

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

1. Call to Order.
2. Pledge of Allegiance.
3. Oath of Office: Bob Pichelmann
4. Approve Agenda.
5. Approve the Minutes.
 - A. June 3, 2014
 - B. July 10, 2014
6. Public Hearings.
 - A. Conditional Use Permit: Michael Campbell – Millwork Operation at 120 West Main.
7. Unfinished Business.
 - A. Historic Appreciation: Commercial Design Standards in the Central Business District.
8. New Business.
 - A. Subdivision Ordinance Amendment: Pedestrianways
 - B. 713 W. Chandler – Access to Garage
9. Review Building Permit Reports.
 - A. July 2014
10. Other Business.
11. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
AUGUST 7, 2014**

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

Members Present: Chairperson Grabitske, Nagel, Pichelmann, Pinske, Councilmember Reetz
Members Absent: Battcher, Pauly,
Also Present: PZ Adm. Smith-Strack, Mike Campbell

PZ Adm. Smith-Strack administered the Official Oath of Office to new member Bob Pichelmann.

Motion by Reetz, seconded by Nagel, and passed by unanimous vote to approve the agenda with the following change:
Add item 8B) 713 W. Chandler – Access to Garage.

Motion by Pinske, seconded by Reetz, and passed by unanimous vote to approve the June 3, 2014 and July 10, 2014 meeting minutes as presented.

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

Conditional Use Permit- Neisen/Campbell d/b/a RCC Woodworks, 102 West Main Street:

Chairperson Grabitske called to order a public hearing regarding the application for a conditional use permit from Michael Campbell, d/b/a RCC Woodworks, at 102 West Main Street. PZ Adm. Smith-Strack stated the CUP request will allow for manufacturing/production of custom mill work at the site. Applicant represents that operations will produce a minimum amount of negative impacts including noise and vibration; the majority of the operations will be confined to the inside of the facility; hours of operation will be weekdays from 6 am to 6 pm, but may expand as demand necessitates; approximately 5-10 trucks will be loaded/unloaded on the site (not the street) on a weekly basis; there is currently one full-time worker at the site, in addition one or two part-time workers may be added over time as demand warrants; outdoor storage is not proposed; no painting, staining or sealing of any products shall occur on site. Smith-Strack noted that the site is not currently connected to city water or sewer. She stated that a notice had been published in the paper about the proposed CUP and had received a few calls commenting on and/or expressing some concern about the CUP. Reetz questioned ownership of the property and expressed concern about the unsightliness of the property (accumulation of junk and/or non-running vehicles thereon). Campbell stated that Mike Neisen currently owns the property, but ownership is being transferred to Dennis Neisen; and then at some point he himself is planning to purchase the property outright or through a Contract for Deed. Campbell explained that he plans to clean/fix up the building/property, including having functioning utilities again. He commented that he had talked with After Burner Auto Body about allowing trucks to access the property from the rear (over AfterBurner's property).

Chairperson Grabitske adjourned the public hearing and reconvened the regular meeting.

Nagel commented that it will be nice to put the property to good use and get it cleaned up. Reetz commented that he did not foresee issues with the trucks loading/unloading.

Nagel introduced the following resolution and moved for its adoption:

RESOLUTION NO. 5-2014

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW AN OWNER-OCCUPIED
CUSTOM MILL WORK MANUFACTURING/PRODUCTION USE AT 102 WEST MAIN STREET**

WHEREAS, Michael Campbell (d.b.a. RCC Woodworks) and Dennis Neisen (Fee Owner) have submitted a request to operate a custom mill work manufacturing/production use at 102 West Main Street; and,

WHEREAS, the Applicants represent:

- RCC Woodworks proposes to provide contracted millwork service to clients using the subject site and existing building as the base of operations for crafting custom millwork;
- Operations will produce a minimum amount of negative impacts including noise and vibration;
- The majority of the operations will be confined to the inside of the facility;
- Hours of operations will be weekdays from 6 a.m. to 6 p.m. but may expand as demand necessitates;
- On a weekly basis approximately 5-10 trucks will be loaded/unloaded at the site;
- Currently RCC has one full time worker at the site in addition one or two part time employees may be added over time as demand warrants;
- Outdoor storage is not proposed in conjunction with the proposed conditional use; and,

WHEREAS, the proposed use is a conditional use under Section 9, Subdivision 3(A) of Ordinance 169, the Arlington Zoning Ordinance; and

WHEREAS, notice of a public hearing to accept input on the CUP request was published in the official newspaper on July 24, 2014 and sent to property owners within 350 feet of the subject property; and

WHEREAS, the Planning and Zoning Committee conducted a public hearing on the CUP request on August 7, 2014 and accepted input on the CUP request; and

WHEREAS, the Planning Committee has reviewed the CUP request and has made the following findings:

1. That with the conditions listed below the use will not be detrimental to the health, safety, morals, comfort, convenience or welfare of the persons residing in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district and the proposed use is consistent with the 2008 Comprehensive Plan.
2. That with the conditions listed below the use will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood since the use will be consistent with adjacent land uses within the same zoning district.

