



MINUTES

REGULAR MEETING OF THE CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT
TUESDAY, MAY 8, 8:30 AM

Members Present: Don Jacobson, Woody Haecker, Jim Swanson and Peter Mann, Anne Laufman, Ann Beaver

Members Absent:

Others Present: Mark Hallan

Staff Present: Desmond McGeough, Maggi Wentler

1. Call to order

2. Roll Call

3. Tour of properties

- a. Fast Trax: NEC of Smiley Road & Killdeer Trail.
- b. Hazelwood & Lower Roy Lake Road (Joe Hall's property)

4. Additions or deletions to agenda

5. Approve Minutes:

- a. April 9, 2018 Minutes

6. Open Forum:

- a. Shawn Hansen – adding items to the agenda without inviting party to attend.

7. Public Hearings: (published in the Echo Journal April 26, 2018 & notice was mailed to all property owners within 350 feet & the affected state agencies.)

- a. Conditional Use Permit application 038-17 – ETOC (Lake Hubert) - Tabled
- b. Conditional Use Permit application 004-18 – ETOC (Grand View Lodge)- Approved
- c. Conditional Use Permit application 005-18 – David Traxler - Approved

8. New Business:

- a. Metes and Bounds Lot Split 006-18 – Tabled

9. Old Business:

- a. Sketch Plan – Thomas Steffens PUD
- b. Copper Creek Landscaping CUP Discussion

10. Commission Discussion Items

- a. Commission Application Discussion

11. Planning & Zoning Administrator's Report

- a. Permits
- b. Conditions
- c. Copper Creek Tree Cutting Analysis

12. Adjourn

46 **MEETING MINUTES FROM MAY 8, 2018**

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48 1. **Call to Order:** Haecker calls the meeting to order at 8:30 AM.

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50 2. **Roll Call:**

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52 3. **Tour of Properties:**

53 a. **Fast Trax** – NEC of Smiley Road and Killdeer Trail

54 b. **Copper Creek (Joe Hall) property** – corner of Hazelwood Drive and Lower
55 Roy Lake Road

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58 4. **Additions or Deletions to Agenda:**

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60 Jacobson would like to add “Commission Application Discussion” to
61 Commission Discussion Items (9a). Mann would like to add “Copper Creek CUP
62 Discussion” to Old Business (8b).

63
64 **MOTION:** Mann motioned to approve the agenda as amended, Beaver seconded.
65 All members voting “Aye”, motion carries.

66
67 5. **Approval of Minutes:**

68 a. **March 13, 2018:**

69 Beaver stated line 273 the word “though” should be “thought”.

70
71
72 **MOTION:** Jacobson motioned to approve the April 9, 2018 minutes with the
73 noted change to line 273, Mann seconded. All members voting “Aye”,
74 motion carries.

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78 6. **Open Forum:**

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80 a. **Shawn Hansen** – (Nisswa Chamber) was concerned that the commission was
81 adding Copper Creek to the agenda without the property owner’s knowledge
82 or inviting him to the meeting to take part in the discussion. Laufman stated
83 this was going to be a discussion to invite him if a CUP application was not
84 submitted and he has changed the use of the property he just purchased.

85
86
87 7. **Public Hearings:**

88
89 **MOTION:** Jacobson motioned to open the public hearing, Beaver seconded. All
90 members voting “Aye”, motion carries.

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92 a. **Conditional Use Permit application 038-17 – to consider plans to**
93 **construct a 2,550 sf dining hall and a 1,764 sf kitchen facility.**

94 **Property Location: general located south of Lake Hubert, approximately**
95 **1,600 feet west of E. Lake Hubert Drive and 1,200 east of the terminus of**
96 **S. Lake Hubert Drive. PIN 280254305000009**
97 **Applicant/Property Owner: ETOC – Mark Ronnei, present**
98

99 Ronnei stated he hopes to have this application ready for the July meeting.
100

101 **MOTION:** Jacobson motioned to table this application until the July 10, 2018
102 meeting subject to the approval of the applicant, Beaver seconded. All
103 members voting “Aye”, motion carries.
104

