



PLANNING AND ZONING COMMITTEE
Meeting Agenda
February 4, 2021 at 7:00 PM
Arlington Community Center – Council Chambers

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1483095706>
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Meeting ID: 148 309 5706

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1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Public Hearings - None
5. Approve the Minutes
 - a. January 7, 2021
6. New Business
 - a. 2020 Annual Report – Presentation by Haile Tegege
7. Unfinished Business
8. Review Building Permit Reports
 - a. December 2020
9. Other/Updates
 - a. Mediacom ROW permits
 - b. Update on Dog Park
 - c. Update on Patel gas station/housing project
 - d. Update on Minnesota Valley Vet Services Veterinary Clinic CUP (issued 1/6/2020)
10. Adjournment



PLANNING AND ZONING COMMITTEE

MEETING MINUTES

January 7th, 2021 at 7:00 PM

Arlington Community Center – Council Chambers

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1485700956>
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1. CALL TO ORDER AND ROLL CALL

Members Present

Jim Carlson

Michelle Battcher

Joe Prasad

David Welch

Brandon Brinkman

Janet Deno

Member Absent

None
Staff Present
Amy Newsom
Haile Tegegne
Guest Present
Mayor Rich Nagel

2. PLEDGE OF ALLEGIANCE

3. Oath of Office

- a. Jawaharlal Prasad
- b. David Welch

4. Election of Officer

a. Chairperson

Motion by Carlson to nominate Brinkman for Chair.

SECOND by Deno

MOTION CARRIED.

b. Vice Chairperson

Motion by Brinkman to nominate Deno for Vice Chair.

SECOND by Carlson.

MOTION CARRIED.

c. Secretary

MOTION by Deno to nominate Joe Prasad for Secretary.

SECOND by Battcher

MOTION CARRIED.

5. Approve OF The AGENDA

Motion by Carlson to APPROVE THE AGENDA

SECOND by Battcher

MOTION CARRIED.

6. Approve OF THE PAST MINUTES

a. December 3rd

MOTION by Battcher to APPROVE THE PAST MEETING MINUTES

SECOND BY Deno

MOTION CARRIED.

7. Public Hearing – none

8. New Business

a. Review of 2020 Building Permits

Haile Tegegne presented an overview of the 2020 building permits broken down by categories.

b. Potential Housing Development with Patel

Haile Tegegne is working with Petal group to invest in twin homes in Arlington.

9. Unfinished Business – none

10. Review Building Permit Reports

a. November 2020

~~b. December 2020~~

11. Other/Updates

Newsom updated the group on 2 subdivision requests performed on December 31, 2020. One for Wayne Quast and the other for Dave Siwek. Newsom reported that there have been no updates on the rail yard project. Newsom also reported that the gas station on the edge of town (former Quick Stop/Subway) is hoping to open around January 18. Update on dog park from Haile Tegegne

12. Adjournment

MOTION by Battcher to ADJOURN at 8:03 pm.

SECOND BY Deno

MOTION CARRIED

THE MEETING ADJOURNED AT 8:03 pm.

