

PLAN COMMISSION
April 21, 2011



Administrator Mark Johnsrud called the Plan Commission meeting to order at 5:30 p.m. In attendance: Jim Best, David Blend, Gary Gavin, and Holly Schmidt. Chad Chapman, Michelle Kaltenberg and Lyle Klockow were absent and excused. Others in attendance: Trustee Tim Semo, Planner Sarah Pittz, Attorney James Hammes, Administrator Mark Johnsrud, Deputy Clerk-Treasurer Elissa Meltesen, and others in the audience.

Statement of Public Notice – This meeting was posted and noticed according to law.

Appoint Temporary Chairperson

Blend/Schmidt motion carried unanimously to nominate Best to serve as temporary chairperson for the meeting.

Approve Minutes of February 17, 2011

A Blend/Schmidt motion carried unanimously to approve February 17, 2011 minutes.

Personal Appearances - none

Opened Public Hearing at 5:32 p.m.

Public Hearing for Conditional Use Permit

Owner/Applicant: Lyle Wuestenberg/Hector Hinojosa
Parcel: 2.0425 acres of parcel #141-0715-0711-000
Address: Remmel Drive
Zoned: PI – Planned Industrial
Proposed Conditional Use: Allow a Truck Wash per Section 250-23 (G) (3) (b) (2), In-Vehicle Sales and Service

Hector Hinojosa and Knute Villand presented drawings of the proposed Truck Wash and explained the business will be a two-bay semi truck wash located on a two-acre parcel on Remmel Road.

Pete Gross stated he is in favor of the truck wash and feels it is a good fit with the truck stop nearby.

Lyle Wuestenberg stated the business will tie in with truck traffic in the area and that people have been asking for a business like this for a long time.

Closed Public Hearing at 5:37 p.m.

Resolution 54-11 Certified Survey Map – Remmel Drive, Wuestenberg Parcel #141-0715-0711-000

Johnsrud explained the CSM is subdividing a two acre parcel off of the current parcel of 9.24 acres. A Schmidt/Blend motion carried unanimously to recommend approving Resolution 54-11 Certified Survey Map on Remmel Drive for the Wuestenberg parcel #141-0715-0711-000.

Resolution 55-11 Conditional Use Permit for Hector Hinojosa – JC Truck Wash, In-Vehicle Sales and Service and PI – Planned Industrial Zoning

Pittz noted the zoning ordinance allows In-Vehicle Sales and Service as an accessory use through the conditional use permit process but it is not listed as a primary use through the conditional use permit process. She stated it may have been an oversight in the writing of the zoning code and should be updated. Pittz added the use for the site is appropriate with close proximity to the highway but that

further technical information must be submitted. A Blend/Schmidt motion carried unanimously to recommend approving Resolution 55-11 Conditional Use Permit for Hector Hinojosa – JC Truck Wash for In-Vehicle Sales and Service in PI – Planned Industrial Zoning.

Resolution 53-11 Site Plan for Hector Hinojosa – JC Truck Wash

Pittz noted that technical submittals and items outlined in the letter from Kunkel Engineering will be required and should be a condition of approval. Johnsrud strongly suggested a cement-based horizontal siding at least for the visible sides, considered to be the front of the building and the south side that can be seen by those driving north. A Blend/Schmidt motion carried unanimously to recommend approving Resolution 53-11 Site Plan for Hector Hinojosa – JC Truck Wash subject to items listed in the engineering report and staff approval of color and exterior surfaces of the building.

Resolution 58-11 ETZA for Michael and Margaret Kelly – Parcel #020-0714-0344-000 in the Township of Milford

Pittz commented the property is located within one and one-half miles of the Village and a strict interpretation of the comprehensive master plan would limit the property to one dwelling unit per thirty five acres. She added the Commission may take into consideration how long it will be before development is likely to occur in that area and the challenges it faces in developing Village services in the area. Kelly explained the property is not suitable for farming and that is why he plans to develop it into two residential parcels and one natural resource parcel. A Blend/Schmidt motion carried unanimously to recommend approving Resolution 58-11 ETZA for Michael and Margaret Kelly – Parcel #020-0714-0344-000 in the Township of Milford.

Discussion of Pre-Application Staff Meeting Process

Johnsrud explained pre-application staff meetings are part of the zoning ordinance and may reduce frustration developers have in project delays and streamline the approval process. Johnsrud stated this will require applicants to submit information further in advance of the Plan Commission meeting but would ensure the application would be more complete once it reaches the Commission. Johnsrud noted pre-application meetings can be performed electronically in most cases so contracted staff does not have to make a trip to Johnson Creek. Pittz added this could reduce the amount of technical conditions placed on approvals at the Plan Commission meeting. General consensus was that pre-application staff meetings can resume but Blend and Gavin noted minutes or communications of the pre-application process and meetings should be provided to Plan Commissioners to ensure components of development are not being pre-determined by staff.

Upcoming Meeting - Next Plan Commission Meeting on May 19, 2011 at 5:30 p.m.

Adjourn

A Blend/Gavin motion carried to adjourn at 6:15 p.m.

Elissa Meltesen
Deputy Clerk – Treasurer