

**Cambridge Planning Commission Meeting Minutes
Tuesday, May 1, 2018**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Julie Immel, Marisa Harder-Chapman, Arianna Weiler, and Jim Godfrey (City Council Representative).

Members Absent: Chair Mike Stylski (unexcused), Vice Chair Chad Struss (excused), and Monte Dybvig (unexcused).

Staff Present: Community Development Director Marcia Westover and Economic Development Director Stan Gustafson

Call To Order and Pledge of Allegiance

Godfrey called the meeting to order at 7:02 pm and led the public in the Pledge of Allegiance.

Approval of Agenda

Immel moved, seconded by Weiler, to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes

April 3, 2018 Regular Meeting Minutes

Immel moved, seconded by Harder-Chapman, to approve the April 3, 2018 meeting minutes as presented. Motion carried unanimously.

Public Comment

Godfrey opened the public comment period at 7:04 pm and without any comments, closed the public comment period at 7:05 pm.

New Business

Public Hearing: Preliminary and Final Plats of The Preserve Phase II

Westover explained the City received a request by INH Property Management, Inc., 175 7th Ave S, Waite Park, MN, 56387, for a Preliminary and Final plat of The Preserve Phase II.

Westover stated INH Property Management has requested to build a new 50-unit, age 55+ senior housing apartment building on Outlot F, Parkwood on the Lakes 3rd Addition. Since this is still an outlot, it must be platted. Outlots are typically not platted as a legal lot and block until

such time as the developer is ready with plans to construct. The request is to plat the lot at this time to conform with the City's Subdivision Ordinance.

Westover stated the new plat will consist of one lot with 4.68 acres. The property is currently zoned R-3 Multiple Family Residence district and a multi-unit apartment building is a permitted use.

Westover stated the property owner has also requested Site Plan Review. Site Plan Review is done administratively by staff and includes review of grading and drainage, parking, lighting, landscaping, setbacks, fire access, fire lanes, and preliminary building plans, etc.

Westover pointed out that as part of this review, staff has been discussing the need to build 9th Ave SE with the owner. This street has already been dedicated as a public street in the original plats of the area and sewer and water utilities are already installed beneath the dedicated street. Westover stated with the development of this apartment property, a portion of the street will be constructed. Westover stated a Development Agreement will need to be drafted and signed by the City and the Owner and this will be added as a condition of approval of the plat.

Westover pointed out upon review of the site plans and preliminary and final plat, staff noted the following item that needs to be added to the plat. This item will also be listed as a condition of approval: The proposed drainage and utility easement for the storm sewer system from 9th to 10th Avenue SE across this property may need to be revised along 10th Avenue SE. The proposed storm sewer line must connect to the existing storm sewer stub on the north side of 10th Avenue instead of cutting across the newly built street. The owner will need to provide additional permanent easement as necessary for this.

Westover stated staff has reviewed the preliminary plat and final plat and finds they are consistent. City ordinance requires a Public Hearing for a preliminary plat. The preliminary and final can be voted on together at this time, pending the conditions of approval.

Godfrey opened the public hearing at 7:06 pm. Without any further public comment, Godfrey closed the public hearing at 7:07 pm.

Godfrey moved, seconded by Immel, to recommend the City Council approve the preliminary and final plats of The Preserve Phase II as presented with the conditions listed. Motion carried unanimously.

Approve Resolution R18-01 Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-20 Conforms to the General Plans for the Development and Redevelopment of the City

Gustafson stated the Planning Commission is requested to review and approve Resolution No. 18-01 Finding that a Modification to Development Program for Development District No. 6 and Tax Increment Financing Plan for Tax Increment Finance District No. 6-20 conforms to the general plans for the development and redevelopment of the City.

Gustafson stated staff has been working with Jim Illies, Jr. and Mike Stoebe, INH Property Management, to construct two apartment complexes. INH commissioned a study and indicated a need for some additional units both for 55+ age and like type apartment units. Parkwood Development is a Planned Unit Development (PUD) that consists of single family, detached townhomes, attached townhomes, twin homes, senior and multi-family housing units. INH Properties is proposing to build in Phase 1, a 50-unit (55+ age) independent living upscale apartment community and Phase 2 would be an additional 36-unit of like type or complementary apartment units. The proposed construction timeline is July 2018 for the 50-unit Phase 1 apartments and July of 2019 for the 36-unit Phase 2 apartments.

Gustafson explained these apartments will feature an elevator, tuck under and detached garages, and drive under canopy sheltering the main entrance. Onsite amenities include office, community room, craft room, community garden, lounge, fitness room, security system and keyless entry. The building would be sprinkled and parking would meet the City's requirements. This apartment building would include 8 one-bedroom units and 42 two-bedroom units. These units are primarily market rate apartments with 20% income qualified to meet Tax Increment Financing (TIF) rules.

Gustafson stated the developer is seeking TIF to help finance this project with the added cost of the upscale apartment building. TIF will assist the developer to build in added value to this project by increasing future property tax that would not normally be done without the use of TIF. The developer will build half of the street on 9th Avenue SE from Reagan St. S. to Roosevelt St. S. and will be designated as one way as part of this project.

Gustafson stated as part of the creation of this district, the Planning Commission is required to find that the TIF District is in conformance with the City's general plans for development and redevelopment of the City. The program Modification and Tax Increment Financing (TIF) Plan for Development District No. 6 and TIF District No. 6-20 is in conformance with the City's Comprehensive Plan.

Gustafson explained the proposed use includes the construction of two or three story apartment complexes with tuck under, detached garages and adequate surface parking. The proposed use of TIF is used for land cost, infrastructure including road, sidewalks, street lighting, curb and all other eligible cost.

Gustafson is requesting the Planning Commission recommend the City Council approve the Resolution R18-01 as presented, finding that the Modification to the Development Program for Development District No. 6 and the Tax Increment Financing Plan for TIF District No. 6-20 is in conformance with the City's Comprehensive Plan.

Godfrey had a question regarding building one half of a street on 9th Avenue SE. Gustafson stated the owners of the adjoining property to the north are not interested in being assessed for the other half of the lot. The street will run from Reagan to Roosevelt, be a one-way street and will be half dirt and half paved. Gustafson stated staff has discussed a concern regarding access to the back of the building in case of an emergency. There will be a sidewalk with a curb on the south side of the street along with lighting. Gustafson explained the half street will be 16 feet wide, which is adequate for emergency vehicles to access as needed.

Immel asked whether the street would be utilized for exits from tenants' garages or instead will be used for emergency use and one lane traffic only. Gustafson stated there may be some tenant use; however, the objective would be to drop passengers off at 10th Avenue SE instead of Roosevelt St S which is a fairly busy traffic area.

The Commission discussed if this half street could be posted "No Parking" or "Authorized Vehicles Only" for emergency purposes.

Westover stated Todd Blank, the City Engineer, stated the City would build this half street in a way that when the developer comes in to develop the second half of the street, the street would be ready to add the other half.

Godfrey asked what is the "but for" to which Gustafson replied if the City would not be providing assistance, this development would not happen.

Immel made a motion, seconded by Weiler, to approve the TIF District Resolution No. R18-01 as presented. Motion carried unanimously.

Exterior Materials Discussion

Westover stated staff would like the Planning Commission to review section 156.088 Exterior Building Wall and Roof Finishes in the City code. Staff are looking for clarification on some of the wording in the code and also for an updated review of the allowed and prohibited materials.

Westover said staff has had several requests recently for other materials on commercial buildings than what is allowed in the code. Specifically, LP Smart Siding and many requests for metal. While metal siding is prohibited, staff would like the Planning Commission to discuss this material again to assure that going forward staff understands how to manage requests for this type of material.

Westover stated, for instance, a property owner has an existing building constructed of plain painted concrete block, which is a prohibited material. This existing building is considered a non-conforming building because it doesn't conform to the current City code. The owner would like to make the building better and insulate and update the look of the exterior. Does

the City allow them to insulate and cover the existing block? Can the building maintain its non-conforming status and be allowed to have another non-conforming exterior material? Or, does the City require them to conform to the approved materials if they are making the changes?

Westover stated, in another instance, an existing building is covered by metal. The property owner has requested to make improvements. The building is existing non-conforming with the metal. The property owner is going to replace the exterior with metal again. Does the City allow this or does the City require the property owner to conform to an approved material?

In Chapter 156.088 (G) Additions and Alterations, Westover stated the code generalizes that “exterior alterations after the erection of the original building shall be of the same materials as those used in the original building and shall conform to the original architectural concept.” That being so stated, the plain painted block and the metal buildings “shall” remain. This leaves no room for improvement.

Westover pointed out the last sentence of that section (G) specifies that the provisions of the code shall not prevent the City to require upgrading of the quality of materials used in remodeling. Staff would like to clarify what upgrading means. This sentence is open ended and up for interpretation. Does it mean that an upgraded material is only an approved material?

Westover stated staff currently has two requests for exterior improvements to existing painted concrete block buildings. One is for the building at 602 Main St. N. and the other is 131 Main St. N. At 602 Main St. N., they would like to insulate and cover the existing block with LP siding on all three sides. They would improve the front of the building with new brick or stone a quarter to halfway up the front, LP siding above that, and a new pitched roof. At 131 Main St. N., they would install brick or stone halfway up on the front facade, then steel siding above the brick on the front, then steel siding along the north (long wall facing the open former car lot) and rear.

Westover said staff often hears that the expense of upgrading to the approved materials is too great and keeping the block building “as-is” is not energy efficient and is not making the building better. Staff also hears varied suggestions on good products versus bad products. However, what staff has learned is that any product can be a good product if the workmanship is done correctly. There is also a wide range of exterior materials available thus making some products better than others.

Westover gave one last example: staff have had several industrial manufacturers add on to their business. The City allows any additions to buildings to match the existing building. If the existing building is metal, we allow metal on the addition. It might not be reasonable to require an entire upgrade to the building when they are only adding on to the building and leaving the remainder of the building the same. Westover has re-worded the example ordinance to clarify this scenario.

Westover provided the Commissioners with a cementitious siding products handout for the commission to discuss and decide what would be allowed. The handout included a hardy siding and a fiber cement.

Westover provided a list of items for the Commission to consider. Would the Commission like to: 1) Require all non-conforming buildings to upgrade to "approved" materials once they start exterior remodeling or allow them to stay with the same materials (i.e., old steel to new steel)? 2) Allow LP Smart Siding for commercial buildings? Or as an accent material? Or 3) Allow steel siding for commercial buildings? Or as an accent material?

Westover stated once the Planning Commission has discussed the existing section 156.088 of the City code and given direction to staff, staff will come back with a proposed ordinance for approval. Westover stated there are two contractors and/or owners at this Planning Commission meeting to discuss their requests (LP siding and steel siding).

Godfrey opened up discussion to members of the audience.

Brian Nelson, 33062 Palm St. NW, Cambridge, MN, explained he has two different block buildings he is remodeling. The first building is located at 602 Main St. N. and he would like to add a pitched roof, stone to the front of the building, Certistud insulation on the exterior and either a steel siding or an LP Smart Siding. Nelson stated these improvements would add a lot of value to this building.

Nelson stated the other building is located at 131 Main St. N. This building has stone on the front but the wall of the building has rotted away due to improper flashing and age of the building. Nelson would like to put Certistud insulation on the north side and the upper top and a good quality steel siding.

Nelson stated these are the two projects he has brought forth to the City to consider changing some of the zoning code language so the City can consider allowing some newer exterior building products instead of just stucco, stone, or brick.

