



PLANNING COMMISSION AGENDA

May 1, 2017
7:00 pm

1. **CALL TO ORDER -**
2. **PLEDGE OF ALLEGIANCE –**
3. **ROLL CALL -**
 - Barbara Ronningen (Chair)
 - a) Sally Doherty
 - b) Kris Kopitzke
 - c) Mark Nelson
 - d) Lucia Wroblewski
 - e) Scott Patten
 - f) Jim Langan
 - g) Roger Bowman
4. **APPROVAL OF AGENDA –**
5. **APPROVAL OF MINUTES -**
 - A. April 3, 2017 Meeting Minutes –
6. **REPORTS AND PRESENTATIONS –**
7. **PUBLIC HEARINGS – None**
8. **NEW BUSINESS – None**
9. **OLD BUSINESS -**
 - A. Comprehensive Plan Update Process
 1. Draft updates of Plan sections by Commission members
 2. Identification of updated data needed
 3. Discussion of the preparation of an Environmental Scorecard.
 - B. Update on City Council Actions – Council Highlights from the April 18, 2017 Council meeting are attached.
10. **ADJOURN –**

-- This agenda is not exclusive. Other business may be discussed as deemed necessary. --

A quorum of the City Council or Other Commissions may be present to receive information.

CITY OF AFTON
DRAFT PLANNING COMMISSION MINUTES
April 3, 2017

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- 5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.
- 6
- 7 2. **PLEDGE OF ALLEGIANCE** – was recited.
- 8
- 9 3. **OATH OF OFFICE**
- 10 A. Administrator Moorse administered the oath of office to Kris Kopitzke for the reappointment to an
- 11 additional three year term on the Planning Commission.
- 12
- 13 4. **ROLL CALL** – Present: Barbara Ronningen, Kris Kopitzke, Mark Nelson, Judy Seeberger, Lucia
- 14 Wroblewski, Jim Langan, Roger Bowman **Quorum present.** Absent: Sally Doherty, Scott Patten
- 15
- 16 **ALSO IN ATTENDANCE** – Council Member Richter and City Administrator Ron Moorse.
- 17
- 18 5. **APPROVAL OF AGENDA** –
- 19 **Motion/Second: Nelson/Bowman. To approve the March 6, 2017 Planning Commission agenda as**
- 20 **presented. Motion carried 7-0-0.**
- 21
- 22 6. **APPROVAL OF MINUTES** –
- 23 A. January 9, 2017 Meeting Minutes – One correction – line 10 – Wroblewski spelled incorrectly.
- 24 **Motion/Second: Wroblewski/Nelson. To approve the January 9, 2017 PC minutes as corrected.**
- 25 **Motion carried 4-0-3.** [Seeberger, Kopitzke, and Bowman absent]
- 26
- 27 B. March 6, 2017 Meeting Minutes – Nelson asked line 20 be corrected to ‘It was also suggested that
- 28 sustainability of water supply is an item for the Comp. Plan.’ **Motion/Second: Wroblewski/Nelson. To**
- 29 **approve the March 6, 2017 PC Meeting Minutes as corrected. Motion passed 7-0-0.**
- 30
- 31 7. **REPORTS AND PRESENTATIONS** - None
- 32
- 33 8. **PUBLIC HEARINGS** –
- 34 A. Merv Junker and Kelly Naugle Application for Minor Subdivision for a Lot Line Rearrangement at 171
- 35 Manning and the Parcel with PID# 07.028.20.21.0002
- 36 **Public Hearing Opened at 7:08 p.m.** Administrator Moorse provided background that owner of the
- 37 undeveloped parcel and owner of 1171 Manning Avenue propose to rearrange the lot line between the two
- 38 parcels to enable 7.4 acres to be subdivided from the undeveloped parcel and added to the 1171 Manning
- 39 Avenue parcel; boundary of lot line rearrangement is roughly based on boundary of wetland that is located on
- 40 undeveloped parcel.
- 41 **No Written Comments**
- 42 **No Public Comments**
- 43 **Public Hearing Closed at 7:12 p.m.**
- 44 **Motion/Second: Kopitzke/Wroblewski. To forward the Application by Merv Junker and Kelly Naugle**
- 45 **for Minor Subdivision for a Lot Line Rearrangement at 1171 Manning Avenue and the Parcel with PID#**
- 46 **07.028.20.21.0002 including the Findings of Fact and Conditions listed below to the City Council with**
- 47 **recommendation for approval. Motion passed 7-0-0.**
- 48 Findings of Fact
- 49 1. The subject properties are located in the Rural Residential zone, as is all property surrounding them;
- 50 2. The subject properties are legally nonconforming;
- 51 3. The subdivision will not result in the creation of any additional lots;
- 52 4. Because the Parcel with PID# 07.028.20.21.0002 and the adjacent parcel at 1069 Manning Ave. are both
- 53 legally nonconforming and are under common ownership, they are required to be combined;
- 54 5. The City-owned right-of-way lane along the western edge of the 1171 Manning Avenue parcel
- 55 07.028.02.21.0002 with the 1171 Manning Avenue parcel;
- 56 6. Non-conformity of the Nagel property will be decreased by increasing its size to above 5 acres. (Nelson)
- 57