- 105
106 **b. Conditional Use Permit application 004-18 – for a resort development**
107 **employee housing, consisting of four 1,984 square-foot residential units**
108 **along with ancillary structures, and a 1,280 square-foot activity building.**
109 **Property Location: approximately 200 feet south of County Road 77, and**
110 **approximately 1,700 feet west of the intersection of Lower Roy Lake**
111 **Road with County Road 77 – PID# 280222200B00009, 280153300G00009**
112 **Applicant/Property Owner: ETOC – Grand View Lodge (no one present)**
113

114 McGeough read his staff report and gave presentation.
115

116 Ronnei provided an Impervious Calculations/Density Calculations document
117 that was just completed by WSN. This was something that he promised to
118 provide to the planning commission and city. These calculations include new
119 structures that will be coming and structures that have been or will be
120 removed.
121

122 Ronnei stated that his original application showed structures on the west side
123 of the road, but he is not asking for approval of them; they are just structures
124 that will potentially be added in the future. It is the 5 units on the east side of
125 the road that he is looking for approval on; 4 housing units and 1
126 administrative unit. They have reduced the number of parking stalls required
127 by ordinance, based on the conversation at last month’s planning commission
128 meeting. They believe that 10 parking stalls will be enough. If people start
129 parking on the grass they will add more. Ronnei noted that the septic tanks
130 will be 24 feet above the marsh surface. They do plan to have the parking lot
131 lighted with downcast lighting.
132

133 Ronnei noted that any development on the west side of the road they will be
134 discussing with their neighbors before an application is submitted to work out
135 the best plan of action for screening. Ronnei would like to have a 100 foot
136 buffer dedicated to green space along the west property line.
137

138 Ronnei stated these 4 units they are proposing are for employees only. They
139 do have 24 hour security on-site and any employees that cannot follow the
140 rules will be terminated.
141

142 McGeough noted that his staff recommendation #2 will need to be changed to
143 10 parking stalls. He also suggested that a 4th condition be added to state that
144 all exterior lighting shall be downcast and have a full cut off shield.
145

146 Hallan questioned if they would only be grading the parking lot for 10 parking
147 stalls instead of 40 into basin F. Ronnei stated they are still grading as if they
148 had 40 parking stalls, that way if they need to add more in the future they do
149 not need to re-grade. Hallan suggested that an updated plan is submitted based
150 on what the actual plans will be.
151

152 Laufman questioned if the “kids club” building is being built or if another
153 structure will be moved here. Ronnei stated this building will be moved in
154 from its current location on Nokomis and East Linden. This building will be
155 redesigned as an HR building. Beaver questioned if there would be any
156 additional landscaping since the parking area will be reduced. Ronnei stated
157 they will be planting grass in these areas. Beaver questioned what the color of
158 the exterior of the buildings will be. Ronnei stated a dark brown. Beaver
159 stated that Findings of Fact #6 should be updated to include the color.
160

161 Mann questioned what percent of the year these units will be occupied.
162 Ronnei stated that there will likely be 4-6 people year round in one unit and
163 the other 3 units will be occupied mid-May through the end of September.
164 Mann questioned how old these units are. Ronnei stated about 25 years old.
165 Mann would like to address the two letters that were presented at last month’s
166 meetings and see if anyone is present to discuss.
167

168 Jeremy Wiczek (lives southwest of the proposed site) stated his major
169 concerns are the communication between Grand View Lodge and the
170 neighbors. He believes that Ronnei has addressed this issue earlier in the
171 meeting about meeting with neighbors prior to any additional development on
172 the west side of the road. Wiczek did question how employees will be
173 traveling back and forth from these units to the main property. Ronnei stated
174 that employees will be using bicycles and the property shuttle.
175

176 Mann questioned what size the trees they would be planting. Ronnei stated the
177 original trees they were going to use had burnt down this past month and will
178 now be purchasing a range of trees 10-16 feet in height. Beaver stated that a
179 variety of heights give better screening. Mann questioned if Grand View
180 Lodge will be coming in for a rezone of this parcel in the fall. Ronnei stated
181 that what they are currently proposing is a permitted use of the current zoning.
182 Mann questioned if we would see documentation on the building elevations
183 off the ground. Last month it was stated that they will be 1 foot off the ground.
184 Hallan stated all structures will be put on a foundation. Mann also has
185 concerns with the materials that are being used and if they are fire retardant
186 materials. He would like to see that Shawn Bailey, City of Nisswa Fire Chief,
187 inspect all buildings. Ronnei stated he would be fine with Bailey inspecting
188 these units.
189

190 Jeremy Wiczek (audience) questioned what Grand View Lodge’s plans are for
191 the west side of the road. McGeough stated 2 garages, a greenhouse, a storage
192 yard, and water basins. Ronnei stated he will meet with neighbors prior to
193 coming back to the city for a rezone or any development on the west side of
194 the road.

