

**AGENDA
MAPLE PLAIN PLANNING COMMISSION
MEETING
MAPLE PLAIN CITY HALL
JUNE 4, 2015
7:00 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT THE AGENDA**
- 4. CONSENT AGENDA**
 - a. Minutes from March 5, 2015 meeting
- 5. NEW BUSINESS**
 - a. Barber Shop – Land Use in MU-B District
- 6. OLD BUSINESS**
 - a. Walking and Biking Plan
 - b. Planning Commission Planning Priorities
- 7. COMMISSION REPORT AND OTHER BUSINESS**
- 8. VISITORS TO BE HEARD**
- 9. ADJOURN**
 - c. *Next meeting: Thursday, July 2, 2015, at 7 p.m.*

**City of Maple Plain Planning Commission
Meeting Minutes
March 5, 2015
7 p.m.**

1. CALL TO ORDER

Chair Bliss called the meeting to order at 7:03 p.m.

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

2. PLEDGE OF ALLEGIANCE

3. ADOPT THE AGENDA

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

4. CONSENT AGENDA

Commissioner Fay moved to adopt the consent agenda with minor changes to the meeting minutes. Commissioner Shurson seconded. Motion passed 5-0.

5. 2015 APPOINTMENT OF COMMISSION OFFICERS

Commissioner DeCamp moved to reappoint Chair Michele Bliss as Chair of the Planning Commission and Commissioner Stephen Shurson as Vice Chair of the Planning Commission. Commissioner Rose seconded. Motion passed 5-0.

6. BIKING AND WALKING PLAN UPDATES

a. Review Sections 1 and 2

There was much discussion by the Planning Commission on changes that should be made to the walking and biking plan. Recommendations were noted by staff.

Commissioner Shurson said that there was not much to change. Shurson asked if the document should be changed since it was created by a consultant.

City Planner Mark Kaltsas informed the Commission that they own the document.

Commissioner Shurson left the meeting at 7:38 p.m.

The Commission discussed how updates would be made to the document.

City Planner Mark Kaltsas suggested the report remain separate and that a new Walking and Biking Plan document be created. The document would be supported by the report.

7. OLD BUSINESS

8. COMMISSION REPORT AND OTHER BUSINESS

City Planner Mark Kaltsas asked if the April meeting could be changed due to staff scheduling conflicts.

The Commission decided to reschedule for April 9th, 2015.

9. VISITORS TO BE HEARD

10. ADJOURN

Commissioner Rose moved to adjourn the meeting at 8:25 p.m.;
Commissioner DeCamp seconded. Motion passed 5-0.

Prepared by: Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum
June 4, 2015 Maple Plain Planning Commission

5. NEW BUSINESS

A. Barber Shop – Land-Use in MU-B District

ACTION TO BE CONSIDERED

To discuss the request for a barber shop located at 5260 Independence Street.

FACTS

- 5260 Independence Street is zoned as MU-B (Mixed Use – Budd/Highway 12 District).
- The permitted uses section of the zoning code does not specify whether barber shops are allowed, nonetheless it does specify beauty shops. Beauty shops are not allowed in the MU-B District.
- City staff would like the Planning Commission to review the proposed use and provide feedback.

ATTACHMENTS

A memorandum from City Planner, Mark Kaltsas.

Memorandum

To: Planning Commission

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: May 29, 2015

Re: **Planning Commission Meeting Discussion**

Barber Shop - Land Use in MU-B Zoning District

The City has been approached by a resident that is interest in opening a barber shop in the downtown area. The barber shop would initially be a single-chair with just the owner cutting hair. The potential business owner found a space to lease in the existing building located at 5260 Independence Street. The building currently has a retail establishment (Control Freaks) in the western two-thirds of the building. The property is currently zoned MU-B (Mixed Use – Budd/Highway 12 District). The City has a table that provides permitted uses in the various mixed use districts. The list does not specifically address barber shops, but does provide for beauty shops. Beauty shops are not permitted in the MU-B zoning district. The ordinance states the following about uses listed in the table:

The following list is not meant to be all encompassing, but all uses not identified on this list shall be subject to review by city staff and must be identified as 'similar' in use to other listed, permitted or conditional uses otherwise the use shall be deemed not permitted. Any dispute of staff's decision shall be brought before the City Council upon written request to be submitted to city staff to be placed on the next available agenda.

