

**CITY OF COLUMBUS  
PLANNING COMMISSION MEETING  
INTERACTIVE TECHNOLOGY MEETING FORMAT  
STATUTES SECTION 13D.021  
10-20-2021**

The 10-20-2021 Regular Planning Commission meeting for the City of Columbus was called to order at 7:02 p.m. by Chair Ron Hanegraaf at the City Hall. Present were Commission members Barb Bobick, Pam Wolowski and Bob Berens, City Associate Planner Ben Gutknecht and City Planner Dean Johnson.

Planning Commission member Kris King was absent.

In attendance via interactive technology were John Waldoch, Civil Engineer Shawn Bloch, John Carlson, City Administrator Elizabeth Mursko, Permit Coordinator Carissa Kranz, Camping World Site Civil Engineer Grant Duchac, and City Council members Shelly Logren and Sue Wagamon.

Also, in attendance in person were, Street Smart Rentals/GM Columbus LLC, Representatives Bruce Miller and Mike Granger, Camping World Repetitive Chris Walters and City Council member Janet Hegland and Mayor Jesse Preiner.

The meeting was held in an interactive technology meeting format.

**1. CALL TO ORDER – REGULAR MEETING – 7:00PM**

**2. PLEDGE OF ALLEGIANCE**

**3. MOTION – APPROVAL OF MEETING AGENDA** *Motion* Bobick to approve agenda as written. Second Berens. Motion carried with Bobick, Hanegraaf and Berens voting in favor and Wolowski abstaining.

**4. MOTION – APPROVAL OF OCTOBER 6, 2021, PLANNING COMMISSION MINUTES** *Motion* Bobick to approve 10-06-2021, Planning Commission Minutes as written. Second Hanegraaf. Motion carried with Bobick, Hanegraaf and Berens voting in favor and Wolowski abstaining.

**5. MOTION – APPROVAL OF OCTOBER 6, 2021, PUBLIC HEARING MINUTES; PRELIMINARY PLAT APPLICATION WALDOCH ADDITION, VACANT PROPERTIES PID: 33-32-22-23-0002 AND 33-32-22-24-0008** *Motion* Berens to approve 10-06-2021, Planning Commission Public Hearing Minutes; Preliminary Plat Application Waldoch Addition, Vacant Properties PID: 33-32-22-23-0002 as written. Second Bobick. Motion carried with Bobick, Hanegraaf and Berens voting in favor and Wolowski abstaining.

**6. MOTION – APPROVAL OF OCTOBER 6, 2021, PUBLIC HEARING MINUTES; CONDITIONAL USE PERMIT APPLICATION STREET SMART RENTAL, VACANT PROPERTIES PID: 33-32-22-23-0002 AND 33-32-22-24-0008** *Motion* Berens to approve 10-06-2021, Planning Commission Public Hearing Minutes; Conditional Use Permit Application Street Smart Rental, Vacant Properties PID: 33-32-22-23-0002 And 33-32-22-24-0008 as written. Second

Bobick. Motion carried with Bobick, Hanegraaf and Berens voting in favor and Wolowski abstaining.

7. **MOTION – APPROVAL OF OCTOBER 6, 2021, PUBLIC HEARING MINUTES; INTERIM USE PERMIT AND ZONING TEXT AMENDMENT, 15201 ZURICH ST NE** *Motion* Berens to approve 10-06-2021, Planning Commission Public Hearing Minutes; Interim Use Permit and Zoning Text Amendment, 15201 Zurich St Ne as written. Second Bobick. Motion carried with Bobick, Hanegraaf and Berens voting in favor and Wolowski abstaining.
8. **DISCUSSION & MOTION – VACANT PROPERTIES PIN: 33-32-22-23-0002 AND 33-32-22-24-0008, JOHN AND DON WALDOCH PRELIMINARY PLAT (PC21-130)** At this time, a discussion was had to consider a request for a Preliminary Plat (“Waldoch Addition”) for the creation of seven (7) new lots in the Commercial/Industrial district. John Waldoch explained the changes that have been made to the plat using staff recommendations and feedback they received at the public hearing on 10-06-2021. J. Waldoch noted that the private pond areas had been shifted outside of the right-of-way per the City Engineer’s request and additional agreements will be drafted stating the ponds will be managed by the owners of Lot 4 and the Waldoch’s, a request for proposed bypass lane in lieu of the County recommended left turn lane on Lake Drive has been sent to Anoka County to review, a 50ft conservation easement along the north side along Lots 5 and 6 was added to allow a future fence or screening to be put up and Lot 1 has been split into two 3.1 acre lots (Lot 1 and Lot 7). Also, clarification was given that the new road being constructed as part of the development will become a public street and the City will assume ownership and maintenance on the street once completed. Commissioners agreed that the changes were nice solutions to the public comments received on 10-06-2021.

---

### City Planner Report (Dated 10-18-2021)

#### **Preliminary Plat Findings of Fact**

1. The City received a preliminary plat application from John and Don Waldoch (“Waldoch”) on 08-26-2021. The application was found to be complete.
2. The 120-day preliminary plat review deadline is 12-24-2021.
3. The proposed plat is located in the C/I Commercial/Industrial Zoning District.
4. The 59.1-acre property consists of four parcels generally described as part of the South Half of the Southwest Quarter of Section 33, Township 32, Range 32, lying westerly of CSAH 23, [Anoka County Property IDs 33-32-22-24-0007, 33-32-22-24-0008, 33-32-22-24-0011, and 33-32-22-23-0002] (“Property”).
5. The Property is proposed to be platted as Lots 1 – ~~6~~7, Block 1, and Outlots A, B, C, Waldoch Addition. The proposed lots range in size from ~~~53~~~26 acres.
6. Proposed Lot 3 currently contains a single family residence. Proposed Lot 2 currently contains Frontier Ag & Turf. The remaining proposed lots are vacant.
7. Access to ~~five~~six of the new lots will be served by a new 1200-foot-long public street (137<sup>th</sup> Avenue NE) with cul de sac. Access to the residence on Lot 3 remains on Lake Drive.
8. A southbound right turn lane and northbound left turn lane or northbound bypass lane will be required at 137<sup>th</sup> Avenue. The location of the southbound turn lane will ultimately

require closure of the existing access to proposed Lot 2 and relocation to 137<sup>th</sup> Avenue. One of the two existing driveways to proposed Lot 3 must be closed.

9. There is an existing parking lot encroachment from proposed Lot 2 onto proposed Lot 3. The encroachment will require removal as a plat condition.
10. There are three private stormwater ponds proposed within the plat, described as outlots A, B and C.
11. The Property is located in the Rice Creek Watershed District (RCWD). A permit application has been submitted to RCWD for review.
12. A wetland delineation for the Property identifies a 1.44-acre wetland on Lots 5 and 6, a 0.32-acre wetland on Lot 6 and a 4.56-acre wetland on Lot 6. The delineation for the Property was approved on 06-30-2021.
13. No wetland impacts are proposed as part of the platting process.
14. All proposed lots meet minimum lot area and lot width requirements.
15. The preliminary plat includes standard 10-foot drainage and utility easements along property lines and 20-foot easements adjacent to 137<sup>th</sup> Avenue.
16. The delineated wetlands, including the adjacent minimum 1-rod buffer, are ~~noted on the plat but are not~~ labeled as drainage and utility easements.
17. There are two gas pipeline easements within the plat: one on the westerly edge and one located south of 137<sup>th</sup> Avenue, which also bisects proposed Lot 6.
18. The Planning Commission held a public hearing on the proposed preliminary plat on 10-06-2021.