195
196 Dawn Music (resident on West Linden) questioned if there will be some sort
197 of storm shelter for these employee housing units. Ronnei stated they will
198 have one Kansas Farmhouse style of storm shelter. It will be in the ground and
199 have battery lighting.

200
201 Matt Hansen (resident on West Linden) questioned what the road labeled
202 “potential future road” was. Ronnei stated this is not part of this application.
203 This is a part of a different discussion for a tentative potential future road.
204 Hallan noted that the city of Nisswa requested that this be labeled on these
205 documents as a potential road. This will help with layout options. The city is
206 working on a traffic study and this could be a future road placement.

207
208 Haecker would like to see updated documents to show what is actually being
209 done on this application. Ronnei stated this could be listed as a condition and
210 they will provide updated documents to show that no development will occur
211 on the west side of the road and that only 10 parking stall will be installed.

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214 **Motion:** Jacobson motioned to approve this Conditional Use Permit
215 application 004-18 to for a resort development employee housing, consisting
216 of four 1,984 square-foot residential units along with ancillary structures, and
217 a 1,280 square-foot activity building with the following conditions:

- 218 1. The subject improvements permitted under this Conditional Use
219 Permit include only those buildings and improvements on the east side
220 of the service road and drainage basins identified in the drainage plan.
- 221 2. The Employee Housing Facility shall be limited to ten (10) total
222 vehicular parking stalls.
- 223 3. Prior to issuance of Land Use Permit, the applicant shall provide an
224 approved design and a letter from a State of Minnesota Certified
225 Designer for onsite sewer systems acknowledging the system is in
226 compliance with all State of Minnesota regulatory requirements.
- 227 4. All exterior lighting must be downcast.
- 228 5. All waste water supply must meet all state codes and requirements.
- 229 6. Smoke & CO2 detectors must be installed in each unit as required by
230 State Fire Code.
- 231 7. An inspection and approval of all 5 units must be completed by the
232 City of Nisswa’ Fire Chief.
- 233 8. Trees must be planted as presented.
- 234 9. All documentation must be updated to show only the items that we are
235 approving per this application and nothing more and provided to city
236 staff.

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238 Findings of Fact:

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1. The site is located approximately 200 feet south of Highway 77, and approximately 1,700 feet west of the intersection of Lower Roy Lake Road with Highway PIN 280222200B00009, 280153300G00009.
 2. The subject property is located in the “Open Space Residential” Zone District
 3. The conditional use permit request is to relocate 4 existing employee housing structures and an activity structure.
 4. The total lot area of the two subject parcels is being 1,421,740 square feet (32.63 ac).
 5. The total impervious area for the lot is approximately 48,673 square feet, which is 3.42% of the lot area.
 6. Exterior Finish: The existing building exterior walls of the proposed structures consist of composite siding, with asphalt shingles.
 7. The use and enjoyment of other property in the immediate vicinity for the purposes already permitted will not be impaired.
 8. The development will not impact the orderly development and improvement of surrounding properties.
 9. Adequate utilities and access roads have been or will be provide.
 10. The structures will not depreciate property values within the immediate vicinity.
 11. The building development will not cause local, County or State road systems to exceed safe carrying capacity.

263 Seconded by Mann, all members voting “Aye”, motion carries.
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- 266 **c. Conditional Use Permit application 005-18 – for approval of site**
267 **preparation, tree clearing, and consideration of plans for the construction**
268 **of a 12,000 square foot building and ancillary structures for the operation**
269 **of a auto/boat detailing & winterization business. The subject site is 4.69**
270 **acres in size.**

271 **Property Location: located within the Highway Business Zone District, at**
272 **the northeast corner of Killdeer Trail and Smiley Road**

273 **Applicant/Property Owner: David Traxler, not present. Jim Kramer,**
274 **KLD Surveying & Engineering, present**
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276 McGeough read his staff report and gave presentation.
277

