

PLANNING & ZONING COMMISSION MINUTES
August 11, 2015 - 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: Chair Bob Kinzel, Commissioners Howie Oswald, Gwen Carleton, Steve Lund and Council Liaison Steve Barrows

MEMBERS ABSENT: Bob Ryan

STAFF PRESENT: Community Development (CD) Director Josh Doty

OTHERS PRESENT: Chad Conner and Tom Rutske

APPROVAL OF MINUTES

MOTION by Commissioner Oswald, seconded by Commissioner Carleton to approve the minutes from the July 14, 2015 meeting as presented. Motion carried unanimously.

PUBLIC HEARINGS

*All items under old and new business items will go to City Council on
August 18, 2015 if not tabled, continued or otherwise noted.*

Chair Kinzel stated that this Commission is advisory and the final approval/denial is given at the City Council Meeting on August 18, 2015 at 7:00 pm.

OLD BUSINESS

None

NEW BUSINESS

1. PUBLIC HEARING. Preliminary and final plat to be named "Second Addition to Johnson Centre" to adjust the property lines for three existing lots of record, conditional use permits for joint access/parking for property located at 7651 Universal Road and 14221 Golf Course Drive and variances for a zero foot front setback for the existing parking and signage and a zero foot setback between the north and south buildings located at 14221 Golf Course Drive. (Lot 7, Block 1, Citizen's Addition and part of the SW ¼ all in Section 5, Township 133, Range 28, Crow Wing County, Minnesota.) (City file 15-018)

Requested by: Arnold Johnson Properties, LLC 14275 Golf Course Dr. Ste. 120 Baxter, MN 56425

Chair Kinzel asked CD Director Doty to review the preliminary/final plat, conditional use permits and variances request with the Commission. CD Director Doty provided a review of the staff report, maps and building locations. There are currently no site improvements proposed and the applicant is looking to be able to sell the three existing building independently of each other. The request includes adjusting the lot

lines with the plat and a new lot line as indicated on the provided plat. There is a need for a variance to reduce to a 0' setback for parking and the sign as it would be in the future right of way and will require a limited use agreement. At this time the City is not requesting the applicant move their existing structures. The conditional use permit is for shared access and parking. A legal document will be recorded that supports maintenance and access should the buildings have separate owners. The variance to allow the property line through the building is not new and is being slightly moved, however it does by Building Code require a fire rated wall separation. The applicant is willing to work with the building official to meet that requirement prior to selling the building. CD Director Doty indicated that staff is recommending approval of the plat, conditional use permit and variances, subject to the findings and conditions in the staff report.

Chair Kinzel stated that he remembered conversation in past meetings regarding a planned unit development (PUD). CD Director Doty stated that there was some information found but it wasn't very complete. Commissioner Carleton asked about the jog in the green line, CD Director Doty stated that it indicates the number of parking required for each building. Commissioner Lund asked if there was a need for reconstruction of Golf Course Road, would there be enough parking. CD Director Doty indicated that it would make the parking tight. Mr. Conner indicated that the driving lane could be reduced to a one way instead of two and there is green space that could be utilized if necessary. CD Director Doty and Mr. Conner agreed that the parking lot dimensions would work even if it required the one foot overhang.

Chair Kinzel opened the public hearing.

Mr. Conner, of WSN indicated that the 42" storm sewer line that runs into Section 6 storm water that doesn't currently have an easement, will have an easement after the plat is approved. Chair Kinzel asked if Mr. Conner had any concerns with staff's findings and conditions, he indicated there were no concerns.

Mr. Tom Ruske with Johnson Property reiterated that there are three different tenant in the three buildings and it makes since to split them up now instead of trying to sell them all as one.

Chair Kinzel closed the public hearing.

Motion by Commissioner Lund, second by Commissioner Oswald to recommend the City Council approve the preliminary and final plat to be named "Second Addition to Johnson Centre" to adjust the properties lines for three existing lots of record and conditional use permits for joint access/parking located at 7651 Universal Road and 14221 Golf Course Drive and a zero foot setback between the north and south buildings and a variance to allow a zero foot front setback for existing parking and signage for property located at 14221 Golf Course Drive as recommended by staff. Motion carried unanimously.

OTHER BUSINESS

- A. PUD Sketch Plan review for development of a roughly 5.5-acre commercial site at the Northwest corner of State Highway 371 and 210. (City file 15-025)

Requested by: Fairview Way LLC, Nicholas Vinas 2760 N. University Drive, Davie, FL 33024

The applicant requested this item be pulled from the agenda at this time.

- B. Comprehensive Plan Update

CD Director Doty introduced the final copy of the comprehensive plan to the Commission, indicating that there was a small change that may take place and only one page would need to be replaced. He encouraged the reading and if there are any questions to please contact him. Staff will be referencing this document moving forward to make sure decision are made and agree with the comprehensive plan.

Chair Kinzel referenced the future land use map and CD Director Doty explained the difference between the land use and the zoning map. The Commission discussed the Gateway District located along Hwy 371 and County Rd. 48.

ADJOURNMENT

MOTION by Commissioner Carleton, seconded by Commissioner Oswald to adjourn the meeting at 6:25 p.m. Motion carried unanimously.

Approved by:

Submitted by:

Chair Bob Kinzel

Shanna Newman CD Administrative Assistant