

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, SEPTEMBER 13, 2021

The Ham Lake Planning Commission met for its regular meeting on Monday, September 13, 2021 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Chair Brian Pogalz and Commissioners Kyle Lejonvarn, Dave Ringler, Jonathan Fisher Scott Heaton and Erin Dixon

MEMBERS ABSENT: Commissioner Jeff Entsminger

OTHERS PRESENT: City Engineer, Tom Collins 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 Dixon, seconded by Ringler, to approve the minutes of the August 23, 2021 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING: None

NEW BUSINESS:

Keith Evans requesting a Home Occupation Permit to operate 14er Firearms at 16911 Leyte Street NE.

Mrs. Keith Evans was present representing Keith Evans. Mrs. Evans stated 14er Firearms is a home-based gun dealing business. Mrs. Evans stated all business is conducted on-line. Mrs. Evans stated the business does not have a social media site or website, guns are sold online through hunting/shooting forums and Gunbroker; there will be no signage and no foot traffic. Commissioner Fisher completed the inspection, a copy which is on file. Commissioner Fisher stated he spoke with Mr. Evans via telephone and asked him to send a picture of his office arrangement; the office did have a safe in it. **Motion by Fisher, seconded by Heaton, to recommend approval of a Home Occupation Permit, as requested by Keith Evans, to operate 14er Firearms at 16911 Leyte Street NE, subject to meeting the guidelines for Home Occupation Permits per Article 9-350, no discharging of firearms on-site, obtaining an updated Federal Firearms License and providing a copy of the license to the City within 30 days of**

receipt and meeting all City, State and County requirements. All present in favor, motion carried. This item will be on the September 20, 2021 City Council Agenda.

Chair Pogalz stated the agenda item for La Machine Shop Inc. would be reviewed next as representatives were present. Chair Pogalz stated Mr. Stalberger's applications will be reviewed next with item number two, final plat approval for Enchanted Estates Third Addition, being last.

Jeff LaBonne, La Machine Shop, Inc., requesting Commercial Site Plan Approval to construct an addition at 15740 Lincoln Street NE (Lot 2, Block 1, Ham Lake Industrial Park).

Mr. Jeff LaBonne, owner, and Mr. Roger Johnson, architect, were present. Mr. Johnson stated the business would like to add 689 square feet of office space to the southeast corner of the existing building to give current office employees more work space; there will be no change to employment. Mr. Johnson displayed the site plan to show where the addition would be added to the building and to show where parking modifications were going to be made. Commissioner Heaton completed the inspection, a copy which is on file. Commissioner Heaton stated the building consists of office space and shop space; there is one issue to be addressed related to meeting Minnesota State Fire Code fire access road requirements. Engineer Collins stated Minnesota State Fire Code, Section 503.1.1, requires fire apparatus access roads that extend within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building; currently this requirement cannot be met on this parcel. Engineer Collins stated options on how to resolve this issue were presented to Mr. LaBonne; Mr. LaBonne is working on an agreement with the owner of the neighboring property at 15760 Lincoln Street NE to obtain a private access easement to La Machine Shop's building via the asphalt drive on the southern portion of their property, that remains accessible and available to the fire department's emergency equipment; this agreement will need to be recorded with Anoka County when it is complete. **Motion by Heaton, seconded by Fisher, to recommend approval of the Commercial Site Plan to construct a 689 square foot addition to the building at 15740 Lincoln Street NE (Lot 2, Block 1, Ham Lake Industrial Park) as presented by Jeff LaBonne, subject to providing proof that a private access easement with the neighboring property at 15760 Lincoln Street NE has been recorded with Anoka County, meeting the requirements of the City Building Official, and meeting all City, State and County requirements. All present in favor, motion carried. This item will be placed on the September 20, 2021 City Council Agenda.**

Jeff Stalberger, HFN Properties, LLC, requesting Final Plat approval for Hidden Forest East Third Addition (35 Single Family Residential Lots) in Section 25.

Mr. Jeff Stalberger was present. Mr. Stalberger stated there will be thirty-five residential lots in the development instead of thirty-eight. Mr. Stalberger stated he has a purchase agreement for the 40 acres to the north; Outlot A has been created in the northeast corner of the plat so that Stutz Street NE could be extended to the north and then to the west out to Lexington Avenue NE when he develops the fourth addition of Hidden Forest East for another point of access to and from the Hidden Forest East developments. Mr. Stalberger stated some easements will also need to be vacated. Engineer Collins stated

