

**AGENDA
MAPLE PLAIN PLANNING COMMISSION
MAPLE PLAIN CITY HALL
MAY 2, 2013
7:00 PM**

I. CALL TO ORDER

II. ADOPT AGENDA

III. CONSENT AGENDA

- A. Approval of the March 7, 2013 regular meeting minutes.
- B. Approval of the April 4, 2013 workshop meeting minutes.

IV. PUBLIC HEARINGS

- A. McGarry's Irish Pub, 5189 Main Street, site plan request and review.

V. ADMINISTRATIVE REPORTS

VI. OLD BUSINESS

- A. Industrial zoning ordinance revisions and public hearing.
- B. Ordinance review and revisions.

VII. NEW BUSINESS

VIII. COMMISSION REPORTS & OTHER BUSINESS

IX. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentation will be limited to 3 minutes. This session will be limited to 15 minutes.

X. ADJOURN

Next meeting: Thursday, June 6, 2013, 7 p.m. at Maple Plain City Hall

**City of Maple Plain Planning Commission
Meeting Notes
March 7, 2013
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

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

Present: Commission Chair Michele Bliss, and Commissioners Mardelle DeCamp, Mike DeLuca, John Fay, William Lauper, and Stephen Shurson; Council liason Dave Eisinger; Planning Consultant Tom Goodrum (MFRA); and Assistant to the City Administrator Maggie McCallum.

Absent: Barb Rose

II. ADOPT AGENDA

DeCamp moved to adopt the Agenda; Fay seconded. Motion passed 5-0.

Shursona was not present for the vote.

III. CONSENT AGENDA

Lauper moved to approve the Consent Agenda including edits to the meeting minutes; DeCamp seconded. Motion passed 4-0.

DeLuca abstained from voting since he was absent at the previous meeting on February 7, 2013

Items approved under the Consent Agenda:

A. Approval of the February 7, 2013 meeting minutes.

IV. PUBLIC HEARINGS

None.

V. ADMINISTRATIVE REPORTS

None.

VI. OLD BUSINESS

A. Industrial Park Ordinance discussion

At the February 7, 2013 meeting, the Planning Commission made a motion to send the most current draft of the Industrial Park Ordinances to MFRA for further review and editing by the City Planner, Tom Goodrum.

Goodrum acknowledged the work that was done by Commissioners Fay and DeLuca with regards to the drafting and updating of the Industrial Code. Goodrum stated that they did a great job creating the new vision for the industrial districts of the City. Goodrum explained that he looked at the drafts, made edits, and is bringing it back to the Commission for further discussion.

Shurson entered into the meeting at 7:17 p.m.

Goodrum recommended several additions, deletions and clarifications to the definition section of the ordinance. Goodrum emphasized additional language that he added to the “light manufacturing” definition. Goodrum suggested that customized, handcrafted items not be considered light manufacturing.

Goodrum recommended allowing light manufacturing as a permitted use in the I-1 District. Goodrum provided additional suggestions as to how the ordinance could be updated without current a business needing to be classified under a “grandfathered” status. A suggestion was made for current businesses with large amounts of office space. Goodrum suggested allowing “office campuses” for businesses located on a minimum 10-acre lot.

Goodrum emphasized the ordinance allowing for Low-Impact Development (LID) pavements if deemed appropriate as a means to promote green space and infrastructure.

Goodrum stated that several items were removed from the ordinance because items were already adequately represented somewhere else in the code.

Commissioners discussed how to better define “light manufacturing” within the Industrial Districts. Goodrum suggested rewording the definition to help differentiate between light manufacturing and custom and handcrafted items.

Bliss inquired into the “office campus” for businesses on lots larger than 10-acres. Bliss mentioned a business that she considers “industrial” but would be reclassified as an “office campus” because of the amount of office space it has within its buildings.

Goodrum explained that the drafted ordinance only allows for 40% office space and that the mentioned business is over that percentage. Goodrum stated that by allowing 10-acre lot businesses to be categorized as an “office campus”, these businesses would conform with the change in code. Goodrum explained that businesses on smaller lots would maintain the limited office requirements, and more office dominant businesses would be nudged to the Office-Park District.

Bliss asked Goodrum if two conditions pertaining to fire suppression and safety were both necessary for mini self-storage facilities. Goodrum stated that they did

not have to be in the code, since fire code is already covered in State building code. Goodrum did suggest keeping it in as a reference to readers.

Shurson suggested removing the conditions if they are already covered in State building code. Commissioner Eisinger agreed that it was already covered by the State. Bliss stated that it should be removed.

Shurson recommended allowing for LID pavements for the Open Sales Lot section.

Goodrum recommended establishing new setbacks from railroad easements for properties that abut the railroad track. Goodrum stated that businesses are currently allowed to and have built buildings right up to the property line. Commissioners agreed that setbacks should be changed and that Goodrum should look into it further.

The Commission decided to continue the discussion of this agenda item at the next Planning Commission meeting on April 4, 2013 following additional edits from MFRA.

B. 2013 Work Plan Discussion

Bliss mentioned Low Impact Development (LID), an item in which the Planning Commission had previously identified as an interest area.

Bliss recommended that the Commission have an informal workshop as the next meeting to discuss project ideas for 2013.

Fay asked Goodrum if there were any sections of the code book that he thought needed to be revised.

Goodrum stated that there are several small inconsistencies within the code book, nevertheless that it would take a lot of work to fix all those issues.

DeLuca asked Goodrum what he thought to be the most important sections of the code to focus on at this point in time.

Bliss mentioned the need to continue updating the Home Occupation section of the code.

DeLuca recommended that the Commission create a list of several items and use it as a reference over time.

The Commission decided to continue the discussion of this agenda item at a work session before the next Planning Commission meeting on April 4, 2013.

VII. **NEW BUSINESS**

A. 2013 Appointment of Commission Officers

DeLuca mentioned that Michelle Bliss, Chair of the Planning Commission and Stephen Shurson, Vice Chair of the Planning Commission, have done a good job thus far and recommended keeping them in their positions.

Bliss stated that she would be willing to serve as Chair again.

Shurson stated that he would be willing to serve as Vice Chair again.

DeLuca moved to reappoint Michelle Bliss as Chair and Stephen Shurson as Vice Chair of the Planning Commission; Fay seconded. Motion passed 6-0.

VIII. **COMMISSION REPORTS & OTHER BUSINESS**

Commissioner Lauper announced his resignation from the Planning Commission. Lauper explained that due to his active duty in the military he was not supposed to partake in any civil office including the Planning Commission.

Commissioners expressed disappointment in Lauper's resignation.

DeLuca recommended to the Commission that the Pledge of Allegiance be said as an opening to future Planning Commission meetings.

Decamp moved that the Planning Commission open each meeting with the Pledge of Allegiance; DeLuca seconded. Motion Passed 4-0. Lauper and Bliss abstained.

IX. **VISITORS TO BE HEARD**

None.

X. **ADJOURN**

Fay moved to Adjourn; Shurson seconded. Motion passed 6-0. Meeting adjourned at 9:15 p.m.

Prepared by



Maggie McCallum, Assistant to the City Administrator

**City of Maple Plain Planning Commission
Workshop Meeting Notes
April 4, 2013
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

Chair Bliss called the meeting to order at 7:10 p.m.

Present: Commission Chair Michele Bliss, and Commissioners John Fay, Barb Rose, Stephen Shurson; Council liaison Dave Eisinger; Planning Consultant Tom Goodrum (MFRA); City Administrator Jason Ziemer; and Assistant to the City Administrator Maggie McCallum.

Absent: Mardelle DeCamp

II. ADOPT AGENDA

Shurson moved to adopt the Agenda; Rose seconded. Motion passed 4-0.

III. DOWNTOWN STREETScape SCHEMATIC PLAN

McCallum stated that staff wanted to provide an update on the Downtown Streetscape Schematic Plan that went to the Council.

Council Liaison Eisinger explained that the Council discussed the item and decided not provide \$10,000-\$15,000 on the development of a Downtown Streetscape Schematic Plan. Eisinger stated that the Council did not want to develop a Plan that would potentially get little use.

Shurson inquired into why the Council would choose not to do the Plan for a sidewalk reconstruction project scheduled for the summer.

Ziemer entered the meeting at 7:16pm.

Eisinger stated that the Council was concerned about the cost difference between a regular concrete sidewalk and one constructed with pedestrian and streetscape elements. Eisinger stated that at the Council meeting, Council member McCoy suggested using the \$10,000-\$15,000 to help fund the sidewalk with pedestrian and streetscapes elements. Eisinger explained that McCoy thought it would serve as a demonstration project for the Downtown District.

Bliss stated that the concept of the schematic plan is look at the bigger picture for the Downtown District and not just one location.

Shurson explained that the idea of the Plan is to have a bigger planning scheme for the downtown that includes detailed elements such as parking, lighting, park and civic space, and so forth. Shurson stated that the Plan would reference other City documents such as the Walking and Biking Plan and serve as a guidance tool.

Bliss asked if the \$10,000 allotted to the Planning Commission was now designated to the demonstration project.

Eisinger stated that it was only a recommendation from Council and that it was not allotted to the project.

