

CITY OF HAM LAKE  
PLANNING COMMISSION MINUTES  
MONDAY, AUGUST 14, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, August 14, 2023 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, Jeff Entsminger, and Erin Dixson

**MEMBERS ABSENT:** Commissioners Dave Ringler and Jonathan Fisher

**OTHERS PRESENT:** City Engineer Dave Krugler and Building and Zoning Clerk Jennifer Bohr

**CALL TO ORDER:** Chair Pogalz called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was recited by all in attendance.

**APPROVAL OF MINUTES:**

**Motion by Pogalz, seconded by Lejonvarn, to approve the minutes of the July 10, 2023 Planning Commission meeting as written. All present in favor, motion carried.**

**NEW BUSINESS:**

Erik Grams of Touchdown Tile and Richards Carpet + Flooring, requesting Commercial Site Plan approval to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE. PID# 20-32-23-12-0025

Mr. Erik Grams, Mr. Reis Grams and Mr. Richard Blaido were present. Mr. Erik Grams was the spokesperson for the project. Mr. Grams stated Touchdown Tile and Richards Carpet + Flooring are currently located in Ham Lake at 13837 Lincoln Street NE. Mr. Grams stated the business is currently leasing space; they have purchased the Baltimore Street NE parcel to expand their showroom space and to have an on-site warehouse. Mr. Grams stated they intend to clean-up the lot, remodel the existing building on the property, and add an 8,400 square foot, stick-built, addition to the existing building that will be used primarily as a showroom, offices will be in the middle and warehouse space in the back. Mr. Grams stated they hope to break ground within the next month. Chair Pogalz asked how high the side walls of the building will be. Mr. Grams stated the side walls will be 18 feet high; the peak will be higher as the roof will have a 12/1 pitch. Mr. Grams stated the ceiling inside of the showroom will be a mini-vault and will be

approximately 22 feet high. Commissioner Lejonvarn asked how high the walls are on the existing building. Mr. Grams stated they are 10 feet high. Chair Pogalz asked Engineer Krugler to comment on the project. Engineer Krugler stated the site is located within 1000 feet of Ham Lake, a Recreational Development Lake per the DNR. Engineer Krugler stated the plans submitted comply with the Shoreland Zoning Ordinance (Ordinance 92-35) requirements including a maximum impervious surface coverage of 25% per Article 12.5.52A of the City Code. Engineer Krugler stated landscape plans identify screening to the north, east and south of the building; the plans show no trees to the west of the building. Engineer Krugler stated Ham Lake Park will provide some screening between the building site and Ham Lake and the proposed screening on the east side of the parcel appears to be adequate. Engineer Krugler stated Article 11-1853(B) of the City Code states decorative trees are to be planted along the right-of-way lines of adjacent public roadways. Engineer Krugler stated the City acquired right-of-way from the owners of the parcel in April of 2012 for the frontage road project; the land acquisition affected the parcel by limiting the amount of green space available to plant trees. Engineer Krugler stated Article 11-1860 of the City Code allows the City to evaluate each commercial landscape plan to determine if all requirements need to be met. Engineer Krugler stated no other commercial buildings along that portion of Baltimore Street NE have trees. Engineer Krugler stated the Coon Creek Watershed has given preliminary approval of the plans and an Operations and Maintenance Agreement for stormwater treatment is required. Chair Pogalz stated Building and Zoning Official Mark Jones had written a memo. Chair Pogalz stated Building and Zoning Official Jones noted the applicant submitted plans for a pole structure which does not meet the standards for site and building construction in the CD-1 zoning district; the building must be a stick frame building and the applicant must submit architectural building plans, with engineering, that meets the standards of Article 9-220.2.a of the City Code. Chair Pogalz stated parking spaces appear to be adequate but they will be reviewed again once final building plans are submitted to ensure enough parking spaces are provided for the occupant load of the building. Chair Pogalz stated the applicant also needs to identify an area for a trash enclosure on the plans. Chair Pogalz completed the inspection; a copy which is on file. Chair Pogalz stated he visited the site and talked with Mr. Erik Grams via telephone. Chair Pogalz stated he agrees that the applicant should not be required to plant trees along the right-of-way west of the building as there is a significant amount of asphalt there and it would be difficult for trees to survive there. Chair Pogalz stated the building will be well screened from the lake due to the existing vegetation and the elevation difference between the lake and the building site. Chair Pogalz stated he spoke with Mr. Grams about replacing the seven Red Twig Dogwood trees proposed for the east side of the property with coniferous trees, excluding European Larch trees as they lose their needles in the winter. Chair Pogalz stated Mr. Grams agreed that planting coniferous trees to the east of the building would provide better screening. Chair Pogalz stated the walls of the building will be eighteen feet tall so it will be a while before the trees provide full screening. Chair Pogalz asked for comments from the commissioners; there were none. **Motion by Pogalz, seconded by Entsminger, to recommend approval of the request from Erik Gram of Touchdown Tile and Richards Carpet + Flooring, to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE, subject to the applicant submitting architectural plans, with engineering, that meet Article 9-220.2.a of the City Code-standards for site and**

**building construction for CD-1 zoning, the parking and septic system meeting the maximum occupancy load of the building, identifying an area for the trash enclosure and including its location on the documents submitted with the building permit application, no ground work being done until a Coon Creek Watershed District permit and National Pollutant Discharge Elimination System permit have been issued, changing the seven Red Twig Dogwood trees to seven coniferous trees that keep their needles through the winter and that have a starting height of at least five feet, waiving the requirement to plant trees along the right-of-way to the west of the building as allowed by Article 11-1860 of the City Code, obtaining a variance for the west sign and parking setback as allowed by Article 9-150.5.b of the City Code, business hours of 7:00 am to 5:00 pm Monday through Friday, meeting the requirements of the City Engineer and the Building Official, and meeting all City, County and State requirements. All present in favor, motion carried. *This application will be placed on the City Council's Monday, August 21, 2023 agenda.***

**COMMISSION BUSINESS:**

City Council Update

Chair Pogalz stated the City Council concurred with the Planning Commission's conditions and recommendation to approve the H & H Contracting commercial building plans at the July 17, 2023 City Council meeting. A Planning Commissioner will not be present at the August 21, 2023 City Council meeting.

**ADJOURNMENT:**

**Motion by Dixon, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:14 p.m. All present in favor, motion carried.**

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Jennifer Bohr  
Building and Zoning Clerk