

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
MARCH 13, 2014**

MEMBERS PRESENT:

Voting Members: Joe Kodada, Dave Dols, John Duban, and Ben Sticha
Council Representative: Scott Pelava

MEMBERS ABSENT:

Jim Freid

STAFF PRESENT:

City Planner Benjamin Baker and City Administrator Joel Erickson

1. CALL TO ORDER

Chair Dols called the meeting to order at 5:30 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: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

3. APPROVAL OF MINUTES

A motion was made by Kodada and seconded by Duban to approve the Minutes from the November 21, 2013 Planning Commission. Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

- a. Review a Subdivision Final Plat Request, Labeled as Rolling Ridge Market Place 4th Addition, Submitted by Fred Bragelmann and the Rolling Ridge Market Place Association

Chair Dols read the public hearing notice and opened the public hearing. Baker read through the detailed City staff report and went through the nine attachments. He noted the current property owners and property boundary lines, and then Baker explained the proposed boundary line and ownership changes. Baker stated that Fred Bragelmann will essentially end up with one large commercial lot similar to the commercially zoned outlot located directly across 8th Avenue NE, where side property lines run directly up to the right-of-way line. Baker reviewed and explained the land use request, zoning, land use plan, plat revisions, along with the attached maps. The Planning Commissioners

reviewed the report, maps, and the July 26, 2011 Minutes from the Rolling Ridge Market Place Owners Association. Dols asked if anyone in the audience wanted to speak on the matter. No one responded to the invitation, including the applicant. Baker noted that no written comments were received at City Hall.

A motion was made by Duban and seconded by Kodada to close the public hearing. Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried. The public hearing closed at 5:42 pm.

6. GENERAL BUSINESS

a. Nominate and Appoint Planning Commission Officers for 2014

The Planning Commission members reviewed the current list of Planning Commission officers along with City Code Section 153.021, Planning & Zoning Commission. Baker stated that at the first meeting of each calendar year, the voting members of the Commission shall select a chair, vice-chair, and a secretary, each to serve throughout the year.

A motion was made by Duban and seconded by Sticha to nominate and approve Dave Dols as Planning Commission Chair for 2014. Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

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

Baker noted that he would serve as the Planning Commission Secretary and continue taking the Meeting Minutes. He said that the Council approved Pelava as the Council Representative at their Annual Meeting in January.

b. Consider Approval of the Rolling Ridge Market Place 4th Addition Final Plat

Baker said that the Planning Commission held a public hearing earlier in the meeting, and he stated that no public comments were received on the subject. Baker noted that the Rolling Ridge Market Place Association and the City Attorney did review the proposed plat. Baker read through all of the conditions/comments of approval. Baker explained that Bragelmann will be providing the City with a trail easement through a separate document. Kodada said that he had no problem with the proposed replat of the Rolling Ridge Market Place.

A motion was made by Kodada and seconded by Duban to recommend approval the Rolling Ridge Market Place 4th Addition Final Plat conditioned upon the following conditions/comments:

1. A severance agreement, which details the necessary easements, between Bragelmann and the Rolling Ridge Market Place Association shall be signed by all parties before the City Council shall approve the Final Plat.

2. Outlot A, RRMP 4th Addition along with Outlot A, RRMP is being set up for future dedication to the City as a public right-of-way. At this point in time, the City is not interested in acquiring Outlot A, RRMP & Outlot A, RRMP 4th Addition (Ash St. NE).

In the future, if the City decides to accept Ash Street NE (private drive) for use as public way, the City would require the RRMPA to provide a 60 ft.-wide way for Ash Street NE. Note: an additional 13 ft.-wide strip of land would be needed on the south side of Ash Street NE to complete the 60 ft.-wide way. Before dedication of Outlot A (Ash Street NE) is considered by the City, an agreement shall be established giving the City the right to assess the adjacent property owners for any/all improvements necessary to upgrade Ash Street NE (private roadway) to a public way/street.

3. Since the Rolling Ridge Market Place PUD allows for zero-lot-line setbacks, no permanent buildings shall be permitted on Lots 6 or Lot 7, Rolling Ridge Market Place 4th Addition. Said lots were originally designed for use as a parking lot and loading areas. Any major amendments from the original development plan shall require a revised development plan and PUD Amendment land use application.

Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

c. Review a Proposed Ordinance Amendment to Lonsdale City Code Chapter 71, Parking Regulations – Initiated by the Lonsdale Police Department

Baker explained that City staff recently initiated an on-street parking ordinance update to better help the Police Department with enforcement and the Public Works Department with street maintenance/snow removal. He mentioned that the City had received various complaints concerning safety and unsightly/cluttered roadways specifically in regards to trailers and commercial vehicles parked in residential neighborhoods. Baker said that the City received complaints about unknown vehicles, trailers, and vehicles marked “for sale” parked in front or near their home/property. He also mentioned that the City has had some issues with vehicles parked on-street during snow events. Baker provided the Commissioners with a copy of the current parking ordinance along with the proposed ordinance language to review. Baker read through the proposed parking ordinance, and the Commissioners provided comments.

The Commissioners discussed the definition of a “block” in terms of enforcing when a vehicle has been moved, and the Commission decided to let the Police Department use common sense when enforcing the parking regulations. The Commission discussed allowing specific items to be stored on City streets with a special on-street parking permit. Pelava suggested that safety signs, lights, and barricades be in line with State specifications and provided by the applicant. The Commission agreed with keeping large trucks/trailers out of residential neighborhoods. They also agreed with the proposed language to limit on-street vehicle advertising, selling of merchandise, and where vehicles “for sale” can be parked.

The Planning Commission reviewed the proposed ordinance language for snow emergencies. Erickson explained how City snow emergencies are called and when the Police Department starts enforcement. He said that with today's technology and easy to access weather alerts, that residents should be aware in advance of any potential winter storms/snow emergencies. Baker said that originally the Public Works Department was thinking that it would be a good idea to instate a seasonal overnight parking rule, in which no vehicles could be parked on City streets from 2:00 am – 6:00 am during the winter months. However, he explained that the seasonal no overnight parking idea was removed from the ordinance update because enforcement would be challenging with over 100 vehicles/trailers currently on the road during the overnight hours. After reviewing the entire ordinance amendment, the Planning Commission agreed to schedule a public hearing on the matter.

Baker provided the Commissioners with a copy of an email sent from Belinda Thomas, 421 Main Street North, dated February 25, 2014. Her email stated that she was in favor of the new ordinance, but she wondered how it would be enforced. The Commission reviewed and considered her comments.

A motion was made by Duban and seconded by Kodada to schedule a Public Hearing on April 17, 2014 to review and allow public comments on the proposed on-street parking ordinance amendment. Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried.

d. Review the 2013 Community Development Report

Baker provided the Planning Commission with a detailed 22-page Community Development report which included summaries, charts, and maps based on related statistics and outcomes from 2013. The report provided fees collected, building permit statistics, vacant lot information, home sale data, and comparisons to other area cities. Baker stated that he plans to use the recently compiled data to help entice potential contractors to consider constructing multiple new homes within Lonsdale in 2014.

Baker also provided an overview of the February 20, 2014 Builders Forum meeting. He said that residential land owners, builders, and real estate agents showed up to the meeting to discuss ways to help jump start housing in Lonsdale again. Baker noted that "marketing Lonsdale" was the biggest takeaway from the meeting.

e. Review Upcoming Community Development Projects

Baker provided a list of upcoming items that the Community Development Department will be working on over the next couple years, including: ordinance amendments, handout ideas, website updates, implementation of a geographic information/mapping system, creation of a land use book, promoting new home construction, a community satisfaction survey, and comprehensive planning.

A motion was made by Duban and seconded by Kodada to table the remaining agenda items until the next meeting. Vote for: Kodada, Dols, Duban, and Sticha. Against: None. Vote: 4-0. Motion carried. The following agenda items were tabled until the next meeting:

- f. Review of New Fence Permit Application (Reformat and Inclusion of Language Pertaining to Fence Encroachments into Easement Areas)

[Agenda Item Tabled until the Next Meeting]

- g. Update on Potential Lot Combination Policy and Requirements

[Agenda Item Tabled until the Next Meeting]

- h. Consider Creating a New “CI, Commercial-Industrial” Hybrid Zoning District for the Lonsdale Business Park / Consider Zoning the Rezac Nature Preserve as “P, Parks and Open Space”

[Agenda Item Tabled until the Next Meeting]

7. MISCELLANEOUS

None

8. ADJOURNMENT

A motion was made by Kodada and seconded by Duban to adjourn the meeting. Vote for: Kodada, Dols, Duban, and Sticha. Against: None. Vote: 4-0. Motion carried. The meeting ended at 6:45 pm.

Respectfully Submitted:

Benjamin Baker, City Planner