# CITY OF CIRCLE PINES, MINNESOTA PLANNING COMMISSION MEETING

May 20, 2024 7:00 P.M.

#### **AGENDA**

- 2. Roll Call

  Craig Petska, Commissioner Chair
  Brett Asleson, Commissioner
  Laurie Wold, Commissioner
  Amy Carroll, Commissioner
  Mark Sandman, Commissioner
  Patrick Antonen, City Administrator
- 3. Approval of Minutes September 25, 2023
- **4.** Public Comments

1. Call to Order

5. Council Report

## 6. <u>COMMISSION BUSINESS</u>

a.	Public Hearing – Variance Request for 14 Ridge Road
	Commission Action
b.	
	Commission Action

7. Adjournment

# CITY OF CIRCLE PINES, MINNESOTA PLANNING COMMISSION MEETING

# September 25, 2023 7:00 p.m.

#### 1. CALL TO ORDER

Chair Petska called the meeting to order at 7:00 p.m.

#### 2. ROLL CALL

Also present were Commissioners Sandmann, Wold, Asleson, and City Administrator Antonen. Commissioner Carrol was absent.

### 3. APPROVAL OF MINUTES – July 17, 2023

**Motion:** Wold moved, seconded by Sandmann, to approve the July 17, 2023, minutes as presented. **Motion carried 4-0.** 

#### 4. Public Comments

There were no public comments.

#### 5. Council Report

 City Administrator Antonen explained that the Council met after the last planning commission meeting and approved the variance request for a detached garage at 71 W Golden Lake Road.

#### 6. COMMISSION BUSINESS

### a. Public Hearing for Site Plan – 4201 & 4203 Woodland Road

Antonen explains that before you tonight is the site plan for 4201 and 4203 Woodland Road. The Council approved the conditional use permit acquired by NTI for light manufacturing and storage at the building located at 4203 Woodland Road. In order for NTI to utilize both buildings in the most efficient way, they would like to reestablish the connection between the two buildings with an enclosed forklift path. The buildings were previously connected by a pathway, until the buildings were sold off separately in 2006 and the pathway was removed.

The following standards for this site plan need to be analyzed by the Planning Commission, per City Code Section 1310.02, Subd. 4, prior to recommending this site plan to the Council for approval.

- 1) Preservation of the Landscape
- 2) Relationship of Proposed Buildings to the Environment

- 3) Drives, Parking, and Circulation
- 4) Surface water drainage
- 5) Utility Service
- 6) Advertising Features
- 7) Special Features
- 8) On-site lighting requirements

An important document in this site plan is an encroachment agreement between NTI and the Metropolitan Council. This property has a unique situation, having a municipal sewer interceptor line that runs 20 to 30 feet unground between the two buildings. This line is a 36-inch pipe that transports all the sewage in this area to St. Paul to be processed. In order to put any structure on top of an easement owned by the Metropolitan Council, they require an agreement stating that NTI is responsible for any and all repairs and replacement of damaged property if a blockage is to occur along this section of the sewer line and the structure needs to be removed. NTI has agreed to the conditions in the agreement.

Staff's recommendation to the Planning Commission is to recommend the City Council approve this site plan for 4201 and 4203 Woodland Road for the forklift path connecting the two buildings.

Chair Petska opened the Public Hearing for Application 23-02 for a Site Plan located at 4201 and 4203 Woodland Road at 7:07 p.m., and he welcomed Brian Haglund, Vice President of Operations for Northern Technologies International Corporation.

Haglund stated that Antonen provided a clear summary of our site plan. He explained that he currently owns 4201 Woodland Rd. and 4203 Woodland Road, and the goal is to re-establish the connection point between the two properties that existed prior to 2005. The main reason for that is that we are planning to utilize the building at 4201 Woodland Road for our warehouse and storage operations, and with that, we would like to be able to have unfettered material movement from one building to the next without having elements potentially damaged when being transported between facilities.

