

**CITY OF COLUMBUS  
PLANNING COMMISSION MEETING  
INTERACTIVE TECHNOLOGY MEETING FORMAT  
STATUTES SECTION 13D.021  
03-16-2022**

The 03-16-2022 Regular Planning Commission meeting for the City of Columbus was called to order at 6:30pm by Chair Ron Hanegraaf at the City Hall. Present were Commission members Kris King, Barb Bobick and Bob Berens and City Associate Planner Ben Gutknecht.

In attendance via interactive technology were City Administrator Elizabeth Mursko, and City Council member Shelly Logren and present as a City Resident Sue Wagamon and Permit Coordinator Carissa Kranz.

Also, in attendance in person were Residents Steve and Perry Wagamon, Blake Drilling Co Representatives John Williams and Jill Bakowski 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 – 6:30PM**

**2. PLEDGE OF ALLEGIANCE**

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

**4. MOTION – APPROVAL OF FEBRUARY 2, 2022, PLANNING COMMISSION MEETING MINUTES** *Motion* King to approve 02-02-2022, Planning Commission Minutes as written. Second Berens. Motion carried with Berens, Bobick, Hanegraaf and King voting in favor.

**5. MOTION – APPROVAL OF FEBRUARY 2, 2022, PUBLIC HEARING MINUTES, 15561 Hornsby St NE (Caribou Cabin) Variance Application** *Motion* Bobick to approve 02-02-2022, Planning Commission Public Hearing Minutes, 15561 Hornsby St NE, Caribou Cabin Variance Application as written. Second Hanegraaf. Motion carried with King, Hanegraaf, Berens and Bobick voting in favor.

**6. PUBLIC HEARING AND DISCUSSION – 13528 Lake Dr NE, Conditional Use Permit Amendment, Blake Drilling Co. Inc. (Michael Meyer)**

- At this time, a public hearing was held to consider a Conditional Use Permit Amendment to permit a proposed expansion of building size for the second phase of the Blake Drilling Co. site development in the Commercial/Industrial (C/I) district. Separate minutes for the public hearing are prepared.

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**Original CUP Conditions of Approval from September 14, 2016, City Council Meeting**

1. The CUP is contingent upon approval and recording of the Blake Drilling Columbus plat.
2. The CUP is contingent upon detailed recommendations of the City Engineer.
3. The CUP is contingent upon detailed plan review and approval by the City Building Official.

4. Access to the Property is subject to permitting by Anoka County.
5. Development of the Property is subject to the permitting of Rice Creek Watershed District.
6. Development of the Property shall be consistent with the application documentation received on August 18, 2016 including but not limited to Plan Sheets CI through C6, dated 9/22/15, Plan Sheets TL1-TL2, dated 8/15/16, Plan Sheets LI through L3, dated 7/21/16, and Structural Buildings, Inc. floor plans and elevations, dated 5/3/16 and 7/12/16.
7. No filling, excavating or other land disturbances are permitted in storm water infiltration or wetland areas without written approval by Rice Creek Watershed District and the City.
8. All exterior lighting shall be shrouded and directed away from adjacent properties and public streets and shall be reviewed and approved and approved by the City Engineer and Building Official prior to installation.
9. Signage on the Property requires administrative review and permitting by the City.
10. All refuse must be stored in a building, trash transport (dumpster), or in covered cans. Any outdoor refuse storage area shall be enclosed on all sides visible from adjacent property by screening, compatible with the exterior of the buildings, not less than two (2) feet higher than the refuse container.
11. Any hazardous materials used or hazardous wastes generated on the Property shall be in compliance with federal, state, and county permitting and licensing requirements.
12. The operations on the Property must be consistent with all local, Federal, and State laws that apply to the use of the Property.
13. In the event the City Council determines, in its sole discretion, that the use of the Property is not being operated in accordance with any term or condition contained herein, the CUP may be revoked by the City upon proper notice and a hearing. The City shall notify regulatory authorities that have issued licenses or permits in connection with the Conditional Use Permit of any such revocation.
14. Blake shall be obligated to pay all costs and expenses incurred by the City in connection with any proceeding to revoke the CUP, including reasonable attorneys' fees and consultant fees.
15. Blake shall be responsible to reimburse the City for its out of pocket expenses incurred in the review and approval of the CUP amendment, including any subsequent inspection and enforcement actions

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### **City Staff Report Dated 3-9-2022**

