

**MINUTES  
CITY OF LONSDALE  
REGULAR PLANNING & ZONING COMMISSION MEETING  
JANUARY 17, 2013**

**MEMBERS PRESENT:**

Voting Members: Jim Freid, Ben Sticha, Dave Dols, and John Duban  
Council Representative Scott Pelava

**MEMBERS ABSENT:**

Joe Kodada

**STAFF PRESENT:**

City Planner Benjamin Baker and Public Works Director Russ Vlasak

**1. CALL TO ORDER**

Chair Dols called the meeting to order at 6:00 pm in the Council Chambers at 415 Central Street West.

**2. AGENDA**

Dols asked if anyone had any additions or deletions to the agenda.

A motion was made by Duban and seconded by Sticha to approve the agenda as presented. Vote for: Freid, Sticha, Dols, and Duban; Against: None. Vote: 4-0. Motion carried.

**3. APPROVAL OF MINUTES**

A motion was made by Freid and seconded by Dols to approve the Minutes from the December 27, 2012 Planning Commission meeting. Vote for: Freid, Sticha, Dols, and Duban; Against: None. Vote: 4-0. Motion carried.

**4. PUBLIC COMMENT**

None

**5. PUBLIC HEARINGS**

None

**6. GENERAL BUSINESS**

a. Annual Planning Commission Officer Appointments (for 2013)

The Commissioners reviewed City Code §153.021, detailing the function and purpose of the Lonsdale Planning & Zoning Commission. Baker stated that at the first meeting of each calendar year, voting members of the Commission shall select a chairperson, vice chairperson, and a secretary, each to serve throughout the upcoming year and until a successor is chosen.

*Chair Position*

Duban nominated Dave Dols for the Planning Commission Chair position. There were no other nominations.

A motion was made by Duban and seconded by Freid to approve David Dols as the Planning Commission Chair for 2013. Vote for: Freid, Sticha, and Duban; Against: None. Abstained: Dols. Vote: 3-0-1. Motion carried.

*Vice Chair Position*

Duban nominated Joe Kodada for the Planning Commission Vice Chair position. There were no other nominations.

A motion was made by Duban and seconded by Freid to approve Joe Kodada as the Planning Commission Vice Chair for 2013. Vote for: Freid, Sticha, Dols, and Duban; Against: None. Abstained: None. Vote: 4-0. Motion carried.

b. 2012 Community Development & Building Permit Report

The Planning Commission reviewed the 2012 Community Development Report while Baker explained the details of the report. The report included a summary, maps, and spreadsheets, and charts. Baker relayed Community Development related stats and details, including the following:

- Residential new home permits for area cities followed a geographic pattern, where cities located closer to the Twin Cities issued more permits and cities further away had less permits.
- Lonsdale had 10 new home permits in 2012, which is more permits than cities located to the south and less than cities to the north: Mattamy Homes (5), Brandl Anderson (3), JB Woodfitter (1), and Cold Creek Construction (1). The new home values totaled \$1.74 million. Lonsdale has had more new home permits over the last five years (74) compared the surrounding closest six cities.
- Due to the large number of ReRoofing Permits (270) and ReSiding Permits (43), the total number of building permits issued increased from 175 in 2011 to 398 in 2012, setting a new record. The associated City Fees collected for all building permits was almost identical to 2011 at \$36,400.
- There are 358 platted single family residential lots available, and 69% of the buildable lots in the newer subdivisions are built on. Based on current trends and projected estimates, Lonsdale should have an adequate residential lot inventory until sometime between 2018-2025, at which time a new residential development plat should be considered.
- Hookup fees of \$92,500 were collected in 2012 for Sewer Access Connection (SAC) and Water Access Connections (WAC).
- Planning & Zoning Service revenues, totaling \$12,010 in 2012, have increased each year over the last three years.

- Two unfinished homes from 2006 in Legacy Meadows are currently being finished.

The Commission thanked Baker for the detailed report, and the Commissioners agreed that it is nice to see how Lonsdale's statistics compares to previous years and area cities.

c. Review Concept Plans and Staff Reports Concerning the Proposed Lonsdale Business Park, Located Directly Southwest of Hwy 19 and Garfield Avenue

Baker asked the Commissioners to review and discuss previous plans and reports relating to the Business Park Project in preparation of reviewing a Preliminary Plat and Final Plat at one of the upcoming Planning Commission meetings. He said that All Terra, current property owner, has granted the City permission to proceed with platting the property as SWCE and All Terra are still negotiating an agreeable purchase price. The Commissioners reviewed the following maps and information:

- Concept map of proposed roads
- Concept map of proposed platting
- August 12, 2008 Staff Report regarding the associated Amendment to Land Use Plan and Official Zoning Map Amendment
- February 13, 2009 Staff Report – Concept Plan Review
- Multiple site plan layout concepts
- Business Park Market Feasibility Study

Baker explained that revisions to the comprehensive land use plan and zoning are already in place in preparation of the business park. He said that August 2012, the Minnesota Department of Employment and Economic Development (DEED) announced that the City of Lonsdale was awarded a \$1.5 million grant specifically for infrastructure improvements in the new business park. He said that nine cities received grant money out of a pool of 90 applicants. He said that Midwest Cryogenics, a local company located in the current Industrial Park, has committed to purchasing land in the new business park in order to construct a new 18,000 sq. ft. building. He also said the Steele-Waseca Cooperative Electric (SWCE) has indicated that they may purchase all or a portion of the property from the All Terra LLC Group. Baker said that after reviewing four different engineering proposals and holding interviews on January 10<sup>th</sup>, the Council appointed I&S Group as the official project engineer for the Business Park Project. The Commission also reviewed a proposed project timeline.

The Commissioners further reviewed the information and discussed different aspects of the proposed project. Dols mentioned that it may be a good idea to forewarn lot and home owners along 16<sup>th</sup> Avenue SE via signs stating something to the affect that a “future business park is planned for the property located directly to the east”. Dols suggested adding trees and/or a berm along the western property line of the site. He also mentioned that trees along Hwy 19 should be considered too. Dols asked if limitations could be placed on new businesses locating near homes within the Willow Creek Heights neighborhood (in terms of operation hours and noise). It was suggested that a noise

contour map may be helpful. Landscaping requirements for new businesses were also discussed. The Commission talked about having higher design standards for the new buildings located on the perimeters of the site. Pelava stated that a multi-tenant sign should be considered at the corner of Garfield Avenue and Hwy 19. Duban said that Trondjhem Lutheran Church may be willing to make a land or assessment deal for a future water tower site or road right-of-way. Vlasak wondered if a discussion should be held with the leadership at Trondjhem Lutheran Church to see what their future plans for their property are.

Overall the Planning Commissioners were in favor of the proposed Business Park Project and starting the project as-soon-as-possible to take advantage of the \$1.5 million DEED grant.

- d. Review Goals & Strategies from the 2025 Comprehensive Plan (dated October 17, 2005)  
[The Planning Commissioners decided to review and discuss this agenda item at their next meeting]

## **7. MISCELLANEOUS**

- Dols asked if the temporary reader board sign located at Lonsdale Liquor meets current City sign ordinance regulations. He mentioned that it would be great if the sign could be removed or a nice-looking permanent reader board could be mounted to the building or pole sign. Baker said that he would relay the comments to the City Administrator.

## **8. ADJOURNMENT**

A motion was made by Duban and seconded by Sticha to adjourn the meeting. Vote for: Freid, Sticha, Dols, and Duban; Against: None. Vote: 4-0. Motion carried. Motion carried. The meeting ended at 8:14 pm.

Respectfully Submitted:

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Benjamin Baker, City Planner