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Meeting Announcement and Agenda of the Cambridge Planning Commission  
City Hall Council Chambers  
Regular Meeting, Tuesday, October 1, 2019, 7:00 pm

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Members of the audience are encouraged to follow the agenda. When addressing the Commission, please state your name and address for the official record.

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**AGENDA**

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda (p.1)
3. Approval of Minutes
  - A. September 3, 2019 Regular Meeting (p.3)
4. Public Comment: For items not on the agenda; speakers may not exceed 5 minutes each.
5. New Business
  - A. **PUBLIC HEARING** - IUP for an Extended Home Occupation at 328 Sunset Lane N. (p.11)
  - B. **PUBLIC HEARING** - Variance request for 509 Main St. N (p.17)
  - C. **PUBLIC HEARING** - IUP Extension for Leaf's Towing (p.28)
  - D. **PUBLIC HEARING** - Ordinance amendment for Sign Regulations (way finding & window signs) (p.33)
  - E. Ordinance 702 - Residential structures roofing and siding materials (continued from 09-03-2019) (p.43)
  - F. Allowing chickens discussion (p.57)
6. Other Business/Miscellaneous
  - A. City Council Update
  - B. Parks, Trails, and Recreation Commission (PTRC) Update
7. Adjourn

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**Cambridge Planning Commission Meeting Minutes  
Tuesday, September 3, 2019**

A regular meeting of the Cambridge Planning Commission was held on Tuesday, September 3, 2019, at Cambridge City Hall Council Chambers, 300 3rd Avenue NE, Cambridge, Minnesota, 55008.

Members Present: Vice Chair Monte Dybvig, Member Aaron Berg, Member Robert Boese, and Council Appointee Marlys Palmer.

Members Absent: Chair Julie Immel (Unexcused), Member Marisa Harder-Chapman (Excused) and Member Arianna Weiler (Excused).

Staff Present: Community Development Director Marcia Westover, Community Development Specialist Carri Levitski and City Administrator Lynda Woulfe.

**Call to Order & Pledge of Allegiance**

Dybvig called the meeting to order at 7:04 pm and led the Pledge of Allegiance.

**Approval of the Agenda**

Westover stated Items 5A and 5B have been withdrawn from the agenda.

Palmer moved, seconded by Berg, to approve the agenda as amended. Motion carried 4/0.

Commissioner Boese is a member of the Common Grounds Church and recused himself from discussion regarding Item 5F, Off Premise sign Request.

**Approval of Minutes**

Boese moved, seconded by Palmer, to approve the July 2, 2019 minutes as presented. Motion carried 4/0.

**Public Comment**

Dybvig opened the public comment period at 7:06 pm and, without any comments, closed the public comment period at 7:07 pm.

**New Business**

***PUBLIC HEARING – Zoning Code Amendment to Title XV Land Usage, Chapter 156 Zoning,  
Section 156.078 Residential Structures, Minimum Requirements  
(Roofing and Siding)***

Westover stated Staff has noted an increase in requests for metal roofing materials for residential properties. Staff is looking for clarification in the code on whether or not to allow metal roofing materials. Westover stated Staff would also like to clarify the siding materials allowed. The City's current code language is ambiguous and needs to be changed to allow or deny specific materials.

Westover stated the Planning Commission recently discussed exterior materials for commercial and industrial properties. Standing seam metal is allowed for a roof material for commercial and industrial properties. Exposed metal fastener roofs are not permitted. Metal is also not permitted as a siding material. A variance must be sought if metal is requested as an exterior siding material.

Westover stated the residential materials code language should be more specific. Westover presented an example amendment and asked the Commission to review and comment.

Westover provided photo examples and had a list of questions for the Commission to discuss.

Dybvig opened the public hearing at 7:11 pm.

John Nordin, 225 Elm St. N., Cambridge, MN, pointed out the list of approved building materials in the proposed example definition did not include brick siding.

Westover responded this was just an oversight on her part and brick will be added to the example definition for discussion. Brick is a standard residential building material.

Dustin Johnson, 533 2<sup>nd</sup> Ave NW, Cambridge, MN asked if a building or structure already has other siding and roofing materials that are not included in the clarified definition, would the owner need to change to a different exterior material or would this be grandfathered in.

Westover stated this would be considered existing nonconforming, grandfathered in, until there is a remodel or a change in siding or roofing materials. Westover stated if just a portion of the exterior materials needed to be replaced, for example due to storm damage, the repair materials need to match the existing materials currently on the structure.

Berg stated there are many roofing and siding materials available and asked how the City would decide which materials are approved and which are not since many new materials are becoming available all the time.

Westover stated the industry has changed, is forever changing and the City does need to review these new products from time to time. Builders will need to request a variance and get approval from the Planning Commission and City Council for materials not on the approved list.

The Commission discussed existing residential structures that have been permitted in the city that have metal/steel roofing materials.

Palmer believes the materials should be the homeowner's choice. Palmer discussed the safety problems with ice and snow just sheeting off and falling.

The Commission discussed the importance of safety features of the different types of roofing materials.

Ryan Scheller, 6469 401<sup>st</sup> St., North Branch, has worked with commercial siding and roofing materials and discussed the safety, durability, cost, roof pitch and aesthetics of steel roofing.

Dybvig closed the public hearing at 7:25 pm.

Boese stated Westover has asked the Commission many appropriate questions regarding roofing and siding materials that have not been answered and suggested the Commission is not ready to make a decision on the definition in the ordinance at this point.

Dybvig said roofing and siding are two different things and suggested possibly separately addressing the details for roofing and the details for siding.

Boese moved, seconded by Palmer, to recommend Staff come back with two separate definitions about siding and roofing and add appropriate metal roofing as an allowable roofing material. Motion passed 4/0.

Westover stated Staff will bring these definitions to the October 1, 2019, Planning Commission Meeting.

***PUBLIC HEARING – Variance for an Accessory Structure at 548 1<sup>st</sup> Avenue W. (New Library Site)***

Westover stated Baas Properties, LLC, in coordination with the City of Cambridge, is requesting a variance for a garage at the new library located at 548 1<sup>st</sup> Avenue W. Westover stated during the planning stages, a garage was identified as a need for the new library. The planners/designers tried to find a location on the lot suitable without the need for a variance. However, due to the shape of the lot, the existing building location, and its proximity to adjacent parcels, the proposed location best fits the library's needs.

Westover explained a garage is requested for vehicles to be sheltered from the elements when delivering books. Snow, rain, and sun can be harmful to the books being brought into the library. There is an existing garage on the west side of the property, but it is 100+ feet to the building and in poor condition. Westover stated the planners/designers also looked at placing a new garage on the east side of the property, north of the building. However, this location would reduce the amount of existing parking spaces.

Westover stated the proposed location of the garage is tucked behind the existing building and shielded by an adjacent neighbor's fence. It is the most useable, yet least visible location for the existing property and the garage will not be in a front or side yard. The existing parking and drive on the east side of the building makes this the most feasible area for the main entrance, therefore allowing library vehicles entrance into the proposed garage.

Westover stated the proposed garage would be 5.3 feet from the rear property line. The minimum required setback in an R-3 Multiple Family zoning district is 20 feet.

Westover stated the purpose of the Variance process is to review applications on a case-by-case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the seven standards required.

Westover stated City Administrator Woulfe has been part of the planning and designing and is available to answer any questions there may be regarding the request for a variance.

Dybvig opened the public hearing at 7:33 pm. Hearing no comments, the public hearing was closed at 7:34 pm.

Palmer addressed several concerns regarding the location of the garage being so close to the neighbor's property line and the two vans transporting books weekly to and from this location will be parking near the garage. Palmer stated she is concerned for the health of the neighbors nearby with the exhaust from the idling vans.

Woulfe explained the proposed garage location makes the most logical sense with the layout of the building, having the least impact on windows and the outdoor reading area. Woulfe stated the vans will be inside the garage and not be idling outside of the garage entrance as the garage will be a heated and cooled space to maintain the integrity of the books and library materials.

Boese commented that the proposed location of the garage is the closest to the office. This library will be the headquarters of the East Central Regional Library (ECRL), which is a 14 member library consortium, and the vans make trips to these 13 different branch locations weekly, bringing in hundreds of boxes with thousands of books that need to be sorted and then prepared to be delivered to the appropriate library branch locations.

Woulfe stated of the four possible locations of the garage, this location works best for ECRL, the vehicles will be inside with the garage doors closed at all times and it fits well with the layout of the library building.

Berg stated Staff has applied this variance request to the seven standards and the findings show a practical need for the variance.

Berg moved, seconded by Boese, to recommend the City Council approve the variance as presented, allowing the accessory structure to be built at 548 1<sup>st</sup> Ave W (New Library Site). Motion carried 4/0.

### **Window Clings Discussion**

Levitski reviewed the current code language regarding window clings.

Levitski stated Staff enforces property maintenance only on a complaint basis due to limited resources. A new business owner approached the City and asked if they could cover their front

window with window clings to help advertise their business. Levitski informed the business owner of the current regulations. The business owner did not understand why the City wasn't enforcing current regulations and supplied many examples of where the current regulations are not being enforced.

Levitski explained that after the number of violations were brought to her attention, letters were sent to all businesses that had more than 30% of their windows covered. Almost every business owner contacted Levitski with concern and communicated their disagreement with this code requirement. With the push back from the local businesses, and the fact Staff have not discussed window clings in quite some time, Staff decided to bring this topic to the Planning Commission for their consideration. Local businesses were informed and invited to attend the meeting to voice their concerns.

Levitski stated Staff reached out to numerous communities to find out how they regulate window clings. Most cities have regulations in place, however, when asked if they enforce this code, almost every city responded they did not enforce their regulations. Levitski stated it begs the question whether or not this is a code requirement that is needed or at a minimum be looked at to determine if the City can install other parameters. Levitski presented the following things to consider including: limiting the amount of window space covered, visual effect versus advertising, limit to interior or exterior of windows, using clings in lieu of blinds, and how to determine the amount of coverage to limit based on per window or square feet of all windows.

Levitski stated new things trend, times change, practices change and it is time for the City to review the current regulations.

Palmer stated the Cambridge Police Department conducts frequent safety visits and checks to see that front and back doors are locked on all commercial properties in the City of Cambridge. Palmer stated advertising is expensive and using window clings in the store front windows is one option. Palmer also said that if the police cannot see through the window clings to do a safety check, it is the business owner's decision to make.

Berg stated the City is working hard to attract and retain businesses and doesn't want restricting window clings to be a roadblock in encouraging businesses to come to and stay in the City. Berg stated he is in favor of leaving the window cling choices up to the business owners and not placing restrictions on them.

Palmer pointed out that some franchise businesses must be compliant with directives from their corporate headquarters as to what advertising is displayed in their window fronts.

Boese stated these restrictions may have been written when Cambridge had an old downtown which was a pedestrian-oriented area. Today, downtown is a vehicle-oriented area. The dynamics of the commercial businesses have changed. Boese agrees with Berg to not restrict use of window clings.

Dybvig stated this topic is full of personal opinions, centers around what is aesthetically pleasing and is a challenge to legislate. His opinion is if the window treatment aesthetically matches the theme of the business and enhances Main Street, it should be allowed. Dybvig commented that window

treatments can consist of window clings, banners or posters attached to the window or hanging inside the window.

Levitski agreed that beauty lies in the eye of the beholder and is difficult to legislate. Levitski stated Staff have not received complaints but needs direction as to revising the requirements and/or enforcing the requirements as they are written.

Ryan Scheller, 6469 401<sup>st</sup> Street, North Branch, and owner of RVS Performance, 430 1<sup>st</sup> Ave., Cambridge, MN, commented he has recently been working with City Staff regarding advertising options for his business. Mr. Scheller stated advertising has changed and many different options are now available. He explained the window clings being discussed are made of a printed vinyl wrap material which is perforated with small holes allowing visibility day and night. Mr. Scheller stated if the window clings are not hideous or in poor taste, he stated he is pleased to hear discussion regarding leaving this decision up to the business owner.

Ashley Schaefer, 208 Main St S., owner of 208 Hair Salon, Cambridge, MN, stated her business uses the perforated vinyl window clings. She explained this material blocks the sun during the day but still allows visibility into the building at night. Ms. Schaefer pointed out this is a good way to advertise as they are limited to placing a huge sign on the top of the building which is costly and hard for people to see as they drive by.

Levitski said the discussion seems to be leading toward changing the code language. Levitski stated Staff could do more research, talk to some of the business owners in the community regarding the types of vinyl clings and window wraps they are currently using, contact some of the vinyl cling sign companies and bring this information back for the Planning Commission's discussion at a future meeting.

The Commissioners agreed to this plan.

