

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, AUGUST 6, 2015 @ 7:00 P.M.
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
 - A. July 9, 2015
5. Public Hearings.
 - A. Ordinance Amendment: Limited Manufacturing Uses in CBD.
 - B. Ordinance Amendment: Sign Area Non-Residential Principal Uses.
6. Unfinished Business.
 - A. None
7. New Business.
 - A. Green Step Cities Action Items
 - B. Accessory Apartments (Mother-In-Law Apartments)
8. Review Building Permit Reports.
 - A. July 2015
9. Other Business.
10. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
AUGUST 6, 2015**

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

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

Members Absent: Chairperson Pauly

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

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

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to approve the July 9, 2015 meeting minutes as presented.

Vice Chairperson Pichelmann recessed the regular meeting to hold a public hearing.

Ordinance Amendment – Limited Manufacturing Uses in CBD:

Vice Chairperson Pichelmann called the public hearing to order regarding a proposed zoning ordinance amendment which would allow Limited Manufacturing Uses in the Central Business District. Smith-Strack commented that limited manufacturing would be a conditional use and a Conditional Use Permit could be issued only if:

1. No outdoor storage occurred in conjunction with the use;
2. All company vehicles were parked off-street;
3. The front of the building is retained in appearance as storefront or office;
4. Manufacturing activities are limited to the first floor (street level);
5. Deliveries, to the extent possible, are required to occur off of a public street.

Smith-Strack noted that she had not received any written or oral comments either for or against the proposed ordinance. Battcher suggested allowing the basement level also (reference to No. 4 above).

Vice Chairperson Pichelmann adjourned the public hearing and reconvened the regular meeting.

Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 6-2015

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE ENTITLED “AN ORDINANCE AMENDING SECTION 8, SUBDIVISION 3 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE, BY ADDING SUBSECTION 3,C PROVIDING FOR LIMITED MANUFACTURING USES WITHIN THE B-2 CENTRAL BUSINESS DISTRICT”

WHEREAS, the City of Arlington placed Ordinance 169, the Zoning Ordinance, into effect several years ago; and,

WHEREAS, the City finds several buildings within the Central Business District are vacant at this time; and,

WHEREAS, the City finds certain limited manufacturing uses may be appropriate within the Central Business District providing the purpose of the district is retained; and,

WHEREAS, the Planning Commission has initiated an amendment to Ordinance 169 providing for limited manufacturing operations as conditional uses within the Central Business District subject to certain performance criteria; and,

WHEREAS, the Arlington Planning Commission reviewed and studied text included in Ordinance entitled, “An Ordinance Amending Section 8, Subdivision 3 of Ordinance 169, the Arlington Zoning Ordinance, by adding Subsection 3,C providing for limited manufacturing uses within the B-2 Central Business District”; and,

WHEREAS, a public hearing was properly noticed and held on August 6, 2015 by the City of Arlington Planning Commission; and,

WHEREAS, the proposed ordinance is itemized in Exhibit A which is attached to this resolution;

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

Adopted by the Planning & Zoning Committee of the City of Arlington this 6th day of August, 2015.

Signed: /s/ Bob Pichelmann
Vice Chairperson Bob Pichelmann

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

Whereupon the resolution was declared duly passed and executed.

EXHIBIT A

ORDINANCE NO. __

AN ORDINANCE AMENDING SECTION 8, SUBDIVISION 3 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE BY ADDING SUBSECTION 3, C PROVIDING FOR LIMITED MANUFACTURING USES WITHIN THE B-2 CENTRAL BUSINESS DISTRICT

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAINS:

- I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 8, SUBD. 3 OF ORDINANCE 169 SHALL BE AMENDED AS FOLLOWS:**

SECTION 8 B-2 CENTRAL BUSINESS DISTRICT.

SUBDIVISION 3. CONDITIONAL USES.

