

City of Mayer
Special
Planning Commission Meeting
Meeting Minutes
Tuesday, November 5, 2012

Commission Members Present: Tom Stifter, Rod Maetzold, Les Hahn, Don Wachholz, Krista Goedel and Council Liaison Bruce Osborn.

Commission Members Absent: Bill Michel

Others Present: Phil Johnson, Jon Maetzold

Staff Present: Luayn Murphy, City Administrator

CALL MEETING TO ORDER

Meeting called to order at 6:05 PM by Chair Stifter.

ADOPT AGENDA

On a motion by Commissioner Wachholz and seconded by Commissioner Stifter to approve the agenda. Motion carried 6/0.

APPROVAL OF MINUTES

On a motion by Commissioner Hahn and seconded by Commissioner Wachholz to approve the minutes of the October 2, 2012 meeting. Motion carried 6/0.

SITE PLAN REVIEW 308 ASH AVENUE NORTH

As part of this submittal a site plan review would be needed as stated under section 152.031 of the zoning ordinance. The site plan review would require the following:

(A) Submittal requirements.

- (1) Boundary survey of parcel including identification of all monuments.*
- (2) Scaled location of all buildings, structures, driveways, sidewalks, trails, parking stalls, and curbing.*
- (3) Scaled identification of all setback dimensions from property lines.*
- (4) Scaled locations of all existing and proposed utilities and easements.*
- (5) Scaled depictions of floor plans for each story.*
- (6) Scaled depictions of each building elevation and descriptions of exterior building materials and color schemes.*
- (7) Scaled site grading plans, including erosion and sedimentation control mechanisms and procedures.*
- (8) Scaled delineations of any shoreland, floodplain, or wetland areas on the site.*
- (9) Identification of any floodplain or wetland encroachments and detailed mitigation plans.*
- (10) Detailed landscape plans, illustrating size, types, and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping, and the identification of any irrigation systems.*
- (11) Detailed descriptions of any site fencing, including type, location and height.*
- (12) All plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications when appropriate or required.*

(B) Review requirements.

- (1) Applicants shall submit 12 sets of site plans with a required application form to the City Clerk for distribution. Site plans will be evaluated for consistency with documentation*

requirements. Upon acceptance of the application, site plans will be distributed to the appropriate city entity for review and recommendation, according to § 152.006. Application fees and reimbursement of the city's out-of-pocket expenses shall be in accordance with § 152.157.

(2) Action to approve, modify, or deny site plan applications shall be based upon consistency of the application with the city's Comprehensive Plan, this chapter, other policies and official controls, and the compatibility of the proposed action with existing area land uses, existing area investments and neighborhood character, capacity of public streets and utilities, and future planned land uses.

(3) Actions on site plans are effective upon a simple majority of members present.

(C) Exceptions. The city may waive certain submittal requirements for residential variance applications when it is determined that submittal requirements are not applicable or are not necessary to complete a review of the proposed action. The city may also waive certain submittal requirements for other actions, when site plan information for the subject property has previously been submitted to the city and may be more appropriately supplemented with new information.

The applicant has submitted a site plan drawing showing all three parcels that are owned by the applicant. The northern parcel (PID #500500350) contains the existing automobile service station/convenience store the gas pumps and the building that is being remodeled to contain the automobile service station/convenience. The middle parcel (PID #500500340) contains the car wash and part of the relocated building. The southern parcel (PID #500500330) is where the building will be relocated to. The relocated building will be located on two separate parcels of land and as part of the site plan review the property lines would need to be revised to accommodate the building relocation by some sort of lot combination, minor subdivision or plat. Section 1, Subd. 12 of the subdivision ordinance contains language for minor subdivisions. It would need to be determined if a minor subdivision would be allowed or if an actual preliminary and final plat would be required. If a lot combination were used the car wash and relocated building would be located on the same property.

The minimum lot size for the C-2 district is 7,500 square feet and 50 feet wide. The standards and requirements for the C-2 district are as follows:

Front yard:	N/A
Rear yard:	N/A
Side yard:	N/A
Maximum height:	40 feet
Lot coverage:	N/A

Since there are no setback requirements the proposed structure meets all setback requirements. The minimum height requirement is 40 feet. After looking at the plan submittal it appears the structure will be less than the 40 foot height requirement.