### **Off-Premise Sign Request**

Levitski stated the City Code does not allow permanent off-premise or way finding signs. As with all code enforcement, Staff enforces on a complaint only basis. Staff received a complaint on Common Ground's new off-premise (way finding) sign located on the Cambridge-Isanti School District property on the NW corner of Cypress St N and Highway 95. Staff contacted Common Ground and informed them of the complaint. After discussions with Common Ground representatives, Staff recommended them to write a letter requesting a code amendment.

Levitski reviewed the current City Code which regulates temporary off premise signs.

Levitski stated way finding signs for government agencies along with schools and churches are very common in communities, helping individuals visiting government agencies, schools and churches to find the location when they are not familiar with in a certain area. Levitski said churches and schools are often located in residential areas and are not visible from the main thoroughfares. MnDOT will



also place these types of signs in the right-of-way. In this situation, Levitski stated the way finding sign is on private school district property and is not in the right-of-way.

Levitski asked the Commission to discuss current regulations and give direction to Staff if the Commission would recommend amending the sign code to allow way finding signs for government agencies, schools, and churches on private properties.

Dybvig commented that signs for places people need to find, such as government offices, schools, churches and hospitals, should require a separate ordinance. He went on to say this is a separate issue from signs advertising fresh fruit sales, garage sales or wine tasting events.

Palmer agreed we need to be able to find places such as church, hospitals and schools.

Berg asked if the City would entertain the idea if Common Ground has gotten written permission from the school district to place their sign on school property.

Levitski stated Common Ground does have written permission from the school district but the City doesn't allow it since it is an off-premise sign. Levitski stated the City would need to amend the ordinance to allow way finding signs for government, public agencies and institutions on private properties.

Berg asked if MnDOT has any regulations on way finding signs on their roads. Westover replied MnDOT has their own regulations. The consensus of the Commission was for staff to look into MNDOT's sign regulations.

Randy Wallace, 343 Birch St. S., Cambridge, MN, the Co-Chair of the Administrative Council at Common Ground, stated the Council was advised to contact MnDOT once they learned the sign location was on school district property. MnDOT's response was the sign could not be bigger than 24" x 24" and no higher than any existing signs. Mr. Wallace stated Jill Reller, from Signs By Jill, designed the sign to those specifications, made sure the sign was no higher than the stop sign and had Gopher State One check for any utilities before installing the sign. Mr. Wallace believed they have done their due diligence and also had the approval of the school attorney and the approval of Mark Eisenbacher, the former Building and Grounds Director, at Cambridge-Isanti Schools to move ahead with installing this sign.

Dustin Johnson, 533 2<sup>nd</sup> Ave NW, Cambridge, MN, asked if temporary signs cannot obstruct field of vision.

Levitski responded that no signs can obstruct vision and no signs can be placed in the Right of Way.

Mr. Johnson inquired about large flags signs put up on Birch St N and Hwy. 95 by Spirit of Life Church on Sundays. He has noticed on Monday mornings when driving to work, he cannot see oncoming traffic at this intersection.

Levitski stated flag or feather signs are permitted with a temporary sign permit. Westover stated Staff will contact Spirit of Life Church via a letter.

Berg asked if the City has any specific language that requires the sign owner that wants to put a sign on someone else's property that they have written permission.

Levitski stated there is a place on the temporary sign permit application for the property owner to sign off on.

Dybvig asked Staff to do some research and bring back some language for the Commission to review.

Levitski stated Staff will bring this back for discussion and in the meantime, Staff will not be asking anyone to take down signs and will not be pursuing enforcement at this time.

### **Other Business/Miscellaneous**

#### ***City Council Update***

Palmer updated the Commission on the last City Council meeting.

#### ***Parks Commission Update***

Levitski updated the Commission on the last Parks, Trails, and Recreation Commission meeting.

### **Adjournment**

Being no further business before the Cambridge Planning Commission, Palmer moved, seconded by Berg, to adjourn the regular meeting at 8:43 pm. Motion carried 4/0.

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Julie Immel  
Cambridge Planning Commission Chair

ATTEST:

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Marcia Westover, Community Development Director

**Planning Commission  
Item 5A Interim Use Permit Extended Home Occupation  
328 Sunset Lane**

**October 1, 2019**

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Author: Marcia Westover

**Background**

The applicant has requested an Interim Use Permit (IUP) to allow an Extended Home Occupation for a commercial kitchen at 328 Sunset Lane. An IUP is required for an Extended Home Occupation in all residential zoning districts. An Extended Home occupation is defined as:

An accessory use carried out by the occupant of a dwelling unit, in which goods are produced, traded, or sold or services are rendered as an economic enterprise, when carried on within any accessory building or garages or employing members outside the household residing on the premises.

The request is to build a 24' x 28' addition to the attached garage for the commercial kitchen. Since this will be an addition to the garage, and members outside the household will be employed, an Interim Use Permit is required. If the property sells, the commercial kitchen addition would likely be turned back into a garage.

The applicant, Vicki Lefebvre, owns a catering business and does most of the cooking herself although she does have one to two employees helping prep for events. The one or two employees will have ample parking space on the existing driveways. No outside customers will come to the property; it will not be a retail shop. All food will be delivered and catered to the event site (off-site). The day of an event, the food is transported to the event site with a personal trailer.

The unprepped food is delivered via a semi-truck to the house once or twice per week depending on events. The deliveries are scheduled at approximately 11:00 am. This semi-truck activity will be unusual for the residential neighborhood. I had Ms. Lefebvre get me some details about the deliveries and reviewed them with our city engineer. Since city streets are designed specifically for certain types of vehicles and traffic, we wanted to make sure this vehicle activity would be acceptable. The loaded semi-truck weight is 20,000 pounds and does not cause undue concern for those residential streets, specifically during the spring when frost is going out and the road subgrade is weak.

The semi-truck will park in front of the property on Sunset Lane and wheel the deliveries to the house. The truck will not turn or back into the driveway as this could cause damage to the street curb.

Other concerns include odors and noise. Neither of these items should be an issue with the design and venting of the commercial kitchen.

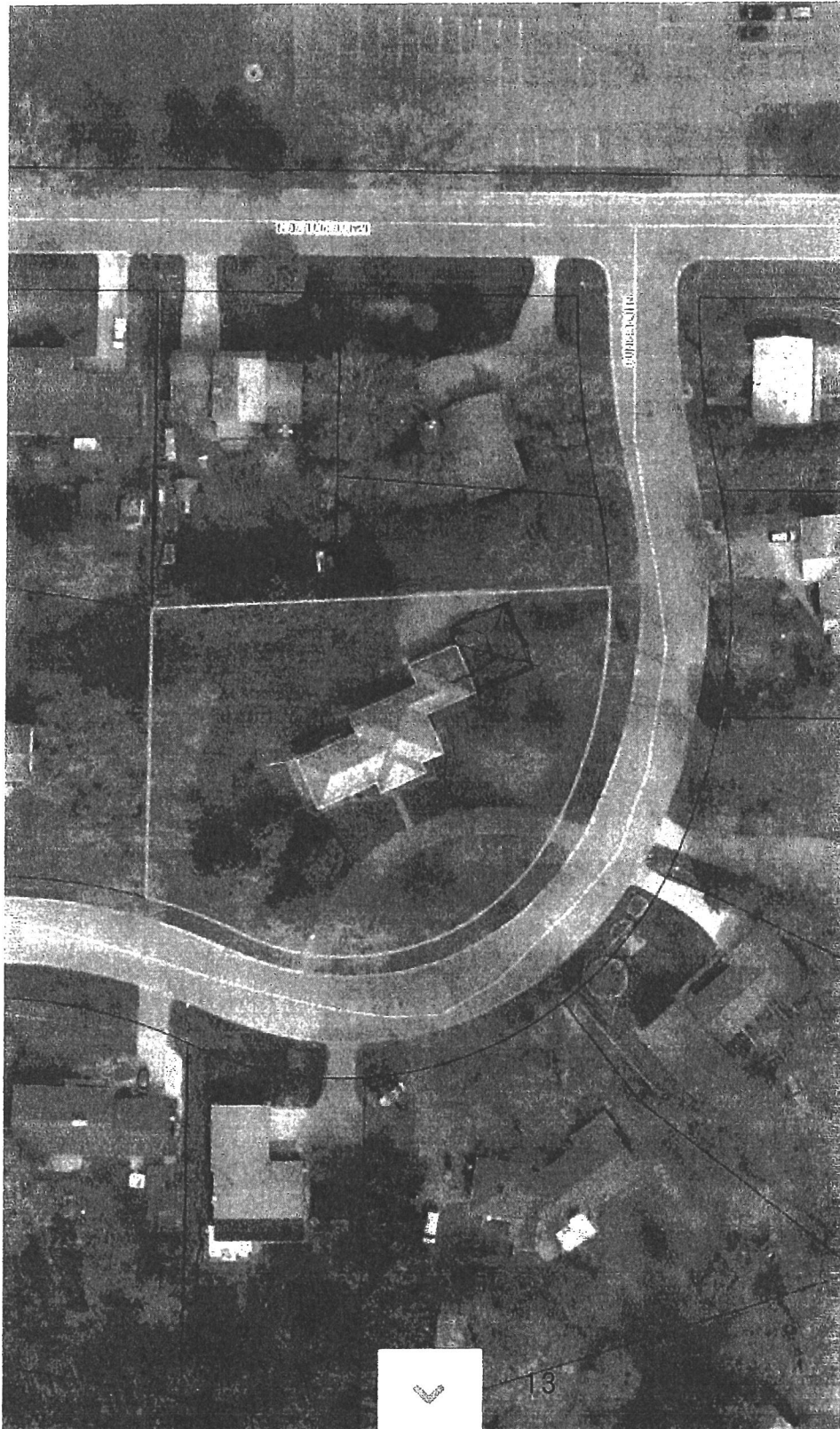
**Planning Commission Action:**

Motion to approve the attached Resolution approving the Interim Use Permit for an Extended Home Occupation to allow a commercial kitchen as long as the conditions listed below are met.

1. The Interim Use for an Extended Home Occupation is not transferrable and shall only be used by Vicky Lefebvre and shall discontinue after three (3) years from the date of approval.
2. The hours of operation of the Extended Home Occupation must occur between 7:00 am and 10:00 pm.
3. Section 156.084 Home Occupations of the City Code must be met at all times, where applicable.
4. If noise, odors, traffic or any items listed in Section 156.084 become an issue, the Planning Commission and City Council may review and revoke the Interim Use Permit.
5. The addition shall meet all required setbacks.
6. All federal, state, and local codes, laws and ordinances shall be met.

**Attachments**

1. Applicant submittal
2. Resolution



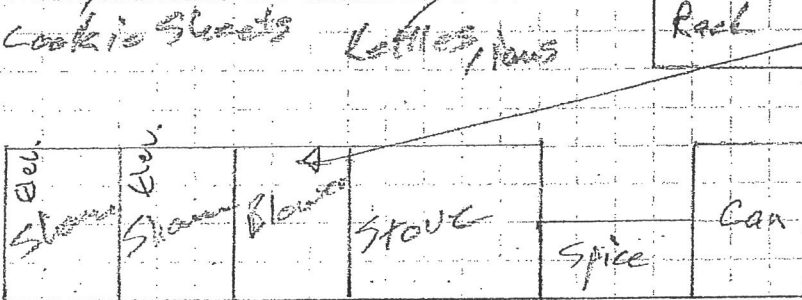
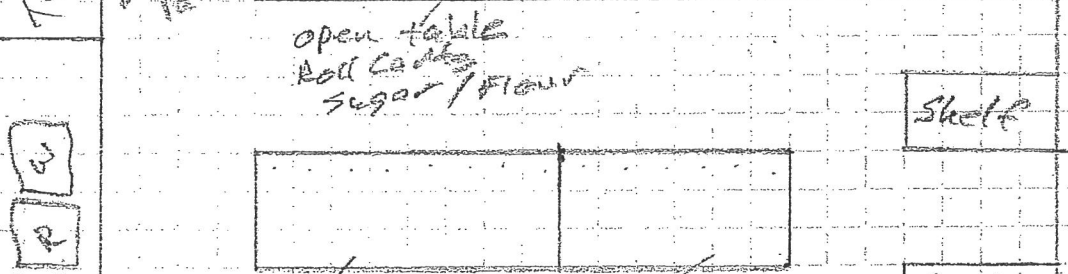
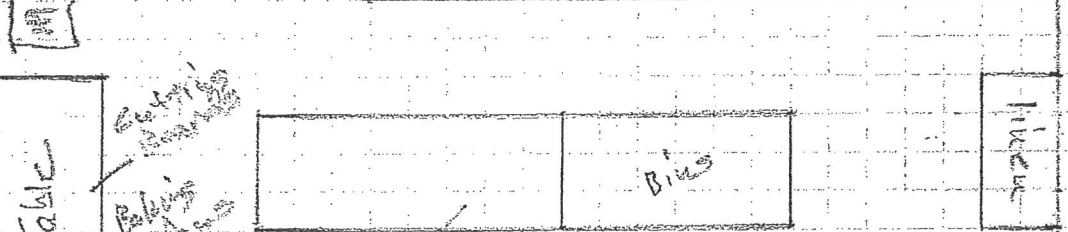
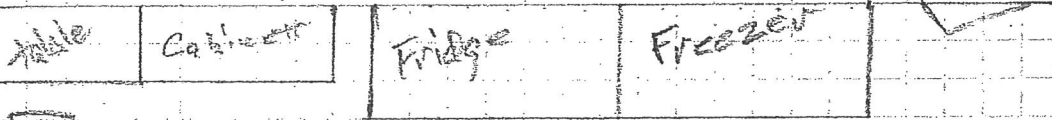
House

# LeFebvre 328 Sunset LN N Commercial Kitchen

Vicky 763-221-6011  
Lobe 763-221-5811

VENTILATION DUCT

Microwave  
Procedural  
Coffee



# Type 1 Hood Required  
Granular → Roof

Map

Resolution No. R19-XXX

RESOLUTION APPROVING AN INTERIM USE PERMIT  
VICKY LEFEBVRE

TO ALLOW AN EXTENDED HOME OCCUPATION IN A RESIDENTIAL ZONING DISTRICT  
(SCENIC RIVER II DISTRICT, UNDERLYING ZONING IS R-1 ONE FAMILY RESIDENCE)  
(SITE ADDRESS-328 SUNSET LANE)

**WHEREAS**, Vicky Lefebvre, 328 Sunset Lane, Cambridge, MN, owner of the property located at:

**Lots Six (6) and Seven (7) and the West Half (W ½) of Lot Eight (8), all in Block One (1), "Sunset Knoll", according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County and State.**

**AND**

**Those parts of Lot Eight (8) and Lot Ten (10), Block One (1), Sunset Knoll, described as follows, to-wit: Commencing at the Southwest corner of Lot Eight (8), Block One (1), Sunset Knoll, thence East on the south line of said Lot Eight (8), 50 feet; thence Northwesterly in a straight line to the Northwest corner of Lot Ten (10), Block One (1), Sunset Knoll; thence South on the West lines of Lots Ten (10) and Eight (8), Block One (1), to the point of commencement and there to terminate.**

has applied for an Interim Use Permit to allow and Extended Home Occupation in the Scenic River II district (underlying zoning is R-1 One Family Residence district); and

**WHEREAS**, The Planning Agency of the City has completed a review of the application and made a report pertaining to said request, a copy of which has been presented to the City Council; and

**WHEREAS**, The Planning Commission of the City, on the 1st day of October, 2019, following proper notice, held a public hearing to review the request and adopted a recommendation that the Interim Use Permit be approved; and

**WHEREAS**, the City Council, on the 21<sup>st</sup> day of October, 2019, reviewed the Planning Commission's recommendation and the information prepared by the Planning Agency of the City and finds that the proposed Interim Use is compatible with the City's Zoning Ordinance by providing the resident the option to utilize their residence as a place to fulfill personal economic goals that will not infringe on the residential rights of neighbors.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Cambridge, Minnesota, approves the Interim Use Permit to allow automobile sales in the B-1 zoning district at the location listed above, upon satisfying the conditions listed below:

1. The Interim Use for an Extended Home Occupation is not transferrable and shall only be used by Vicky Lefebvre and shall discontinue after three (3) years from the date of approval.
2. The hours of operation of the Extended Home Occupation must occur between 7:00 am and 10:00 pm.
3. Section 156.084 Home Occupations of the City Code must be met at all times, where applicable.
4. If noise, odors, traffic or any items <sup>15</sup> listed in Section 156.084 become an issue,

the Planning Commission and City Council may review and revoke the Interim Use Permit.

5. The addition shall meet all required setbacks.
6. All federal, state, and local codes, laws and ordinances shall be met.

Adopted by the Cambridge City Council  
This 21<sup>st</sup> day of October, 2019

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James Godfrey, Mayor

ATTEST:

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Linda J. Woulfe, City Administrator



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Author: Marcia Westover

**Background**

In 2014, staff was asked by the realtor selling 509 Main Street N if the property could be zoned commercial. Since this property is adjacent to other commercial properties and directly adjacent to Main Street, staff proposed the zoning change from residential to commercial and it was approved on October 20, 2014 (Ordinance No. 607).

On February 3, 2015, Mr. Cottrell came into City Hall with a proposed site plan and to discuss his plans for a used automobile dealership. I explained and noted on the site plan that the plan was not approved and gave him a copy of Section 156.090 Auto Oriented Uses of the City Code which he was to adhere to in order to operate the business.

In April 2015, complaints and enforcement began with parking on the grass, parking in the right-of-way, and non-compliant on-site parking. In addition, there were complaints and enforcement regarding living quarters inside the business.

Staff has been working with and responding to Mr. Cottrell's requests since this time. Mr. Cottrell has submitted numerous site plans, but staff has not been able to approve them since they do not meet the requirements of Section 156.060 Off-Street Parking.

Since no plan submitted has met the city code completely (the paved area is too small), it was decided by Administration that the city would allow six (6) display vehicles in an effort to allow Mr. Cottrell to keep operating his business. This was viewed as a reasonable number of vehicles to allow maneuverability and a neat and orderly display on the small lot. In addition to the six (6) display vehicles, two (2) customer and one (1) employee parking space is required.

Mr. Cottrell has applied for a variance to allow 12 display vehicles plus his two (2) customer and one (1) employee parking spaces for a total of 15 vehicles on the lot. Please see the attached site plan and also the plan showing the city's notes on the discrepancies with the plan.

Mr. Cottrell states that other auto dealerships in Cambridge have different rules. Historically, most of the auto dealerships have been here for many years and are considered existing non-conforming, or "grandfathered in".

The more recent auto-oriented dealerships in Cambridge, including Valder's Vehicles and North Metro Auto Sales have received Interim Use Permits and the parking and site layout has been reviewed for compliance. Another new auto dealership is currently being proposed at the former World-On-Wheels property and staff is requiring the same parking requirements as 509 Main St. N.

**Planning Commission Action:**

Motion to approve the attached Resolution denying the variance, or direct staff to modify the Resolution to allow the variance.

**Attachments**

1. Applicant submittal (answers to variance standards/questions and written submittal)
2. Site Plan
3. Site Plan with staff notes
4. Resolution

difficulties.

(2)

*parking Regs to strict*

“Practical difficulties”, as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.

(3)

*I'm permitted used seeking Relief from parking Restrict  
FACT I'm IN BUSS. IS A BUSS. USE & TRANSITION*

Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.

(4)

*It is an economic & Hardship to go by the City's use  
of my Property*

Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.

(6)

No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.

*BY ALLOWING ME TO PUT ASPHALT I COULD STILL*

(7)

*stay in Compliance  
Variance less than requested.*

A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.

*Will I Compermize it Needed ON Smaller AREA*

(8)

Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:

*2 BUSS. NO. OF ME THEN RESIDENTIALS*

(a) Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;

*Don't Worry - Lynda Wolf*

(b) Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;

(c) Would the variance substantially increase congestion in the public streets due to traffic or parking;

(d) Would the variance unduly increase the danger of flood or fire;

(e) Would the variance unduly tax public utilities and facilities in the area; and

(f) Would the variance endanger the public health or safety.

(F) Conditions on variances. The City Council, upon recommendation of the Planning Commission, may impose specific conditions and limitations upon the granting of a variance as are necessary to achieve the purpose and objectives of this chapter. The conditions and limitations may include but are not limited to those concerning the use, construction, character, location, landscaping, screening, parking and other matters relating to the purpose and objectives of this chapter and shall be expressly set forth in the resolution granting the variance. Violation of any such

#1. THE Limit of 6 CARS Does not ALLOW me to Run my Business Effectively & Profitable. My Lot will hold 15 CARS - 12 Display, 2 Customer PARKING, 1 Employee PARKING I have set this up on my Lot and drove ea. one in + out. With no problems and no going in the GRASS OR Right A Way other than Straight in and Straight out. I ALSO have pics of the Display on my phone. Thank you!

#2. I feel the PARKING Regulations that Apply to me C.A.R.S. INC. in Cambridge, mn. ARE A bit to Strict. AND ALSO by how the other Dealers operate their Businesses. They ALL seem to have different RULES? Why?

#3. I AM SEEKING Relief from the STRICT PARKING Regulation Put upon me. If I had the Allowable Amount of Car on the Lot. AND say my wife Comes w/ lunch & my MEDS, AND my Mechanic Stops to see what needs fixed next, AND O'Reilly's stops with Parts, AND A 3RD Customer stops I AM OVER in Count. I WAS TOLD I have to tell them PARK ACROSS Street OR Come back Later. They would LEAVE FOREVER AND if they parked ACROSS the St. AND CROSSED & got hit I would be held ACCOUNTABLE. AND there IS NO Cross-WALK. It is Impossible, & NO Lenience, & TOLERANCE. I would be out of Business in A Short time Doing THAT.

#4. IT HAS BEEN A REAL hardship on me AND my COMPANY trying to follow the STRICT Rules. ITS HAS BEEN A ECONOMICAL hardship on me, my FAMILY AND my BUSINESS. The City is not ALLOWING me to use my property to its fullest CAPACITY. I feel I'm being held down by City Employees.

#5. NO Question ???

6. I feel with my 15 CAR Request it would work with what I have. AND By ALLOWING me to Blacktop A SMALL AREA in the back of the property. I could EVEN get A bigger Display. AND Be in contention with the other dealers. AND Be able to make A FAIR Living instead of Losing OR just getting by.

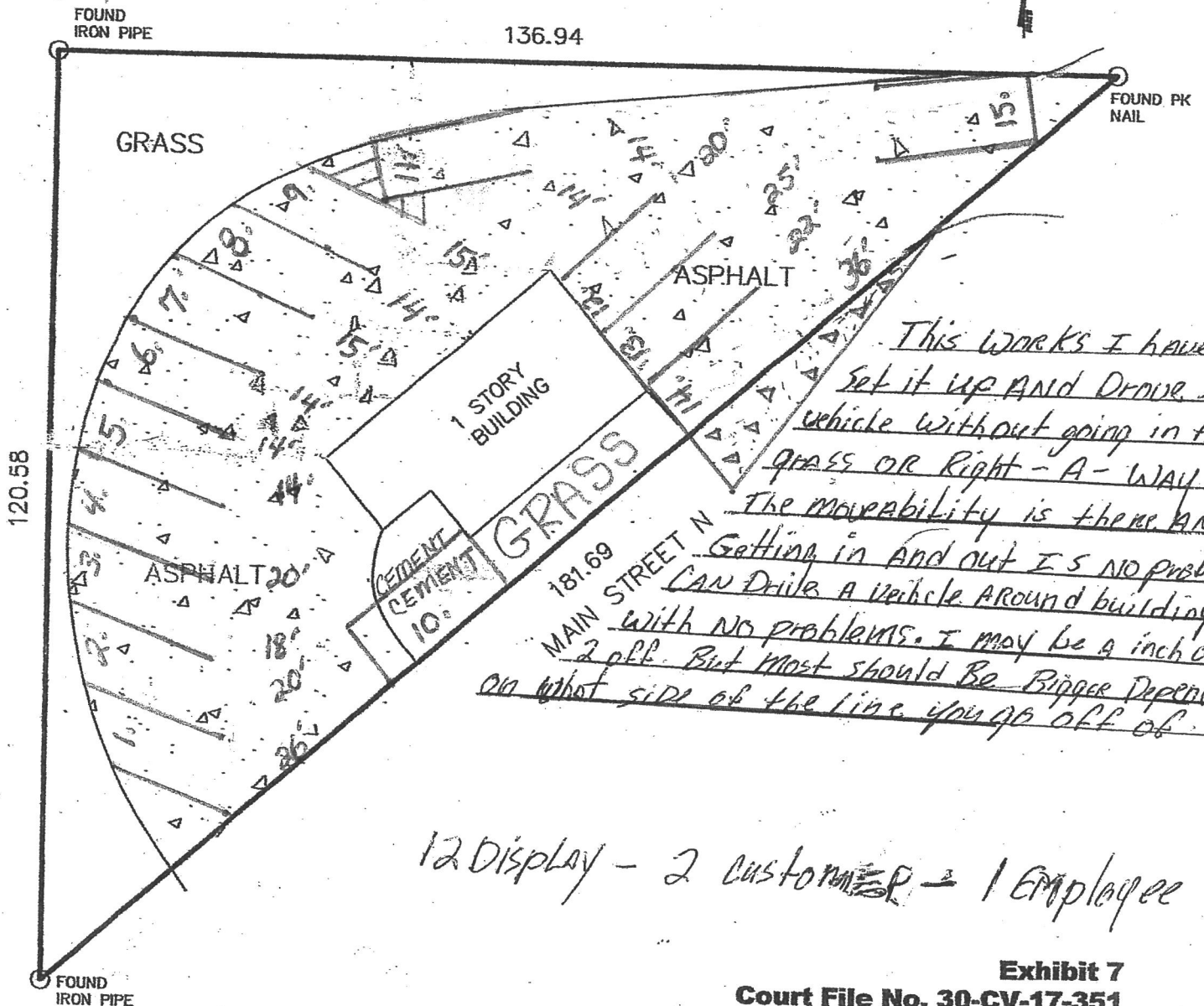
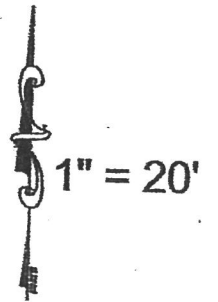
7. The city has put A unfair Display of 6 on me with NO compromise when it will hold 12 OR more with NO problem all the other dealers have many CARS + OVER LOADED lots I HAVE BEEN compromising AT A low Display.

