

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, DECEMBER 11, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, December 11, 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, Dave Ringler, Jeff Entsminger, Erin Dixson and David Ross

MEMBERS ABSENT: Commissioner Jonathan Fisher,

OTHERS PRESENT: City Engineer Dave Krugler, Building and Zoning Official Mark Jones 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 Ross, seconded by Dixson, to approve the minutes of the November 13, 2023 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Nicholas Holm of Twin Town Demolition requesting a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE

Mr. Nicholas Holm was present. Mr. Holm stated Twin Town Demolition has been in operation for just over four years. Mr. Holm stated the business has been growing at a rapid pace so it is time to construct a building of his own. Mr. Holm stated several of his employees live north of the metro area but work in the metro area so relocating the business to Ham Lake makes sense. Mr. Holm stated the company is a selective demolition for renovation business primarily doing commercial construction work. Mr. Holm stated the majority of projects are for large, private and public entities such as schools, hospitals and municipal buildings. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the site plan presented shows a 4,608 square foot building on a 7.2-acre parcel. Engineer Krugler stated the plans indicate the area behind the building will have a gravel surface. Engineer Krugler stated equipment such as fork lifts, end loaders and other construction equipment, that is not typically driven on city streets, would be permitted on the gravel surface but delivery, or other passenger

vehicles, would not be allowed on the gravel surface. Engineer Krugler stated the landscaping plan appears to be acceptable but the Planning Commission will need to determine if it is adequate. Engineer Krugler stated the building has a maximum occupancy of sixteen; the site plan shows twelve parking spaces with proof of parking shown for four additional parking spaces northwest of the building. Commissioner Lejonvarn asked if the area would need to be paved if the four additional parking spaces were needed. Engineer Krugler stated Building Official Jones will require the area to be paved if additional parking spaces are needed in the future.

Commissioner Entsminger arrived at 6:05 p.m.

Chair Pogalz opened the public hearing at 6:06 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:06 p.m.

Commissioner Dixon completed the inspection; a copy which is on file. Commissioner Dixon stated the site is currently a vacant lot with a building pad. Commissioner Dixon stated the screening, which is proposed to be conifer trees shown on the landscaping plan, appears to be adequate once the trees have some time to grow. Commissioner Lejonvarn asked what type of fencing will be constructed. Commissioner Dixon stated the screening will be from conifer trees. There was discussion about staggering the trees to ensure they grow to be intermingled. Chair Pogalz asked Mr. Holm about outside storage needs. Mr. Holm stated, if allowed, the only outside storage will be company vehicles and construction equipment, when he acquires the equipment. Mr. Holm stated he currently has two F650 box trucks, two F550 trucks and an F250 truck and a flatbed trailer. Mr. Holm stated he intends to store the larger trucks inside of the building. Mr. Holm stated he does not have any materials to store at the site. Chair Pogalz asked Building and Zoning Official Jones to comment on screening requirements for outside storage. Building and Zoning Official Jones stated screening is required due to residentially zoned property being adjacent to the parcel and due to outdoor storage of vehicles. Building and Zoning Official Jones stated that screening requirements for commercial districts vary in City Code; the Planning Commission will need to determine if the proposed screening is adequate and suitable for this project. Commissioner Lejonvarn asked Mr. Holm if he planned to acquire an excavator in the future. Mr. Holm stated he does plan to purchase an excavator in the future. Commissioner Lejonvarn stated fencing that is at least 10-feet high should be constructed if that happens to meet the screening requirements of City Code but also for security. Chair Pogalz asked Mr. Holm to confirm there will be no outside storage at this time. Mr. Holm stated that was correct. There was discussion about the type of fencing materials that would be required when Mr. Holm constructs a fence. **Motion by Dixon, seconded by Ross, to recommend approval of Nicholas Holm's request for a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE subject to surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete to specifications established by the City's Engineer per Article 11-1851, all parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the City's Engineer per Articles 9-**

220.1.a, all outside storage is to be on a Class V surface screened by code compliant screening of conifer trees as presented on the landscaping plan with a height of at least five feet to provide an intermingled screen of eight feet within five years to conceal storage from outside view, maintaining conifer trees meaning if a tree needs to be replaced, the replacement tree's height shall be the same height, or average tree height, of the majority of the trees providing screening at the time of replacement, constructing a code compliant fence to conceal storage from outside view when additional equipment is acquired and stored outdoors, operating hours of 7:01 am to 10:00 pm Monday through Friday, storage of refuse containers must comply with Article 9-220.1.f, meeting all the requirements noted in the City Engineer's memorandum dated December 6, 2023 and Building Official's staff report dated December 11, 2023 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, December 18, 2023 agenda.*

NEW BUSINESS:

Nicholas Holm of Twin Town Demolition requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE. PID# 08-32-23-33-0013

Chair Pogalz stated this request is also from Mr. Holm. There was no additional discussion. **Motion by Dixson, seconded by Pogalz, to recommend approval of Nicholas Holm's request for commercial site plan approval to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE, subject to the following conditions: all surfaces used for customer or employee parking, and for storage of over the road vehicles, shall be asphalt or concrete, to specifications established and approved by the City Engineer, if additional parking spaces are needed, as shown on the site plan, the sidewalk and parking area are to be hard surfaced, exterior finish of the building meeting CD-2 building standards, meeting the requirements of the City Engineer and 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, December 18, 2023 agenda.***

COMMISSION BUSINESS:

City Council Update

Chair Pogalz stated the City Council concurred with the Planning Commission's recommendations to approve the sketch plan for a development located at 2506 Swedish Drive NE presented by Jeff Stalberger of MN Development, LLC. A planning commissioner will not be present at the December 18, 2023 City Council meeting.

ADJOURNMENT:

Motion by Dixson, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:20 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk