

LONG RANGE PLANNING COMMISSION MEETING
October 26, 2015

The Long Range Planning Commission meeting was called to order at 7:00 p.m. by Chair Donnay.

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

MEMBERS ABSENT: Rock Ylimeini

STAFF PRESENT: Community Development (CD) Director Josh Doty, Planner Matthew Gindele and City Administrator Gordon Heitke

OTHERS: Mayor Darrell Olson and Councilman Steve Barrows

Approval of Minutes

Motion by Commissioner Cross, second by Commissioner Rubin to approve the minutes of the August 10, 2015 meetings. Motion carried unanimously.

Inglewood Drive Annexation Area

CD Director Doty explained that in July the City and County had conversations regarding the section of Inglewood Drive from Clearwater Road to Woida Road and the maintenance/repairs needed to this road. The two parties decided that the county would repair the road and then the City would take the road over and an annexation would take place. CD Director Doty stated that this commission is now tasked with determining the land use for this new property annexed into the city prior to the twelve-month deadline. This determination is needed so staff can guide the landowners and potential purchasers with the correct uses for the annexed properties. Staff did look at the county and city land use and zoning maps and found that there are discrepancies between the County and City land use maps. CD Director Doty reviewed several maps included in the packet. The maps showed existing conditions, wetlands, topography, previous county zoning and utility locations. He explained the majority of the property to the west was R-1 (residential) up to Gary's Painting and to the east are businesses that would be considered C-2 (commercial) under Baxter's zoning. He explained that if the property was all residential or all commercial it would be easier, however, this is a mix of uses. CD Director Doty noted that currently those occupying Inglewood Dr. north of Woida Road are on well and septic; there are no city water and sewer available to that area. Although there are areas in Baxter without city services, this is different as there are commercial buildings without city services and with the regulations as they are, currently you cannot build a commercial use without having city services first. His example was Gary's Painting; if they wanted to expand they would not be allowed to without city services. He suggested possibly a different zoning district to assist with existing businesses that have been annexed into Baxter. CD Director Doty indicated that access is not too much of an issue.

CD Director Doty asked for direction on what the public process should look like regarding this topic. He reminded the Commission that the land owners did not ask to be annexed and may not wanted to be annexed. CD Director Doty stated that a neighborhood meeting is typically how annexation is handled. He asked the Commission if they would like to have the property owners come in and give the Commission ideas of what they would like to see their property zoned as or if staff should put a few ideas together and then present them to the landowners and see if they like what has been presented.

Chair Donnay asked CD Director Doty why the area was annexed if they did not ask to be annexed. CD Director Doty explained that the road has become an artery into and out of the city. It was best to annex the road and the property around the road. Chair Donnay asked if there has been any conversation so far from those property owners, CD Director Doty stated there was very little conversation to date.

Commissioner Kalkofen asked if the commercial owners know that they cannot build without services at this point. CD Director Doty stated that he was not sure. Commissioner Cross indicated that there are a few options, if Gary's Painting wanted to expand then a force main could be extended to allow for services, the same is true for the business closest to the water tower. CD Director Doty indicated that services could be brought in from the east where Lake Forest Dr. is located. The Commission and staff reviewed the maps and commented on several different options for city services with the current layout of services.

Chair Donnay asked the Commission how they would like to proceed with the public meeting. CD Director Doty added that the public meeting could be very casual with maps and just conversation or more formal with a plan and then allow the homeowners to address the Commission with comments. He stated that during a public meeting, sometimes items get brought up that will have nothing to do with this Commission and tough questions can be asked, he noted that he wanted the Commission to be prepared for all questions that may be posed at the meeting. He noted that staff could put a few different recommendations together for the Commission.

Chair Donnay stated that the only reason to have them property owners in prior to discussing the land options is if staff and the Commission are really going to listen to the owners. If that is not the case, then staff and the Commission should have a few items put together and let the landowners see if everyone is in agreement, Commissioner Rubin agreed with the Chair. The consensus of the Commission was for staff to put a few options together. CD Director Doty asked if the Commission would like a neighborhood meeting first on the same night or go straight to the public hearing and have the ability to make a motion. Commissioner Cross asked if the zoning has to be identified or determined the most compatible use right away and then the twelve months. CD Director Doty indicated that is correct and R-1 and Commercial would be the two compatible zones for these properties. He further explained that some of the business uses could be deemed industrial and that is why he is thinking more of a mixed use for this area or special district. The Commission and staff discussed the current uses on the properties.

