

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, January 15, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Grant Knutson, Carl Runke, LeRoy Schmandt and Chairman Arndt. Absent: Also present: Larry Gasow, McLeod County Zoning Administrator, Julie Wischnack, AICP, Planning Director, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated October 16, 2002

Mr.Knutson made a motion to approve the minutes of October 16, 2002. Seconded by Mr.Karg the motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY E&T CONTRACTING TO RENEW A GRAVEL MINING PERMIT LOCATED OFF AIRPORT RD. IN SECTION 8, HASSAN VALLEY TOWNSHIP

Chairman Arndt opened the hearing at 5:35 p.m. with the reading of publication #6985 published in the Hutchinson Leader on Thursday, January 2, 2003

Mr. Telecky commented on the existing gravel pit. He stated the request is for stockpiling only. There is no additional mining to be done in the 4.39 acres. A reclamation plan was submitted with the first conditional use permit. Staff made the following recommendations: 1. Hauling must be signed. 2. Hours of hauling must be between 6am – 8pm. 3.The stockpiles are located outside of the road right of way and flood plain. 4. Existing reclamation plan must be complete within 18 months of approval. 5. A surety bond of \$5000.00 will be provided for restoration. Mr. Telecky stated a surety bond has been provided from the last permit.

Mr.Schmandt moved to close the hearing. Seconded by Mr. Karg, the hearing closed at 5:39 p.m. Mr.Schmandt made a motion to approve the request with staff recommendations. Seconded by Mr. Runke discussion followed. Mr. Knutson asked for clarification on the surety bond requirement. Mr. Telecky stated the bond is to protect the road and reclamation of the pit. Mr. Gasow stated the surety bond is required on all gravel pits. He stated occasionally the County Board will rescind the requirements. Mr. Gasow informed the Board all the pits in the Joint

Planning Area do have surety bonds. Discussion followed on consistency when requiring the bond. After discussion, the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their consent agenda on February 4, 2003 at 9:00 a.m.

- b) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY E&T CONTRACTING TO RENEW A GRAVEL MINING PERMIT LOCATED OFF AIRPORT RD. IN SECTION 17, HASSAN VALLEY TOWNSHIP

Chairman Arndt opened the hearing at 5:44 p.m. with the reading of publication #6984 published in the Hutchinson Leader on Thursday, January 2, 2003.

Mr. Telecky stated this gravel pit is in Section 17 and partly in the shoreland area. He explained there would be stockpiling for 3 years and no new extraction of gravel over 400 cubic yards will occur. The DNR has visited the site. No stockpiling is to take place in the flood plain. Staff recommendations were as follows: 1. Hauling must be signed. 2. Hours of hauling must be between 6am – 8pm. 3. The stockpiles are located outside of the road right of way and flood plain. 4. Existing reclamation plan must be complete within 18 months of approval. 5. A surety bond of \$5000.00 will be provided for restoration. Mr. Telecky stated a surety bond has been provided from the last permit.

Mr. Knutson moved to close the hearing. Seconded by Mr. Christensen, the hearing closed at 5:46 p.m. Mr. Runke made a motion to approve the request with staff recommendations. Seconded by Mr. Christensen the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their consent agenda February 4, 2003 at 9:00 a.m.

- c) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY HUTCHINSON UTILITIES TO CONSTRUCT A 115kv POWER LINE LOCATED IN SECTIONS 29 AND 32, HUTCHINSON TOWNSHIP

Ms. Wischnack explained Hutchinson Utilities has requested to postpone the request. A new route will be proposed in February. She stated the request will be renoticed for the February meeting.

Mr. Knutson made a motion to table the request to the February 19, 2003 meeting. Seconded by Mr. Schmandt the motion carried unanimously.

- d) CONSIDERATION OF **VARIANCE** REQUESTED BY ST. ANASTASIA CHURCH TO REDUCE REAR YARD SETBACK FROM 40 FEET TO 15 FEET FOR THE CONSTRUCTION OF A MAUSOLEUM IN THE CEMETERY LOCATED ON HWY 15 N

Chairman Arndt opened the hearing at 5:49 p.m. with the reading of publication #6986 as published in the Hutchinson Leader on Thursday, January 2, 2003

Mr. Gasow commented on the request and his discussion with the Department of Health regarding mausoleums near wells. He reported mausoleums must have at least a 3 foot separation from a well. A conditional use permit will be required before the mausoleum is constructed.

Mr. Knutson reminded the Board they are advisory to the Board of Adjustments in the case of a variance.