58 Conditions

- 59 1. The parcel with PID #07.028.20.21.0002 shall be combined with the parcel at 1069 Manning Avenue.
60 2. The ownership of the City-owned right-of-way land along the western edge of the 1171 Manning Avenue
61 parcel shall be changed to enable the 7.4 acres to be subdivided from the parcel with PID
62 #07.028.20.21.0002 to be combined with the 1171 Manning Avenue parcel.

63 Chair Ronningen advised applicants that this will be forwarded to the Regular City Council on April 18, 2017.

64
65 **9. NEW BUSINESS -**

66 A. Role of Planning Commission

67 Council Member Richter had requested that the Planning Commission be provided with a copy of the City
68 Ordinance that establishes the Planning Commission [Sec. 2-131], as well as two documents from the League
69 of Minnesota Cities that provide direction and guidance regarding the work of the Planning Commission;
70 flyer also included on Workshop Series for Local Officials put on by the Government Training Services and
71 the St. Croix River Association for local officials, planning commission members, and interested parties at
72 Brine's Bar & Restaurant in Stillwater as follows:

73 April 18, from 2:30 to 5:30 – A Practical Guide to Variances in the Shoreland, Riverway, & Floodplain

74 April 25, from 3 to 6 p.m. – “Basics of Planning & Zoning”

75 May 2, from 3:00 to 6:30 p.m. – Beyond the Basics of Planning & Zoning

76 Barb Ronningen would like to attend April 18; Roger Bowman would like to attend April 25 and May 2; there
77 are funds in budget for training; Administrator Moorse will put on April CC Agenda. In additional
78 discussion, Council Member Richter expressed appreciation for all PC does; League material indicates the PC
79 should be involved in the purchase of real property, in Parks Commission, and ad hoc committees; suggested
80 getting someone from the League in to train on zoning and variances if PC would want – to help provide more
81 experience for them. He also suggested the creation of a zoning committee to provide an educated eye early
82 in the review of zoning applications on an as-needed basis; Council would like to have another joint meeting
83 at some point. Bowman asked if PC could have information on the Carlson PLCD application substantially
84 in advance of the meeting when it will be discussed to enable them additional time to review.

85 B. 2017 Meeting Schedule – Reschedule July 3, 2017 Planning Commission Meeting

86 **Motion/Second: Ronningen/Bowman. To reschedule July Planning Commission from July 3 to July**
87 **10, 2017 due to the July 4 holiday. Motion passed 6-1-0.** [Kopitzke nay]

88
89 **10. OLD BUSINESS –**

90 A. Ordinance Amendment Eliminating “Storage Enclosed and Screened Principal Use” from the List of
91 Allowed Uses in the 11A and 11B Zoning Districts

92 Administrator Moorse introduced that at its November 15, 2016 meeting, Council referred to the Planning
93 Commission the review of allowed uses in the Industrial zones, including elimination of Storage Enclosed
94 or Screened Principal Use as an allowed use in the Industrial zones; an ordinance amendment reflecting
95 the elimination of this use was provided to the PC and a notice was published for a public hearing at the
96 January 9, 2017 PC meeting. Discussion centered on the ability to screen these uses with proper
97 enforcement of screening requirements and the impacts of the ordinance on existing storage uses.

98 **Motion/Second: Seeberger/Kopitzke. To recommend to the City Council that an amendment NOT**
99 **be made to Ordinance 02-2017, an ordinance amending Chapter 12, Land Use, to delete “storage,**
100 **enclosed or screened principal use from the list of allowed uses in the I1A and I1B zoning districts in**
101 **Section 12-134. Motion passed 4-3-0.** [Ronningen, Kopitzke, Seeberger, Langan aye; Nelson,
102 Wroblewski, Bowman nay]

103 Nelson asked about how nurseries fit into the exterior storage regulations.

104 B. Comprehensive Plan Update Process

105 1. Identification of Issues for Review in Each Section of the Plan

106 Chair Ronningen requested an environmental scorecard goal with baseline data; requested if sections of
107 Comp. Plan could be provided for PC in Word; would make it much easier to work from. Langan – water
108 levels in wells have been decreasing; asked what agency is monitoring if any. NRG has data on
109 residential well depths. Nelson thought DNR had specific sites to monitor wells. Kopitzke – data needs to

110 be updated. Nelson scorecard re: resiliency. Ronningen noted they don't have to respond in terms of
111 resiliency; need to update, not rewrite; suggested members start redlining; once done send to
112 Administrator to copy everyone; invite someone from Met Council to come to June PC meeting.
113 Administrator Moorse indicated the City Engineer helped with traffic analysis zones information for the
114 2008 update.

