

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax (763) 434-9599

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, JANUARY 27, 2020

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: November 12, 2019

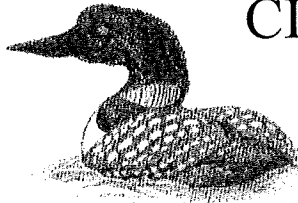
PUBLIC HEARING:

6:01 p.m. Gary and Wendy Gazda, GCI, LLC, requesting rezoning for 855 Constance Boulevard NE in Section 18 to R-A, Rural Single Family Residential.

NEW BUSINESS: None

COMMISSION BUSINESS:

1. Discussion of requiring training for Planning Commissioners with Government Training Services (GTS Educations Events)
2. City Council Update



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CITY OF HAM LAKE PLANNING COMMISSION MINUTES TUESDAY, NOVEMBER 12, 2019

The Ham Lake Planning Commission met for its regular meeting on Tuesday, November 12, 2019 in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Erin Dixon, Jeff Entsminger, Kyle Lejonvarn and Jonathan Fisher

MEMBERS ABSENT: Commissioners Brian Pogalz, Dave Ringler and Scott Heaton

OTHERS PRESENT: City Engineer Tom Collins, Zoning Official/Building Clerk Jennifer Bohr

CALL TO ORDER: Vice Chair Dixon called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Fisher, seconded by Lejonvarn, to approve the minutes of the October 28, 2019 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

To consider adoption of an amended 2040 Comprehensive Plan for the City of Ham Lake
The purpose of the public hearing was to hear and record comments from the public to consider for inclusion in the amended 2040 Comprehensive Plan.

Vice Chair Dixon opened the public hearing at 6:01 p.m. and asked for public comment; with there being none, Vice Chair Dixon closed the public hearing at 6:01 p.m.

Engineer Collins stated he has received some written comments from agencies but none from residents. Engineer Collins stated references to the installation of a sanitary sewer system have been removed and zoning for multiple use land use has been expanded.

NEW BUSINESS: None

OLD BUSINESS:

Alex Peterson requesting a Certificate of Occupancy to operate 11th Hour Remarketing Solutions at 1305 159th Avenue NE.

Mr. Alex Peterson was present. Commissioner Lejonvarn and Code Enforcement Officer Mark Jones met with Mr. Peterson on November 7, 2019 for an inspection. Commissioner Lejonvarn stated he and Mr. Jones discussed the location of the indoor restroom with Mr. Peterson, removal of the portable restroom, counted 140 cars within the fenced area and discussed the required distance of fire lanes. Commissioner Lejonvarn stated some cars within the fenced area are parked on grass; Mr. Peterson would need to cover the area with Class 5, as has been done for the larger parking area, in order to continue to park cars in that location. Commissioner Lejonvarn stated the back side, or northwest side, of the property is the same elevation as the current parking lot but is shown to be in a Federal Emergency Management Area (FEMA) flood hazard area; the commissioners encouraged Mr. Peterson to file a Letter of Map Amendment to FEMA to request that area of the property be removed from the flood hazard zone. Commissioner Lejonvarn asked Mr. Peterson to confirm business operation hours. Mr. Peterson stated employees work from 9:00 a.m. to 4:00 p.m. Monday through Friday and pick-up hours for visitors are 12:00 p.m. to 4:00 p.m. Monday through Friday; security staff are on-site 24 hours a day, six days a week. Vice Chair Dixson asked the commissioners if they felt this type of business was suitable for the location it is currently operating at. All commissioners present agreed the business use was suitable for the location. **Motion by Lejonvarn, seconded by Fisher, to recommend approval of the Certificate of Occupancy requested by Alex Peterson to operate 11th Hour Remarketing Solutions at 1305 159th Avenue NE subject to having no more than 140 cars on the lot in the fenced area, maintaining fire lanes at least 24' wide, no parking on the grass in the fenced area, no parking in the area currently designated as a flood zone, constructing an indoor restroom with plumbing, as shown on the plans submitted, for use by the public during pick-up hours which are currently 12:00 p.m. to 4:00 p.m. Monday through Friday and removal of the portable restroom, mounting signage onto the building, striping the parking lot in front of the building, including a handicap parking spot with signage, and meeting all State, County and City requirements. All present in favor, motion carried.** *(This item will be placed on the November 18, 2019 City Council Agenda.)*

COMMISSION BUSINESS:

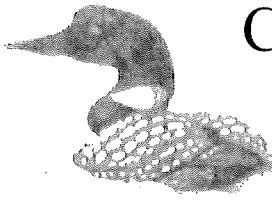
City Council Update

Commissioner Fisher attended the November 4, 2019 City Council meeting. Commissioner Entsminger will attend the City Council's November 18, 2019 meeting.

