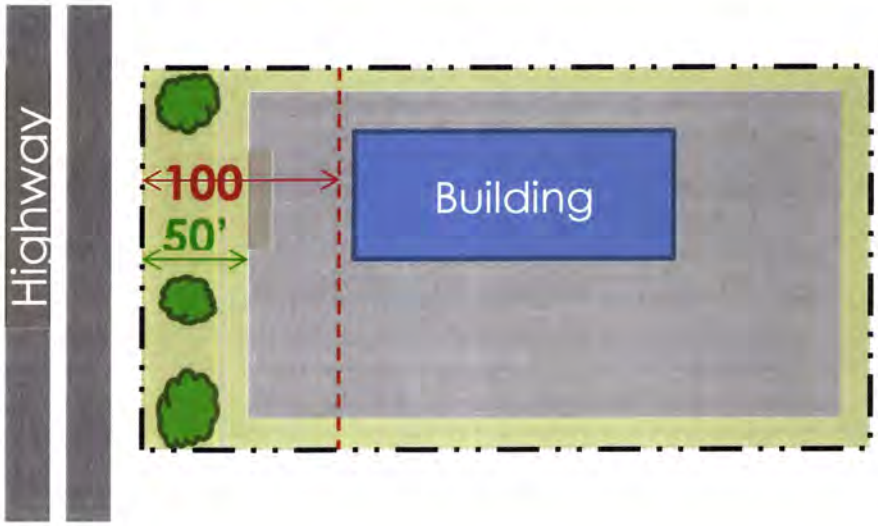
The City Council established Mixed use for the land north of State Highway 210 (see map to the right) that was previously recommended for Business Gateway. The new designation would allow a mix of commercial and residential uses but does not include gateway standards. So in this portion of the city, the "mixed use" property together with the "orange"-medium density property north of Highway 210 and the "yellow"-low density properties on the North and South sides of 210 are possible locations for residential gateway standards.

Location - South Gateway



The City Council established Mixed use for the land west of Highway 371 south of Business Gateway Property (see map to the right) that was previously recommended for Low Density Residential. The new designation would allow a mix of commercial and residential uses. On the opposite side of Highway 371, the City Council established High Density Residential for the property. Therefore, both of these properties as well as the other low density residential property to the south boarder of the City could be considered for residential gateway standards.

Design

The Business Gateway district included the following design guidelines. The Long Range Planning Commission should consider if these same design requirements make sense for residential gateway standards or if alternative standards may be more appropriate. If more study is needed, staff would recommend this as an implementation item for the Comprehensive Plan.

- 100' Setback to Hwy.
- No parking in first 50'
- 25% of frontage in clusters of trees