

PLAN COMMISSION MEETING
AUGUST 23, 2016 - 5:00 P.M.

Members Present: Ron Volkert, Mike Kastens, Jim Zajkowski, David Wilford, MaryKay Rice, Kyle Hinrichs and Sarah Skinner (ex-officio)

Members Absent: Fred Horne

Others Present: Dan Licht, Beth Thompson, Tanya Batchelor, Noah Wiedenfeld, Jim & Sharon Beebe, Brian & Jodie Young, Denny & Evie Bakken, Julia Rajtar, John Beebe, Jack Beebe, Trever Winberg, Wayne Tubbs, Cathy Longtin, Matt Hieb, Gene Heath, Kevin Morris, Rene Claassen, Kristi Rogers, Maybelle Hall, Angie Miller, Todd Zwiefelhofer and Curt Thomassen.

Jim Zajkowski called the meeting to order and roll call was taken.

Mike Kastens moved to adopt the agenda as presented, seconded by MaryKay Rice and carried.

Kyle Hinrichs moved to approve the minutes of the previous meeting on July 7, 2016, seconded by Mike Kastens and carried.

Certified Survey Map From City of New Richmond

Dan Licht explained that this CSM defines the road right-of-way necessary for the extension of Dorset Lane. Discussion followed. Kyle Hinrichs moved to approve the Certified Survey Map as presented, seconded by David Wilford, and carried.

Certified Survey Map From Federal Foam

Dan Licht explained the CSM provides for a 50 foot wide right-of-way to be dedicated to the public for Heritage Drive from the south line to the north line of the site. To complete the connection of Heritage Drive from Paperjack Drive, additional right-of-way is needed from the abutting undeveloped property to the north. Staff is discussing this with that owner as a separate action. Discussion followed. Mike Kastens moved to approve the Certified Survey Map from Federal Foam with the following condition: The developer shall submit a cross parking easement to be recorded on Lots 2 and 3 establishing a joint parking arrangement for the number of off-street parking stalls required by the Zoning Ordinance. Motion was seconded by Kyle Hinrichs and carried.

Site Plan and Storm Water Review for ESR

Dan Licht explained the site plan for ESR. Discussion followed. The Comprehensive Plan guides this area for industrial land use so this use complies. The Development Review Committee has approved the site plan with the following conditions:

1. The developer shall provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30.
2. The site plan shall be revised to provide a pedestrian ramp to the west of the crosswalk within the parking area.
3. All grading, drainage and utility issues shall be subject to review and approval of the Public Works Director.
4. All utility issues are subject to review and approval of the Public Works Director, including (but not limited to) the following:

- a. When mechanical design is completed, identify the size and location of water and sewer utilities entering the building.

MaryKay Rice moved to approve the Site Plan and Storm Water Review for ESR with the conditions listed above, seconded by Kyle Hinrichs and carried.

Jim Zajkowski declared the Public Hearing open to discuss the following:

- a. Application for Conditional Use Permit from Bakken-Young Properties to allow the operation of a funeral home in an area zoned Z4 General Urban District and multiple principle buildings within one lot. Property is located just south of 644 South Knowles Avenue and described as ALL THAT PRT OUTLOT 175 LYING S OF LN COM ON W LINE SD OUTLOT AT A PT 170.5 FT S OF NW COR THEREOF, TH E 136 FT, S 60 FT, E 257 FT EXC W 6 FT FOR HWY.

Dan Licht explained that there is currently a single family home with a large open lot below. The use of this area for a funeral home is consistent with the zoning and is allowed with a Conditional Use Permit. The single family home will stay on the lot and requires a Conditional Use Permit to allow multiple principal buildings on one lot. There will be an easement recorded for the driveway to the funeral home. Considerable discussion followed. Jim Zajkowski declared the Public Hearing Closed. Kyle Hinrichs moved to approve the Conditional Use Permit for Bakken-Young subject to the following conditions:

1. The developer shall provide a financial guarantee equal to 125 percent of the cost for materials and labor for proposed landscape plan to be held by the City until it is verified that all plantings have survived through two winter seasons between October 31 and April 30.
2. An ingress/egress easement allowing access to the subject site (as well as the school property) over the Cemetery Association (City property) shall be drafted and recorded with each of the involved properties, subject to review and approval of City staff.
3. All signs shall be subject to the requirements of Section 121-44 in effect at the time a permit is issued.
4. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.
5. All utility issues are subject to review and approval of the Public Works Director

Motion was seconded by Mike Kastens and carried.

Jim Zajkowski declared the Public Hearing open to discuss the following:

- b. Amendment of Section 121-44 of the Zoning Ordinance regulating signs.

Dan Licht explained the process used for the sign ordinance update and reviewed highlighted changes including electronic signs, temporary signs, and special signs. There was considerable discussion regarding temporary signs and the length of time these should be permitted. Jim Zajkowski declared the Public Hearing closed. Ron Volkert moved to table this item, seconded by Kyle Hinrichs and carried.

MaryKay Rice moved to adjourn the meeting, seconded by Kyle Hinrichs and carried.

Meeting adjourned at 5:45 p.m.

Tanya Batchelor
City Clerk