

AGENDA
MAPLE PLAIN PLANNING COMMISSION MEETING
MAPLE PLAIN CITY HALL
November 5, 2015
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPT THE AGENDA

4. APPROVE MINUTES

- a. Approve Minutes from September 3, 2015 Planning Commission Meeting
- b. Approve Minutes from October 1, 2015 Planning Commission Meeting

5. OLD BUSINESS

- a. Walking and Biking Plan Prioritization

6. COMMISSION REPORT AND OTHER BUSINESS

7. ADJOURN

- a. Next meeting: Thursday, December 3rd, at 7 p.m.

**City of Maple Plain Planning Commission
Meeting Minutes
September 3, 2015
7 p.m.**

1. CALL TO ORDER

Chair Bliss called the meeting to order at 7:00 p.m.

Present: Chair Michele Bliss and Commissioners John Fay, Mardelle DeCamp and Stephen Shurson. Also in attendance were City Planner, Mark Kaltsas, City Administrator, Tessia Melvin, and Councilmember Dave Eisinger.

Absent was: Commissioners Barb Rose.

2. PLEDGE OF ALLEGIANCE

3. ADOPT THE AGENDA

Commissioner Shurson moved to adopt the agenda. Commissioner Fay seconded. Motion passed 4-0.

4. CONSENT AGENDA

The July and August minutes were not available.

5. PUBLIC HEARING

A. CONDITIONAL USE PERMIT AMENDMENT FOR 5060 HIGHWAY 12-COLLISION CORNER

Applicants Michelle and Kurt Kroll were present.

Comments from Judy Loney, 5037 Main Street included:

- The vacant lots already have storage on it including used parts.
- The tires are stacked in the City's right of way.
- Chemicals from the inoperable cars run into the road
- There is much pollution in the grass from the parts being stored in the grass.
- Boundary is often blocked due to parking or working on cars on the street.

Comments from Ely Foss, 5079 Main Street East included:

- My property value has significantly decreased due to this property.
- Concerns of pollution and proper storage

Comments from Business Owner of K Bid

- There are concerns if the City allows the licensing of Oak. How does the City get it back if needed?
- Boundary is unsafe
- An expansion allows more junk

Chair Bliss asked the Commission to consider tabling the item. She stated there are not enough answers in the site plan to allow them to move the item to the City Council. Bliss specifically stated the following items need to be addressed:

1. Where will fencing be located and what type of fencing?
2. There are no building details that include elevation and materials
3. The parking spaces need to be identified to prohibit more cars than allowed on the property.
4. The number and location of inoperable cars needs to be specified.
5. Employee parking must be designated.
6. A lighting plan needs to be included
7. The dumpster must be enclosed properly.

Commissioner Shurson agreed to table the item. He thanked the neighbors for attending and providing their comments. Shurson stated that the revisions need to include a landscaping plan that includes screening, landscaping types and buffering.

Commissioner Shurson added he would like to see no parking on Boundary for the business to allow an increase in public safety and appearance.

Commissioner Fay stated his preference of tabling the item until the next Planning Commission meeting in October. Currently 10 of the 11 proposed items are incomplete. Fay stated his main concern with number the maximum number of cars that are inoperable and designate where additional parking (mechanical, customer and employee) would be located.

Commissioner Fay moved to table this item, Commissioner Shurson seconded. Motion passed 4-0.

B. PUBLIC HEARING FOR TEXT AMENDMENT TO CONDITIONAL USE PERMIT FOR 1570 HALGREN ROAD.

Chair Bliss opened the Public Hearing at 8:45 p.m.

George Howell (Owner) and James Shear (Applicant) were present and requested feedback on a text amendment to the City of Maple Plain Ordinance and Subsequent Conditional Use Permit for the property located at 1570 Halgren

Road (CSAH 83) and further detailed as follows:

- a. A text amendment to Chapter 153.025 of the City's zoning ordinance to allow the commercial use of a property as a conditional use in the R-1 Zoning District.
- b. Conditional use permit to allow the commercial use of the subject property.

City Planner, Mark Kaltsas, reported that the City has been approached by the property owner and potential buyer of 1570 Halgren Road with a redevelopment concept to repurpose the existing building and site. The applicant would like the City to consider amending the zoning ordinance, specifically the conditional uses within the R-1 district, to allow office and "classic" vehicular storage within an existing commercial building.

