



City of Blaine Anoka County, Minnesota Minutes - Final

10801 Town Square Drive
Blaine MN 55449

Planning Commission

The Planning Commission is an advisory body to the City Council. One of the Commission's functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters. Blaine City Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may, for other reasons, postpone final action on an application. For each item the Commission will receive reports prepared by the City staff, open the hearing to the public, and discuss and act on the application.

Tuesday, May 12, 2015

7:00 PM

Council Chambers

1. Roll Call

The Blaine Planning Commission met in the City Hall Chambers on Tuesday, May 12, 2015. Chair Ouellette called the meeting to order at 7:00 p.m.

Staff Present: Shawn Kaye, Associate Planner
Lori Johnson, Associate Planner
Tom Scott, Project Coordinator
Dan Schluender, Assistant City Engineer

Present: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Absent: 1 - York

2. Approval of Minutes

[TMP 15-0282](#)

Approval of April 14, 2015 Planning Commission Minutes

Motion by Commissioner Homan to approve the minutes of April 14, 2015, as presented. Motion seconded by Commissioner Goracke. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

3. Old Business

None.

4. New Business

4.1 [RES 15-098](#)

GRANTING A VARIANCE TO SECTION 34.07(C)(2) OF THE

ZONING ORDINANCE STANDARD OF 36 SQUARE FEET TO ALLOW FOR AN ADDITIONAL 77 SQUARE FEET OF ALLOWABLE SIGN SQUARE FOOTAGE FOR A TOTAL OF 113 SQUARE FEET AND TO THE 10 FOOT HEIGHT STANDARD TO ALLOW AN ADDITIONAL 2.5 FEET OF HEIGHT FOR A NEW MONUMENT SIGN AT 1264 109TH AVENUE NE. KINGSWOOD CHURCH. (CASE FILE NO. 15-0026/SLK)

Commissioner Goracke recused himself from taking action on this Planning Case.

The report to the Planning Commission was presented by Shawn Kaye, Associate Planner. The public hearing for Case File 15-0026 was opened at 7:07 p.m.

Tim Olson, DeMar Signs, explained his company would be completing the new sign for Kingswood Church.

Chair Ouellette reported the Planning Commission received a letter from Greg Bauer noting he supported the new sign.

The public hearing was closed at 7:08 p.m.

Chair Ouellette indicated the new sign was the same size as the current sign and for this reason, he supported the variance request.

Commissioner Bergstrom agreed and suggested the sign language be amended to include church and school signs on arterial roadways.

Motion by Commissioner Homan to recommend approval of Planning Case 15-0026 based on the following rationale amending the sign code language to include church and school signs on arterial roadways:

Case 15-0026:

- 1. The existing sign which is the same height and square footage as the proposed sign has been in place for many years, prior to the adoption of the existing Sign Ordinance. Therefore, the sign's visual impact would be the same as what is already located on site and the new sign would be an improvement.**
- 2. The size of the sign would be slightly smaller than the commercial standard that is permitted on the commercial site located to the east.**
- 3. The location of the church is on a busy arterial roadway and while zoned R-1 has all the site characteristics of a commercial site.**

Motion seconded by Commissioner Bergstrom. The motion passed 4-0-1 (Commissioner Goracke).

Aye: 4 - Chair Ouellette, Homan, Bergstrom, and Olson

Abstain: 1 - Goracke

Chair Ouellette noted this would be on the agenda of the May 21, 2015 City Council meeting.

4.2 [RES 15-102](#)

GRANTING A CONDITIONAL USE PERMIT TO ALLOW 1,196 SQUARE FEET OF GARAGE SPACE IN AN R-1 (SINGLE FAMILY) ZONING DISTRICT AT 9100 FLANDERS STREET NE. THE EXISTING ATTACHED GARAGE IS 572 SQUARE FEET AND THE PROPOSED DETACHED GARAGE IS 624 SQUARE FEET. KEITH WYNN. (CASE FILE NO. 15-0024/SLK)

The report to the Planning Commission was presented by Shawn Kaye, Associate Planner. The public hearing for Case File 15-0024 was opened at 7:13 p.m.

Chair Ouellette reported the Planning Commission received a letter from Scott Fisher noting he had an issue with the storage totals on the site, the number of vehicles being stored outdoors, along with the noise generated by the site.

Keith Wynn, 9100 Flanders Street NE, explained that the proposed detached garage would address the vehicles being stored outdoors and would allow him to work on his vehicles indoors.

The public hearing was closed at 7:16 p.m.

Commissioner Homan asked if the driveway would be paved.

Associate Planner, Shawn Kaye explained a driveway would be required if grass was not able to be maintained.

Motion by Commissioner Goracke to recommend approval of Planning Case 15-0024 based on the following conditions:

Case 15-0024:

1. **The materials and color used on the detached garage to match the materials and color used on the exterior of the home.**
2. **The applicant's existing and proposed garage space must be used for personal storage space only and it may not be used for a home occupation.**
3. **A building permit is required prior to start of construction.**
4. **The total width of all paved driveways beyond the public right-of-way not to exceed thirty-six (36) feet.**
5. **The accessory building to be generally located as shown on attached sketch and meeting all required setbacks.**
6. **The garage space access drive will be required to be paved if used on a**

regular basis. The driveway for the new garage must connect to the existing driveway for the site.

7. A driveway to the new garage must connect to the existing driveway and not directly to Flanders Street.

8. The existing shed on the site will be removed prior to a Certificate of Occupancy being issued for the proposed detached garage.

Motion seconded by Commissioner Olson. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Chair Ouellette noted this would be on the agenda of the June 4, 2015 City Council meeting.

4.3 [RES 15-104](#)

GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR AN INDOOR VEHICLE SHOWROOM/SALES IN A (I-2) HEAVY INDUSTRIAL ZONING DISTRICT AT 2136 108TH LANE NE. NORTH STAR AUTO BODY AND GLASS. (CASE FILE NO. 15-0022/LSJ)

The report to the Planning Commission was presented by Lori Johnson, Associate Planner. The public hearing for Case File 15-0022 was opened at 7:20 p.m.

Darren Olson, property owner, stated he has removed the damaged vehicles and vehicles for sale from the front of the building. He explained that he supported all of staff’s recommendations for approval.

A neighboring property owner supported approval of the request so long as the property remains clean and orderly.

The public hearing was closed at 7:24 p.m.

Commissioner Olson indicated she spoke with one of Mr. Olson’s clients and he does very good work. She supported the proposed request.

Motion by Commissioner Homan to recommend approval of Planning Case 15-0022 based on the following conditions:

Case 15-0022:

1. **There shall be no vehicles for sale outside on site at any time.**

2. **The applicant to remove all damaged vehicles and miscellaneous parts located in the front/side parking lot, as well as the vehicles for sale in the driveway of this site. The dealer's license application for the State of Minnesota will be signed off and released once this has been accomplished.**

3. **A site inspection will be conducted every six (6) months to ensure that there are no cars for sale outside, and that there is no outside storage related to the auto repair business in the front/side parking lot for the site.**

4. The applicant must adhere to all fire and building codes.

Motion seconded by Commissioner Bergstrom. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Chair Ouellette noted this would be on the agenda of the June 4, 2015 City Council meeting.

4.4 [RES 15-103](#)

GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR THE OUTDOOR STORAGE OF CONSTRUCTION RELATED MATERIALS, EQUIPMENT RENTAL, OUTDOOR STORAGE OF PROPANE TANKS, AND A ZERO LOT LINE WITH SHARED ACCESS AT 10630 NASSAU STREET. GARY CARLSON EQUIPMENT. (CASE FILE NO. 15-0006/SLK)

The report to the Planning Commission was presented by Shawn Kaye, Associate Planner. The public hearing for Case File 15-0006 was opened at 7:30 p.m.

Gary Carlson, 10630 Nassau Street NE, requested that he be allowed to have 14 feet of stored height, as was allowed at his Mankato Street property.

Associate Planner, Shawn Kaye explained she would review the current conditional use permit to verify the allowable storage height on the property.

The public hearing was closed at 7:32 p.m.

Motion by Commissioner Bergstrom to recommend approval of Planning Case 15-0006 based on the following conditions:

Case 15-0006:

- 1. The outside storage area must be fenced and screened.**
- 2. Outdoor storage limited to a maximum of 12 feet in height.**
- 3. All parking and storage areas will need to meet the applicable setbacks.**
- 4. Applicant to obtain a certificate of occupancy for the building prior to occupying the site.**
- 5. The applicant to install an automatic fire suppression system for the building on site.**
- 6. A shared access agreement will need to be provided for the shared access prior to issuance of a building permit.**
- 7. Must meet the landscape requirements as spelled out by the site plan approval process.**
- 8. All disturbed areas are to be restored with 4" of topsoil and sodded.**

9. All new and existing lighting must meet current ordinance requirements (max 20 feet in height) and must be downlit and shielded to prevent glare or spill.
10. Site plan approval is required prior to any work on site.
11. Obtain permit from Coon Creek Watershed District prior to City plan approval. Provide storm water treatment as identified by the Watershed.
12. Maintain 20 foot access aisle for emergency accessibility as shown on plan.
13. Adhere to Minnesota State Fire Code on installation and refueling of propane and diesel fuel on site.

Motion seconded by Commissioner Homan. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Chair Ouellette noted this would be on the agenda of the June 4, 2015 City Council meeting.

4.5 [RES 15-101](#)

GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR AN EIGHT STORY OFFICE EXPANSION, AUDITORIUM AND SINGLE LEVEL PARKING STRUCTURE IN A POD (PLANNED OFFICE DISTRICT) ZONING DISTRICT AT 4321 109TH AVENUE NE. INFINITE CAMPUS. (CASE FILE NO. 15-0023/LSJ)

The report to the Planning Commission was presented by Lori Johnson, Associate Planner. The public hearing for Case File 15-0023 was opened at 7:37 p.m.

Charlie Kratsch, Founder and CEO of Infinite Campus, explained he lived in the area, was a graduate of Centennial High School and looked forward to expanding his business in the City of Blaine. He appreciated the partnership he has had with the City for the past seven years. He discussed his long range plans for the site and believed his architect had come through with a great design.

Tom Kassekert, 10171 Jewel Street NE, asked what impact the office expansion would have on the adjoining park.

Mr. Kratsch discussed the frisbee golf course noting he assisted in sponsoring this amenity.

Associate Planner, Lori Johnson reviewed the site plan in further detail with the Planning Commission. She indicated a new park shelter would be built and additional landscaping would be planted.

The public hearing was closed at 7:43 p.m.

Chair Ouellette asked if any traffic issues would be created through the expansion of this site.

Assistant City Engineer, Dan Schluender reported that a traffic study was completed for this project which was reviewed by the County. It was found that after the site was fully built out, 109th Avenue would have minimal impacts.

Commissioner Goracke commended Infinite Campus for their efforts and wished them well on their proposed expansion.

Commissioner Bergstrom appreciated the landscaping and green space within the parking area.

Motion by Commissioner Goracke to recommend approval of Planning Case 15-0023 based on the following conditions:

Case 15-0023:

1. **Site and buildings to be constructed as they have been presented for this approval.**
2. **All site lighting shall be downlit and shielded. Pole-mounted lights are limited to 20 feet in height.**
3. **Site plan approval is required prior to start of construction.**
4. **Permanent signage requires a separate permit approval process.**
5. **The landscape plan must meet requirements with regard to the tree preservation/removal ordinance and the City's landscaping ordinance for new square footage on site. This issue can and will be addressed through the site plan approval process.**
6. **Underground irrigation must be provided for the entire site.**
7. **The City's Park Board must review all park improvements, including landscaping and the proposed shelter prior to installation.**
8. **Any work proposed within the Anoka County right-of-way will require a permit prior to start of any site work.**
9. **The applicant may have responsibility for financial participation in future 109th Avenue NE (CSAH 12) improvements. This includes, but is not limited to, intersection improvements, traffic signal modifications/installations, and roadway widening improvements.**
10. **Hydrant locations must be reviewed and approved by the Fire Department.**
11. **RCWD approval and permit are required prior to City approval of site**

plan.

12. Development requires a National Pollutant Discharge Elimination System (NPDES) Phase II General Storm Water Permit for Construction Activity (MN R100001) from Minnesota Pollution Control Agency (MPCA). A prerequisite to the MPCA permit application includes preparation of a site Storm Water Pollution Prevention Plan (SWPPP) for the development site.

13. The proof of parking stalls will need to be constructed if the City deems that the additional parking is required on the site in the future as the company grows.

Motion seconded by Commissioner Bergstrom. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Chair Ouellette noted this would be on the agenda of the June 4, 2015 City Council meeting.

4.6 [ORD 15-2318](#)

SECOND READING

REZONING FROM R-1 (SINGLE FAMILY) TO DF (DEVELOPMENT FLEX) FOR THE CAROLE'S COVE DEVELOPMENT AT NORTH ROAD EAST OF JEWEL STREET. FRANK FEELA. (CASE FILE NO. 15-0009/LSJ)

The report to the Planning Commission was presented by Lori Johnson, Associate Planner. The public hearing for Case File 15-0009 was opened at 7:49 p.m.

Frank Feela, developer, looked forward to developing this site with a unique product to this area. He discussed the landscaping that would be provided to surround the site. It was noted the development grounds would be managed by a homeowners association.

Mike Pokrzywa, 4585 North Road, asked how long the homeowners association would remain in place.

Chair Ouellette reported that the homeowners association would remain in perpetuity.

Tom Kassekert, 10171 Jewel Street NE, questioned if the buffer zone would be planted with deciduous or evergreen trees. He inquired if the area would be mowed.

Chair Ouellette reported that the trees would be evergreens. He commented that the entire area would be maintained by a homeowner association.

The public hearing was closed at 7:55 p.m.

Chair Ouellette understood that this parcel has been vacant for quite some time. He believed that the proposed development would be well maintained by a homeowners association and would improve the area by raising property values.

Motion by Commissioner Goracke to recommend approval of Planning Case 15-0009A the rezoning from R-1 (Single Family) to DF (Development Flex) based on the following rationale:

Case 15-0009A:

1. The rezoning allows the developer and the City to have more flexibility in zoning standards to create a nice product and development that fits in with the existing neighborhood.
2. The rezoning fits with the existing land use of LDR (Low Density Residential) on the property.

Motion by Commissioner Goracke to recommend approval of Planning Case 15-0009B the preliminary plat based on the following conditions:

Case 15-0009B:

1. The applicant will be required to pay park dedication for this plat in the amount of \$3,404 per lot, for total due of \$37,444. This fee must be paid prior to release of the final plat mylars for recording at Anoka County.
2. Rice Creek Watershed District permit is required prior to any site work. The Developer shall be responsible for the construction, maintenance, and repair of storm water features.
3. Cul-de-sac (Kissel Court NE) requires dedication of 60 feet of right-of-way and shall be constructed to 29 feet back to back in width.
4. The applicant is required to obtain a Rice Creek Watershed District Permit prior to any work commencing on site.
5. Site plan and grading approval is required prior to any construction activities occurring on site.
6. As-built surveys shall be required to verify structure elevations, custom grading requirements, and final lot grading elevations.
7. The developer will be responsible for installation of sanitary sewer, water main, storm drainage improvements, street with concrete curb and gutter, street lights, mailboxes, traffic control signs, street signs, and all appurtenant items. The City shall approve plans and specifications prior to start of construction.
8. All Streets will follow the Anoka County street name grid system. The proposed street shall be named Kissel Court NE.
9. Standard utility and drainage easements must be dedicated along all lot lines and over areas of infiltration trenches, drainage swales, and storm water management ponds. The Developer is to provide access for inspection and

maintenance of the storm water management infrastructure. Restrictions will be placed on lot lines as needed to limit fences and landscaping to insure access. Design of landlocked storm water features must be designed based on back-to-back 100 year events.

10. The Mayor, City Clerk and City Manager are hereby authorized to execute any and all necessary documents, agreement and releases related to the approval, recording or administration of Carole's Cove.

Motion by Commissioner Goracke to recommend approval of Planning Case 15-0009C the conditional use permit that will allow the construction of 11 detached townhomes in a DF (Development Flex) zoning district based on the following conditions:

Case 15-0009C:

Single Family - DF Development Standards

Permitted Uses

1. Single-family detached dwellings.
2. Group family daycare.

Accessory Uses

1. Private garages-attached. One detached accessory structure, with area less than 120 square feet, will be permitted.
2. Private swimming pools/meeting the requirements of Blaine Municipal Code Section 6-121.
3. Keeping of not more than two (2) boarders and/or roomers per dwelling unit.

Conditional Uses

1. Home occupations as regulated by Zoning Chapter 33.11 (d) (3).

Standards

1. Setbacks shall be as follows:

Front Yard 25 Feet
 Rear Yard 30 Feet
 Side Yard Interior 5 Feet (Garage) 5 Feet (Living Space)
 Side Yard Corner 15 Feet

2. Maximum building height - 2 1/2 stories or 35 feet.
3. It shall be required for all single-family dwellings that there be an attached garage constructed of a minimum of four hundred (400) square feet, with no dimension less than 20 feet. Total garage space shall not exceed one thousand (1,200) square feet. Detached garages or accessory storage buildings above 120 square feet are not permitted.
4. Accessory storage buildings below 120 square feet must meet 5-foot

side and rear yard setbacks and be located within the rear yard.

5. The minimum finished floor area above grade for all homes shall be 1,306 square feet for single level and 1,644 square feet for two story. All homes shall have a minimum depth and width of 24 feet.

6. All homes to be constructed are to be consistent in architecture, materials and style with the drawings/elevations attached to this CUP amendment.

7. All residential dwellings must be built in conformance with the current edition of the Minnesota State Building Code.

8. Driveways shall not be constructed closer than 3 feet to the property line. All driveways and approaches shall be hard surfaced using concrete, bituminous asphalt or other City approved material that is consistent in durability and quality.

9. It shall be required that all yards of a new single-family dwelling be sodded over a minimum of 4 inches of topsoil (black dirt containing not more than 35 percent sand).

10. Each lot shall contain one front yard tree and one boulevard tree. All trees to be overstory deciduous with a minimum of 2½-inch caliper. Corner lots to receive one additional boulevard tree.

11. Underground irrigation is required for all lawn and landscaped areas.

12. Developer must provide a single row of 6-foot conifer trees on the west and north edges of the plat as shown on the attached landscape plan.

13. Homeowners Association to be formed and provide maintenance of all private drives, lawn, landscaping and underground irrigation.

14. Developer to execute and record, with the sale of each single family lot, an affidavit indicating to homebuyers that the soils located in the rear and side yards of the single family lots have not been corrected to accommodate general building construction or pools and that additional effort may be required, by the homeowner, to stabilize those soils before additional construction could occur.

15. Fences are allowed in the rear yard only and must utilize maintenance free materials.

Motion seconded by Commissioner Olson. The motion passed 5-0.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson

Chair Ouellette noted this would be on the agenda of the June 4, 2015 City Council meeting.

Adjournment

Motion by Commissioner Homan to adjourn the Regular Planning Commission meeting. Motion seconded by Commissioner Bergstrom. The motion passed 5-0. Adjournment time was 7:58 p.m.

Aye: 5 - Chair Ouellette, Homan, Goracke, Bergstrom, and Olson