Shurson said that it was given to the Planning Commission for planning purposes, not infrastructure projects.

Ziemer stated that the money was allotted in 2008 to the Planning Commission from the Council for planning development purposes. Ziemer said that the money is still in the planning fund and that the Commission still has a say in how to use it, but that the Council has to approve it.

Shurson stated that he did not believe the Council understood the concept of the Plan and its intent of being a planning document.

Eisinger stated that he was concerned about when the Plan would be developed and if it would happen. Eisinger stated that the Council asked City Engineer, Boyum how long it would take for a developer to draw plans for a project when a project is ready to go. Eisinger said that Dan stated it would take about three months.

Shurson explained that he wants a plan in place before developers come in to do projects. Shurson stated that he wants developers to use it as a guidance plan.

Ziemer said that the City has received grant funding for several downtown projects such as for sidewalk and street reconstruction, as well as for a larger redevelopment project. Ziemer stated that having this Plan would assist with many planning aspects of these projects and help move them forward.

Ziemer asked Eisinger what the aversion was to do the Plan.

Eisinger stated that the Council would not fund the projects in the Plan and therefore did not want to spend the money on the Plan if it would never happen.

Shurson said that that makes sense, nevertheless stated that the Council and Commission was pushing for a grander vision for the downtown that would attract development.

Bliss stated that that vision was created with the Maple Plain Design Team.

Shurson stated that he would be willing to go back to the Council to try and bring this item back on the agenda and provide the Council with more information.

Fay stated that if the \$10,000 was allocated to the Planning Commission for planning purposes, that it would be good to use the money to create a vision for the downtown. Fay agreed that the Commission should try and bring it back to the Council.

Ziemer explained that since the Council took action on the item, two Council members would have to agree to bring the item back for reconsideration. Ziemer and Eisinger suggested waiting a few months.

Ziemer left at 8:00 p.m.

IV. INDUSTRIAL ORDINANCES

Commissioners reviewed the current Industrial Ordinances and provided comments.

Goodrum said that he looked at the current businesses in Industrial District to determine if any would be affected by updating the code. Goodrum stated that all businesses would conform to the updated code.

V. 2013 WORK PLAN

Bliss provided commissioners with some handouts on Low-Impact Development (LID). The documents included a memo and some information provided by Goodrum in May of 2012, an LID document drafted by McCallum, and some notes that she and Shurson put together in the past.

Bliss said that LID is something the City should still pursue, nevertheless wasn't sure in what matter; as a policy, guidelines or recommendations.

Bliss stated that it is a difficult issue to incorporate into code and the Commission would have to make decisions as to who it would affect and how it would be implemented.

Bliss said that the City needs to better educate residents on the issue.

Goodrum stated that it would be difficult to enforce on individual lots. Goodrum suggested looking for LID elements that the Commission would like to see in the City. Goodrum explained that some cities offer incentives to developers for LID design elements.

McCallum provided a handout on previous ordinances the City has updated over the years.

Bliss asked the Commission if there were any sections in the code that could use updating.

Bliss said one section of the code that needed updating was the section that pertained to Home Occupations.

McCallum suggested looking into writing a section about animals and livestock.

Fay recommended drafting a section on windmills.

Bliss recommended that the Commission look though the code book more thoroughly to see which areas could be worked on. Bliss said that Commissioners should bring ideas back at the next meeting.

VI. ADJOURN

Rose moved to Adjourn; Fay seconded. Motion passed 4-0. Meeting adjourned at 9:00 p.m.

Prepared by



Maggie McCallum, Assistant to the City Administrator



Agenda Information Memorandum
May 2, 2013 Maple Plain Planning Commission

V. PUBLIC HEARINGS
A. McGARRY'S IRISH PUB, 5189 MAIN STREET
SITE PLAN REQUEST & REVIEW

ACTION TO BE CONSIDERED

To conduct a public hearing to receive feedback on a site plan request from McGarry's Irish Pub, 5189 Main Street, regarding the proposed addition onto the business for a walk-in cooler.

FACTS

- Jean and Bill McGarry submitted their land use application site plan request on April 8. They are requesting an addition onto their business, McGarry's Irish Pub, 5189 Main Street. The addition is a walk-in cooler.
- City code requires a site plan review and public hearing for all commercial and industrial projects that require an addition. City staff have interpreted that to mean projects that alter the exterior of a building or property in some manner.
- City Administrator Jason Ziemer met with the business owners on two separate occasions – once on site to discuss the project and a second time to review the application process.
- The proposed addition does not require a variance or conditional use permit.
- The required 60-day review period expires on June 23; the 120-day review expires on August 23.

ATTACHMENTS

Attached on page(s) ____ through ____ is the project review memorandum from City Planner Tom Goodrum (MFRA), site plan and project renderings, and staff comments.

MEMORANDUM

TO: Chair Michele Bliss and Planning Commission
FROM: Tom Goodrum, City Planner (MFRA)
DATE OF REPORT: April 24, 2013
DATE OF MEETING: May 2, 2013
RE: Site Plan Review for Walk-In Cooler Expansion

Chair Bliss and Commissioners,

William and Jean McGarry have submitted a site plan application for the construction of an 8' x 10' (80 sq. foot) walk-in cooler along the east side of their building at 5189 Main Street in downtown. The proposed request will require the following city action:

Site Plan: Site plan approval is required for new construction of commercial/industrial uses.

Proposed changes to the property as a result of this application can be summarized as follows:

1. The cooler will be outside of the building with electrical and water/beer lines extending from the building to the cooler.
2. The outdoor seating area along the east side of the building will be removed. The applicant states that the area was not regularly used and adequate outdoor seating will still be available at the restaurant.
3. A false wall will be constructed across the front of the cooler area, extending eastward from the existing front wall. The wall will be constructed to match the architecture and colors of the existing front wall. The wall height is proposed at 10 feet to match the top of existing wall. Submitted plans show that the wall will screen the refrigeration equipment on top of the cooler. Security and safety concerns regarding the wall will be noted in staff's comments.
4. Lighting from the patio area will be relocated to the back wall.
5. The outdoor cooler will help staff and improve business operations by removing the cooler from the basement and moving it to a better accessible location.

In review of the proposed request staff has the following comments:

Permitted Use and MU-D Standards

- Restaurants are a permitted use in the MU-D district. Site plan review is, however, still required to ensure the building is in character with the site and the surrounding area.
- The existing restaurant encroaches within the required front and side yard setbacks but is considered a legal non-conforming use due to its existence prior current codes. Since the proposed cooler does not expand the building or the business, it simply improve the existing operations, it does not impact its non-conformance status.
- The proposed false wall will be constructed 9 feet from the front lot line and in compliance to the front yard setback of 5 feet.

- Staff does not consider the proposed cooler as an accessory structure since it is an integral part of the daily business operation, similar to an air conditioner or other utility services located outside of a business.
- Staff commends McGarry's for their success and appreciate the efforts they have made to meet the goals of the Design Guidelines in creating an attractive and cohesive downtown.

Security and Fire Safety

Currently there is a fence that encloses the patio area from the south and east giving the only access to this area from the front along Main Street and a door from the restaurant adjacent the bar. The proposed false wall will be constructed along the front of the building to the east lot line up against the existing fence. This would completely enclose the proposed cooler area.

Ray McCoy of West Hennepin Public Safety states in his review that the false wall should be extended far enough and/or attached to the existing fence along the east lot line to prevent public access into the cooler area. If not secured it would be difficult to view and protect against illegal activities that may occur behind the wall.

The Fire Department's concern is that if the cooler area is secured with no access and a fire were to occur inside the building patrons may flee out to the cooler area and be potentially trapped. Although there is a fire exit door that opens outside to the south side of the building patrons unfamiliar with the building or panicked may flee from any available door.

Staff recognizes the safety concerns raised for the property owner and their patrons and have outlined some potential options.

- We understand McGarry's and West Hennepin Public Safety concerns of having a public access to this area. Being an enclosed area with little public visibility the potential for vandalism, theft and other illegal activities occurring would be possible. Thus having it fully secured is reasonable with appropriate signage inside the restaurant directing patrons to the correct fire exits. Staff suggests a sign on the door leading to the cooler area that clearly states "not a fire exit" with an arrow pointing to the appropriate fire exits.
- To satisfy the Fire Department the City can consider the following measures:
 - If the cooler area is enclosed it would be understood that if there was a fire, the fire department may knock a hole into the false wall to create an access. Damages to the wall will be the responsibility of McGarry's. For the safety of the public the fire department would need to be satisfied that the cooler could provide some protection and barricade from a fire extending from the restaurant.
 - Put a gate on the fence that blocks the south access from the cooler area. However, this access is only 1.5 feet wide thus is not a preferred exit route.
 - Install a door within the false wall that could be architecturally hidden from the front and public view.

No changes to existing operations

- Water and sewer services are currently supplied to the existing building, and will not change as a result of the proposed addition.

- All current emergency exists and handicapped accessibility will remain the same.
- No changes will be made to existing seating capacity
- Deliveries will continue to be made on Bud Avenue through the south side of the building.

