

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, MAY 24, 2021

The Ham Lake Planning Commission met for its regular meeting on Monday, May 24, 2021 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Erin Dixon, Dave Ringler, Scott Heaton, Jonathan Fisher, and Jeff Entsminger

MEMBERS ABSENT: None

OTHERS PRESENT: Building and Zoning Clerk, Jennifer Bohr

CALL TO ORDER: Vice Chair Dixon called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Fisher, to approve the minutes of the April 26, 2021 Planning Commission meeting as written. All present in favor, motion carried.

Chair Pogalz arrived at 6:02 p.m.

PUBLIC HEARINGS: None

NEW BUSINESS:

Courtney Laufenberg requesting a Home Occupation Permit to operate No Loose Ends at 4614 141st Lane NE

Ms. Laufenberg was present. Ms. Laufenberg stated she started No Loose Ends, a professional organization business, a couple of months ago. Ms. Laufenberg stated she does administrative work for the business from an office in her home; she has no employees and will have no customer traffic. Ms. Laufenberg stated she is also an event coordinator and floral designer. Ms. Laufenberg stated she books event venues and vendors for her clients, oversees event setup and tear down, provides other requested event services and creates floral arrangements at times; the floral work is either done in her home, at a client's home or at the event site. Chair Pogalz completed the inspection, a copy which is on file. Chair Pogalz stated he drove by Ms. Laufenberg's home to verify it was as presented in the pictures submitted with her application and it was. Chair Pogalz

stated he spoke with Ms. Laufenberg via telephone but did not inspect the inside of her home; the work she is doing within her home office is similar to the work many other residents are currently doing in their homes due to the COVID-19 virus and there will be no employees or customers entering her home. **Motion by Pogalz, seconded by Dixon, to recommend approval of the Home Occupation Permit requested by Courtney Laufenberg to operate No Loose Ends at 4614 141st Lane NE, subject to the following conditions: complying with criteria outlined in Article 9-350.1 of the City Code, all activities being carried on indoors, no employees, no customer meetings at the residence, no outside storage of business-related materials and meeting all City, State and County requirements. All in favor, motion carried. This item will be placed on the June 7, 2021 City Council Agenda.**

COMMISSION BUSINESS:

Discussion of Article 9-220 of the City Code

Chair Pogalz stated the City Council has asked the Planning Commission to discuss possible amendments to Article 9-220 of the City Code to update it and make the code less restrictive in some areas. Chair Pogalz stated it has been pointed out that City Code allows offices and office buildings in the CD-1 and CD-2 zoning districts and enclosed storage and warehousing in the CD-2 zoning district but requires a Conditional Use Permit for office warehouse use in CD-1 and CD-2 zoning. Commissioner Entsminger stated office warehouses should be a permitted use in CD-1 and CD-2 zoning districts if the separate uses of offices and office buildings and enclosed storage and warehousing are permitted uses. Chair Pogalz stated he agreed. The Commissioners discussed 9-220.1.a related to paving; no changes were suggested. Chair Pogalz read Section 9-220.2.a.i-iii. Chair Pogalz stated there are many nice-looking exterior metal building products on the market today; CD-1 standards for site and building construction could be modified to allow for more exterior metal surfaces. Chair Pogalz provided examples of buildings recently constructed in the City of Blaine that have exterior metal paneling and look nice – Renovations Church on Lexington Ave NE and Main Street NE and the former Tournament Liquor building across from Target on 109th Avenue NE. Commissioner Lejonvarn stated it took a long time to put the current site and building standards together and he would like to this section of the code to remain as is. Commissioner Entsminger stated he met with city staff and some city councilmembers to discuss changing the standards. Commissioner Entsminger stated there was agreement to change the verbiage of the standards in the CD-2 district to allow for exterior metal product options. Commissioner Entsminger stated he felt pole barn steel looks better than inexpensive vinyl and lap siding that is currently allowed as exterior materials in the CD-2 zoning district. Commissioner Entsminger stated he was in favor of continuing to require a portion of the exterior walls to be a wainscot of different materials. Commissioner Lejonvarn stated the City should have a review process of proposed exterior building materials when a commercial building permit request is submitted for property in CD-1 and CD-2 zoning districts. Commissioner Entsminger stated the code should be changed to address site and building standards for the part(s) of the building that have the most visibility to the public not the sides facing Highway 65 NE if the building is not adjacent to the highway. Commissioner Dixon stated the site and building standards for the CD-2 zoning district do permit architectural or modern metal paneling for roof and

