

**PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, April 4, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Gary Levine
 Commissioner Randy Bauer
 Commissioner Ralph Brauer (arrived at 7:03 p.m.)
 Commissioner Joseph Field
 Commissioner Matthew Maul
 Commissioner Cindy Nossen
 Commissioner Gary VanScoy

Members Absent: None

Also Present: Development Services Manager Timothy Gladhill
 Assistant Planner/Environmental Coordinator Chris Anderson

1. CALL TO ORDER

Chairperson Levine called the regular meeting to order at 7:01 p.m.

2. CITIZEN INPUT

None.

3. APPROVAL OF AGENDA

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Field, Maul, and Nossen. Voting No: None. Absent: Commissioner Brauer.

4. APPROVE PLANNING COMMISSION MINUTES

4.01: Approve the Following Planning Commission Minutes:

4.01.1: Planning Commission Meeting Minutes Dated January 3, 2013

4.01.2: Planning Commission Special Meeting Minutes Dated January 31, 2013

4.01.3: Planning Commission Work Session Minutes Dated March 14, 2013

Motion by Commissioner VanScoy, seconded by Chairperson Levine, to approve the following minutes as presented: Planning Commission Meeting Minutes dated January 3, 2013, January 31, 2013, and March 14, 2013.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners VanScoy, Bauer, Field, Maul, and Nossen. Voting No: None. Absent: Commissioner Brauer.

Commissioner Brauer arrived at 7:03 p.m.

5. PUBLIC HEARINGS/COMMISSION BUSINESS

5.01: Appointment of Chairperson and Vice Chairperson

Presentation

Development Services Manager Gladhill requested the Planning Commission appoint a Chairperson and Vice Chairperson to the Planning Commission for 2013.

Commission Business

Motion by Commissioner Bauer, seconded by Commissioner Brauer, to appoint Gary Levine as Chairperson of the Planning Commission.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Brauer, Field, Maul, Nossen, and VanScoy. Voting No: None. Absent: None.

Motion by Commissioner Bauer, seconded by Commissioner Brauer, to appoint Gary VanScoy as Vice Chairperson of the Planning Commission.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, Brauer, Field, Maul, Nossen, and VanScoy. Voting No: None. Absent: None.

5.02: FOR DISCUSSION PURPOSES: Review Status of 167th Retail Node

Presentation

Associate Planner/Environmental Coordinator Anderson updated the Commission on the status of the 167th Retail Node. He explained in January the Commission reviewed several proposals for this site, neither of which fit the site. The first applicant was from Total Defense, a gunsmith/self-defense business that would like to relocate their business with an indoor gun range on the proposed property. The second proposal was from Triangle Recycling currently located in Nowthen. This business collects and recycles clothing.

Associate Planner/Environmental Coordinator Anderson indicated that after the January meeting, the Commission supported the indoor gun range and this information was passed along to the Council. After speaking with the applicant in further detail, they were seeking other options in the City of Ramsey and were no longer interested in the 167th Retail Node.

Associate Planner/Environmental Coordinator Anderson commented the EDA would be discussing this site in detail in an upcoming meeting. He stated tools that could assist with the redevelopment of this site would be discussed, along with the potential of bringing water and sewer to the site.

Commissioner Bauer requested further information on how an overlay district would benefit this site.

Development Services Manager Gladhill explained an overlay district would maintain the underlying zoning district, but would allow for additional uses, or to restrict uses. This could be an interim step to assist with redevelopment.

Commissioner Brauer asked if the EDA has investigated the barrier that has been created due to the fact the parcel did not have City water and sewer.

Development Services Manager Gladhill indicated this would be discussed by the EDA in further detail through the future review of this site. He commented the return on the investment would be investigated, as well as the long term vision for this area.

Commissioner Field was in favor of attracting a retail population to this area of the City.

Commissioner Bauer suggested an interim use be allowed onsite to occupy the building while bringing jobs to the City.

Commissioner Brauer inquired if the developer would support a number of retail uses on the site, or if he was looking for one renter.

Associate Planner/Environmental Coordinator Anderson understood that the property owner would be flexible if a number of retail uses were interested in the site.

Commissioner Field was disappointed the previous Buxton Study's have not provided the City with retail trend information for this retail node. He encouraged the City to hire another vendor for future studies.

Chairperson Levine recommended additional information be brought back to the Commission after this item was discussed by the EDA.

Commission Business

No action was required at this time.

5.03: FOR PRESENTATION AND DISCUSSION ONLY: Present New Member Orientation and Review Current Zoning and Subdivision Code Basics

Presentation

Development Services Manager Gladhill presented the staff report providing a general background on the zoning and subdivision basics that frame the work completed by the Planning Commission. He stated this item was on the agenda to provide information to the new Commissioner members, as well as for the residents of Ramsey. The vision and values statements of the Commission were reviewed along with the 2013 planning strategy.

Development Services Manager Gladhill provided comment on the City's Comprehensive Plan and its components, while also discussing the future land use map.

Commissioner Brauer was proud of the Ramsey residents for getting involved in the layout of the future land use map.

Development Services Manager Gladhill reported on the importance of the City's Zoning Code noting it was used to guide planning and development. The various land use applications and permit requests that would come before the Planning Commission were reviewed in detail. The 60-day rule was defined. He noted the League of Minnesota Cities website was a great resource, in addition to the City's webpage. He commented the City's Zoning Code and Charter were available on the website.

Chairperson Levine thanked Staff for the detailed report this evening and encouraged the new Commissioners to contact Staff with any comments or questions.

Commission Business

No action was required on this item.

5.04: FOR DISCUSSION ONLY: Review Work Plan and Appoint Ad Hoc Subcommittee to Complete Housing Assistance Policy

Presentation

Development Services Manager Gladhill presented the staff report noting the Council recommended a housing assistance policy be drafted. This policy would then assist Staff when responding to requests for housing assistance. He requested the Planning Commission appoint three members to an ad hoc subcommittee to work with Staff on this policy further.

Chairperson Levine questioned the length of time this subcommittee would need to serve.

Development Services Manager Gladhill anticipated the work of the subcommittee could be completed in the next two or three months.

Commissioners Bauer, Field, and Maul agreed to serve on the Ad Hoc Subcommittee to assist in completing the housing assistance policy.

5.05: Zoning Bulletins

Zoning Bulletins were noted.

5.06: UPDATE ONLY: Receive Report on Monthly Activities

The Staff Update was noted.

6. COMMISSION / STAFF INPUT

There was nothing additional to report.

7. ADJOURNMENT

Motion by Commissioner Bauer, seconded by Commissioner VanScoy, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Levine, Commissioners Bauer, VanScoy, Brauer, Field, Maul, and Nossen. Voting No: None. Absent: None.

The regular meeting of the Planning Commission adjourned at 8:14 p.m.

Respectfully submitted,

Tim Gladhill
Development Services Manager

ATTEST:

JoAnn Shaw
Planning Division Secretary

Drafted by Heidi Guenther
TimeSaver Off Site Secretarial, Inc.