Kaltsas stated that the proposed use of the existing building and site does not meet any of the permitted or conditional uses for properties zoned R-1. The historic use of the building and site as a concrete manufacturing plant was in existence prior to the adoption of the City's zoning ordinance. In order for the City to consider allowing the use of the property as proposed, it would first need to consider an amendment to the zoning ordinance. The amendment would need to add the proposed use of the existing building as a conditional use in the R-1 zoning district. If added as a conditional use, the City would then consider the request for a conditional use permit to allow inside storage and office within the existing building. Additional criteria and conditions relating to the use of an existing building and site for classic car/boat storage and office space would need to be further developed by the City. Criteria that could be considered by the City could include, but is not limited to:

1. Requires the conversion of an existing commercial building
2. Cannot have outdoor storage
3. Site must be a minimum of 1.25 acres
4. Building architecture must be compatible with surrounding residential uses
5. Other conditions as deemed necessary

The City will need to consider whether or not the proposed amendment to the zoning ordinance should be considered based on the compatibility of the proposed use with the surrounding property. It should be noted that the existing use of the property as concrete manufacturing is a legal non-conforming use and can continue as long as it is not expanded upon. The size of the existing building as compared to the overall size of the property presents certain redevelopment challenges. The redevelopment of the site could yield between 2 and 3 single family properties depending on the layout, driveway accesses and other setback criteria.

Melvin stated that the City published public notification of the application and sent individual notification letters to surrounding property owners. While the applicant was looking for feedback, staff wanted to gather the input of neighboring properties. Several neighboring property owners attended the meeting and provided feedback and comments to the Planning Commission. Neighbors stated that the proposed reuse of the existing building appeared to be a significant improvement over the historic use of the property. Neighbors were concerned about the property redeveloping as residential due to the location of additional driveways be added to Halgren Road. The adjacent property owner to the east wanted to have clarification relating to property that he had tried to acquire from the current owner. Overall neighboring property owners were supportive of the proposed use of the property.

Mike Melton, 15396 Halgren, commented on the following:

- This plan is a great use of the current property.
- This plan would preserve the historical building
- This would be a great improvement of traffic, trucks and poor property maintenance.

Gilbert Jerde, 1569 Halgren commented on the following:

- If they are improving the facial of the building, it would be a great improvement.
- There are concerns with parking on Halgren.
- Welcomes an improvement to the current site.

Commissioners reviewed the proposed request and asked questions of staff, the petitioner and neighboring property owners. Commissioners discussed the City's comprehensive plan and that the historic use of the property as a commercial operation was not compatible with the surrounding residential use.

Commissioners asked about the method by which the City could consider the proposed application. There was a discussion relating to the notion of amending the zoning ordinance language to allow collector vehicle storage in an existing building within the R-1 zoning district.

Chair Bliss closed the public hearing at 9:17 p.m.

Commissioner DeCamp stated appreciation for preserving the historic value and appreciates the decrease in traffic and building improvements.

Commissioners provided the applicant with individual feedback relating to their concerns moving forward. Commissioners Bliss, Fay and Shurson were not in

favor of the project moving forward. Commissioner DeCamp supported the project. Staff agreed to take the issue to the City Council meeting.

6. OLD BUSINESS

A. Discussion on the next steps for the Walking and Biking Trail projects
Melvin stated due to the time, the Planning Commission would talk about this item in the future. Melvin asked the Commission to come with priorities. Commissioner Shurson stated that he would like a map to illustrate where the projects would be.

6. COMMISSION REPORT AND OTHER BUSINESS

There were no other reports or business items.

7. VISITORS TO BE HEARD

There were no visitors in attendance.

8. ADJOURN

Commissioner Shurson moved to adjourn the meeting at 9:59 p.m.;
Commissioner DeCamp seconded. Motion passed 4-0.

Prepared by: Tessia Melvin, City Administrator

**City of Maple Plain Planning Commission
Meeting Minutes
October 1, 2015
7 p.m.**

1. CALL TO ORDER

Chair Bliss called the meeting to order at 7:00 p.m.

Present: Chair Michele Bliss and Commissioners John Fay, Mardelle DeCamp, Barb Rose and Stephen Shurson. Also in attendance were City Planner, Mark Kaltsas, City Administrator, Tessia Melvin, and Councilmember Dave Eisinger.

2. PLEDGE OF ALLEGIANCE

3. ADOPT THE AGENDA

Commissioner Shurson moved to adopt the agenda. Commissioner Fay seconded. Motion passed 5-0.

4. CONSENT AGENDA

A. Minutes from the July 1, 2015 meeting.

Commissioner Fay moved to adopt the consent agenda with minor changes to the July 1 minutes. Commissioner Rose seconded. Motion passed 5-0.

5. PUBLIC HEARING

A. CONDITIONAL USE PERMIT AMENDMENT TO ALLOW HEAVY MANUFACTURING ON THE PROPERTY LOCATED AT 5305 PIONEER CREEK DRIVE

Applicants Cliff Otten and Yuda Amit were present.

Chair Bliss opened the Public Hearing at 7:10 p.m.

City Planner, Mark Kaltsas, presented this item. The applicants are requesting the Commission to consider allowing Heavy Manufacturing which would include the assembly of forms and fiberglass components for recreational amusement park rides. Kaltsas stated that the subject building is one of five buildings on the subject site. The remaining buildings are utilized for storage rental. The subject building has historically been used for a variety of industrial uses.

Kaltsas stated that in June 2015, the City was notified by an adjacent property owner the user of the building was blowing fiberglass residue out into the parking areas surrounding the building with the doors to the building open. It was further noted that the residue was ending up on nearby residential properties. The City inspected the property and ordered a cease and desist order. The City met with the business owner, building tenant and building official to review the use of the building. The City determined the business owner was fabricating fiberglass molds and producing the rides wholly within the facility. The owner noted this was not always the case and that he recently started making fiberglass molds at the location. Moving forward, the owner of the business stated he only wanted to continue assembling the rides at this location and would outsource the fiberglass fabrication.

Brian, 5260 Manchester, complained about the use of the building, the residue on the vehicles and in the air. Brian asked the Commission to consider the public health of the residents.

Lucas Roach, 5299 Manchester, complained about the outdoor storage, traffic, hours of operation and the fiberglass residue. He asked the Commission to consider the needs of the residents over the needs of the business.

Chair Bliss closed the Public Hearing at 7:33 p.m.

Commissioner Shurson stated that the business and its impact on the residents are not acceptable. Commissioner Fay added that a future CUP must include the mitigation of how air will be handled.

Commissioner Shurson moved to deny the Conditional Use Permit, Commissioner Fay seconded. Motion passed 5-0.

6. OLD BUSINESS

A. Conditional Use Permit Amendment Request for Collision Corner Located at 5060 US Highway 12

City Planner, Kaltsas, reported that staff did not receive the storm water, grading or drainage plans. The Planning Commission discussed the following areas:

1. Oak Street right of way: The Commission agreed to overnight parking in the right of way.
2. The license will include:

a. Use of right will be limited to the storage of vehicles with no body damage and employee.

b. The applicant shall be responsible for maintaining the right of way, which includes snow plowing and upkeep of the paving and landscaping.

c. Should the license agreement to be terminated by the City the applicant shall be required to amend the conditional use permit.

3. The Commission requested the applicant provide additional landscaping around the perimeter.

4. Commissioners asked for the fence to be higher than 6 feet.

The Commission agreed to approve the CUP with the following conditions:

a. Parking shall be limited and approved to the number and type of spaces as identified in the site plan.

b. No vehicles shall be stored, temporarily stored or parked in any location other than those specifically designated on the approved plan.

c. Parking of vehicles within the Oak Street and Boundary Street right of way shall be limited to employee parking and customer drop-off and pick-up of vehicles in need of mechanical repair.

d. No storage of vehicles or parts within the Oaks Street and Boundary Street right of way.

e. Proper fencing shall be installed and maintained by the applicant.

f. The hours of operation shall be permitted between the hours of 6 a.m. and 10 p.m. Monday through Friday and 7 a.m. and 7 p.m. Saturday and Sunday.

g. No boat or watercraft storage shall be permitted on the property. Boats that are being repaired shall be allowed on the property for a period not to exceed three months.

h. The tire bin shall not exceed the height of the screen fence.

i. The trash dumpster shall be fully screened from the view by the proposed fencing.

Commissioner Fay moved to approve the Conditional Use Permit with the additions and requirements listed by the Commission, Commissioner DeCamp seconded. Motion passed 5-0.

6. COMMISSION REPORT AND OTHER BUSINESS

There were no other reports or business items.

7. VISITORS TO BE HEARD

There were no visitors in attendance.

8. ADJOURN

Commissioner Shurson moved to adjourn the meeting at 9:59 p.m.;
Commissioner DeCamp seconded. Motion passed 5-0.

Prepared by: Tessia Melvin, City Administrator

Memorandum

To: Planning Commission

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: November 5, 2015

Re: **Planning Commission Meeting Discussion**

Walking and Biking Plan

City Council provided direction to the Planning Commission to prepare a prioritization component to complement the Walking and Biking Plan. Commissioners held a preliminary discussion relating to the Council's direction at a Planning Commission meeting earlier this year. Commissioners noted that they would like to further discuss the prioritization plan at a future meeting along with a review of the physical walking and biking plan. The actual plan (short and long term maps) is attached for Commissioner use when formulating your top priorities.

To formalize the priorities of the Planning Commission, staff has prepared a draft of the prioritization plan. This document will be initially prepared by the Planning Commission and then discussed with the Park Commission and ultimately submitted to the City Council. The prioritization plan will provide the City with a more detailed understanding of the steps required to implement the Walking and Biking Plan. The prioritization plan will define the project, anticipated completion date, process for completing the project, costs associated with completion and other pertinent information. The prioritization plan will provide both a written narrative as well as a graphic timeline to clearly delineate the anticipated steps required to complete a project. This plan can be broken down into phases or considered under one phase. The draft plan attached to this memo shows the breakdown of projects utilizing phases 1, 2 and 3. This breakdown is shown for discussion purposes only. An example project has also been provided in the draft document for informational purposes. The example shows what an individual project will look like once completed.