8. There ARE 2 Business NORTH OF me then some Residential near more Businesses. There's BEEN many Different Business at my Property for yrs. Since 1955.

# Roger Cottrell (PARKING LAY OUT PLAN)

509 Main St N, Cambridge, MN 55008  
P/O Auditors Subd No 8, Sec 28-36-23, Isanti County

File - 18-126 Cottrell



*12 Display - 2 customer - 1 Employee*

**Exhibit 7**  
**Court File No. 30-CV-17-351**  
**Page 1**

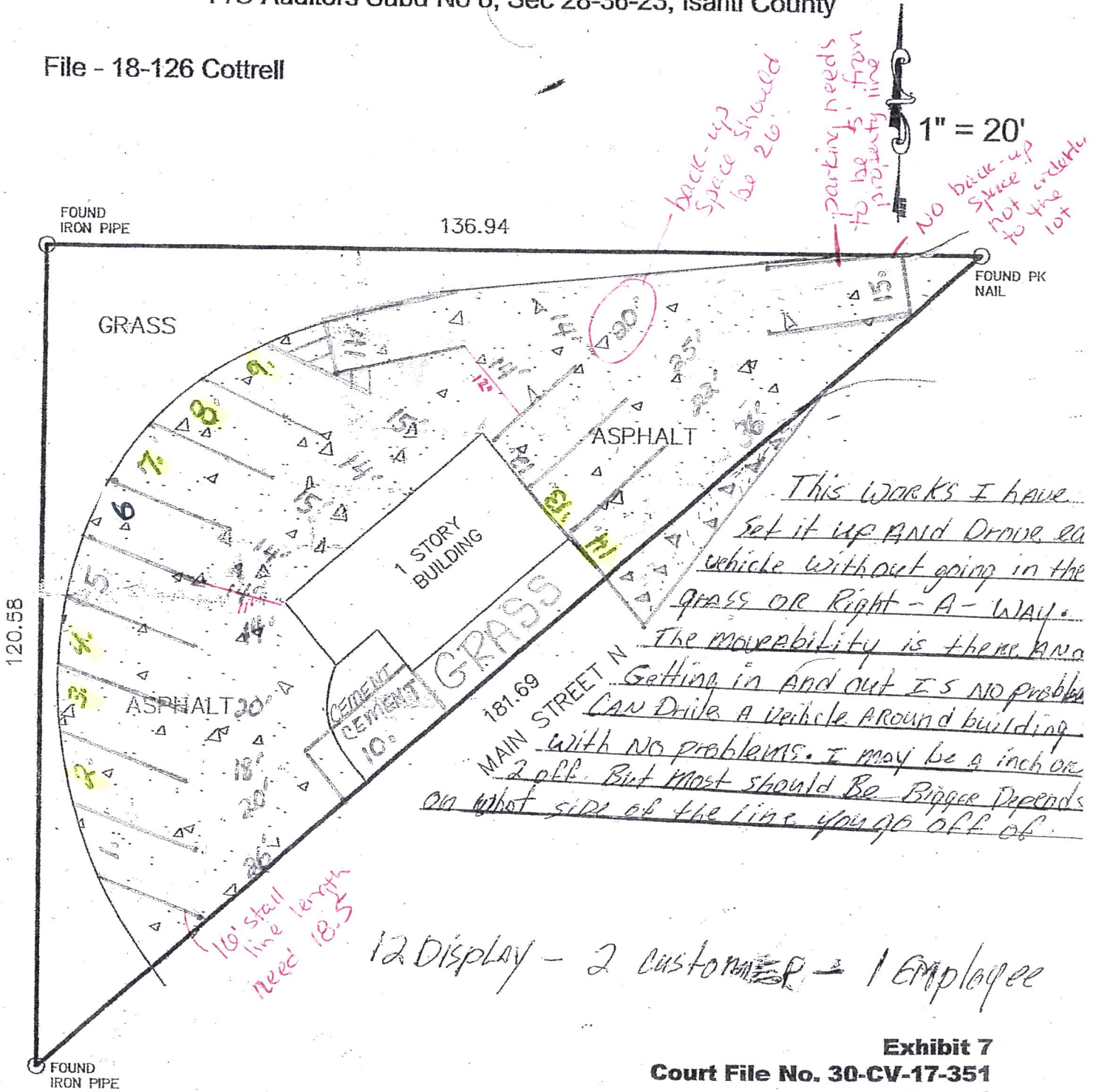
**Acommodation sketch;  
plat drawing not a survey.**

"The location of the improvements shown on this drawing are approximate and are based on a visual inspection of the property. The lot dimensions are from the recorded plat drawings or county records. This drawing is for informational purposes only and should not be used as a survey. It does not constitute a liability for the company and should be used for mortgage purposes only."

# Roger Cottrell (PARKING LAY OUT PLAN)

509 Main St N, Cambridge, MN 55008  
P/O Auditors Subd No 8, Sec 28-36-23, Isanti County

File - 18-126 Cottrell



*This works I have set it up and Drive ea vehicle without going in the grass or Right - A - Way. The moveability is there and Getting in and out is no problem CAN Drive A vehicle Around building with no problems. I may be a inch or 2 off. But most should Be Bigger Depends on what side of the line you go off of.*

*12 Display - 2 customer - 1 Employee*

**Acommodation sketch;  
plat drawing not a survey.**

**Exhibit 7  
Court File No. 30-CV-17-351  
Page 1**

"The location of the improvements shown on this drawing are approximate and are based on a visual inspection of the property. The lot dimensions are from the recorded plat drawings or county records. This drawing is for informational purposes only and should not be used as a survey. It does not constitute a liability for the company and should be used for mortgage purposes only."

**Resolution No. R19-XXX**

**RESOLUTION OF FINDINGS OF FACT DENYING THE APPLICATION FOR A  
VARIANCE TO ALLOW MORE VEHICLES THAN REASONABLY ALLOWED  
509 MAIN STREET NORTH**

**WHEREAS**, Roger Cottrell, owner of the property at 509 Main Street N., Cambridge, MN, 55008, applied for a Variance from the provisions of the City Code Section 156.060 Off-Street Parking Requirements and Section 156.090 Auto-Oriented Uses to allow more cars than reasonably allowed on his lot; and

**WHEREAS**, Roger Cottrell has submitted numerous site plans to the City and staff is unable to approve them since they do not meet the requirements of the code; and

**WHEREAS**, in an effort to allow Roger Cottrell to continue to operate his auto dealership, City staff has allowed Roger Cottrell to display six (6) vehicles for sale, and have two (2) customer parking spaces and one (1) employee parking space; and

**WHEREAS**, city staff found the number of six (6) display vehicles reasonable in order to maintain maneuverability throughout the site and to allow a neat and orderly display whereas otherwise the lot is too small to conform to city regulations; and

**WHEREAS**, The Planning Agency of the City has completed a review of the application and city staff has made a report pertaining to said request, a copy of which has been presented to the City Council; and

**WHEREAS**, The Planning Commission of the City, on the 1st day of October, 2019, following proper notice, held a public hearing regarding the request, and following said public hearing, the Commission recommended denial of the application request for a Variance upon finding the application does not comply with the standards set for variance approval in Section 156.112 Variances of the City Code; and



**WHEREAS**, The City Council met at its regularly scheduled meeting on the 21st day of October, 2019 and finds that the seven (7) required standards to approve a variance request have not been satisfied as follows:

- (1) *General standard. No variance shall be granted unless the applicant shall establish that conforming to the strict letter of the provisions of this chapter would create practical difficulties.*

**The applicant has not established that conforming to the six (6) display vehicles would create practical difficulties. The applicant has only established economical difficulties for the business.**

- (2) *“Practical difficulties”, as used in conjunction with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the area.*

**The plight of the landowner is not only due to circumstances unique to the property. Six (6) display vehicles have been reasonably allowed by Administration. The lot is small, but does have more room in the rear to expand asphalt parking surface. The business can operate with six (6) display vehicles as-is. The owner has deemed this number of display vehicles unacceptable for the business to be profitable.**

- (3) *Harmony. Variances shall only be permitted if they are in harmony with the general purposes and intent of the Zoning Ordinance and Comprehensive Plan.*

**The proposed number of 15 vehicles is not in harmony with the purposes and intent of the Zoning Ordinance and Comprehensive Plan. Specifically the regulations of off-street parking is to promote safe and efficient storage and circulation. The regulations of auto-oriented uses is intended to include neat and orderly sales displays free of dust, noise and the like.**

- (4) *Economic Considerations. Economic considerations alone shall not constitute a practical difficulty; The alleged hardship shall not include the inability of the property owner to realize a greater profit than if the variance were not granted.*

**The desire to add additional display vehicles for sale is an economic consideration and does not constitute a practical difficulty since the business can operate with six (6) display vehicles.**

- (5) *No other remedy. There are no less intrusive means other than the requested variance by which the alleged hardship can be avoided or remedied to a degree sufficient to permit a reasonable use of the lot.*

**There are other remedies; the business can operate with six (6) display vehicles, or the owner can propose additional parking surface on the lot.**

*(6) Variance less than requested. A variance less than or different from that requested may be granted when the record supports the applicant's right to some relief but not to the relief requested.*

**The business can operate with six (6) display vehicles, two (2) customer spaces, and one (1) employee parking space in a neat and orderly fashion so no less or different request should be granted.**

*(7) Essential character of the area. In considering whether a proposed variance will have an effect on the essential character of the area, the following factors shall be considered:*

*(a) Would the variance be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development or value of property or improvements permitted in the vicinity;*

*(b) Would the variance materially impair an adequate supply of light and air to the properties and improvements in the vicinity;*

*(c) Would the variance substantially increase congestion in the public streets due to traffic or parking;*

*(d) Would the variance unduly increase the danger of flood or fire;*

*(e) Would the variance unduly tax public utilities and facilities in the area; and*

*(f) Would the variance endanger the public health or safety.*

**Through granting of the proposed variance, it could endanger the public health or safety by blocking necessary drive-thru lanes for emergency vehicles and it could create clutter and/or disorder of the lot and have potential disturbance to the enjoyment or value of nearby property owners.**

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Cambridge, Minnesota, denies the application for a Variance for 509 Main Street N.

Adopted by the Cambridge City Council  
this 21st day of October, 2019.

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James Godfrey, Mayor

ATTEST:

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Linda J. Woulfe, City Administrator

**Planning Commission**

**Item # 5C**

**Interim Use Permit Extension-Leaf's Towing-791 Garfield St. S**

**October 1, 2019**

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**Request**

A request by Leaf's Towing & Recovery, 791 Garfield St S, Cambridge, MN 55008, for an extension on their Interim Use Permit to continue to allow an impound lot and outdoor storage in the I-1 Zoning District.

**Background**

Leaf's Towing was granted an Interim Use Permit (IUP) at the November 17, 2014 City Council meeting. The city code does not have any zoning district where impound lots are an allowed use, and impound lots are not defined in the code. However, Section 156.041 Industrial Districts in the zoning code does have a provision that allows "those other uses which in the opinion of the Planning Commission are appropriate only on an interim basis." Leaf's Towing has applied for an extension for their IUP to continue to allow the impound lot and outdoor storage.

The purpose of the interim use permit is to allow a use that reasonably utilizes the property for a limited period of time or allow a use that is presently acceptable but with anticipated development or other changes will not be acceptable in the future. Interim use permits terminate upon a specific date, but can be extended upon re-application before the Planning Commission and City Council.

Because the code does not identify impound lots, it does not identify any standards for them. In 2014, staff performed research in other communities and with the MPCA to help with the standards and guidelines for conditions of approval. These same conditions are listed with the extension request. The MPCA does not regulate impound lots; they leave it up to individual cities to regulate them in their communities. The MPCA suggested to have Best Management Practices in place for the impound lot.

