



PLANNING COMMISSION AGENDA
MONDAY, MARCH 23, 2020
CITY HALL at 7:00 PM

1. CALL TO ORDER

- [a.](#) Call In Instructions for March 23, 2020 Planning Commission

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

- [a.](#) Approval of Minutes from February 24, 2020 Meeting

5. PUBLIC HEARING

- [a.](#) Comprehensive Plan Amendment - Future Land Use Map - 7700 Monroe St NE

6. OTHER

- a. Administrator Report

7. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS AND
DISCUSSION FROM THE FLOOR**

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 1301 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

CITY OF SPRING LAKE PARK RULES FOR PUBLIC HEARINGS

Public hearings are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Planning Commission is required to hold public hearings include subdivisions, zoning changes, conditional use permits, and ordinance amendments.

The following format will be used to conduct a public hearing:

1. Planning Commission Chair opens the hearing.
2. City staff describes the proposal.
3. The applicant has an opportunity to further explain the proposal and respond to questions/ comments on the proposal from the Planning Commissioners.
4. Citizens will then have the opportunity to ask questions and/or comment on the proposed project.
 - a. Those wishing to comment are asked to limit their comments to 3 minutes
 - b. A group of residents wishing to have their collective opinions voiced may elect a spokesperson to represent them. The spokesperson may have a maximum of 10 minutes to express the views of the group.
 - c. People wishing to comment are asked to keep their comments succinct and specific.
5. After everyone wishing to address the subject of the hearing has done so, the Planning Commission Chair will close the hearing.
6. Planning Commissioners will have an additional opportunity to comment and ask questions on the issue.
7. The Planning Commission will make a formal recommendation on the issue to the City Council or defer decision pending additional information.

Planning Commission Meeting
Mon, Mar 23, 2020 7:00 PM - 9:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/JennyGooden/planning-commission-meeting>

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Jenny Gooden, MCMC
Executive Assistant
1301-81st Avenue NE
Spring Lake Park, MN 55432
763.792.7240

DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on February 24, 2020 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

1. Call to Order

Chairperson Hansen called the meeting to order at 7:00 P.M.

2. Roll Call

Members Present: Commissioners Hansen, Ali (arrived at 7:04pm), Julien, Bernhagen, and Eischens

Members Absent: Commissioner Cobbs

Staff Present: Administrator Buchholtz

Visitors: Kathy Bernhagen, 889 Manor Drive NE

3. Pledge of Allegiance

4. Approval of Minutes – January 27, 2020

MOTION BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN, APPROVING THE MINUTES OF JANUARY 27, 2020. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

5. Unfinished Business – Conditional Use Permit – Cars R Us, LLC. 1109 County Highway 10 NE Highway 65 NE

Administrator Buchholtz said that the CUP application for Cars R Us, LLC was originally considered at the January 27 meeting. He stated that the application to permit Cars R Us, LLC to open a auto detailing business at 1109 County Highway 10 NE had been tabled due to a lack of information relating to parking demand, number of employees at the business, and hours of operation. He reported that staff had attempted to contact the applicant without success. He also reported that the broker for the property stated that Cars R Us, LLC had moved out of the space.

Administrator Buchholtz stated that staff is recommending denial of the conditional use permit application based on the following findings of fact:

1. Prior to the applicant's request, the site was home to a previously unpermitted auto detailing business which generated a number of complaints and ordinance violations. Due to the site's past history, the conditional use permit application requires additional scrutiny to ensure the operation complies with the City's Zoning Code.
2. The Planning Commission was unable to obtain key information from the applicant regarding parking demand, number of employees and hours of operation. This information, which was not included in the applicant's application materials, is required to determine if the proposed use complies with the City's Zoning Code.
3. The applicant has been non-responsive to staff and Commission requests for information. In addition, the owner's representative indicated that the applicant has moved out of the building.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER BERNHAGEN TO DENY THE CONDITIONAL USE PERMIT FOR CARS R US, LLC. LOCATED AT 1109 COUNTY ROAD 10. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Other

Administrator Buchholtz provided an update on the final steps for approval of the 2040 Comprehensive Plan.