Future Permits

- Should the site plan be approved, the applicant will need to secure all appropriate permits associated with new construction. This would include a structural permit for the false wall and cooler. The east side of the cooler may need to be fire rated since it will be closer than 5 feet from the property line.

FINDINGS

After reviewing the application, it is staff's opinion that the proposed use is appropriate for the site.

RECOMMENDATIONS

Staff is recommending approval for the installment of a walk-in cooler along the eastern side of existing structure at 5189 Main Street with the following conditions:

1. The project shall be constructed in accordance to the plans submitted on April 4, 2013 unless modified by the city council or staff upon the city review;
2. The applicant must provide a fire access plan per the direction of the Fire Chief;
3. The plan is subject to any additional condition as part of the building permit;
4. Samples of the building material shall be submitted to City staff prior issuing a building permit to ensure the material is in compliance as what was approved by the City.



DATE: April 18, 2013
TO: Jason Ziemer
Maple Plain Clerk Administrator
FROM: Director Ray McCoy
West Hennepin Public Safety
RE: Land Use Application Review Sign Off

I, Director Ray McCoy, have reviewed the application by McGarry's Irish Pub to locate an external keg cooler between the existing McGarry's restaurant and the Maple Plain Post Office.

The only note that I would make is the facade would prevent any human traffic from going between McGarry's and the Maple Plain Post Office. This project appears to be very benign and will not be detrimental to any public safety issues.

S:/Memos/2013/Apr 18, City of Maple Plain.doc

Thomas Goodrum

From: Jason Ziemer <jziemer@mapleplain.com>
Sent: Tuesday, April 23, 2013 2:05 PM
To: Thomas Goodrum
Subject: FW: McGary's

Jason Ziemer

Maple Plain City Administrator

Office: (763) 479-0515

Cell: (612) 490-5829



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www.mapleplain.com

From: Dave Eisinger [<mailto:dave.eisinger@bergersoncaswell.com>]
Sent: Tuesday, April 23, 2013 1:58 PM
To: Jason Ziemer
Subject: McGary's

Jason,

I did let Tom know my concerns for the cooler and accompanying changes. I am concerned about the front facade cutting off any escape from the area. The cooler will be accessed from the door by the bar to the outside. I believe that during an emergency event that patrons and employees that know this door goes out side will use it. Then once out in the cooler area they will be some what trapped. As I mentioned to Tom there is a 1.5 foot alley way to the south along the fence to the back patio area that may work. I would also like to get some way to get out through the new facade that is proposed on the Main street side. I am confident that we can get this done and keep everyone safe. Let me know if you have any questions.

Thanks.

Dave

Memo

To: Jason Ziemer

From: Roger Peitso *RP*

Date: April 16, 2013

Re: Land Use Review

The only comments I have for this project is that all aspects of items being constructed or installed shall meet the requirements of the Building Code.

Jason Ziemer

From: Carla.Stueve@co.hennepin.mn.us
Sent: Friday, April 12, 2013 11:20 AM
To: Jason Ziemer
Cc: Robert.Byers@co.hennepin.mn.us
Subject: Re: Fw: Development project

Jason,

Thank you for sending us the site plan with the proposed changes for McGarry's Irish Pub, located at 5189 Main Street in downtown Maple Plain. We have no issues with the proposed change for this property.

Please let me know if you need anything further from us.

Thank You!
Carla

Carla Stueve, P.E. | Transportation Engineer

Hennepin County Transportation Department | 1600 Prairie Drive | Medina, MN 55340

Office 612.596.0356 | Cell 612.868.6677 | Email carla.stueve@co.hennepin.mn.us

----- Forwarded by Robert H. Byers/PW/Hennepin on 04/09/2013 08:30 AM -----

From: Jason Ziemer <jziemer@mapleplain.com>
To: "Robert Byers (Robert.Byers@co.hennepin.mn.us)" <Robert.Byers@co.hennepin.mn.us>,
Date: 04/08/2013 03:57 PM
Subject:Development project

Bob,

I'm guessing the County will have no comments on this but wanted to send it your way anyway as the property is adjacent to County ROW.

Jason

Jason Ziemer
Maple Plain City Administrator

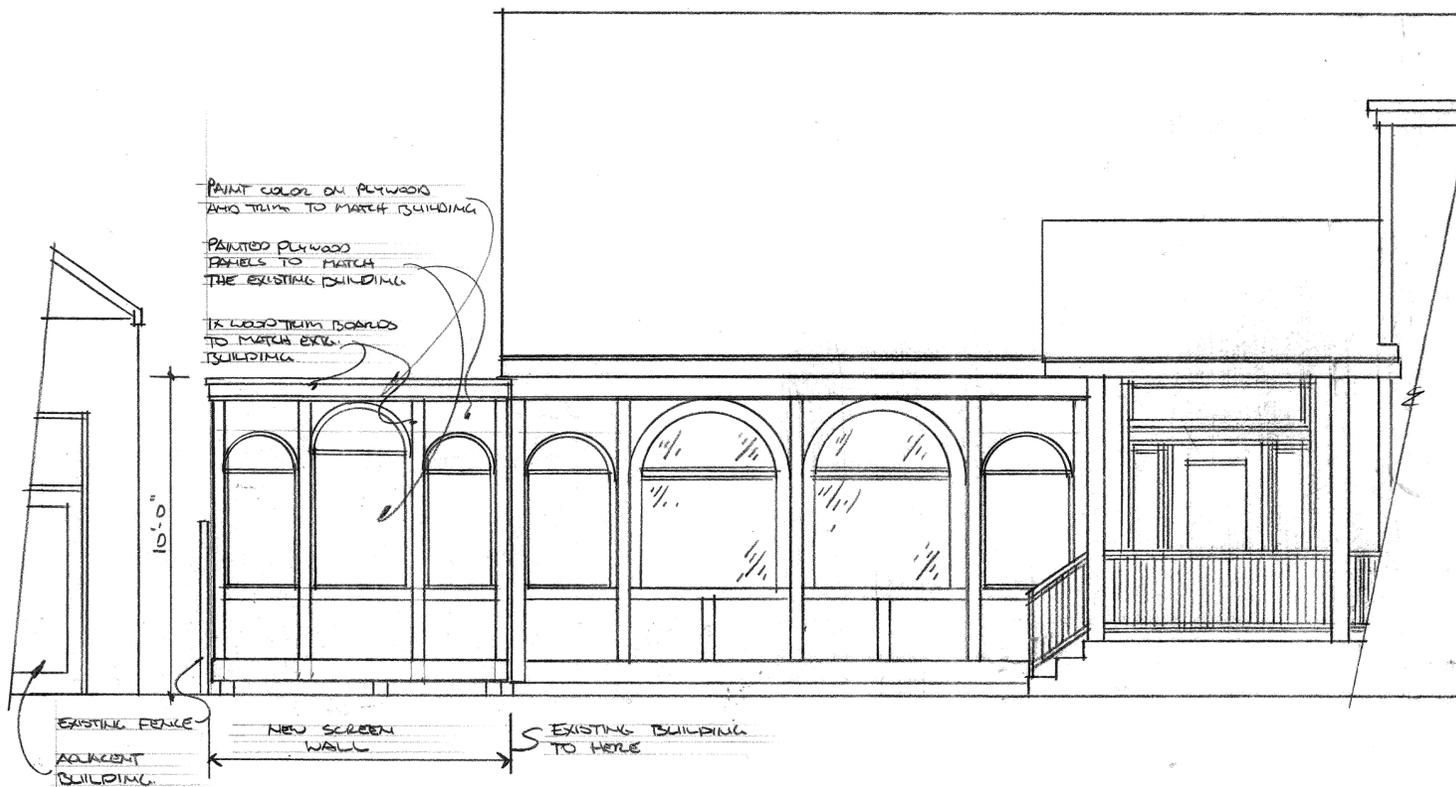
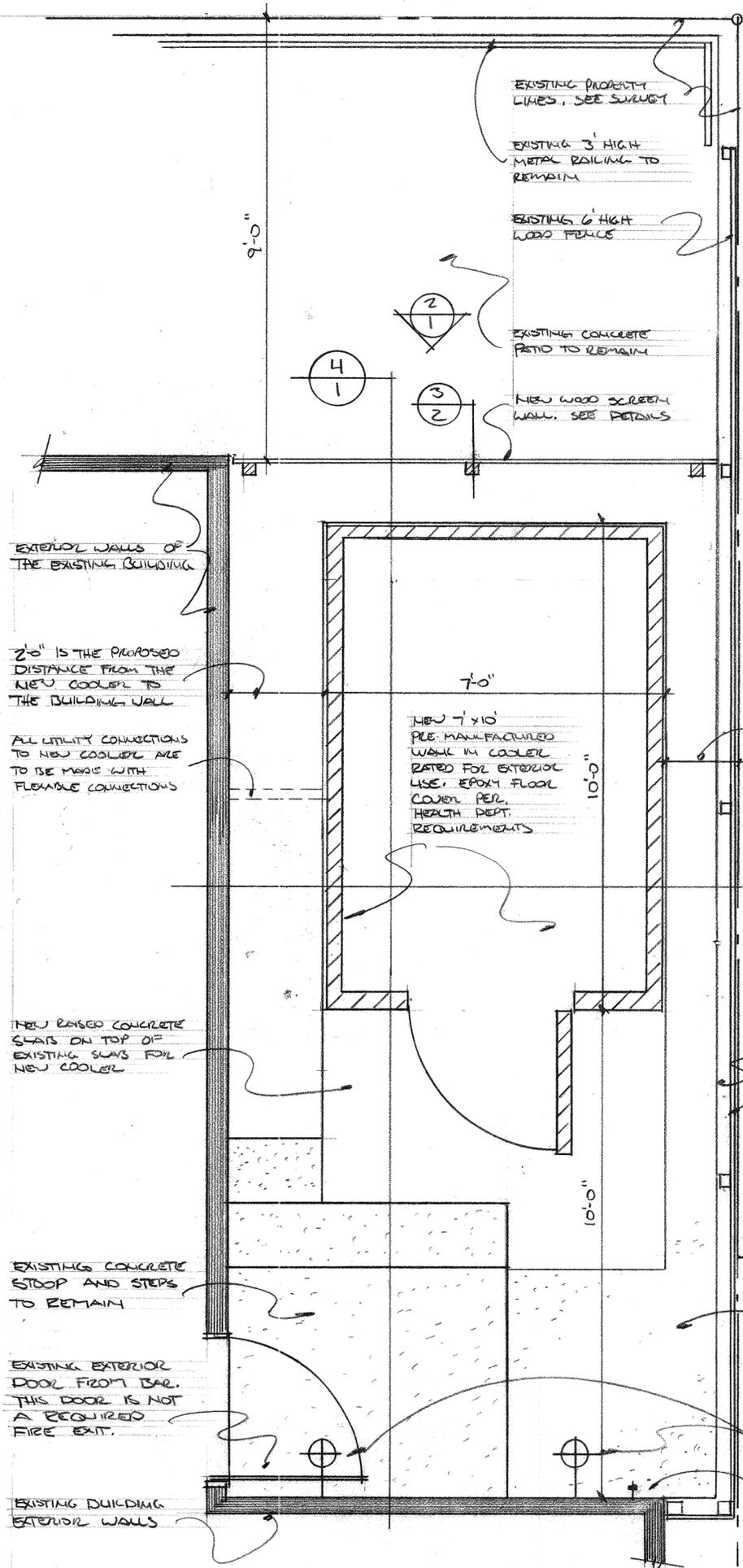
McGarry's Pub Keg Cooler Project Narrative

