

Regular Meeting Minutes
Madison Lake Planning Commission
Monday, March 28, 2016



1) Call Meeting to Order

Chair Klassen called the regular Planning Commission meeting to order at 7:09 pm.

2) Roll Call

Members Present: Chair Mike Klassen, Vice Chair Rick Anderson, Greg Rosenow, Mark Hayes, Ryan Sanders, Annette McBeth, and Helen Peterson.

Members Absent: None

Staff Present: City Administrator Ariel Lenz and Deputy Clerk AmberRose Brudelic

Others Present: Rick Almich, Warren Smith, Ramona Zimmer, and Laura and Neal Browender

3) Consent Agenda

- a) Approval of Agenda
- b) Accepting of Minutes form Regular Meeting of February 22, 2016

A motion by Sanders, seconded by **McBeth**, to approve the consent agenda.

Roll Call: Ayes: Klassen, Rosenow, Hayes, Sanders, McBeth, Peterson, and Anderson

Nays: None

Motion carried.

4) Open Public Comments

- a) None

5) Public Hearing

- a) Preliminary Plat Duck Lake Estates 2
 - City Administrator Lenz gave a brief overview of the Duck Lake Estates 2 Preliminary Plat, they are proposing five lots all of which are over the City's minimum square foot requirement of 15,000 with infrastructure that was installed during the annexation project.
 - Chair Klassen opened the public hearing at 7:12 pm.
 - Mr. Hayes recused himself of his duties as Planning Commission for the Duck Lake Estates 2 Preliminary Plat at 7:12 pm.
 - The proposed development has a ten-foot park dedication for a future trail along Nuthatch Road with Mr. Hayes planning to dedicate the land continuing the trail to Doran Drive.
 - Total gross area of the development is 5.12 acres or 223,027.2 square feet.
 - Park dedication would be required for seven percent of the gross area or 15,681.6 square feet.
 - The current dedication for the trail is 7,929 square feet or 50.6% of the required dedication.
 - The additional deduction from Mr. Hayes would be for an approximate 360-foot-long, ten-foot-wide trail or 3,600 square feet.
 - The current dedication and the additional dedication would bring the park dedication required to approximately 73.5%.
 - Mr. Hayes would need to pay park dedication for the remaining portion, which would be determined by sending the preliminary plat to the County Assessor for a total approximate value.
 - The Planning Commission discussed the park land dedication.
 - Warren Smith and Mr. Hayes suggested paving the path as part of the park land dedication.

- The planning commission received a copy of the covenants placed on the other properties.
- Mr. Hayes stated that the same or more stringent covenants will be placed on the new lots.
- Tom Brunz stated that he is concerned about the amount of water that is coming into the retention pond.
- Mr. Hayes is willing to install a culvert or raise the trail up to help with the drainage issues.
- Mr. Hayes stated that the drainage ditch between lots four and five will hold a lot of water.
- The Planning Commission discussed the drainage when Nuthatch is paved.
- Lot number five is irregularly shaped but is substantially over the minimum square foot requirement and is shaped irregularly due to the drainage pattern on the lot and that the water drains between lots four and lots five.
- One correction that will have to be made before the final plat is determining which side of lot five is the front footage.
- The City's ordinance would allow either side adjacent to Krason Drive to be front footage. However, if the side closest to Duck Lake were to be the front footage the buildable area line would need to move back to where the width of the lot is at seventy-five feet. If the longer side, closer to Nuthatch were to be the front, the rear yard building line, adjacent to lot four would need to be adjusted to thirty feet.
- The side yard setbacks would be for a corner lot on two sides and needs to be twenty feet on both sides.
- Chair Klassen closed the public hearing at 7:30 pm.
- Planning Commission discussed conditions for the preliminary plat.
- City Administrator Lenz suggested the full park dedication or cash in lieu be completed prior to final plat approval.
- Since the utilities are already installed for the five lots, a Developer's Agreement is not necessary for the plat.

A motion by Rosenow, seconded by **McBeth**, to recommend to Council the approval of the Preliminary Plat of Duck Lake Estates No. 2 with the following conditions: 1) The full park dedication or cash in lieu or agreement be completed prior to final plat approval and 2) Drainage plan that suits.

Roll Call: Ayes: Klassen, Rosenow, Sanders, McBeth, Peterson, and Anderson

Nays: None

Motion carried.

- Commissioner Hayes rejoined the Planning Commission meeting at 7:32 pm.

6) Reports and Recommendations

a) Zoning Map Review

- City Administrator Lenz stated the Planning Commission reached out to the property owners along highway 60 in two areas to invite them to tonight's meeting to discuss the future zoning on their area.
- City Administrator Lenz reviewed the two areas for the Planning Commission to discuss.
- There is a potential issue with the house on the corner as they want to be turned back to residential as they want a garage and currently are unable to meet the setbacks.
- The zoning of the laundry mat and car wash were discussed.
- The Planning Commission discussed changing the zoning to R2 or R3.
- Mr. Browender stated that he is trying to update and correct things at the laundry mat and is considering purchasing the parcel in front of the laundry mat.
- Mr. Browender would like to change the current laundry mat into apartments and put a laundry mat on 400 Main Street with apartments above.
- Mr. Browender would like the current laundry mat to be zoned R3.

- The Planning Commission discussed the repairs needed to the car wash in order for it to become I & I compliant.
- The Planning Commission discussed zoning the entire car wash block to R3 as well as the 500 block of Walnut Avenue.

b) Annual Leadership Elections Chair and Vice Chair

- City Administrator Lenz stated that annual leadership elections are part of the annual meeting process and are re-done every year.

A motion by Hayes, seconded by **Rosenow**, to keep the current Chair and Vice Chair.

Roll Call: Ayes: Klassen, Rosenow, Hayes, Sanders, McBeth, Peterson, and Anderson

Nays: None

Motion carried.

c) Bylaw Review

- City Administrator Lenz stated that this is part of the annual meeting requirements and she has no recommendations for revisions at this time.

d) Comprehensive Plan Review

- City Administrator Lenz presented the recommendations of the planning commission and the write up from City Engineer Larson on the infrastructure for the Comprehensive Plan Update.

7) Staff Reports

a) City Administrator

- City Administrator Lenz stated that the City Council held the Final Plat hearing for Madison Crest and only one lot was proposed as well as the majority of the park dedication.
- As the lot already had the infrastructure installed as part of the 2014 annexation project it was fairly simple and did not require a preliminary plat.
- Madison Crest has talked about coming in for a revised preliminary plat for the other side of Madison Crest.
- The developer's agreement for Madison Crest was discussed.
- The new house on Park Road was discussed.
- Council is requiring the property owners at 512 Point Avenue to obtain a survey.
- City Administrator Lenz provided the Planning Commission with an updated work plan.
- City Administrator Lenz thank the Planning Commission for their support and said that she has appreciated working with them over the past two and a half years.

8) Adjournment

A motion by Sanders, seconded by **Hayes**, to adjourn the meeting at 8:55 pm.

Roll Call: Ayes: Klassen, Rosenow, Hayes, Sanders, McBeth, Peterson, and Anderson

Nays: None

Motion carried.


AmberRose Brudellie, Deputy City Clerk