278 Kramer stated this business will be for boat storage and detailing and there
279 will be minimal traffic coming in and out. Kramer noted that he has a concern
280 with the staff recommended condition #3, being required to connect to the city
281 sewer system when the sewer line is less than 100 feet away from the property
282 line. He wanted to know what triggers them to have to connect. Would it be
283 when they come in for a Land Use Permit? He would like clarification on this
284 condition.
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286 Hallan had concerns that the well is only 40 feet from the septic tank when 50
287 feet is required. Kramer stated they will have ample room and will shift the

288 septic tank to meet all requirements. Jacobson stated there are three parcels on
289 this application and the staff recommends if this is approved to combine all
290 three lots to one lot. Is the applicant ok with this? Kramer stated the applicant
291 is ok with combining all parcels to one lot if this application is approved.
292 Jacobson questioned if there is any offense for clear cutting. McGeough stated
293 it could be considered “select cutting” if you include all three parcels in the
294 calculation. If the commission agrees that a violation has occurred there would
295 be a \$1,500 after-the-fact fee, as the trees were cut down without permit.
296 Jacobson commented that he would have like to see the applicant here.
297 Kramer stated he wasn’t sure where the applicant is. Jacobson questioned why
298 there is no restroom shown on the plans? Kramer stated there will be one
299 restroom located in the structure. Jacobson questioned why the storage racks
300 were not located behind the building so they weren’t so visible. Kramer stated
301 this is how they fit best on the property, as the grading in the back gradually
302 slopes down. Jacobson asked why the fencing heights were different from the
303 front to the sides. Kramer stated he was unsure why they were different
304 heights. Jacobson questioned what would be inside the structure. Kramer
305 stated there would be boats stored inside as well as outside. Jacobson
306 questioned if the entrance was going to stay gravel. Hallan stated that this is
307 temporary during construction and will be bituminous when finished.
308 Jacobson noted that the two auto display pads cannot have vehicles displayed
309 that have signage on them, per our ordinance. Kramer stated these two pads
310 are for show cars and will not include signage. Jacobson stated that the sign
311 being proposed must meet the ordinance for a free standing sign. McGeough
312 stated this will be a free standing sign and it will be the only signage that they
313 have. The sign location is shown on the survey.

314
315 Mann stated it is disturbing that the owner of the property is not currently here
316 to work through some of these questions. Mann questioned if the applicant
317 would be willing to move the structure to the north side of the property to
318 reduce truck traffic congesting coming into the parking lot and storage area.
319 Kramer stated this could be easily done, but there would be some additional
320 costs to the owner and is unsure if the applicant would be in favor of this.
321 McGeough noted that the current building location that is being proposed
322 meets all setbacks.

323
324 Beaver stated she would prefer to see a darker color slats in the fence be used
325 instead of the lighter colors suggested in the staff recommendations. The
326 darker color would blend into the building more. Beaver would like to see a
327 conceptual design of the auto display area. She suggests that this be listed as
328 part of the conditions that we see this drawing before a land use permit is
329 issued. Kramer stated these two pad displays will be a ramp with boulders
330 around it with some shrubs. Mann questioned if there would be any lighting
331 for the ramps. Kramer stated there are no plans to light the cars. Laufman
332 questioned if the fencing would have slats around the entire building. Kramer
333 stated the slats would only be installed in the front fence. Laufman also
334 questioned if the fence would be setback from the lot line. Kramer believed
335 the fence would be setback 5 feet from the property line.
336

337 Laufman has concerns that these trees were cut down prior to coming in for a
338 permit. Kramer stated the applicant came in after the trees were cut down. The
339 applicant believed this was one piece of property, not three parcels. Laufman
340 stated this is not the applicant's first business and he should have talked with
341 the city prior to starting anything whether it was one parcel or three parcels.
342 She stated that all the vehicles out front need to be removed, as these vehicles
343 have signage on them. Laufman noted she would like to see the height and
344 dimensions of the proposed free standing sign. Laufman questioned when they
345 plan to start building. Kramer stated ASAP. If they get approval today they
346 will start building.

347
348 Haecker believed that this CUP application could not be considered if there is
349 an existing violation, which the clear cutting of the front parcel without a
350 permit would be considered. Kramer questioned if the owner knows about this
351 violation. Kramer noted that there was a house on this property that was
352 removed recently. McGeough stated the owner did come in for a demolishing
353 permit. He advised the owner that the clear cutting would be rolled in to this
354 CUP application. The owner has been in twice to see him. Haecker noted that
355 he didn't see anything about a permit within this application. McGeough
356 stated he included it in his notes within the packet. Haecker believes this
357 would be an after-the-fact permit. Kramer stated to place this as a condition
358 and they will pay the after-the-fact fee.

