

**MINUTES
CITY OF LONSDALE
REGULAR PLANNING & ZONING COMMISSION MEETING
MARCH 21, 2013**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Jim Freid

STAFF PRESENT:

City Planner Benjamin Baker

1. CALL TO ORDER

Chair Dols called the meeting to order at 6:30 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: Dols, Duban, and Sticha; Against: None. Vote: 3-0. Motion carried.

3. APPROVAL OF MINUTES

A motion was made by Duban and seconded by Sticha to approve the Minutes from the February 21, 2013 Planning Commission meeting with the noted correction. Vote for: Dols, Duban, and Sticha; Against: None. Vote: 3-0. Motion carried.

Joe Kodada arrives to the meeting.

4. PUBLIC COMMENT

None

5. PUBLIC HEARINGS

None

6. GENERAL BUSINESS

- a. Consider Approval of a Site Plan Amendment to CUP 2005-01 for a Building Addition at Lonsdale Elementary School, 1000 Idaho Street SW – Eric Linner of Wold Architects
The Planning Commission reviewed a detailed Staff Report dated March 14, 2013 from City Planner Baker. Baker noted that School District No. 2905, Tri-City United, was seeking approval to construct a three classroom addition to the northwest-side of the existing elementary school building. He reviewed details on zoning, district standards,

parking, landscaping, utilities, drainage, along with specific information on the proposed addition project.

Project Architect Eric Linner, of Wold Architects & Engineers, described the proposed project by means of a brief slideshow presentation. Linner stated that the existing exterior brick would not be reused because of the time and cost it takes to save bricks. He said that the new brick exterior will match the school's existing brick. Duban mentioned that there is not enough parking at the elementary school, especially for larger events like Grandparents Day. Linner said that it is not practical to construct costly parking spaces for only a few events per year. Baker mentioned that there were 60 existing parking stalls for 35 staff members. Dols asked about the future needs at the school. Linner explained that the school is currently one classroom short and that two of the new classrooms will probably be used in the interim for art and music.

Baker stated that the existing 10' x 12' freestanding sign located along Co Rd 4 was recently altered to identify the new school district name, Tri-City United, and the new school district website link, www.tcu2905.us. The Commissioners reviewed a recent picture of the sign. He mentioned that the sign's text size, font style, and background colors are not currently consistent looking. He suggested that the existing sign should be redesigned and modified to keep a more harmonious and uniform look using similar/complementary text and background colors. The Planning Commission members agreed. Pelava stated that the other schools within the district already have nice permanent signs. Duban stated that the current freestanding sign was erected to temporarily advertise the new school before it was built. Linner said that the school district might prefer to take the current sign down. After further discussion regarding the sign, the Commissioners agreed that either: 1) a new permanent sign should be erected to match the school building or 2) no freestanding sign should exist.

A motion was made by Duban and seconded by Sticha to approve a Site Plan Amendment to CUP 2005-01 for a proposed building addition at Lonsdale Elementary School, 1000 Idaho Street SW contingent upon the following conditions:

1. A new permanent freestanding sign shall be installed in place of the existing wooden post sign. Such sign shall be consistent looking with the school building's exterior and comprised of at least 50 percent brick, split faced block, or similar looking masonry material. If a new sign is not installed the existing freestanding sign shall be completely removed from the school grounds.
2. According to City Code §153.06, three (3) trees, per City standards, shall be planted on site.
3. Along with any required plan review by the State of Minnesota, a separate City of Lonsdale building permit shall be issued by the City before construction on the project may commence.
4. Any future additions shall require an amendment to the Conditional Use Permit.

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

Baker stated that a public hearing is scheduled for the April 11th City Council meeting.

b. Review and Provide Advisory Comments Regarding a Subdivision Concept Plan Submitted for the Lonsdale Business Park (Hwy 19 & Garfield Avenue)

Baker provided the Commissioners with an updated schedule for the Lonsdale Business Park Project and current subdivision procedure regulations to review. The Planning Commissioners also reviewed an updated concept plan sketch for the Lonsdale Business Park. Baker reviewed the proposed grading, roadways, trails, lot layout, and tree planting plan for the project. Baker asked the Commissioners to provide any final advisory comments before the project engineer submits the preliminary plat plans.

The Commission agreed that temporary signs should be placed along the Willow Creek Heights-Lonsdale Business Park boundary, stating: 1) “future road extension” and 2) “future water tower site”. The Commissioners also suggested erecting a large temporary “Lonsdale Business Park” sign perpendicular to Hwy 19 while the project is starting out, and then erect a more permanent sign once there is a better handle on how many businesses might be located within the new development. The Planning Commissioners agreed with the overall site plan layout design for the proposed business park. Baker explained that although the concept plan shows proposed lot configurations, the preliminary plat will only show one actual lot/block and up to five outlots. He explained that outlots are reserved for future platting, and that gives perspective businesses more flexibility to design an adequately sized facility that will meet their needs.

Scott Pelava leaves the meeting.

c. Consider Scheduling a Public Hearing for April 18, 2013 @ 6:30 pm to Review the Lonsdale Business Park Preliminary Plat

Baker stated that I&S Group will be submitting the preliminary plat plans in early April to go before the Planning Commission on April 18th and the City Council on April 25th.

A motion was made by Duban and seconded by Kodada to scheduling a public hearing for April 18, 2013 @ 6:30 pm to review the Lonsdale Business Park Preliminary Plat. Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

d. Review Goals & Strategies from the 2025 Comprehensive Plan (dated October 17, 2005)

In a continued effort to: 1) review the Comprehensive Plan to ensure its usefulness as a practical guide for development, and 2) review Comp Plan suggested goals and implementation strategies, the Planning Commission reviewed the Housing section of the 2025 Lonsdale Comprehensive Plan. Baker highlighted the relevant information and recommendations listed in the Housing section of the Comp Plan. The Planning Commissioners added comments and insight as the group reviewed the plan. The Commission also reviewed the Findings/Recommendations section of the 2012 Rice County Housing Study.

7. MISCELLANEOUS

- Duban provided City staff with a newspaper article discussing a new method for dealing with stormwater runoff issues.

8. ADJOURNMENT

A motion was made by Kodada and seconded by Sticha to adjourn the meeting. Vote for: Kodada, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried. Motion carried. The meeting ended at 8:13 pm.

Respectfully Submitted:

Benjamin Baker, City Planner