



**AGENDA – REGULAR MEETING**  
**6:00 p.m., June 18, 2018**

**Planning Commission**

- 1. CALL TO ORDER**
- 2. ROLL CALL (Quorum is 4)**
- 3. APPROVAL OF AGENDA (Unanimous additions required)**
- 4. APPROVAL OF MINUTES (Unanimous additions required)**
  - A. Planning Commission Minutes of April 16, 2018
- 5. PUBLIC COMMENTS**
- 6. PUBLIC HEARING** - Consider Site-Building Plan Approval for 152 County Road 81 E—  
Cotten's Napa
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
- 9. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
  - A. Healthy Generations Age-Friendly Osseo Update
- 10. ADJOURNMENT**

**OSSEO PLANNING COMMISSION MINUTES  
REGULAR MEETING  
April 16, 2018**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Plzak at 6:00 pm, Monday, April 16, 2018.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Michael Corbett, Neil Lynch, Michael Olkives, Alden Webster, and Chair Barbara Plzak

Absent: None.

Others present: City Planner Nancy Abts

3. APPROVAL OF AGENDA

**A motion was made by Lynch, seconded by Bonn, to approve the Agenda as presented. The motion carried 7-0.**

4. APPROVAL OF MINUTES

A. Approve March 19, 2018, Minutes

**A motion was made by Olkives, seconded by Lynch, to approve the March 19, 2018, minutes. The motion carried 7-0.**

5. PUBLIC COMMENTS

Chair Plzak advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

6. PUBLIC HEARINGS – None

7. OLD BUSINESS

A. Consider Updates to Proposed Sign Ordinance

Abts stated the City is considering an update to Osseo's sign code, part of the Zoning Ordinance. These changes will update the code in regards to recent legal changes. Changes will also better organize the sign code and facilitate code enforcement. The sign code has been added to, but not substantially revised, since it was adopted in 1994.

Abts summarized the proposed changes noting staff considered several possible strategies for permitting Feather Banners. Our suggestion is to create a new "Class" of signs and allowing them only on a time-limited basis, with a special permit. This suggestion builds on the existing CLASS A and CLASS B sign system. "CLASS C" includes signs that move, like Feather Banners and Inflated or Shimmering Signs. It also includes large Portable Signs (e.g., changeable copy signs on trailers). A set percentage of a site's total signage is allowed to be "CLASS C" signs. For most districts, the amount is 10% of all signage. (Most districts

have a limited amount of signage allowed). For the Highway Commercial and Manufacturing Districts, the amount is 5%. (More signage is allowed in C-2 & M districts. Higher vehicle speeds in those areas make it harder for drivers to take in a lot of sign information safely.)

Abts commented in the present ordinance (adopted in 1994), banners, trailers, and similar devices are “Temporary Signs”. They are allowed under a temporary sign permit. Temporary permits are for a period of up to 10 days. Businesses can get these permits twice within any 12-month period (for 20 days total).

Abts stated under the proposed/draft ordinance, most types of Temporary Signs are “CLASS B” signs. Most are allowed without special permits at any time of year. The signs are allowed as long as they remain in good condition and don’t exceed the allowed sizes or total sign area.

Abts explained the most recent revisions to the draft ordinance create a third type of “CLASS C” signs. This includes moving, dynamic, and obtrusive signs like Feather Banners and Inflated Signs. The overall square foot area of this class of sign is limited. They require special time-limited permits, like “Temporary” signs under the present ordinance. The proposed requirements allow up to 3, 1-week permits per calendar year (21 days total).

Abts reported the suggested regulations are a compromise. They balance regulations that are easy to follow with ensuring good spacing between these signs. Limits are placed on the length and number of CLASS C permits for a property. The overall size/area of these signs is limited too. This doesn't guarantee commercial corridors are not ever full of Feather Banners or similar signs. (All businesses COULD choose to use their permits the same week.) But it does make it unlikely that a majority of businesses will chose to use their permits at the same time. It also limits the overall use of these types of signs, making sure they are for ‘special occasions’.

Olkives questioned the amount of square footage that was allowed for each sign class. Abts reviewed the allowed square footage with the Commission in further detail.

Olkives asked who policed signs in the City. Abts reported signs were monitored by the Osseo Police and the Zoning Administrator.

Olkives believed it would be difficult for staff to administer the proposed Sign Ordinance. He was of the opinion the portable sign definition was confusing. He recommended a portable sign be defined as a portable trailer/roller sign.