Commissioner Kalkofen asked when city services were going to be available to this area. CD Director Doty stated the drafted CIP (Capital Improvements Plan) was updated for five years and this area was not included within that five-year plan. Commissioner Cross indicated that this was not in process when the draft CIP map was put together as it was not part of the city at that time. Commissioner Cross stated that if he was asked tonight what it should be zoned, he would say the south half should be residential with the north half having business with a little bit of industrial use. CD Director Doty reminded the Commission that the land use is for future use not what the use is today.

Chair Donnay stated that a concept does need to be created by staff and it needed to be determined if it was going to be presented to the Commission prior to or at the same time as the landowners. CD Director Doty stated that is correct and a brief meeting could be held prior to having the public hearing as this has taken place in the past. He indicated the packet would also contain information prior to the public hearing or neighborhood meeting. CD Director Doty outlined the process for the public hearing notice versus the neighborhood meeting where no action would be taken. Commissioner Clark asked if the neighborhood meeting could be an open house format. CD Director Doty stated that it could be an open house setting with a quick presentation. Commissioner Clark would like to see a presentation with it going into an open house format. Council Liaison Holman asked staff to put a Q & A factsheet together for the residents, as they are sure to have questions about how the annexation affects them now. For example, if a homeowner wants to put an addition on are they going

to be allowed to on a septic? Clark also suggested that the factsheet include facts about how their property values/taxes will be affected. Chair Donnay agreed that wanting to know how it is going to affect them right now is a big deal to some people. CD Director Doty indicated that this conversation ties into the next item on the agenda as needing to finalize a few of the zoning districts, which will include this area.

Chair asked the Commission if the consensus was for staff to put land use plan recommendations together and invite the landowners in, have a presentation and provide stations for review and then a public hearing on a different night. The Commission agreed.

Comprehensive Plan Implementation Update

Chair Donnay asked CD Director Doty to update the Commission on the comprehensive plan implementation. CD Director Doty stated that the comprehensive plan is complete, now the Commission needs to focus on the implementation or “clean up” items in the plan. A few of the top priorities for staff are those questions that are asked frequently of staff at the counter regarding zoning districts. He explained the different types of residential zoning districts and what makes each district different. There are also the commercial districts with the main focus being the Business Gateway zoning district that needs to be created. CD Director Doty stated that the zoning districts need to be reviewed to make sure they meet the comprehensive plan objectives. He informed the Commission that the Parks Commission would be implementing a 5 year Parks Capital Improvements Program at their next meeting as part of the implementation update.

Chair Donnay asked if the Commission is going to need to meet more regularly. CD Director Doty indicated that the zoning piece is going to be a big undertaking and the Commission should consider meeting more often. Chair Donnay asked for a time frame to tackle all of the zoning throughout the city. Chair Donnay asked if 2016 was a possibility. CD Director Doty stated that 2016 is ideal for a completion. Chair Donnay asked if there was a need to have City Council approval to move forward. CD Director Doty indicated that staff would bring it to the Council prior to sending out property notices for any areas in the City that would be reviewed. Council Liaison Holman added that the City and County are going to start talking about the Dellwood Rd. project and there may be some annexation in that area as well in 2016.

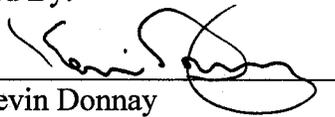
Other Business

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

Adjournment

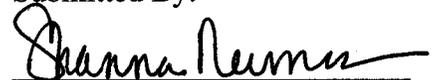
Motion by Commissioner Cross, second by Commissioner Kalkofen to adjourn the meeting at 7:10 p.m.

Approved By:



Chair Kevin Donnay

Submitted By:



Shanna Newman
CD Administrative Assistant