

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, March 23, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Randy Bauer  
                                          Commissioner Bruce Anderson (via Zoom)  
                                          Commissioner Cheri Gengler  
                                          Commissioner Tom Hunt  
                                          Commissioner Gary Van Scoy

Members Absent:                   Commissioner Eric Peters  
                                          Commissioner Brian Walker

Also Present:                       Planning Manager Todd Larson  
                                          Senior Planner Chris Anderson  
                                          City Council Liaison Matt Woestehoff

**1.     CALL TO ORDER**

Chairperson Bauer called the regular meeting to order at 7:00 p.m.

**2.     PLEDGE OF ALLEGIANCE**

Chairperson Bauer led the group in the Pledge of Allegiance.

**3.     CITIZEN INPUT**

None.

**4.     APPROVAL OF AGENDA**

Motion by Commissioner Gengler, seconded by Commissioner Van Scoy, to approve the agenda as presented.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Van Scoy	aye
Commissioner Genger	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

## **5. CONSENT AGENDA**

### **5.01: Approve the Planning Commission Meeting Minutes for the Following Dates:**

- **Planning Commission Special Meeting – February 16, 2023**
- **Planning Commission Regular Meeting – February 23, 2023**
- **Planning Commission Special Meeting – March 2, 2023**

Motion by Commissioner Van Scoy, seconded by Commissioner Gengler, to approve the consent agenda as presented.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Gengler	aye
Commissioner Van Scoy	aye
Commissioner Hunt	aye
Chairperson Bauer	aye

Motion Carried.

## **6. PUBLIC HEARINGS/COMMISSION BUSINESS**

## **7. COMMISSION BUSINESS**

### **7.01: Zoning Code Update – Administrations, Applications, and Procedures**

Planning Manager Larson presented the Staff Report stating that the intent for this meeting is to review the administrative and application parts of the Zoning Code. He welcomed input from the Commission.

The Commission asked clarifying questions and staff provided additional details.

Councilmember Woestehoff asked for clarification on hydroponics.

Planning Manager Larson explained why hydroponic growing would be considered manufacturing and provided examples.

Commissioner Van Scoy asked who the Zoning Administrator would be.

Planning Manager Larson replied that is currently defined as the Community Development Department. He provided additional explanation on the difference between the Comprehensive Plan and zoning code, noting that the Comprehensive Plan would rank higher than the zoning code and the zoning code would be a tool for implementation.

Commissioner Van Scoy asked and received confirmation that as proposed, a structure that was built in compliance with setback regulations but no longer meets those requirements because the setbacks have changed, could be expanded as long as the noncompliance is not increased.

Planning Manager Larson confirmed that the expansion would be limited to the structure, explaining that parking lots/surfaces often have additional stormwater improvements that would be needed.

Commissioner Hunt noted language that appeared to be redundant.

Planning Manager Larson provided additional context.

Councilmember Woestehoff stated that perhaps the additional term “architectural review board” is added in addition to HOA. He asked if parking plan, specifically for commercial uses, should be listed with the other types of plans.

Planning Manager Larson noted that is located under the parking section. He agreed with a grammatical suggestion made by Commission Gengler.

Councilmember Woestehoff noted that all the mailing notice distances appear to be the same. He stated that personally he would like to see the notice mailing area expanded for subdivision requests, but otherwise would suggest simplifying the language if the requirement is the same for all requests.

Planning Manager Larson replied that subdivisions would be notified to a larger audience and that would be found in the subdivision section.

Commissioner Anderson commented that in the rural area the lots are larger, and no one is notified because 350 feet does not even reach the neighboring property. He stated that at minimum, the neighboring properties should be notified.

Planning Manager Larson agreed that would make sense but explained that everyone must be treated equally and notified in the same manner.

Commissioner Anderson stated that the neighboring properties should be alerted and given the opportunity to provide input.

Planning Manager Larson noted that is the purpose of the sign on the property alerting people about a request.

Chairperson Bauer noted that the 350 feet is from the property line on all sides, therefore the adjacent neighbors would be notified.

Commissioner Van Scoy asked for clarification on conditional uses, comparing the current process to what is proposed.

Planning Manager Larson explained that many years ago conditional uses were treated as discretionary, but because of changes to laws a conditional use has been clarified to be a permitted use to which conditions can be added to. He stated that a CUP can be denied but that has to be based on actual findings and not simply because the City does not like the request.

Chairperson Bauer provided an example of an interim use permit (IUP) that the Church received for a storage shed, noting that it does not seem to fit into the description of an IUP.

Planning Manager Larson replied that example would still fall under the intention of the IUP and provided additional explanation. He noted that once the church is constructed, the accessory building would be allowed and therefore the IUP would no longer be needed. He explained that the IUP was the tool used to provide flexibility that allowed the accessory structure without a principal structure but there is a time period linked to ensure a principal structure is built.

Chairperson Bauer stated that he interprets the language to not allow an accessory structure without a principal structure and believes there are situations when that would make sense.

Councilmember Woestehoff stated that he did not believe the Council would support that. He noted that there are already a lot of existing nonconforming situations of this nature and a lot of interest. He stated that while it was great that the church could utilize an IUP for that purpose, he would not want to see that continue in other scenarios.

Commissioner Van Scoy asked and received confirmation that a variance and conditional use permit would run with the land and would not be used for that scenario. He noted that it would seem that an IUP would be the appropriate tool if they wanted to consider those types of requests.

Planning Manager Larson stated that another option would be to add language within the public/institutional zoning district that would allow for an accessory structure before a principal structure. He explained that staff would not want to see residential property allowed to have an accessory structure without a principal structure. He also provided additional context on the five year approval period for an IUP.

Chairperson Bauer asked if the review for potential extension of the IUP could be done administratively after the five year period.

Planning Manager Larson replied that IUPs are done through resolution and therefore require Council action.

Chairperson Bauer stated that he would like to eliminate the expense of a public hearing for an IUP renewal.

Planning Manager Larson noted the intention to further discuss the topic of home occupation in an upcoming Council worksession.

The Commission and staff further discussed mailing notifications. Consensus was reached to keep the existing notification distances.

It was determined that the previously scheduled special meeting for April 4<sup>th</sup> was not necessary.

Planning Manager Larson asked whether the Commission would prefer to have the public hearing for the zoning code update separate from the regular June meeting. It was determined that it could be added to the regular June meeting agenda.

**8. COMMISSION / STAFF INPUT**

The Staff Update was noted.

**9. ADJOURNMENT**

Motion by Commissioner Van Scoy, seconded by Commissioner Hunt, to adjourn the meeting.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Van Scoy	aye
Commissioner Gengler	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 9:19 p.m.

Respectfully submitted,

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Todd Larson  
Planning Manager

ATTEST:

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Dana Verbeek  
Planning Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*