

**CITY OF COLUMBUS
PLANNING COMMISSION MEETING
INTERACTIVE TECHNOLOGY MEETING FORMAT
STATUTES SECTION 13D.021
5-3-2023**

The 5-3-2023 Planning Commission meeting for the City of Columbus was called to order by Chair Lynn Carver-Quinn at the City Hall at 6:00 PM. Present were Planning Commission members Barb Bobick, Judy Huntosh and Bethany Barrette, City Administrator Elizabeth Mursko, Council Planning Commission Liaison Janet Hegland, City Planner Dean Johnson, and Associate Planner Frank Koenen. Also in attendance were Brooke Olson, Aaron Bedessen, Jon Sawyer, Marcus Lee, Chi and Kia Vang, Ron Hanegraaf, and Jesse Preiner. In attendance via interactive technology were Joe and Olivia Lefto. The meeting was held in an interactive technology meeting format.

- 1. CALL TO ORDER – REGULAR MEETING – 6:00PM**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MEETING AGENDA** *Motion* Bobick. Second by Huntosh. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.
- 4. APPROVAL OF APRIL 5, 2023, PUBLIC HEARING MINUTES, INTERIM USE PERMIT – CLEAR CHANNEL DYNAMIC BILLBOARD - 9500 145th AVE NE** *Motion* Bobick. Second by Barrette. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.
- 5. APPROVAL OF APRIL 5, 2023, PUBLIC HEARING MINUTES, PRELIMINARY PLAT – KETTLE KOVE ESTATES** *Motion* Huntosh. Second by Bobick. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.
- 6. APPROVAL OF APRIL 5, 2023, PUBLIC HEARING MINUTES, CONDITIONAL USE PERMIT FOR PLANNED UNIT DEVELOPMENT – KETTLE KOVE ESTATES** *Motion* Bobick. Second by Huntosh. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.
- 7. APPROVAL OF APRIL 5, 2023, PUBLIC HEARING MINUTES, ORDINANCE 23-01 – CHAPTER 7A AMENDMENT – SMALL ANIMAL FACILITIES** *Motion* Barrette. Second by Bobick. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.
- 8. PUBLIC HEARING AND DISCUSSION – SPECIAL INTERIM USE PERMIT – RUNNING ACES’ EVENT (PAGES 6-39)** At this time a public hearing was held to consider the request for an Interim Use Permit (IUP) to host additional activities and special events at an identified location on premise in the Horse Racing (HR) zoning district. Separate public hearing minutes are prepared. Item number 10 of the conditions was altered Associate Planner Frank Koenen due to a request from the applicant. There were no objections to this alteration.

Motion Huntosh to recommend approval to the City Council for Running Aces’ Event Special Interim Use Permit with the amendment to condition number 10 to read as follows: Food and beverage

services associated with any approved Special Event shall be provided exclusively through Running Aces' and/or other licensed food vendors catering and exclusively through Running Aces' alcohol license based on the Finding of Fact 1-XX and conditions 1-XX of the City Planners report dated XX. Second by Barrette. Motion carried with Barrette, Bobick, Huntosh, and Carver-Quinn voting in favor.

City Staff Report 4/28/2023

Findings of Fact

1. The City received an application for a Special IUP from Running Aces on April 3, 2023.
2. The 60-day review will terminate on June 2, 2023. The 120-day review, if necessary, will terminate on August 1, 2023.
3. The 2023 Special IUP application is similar to Special IUP applications submitted in 2012 and 2017.
4. There are 12 general categories of special events identified in the 2023 Special IUP application.
5. Four types of events (RV Shows, outdoor live music, drive-in/outdoor movie, and Pedestrian/Non-Motorized race events) will be conducted in the main parking areas north of the card room/grandstand/hotel and barn overflow parking areas outside of racing season
6. Four types of events (e.g. general expos/shows, outdoor expos [animal & hunting/camping expos] & shows, flea market & antique shows, Hayride) will be conducted in the Barn area, with overflow parking in the north parking lots.
7. Three types of events (e.g., motorcycle & car staging events, shows [motorcycle/car shows], pop-up shop location) will be conducted in the main parking areas north of the card room/grandstand building/hotel.
8. Go-kart races and Go-kart charity events will primarily be conducted in the barn area, but events may occasionally take place in the north parking lot depending on the size of the event
9. The application clearly notes that the park and ride lot will not be used on weekdays for any events.
10. Some of the events to be held may require tents, vending, outside catering, satellite toilets, PA systems or special electrical needs.
11. Some of the events may include tents for vendors, food and beverage service. Food and beverage service is provided through Running Aces' catering and liquor licensing.
12. Some of the events may include PA systems.
13. Some events may require additional electrical services.
14. Some events may require satellite toilets.
15. Advanced notice must be provided to the City Building Official and Fire Marshal for any required approval for tent structures, vending, outside catering, satellite toilets, PA systems or special electrical needs.
16. Running Aces will take the responsibility of having the satellite toilets on the property if they are needed. Satellite toilets may be placed no more than 24 hours in advance of an event and must be removed within 36 hours of the event.
17. There may be overnight parking for exhibitor or vendor display vehicles, trailers, and equipment, but not overnight stays by participants in vehicles, trailers, or equipment. The exception to this may be RV overnight parking in accordance with Running Aces' RV policies, approved by the City.
18. Outdoor activities including any extra lighting and PA system usage will end at 11:00 p.m. and will be operated in compliance with the original Conditional Use Permit (CUP) for the race track.

