
The meeting was held remotely via Zoom due to the Covid-19 pandemic.

1. **CALL TO ORDER** – Chair Kopitzke called the meeting to order at 7:02 PM
2. **ROLL CALL** – Present: Chair Kris Kopitzke, Kuchen Hale, Doug Parker, Sally Doherty, Justin Sykora, Christian Dawson, Roger Bowman, Scott Patten. Absent was James Langan. A quorum was present.
ALSO IN ATTENDANCE – Council member Randy Nelson, City Administrator Ron Moore
3. **APPROVAL OF AGENDA** –
Motion/Second Patten/Parker To approve the agenda for the April 2, 2021 Planning Commission meeting. Roll call: all aye, Passed 8-0.
4. **APPROVAL OF MINUTES** –
A. March 1, 2021
Motion/Second Parker/Patten to approve the minutes of the March 1, 2021 Planning Commission meeting. Roll call: all aye, passed 8-0.
5. **REPORTS AND PRESENTATIONS** - None
6. **PUBLIC HEARINGS** –
A. FOC LLC Application for CUP for Medical Supply Industrial Building
Chair Kopitzke opened the public hearing at 7:04pm
Bob Kirmis, City Planner, provided a summary of the project. The requested conditional use permit is to allow the establishment of a light manufacturing and warehousing facility upon a 6.0-acre site located in the extreme northwest corner of the City, south of Hudson Road and east of Mill Bay. The proposed building will occupy Lot 3, Block 1 of the recently approved Afton Business Park subdivision.
Mark Kronbeck, & Kriss Novak, applicants, were present to answer questions.
No public comments were received.
Motion/Second Parker/Patten to close public hearing. Roll call all aye, passed 8-0.
Public hearing closed at 7:07 pm.
Bowman asked about the 35' maximum height requirement?
Chair Kopitzke believes the 35' requirement was from the fire department.
Parker asked about septic system site, and have two sites been located?
Administrator Moore replied that they have primary and secondary septic sites identified in NE corner of the lot.
Parker asked about the retaining pond near the flood plain.
Administrator Moore stated the city engineer has reviewed the plans and indicated that proposed ponds are sufficient.
Parker asked how many employees are expected per shift for parking requirements.
Jon Whitcomb answered 8-10 employees per shift. This is an expansion of an existing company in Stillwater. This parking is more than sufficient for their need.
Sykora stated that this is a great project. Would have been nice to see solar on the roof.
Chair Kopitzke feels this is in line with other buildings there. Asked why we need 50' buffer between lots?
Kirmis said the buffer is along a shared property line. Typically don't see a screening requirement between industrial uses, may be better to use resources elsewhere.
Chair Kopitzke stated he is hesitant to add requirements to the building aesthetics.
Hale stated this project is consistent with use.
Jon Whitcomb stated they were not aware of the screening buffer when the plan was submitted, did not know it was an issue.
Chair Kopitzke stated when/if they expand, they will need to come back for review.
Kirmis stated this is listed as condition # 6 – future expansion will require an amended CUP to exceed an impervious surface coverage of 35 percent upon the subject site.

57 Bowman stated that last month we approved a variance based on the thought of intent from 7 yrs ago. Concerned
58 about that happening again.

59 Parker stated that in this case we are not giving approval for future expansion – any expansion will be reviewed.

60 Doherty stated that a decision today is not an indication of future outcome.

61 Hale asked about having discussion regarding the ordinance requiring buffer screening.

62 Kirmis stated that condition #8 addresses this.

63 **Motion/Second Hale/Kopitzke to recommend approval of the FOC, LLC application for a Conditional**
64 **Use Permit for medical supply industrial building at lot 3 of the Afton Business Park subdivision with**
65 **conditions listed.**

66 **Conditions**

- 67 1. Site access-related issues shall be subject to comment and recommendation by the City Engineer.
- 68 2. The height of the building be reduced to 35 feet as required by the Ordinance.
- 69 3. If a colored concrete building finish is desired, the proposed pre-cast concrete panels shall be
70 integrally colored (rather than painted).
- 71 4. The proposed trash enclosure shall compliment the materials and color of the principal building.
- 72 5. The 10-foot-wide trail easement located along Hudson Road shall be removed from the plans.
- 73 6. The applicant acknowledge that future building expansion will require the processing of an amended
74 conditional use permit (to exceed an impervious surface coverage of 35 percent upon the subject site).
- 75 7. The allowance of accessory outdoor storage upon the subject site at some future point shall be subject
76 to conditional use permit amendment processing.
- 77 8. The City’s I-IC District buffer yard requirements be satisfied by one of the following means as may be
78 recommended by City Officials:
 - 79 A. Revise the submitted plans to meet the applicable 50-foot-wide buffer yard requirement.
 - 80 B. Process a variance to allow a deviation from the I-IC District buffer yard requirement applied to
81 adjacent industrial uses.
 - 82 C. Make the buffer requirement subject to the City’s review of the requirement and possible revision
83 of the requirement through an ordinance amendment.
- 84 9. The following lighting requirements shall be satisfied:
 - 85 A. Any light fixture intended to illuminate the site shall contain a cutoff which directs the light at an
86 angle of ninety (90) degrees or less. Exposure of the light source shall not be permitted in view
87 of adjacent property or public right-of-way.
 - 88 B. The maximum height above the ground grade for light fixtures mounted on a pole is twenty-five
89 (25 feet).
 - 90 C. No light sources shall be located on the roof unless said light enhances the architectural features
91 of the building and is approved by the Zoning Administrator.
- 92 10. All signs erected upon the site shall be subject to sign permit processing.
- 93 11. Issues related to grading, drainage and utilities shall be subject to comment and recommendation by
94 the City Engineer.
- 95 12. Comments of other City Staff.

97 **Doherty would like the following comments in the minutes and in condition #6 regarding future**
98 **expansion- friendly amendment (accepted).**

99 **“The April 5, 2021 Planning Commission recommendation did not address this topic and does not convey**
100 **the future outcome of this item.”**

101 **Roll call: all aye, passed 8-0**

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103
104 **7. NEW BUSINESS** – Review of landscape buffer requirements in the Industrial Zone

105 Chair Kopitzke would like to ask the council for direction to look at this.

106 Administrator Moorse stated the council will be discussing at an upcoming work session.

107 Bowman stated that we need to ask what we are trying to accomplish. Is it just a screen or improve the site
108 quality? We have seen failures with this.

109 Chair Kopitzke stated that this is in the industrial zone.
110 Hale agreed, these are industrial buildings.
111 Sykora stated that a landscape buffer and a screen are two different things. A buffer is space, a screen is an
112 impenetrable barrier. 50' is a bit much.
113 Dawson stated he doesn't understand why we need a buffer between two industrial sites. Achieving 95% opacity
114 could only be a wall of pine. Would prefer something that belongs there and is beneficial.
115 Chair Koptizke stated that the setbacks cover space.
116 Patten stated that goal at the time this was written, was to avoid a sea of asphalt. He would advocate for screening,
117 such as a berm or trees between the road and any residential, but not necessarily between industrial lots.
118 Hale stated that the ordinance does say "between buildings". Likes Sykora's idea of a break in asphalt, but not a
119 sea of spruce.
120 Parker stated that between industrial lots maybe require less buffer, but keep requirements if adjacent to
121 residential.
122 **Motion/Second Bowman/Hale to request direction from City Council for the Planning Commission to**
123 **define and review aspects of buffer, screen and setbacks for industrial areas. Roll call: all aye passed 8-0**
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125 **8. OLD BUSINESS –**

126 A. Update on City Council actions
127 Council member Randy Nelson & Administrator Ron Moorse provided a summary of the March 2021 City
128 Council meeting.
129

130 **9. ADJOURN**

131 **Motion/Second Hale/Dawson To adjourn. Roll call: all aye, Passed 8-0.**
132 Meeting adjourned at 8:12 PM.
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134
135 Respectfully submitted by:

136 JY
137 _____
138 Julie Yoho, City Clerk
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141 To be approved on May 3, 2021 as (check one): Presented: X or Amended: _____
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