Staff is asking the Planning Commission to bring a list of their top five, highest priority projects relating to the Walking and Biking Plan. Each Commissioner will provide an overview of their list to the group with the goal of combining the five lists into one master prioritization plan. It is understood that Commissioners may have projects prioritized that are not currently described/shown in the adopted Walking and Biking Plan. Several Commissioners provided a longer list of potential projects for consideration at the previous meeting. Those projects identified in the following list can be used by Commissioners to help formulate your own list. The following list is not intended to be all inclusive.

1. Connect all residents south of 12 via the Hawk to Baker Park
2. Connect all residents south of 12 via the Hawk to North Side Park
3. Decrease width and speed of CSAH 19 and add bicycle lanes
4. Connect CSAH 19 to Luce Line Trail
5. Add pedestrian ramps to primary intersections within the City
6. Mark/define cross-walks in key locations throughout the City
7. Add sidewalks along HWY 12
8. Add striped bicycle lane along HWY 12
9. Connect park and ride to trails/City
10. Add bicycle parking facilities in City parks (Rainbow and North Side)
11. Add wayfinding signage to City
12. Prepare a paper and digital map of the City's system

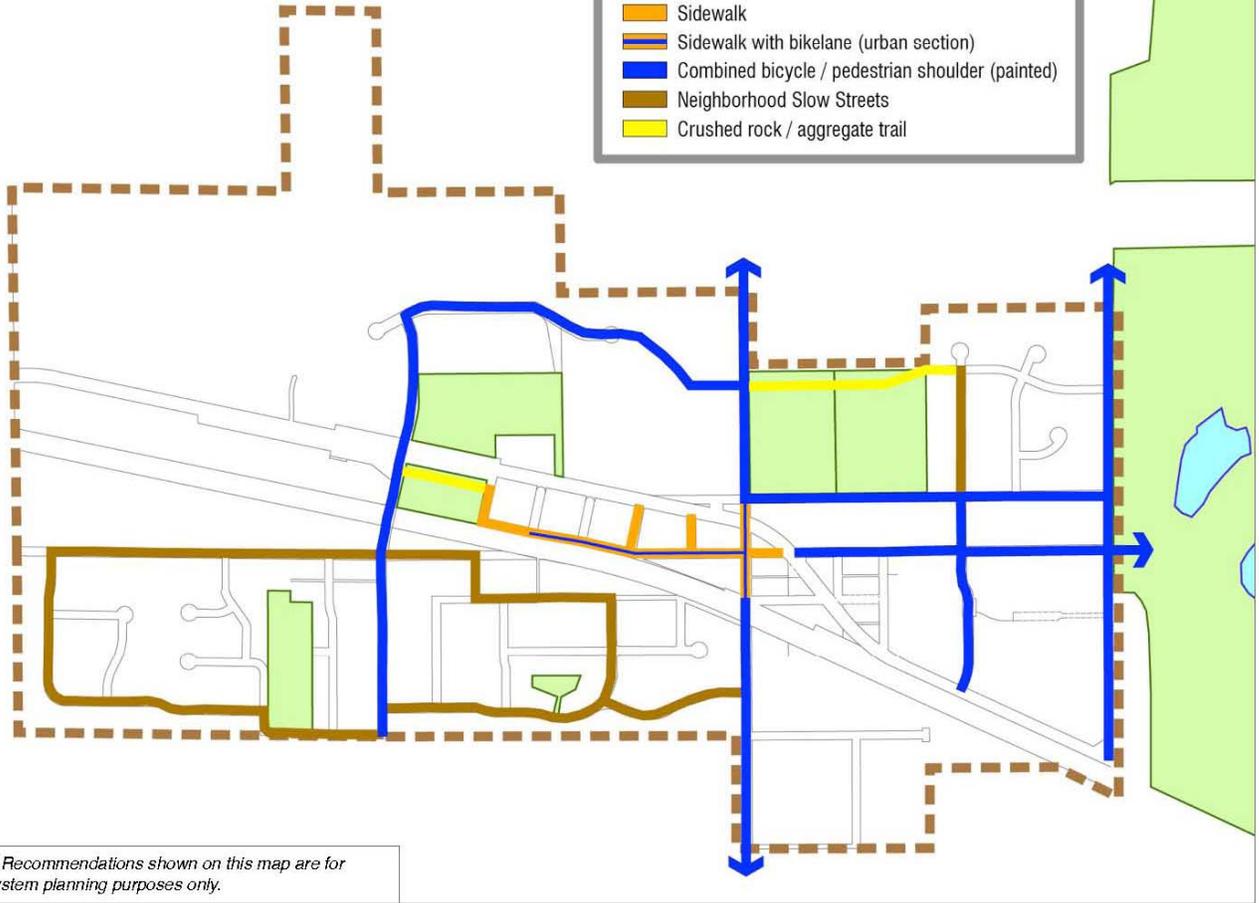
PLANNING COMMISSION PRIORITIZATION LIST:

1. _____
2. _____
3. _____
4. _____
5. _____

SHORT TO MEDIUM TERM Routes and Implementation

DRAFT Route Framework
Maple Plain Walking and Biking Plan

- Sidewalk
- Sidewalk with bikelane (urban section)
- Combined bicycle / pedestrian shoulder (painted)
- Neighborhood Slow Streets
- Crushed rock / aggregate trail

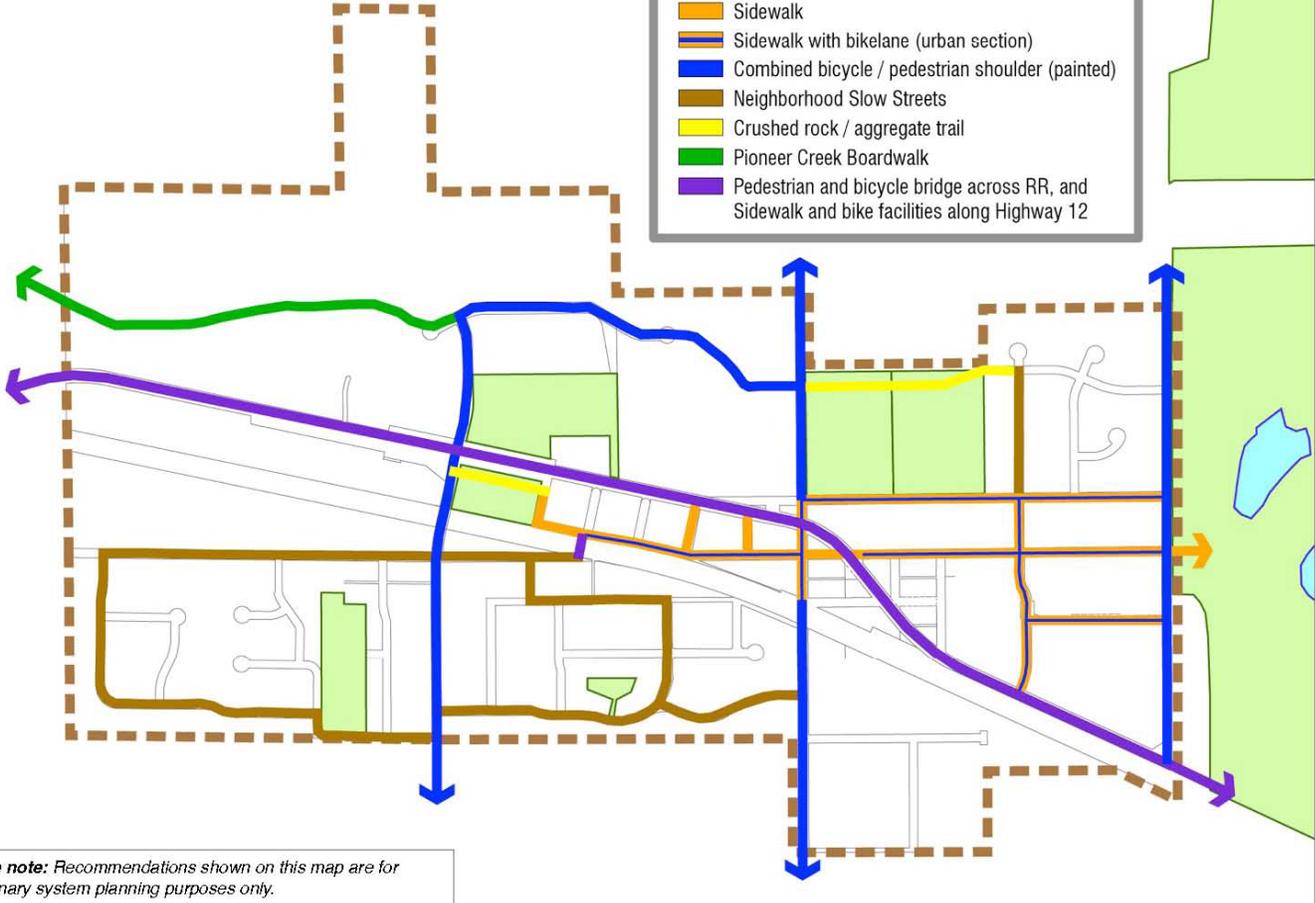


Please note: Recommendations shown on this map are for preliminary system planning purposes only.