19. Running Aces has identified several events that may require additional security personnel and law enforcement for “crowd” control and traffic management.
20. Running Aces has identified the need to coordinate off-site walk/run events (advance route planning and participant safety) with the City and County Sherriff.
21. Trash and recycling receptacles will be provided for each event.
22. The proposed events in the April 3, 2023 application are planned to occur between April and November, and without conflicting regular harness racing events.
23. The Interim Use Permit provisions in the Horse Racing (HR) District allow flexibility for non-date-specific events identified in the IUP, provided such flexibility is stated in the IUP and provided “proper notice is given to the City.” Proper notice is currently defined as 15 business days.
24. The flexibility and implementation the City envisioned in issuing a Special IUP is elaborated in Section 7A-711E. of the City Code by requiring a Special Interim Use Permit Agreement based on the following criteria:
 - a. Site plans for each event subject to City Administrator approval;
 - b. Notification requirements and procedures for individual special events;
 - c. Sufficient security, parking and traffic control;
 - d. Plans for Site restoration and surrounding Site cleanup to be completed within 36 hours of the conclusion of each event;
 - e. Food Service is provided in accordance with permits and requirements under City, County and State regulations;
 - f. City Building Inspection of tents and temporary structures, as necessary, for each event;
 - g. Necessary limits on any amplified music regarding both level of noise and time of day; and,
 - h. Compliance with City and State laws on alcoholic beverage licenses and permits.

Conditions

Based upon the above Findings of Fact, the Planning Commission recommends to the City Council approval of the Running Aces Special IUP, subject to the following conditions:

1. The applicant will be allowed flexibility in the number of Events within the Event categories included in the Running Aces April 3, 2023 Special IUP application and the dates on which the Events may occur, for City Administrator review and approval, provided:
 - a. Written notification from Running Aces of a specific Event is submitted to the City Administrator at least 15 business days before the Event is scheduled to take place.
 - b. The written notification includes the pre-approved description of the Event category from the Running Aces April 3, 2023 Special IUP application to the City.
 - c. The written notification includes a written summary of any activities that are a departure from the pre-approved description of the Event category from the Running Aces April 3, 2023 Special IUP application to the City.
 - d. Running Aces shall submit specific Event Site Plans to the City Administrator at least 15 business days before the Event is scheduled to take place.
2. The City Administrator shall approve the Special Event, provided the Special Event is consistent with the pre-approved description of the Event category from the Running Aces April 3, 2023 Special IUP application to the City.
3. The City Administrator may approve the Special Event, including a departure from the pre-approved description of the Event category in the Running Aces April 3, 2023 Special IUP application to the City, provided said departure is from an activity identified on the pre-approved description of other Events approved in the Special IUP.

