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5 1. **CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.

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7 2. **PLEDGE OF ALLEGIANCE** – was recited.

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9 3. **OATH OF OFFICE**

10 A. Administrator Moore 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 Moore.

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.**

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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 Moore 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)

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. NRGC 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.**
129

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: X or Amended: _____**