He explained that he has attended several incorporated meetings with the Metropolitan Council and the city's planning department through Rum River Consultants, gaining an immense amount of knowledge about sewer systems and feedback on the site plan design. In order to meet all the mandatory code requirements, the site plan is not exactly how it was originally planned, and an additional light was required for the exit path and is being proposed in this plan.

Asleson asked a question regarding the noise from the forklift traffic.

Haglund explained that electric forklifts with minimal noise will be used between the operating hours of 7:30 a.m. and 5:00 p.m., and the path will be enclosed due to not having appropriate weather conditions year-round, making it tough to utilize the forklifts outdoors during the winter for transporting between buildings.

Asleson asks, in the event that Met Council will have to tear something up, will NTI be required to go through this same process of approval process.

Antonen stated that they will not have to go through the approval process again, but they will repair or replace the damage.

Haglund explained that once this site plan design is approved by the Planning Commission and the City Council, he will then have to send it to the Met Council for approval and sign off on the plan as part of the encroachment agreement before any construction can begin.

Petska commented that there was an email received from a neighboring resident, Karen Cox, expressing her concern regarding construction noise.

Haglund replied that there will be some noise during the landscaping portion of construction, which will include the grading and cement work that will occur during a two-week isolated period. There are no plans to perform any construction after hours that relates to the landscaping. There will be some noise associated with this plan, considering it is a construction zone. He states he is willing to work with the city regarding certain starting times if necessary. Construction with the prefab steel will come later; right now, the focus is on getting the path built before the ground freezes. He doesn't anticipate a lot of noise once the prefab portion of construction begins due to the structure being prefabricated.

Antonen stated that the daily construction time frame is 7 a.m. to 10 p.m. during the week.

Petska asked a question regarding the anticipated time frame of construction.

Haglund explained that everything is lined up with the subcontractors, and once everything is approved, construction will begin in early October.

A neighboring resident, John Roy, was present to share his thoughts. He explains that he and his wife have lived on the property that sits across from Woodland Road for thirty years. He stated that NTI had been a fantastic neighbor and had not created a cause for concern. He mentioned that he would like to see the property's landscape stay well-maintained.

Chair Petska closed the Public Hearing for Application 23-02 for a Site Plan located at 4201 and 4203 Woodland Road at 7:16 p.m.

**Motion:** Sandmann moved, seconded by Wold, to recommend Councils approval for site plan review of a forklift path between 4201 and 4203 Woodland Road. **Motion carried 4-0**.

ADJOURNMENT
<b>MOTION:</b> Asleson moved, seconded by Wold, to adjourn the meeting at 7:17 p.m. <b>Motion carried 4-0</b> .

City Administrator

Antonen explained that the recommendation for approval of this site plan will be on the council's agenda for tomorrow's meeting.

7.

Chair



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Agenda Item 6a.

TO: Planning Commission Members

FROM: Chandra Peterson

DATE: May 5, 2024

RE: Public Hearing Variance 14 Ridge Road

## Purpose:

The purpose of this report is to recommend action regarding a variance request from Barbara Caliendo at 14 Ridge Road.

## Background:

The homeowner has indicated the variance would be to add to the dining and living rooms by 2 feet which impacts the side yard setback of 10 feet. The added addition is not impacting the ground it will be located 5 feet above the ground.

The homeowner has given a description of the circumstance, the justification for the variance as well as the site plan and aerial view of the property which are all included with this memo.

Notices have been sent to property owners within 350 feet of the property and have been published in the Quad Community Press prior to this meeting. There were no public comments.

# **Analysis:**

#### **City Code Requirements:**

## 1315.04 Table of Minimum Lot Sizes and Setbacks.

District	Lot Area	Lot Width	Front Yard	Rear Yard	Side Yard	Corner
	(Sq. Ft.)	(Feet)	Setback	Setback	Setback	Setback
			(Feet)	(Feet)	(Feet)	(Feet)
R-2	12,000/	80'	30'	See Sec.	10'	15'
	Unit			1315.12		

(b) Any building other than a single-family residence shall not be located less than ten (10) feet from any boundary line of a lot used or intended for use as a residence.

