

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
January 19, 2016**

6.A.

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Woods at 6:00 pm., Monday, January 19, 2016.

2. ROLL CALL

Present: Commission members Dee Bonn, Dorothy Clarke, Barbara Plzak, Alden Webster and Chair Todd Woods

Absent: Commission members Deanna Burke and Casey Robertson.

Others present: Matt Hornibrook, Howard Hornibrook, Harold Johnson, Lila Hedlund, City Planner Nancy Abts.

3. APPROVAL OF AGENDA

A motion was made by Plzak, seconded by Webster, to approve the Agenda as presented. The motion carried 5-0.

4. APPROVAL OF MINUTES

A. Approve November 16, 2015, Minutes

A motion was made by Bonn, seconded by Clarke, to approve the November 16, 2015, minutes. The motion carried 5-0.

5. PUBLIC COMMENTS

Chair Woods 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

A. Consider Application for Site Plan Approval for Ryan Company Property at 108 West Broadway

Abts requested the Planning Commission hold a Public Hearing and consider a request for Site Plan for Ryan Companies for the property at 108 West Broadway. She reported the applicant seeks to expand an existing commercial building, and the Planning Commission should make a recommendation to City Council regarding the matter. The property was subject to a 2009 Land Use Application for a Comprehensive Plan Amendment to revise the property's guidance from Office to Light Industrial. This request was granted by City Council, and the current comprehensive plan reflects this change. Additionally, contemporaneous requests for a zoning setback variance and site plan approval were granted. The approved 2009 site plan and variance requests provided accommodation for a structure of very similar to the current proposal. However, the proposed building was not erected in 2009 or 2010 and the approved site plan has since lapsed. As such, the Planning

Commission should consider the matter anew, taking into account changes to the surrounding community that may have occurred since 2009.

Abts reviewed the proposed building plans in further detail and recommended the Commission hold a Public Hearing.

Plzak asked if the applicant would be encroaching on any railroad property. Abts reported there would be no encroachment on railroad property.

Bonn explained she drove by the property. She questioned if the car parts being stored outside would be cleaned up after the building expansion was complete. Howard Hornibrook, the applicant, explained this was the case.

A motion was made by Plzak, seconded by Clarke, to open the Public Hearing. The motion carried 5-0.

No public comments were offered.

A motion was made by Bonn, seconded by Webster, to close the public hearing at 6:11 p.m. The motion carried 5-0.

Bonn questioned if the expansion would impact the cemetery. Abts reported the proposed project would not impact the cemetery. She discussed the significant tree buffer that was between the applicant's property and the adjacent cemetery.

7. OLD BUSINESS

8. NEW BUSINESS

A. Consider Application for Variance for Hornibrook/Ryan Company Property at 108 West Broadway

Abts requested the Planning Commission consider a request for a Zoning Variance from Hornibrook/Ryan Company to extend an existing commercial building within the property setback, and should make a recommendation to City Council regarding the matter. She explained the property was subject to a 2009 Land Use Application for a Comprehensive Plan Amendment to revise the property's guidance from Office to Light Industrial. This request was approved by City Council, and the current comprehensive plan reflects this change. Additionally, contemporaneous requests for a zoning setback variance and site plan approval were granted. The approved 2009 site plan and variance request provided accommodation for a structure of very similar to the present proposal. However, the proposed building was not erected in 2009 or 2010 and the approved variance has since lapsed. As such, the Planning Commission should consider the matter anew, taking into account changes to the surrounding community that may have occurred since 2009.

Abts reported the property in question is located in Osseo's southwestern quadrant, south of Broadway Street West and west of Jefferson Highway. The irregularly-shaped parcel fronts Broadway Street West. The project appears to meet all of the Zoning requirements in Section 153.039 (D) of the Zoning Code with the exception of the side yard setback of "Building 2." The existing building planned to be expanded is 2.1 feet from the major northern property line and therefore is a non-conforming structure under the required 10 foot

setback. A variance to the ordinance is required because the applicant is proposing to build the 37' x 40' addition maintaining the 2.1 feet setback.

Abts reviewed the City's standards for granting a variance, along with how the City defines undue hardship and recommended the Commission approve the 2.1 foot side yard setback for the property at 108 West Broadway if members found the requirements for undue hardship were met.

Chair Woods asked if approved non-conforming setbacks remained with a property. Abts reported this was the case.

A motion was made by Plzak, seconded by Webster, to recommend the City Council approve the Variance Request for a 2.1 foot setback on an interior side yard for 108 West Broadway, PID 13-119-22-41-0032. The motion carried 5-0.

B. Consider Application for Site Plan Approval for Hornibrook/Ryan Company Property at 108 West Broadway

Abts explained the Planning Commission should consider a request for Site Plan Approval from Ryan Company to expand an existing commercial building, as discussed during the Public Hearing. She requested the Planning Commission make a recommendation to City Council regarding the matter. Staff explained the City's site plan criteria further and recommended the Commission approve the site plan request for 108 West Broadway.

A motion was made by Plzak, seconded by Webster, to approve the Site Plan Request for 108 West Broadway, PID 13-119-22-41-0032, subject to the following conditions of approval:

- a. The approved final landscaping plan shall be fully executed prior to issuance of certification of occupancy;**
- b. The applicant shall pay all necessary park dedication fees and SAC fees prior to issuance of the building permit;**
- c. The applicant obtain all necessary building and sign permits and pay all fees related to the proposed development;**
- d. The applicant shall construct trash enclosures if trash is stored outdoors. The design and location of such facilities shall be reviewed and approved by City staff;**
- e. All outdoor storage shall be screened and hidden from public view; and**
- f. Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code.**

The motion carried 5-0.

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

Clarke reported this would be her last meeting as an Osseo Planning Commissioner. She appreciated the direction the City was moving in and thanked all of those residents who were willing to serve. She stated she would miss this group of individuals and wished them well in 2016.

Abts explained she was married over the weekend and had a name change. The Commission members offered their congratulations.

Abts reported the Mayor was seeking applications from volunteers willing and interested in serving on the Planning Commission. These applications would be considered by the Council on Monday, January 25th.

Abts congratulated the City of Osseo for receiving a Great Places Award from the Sensible Land Use Coalition.

Abts shared a copy of the City's 2016 goals with the Planning Commission, along with the Planning Commission's meeting dates.

Chair Woods thanked Commissioner Clarke for her years of dedicated service to the City of Osseo.

10. ADJOURNMENT

A motion was made by Webster, seconded by Bonn, to adjourn the meeting at 6:31 pm. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.