Administrator Buchholtz gave a brief update on a potential development application for an assisted living project at 525 Osborne Road NE.

8. Adjourn

MOTION BY COMMISSIONER JULIEN, SECONDED BY COMMISSIONER BERNHAGEN TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:14 PM.

To: Planning Commission
 City of Spring Lake Park

From: Phil Carlson,
 Stantec

File: Amendment to Comprehensive Plan
 7800 Block of Monroe Street NE

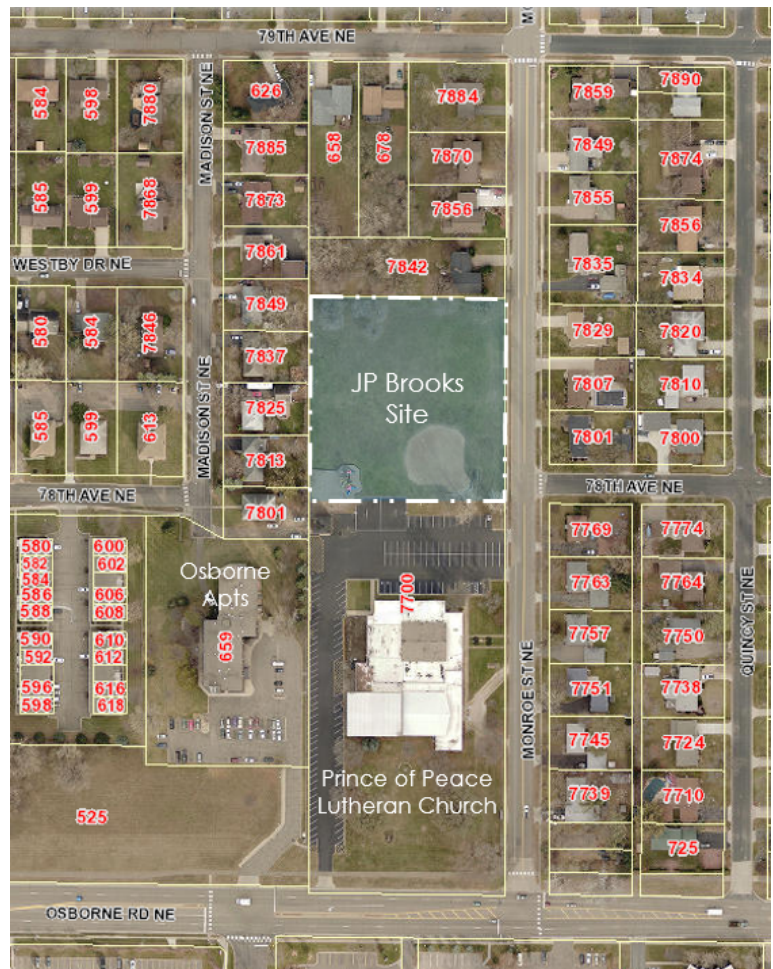
Date: March 23, 2020

Re: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

BACKGROUND

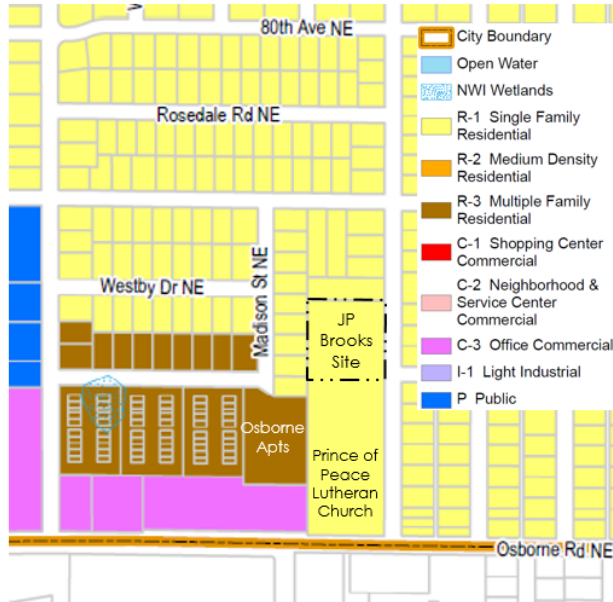
The 2-acre site at 7800 Monroe Street NE received approval recently for a residential PUD and plat to be developed by JP Brooks. The site is a vacant parcel that was owned by the adjacent Prince of Peace Lutheran Church. The property is guided Public/Semi-Public in the City’s Land Use Plan and zoned R-1 Single Family Residential. When the PUD was reviewed and approved last year, the Land Use Plan should also have been amended to Single Family Residential, so that the zoning and Land Use Plan are in conformity. This step was missed in the process, and the Planning Commission is now asked to amend the Land Use Plan to change the parcel from Public/Semi-Public to Single Family Residential. Portions of the Land Use Plan map and Zoning Map are included on the next page.

