

**PLANNING & ZONING COMMITTEE  
MEETING AGENDA  
THURSDAY, FEBRUARY 5, 2015 @ 7:00 P.M.  
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Agenda.
4. Approve the Minutes.
  - A. January 8, 2015
5. Public Hearings.
  - None
6. Unfinished Business.
  - A. Central Business District Design Standards: Ordinance Amendment.
7. New Business.
  - A. Outdoor Storage.
8. Planning Commission Roles/Responsibilities (Presentation, for information)
9. Review Building Permit Report.
  - A. January 2015
10. Other Business.
11. Adjourn.

**ARLINGTON PLANNING & ZONING BOARD  
MEETING MINUTES  
FEBRUARY 5, 2015**

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

Members Present: Carlson, Deno, Grabitske, Vice Chairperson Pichelmann, Councilmember Battcher

Members Absent: Chairperson Pauly

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

Motion by Battcher, seconded by Grabitske, and passed by unanimous vote to approve the agenda as presented.

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to approve the January 8, 2015 meeting minutes as presented.

Discussion resumed (from the previous meeting) on Historic Appreciation, Central Business District Design Standards. Smith-Strack commented that she had a lengthy conversation with Chairperson Pauly about this topic. She noted that he felt that there should be some standards in place, but at the same time was sensitive to potential impacts (pricing) on businesses in the downtown. Smith-Strack commented that the Council had authorized the EDA to sell or lease the building that TSE had been leasing. It had been suggested to use the proceeds from the sale/lease to create a fund within the EDA to be used for windows, doors, etc. in the downtown; possibly as a grant component to go along with a Revolving Loan. Battcher commented that she felt the draft ordinance was fair and liked the idea of the new EDA fund. Grabitske commented that some language was needed; he was concerned with losing the downtown feel. Deno questioned if the proposed language would deter new businesses from the downtown. Smith-Strack commented that there is always a reason for a business not to like an ordinance. In this case, there may be increased costs, but there are grants/loans available (through the City/EDA) to help defray the costs; and there is flexibility within a CUP also.

Battcher introduced the following resolution and moved for its adoption:

**RESOLUTION NO. 3-2015**

**A RESOLUTION RECOMMENDING APPROVAL OF AN ORDINANCE ENTITLED “AN ORDINANCE AMENDING SECTION 8 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE BY ADDING SUBDIVISION 6 PROVIDING FOR LIMITED DESIGN STANDARDS WITHIN THE B-2 CENTRAL BUSINESS DISTRICT”**

**WHEREAS**, the City of Arlington placed a Comprehensive Plan into effect in 2008; and,

**WHEREAS**, the City of Arlington approved an amendment to the Comprehensive Plan in 2014; and,

**WHEREAS**, both the 2008 and 2014 Comprehensive Plans call for the preservation of a traditional Downtown in Arlington; and,

**WHEREAS**, the Zoning Ordinance is used to implement goals/policies of the Comprehensive Plan; and,

**WHEREAS**, the Zoning Ordinance, Ordinance 169, was placed into effect several years ago and does not currently include standards relating to building/lot positioning and/or exterior building standards for structures within the Central Business District (e.g. Downtown); and,

**WHEREAS**, the Arlington Planning Commission finds portions of Ordinance 169 relating to structures within the Central Business District are in need of updating so as to attain goals included in the Comprehensive Plan; and,

**WHEREAS**, the Planning Commission initiated an amendment to Ordinance 169 relating to building positioning on lots and exterior building requirements for structures within the B-2 Central Business District; and,

**WHEREAS**, the Arlington Planning Commission has reviewed and studied the issue and developed text to be included in an Ordinance; and,

**WHEREAS**, a public hearing was properly noticed and held on January 8, 2015 by the City of Arlington Planning Commission; and,

**WHEREAS**, the proposed ordinance is itemized in Exhibit A which is attached to this resolution;

**NOW, THEREFORE, BE IT RESOLVED**, that the Arlington Planning Commission recommends the City Council approve an Ordinance entitled “An Ordinance Amending Section 8 of Ordinance 169, the Arlington Zoning Ordinance by adding Subdivision 6 Providing for Limited Design Standards within the B-2 Central Business District”, a copy of which is attached as Exhibit A.

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

Adopted by the Planning & Zoning Committee of the City of Arlington this 5<sup>th</sup> day of February, 2015.

Signed: \_\_\_\_\_  
Vice Chairperson Bob Pichelmann

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

Whereupon the resolution was declared duly passed and executed.

*EXHIBIT A*

**ORDINANCE NO. \_\_**

**AN ORDINANCE AMENDING SECTION 8 OF ORDINANCE 169, THE ARLINGTON ZONING ORDINANCE BY ADDING SUBDIVISION 6 PROVIDING FOR LIMITED DESIGN STANDARDS WITHIN THE B-2 CENTRAL BUSINESS DISTRICT**

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAINS:

**I. THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS SECTION 8, ORDINANCE 169 SHALL BE AMENDED AS TO INCLUDE SUBDIVISION 6 FOLLOWS:**

**SECTION 8 B-2 CENTRAL BUSINESS DISTRICT.**

**SUBDIVISION 6. DESIGN STANDARDS.**

- A. Intent and Purpose. It is the intent of the City to promote and encourage high standards of creative, traditionally based, architectural design in the Central Business District. Activities within the Central Business District shall comply with the following design standards and guidelines. The restoration, remodeling and/or expansion of existing buildings shall, to the maximum extent possible, bring exterior facades back to the appearance they had when they were originally constructed, or maintain a similar architectural style to the original construction, or comply to the extent possible with these design standards and guidelines.
- B. Major maintenance of all buildings within the Central Business District shall be permanently kept up so that:
  - I. The visual appearance does not deteriorate to a point where the building becomes visually blighted;
  - II. The structure becomes uninhabitable;
  - III. The building becomes structurally deficient; or,
  - IV. The structure becomes hazardous to occupants.
- C. Site and Design Elements. New principal structures and additions to existing principal structures exceeding 50% structure size shall be designed in a manner that is sensitive to, compatible with, and reminiscent of historic building patterns in the central business district in Arlington. Said new principal structures and qualifying additions to existing principal structures shall meet this standard:
  - I. By placing the structure at the front lot line (i.e. on a property line shared with a public street).