ADJOURNMENT:

Motion by Fisher, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:13 p.m. All present in favor, motion carried.

Jennifer Bohr
Zoning Official/Building Clerk



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NOTICE OF PUBLIC HEARING CITY OF HAM LAKE COUNTY OF ANOKA STATE OF MINNESOTA

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, January 27, 2020 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Gary and Wendy Gazda to rezone a parcel of land from R-1 (Single Family Residential) to R-A (Rural Single Family Residential) such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

The North One-Half of the Northeast Quarter of Section 18, Township 32, Range 23, Anoka County, Minnesota.

EXCEPT: That part of the Northeast Quarter of the Northeast Quarter of Section 18, Township 32, Range 23, lying southeasterly of the centerline of County Ditch No. 58.

EXCEPT: The west 300.00 feet of the east 600.00 feet of the south 581.00 feet of the Northwest Quarter of the Northeast Quarter of Section 18, Township 32, Range 23, Anoka County, Minnesota.

EXCEPT: The Northwest Quarter of the Northeast Quarter of Section 18, Township 32, Range 23, Anoka County, Minnesota, except the east 600.00 feet of the south 581.00 feet thereof.

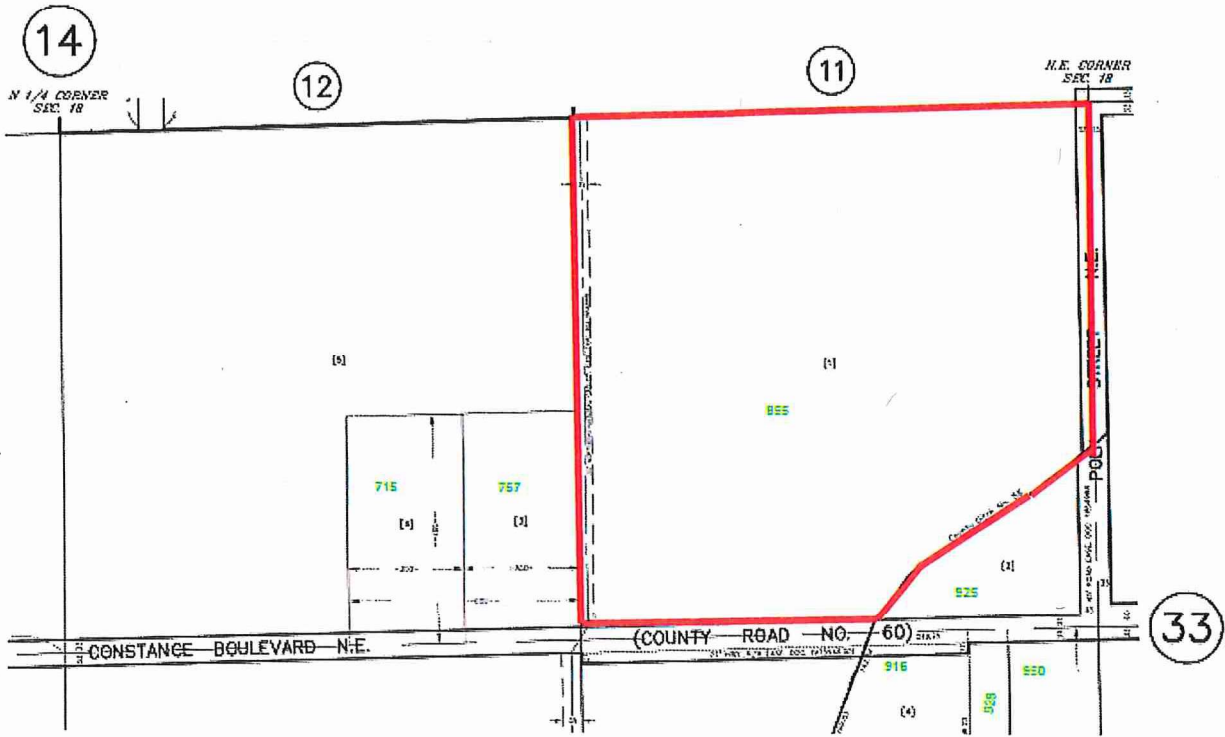
EXCEPT: The east 300.00 feet of the south 581.00 feet of the Northwest Quarter of the Northeast Quarter of Section 18, Township 32, Range 23, Anoka County, Minnesota.