#### **Planning Commission Preliminary Plat Recommendations**

The Planning Commission approves the above Findings of Fact and recommends approval of the Waldoch Addition Preliminary Plat, subject to the following:

1. Detailed recommendations of the City Engineer and Public Works Director.
  2. Title review and recommendations of the City Attorney.
  3. ~~Drainage and utility easements added to the delineated wetlands and buffer areas. A~~ subdivision development agreement, including provisions for private ponding ownership and maintenance obligations and a conservation easement across the northerly lot lines of Lot 5 and Lot 6.
  4. Removal of the parking lot encroachment from proposed Lot 2 onto proposed Lot 3, no later than the time of driveway relocation on Lot 2 from Lake Drive to 137<sup>th</sup> Avenue. The encroachment shall be removed at least 5 feet from the property line.
  5. Requirements of the Anoka County Surveyor.
  6. Requirements of the Anoka County Highway Division.
  7. Requirements of the Rice Creek Watershed District.
  8. Cash in lieu of park land dedication.
  9. Reimbursement of all City expenses associated with plat approval.
  10. Future development within the plat is subject to all laws and permitting requirements.
-

### **City Engineer Report (dated 10-20-2021)**

#### **Findings of Fact:**

- Access to the proposed development will be provided by a new street, 137th Avenue, commencing on the east at Lake Drive and extending west a distance of approximately 1,176 feet.
- The street will be a rural section roadway with a 24' wide bituminous paved driving surface and 4' aggregate shoulders on both sides of the road.
- The proposed pavement section is 6-inches of bituminous pavement on 8-inches of aggregate base. This pavement design is based on the recommendation of the geotechnical report for a 10-ton design.
- Lots 1, 4, 5, ~~and 6 and 7~~ will get access from the new street. Lots 2 and 3 have existing buildings which have and will continue to have access from Lake Drive.
- Lot 4 is proposed to be developed by Street Smart Rental. A separate application for this development has been submitted and is also under review.
- The development is outside the service area of city sanitary sewer and water. Therefore septic systems and wells will be required.
- Drainage for the roadway will be through drainage ditches on both sides of the roadway. Drainage in the right-of-way flows in the westerly direction, eventually flowing into the wetlands on the western edge of the development.
- There are three infiltration ponds incorporated into the grading plan. Pond 1P is located ~~on the south side of Lot 5~~ Outlot A, Pond 2P is ~~in the southwest corner of Lot 3~~ located on Outlot B and Pond 3P is ~~in the southwest corner of Lot 2~~ located in Outlot C. The right-of-way drainage ditch on the north side of 137th Avenue will flow into Ponds 1P and 3P. ~~All ponds are shown to be in the proposed drainage and utility easement.~~

#### **Plan and Miscellaneous Comments:**

- ~~• There is co-mingling of public right-of-way drainage and private development drainage in Ponds 1P and 3P. Because the city would be responsible for maintenance of drainage ponds in a public easement, there will need to be separate ponds for private drainage which would be owned and maintained by that property or shared and maintained by multiple properties. Private drainage ponds cannot be located within the public easement. If ponds are required for the right-of-way drainage, those can be located within the public drainage easement.~~
- ~~• Pond 2P is also shown in the public drainage and utility easement, but only takes water from private property. This pond will need to be separated from the public easement. Also, this pond takes drainage from three different lots, with most of the drainage~~

~~coming from the proposed development on Lot 4. Since the pond is located on Lot 3, there will need to be additional clarification on who will own and maintain the pond. I would recommend all ponds associated with the development for Lot 4 be included and platted with Lot 4.~~

- The drainage ditch on the north side of 137th Avenue leaves the right-of-way and flows through a portion of Outlot A. To keep this road drainage in public right-of-way or easement and to establish consistency with the numbered lots, Outlots A and B should have drainage and utility easements of 20 feet on the front and 10 feet on the sides and rear. Outlot C should have a 10 feet easement on all sides.
- A stormwater maintenance agreement should be established on the drainage ponds in accordance with the City Attorney recommendation.
- The drainage plan shall be subject to RCWD review and permitting requirements.
- The Lake Drive turn lane must be reviewed and approved by the Anoka County Highway Department.
- The City Engineer will provide inspection of the site grading and 137th Avenue construction.
- Record drawings will be required within 90 days of project completion.

*Motion* Bobick to recommend approval based on adopting the findings of fact 1-18 in the Columbus Planning Staff Report dated 10-18-2021, to the City Council for the Preliminary Plat application request, also known as “Waldoch Addition” located at Vacant properties PID(s): 33-32-22-23-0002 and 33-32-22-24-0008 with the conditions 1-10. Second Berens. Bobick amended the motion to also include the amended City Engineers report dated 10-20-2021, and the plan and miscellaneous comments. On a roll call vote of Berens, Bobick, Hanegraaf and Wolowski all voting in favor and none against. Motion carried.

This matter will go before the City Council at their meeting on 10-27-2021.

- 9. DISCUSSION & MOTION – VACANT PROPERTY, WALDOCH ADDITION BLOCK 1 LOT 4, BRUCE MILLER, CONDITIONAL USE PERMIT (PC21-132)** At this time, a discussion was had to consider a request for a Conditional Use Permit to permit a proposed contractor shop office/warehouse consisting of highway construction safety sign rental, repair, and occasional sales with outdoor storage of equipment and inventory in the Commercial/Industrial district. Commissioners indicated that during the public hearing on 10-06-2021 all their questions were answered.

---

### City Planner Report (Dated 09-27-2021)

#### **Findings of Fact:**

1. The City received a conditional use permit (CUP) application from GM Columbus, LLC to develop and lease property to Street Smart Rental (“Street Smart”) on 09-02-2021. Upon receipt of additional information on 09-13-2021, the application was found to be complete.

2. The 60-day review deadline is 11-12-2021. The 120-day review, if extended, ends on 01-11-2022.
3. Street Smart will be leasing property in the C/I Commercial/Industrial Zoning District on property generally described as part of the South Half of the Southwest Quarter of Section 33, Township 32, Range 32, lying westerly of CSAH 23 Anoka County, Minnesota.
4. The property is in the process of being platted and Street Smart will be leasing property legally described as Lot 4, Block 1, Waldoch Addition. ("Property").
5. The Property will be accessed via construction of a new public street, 137th Avenue NE, which will be developed as part of the platting process.
6. Street Smart is a national traffic safety equipment rental firm and will operate its business from a new corporate headquarters on the Property.
7. The 5-acre Property will include a 21,000 square feet building and 2.5-acre paved equipment storage yard.
8. The proposed building includes 12,327 square feet of warehouse space for the storage, assembly and repair of traffic safety equipment, including but not limited to changeable message boards, portable traffic signals, surveillance camera trailers, smart work zone systems, and radar speed trailers.
9. The storage yard is necessary to contain the equipment that is not rented on job sites, primarily during the construction offseason. Most of the safety equipment is on trailers and generally under 10 feet in height.
10. The warehouse portion of the building includes seven 12'X14' at-grade overhead access doors and one loading dock. A wash bay is also included in the warehouse.
11. The 8763-square-foot office area includes 42 work stations, 7 private offices, 2 conference rooms, reception area, lunchroom, storage area and restrooms.
12. Street Smart currently employs 34 persons and is anticipating expanding to 50 employees in the next few years.
13. The site plan identifies a potential expansion of 12,000 square feet of additional building space in the future.
14. The current proposed parking lot includes 41 10'X20' parking stalls and a 24-foot aisle, served by two access drives from 137th Avenue.
15. Based upon City Code requirements, 50 parking stalls are required for the office/warehouse use. Nine employee parking stalls could be easily designated in the paved storage yard in the rear of the building. Two accessible parking spaces are required in the public parking area, as illustrated.
16. The area shown for future building addition and parking could be designated as a temporary a 'proof of parking' area for the existing building; however, the potential building addition and associated parking requirements will ultimately require additional employee parking to be designated in the rear storage area.
17. The proposed building meets all setback requirements.
18. The proposed parking lot is set back 15.4 feet from 137th Avenue, which represents a 4.6 feet encroachment within the proposed 20 feet drainage and utility easement adjacent to 137th Avenue.
19. Stormwater management for the Property is accommodated via three infiltration basins being developed as a part of the platting approval. Stormwater permitting has been initiated with Rice Creek Watershed District (RCWD) through the plat review process.

20. A separate erosion control permit application has been submitted to RCWD for the development of the Property. There are no wetlands on the Property.
21. A private well and wastewater treatment system will serve the Property.
22. The proposed building will be constructed with precast masonry panels. The exterior textures include 'raked' panels, smooth sandblast accent trims, pre-colored rock face block, metal coping and metal entrance canopies.
23. The primary building height is 31 feet (two feet above the roof line). The color tone at this elevation is a light gray. Taller parapets, at 33-feet-height in the middle and south corner wrap arounds of the building, include darker gray textured panels and orange-toned entrance canopies. The darker rock face block veneer and orange-toned canopy are also located on the westerly side of the building for the entrance to the City Desk office entrance.
24. There six roof top mechanical systems located approximately 15 feet from the rear wall of the building and approximately 40 feet from the side walls. The mechanical systems will not be visible from 137th Avenue.
25. The site lighting plan identifies seven 25-foot-tall lot lighting standards: three standards in the front yard for parking lot lighting and four standards in the rear storage yard, including one double light standard. There are also nine wall-pack lights distributed around the building at office and service entrances. All lighting will be downcast and shrouded.
26. There is no trash enclosure identified on the site plan.
27. The landscape plan identifies 30 shade trees and 7 conifers distributed along the street boulevard, side yards and rear yard. There also 58 shrubs proposed around the front and side perimeters of the building. The proposed landscape quantities and planting sizes are consistent with ordinance requirements.
28. The Planning Commission held a public hearing on the proposed Street Smart Rental CUP on 10-06-2021.

#### **Planning Commission Recommendations**

The Planning Commission approved the above Findings of Fact and recommends approval of the Street Smart Rental CUP, subject to the following:

1. The CUP is contingent upon detailed recommendations of the City Engineer and Public Works Director.
2. The CUP is contingent upon recommendations of the City Attorney.
3. The CUP is contingent upon an easement encroachment agreement for a portion of the parking lot.
4. The CUP is contingent upon detailed building permit plan review by the Building Official.
5. The CUP is contingent upon recommendations of the Fire Department.
6. The CUP is contingent upon the Waldoch Addition final plat approval and completion of stormwater ponding and public street improvements.
7. Development of the Property shall be consistent with CUP application materials, including but not limited to, GM Columbus, LLC CUP application, dated 09-02-2021 and supplemented 09-13-2021; "Street Smart Rental" civil and site plan details (Sheets C1-C7), prepared by Carlson McCain, dated 09-02-2021; "Landscape Plans" (Sheets L1&L2), prepared by Carlson McCain, dated 09-02-2021; "Interior Floor Plan" by Architectural

Consortium LLC, dated 09-07-2021; “Exterior Elevations” by Architectural Consortium LLC, dated 09-02-2021; and “Luminaire Schedule (and luminance calculation)” by Luma Sales Associates, dated 09-13-2021.

8. The CUP is contingent upon a site plan revision, illustrating nine employee parking spaces in the rear of the building.
9. The CUP is contingent upon the permitting requirements of the Rice Creek Watershed District.
10. Trash shall be kept within the building until the day of collection. Alternatively, a detailed plan for a trash enclosure, with materials compatible with the principal structure, shall be submitted to the City for review and approval.
11. All site and building lighting shall be downcast and shrouded.
12. Any and all uses allowed in the CUP shall be constructed, maintained, and practiced consistent with all applicable federal, state, and local laws and regulations, including but not limited to air quality, water quality, noise standards and odor regulations.
13. Approval of the CUP is not a substitute for any other permitting required to improve the Property, as authorized.
14. GM Columbus, LLC shall reimburse the City for its expenses associated with the CUP approval.
15. Intensification of the use of the Property or a change of use shall require an amendment to the CUP or a new CUP.
16. The CUP, once issued, may be revoked upon a finding by the City Council that the Property and/or use is not in compliance with the conditions for approval of such use, following notice and public hearing.

---

#### **City Engineer Report (Dated 09-29-2021)**

##### **Comments:**

- The proposed building site is located on lot 4 of the proposed Waldoch Addition. The drainage for the site flows to three infiltration ponds that are not located on Lot 4 but are located on lots 2, 3 and 5. These ponds are located in the public drainage and utility easements. The City will not maintain drainage ponds that are primarily for private development drainage. These ponds must be associated with the site in some definitive manner, preferably by being part of lot 4 and outside of the public drainage easement.
- The drainage from the parking lot cannot drain directly to right-of-way ditch in order to be conveyed to a private drainage pond. The drainage must first be conveyed to the private drainage pond before being released to the public right-of-way.
- The plan will be subject to RCWD review and approval.
- The site plan shows a “future driveway access” on the west side of the lot. Three driveway accesses will not be allowed because of the close spacing. The middle access would need to be removed should this future driveway access be built.
- Soil borings are needed for the proposed septic area.
- Because the proposed right of way ditch is very flat, riprap is not required at the west end of the driveway culverts.



- Because the roadway pavement should be relatively new when the driveways are constructed, saw cutting of the bituminous pavement edge as noted on the plan may not be needed.

*Motion* Berens to recommend approval based on adopting the findings of fact 1-28 in the Columbus Planning Staff Report dated 09-27-2021, to the City Council for the Conditional Use Permit application located at proposed Lot 4, Block 1, Waldoch Addition, to allow for a contractor shop office/warehouse for highway construction sign rental, repair, and occasional sales and outdoor storage of equipment and inventory with the conditions 1-16, including City Engineers report. Second Hanegraaf. Berens amended the motion to also include the City Engineer's report fact of findings dated 09-29-2021. On a roll call vote of Bobick, Berens, Wolowski and Hanegraaf all voting in favor and none against. Motion carried.

This matter will go before the City Council at their meeting on 10-27-2021.

**10. CONCEPT PLAN DISCUSSION – 14209 WEST FREWAY DRIVE NE AND VACANT PROPERTY PID: 25-32-22-31-0006** At this time, a discussion was had to consider Camping World's concept plan proposal for a RV Service Center. Camping World representative Chris Walters was present to give an overview of the potential project, noting it would be a new 18,000 square foot building with 12 bays and 77 RV parking spots. The proposed building would strictly be used for service and maintenance of a variety of recreational vehicles. The Site Civil Engineer Grant Duchac was present and stated that the concept storm water plan has been sent to Rice Creek Watershed District to review. A lengthy discussion was had regarding four primary concerns. Planning Commission unanimously agreed that the proposed building design did not meet the standards outlined in the City Ordinance for the Commercial/Showroom district. They inquired about access and ownership for the billboard located on the parcel. It was noted that the current CUP that Camping World holds at an existing location allows 90 RV's onsite, which appears to be out of compliance. Lastly, the zoning ordinance text amendment request needed to permit the proposed business must be changed to allow sales OR service of RVs, instead of sales AND service. Further, that distinction would need to be reflected in any future conditions to prevent this property from becoming another sales location. Other items noted include the large number of parking spaces, fence height and screening options and the building/parking spaces encroaching on the wetland buffer.

After review of the Non-Binding Concept Review application and related materials submitted by Camping World on 10-08-2021, the City of Columbus Planning Commission accepted the following comments:

1. Camping World sells Recreational Vehicles (RVs) and RV accessories and other camping related retail products.
2. They currently have a location at 14640 West Freeway Dr., Columbus, MN and 14025 West Freeway Dr., Columbus, MN.

3. The two existing business currently consist of retail sales of RVs and outdoor storage of finished product for retail sale.
  - a. The 14640 West Freeway Dr. NE location has a Conditional Use Permit for the outdoor display of 90 RV units.
  - b. The 14025 West Freeway Dr. location has a Conditional Use Permit for the outdoor display of a maximum of 80 units to the east of the existing structure, and maximum of 240 units to the west of the existing structure. However, this location is out of compliance as it currently hosts outdoor display of retail goods on the vacant parcel to the south, PID: 36-32-22-21-0005.
4. The applicant is requesting comments regarding a proposal for a RV Service Center located at two properties, the "Property" 14209 West Freeway Drive NE/CR 54, and a portion of vacant parcel, PID: 25-32-22-31-0006.
5. The total area for both sites is approximately 18.88 acres.
6. The current zoning is the Commercial/Showroom (C/S) district.
7. The purpose of the C/S district can be summarized from Section 7A-770 to allow for more extensive retail uses which include displays of retail goods for direct retail sales and is intended to provide a quality environment for mixed business uses and services such as offices, showrooms, and indoor service and repair businesses. The C/S district encourages business that benefit from high visibility and higher standards of building and site design.
8. Currently, "Recreational vehicle and equipment sales and service" is a conditional use in the C/S district.
9. The proposed area for site disturbance is 3.4 acres.
10. Currently, the Property, has three metal pole buildings used for cold storage, with the remainder of the site consisting of a large wetland complex.
11. The proposed use is to provide vehicle service and maintenance for RVs, specifically to support the two existing facilities, as demand has increased. There would be no component of merchandise leasing or sales on site, with customers only visiting for pickup and drop off.
12. The Site Plan dated 10-07-2021 proposes the following site changes:
  - a. Removal of the existing 3 pole buildings.
  - b. An 18,445 square foot building that meets building setbacks as outlined in the C/S district described in 7A-801. D.
  - c. A single 40-foot access to West Freeway Dr. with a gate that will be closed and locked outside of business hours.
  - d. All parking and drive lanes are proposed to be heavy duty bituminous.
  - e. Parking area to the southwest are encroaching into the 10-foot drainage and utility easement, this can be remedied without compromise to City Code.
  - f. There is a minor encroachment to the City required 16.5 feet wetland buffer on the northern part of the RV storage area, this can be remedied without compromise to the City Code.
  - g. Two stormwater facilities with no proposed disturbance to the large wetland complex.

- h. 7 vehicle parking spaces for employees and vendors, including one handicap stall and 77 RV parking stalls, this is approximately 7 RV parking spaces per one service station.
  - i. Standards for off-street parking outlined Section 7A-812. B. "Auto Repair, Boat, and Marine Sales, Garden Store, Carpenter Shops" requires 4 spaces plus 2 spaces per service stall equaling 30 spaces required. The Planning Commission may recommend, and the City Council may reduce the required number of parking for Conditional Use Permits.
- 13. The applicant's narrative goes on to explain that a portion of the site is within FEMA Flood Zone A. A Letter of Map Amendment (LOMA) will be applied for to remedy this.
- 14. Further, the narrative explains that there will be six-foot high black vinyl chain link fence with articulation landscape planting along West Freeway Dr. NE every 50 feet. The narrative states no foundation plantings are proposed at this time due to the nature of service-only business.
- 15. The narrative also states that adequate site lighting will be provided that provides appropriate foot candles for safety and operation.
- 16. No landscape plan has been submitted to review for compliance with Section 7A-820.
- 17. Additionally, the applicant will have to provide staff with a floor plan, updated architectural plans with a percentage breakdown of the building materials, sign plan, and a lighting plan as well for formal application submittal.
- 18. Lastly, the narrative currently does not reflect information regarding the following:
  - a. No information regarding estimated daily traffic numbers.
  - b. No information regarding the operating hours, or estimated number of employees.
  - c. No information regarding the average number of RVs proposed to be parked in the 77 RV stalls or the average length an RV stays on site while be repaired.
- 19. As part of the 10-08-2021 application submittals the applicant has also provided staff with a proposed building rendering for the 18,445 square foot service building.
- 20. The service building is proposed as follows:
  - a. 7 service doors for RV entry
  - b. Pre-finished metal wall panel (pearl gray) with thin stone veneer on the columns that edge out approximately 6-8" to add dimension with the same thin stone veneer wrapping along the lower-level of the non-service portions of the building.
  - c. Majority of the building is pre-finished gray panels, including the roof.
  - d. The proposed building architectural design is not compliant with Section 7A-775 C/S District design standards, which require building exteriors must be primarily brick, stucco, textured concrete block, pre-manufactured masonry panels, glass panels, wood, and similar appearances, with combinations of other materials that do not detract from the overall appearance of the structures. Staff would not recommend a Conditional Use Permit for a Planned Unit Development to vary from design standards as it would most likely be inconsistent consistent with the purpose of Section 7A-819 of the City Code.

- e. The narrative describes the interior will include 12 service stations and 1 paint booth. Support areas including stockroom/parts, breakroom, restrooms, and mechanical room.
- 21. The applicant will have to request review by the Anoka County Highway Department and Rice Creek Watershed prior to formal application with the City.
- 22. There is an existing large off-premises sign (billboard) on the east side of the Property, this was approved via Conditional Use Permit in 1995.
- 23. To permit the proposed use as described in Non-Binding Concept Review application materials dated 10-08-2021 the applicant would have to apply for the following land use entitlement applications:
  - a. Preliminary Plat to combine the two lots.
  - b. Zoning Ordinance Text Amendment to amend Section 7A-773. B. Commercial/Showroom (C/S) District Conditional Uses to allow for recreational vehicle sales or service.
  - c. Conditional Use Permit application for recreational vehicle service.
- 24. The Planning Commission reviewed the Non-Binding Concept Plan for David's Hydro Vac on 09-16-2020.

This item will also be presented and discussed at the upcoming 10-27-2021 City Council meeting.

**11. PUBLIC OPEN FORUM** Nothing to report.

**12. ASSOCAITE PLANNER'S REPORT** Gutknecht noted that the new Minnesota Open Meeting Laws indicate that hybrid meetings require roll call votes for motions.

**13. CITY ADMINISTRATOR'S REPORT** Mursko requested feedback from the Commissioners on how they would like to proceed with the Planning Commissioner's reporting format during Council meetings that were held in-between applications that have split Public Hearings and Discussions. Consensus was reached that when the Planning Commission only holds a public hearing and is not making a recommendation to the Council that the report will not go into detail about that public hearing at that time. Only when the Planning Commission is making a recommendation to the Council and the Council is making a formal decision at their meeting will the Planning Commissioner's report explain the topic in more detail.

Mursko asked the Commissioners on their preference for meetings moving forward, giving options of continuing to schedule the public hearing and then bringing discussion and recommendation forward two weeks after the public hearing or if they would rather schedule the Planning Commission meetings for a half hour earlier to have open discussion and pointed questions prior to the opening of the public hearings and other discussions. Commissioners voiced that they liked the two-week timeframe to review applications after the public hearing but did not give formal direction on how to proceed at this time.

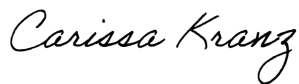
Mursko gave an update on City Council Chambers audio/visual updates, noting the Council will be conducting their meeting on 10-27-2021, in the Council Chambers.

**14. PLANNING COMMISSION MEMBERS' REPORT** Berens had a question related to the Camping World concept plan and what the next steps for the applicant would be. Gutknecht indicated that the applicant would take the feedback they receive from the Planning Commission and City Council and will be able to decide on how to proceed with their Plat, Conditional Use Permit and Zoning Text Amendment requests.

Commissioners thanked staff for the organized agendas with sample motion formats as well as the thorough and timely drafted meeting minutes.

**15. ATTENDANCE FOR UPCOMING MEETINGS** Wolowski will be attending the 10-27-2021 City Council meeting.

**16. MOTION TO ADJOURN** *Motion* by Wolowski to adjourn, seconded by Berens. Motion carried by unanimous consent. Meeting adjourned at 8:31 p.m.



Respectfully Submitted: Carissa Kranz, Recording Secretary