Leaf's Towing has been parking their vehicles on impervious surface as was listed as a condition with their first IUP. There have been a few times throughout the years it was reported vehicles were not being parked on impervious surface and after making contact with the owner, the issue was remedied immediately.

Outdoor storage is allowed by an IUP in all industrial zoning districts. Outdoor storage must be screened from all adjacent properties. All towed and impounded vehicles are being stored outside on improved surface and behind a woven mesh wind screen fence.

**Staff Recommendation**

Staff is supportive of the extension request. Staff recommends the following conditions for approval:

**Planning Commission**

**Item # 5C**

**Interim Use Permit Extension-Leaf's Towing-791 Garfield St. S**

**October 1, 2019**

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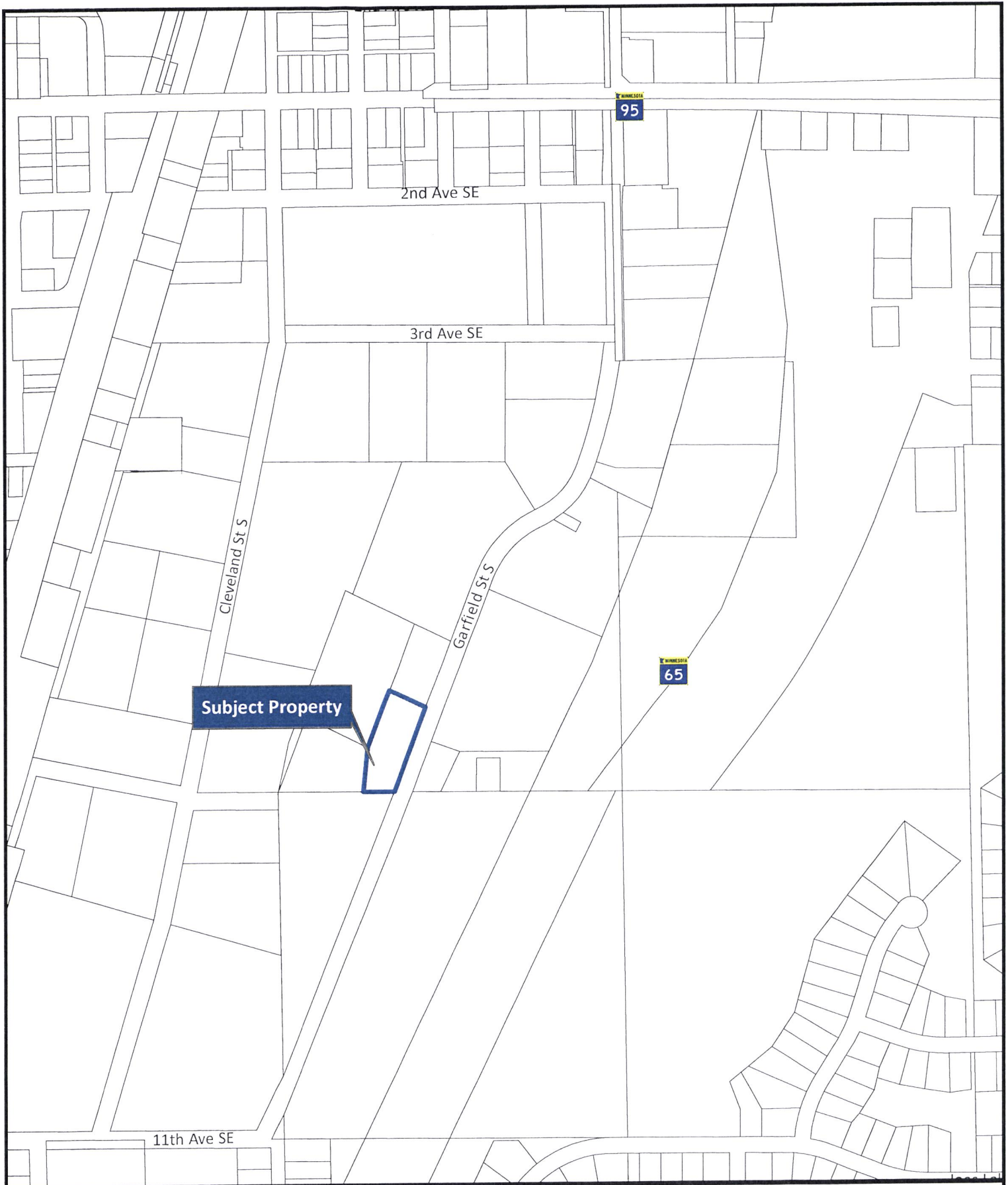
1. The Interim Use Permit for an impound lot and outdoor storage is not transferrable and shall only be used by Leaf's Towing, and shall discontinue after 5 years from the date of approval.
2. Outdoor storage is limited to vehicles only. Section 156.085 Outdoor Storage of the City Code must be met at all times, where applicable.
3. All vehicle parking and outdoor storage must be on an impervious surface (pavement or concrete).
4. Floor drains shall drain into a flammable waste trap as per Minnesota Plumbing Code part 4715.1120.

**Planning Commission Action**

Motion on the attached draft resolution, as may be modified by the Commission, recommending approval for the extension of an Interim Use Permit to continue to allow an impound lot for towed vehicles and for outdoor storage in the I-1 Low Impact Business-Industrial District at 791 Garfield St. S as long as the conditions listed above are met.

**Attachments**

1. Location Map
2. Draft Resolution



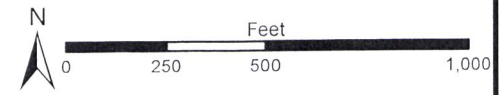
**Subject Property**



**CAMBRIDGE**  
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300 Third Ave NE, Cambridge, MN 55008 ~ 763-689-3211  
www.ci.cambridge.mn.us

**IUP Request - Leaf's Towing**  
**791 Garfield St S**



clevitski

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources and is to be used for reference purposes only. The City of Cambridge does not warrant that the GIS data used to prepare this map are error free, and The City of Cambridge does not represent that the GIS data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precise depiction of geographic features. The user of this map acknowledges that the City of Cambridge shall not be liable for any damages which arise out of the user's access or use of data provided.

**Resolution No. R19-XXX**

**RESOLUTION APPROVING AN EXTENSION FOR AN INTERIM USE PERMIT  
LEAF'S TOWING & RECOVERY  
TO CONTINUE TO ALLOW AN IMPOUND LOT FOR TOWED VEHICLES AND OUTDOOR STORAGE  
IN THE I-1 ZONING DISTRICT  
(SITE ADDRESS: 791 GARFIELD ST S)**

**WHEREAS**, Leaf's Towing & Recovery, 791 Garfield St. S., Cambridge, MN 55008, representative of the property located at:

Part of Lot 3, Block 2, Southeast Cambridge Industrial Area Second, in Section 33, Township 36, Range 23, Isanti County, Minnesota

has applied for an extension on their Interim Use Permit that was initially approved on November 17, 2014 to continue to allow an impound lot for towed vehicles and outdoor storage in the I-1 Zoning District; and

**WHEREAS**, The Planning Agency of the City has completed a review of the application and made a report pertaining to said request, a copy of which has been presented to the City Council; and

**WHEREAS**, The Planning Commission of the City, on the 1<sup>st</sup> day of October, 2019, following proper notice, held a public hearing to review the request and adopted recommendation that the Interim Use Permit extension be approved; and

**WHEREAS**, the City Council, on the 21<sup>st</sup> day of October, 2019, reviewed the Planning Commission's recommendation and the information prepared by the Planning Agency of the City and finds that the proposed Interim Use extension is compatible with the City's Comprehensive Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Cambridge, Minnesota, approves the Interim Use Permit extension to allow an impound lot for towed vehicles and outdoor storage in the I-1 Zoning District at the location listed above, upon satisfying the conditions listed below:

1. The Interim Use Permit for an impound lot and outdoor storage is not transferrable and shall only be used by Leaf's Towing, and shall discontinue after 5 years from the date of approval.
2. Outdoor storage is limited to vehicles only. Section 156.085 Outdoor Storage of the City Code must be met at all times, where applicable.
3. All vehicle parking and outdoor storage must be on an impervious surface (pavement or concrete).

4. Floor drains shall drain into a flammable waste trap as per Minnesota Plumbing Code part 4715.1120.

Adopted by the Cambridge City Council  
This 21<sup>st</sup> day of October, 2019

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James A. Godfrey, Mayor

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Linda J. Woulfe, City Administrator



**Background**

At the September 3, 2019 Planning Commission meeting, staff and the Commission discussed current requirements for window signs and the lack of language regarding way finding signs.

**Window Signs**

Discussion entailed as to what type of window signs should be allowed in business store fronts and affixed to windows in the business districts. To date, staff has not received complaints regarding vinyl window signs in storefronts. This topic came to light when a new business was located in the B-T Zoning District and they requested to affix a vinyl window sign that exceeded the 30% maximum requirement.

Following the meeting, staff discussed possible ordinance amendments and concluded that due to the fact that very few cities enforce their current code requirements when it comes to a maximum percentage of window signage it might be time to revise the language to allow additional window signage. Downtown businesses do not have sufficient room for advertising and there are businesses that use visual effects to help off-set sunlight and the feeling that their customers are sitting out in the open on road frontages. Other businesses on the east commercial side of town use corporate window signs and displays to advertise monthly sales and to dress up their store fronts as well.

It is the intent of the window restrictions that first responders can see into the businesses at night during their community policing. Therefore, staff is proposing opaque vinyl signs and signs covering all windows of a business be prohibited.

Staff reached out to area sign companies and was informed that vinyl window signs are a growing trend and is extremely common with businesses. Many businesses in the City have petitioned the City change the language and allow more than 30% per window be covered as long as first responders can see into the business.

Concerns have been raised regarding the aesthetics of window signage and it has been debated if too much window signage “clutters” the store fronts and causes blight. Because “beauty is in the eye of the beholder”, it is very difficult to pick and chose what window signs are blight and what signs are not blight. Staff is proposing the attached changes and if problems arise or complaints are received, we will bring this subject back to the Planning Commission for further discussion and review.

**Wayfinding Signs**

Also, at the September 3, 2019 Planning Commission meeting, staff, Commissioners, and community members discussed the possibility of allowing wayfinding signs for government agencies, public institutions, educational facilities, and places of worship.

**Planning Commission  
Item # 5D PUBLIC HEARING  
Ordinance Amendment for Sign Regulations  
(Window & Way Finding Signs)**

**October 1, 2019**

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Staff reached out to MnDOT and much of the language proposed came directly from their regulations. It was also discovered that signs that were installed on Main St. years ago such as the Library, Hospital, DNR, Isanti County Government Center, churches, etc. were initially installed by MnDOT prior to Main St. being turned over to the City of Cambridge. It will be the responsibility of the City of Cambridge to maintain these signs going forward. Staff also used MnDOT's language related to the cost and maintenance of these signs.

**Planning Commission Action**

Motion to recommend the City Council approve Ordinance XXX Amending Title XV: Land Usage, Chapter 156 zoning, Section 156.063 Sign Regulation and Section 156.007 Definitions

**Attachments**

1. Excerpt from Draft September 3, 2019 Planning Commission Minutes
2. Draft Ordinance

# Excerpt of the Draft September 3, 2019 Planning Commission minutes

Westover stated the purpose of the Variance process is to review applications on a case-by-case basis to determine whether relief may be granted from unforeseen particular applications of the zoning code that create practical difficulties. In considering an application for a variance, the Planning Commission shall recommend the approval of the variance only upon the finding that the application complies with the seven standards required.

Westover stated City Administrator Woulfe has been part of the planning and designing and is available to answer any questions there may be regarding the request for a variance.

Dybvig opened the public hearing at 7:33 pm. Hearing no comments, the public hearing was closed at 7:34 pm.

Palmer addressed several concerns regarding the location of the garage being so close to the neighbor's property line and the two vans transporting books weekly to and from this location will be parking near the garage. Palmer stated she is concerned for the health of the neighbors nearby with the exhaust from the idling vans.

Woulfe explained the proposed garage location makes the most logical sense with the layout of the building, having the least impact on windows and the outdoor reading area. Woulfe stated the vans will be inside the garage and not be idling outside of the garage entrance as the garage will be a heated and cooled space to maintain the integrity of the books and library materials.

Boese commented that the proposed location of the garage is the closest to the office. This library will be the headquarters of the East Central Regional Library (ECRL), which is a 14 member library consortium, and the vans make trips to these 13 different branch locations weekly, bringing in hundreds of boxes with thousands of books that need to be sorted and then prepared to be delivered to the appropriate library branch locations.

