

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

1. Call to Order.
2. Pledge of Allegiance.
3. Oath of Office: Jim Carlson, Janet Deno, Jim Kreft
4. Election of Officers.
5. Approve Agenda.
6. Approve the Minutes.
 - A. December 3, 2015
7. Public Hearings.
 - A. None.
- 7.5 Public Forum – Mike Scharping
8. Unfinished Business.
 - A. Complete Streets.
9. New Business.
 - A. Manufactured Home Park Closing Update.
 - B. 2016 Goals.
10. Review Building Permit Reports.
 - A. November 2015
 - B. December 2015
 - C. Year-End 2015
11. Other Business.
12. 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

**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
JANUARY 7, 2016**

The meeting was called to order at 7:00 p.m. by member Bob Pichelmann.

Members Present: Jim Carlson, Janet Deno, Dwight Grabitske, Jim Kreft, Bob Pichelmann

Members Absent: Mark Pauly, Councilmember Michelle Battcher

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

PZ Adm. Smith-Strack administered the Official Oath of Office to re-appointed members Jim Carlson and Janet Deno and new member Jim Kreft.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to re-elect Mark Pauly as the Chairperson.

Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to re-elect Bob Pichelmann as the Vice Chairperson.

Motion by Grabitske, seconded by Deno, and passed by unanimous vote to re-elect Michelle Battcher as the Secretary.

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

Add item 7.5) Public Forum – Mike Scharping.

Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to approve the December 3, 2015 meeting minutes as presented.

Smith-Strack stated that she had been contacted recently by Mike Scharping, who had concerns about the City's fence ordinance; more specifically where they were or were not allowed on property. She had explained to him that fences were not permitted in front yards of property. She added that it is hard to consider a variance in that it is difficult to establish practical difficulty; find that the placement of a fence in the front yard is a necessity versus a want; and that it is unique to the property and not the result of something that is desired by the property owner.

Mike Scharping was present to express his concern about a problem he was having with his neighbor. He explained that his property was a twinhome that sat farther back on a corner lot on Shamrock Drive. The neighboring property had an apartment complex on it (commercial property). Scharping commented that tenants moving into the apartments had been driving across his front. He felt that because the adjacent property was commercial, the fence should be allowed in the front yard. He does not want to see a chain link fence; he would prefer the plastic permanent material. Shrubs (such as arborvitae) or a hedge were suggested as alternative materials, but they could not go into the boulevard area (line of sight issue) or onto the neighboring property.

Discussion resumed on the 'complete streets' initiative. Smith-Strack noted that the City Engineer was working on the map that had been compiled at a previous meeting. She presented both a sample resolution, which would provide the City with a more flexible approach to the concept; and a sample policy, which would be more detailed or defined and adopted as an ordinance (become a law to

follow), for consideration. Kreft believed the ordinance or policy to be better, as it would be easier for Staff to access (stays on file) and it wouldn't get lost in the shuffle of things. The ordinance (policy) was the preferred option of those present. Smith-Strack will take the policy (ordinance) to the Streets Committee for their consideration before making a recommendation to the City Council.

Smith-Strack stated that back in November the City was notified that the owner of the manufactured (mobile) home park is intending to close the park on September 1st of this year. She stated that there is a statutory process that has to be followed when a manufactured home park is closed within a municipality. The process starts with a public hearing notification (to the residents) from the City and Planning Commission that the park will be closing. The public hearing is scheduled for January 12th; all residents of the park and the owner, their representative and/or attorneys were sent notices. The City Council will hold a special council meeting to hold the public hearing. The purpose of the hearing is to give all residents of the park a chance to speak, if they so desire, about the impact the closing will have on them. The owner of the park will also have a chance to speak about the closing of the park. Smith-Strack stated that a neutral third party (MN Valley Action Council) will be appointed to administer the manufactured home trust fund managed by the MN Housing Finance Agency. This fund helps those residents who own their home with some of the moving or demolition expenses. The City will also have a chance to provide what they expect to happen with the closing of the park – acquiring of permits, disconnection of utilities, and how property is left, etc. It was suggested to have an interpreter present. Various questions were asked and comments made about the closing.

Discussion was held on setting the goals for 2016. Smith-Strack provided a matrix of goals that had been put together in the past; it showed what has been accomplished so far and what still needs to be worked on.

- 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 the City currently does not have any standards in place regarding sidewalks (width, rise/run, etc.). It would be nice to have standards to hand out to contractors when permits are being applied for when other work, such as driveways are being done.
- It was questioned if any areas needed to be rezoned. It was noted that no businesses have requested to be rezoned at this time. It was commented that if Cemstone does move, to then consider rezoning the property to Central Business District and look at mixed uses.
- Concern was expressed about business succession (aging owners) in the downtown and what is needed to keep the businesses going. Smith-Strack commented that this is more of an EDA item and they are discussing it.

The November, December and 2015 Year-End Building Permit Reports were reviewed.

Motion by Grabitske, seconded by Pichelmann, and passed by unanimous vote to adjourn the meeting.

PZ Adm. Cynthia Smith-Strack

Vice Chairperson Bob Pichelmann