

**PLANNING & ZONING COMMITTEE
MEETING AGENDA
THURSDAY, FEBRUARY 1, 2018 @ 7:00 P.M.
ARLINGTON COMMUNITY CENTER**

1. Call to Order.
2. Pledge of Allegiance.
3. Oaths of Office: Jim Kreft and Jon Hazelwood
4. Approval of Agenda.
5. Approve the Minutes.
 - A. January 4, 2018 – Regular Session.
6. Public Hearings.

None
7. Business.
 - A. Discussion: Rental Code – Darin Haslip Guest.
 - B. Discussion: Private Access/Public Alley: Fairview Park
 - C. Discussion: Building Permit Issuance for Outlots
 - D. Parking on Turf in Winter
8. Building Permit Reports
 - A. December.
 - B. 2017 Year End
9. Adjourn.

A QUORUM OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING. NO OFFICIAL ACTION BY THE CITY COUNCIL SHALL OCCUR AT THIS MEETING
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**ARLINGTON PLANNING & ZONING BOARD
MEETING MINUTES
FEBRUARY 1, 2018**

The meeting was called to order at 7:00 p.m. by acting Chairperson Jim Kreft.

Members Present: Jim Carlson, Dwight Grabitske, Darnell Halverson, Jim Kreft

Members Absent: Janet Deno, Councilmember Michelle Battcher

Also Present: PZ Adm. Cynthia Smith-Strack, Mayor Rich Nagel, Building Official Darin Haslip, David Schauer

PZ Adm. Smith-Strack administered the Oath of Office to Jim Kreft.

Motion by Grabitske, seconded by Halverson, and passed by unanimous vote to approve the agenda with the following change:

Add item 7D) Parking on Turf in Winter.

Motion by Grabitske, seconded by Halverson, and passed by unanimous vote to approve the minutes from the January 4th meeting as presented.

It was noted that there were no public hearings scheduled.

It was noted that over the past several months the Planning Committee has been defining the framework for a potential rental code. Smith-Strack explained that the Committee has reviewed standards from eight other communities. Building Official Haslip was present and answered the Committee's questions in regard to how he manages rental codes administration in communities with which he works. Smith-Strack commented that the next step should be to meet with the rental property owners and present them with the initial rental code framework. It was the consensus to invite rental property owners to an open house in April and to mail out the framework with the invite/notice. Committee members were asked to be at the open house; along with Building Official Haslip.

Discussion resumed from the last meeting on the request from David Schauer for use of a private access through Fairview Park. The use would allow access to a proposed detached accessory structure at 707 W. Chandler Street. Smith-Strack commented that City staff report they have been plowing the area for the past five years or so thinking it was already a public access/easement (even though it is not). The Parks Committee had met and reviewed the information presented to them on the proposed access. The Parks Committee recommended that the Council approve using the access road as a public amenity. Smith-Strack commented that if the Planning Committee is in agreement with the Parks Committee on the use, that the roadway then be dedicated as a public alley easement; that way all the adjacent property owners would have the same benefit of its use. Concern was expressed about the need to then bring the alley up to minimum standards and who would be responsible for the costs. Smith-Strack commented that there are various alley standards throughout town and if it is a public alley, the adjacent property owners would likely be assessed. The Council would have to decide on what standards to apply, such as surfacing type, design specifications, length and location (all on the park property or split with adjacent properties). Mayor Nagel clarified that the Parks Committee agreed to the public use, but were not in favor of making any improvements to the road.

Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to recommend to the City Council to create an official alleyway (easement) in Fairview Park to provide access to rear yards adjacent to West Chandler Street and terminating at the west end of the park.

Motion by Grabitske, seconded by Halverson, and passed by unanimous vote to approve use of alley to access a rear yard detached garage at 707 W. Chandler St.

Smith-Strack explained that the City was anticipating the filing of a building permit for a parcel of record that was legally defined as an “Outlot”. She requested input from the Committee on whether or not a building permit may be issued for such a parcel. She provided the following definitions:

- Chapter 27 of the City Code (Subdivision of Property) includes the following definition of “Outlot”: A lot remnant or parcel of land left over after platting, which is intended as open space or other future use, for which no building permit shall be issued.
- MN Statute 505.01 Plats, Donations, Purpose, Definitions includes the following definition of “Outlot”: A tract of land identified by a capital letter and is land that is not part of a block.

She added that there were no regional, state or federal laws prohibiting issuance of a building permit for outlots in Minnesota. The City does have several properties where building permits were issued even though said lots were legally described as outlots (a map showing said lots with dwellings and accessory structures was reviewed). Smith-Strack commented that if the Committee elects not to allow a building permit on the outlot, then the individual will have to plat the property. Kreft commented that he understood that things were done years ago prior to the adoption of the building code or subdivision ordinance; and was ok with a building permit being issued for the parcel in question. However, he did not want to see the ordinance language changed to allow it for all outlots; he felt they should be handled on a case-by-case basis. Concern was expressed about the possibility of the parcel being subdivided in the future. Smith-Strack commented that she could put more information together for a future meeting pertaining to outlots to help clarify when they can and cannot be developed.

Motion by Grabitske, seconded by Carlson, and passed by unanimous vote to allow a building permit issuance for this instance (outlot parcel mentioned above).

Smith-Strack commented that City Administrator Patrick Melvin has requested the Planning Committee discuss the standards related to parking on turf (grass) during the winter months. She explained that this request came about from a conversation held between the City Administrator and a Councilmember about an unlicensed vehicle being parked on an adjacent property. She clarified where parking was allowed on lots and on what types of surfaces per outdoor storage standards in the City Code. She went on to state that the language written within the nuisance section of the City Code conflicts with the outdoor storage language and will have to be updated to reflect the outdoor storage standards. Smith-Strack stated that the City and the Police Department were seeking allowance for vehicles to park on turf (grass) in non-growing months, in an attempt to alleviate parking issues during the winter months (snow emergencies). It was the consensus of the Committee to recommend to the Council to update the nuisance code to reflect the outside storage standards.

The December and 2017 Year-End Building Permit Reports were reviewed.

Motion by Grabitske, seconded by Halverson, and passed by unanimous vote to adjourn the meeting at 8:07 p.m.

PZ Adm. Cynthia Smith-Strack

Chairperson Jim Kreft