#### Findings of Fact

1. The City received a Conditional Use Permit (CUP) Amendment application from Blake Drilling Co. Inc. (Michael Meyer) on January 28, 2021. The application was found incomplete with a letter sent February 2, 2022.
2. Upon review of additional materials received February 15, 2022, the application was deemed incomplete with a letter sent on February 22, 2022.
3. Upon review of additional materials submitted on February 24, 2022, the application was deemed complete with a letter sent on February 28, 2022.
4. The 60-day review deadline is 04.25.2022
5. The 120-day review deadline is 06.24.2022.
6. The "Property" in question is a total of 26.60 gross acres, with a proposed 4.9 acres of impervious surface, located at 13528 Lake Dr. NE, legally described Lot One, Block One, Blake Drilling Columbus, Anoka County, Minnesota (PIN 33-32-22-32-0002).
7. The Property is zoned in the Commercial/Industrial (C/I) district.

8. This Property currently has an approved Conditional Use Permit (CUP) for a contractor shop consisting of a dewatering subcontractor business, previously approved by the City Council on September 16, 2016, as part one of a two phased development.
9. The area around the Property consists of a vacant commercial property to the north, two vacant 5 acre residentially zoned properties to the west, a commercial business across County highway 23 to the east, and a nonconforming non-homesteaded residential use in the C/I district to the south.
10. The Property consists of a previously approved shop building at approximately 7,500 square feet and a gravel outdoor storage area for equipment (portable pumps on trailers, lay-flat hose, galvanized pipes) along with company vehicles and trailers.
11. The applicant states that the trucks and trailers consist of approximately 15 one-ton cab and chassis with twenty-foot flatbed trailers and approximately six semi tractors with flatbed trailers or tankers.
12. As noted above, a Conditional Use Permit, approved in 2016 permitted the use and business at the Property. As referenced in their narrative, the existing contractor business (Blake Drilling Co.) consists of industrial sales, rental, and service of submersible and trailer mounted pumps and components, which are stored indoors, and the sales of new ball and socket type pump fittings, which are also stored indoors.
13. The existing shop building consists of six (6) pump service bay, fleet service bay, and fabrication shop.
14. Typical hours are Monday through Friday 7:00 am to 6:00 pm.
15. An installation crew of 12 employees arrive at 7:00 am and depart with equipment around 9:00 am and return between 4:00 pm and 6:00 pm.
16. There are approximately 13 employees for the office and warehouse who are on-site from 7:00 am to 5:00 pm.
17. Customers visit the rental division approximately six to ten times per day for pickups and returns.
18. The applicant is requesting the CUP amendment to expand the previously approved Phase 2 office/warehouse building by approximately 4,700 square feet.
19. The office/warehouse building was originally approved at 13,500 square feet and is now being proposed at 18,200 square feet.
20. The CUP amendment does not include any other expansion of use on the Property.
21. The office/warehouse building is proposed to be used for the Blake Drilling Co. offices and interior storage.
22. The building is proposed in the same location as the previously approved building but will be expanding approximately ~~60~~ 50 feet to the north and 10 feet to the west.
23. Neither the front yard setback nor the south side yard setback is proposed to change as a result of the building expansion. The front yard setback is still proposed to remain 172 feet and the south side yard setback is proposed to remain 70.2 feet. All setbacks are compliant with the City Code.
24. The proposed building will consist of approximately 4,498 square feet of office space on the main floor, and a proposed future expansion on the second floor for a total of 8,992 square feet of office space. The remainder of the building consists of approximately 12,914 square feet of warehouse space that will be split into two sections with a fire wall, per building code.
25. The proposed building will have three bay doors for the indoor warehouse storage.
26. The proposal does not include any information on the trash enclosure design nor is the location on the Site Plan.