As McGarry's Pub continues to move from frozen prepared to fresh from scratch menu items we are in need of additional cold food storage. All food storage is located in the basement of the restaurant as is the current Beer Keg Cooler. Our plan is to add an Outdoor Keg Cooler on the existing concrete pad just outside the bar area of the restaurant. The current Keg Cooler will be used for cold food storage.

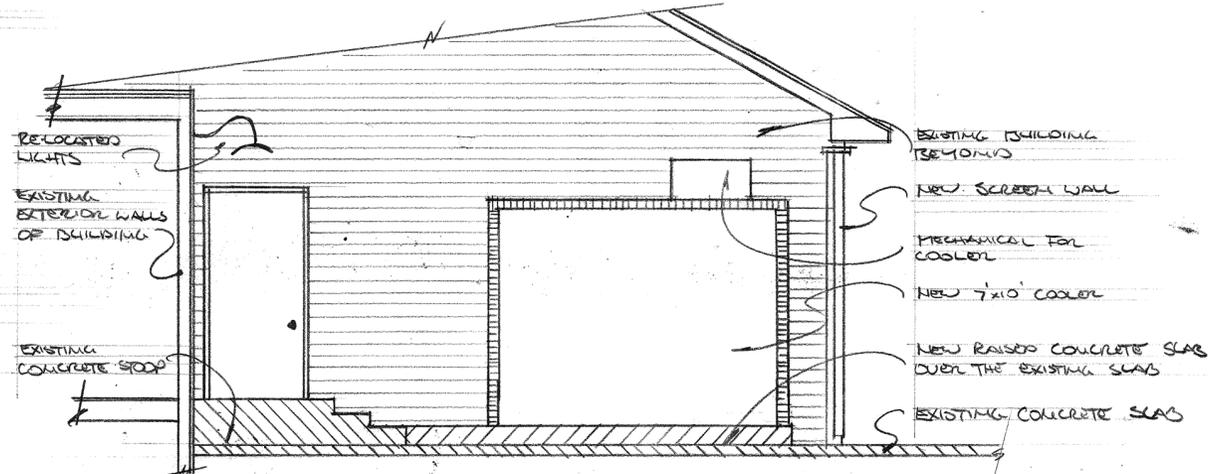
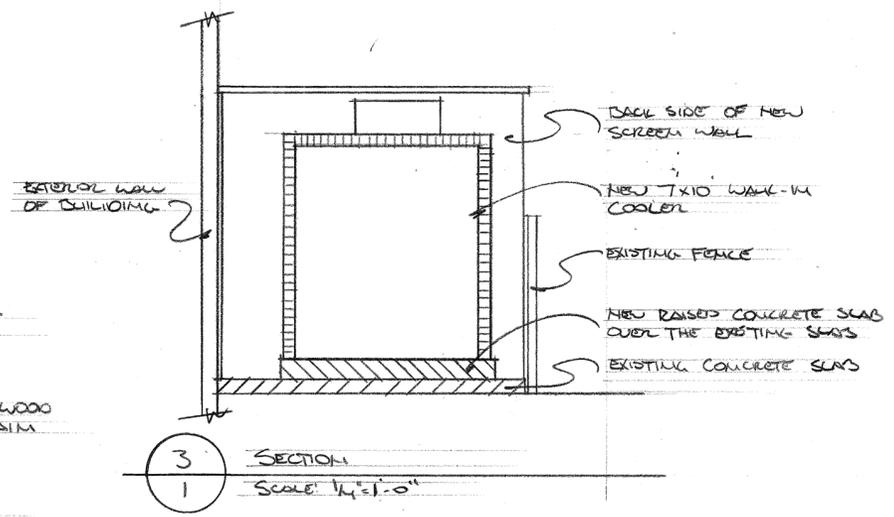
As shown on the front elevation, the front of the restaurant will be extended by a facade extending from the current corner to the end of the concrete pad to the fence.

The project will consist of the following steps:

1. Because the existing concrete slab has a slight drainage slope it must be leveled. To do this we will build up the area under the keg cooler level to the height of the first step (see drawing). Styrofoam insulation will be placed on the bottom of the buildup prior to pouring the concrete.
2. A pre-fabricated self-contained 8' X 10" outdoor cooler will be assembled on top of the leveled concrete pad.
3. Existing outdoor lighting will be repositioned to the back wall using exterior conduit.
4. As noted on the architectural plans, electrical and beer lines will be extended from the restaurant to the keg cooler using flexible connections to allow for winter ground freeze.
5. All current emergency exits will remain the same.
6. There will be no changes to handicapped accessible areas.
7. There will be no changes to restaurant seating capacity.
8. Deliveries will continue to be made on Bud Ave. through the rear of the restaurant.
9. According to Loren Cohen at Metro West Inspections, there are no fire code requirements for this project.
10. There will be no changes to existing utilities.