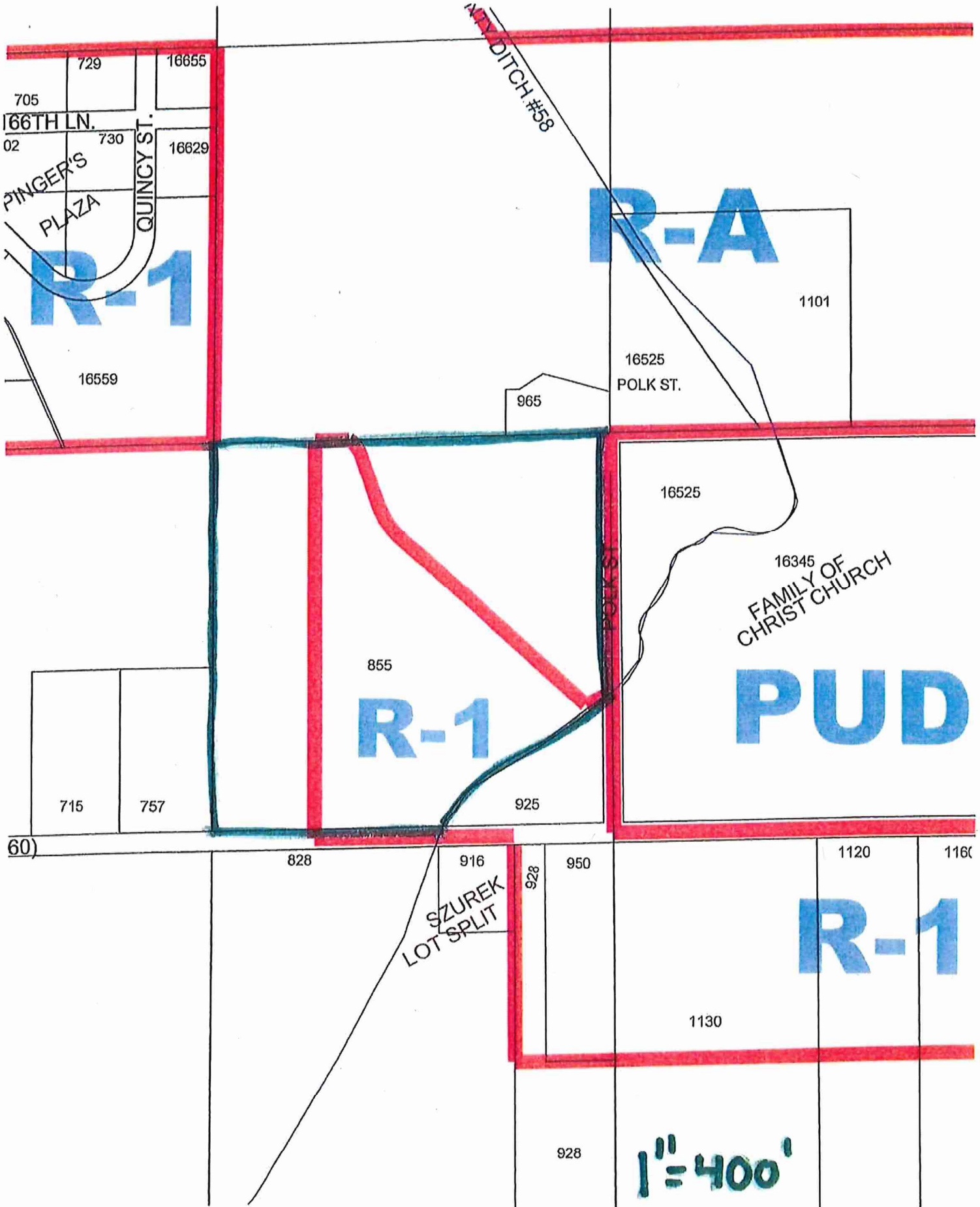
(Per Trustee's Deed dated 10/28/17)

At such hearing both written and oral comments will be heard.