The property is located in an R-2 zone and the required single-family residence side yard setback is 10 feet.

## City Code Section 1310.03, Subd. 4 Variance.

A variance may be requested only by the owner of the property to which the variance would apply, or his or her approved representative. A variance may not be granted which would allow the use of property in a manner not permitted within the applicable zoning district. In granting any variance, the Board may prescribe conditions to ensure substantial compliance with this Chapter, and to protect adjacent property. The violation of any written condition of a variance shall constitute a violation of this Chapter. A variance may be granted by the Board and the Council only if the following requirements are met:

- a. The variance shall only be permitted when they are in harmony with the general purpose and intent of city code and consistent with the comprehensive plan;
- b. Variances may only be permitted when the applicant establishes that there are practical difficulties in complying with the zoning ordinance, meaning the property owner proposes to use the lot or parcel in a reasonable manner not permitted by the zoning code.
- c. The plight of the property owner must be due to circumstances that are unique to the lot or parcel and are not created by the property owner.
- d. The variances must not alter the essential character of the locality.
- e. That the variance will not alter the essential character of the City, will not be injurious to or adversely affect the health, safety or welfare of the residents of the City or the neighborhood in which the property is located and will be in keeping with the spirit and intent of this chapter.

The two-foot bump out remains within harmony with the general purpose and intent of the city code.

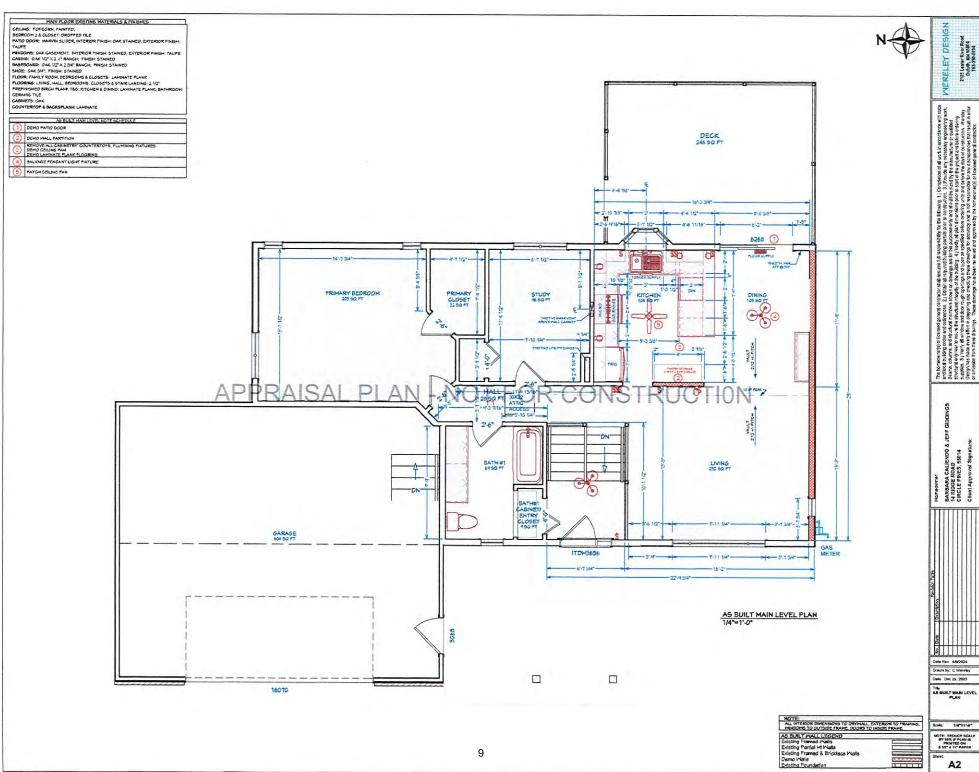
#### Recommendation:

