

CITY OF HAM LAKE  
PLANNING COMMISSION MINUTES  
MONDAY, MARCH 13, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, March 13, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Dave Ringler, Jeff Entsminger and Jonathan Fisher

**MEMBERS ABSENT:** Commissioners Kyle Lejonvarn, Scott Heaton and Erin Dixon

**OTHERS PRESENT:** City Engineer Dave Krugler and Building and Zoning Clerk Jennifer Bohr

**CALL TO ORDER:** Chair Pogalz called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was recited by all in attendance.

**APPROVAL OF MINUTES:**

**Motion by Ringler, seconded by Fisher, to approve the minutes of the February 13, 2023 Planning Commission meeting as written. All present in favor, motion carried.**

**NEW BUSINESS:**

Sherry Saxon, Flamingo Terrace MHC, LLC, requesting site plan approval to expand Flamingo Terrace manufactured home park by 16 units at 17100 Highway 65 NE  
Attorney Gordon Jensen, Engineer Mohammad Abughazleh of Plowe Engineering, and Rusty Edmonds, Flamingo Terrace Community Manager were present on behalf of Ms. Saxon. Engineer Abughazleh stated originally the goal was to expand the community by twenty-one manufactured homes; after working through the planning process, the community will expand by sixteen homes. Engineer Abughazleh stated he has contacted all the appropriate state and local agencies for review, approval and permitting for this project. Chair Pogalz clarified that the expansion will be on the northeast side of the park adjacent to Highway 65 NE. Engineer Abughazleh stated that was correct. Commissioner Ringler stated there are two items that need further clarification. Commissioner Ringler asked the applicants what the plans are for the access point near the house that will be demolished, as the narrative states an access point to Highway 65 NE will be abandoned, and asked if the small shed near the house and accessory building slated for demolition will be removed. Mr. Edmonds stated the small shed will be removed. Engineer Abughazleh stated the plans do reflect three access points to the

community, including the access point to the house that will be demolished. There was discussion about the removal of the access point which currently consists of a small, dirt road providing access to the house that will be demolished. Attorney Jensen stated the title information for the house that will be demolished showed an access right from the highway department. Attorney Jensen stated that if the house is to be demolished there would be no reason to keep that access point. Commissioner Ringler stated that if the access was to remain, it would need to be upgraded. Engineer Krugler stated if the access remained, it would need to be upgraded to asphalt at least up to the right of way which is currently shown on the plans. Commissioner Ringler completed the inspection; a copy which is on file. Commissioner Ringler stated the questions he had were addressed and he would make a recommendation for approval based on the recommendations noted in the memos from the Building Official and City Engineer. Engineer Krugler stated some permits received from state agencies will need to be extended or reissued and the Building Official will need to review and approve the plans and permit for the concrete block storm shelter. Engineer Krugler stated parkland, as shown on the plans, has been dedicated for the expansion per Ordinance 9-210.2. Engineer Krugler stated the Building Official wants to be certain that the existing waste water treatment system can handle the volume of wastewater that will be generated by the existing homes plus sixteen more. Engineer Krugler stated the Minnesota Pollution Control Agency (MPCA) granted a permit for the extension of the sanitary sewer at Flamingo Terrace after a review of information provided by the applicant. Chair Pogalz asked about placement of the storm shelter in relation to the infiltration basis for storm water. Engineer Krugler stated it will be an above ground shelter. Mr. Edmonds stated it is an above ground, poured concrete, premanufactured shelter; none of the shelter will be below grade. Chair Pogalz read the Building Official's recommendation for approval from his memo. **Motion by Ringler, seconded by Fisher, to recommend approval of the site plan submitted by Sherry Saxon to expand Flamingo Terrace manufactured home park by sixteen units at 17100 Highway 65 NE subject to removal of the house, accessory building and shed from the proposed expansion area, abandoning the Highway 65 NE access point for the house that will be demolished, Flamingo Terrace MCH LLC's waste water treatment system meeting Minnesota Pollution Control Agency (MPCA) standards for design, construction, and operation, the City being provided with a copy of the MPCA State Disposal System (SDS) permit for the wastewater treatment system on location, and any subsequent renewals of the MPCA SDS permit, all new potable water lines and wastewater piping meeting Minnesota Plumbing Code and State Plumbing review notes, (Contractor/installer must obtain all required permits and all inspections must be done before covering the lines and piping.), the storm shelter meeting state specifications, all City Code requirements being met, permit renewals or extensions being provided for the MnDOT Drainage Permit, the Minnesota Department of Health (MDH) Watermain Extension permit and the MPCA Disposal System Permit prior to construction and meeting all City, State and County requirements. All present in favor, motion carried.** *This application will be placed on the City Council's Monday, March 20, 2023 agenda.*

Building and Zoning Clerk Bohr asked that a message be sent by one of the Flamingo Terrace MHC, LLC representatives stating the access point to the house that will be

demolished will be removed and that the project plans be updated and sent to the City reflecting the removal of the access point. \*Updated plans were received March 15, 2023.

**COMMISSION BUSINESS:**

City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the recommendation to approve the sketch plan for the Hentges Addition two lot minor plat. Commissioner Entsminger will attend the March 20, 2023 City Council meeting.

**ADJOURNMENT:**

**Motion by Fisher, seconded by Ringler, to adjourn the Planning Commission meeting at 6:24 p.m. All present in favor, motion carried.**

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Jennifer Bohr  
Building and Zoning Clerk