

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, APRIL 7, 2016 @ 7:00 P.M.
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
 - A. March 3, 2016
5. Public Hearings.
 - A. Rezoning: Tim Haggemiller (31.0519.000)
City of Arlington (31.0716.010)
6. Unfinished Business.
 - A. None.
7. New Business.
 - A. Solar Energy Systems as Accessory Uses.
 - B. Sibley East School Site Plan Review.
8. Review Building Permit Reports.
 - A. February 2016
 - B. March 2016
9. Other Business.
10. Adjourn.

<p>A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING</p>
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**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
APRIL 7, 2016**

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

Members Present: Carlson, Deno, Grabitske, Chairperson Pauly, Pichelmann, Councilmember Battcher

Members Absent: Kreft

Also Present: PZ Adm. Cynthia Smith-Strack, Mayor Rich Nagel, City Engineer Jason Femrite, Tim Haggemiller, Ray Haggemiller, Abby Hammes of Wendel Architects, Lauren Blank of Avant Energy/MMPA, SE School Supt. Jim Amsden, Barry Thompson of BHE

Motion by Pichelmann, seconded by Battcher, and passed by unanimous vote to approve the agenda as presented.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the March 3, 2016 meeting minutes as presented.

Chairperson Pauly recessed the regular meeting to hold a public hearing.

Rezoning & Comprehensive Plan Amendment – Tim Haggemiller and City of Arlington (Shop):

Chairperson Pauly called the public hearing to order regarding the application for rezoning of property from Tim Haggemiller and the City of Arlington. Smith-Strack stated that the applicant (Haggemiller) was proposing a rezoning from the existing R-1 One and Two Family to I-1 Light Industrial to reflect the existing and planned continued use of the subject areas. The Haggemiller property has a Quonset structure on it and has had for decades. The City property is used as the City Shop and storage area.

Smith-Strack noted the following:

1. Consistency with the Comprehensive Plan – The 2014 Arlington Comprehensive Plan guides the subject area to future residential use. The City shop and existing quonset structure have been in existence for decades with no plans for change in use. An adjustment of the future land use map is requested to reflect existing conditions.
2. Conformity with lot standards in the applicable zoning district – No new lots are being created.
3. Service by municipal utilities – City utilities are to the subject parcels. The quonset structure is not connected to water or sewer as it is cold storage use.
4. Impact on adjacent properties – The rezoning request is to accurately reflect existing uses which have been in place for decades with no change in occupancy contemplated.

She stated that no oral or written comment had been received regarding the proposed rezoning request.

Tim Haggemiller was present to answer questions.

Chairperson Pauly adjourned the public hearing and reconvened the regular meeting at 7:06 pm.

Haggemiller commented that he would like to demolish the current structure and rebuild a new structure by fall of this year.

Grabitske introduced the following resolution and moved for its adoption:

RESOLUTION NO. 4-2016

A RESOLUTION APPROVING AN ORDINANCE AMENDING THE FUTURE LAND USE MAP AND REZONING CERTAIN PROPERTY AT THE EASTERN TERMINUS OF MAIN STREET EAST FROM R-1 ONE AND TWO FAMILY RESIDENTIAL TO I-1 LIGHT INDUSTRIAL

WHEREAS, the City of Arlington placed the 2014 Comprehensive Plan into effect under Ordinance 292; and,

WHEREAS, Section 4, Subd. 1 of Ordinance 169 establishes an official zoning map for the City of Arlington; and,

WHEREAS, Tim Haggemiller (the Property Owner) has submitted a request to amend the future land use map and the official zoning map related to property legally described as 62' by 232' of NW¼ of SW¼, Sect. 10, Twp. 113, Range 27 and identified as Parcel No. 31.0519.000; and,

WHEREAS, the City of Arlington (the City) would like to amend the future land use map and the official zoning map relating to the property at 600 Main Street East described in Appendix A attached hereto and identified as Parcel No. 31.0716.010; and,

WHEREAS, the Planning and Zoning Commission on April 7, 2016 held a public hearing on the request; and,

WHEREAS, following the public hearing the Planning and Zoning Commission discussed the request and established the following facts:

1. The 2014 Arlington Comprehensive Plan guides the subject area to future residential use. The City shop and existing quonset structure have been in existence for decades with no plans for change in use. An adjustment of the future land use map is requested to reflect existing conditions.
2. No new lots are being created, conformity with lot standards in the applicable zoning district will not change.
3. City utilities are to the subject parcels. The quonset structure is not connected to water or sewer as it is cold storage use.
4. The land use and rezoning request is to accurately reflect existing uses which have been in place for decades with no change in occupancy contemplated.

NOW, THEREFORE, BE IT RESOLVED BY PLANNING AND ZONING COMMISSION OF THE CITY OF ARLINGTON THAT: The Commission recommends the City Council approve Ordinance No.____, attached hereto as Exhibit A, amending the future land use map in the 2014 Comprehensive Plan and the Official Zoning Map applicable to the subject property from R-1 One and Two Family Residential to I-1 Light Industrial, provided:

1. The "Use" of the property shall remain a City shop and cold storage/warehouse.
2. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

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

Adopted by the Planning & Zoning Committee of the City of Arlington this 7th day of April, 2016.

Signed: /s/ Mark Pauly
Chairperson Mark Pauly

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

Whereupon the resolution was declared duly passed and executed.

