

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, MAY 13, 2024

The Ham Lake Planning Commission met for its regular meeting on Monday, May 13, 2024 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Jeff Entsminger, David Ross, Jonathan Fisher, Dave Ringler and Erin Dixson

MEMBERS ABSENT: None

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 Ross, seconded by Lejonvarn, to approve the minutes of the April 8, 2024 Planning Commission meeting as written. All in favor, motion carried.

NEW BUSINESS:

Art Rosenberg of Lincoln Street Commercial, LLC, requesting Sketch Plan approval for a commercial development (four lots and one outlot) in Section 29

Mr. Art Rosenberg and Mr. Paul Boerboom from Lincoln Street Commercial, LLC, and Mr. Matt Davich from E.G. Rud and Sons, Inc. were present. Mr. Rosenberg spoke on behalf of the project. Mr. Rosenberg stated this project has been a work in progress for a couple of years. Mr. Rosenberg stated there are potential buyers for some of the lots so they have decided to take the next step and move forward with the platting process. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the plat is a four-lot subdivision with one outlot. Engineer Krugler stated the property is currently zoned CD-1 (Commercial Development I) and CD-2 (Commercial Development II); future zoning is proposed to be CD-1, CD-2 and R-A (Rural Residential Single Family). Engineer Krugler stated Johnson Street NE, as shown on the plan, meets the separation requirement of 300 feet from Highway 65 NE. Engineer Krugler stated the plan realigns Lincoln Street NE from what was proposed on the Entsminger Farms plat; the future backage road that would connect Bunker Lake Boulevard NE to Andover Boulevard NE

will eventually be realigned. Engineer Krugler stated vacation of excess roadway, drainage and utility easements within 1163 143rd Avenue NE will be done after the Lincoln Street Commercial plat is filed. Engineer Krugler stated Coon Creek County Ditch No. 59 runs along the northern border of the plat and will require a 100-foot easement. Engineer Krugler stated there are FEMA Zone A limits adjacent to the county ditch but a FEMA Letter of Map Amendment will not be required. Engineer Krugler stated Northern Natural Gas (NNG) has a 50-foot-wide easement within the southerly portion of the proposed development and Johnson Street NE will cross the easement; written approval of the development from NNG is required. Engineer Krugler stated written approval is also required from Lumen (aka CenturyLink and Qwest) due to the north/south Northwestern Bell Telephone easement over the easterly portion of proposed Lots 3 and 4 and within Outlot A. Engineer Krugler stated the Northwestern Bell Telephone easement is a blanket easement now as it is not confined to a typical 50-foot-wide easement; further discussion is needed related to the limits of this easement. Engineer Krugler stated the minimum building setback from Highway 65 is 50 feet. Engineer Krugler stated Article 11-1850 of City Code states decorative trees, such as conifers, shall be planted along the right-of-way lines of adjacent public roadways or where property lines are adjacent to residential areas. Engineer Krugler stated tree planting can be discussed when site plans are reviewed for the parcels. Engineer Krugler stated that there is a billboard within/adjacent to the east property line of proposed Lot 2 which will be relocated. Engineer Krugler stated Coon Creek Watershed District approval and a Natural Heritage Information System data review by the DNR is required. Chair Pogalz stated Commissioner Entsminger is abstaining from comment and voting on this matter as his business may be hired by the applicant to do work on this project. Chair Pogalz asked what the process is to convey Outlot A to 1163 143rd Avenue NE. Engineer Krugler stated that will be determined by the applicant but must be completed before building permits can be issued for lots within the plat. Chair Pogalz asked Mr. Rosenberg if he had reviewed the City Engineer's memo in the packet and if he understood the requirements noted in the memo. Mr. Rosenberg stated he had read the memo and is okay with the direction and requirements noted.

Motion by Pogalz, seconded by Fisher, to recommend approval of the Sketch Plan, presented by Art Rosenberg, of Lincoln Street Commercial, LLC, a four lot, one outlot commercial subdivision in Section 29 subject to roadway, drainage and utility easement dedication within Lot 2, Block 1 of Entsminger Farms to align with the proposed Lincoln Street right-of-way within Outlot A, a revision of the west lot line of Lot 3 to match the centerline of the proposed Lincoln Street NE extension, conveyance of Outlot A to the owner of the 29-32-23-32-0005 (1163 143rd Avenue NE) parcel, dedication of an easement within 100 feet of Coon Creek County Ditch No. 59, obtaining written approval from Northern Natural Gas to allow Johnson Street NE to cross the easement, obtaining a written Release or Confinement of Easement from Lumen, or half-section correction from Anoka County, for the easement over the easterly portions of proposed Lots 3 and 4 and within Outlot A, relocating the billboard that is within/adjacent to the easterly property line of proposed Lot 2 to meet setback requirements, complying with sign standards in Article 11-320 of City Code and obtaining a permit for any new sign that may be constructed, Coon Creek Watershed District approval, a Natural Heritage Information System data review by the DNR, meeting the requirements of the City Engineer, and meeting all City, State and County requirements. Commissioners

Pogalz, Lejonvarn, Ringer, Ross, Fisher and Dixson voted yes, Commissioner Entsminger abstained from the vote. Motion carried. *This application will be placed on the City Council's Tuesday, May 20, 2024 agenda.*

Chair Pogalz asked Mr. Rosenberg if any of the requirements noted in the motion were of concern to him. Mr. Rosenberg stated the requirements were acceptable.