the city requires Outlot A be combined with the adjacent property to the north. Engineer Collins stated the easement vacation Mr. Stalberger referenced is a cul-de-sac in the south, southwest portion of Hidden Forest East Second Addition; exhibits that show where utilities are located in that area are needed. Engineer Collins stated FEMA Letters of Map Amendment (LOMA) are needed for Lots 3-5 and 8-9 of Block 1 and Lots 1 and 2 of Block 2; no building permits can be issued on those lots until the LOMA's are received. Engineer Collins stated no parkland was dedicated with this plat; the Hidden Forest East Park Addition plat includes parkland to satisfy the parkland requirement for the Hidden Forest East Third Addition plat. Mr. Stalberger stated he would like to discuss combining Outlot A with adjacent property further. Chair Pogalz asked if the motion needed to contain a condition stating Outlot A was to be combined with adjacent property. Engineer Collins stated it was not necessary as it will be addressed in the development agreement. Chair Pogalz asked Mr. Stalberger for an update related to the grievances residents expressed during the preliminary plat public hearing for this development. Mr. Stalberger stated things are better; he hasn't received any additional complaints. Mr. Stalberger stated the residents that attended the Planning Commission meeting did not attend the following City Council meeting. Mr. Stalberger stated he has put up a large sign reminding people to slow down and contractors to clean up any debris they create. The Planning Commissioners thanked Mr. Stalberger for addressing the residents' concerns. **Motion by Pogalz to recommend approval of the Final Plat of Hidden Forest East Third Addition, 35 Single Family Residential lots, in Section 25 as presented by HFN Properties, LLC, meeting the requirements of the City Engineer and meeting all City, State and County requirements.** There was discussion related to combining Outlot A with an adjacent property; it was determined the outlot matter would be addressed in the development agreement. **The motion was seconded by Lejonvarn. All present in favor, motion carried.** *This item will be placed on the September 20, 2021 City Council Agenda.*

Jeff Stalberger, HFN Properties, LLC, requesting Final Plat approval for Hidden Forest East Park Addition (2 Single Family Residential Lots) in Section 25.

Mr. Stalberger stated this plat has two single family residential lots and a park. Mr. Stalberger stated he is dedicating some parkland and the City is purchasing some additional land for the park. Engineer Collins stated the Final Plat conforms to the Preliminary Plat approved by the City Council on July 6, 2021. Engineer Collins stated the development dedicates 27.12 acres of parkland of which 16.48 acres is upland; the parkland dedication was coordinated with the adjacent developments of Hidden Forest East, Hidden Forest East Second Addition and Hidden Forest East Third Addition. Engineer Collins stated a license agreement is required for Lot 2 as the driveway crosses a drainage and utility easement. **Motion by Lejonvarn, seconded by Fisher, to recommend approval of the Final Plat of Hidden Forest East Park Addition, 2 Single Family Residential lots and a park, in Section 25 as presented by HFN Properties, LLC, filing a license agreement for Lot 2, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried.** *This item will be placed on the September 20, 2021 City Council Agenda.*

Jeff Stalberger, Crosstown Development, LLC, requesting Final Plat approval for Crosstown Rolling Acres Third Addition (49 Single Family Residential Lots) in Section 6. Mr. Stalberger stated this plat has two separate sections west of Polk Street NE, one section consists of twelve lots and the other section has thirty-seven. Mr. Stalberger stated this addition contains the parkland dedicated with the Crosstown Rolling Acres developments. Mr. Stalberger stated there are three outlots in the southwesterly portion of the development which will be combined with neighboring parcels to the south; new paved access onto the street or highway will be done at no expense to those homeowners. Engineer Collins stated there were no changes to the plans since Preliminary Plat approval. Engineer Collins stated Mr. Stalberger will need to convey the fee title of the outlots to be combined with properties to the south of the development to the property owners who own the adjacent property to the south; this conveyance will need to be recorded with Anoka County after the plat is recorded and before any building permits can be issued. **Motion by Pogalz, seconded by Fisher, to recommend approval of the Final Plat of Crosstown Rolling Acres Third Addition, 49 Single Family Residential lots in Section 6, as presented by Crosstown Development, LLC, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried.** *This item will be placed on the September 20, 2021 City Council Agenda.*

Roger and Sue Haugen, S & R Developers, LLC, requesting Final Plat approval for Enchanted Estates Third Addition (8 Single Family Residential lots) in Section 14. No one was present to represent the applicants. Engineer Collins stated the Final Plat is the exact same lot configuration as the Preliminary Plat that was presented and approved at the June 21, 2021 City Council meeting. Engineer Collins stated the plat had some encroachments within a conservation easement but the applicant's engineering firm was able to revise the plans to meet livability requirements. Engineer Collins stated parkland dedication requirements were addressed in 2003 and will be included in the development agreement, the infrastructure is in place and Coon Creek Watershed District has approved and issued a permit. Engineer Collins stated a license agreement is needed for Lot 1, Block 2 due to a septic line crossing a drainage and utility easement. **Motion by Pogalz, seconded by Heaton, to recommend approval of the Final Plat of Enchanted Estates Third Addition, 8 Single Family Residential lots in Section 14, as presented by S & R Developers, LLC, subject to meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried.** *This item will be placed on the September 20, 2021 City Council Agenda.*

COMMISSION BUSINESS:

City Council Update

Commissioner Heaton attended the August 23, 2021 City Council meeting; the City Council concurred with the recommendations of the Planning Commission. Chair Pogalz will attend the September 20, 2021 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Ringler, to adjourn the Planning Commission meeting at 6:41 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk