

**MINUTES  
CITY OF LONSDALE  
REGULAR PLANNING & ZONING COMMISSION MEETING  
MAY 14, 2014**

**MEMBERS PRESENT:**

Voting Members: Jim Freid, Joe Kodada, Dave Dols, John Duban, and Ben Sticha

**MEMBERS ABSENT:**

Council Representative Scott Pelava

**STAFF PRESENT:**

City Planner Benjamin Baker and City Administrator Joel Erickson

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

**3. APPROVAL OF MINUTES**

A motion was made by Freid and seconded by Duban to approve the Minutes from the April 17, 2014 Planning Commission. Vote for: Freid, Dols, Duban, and Sticha; Against: None. Vote: 4-0. Motion carried.

**4. PUBLIC COMMENT**

None

**5. PUBLIC HEARINGS**

None

**6. GENERAL BUSINESS**

- a. Review and Consider Approval of a Site Plan for a 8,000 sq. ft. Mini-Storage Building at 836 Industrial Park Drive SE (Phase I) Submitted by Dave & Jennifer Turek and Steve & Sheila Kubes, Lonsdale Mini-Storage

Baker read through the detailed staff report which described the application timeline, location, owner/applicant, land use request, applicable zoning regulations, land use, utilities, grading/storm water, and environmental aspects of the project. Baker stated that the applicants, Dave Turek and Steve Kubes, explained that the applicants were requesting approval for 1) Phase I, a new 8,000 sq. ft. mini-storage building, and 2) a future mini-storage complex housing three 40' x 390' mini-storage buildings. Baker

reviewed the applicable zoning regulations and provided the Commission with a spreadsheet showing proposed setbacks, lot coverage, building height, trees, and driveways. Baker stated that everything is compliant with Phase I, however he noted that the ultimate build out plan does not meet the City standard in regard to lot coverage. He said that individual lots shall not exceed 75% lot coverage. Baker also stated that 29 trees should be required as part of Phase I. He noted that the City would allow some of the trees to be planted at 621 Industrial Dr. SE and/or Sticha Park or other nearby City property. Baker also reviewed the building design and construction materials requirements for the I-2 District. Baker went through and explained each of the attached maps, including the proposed site plan and building elevations/floor plan sketch. Baker recommended approval of the site plan contingent upon the following conditions:

1. The City is only approving Phase I (improvements to the southwest portion of the property, which includes a 8,000 sq. ft. mini-storage building and the adjacent surrounding parking paved driveway area; approximately 24% lot coverage). The City considers all future phases shown on the site plan as “concept” only. Each future phase/addition to the site shall require separate Site Plan Review and a separate Building Permit.
2. A Building Permit shall be reviewed and approved by the Building Official before construction may commence on the new accessory building.
3. An Erosion Control Plan shall be reviewed and approved by the Building Official and/or City Engineer before any grading/grading/excavation work is done on the site.
4. Erosion control shall be maintained around the project site until the Building Official deems that appropriate ground cover (sod/grass/mulch) has been completely established.
5. 26 trees shall be planted at 621 Industrial Drive SE and 3 trees shall be planted at 836 Industrial Park Drive SE to satisfy the Phase I tree requirement. A mixture of at least 25% coniferous and 25% deciduous shall be accounted for. Said trees shall be at least 6 ft. tall for coniferous trees and at least 2.5 in. caliper size for deciduous. The City may allow trees to be planted at a nearby park or on City property. The City may also consider payment-in-lieu-of trees in the amount of \$300.00/tree.

Dols asked the applicants if they wanted to speak on the matter.

Applicant and land owner Dave Turek asked the Planning Commission to consider approving the entire site plan layout, showing 91.2% lot coverage. He claimed that the City should consider using both 836 Industrial Park Dr. SE and 621 Industrial Dr. SE together when determining total lot coverage. He mentioned that by combining the lots, the 75% impervious surface rule would be satisfied. In a different attempt to satisfy the lot coverage requirement, Turek handed the Planning Commission a new site plan for 836 Industrial Dr. SE which showed impervious surface at 75%. Regarding the newly submitted plan, Project Contractor Jerry Anderson explained that 8 storage bays per side

(48 units) were taken off the ultimate site build out plan to adhere to the 75% lot coverage rule. Baker noted that City Staff has not had the opportunity to review that site plan yet. Duban asked about the site topography for 836 Industrial Park Drive SE

Joe Kodada arrives to the meeting.

In an effort to satisfy the 75% lot coverage rule, Jerry Anderson also suggested that Rice County would consider combining 836 Industrial Park Dr. SE with 621 Industrial Dr. SE into one Property/Parcel Identification Number. Baker noted that the City would not recommend approval of such a lot combination request because the two lots are not adjacent to one another. Anderson also suggested that the City and land owners enter into a development agreement since the project will be completed in multiple phases. The Planning Commission discussed the topography and drainage of the site and neighboring area. In regard to the 75% lot coverage rule, Baker explained that technically a variance should be required for any deviation from the zoning ordinance. Erickson explained potential drainage issues that may arise if 91.2% impervious surface is allowed at 836 Industrial Dr. SE and necessary improvements are not upgraded to the rear yard drainage pipes/catch basins. The Planning Commission discussed the various drainage and lot coverage concerns, and they agreed that only Phase I, 8,000 sq. ft. building with 24% lot coverage, should be approved at this time, and any additional phases should be reviewed at a future date. Although the applicants requested to plant only 8 trees along with Phase I, the Planning Commission agreed that at least 15 trees of the 29 trees need to be planted in 2014 and more trees shall be planted at a future date along with the approval of subsequent phases.