**A motion was made by Olkives, seconded by Webster, to recommend the City Council approve the revisions to the draft Sign Ordinance, revising the definition of a portable sign to portable trailer/roller sign.**

Lynch stated he would not be supporting the proposed Sign Ordinance as he believed it was too imposing for local businesses. He feared that it would be difficult for the City to impose the proposed Sign Ordinance and he did not want to see regular citizens turned into criminals.

Bonn asked if a business name could be painted on a building. She questioned if this would be considered a sign or a mural. Abts reported this could be considered a mural, but noted this would depend on the size of the lettering and the size of the overall painting.

Olkives reported he agreed with Commissioner Lynch to a point and believed the proposed code was somewhat confusing. He feared the code would be difficult for staff to administrate but noted he would be offering his support.

**The motion carried 5-2 (Lynch and Burke opposed).**

8. NEW BUSINESS – None

9. REPORTS OR COMMENTS: Staff, Chair & Commission Members

A. Healthy Generations Age-Friendly Osseo Open House

Abts explained a Healthy Generations Age-Friendly Osseo Open House would be held on Wednesday, April 18<sup>th</sup> at the Osseo Community Center from 5:00 p.m. to 6:30 p.m.

Corbett stated this may be his last Planning Commission meeting as he was considering a move to Maple Grove. Abts reported the Planning Commission could have one member that was not a resident.

Bonn encouraged Osseo residents to participate in the Step To It challenge noting this program begins on May 1<sup>st</sup>.

Olkives requested an update on the Comprehensive Plan. Abts reported the City Council approved the draft plan and noted this document was being sent out to neighboring jurisdictions for the six-month comment period. She explained the City was on track to have this document completed by the end of the year.

Lynch invited the public to attend the 6<sup>th</sup> Annual Osseo High School Football fundraiser which would be held on Saturday, April 21<sup>st</sup> at the Legion at 6:00 p.m.

10. ADJOURNMENT

**A motion was made by Lynch, seconded by Olkives, to adjourn the meeting at 6:38 pm. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*



## City of Osseo Planning Commission Meeting Item

---

**Agenda Item:** Consider Site-Building Plan Approval for 152 County Road 81 E – Cotten's Napa

**Meeting Date:** June 18th, 2018

**Prepared by:** Kyler McLachlan, City Planning Intern

**Attachments:**

- ii. Site Plan Application
- iii. Acknowledgement of Responsibility
- iv. Site Plans
- v. Site Survey
- vi. Building Plans
- vii. Notice of Public Hearing

---

**Policy Consideration:**

The Planning Commission should consider a request for Site Plan Approval from Cotten's Napa to expand its storage space into two former tenant bays that were occupied by The 'Sota Shop.

**Background:**

The property in question is located in Osseo's central-western quadrant, south of 2<sup>nd</sup> Street SE and west of 3<sup>rd</sup> Ave SE. As shown in the attached map, it is next to Highway 81.

Napa is planning to expand its storage space into two former tenant bays that were occupied by The 'Sota Shop. This will involve interior renovations, including changes to the mezzanine level and racking. The intent is to expand operations for Napa and remain competitive with larger operations. They will be able to purchase more bulk materials, earning a discount from manufacturers. They will continue to receive deliveries from the Napa distribution center as well as direct shipments from suppliers, and will re-deliver materials from their store to other locations across the metro. Michael Cotten estimates an additional 3 deliveries/departures per day once the project is completed.

**Site Plan Review Considerations**

In summary, the site plan proposes substantial interior renovations, changes to the parking area, and changes to the building exterior.

Parking: Work may include changes to the parking lot configuration, particularly if an overhead door and delivery bay are added. By converting retail to additional storage space, the property owner anticipates needing less parking overall. They state that parking is currently more than adequate for their operations, with most retail customers making brief visits to the store and patrons of Get It Done Fitness arriving before or after peak hours for Napa.

Access: The building site is accessible from CR-81 Service Rd N and 3<sup>rd</sup> Ave SE. The proposed project will not impact access.

Storm Drainage: After consulting with the City Engineer, there are no concerns for Storm Drainage provisions additional to what is included in the application.

Utilities: After consulting with the City Engineer, there are no concerns for Utility provisions additional to what is included in the application.

Fencing/Outdoor Storage & Trash Enclosures: The applicant does not propose any alterations to outdoor storage or trash locations.

Lighting: No new exterior lighting is specified.

Signage: No new signage is specified.

**Budget or Other Considerations:**

Before issuing the permit the planning department must receive an updated SAC determination from the MET Council. Napa will provide a set of site plans including fire protection to the planning department once they become available for the use of Osseo Fire. Napa will also continue the SAC determination process.

