



Planning Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Dawn Bugge, C.D. Admin Assistant

Wednesday, August 9, 2023

7:00 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

The Meeting was called to order at 7:00 p.m.

2. Roll Call

Attendee Name	Title	Status	Arrived
Paul Girard	Commission Chair	Present	
Susan Young	Commission Vice-Chair	Present	
Kevin Miller	Planning Commissioner	Present	
Justin Brink	Planning Commissioner	Present	
Don Stehler	Planning Commissioner	Present	
Jeff Larson	Planning Commissioner	Present	

3. Pledge of Allegiance

4. Approve the Agenda

No comments on the agenda.

Commissioner Miller made a Motion to Approve the Agenda as presented.

Motion seconded by Commissioner Brink. Motion carried 6-0.

5. Consent Agenda Considerations (Action Items)*

a. Approve Planning Commission Meeting Minutes from July 26, 2023

One correction was made to the minutes.

Chair Girard made a Motion to Approve Consent Agenda Item 5.A as corrected.

Motion seconded by Commissioner Young. Motion carried 4-0. (Brink and Stehler abstained.)

6. Regular Agenda (Action Items)

a. Public Hearing: Zoning Ordinance Text Amendment – Contractor Yards, Conditional Use Permit, Site Plan Review

City Planner, Ken Roberts, provided a background on the request for a Zoning Ordinance Text Amendment, Conditional Use Permit and Site Plan Review which would allow for Interstate Companies to expand their business onto a newly acquired property just south of their existing business.



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Roberts explained that based on legal advice, staff will present only the text amendment regarding Contractor Yards at this meeting and come back to a future meeting to consider the Conditional Use Permit and Site Plan Review.

Roberts noted the text amendment would allow Contractor's Yards as a conditional use in the Industrial Zoning District. Staff noted that the proposal meets the requirements of a zoning text amendment. Roberts pointed out that the suggested amendment will be useful citywide.

Commissioner Young requested a revision to clarify the allowance for maintenance of vehicles on the site.

Staff suggested that a statement could be added to the performance standards to require any maintenance of vehicles to take place inside of a building.

Chair Girard requested clarity on language regarding the required distance from Residential Properties.

Staff agreed to amend text to clearly define the distance required.

Public Hearing was opened at 7:23 p.m.

James Ford, 5780 Scandia Trail North, expressed nuisance concerns with the existing business regarding a significant amount of noise into the evenings, heavy traffic flow, and use of airbrakes.

Chair Girard encouraged Mr. Ford to come back to the Planning Commission at a future date to express concern for the request for a Conditional Use Permit by the applicant, which is proposed for September 13.

Public Hearing was closed at 7:26 p.m.

Commissioner Young asked about how the City would define and enforce junkyards.

Staff stated that the City would enforce the current City definition of junkyard based on a complaint basis.

Stehler expressed concern for runoff from a potential contractor yard in the area of a watershed.

Roberts acknowledged that the Watershed District is very involved with city planning and their requirements for managing stormwater and drainage.



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Chair Girard requested a grammar text correction to the wording of Condition No. 6 from “has” to “as”, to which staff will correct.

Commissioner Miller questioned whether the City could limit the working hours of the contractor yards.

Staff noted that the City can apply reasonable conditions when reviewing each individual CUP request.

Commissioner Stehler made a Motion to Recommend Approval of the Zoning Ordinance Text Amendment, subject to the conditions listed in the staff report with the text correction as noted. Motion seconded by Commissioner Larson. Motion carried 5-0. (Miller abstained)

Commissioner Brink made a Motion to Table the consideration of the Conditional Use Permit and Site Plan Review for Interstate Companies at 20920 Forest Road. Motion seconded by Commissioner Larson. Motion carried 6-0.

b. Public Hearing: Planned Unit Development Final Plan, Headwaters Land Group, 30-032-21-21-0006

Community Development Director, Abbi Wittman, provided a background of the request for a Planned Unit Development Final Plan for Headwaters Land Group. Staff noted this project is within the Headwaters Master PUD project. Wittman provided the history of the project and details of the final proposed site plan along with the expected phasing schedule. Staff pointed out the reduced lot standards and parkland dedication for this project. Wittman explained that a grading permit has been issued for the site and the applicant has gained conditional approval from the watershed district.

Commissioner Miller asked about the enforcement of landscaping requirements.

Wittman stated that landscaping requirements are part of the Development Agreement and reviewed at the time of building permits, with required escrow submittals to ensure compliance.

Commissioner Young requested diligent use and maintenance of silt fencing to reduce runoff.

Wittman ensured the watershed district would be diligent in that regard.

Staff addressed setback requirements and trail connections with this development.



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Applicant, John Dobbs, summarized their process with the City and the reduction of lots from the original plan. Mr. Dobbs noted that they are working closely with the watershed district throughout the process. Mr. Dobbs addressed questions regarding setbacks and lot widths.

Public Hearing was opened at 7:53 p.m.

Tom Campbell, 4791 200th Court N, stated concern for the reduced lot sizes adjacent to larger lots.

Public Hearing was closed at 7:55 p.m.

Commissioner Young made a Motion to Recommend Approval of the Hidden Creek PUD Final Plan based on the conditions of approval as listed in the staff report and an additional condition to ensure that all lots meet a 65' lot width requirement.
Seconded by Commissioner Stehler. Motion carried 6-0.

c. Public Hearing: Preliminary Plat, Final Plat, Conditional Use Permit and Site Plan Review, Washington County Environmental Center, PID 29-032-21-11-0003

City Planner, Ken Roberts, provided a background of the request for approvals to allow for the construction of a Washington County Northern Environmental Center. Staff summarized the requests and actions of the commission. Staff explained a proposed land swap between the City and the County as part of the project, which will benefit both entities.