- C. Custom or limited manufacturing, assembly, or treatment of merchandise comprised of cloth, natural or synthetic fiber, leather, ornamental metal, paper, plants, plastic, stone, wax, wood, and wool provided the following standards are met:
1. No outdoor storage of any kinds, including but not limited to materials, equipment, or machinery shall be permitted.
 2. All business vehicles shall be accommodated by off-street parking.
 3. Office or retail sales areas shall be maintained at the front (street-facing) side of the building.
 4. Manufacturing operations are limited to the first floor (street level) and below the first floor. Manufacturing operations shall not occur in an upper story. Manufacturing uses shall be compatible with residential uses when in a mixed use structure.
 5. To the extent possible deliveries shall be to the rear of the principal structure in an attempt to keep public streets free from interference y said delivery traffic.

- II. EFFECTIVE DATE.** This Ordinance is effective upon its adoption and publication as prescribed by law.

Adopted by the City of Arlington on the ___ day of _____, 2015.

Richard Nagel, Mayor

Attest: _____
Liza M. Donabauer, City Administrator

Vice Chairperson Pichelmann recessed the regular meeting to hold a public hearing.

Ordinance Amendment – Sign Area Non-Residential Principal Uses:

Vice Chairperson Pichelmann called the public hearing to order regarding a proposed zoning ordinance amendment pertaining to sign standards in residential district. Smith-Strack explained that the purpose of the ordinance was to provide some flexibility in sign sizes for non-residential principal uses (churches, schools) in residential zones. She commented that restricting sign sizes in residential areas has the unintended effect of disallowing appropriately sized signs for institutions such as churches and schools, especially for those located along Hwy 5. She noted that following language was being added to the ordinance:

- b. Lots containing principal non-residential uses.*
 - i. Lots less than 20,000 square feet: thirty-two (32) square feet per surface with total area of all signs not to exceed sixty-four (64) square feet.*
 - ii. Lots of 20,000 square feet or greater: sixty-four (64) square feet per surface with total area of all signs not to exceed one hundred twenty eight (128) square feet.*

Vice Chairperson Pichelmann adjourned the public hearing and reconvened the regular meeting.

Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 7-2015

A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE ENTITLED “AN ORDINANCE AMENDING SECTION 13.5 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE, RELATING TO SIGNAGE BY REPEALING AND REPLACING SUBD. 8(A)(2)”

WHEREAS, the City of Arlington placed Ordinance 169, the Zoning Ordinance, into effect several years ago; and,

WHEREAS, the City has enacted sign standards within Section 13.5 of the Zoning Ordinance; and,

WHEREAS, the City finds certain sign area limitations for non-residential principal uses in residential zones are repeatedly the subject of potential variance requests; and,

WHEREAS, the Planning Commission has initiated an amendment to Ordinance 169 relating to sign area maximums for non-residential principal uses in residential districts; and,

WHEREAS, the Arlington Planning Commission reviewed and studied text included in an Ordinance entitled, “An Ordinance Amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance, Relating to Signage by Repealing and Replacing Subd. 8(A)(2)”;

WHEREAS, a public hearing was properly noticed and held on August 6, 2015 by the City of Arlington Planning Commission; and,

WHEREAS, the proposed ordinance is itemized in Exhibit A which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the Arlington Planning Commission recommends the City Council approve an Ordinance entitled: “An Ordinance Amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance, Relating to Signage by Repealing and Replacing Subd. 8(A)(2)”, a copy of which is attached as Exhibit A.

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, Pichelmann, Councilmember Battcher; and the following against the same: None; and the following abstained from voting: None; and the following were absent: Pauly.

Adopted by the Planning & Zoning Committee of the City of Arlington this 6th day of August, 2015.

Signed: /s/ Bob Pichelmann
Vice Chairperson Bob Pichelmann

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

Whereupon the resolution was declared duly passed and executed.