The City could find that a Barber Shop is similar to a Beauty Shop and therefore would not be permitted by the ordinance. The process spelled out in the ordinance states that the City Council can make a determination regarding a use that is not specifically referenced in the ordinance. Staff would like to have the Planning Commission review the proposed use (Barber Shop) and provide feedback relating to whether or not it should be considered in the MU-B district. Based on the discussion, staff will take this item to the City Council for further consideration. It may be necessary that the City consider amending the ordinance to allow Beauty Shops in the MU-B district.

Zoning Code

<i>Permitted Use</i>	<i>MU-G</i>	<i>MU-D</i>	<i>MU-B</i>
Art studio, interior decorating studio, photographic studio or music studio	X	X	
Bakery goods sales and baking of goods	X	X	
Bank, without drive-through lanes	X	X	X
Beauty shop	X	X	
Bookstore	X	X	
Cabinetry shops, no outdoor storage		X	X
Camera and photo finish	X	X	X
Candy, ice cream, popcorn, nuts, frozen dessert and soft drink shop, without drive-in or drive-through lanes	X	X	
Catering services	X		X
Clothing and/or shoe stores	X	X	X
Coffee shops, cigar bars, wine bars or similar gathering places	X	X	X
Convenience store	X	X	X
Daycare	X	X	
Delicatessen	X	X	
Department store over 50,000 square feet			X
Diet centers	X	X	X



Agenda Information Memorandum
June 4, 2015 Maple Plain Planning Commission

6. OLD BUSINESS
A. Walking and Biking Plan

ACTION TO BE CONSIDERED

To discuss Section III of the Walking and Biking Plan.

FACTS

- The Planning Commission discussed sections I and II of the Walking and Biking Plan at the March Planning Commission Meeting.
- Commissioners should be prepared to discuss section III at the meeting.
- Staff is looking for key elements that should be included in the updated physical and implementation plan.

ATTACHMENTS

A memorandum from City Planner, Mark Kaltsas.

Memorandum

To: Planning Commission

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: May 29, 2015

Re: **Planning Commission Meeting Discussion**

Walking and Biking Plan

Planning Commissioners discussed sections I and II of the Walking and Biking Plan Report at the March Planning Commission Meeting. During the review of the plan, Commissioners questioned whether or not the report had been adopted by City Council. It was determined that the report had not been adopted and should be presented to the City Council for adoption along with an updated (supplemental) Walking and Biking Plan. The plan would be based on the findings of the report, but would synthesize and update the physical plan. In addition, the plan would include a prioritized implementation section that would provide guidance to the City for future improvements.

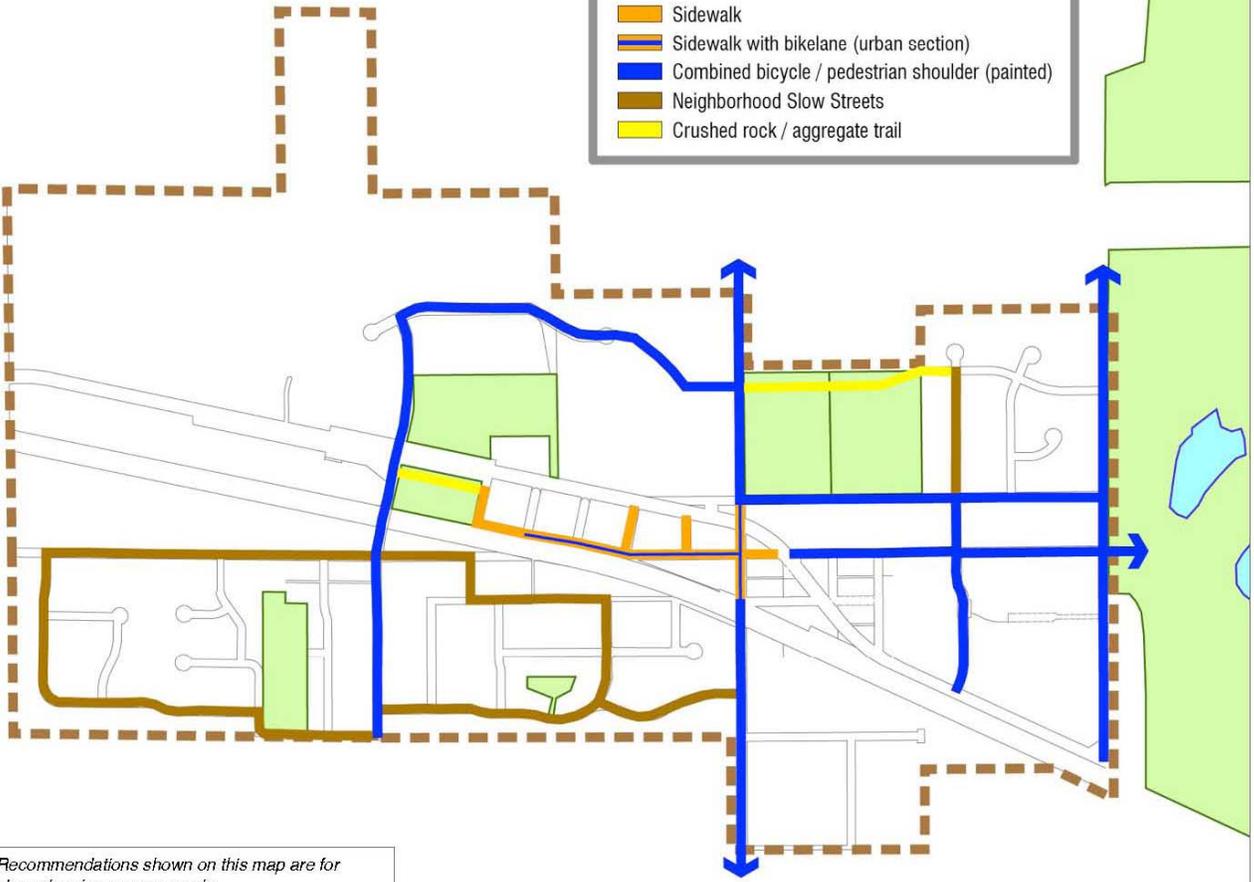
Commissioners reviewed sections I and II and provided several minor amendments that will be made prior to submittal to the City Council. Commissioners should be prepared to discuss Section III at our meeting. Rather than making changes to the existing report, we would like to identify key elements that should be incorporated into the updated physical plan and implementation plan. Staff will be looking for key components (trails/sidewalks/improvements) that should be included in the updated physical and implementation plan. Following discussion of the physical plan, staff would like to begin prioritizing the elements of the plan so that they can be presented with priorities to the City Council. The goal of this exercise and plan development will be that the City Council can take the information presented and incorporate the findings into their capital improvement planning process that is currently ongoing.

Based on the information presented in the report, it is likely that there will be a list of general and specific street development, sidewalk, trail and bicycle parking guidelines and improvements that will be incorporated into the plan. It is anticipated that the prioritization will be focused on individual and specific improvements so that the City has a tangible list of next projects to consider constructing. The physical plan will include an overall plan graphic similar to the following short and long-term plans included in the report. The plans could be modified and, if necessary, include additional notes and specific details, images or other pertinent information as determined necessary by the Commission.