Bob Soule, 2136 115th Avenue, Princeton, MN, owns the building at 131 Main St. N. Soule stated they have considered many different options for remodeling this building. Their tentative plans are to use Certistud, several colors of steel siding, and Casoda stone. They have a short timeframe to finish this remodel due to their money being held in a 1030 exchange. They are asking for clarification of materials that are allowed in the zoning code and consideration of adding some of the newer products available now. Soule is looking for a good investment, something that lasts long term and needs very little maintenance.

Joan Wallace, 879 329th Avenue NW, Cambridge, MN, owns the building at 602 Main St. N. Wallace has done a total remodel of the inside of this building and is interested in beautification of the exterior of the building. Wallace stated there are so many new and improved materials available now that she would like the City to consider allowing. She has

turned an interior dingy office space into a nice, freshly updated office space and wants to update the outside as well. Wallace stated that both she and Bob Soule have hired Brian Nelson for his services for their remodeling projects and are hopeful they can get approval for their desired exterior building materials.

The Commissioners discussed various types of products mentioned in the public discussion and had questions regarding how the list of allowed and not allowed building materials is put together.

Westover stated the use of exterior building materials has a lot of room for interpretation and pointed out that is why the City needs to further define allowable products, perhaps add pictures to the City zoning codes. It is a challenge in defining what is architectural metal versus sheet metal. Westover stated there are so many products available and staff needs to get an overall understanding of what the Commission wants or does not want so the Code can be better defined.

Weiler asked why put a cap on what materials can and cannot be used instead of listening to what people want and talking about it at that time?

Westover stated she was not sure of the Planning Commission's role in this and suggested she could confer with the City Attorney on whether or not it is up to staff to determine the code or have the Commission review every property. This would require every time a new business comes to the City to remodel a building, that contractor or owner would need to come before the Planning Commission and the City Council for approval of their building materials. Westover stated another option would be listing the approved materials and, if a new unknown product was requested to be used, the contractor or owner would be required to come before the Planning Commission and the City Council for approval.

Westover referred to a potential change she made to the E-2 Exceptions in the Code: "The Zoning Administrator may approve other new materials that are equal to or better than the materials listed in this section. Materials not specifically identified herein, whether or not they are better than or equal to the materials listed in this section, may be required to receive Planning Commission and City Council final approval." Westover stated this might take a lot of the guesswork out of allowing new or different products to be brought before the Planning Commission and the City Council for their review and approval and not be just left up to the discretion of staff to say yes or no.

The Commissioners discussed how products might be classified if they are not defined by code, restricting the amount of a product that can be used, and products the present zoning code is silent on. Westover asked for input from the Commission on products for commercial projects, including vinyl sided or allowing no metal, some metal or all metal. Immel suggested the Commission might want to table this decision to next month so they can define which metal is allowed, consider different types and get an idea of what is available before deciding to allow all metal or all steel.

Godfrey stated the City wants building owners to update their buildings, especially the insulation on older buildings to make them energy efficient but, at the same time, the City does not want to create an undue burden to meet a standard that causes the building owners to not even attempt to update their buildings.

Immel asked whether any decisions have been made regarding putting downtown into its own district as far as their design standards. Has the downtown group gotten very far with this decision since these buildings are located in the downtown area? Immel stated there could be different standards in the often visited downtown historic district versus the standards in a less visible industrial district.

Westover stated she has done some work on the historic overlay and believes that the consensus of that downtown group is to not allow metal, that they want it to be charming, have the historic architectural feel.

Immel asked if we could bring the downtown group back to the Planning Commission meeting and have that discussion with the group? We also don't want to create a new ordinance that if they needed to update in 15 years, they would have to reformat it all to allow different materials.

Westover stated we could also break it down in different zoning districts and allow certain products in certain districts and not allow them in other districts.

Westover asked for the Commissions opinions on the LP wood material.

Immel and Chapman-Harder stated it looks similar to the allowed products.

Godfrey stated the Commission has very limited amount of information on the LP wood materials and he would like to see more examples. Westover noted that the exterior look is opinion based, different people will like or dislike the LP siding look.

Godfrey asked Westover if she had enough information from the Commissioners to move forward. Westover confirmed she did.