NOW, THEREFORE, BE IT RESOLVED BY THE ARLINGTON PLANNING AND ZONING

COMMISSION THAT: The Planning and Zoning Commission hereby recommends approval of a conditional use permit to provide for the manufacturing/production of custom mill work at 102 West Main Street subject to the following:

1. No outdoor storage of any kind, including but not limited to garbage, refuse, materials, equipment or machinery shall be permitted.
2. No painting, staining, or sealing of materials or products shall be conducted on site.
3. All business vehicles stored at the site shall be accommodated by off-street parking.
4. At all times one (1) parking space shall be provided for each employee on the largest shift. If/when additional employees are added, additional parking space shall be added.
5. All loading/unloading shall occur on private property at 102 West Main Street.
6. The use shall at all times meet the requirements of Section 9, Subdivision 5 of the Zoning Ordinance (as may be amended) relating to noise, vibration, smoke, particulate matter, odor, sewer and water discharge, exterior lighting, and glare.
7. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
8. The approval specifically authorizes a manufacturing and production of custom mill work at the subject property. No other use shall be allowed under this Conditional Use Permit.
9. Any proposed signage will require the issuance of a sign/building permit.
10. This approval is applicable only to the property at 102 West Main Street.
11. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.
12. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution.
14. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

15. The Use permitted under this Resolution may change to a permitted use in the I-1 District without further action by the City Council; however the Use may not change to another conditional use without a new application and approval by the City Council.

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

Adopted by the Planning & Zoning Committee of the City of Arlington this 7th day of August, 2014.

Signed: /s/ Dwight Grabitske
Chairperson Dwight Grabitske

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

Whereupon the resolution was declared duly passed and executed.

Considerable discussion was held on Historic Appreciation: Commercial Design Standards in the Central Business District. Smith-Strack commented that after the last meeting it was brought to her attention that there are no standards in place within the business district pertaining to types of siding permitted, roofing materials, etc. other than they must be of commercial quality. She stated that the Committee is justified in looking at types of materials and openings (maintaining them, not closing or reducing size). The Committee was not opposed to metal roofs as long as they were standing seam with concealed fasteners. The Committee would like to see restoration of brick facades and was opposed to covering over brick in any fashion (i.e. paint, wood, metal or vinyl). As far as window reduction was concerned, there would have to be justification to do so; otherwise it should match existing facade. The question was asked about returning window(s) to original condition/size. Smith-Strack commented that this could be addressed through the variance process. Comments were made regarding various siding types: seamless metal with concealed fasteners, cement board or block, stucco, brick and whether it had to be on entire building or just the front. No aluminum, vinyl or vertical steel are to be allowed. Smith-Strack will draft some language for a proposed ordinance for the next meeting.

Smith-Strack presented language for a proposed ordinance amendment to the Subdivision Ordinance pertaining to pedestrianways. The proposed amendment was reviewed in detail. Smith-Strack commented that Sections A and B give the City the authority to require some form of sidewalk, trail or pedestrian connection where the City wants, not the developer, which would be in addition to parkland dedication or a fee in lieu of parkland dedication (above and beyond the minimum requirements).

Motion by Pinske, seconded by Pichelmann, and passed by unanimous vote to hold a public hearing in September regarding an amendment to the Subdivision Ordinance – Pedestrianways.

Smith-Strack commented that she was working with a property owner on a project for a new accessory structure (garage) in a rear yard. The rear yard cannot be accessed from the alleyway. The owner was proposing widening the existing driveway (front yard) and then placing a concrete pad all the way back to the new structure, which is proposed to run up to/on the property line (no new curb cut is planned). Smith-Strack stated that there is nothing within the Zoning Ordinance, other than for storm water runoff, to prohibit this action. She expressed concerns about this proposed project and wants something in writing covering the City in this matter. The City Engineer would like to see a Certificate of Survey done both before and after the project to ensure that there are no water runoff issues. It was suggested to have the property owners sign an Agreement that would accompany the building permit (be of record).

The July Building Permit Report was reviewed.

Motion by Pinske, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 8:20 pm.