

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, JUNE 1, 2017 @ 7:00 P.M.
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
 - A. May 4, 2017 – Regular Session.
5. Public Hearings.
 - A. None.
6. New Business.
 - A. RSMC Addition and Parking Reconfiguration Site Plan Approval
 - B. Potential for Bed-n-Breakfast Type Establishments in R-1 Residential District
7. Unfinished Business
 - A. R-1 One and Two Family Residence Districts.
 - B. Accessory Dwelling Unit Discussion.
 - C. Set Joint Meeting with Council: Rental Housing Discussion.
8. Building Permit Report
 - A. April Report
9. Other Business/Updates
10. Adjourn.

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING
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**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
JUNE 1, 2017**

The meeting was called to order at 7:00 p.m. by Chairperson Kreft.

Members Present: Carlson, Deno, Grabitske, and Chairperson Kreft.

Members Absent: Councilmember Battcher, Halverson, and Pichelmann.

Also Present: PZ Adm. Smith-Strack and Mayor Nagel.

All stood for the Pledge of Allegiance.

Kreft introduced the agenda. Strack requested the addition of discussion item 6(B) relating to bed and breakfast type establishments in the R-1 Residential District. Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to approve the agenda with the proposed addition.

Chairperson Kreft introduced the draft meeting minutes from May 4th. Grabitske noted an error in a 'second' to a motion approving cemetery rezoning.

Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to approve the minutes from the May 4, 2017 meeting with the requested change.

Chairperson Kreft noted no public hearings were scheduled.

Chairperson Kreft introduced an agenda item relating to the approval of a site plan for a small addition and parking lot reconfiguration proposed by Ridgeview Sibley Medical Center for 601 West Chandler Street.

Strack provided an overview of the proposed project. She noted RSMC proposes a small building addition, interior remodeling, and reconfigured vehicular/pedestrian site circulation. The building addition is less than 1,900 sf with redefined emergency department EMS access and a new entry vestibule for public use. On site circulation changes shift the parking lot slightly east toward the front property line. Access to the helipad will be slightly altered. Connection to existing sidewalk in Memorial Park will be adjusted slightly. The proposed addition is consistent with the Comprehensive Plan, applicable zoning district regulations, and parking requirements.

Strack noted if RSMC moved forward with changes to the helipad as represented on the site plan, then approval from MnDOT Aeronautics would need to be provided to the City. In addition, changes in signage were to be approved under a separate administrative review process. Work on City property would require issuance of temporary easements.

Strack referenced a review letter from City Engineer Jason Femrite dated May 31, 2017. Recommendations included in the memo were to be addressed by RSMC.

Strack noted her recommendation was approval of the site plan with conditions.

Carlson introduced the following resolution and moved for its adoption:

RESOLUTION 4-2017

RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE A SITE PLAN FOR BUILDING ADDITION AND PARKING LOT RECONFIGURATION AT 601 WEST CHANDLER STREET

WHEREAS, Ridgeview Sibley Medical Center (the Applicant) has submitted a request for site plan approval for a small building addition and parking lot reconfiguration with potential alteration to an existing helipad; and,

WHEREAS, the property is legally described as Lot 1, Block 1 Memorial Park Addition; Parcel No. 31.0684.010; and,

WHEREAS, City staff and consultants have reviewed proposed plans and forwarded comments and recommendations to the City of Arlington; and,

WHEREAS, City staff, consultants, or the Applicant may refer site plan approval to the Planning and Zoning Committee and City Council for approval; and,

WHEREAS, The Consulting Planner has referred site plan approval to the Planning and Zoning Commission and City Council due to the nature of the use; and,

WHEREAS, the Planning and Zoning Commission on June 1, 2017 reviewed the request and pertinent information.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ARLINGTON THAT: It hereby recommends the City Council approve a site plan for a building addition and parking lot reconfiguration at 601 West Chandler Street with the following conditions:

1. The "Use" is a medical clinic/hospital at 601 West Chandler Street.
2. Any alteration of the helipad requires written evidence of MnDOT approval be submitted to the Zoning Administrator.
3. Signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
4. Compliance with recommendations contained in the City Engineer's review memo dated May 31, 2017 and the Consulting Planner's review memo dated June 1, 2017.
5. Securing of temporary construction easement from City of Arlington.
6. Issuance of a building permit.
7. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
8. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the Use on the Property.
9. Approval of this site plan does not approve any future expansion or associated improvements on-site.
10. Any modifications not defined as "minor" by the Zoning Administrator shall require separate site plan approval.

The motion for the adoption of the foregoing resolution was duly seconded by Grabitske and upon poll being taken thereon the following voted in favor thereof: Carlson, Deno, Grabitske, and Kreft; and the following against the same: None; and the following abstained from voting: None; and the following were absent: Battcher, Halverson, and Pichelmann.

Adopted by the Planning & Zoning Committee of the City of Arlington this 1st day of June, 2017.

Signed: /s/ Jim Kreft
Chairperson Jim Kreft

Attested: /s/ Cynthia Smith-Strack
Planning/Zoning Adm. Cynthia Smith-Strack

Whereupon the resolution was declared duly passed and executed.

Kreft introduced a discussion item relating to bed and breakfast type uses in the R-1 District. Strack stated she had been contacted by an individual proposing to purchase an existing dwelling in the R-1 District for use as a special event destination, somewhat similar to a bed and breakfast but without providing meals. Specific types of activities proposed included quilting weekends, graduation parties, scrap-booking events, and the like. Strack noted at this time such uses were not allowed as principal uses of property in

the R-1 One and Two Family District. Strack stated that in the event the dwelling was occupied such use could be considered as a home occupation. Strack requested input from the Commission as to whether or not such a use should be considered.

Kreft inquired as to whether or not such a use could be addressed through a conditional use permit process, if it was a use the Commission deemed appropriate. Strack concurred subject to ordinance amendment.

Strack noted key issues included: ability to use a property in a quasi-commercial capacity absent a dwelling occupant, either homestead or rental and increased activity on a regular basis in an established residential neighborhood.

Grabitske stated concerns regarding increased parking demand and increased traffic generation within established neighborhoods. He noted he would not support such a use of property.

Deno stated amending the zoning ordinance for an individual request seemed potentially inappropriate. She did not support amending the R-1 District at this time.

Kreft confirmed it was the consensus of the Commission the concept of amending the zoning ordinance to allow for bed and breakfast type uses as a principal use in the R-1 District was not favored.

Kreft introduced an agenda item relating to residential zoning districts. Strack noted this agenda item was a carry-over from discussion at the previous meeting. She reviewed a draft of a proposed "R-3" District which would provide for greater residential densities on smaller lots, mostly those typical of the original townsite.

She reviewed several proposed definitions proposed as a means of clarifying what types of dwelling units were involved in the various residential zoning classifications. The definitions included those for apartments, duplexes, quads, single family attached and detached units, townhomes, twin homes, and two family homes.

She reviewed draft "R-3" District allowances including provisions for single family attached dwellings, single family detached dwellings, duplexes, triplexes, and quadraplexes. She reviewed proposed allowances for minimum lot size and width requirements and provisions allowing shared lot lines. Strack suggested the Commission could address previous difficulties with corner street side yard setbacks in the original townsite.

Strack then reviewed a potential slight amendment to existing R-1 District standards simply removing a reference to two family dwellings thereby limiting R-1 standards to one family dwellings on one lot. She noted she envisioned the R-3 designation as the predominant zoning classification with R-1 reserved for larger lots in suburban type developments.

Following discussion the Commission requested Strack adjust the proposed R-3 District standards to provide relief for corner street side yards. Strack will bring adjusted language to the July meeting and the PZ will plan on reviewing the proposed R-3 District with the City Council in a work session in the future.

Kreft introduced discussion regarding accessory dwelling units (ADU), noting discussion was continued from previous meetings.

Strack stated the Commission at the April and May meetings has reviewed potential draft ADU standards and reached consensus on a few points. First that the principal dwelling unit on a lot with an ADU was

required to be homesteaded. Second, detached ADU such as carriage houses, tiny houses, and manufactured homes were not appropriate for Arlington. Third, single family dwellings were capable of supporting ADU, however, apartments were not.

She requested the Commission continue to discuss other potential ordinance standards for ADUs, starting with whether or not adjacent property owners should be allowed to comment on ADUs.

The Commission discussed requiring either a conditional or interim use permit as a means of allowing an ADU. The Commission reached consensus an interim use permit was the preferred approval method.

They next discussed whether or not twin homes, attached single family homes, should be eligible for an ADU. The PZ reached consensus attached single family homes in increments of two homes per structure (twin homes) should be allowed to have an ADU.

The Commission then discussed whether or not top/bottom duplexes and attached single family structures with more than two units per structure should be allowed to have an ADU. The PZ reached consensus to disallow an ADU in top/bottom duplexes and multi-unit attached structures.

The Commission next discussed minimum and maximum square footages for ADUs. The Commission reached consensus ADU size should be at least 250 square feet but not more than 30 percent of existing first floor area or 400 square feet whichever was greater.

Chair Kreft introduced an agenda item relating to a joint work session with the City Council. Strack suggested the work session could be scheduled on the Commission's regular meeting night either July 6th or August 3rd. Topics of the work session would include: rental code provision, ADU, and concept of adding an R-3 District.

Commissioners consented to a work session on August 3rd at 7:00 p.m.

The May Building Permit Report was not available for review.

Deno commented on unkept lawns, outdoor storage provisions, and truck traffic at certain intersections.

Motion by Grabitske, seconded by Deno, and passed by unanimous vote to adjourn the meeting at 8:34 p.m.

PZ Adm. Cynthia Smith-Strack

Chairperson Jim Kreft