

**PLANNING COMMISSION
MINUTES
April 11, 2007**

The meeting of the Maple Lake Planning Commission was called to order at 7:05 p.m. by Vice Chair Northenscold in the Council Chambers of the City of Maple Lake.

MEMBERS PRESENT: Grant, Bell, Ribaldo, Rivers, and Northenscold.

ABSENT: None.

STAFF PRESENT: City Attorney Tim Young and Deputy Clerk Lee Ann Yager

Approval of Minutes

A motion was made/seconded/passed, (m/s/p), Bell/Rivers, to approve the March 14, 2007 Planning Commission minutes.

Public Hearing – Ribaldo Interim Use Permit, 21 Oak Ave S, PID# 110-010-006160

Ribaldo recused herself from the Planning Commission. The regular meeting closed and the public hearing opened at 7:06 p.m. to consider the request of Charlene Ribaldo for an Interim Use Permit to lease the front portion of their building to a promotional brands company for production of items such as embroidery and logo work. There would be very limited retail business, mostly production work. They would continue to keep their business in the rear of the building. There is off street parking in both the front and rear to accommodate both businesses. They plan to have the same hours of operation and delivery times as C&C HVAC. Grant arrived at this time.

She is also requesting a Variance of 10 square feet for a sign that would advertise the promotional company and their business. A variance is needed because they currently have the maximum allowed amount of signs on the building and this would be an additional free standing sign in the front of the property. The building is set back so the signs on the buildings are not visible to delivery trucks. They will remove 3 shrubs for better visibility. No public comments were received. The public hearing closed and the regular meeting opened at 7:18 p.m. A motion was m/s/p, Rivers/Bell, to recommend the City Council approve the Interim Use Permit for Charlene Ribaldo which would allow 2 businesses to be located on the property because of the unique configuration of the buildings; owner requesting deliveries be limited to 7:00 a.m. to 7:00 p.m., Interim Use Permit to expire when the promotional business vacates.

A motion was m/s/p, Rivers/Grant, to recommend the City Council approve a Variance to exceed the allowable square footage by 10 square feet for a free standing sign.

Public Hearing – Fee Schedule

The regular meeting closed, and the public hearing opened at 7:48 p.m. to amend the Zoning Ordinance, Section 80: Fees. We are looking at amending the rate for Planning Commission application fees to incorporate recording fees and staff time for preparation of recording documents. The maintenance staff is looking at self-reading meters, so we are also looking at amending the fee for water meters for new construction.

Young had 3 items on the fee schedule that should be reviewed. 1) Copy costs to make sure that a flat rate cost doesn't exceed the per-page cost on items such as the Zoning Ordinance; 2) Per hour rate to compensate Council when taking off work for litigation; and 3) Large Assemble Fee of \$500.00 with a possible substantial increase to discourage frivolous events. A motion was m/s/p, Northenscold/Ribaldo, to continue the public hearing until the May meeting.

Signs in the B-2, Highway Business District

A discussion was held on the need for most businesses in the B-2, Highway Business district to come in for a variance to allow for a larger sign, and if there should be a Zoning Ordinance Amendment to increase the allowed size. Northenscold stated that the current sign ordinance was to be only a temporary ordinance and would be reviewed again. A motion was m/s/p, Grant/Ribaudo, to recommend the City Council allow the Planning Commission to pursue reviewing and updating the sign ordinance since this is unfinished business, and request information from various cities, and present a proposed new ordinance.

Staff will get ordinances from Buffalo, Monticello, Plymouth, Rogers, Annandale, Delano, St. Michael and Big Lake. This item will be on the May agenda.

Other Business

Rivers recommends holding meetings monthly even if nothing is on the agenda.

It was suggested that we get a copy of the survey used to form the Comprehensive Plan to be ready to start working on reviewing it for updates in 2008.

Adjournment

A motion was m/s/p, Northenscold/Bell to adjourn at 8:59 p.m.

Attest,

Deputy City Clerk