1'-6" IS THE PROPOSED DISTANCE FROM THE NEW COOLER TO THE PROPERTY LINE

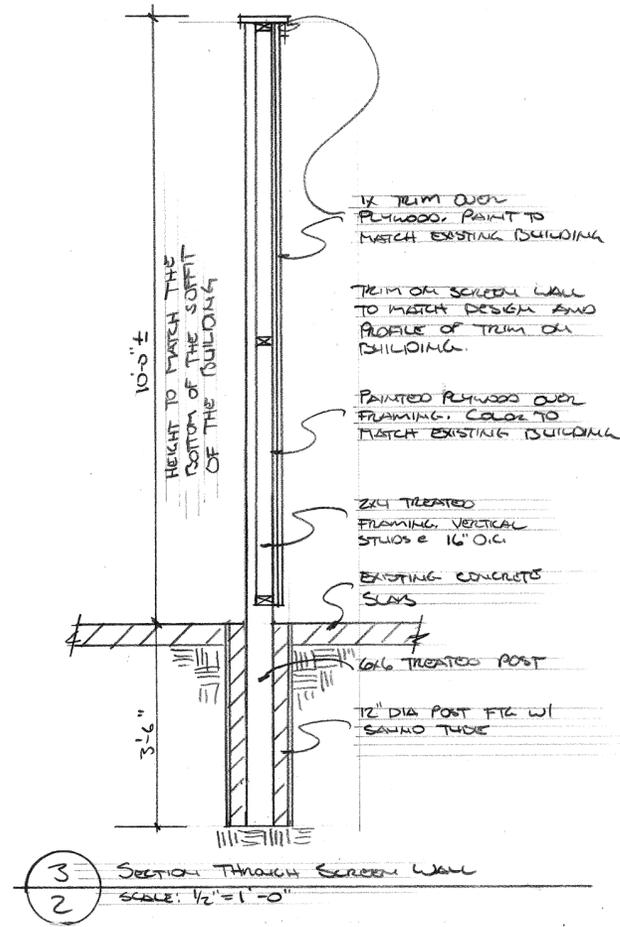
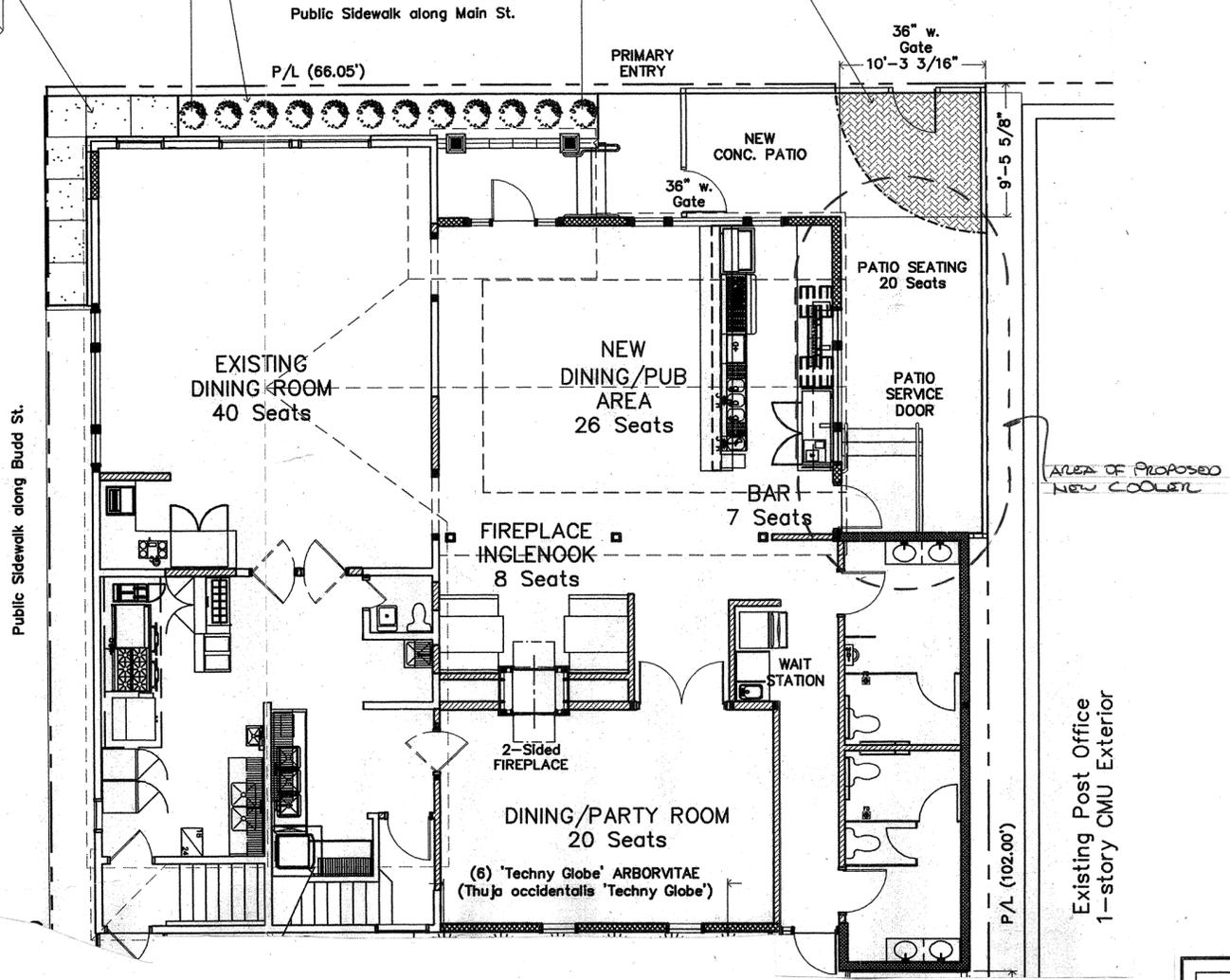


I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER MINNESOTA LAW. REGISTRATION # _____ IN THE STATE OF MINNESOTA

DATE _____

KC
Kruiser Construction
Architects & Builders
Steve Kruiser
1084 Goodrich Avenue
Saint Paul, MN 55105
651.646.8645 office
651.646.8649 fax
651.775.6591 cell

**PROPOSED COOLER EXPANSION
FOR MCGARRY'S IRISH PUB
5189 EAST MAIN STREET, MAPLE PLAIN MN**



1 WALL LOCATION PLAN

ADVANCE SURVEYING & ENGINEERING CO.
 5300 S. Hwy. No. 101 Minnetonka, MN 55345 Phone (952) 474 7964 Fax (952) 225 0502 www.advsur.com

SURVEY FOR: **KEVIN MCGARRY**

SURVEYED: April, 2005 DRAFTED: April 29, 2013
 REVISED: March 27, 2013 to show new improvements.

LEGAL DESCRIPTION:
 The North 102 feet of Lot 4, Block 3, Maple Plain, Hennepin County, Minnesota.

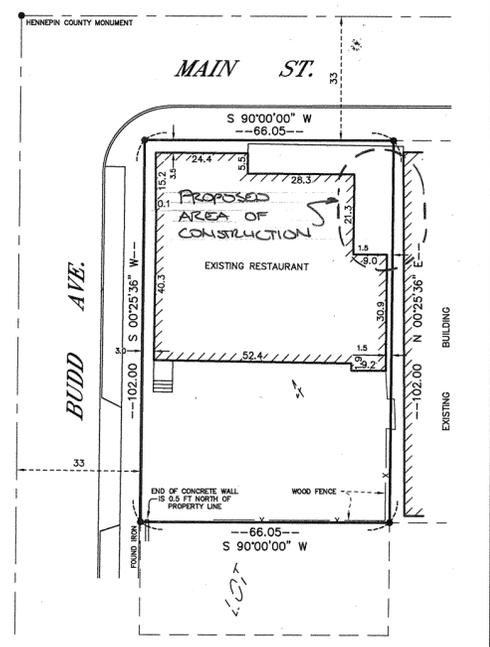
SCOPE OF WORK:
 1. Showing the length and direction of boundary lines of the above legal description. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct, and that any matters of record, such as easements, that you wish shown on the survey, have been shown.
 2. Showing the location of existing improvements we deemed important.
 3. Setting new monuments or verifying old monuments to mark the corners of the property.

STANDARD SYMBOLS & CONVENTIONS:
 • Denotes 1/2" ID pipe with plastic plug bearing State License Number 9235, set, unless otherwise noted.

CERTIFICATION:
 I hereby certify that this plan, specification, report or survey was prepared by me or under my direct supervision and that I am a licensed Professional Engineer and Professional Surveyor under the laws of the State of Minnesota.

James H. Parker
 James H. Parker P.E. & P.S. No. 9235

GRAPHIC SCALE
 0 10 20 40
 (IN FEET)



DWG. NO. 130092 03 27 2013 TB A

2 SURVEY

PLAN VIEW

ELEVATION VIEW

ROOM TEMP.: 35°F
 INTERIOR AREA: 58 sq. ft.
 INTERIOR VOLUME: 434 cu. ft.
 HORSEPOWER: 1 hp
 REFRIGERANT: R-404A
 ELEC. SUPPLY: 208-230/110
 PHASE: Single
 CYCLE: 60 hz.
 AMPERAGE: 15.3 MCA

FJAF-0100-CAV-020

3/4" O.S.B. FLOOR
 PALLET BUMPER GUARD
 VINYL STRIP CURTAIN
 ALUMINUM DIAMOND TREAD KICK PLATE

DRAWING APPROVAL
 PLEASE INDICATE YOUR APPROVAL OF THIS DESIGN, THE DIMENSIONS, DOOR LOCATION/SWING, ELECTRICAL REQUIREMENTS AND EQUIPMENT LOCATIONS BY SIGNING BELOW AND RETURNING TO POLAR KING.
 DATE: BY:

McGarry's Pub
 Maple Plain, Minnesota

DRAWN BY: RDA MODEL NO.: H710 SCALE: 1/4"=1'-0" DATE: 12-6-12
 DRAWING NAME: McGarry's Pub H710 Maple Plain MN

Polar King
 INTERNATIONAL INC.
 FORT WAYNE, INDIANA 1-800-752-7178

THE REFRIGERATION SYSTEM SHOWN IS DESIGNED TO MAINTAIN INDICATED TEMPERATURE IF PRODUCT ENTERS WITHIN 10' OF FINAL HOLDING TEMPERATURE. PLEASE CONTACT YOUR SALES REP IF INCOMING PRODUCT WILL BE ENTERING AT HIGHER TEMPERATURES.

4 COOLER SPECS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT UNDER MINNESOTA LAW. REGISTRATION # _____ DATE _____
 IN THE STATE OF MINNESOTA

KC
 Kruser Construction
 Architects & Builders
 Steve Kruser
 1084 Goodrich Avenue
 Saint Paul, MN 55105
 651 646 8645 office
 651 646 8649 fax
 651 775 6551 cell

**PROPOSED COOLER EXPANSION
 FOR MCGARRY'S IRISH PUB
 5189 EAST MAIN STREET, MAPLE PLAIN MN**

2 of 2

ADVANCE SURVEYING & ENGINEERING CO.

5300 S. Hwy. No. 101 Minnetonka, MN 55345 Phone (952) 474 7964 Fax (952) 225 0502 www.advsur.com

SURVEY FOR: KEVIN MCGARRY

SURVEYED: April, 2005

DRAFTED: April 29, 2005

REVISED: March 27, 2013 to show new improvements.

LEGAL DESCRIPTION:

The North 102 feet of Lot 4, Block 3, Maple Plain, Hennepin County, Minnesota.

SCOPE OF WORK:

1. Showing the length and direction of boundary lines of the above legal description. The scope of our services does not include determining what you own, which is a legal matter. Please check the legal description with your records or consult with competent legal counsel, if necessary, to make sure that it is correct, and that any matters of record, such as easements, that you wish shown on the survey, have been shown.
2. Showing the location of existing improvements we deemed important.
3. Setting new monuments or verifying old monuments to mark the corners of the property.

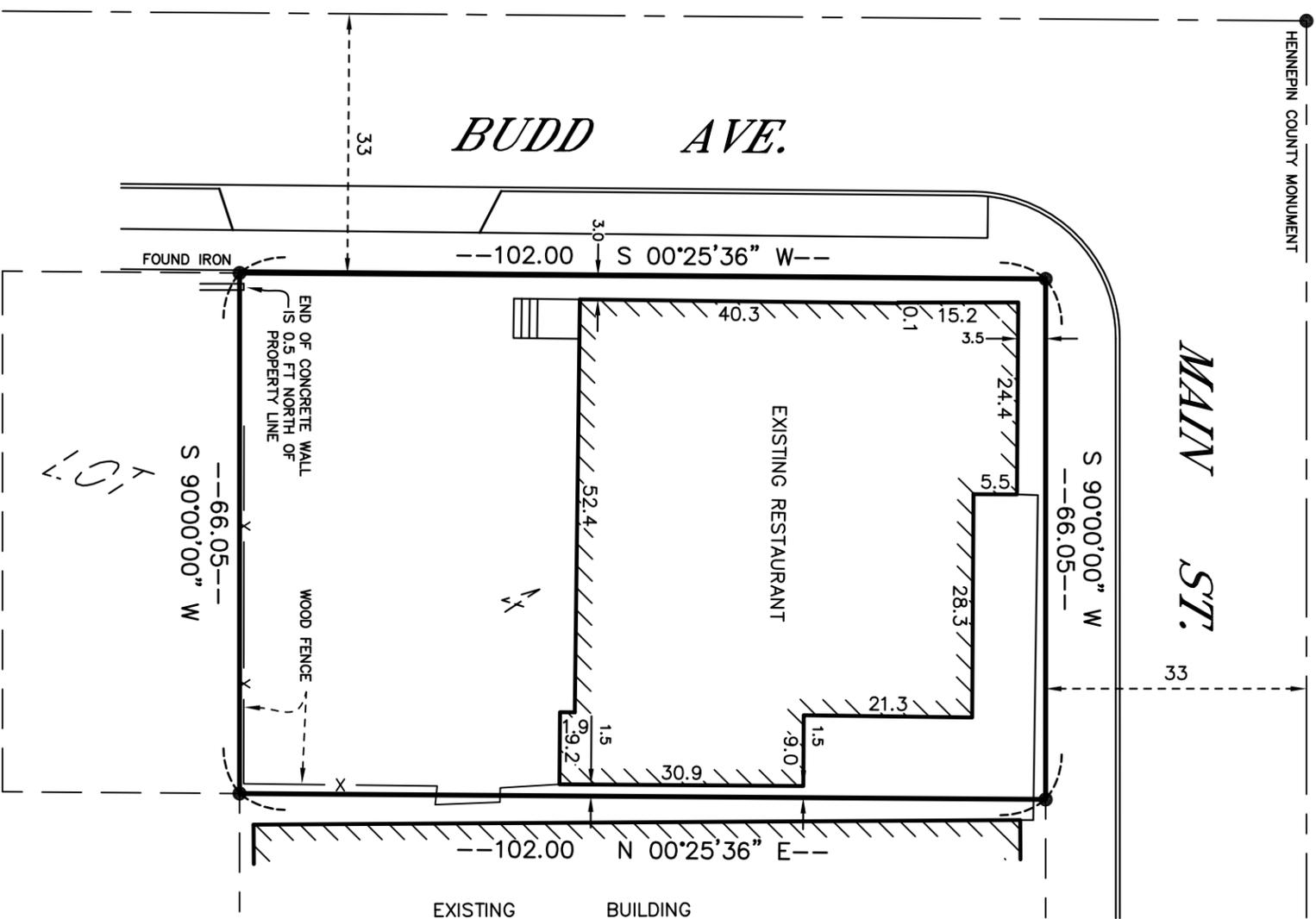
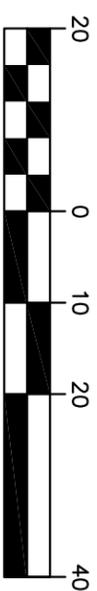
STANDARD SYMBOLS & CONVENTIONS:

"●" Denotes 1/2" ID pipe with plastic plug bearing State License Number 9235, set, unless otherwise noted.

CERTIFICATION:

I hereby certify that this plan, specification, report or survey was prepared by me or under my direct supervision and that I am a licensed Professional Engineer and Professional Surveyor under the laws of the State of Minnesota.

James H. Parker
James H. Parker P.E. & P.S. No. 9235



DWG. NO. 130092 03 27 2013 TB A



Agenda Information Memorandum
May 2, 2013 Maple Plain Planning Commission

VII. OLD BUSINESS
A. INDUSTRIAL ZONING ORDINANCE REVISIONS & PUBLIC HEARING

ACTION TO BE CONSIDERED

To review final proposed revisions I-1 and I-2 zoning districts and set the public hearing date for Thursday, June 6 at 7 p.m.

FACTS

- Planning Commissioners have reviewed and are recommending revisions to the City's two Industrial Park zoning ordinances as they ordinances are outdated and need to be updated to reflect the existing uses and future expectations of these districts.
- Commissioners suggested final edits at the April 4 Commission workshop.
- As these code sections are found in the City's zoning code a public hearing and formal notice to property owners is required.
- City staff are recommending the Commission complete their review of the ordinance and set the date of the public hearing for Thursday, June 6 at 7 p.m.

ATTACHMENTS

Attached on page(s) _____ through _____ is a memo from City Planner Tom Goodrum (MFRA) and the revised industrial zoning codes.

MEMORANDUM

TO: Chair Michele Bliss and Planning Commission
FROM: Tom Goodrum, City Planner (MFRA)
DATE OF REPORT: April 25, 2013
DATE OF MEETING: May 2, 2013
RE: Industrial Ordinances

Chair Bliss and Commissioners,

At the April 4 Planning Commission workshop, Commissioners reviewed the draft I-1 and I-2 zoning districts and definitions. At the meeting the Commission approved the previous changes and made some minor edits, as noted below. It was the direction of the Commission to bring the final draft to their May 2 meeting to review the final draft and schedule a public hearing for the proposed changes. It was noted that the owners of the industrial properties in town be directly notified of the proposed changes.

Definitions

Manufacturing—Heavy, remove last part of the first sentence “*where the finished product may be combustible or explosive.*”

General

Include the word development in the term “alternative low impact *development* surfaces.”

I-1 District

Conditional Uses

Antenna Towers; remove standard (d) regarding advertising signage

RECOMMENDATIONS

Staff request the Commission review the proposed updates and amendment to the I-1 and I-2 zoning districts and set the public hearing for the next meeting, Thursday, June 6.

“I-1” Light Industrial District.

Intent. The purpose of the I-1, Light Industrial District is to provide for less intensive types of industrial uses which, because of their proximity to residential areas or other sensitive uses, are less likely to impose objectionable influences, such as noise, vibrations, dust, heat, smoke, odor, etc.

Permitted Uses: The following uses are permitted in the I-1 General Industrial District:

1. Manufacturing—Light, that includes but not limited to the fabrication or assembly of small products such as optical, electronic, pharmaceutical, medical supplies, and equipment; machine shops, printing and bottling establishments;
2. Lumber Yards, for the purpose of storing and selling of lumber products plus occasional cutting and finishing services;
3. Wholesale Business, provided that the business does not participate in retail sales except for products made at the facility or that are directly related to the primary use or product of the business;
4. Warehousing and Distribution Facilities;
5. Office Campus minimum of a 10-acre parcel containing an office building(s) that has a separate access to a principal or arterial road;
6. Recreational Facility-Indoor;
7. Research Laboratories;
8. Contractor Shops, for contractors including plumbing, heating, glazing, painting, paper hanging, roofing, ventilating, electrical, carpentry, welding, landscaping, excavating, and general contracting, including contractor storage of equipment and building materials if enclosed within a building; and,
9. Essential Services as defined in §153.007.

Permitted Accessory Uses: The following are permitted accessory uses in the I-1 District:

1. Offices accessory to a principal use, that occupy no more than forty (40) percent of the gross floor area of the principal building.
2. Accessory buildings and structures not exceeding thirty (30) percent of the gross floor area of the principal building. Accessory buildings shall be constructed with materials and color that is compatible with the principal structure.

3. Outdoor storage (not open sales lots) provided that:
 - a. The storage area is landscaped and screened from view of neighboring uses, residential zoning districts, and public rights-of-way per § 153.063 (C) and (D) of the City Code;
 - b. Storage area is fenced in a manner approved by the City;
 - c. Storage area shall be paved or surfaced (concrete or blacktop) to control dust and erosion, unless determined by the city that a vegetative or alternative low impact development surface is more appropriate in order to reduce hard surface but will maintain water runoff and quality;
 - d. All lighting shall be in compliance with City's light standards identified in § 150.01;
 - e. The storage area does not take up parking space or loading space as required for conformity to this Ordinance and not in front yards;
 - f. The storage area shall not abut property zoned for residential use, including land in another city. "Abutting" includes across the street. "Abutting" does not include properties that touch only corner to corner;
 - g. The ratio of storage area to building footprint shall not exceed 3:1; and
 - h. Storage shall not include material considered hazardous under Federal or State Environmental Law.

Conditional Uses: The following uses shall require a conditional use permit based on the procedures set forth in § 153.140:

1. Mini self-storage facilities provided that:
 - a. No buildings shall be located closer than twenty-five (25) feet to each other to allow for parking, loading, driveway, and fire lanes;
 - b. There is no "on-premises" caretaker dwelling unit provided on the site.
 - c. Adequate space is provided for snow storage;
 - d. All driveways and parking areas shall be hard (blacktop or concrete) surfaces and adequate turning radius for fire truck maneuverability is to be maintained throughout the site;
 - e. Any structures having exposure to an adjacent residential use or public right-of-way, park, or similar public use areas shall be of brick, natural stone, wood,

stucco facing material or material(s) approved by the City that are deemed to be in character with surrounding uses; and

- f. No retailing, wholesaling, manufacturing, repair, or other such activity other than storage is to occur within the self storage, mini warehousing facility.

2. Automobile and truck repair – provided that:

- a. Unlicensed or inoperable vehicles shall be stored inside or within an approved area that is adequately screened;
- b. No sales or display of vehicles, unless under a separate conditional use permit;
- c. Repair, assembly or disassembly of vehicles must be done indoors, except minor servicing; and
- d. Parking and buildings must be setback 50 feet from any residential districts as noted in the Comprehensive Plan unless an adequate screening of views; noise and light plan is approved by the city.

3. Open Sales Lot

- a. The sales lot is landscaped and screened from neighboring residential uses and shall not abut a residential zoning district, including neighboring cities. “Abutting” does not include properties that touch only corner to corner;
- b. Sales area is paved or surfaced (concrete or blacktop) to control dust and erosion, unless determined by the city that a vegetative or alternative low impact development surface is more appropriate if the sale area will be used temporarily throughout the year or in order to reduce hard surface but maintain water runoff and quality;
- c. All lighting shall be in compliance with City’s light standards identified in § 150.01;
- d. The sales area does not take up parking space or loading space as required for conformity to this Ordinance; and
- e. The sales area shall be limited to the size, location and times of operation as determined through the conditional use permit;
- f. Outdoor storage shall not include material considered hazardous under Federal or State Environmental Law.

4. Automotive Sales provided that:
 - a. Parking area and building has a setback of 40 feet and adequately screened/buffered from adjacent residential land shown in the Comprehensive Plan;
 - b. The minimum building size for any vehicle sales shall comply with the standards in Table 5-3.

TABLE 5-3: MINIMUM BUILDING SIZE FOR VEHICLE SALES/RENTAL USES		
Parcel Size	Lot Coverage Percent *	Minimum Building Size *
< 2 acres	5%	2,500 square feet
2 acres ≥ 4 acres	10%	10,000 square feet
> 4 acres	15%	40,000 square feet
* Whichever requires the larger building		

- c. All lighting shall be in compliance with § 150.01;
 - d. The outside sales and display area shall be hard surfaced;
 - e. The outside sales and display area does not utilize parking spaces which are required for conformance with this ordinance;
 - f. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to the approval of the City; and
 - g. There is a minimum lot area of twenty-two thousand five hundred (22,500) square feet and minimum lot dimensions of one hundred fifty (150) feet by one hundred thirty (130) feet.
5. Antenna towers provided that:
 - a. All antennas and towers shall be in compliance with all State Building and Electrical Code requirements and as applicable shall require related permits. Applications to erect new antennas and/or towers shall be accompanied by any required federal, state, or local agency licenses;
 - b. Structural design, mounting and installation of the antenna shall be in compliance with manufacturer's specifications and as may be necessary, as determined by the City Engineer, shall be verified and approved by a professional engineer;
 - c. When applicable, written authorization for antenna and/or tower erection shall be provided by the property owner;

- d. Antennas and/or towers shall not be artificially illuminated unless required by law or by a governmental agency to protect the public's health and safety;
- e. If a new tower of seventy-five (75) feet or greater in height is to be constructed, it shall be designed structurally, electrically, and in all respects, to accommodate both the applicant's antennas and antennas for at least one (1) additional use, including but not limited to other personal wireless service communication companies, local police, fire and ambulance companies. Towers shall be designed to allow for future rearrangement of antennas upon the tower and to accept antennas mounted at varying heights;
- f. Towers shall be painted a non-contrasting color consistent with the surrounding area such as blue, gray, brown, or silver or have a galvanized finish to reduce visual impact, unless otherwise required by a governmental agency;
- g. All antennas and towers shall be reasonably posted and secured to protect against trespass, including appropriate measures to prevent unauthorized persons from climbing any tower;
- h. Towers shall comply with all applicable Federal Aviation Administration (FAA) regulations;
- i. All towers, antenna support structures, and related equipment or structures shall be kept and maintained in good condition, order, and repair so as not to menace or endanger the life or property of any person;
- j. The City shall have authority to enter onto the property upon which a tower is located to inspect the tower for the purpose of determining whether it complies with the State Building Code and all other construction standards provided by the City's Code, federal and state law. The City reserves the right to conduct such inspections at any time, upon reasonable notice to the owner. All expenses related to such inspecting by the City shall be borne by the owner.

6. Animal Kennels and Boarding

- a. All animals must be kept inside except when accompanied by an employee within a fenced outdoor walking area.
- b. A waste management plan acceptable to the City.

Lot Requirements and Setbacks: The following minimum requirements shall be observed in an I-1 District subject to additional requirements, exceptions and modifications set forth in this Ordinance:

- 1. Lot Area: As necessary to meet all setbacks, parking, and yard requirements.

2. Lot Width: None.
3. Yard and setback requirements:
 - a. Front yard – 35 feet minimum;
 - b. Side yard – 20 feet minimum;
 - c. Rear yard – 20 feet minimum; and
 - d. Where a property abuts a railroad easement or right-of-way, no side or rear yard shall be required

Interim Uses: The following interim uses are allowed in the I-1 District:

1. Excavation site.

“I-2” General Industrial District.

Intent: The purpose of the I-2, General Industrial District is to provide for the establishment of heavy industry and manufacturing development and use which because of the nature of the product or character of the activity, requires isolation from residential, commercial and mixed-use districts.

Permitted Uses: The following uses are permitted in the I-2 General Industrial District:

1. All permitted uses allowed in the “I-1” Light Industrial District;
2. Heavy Manufacturing, including but not limited to; concrete product plants, building materials production and similar uses provided that:
 - a. All applicable Minnesota Pollution Control Agency requirements are satisfactorily met;
 - b. Storage areas are landscaped, fenced and screened from view of neighboring uses, abutting residential zoning districts and public rights-of-way in compliance with § 153.063 (C) (D);
 - c. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to approval of the City Engineer; and
 - d. Provisions acceptable to the City shall be made to control and minimize noise, air and water pollution.

3. Refuse/garbage collection provided that:
 - a. No refuse or garbage shall be stored or in any way disposed of on the site;
 - b. Vehicle parking and storage areas are screened from view of neighboring uses, abutting residential zoning districts and public rights-of-way in compliance with § 153.063 (C) (D);
 - c. Vehicle parking/storage areas shall be hard surfaced with a bituminous material with curb and gutter to control dust;
 - d. The site shall be maintained free of litter and any other undesirable materials and will be cleaned of loose debris on a daily basis;
 - e. All in bound and out bound trucks and equipment, excluding employees personal vehicles, shall be restricted to designated routes established by the City, except for times when providing collection service to customers within the City limits;
 - f. Provisions acceptable to the City shall be made to control and minimize noise, air and water pollution; and
4. Trucking terminals provided that:
 - a. Vehicular access points shall be located along arterial streets and shall be limited and designed and constructed to create a minimum of conflict with through traffic movement;
 - b. A drainage system subject to the approval of the City Engineer shall be installed;
 - c. Storage areas are landscaped, fenced and screened from view of neighboring uses, abutting residential zoning districts and public rights-of-way in compliance with § 153.063 (C) (D);
 - d. Provisions are made to control and minimize noise, air and water pollution; and

Permitted Accessory Uses:

1. All permitted accessory uses allowed in the “I-1” Light Industrial District.
2. Accessory buildings and structures not exceeding sixty (60) percent of the gross floor area of the principal building.