115 a. Solar Access

116 At the January 9, 2017 Planning Commission meeting, Chair Ronningen asked the Commission
117 Members to provide any additional comments regarding the Comprehensive Plan to the City
118 Administrator for the Planning Commission meeting agenda packet. Planning Commission
119 Member Nelson provided proposal for modification of Comp Plan – Section 12-230 prohibits new
120 and modified structures from blocking reasonable capture of Solar Resource within the buildable
121 area of other parcels, including vacant lots; proposal for modification of 12-230 D.W.A. – new and
122 modified structures must allow the buildable area on other parcels to achieve reasonable capture of
123 Solar Resource in square footage set according to parcel size and zoning districts by this article,
124 including for the buildable area of a vacant lot or parcel.

125 C. Update on City Council Actions – Council Highlights from the March 21, 2017 Council meeting.
126

127 **11. ADJOURN**

128 **Motion/Second: Nelson/Wroblewski. To adjourn the meeting at 8:27 p.m. Motion carried 7-0-0.**
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130 Respectfully submitted by:

131
132
133 _____
134 Ronald J. Moorse, City Administrator
135

136 **To be approved on May 1, 2017 as (check one): Presented: _____ or Amended: _____**

City of Afton
3033 St. Croix Trl, P.O. Box 219
Afton, MN 55001

Planning Commission Memo

Meeting: May 1, 2017

To: Chair Ronningen and members of the Planning Commission
From: Ron Moorse, City Administrator
Date: April 26, 2017
Re: Comprehensive Plan Update

Staff has requested that a planning staff person from the Met Council attend the Planning Commission meeting to provide advice regarding the process of updating the Comprehensive Plan, including where to obtain updated data. At the time of writing this memo, staff had not received confirmation regarding whether staff from the Met Council would be able to attend the Commission meeting.

Because there are no other items on the meeting agenda, this is an opportunity to have significant discussion about the progress of each member in reviewing/updating their section of the Comp. Plan, the types of data needed for the updates and the development of an environmental scorecard.

PLANNING COMMISSION DIRECTION REQUESTED:

No direction required.

Council Meeting Highlights, April 18, 2017

The Council approved scheduling the annual Tire and Metal Recycling Day on Saturday, May 20.

The Council approved the layout for the Mn/DOT safety improvement project on Highway 95/Manning Avenue from County Road 18/Bailey Road to 70th Street

The Council approved the Junker/Naugle application for minor subdivision for a lot line rearrangement at 1171 Manning, and also approved transfer of ownership of the City owned right-of-way adjacent to 1171 Manning with the reservation of a public easement for road and utility purposes

The Council approved Ordinance 02-2017 eliminating Storage Enclosed and Screened Principal Use as an allowed use in the Industrial zones

The Council directed staff to meet with the Washington County Economic Development Director to obtain advice about types of uses for the Industrial zones that would fit Afton's rural character and Industrial zone goals

The Council awarded a contract for the 2017 Pavement Management Project to Park Construction Company in the amount of \$2,225,894.34

The Council approved a bond sale in the amount of \$3,500,000 to finance the 2017 Pavement Management Project and additional street improvements

The Council approved payment request No. 1 to Ellingson, Inc. for the Wastewater Treatment System Project in the amount of \$25,362.63

The Council approved the expenditure of \$3,850 for the fabrication of a culvert extension to prevent a culvert on Indian Trail from being plugged by beaver activity

The Council approved a price quote from Tri County for regrading and erosion control on the cartway off Afton Boulevard in the amount of \$5,000

The Council approved a revision of the regular City meeting schedule to reschedule the July 3 Planning Commission meeting to July 10

The Council approved pay adjustments for City staff in the amount of 2.5% for 2017

The Council approved the hiring of two seasonal maintenance workers at the pay rate of \$11.00 per hour

The Council approved a proposal from Get Connected Tech for a security/surveillance system for the wastewater treatment system site in the amount of \$5,464

The Council scheduled a work session and a Special Council meeting for Monday, April 24 at 5:00 p.m. and 5:45 p.m. respectively

The Council approved supporting an application to the County for a driveway access permit from 15991 Upper 34th Street to St. Croix Trail if the driveway can meet all City regulations