DATED: January 15, 2020

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake





705
166TH LN.
02
730
PINGER'S PLAZA
QUINCY ST.
16655
16629

SHAWNEE DITCH #58

R-A

1101

16525
POLK ST.

965

16525

16345
FAMILY OF
CHRIST CHURCH

R-1

PUD

715

757

925

60)

828

916

928

950

1120

1160

SZUREK
LOT SPLIT

R-1

1130

928

1" = 400'

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Gary and Wendy Gazda, Gazda Capital Investments, LLC, requesting approval of a Lot Division at 855 Constance Boulevard NE located in Section 18

Motion by Johnson, seconded by Kirkham, to concur with the Planning Commission and approve of the request by Gary and Wendy Gazda, Gazda Capital Investments, LLC, for a Lot Division at 855 Constance Boulevard NE located in Section 18 subject to zoning Parcels A and B as R-A, Rural Single Family Residential, returning the 33-foot wide Polk Street NE roadway easement to the City, returning the recorded trail deed to the City, returning the recorded 10-foot perimeter drainage and utility around both Parcels to the City, returning the 27-foot Constance Boulevard NE roadway easement to the County, GCI, LLC dedicating the future Polk Street NE cul-de-sac road easement and future ponding, drainage and utility easements prior to the issuance of any building permits, waiving the standard Drainage Improvement Fund for future development of either Parcel, agreeing that the Gazda's are to receive any excess material associated with the future upgrade of Polk Street NE, crediting the excess parkland dedication for future development of either Parcel, meeting the requirements of the City Engineer and meeting all State, County and City requirements. All in favor, motion carried.

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS - None

7.0 ECONOMIC DEVELOPMENT AUTHORITY – None

8.0 APPEARANCES – None

9.0 CITY ATTORNEY - None

10.0 CITY ENGINEER

10.1 Discussion of SSTS (Subsurface Sewage Treatment System) point of sale ordinance

Engineer Collins stated that the Anoka Conservation District (ACD) has secured Natural Resources Block Grant funds for updating the SSTS ordinances within three cities and one township that are in the Sunrise Watershed Management Organization. The grant would cover costs associated with updating the ordinances to require septic system compliance inspections during the transfer of ownership. The City of Columbus already has a point of sale ordinance. The City of East Bethel and the Township of Linwood are interested in developing the point of sale ordinance. The grant funding can pay for city and township time associated with developing and launching the ordinance along with paying for the Anoka Conservation Districts staff time. **It was the consensus of the City Council to opt-out on creating a point of sale ordinance requiring compliance inspections.**

11.0 CITY ADMINISTRATOR - None

12.0 COUNCIL BUSINESS

12.1 Committee Reports – None

12.2 Consideration of a Resolution (not adopted) accepting a petition and ordering a feasibility study to improve University Avenue NE, north of County Road 58 approximately 1,800 feet ending in a cul-de-sac and 178th Avenue NE from University Avenue east approximately 700 feet ending in a cul-de-sac

Motion by Kirkham, seconded by Kirkeide, to approve the December 16, 2019 Consent Agenda as written. All present in favor, motion carried.

- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None
- 6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None
- 7.0 ECONOMIC DEVELOPMENT AUTHORITY – None
- 8.0 APPEARANCES – None
- 9.0 CITY ATTORNEY – None
- 10.0 CITY ENGINEER – None
- 11.0 CITY ADMINISTRATOR – None
- 12.0 COUNCIL BUSINESS
- 12.1 Committee Reports – None

12.2 Discussion of the Holiday Stationstores property

Councilmember Kirkham stated that he, Administrator Webster, Engineer Collins and Zoning Official Bohr had a meeting with representatives of Holiday Stationstores. Councilmember Kirkham stated that they will be selling some of the property and suggested that the City purchase the portion of property (approximately 1.2 acres) east of the creek and adjacent to Soderville Ballfield. The additional area could be used for parking as Soderville Ballfield currently has limited parking area. **It was the consensus of the City Council to keep this property on their radar when it comes time that Holiday Stationstores is ready to sell the property or when a proposal for development comes through, that the City Council consider obtaining the property.**

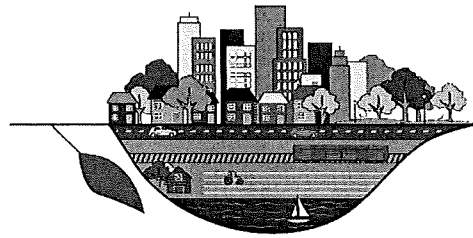
12.3 Discussion of mandatory Planning Commissioner's attendance at the Government Training Services (GTS Education Events)

Councilmember Kirkeide stated that he asked that this item be placed on the agenda. Councilmember Kirkeide stated that training has been offered to Planning Commissioners and he would like to make the training mandatory as it provides basic concepts on land use and zoning. These trainings have been offered to the Planning Commissioners several times in the past. Councilmember Kirkeide wants to empower the commissioners and the City needs highly trained Planning Commissioners. The City Council discussed compensation for Commissioners attending the trainings. Planning Commissioner Entsminger was in the audience and stated that he has always been interested in attending the trainings, but has always had a schedule conflict. Councilmember Johnson stated he did not want to make the trainings mandatory. **It was the consensus of the City Council to place this item on the Planning Commissions next agenda.**

