

LONG RANGE PLANNING COMMISSION MINUTES
July 28, 2014

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m.

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

MEMBERS ABSENT: Mark Cross and Cathy Clark

STAFF PRESENT: Community Development (CD) Director Josh Doty

OTHERS: Tom Rutske and Brad Scheib

Approval of Minutes

Motion by Commissioner Ryan, second by Commissioner Kalkofen to approve the minutes of the May 19, 2014 meeting. Motion carried unanimously.

Review of Gateway Business District

Mr. Carlson reviewed a power point presentation entitled Business Gateway Land Use & Zoning (This power point is available for review on the Baxter City Hall website). The presentation focused on the west and south entrances into Baxter. Upon completing his presentation the Commission had the following comments.

Commissioner Ylimeini asked why an ACE Hardware would not be allowed in this district. Council Liaison Holman also questioned the hardware store use, stating that this district is going to be around neighborhoods and the size would keep a Home Depot or Lowe's out of the district. Mr. Carlson agreed that it should be kept in the district.

Commissioner Ryan reminded the Commission of their reasons for being here and that we (the Commission) do not want to see another Hwy 371 north.

Chair Donnay, Commissioner Ryan and Rubin all stated that Mr. Carlson had captured the past meetings in his description of the Gateway district.

Council Liaison Holman stated that the purpose should be part of the district. The purpose is part of the reasoning for the district. He further questioned why religious institutions should be allowed in this district when they are tax exempt and are allowed in many other districts. Mr. Carlson stated that it's more about the use verses the verbiage. Council Liaison Holman asked about adult uses being removed from this district, as there are other locations in the city that would allow adult uses. Mr. Carlson stated that it could be taken out if there are other locations that the adult use can go and meets the required buffers. It was decided to take religious institutions out of the district. The commission also stated that the city should evaluate the adult uses to see where the uses can go and if ordinance amendments should be made. Staff added that they would add this to the implementation plan.

The Commission discussed if public and private clubs should be allowed in this district. The commission stated that they did not think this use should be allowed.

The Commission agreed with the maps presented.

The Commission had a discussion regarding conditions/restrictions and if conditions need to be placed within the district. Chair Donnay stated that he is comfortable with the square footage restrictions. Commissioner Kalkofen asked Mr. Carlson if there were other districts that he had worked on that had size restrictions. Mr. Carlson stated that not many have size restrictions but that there are many different types of districts. Commissioner Kalkofen asked about the 100' setback, if it was from the road or property line. It was from the property line. Mr. Carlson clarified the 50 feet of vegetation/landscaping in the front, that no parking would be in the area. Chair Donnay indicated that a storm water pond could potentially go in that area.

Chair Donnay asked those in the audience if they had any questions or comments.

Mr. Tom Rutske asked the Commission to reconsider the 40 acres on Hwy 48 and if this site should really be residential. He stated with a potential interchange near that location, an office service area would seem better than a residential area. He is also concerned that the property owner would not get their money back out of the property with future assessments for the Isle Drive improvements. Chair Donnay and Commissioner Rubin agreed that residential does not seem to fit very well. Commissioner Ryan asked how much of the property has wetland. Staff explained that the northwest corner of the lot is in the shoreland overlay district for Perch Lake and the Northeast corner of the property is wetland. Mr. Carlson added that it is a transition piece of property and there are different options. The Commission agreed that the property should be changed to the Gateway district.

Mr. Brad Scheib representing Potlatch drafted some language on the Gateway district and submitted it to staff and understands that it was provided to the Commission. Mr. Scheib stated that Potlatch wants the most flexibility with uses as possible. They would like to see some of the language they have delivered to be incorporated into the Gateway district.

