

**PLANNING & ZONING COMMITTEE  
MEETING AGENDA  
THURSDAY, FEBRUARY 4, 2016 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. January 7, 2016
5. Public Hearings.
  - A. None.
6. Unfinished Business.
  - A. Accessory Dwelling Unit Discussion.
7. New Business.
  - A. Subsurface Sewer Treatment Systems.
  - B. Project Updates.
  - C. Dollar General Site Plan.
  - D. Orderly Annexation Area (OAA).
8. Review Building Permit Reports.
  - A. January 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  
FEBRUARY 4, 2016**

The meeting was called to order at 7:07 p.m. by Chairperson Pauly.

Members Present: Carlson, Grabitske, Kreft, Pauly, Pichelmann

Members Absent: Deno, Councilmember Battcher

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

Motion by Kreft, seconded by Grabitske, and passed by unanimous vote to approve the agenda with the following changes:

Add item 7C) Dollar General Site Plan

Add item 7D) Orderly Annexation Area (OAA).

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to approve the January 7, 2016 meeting minutes as corrected:

*First bullet point on page 2 remove completely and replace with: "Kreft questioned whether there was something within the Orderly Annexation Agreement that the City could do to address septic systems within the OAA; the Boerner Addition was used as a reference."*

Smith-Strack commented that back in November the group had reviewed the results from the survey that had been distributed pertaining to accessory dwelling units; and decided at that time to table discussion for a few months. She questioned if the group was read to move forward now or wished to wait longer. Grabitske commented that he would like to move forward, but he would like to see what other communities have done. It was noted that the City had not received any specific requests for dwellings of this nature, but one aspect of the Comp Plan focuses on Aging in Place (keep and retain the senior citizens in the community), which this topic falls under. Smith-Strack will gather information from other cities similar in size to Arlington and bring it to a future meeting.

Discussion was held on subsurface sewage treatment systems (SSTS). Smith-Strack stated that currently the City issues permits for new septic systems (in city limits) but does not have a SSTS ordinance in place regulating them (for monitoring purposes – to make sure compliant with MPCA). She stated that the City has the following options available:

- Adopt the Sibley County SSTS language and defer to County for administration;
- Adopt the Sibley County SSTS language and enter into an Agreement regarding Ordinance Administration (e.g. Building Official Darin Haslip is the inspector vs. county appointed inspector);
- Develop/adopt a City SSTS ordinance.

Smith-Strack stated that the City has received a petition from a resident on 401<sup>st</sup> Avenue. Mayor Nagel commented that the Council had reviewed the request at their meeting and tabled action. The Council would like to survey the remaining residents in that area to see if there are more residents interested in city utilities at this time. Smith-Strack stated that the City does need to have an ordinance in place per MPCA regulations. It was suggested to research how many properties are in city limits and not on city utilities (water and sewer) to determine what the potential administrative costs might be if the City decides to regulate them itself versus the County.

Smith-Strack provided updates on the following:

- Arlington Mobile Home Park Closing – A public hearing was held on January 12<sup>th</sup> with approximately 60 people in attendance, which included a representative for the property owner and

representative for Minnesota Valley Action Council (MVAC - appointed neutral 3<sup>rd</sup> party). Everyone was given an opportunity to speak. MVAC provided information to the residents on how to access a trust fund, which will help them with some moving and/or demolition expenses. It was noted that the park was expected to close by September 2016.

- Dollar General – Is still moving forward and scheduled to close on the property in spring. Site plans are being reviewed.
- Railroad Property – City Adm. Donabauer, Council representatives, TC&W representatives and Prairie Line Rail Authority will be meeting in February to discuss a rail crossing midway between the Seneca gravel road and Cty Road 9.

Smith-Strack handed out the proposed site plans for the Dollar General Store, which is to be situated on the Odegaard property along Hwy 5. She stated that access to the property is on 401<sup>st</sup> Avenue, but the plans show the front of the store facing Hwy 5; this poses the question of what would actually be considered the ‘front’ of the lot for setback reasons. If it is determined that the front of the lot faces Hwy 5, then a variance would be needed because the rear setback could not be met. The address would also be a Hwy 5 address, even though access would be on 401<sup>st</sup> Avenue.

Motion by Kreft, seconded by Grabitske, and passed by unanimous vote that the front lot be on 401<sup>st</sup> Ave for the Dollar General Store, not Hwy 5.

Smith-Strack commented that parking lots, per the zoning ordinance, need to meet setbacks. Dollar General will also have difficulty with this requirement due to the shape of the lot and Hwy 5 right-of-way, but under a Conditional Use Permit changes can be made to alleviate the issues. Smith-Strack explained that the exterior materials Dollar General is proposing do not meet ordinance standards (exposed fasteners on the siding), which they may apply for a variance for. It was noted that MnDOT stills needs to approve the plan and wetland delineation was done last fall. Kreft questioned the placement of a lighted sign outside the setbacks. Smith-Strack will verify the sign placement.

Discussion was held on the Orderly Annexation Agreement (OAA). It was noted that the OAA expires in 2017. The Council would like to renew the OAA and possibly restructure and/or extend the boundaries, more specifically along the Hwy 5 corridor. Smith-Strack explained what it means to have an orderly annexation agreement in place and how it works between the City and Township. Pauly asked for clarification of what the Urban Reserve District was for. Smith-Strack stated that it was a zoning classification and regulates specific uses within the OAA. She added that it would go away if the OAA is allowed to expire and would revert back to uses allowed by the County. Kreft expressed his feelings that certain areas within the OAA, such as Boerner Addition or residents going north along Cty Road 9 and also along Hwy 5, should be included in the city boundary as they are so close and directly benefit from the amenities the city offers. It was suggested to review the OAA, aerial photo showing OAA and Assessment Policy at the next meeting. Smith-Strack stated that this is probably a good time to start discussing renewal of the OAA as negotiations with the Township and approval at the State level will take some time.

The January Building Permit Report was reviewed.

Motion by Pichelmann, seconded by Carlson, and passed by unanimous vote to adjourn the meeting at 8:17 pm.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Mark Pauly