A motion was made by Kodada and seconded by Duban to approve Phase I of the Site Plan (8,000 sq. ft. mini-storage building) contingent upon the following conditions:

1. The City is only approving Phase I (improvements to the southwest portion of the property, which includes a 8,000 sq. ft. mini-storage building and the adjacent surrounding parking paved driveway area; approximately 24% lot coverage). The City considers all future phases shown on the site plan as “concept” only. Each future phase/addition to the site shall require separate Site Plan Review and a separate Building Permit.
2. A Building Permit shall be reviewed and approved by the Building Official before construction may commence on the new accessory building.
3. An Erosion Control Plan shall be reviewed and approved by the Building Official and/or City Engineer before any grading/excavation work is done on the site.
4. Erosion control shall be maintained around the project site until the Building Official deems that appropriate ground cover (sod/grass/mulch) has been completely established.

5. Fifteen (15) trees shall be planted at 621 Industrial Drive SE and/or Sticha Park or on City property. A mixture of at least 25% coniferous and 25% deciduous shall be accounted for. Said trees shall be at least 6 ft. tall for coniferous trees and at least 2.5 in. caliper size for deciduous. The City may allow trees to be planted at a nearby park or on City property. The City may also consider payment-in-lieu-of trees in the amount of \$300.00/tree.
6. All driveway and paving work shall be completed by July 1, 2015 per City commercial driveway specifications according.

Vote for: Freid, Kodada, Dols, Duban, and Sticha; Against: None. Vote: 5-0. Motion carried.

Dols informed the owners/applicants that the Planning Commission would consider approval of the entire site plan once drainage issues and lot coverage have been worked out with City Staff. Baker noted that the City Council will hold a special meeting the next day on May 15<sup>th</sup> to review and make a decision on the proposed site plan.

- b. Review Potential Minimum Design Standards for Newer Residential Neighborhoods  
Baker stated that the City has been receiving calls recently regarding enforcement of neighborhood protective and restrictive covenants, especially within the Willow Creek Heights neighborhood. Shawn Bloch, 1114 Willow Creek Drive SE, expressed his concern with new homes being built in the Willow Creek Heights neighborhood without review by the original developer, Bakken Homes, or a neighborhood association. Bloch acknowledged that since the Bakken Homes Company folded a few years back, a neighborhood association has not been established for the Willow Creek Heights neighborhood. Bloch stated that that since there is not a neighborhood association; no one is checking for or enforcing the Willow Creek Heights protective covenants, which all of the original homes in the neighborhood had to follow. He said that in order to keep up the value of the homes in that neighborhood, roof pitches, matching mailboxes, and exterior design features should be required and enforced for the homes in Willow Creek Heights.

Baker provided the Planning Commission with a list of typical minimal design standards that most of Lonsdale's new developments are required to follow. After reviewing and discussing the issue, the Planning Commission suggested that 1) the City should establish some minimal/baseline exterior home design regulations for all new homes built within the city, and 2) that higher standards should follow the original covenants for each specific neighborhood. Erickson stated that he was in favor of a city-wide standard. Thomas Myers, 1115 Glen View Drive SE, stated that he is also concerned with future homes not meeting the established neighborhood covenants in Willow Creek Heights. The Commission agreed that curb appeal is important to the overall aesthetics of the City and individual neighborhoods. The Commissioners talked about recording the covenants

documents at Rice County and/or setting standards for the single-family dwelling zoning districts. The Planning Commission directed City staff to further research the topic including an ordinance amendment option to resolve the issue.

- c. 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”

Based on discussion from the previous Planning Commission meeting, the Commissioners reviewed a map provided by City staff that showed specific areas within the new Lonsdale Business Park that would require different exterior building design standards depending on location. Baker provided the Commission with a potential rezoning map to consider. The proposed zoning map showed the northern 2/3<sup>rd</sup>s of the Business Park being zoned as “C-I, Commercial-Industrial”, which is a proposed new hybrid zoning district designed to accommodate both commercial and industrial uses with visibility along Hwy 19. The southern 1/3<sup>rd</sup> of the Lonsdale Business Park plat was shown as “P, Park”. The Planning Commission also reviewed pictures of various commercial/industrial buildings already erected around town along with example building design standards from Lakeville. After reviewing and discussing the topic, the Planning Commission directed City staff to draft an ordinance amendment that would create a new commercial-industrial zoning district and establish higher standards for buildings within that district based location. Erickson provided a brief update on the on-going construction of the Lonsdale Business Park project.

## **7. MISCELLANEOUS**

In regard to a topic that was brought up at the previous Planning Commission meeting, Erickson provided the Commission with a summary of how the City of Lonsdale handles rental related complaints and issues. Erickson stated that the City does try to help its residents and be an advocate when necessary.

Freid stated that owners and renters of single-family homes need to keep up their properties. He said that the City needs to enforce ordinances that are already in place. Erickson explained the City’s blight/nuisance enforcement procedure and associated timelines.

## **8. ADJOURNMENT**

A motion was made by Kodada and seconded by Sticha to adjourn the meeting. Vote for: Freid, Kodada, Dols, Duban, and Sticha. Against: None. Vote: 5-0. Motion carried. The meeting ended at 8:35 pm.

Respectfully Submitted:

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Benjamin Baker, City Planner