

2014-15 ANNUAL REPORT OF THE PLANNING COMMISSION

The Arlington Planning Commission has been asked to submit an annual report to the Arlington Mayor and City Council Members. The purpose of the report is to highlight planning activities over the previous year.

2015 APPOINTMENTS:

The following appointments to the Planning Commission were effective in 2015:

Michelle Batchter	Janet Deno	Mark Pauly
Jim Carlson	Dwight Grabitske	Bob Pichelmann

City Council Liaison: Michelle Batchter

The terms of Jeff Pinske and Curt Reetz ended on December 31, 2014. Jeff and Curt are commended for their years of service to and leadership of the Planning Commission!

There is one vacancy on the Planning Commission.

The following officers were elected by the Planning Commission in 2015:

Chair:	Mark Pauly
Vice Chair:	Bob Pichelmann
Secretary:	Michelle Battcher

2014-15 MEETING DATES:

The Arlington Planning Commission volunteers met 16 times from January 2014 to the present. Meetings are typically held the first Thursday of each month at 7:00 p.m. in the Council Chambers at the Arlington Community Center. The 2014-15 meeting dates were as follows:

January 2, 2014	November 6, 2014
February 6, 2014	November 24, 2014 (joint)
April 3, 2014	November 24, 2014
May 1, 2014	January 8, 2015
June 3, 2014	February 5, 2015
July 10, 2014	March 5, 2015
August 7, 2013	April 2, 2015
September 4, 2014	May 7, 2015

PC PURPOSE:

The volunteer Planning Commission is the appointed planning agency for the City of Arlington. The Planning Commission's role is to advise the Mayor and City Council on issues related to land use and property subdivision. The Planning Commission functions in three distinct capacities:

1. Planning capacity: The Commission assists the City in establishing a vision for the community and steps necessary to reach that vision.
2. Legislative capacity: The Commission studies regulations and proposes changes as needed to attain a vision espoused in a comprehensive community plan.
3. Regulatory capacity: The Commission applies the ordinances and rules to specific situations in fulfillment of the vision.

CORE INITIATIVES AND STRATEGIC DIRECTIONS:

The Planning Commission continues to pursue the following priorities:

1. Consistent, balanced, and methodical administration of the zoning ordinance in response to property owner requests for: rezoning, variance, and conditional use permit issuance.
2. Consistent, balanced, and methodical administration of the subdivision ordinance in response to property owner/developer requests for plat approval and minor subdivisions.
3. Active participation in review and implementation of Comprehensive Plan.
4. Establishment of relevant land use and subdivision regulations that relate to existing conditions and the vision identified within the Comprehensive Plan.
5. Creation of a detailed, accurate, and permanent record for each land use and subdivision request to be retained at City Hall for future reference and/or establishment of a common rationale for reviewing requests and administering applicable ordinances.

LAND USE AND SUBDIVISION APPLICATION PROCESSING: 2014 TO PRESENT

The following land use and subdivision applications were processed by the Planning Commission in 2014 to the present functioning in its regulatory capacity. Application processing resulted in public hearing and a recommended action by the Planning Commission to the City Council. The City Council may rule against a Planning Commission recommendation since it is just that, a *recommendation*.

- January 2, 2014: The Planning Commission held a public hearing relating to a conditional use permit amendment for Jeff and Wendy Klehr. The Commission recommended approval based on several conditions. The Council approved the CUP amendment at the following meeting.
- June 3, 2014: The Planning Commission held a public hearing relating to a replat of the certain lots in the Arlington Industrial Park. The Commission recommended approval of the HutchCo ScottEquip Subdivision Preliminary Plat. The replat enables expansion of the Hutch CoOp site. The Council approved the Preliminary and Final Plats which were subsequently executed and recorded at Sibley County.
- June 3, 2014: The Planning Commission held a public hearing to consider a variance to the maximum building height allowed in the light industrial district. The request was filed by Hutch CoOp in conjunction with the construction of a new fertilizer plant. The Commission recommended approval of the variance based on findings supporting a practical difficulty. The City Council approved the variance request. The variance advances a \$1.5M construction project.
- June 3, 2014: The Planning Commission held a public hearing to consider rezoning of a very small portion of a 15 acre parcel from R-2 Residential Multiple Family to B-1 Service Business. The Applicant was Overland Engineering, the subject property owned by Mark Hennen. The Commission recommended approval of the rezoning. The City Council approved the rezoning. The rezoning was completed to enable the establishment of a retail venue.
- August 7, 2014: The Planning Commission held a public hearing to consider a conditional use permit request for a millwork operation at 120 Main Street West (former UFC property). The Applicant was Michael Campbell. The Planning Commission recommended approval of the CUP with stipulations. The City Council approved the CUP with suggested stipulations.