Woulfe stated of the four possible locations of the garage, this location works best for ECRL, the vehicles will be inside with the garage doors closed at all times and it fits well with the layout of the library building.

Berg stated Staff has applied this variance request to the seven standards and the findings show a practical need for the variance.

Berg moved, seconded by Boese, to recommend the City Council approve the variance as presented, allowing the accessory structure to be built at 548 1<sup>st</sup> Ave W (New Library Site). Motion carried 4/0.

## Window Clings Discussion

Levitski reviewed the current code language regarding window clings.

Levitski stated Staff enforces property maintenance only on a complaint basis due to limited resources. A new business owner approached the City and asked if they could cover their front

window with window clings to help advertise their business. Levitski informed the business owner of the current regulations. The business owner did not understand why the City wasn't enforcing current regulations and supplied many examples of where the current regulations are not being enforced.

Levitski explained that after the number of violations were brought to her attention, letters were sent to all businesses that had more than 30% of their windows covered. Almost every business owner contacted Levitski with concern and communicated their disagreement with this code requirement. With the push back from the local businesses, and the fact Staff have not discussed window clings in quite some time, Staff decided to bring this topic to the Planning Commission for their consideration. Local businesses were informed and invited to attend the meeting to voice their concerns.

Levitski stated Staff reached out to numerous communities to find out how they regulate window clings. Most cities have regulations in place, however, when asked if they enforce this code, almost every city responded they did not enforce their regulations. Levitski stated it begs the question whether or not this is a code requirement that is needed or at a minimum be looked at to determine if the City can install other parameters. Levitski presented the following things to consider including: limiting the amount of window space covered, visual effect versus advertising, limit to interior or exterior of windows, using clings in lieu of blinds, and how to determine the amount of coverage to limit based on per window or square feet of all windows.

Levitski stated new things trend, times change, practices change and it is time for the City to review the current regulations.

Palmer stated the Cambridge Police Department conducts frequent safety visits and checks to see that front and back doors are locked on all commercial properties in the City of Cambridge. Palmer stated advertising is expensive and using window clings in the store front windows is one option. Palmer also said that if the police cannot see through the window clings to do a safety check, it is the business owner's decision to make.

Berg stated the City is working hard to attract and retain businesses and doesn't want restricting window clings to be a roadblock in encouraging businesses to come to and stay in the City. Berg stated he is in favor of leaving the window cling choices up to the business owners and not placing restrictions on them.

Palmer pointed out that some franchise businesses must be compliant with directives from their corporate headquarters as to what advertising is displayed in their window fronts.

Boese stated these restrictions may have been written when Cambridge had an old downtown which was a pedestrian-oriented area. Today, downtown is a vehicle-oriented area. The dynamics of the commercial businesses have changed. Boese agrees with Berg to not restrict use of window clings.

Dybvig stated this topic is full of personal opinions, centers around what is aesthetically pleasing and is a challenge to legislate. His opinion is if the window treatment aesthetically matches the theme of the business and enhances Main Street, it should be allowed. Dybvig commented that window

treatments can consist of window clings, banners or posters attached to the window or hanging inside the window.

Levitski agreed that beauty lies in the eye of the beholder and is difficult to legislate. Levitski stated Staff have not received complaints but needs direction as to revising the requirements and/or enforcing the requirements as they are written.

Ryan Scheller, 6469 401<sup>st</sup> Street, North Branch, and owner of RVS Performance, 430 1<sup>st</sup> Ave., Cambridge, MN, commented he has recently been working with City Staff regarding advertising options for his business. Mr. Scheller stated advertising has changed and many different options are now available. He explained the window clings being discussed are made of a printed vinyl wrap material which is perforated with small holes allowing visibility day and night. Mr. Scheller stated if the window clings are not hideous or in poor taste, he stated he is pleased to hear discussion regarding leaving this decision up to the business owner.

Ashley Schaefer, 208 Main St S., owner of 208 Hair Salon, Cambridge, MN, stated her business uses the perforated vinyl window clings. She explained this material blocks the sun during the day but still allows visibility into the building at night. Ms. Schaefer pointed out this is a good way to advertise as they are limited to placing a huge sign on the top of the building which is costly and hard for people to see as they drive by.

Levitski said the discussion seems to be leading toward changing the code language. Levitski stated Staff could do more research, talk to some of the business owners in the community regarding the types of vinyl clings and window wraps they are currently using, contact some of the vinyl cling sign companies and bring this information back for the Planning Commission's discussion at a future meeting.

The Commissioners agreed to this plan.

### **Off-Premise Sign Request**

Levitski stated the City Code does not allow permanent off-premise or way finding signs. As with all code enforcement, Staff enforces on a complaint only basis. Staff received a complaint on Common Ground's new off-premise (way finding) sign located on the Cambridge-Isanti School District property on the NW corner of Cypress St N and Highway 95. Staff contacted Common Ground and informed them of the complaint. After discussions with Common Ground representatives, Staff recommended them to write a letter requesting a code amendment.

Levitski reviewed the current City Code which regulates temporary off premise signs.

Levitski stated way finding signs for government agencies along with schools and churches are very common in communities, helping individuals visiting government agencies, schools and churches to find the location when they are not familiar with in a certain area. Levitski said churches and schools are often located in residential areas and are not visible from the main thoroughfares. MnDOT will

also place these types of signs in the right-of-way. In this situation, Levitski stated the way finding sign is on private school district property and is not in the right-of-way.

Levitski asked the Commission to discuss current regulations and give direction to Staff if the Commission would recommend amending the sign code to allow way finding signs for government agencies, schools, and churches on private properties.

Dybvig commented that signs for places people need to find, such as government offices, schools, churches and hospitals, should require a separate ordinance. He went on to say this is a separate issue from signs advertising fresh fruit sales, garage sales or wine tasting events.

Palmer agreed we need to be able to find places such as church, hospitals and schools.

Berg asked if the City would entertain the idea if Common Ground has gotten written permission from the school district to place their sign on school property.

Levitski stated Common Ground does have written permission from the school district but the City doesn't allow it since it is an off-premise sign. Levitski stated the City would need to amend the ordinance to allow way finding signs for government, public agencies and institutions on private properties.

Berg asked if MnDOT has any regulations on way finding signs on their roads. Westover replied MnDOT has their own regulations. The consensus of the Commission was for staff to look into MNDOT's sign regulations.

Randy Wallace, 343 Birch St. S., Cambridge, MN, the Co-Chair of the Administrative Council at Common Ground, stated the Council was advised to contact MnDOT once they learned the sign location was on school district property. MnDOT's response was the sign could not be bigger than 24" x 24" and no higher than any existing signs. Mr. Wallace stated Jill Reller, from Signs By Jill, designed the sign to those specifications, made sure the sign was no higher than the stop sign and had Gopher State One check for any utilities before installing the sign. Mr. Wallace believed they have done their due diligence and also had the approval of the school attorney and the approval of Mark Eisenbacher, the former Building and Grounds Director, at Cambridge-Isanti Schools to move ahead with installing this sign.

Dustin Johnson, 533 2<sup>nd</sup> Ave NW, Cambridge, MN, asked if temporary signs cannot obstruct field of vision.

Levitski responded that no signs can obstruct vision and no signs can be placed in the Right of Way.

Mr. Johnson inquired about large flags signs put up on Birch St N and Hwy. 95 by Spirit of Life Church on Sundays. He has noticed on Monday mornings when driving to work, he cannot see oncoming traffic at this intersection.

Levitski stated flag or feather signs are permitted with a temporary sign permit. Westover stated Staff will contact Spirit of Life Church via a letter.

Berg asked if the City has any specific language that requires the sign owner that wants to put a sign on someone else's property that they have written permission.

Levitski stated there is a place on the temporary sign permit application for the property owner to sign off on.

Dybvig asked Staff to do some research and bring back some language for the Commission to review.

Levitski stated Staff will bring this back for discussion and in the meantime, Staff will not be asking anyone to take down signs and will not be pursuing enforcement at this time.

### **Other Business/Miscellaneous**

#### ***City Council Update***

Palmer updated the Commission on the last City Council meeting.

#### ***Parks Commission Update***

Levitski updated the Commission on the last Parks, Trails, and Recreation Commission meeting.

### **Adjournment**

Being no further business before the Cambridge Planning Commission, Palmer moved, seconded by Berg, to adjourn the regular meeting at 8:43 pm. Motion carried 4/0.

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Julie Immel  
Cambridge Planning Commission Chair

ATTEST:

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Marcia Westover, Community Development Director

## ORDINANCE NO. XXX

### *An Ordinance Amending Title XV: Land Usage, Chapter 156 Zoning, Section 156.063 Sign Regulation and Section 156.007 Definitions*

*The purpose of this amendment is to add Section 156.063 (B) Wayfinding Signs and to amend Section 156.063 (D) (3) (h) Window Signs (Ordinance No. 690 was the last amendment to the Sign Regulation on April 15, 2019), to amend Section and to amend Section 156.007 Definitions with the following underlined language:*

#### **§ 156.063 SIGN REGULATION.**

##### (B) *General requirements.*

##### (11) Wayfinding Signs.

##### (a) Sign Design Criteria.

- i. The sign panel background color shall not use red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green or fluorescent pink.
- ii. The sign panels shall be made using retroreflective sheeting. Fluorescent sheeting shall not be used on sign panels.
- iii. Up to three destinations/attractions may be displayed on a sign structure.
- iv. Lettering shall be 6-inches high. The suggested font is Series C Federal Highway Gothic font (or a similar font style that does not detract noticeably from legibility) with approximately a maximum number of 14 characters per line (including spaces between words). Abbreviations, if used, should be standard abbreviations.
- v. Signage shall be located so that clear sight lines are maintained at all times at public roadway intersections and access points to private parking areas, etc., as determined by the Zoning Administrator.

##### (b) Wayfinding signs are permitted in the right-of-way with the following conditions:

- i. The City of Cambridge will install and maintain the signs.
- ii. The cost of fabrication, installation, and maintenance shall be paid by the requester.
- iii. Signs shall not be provided if the facility is readily visible or if effective off right-of-way directional signing is present or can be provided.
- iv. Wayfinding signs are only allowed on principal arterial, minor arterial, and collector roadways.
- v. The height of a wayfinding sign shall be determined by the Zoning Administrator.
- vi. Maximum size for a wayfinding sign shall not exceed two feet in length and three feet in height.
- vii. Only one sign structure is allowed in each direction approaching an intersection and should be located on the right side of the roadway.
- viii. A sign shall not obscure or detract from any existing traffic control devices.
- ix. Signing is allowed for left and right turning movements. Straight ahead



confirmatory signing is prohibited.

(c) Wayfinding signs are permitted on private property in all zoning districts with the following conditions:

- i. The requester or owner of the property is responsible for cost of installation and maintenance of the sign.
- ii. Wayfinding signs are only allowed on principal arterial, minor arterial, and collector roadways.
- iii. The height of a wayfinding sign shall be determined by the Zoning Administrator.
- iv. Wayfinding signs shall not obscure or detract from any existing traffic control devices.
- v. Sign permits are required.
- vi. Maximum size for a wayfinding sign shall not exceed two feet in length and three feet in height.
- vii. Only one sign structure is allowed in each direction approaching an intersection and should be located on the right side of the roadway.
- viii. Signing is allowed for left and right turning movements. Straight ahead confirmatory signing is prohibited.
- ix. Written permission is received by the property owner.

(D) *District regulations (Permitted Signs).*

(3) The following signs are permitted in the B-1, B-1A, BT and B-2 Business Districts subject to the stated requirements and limitations:

~~(h) Window signs are restricted to 30% of the area of the window(s) in which the sign is to be displayed and are in addition to those otherwise permitted on the principal structure. All window signs shall be applied to the interior of the windows except for temporary painted messages on the exterior. Window clings or window graphics must allow visibility into the building at night so emergency responders can see inside.~~

(h) Window signs are allowed in addition to those otherwise permitted on the principal structure. There must be visibility into the business at night. Vinyl signs affixed to the interior of windows must be translucent so they allow visibility into the building at night so emergency responders can see inside. Opaque vinyl is prohibited.

## § 156.007 DEFINITIONS

**Sign, Window.** A sign meant to be visible in the interior window(s) of a business or a sign painted to the exterior window(s) of a business.

**Sign, Wayfinding.** A sign designed to aid a motorist in locating government agencies, public institutions, educational facilities, and places of worship.

This ordinance shall be in full force and effect from and after its passage and publication according to law.

Adopted by the Cambridge City Council this 21<sup>st</sup> day of October, 2019, after complying with the statutory notice requirements contained in Minnesota Statutes §415.19.