The City’s overall Comprehensive Plan is now in the final steps of the Metropolitan Council review and approval process. We expect approval from the Met Council on April 8, after which an amendment to the Plan could be submitted to the Met Council for their review. If the Planning Commission recommends approval of this Land Use Plan amendment, this request would go the City Council for their review and approval on April 20, 2020, and the City would submit it to the Met Council soon after. Since the property is relatively small, we expect a quick and easy review from Met Council.



Reference: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

Zoning Map



Current Land Use Plan



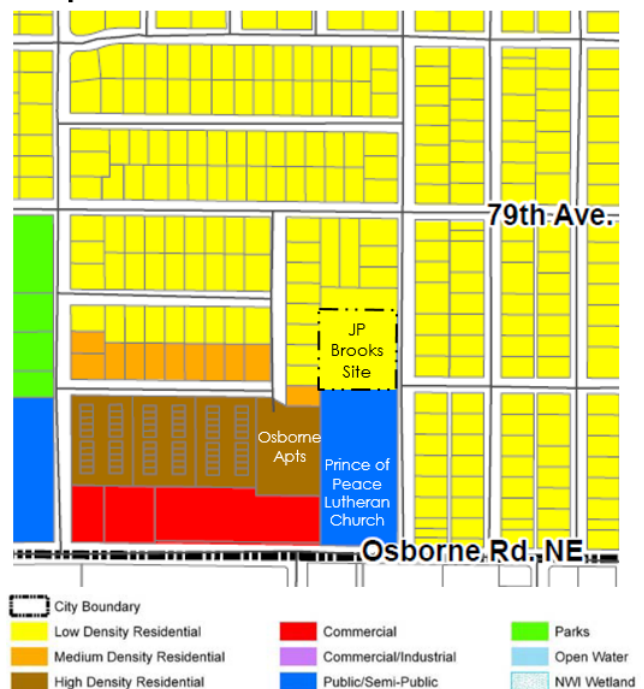
DISCUSSION

The property was guided Public/Semi-Public because it was owned and used by the adjacent church in the middle of a mostly single family residential neighborhood. The Land Use Plan map is the key element of this amendment, but there are other minor revisions in the Plan document resulting from this change:

- Page 2-4 – Low Density Residential acreage revised from 499.2 acres to 501.0 acres
- Page 2-6, Table 2-2 – Public/Semi-Public acreage revised from 96.5 acres to 94.7 acres.
- Page 5-8, Table 5-2, household and population projections – added 6 households and 15 population for 2030 and 2040

The entire amended Comprehensive Plan is available for review, but the revisions noted above are the ones resulting from this amendment and are relatively minor compared to the City as a whole.

Proposed Land Use Plan



Reference: Amendment to Comprehensive Plan, 7800 Block of Monroe Street NE

CONCLUSION & RECOMMENDATION

I recommend that the Planning Commission recommend to the City Council approval of the amendment to the Comprehensive Plan as described in this report, changing the JP Brooks/Prince of Peace Lutheran Church site at 7800 Monroe Street NE from Public/Semi-Public to Single Family Residential, along with the associated revisions to the text and tables.

FINDINGS OF FACT

- 1) The Land Use Plan and zoning should be in conformity. The requested change will bring the property into conformity with the Single Family Residential designation in line with the R-1 zoning.
- 2) The adjacent neighborhood and existing uses are predominately single family residential. The proposed change is in keeping with the character of the area.
- 3) The proposed change, resulting in 6 new single family homes, will have a negligible impact on City services.