**City Goals Met By This Action:**

- Foster and promote economic development in the City

**Options:**

The Planning Commission may choose to:

1. Recommend the City Council approve the Site Plan Request for 152 County Road 81 E, subject to the following conditions of approval:
  - a. Napa will continue with the SAC determination Process.
2. Recommend the City Council deny the Site Plan Request for 152 County Road 81 E.
3. Table action on this item for more information.

**Recommendation/Action Requested:**

If the Planning Commission considers all relevant components of a site plan approval have been addressed, Staff recommends the Planning Commission choose Option 1, Recommend the City Council approve the Site Plan application for 152 County Road 81 E, subject to the listed conditions of approval.

**Next Step:**

The City Council will consider this item at their June 25th meeting.

PROPOSED COTTENS  
NAPA FACILITY

OSSEO, MN

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS  
PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I  
AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE  
OF MINNESOTA.

DATE: \_\_\_\_\_ REG. NO. \_\_\_\_\_

SIGNED: \_\_\_\_\_

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS  
PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I  
AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE  
OF MINNESOTA.

DATE: \_\_\_\_\_ REG. NO. \_\_\_\_\_

SIGNED: \_\_\_\_\_

PROJECT NUMBER: 20314  
DATE: NOV. 17, 2003  
DRAWN BY: K. FACTOR  
CHECKED BY: R. ROSA  
REVISIONS:

SITE PLAN

A-1

Current NAPPA Building  
Proposed Expansion

PROPOSED BUILDING AREA = 15,712  
PROPOSED PARKING = 53 STALLS

1 SITE PLAN  
A1 1"=20'

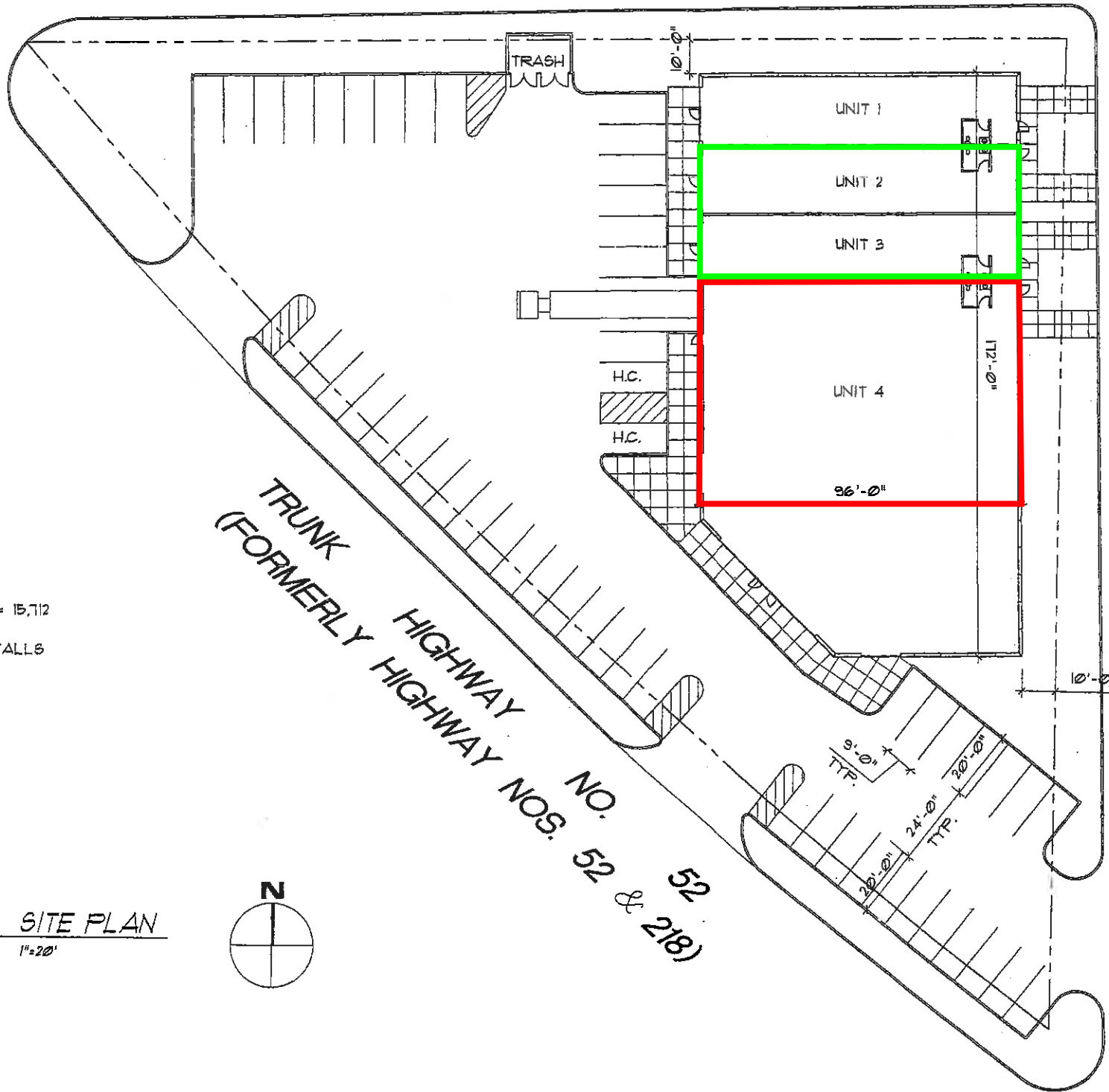


TRUNK HIGHWAY NO. 52  
(FORMERLY HIGHWAY NOS. 52 & 218)

2ND STREET NORTH

3RD AVENUE SE

2ND AVENUE SE





**Application For:**  
**Site and Building Plan Approval**

**415 Central Avenue, Osseo, MN 55369**  
**Phone 763.425.2624**  
**Fax 763.425.1111**

*Information provided may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.*

**Property Information:**

Site address: 152 Co. Rd 81 Svc. Rd E, Osseo

Property identification number: 1811921320006 & 1811921320007

Property legal description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract/Addition: \_\_\_\_\_

Property type (check one): Abstract: X Torrens: \_\_\_\_\_

Description of request: Intention Remodel expansion  
of stock area

Reason for request: Expand store

**Applicant Information:**

Name: Michael Cotten Daytime phone: 763-398-3622  
Address: 733 East River Rd Andover, MN Email Address: cottensmike@gmail.com

*Applicant agrees to reimburse the City of all legal and/or engineering costs incurred by the City, provide 15 copies (11x17) of site plan/drawings/survey for submittal, and pay any additional water and/or sewer assessments that may be due pending a check of City records.*

*If request is granted, applicant agrees to proceed with the actual construction in accordance with the plans here with submitted within six (6) months from date of filing this application and will complete construction within one (1) year of said date; and is able from a financial, legal, and physical basis to do so.*

Signature: \_\_\_\_\_

Date: 5-29-2018





415 Central Avenue  
Osseo, MN 55369  
Phone 763.425.2624  
Fax 763.425.1111

### ACKNOWLEDGEMENT OF RESPONSIBILITY

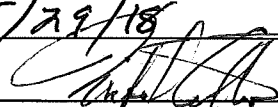
This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I further understand that additional fees incurred by the City such as engineering or legal costs will be my responsibility.

I agree to allow access by City personnel to the property for purposes of review of my application and to erect a temporary sign indicating the application proposed.

Date

5/29/18  


Signature of Applicant

Name and Address of Applicant  
(Please Print)

G Michael Cotten  
733 East River Rd  
Anoka MN 55303

Phone Number

763 398-3622

Email Address

cottens.mike@gmail.com

Name and Address of Contact  
(If Other Than Applicant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_



## City of Osseo

415 Central Avenue  
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

# NOTICE

## Planning Commission Public Hearing

<b>APPLICANT:</b>	Scott Bursch for Cotten's Napa
<b>LOCATION:</b>	152 County Road 81 Service Road East
<b>REQUEST:</b>	Site and Building Plan Approval for interior renovations, changes to exterior materials, and changes to parking lot configuration
<b>TIME OF HEARING:</b>	Monday, June 18, 2018 at 6:00 p.m. – City Hall Council Chambers
<b>HOW TO PARTICIPATE:</b>	<ol style="list-style-type: none"><li>1) You may attend the hearing and state your comments;</li><li>2) You may send a letter before the hearing to the City of Osseo, Planning Department, 415 Central Avenue, Osseo, MN 55369 or fax to 763-425-1111; or</li><li>3) You may send an email to <a href="mailto:intern@ci.osseo.mn.us">intern@ci.osseo.mn.us</a></li></ol>

If you want your comments to be made part of the public record, your letter, email, or fax must state your first and last name and your address. Thank you in advance for your cooperation.

