

**PROCEEDINGS OF THE MOUNDS VIEW PLANNING COMMISSION
CITY OF MOUNDS VIEW
RAMSEY COUNTY, MINNESOTA**

**Regular Meeting
October 7, 2020
Mounds View City Hall
2401 Mounds View Boulevard, Mounds View, MN 55112**

1. Call to Order

The meeting was called to order by Chair Stevenson at 7:00 p.m. for October 7, 2020. Due to the COVID-19 pandemic this meeting was held virtually.

2. Roll Call

Members Present: Commissioners Farmer, French, Monn, Nelson, Rundle, and Stevenson.

Absent and Excused: None.

Also Present: Community Development Director Jon Sevald and Council Member Gary Meehlhause.

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3. Special Order of Business

None.

4. Citizens Requests and Comments on Items *Not* on the Agenda

None.

5. Planning Cases

A. Resolution 1122-20; Conditional Use Permit for Open and Outdoor Storage as an Accessory Use at 2832 Mounds View Boulevard.

Community Development Director Sevald stated Caliber Companies, owner of Caliber Drywall and Donnelly Stucco, purchased 2832 Mounds View Boulevard (Tires N'More) in September, 2020. Caliber plans to remodel the building's interior and enclose the east side of the backyard facing CVS, with an 8' fence this fall, and renovate the exterior in 2021. Caliber plans to move its operations from south Minneapolis to Mounds View by December 1st. Staff commented on the request further and recommended the Planning Commission recommend approval of the Conditional Use Permit as requested.

Community Development Director Sevald reported the property is zoned B-3 Highway Business. Permitted Uses include Limited Retail uses which have as the principal use, sales with warehousing or display secondary to that use. The expectation is that the general public can enter the business during normal hours, and purchase a product (e.g. drywall or stucco supplies) or service (installation). Caliber Companies will have a product showroom and sales staff. Within the B-3 district, conditional uses include Open and Outdoor Storage as an Accessory Use. Exterior storage must be screened from adjacent residential uses with either a solid fence, 6' to 8' in height; or a row of evergreen trees, a minimum of 8' in height. Exterior storage will consist of light-duty trucks, trailers (9' or less in height), and scaffolding. West of the property are single-family homes, screened by an existing 6' solid wooden fence on the subject property. On the adjacent residential properties, backyards are heavily wooded, providing additional screening. Staff recommends that the 6' fence be replaced by an 8' fence, because the outside storage will exceed 6' in height. The two (2) conditions for approval were read in full for the record.

Chair Stevenson thanked staff for providing detailed photographs of the site. He recommended the City require the 8' cedar fence to be properly maintained. Mike Horsch, the applicant, stated he had a wood fence at his last property. He explained he would take pride in the exterior of his building and fence.

Chair Stevenson questioned how the scaffolding pieces would be stored. Mr. Horsch described how the pieces would be stored on "U" shaped racks behind the building.

Chair Stevenson stated he did not want kids getting into the back of the property and climbing on these scaffolding pieces. He asked how the safety and security of the property would be maintained. Mr. Horsch explained this has not been a problem for him at his current property. He reported he would work with the City to ensure the rear of the property was safe. He

indicated the rear yard would have two gates and the main gate would be on the east side. He stated these gates would be locked when the business was closed.

Commissioner Nelson commented the applicant was being wise by having the property fenced in order to keep his equipment safe and secure. He asked if the water and drainage issues on this property had been addressed. Community Development Director Sevald indicated it was his understanding a drainage trench was built on the western part of the CVS property to address this concern.

Commissioner Nelson questioned if the trucks and equipment would be hosed off on this property. Mr. Horsch stated the equipment would be cleaned in the field and not at the shop.

Commissioner Nelson indicated he was pleased to see there would be a new use on this property.

Commissioner Monn explained she was concerned with the fire hazard the outdoor storage would cause. Mr. Horsch stated no hazardous materials would be stored outside. He indicated the only items that would be stored outside would be trucks, trailers and scaffolding pieces. He provided further comment on where the scaffolding materials would be stored.

Commissioner Monn asked if the City was concerned about accessibility and parking on the site. Community Development Director Sevald reported staff understood visitors would be parking in the front of the building and employees would be parking in the back.

Commissioner Farmer questioned how many customer parking spaces would be located at the front of the building. Mr. Horsch stated the site would have one handicap stall and five other visitor parking spaces at the front of the building.