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

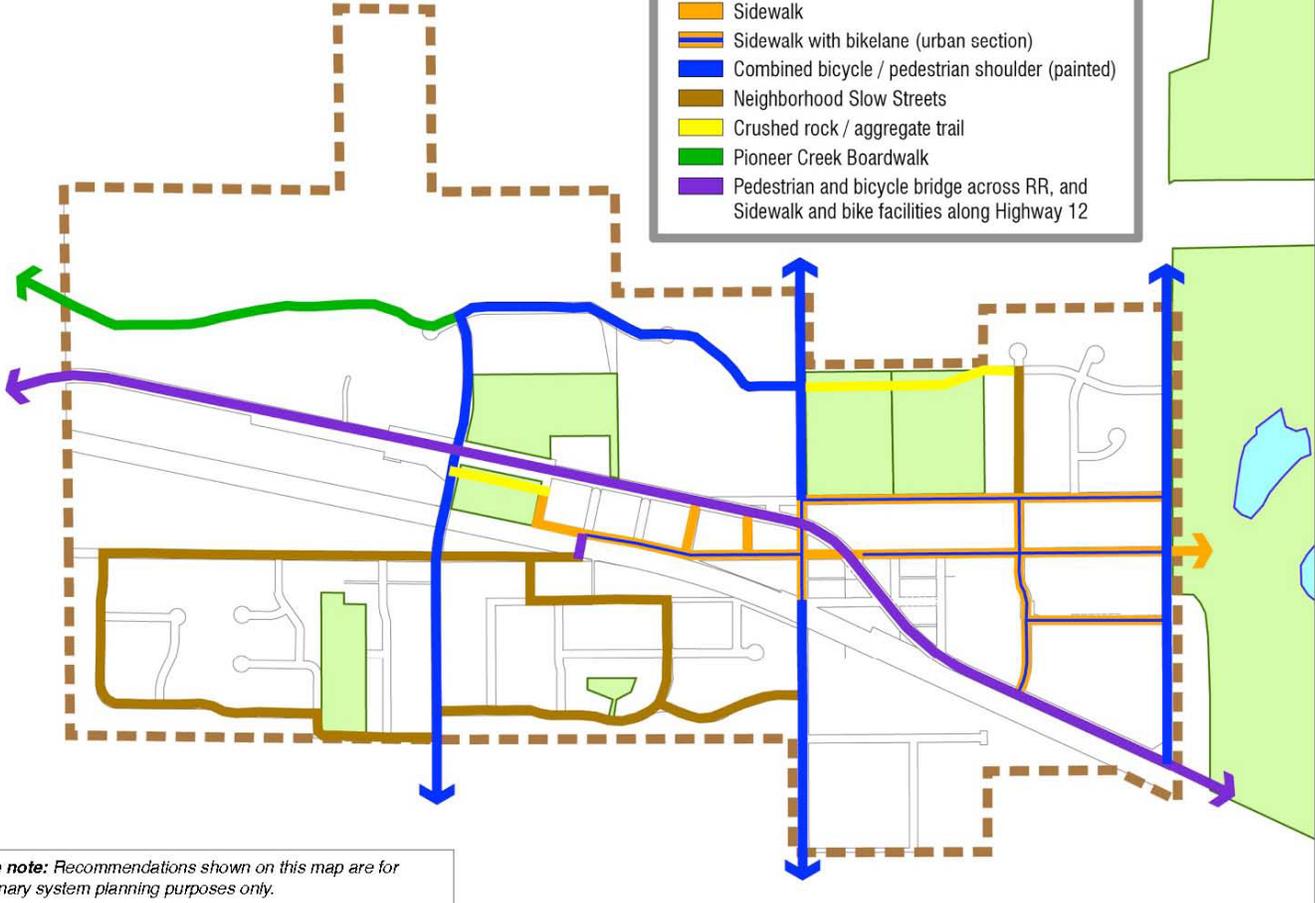


Please note: Recommendations shown on this map are for preliminary system planning purposes only.

**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



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



Agenda Information Memorandum
June 4, 2015 Maple Plain Planning Commission

6. OLD BUSINESS

B. Planning Commission Planning Priorities

ACTION TO BE CONSIDERED

To review the planning priorities for the Planning Commission.

FACTS

- In 2013 the Planning Commission identified 5 focus areas.
- At the February, 2015 meeting, the Planning Commission identified a total of 11 items to focus on.
- The Planning Commission and the City Council will have a joint meeting to discuss the goals.

ATTACHMENTS

A memorandum from City Planner, Mark Kaltsas.

Memorandum

To: Planning Commission

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: May 29, 2015

Re: **Planning Commission Meeting Discussion**

Planning Commission Planning Priorities

Planning Commissioners have discussed updating the list of planning priorities to be discussed with the City Council at our upcoming joint meeting in June. Commissioners provided staff with a list of items to be considered. It is anticipated that the Planning Commission will present the City Council with a list of Commission priorities at the joint meeting. This list will be prioritized so that the City Council can review and concur with items moving forward. Commissioners had prepared a list in 2013 that was not available during our discussion in February. The list from 2013 is as follows:

1. Home Occupation Permit
2. Conditional Use Permit (CUP)/ Interim-Use Permit (IUP)
3. Livestock/animals (Completed)
4. Low-Impact Development
5. Residential Code Sections R1 – R3, Misc. outdated code sections, and code pertaining to hand guns.

In February, 2015 the Planning Commission provided the following list of items:

1. R1-R3 Zoning Districts
2. Home Occupation Permit
3. Consolidation of traffic and parking sections
4. Condition Use permit
5. Wind Power
6. Low Impact Development
7. Outdated Codes (Municipal Liquor, Flood Plan)
8. Handguns
9. Microbreweries
10. Storm Water
11. Rental Ordinance