Conditional Uses: The following uses shall require a conditional use permit based on the procedures and conditions set forth in § 153.140:

1. All conditional uses allowed in the “I-1” Light Industrial District.

Lot Requirements and Setbacks

1. Lot Area: As necessary to meet all setbacks, parking, and yard requirements.
2. Lot Width: None
3. Yard and setback requirements:
 - a. Front yard – 35 feet minimum;
 - b. Side yard – 20 feet minimum;
 - c. Rear yard – 20 feet minimum; and
 - d. Where a property abuts a railroad easement or right-of-way, no side or rear yard shall be required

Interim Uses:

1. All interim uses allowed in the “I-1” Light Industrial District.

Definitions: To be incorporated into the definition section, 153.007

<p><i>ACCESSORY:</i> A use, activity, structure, or part of a structure that is subordinate and incidental to the main activity or structure on the site.</p>
<p><i>ANTENNA/COMMUNICATION TOWER:</i> Any system of wires, poles, rods, reflecting discs, access points, and similar devices used for the transmission, reception, of both of electromagnetic waves, and shall include, but not be limited to antennas used by cellular utilities.</p>
<p><i>AUTOMOBILE SALES:</i> An establishment engaged in the retail sales and services of new and used automobiles, trucks, trailers, motorcycles, mopeds, and recreation vehicles and supplies. May include farm or industrial equipment, machinery, and supplies.</p>
<p><i>CONDITIONAL USE PERMIT:</i> A permit issued by City Council in accordance with the procedures specified within this Ordinance as a device to enable the City Council to assign conditions to a proposed use or development after consideration of the adjacent land uses and the special characteristics which the proposed use presents</p>
<p><i>CONTRACTOR:</i> A person or company that undertakes a contract to provide materials or labor to perform a service or do a job.</p>
<p><i>EXCAVATION OR MINING:</i> The removal of the natural surface of the earth, whether sod, dirt, soil, sand, gravel, stone or other matter or the use of an area for stockpiling, storage and processing of sand, gravel, black dirt, clay and other minerals resulting in a substantial alteration as defined in Section 150.60,Excavation Permits.</p>
<p><i>INTERIM USE:</i> A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer allow said use. per section 153.170 of the zoning code</p>
<p><i>MACHINE SHOPS:</i> A workshop in which machine tools are operated.</p>
<p><i>MANUFACTURING – LIGHT:</i> The mechanical transformation of predominantly previously prepared materials into new products, including assembly of component parts and the creation of products for sale to the wholesale or retail markets or directly to consumers. Examples include, but are not limited to: production or repair of small machines or electronic parts and equipment; woodworking and cabinet building; testing facilities and laboratories; apparel production; sign making; assembly of pre-fabricated parts, manufacture of electric, electronic, or optical instruments or devices; manufacture and assembly of surgical instruments; processing, and packing of food products or cosmetics; and manufacturing of components, jewelry, clothing, trimming decorations and any similar item. Light manufacturing does not include an individual’s production of hand-crafted or custom made items.</p>
<p><i>MANUFACTURING – HEAVY:</i> The manufacturing of products from raw or unprocessed materials This category shall also include any establishment or facility using large unscreened outdoor structures such as conveyor belt systems, cooling towers, cranes, storage silos, or similar equipment that cannot be integrated into the building design, or engaging in large-scale outdoor storage. Any industrial use that generates noise, odor, vibration, illumination, or particulate that may be offensive or obnoxious to adjacent land uses, or requires a significant amount of on-site hazardous chemical storage shall be classified under this land use. This use shall include any</p>

<p>packaging of the product being manufactured on-site. Examples include but are not limited to the production of the following: large-scale food and beverage operations; lumber milling and planing facilities; aggregate, concrete and asphalt plants; foundries, forge shops, open air welding, and other intensive metal fabrication facilities; chemical blending, mixing, or production, and plastic processing and production.</p>
<p>MINI (SELF) STORAGE: An enclosed storage facility containing independent, fully enclosed bays that are leased to individuals exclusively for the storage of household goods and personal belongings.</p>
<p>OFFICE: Professional and business office, nonretail activity. Used for conducting the affairs of a business profession, service, industry or government.</p>
<p>OPEN SALES LOT: Any open land used or occupied for the purpose of display of merchandise for sale and/or rent.</p>
<p>OUTDOOR STORAGE/STORAGE YARDS: An outside area where equipment, vehicles, trailers, or material relating to the principal use of the parcel of land is stored. This includes semi-trucks and trailers. The stored items are not for sale or display but are used in the everyday operation of the principal use.</p>
<p>PRINCIPAL USE: The primary or predominant use of any lot and/or building.</p>
<p>PUBLIC UTILITY: Persons, corporations or governments supplying gas, electric, transportation, water, sewer or land line telephone service to the general public.</p>
<p>RECREATIONAL FACILITY – INDOOR: An indoor facility providing accommodations for a variety of individual, organized, or franchised sports, including but not limited to basketball, ice hockey, wrestling, soccer, tennis, volleyball, racquetball, laser tag, paint ball, miniature golf or handball. Such facility may also provide other regular organizes or franchised events, health and fitness club facilities, swimming pool, climbing wall, snack bar, restaurant, retail sales of related sports, health or fitness items and other support facility. The said establishment may or may not include membership.</p>
<p>RESEARCH LABORATORY: A facility for scientific and/or academic research, investigation, testing or experimentation, but not facilities for the manufacture or sale of products, except as incidental to the main purpose of the laboratory.</p>
<p>TRUCKING TERMINAL: Land or buildings used primarily as a relay station for the transfer of freight from one vehicle to another or one party to another rather than permanent or long term storage. The terminal facility might include storage of areas for trucks and buildings for truck maintenance and repair.</p>
<p>WAREHOUSE AND DISTRIBUTION FACILITIES: A building or portion of a building used primarily for the long- or short-term storage of goods and materials awaiting transportation or distribution, and not generally accessible to the general public. Incidental storage, repair, and maintenance of trucks associated with the distribution of goods from the warehouse are allowed.</p>
<p>WAREHOUSING: The storage of materials or equipment within an enclosed building as a principal use.</p>
<p>WHOLESALE STORES OR DISTIBUTORS: Establishments or places of business primarily engaged in selling large volume or bulk merchandise to retailers.</p>



Agenda Information Memorandum
May 2, 2013 Maple Plain Planning Commission

VII. OLD BUSINESS
B. CITY ZONING REVIEW & REVISIONS

ACTION TO BE CONSIDERED

To continue a discussion on potential City zoning code revisions.

FACTS

- Section §31.34 of the Maple Plain City Code sets the specific duties of the Planning Commission, including the preparation and recommendation to the City Council additions and/or revisions to ordinances, regulations and other proposal promoting the orderly development of the City.
- Specifically related to zoning issues, the Planning Commission is required to ensure the City's zoning code is regularly reviewed, current and updated as needed.
- At the April 4 workshop, Commissioners expressed a desire to review Chapter 153 on zoning to determine if revisions were necessary.
- Commissioners were to report their findings back at the May 2 meeting.

ATTACHMENTS

Attached on page(s) _____ through _____ is a copy of the Planning Commission's duties as guided by Section §31.34 of the Maple Plain City Code.

§31.34 DUTIES AND POWERS; ADOPTION OF PROGRAM.

- (A) *Duties.* The Commission shall have the powers and duties given planning agencies generally by law, including the following:
- (1) acquire and maintain in current form such basic information and background data as is necessary for understanding past trends, present conditions and forces at work to cause changes in these conditions
 - (2) prepare and submit for consideration and adoption by the City Council a Comprehensive City Development Plan for the physical development of the city, including proposed public buildings, street development, arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, building requirements, and any other matter relating to the physical development of the city.
 - (3) establish principles and policies for guiding action affecting the development of the City
 - (4) prepare and recommend to the City Council additions and/or revisions to ordinances, regulations and other proposals promoting orderly development of the City as guided by the Comprehensive Development Plan
 - (5) receive and review proposed developments and other land use applications to determine whether proposal conform to the principles, policies and requirements of the Comprehensive Development Plan and City zoning ordinances.
 - (6) advise the City Council on matters which have an impact on the future development of the City as required by the City's review processes
 - (7) conduct public hearings as may be required to gather information necessary for drafting, establishing, maintaining and administering the Comprehensive Development Plan and ordinances and regulations related to it
 - (8) perform other duties as assigned by the City Council or duties that may have bearing on preparation and accomplishment of the Comprehensive Development Plan.
- (B) *Powers.* Planning Commission members or its agents may in the performance of official duties enter upon lands and make examinations or surveys in the same manner as other authorized City agents or employees. Members shall inform the property owner and/or applicant prior to entering property. Members shall have no interaction with property owner and/or applicant in performance of duties.
- (C) *Adoption of Program.* The Planning Commission shall prepare and present to the City Council a program of work outlining the goals and activities for the year. The Commission may revise the work plan and resubmit to the City Council. The Commission may submit a budget request to the City Council based on the work program. Expenses shall be within the amount appropriated by the City Council.