Chair Stevenson asked when the applicant would like to occupy the building. Mr. Horsch explained he hoped to move into the building in early December.

City Administrator Zikmund inquired what would be done to the exterior of the building. Mr. Horsch commented his intention would be to paint the stripe on the north and east side to match the base of the building. He explained next spring he would stucco the entire building with larger façade improvements.

Commissioner Monn questioned if the applicant would be installing any landscaping or lighting. Mr. Horsch stated he had not considered a landscaping plan, but noted lights could be installed on the east side of the building.

City Administrator Zikmund reported he would have Police Chief Harder meet up with Mr. Horsch to do a site assessment for security purposes.

Commissioner Monn asked what the hours of operation would be. Mr. Horsch stated public hours would be from 8:00 a.m. to 4:30 p.m. He noted the service trucks would be back in the yard by 6:00 p.m.

Mr. Horsch requested the six foot existing fence remain on the west side of the property. He explained this property line was 90% trees.

Community Development Director Sevald stated he was not aware of any complaints from the neighbors in the past regarding outside storage. He recommended the Commission discuss this matter further and make a recommendation within the motion for approval.

Commissioner Monn stated she supported staff's recommendation requiring the applicant to install an 8' fence.

Further discussion ensued regarding the required 8' fence.

Commissioner Nelson recommended a continuous line of fence be put in place especially between the two gates. He understood this would be an expense to the business, but noted this would also provide greater security to the property. He did not support a fence being installed along the south property line where the stormwater pond was located.

MOTION/SECOND: Commissioner Rundle/Commissioner Nelson. To approve Resolution 1122-20, a Resolution Recommending Approval of a Conditional Use Permit for Open and Outdoor Storage as an Accessory Use at 2832 Mounds View Boulevard.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

B. Public Hearing; Resolution 1123-2020; Recommending submission of the 2040 Comprehensive Plan to the Metropolitan Council

Community Development Director Sevald stated the Mounds View Comprehensive Plan (Plan) is a 20-year guide for land use and development. The Plan includes chapters on Land Use; Housing; Parks, Trails, and Community Facilities; Transportation; Water Resources; and Implementation. The Plan is updated every ten years, and reviewed by the Metropolitan Council for conformance with regional systems plans (Thrive MSP 2040). The Planning Commission is requested to conduct a Public Hearing, and provide a recommendation to the City Council to submit the revised Draft Plan to the Metropolitan Council, and authorize Staff to make any additional changes necessary to the Plan.

Community Development Director Sevald explained the Draft Plan was submitted to the Metropolitan Council in December 2019, which responded with an incomplete letter. The Plan has been revised. Staff intended to re-submit the Plan to the Metropolitan Council after the City Council's October 12th meeting. However, Met Council Staff advised that there is a backlog of plans for review. Thus, Staff chose to submit the revised Plan on September 25th, ahead of the Planning Commission and City Council meetings. Prior to September 25th, a Public Hearing

notice had been published for the Commission's October 7th meeting. The intent is for the Plan to be approved by the Metropolitan Council by the end of this year, in order to continue qualifying for affordable housing grants in 2021. In 2017, Boulevard Apartments received a \$500,000 Livable Communities grant. A similar grant may be pursued for the former Skyline Motel site in 2021. Staff recommended the Planning Commission hold a public hearing and recommend submission of the 2040 Comprehensive Plan.

Chair Stevenson thanked staff for all of their hard work on this document.

Commissioner Monn thanked staff and the City's consultants for their efforts.

Beth Elliott, Stantec, stated this was a collaborative effort between herself and Community Development Director Sevald. She explained the City was very lucky to have Community Development Director Sevald on staff.

Commissioner Monn asked if TCAAP was discussed within the document. Community Development Director Sevald reported TCAAP was addressed in Chapter 1.

Commissioner Monn questioned when the City would have updated census information. Community Development Director Sevald reported it would take two years for the City to receive 2020 census information. Ms. Elliott discussed how census information and population projections were tied into the Comprehensive Planning process and future planning for the region. She explained the City would not be allowed to change its numbers at this time.

Commissioner Farmer commented the City had the ability to amend the Comprehensive Plan.

Chair Stevenson opened the public hearing at 7:49 p.m.