**LONGER TERM
Routes and Implementation**

DRAFT Route Framework
Maple Plain Walking and Biking Plan

- Sidewalk
- Sidewalk with bikelane (urban section)
- Combined bicycle / pedestrian shoulder (painted)
- Neighborhood Slow Streets
- Crushed rock / aggregate trail
- Pioneer Creek Boardwalk
- Pedestrian and bicycle bridge across RR, and Sidewalk and bike facilities along Highway 12



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Implementation and Prioritization

A. Walking and Biking Plan Development

The Walking and Biking Plan provides a general framework of ideas, standards, concepts and recommendations to guide the future development of Maple Plain's walking and biking transportation system. In order to facilitate the physical development of the plan, the next step will be to translate the Walking and Biking Plan into:

- Cost Estimates
- Priorities
- Funding Sources
- Implementation Strategy

The Walking and Biking Plan is a working document which begins to assign a conceptual order of importance and identifies the individual elements for developing the transportation system. It provides a framework for short-term decision making and long-term planning and should be revisited annually during planning and capital budgeting discussions.

Elements of the Walking and Biking Plan will need to be implemented on a coordinated basis. These improvements should be considered in the context of the community's entire transportation system to ensure walking and biking needs are met through the addition of certain components. Further coordination with MNDOT, Three Rivers Park District and the City of Independence will be particularly important so that connections and plans can be synchronized where possible.

Development of new trail and sidewalk components and facilities is based on unknown variables which make implementation and prioritization of this plan more complex. Standards, ideas and recommendations in this plan can serve as a guiding tool for the City use while establishing priorities and implementation strategies. The costs included in this plan are the best estimate of probable costs based on current dollars to use for developing an implementation strategy.

When considering the following proposed improvements in this plan, the City should also contemplate:

- Development of trail and sidewalk components which are clearly deficient in the overall transportation system.
- Development of trail and sidewalk components, found to have a need in the community, which can be wholly or partially funded by grants, organizations, donations or funding sources other than the City's.

- Development of trail and sidewalk components or facilities which received high prioritization by the community.
- Items that have a sufficient funding mechanism for capital construction and ongoing maintenance.

B. General Timeline for Trail and Bicycle Component Development

Actual timeframes for the initiation and development of the trail and sidewalk components and facilities identified in this plan are difficult to formulate due to the many variables that affect development. In order to organize the ideas into more tangible format, the City has established timing considerations that when reached present an opportunity to begin the more formal development of these ideas.

C. Prioritization of Components

The City has reviewed the proposed park improvements identified by this plan and prioritized the top five (5) components and facilities. The priority ranking is based on the many criteria. Need, demand, and the general ability develop the components and were all considered in the prioritization process. The City has established that the following trail and sidewalk components or facilities should take on the highest priority and be considered for implementation as soon as funding and other requisite approvals become available. Implementation of the proposed improvements may use a combination of funding sources either identified in this plan or otherwise. The funding sources identified in this plan should be discussed and evaluated in regards to the financial capability of the City of Maple Plain and implementation of the proposed Projects identified in the plan.

The following list of sidewalk and trail priorities is ranked in order of priority. The priorities are broken into three phases with Phase I being the highest priority.

PHASE I

1. (EXAMPLE) Connection Between the Hawk Signal and Baker Park

- **Timeframe:**
 - Project year 1 - Feasibility Study
 - Project year 1 – Prepare plans and specifications
 - Project year 2 – Commence construction

Proposed completion of Project by year end 2018

- **Timing Consideration:** Completion of Project by year end 2018.
- **Funding Opportunities:** City Park Funds
City Bonding in Conjunction with Road Improvement Project
- **Next Steps:**
 1. Prepare project scope. Obtain fee estimate for feasibility study for improvement for item Number 1.
 2. Prepare a feasibility study to identify the cost, scope and details of the improvements. Initiate assessment process.
 - Estimated Cost: \$2,000 – 3,000
 3. Authorize plans and specifications. Initiate bond issuance. Solicit project bids.
 - Estimated Cost: \$5,000 - 10,000
 4. Award project and commence construction.
 - Estimated Cost: \$25,000 – 50,000*
(*estimated cost includes pedestrian ramps, striping, and signage)

Comments: The City will need to prepare a feasibility study to take the next step towards development of the pedestrian and or bicycle connection. This feasibility study will take between 3 and 6 months to complete. Following completion of the feasibility study, the City will evaluate funding sources for the Project. Next, plans and specifications will need to be prepared and the Project put out for bidding.

Development Timeframe																																					
Development Item		2016					2017					2018																									
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Park Infrastructure/Site Grading																																					
1. Prepare Project Scope	a. Identify Cost/Request Feasibility Study	█	█																																		
2. Prepare Feasibility Study	a. Initiate Assessment Process			█	█	█	█	█	█	█	█	█																									
	b. Review Feasibility Study Findings/Consider Funding Sources																																				
3. Authorize Plans and Specifications	a. Initiate Bond Issuance																																				
	b. Prepare Plans and Specifications																																				
	c. Solicit Project Bids																																				
4. Award Project and Commence Construction	a. Complete Project Improvements																																				

2. PROJECT DESCRIPTION: _____

- **Timeframe:**
- **Timing Consideration:**
- **Funding Opportunities:**
- **Next Steps:**
- **Comments:**

3. **PROJECT DESCRIPTION:** _____

- **Timeframe:**
- **Timing Consideration:**
- **Funding Opportunities:**
- **Next Steps:**
- **Comments:**

PHASE II

4. **PROJECT DESCRIPTION:** _____

- **Timeframe:**
- **Timing Consideration:**
- **Funding Opportunities:**
- **Next Steps:**
- **Comments:**

PHASE III

5. **PROJECT DESCRIPTION:** _____

- **Timeframe:**
- **Timing Consideration:**
- **Funding Opportunities:**
- **Next Steps:**
- **Comments:**

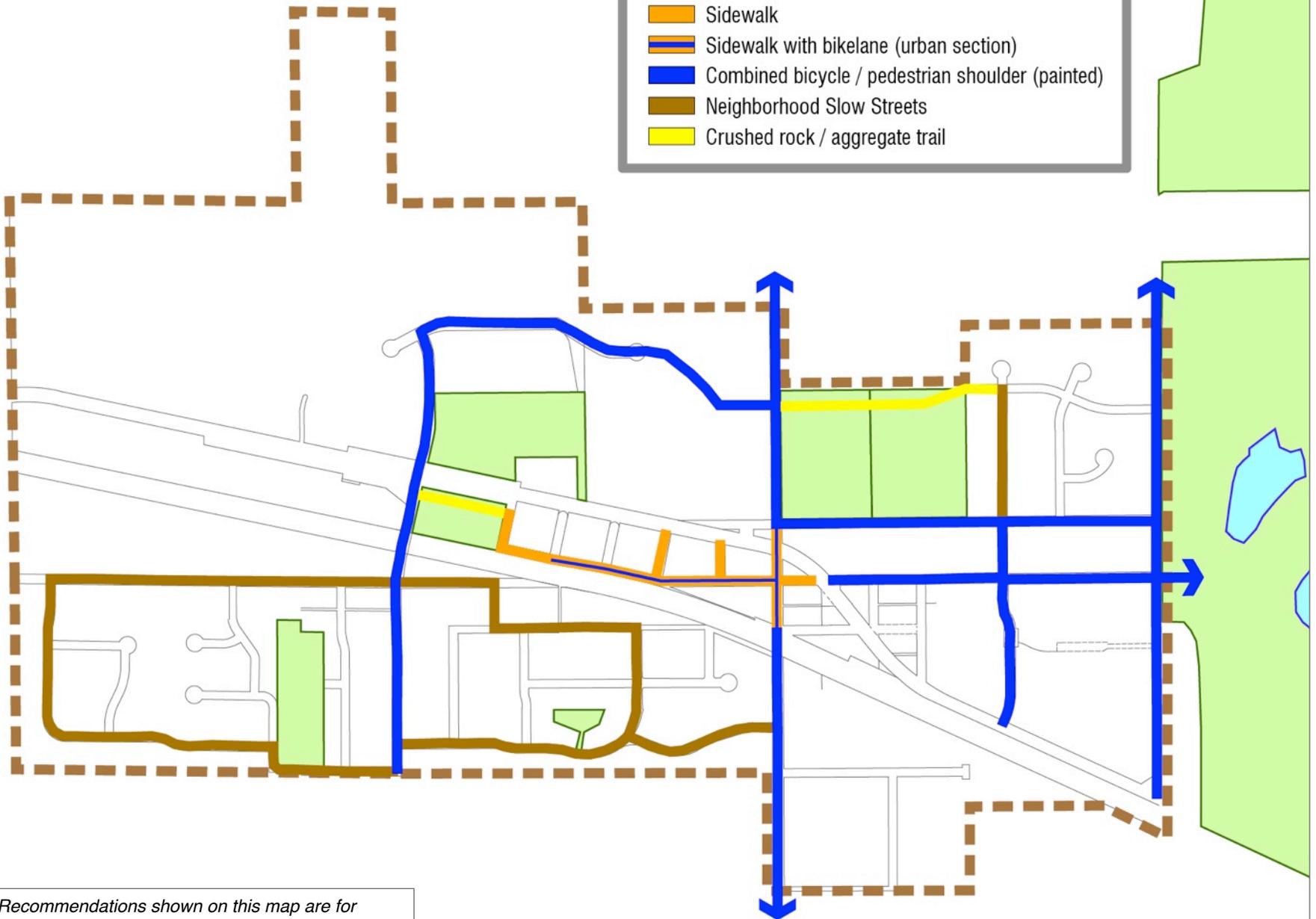
6. **PROJECT DESCRIPTION:** _____

- **Timeframe:**
- **Timing Consideration:**
- **Funding Opportunities:**
- **Next Steps:**
- **Comments:**