27. The required parking for Blake Drilling Co. is 1 space per 200 square feet of office area (8,992/200=45 spaces) plus 1 space per 2000 square feet of total warehouse area 20,414 s.f. (12,914 s.f. warehouse + 7,500 s.f. shop)/2000=11 spaces) for a total of 56 parking spaces.
28. Per the Site Plan dated 02.23.2022, the applicant is proposing 45 parking spaces at 10'x20', including 3 handicap able spots, all on an asphalt finish. The 45 existing parking spaces plus the proposed 20 future proof of parking spaces equal 65 total parking spaces. The proposed parking is adequate for the proposed use and consistent with the City Code.
29. In their revised narrative dated 02.24.2022 the applicant states they will install the remainder of the landscaping per landscape plans dated 07.21.2016 which was approved with the initial Conditional Use Permit. The landscape plan includes 18 shade/ornamental trees and 69 foundation plantings in the front and sides of the office/warehouse building. This proposal is compliant with the conditions of approval of the first Conditional Use Permit and City Code.
30. Section 7A-800. K. requires that screening be installed to screen nonresidential uses from existing residential uses. Currently, there is screening installed on the west side of the Property, in the form of approximately 80 coniferous trees and no screening to the residential property south of the Property. However, with the construction of the proposed Phase 2 building, the storage yard will be effectively screened from the right-of-Way and the residential property to the south and will be consistent and compliant with the City Code.
31. In the Narrative, the applicant has stated that they would like the building architectural design to be as consistent as possible with the previously approved plans from the 2016 CUP. This consists of approximately 25.3% stone wainscot and approximately 70% metal, when taking into account the 14 windows, on the façade that is facing the public right-of-way. Section 7A-745 of the City Code states that building exposures facing the public streets must include a combination of approved materials that include no more than 50% metal. This current proposal is not consistent with the City Code.
32. Per the applicant's narrative, they acknowledge that their current architectural proposal is not consistent with the City Code. However, per the architectural rendering dated 03.04.2022, the applicant is proposing to add two additional doors with awnings on the easterly ROW facing facade. Furthermore, the applicant has indicated that they plan on adding additional columns of wainscoting along the two easterly facing corners to run up the length of the building to further enhance the building appearance towards the ROW. Due to these amendments, the applicant is requesting that the Planning Commission and City Council allow the building to be constructed similarly as the originally proposed building for the following reasons (1) the building will be compatible with the existing buildings on site (2) the overall site design will be compatible with the regional area, such as the Man Caves (3) the previous design was approved with the less percentages, however, they plan on adding more wainscot and a number of additional features to break up the facade. This is a policy question.
33. The applicant has supplied a lighting plan dated 07.21.2016 that shows that lighting standards are compliant with the City Code. However, the applicant has indicated that with the larger building there will be two additional wall packs installed that should not impact compliance with City Code.
34. The applicant has contacted the Anoka County Highway Division, who has indicated that there are no additional improvements required for the Phase 2 project.
35. Rice Creek Watershed District is currently reviewing the project and appears to have required that the Stormwater Management Plan must be updated. The applicant is expecting approval at the March 23, 2022, Rice Creek Watershed Board meeting.
36. The Property currently has a private septic system to the front. The applicant has indicated that the Phase 2 building will be attached to this septic system. The City building department has

commented that the applicant will have to determine septic compliance prior to issuance of building permit.

37. The Planning Commission held a public hearing on the CUP amendment on March 16, 2022.

### Recommendations

The Planning Commission adopted the above Findings of Fact and recommends approval of the CUP Amendment to the City Council for the expansion of a contractor shop Phase 2 building construction (Blake Drilling Co. Inc.), subject to the following conditions:

1. The CUP amendment is for the expansion of the proposed phase 2 Blake Drilling Co. Inc. office/warehouse building.
2. Approval of the CUP is contingent upon recommendations and comments made by the City Engineer.
3. Approval of the CUP is contingent upon completion of any recommendations or requirements by Rice Creek Watershed District.
4. Approval of the CUP is contingent upon recommendations and comments made by the City Attorney.
5. Approval is contingent upon compliance with any further comments by Anoka Highway Division.
6. Approval is contingent upon septic compliance review and any further comment by the City's Building Department.
7. Approval is contingent upon compliance inspection to ensure that landscaping is consistent to updated landscape plan, updated to reflect landscape plantings as shown on previously approved in plans dated 07.21.2016 has been installed.
8. Approval is contingent upon the review and compliance of an updated lighting plan to reflect the additional wall pack lights. All site lighting including the wall packs must be shrouded and downcast.
9. Approval is contingent upon compliance and consistency with the Conditional Use Permit approved on September 16, 2016.
10. The Site Plan shall be updated to outline the location of the dumpster and trash enclosure and plans for the dumpster enclosure shall be submitted to the City for review. The dumpster enclosure must be built in compliance with City Code requirements, Section 7A-813. C.
11. Upon a finding of need and upon reasonable notice, the City Council may require all or a portion of the addition "proof of parking" spaces to be constructed, consistent with the approved plan.
12. Materials and company vehicles stored outside must be appropriately screened from adjacent residential use properties and the public right-of-way per Section 7A-800. K. and kept in good repair, and replacement may be required should it be determined that screening is not functioning as proposed and approved.
13. Development of the property and conduct of the business shall be consistent with the updated Site Plan dated XX.XX.XXXX showing the dumpster location, Landscape plan dated ~~07.16.2022~~ 07.21.2016, updated Architectural rendering dated XX.XX.XXXX showing updated wainscot addition, floor plans dated 02.10.2022 and the Narrative Statements submitted with the 2022 application.
14. Any sign installation must be applied for with City Staff and be compliant with City Ordinance Chapter 7B.
15. There shall be no soil storage, dewatering or soil reclamation on site.
16. No other uses or intensification are allowed on the Property without an amendment to the CUP.

17. There are to be no chemicals, odors, gasses, hazardous wastes, or fumes on the Property as a result of this business, excepting normal emissions and discharges associated with operation of motor vehicles.
18. The applicant shall reimburse the City for all out-of-pocket expense incurred in the review and issuance of the CUP Amendment and for all ongoing inspections and enforcement actions required for the CUP Amendment.
19. 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 warning and hearing.
20. The applicant shall update the architectural plan and or landscape plan in combination to bring the easterly building facade facing the public right of way closer to compliance with the intent of the Commercial/Industrial design standards for review by the City Council.

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#### **City Engineer Report Dated 03-14-2022**

- Blake Well Drilling has requested an amendment to their previously approved CUP for the expansion of their proposed office building from 200' x 60' to 260' x 70'. The additional 60' in length of the building would be to the north and the additional 10' in width would be to the west of the previously proposed building location.
- All the grading and drainage features and parking lot previously constructed with the shop building. The applicant will need to coordinate with the RCWD to confirm that the larger building size is compatible with the original permit for the site.
- The proposed building elevation of 914.0 meets the minimum 3' separation above mottled soils according to the Tradewell Soil Testing report performed back in 2015.
- I have no significant concerns with this application.

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At this time the Planning Commissioners had an open discussion regarding the Conditional Use Permit Amendment. A few discussion topics included clarification on the Findings of Facts figures and how much larger the building was to be constructed, the original date of the landscaping plan, Gutknecht noted he would update the Staff Report for with the clarifications. They confirmed that there had been no complaints about this property for the past 6 years of operation. Additionally, a lengthy discussion was had on the current ordinance design standards for the Commercial/Industrial district, that state no more than 50% of the façade facing a public right of way or dissimilar zoning district may be metal. They also discussed the responsibility of the Planning Commission to review applications against the Code of Ordinances while also weighing the reasonableness of an applicant's request.

*Motion* Berens to recommend approval based on adopting the Findings of Fact 1-37 in the Columbus Staff Report dated March 9, 2022, to the City Council for the Conditional Use Permit Amendment request to allow the construction of the phase 2 development for Blake Drilling Co. with an expansion to the originally proposed shop and warehouse building, located at 13528 Lake Dr. NE, with Conditions 1-19, adding condition 20 of which Ben will cite at this time. The applicant shall update the architectural plan and or landscape plan in combination to bring the easterly building facade facing the public right of way closer to compliance with the intent of the Commercial/Industrial design standards for review by the City Council. Also based on City Engineers report, dated March 14, 2022. Second Hanegraaf. Motion carried with King, Hanegraaf, Bobick and Berens voting in favor.

This item will be presented at the 03-23-2022 City Council meeting.

7. **PUBLIC OPEN FORUM** Nothing at this time.
8. **ASSOCIATE PLANNER'S REPORT** Gutknecht had nothing to report at this time.
9. **CITY ADMINISTRATOR'S REPORT** Mursko had nothing to report at this time.
10. **PLANNING COMMISSION MEMBERS' REPORT** Bobick requested an update on further discussing the ordinances regarding lighting, branding, color and design standards as well as the impact of drive through businesses. Gutknecht clarified that staff are working on compiling a worksheet and homework for members hopefully for review at the first Planning Commission meeting in April to cover the original six items requested by the Commission. Gutknecht noted that staff would be happy to review drive throughs and possible controls. However, he noted that a review on drive throughs is likely a larger study and there would not be time to add it to the original list of potential ordinance reviews. Bobick handed out information regarding drive through businesses to the Commissioners. Hanegraaf thanked Mursko and Gutknecht for the color printed City maps.
11. **ATTENDANCE FOR UPCOMING MEETINGS** Hanegraaf is unable to attend the 03-23-2022 City Council meeting so King will attend in his place.
12. **MOTION TO ADJOURN** *Motion* by King to adjourn, seconded by Bobick. Motion carried with King, Hanegraaf, Bobick and Berens voting in favor. The meeting adjourned at 7:55pm.

*Carissa Kranz*

Respectfully Submitted: Carissa Kranz, Recording Secretary