exterior wall surfaces; the CD-2 standards could also be site and building standards for the CD-1 district. Commissioner Dixon stated exterior building walls facing Highway 65 NE, and another street(s), if the building has frontage on more than one street, could be required to have a more decorative look by combining modern metal paneling and other materials such as brick, stone, decorative, masonry, etc. on the exterior walls facing the street(s). Commissioner Heaton stated steel fences have been allowed recently in the CD-1 district so metal exterior wall surfaces should be considered. Commissioner Entsminger stated he felt exterior metal panels with standing seams/concealed fasteners (no galvanized steel) should be allowed in both CD-1 and CD-2 zoning districts, perhaps the standards in the CD-1 zoning district should require engineered metal panels, with an allowance of fifty to sixty percent surface area coverage of exterior metal products as the materials available are aesthetically pleasing and are more industrial looking. Commissioner Entsminger stated inexpensive vinyl can currently be used on the exterior of commercial buildings but he feels it doesn't look good. Chair Pogalz stated he is in favor of allowing a larger percentage of metal paneling on exterior walls facing Highway 65 NE, or the streets the building has frontage on, but feels multiple materials should be required, such as stone, due to it being less likely to be damaged by equipment during snow removal in the winter. Commissioner Entsminger stated that a 42" wainscot of stone, decorative masonry, etc. could be required and the remainder of the surface could be covered in steel, cedar or another material. Chair Pogalz stated he didn't want to get so specific in defining the standard that the standards minimize design options for business owners. Commissioner Dixon suggested changing the wording of Article 9-220.3.a.ii so as to not place so much emphasis on walls facing Highway 65 NE in the CD-2 district but rather place the emphasis on the façade/building front that faces the public street; the public facing portions of the building should have a combination of exterior building materials like what is currently defined in 9-220.3.a.ii. Commissioner Heaton asked what standards should be required if a building was in a CD-2 zoning district, with frontage on a city street, yet visible from Highway 65 NE, like the parcel that Frovik's Towing is currently located at. Commissioner Dixon stated there may have to be separate site and building standards for buildings that do not have frontage on Highway 65 NE. Commissioner Lejonvarn stated some buildings along Highway 65 NE, have the side of the building rather than the front or main entrance of the building facing Highway 65 NE such as the auto repair shop at 13327 Highway 65 NE; consideration as to what building standards to require for this type of building orientation should be considered.

The Commissioners discussed the current permitted and conditional uses listed in the CD-1 zoning district and proposed changing some conditional uses to permitted uses.

Commissioner Lejonvarn stated some changes could be made to 9-220.2.d – Temporary Conditional Uses Only in the CD-1 zoning district. Commissioner Lejonvarn stated Section 9-220.2.d.vi states a modular home display unit shall not be replaced for 24 months. Commissioner Lejonvarn stated the owner of the display unit should have the ability to sell the unit if the opportunity arises and felt the requirement of keeping the unit in place for 24 months should be removed. Commissioner Lejonvarn also stated that Section 9-220.2.d.viii states all display units shall have an attached garage for two cars or more; he has not seen a display unit with an attached two car garage so he suggested

that this requirement be removed. All commissioners agreed. **Motion by Lejonvarn, seconded by Fisher, to recommend the following amendments to Article 9-220 of the Ham Lake City Code:**

- 1) Amend Article 9-220.3.a.ii to read - ii) Modern metal paneling or architectural metal panel may be used for roof and exterior wall surfaces. On all exterior wall surfaces, the surface may be modern metal paneling, used in combination with brick, decorative masonry, stone, precast panel, architectural concrete, architectural panel, glass, stucco or wood framed with horizontal lap siding;

Modern metal paneling may be used for roof and exterior wall surfaces, provided that on the wall sides facing T.H.65, no more than ~~25%~~ 60% of the surface area may be modern metal paneling with a concealed metal fastener system, with the remaining portion of these surfaces being brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding; For other wall surfaces, there shall be a wainscot at least 42 inches in height which is composed of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding;

If the front of the building is not adjacent to or does not face Highway 65 NE, the exterior wall surfaces facing the street, with the most exposure to the public, shall have a wainscot at least 42 inches in height which is composed of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding.

- 2) Amend Article 9-220.2.a.ii so that the standards are the same as the amended Article 9-220.3.a.ii. Additional amendments may need to be considered for other sections of Article 9-220; this will be dependent on amendment recommendations accepted by the City Council.
- 3) Move the following Uses from 9-220.2.c-Conditional Uses to 9-220.2.b-Permitted Uses in the CD-1 zoning district:
 - a. Light Manufacturing, defined as follows....
 - b. Manufactured/Prefabricated Structure Sales
 - c. Office Warehouses
 - d. Pool Stores
 - e. Residential Treatment Centers
 - f. Service Businesses
 - o Landscaping
 - g. Therapeutic Massage under Article 9-330.5
- 4) Amend Article 9-220.2.d – Temporary Conditional Uses Only in the CD-1 zoning district by removing the items that have been struck through.

vi) All units shall be completely finished on the exterior to give the appearance

that the unit is inhabited as a part of a quality single family neighborhood. Units may be assembled from pre-constructed component parts on site, but may not be constructed from scratch on the site. Assembly of any display unit shall be complete (weather permitting) within 14 days after commencement of assembly. Each display unit shall obtain a building permit from the City prior to commencement of assembly. ~~A display unit, once in place, shall not be replaced for at least 24 months.~~

viii) ~~All display units shall have an attached garage for two cars or more.~~

All in favor, motion carried. *This item will be placed on the June 7, 2021 City Council Agenda.*

City Council Update

Commissioner Fisher attended the May 3, 2021 City Council meeting; all recommendations made by the Planning Commission were accepted. Commissioner Dixon will be attending the June 7, 2021 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 7:07 p.m. All in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk