



**City of Newport
Planning Commission Minutes
March 8, 2012**

1. CALL TO ORDER

Chairperson Lindoo called the meeting to order at 7:00 P.M.

2. ROLL CALL -

Commissioners present – Susan Lindoo, Dan Lund, Janice Anderson, Katy McElwee-Stevens, Matt Prestegaard

Commissioners absent –

Also present – Brian Anderson, City Administrator; Renee Helm, Executive Analyst; Sherri Buss, TKDA Planner

3. APPROVAL OF PLANNING COMMISSION MINUTES

A. Planning Commission Minutes of February 9, 2012

Motion by Anderson, seconded by Prestegaard, to approve the February 9, 2012 minutes as presented. With 5 Ayes, 0 Nays, the motion carried.

4. APPOINTMENTS WITH COMMISSION

A. Discuss Allowable Fence Materials

Executive Analyst Helm presented on this item as outlined in the March 8, 2012 Planning Commission meeting. Recently, there have been inquiries in regards to what materials can be used for fences, specifically snow fences. Section 1330.05 Performance Standards of the City Code addresses this issue. According to both Subd. 15 and Subd. 21, fences must be maintained in good condition and appearance. City staff recommended that the City add language to the City Code regarding snow fences and provided a draft ordinance adding such language.

It was determined that staff will add language allowing the following materials for fences in residential districts:

- Treated wood, cedar or redwood
- Simulated wood
- Decorative brick or stone
- Wrought iron or aluminum designed to simulate wrought iron
- Coated or non-coated chain link
- Split rail

In addition, language will be added to allow for welded wire in the RE District in backyards only and snow fences in the RE District only between November 1 and April 15. This will be brought back for a public hearing at the May 10, 2012 Planning Commission meeting.

B. Discuss the Keeping of Honeybees

Executive Analyst Helm presented on this item as outlined in the March 8, 2012 Planning Commission meeting. Recently, there have been inquiries in regards to whether or not residents are able to keep honeybees on their residences. Currently, residents are not allowed to keep honeybees anywhere within the City. City staff provided the Planning Commission with a draft ordinance that allows for the keeping of honeybees in the RE District only.

Executive Analyst Helm moved through the draft ordinance. It was requested that the following changes be made to the ordinance and that it be brought back at the April 12, 2012 Planning Commission meeting for further discussion.

- o **Written Consent** – Applicants must receive written consent from property owners within 250 feet from the hive.
- o **Definitions** – The definition of killer honeybees will be added and they will be prohibited.
- o **Standards of Practice** – The applicant will be required to enclose the hive with a latching fence at a maximum of ten (10) feet.

Furthermore, it was requested that staff research the keeping of chickens in R1, R1-A, and RE Districts and that it be brought before the Planning Commission at the April 12, 2012 meeting.

C. Discuss the Red Rock Gateway Implementation Study

Sherri Buss, TKDA Planner, presented on this item as outlined in the March 8, 2012 Planning Commission packet.

The first item that the Planning Commission discussed was the schedule for the Liveable Communities Grant. It was recommended that the Planning Commission complete the ordinance section at the March 8, 2012 meeting so that it can be reviewed by the City Attorney, developers, and other planners for feedback prior to the public hearing, which is anticipated to take place at the May 10, 2012 Planning Commission meeting.

Secondly, the Planning Commission went through Section 1330, General District Regulations, and Section 1350, Non-Residential Districts. It was requested that the MX-2 District be renamed to Commercial Mixed-Use District.

Next, the Planning Commission discussed Section 1350.09, Dimensional provisions for lots and structures, and the allowed uses table. It was requested that a row be added for FAR to the table for dimensional provisions. In regards to the Allowed Uses table, it was requested that a provision be added to not allow government offices if they are more than 50,000 square feet.