Westover stated she knows the two building owners are ready to continue work and complete their remodel projects but they are going to have to wait several months to get the Planning Commission's approval and the City Council's approval.

Westover stated City Administrator, Lynda Woulfe, suggested the Planning Commission could use the 602 Main St. N. remodel as a case study for the Commission to watch to see how use of the LP wood product turns out. City Council has not approved this.

Immel asked if the Planning Commission would have to wait until this project is completed before making a decision on what is allowed or not. Westover stated no. Godfrey asked if a motion would be required to make this an exception to the code because basically we are saying we are not going to look at this until it is done and oh, it's not conforming, then what. Westover stated that legally, she doesn't know if this is even possible to do. Westover would probably need to check with the City Attorney to see if this is okay.

Immel asked if the Commission could present it as a motion stating the stipulation that Westover check with the City Attorney to see if this case study scenario would be legally okay.

Westover would be more comfortable with just waiting but there are people in the audience who are ready to finish their exterior remodeling projects.

Godfrey moved, seconded by Weiler, to make a motion to bring to the City Council specifically 602 Main St. N. and 131 Main St. N. with possible changes to acceptable siding materials as an experiment, but have staff check with the City Attorney first to see if this is legally possible and the right process to take. Motion passed unanimously.

Fence and Kennel Requirement Discussion

Westover stated at the April 3, 2018 meeting, the Commission discussed fence regulations and dog kennels and requested that staff bring back more information from other communities. Westover provided the Commission with the information that was collected.

Westover stated the concerns that staff highlighted are listed in the staff report, items A-C. Westover also provided corresponding pictures for the Commission's review. Westover reviewed the pictures:

Picture A

The complaint received was regarding the tarps over the residential dog kennel. The residential dog kennel itself is believed to be a chain link type fencing structure that is a permitted fencing material. City code is silent on residential dog kennels and doesn't distinguish whether or not a tarp can be placed over a kennel. The property owner claims that the dogs would bark uncontrollably without the tarp, and that the tarp provides shelter from the elements.

Picture B

The complaint received was that the fence is unsightly. The property owner said they just moved in and they are using this structure as a residential dog kennel. City code is silent on residential dog kennel regulations. The code only provides "Proper Enclosure" regulations for dangerous animals.

Picture C

The complaint was regarding the screening material used. The chain link fence material is permitted in the City code. The current fence regulations are not specific on screening materials. Staff believe this material is sold at local stores as fence screening material.

Westover provided Section 156.083 Fences and Chapter 95 Animals of the City Code in an ordinance amendment form with included suggested edits. Westover included a definition of residential kennel in Chapter 95 Animals that uses language from the other communities surveyed and also some specific requirements for kennels. Westover also included amended language for the Fences section of the code as well, using some of the other communities wording to help make the City's language stronger.

The Commissioners discussed fence regulations and dog kennels and reviewed the information from other communities that staff had assembled. The discussion included the use of snow fencing, tarps, and other allowable screening materials for fences and dog kennels, and allowing well maintained slats for chain link fencing. Several suggestions were made for changing the wording of the language.

Westover will make the changes suggested and bring these changes back next month for the Commission's approval.

Other Business/Miscellaneous

City Council Update

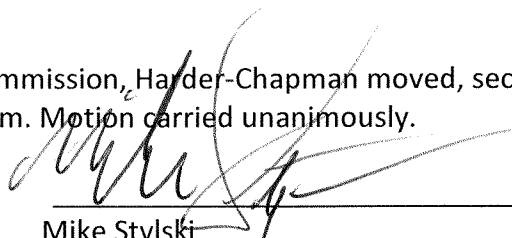
Westover and Godfrey updated the Commission on the previous City Council meeting.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the previous Parks, Trails, and Recreation Commission.

Adjournment

Being no further business before the Commission, Harder-Chapman moved, seconded by Immel, to adjourn the meeting at 8:26 pm. Motion carried unanimously.



Mike Stylski
Cambridge Planning Commissioner

ATTEST:



Marcia Westover
Community Development Director\City Planner