There being no public comment, Chair Stevenson closed the public hearing at 7:50 p.m.

MOTION/SECOND: Commissioner Rundle/Commissioner Monn. To approve Resolution 1123-20, a Resolution Recommending Submission of the 2040 Comprehensive Plan to the Metropolitan Council, and Authorizing Staff to make any changes needed to the Plan.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

6. Other Planning Activity

A. Discussion: Residential Driveway Setbacks

Community Development Director Sevald stated between 1993 and 2004, driveways could have a side yard setback of 1' if the neighbor agreed (Ordinance 524). In 2004, the City Code was

amended back to 5' (Ordinance 752). At that time, the Council felt that neighbors could be coerced to allow a 1' setback. Based on a quick scan of planning cases since 2004, the Commission has approved 27 variances for driveway setbacks. This suggests that the ordinance is inadequate. Staff commented further on the driveway setback standards and recommended the setback remain at 5'.

Chair Stevenson reported the majority of the cities surrounding Mounds View had a 5' driveway setback.

Commissioner Monn stated she supported the setback remaining at 5'.

Commissioner French agreed the standard should remain as is. He appreciated the fact the City had oversight on this matter.

Commissioner Nelson commented the City has had only two driveway variances requests per year since 2004. He did not see this as a large number of requests. He supported the City keeping the 5' driveway setback in place.

Commissioner Rundle questioned if the Planning Commission has denied any variance requests since 2004.

Chair Stevenson stated the Planning Commission has denied variance requests and these are then moved along to the City Council for further consideration.

Council Member Meehlhause appreciated the fact the Planning Commission supported the driveway setback remaining at 5'.

Commissioner Monn discussed how some residents in the City were conducting work without properly surveying their lot.

The Planning Commission supported the driveway setback remaining at 5'.

7. Reports

A. Upcoming Planning Cases & Activity

Community Development Director Sevald discussed upcoming planning cases with the Commission. He noted the Commission would be reviewing a variance request on Wednesday, November 4th.

B. Staff Updates

Community Development Director Sevald provided the Commission with an update from staff. He reported staff had a conversation with MWF regarding the Skyline Motel property. He stated

construction continues on Grey Stone Flats and this project would be completed in the spring of 2021. He explained the Mounds View Theater closed when COVID happened and the theater operator has filed for bankruptcy. He noted AMC has assumed the lease from the former operator. He indicated Popeye's purchased the Arepa Bite property and would be renovating the property. He commented Snap Market has been vacant since 2017. He stated this site would reopen at the end of this month as the Filipino Village, a small grocery store. He explained a small four lot single family development off of County Road I and Pleasant View will be submitted to the City. He anticipated this project would be coming before the Planning Commission in December or January.

City Administrator Zikmund updated the Commission on the Long Lake Woods development. He noted this would be the largest infill project in the City since Hidden Hollow.

C. Council Updates

Council Member Meehlhause provided the Planning Commission with an update from the City Council. He reported the Council recently approved the hiring of a new Police Officer that previously served in the Mounds View Reserve Unit. He explained the Council approved the EDA property tax levy in the amount of \$100,000. He indicated the Council approved the 2021 general fund budget and preliminary tax levy at 3.3%. He stated the Council also approved a \$400,000 investment in the City's HVAC units at City Hall, the Community Center and the Public Works facility. He noted this expense would be covered by CARES Act dollars. He explained the City Council has been discussing the Community Center and recreation programming at its recent worksession meetings. He commented the City would be moving in a new direction away from the YMCA for its programming. Further discussion ensued regarding the space that was being leased at the Community Center.

D. Planning Commissioner Reports

Chair Stevenson asked if the Commission would be holding a joint meeting with the City Council. City Administrator Zikmund explained staff had planned a joint meeting with the EDC and would plan future joint meetings after seeing how this meeting goes.

8. Approval of Minutes

August 19, 2020.

MOTION/SECOND: Commissioner Farmer/Commissioner French. To approve the Minutes of the August 19, 2020 regular Planning Commission meetings as presented.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

9. Next Planning Commission Meeting:

- A. Wednesday, October 21, 2020**
 - B. Wednesday, November 4, 2020**
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10. Adjournment

There being no further business before the Planning Commission, Chair Stevenson adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Jon Sevald
Community Development Director

Transcribed by:
Heidi Guenther
Minute Maker Secretarial