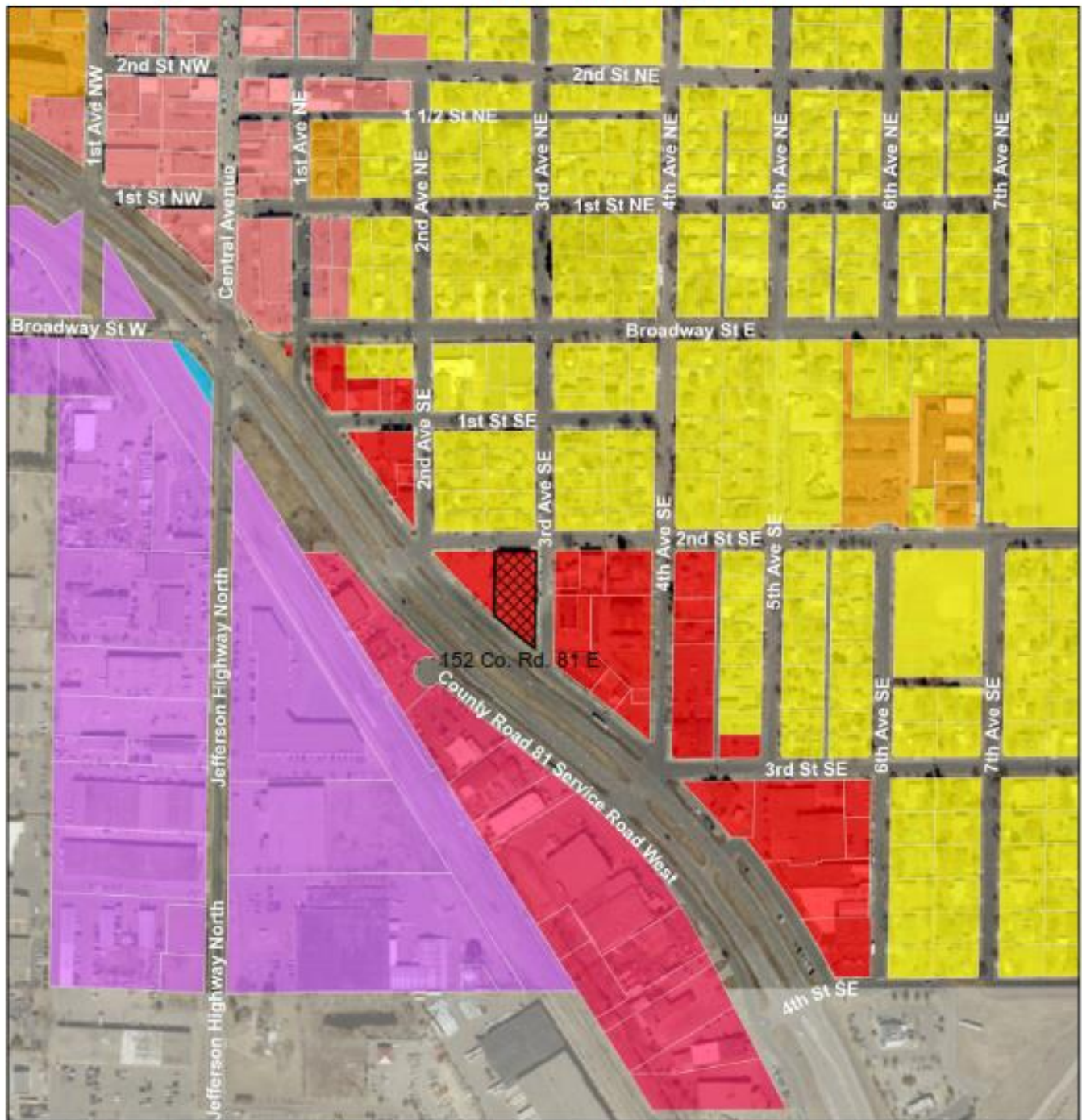
**ANY QUESTIONS:** Please contact Public Health/Planning Intern Kyler McLachlan at 763-425-1454 with the following information:

Project Name: 152 Co. Rd. 81 Site Plan Approval

You may visit City Hall (415 Central Avenue) during business hours to discuss the proposal, or visit our website after March 15, 2018 at <http://www.discoverosseo.com/departments/planning-commission/>

**Publication Date:** The Press (June 7, 2018)

# 152 Co. Rd. 81 East: Site-Building Plan Review



May 21, 2018

Map Powered by DataLink  
from WSB & Associates

## Zoning Classification

- Central Business District (CBD)
- Highway Commercial District North (C2N)

- Highway Commercial District South (C2S)
- Manufacturing and Industrial District (M)

- One and Two Family Residential District (R-1)
- Multi-Family Residential District (R-2)
- Public Institution District (PI)