

**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
May 13, 2014
7:00 PM**

1. CALL TO ORDER

Commission Chairman Thompson called the meeting of the Elko New Market Planning Commission to order at 7:00 pm.

Commission members present: Thompson, Smith, Kruckman, Hartzler and Vetter
Members absent and excused: None
Staff Present: City Planner Kirmis, City Engineer Revering, City Administrator Terry and Public Works Director Schweich

2. PLEDGE OF ALLEGIANCE

Chairman Thompson led the Planning Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Thompson and seconded by Kruckman to approve the agenda as presented. Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

4. PUBLIC COMMENT

There were no public comments.

5. ANNOUNCEMENTS

There were no announcements.

6. APPROVAL OF MINUTES

A motion was made by Thompson and seconded by Smith to approve the minutes of the March 4, 2014 Planning Commission meeting with the correction of a capitalization error made on page 2 (of the draft minutes). Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

7. PUBLIC HEARINGS

Public Works Campus

- A) Rezoning from UR, Urban Reserve to INS, Institutional
- B) Site and Building Plans

Chairman Thompson opened public hearing and asked City Planner Kirmis to present his planning report dated May 6, 2014.

Planner Kirmis introduced the public works project proposed to be located upon the City's former wastewater treatment plant site located one-half mile north of CSAH 2 and east of CSAH 91 (25499 Natchez Avenue). Kirmis stated that the development plans call for the construction of a 10,000 square foot public works building and a 10,000 square foot water treatment facility upon the former the former City wastewater treatment plant site.

Planner Kirmis noted that the 40 acre site was recently annexed to the City. According to the Zoning Ordinance, all property annexed to the City automatically assumes a UR, Urban Reserve zoning designation until such time as a determination regarding proper use and a map amendment is processed. Kirmis indicated that the UR, Urban Reserve designation presently applied to the property does not make an allowance for "governmental uses and related buildings" such as that proposed.

To accommodate the proposed public works campus uses and related site improvements, Kirmis stated that the following approvals are necessary:

- A. Rezoning of the site from UR, Urban Reserve to INS, Institutional
- B. Site and Building Plans (for the public works building and water treatment facility)

In consideration of the applications, the Planning Commission raised questions and/or provided comments related to the following:

Access Drive. Question was raised whether or not the subject site's access drive from County Road 91 was included in the recent annexation. City Administrator Terry advised the Planning Commission that such access drive (a 33 foot wide right-of-way) was included in the annexation.

Use of Public Works Building. Use of the public works building was questioned and specifically whether or not the Township will store materials in the building. City Administrator Terry informed the Commission that Township materials will not be stored in the building.

County Road 91 Turn Lane. Question was raised in regard to a recommended right turn lane along County Road 91. Specifically the Commission questioned whether or not ample land exists within the County Road right-of-way to accommodate the right turn lane. City Engineer Revering advised the Commission that ample right-of-way presently exists to accommodate the recommended turn lane.

Outdoor Storage. The Commission raised the following questions related to proposed outdoor storage activities:

1. Question was raised whether or not salt presently stored upon the City Hall property will be moved to the public works site. City Administrator Terry and Public Works Director Schweich informed the Planning Commission that no changes to the present salt storage location are proposed.
2. Question was also raised whether the proposed outdoor storage area is to be illuminated. The Commission was informed that there are no plans to illuminate the outdoor storage area.
3. In regard to the outdoor storage surfacing requirement, the Commission voiced a preference for the processing of a variance (as opposed to an ordinance amendment).

Emergency Generator Structure. The Commission recommended that the color of the emergency generator structure (located between the public works building and water treatment facility) be changed from white to “earth tone” to minimize its visual impact.

Chairman Thompson asked if anyone in the audience had any questions or comments. There were no audience questions or comments.

Chairman Thompson then asked the Commission Members if they had any additional comments or questions. There were no additional comments or questions from the Planning Commission.

Chairman Thompson asked for a motion to close the public hearing. A motion was made by Smith second by Hartzler to close the public hearing. Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

A motion was made by Smith, second by Vetter to recommend approval of the rezoning of the subject property from UR, Urban Reserve to INS, Institutional (based on a finding that such action satisfies the City’s zoning amendment evaluation criteria). Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

Following the action taken on the rezoning request, a motion was made by Thompson, second by Hartzler to recommend approval of site and building plans for the public works campus subject to the conditions listed below. Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

1. The City approves the rezoning of the subject property from UR, Urban Reserve to INS, Institutional.
2. As recommended by the Scott County Highway Department, a right-turn lane shall be created for north-bound traffic on County Road 91.

3. The City shall allow the subject site's access drive to be utilized by agricultural vehicles which are associated with adjacent farming operations. This issue, and the need for a formal agreement, shall be subject to further comment by the City Attorney.
4. The storage of flammable or hazardous items upon the site, including but not limited to the bulk storage of gasoline and/or similar liquids, shall comply with Fire Code or Minnesota Pollution Control Agency standards as may be applicable. This issue shall be subject to further comment and recommendation by the Fire Chief.
5. Noise levels generated by the proposed uses shall not exceed maximum noise standards established by the Minnesota Pollution Control Agency.
6. Masonry finish materials used upon the water treatment facility shall be integrally colored.
7. Fencing presently existing upon the site shall be repaired as necessary to deter trespass onto the site.
8. The source of all proposed exterior lighting shall be hooded or controlled such that it is not visible from adjacent properties and rights-of-way.
9. To accommodate the proposed gravel surfacing of the proposed outdoor storage area, a variance shall be processed and approved by the City.
10. Issues related to utilities shall be subject to comment and recommendation by the City Engineer.
11. Site work which occurs within designated shoreland or floodplain areas of the site shall comply with the State (DNR) requirements as may be applicable.
12. Future building expansions which increase the floor area of either the public works building or water treatment plant by more than 25 percent shall be subject to site and building plan review.
13. The emergency generator structure located between the public works building and water treatment facility shall be "earth tone" in color.

8. PETITIONS, REQUESTS AND INQUIRIES

There were no petitions, requests or inquiries.

9. GENERAL BUSINESS

There were no general business items.

10. MISCELLANEOUS

City Council Updates. City Administrator Terry updated the Planning Commission on a variety of items as outlined in his previously provided email correspondence dated May 1, 2014. Specific updates were provided on the following items:

Development Updates:

- City building permit activity
- Three Links senior housing project status
- I-35 development project status
- Elko Marketplace Drive-In - building permit request
- Grocery store market study

Miscellaneous:

- Resignation of Councilmember Schneider

11. ADJOURNMENT

A motion was made by Thompson and seconded by Kruckman to adjourn the meeting. Vote for: Thompson, Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 5-0. Motion carried.

The meeting ended at 8:47 pm.

Submitted by:

Bob Kirmis
City Planner