Review of Comprehensive Plan-Final Amendments

CD Director Doty stated that staff has reviewed the plan and has worked on refining plan with final amendments and an implementation plan. He walked the Commission through the changes since the last meeting. Chapter 1, page 5 staff moved some of the Business Chamber summary to the appendix. There were procedures added to the plan indicating a comprehensive plan amendment process. Staff indicated that they would come back to Chapter 2 a little later in the meeting. Chapter 3 revisions included adding language to promote parallel corridors to the Highway 371 corridor. CD Director Doty reviewed the parallel roads with the Commission. The functional classification map was renamed to Long Range Transportation and Functional Classification Street map and was cleaned up to reflect the city's intended long range plan. CD Director Doty reviewed maps of the future road projects of Cypress Drive and Isle Drive that were included in Chapter 3. Commissioner Kalkofen asked when the Cypress Road round-about was proposed for completion. CD Director Doty and Council Liaison Holman stated 2018. Council Liaison Holman suggested at the next meeting staff should bring in the capital improvement plan to show the Commission the other projects that are being proposed. Chapter 4 was reviewed, noting the small changes made at the last meeting. CD Director Doty explained the additions to the parks chapter. Council Liaison Holman stated that the Cuyunna State Trail starts at the Arboretum and should be added to the trails map. CD Director Doty indicated that it will be added. CD Director Doty reviewed the Future Parks and Trails map. He explained the different options for rerouting the Paul Bunyan Trail that the Parks Commission had discussed. The Commission reviewed the Implementation plans. Commissioner Ylimeini stated that other trails need to be completed prior to discussing re-routing existing trails that are complete and in place. CD Director Doty reviewed the other trails that were identified in the implementation plan. CD Director Doty indicated that Chapter 5 only had typos that have been corrected.

Mr. Carlson handed out Chapter 2. CD Director Doty indicated that the Wellhead Protection section was added on page 15. There was an additional paragraph added regarding the city's approach for development. He

stated that based on previous discussions with the Long Range Planning Commission, the city's first choice is to promote in-fill development. He added that the plan states that a second option may be to allow development in the expansion area, when adjacent to a developed property with city services. He added that the plan states that developments that are further out in the expansion area that provide inefficient services may be considered by the city to be premature. Mr. Carlson noted on page 17 a paragraph was added regarding planned unit developments (PUD) and making it a zoning district versus a conditional use permit. Council Liaison Holman asked if this Commission would be reviewing the PUD amendments, Mr. Carlson stated yes, as it would be a rezoning. CD Director Doty added that it would also go in front of the Planning and Zoning Commission. The Commission learned of the current PUD process and the need for it to be modified.

CD Director Doty reviewed the implementation plans at the end of each chapter with the Commission. He explained that there is no specific time frame for each of the categories. Commissioner Kalkofen explained how the Parks Commission handled the categories and did not put a time frame on the categories; however they are going to prioritize each item. The Commission decided not to place a time frame on the categories.

Council Liaison Holman asked if the Conservation Overlay district is going to remain in the comprehensive plan. CD Director Doty indicated that it is not currently in the plan however it could be added. The Commission agreed that the Conservation Overlay district needs to be included in the comprehensive plan.

Council Liaison Holman asked if the road classifications are the same as county and state, CD Director Doty stated that the city has worked to try to make them the same. However, there are current discussions taking place about the classification of some roadways. CD Director Doty indicated the importance of the classifications to the commission, as their status can impact potential funding for roadway improvements.

Council Liaison Holman asked the Commission to go to page 8 of the Transportation chapter, regarding trails. His concern is that in the future trails are going to be built but not paved shoulders. He did not think that the Parks chapter was consistent with the Transportation chapter.

The Commission had a conversation about Baxter's weaknesses and strengths regarding "Baxterization". The Commission decided that although are comfortable with the language staying in the plan.

Request for Additional Services

CD Director Doty stated that through the update process, Stantec has been asked to provide additional time and meetings that were not in the contract. Therefore, additional services are requested for Stantec to finish out the Comprehensive Plan Update process. The Commission reviewed the memo that was in the packet and agreed with the additional services.

Motion by Commissioner Ryan, second by Commissioner Kalkofen to approve the additional services of Stantec as presented by staff. Motion carried unanimously.

Other Business

None

Next Meeting

The next meeting is scheduled for August 25, 2014 at 6:00 p.m., however it may be altered to fit in the public hearing and all commission meeting.

Adjournment

Motion by Commissioner Ryan, second by Commissioner Rubin to adjourn the meeting at 8:30 p.m.

Approved by:

Chair Kevin Donnay

Respectfully submitted,

Shanna Newman
CD Technical Clerk