X

Amy Newsom
P&Z Administrator

X

Brandon Brinkman
Chair

DECEMBER REPORT 2020

PERMIT #	NAME	PROJECT ADDRESS	CONSTRUCTION - WORK TYPE	CONTRACTOR	VALUATION	PERMIT FEES
A2020- 167	PETER TUMA	307 E. BROOKS ST.	RESIDENTIAL - REMODEL	NONE LISTED	\$ 18,000.00	\$272.92
A2020- 168	MILLER HOMES LLC	220 FRENZEL DR.	RESIDENTIAL - SINGLE FAMILY DWELLING	PEKA HOMES LLC	\$ 210,000.00	\$1,553.77
A2020- 169	DAN & JAMIE THOELE	401 CIRCLE LANE	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$ 1,800.00	\$51.00
A2020- 170	ROD MANTHEY	402 2ND AVE. SE	RESIDENTIAL - FOUNDATION REPAIRS	SAFE BASEMENTS OF MN	\$ 16,400.00	\$251.96
A2020- 171	ANDREW KONECHNE	401 E. ELMWOOD ST.	RESIDENTIAL - REMODEL	NONE LISTED	\$ 2,000.00	\$63.32
A2020- 172	GREG KENNARD	207 E. ADAMS ST.	RESIDENTIAL - REMODEL	NONE LISTED	\$ 12,000.00	\$194.32
A2020- 173	DAVID SIWEK	350 VALLEY VIEW DR.	RESIDENTIAL - ZONING	NONE LISTED	\$ -	\$0.00
A2020- 174	STEVE ANDERSON	650 OLIVE STREET	RESIDENTIAL - DECK	DEXTER KUPHALL CONSTRUCTION LLC	\$ 7,000.00	\$128.82
A2020- 175	NORTHLAND DRYING	100 HENDERSON ROAD	COMMERCIAL- OFFICE REMODEL	VOS CONSTRUCTION, INC.	\$ 5,000.00	\$102.62
A2020- 176	PAUL & SUSAN MATHWIG	109E. ADAMS ST.	RESIDENTIAL - PLUMING LINES/WINDOW INSTALLATION	NONE LISTED	\$ 2,000.00	\$63.32
A2020- 177	JON HAZELWOOD	307 E. ALDEN ST.	RESIDENTIAL - REMODEL	MYRON KRENTZ	\$ 12,000.00	\$194.32
A2020- 178	DAVID HARTMAN	401 W. MAIN ST.	LAND USE - SIGNAGE	NONE LISTED	\$ -	\$0.00
A2020- 179	MARTY OBRIEN	108 NW 7TH AVE.	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$ 900.00	\$51.00
A2020- 180	STEVE KOESTER/JULIE PAINTER	114 E. MAIN ST.	RESIDENTIAL - WATER HEATER	Y-NOT PLUMBING & HEATING	\$ 1,650.00	\$51.00
A2020- 181	MATT NAGEL	405 W. ALDEN ST.	RESIDENTIAL - MECHANICAL FURNACE-A/C	Y-NOT PLUMBING & HEATING	\$ 4,600.00	\$102.00
A2020- 182					\$ -	\$0.00
A2020- 183	WAYNE QUAST	502 E. BROOKS ST.	LAND USE - ZONING	NONE LISTED	\$ -	\$0.00
A2020- 184	MICHAEL CHRISTENSON	508 E. ELMWOOD ST.	RESIDENTIAL - WATER HEATER	TRI-COUNTY WATER CONDITIONERS	\$ 1,665.00	\$51.00
A2020- 185	DAVE SIWEK	SEE FILE	LAND USE - ZONING	NONE LISTED	\$ -	\$0.00
TOTAL					\$295,015.00	\$3,131.37



2020 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. Attached to this report, for Council information, is information provided to Planning Commissioners as part of introductory information at a regular meeting.

2020 APPOINTMENTS:

The following appointments to the Planning Commission were effective in 2020:

Joe Prasad	Janet Deno	Darnell Halverson
James Carlson	Brandon Brinkman	Jennifer Nuesse

City Council Liaison: Michelle Battcher

The following officers were elected by the Planning Commission in 2020:

Chair:	Jennifer Nuesse
Vice Chair:	Jim Carlson
Secretary:	Janet Deno

2020 MEETING DATES:

The Arlington Planning Commission volunteers met 10 times from January 2020 to the present. Meetings are typically held on the first Thursday of each month at 7:00 p.m. in the Council Chambers at the Arlington Community Center. The 2020 meeting dates were as follows:

January 9	July 2 – no meeting
February 6	August 6
March 5	September 3
April 15	October 1
May 7	November 5
June 4	December 3

PLANNING COMMITTEE PURPOSE:

The volunteer Planning Commission is the appointed planning agency for the City of Arlington. The Planning Commission 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: Planning, Legislative (changes and additions), Regulatory (rules and regulations).