- II. By purposely treating building exteriors facing public streets in a manner in which the street level story is visually distinct from any upper story of the building. This distinction can be achieved in a number of ways including, but not limited to: an intermediate cornice line, awning, or portico; a change in building materials or detailing; or, a change in window shape or treatment.
- III. By incorporating storefront windows as the primary design element on the street level and featuring windows as a prominent design element in upper stories of the building.
- IV. By employing flat or pitched (gabled, hipped) roofs or a combination thereof. Where flat roofs are employed ornamental parapets or cornices are strongly recommended. Roofing material shall be the same or similar to those employed on roofs on adjacent principal structures. Metal roofing comprised of: non-commercial grade metal; pre-manufactured resin, plastic, fiber, vinyl, or synthetic panels; or, materials not intended for roofing but employed for roofing purposes are strictly prohibited.
- V. By securing input from the Arlington Historical Society, other historic organizations (e.g. Minnesota Historical Society; State Historic Preservation Office), and/or the Planning Commission as needed or directed.

D. Windows.

- I. When window replacement is contemplated, replacement windows shall replicate in dimension or be larger in dimension than what is being replaced.
- II. Windows which were reduced in size from the original dimensions shall be restored to original dimensions when physically possible.
- III. Replacement windows shall be placed and installed in a manner that directly abuts approved exterior building materials or traditional trim material which is in keeping with the building's historical exterior trim and material.
- IV. Obstructing of transparent spaces on windows and doors with a permanent opaque material (i.e. 'boarding up' or covering with plywood or similar materials) is at all times strictly prohibited.

E. Exterior building materials.

- I. Structures within the Central Business District that have existing brick facades are to be retained as brick, unless a conditional use permit as specified below is issued.
- II. Stucco, exterior insulation and finish systems, and cement board siding are approved exterior building materials.
- III. Steel, horizontal lap siding may be employed on sides of principal structures not abutting a public street.
- IV. Property owners may seek a conditional use permit to employ alternate exterior building materials providing physical samples of the proposed materials and a written narrative of why the CUP is requested are filed with the Application. The City may require alternate façade enhancements or treatments such as larger windows, additional architectural design elements, and/or more durable materials be employed as part of CUP approval.
- V. Vertical metal panels, aluminum, vinyl, and wood are prohibited materials and not eligible for use under a conditional use permit.

**II. EFFECTIVE DATE.** This Ordinance is effective upon its adoption and publication as prescribed by law.

Adopted by the City of Arlington on the \_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

\_\_\_\_\_  
Richard Nagel, Mayor

\_\_\_\_\_  
Liza M. Donabauer, City Administrator

Smith-Strack commented that the City has been receiving complaints about outdoor storage of cars, trucks, recreational/sport vehicles and accumulation of miscellaneous junk visible in rear yards of properties. The Council has requested that an ordinance be put together to regulate this. Smith-Strack stated that the City does have ordinances in place that regulate (on-street) parking in public places, collection of junk vehicles and nuisances, and temporary structures; however it does not have anything in particular where on a lot things can be stored or the volume of things that can be stored on a lot at one given time. It was the consensus of those present that outdoor storage regulations were needed for residential, commercial and industrial properties. Considerable discussion was held on the following:

What types of outdoor storage should be regulated and where items can be parked/stored:

- rv's, campers, fifth wheels
- sport/recreation equipment – snowmobiles, four wheelers, jet skis, boats

- number of cars, trucks
- commercial vehicles
- commercial equipment
- agricultural items – tractors (ornamental), trailers, plows, etc.
- pallets, tires, vehicles/equipment parts, piles of stuff, etc.
- can anything be parked/stored in front yard
- does the type of surface matter (grass, gravel, concrete, asphalt)
- must setbacks be observed
- can you turn entire front yard into a parking lot
- can you park in the rear yard on the grass
- is screening helpful
- where do fish houses (if used for storage they are accessory structure; if stored on trailer there are fine as long as during the season)

Concerns were expressed about the number and length of time things should be allowed; and parking on hard surfaces versus grass; and maintaining line of sight (triangular). Smith-Strack will draft sample language and bring to the Planning Committee for consideration.

Since there were so many new members this year, Smith-Strack gave a presentation on Planning Commission Roles/Responsibilities.

The January Building Permit Report was reviewed. Grabitske provided an overview on the Arlington Historical Society (AHS) project.

Smith-Strack provided an update on the proposed Dollar General Store (DGS). She stated that wetland mitigation was not going to work for them at the location they had chosen. DGS is looking at alternate locations in town.

Battcher questioned if the old elevator site could be rezoned, she doesn't feel industrial zoning fits any longer. Smith-Strack stated that either the property owner or the City have to petition for rezoning.

Motion by Grabitske, seconded by Battcher, and passed by unanimous vote to adjourn the meeting at 8:25 p.m.

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PZ Adm. Cynthia Smith-Strack

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Vice Chairperson Bob Pichelmann