

Planning Commission
September 8th, 2015

Pursuant to due call and notice thereof, a Planning Commission meeting was held on September 8th, at 6:30 p.m. at Sartell City Hall.

MEMBERS PRESENT: Glenn Persen, Anna Gruber, Dawn Moen, Ryan Fitzhum, Gary Orman

MEMBERS ABSENT: None.

OTHERS PRESENT: Mike Nielson, City Engineer
Nate Keller, Community Development Technician

Orman called the meeting to order at 6:30 p.m.

AGENDA REVIEW AND ADOPTION

A MOTION WAS MADE BY ORMAN TO APPROVE THE AGENDA. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, FITZTHUM, ORMAN, GRUBER

NAY: NONE

MOTION CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A MOTION WAS MADE BY PERSEN TO APPROVE THE MINUTES OF THE AUGUST 3RD MEETING PENDING CORRECTIONS. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, MOEN, GRUBER, FITZTHUM, ORMAN

NAY: NONE

MOTION CARRIED

A MOTION WAS MADE BY MOEN TO APPROVE THE MINUTES OF THE AUGUST 24TH MEETING PENDING CORRECTIONS. THE MOTION WAS SECONDED BY FITZTHUM. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, GRUBER, ORMAN, MOEN, FITZTHUM

NAY: NONE

MOTION CARRIED

NEW BUSINESS

CUP REQUEST – KWIK TRIP CAR WASH USE

Kwik Trip is proposing a Car Wash along with their proposed Gasoline Service Station near the intersection of County Road 78 and 2nd St S. The Gasoline Service Station is a permitted use within a B-2 Zoning District and requires no action by the Commission. The Car Wash is a permitted conditional use within the B-2 Zoning District thus requiring review by the Planning Commission followed by a Public Hearing prior to action taken by the City Council.

Kwik Trip representative Steven Lowe gave an overview of the Car Wash CUP request. Kwik Trip has provided a revised Landscape Plan which indicates additional trees will be planted along the West side of the property satisfying the vegetation screening required with the property to the West (Sartell Pediatrics). Kwik Trip has also provided the neighbor to the West (Sartell Pediatrics) with a copy of the revised landscape plan. Sartell Pediatrics has indicated they are in agreement with the revised landscape plan and additional screening.

Staff recommends approving the Conditional Use Permit request and Findings of Fact.

A MOTION WAS MADE BY GRUBER, TO RECOMMEND APPROVAL OF THE FINDINGS OF FACT SUPPORTING THE CONDITIONAL USE PERMIT REQUEST. THE MOTION WAS SECONDED BY PERSEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: ORMAN, FITZTHUM, MOEN, GRUBER, PERSEN

NAY: NONE

MOTION CARRIED

A MOTION WAS MADE BY MOEN, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT. THE MOTION WAS SECONDED BY GRUBER UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

AYE: PERSEN, FITZTHUM, ORMAN, MOEN, GRUBER

NAY: NONE

MOTION CARRIED

NEW BUSINESS

ORDINANCE AMENDMENT – CERTIFICATE OF SURVEY

Keller explained how the amendments will require a Certificate of Survey to be submitted for all new single family building permits. Keller provided an overview of the reasons behind the amendments including but not limited to: an increase in displacement of homes, applicants who are unaware of setbacks and location of property lines, an increase in the amount of staff hours devoted to assisting builders in verifying property lines, setbacks, and elevations, and in a few cases foundations have had to be tore up and replaced to adhere to the correct setbacks.

The survey does add an upfront cost to applicants but property owner and builders will have a verifiable document depicting accurate setbacks and building locations. This survey hopes to eliminate any builder from having to tear up a foundation due to the setbacks not being accurately followed. There are already builders who have been providing Certificate of Surveys with their Building Permit applications. This practice is very common in communities in the metro and greater Minnesota. The document can also provide long-term value to the homeowner for future projects (sheds, fences, garage additions, etc.)

Staff has discussed and crafted the amendments with feedback from the Central Minnesota Builders Association and City of Sauk Rapids.

Staff recommends approval of the Certificate of Survey ordinance amendments effective January 1st, 2016.

A MOTION WAS MADE BY FITZTHUM, TO RECOMMEND APPROVAL OF CHAPTER 9, TITLE 10 – SITE PLAN ORDINANCE AMENDMENTS. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: PERSEN, ORMAN, GRUBER, FITZTHUM, MOEN
NAY: NONE
MOTION CARRIED**

A MOTION WAS MADE BY FITZTHUM TO RECOMMEND APPROVAL OF CHAPTER 5, TITLE 11 – REQUIRED IMPROVEMENTS ORDINANCE AMENDMENTS. THE MOTION WAS SECONDED BY GRUBER. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: PERSEN, MOEN, ORMAN, FITZTHUM, GRUBER
NAY: NONE
MOTION CARRIED**

OLD BUSINESS

NONE

OTHER BUSINESS

PROPERTY MAINTENANCE ISSUES

Commission members discussed possible options of handling property maintenance issues specifically for Commercial developments. Staff explained grass and weed issues fall under the jurisdiction of the Public Works department. Commission asked staff to research any possible Ordinance amendments that would be within Planning/Zonings jurisdiction in order to eliminate some issues observed with vacant Commercial properties. Commission members asked Keller to research and revisit the topic in November.

Keller and Nielson provided updates on the following issues:

- Pinecone Road update
- Solar Ordinances
- Grandview apartments
- Victory Apartments
- Providence and Arbor Trails

ADJOURN

A MOTION WAS MADE BY PERSEN TO ADJOURN THE MEETING AT 7:16 P.M. THE MOTION WAS SECONDED BY MOEN. UPON VOTE BEING TAKEN THE FOLLOWING VOTED:

**AYE: GRUBER, FITZTHUM, ORMAN, PERSEN, MOEN
NAY: NONE
MOTION CARRIED**

Minutes by:
Nate Keller, Community Development Technician