Discussion was held with regards to making Solar Energy Systems an Accessory Use. Smith-Strack explained that SE Schools has received a grant through MMPA/Avant Energy to install a 5 KW Solar Energy System (SES) at the public school in Arlington. The system will be an 'off-grid' system; the energy produced will be used on site only and not put back onto the grid. Currently, the zoning ordinance does not allow SES as accessory or principal uses in any zoning district. Lauren Blank from Avant Energy explained that approximately 16 photovoltaic panels would be affixed to the south wall of the building (on the pool facing Alden Street) and re-iterated that the power generated would be used on site only. The purpose and/or drive of this program is intended to be educational. It was noted that there would not be any battery storage on site, the energy generated would go right back into the building; there would not be any glare from the panels; and there would be some form of screening for aesthetic purposes. Members of the Committee favored the idea of allowing Solar Energy Systems (mainly accessory use, but consider primary use also). Smith-Strack will put some draft ordinance language together for the Committee to review at the next meeting.

The Sibley East School Site Plan was reviewed and discussed in detail. Engineer Femrite was present as were Sibley East Schools Superintendent Jim Amsden and Abby Hammes representing Wendel Architects.

Strack provided background information on the request. She noted Wendel Architects, on behalf of Sibley East Schools submitted plans for the demolition of a portion of existing structure and a 71,387 SF addition to the public school facility at 303 3rd Ave NW. The Applicant proposes a two story, precast tilt up concrete panel construction with brick, metal, and aluminum siding. The front of the building is proposed to be Douglas Street and parking lots are proposed adjacent to Douglas and Alden Streets.

Strack reviewed the site plan stating the proposed activity was consistent with planned land use and existing zoning. Setbacks were achieved, however, screening was required next to adjacent residential districts. Building height, lot size, and lot width standards were achieved. Parking as proposed met zoning standards, except that landscaping was needed to screen headlights from adjacent residential uses. Lighting, on-site traffic circulation, and routing of construction traffic was discussed.

Femrite reviewed his memo on the project, recommending several items, including:

- A 10-foot utility easement on either side of the relocated sanitary main and watermain be granted.
- Sanitary sewer and storm sewer within/under the existing building of West Brooks Street between 2nd and 3rd Ave NW be fully televised and located to address concerns about potential cross connections that would discharge stormwater (clear water) into the sanitary sewer system.
- Providing inlet protection for all existing catch basins in the area of the school and require contractor to clean any off-site tracking on a daily basis.
- Receipt of additional information rain garden dimensioning/elevations.
- Review of peak runoffs.
- Limiting construction traffic to 2nd Ave whenever possible.
- Addressing ADA details for the new pedestrian ramps and crosswalk striping.

After further discussion, Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 5-2016

A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE A SITE PLAN FOR SIBLEY EAST SCHOOLS AT 202 3RD AVENUE NW

WHEREAS, Wendel Architects has submitted a request for site plan approval on behalf of Sibley East Schools; and,

WHEREAS, the property is legally described as: Blk 3 Orig City & Lots 1-12 EX N 35' of W 45' Lot 6 Blk 4, City of Arlington; and,

WHEREAS, City staff and consultants have reviewed proposed plans for the school facility 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 intensive nature of the use; and,

WHEREAS, the Planning and Zoning Commission on April 7, 2016 reviewed the request and recommended conditional approval of the site plan.

NOW, THEREFORE, BE IT RESOLVED BY PLANNING COMMISSION OF THE CITY OF THE CITY OF ARLINGTON THAT: The Commission recommends the City Council approve a site plan for public school and district offices at 202 3rd Avenue NW, providing:

1. The "Use" is an 119,881 square foot public school facility (District Offices, middle, and high school).
2. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) plus scalable electronic pdf documents illustrating compliance with required conditions of approval.
3. Evidence of appropriate approvals and required permits from MPCA (i.e. SWPPP) and High Island Creek Watershed District.
4. Compliance with all recommendations as set forth within a memo to the City Council from Consulting Planner, Cynthia Smith Strack, dated April 18, 2016.
5. Compliance with all recommendations as set forth within a memo dated March 31, 2016 from City Engineer Jason Femrite.
6. Plan approval by Fire Chief John Zaske.
7. Filing of a landscaping plan for administrative approval. The landscape plan shall illustrate screening in side and rear yards abutting residential uses and effective screening of parking lots adjacent to Alden and Douglas streets so as to occlude headlights from shining into adjacent dwellings.
8. Exterior lighting (wall mounted and overhead) be directed so as not to cast glare toward or onto the public right of way or neighboring residential uses/districts
9. Granting of utility easements, providing of easement legal definitions, and submittal to the City for recording.
10. Payment of required fees and inspection services.
11. Project construction traffic to be routed onto 2nd Avenue NW.
12. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the Use on the Property.
14. Approval of this site plan does not approve any future expansion or associated improvements on-site.
15. 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 Pichelmann and the following voted in favor thereof: Carlson, Deno, Grabitske, Pauly, Pichelmann, Councilmember Battcher; and the following against the same: None; and the following abstained from voting: Grabitske; and the following were absent: Kreft.

Adopted by the Planning & Zoning Committee of the City of Arlington this 7th day of April, 2016.

Signed: /s/ Mark Pauly
Chairperson Mark Pauly

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

Whereupon the resolution was declared duly passed and executed.

The February and March Building Permit Reports were reviewed.

Motion by Battcher, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting at 8:15 pm.

PZ Adm. Cynthia Smith-Strack

Chairperson Mark Pauly