- September 4, 2014: The Planning Commission held a public hearing to consider a conditional use permit request for the operation of a propane transloading operation at 39625 230th Street. The Applicants were Warren Dressen (Property Owner) and Bill Frothinger (Property Lessee, d.b.a. Interstate Fuel and Energy). The Planning Commission recommended approval of the CUP contingent upon several conditions being met. The City Council approved the CUP with the suggested conditions.
- January 8, 2015: The Planning Commission held a public hearing to consider a conditional use permit amendment request for the operation of a liquid natural gas (previous CUP stipulated propane only) transloading operation at 39625 230th Street. The Applicants were Warren Dressen (Property Owner) and Bill Frothinger (Property Lessee, d.b.a. Interstate Fuel and Energy). The Planning Commission recommended approval of the CUP contingent upon several conditions being met. The City Council approved the CUP with the suggested conditions.
- May 7, 2015: The Planning Commission held a public hearing to consider a detached accessory structure in the Central Business District that would exceed ten (10) percent of the lot size. The Applicants were Ross Arneson and David Hennies. The Planning Commission recommended [REDACTED] of the request. The City Council will consider the request at its May 18, 2015 regular meeting.

ORDINANCE AMENDMENT/CREATION: 2014-15

The following ordinances and ordinance amendments were developed, processed, and recommended by the Planning Commission in 2014-15 functioning in its legislative capacity. Ordinances once generated were heard in public and then forwarded to the Mayor and City Council for consideration of approval. The typical process followed included: issues identification, research, review of intent, review of impact on properties in Arlington, revision/adjustment, and public hearing. The Planning Commission also spent several hours reviewing a 2014 Comprehensive Plan Amendment.

- February 6, 2014: The Planning Commission reviewed an update of Chapter 3 of the Comprehensive Plan relating to demographic and social data.
- April 3, 2014: The Planning Commission processed an update of Chapter 4 of the Comprehensive Plan relating to past, existing, and future land use.
- July 10, 2014: The Planning Commission conditionally approved a site plan for a dollar store.
- August 7, 2014: The Planning Commission held a public hearing on an Ordinance relating to pedestrianways. The Ordinance amends the Ordinance 168 which relates to the platting of property. The Ordinance provides for the placement of sidewalks and trails as part of the subdivision process. The Planning Commission recommended approval of the Ordinance. The City Council approved the Ordinance.
- November 24, 2014: The Planning Commission held a public hearing on an amending the temporary structures Ordinance. The amendment subjects storage pods, trailers, dumpsters and the like to temporary structure standards. The Planning Commission recommended approval of the Ordinance. The City Council sent the Ordinance back to the Planning Commission with a request to decrease the length of time temporary structures could be in place from 180 days to 90 days.
- November 24, 2014: The Planning Commission and City Council held a joint public hearing on the 2014 Comprehensive Plan amendment. The Planning Commission recommended approval of the Amendment and the City Council placed the Amendment into effect.

- January 8, 2015: The Planning Commission held a public hearing on a substantial change to an Ordinance amending existing language relating to temporary structures. This hearing allowed for comment from the public regarding a decrease in the number of days temporary structures could exist. The decrease was from 180 days to 90 days. The Planning Commission recommended approval of the revised Ordinance. The City Council approved the revised draft Ordinance.
- January 8, 2015: The Planning Commission held a public hearing on a Ordinance creating limited design standards for properties within the B-2 Central Business District. The design standards relate to positioning of new buildings and/or substantial additions to existing buildings forward on lots. The design standards also attempt to retain storefront windows and promote traditional exterior building materials. The Commission worked on the standards for nearly one year. The City Council placed the Ordinance into effect.
- May 7, 2015: The Planning Commission held a public hearing on an Ordinance regulating outdoor storage in the City. The City Council directed the PC to draft language in an attempt to curb excess outdoor storage. The Planning Commission worked on the Ordinance for approximately five months. The PC recommended approval of the Ordinance. The City Council will consider the Ordinance and is anticipated to place the Ordinance into effect in June.

PLANNING GOALS: 2014-15

The Planning Commission is working on the following goals for the calendar year 2014-15:

Planning function

- Administer the Comprehensive Plan as zoning requests and opportunities arise.

Legislative function

- Update the zoning and subdivision ordinances so as to maintain consistency with the 2014 Comprehensive Plan.
- Consider and implement strategies to address substandard properties in the City.
- Consider and implement strategies to address outdoor storage in the City.
- Provide for a process for review of ISTS within the City's land use jurisdiction.

Regulatory function

- Review requests for variances, rezoning, text amendment, and conditional use permits in a timely, consistent, and professional manner in the process prescribed by the zoning and/or subdivision ordinance.
- Implement strategies within the Comprehensive Plan that relate to land use and subdivision of property.