

**PLANNING & ZONING COMMISSION MINUTES**  
**February 18, 2014 - 6:00 p.m.**

**CALL TO ORDER**

The regular meeting of the Planning and Zoning Commission was called to order at 6:00 p.m.

**MEMBERS PRESENT:** Commissioners Bob Ryan, Steve Lund, Gwen Carleton and Council Liaison/Mayor Darrel Olson

**MEMBERS ABSENT:** Chair Bob Kinzel and Howie Oswald.

**STAFF PRESENT:** Community Development (CD) Director Josh Doty and City Administrator Gordon Heitke

**OTHERS PRESENT:** Nathan Hall and Renee Richardson

**APPROVAL OF MINUTES**

**MOTION** by Commissioner Carleton, seconded by Commissioner Lund to approve the minutes from the January 14, 2014 meeting as presented. Motion carried unanimously.

**PUBLIC HEARINGS**

*All items under old and new business items will go to City Council on  
February 18, 2014 if not tabled, continued or otherwise noted.*

**OLD BUSINESS**

None

**NEW BUSINESS**

1. Zoning Ordinance Text Amendment to Title 11 to allow amendments to the city's subdivision regulations (city file 14-001)

Requested by the City of Baxter 13190 Memorywood Dr. Baxter, MN 56425

CD Director Doty explained that staff is not proposing substantive changes to Chapter 4 (Design Standards) or Chapter 5 (Required Improvements) at this time. He then walked the Commission through a power point that highlighted the purpose and following areas of change:

Purpose:

- 1) Bring the ordinance into compliance with State Statute;
- 2) Address a number of legal issues;
- 3) Eliminate the current Minor Subdivision process section but continue to allow concurrent review of preliminary and final plat applications;
- 4) Establish an administrative subdivision process; and

5) Provide some general organization and clean-up of technical issues. These changes are intended to make the ordinance more user-friendly by making it easier to understand and implement.

The areas of change were the following:

- 1) Update definitions;
- 2) Bring the ordinance into compliance with Minnesota State Law;
- 3) Revise the process for subdivisions;
- 4) Update the process and submittal requirement language;
- 5) Added a variance process, and
- 6) Provided a general clean-up of ordinance language in the Administrative Process of Chapter 6.

CD Director Doty stated that staff recommends approval of the attached ordinance and resolution approving findings of fact.

Acting Chair Ryan asked if there were any questions of staff, there were none.

Acting Chair Ryan opened the public hearing, no one came forward to speak on the zoning amendment.

Acting Chair Ryan closed the public hearing.

**Motion** by Commissioner Lund, second by Commissioner Carleton to recommend that the City Council approve the zoning ordinance text amendment to Title 11 to allow amendments to the city's subdivision regulations subject to the findings in the draft resolution. Motion carried unanimously.

Acting Chair Ryan stated that this Commission is advisory and the final approval/denial is given at City Council on February 18, 2014 at 7:00 pm.

2. Zoning Ordinance Text Amendment to revise the city's Landscaping requirements (Section 10-4-4) and revise Off Street Parking requirements (Section 10-5-2) (city file 14-002)

Requested by the City of Baxter 13190 Memorywood Dr. Baxter, MN 56425

CD Director Doty explained the landscaping and parking ordinance required some updating. He walked the Commission through a power point that highlighted the purpose and following areas of change:

Purpose:

- 1) Re-organize the ordinance;
- 2) Allow for reduced administrative time to complete landscaping reviews; and
- 3) Provide technical and substantive changes;

The areas of change were the following:

- 1) Ground coverage;
- 2) Minimum tree sizes;
- 3) Overstory Tree Equivalency;
- 4) Required Landscaping;
- 5) Number of trees for business districts and R-3 properties, and

6) Parking lot islands

CD Director Doty stated that staff recommends approval of the attached ordinance and resolution approving findings of fact.

Acting Chair Ryan asked if there were any questions of staff, there were none.

Acting Chair Ryan opened the public hearing, no one came forward to speak regarding the zoning amendment.

Acting Chair Ryan closed the public hearing.

**Motion** by Commissioner Carleton, second by Commissioner Lund to recommend City Council approve the zoning ordinance text amendment to revise the city's Landscaping requirements (Section 10-4-4) and revise Off Street Parking requirements (Section 10-5-2) subject to the findings in the draft resolution. Motion carried unanimously.

**OTHER BUSINESS**

None

**ADJOURNMENT**

**MOTION** by Commissioner Lund, seconded by Commissioner Carleton to adjourn the meeting at 6:28 p.m. Motion carried unanimously.

Approved by:

Submitted by:

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Acting Chair Bob Ryan

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Shanna Newman CD Technical Clerk