Building Relocation

Under section 152.029 of the zoning ordinance it states that:

No existing building or structure shall be relocated anywhere in the city without a permit. A permit for the relocation of any building or structure shall not be issued without site plan approval by the Planning Commission. The Planning Commission shall not approve a site plan without certifying the following:

(A) *The building or structure is compatible in appearance, age and character with existing buildings and structures in the area of the relocation destination.*

(B) *The building or structure meets all code requirements for new buildings or structures.*

(C) *The building or structure is compatible with any other buildings or structures existing on the same property.*

(D) *The building or structure meets all other requirements of this chapter and any other city ordinances.*

Off-Street Parking

Off street parking has been shown on the site plan however no use has been given for the relocated building. It has been assumed the relocated building will be retail in nature or a restaurant. Parking requirements for a restaurant are one off-street parking space for every three seats and requirements for retail space is six off-street parking spaces for every 1,000 square feet of gross floor area. The building is 1,728 square feet which would require eleven off-street parking spaces for a retail use.

The site plan shows fourteen off-street parking spaces, one of which is handicapped, in front of the relocated building which would be sufficient for the retail space. If the use is a restaurant, the number of seats would need to be known to calculate the required parking spaces.

The parking lot is located on two separate parcels, as is the building, so the lot line would have to be revised as mentioned earlier. The parking lot could cross the property, unlike the building, but a shared parking agreement would need to be recorded as part of this approval. Setbacks for the parking lot are not shown but appears to be about five to ten feet off the property line to the south. The parking area shall be hard surfaced according to section 152.026 of the zoning ordinance.

Ingress and egress points shall be between 24 and 30 feet at the property line. Since the right of way is a state highway, Mn/DOT shall review the access points and any permit that is required shall be the responsibility of the applicant.

Building Material/Design Standards

The purpose of establishing building design standards is to encourage development of aesthetically pleasing structures, to create minimum standards for non-residential design, and to protect the investments of non-residential building owners.

Under Section 152.101 Building Design Standards, buildings located in the C-2 District must include combinations of exterior building materials that achieve a higher standard of design and aesthetic appearance. Architectural controls, including but not limited to steep-pitch roofs, window and door treatments, awnings, wainscoting, and color bands, are encouraged in all buildings and may be considered in lieu of combinations of exterior materials.

The building plan submittal does not include building elevations with specific building materials or colors. As part of the approval colors and building materials need to be submitted for review.

Landscaping

Under section 152.092 of the zoning ordinance it requires one tree for every 1,000 square feet of total building area in the C-2 district. If landscaping cannot be accommodated on site the plantings shall be placed in a city park or city right-of-way. Placement of such landscaping shall be approved by the City Council. Landscaping is shown on the site plan. It appears two trees are to be located near the parking area and six ornamental trees will be located in along the right-f-way. As part of the previous site plan approval it was determined that eight tree would be required on the overall site. The applicant has provided eight trees on this site, although it appears six are ornamental type trees.

Surface Water Management

No plans have been provided regarding surface water management, which is referenced under section 192.095 of the zoning ordinance. The site plan shall satisfactorily address any issues raised by the City Engineer.

Miscellaneous Provisions

Any signage proposed must meet the standards set forth in Section 152.120 of the City Code. All general lighting employed on site must be directed away from adjoining properties. Direct or indirect glare from flood lights and spot lights, as differentiated from 'general lighting' on the site shall not be visible beyond the subject parcel. Garbage must be contained on site and stored indoors or within an enclosed or screened area.

Conditions of Approval

If approval of the site plan is granted, the following conditions are recommended to be included for approval; these conditions may be subject to modification depending upon the outcome at the Planning Commission meeting:

1. **Building Material.** That the colors and exterior building materials are submitted for review and approval.
2. **Off-street Parking.** That the applicant provide the required information to determine the required amount of off-street parking and that the required number of off-street parking are provided and striped accordingly and if the off-street parking extends across property lines a shared parking agreement is recorded against all three properties. All off-street parking areas shall be hard surfaced according to section 152.026 of the zoning ordinance.
3. **Mn/DOT Review.** All access points to State highway right of way shall be reviewed and approved by Mn/DOT.
4. **Landscaping.** That all required landscaping in installed according to the approved plans.
5. **Engineering.** That the site plan shall satisfactorily address all issues raised by the City Engineer including surface water management.
6. **Building Permit.** That all City required building permits have been approved, paid for and issued prior to construction.
7. **Minor Subdivision.** That a minor subdivision, lot combination or final plat is approved changing the property lines to accommodate the building relocation so the structure is contained on one parcel of record.

COMMISSIONERS REPORT

None

NEXT MEETING

The next meeting of the Planning Commission will be held on Tuesday, February 5, 2013 at which time the sign ordinance will be discussed.

ADJOURNMENT

On a motion by Commissioner Hahn and seconded by Commissioner Maetzold to adjourn the meeting at 6:30 PM. Motion carried 6/0.