359
360 Laufman stated there was already a sign out on the property. Haecker
361 questioned if they have applied for a temporary sign permit yet. McGeough
362 stated they have not applied for one yet.

363
364 Haecker stated that one side needs to be wood siding. Kramer stated that the
365 staff recommendations #2 conflicts with this request. As 4.8.3.G states that all
366 structures shall be compatible with neighboring structures in mass, color, and
367 exterior materials. Jacobson and Mann stated that DH Docks has metal siding
368 and is a nice looking building. They would allow them to have metal siding.
369 Laufman would be ok with this, but this request would need a variance.
370 Beaver agrees that DH Dock's building looks nice, but agrees that it should be
371 done by variance. The majority of the commission agrees that metal siding is
372 ok.

373
374 Haecker believes that the remaining trees should be documented. Beaver
375 believes the clear cutting to be a violation and is upset that the property owner
376 did it the way he did, but McGeough's explanation was helpful to understand
377 why it may not be a violation over the 25%.

378
379 Commission agrees that the two display pads are not to have any signage on
380 the vehicles that will be parked there. Laufman suggested that maybe they
381 could get a different color of shrink-wrap that is less visible to neighboring
382 properties. Mann would like to see an 8-foot fence all the way around the
383 building.

384

385 Kramer would like more clarification on staff recommendations #3 on when
386 they would need to connect to city sewer if the line were to be extended to the
387 neighboring property. Jacobson stated if their current system failed or a land
388 use permit were to be pulled in the future, could force connection to the city
389 sewer system.

390
391 **Motion:** Mann motioned to approve this Conditional Use Permit application
392 005-18 for approval of site preparation, tree clearing, and construct a 12,000
393 square foot building and ancillary structures for the operation of an auto/boat
394 detailing and winterization business with the following conditions:

- 395 1. The applicant shall submit to the zoning administrator and record a
396 property line adjustment application that combines all three of the
397 subject parcels, or a lot line adjustment to insure that the impervious
398 coverage is maintained at 50%.
- 399 2. The exterior finish of the building shall be in compliance with the
400 plans submitted which meet the requirements of Section 4.8.3
401 “Exterior Building Finishes – Commercial Structures” of the land use
402 ordinance.
- 403 3. The metal siding requested for this application is approved, as it
404 compatible with neighboring structures.
- 405 4. The applicant shall landscape the facility site with the Landscaping
406 Plan.
- 407 5. The subject structure shall add a restroom facility. Restroom facilities
408 shall be present on the floor plan submitted for the issuance of a Land
409 Use Permit.
- 410 6. A septic system design, prepared by a State of Minnesota Certified
411 Septic System Designer, shall be of sufficient capacity to provide
412 sewer service for the building restroom and any wastewater associated
413 with the auto cleaning/detailing use.
- 414 7. Fence screen slats should not be bright white. Slats shall be of a color
415 that is complementary to the building and must be approved by city
416 staff prior to installation.
- 417 8. Fencing height should be 8-feet high all the way around the building
418 and the boat racks.
- 419 9. The two car display pads are to not have any signage on vehicles.
- 420 10. A conceptual drawing of the car display area must be submitted and
421 approved by city staff.
- 422 11. The sign and base must be submitted and approved by city staff.
- 423 12. It is recommended that concrete be used in the parking lot, to prevent
424 asphalt from breaking up with the amount of heavy vehicles coming in
425 and out on hot days.
- 426 13. It is also recommended to move the building to the north end of the
427 property, and have the racks at the south end.
- 428 14. An after-the-fact fee for clear cutting is to be paid prior to any land use
429 permits being issued.
- 430 15. All vehicles with signage/lettering, currently parked on the property,
431 must be removed.
- 432 16. No permits will be issued until all fees are paid.
- 433

