

City of Litchfield

PLANNING COMMISSION

AGENDA PACKET

Monday, January 8th, 2018

City of Litchfield – Planning Commission

AGENDA

Monday, January 8, 2018 – 5:30 P.M.

Held in the Council Chambers of City Hall
126 N Marshall Avenue

I. **CALL TO ORDER**

A. **ROLL CALL/DETERMINATION OF QUORUM**

B. **ANNOUNCEMENT OF ADDITIONAL ITEMS**

II. **APPROVAL OF MINUTES**

A. **MINUTES: (Packet)**

1. December 11, 2017

III. **SCHEDULED ITEMS**

A. **PUBLIC HEARINGS: (Packet)**

1. **Conditional Use Request** – by Richard Johanneck at 62824 250th Street
To bring existing manufacturing use on property into compliance with the Meeker County Zoning Ordinance

IV. **NEW BUSINESS**

V. **OLD BUSINESS**

VI. **ADDITIONAL ITEMS**

VII. **SET HEARING DATES AND TIMES**

VIII. **REVIEW OF COUNCIL ACTIONS**

A. **VARIANCE REQUEST GRANTED** – by Litchfield Building Center at 626 E Crescent Lane
1' variance to the front yard fence height.

B. **TAX PARCEL SPLIT & LOT COMBINATION GRANTED** – by Ecumen & David Larson at 311 E 2nd St
Split 311 E 2nd Street, combining the northern most portion with 216 N Armstrong (owned by Ecumen) and the placing a deed restriction on the remaining portion that it cannot be sold separate from 319 E 2nd Street (owned by Larson).

IX. **ADJOURNMENT**

Minutes

Monday, December 11th, 2017

I. CALL TO ORDER

A meeting of the Planning Commission was held on Monday, December 11, 2017, commencing at 5:30 p.m. in the Council Chambers of City Hall. Commissioner Asmus called the meeting to order.

A. ROLL CALL:

Chairperson	Shannon Asmus	Present
Commissioner	Michael Flaata	Present
Commissioner	Judy Hudson	Present
Commissioner	Larry Dahl	Present
Commissioner	Mike Boyle	Present
Commissioner	Jeff Woods	Absent
Commissioner	Tom Zens	Present
City Planner	Hannah Rybak	Present

B. ANNOUNCEMENT OF ADDITIONAL ITEMS - None

II. APPROVAL OF MINUTES

It was moved by Commissioner Dahl, seconded by Commissioner Flaata, to approve the minutes of the November 17, 2017, meeting. All members present voted aye.

Motion Carried.

III. SCHEDULED ITEMS

A. PUBLIC HEARINGS:

- 1. Variance Request – by *Litchfield Building Center at 626 E Crescent Lane*
*1’ variance to front yard fence height***

City Planner, Hannah Rybak, provided an overview of the requests. She reviewed the consistency of the request with the standards for granting a variance request.

10 findings of fact offered by staff were presented to the Commissioners by City Planner Rybak.

Staff recommendation and potential action were reviewed.

This being the time, date and place set, with all mailed and published notices given as required by law, the hearing was opened at approximately 5:42 p.m., December 11, 2017, to consider a Variance Request from Litchfield Building Center at 626 E Crescent Lane. The Variance Request is to allow a one (1’) foot variance to the maximum fence height of three (3’) feet.

An attendance list is on file.

No written comments were received.

Deb Sandell, representing property owner Meeker County Community Homes, was present to answer any questions.

Darren Randt, resident at 707 E Crescent Ln, wanted to clarify that the fence would not extend all the way to the street. He is okay with the location of the proposed fence.

Following discussion, no further comments were heard and the hearing was closed at approximately 5:43 p.m.

Commissioner Dahl made a motion, seconded by Commissioner Zens, to recommend approval of the Variance Request by Litchfield Building Center at 626 E Crescent Lane to allow for a one (1') foot variance to the maximum fence height of three (3') feet in the front yard. Upon roll call vote, all members present voted aye.

Motion Carried.

IV. NEW BUSINESS

A. TAX PARCEL SPLIT & LOT COMBINATION – *by Ecumen & David Larson at 311 E 2nd Street*
Would like to split 311 E 2nd Street. The northern most portion will be combined with 216 N Armstrong (owned by Ecumen). The remaining portion will have a deed restriction put on that it cannot be sold separate from 319 E 2nd Street (owned by Larson).

After discussion, a motion was made by Commissioner Flaata, seconded by Commissioner Dahl, to recommend approval of the Tax Parcel Split and Lot Combination Requests by Ecumen and David Larson at 311 E 2nd Street. Upon roll call vote, all members present voted aye.

Motion Carried.

V. OLD BUSINESS

VI. ADDITIONAL ITEMS

VII. SET HEARING DATES AND TIMES

The next scheduled meeting is Monday, January 8, 2018, at 5:30 p.m.

VIII. REVIEW OF COUNCIL ACTIONS

A. LOT COMBINATION, CHANGE OF ZONING, AND VARIANCE REQUESTS GRANTED – *by BlueStem Holdings, LLC at 703 E Ripley St.*
Combine 265 S Hubbard & 703 E Ripley, Change Zoning from R-2 to B-4 so the current use is conforming to the Ordinance, and a variance to correct the current building's nonconforming setbacks.

IX. ADJOURNMENT

Commissioner Asmus adjourned the meeting at 5:59 p.m.

Hannah Rybak
City Planner

PUBLIC HEARINGS

A. 1.

CONDITIONAL USE REQUEST

By Richard Johanneck

at 62824 250th Street



CITY OF LITCHFIELD MEMORANDUM

To: Planning Commission Members
David Cziok, City Administrator

From: Hannah Rybak, City Planner

Date: Planning Commission Regular Meeting for January 8, 2018

Request: **Request for Approval of a Conditional Use Permit at the property located at 62824 250th St. PIDs: 14-0150000, 14-0154000.**

GENERAL INFORMATION

Applicant/Owner: Richard G. Johanneck

Location: 62824 250th Street

Existing Land Use / Zoning: Commercial/Light Industrial; zoned C-1 Commercial (County Zoning)

Surrounding Land Use / Zoning:
 North: Undeveloped; zoned A-1 Agricultural Preservation
 East: Undeveloped & Residential; zoned R-1 Single Family Residential & A-1
 South: Commercial & Residential; zoned R-1 & C-1
 West: Commercial & Residential; zoned R-1 & C-1

Comprehensive Plan: The Litchfield Comprehensive Plan guides this property for Industrial land use.

Deadline for Agency Action: Application Date: 12-05-2017
60 Days: 02-03-2018

CONSIDERATIONS RELATING TO THE REQUEST

1. Overview.

Earlier this year, the Applicant submitted plans to the city for a building addition at the property. Upon review, staff discovered that the use of the property was legal-nonconforming, as the property was located in the A-1 Agricultural Preservation district. This means that the use could not be expanded without a change in zoning to the proper district. City and County staff determined that the best course of action was to rezone the property to C-1 Commercial. The County handles rezoning requests within the extraterritorial area, and the rezoning was approved by the County Board on November 21, 2017. Manufacturing activities are an allowable Conditional Use within the C-1 District. This application for a Conditional Use Permit is the final step in bringing the property's use into compliance with the Meeker County Zoning Code.

PolyTank was created in 1972, providing custom rotomoulding. In 1977, the business was expanded to include agricultural products. Today, the facility includes approximately 28,825 square feet of production space. The hours of operation are from 6:00am to 2:00am. The products manufactured here are sold by distributors throughout the country, so the customer traffic is very minimal.

2. Ordinance Authority (Meeker County Zoning Ordinance).

Section 15.02 A, states that a manufacturing use is a conditional use within the C-1 District.

Section 15.04, provides site regulations for the C-1 District.

Section 6A provides the process for Conditional Use Permits.

3. Conditional Use Permit Request Evaluation

1. *The use proposed is not detrimental to or will not endanger the public health, safety, comfort, convenience or general welfare of the County.*

The manufacturing use on the property has been going on for many years, and has demonstrated that it is not detrimental or dangerous. **Criteria met.**

2. *The use proposed will be harmonious with the general and applicable specific objectives of the County's Comprehensive Land Use Plan and Ordinance.*

The proposed use is consistent with the County's Comprehensive Land Use Plan and Ordinance. The Ordinance permits this type of use by Conditional Use Permit. **Criteria met.**

3. *The use proposed will be designed, constructed, operated and maintained to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.*

The purpose of this request is solely to bring the existing use of the property into compliance with the Zoning Ordinance. As the use has been in existence for many years, it will not change the character of the area. **Criteria met.**

4. *The use proposed will not be hazardous or disturbing to existing or future neighboring uses.*

Criteria met.

5. *The use proposed will be served by essential public facilities and services or will be served adequately by such facilities and services provided by the persons or agencies responsible for the establishment of the proposed use:*

Streets: Already in place.

Police and fire protection: Meeker County Sheriff's Department and Litchfield Fire Department.

Drainage structures: Already in place.

Refuse disposal: Already in place.

Water and sewer systems: Already in place.

Schools: N/A

Criteria met.

6. *The use proposed will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.*

Criteria met.

7. *The use proposed does not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.*

Criteria met.

8. *The use proposed will have vehicular approaches to the property that do not create traffic congestion or interfere with traffic on surrounding public thoroughfares.*

No change proposed. **Criteria met.**

9. The use proposed will not result in the destruction, loss or damage of a natural, scenic or historic feature of major significance within the County.

Criteria met.

10. The use proposed will not adversely affect the property values of the surrounding landowners to an unreasonable degree.

Criteria met.

4. Extraterritorial Review Committee

The Extraterritorial Review Committee has reviewed the application and had no comments.

5. Resident Comments.

None received to date.

FINDINGS OF FACT

1. The Applicant is requesting a Conditional Use Permit to allow for manufacturing use at the property located at 62824 250th Street, PIDs: 14-0150000, 14-0154000.
2. The subject property is zoned C-1 Commercial.
3. The use proposed is not detrimental to or will not endanger the public health, safety, comfort, convenience or general welfare of the County.
4. The use proposed will be harmonious with the general and applicable specific objectives of the County's Comprehensive Land Use Plan and Ordinance.
5. The use proposed will be designed, constructed, operated and maintained to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
6. The use proposed will not be hazardous or disturbing to existing or future neighboring uses.
7. The use proposed will be served by essential public facilities and services.
8. The use proposed will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
9. The use proposed does not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.
10. The use proposed will have vehicular approaches to the property that do not create traffic congestion or interfere with traffic on surrounding public thoroughfares.
11. The use proposed will not result in the destruction, loss or damage of a natural, scenic or historic feature of major significance within the County.
12. The use proposed will not adversely affect the property values of the surrounding landowners to an unreasonable degree.

RECOMMENDATION

Based on the findings in this report, staff recommends approval of the request as submitted.

POTENTIAL ACTION

1. Recommend Approval as Submitted: Motion to recommend approval of the requested Conditional Use Permit to allow for manufacturing use at the property located at 62824 250th Street, based on the findings of fact and the submitted plans in this report to the Planning Commission.
2. Recommend Approval with Conditions: Motion to recommend approval of the requested Conditional Use Permit to for manufacturing use at the property located at 62824 250th Street based on the findings of fact, submitted plans, and the following conditions outlined in this motion... (provide conditions).
3. Recommend Denial: Motion to recommend denial of the requested Conditional Use Permit to allow for manufacturing use at the property located at 62824 250th Street, based on the following findings of fact... (provide findings of fact to reflect denial).

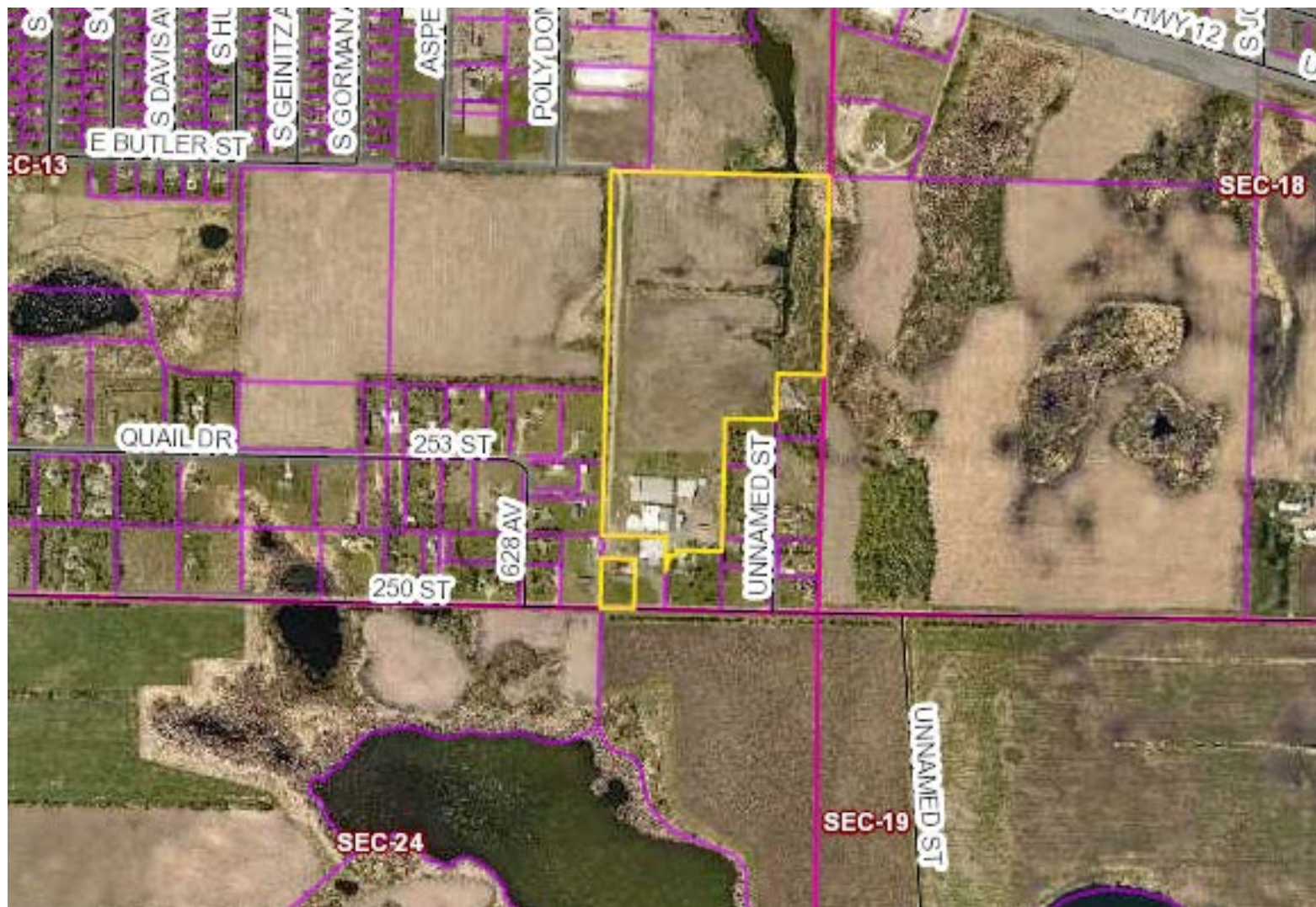
ATTACHMENTS

Exhibit A: Location Map

Exhibit B: Application

62824 250th Street

Location Map



Hannah Rybak

Fee \$ 300.00
Rec # 376685
Date 12-5-17

CITY OF LITCHFIELD
126 NORTH MARSHALL AVENUE
LITCHFIELD, MN 55355

CONDITIONAL USE PERMIT APPLICATION

Address of Property 62824 250th St - Litchfield MN 55355
Parcel ID Number 14-0150000
Legal Description Section 13 Township 119 Range 31

APPLICANT: (If different than property owner, attach Owner's information and signature to application)

Name Richard G. Johannneck
Address 62824 250th Street Litchfield MN 55355
Phone 320-693-8310 Email Karla@polydome.com

RESIDENTIAL DISTRICT			BUSINESS DISTRICT				INDUSTRIAL DISTRICT		COUNTY ZONING						
R-1	R-2	R-3	B-1	B-2	B-3	B-4	I-1	I-2	A-1	A-2	R-1	R-2	C-1	C-2	I-1
Single Family	Residence	Multi- Family	Limited	Retail Shopping	Roadside	General	Limited	General	Agricultural Preservation	General Agricultural	Suburban Residential	Rural	Commercial	Neighborhood Commercial	General Industry

Other: _____

Purpose of Application (Please be specific) conditional use and allowing manufacturer ON

Hours of Operation 6 AM - 2 AM the property

Customers per Day 1-2

Any Signs Indicating Use Yes

Is Any Outside Storage Required Yes

Does the Use Occur in the Main Structure of the Property Yes Plaster manufacturing

28825 sq feet of production
Applicant should submit sufficient information to demonstrate that the request will be compatible with the neighborhood. Please see the checklist on page 2.

Carl Kodell
Signature

Date of Application: 11-30-17

Planning Commission Approved _____ Disapproved _____ Date _____
City Council Approved _____ Disapproved _____ Date _____



(320)693-3710
310 East Depot Street
Litchfield, MN 55355
ns_doug@qwestoffice.net
ns_chuck@qwestoffice.net

CLIENT NAME:
Poly Tank - Systems West

PROJECT ADDRESS
Poly Dome
Litchfield, MN

DATE OF FIELD WORK: October 21, 2017
DATE OF MAP: October 23, 2017
REVISION: _____ DATE _____ 20____
REVISION: _____ DATE _____ 20____

JOB NO: 17253
DRAFTED BY: CRM
CHECKED BY: DSH

HORIZONTAL DATUM:
NAD83 2011adj
Meeker County
VERTICAL DATUM:
N/A

Surveyed Description

The East Half of the Southeast Quarter, Section 13, Township 119, Range 31, Meeker County, Minnesota, EXCEPTING THEREFROM.

EXCEPTION 1
That part of the East Half of the Southeast Quarter, Section 13, Township 119, Range 31, Meeker County, Minnesota, described as follows: Beginning at the southeast corner of said East Half of the Southeast Quarter; thence North 89 degrees 57 minutes 20 seconds West along the south line of said East Half of the Southeast Quarter, 590.00 feet; thence North 00 degrees 17 minutes 23 seconds East, parallel with the east of said East Half of the Southeast Quarter, 1164.00 feet; thence South 89 degrees 57 minutes 20 seconds East, parallel with said south line, 307.00 feet; thence North 00 degrees 17 minutes 23 seconds East, parallel with said east line, 277.00 feet; thence South 89 degrees 57 minutes 20 seconds East, parallel with said south line, 283.00 feet to said east line; thence South 00 degrees 17 minutes 23 seconds West along last said line, 1441.00 feet to point of beginning.

EXCEPTION 2 (per deed - doc. No. 321320)
That part of the Southeast Quarter, Section 13, Township 119, Range 31, Meeker County, Minnesota described as follows: Beginning at a point on the south line of said Southeast Quarter, distant 590.00 feet west from the southeast corner of said Southeast Quarter; thence on an assumed bearing West, along the south line of said Southeast Quarter, a distance of 336.00 feet; thence on a bearing of North a distance of 232.67 feet; thence North 13 degrees 16 minutes 02 seconds East a distance of 100.00 feet; thence on a bearing of East a distance of 40.00 feet; thence on a bearing of North a distance of 30.00 feet; thence on a bearing of East a distance of 273.05 feet to the intersection with a line bearing North from the point of beginning; thence on a bearing of South, along last described line, a distance of 360.00 feet to the point of beginning.

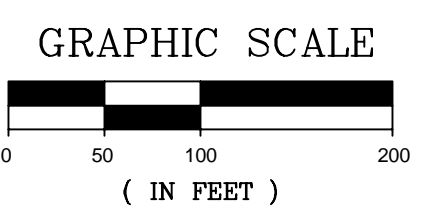
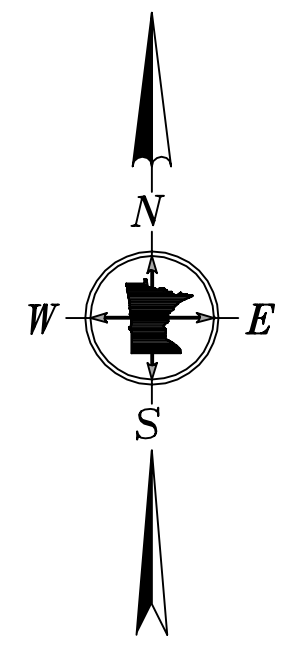
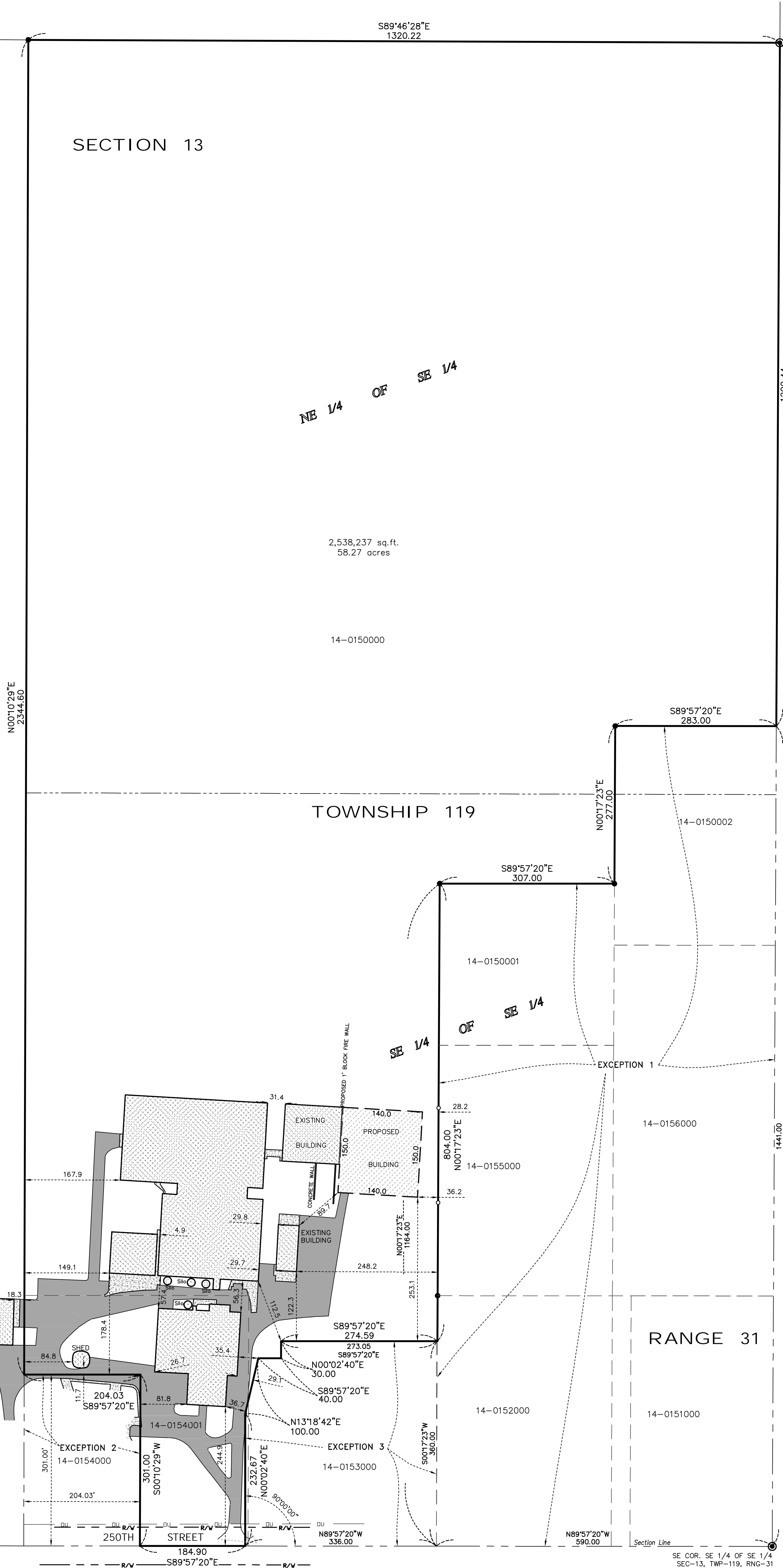
EXCEPTION 3
The South 301.00 feet of the West 204.03 feet of the Southeast Quarter of the Southeast Quarter, Section 13, Township 119, Range 31, Meeker County, Minnesota.

Containing 58.27 Acres, more or less.
Subject to easements of record.
Subject to any and all enforceable restrictive covenants.

CERTIFICATION: I hereby certify that this survey was prepared by me or under my direct supervision and that I am a Professional Licensed Surveyor under the Laws of the State of Minnesota.

Doug Huhn

Doug Huhn
Registration No. 43808 - In the State of Minnesota



LEGEND

- Set 1/2 Inch by 14 Inch Iron
- Pipe with Plastic Cap Inscribed with License No. 43808
- Found Monumentation
- Building Foot Print
- Proposed Building
- Concrete Surface

SE COR. SE 1/4 OF SE 1/4
SEC-13, TWP-119, RNG-31