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Jim Godfrey, Mayor

ATTEST:

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Linda J. Woulfe, City Administrator

Date of Publication: October 31, 2019

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Prepared by: Marcia Westover

**Background**

This discussion was tabled at the Planning Commission on September 3, 2019, after the public hearing was held, so as to give staff time to amend the language to include steel roofing materials. Please refer to the draft minutes from that meeting for further background information.

Staff has amended the proposed ordinance language to include separate roofing and siding requirements. After the Planning Commission's discussion, it was noted that there are many possible materials that would be acceptable as residential materials. It would be difficult to list all allowed materials. Therefore, the ordinance was amended to be simple and only list those items that would not be allowed.

The Planning Commission wanted to allow metal roofing materials. Language was added to say that roofing cannot be reflective or shiny so as to cause glare. With this language, metal is allowed, but will negate concerns for neighborhood glare and keep the materials more residential in nature. In addition, staff added that exposed fasteners would not be allowed. Exposed fasteners generally have a more industrial or agricultural look and are commonly restricted from urban residential neighborhoods.

The only restrictions added for residential siding is that it cannot be sheet metal or have exposed fasteners. This way a long list of common materials is allowed: lap steel, brick, vinyl, stucco, log wood, cedar wood, etc.

The Planning Commission recently discussed exterior materials for commercial and industrial properties. Standing seam metal is allowed for a roof material for commercial and industrial properties. Exposed metal fastener roofs are not permitted. Metal is also not permitted as a siding material. A variance must be sought if metal is requested as an exterior siding material.

**Planning Commission Action:**

Motion on the attached Ordinance NO. 702 to amend Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures, as may be amended by the Commission.

**Attachments**

1. Excerpt from the September 3, 2019 Planning Commission minutes
2. Draft Ordinance
3. Photos of existing homes in Cambridge
4. Standing seam metal roof photos
5. Exposed fastener metal roof photos
6. Sheet metal siding photos
7. Steel lap siding photos

Excerpt from the September 3, 2019 Planning Commission minutes

***PUBLIC HEARING – Zoning Code Amendment to Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures, Minimum Requirements (Roofing and Siding)***

Westover stated Staff has noted an increase in requests for metal roofing materials for residential properties. Staff is looking for clarification in the code on whether or not to allow metal roofing materials. Westover stated Staff would also like to clarify the siding materials allowed. The City's current code language is ambiguous and needs to be changed to allow or deny specific materials.

Westover stated the Planning Commission recently discussed exterior materials for commercial and industrial properties. Standing seam metal is allowed for a roof material for commercial and industrial properties. Exposed metal fastener roofs are not permitted. Metal is also not permitted as a siding material. A variance must be sought if metal is requested as an exterior siding material.

Westover stated the residential materials code language should be more specific. Westover presented an example amendment and asked the Commission to review and comment.

Westover provided photo examples and had a list of questions for the Commission to discuss.

Dybvig opened the public hearing at 7:11 pm.

John Nordin, 225 Elm St. N., Cambridge, MN, pointed out the list of approved building materials in the proposed example definition did not include brick siding.

Westover responded this was just an oversight on her part and brick will be added to the example definition for discussion. Brick is a standard residential building material.

Dustin Johnson, 533 2<sup>nd</sup> Ave NW, Cambridge, MN asked if a building or structure already has other siding and roofing materials that are not included in the clarified definition, would the owner need to change to a different exterior material or would this be grandfathered in.

Westover stated this would be considered existing nonconforming, grandfathered in, until there is a remodel or a change in siding or roofing materials. Westover stated if just a portion of the exterior materials needed to be replaced, for example due to storm damage, the repair materials need to match the existing materials currently on the structure.

Berg stated there are many roofing and siding materials available and asked how the City would decide which materials are approved and which are not since many new materials are becoming available all the time.

Westover stated the industry has changed, is forever changing and the City does need to review these new products from time to time. Builders will need to request a variance and get approval from the Planning Commission and City Council for materials not on the approved list.

The Commission discussed existing residential structures that have been permitted in the city that have metal/steel roofing materials.

Palmer believes the materials should be the homeowner's choice. Palmer discussed the safety problems with ice and snow just sheeting off and falling.

The Commission discussed the importance of safety features of the different types of roofing materials.

Ryan Scheller, 6469 401<sup>st</sup> St., North Branch, has worked with commercial siding and roofing materials and discussed the safety, durability, cost, roof pitch and aesthetics of steel roofing.

Dybvig closed the public hearing at 7:25 pm.

Boese stated Westover has asked the Commission many appropriate questions regarding roofing and siding materials that have not been answered and suggested the Commission is not ready to make a decision on the definition in the ordinance at this point.

Dybvig said roofing and siding are two different things and suggested possibly separately addressing the details for roofing and the details for siding.

Boese moved, seconded by Palmer, to recommend Staff come back with two separate definitions about siding and roofing and add appropriate metal roofing as an allowable roofing material. Motion passed 4/0.

Westover stated Staff will bring these definitions to the October 1, 2019, Planning Commission Meeting.

## Ordinance 702

*An Ordinance of the City of Cambridge, Minnesota, amending Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures*

The City Council of the City of Cambridge does hereby amend Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures as follows:

### § 156.078 RESIDENTIAL STRUCTURES

(A) All single family dwellings shall:

(7) Have a residential appearance including a residential type siding and roofing materials.

a. Roofing materials shall not be reflective or so shiny as to cause reflection or have any exposed fasteners if steel is used.

b. Siding materials shall not be sheet metal steel or have exposed fasteners.

(C) Repairs. If repairs or improvements to the exterior of any residential dwelling are made, all siding and roofing materials shall match as close as possible and use the same materials as to the existing structure.

This Ordinance shall be in full force after its passage and publication. Passed by the City Council of the City of Cambridge, Minnesota, this 21st day of October, 2019.

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James A. Godfrey, Mayor

ATTEST:

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Linda J. Woulfe, City Administrator

### Summary Publication of Ordinance

Ordinance 702 amends Title XV Land Usage, Chapter 156 Zoning, Section 156.078 Residential Structures to clarify siding and roofing building materials. Roofing materials must not be reflective or shiny with glare and no exposed fasteners if steel is used. No sheet metal or exposed fasteners allowed for siding materials. If repairs to an existing structure are made, they must match and use the same materials.

ATTEST:

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Linda J. Woulfe, City Administrator

Date of Publication: October 31, 2019



Ⓐ Property in Cambridge



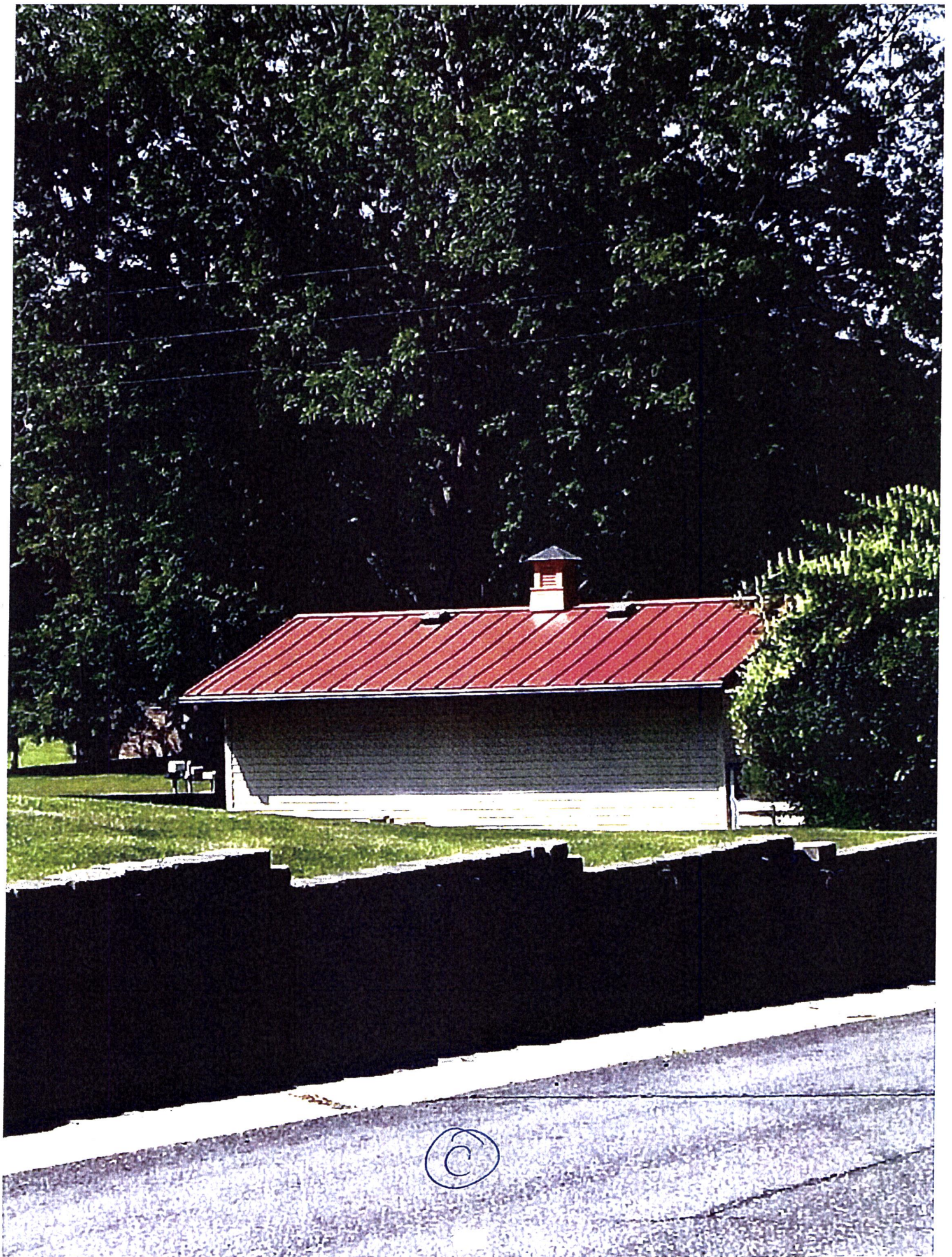


49

Ⓑ Property in Cambridge  
Exposed fasteners









Standing Seam Metal Roof examples



Exposed fastener metal roof examples



Sheet metal siding



steel lap siding



Author: Carri Levitski

**Background**

Staff is repeatedly asked by residents if chickens are allowed in Cambridge. Current code defines chickens as a farm animal and are only allowed in an agricultural district of the city, or on a residential lot of at least ten acres in size provided that no animal shelter be within 300 feet of an adjoining property line.

The last time discussion was held by the Planning Commission and City Council was in 2014. Staff has been asked to bring this topic back to the Commission and Council for consideration for allowing chickens.

Staff reached out to the following communities and have documented whether or not they allow chickens.

<b>City</b>	<b>Do They Allow?</b>	<b>Notes</b>
Spring Lake Park	No	
Isanti	No	
Waite Park	No	
Mound	No	
Arden Hills	No	
Little Canada	No	
Princeton	Yes	Only in Agriculture Districts
Otsego	Yes	Only in Agriculture Districts
Albertville	Yes	Only in Agriculture Districts
Thief River Falls	Yes	Only in Agriculture Districts
Detroit Lakes	Yes	Only in Agriculture Districts
Lake Elmo	Yes	½ Acre or larger
North Branch	Yes	
St. Anthony	Yes	
St. Francis	Yes	
Waseca	Yes	
Grand Rapids	Yes	
Pine City	Yes	

**Planning Commission Action:**

Discuss the keeping of chickens and give direction to staff if you would recommend changing the current code requirements.

**Attachments**

1. June 3, 2014 Planning Commission Minutes
2. June 16, 2014 City Council Minutes

the developer is responsible for paying the costs of the improvements, and they may request the City assess the costs to buildable land within the plat.

Westover stated the proposed subdivision ordinance follows current trends and provides security to the city for infrastructure improvements. It provides flexibility in handling minor subdivisions and for infrastructure installation.

Godfrey opened the public hearing at 7:05 pm and without public comment closed the public hearing at 7:06 pm.

Godfrey stated the new ordinance talks about mailboxes on the street but it does not discuss mailboxes that are located on the house itself. Godfrey stated it appears the City would require those mailboxes attached to a home would need to be moved from the house to the street with the language that was written. Westover stated she felt this was for the subdivision ordinance addressing new construction so those requirements are for mailboxes at the street, not existing homes that have mailboxes attached to the home. Blank confirmed the new language defines requirements if the mailbox is located on the street. The Commission recommended adding language such as "boxes affixed to the house are not subject to this section". Westover stated the Public Works Department had comments regarding this section so she will discuss with that department and add necessary language. Commission confirmed they do not need to see the language again before Council approves.

Klossner moved, seconded by Bustron recommending City Council approval to repeal Ordinance No. 172, Ordinance No. 224, Ordinance No. 388, and amend Title XV Land Usage of the City Code by adding Chapter 155, Subdivisions, and directed staff to add language to 155.090 regarding mailboxes affixed to the house are not subject to that section. Motion passed unanimously.