CORE INITIATIVES AND STRATEGIC DIRECTIONS:

The Planning Commission continues to pursue the following priorities:

1. Promotion of the health, safety, and welfare of the Arlington community.
2. Consistent, balanced, and methodical administration of the zoning code in response to property owner requests for: rezoning, variance, and conditional use permit issuance.
3. Consistent, balanced, and methodical administration of the subdivision code in response to property owner/developer requests for plat approval and minor subdivisions.
4. Active participation in implementation of Comprehensive Plan.
5. Establishment of relevant land use and subdivision regulations that relate to existing conditions and the vision identified within the Comprehensive Plan.
6. 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:

The following land use and subdivision applications were processed by the Planning Commission functioning in its regulatory capacity. The processing of the Building/Land Use applications resulting in a public hearing and a recommended action by the Planning Commission to the City Council. The city may rule against a Planning Commission *recommendation*, since it is just that, a *recommendation*.

- March 5, 2020: The planning Commission considered a request to allow walk-in cooler to be on east side of building allowing 6 feet 8 inches instead required 10 feet and allowing dumpster storage that will be a 14.5 feet setback rather than the required 20 feet for Chef Craig's new restaurant located 600 Sheila Dr. The commission held a public hearing and a motion that approve the variance request.
- May 7, 2020: The Planning Commission held a public hearing amending the City of Arlington Comprehensive Plan & Land Use Map Pertaining to the "old Nickel Property".

ORDINANCE AMENDMENT/CREATION:

- June 4,2020: Outdoor Seating for Restaurants and Bars – Temporary ordinance will be put which alcohol is allowed outside of the establishment.

OTHER BUSINESS: In addition to considering official requests the Planning Commission also pursued several courses which did not result in amendments, participated in training, and commented on requests pertaining to the interpretation of the code.

Additional Items Discussed/Addressed

- Parking and snow emergencies Downtown- resident brought up the inconsistency with signage and policy.
- Updating Permit fees -update fee schedule. There might be opportunity to capture funds more accordingly by reviewing costs.
- Parking and Code
- Siwek and Seneca Trailer Park – 4/15
- APPLICATION FOR RE-PLAT -VILLAS AT ARLINGTON MEADOWS – motion carried to direct Scanlan-Johnson to proceed with administrative approval for consolidation 17 existing plots into single lot for rental home with conditions recommended by the city engineer.
- Review and Compare Planning and Zoning Fees in Adjacent Cities – Motion carried to increase Planning and zoning fees by 5% 2021
- Comprehensive Plan 5/20
 - Updating Comprehensive Plan – there is no mention of an R-3 District. The committee can redesign it.
 - Review the implementation chapter on Comprehensive plan

PLANNING GOALS:

The Planning Commission is working on the following goals for the 2020 calendar year:

Planning function

- Administer the Comprehensive Plan as zoning requests and opportunities arise.
- As directed assist in reviewing existing orderly annexation agreement with Arlington Township.
- Increase Housing development and update maps from 2008

Legislative function

- Update the zoning and subdivision code to maintain consistency with the 2014 Comprehensive Plan.
- Review the implementation chapter on Comprehensive Plan

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.