Melinda McDermott, Elevate Hope House, requesting Sketch Plan approval of a residential development (two lots, one outlot) in Section 16

Ms. Melinda McDermott, Founder of Elevate Hope House, and Mr. Matt Davich from E.G. Rud and Sons were present. Ms. McDermott stated Elevate Hope House is a 501(c) (3) organization that was founded in 2018. Elevate Hope House renovated the Oak Haven church parsonage in 2020. Ms. McDermott stated the organization provides hybrid, transitional housing for single moms (Ages 18-24.) and their kids for up to 2 years along with programming via a family advocate so residents are self-sufficient when they leave. Ms. McDermott stated the proposal is to obtain two acres of the Ham Lake Baptist Camp property to construct two separate homes over time. Ms. McDermott stated their organization has a partnership with Spring Lake Park High School and students taking the construction trades course are currently building a three-bedroom house that will be moved out to a lot in the plat for a slab on grade home. Chair Pogalz asked Engineer Krugler to comment on the project. Engineer Krugler stated the 55-acre parcel that will be subdivided is zoned R-1 (Residential Single Family) and RS-2 (Shoreland Residential-Recreational Development). Engineer Krugler stated this subdivision will follow the minor plat process which permits preliminary and final plat review to be done at the same time. Engineer Krugler stated the driveway of proposed Lot 1 shows access from County Road 61 or Xylite Street NE. Engineer Krugler stated the Anoka County Highway Department must review and approve the proposed 50-foot wide access opening, drainage and utility easement and Xylite Street NE right-of-way width. Engineer Krugler stated a 15-foot wide bike trail easement is required adjacent to the easterly 10-foot drainage and utility easement of both proposed residential lots. Engineer Krugler stated Coon Creek Watershed District approval is required. Engineer Krugler stated, per the plans, a United Power Association easement encroaches 25-feet into the easterly portion of the two proposed lots; written approval must be obtained for the Lot 1 driveway crossing, the future trail and any grading that will be done within the easement. Engineer Krugler stated the balance of a deferred, special assessment from the upgrade done on East Ham Lake Drive in 1994, must be paid in full due to subdividing the parcel. Chair Pogalz asked Engineer Krugler what will be required for Parkland Dedication. Engineer Krugler stated dedicating land for the trail easement along Xylite Street NE will satisfy the parkland requirement as the value of the trail easement is estimated to be in excess of the \$2500 per lot cash requirement for the two lots to be developed. Chair Pogalz asked Ms. McDermott if she had reviewed the memo from the City Engineer. Ms. McDermott stated she had and did not have any questions or concerns. **Motion by Pogalz, seconded by Fisher, to recommend approval of the Sketch Plan presented by Melinda McDermott, Elevate Hope House, for a two lot, one outlot, residential subdivision**

in Section 16 subject to dedicating 10-foot drainage and utility easements around the perimeter of each proposed lot, identifying Outlot A as Lot 3 or combining the outlot with the adjacent 16-32-23-34-0036 parcel under the same ownership, dedicating a 15-foot wide bike trail easement adjacent to the easterly 10-foot drainage and utility easement for both proposed lots to meet the parkland dedication requirement, Coon Creek Watershed District approval, a Natural Heritage Information System data review by the DNR, obtaining approval of the 50-foot wide Lot 1 access opening, drainage and Xylite Street NE right-of-way width and an Access Permit for the Lot 1 driveway from the Anoka County Highway Department, obtaining written approval from United Power Association for the driveway of Lot 1 crossing the easement, future trail construction and any grading within the easement, paying the balance of the deferred, special assessment for the 1994 upgrade of East Ham Lake Drive NE in full prior to the plat being filed with Anoka County, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All in favor, motion carried. *This application will be placed on the City Council's May 20, 2024 agenda.*

COMMISSION BUSINESS:

City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the request from Jesse Osborne, Storage World, for rezoning and Wesam Alkubaisy's request for a Conditional Use Permit to operate Pioneer Auto Tronics at 15903 Lincoln Street NE. There will not be a Planning Commissioner present at the May 20, 2024 City Council meeting.

ADJOURNMENT:

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

Jennifer Bohr
Building and Zoning Clerk