The Planning Commission continued to move through the two sections. The following changes will be made to the ordinance:

- Dimensional standards and densities:

Height and Setbacks	Residential Townhouse	Residential Apt., Condo, Cooperative	Mixed-Use Building	Commercial, Civic, not in mixed-use building
Height	3 stories or 36 feet maximum, whichever dimension is less	2 stories (24') minimum or 4 stories (48') maximum*; whichever dimension is less	2 stories (24') minimum or 4 stories (48') maximum*; whichever dimension is less	No minimum, 4 stories (48') maximum

- Street Design, Section c(i): All rooftop mechanical equipment on buildings ~~over thirty five feet (35') in height~~ shall be screened from above or below (based on the type of mechanical equipment utilized) by integrating it into the building and roof design to the maximum extent feasible. Such equipment shall be screened with parapets or other materials similar to and compatible with exterior materials and architectural treatment on the structure being served. Horizontal or vertical slats of wood material shall not be utilized for this purpose. Solar and wind energy equipment is exempt from this provision if screening would interfere with system operations.
- Street Design, Section d: Building entrances and orientation. At least one or more operable pedestrian entrances per building shall be provided. In a building where all ~~four~~ **three** circumstances below exist, only two (2) entrances shall be required:
 - i. When a lot abuts a public street right-of-way, at least one entrance shall be provided along all building façade(s) fronting all public rights-of-way.
 - ii. ~~Entrances shall be clearly visible and identifiable from the street and delineated with elements such as roof overhangs, recessed entries, landscaping or similar design features.~~

- iii. When a lot abuts an existing or proposed public open space system, multi-use trail, or greenway, entrance(s) shall be provided on the building façade closest to the public open space, multi-use trail, or greenway.
- iv. When abutting a sidewalk in the rail station area, an entrance(s) shall be provided on the building façade closest to the station area sidewalk.

Finally, the Planning Commission reviewed Section 1370.09, River Redevelopment Overlay District, which is a new. The Planning Commission was fine with this Section. Ms. Buss will forward it to the City Attorney for review.

5. COMMISSION AND STAFF REPORTS

Admin. Anderson – Renee and I have been attending several workshops over the last couple weeks. Renee has attended workshops on the Legacy Funds, brownfields and GreenStep Cities.

Executive Analyst Helm – GreenStep cities is a volunteer program that several municipalities are beginning to participate in. There are 28 best practices in the program with five to six actions under each best practice. I’m going through the spreadsheet to see what the City has completed already. We are in the process of completing a lot.

Admin. Anderson – We will be putting this on our website along with a sustainable webpage. We will be updating you as we move forward with it. I also attended a financial seminar to learn more about city finances.

The HRA presented at the last Council meeting and stated that they will take the lead on the TIF District and financially assist the City with acquiring properties.

I have scheduled a couple meetings for reviewing the Comprehensive Plan. The first meeting is Wednesday, March 21. The first meeting will be reviewing 2030 Comp Plan and each meeting is open to the public.

If you recall, Veolia came in a while back requesting a 10,000 gallon above-ground fuel storage tank. Staff met with Veolia to discuss any possible solutions. Veolia applied for a building permit for a 15,000 gallon above-ground fuel storage tank, which I denied. Veolia is now appealing it and as such, you will hear the appeal as the Board of Appeals. The hearing will be at 6:00 p.m. on April 12, 2012.

6. NEW BUSINESS

No new business

7. ANNOUNCEMENTS

A. Upcoming Meetings and Events:

- | | | |
|--------------------------------|----------------|-----------|
| 1. City Council Meeting | March 15, 2012 | 5:30 p.m. |
| 2. City Council Meeting | April 5, 2012 | 5:30 p.m. |
| 3. Planning Commission Meeting | April 12, 2012 | 7:00 p.m. |

8. ADJOURNMENT

Motion by Anderson, seconded by McElwee-Stevens, to adjourn the Planning Commission Meeting at 9:04 P.M. With 5 Ayes, 0 Nays, the motion carried.

Signed: _____
Susan Lindoo, Chairperson

Respectfully submitted,

Renee Helm
Executive Analyst