### ***Discussion on the Keeping of Chickens***

Westover stated the keeping of chickens has grown in popularity even in urban areas and the City has received several calls questioning if Cambridge allows chickens, and staff has now received a formal request to amend the city code to allow chickens.

Westover stated currently, the city code defines poultry as farm animals and farm animals are allowed only in the agricultural district or on a residential lot of at least ten acres.

Westover stated staff has researched several cities for their requirements including the surrounding communities of Princeton, North Branch, Isanti, and Pine City. Westover reported Princeton does allow chickens with an Interim Use Permit on any size residential lot, North Branch does allow chickens, but limit the number of animals according to lot size with none allowed on lots under one acre, Pine City is currently considering adopting an ordinance to allow chickens on any residential lot and Isanti does not currently allow chickens.

Westover stated when staff researched this topic a lot of information from the City of Cottage Grove was forwarded to her and they did extensive research on the topic of keeping chickens. Westover reported they surveyed 52 cities in 2012 for their regulations and of these cities surveyed, 67% do not allow chickens and 33% allow chickens with certain requirements. Westover stated many of the cities had minimum lot area requirements for chickens that are larger than a typical single family.

Westover stated generally, Cambridge does not have a wide variety of lot sizes over 1 acre and most are well under an acre since the lot size requirements for R-1 One family district is 11,000 sq. ft., R-1A One family is 9,400 sq. ft., R-2 One and two family district is 6,750 sq. ft., and the R-3 Multiple family district is 6,750 sq. ft. Westover stated the core of the older neighborhoods in the downtown area as well as the new development areas on the east side of 65 are less than an acre. Westover stated some larger lots over an acre may be found west of the Rum River and sporadically in other areas.

Westover reported cities that do allow chickens have certain requirements and all cities differ in what the requirements are with some having setbacks for coops and runs, some require licensing or an Interim Use Permit, some include setbacks to neighboring structures, neighbor approval, leg banding, etc.

Westover stated if the Commission intends to pursue the keeping of chickens, there are a few items that need to be considered including: number of chickens allowed (4-6 is common), will roosters be allowed, setbacks of coops and runs to property lines, setbacks of coops and runs to adjacent dwellings, requirements for coops and runs (so many square feet per chicken), maintenance of coops and runs, storage of feed, will licensing be required, including a site plan (how often to renew, once per year?), will leg banding with owners name, etc be required, will an Interim Use Permit required, will neighbor consent be required, dead chicken removal requirements, manure removal requirements, will slaughtering be allowed, and will the sale of eggs be allowed?

Westover stated when considering allowing the keeping of chickens, the Commission should think about the general growing trend. Westover stated staff has heard from several residents who would like to keep chickens whether it is for farm fresh eggs, hobby, or pet companionship, however, there are also concerns such as noise. Westover explained chickens tend to cackle all day and may cause a nuisance and the smell and mess is a concern. Westover stated cleaning and maintenance of the coops and runs is a big job that needs to be taken care of regularly and while the majority of residents would be responsible pet owners, there is likely the chance that some might become overwhelmed with the care and then it becomes a nuisance. Westover stated chickens need daily attention; they need to be let out and put away at night; they need fresh water and food daily; eggs must be collected; bedding must be changed and coops cleaned regularly. Westover stated chickens attract predators including raccoons, fox, skunks, dogs, cats, etc. Westover stated a sturdy enclosure and cleanliness are essential and chickens get diseases such as lice, and mites. Westover stated the manure must be properly composted or burned, not just thrown away.

Westover stated the keeping of chickens brings other concerns for enforcement and staff time. Westover stated staff time will be necessary to resolve conflicts between property owners regardless if there is a code violation or not. Westover reported there will be complaints and enforcement will take staff time adding to the dog and cat complaints already received. Westover stated licensing and/or permitting procedures will take time as well and other citizens in Cambridge have questioned the keeping of bees, ducks, pot-bellied pigs, pigmy goats, etc. Westover stated it is likely these will be items to consider in the future if farm animals such as chickens are allowed.

Westover stated another consideration is local businesses would like to sell baby chicks. Westover explained Tractor Supply sells them, but the City has told them they can't sell farm animals in the City on a lot less than 10 acres in size so if the Commission decides to pursue the keeping of chickens, the selling of them in the business districts needs to be addressed as well.

Erickson felt it would be too intrusive on a lot less than one acre in size as he has raised chickens and knows firsthand the issues the keeping of chickens brings.

Basta asked if staff is aware of anyone that has chickens currently within the City limits. Westover stated she did not and Basta stated someone in Goldenwood has had chickens and aside from the constant noise there was a large number of coyotes, foxes and skunks in the area last year and it draws those types of animals. Basta stated she is totally opposed to the idea and doesn't feel they belong in town.

Klossner stated it doesn't make sense to have them in town and if someone would like a farm they should live out in the country. Klossner stated St. Paul allows chickens with neighbor consent and his friend regrets consenting because of the nuisance issues.

Bustrom felt that by allowing chickens it could open up other requests for other farm animals that is not appropriate in a town setting. Bustrom stated he doesn't have an issue with Tractor Supply selling chicks, but they should communicate to the buyer that they are not allowed in the City.

Westover stated the City could consider an Interim Use Permit to allow Tractor Supply to sell baby chicks.

Klossner stated it is a good idea in theory but just not appropriate for in town areas.

Klossner moved, seconded by Basta to recommend the City Council not direct staff to amend the ordinance to allow chickens in residential areas. Motion was amended to recommend staff explore how to allow a commercial business to sell baby chicks. Motion passed unanimously.

# June 14, 2014 City Council Minutes

Locations to be clear that mailboxes located on a house do not have to meet the requirements. Westover reported staff has clarified the language in the draft ordinance.

Caulk asked if 155.106 meant bigger government and more government control. Squires stated the proposed process is better than the current process because it allows flexibility and allows the City to have dialogue with the developer. Squires stated ultimately the product (infrastructure) is given to the City and the City maintains the infrastructure forever. Squires stated this new process ensures the City is satisfied with the outcome of the infrastructure by the developer.

Woulfe commended staff for all their hard work in updating this ordinance as there was a lot of research and the process was very time consuming.

Bustrom moved, seconded by Lewis to approve Ordinance No. 602, repealing Ordinance No. 172, Ordinance No. 224, and Ordinance No. 388, and amending Title XV Land Usage of the City Code by adding Chapter 155, Subdivisions, with new language. Motion passed unanimously.

## ***Discussion on Keeping of Chickens within the City***

Westover stated the keeping of chickens has grown in popularity in urban areas and the City has received several calls questioning if Cambridge allows chickens, and staff has now received a formal request to amend the City code to allow chickens.

Westover stated currently, the City code defines poultry as farm animals and farm animals are allowed only in the agricultural district or on a residential lot of at least ten acres.

Westover stated staff has researched several cities for their requirements including the surrounding communities of Princeton, North Branch, Isanti, and Pine City. Westover reported Princeton does allow chickens with an Interim Use Permit on any size residential lot, North Branch does allow chickens, but limits the number of animals according to lot size with none allowed on lots under one acre, Pine City is currently considering adopting an ordinance to allow chickens on any residential lot and Isanti does not currently allow chickens.

Westover stated when staff researched this topic, a lot of information from the City of Cottage Grove was forwarded to her and they did extensive research on the topic of keeping chickens. Westover reported they surveyed 52 cities in 2012 for their regulations and, of these cities surveyed, 67% do not allow chickens and 33% allow chickens with certain requirements. Westover stated many of the cities had minimum lot area requirements for chickens that are larger than a typical single family.

Westover stated generally Cambridge does not have a wide variety of lot sizes over 1 acre and most are well under an acre since the lot size requirements for R-1 One family district is 11,000 sq. ft., R-1A One family is 9,400 sq. ft., R-2 One and two family district is 6,750 sq. ft., and the R-3 Multiple family district is 6,750 sq. ft. Westover stated the core of the older neighborhoods in the downtown area as well as the new development areas on the east side of Hwy. 65 are less than an acre. Westover stated some larger lots over an acre may be found west of the Rum River and sporadically in other areas.

Westover reported cities that do allow chickens have certain requirements and all cities differ in what the requirements are with some having setbacks for coops and runs, some require licensing or an Interim Use Permit, some include setbacks to neighboring structures, neighbor approval, leg banding, etc.

Westover stated if the Commission intends to pursue the keeping of chickens, there are a few items that need to be considered including: number of chickens allowed (4-6 is common), will roosters be allowed, setbacks of coops and runs to property lines, setbacks of coops and runs to adjacent dwellings, requirements for coops and runs (so many square feet per chicken), maintenance of coops and runs, storage of feed, will licensing be required, including a site plan (how often to renew, once per year?), will leg banding with owners name, etc. be required, will an Interim Use Permit be required, will neighbor consent be required, dead chicken removal requirements, manure removal requirements, will slaughtering be allowed, and will the sale of eggs be allowed?

Westover stated when considering allowing the keeping of chickens, the Commission should think about the general growing trend. Westover stated staff has heard from several residents who would like to keep chickens whether it is for farm fresh eggs, hobby, or pet companionship; however, there are also concerns such as noise. Westover explained chickens tend to cackle all day and may cause a nuisance and the smell and mess is a concern. Westover stated cleaning and maintenance of the coops and runs is a big job that needs to be taken care of regularly and, while the majority of residents would be responsible pet owners, there is likely the chance that some might become overwhelmed with the care and then it becomes a nuisance. Westover stated chickens need daily attention; they need to be let out and put away at night; they need fresh water and food daily; eggs must be collected; bedding must be changed and coops cleaned regularly. Westover stated chickens attract predators including raccoons, fox, skunks, dogs, cats, etc. Westover stated a sturdy enclosure and cleanliness are essential and chickens get diseases such as lice and mites. Westover stated the manure must be properly composted or burned, not just thrown away.

Westover stated the keeping of chickens brings other concerns for enforcement and staff time. Westover stated staff time will be necessary to resolve conflicts between property owners regardless if there is a code violation or not. Westover reported there will be complaints and enforcement will take staff time adding to the dog and cat complaints already received. Westover stated licensing and/or permitting procedures will take time as well and other citizens in Cambridge have questioned the keeping of bees, ducks, pot-bellied pigs, pigmy goats, etc. Westover stated it is likely these will be items to consider in the future if farm animals such as chickens are allowed.

Westover stated another consideration is local businesses would like to sell baby chicks. Westover explained Tractor Supply sells them, but the City has told them they can't sell farm animals in the City on a lot less than 10 acres in size so if the Commission decides to pursue the keeping of chickens, the selling of them in the business districts needs to be addressed as well.

Westover stated the Planning Commission recommended to deny the request and to not allow the keeping of chickens in the City. Westover noted they recommended looking into allowing the sale of chickens in commercial districts.

Council discussed the keeping of chickens. Bustrom stated Cambridge is a shopping hub for a large area and felt that Tractor Supply should be able to sell chickens. After discussion, it was the consensus of the Council that the City would not be supportive in the keeping of chickens in residential areas, but directed staff to research to allow businesses to humanely sell baby chicks.

### ***Planning Commission Discussion on Code Enforcement Ordinances***

Westover stated on June 3, 2014, the Planning Commission reviewed the results of the Code Enforcement Survey that was completed by residents. Westover highlighted the draft minutes of that meeting.

Lewis asked if the Planning Commission had access to other cities' requirements and noted Cambridge is the most restrictive of all the surrounding areas. Iverson stated she felt the Planning Commission has been a part of this process over the years and felt they have done their best and given Council their best advice.

Bustrom stated he felt the consensus of the Planning Commission is that they have all been a part of the process which wasn't very long ago and have spent a considerable amount of time discussing the current requirements. They don't want to discuss it again and feel it should be left as-is.

Lewis stated it might be more ecologically friendly to have recreational vehicles parked on grass rather than an impervious surface.

Palmer, Bustrom and Iverson felt the ordinance should remain the same. Lewis stated it would be a good idea to look at Brainerd's ordinance.

Council and staff discussed the need for additional staff in the Community Development Department. Woulfe noted this discussion would continue at the next long-range planning session in July.

The consensus of the Council was to leave the City Codes for code enforcement as-is.

### ***Eagle Scout Project for Peterson Park (Jacob Pasch)***

Pasch stated he is a recent graduate of Cambridge Isanti High School, is a member of Boy Scout Troup 417, and is looking at doing an Eagle Scout Project. Pasch stated he is interested in building a 10 x 20 foot pavilion at Peterson Park.

Pasch stated in order to get his Eagle Scout he has to finish his badges before he turns 18 in August. Pasch reviewed the criteria for his badges.