12.4 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 7:19 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



LAND USE TRAINING +
EDUCATION

2020 Course Descriptions

Your Role as a Planning Commission Member

As a Planning Commission member, you contribute hours of unpaid time to your community. Have you discovered that serving in this capacity is a bit more challenging than anticipated? This workshop will focus on what you need to know to be successful in this important position. You'll learn practical tips that can make the difference between results and regrets. Topics include:

- Keeping the "Big Picture" in mind
- Setting significant (but realistic) Commission goals
- Preparing an annual work program
- Changing non-productive patterns of work
- Forging healthy relationships with elected officials and staff (Plus...what to do if those relationships are unhealthy!)
- Ways to facilitate public participation in the planning process
- Effective tools & techniques (models for planning reports and findings of fact, primer on parliamentary procedure)
- Handling controversial issues

Audience: Planning Commissioners, as well as government staff and elected officials.

Basics of Planning & Zoning

This workshop covers the nuts & bolts of planning, zoning & subdivision regulation. Participants will learn how planning and zoning is developed, where they fit into the process, and how the different "players" can maximize their impact. Among topics to be addressed are:

- The history, how the system has gotten to where it is today, the authority and limits to planning and zoning, and the connection to public health
- The basic land use and zoning tools: comprehensive plans, zoning and subdivision ordinances, amendments, permits, enforcement
- Legal basics: avoiding litigation, what is "due process," what is a taking, conducting public hearings, making findings of fact, and the 60-day rule
- Who participates in the planning & zoning process; YOUR role, responsibilities and opportunities
- Hands-on simulations of actual planning and zoning dilemmas
- Hot issues, answers to your questions

Audience: Designed for anyone new to land use planning or interested in a review of the fundamentals.

Planning & Zoning: The Essential Elements

This workshop is an abbreviated version of the Basics of Planning & Zoning, covering the essential information needed to understand planning, zoning and subdivision regulations. Participants will learn how planning and zoning tools can assist in development and redevelopment, as well as understand the roles and responsibilities of the various stakeholders involved in the planning process. Topics covered include:

- Introduction to land use planning
- Tools used for planning and zoning
- Planning exercises
- Procedures in the planning process.
- Discussion and questions.

Audience: Designed for anyone new to land use planning or interested in a review of the fundamentals.

Beyond the Basics of Planning & Zoning: Variances and More!

Participants learn how planning and zoning tools are used to deal with a wide variety of development issues influencing a community's built environment. The complexities of variances are a major focus. Presenters cover the what, when, and why (complete with "how-tos" and "how-not-tos") with numerous examples and case studies.

- Quick review: History of planning, comprehensive planning, zoning tools, and public health
- Innovative ways to guide land use and development, from PUDs and performance zoning to design guidelines and "cutting edge" applications
- Sustainability-what it is and how to apply sustainable principles to planning and zoning
- The environmental review process-EAWs, EISs, and AUARDs: tools to expedite careful review of complex projects
- Detailed discussion of zoning tools to handle various development, health, and social issues
- Legal issues more in depth: How to implement the comprehensive plan via zoning and subdivision ordinances? What to require for variances? When to grant conditional uses? When to use interim use permits? How to treat nonconforming uses? When to require easements?
- Case studies-actual urban, suburban and rural situations
- Answers to your questions on community zoning issues

Audience: Designed for those who have a solid general knowledge of the planning process (1-2 years on the council, board or zoning/planning commission).

Economic Development Basics for Communities

Every community has strengths that allow them to create a growing and vibrant business environment. This workshop covers what economic development is, what it is not, and how to help your community become successful encouraging development and creating a quality of life for the residents. The course will cover how a community prepares for new projects, how can they provide assistance to projects, and how does a community plan for long-term success in economic development.

Audience: Elected and appointed officials, government staff, community members, community organizations, business and industry representatives.

Public Participation Techniques

This workshop provides an overview of why public participation and community engagement is critical to the success of planners and policymakers. It overviews the different techniques, when to provide them, and tips for handling difficult situations.

Audience: Elected and appointed officials and government planning staff.

The Land Use Training & Education Program is a program of GTS Educational Events, a nonprofit organization whose mission is to serve the public and civic sector with events, programs and services that inspire innovation for the greater good. For more information, visit www.mnqts.org.