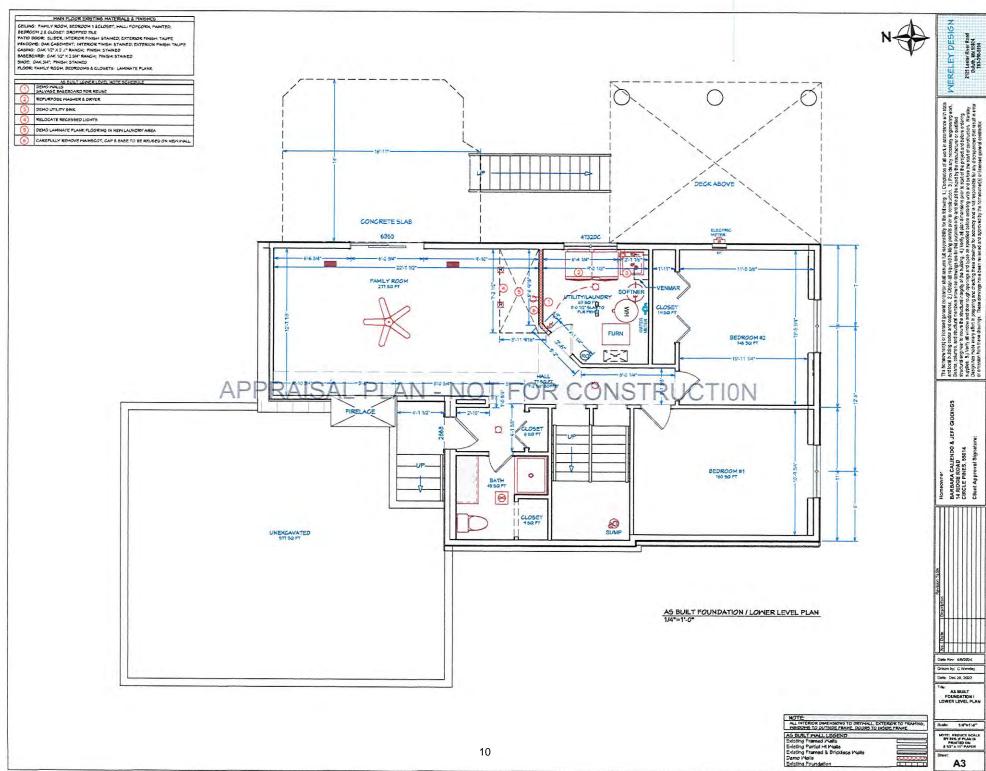
Staff is recommending to the Planning Commission to recommend to the Council approval of the variance for 14 Ridge Road to allow for an eight-foot side yard. The variance is in harmony with the general purpose and intent of the City Code.

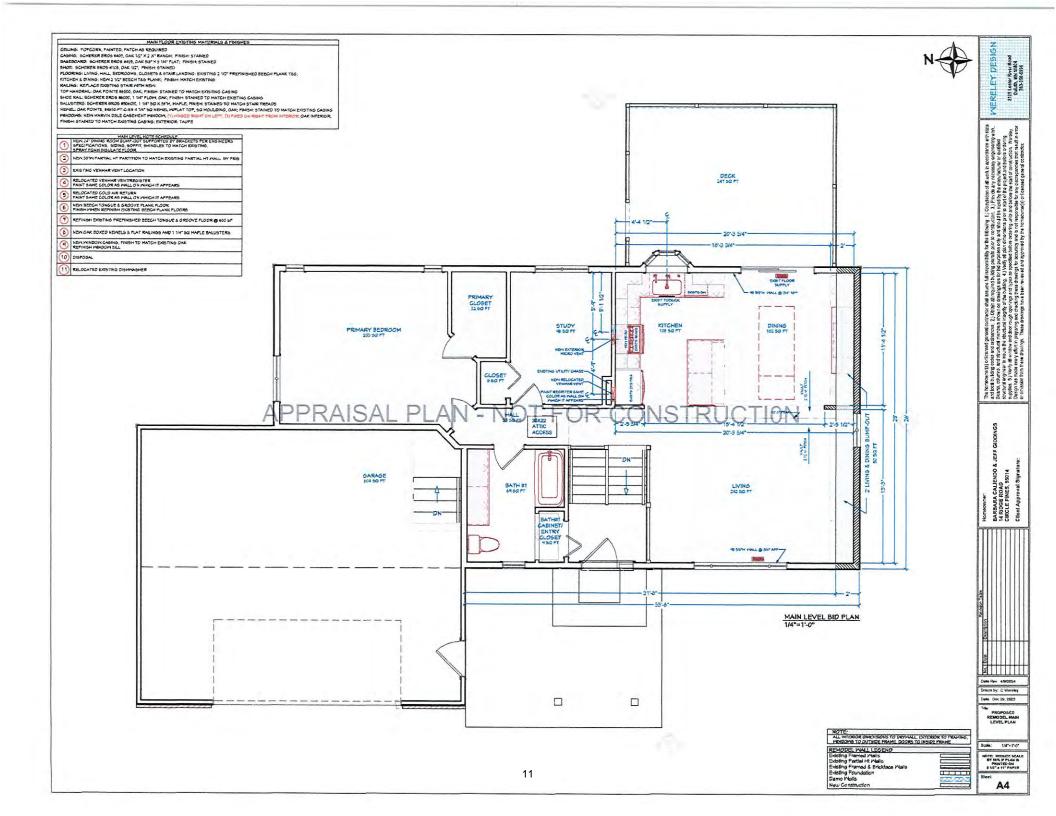
Enclosures (2) Variance Application; Variance Materials

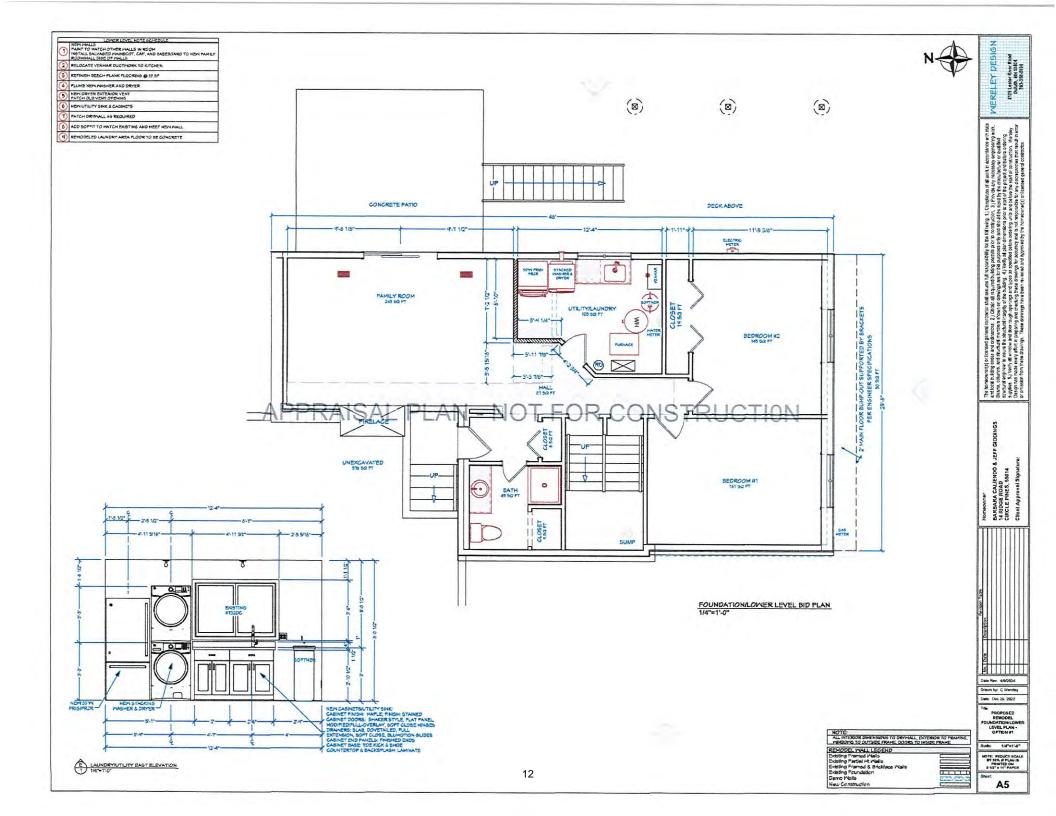
# **City of Circle Pines** Variance Application Application Fee: \$300 + \$1,500 Deposit

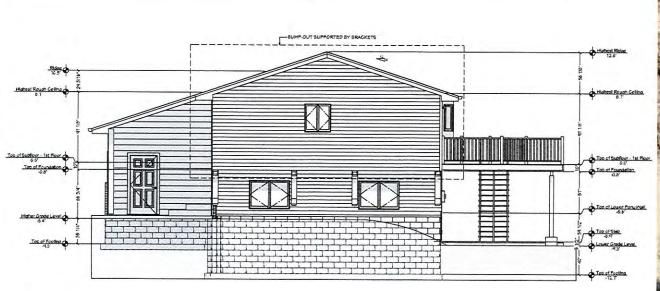
Address of Proposed Variance: 14 Ridge Road, MI	N 55014 PIN Number <u>25 - 31 - 23 - </u>
Owners Name: Barbara Caliendo	Phone: 763-670-4573
Address: 14 Ridge Road, MN 55014	Email: barbcaliendo@gmail.com
	circumstance:  nd living rooms 2'-0" to the south with the underside rably by brackets that do not impact the ground.
the findings required by State Law and City Code:  1) To add much needed storage space. 2) To wide	he need for the requested variance that is consistent with  len the current dining room which is too narrow and and their significant others to be seated at the table and
Please indicate how the zoning ordinance currently The 2'-0" bump-out expansion ecroaches upo	
Banbara M (ahand) Applicant Signature	1 April 2024 Date
Please enclose with this application 10 copies:  Certificate of Survey X  Site Plan (1"=50') X	Office Use:  Publication Date: 04/23/24  Notices to Affected Property Owners: 4/23/2024  Staff Review: 05/06/2424
Amount Paid: 300 + (500 = 1800) Date Paid: 4/10/24 Receipt Initals:	Planning Commission Public Hearing Meeting φ5 \ 12φ   2φ24  Council Meeting: φ5   12φ24









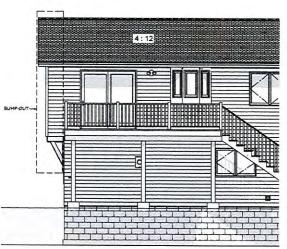


SOUTH/RIGHT ELEVATION

# APPRAISAL PLAN - NOT FOR CONSTRUC



E MEST/FRONT ELEVATION
2 1/8"=1"-0"

