

**PLANNING & ZONING COMMITTEE  
MEETING AGENDA  
THURSDAY, JULY 10, 2014 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. May 1, 2014
  - ~~B. June 3, 2014~~ *(removed)*
5. Public Hearings.
  - A. None.
6. Unfinished Business.
  - A. None.
7. New Business.
  - A. Site Plan: Dollar General/Overland Engineering/Mark Hennen
8. Review Building Permit Reports.
  - A. June 2014
9. Other Business.
10. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD  
MEETING MINUTES  
JULY 10, 2014**

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

Members Present: Battcher, Chairperson Grabitske, Nagel, Pauly, Pinske, Councilmember Reetz

Members Absent: None

Also Present: PZ Adm. Smith-Strack, Mayor Kreft, Steve Thompson of JHS, Inc.

Motion by Pinske, seconded by Nagel, and passed by unanimous vote to approve the agenda with the following change: Remove 4B) Approve the Minutes – June 3, 2014.

Motion by Reetz, seconded by Pauly, and passed by unanimous vote to approve the May 1, 2014 meeting minutes.

The site plan for the Dollar General/Overland Group/Mark Hennen property was reviewed in detail.

Smith-Strack explained that a minor subdivision (lot split) was needed to accommodate the retail facility, which she handles administratively. She stated that the on-site plans are for an approximately 9,100 sq. ft., single story, slab on grade, wood frame retail variety store. The exterior material proposed is 26 gauge ribbed steel siding and 24 gauge steel standing seam roofing. Smith-Strack explained that the site plan had to be reviewed under both the Subdivision Ordinance (infrastructure design standards) and the Zoning Ordinance (lot standards).

Smith-Strack provided a detailed summary of the proposed project (including transportation/access to Hwy 5, utilities, public land dedication, water drainage, etc.). Reetz commented that he had talked with a few residents who live on Polar Circle. They were concerned with increased traffic, more specifically truck traffic, and water drainage issues.

Smith-Strack stated that any action to approve the site plan could be conditioned on submittal of hydrological calculations as recommended by the City Engineer. The City Engineer would then review and approve the drainage plans. Alternately, Smith-Strack stated a Developer's Agreement could be required to be entered into by Mr. Hennen/Overland Group to address various concerns/responsibilities (sidewalks, future development, street dedication, etc.).

Strack asked Johnson to comment on drainage. Johnson noted he was not familiar with the drainage plan. Discussion followed regarding drainage patterns from the subject site and drainage from the partially improved roadway. Reetz again expressed great concern for drainage from the site. He stated any increase in stormwater runoff to the west would be perceived as negative by residents. As such Reetz reiterated a very thorough review of proposed plans was warranted as was confirmation that what was proposed is consistent with what is constructed.

The Committee reviewed proposed conditions for approval as follows:

1. The "Use" is a 9,100 square foot retail facility (Dollar General) at the northeastern-most corner of property owned by Mark Hennen July 1, 2014.
2. Submittal of a revised set of plans (2 large scale sets and two 11 X 17 sets) illustrating compliance with required conditions of approval.

3. Compliance with all standards required and as set forth within a memo to the City Council from Consulting Planner, Cynthia Smith Strack, Municipal Development Group, dated July 15, 2014.
4. Compliance with all recommendations as set forth within a memo to Consulting Planner Smith-Strack from Jason Femrite, Bolton-Menk (City Engineer) dated July 10, 2014.
5. Approval of a minor subdivision. Said approval of a minor subdivision is conditioned on the following:
  - A. A sixty (60) foot right of way shall be provided north of the subject site extending from Highway 5 to a line perpendicular to the rear lot line of the subject site. Said right of way shall be designed as a local street and meet the design standards for local streets as specified by the City Engineer. At a minimum there shall be bituminous paving from the intersection with Highway 5 to a point at least ten (10) feet west of the local access/approach to the subject site. The paved width shall be a minimum of forty (40) feet. Concrete curb shall be installed.
  - B. A temporary turnaround, with a design approved by the City Engineer, shall be provided for west of the local access/approach to the subject site. It may be compacted gravel.
  - C. Water main shall be extended in the new street right-of-way from Polar Circle to the eastern property boundary (at Highway 5).
  - D. Drainage and utility easements shall be provided within ten (10) feet of both side lot lines and the rear lot line.
  - E. Installation of eight (8) trees adjacent to the required street and along the length of the subject parcel. Said trees shall meet the species requirements contained in the Subdivision Ordinance and shall be planted within five (5) feet of the public right -of-way, or at the Council's discretion within the right-of-way.
  - F. Payment of a fee in lieu of parkland dedication in the amount of \$464 (required for minor subdivision approval).
6. Submittal of a revised landscaping plan for administrative approval illustrating a landscaped buffer of at least 15 feet in depth in the rear yard. The buffer may extend into the required setback but shall not encroach into required utility/drainage easements. The buffer must be planted prior to the issuance of a certificate of occupancy for the project.
7. Exterior siding may be steel but it shall feature concealed fasteners, unless a variance is approved by the City of Arlington related to exterior building materials.
8. Any signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
9. A building permit shall be required prior to any building construction or improvements on the property.
10. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

11. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
12. Approval of this site plan does not approve any future expansion or associated improvements on-site.
13. Any modifications not defined as “minor” by the Zoning Administrator shall require separate site plan approval.

Motion by Nagel, second by Reetz, and passed by unanimous vote to recommend the Council approve the site plan with the aforementioned conditions.

The June Building Permit Report was reviewed.

Mayor Kreft stated that he had talked with Bob Pichelmann about filling the vacancy created by Mike Vrklan’s resignation. Pichelmann has agreed to serve on the PZ Committee to fill the vacancy.

Motion by Pinske, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 7:55 pm.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Dwight Grabitske