EXHIBIT A

ORDINANCE NO. __

AN ORDINANCE AMENDING SECTION 13.5 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE RELATING TO SIGNAGE BY REPEALING AND REPLACING SUBD. 8(A)(2)

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAINS:

I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 13.5, SUBDIVISION 8(A)(2) IS HEREBY REPEALED AND REPLACED AS FOLLOWS:

2. Maximum sign area:
 - a. Lots containing principal uses which are residential in nature.
 - i. Lots 10,000 square feet or less: eight (8) square feet per surface with total area of all signs not to exceed sixteen (16) square feet.
 - ii. Lots greater than 10,000 square feet but less than one acre: ten (10) square feet per surface with total area of all signs not to exceed twenty (20) square feet.
 - iii. Lots greater than one acre but less than ten acres: twelve (12) square feet per surface with total area of all signs not to exceed twenty-four (24) square feet.
 - iv. Lots greater than ten acres: sixteen (16) square feet per surface with total area of all signs not to exceed thirty-two (32) square feet.
 - b. Lots containing principal uses which are non-residential in nature.
 - i. Lots less than 20,000 square feet: thirty-two (32) square feet per surface with total area of all signs not to exceed sixty-four (64) square feet.
 - ii. Lots of 20,000 square feet or greater: sixty-four (64) square feet per surface with total area of all signs not to exceed one hundred twenty eight (128) square feet.

II. EFFECTIVE DATE.

Adopted by the City of Arlington on the ___ day of _____, 2015.

Richard Nagel, Mayor

Attest: _____
Liza M. Donabauer, City Administrator

Smith-Strack talked about the GreenStep Cities program. She stated it is a voluntary program created and administered by the MPCA. It is designed to help cities achieve sustainability goals according to five different levels as established by the MPCA. It was noted that the city became a GreenStep city in 2011, level 1. At this time, the Council is wishing to move things to the next level(s). Smith-Strack reviewed the following best practices and action steps that have already or could be taken:

1. *Integrate green building practices information and assistance into the building permit process:*
A handout could be added to all building permits that commented on certain green building practices such as: minimizing building footprints, focus on multi-functional/shared space/structures, design for durability & longevity, use local and regional resources, use recycled material where possible, consider (low) toxicity.
2. *Incorporate a flexible lot size/frontage requirement for infill development:*
Smith-Strack commented that the zoning ordinance would have to be amended to allow for smaller lots in already platted areas.

3. *Allow accessory apartment units in selected zoning districts:*
Some discussion was held on possibly allowing in both R-1 and R-2 districts, allowing interior/attached (with common egress/ingress) or detached facilities and requiring the principal unit to be owner occupied. Smith-Strack clarified that a ‘mother-in-law’ unit should be subordinate to the principal structure; whereas a duplex had two attached separate living spaces that were generally the same size (and for multi-family use).
4. *Modify Planned Unit Development (PUD) standards to emphasize mixed used development or to limit residential PUD’s to areas adjacent to commercial development:*
Smith-Strack stated that the City’s PUD ordinance does allow for mixed use development, but does not restrict residential PUD’s to an area where they can/not be. There is currently one residential PUD in Arlington, which is not adjacent to a commercial corridor.
5. *Have a downtown zoning district that allows residential and compatible commercial developments:*
Smith-Strack stated that mixed uses are allowed in the CBD, but do not along the area of the highway.
6. *Adopt a complete streets policy that also addresses street, trees and stormwater:*
Smith-Strack commented that ‘complete streets’ is an approach to road planning and design, where everything is considered; such as how does a vehicle or pedestrian get from point to point, how does light travel through, how does stormwater move, etc.

The July Building Permit Report was reviewed.

Deno expressed concern about some issues that were occurring at an apartment building on Main Street. Smith-Strack stated the City does have ordinances in place that address the ‘public welfare and safety’. The landlord can be contacted also.

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 7:55 p.m.

PZ Adm. Cynthia Smith-Strack

Vice Chairperson Bob Pichelmann