Findings of Fact

1. The subject property is located oat the northeast corner of Smiley road and Killdeer Trail. (PIN 28023130000009, 280231300BB00009; 280231300BA0009).
2. The subject property is in the “Highway Business” Zone District
3. The conditional use permit request is for site preparation and construction of a 12,000 sf structure to facilitate a boat storage, winterization, and detailing and restoration business.
4. The site plan exhibit identifies the total lot area being 195,671 sq. ft. (4.49 ac)
5. Exterior Finish: The exterior of the proposed structure will consist of, stone and strong rib metal roof and wall elements, corbels, lintels, exposed beam entry and anodized aluminum divide light windows. Proposed colors are G\gray, charcoal with black trim. The subject structure is consistent with the requirements in Section 4.8.3 “Exterior Building Finishes – Commercial Structures” of the land use ordinance.
6. Impervious Surface Coverage: The property will have a 31.8% percent impervious surface coverage. The back portion of the site, which will remained undeveloped at the present can accommodate up to 37,556 square feet of impervious surface in future developments.
7. Landscaping: Thirteen (13) red pine remain along the frontage road. The applicant will plant a total of eleven (11) maple trees that are 8-feet in height.
8. Water Supply: The subject property will be served by private water well.
9. Sewage: The proposed building is proposed to be served by a private septic system.
10. Solid Waste: solid waste collection will be inside the building
11. Loading Zone: Delivery trucks will utilize the overhead doors at the front and side of the building.
12. Parking; a total of 4 parking spaces are located at the front of the building, vehicles brought to the facility for servicing will be brought inside the building. Off street parking demand for a facility of this nature is not defined in the zoning ordinance. Off street parking spaces provided on the site plan have been deemed to be adequate for this use.
13. The development, with conditions, will not impede the normal and orderly development and improvement of surrounding property.
14. Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided for this development.
15. The development will not depreciate property values within the immediate vicinity of the subject property.

Seconded by Laufman, all members voting “Aye”, except Haecker voting “Nay”, motion carries.

MOTION: Laufman motioned to close the public hearing, Jacobson seconded. All members voting “Aye”, motion carries.

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8. New Business

- a. **Metes & Bounds Lot Split 006-18 – James Anderson, not present. Cindy Hidde, Stonemark Land Surveying, present**

McGeough read his staff report and gave presentation.

McGeough noted that research will need to be done on the one parcel that has a split zoning; Commercial Waterfront & Open Space Residential. Hidde stated that the rezone should be done by the city and not James Anderson. McGeough stated the application would need to be made and recommended from the Planning Commission to the City Council for final approval. The fee could be waived. Jacobson stated if there was an error in coding this parcel the city would take care of. Haecker stated we would need to do research first, if this was the city’s error there would be no charge, otherwise an application would need to be made. Jacobson stated no matter whose error it is it will still need to be rezoned and a notice must be published.

Matt Hansen (resident on West Linden) stated if his memory serves him correctly one of The Pines fairways was built on Anderson’s property and he thought that Grand View Lodge and Anderson worked through this issue together. He suggested reaching out to Grand View Lodge and seeing if there is anything they remember on this.

Jacobson and Laufman suggest tabling this application until the June meeting to be able to research this.

Motion: Laufman motioned to table this application to the June meeting to research a potential zoning issue, seconded by Beaver. All members voting “Aye”, motion carries

9. Old Business

- a. **Sketch plan – Thomas Steffens (present) and Cindy Hidde from Stonemark Land Surveying (present): Proposed multi-family residential development**

Steffens stated this is his 4th time coming in to discuss this future development. He has reduced the number of units again to address the density concerns. He is now proposing 38 units instead of 42. Each time he reduces the number of units the costs per unit go up. They will have a tree survey completed if the future application is approved. Steffens has worked with McGeough and Hidde on the access by Hills Crossing. They found out that the DNR has given a 100 foot easement to the city already, and it is currently not interested in giving Steffens an additional easement. Steffens stated that the city would need to contact the DNR to have this granted. He believes the

532 DNR will approve the red triangle shown in exhibit B if the city reaches out.
533 Steffens stated he will also need to work with Hills Crossing about the
534 retaining wall.