Roberts provided details of the proposed Environmental Center, which will provide a safe location for residents to drop off hazardous materials by means of a drive-through facility. The County will properly dispose of the materials off-site. The County will also offer an area for self-serve recycling and a yard waste disposal. No composting will be done on-site. As part of the operations, there will be a free-use room where residents can donate usable items, which will then be available free of charge to residents. Roberts pointed out that the facility will be managed by the county and will be offered to residents of multiple counties, not restricted to Washington County residents.

Staff provided details on the extension of utilities, proposed sidewalks and wetlands as part of the plat. Roberts pointed out that a Conditional Use Permit would be required for this type of use. He noted that the design of the building meets all the design standards of the City.

Roberts stated that the County is working with MnDOT to acquire permission for access off of Highway 61 at Headwaters Parkway. He noted that a neighborhood meeting was held by the County, to which the main concern of residents was regarding noise.

Roberts reviewed the necessary actions of the commission.



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Commissioner Miller asked about securing the facility after hours and the use of fencing and/or screening.

It was staff's understanding that gates will be in place to secure the entrance. Roberts also addressed concern for appropriate screening and areas of existing natural buffers.

Commissioner Young commented on the composting process and proposed trails, and requested that the center offer Sunday hours.

Staff noted that the appropriate condition could be amended to include Sunday.

Commissioner Young expressed concern for approving the plats prior to securing access.

Staff confirmed that the City's yard waste site would be closed upon opening of the new facility.

Staff noted for the record that the City has entered into a land swap agreement with the County, and the City has agreed to assist with their acquisition of a grading permit prior to finalization of the plat.

Staff confirmed that the County has acquired an access permit from MnDOT for construction activities at this time. The City can condition that a Certificate of Occupancy can not be released prior to the permanent access being finalized.

Applicant, Joe Welter, representative of Washington County, noted that they have been working closely in partnership with the City to develop this project.

In response to commission questions, Mr. Welter confirmed that no composting will take place on the site.

Adam Frederick, Washington County representative, clarified that there will be limited occasions when composting will be brought back to the site for distribution. Mr. Frederick added that the site will include multiple dumpsters for collection of food scraps. Drop offs will be limited to hours of operation of the facility. Mr. Frederick confirmed that the yard waste drop-off will be available to residents on Sundays.

Commissioner Young commented that this will be a great addition to the City.

Mr. Welter acknowledged that the proposed facility will be very comparable to the existing site in Woodbury, noting that there will be room for future expansion.



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Public Hearing was opened at 8:31 p.m.

No public comment.

Public Hearing was closed at 8:32 p.m.

City Staff and Mr. Welter clarified some of the conditions of approval that will be required for the CUP.

Commissioner Larson made a Motion to Recommend Approval of the Preliminary and Final Plats based on the Conditions of Approval as listed in the staff report.

Seconded by Commissioner Young. Motion carried 6-0.

Commissioners and staff discussed the proposed revisions to the Conditions of Approval for the CUP.

Commissioner Young made a Motion to Approve the Conditional Use Permit for the Washington County Northern Environmental Center based on revisions to the conditions of approval as listed in the staff report per the following:

- Amend Condition No. 6 to read: The County shall set the specific hours of operation, which shall be between the hours of 8:00 a.m. and 7:00 p.m. Monday through Sunday. There shall be no chipping or hauling of materials on Sundays.
- Addition of Condition No. 12: No occupancy permit shall be issued until access from Hwy 61 is obtained and approved.
- Addition of Condition No. 13: The Conditional Use Permit shall not become effective until the plat is approved and recorded.

Seconded by Commissioner Miller. Motion carried 6-0.

Commissioners and staff discussed the future extension of the proposed trail.

Commissioner Stehler made a Motion to Recommended Approval of the Site Plan for the Washington County Northern Environmental Center based on the conditions of approval as listed in the staff report.

Seconded by Commissioner Young. Motion carried 6-0.

7. Discussion

Abbi Wittman informed the board that the Planning Commission will hold scheduled meetings on August 23 and September 13.



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Wittman stated that the City has not filled positions for the Park and Recreation Commission, therefore the City is seeking volunteers for the Community Corn Feed, which takes place at the final Arts in the Park event on August 29th from approximately 5:00 p.m. to 8:00 p.m.

Commissioner Young suggested that the Rotary members may be available to help.

Wittman explained that staff is continuing to prioritize updating the City's Zoning Code to conform with the City's Comprehensive Plan. Staff will focus the remainder of the year on the following areas:

- Code Enforcement – to improve the city's nuisance ordinance and the administrative citations process. City Council directed staff to direct resources to this area.
- Zoning Code Districts – one section at a time, to combine text into a more concise and user-friendly table format. The uses will not be changed, only the re-formatting of text at this time.
- Application Processes and Procedures – to streamline some existing cumbersome processes to a more concise, friendly version for landowners and developers.

Wittman noted that the Public Works Department is actively enforcing the irrigation ordinance.

Staff will remove Item "8. Other" from future Planning Commission Agendas.

8. Other

9. Adjourn

Commissioner Larson made a Motion to adjourn the meeting at 9:08 p.m.

Motion seconded by Commissioner Brink. Motion carried 6-0.