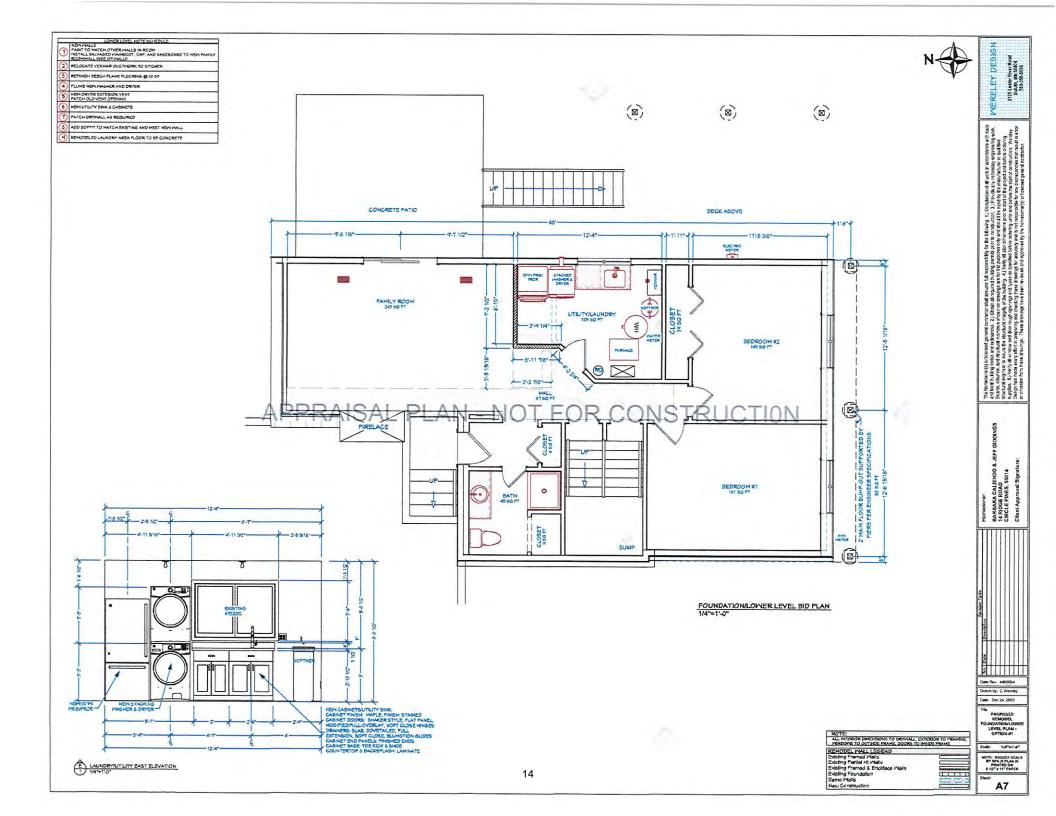


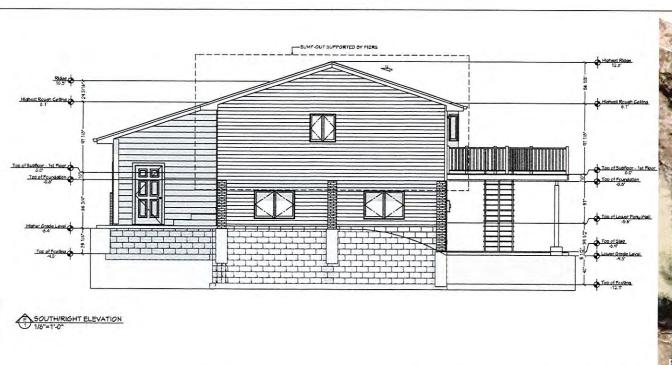
EAST/BACK ELEVATION



Date: Dec 29, 2023

A6





# APPRAISAL PLAN - NOT FOR CONSTRUC



E MESTIFRONT ELEVATION
2 1/8"=1"-0"

EAST/BACK ELEVATION
3 1/8"=1'-0"



PROPOSED SITE PLAN

DRAINAGE DESTING HOME

EXISTING HOME

EXISTING APPLICATION

APPLICATIO

RIDGE ROAD

No.

Date Dec 29, 2023
Title
SITE PLAN!
EXTERIOR
ELEVATIONS OPTION #2

A8

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