535
536 Swanson still believes there are too many units for this parcel and not enough
537 green space. He is concerned that 18 units fit within the southern 1/3 part of
538 this parcel next to Hills Cross. This entrance could get very congested.
539 Steffens will look into spreading out these units throughout the property.
540 Laufman stated the ordinance for a PUD requires useful patterns of open
541 space and natural trees. She suggests that Steffens look at page 48 of the city's
542 comprehensive plan for guidance on layouts. Beaver agrees with everything
543 Laufman stated. She questions the rationale for private roads. She believes the
544 Club House should be centrally located within this parcel. If this does move
545 forward she suggests that removal of vegetation be done in small increments,
546 as buildings are being put up, and not just clear cut large areas that are not
547 being developed. She would like to see tight timelines on building so the
548 development doesn't drag on.

549
550 Jacobson stated his top concern is the easement needed from the DNR. He
551 believes this is not the city's responsibility. Jacobson is not sure all of this can
552 be done in the timeline Steffens is hoping for; end of July. Steffens stated he
553 would need to close on the property at the end of July, but if we are making
554 forward progress he will purchase and would continue moving forward on this
555 development. Jacobson believes there are too many buildings in the amount of
556 space. He is in favor of the rezone to residential, but not residential PUD.

557
558 Mann stated he has concerns with city utilities being put under a private road.
559 He stated he is not in favor of the rezone. Steffens stated that the city needs
560 affordable housing and the city needs to make compromises to allow this
561 PUD. Steffens stated he is not interested in residential zoning. Jacobson stated
562 the property must be rezoned first. Beaver, Jacobson, Mann, and Swanson
563 would be in favor of rezoning to residential. Haecker, Beaver and Swanson
564 maybe in favor of a residential PUD, but would like to see fewer units and
565 more open space.

566
567 Steffens would like to see the city move forward with contacting the DNR to
568 acquire an additional easement by Hills Crossing. McGeough stated he would
569 bring it to the city council for approval, as there has been no formal
570 application submitted for this discussion.

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573 **b. Copper Creek Landscaping CUP Discussion**

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575 Mann wanted to bring up this discussion to see if there was a CUP application
576 submitted for this property, as we changed the ordinance a while back to
577 include landscaping and nursery businesses within this zoning district. Joe
578 Hall property and business owner questioned why he wasn't informed of this
579 meeting. He received a phone call from someone in the audience. Laufman
580 noted that Hall had come in a while back when purchasing this property

581 hoping to have his landscaping business run at this property. She noted that
582 we had updated our ordinance to allow this type of business for this property
583 and didn't recall him coming back in for a CUP. It was only brought while
584 looking at his property for tree clearing. Our hope was to talk about it and
585 have McGeough look into this and follow up with him. Hall stated that he had
586 called McGeough last month and McGeough stated he didn't need anything
587 else. Hall stated he is currently just using it as office space. He is working on
588 cleaning up the property to look presentable, but hasn't finalized his final
589 plans for this property. He was mostly cleaning up trees from the past years
590 storm.

591
592 Jacobson stated that there was a concern by the commission that too many
593 trees were cut down. McGeough was to go analyze the property to see if there
594 was a violation. Based on McGeough results under item 10c there is no
595 violation that he believed. Hall stated he saw McGeough out at the property
596 and noticed he was counting trees and shrubs that were located on a
597 neighboring property, as no boundary lines were marked.

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599 McGeough noted that he looked at the stumps and trees from four separate
600 properties and found that no was no violation.

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603 **10. Commission Discussion Items**

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605 **a. Commission Applications**

607 Jacobson wanted to discuss this as next February Beaver's, Haecker's, and
608 Mann's terms will be up. We are already short one member and have seen
609 very little interest from the community for new members. He would like to see
610 the city do more advertising in different ways to get it out into the public.
611 McGeough stated he would look into other options.

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613 Swanson noted that the commission had talked about moving these meetings
614 into the evening to attract more people.

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617 **11. Planning & Zoning Administrator's Report**

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619 Laufman would like McGeough to look into the sign and base requirements
620 within the CUP and application for Wausau Homes. She believed that the sign
621 should have a base. She noted again that she would like to see all reports;
622 permits, conditions, correspondences, violations and site visits in the packet
623 again. McGeough stated he will include those next month.

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625 **a. Permits**

626 **b. Conditions**

627 **c. Copper Creek Tree Cutting Analysis**

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(See discussion on item 8b under Old Business)

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12. Adjourn

Motion: Mann motioned to adjourn the May 8, 2018 meeting at 12:26 pm,
seconded by Jacobson. All members voting “Aye”, motion carries

Respectfully submitted,

Maggi Wentler, Deputy City Clerk