SHORT TO MEDIUM TERM Routes and Implementation

DRAFT Route Framework Maple Plain Walking and Biking Plan

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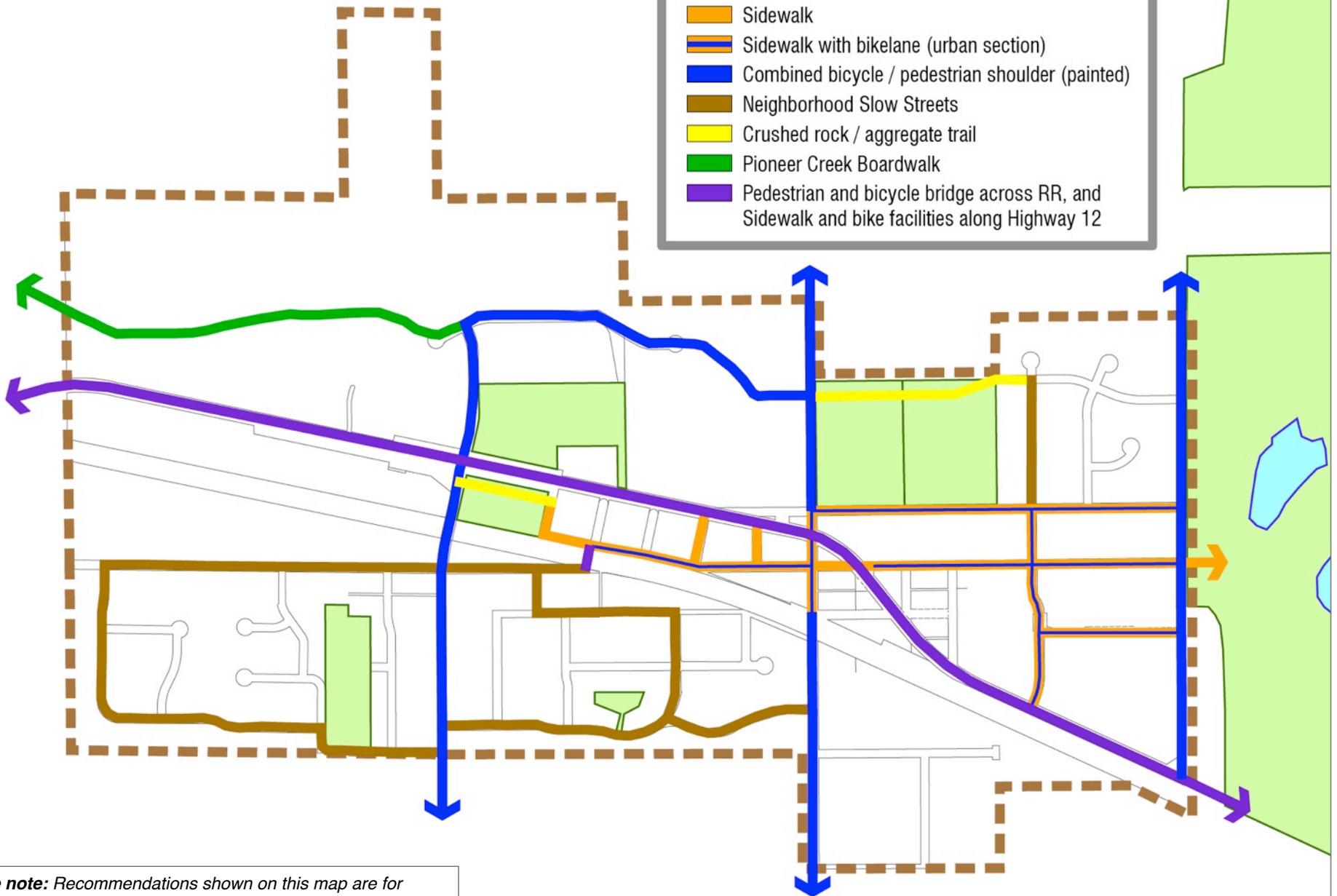


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LONGER TERM Routes and Implementation

DRAFT Route Framework Maple Plain Walking and Biking Plan

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