

**PLANNING & ZONING COMMITTEE MEETING AGENDA**  
**THURSDAY, JUNE 2, 2011**  
**ARLINGTON COMMUNITY CENTER**  
**7:00 P.M.**

1. Call to Order.
2. Pledge of Allegiance.
5. Approve Agenda.
6. Approve the Minutes.
  - A. April 14, 2011.
  - B. May 5, 2011.
- 6a. Dale Hansen – Non-Conforming Use related to building permit for front porch
7. Public Hearings.
  - A. Ordinance 258 Storm Water Protection.
8. Unfinished Business.
  - A. Discussion of Proposed Adjustments to the Sign Ordinance.
9. New Business.
  - A. Safe Routes to School Infrastructure Grant Application.
10. Review Building Permit Reports.
11. Other Business.
12. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD  
MEETING MINUTES - JUNE 2, 2011**

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

Members Present: Chairperson Nagel, Mielke, Pinske, Councilmember Reetz

Members Absent: Grabitske, Haggemiller, Kreft

Also Present: PZ Adm. Smith-Strack, Dale Hansen

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

6a) Dale Hansen – Non-Conforming Use related to building permit for front porch.

Motion by Pinske, seconded by Reetz, and passed by unanimous vote to approve the minutes from the April 14<sup>th</sup> and May 5<sup>th</sup> meetings as presented.

Smith-Strack explained that Dale Hansen had applied for a building permit to enclose the front porch on his residence located at 411 West Alden Street. Upon review of the Zoning Ordinance she found the property was non-conforming because of structural coverage and encroachment into the front yard setback. She had sent Mr. Hansen a letter which outlined four (4) options he could pursue regarding his permit request:

1. Replace what is existing and replacement matches exactly the conditions that existed before the work was undertaken (don't add walls/enclose) per Section 14, Subd 3, Subp 2(h) of the Zoning Ordinance;
2. Seek a CUP per Section 14, Subd 3, Subp 2(h) of the Zoning Ordinance;
3. Appeal PZ Adm's interpretation to the Board of Zoning Adjustment/Appeal;
4. Do nothing and rescind the building permit request.

Smith-Strack clarified what structural coverage and intensification meant within the zoning ordinance and how they applied to this particular project. Hansen stated that the house was repossessed and the front door had been damaged prior to him taking ownership. He explained what he was planning to do regarding the entrance and noted that the encroachment amount would not change. Concern was expressed about setting precedence if this would be allowed.

Motion by Pinske, seconded by Mielke, and passed by unanimous vote to reaffirm the Zoning Administrator's decision (as stated in her letter dated May 10, 2011 to Mr. Hansen) regarding Dale Hansen's building permit request.

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

**Zoning Ordinance 169 Amendment: Ordinance 258-Storm Water Protection:**

Chairperson Nagel called to order the public hearing regarding the amendment to Ordinance 169, the Zoning Ordinance relating to Storm Water Pollution Protection Measures. Smith-Strack provided an overview of the proposed ordinance. It was noted that the Planning Commission worked with the High Island Creek Watershed District on said ordinance amendment. It was noted that there was no one present.

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

Brief discussion was held on the proposed ordinance amendment regarding storm water protection. Smith-Strack commented on how new construction/addition projects would be affected once the ordinance was enacted.

Reetz introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 3-2011**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE ORDINANCE 258, AN  
ORDINANCE REGULATING AND MANAGING STORM WATER WITHIN THE CITY OF  
ARLINGTON**

WHEREAS, the Arlington Planning Commission finds that storm water regulation and management is a matter of public health, safety, and welfare; and

WHEREAS, the Arlington Planning Commission has reviewed and studied storm water regulation and management and finds the establishment of minimum storm water management and erosion and sedimentation requirements and controls will help to protect the public health, safety, and welfare; and

WHEREAS, the Arlington Planning Commission has developed proposed Ordinance 258 with assistance from members of the High Island Creek Watershed District and the City Engineer; and,

WHEREAS, a public hearing was properly noticed and held on June 2, 2011 by the City of Arlington Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington Planning Commission recommends the City Council approve Ordinance 258, entitled "An Ordinance Regulating and Managing Storm Water within the City of Arlington" a copy of which is attached as Exhibit A.

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

Adopted by the Planning & Zoning Committee of the City of Arlington this 2<sup>nd</sup> day of June, 2011

Signed: /s/ Arden Kreft  
Vice Chairperson Arden Kreft

Attested: /s/ Cynthia Smith-Strack  
Planning & Zoning Administrator

**EXHIBIT A  
AN ORDINANCE REGULATING AND MANAGING STORM WATER WITHIN THE CITY OF  
ARLINGTON**

*(See official ordinance book for complete ordinance).*

Smith-Strack presented proposed Ordinance 259 – An Ordinance Amending Section 13.5 of Ordinance 169, the Arlington Zoning Ordinance Relating to Signage. The proposed changes were reviewed in detail. It was the consensus of those present to hold a public hearing in July for the proposed ordinance.

Discussion was held on the Safe Routes to School Grant Application. Smith-Strack presented a map that showed the various parts of the sidewalk/trail plan. She stated that the 2011 portion was going to be paid by using money from the TIF Fund. She commented that she needed a Letter of Support from the Planning Commission to accompany the grant application.

Motion by Pinske, seconded by Mielke, and passed by unanimous vote to approve the Safe Routes To School map and Letter of Support as presented above.

Reetz, in following up on some properties, inquired if there had been any issues (noise, etc.) between the commercial business (former Geib property) and property owner (former Griep residence) in the northeast corner of town. Smith-Strack commented that she had not received any complaints. Reetz also questioned what happened to the commercial business that was to be going in on the former Mid-County property along Hwy 5 & Cty Road 12. Smith-Strack commented that she has had no further contact with the new owner.

The May Building Permit Report was reviewed.

Motion by Reetz, seconded by Pinske, and passed by unanimous vote to adjourn the meeting at 8:15 pm.

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PZ Adm. Cynthia Smith-Strack

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Chairperson Lowell Nagel