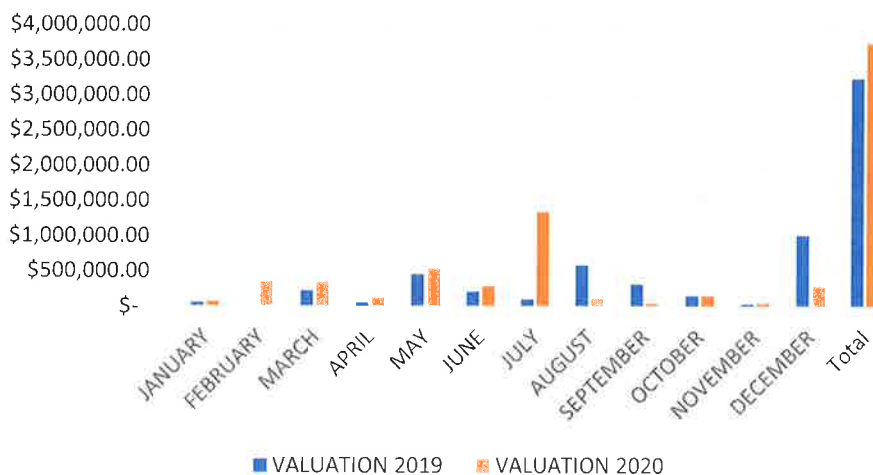
2020 BUILDING PERMIT REPORT

MONTH	VALUATION	PERMIT FEE
JANUARY	\$ 71,700.00	\$ 109,971.00
FEBRUARY	\$ 354,799.82	\$ 3,035.35
MARCH	\$ 347,410.00	\$ 2,778.56
APRIL	\$ 130,955.00	\$ 1,747.55
MAY	\$ 535,000.00	\$ 4,542.09
JUNE	\$ 291,100.00	\$ 28,636.08
JULY	\$ 1,347,228.05	\$ 10,603.21
AUGUST	\$ 117,725.00	\$ 1,563.37
SEPTEMBER	\$ 47,580.00	\$ 459.00
OCTOBER	\$ 157,200.00	\$ 2,323.46
NOVEMBER	\$ 51,760.00	\$ 855.59
DECEMBER	\$ 295,015.00	\$ 3,131.37
TOTAL	\$ 3,747,472.87	\$ 169,646.63

2019 VS 2020 VALUATION

MONTH	VALUATION 2019	VALUATION 2020
JANUARY	\$ 57,374.36	\$ 71,700.00
FEBRUARY	\$ 6,322.00	\$ 354,799.82
MARCH	\$ 228,000.00	\$ 347,410.00
APRIL	\$ 59,500.00	\$ 130,955.00
MAY	\$ 457,400.00	\$ 535,000.00
JUNE	\$ 212,430.00	\$ 291,100.00
JULY	\$ 102,599.74	\$ 1,347,228.05
AUGUST	\$ 586,761.36	\$ 117,725.00
SEPTEMBER	\$ 318,525.00	\$ 47,580.00
OCTOBER	\$ 158,870.00	\$ 157,200.00
NOVEMBER	\$ 41,171.00	\$ 51,760.00
DECEMBER	\$ 1,016,400.00	\$ 295,015.00
Total	\$ 3,245,353.46	\$ 3,747,472.87

Valuation 2019 vs. Valuation 2020



2019 vs 2020 PERMIT FEE

MONTH	PERMIT FEE 2019	PERMIT FEE 2020
JANUARY	\$ 883.34	\$ 109,971.00
FEBRUARY	\$ 100.00	\$ 3,035.35
MARCH	\$ 1,724.49	\$ 2,778.56
APRIL	\$ 1,674.53	\$ 1,747.55
MAY	\$ 3,859.97	\$ 4,542.09
JUNE	\$ 4,470.68	\$ 28,636.08
JULY	\$ 1,374.88	\$ 10,603.21
AUGUST	\$ 4,509.91	\$ 1,563.37
SEPTEMBER	\$ 2,638.17	\$ 459.00
OCTOBER	\$ 1,772.97	\$ 2,323.46
NOVEMBER	\$ 500.00	\$ 855.59
DECEMBER	\$ 6,666.04	\$ 3,131.37
Total	\$ 30,174.98	\$ 169,646.63

PERMIT FEE 2019 vs. PERMIT FEE 2020



P&Z Administrator

P&Z Chair