4. In each Special Event approval, the City Administrator shall identify any specific security or traffic management measures that are required, and shall identify any specific building permit or electrical permit requirements and inspections that are necessary.
5. Any Special Event request that is not a pre-approved Event category described in the Running Aces April 3, 2023 Special IUP application to the City, may be referred to the City Council for consideration and approval consistent with the provisions in Section 7A-711D. of the City Code.
6. Each Special Event approved by the City Administrator or City Council shall be conducted consistent with the Event description in the Running Aces April 3, 2023 Special IUP application to the City, or as modified and approved by the City Administrator or City Council.
7. The park and ride lot (identified as Lot B in the Running Aces April 3, 2023 Special IUP application) shall not be used for Special Events on weekdays.
8. Overnight parking for Special Events shall be limited to unoccupied exhibitor or vendor vehicles, trailers, and equipment and RV parking consistent with the original North Metro Harness Initiative facility Conditional Use Permit (CUP).
9. Any off-site Events such as Pedestrian/Non-Motorized Race Events shall require advanced planning and approval by the City and Anoka County Sherriff's Department.
10. Food and beverage services associated with any approved Special Event shall be provided exclusively through Running Aces' and/or other licensed food vendors ~~eating~~ and exclusively through Running Aces' alcohol ~~license~~ licenses.
11. The use of any existing or supplemental site lighting for Special Events shall be consistent with the original North Metro Harness Initiative facility CUP and shall not be used between the hours of 11:00 p.m. and 6:00 a.m.
12. The use of any existing or supplemental public address systems shall be consistent with the original North Metro Harness Initiative facility CUP and shall not be used between the hours of 11:00 p.m. and 6:00 a.m.
13. Animal wastes associated with an animal expo or other live animal approved Special Event shall be managed consistent with the original North Metro Harness Initiative facility CUP.
14. Uncontained wastes, litter, and debris resulting from an approved Special Event shall be properly cleaned and contained from the Running Aces site, public rights-of-way, and adjacent properties within 24 hours of the end of the Special Event. The end of the Special Event shall mean the end of public or special invitees' activities on the premises.
15. Litter and debris shall be properly cleaned and contained on a daily basis during the monthlong planned Holiday Hayride event.
16. Total site restoration (e.g. removal of trash, recycling, tents, vehicles, equipment, and all other external evidence of a Special Event) shall be completed within 36 hours of the end of the Special Event.
17. All other operational aspects and conduct of Special Events shall be in compliance with the original North Metro Harness Initiative facility CUP.
18. The operation and conduct of Special Events shall be in compliance with all other local, state, and federal ordinances, rules, and laws.
19. The Term of the Special IUP shall be five years from the date of approval by the City Council, subject to annual administrative review.
20. Running Aces shall execute a Special Events Interim Use Permit Agreement with the City and provide a Special Events Interim Use Permit deposit to cover the costs associated with Event mitigation. 21. The Running Aces April 3, 2023 Special IUP application shall be attached as an Appendix to the Special IUP Agreement.

- 9. PUBLIC HEARING – CONDITIONAL USE PERMIT FOR PLANNED UNIT DEVELOPMENT – COLUMBUS INDUSTRIAL PARK (PAGES 40-83 AND ENCLOSURE)** At this point a public hearing is held considering a request for a Conditional Use Permit allowing a Planned Unit Development for “Columbus Industrial Park” to create a phased development of seven (7) buildings for lease to other companies in the Light Industrial (LI) zoning district. City Planner Dean Johnson provided an overview of the project, focusing specifically on . Separate public hearing minutes are prepared. Dean Johnson addresses noise and safety concerns presented by property neighbors Chi and Kia Vang. Discussion will be continued until the next Planning Commission meeting on May 17th, 2023.
- 10. PUBLIC OPEN FORUM** Nothing at this time.
- 11. PLANNING COMMISSIONER’S REPORT** Nothing at this time.
- 12. ASSOCIATE PLANNER’S REPORT** Associate Planner Frank Koenen gave a presentation for the commission regarding planning legislation in Minnesota. He covered Chapter 462 of State Statute that outlines the authorities of municipal planning. He briefly outlined the official controls granted by the state to municipalities of zoning ordinances and subdivision regulations. He also explained the planning commission powers and responsibilities, and board of adjustment and appeals. Finally, he covered the Metropolitan Land Planning Act of 1976 (Statutes 473.851 to 473.871), which requires cities within the 7-county metropolitan area to create a 10-year Comprehensive Plan in line with the Metropolitan Council’s regional plan.
- 13. ADJOURN – Motion** Huntosh. Second Barrette. Motion carried with Huntosh, Bobick, Barrette and Carver-Quinn voting in favor. Meeting adjourned at 7:06 PM.

Eleanor Hahn

Respectfully Submitted: Recording Secretary Eleanor Hahn.