Mr. Kemper, St. Anastasia Cemetery, stated there will be one mausoleum and a columbarium constructed with a second mausoleum proposed for future expansion.

Mr. Christensen moved to close the hearing. Seconded by Mr. Schmandt, the hearing closed at 5:55 p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. Schmandt the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board of Adjustments and placed on their agenda January 23, 2003 at 9:00 a.m.

4. NEW BUSINESS

5. OLD BUSINESS

6. COMMUNICATION FROM STAFF

a) Discussion of Barry Schaffer used car sales request in I1 district

Ms. Wischnack explained the proposal and sketch. She commented on the wording in the ordinance. Staff would like feedback on the request.

Mr. Telecky stated there is one principal building on the lot. He explained the ordinance is not written to include the use in the I1 district.

Discussion followed on adding the business to the present building. The City Gateway district is not included in the Joint Planning Area. Ms. Wischnack stated the City gateway ordinance will be placed in the next packet for the Joint Planning Board review.

There was consensus by the Joint Planning Board that a used car lot would be appropriate along the highway.

Staff will contact Mr. Schaffer regarding the process and the options he will have to develop the property which may include platting, rezoning and conditional use permit.

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- b) Mr. Telecky informed the Joint Planning Board of the revisions to the County Zoning Ordinance regarding gravel mining. There will be public hearing in the County Board Room in Glencoe on January 22, 2003.
- c) Ms. Wischnack informed the Board of the open house regarding the Hwy 7 Construction project to be held on January 16, 2003 at the Hutchinson Events Center.

7. ADJOURNMENT

There being no further business the meeting adjourned at 6:20 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, February 19, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Larry Karg, Grant Knutson, Carl Runke, and Chairman Arndt. Absent: Jon Christensen and LeRoy Schmandt Also present: Larry Gasow, McLeod County Zoning Administrator, Julie Wischnack, AICP, Planning Director, Marc Sebor, City Attorney and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated January 15, 2003.

Mr. Knutson made a motion to approve the minutes of January 15, 2003. Seconded by Mr. Runke the motion carried unanimously.

3. ELECTION OF OFFICERS

Mr. Knutson called for nominations for Chairman and Vice Chairman. Mr. Runke nominated Mr. Arndt for Chairman. Mr. Karg moved nominations cease. Mr. Arndt was elected Chairman. Mr. Knutson moved to nominate Mr. Christensen as Vice Chairman. Mr. Karg moved nominations cease. Mr. Christensen was elected Vice Chairman.

4. PUBLIC HEARINGS

a. CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY HUTCHINSON UTILITIES TO CONSTRUCT A 115 kv POWER LINE LOCATED IN SECTIONS 32 AND 33, HUTCHINSON TOWNSHIP

Chairman Arndt opened the hearing at 5:40 p.m. with the reading of publication # 7006 published in the Hutchinson Leader on Thursday, February 6, 2003.

Ms. Wischnack explained the route for the power line and stated Great River Energy will pull a Conditional Use Permit separately for the remainder of the route.

Don Nelson, Hutchinson Utilities, commented on the request last month and the reasons for the change in the route. He commented on his discussions with the County Engineering staff regarding possible road

development. This discussion led to the decision to create a new route. He commented on the appearance of the new poles and lines.

Ms. Wischnack commented on the following staff recommendations:

- A. All drainage facilities and patterns shall be repaired to pre-construction condition as soon as possible after construction.
- B. Rocks, slash and other construction debris shall be removed from each individual section of land where construction takes place within 90 working days of the commencement of major essential service construction on that individual section of land. For purposes of this subsection, working days are defined as: all days except days between November 15 and April 15 (winter), or any day when more than 2 inch precipitation has fallen. For purposes of this subsection, section of land is defined as a numbered section as defined by the Government Land Survey, or a portion thereof.
- C. Shelterbelts, windbreaks, fences and vegetation shall be restored to pre-construction condition with the following exceptions:
 - 1.) Shelterbelt and windbreak replacement shall be to pre-construction density and may allow for operation and maintenance of essential service lines.
 - 2.) Critical areas (slopes greater than 12%, drainage ditch banks and areas subject to severe erosion) shall be seeded and mulched as soon as possible after construction. Drainage ditch banks shall be seeded and mulched a minimum of 162 feet in width from the top of the ditch spoil banks on each side of the ditch.
- D. If preliminary engineering surveys or other documentation is provided, modifications to accommodate future drainage or roadway construction activities may be required.
- E. Major essential service construction activities shall be conducted in such a manner as to minimize impacts on livestock movements and access to agricultural fields.
- F. Construction plans related to the wetland area must be submitted and approved prior to commencement of construction.
- G. Permitting from MNDOT, DNR, County, Township or other agencies must be acquired prior to commencement of construction.
- H. Private land easement must be secured prior to commencement of construction.

Mr. Karg moved to close the hearing. Seconded by Mr. Knutson, the hearing closed at 5:50 p.m. Mr. Knutson made a motion to approve the request with staff recommendations. Seconded by Mr. Runke the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their consent agenda March 4, 2003 at 9:00 a.m.

5. NEW BUSINESS

None

6. OLD BUSINESS

None

7. COMMUNICATION FROM STAFF

Ms. Wischnack summarized the City year end report for the Board.

Mr. Gasow summarized the County year end report for the Board.

8. ADJOURNMENT

There being no further business the meeting adjourned at 6:00 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, March 19, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Carl Runke, LeRoy Schmandt and Chairman Arndt. Absent: Grant Knutson Also present: Julie Wischnack, AICP, Planning Director, Marc Sebor, City Attorney, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated February 19, 2003.

Mr. Runke made a motion to approve the minutes of February 19, 2003. Seconded by Mr. Karg the motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF CONDITIONAL USE PERMIT REQUESTED BY ST. ANASTASIA CHURCH TO CONSTRUCT A MAUSOLEUM IN THEIR CEMETERY LOCATED ON HWY 15 NORTH

Chairman Arndt opened the hearing at 5:35 p.m. with the reading of publication #7012 as published in the Hutchinson Leader on Thursday, March 6, 2003.

Ms. Wischnack commented on the approval of the recent variance. She explained the need for a Conditional Use Permit to regulate the use. She commented on the staff recommendations as follows: the conditional use permit shall become null and void if the project has not started within a year of the board's approval. (If an extension is necessary, the request must be received, prior to expiration.)

Mr. Kemper, St. Anastasia, stated they have to have 50% of the mausoleum sold before they may begin construction.

Mr.Christensen moved to close the hearing. Seconded by Mr. Karg, the hearing closed at 5:40 p.m. Mr. Schmandt made a motion to approve the request with staff recommendations. Seconded by Mr. Runke. The motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their regular agenda April 8, 2003 at 10:00 a.m.

4. NEW BUSINESS

5. **OLD BUSINESS**

Mr. Runke commented on the Hutch Wood Products property and the conditions of the permit to move the driveway. Mr. Telecky stated he would research the minutes regarding the conditions of the plat.

There was also discussion regarding the conditions of the Conditional Use Permit received by Bauerly's regarding the size of the stock piles on the property.

Mr. Karg asked the process regarding drainage problems created by developments in the Joint Planning Area. Mr. Telecky will look at the site and contact the appropriate people in charge of the drainage issues.

6. **COMMUNICATION FROM STAFF**

a) Discussion of the Hutchinson Gateway Ordinance

Ms. Wischnack summarized the City of Hutchinson Ordinance regarding the Gateway to the City. She stated the Joint Planning Area could adopt a similar ordinance modeled to focus on the Joint Planning Area. She stated it would not need to be as restrictive as the City Gateway Ordinance. The consensus of the Board is to add a Gateway Ordinance to the Joint Planning Area, but to refine the standards to deal more with outside storage and general upkeep of property.

b) Annexation request by resolution on City agenda in April

Ms. Baumetz commented on the annexation request for the April City of Hutchinson agenda. She stated the property is in Lynn Township. She also commented on the White Properties sketch plan to be presented at the April Joint Planning Board meeting.

c) Request by Barry Schaffer for used car display in I-1 district

Mr. Telecky commented on a request by Mr. Schaffer to construct a building in the I-1 district for the use of used car sales and display. He explained there is no mention of used car display in the I-1. Discussion followed on the need to rezone a portion of the property to C4 or request a Conditional Use Permit to set conditions on the use. The consensus of the Board is to require a Conditional Use Permit and set conditions on the use.

7. **ADJOURNMENT**

There being no further business the meeting adjourned at 6:45 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, April 16, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Grant Knutson, Carl Runke, and Chairman Arndt. Absent: LeRoy Schmandt Also present: Marc Sebor, City Attorney, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated March 19, 2003.

Mr. Christensen made a motion to approve the minutes of March 19, 2003. Seconded by Mr. Knutson. The motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **AMENDMENT** TO ZONING ORDINANCE SECTION 7, SUBD. 4, ADDING LANGUAGE REGULATING CONDITIONAL USES IN THE I-1 (LIGHT INDUSTRIAL DISTRICT)

Chairman Arndt opened the hearing at 5:31 p.m. with the reading of publication #7025 published in the Hutchinson Leader on Thursday, April 3, 2003.

Mr. Telecky explained the Conditional Use Permit regulations in the C4 District. He stated the amendment will include these regulations in the I-1 district as conditionally permitted uses.

Mr. Knutson moved to close the hearing. Seconded by Mr. Runke, the hearing closed at 5:40 p.m. Mr. Knutson made a motion to approve the request with staff recommendations. Seconded by Mr. Runke. The motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their regular agenda, May 6, 2003 at 10:00 a.m.

b) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY BARRY SCHAFFER TO ALLOW DISPLAY OF USED AUTOMOBILES FOR SALE IN THE I-1 DISTRICT

Chairman Arndt opened the hearing at 5:41 p.m. with the reading of publication #7026 published in the Hutchinson Leader on Thursday, April 3, 2003.

Mr. Telecky commented on the request and explained the zoning and location of the proposal. He explained the staff recommendations and stated the County Environmentalist approves of number four regarding an easement for the septic line in the event the property is platted and sold separately. Mr. Telecky also stated number eight regarding the NPDES permit is a State requirement. He read correspondence from Mr. Schaffer of January 10, 2003 which indicated they would display 30 – 50 vehicles in the future.

Mr. Schaffer, property owner, stated he would like to have more than 10 cars displayed at the site. Mr. Telecky stated the regulation is to maintain a slightly appearance of the area.

Discussion followed on the vehicles being sold. There will not only be the cars repaired at the business but used cars will be sold also.

Mr. Telecky recommended checking with the State regarding lot coverage.

Chairman Arndt voiced concerns with lighting that may be proposed and stated lighting must be screened from the highway.

Mr. Telecky stated lighting must be directed on the site.

Mr. Knutson commented on the number of vehicles in the display area. Discussion followed with a consensus that 20 vehicles would be a compromise.

Mr. Knutson moved to close the hearing. Seconded by Mr. Christensen, the hearing closed at 6:00 p.m. Mr. Christensen made a motion to approve the request with staff recommendations including changing number one to 20 vehicles and adding number nine- - lighting must be directed to the site not to neighboring properties or the highway. Seconded by Mr. Karg. The motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their regular agenda , May 6, 2003 at 10:00 a.m.

4. NEW BUSINESS

- a) DISCUSSION OF SKETCH PLAN SUBMITTED BY WAYNE AND CRAIG WHITE FOR RESIDENTIAL DEVELOPMENT TO BE LOCATED IN SECTION 26, ACOMA TWP.

Mr. Telecky commented on the sketch plan and explained the proposal. He stated staff has concerns with Proposal A access issues. He explained the property is within ½ mile of two feedlots.

Discussion followed on the difficulty in receiving a variance from a feedlot setback.

Mr. Karg commented on concerns from Acoma Township with maintaining additional roads. He stated he would request the roads be blacktop.

Mr. Craig White, property owner, stated their goal is to access the development from 205th Street. He asked if the feedlot issue were resolved what would make the plat work.

Mr. Telecky stated the City of Hutchinson will not be able to annex this property for 20+ years. He explained staff does have concerns with the number of access points. Discussion followed on the possibility of an access on the northeast end of the property.

Mr. Telecky explained there is a question if the land is suitable for development. He stated there should be a reduction of lots in the development.

Mr. Karg stated Acoma Township would not be against the development if access, feedlot and road issues are answered.

Mr. Telecky stated staff would recommend shadow platting the property for the future.

Discussion followed on feedlot sizes and setback requirements.

Atty. Marc Seborá stated the item could be tabled for no more that 120 days.

Mr. Knutson made a motion to table the sketch plan up to August 20th. Seconded by Mr. Runke. The motion carried unanimously.

5. OLD BUSINESS

6. COMMUNICATION FROM STAFF

a) DISCUSSION OF HWY 7 ACCESS MANAGEMENT

Mr. Telecky commented on the upcoming proposal and meetings with MnDOT. He stated agriculture and residential properties would not be affected. Staff will set up a workshop in July to review the plan.

7. ADJOURNMENT

There being no further business the meeting adjourned at 6:45 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, May 21, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Grant Knutson and Chairman Arndt. Absent: Carl Runke and LeRoy Schmandt Also present: Larry Gasow, McLeod County Zoning Administrator, Marc Sebor, City Attorney and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated April 16, 2003.

Mr. Christensen made a motion to approve the minutes of April 16, 2003. Seconded by Mr. Karg the motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF CONDITIONAL USE PERMIT REQUESTED BY GREAT RIVER ENERGY TO CONSTRUCT A POWER LINE LOCATED IN SECTION 33, HUTCHINSON TOWNSHIP

Chairman Arndt opened the hearing at 5:35 p.m. with the reading of publication #7042 published in the Hutchinson Leader on Thursday, May 8, 2003.

Mr. Gasow commented on the request and explained the location of the proposal for this meeting. He noted the staff recommendations as follows:

- A. All drainage facilities and patterns shall be repaired to pre-construction condition as soon as possible after construction.
- B. Rocks, slash and other construction debris shall be removed from each individual section of land where construction takes place within 90 working days of the commencement of major essential service construction on that individual section of land. For purposes of this subsection, working days are defined as: all days except days between November 15 and April 15 (winter), or any day when more than 2 inch precipitation has fallen. For purposes of this subsection, section of land is defined as a numbered section as defined by the Government Land Survey, or a portion thereof.

- C. Shelterbelts, windbreaks, fences and vegetation shall be restored to pre-construction condition with the following exceptions:
 - 1.) Shelterbelt and windbreak replacement shall be to pre-construction density and may allow for operation and maintenance of essential service lines.
 - 2.) Critical areas (slopes greater than 12%, drainage ditch banks and areas subject to severe erosion) shall be seeded and mulched as soon as possible after construction. Drainage ditch banks shall be seeded and mulched a minimum of 162 feet in width from the top of the ditch spoil banks on each side of the ditch.
- D. If preliminary engineering surveys or other documentation is provided, modifications to accommodate future drainage or roadway construction activities may be required.
- E. Major essential service construction activities shall be conducted in such a manner as to minimize impacts on livestock movements and access to agricultural fields.
- F. Construction plans related to the wetland area must be submitted and approved prior to commencement of construction.
- G. Permitting from MNDOT, DNR, County, Township or other agencies must be acquired prior to commencement of construction.
- H. Private land easement must be secured prior to commencement of construction.

Discussion followed on the requirement of C(2). Mr. Ostrum, Great River Energy, stated 162' requirement is typical with the DNR and explained restoration must take place if damage occurs.

Mr. Marvin Hackbarth, neighboring property owner, asked the type of replacement poles.

Mr. Ostrum commented on the entire project being a regional project improvement area. He stated the work is being done in conjunction with Hutchinson Utilities. He commented on the previous request and stated the poles are wood and will be 10 to 15 feet taller than the previous poles.

Mr. Nelson, Hutchinson Utilities, explained the location of the line in relation to Mr. Hackbarth's property. He stated no poles will be placed on the Luce Line trail and there will not be as many poles as are there presently.

Mr. Tom Christensen, Omega Ave., asked about the placement of the poles along Omega Ave. Mr. Ostrum stated these poles will be placed on

the west side of Omega Ave. He explained the east line is owned by McLeod County Power.

Mr. John Micholichek, property along Hwy 7, asked if more poles will be added on his property. He stated there is a shed located directly under the present line. Mr. Ostrum stated they would like to see the shed relocated and will try to work out details with the property owner.

Mr. Knutson moved to close the hearing. Seconded by Mr. Karg. The hearing closed at 5:55 p.m. Mr. Christensen made a motion to approve the request with staff recommendations. Seconded by Mr. Knutson, the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their agenda for June 17, 2003 at 10:00 a.m.

4. NEW BUSINESS

5. OLD BUSINESS

- a) Discussion of subdivisions and the roads within the subdivision

Mr. Karg asked if there would be a way to regulate roads in new subdivisions within the Joint Planning area. He stated gravel roads are expensive for the townships to maintain.

Discussion followed on the possibility of adding a subdivision ordinance to the Joint Planning Ordinance.

6. COMMUNICATION FROM STAFF

- a) Ms. Baumetz updated the Board on the annexation in Lynn Twp. She stated the City Council has tabled the request until an agreement is signed with the property owners.

7. ADJOURNMENT

There being no further business the meeting adjourned at 6:25 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, July 16, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Grant Knutson, Carl Runke, LeRoy Schmandt and Chairman Arndt. Absent: Also present: Larry Gasow, McLeod County Zoning Administrator, Julie Wischnack, AICP, Planning Director, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated May 21, 2003.

Mr. made a motion to approve the minutes of May 21, 2003. Seconded by Mr. the motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY DARYL RATH, PROPERTY OWNER, TO REMOVE AN EXISTING GARAGE LOCATED IN THE FRONT YARD AND REPLACE WITH A 1200 SQ. FT ADDITION ONTO A 1200 SQ. FT. EXISTING GARAGE CREATING A 2400 SQ. FT. GARAGE LOCATED AT 20784 HWY 15 NORTH, HUTCHINSON TWP

Chairman Arndt opened the hearing at p.m. with the reading of publication #7065 published in the Hutchinson Leader on Thursday, July 3, 2003.

Mr. moved to close the hearing. Seconded by Mr. , the hearing closed at p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their consent agenda , 2003 at 9:00 a.m.

4. NEW BUSINESS

a) CONSIDERATION OF **SKETCH PLAN** SUBMITTED BY BARRY SCHAFFER, PROPERTY OWNER, FOR A 3 LOT COMMERCIAL DEVELOPMENT PLAT LOCATED AT 16457 HWY 7 E, HUTCHINSON TWP

Mr. moved to close the hearing. Seconded by Mr. , the hearing closed at p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their consent agenda , 2003 at 9:00 a.m.

5. **OLD BUSINESS**

- a) CONSIDERATION OF **SKETCH PLAN** SUBMITTED BY CRAIG AND WAYNE WHITE, PROPERTY OWNERS, FOR RESIDENTIAL DEVELOPMENT LOCATED IN SECTION 26, ACOMA TWP.

Mr. moved to close the hearing. Seconded by Mr. , the hearing closed at p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their consent agenda , 2003 at 9:00 a.m.

6. **COMMUNICATION FROM STAFF**

7. **ADJOURNMENT**

There being no further business the meeting adjourned at p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, August 20, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Jon Christensen, Larry Karg, Grant Knutson, Carl Runke, LeRoy Schmandt and Chairman Arndt. Absent: Carl Runke Also present: Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated July 16, 2003.

Mr. Schmandt made a motion to approve the minutes of July 16, 2003. Seconded by Mr. Karg the motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY CRAIG REINER, APPLICANT, FOR 5 YEAR GRAVEL MINING ON THE DELFRED PRIEVE PROPERTY LOCATED IN SECTION 34, ACOMA TOWNSHIP

Chairman Arndt opened the hearing at 5:30 p.m. with the reading of publication #7084 published in the Hutchinson Leader on Thursday, August 7, 2003.

Mr. Telecky explained the request and commented on the present Conditional Use Permit and extension for 5 years. He stated the gravel pit is a smaller area. Mr. Telecky commented on the staff recommendations as follows:

1. All performance standards per McLeod County Zoning Ordinance Section 15, Subdivision 6, Subpart 4 must be followed.
2. Hours of hauling must be between 6am – 8pm.
3. Stockpiles must not be located closer than 60 feet from center of township road.
4. Existing reclamation plan must be complete by January 8, 2009.

5. A surety bond of \$10,000.00 will be provided for restoration.
6. A letter of agreement signed by the Acoma Town Board listing all operating agreements and their approval of the proposed haul route as documented in the McLeod County Mining and Reclamation Plan Application.
7. Location map must be submitted showing location of proposed stockpiling and processing equipment. **(This item has been submitted.)**

Austin Schmidt, neighboring property owner, asked if the pit was going to be larger. Mr. Telecky stated it will be smaller. Mr. Reiner, applicant, explained where the gravel is in the pit and it will not go out of the boundaries but will be deeper.

Discussion followed on the truck traffic and the shape of the road. Mr. Reiner explained they do follow the requirements for dust control, etc.

Mrs. Prieve, property owner, asked Mr. Karg to explain the use on the road. Mr. Karg stated there is township approval of not only this pit but a housing development to the North.

Mr. Reiner stated the gravel will be taken out this year. Mr. Telecky explained if the pit is closed before the 5 year expiration date of the Conditional Use Permit the County will put a stop on the pit. He stated the goal is to get the pit reclaimed as soon as possible because of the housing in the area.

Mr. Telecky read a letter into the record from Mr. Richard Ferguson, 20925-196th Road, with concerns about the road conditions. He is not opposing the Conditional Use Permit only would like the road to be left in a better condition. Mr. Telecky stated Mr. Reiner does carry a bond on the road for the Quade pit.

Mr. Knutson moved to close the hearing. Seconded by Mr. Schmandt, the hearing closed at 5:50 p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. Knutson the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board and placed on their regular agenda September 2, 2003 at 10:00 a.m.

4. **NEW BUSINESS**

5. **OLD BUSINESS**

6. **COMMUNICATION FROM STAFF**

Building Codes in the Joint Planning Area – Ms. Baumetz explained City staff is available to come to the township meeting to explain the concept. She reminded each township to get the minutes to us when they decide. Larry Karg asked for staff to come to the Acoma Twp. Meeting September 4, 2003.

Annexation of Riewer property- Ms. Baumetz explained the 25 acre area to be annexed and the process.

7. **ADJOURNMENT**

There being no further business the meeting adjourned at 6:05 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, September 17, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present:, Larry Karg, Grant Knutson, Carl Runke and Chairman Arndt. Absent: Jon Christensen and LeRoy Schmandt Also present: Larry Gasow, McLeod County Zoning Administrator, Julie Wischnack, AICP, Planning Director, Marc Sebor, City Attorney, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated August 20, 2003.

Mr. Karg made a motion to approve the minutes of August 20, 2003. Seconded by Mr. Knutson. The motion carried unanimously.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **CONDITIONAL USE PERMIT** REQUESTED BY DARYL RATH, PROPERTY OWNER, TO REMOVE EXISTING GARAGE LOCATED IN THE FRONT YARD AND REPLACE WITH A 1200 SQ. FT. ADDITION ONTO AN EXISTING 1200 SQ. FT. GARAGE AND OPERATE A RACE PARTS HOME BASED BUSINESS WITH 3 EMPLOYEES LOCATED AT 20784 HWY 15 NORTH, HUTCHINSON TWP

Chairman Arndt opened the hearing at 5:35 p.m. with the reading of publication #7099 published in the Hutchinson Leader on Thursday, September 4, 2003.

Ms. Wischnack commented on the request and explained the history of the proposal since the August meeting which now includes the home based business with up to three employees. She commented on the applicant's letter explaining the business operation. She explained the code allows for one employee. Mr. Rath would like 3 employees. Ms. Wischnack commented on the requirements for home occupations. She stated the last request for an accessory building in the front yard was denied by staff. She commented on the following staff conditions:

1. Employees should be limited to ____ (number of employees).
2. The building should not be expanded in the future for any purpose.

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3. A new owner of the property may not continue the use without an additional authorization from the Joint Planning Board and County Board.
4. The building shall provide additional buffering from State Highway 15 for the new building addition.
5. The property owner should be aware that the long term comprehensive plan of the City indicates this area as Agricultural Business; whereas the actual operation seems to be more industrial in nature.
6. The property owner should be informed that there would be numerous building code issues if the building would be within the City limits.
7. The access onto the Highway is difficult in this area, any increase in the amount of traffic or the nature of the business (other than a majority of shipped parts); the Conditional Use Permit must be reviewed.
8. If complaints are received and verified, the Conditional Use Permit would be reviewed by the Joint Planning Board and County Board.
9. There is no outside storage allowed by this permit.

Discussion followed on the difference between this proposal and an agricultural business.

There was also discussion on the additional buffering requested by staff. Ms. Wischnack stated a building that large should be buffered from the highway.

Mr. Rath stated he has one employee presently and would like the potential for employee growth. Ms. Wischnack stated the Board must decide how many employees would be allowed for this business.

Mr. Knutson moved to close the hearing. Seconded by Mr. Runke, the hearing closed at 5:48 p.m. Mr. Knutson made a motion to approve the request with staff recommendations limiting the number of employees to 3. Seconded by Mr. Runke the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their October 7, 2003, agenda at 10:00 a.m.

- b) **CONSIDERATION OF CONDITIONAL USE PERMIT REQUESTED BY DAN CALHOUN, PROPERTY OWNER, TO CONSTRUCT A 30'X 45' ADDITION ONTO AN EXISTING 18' X 30' SHED WHICH WILL EXTEND INTO THE FRONT YARD LOCATED AT 16875-200TH ST., HUTCHINSON TWP.**

Chairman Arndt opened the hearing at 5:50 p.m. with the reading of publication #7100 published in the Hutchinson Leader on Thursday, September 4, 2003.

Mr. Gasow commented on the location and zoning of the property. He explained the request to add on to the existing structure which would be in the front yard. He stated the addition would not bring the shed to 2000 sq. ft. and it would comply in size with the ordinance. However, the

addition would cause the building to not comply with the 130' setback from the county road. Mr. Gasow also commented on the new construction protruding past the neighboring garage front setback. He commented on the following staff conditions: 1) The front yard setback of 130' to the centerline of CR #79 shall be met; 2) the setback of the proposed storage shed shall be at the same front yard setback distance as the westerly neighboring residence.

Mr. Gasow stated staff would suggest the addition be changed from 45 feet to 38 feet to meet the required setbacks.

Mr. Calhoun, property owner, stated he would agree to the 38 feet addition.

Mr. Knutson moved to close the hearing. Seconded by Mr. Karg, the hearing closed at 5:55 p.m. Mr. Runke made a motion to approve the request with staff recommendations noting the change of the addition from 45 feet to 38 feet to meet the front setback. Seconded by Mr. Karg the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their October 7, 2003, agenda at 10:00 a.m.

- c) CONSIDERATION OF **REZONING** FROM AGRICULTURE TO LIGHT INDUSTRIAL (I-1) REQUESTED BY RON AND EVELYN HANSEN, PROPERTY OWNERS, LOCATED ON HWY 7 WEST, ACOMA TWP

Chairman Arndt opened the hearing at 5:56 p.m. with the reading of publication #7101 published in the Hutchinson Leader on Thursday, September 4, 2003.

Mr. Telecky commented on the size and use of the property. He stated Mr. Hanson has made much needed improvements to the property. He explained the history of the property and requests from previous owners. Mr. Telecky stated the rezoning is necessary because of the use proposed on a portion of the property. He commented on the following staff recommendations: 1. That the standard for exterior and bulk storage are adhered to per Hutchinson Joint Planning Ordinance Section 13, Subdivision 7, Subpart 12A, 12B. 2. Screening standards are met and adhered to per Hutchinson Joint Planning Ordinance Section 13, Subdivision 7, Subpart 14A, 14B 3. Site inspection will be conducted at 6 months and 1 year from the time of approval to ensure compliance.

Mr. Knutson moved to close the hearing. Seconded by Mr. Runke, the hearing closed at 5:59 p.m. Mr. Karg made a motion to approve the request with staff recommendations. Seconded by Mr. Knutson the motion carried unanimously. Mr. Gasow stated this item would be forwarded to the County Board and placed on their October 7, 2003, agenda at 10:00 a.m.

- d) CONSIDERATION OF **VARIANCE** REQUESTED BY FRANKLIN AND ALICE BOLLER, PROPERTY OWNERS, TO REDUCE 130' SETBACK

FROM COUNTY ROAD TO 105' FOR CONSTRUCTION OF PORCH ADDITION LOCATED AT 170 AIRPORT RD.

Chairman Arndt opened the hearing at 6:00 p.m. with the reading of publication #7102 published in the Hutchinson Leader on Thursday, September 4, 2003.

Mr. Telecky stated the house is non-conforming since Airport Road was reconstructed. The addition will not be in the front yard but added to the south side of the house.

Mr. Runke moved to close the hearing. Seconded by Mr. Karg, the hearing closed at 6:05 p.m. Mr. Knutson made a motion to approve the request with staff recommendations. Seconded by Mr. Runke the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the County Board of Adjustment and placed on their September 25, 2003, agenda at 9:30 a.m.

4. NEW BUSINESS

None

5. OLD BUSINESS

There was discussion on the placement of items on the County Board consent agenda. Mr. Gasow stated when there is a unanimous vote the item would be placed on the consent agenda. Mr. Telecky stated rezonings and amendments to the ordinance would be placed on the regular agenda.

6. COMMUNICATION FROM STAFF

Ms. Wischnack thanked the township boards for inviting City staff to their meetings to discuss the proposed Uniform Building Code options to each township.

7. ADJOURNMENT

There being no further business the meeting adjourned at 6:08 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, October 15, 2003
5:30 p.m.

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:30 p.m. with the following members present: Larry Karg, Grant Knutson, LeRoy Schmandt and Chairman Arndt. Absent: Jon Christensen and Carl Runke Also present: Julie Wischnack, AICP, Planning Director, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

2. CONSENT AGENDA

A. CONSIDERATION OF MINUTES DATED SEPTEMBER 17, 2003

Mr.Karg made a motion to approve the minutes of September 17, 2003. Seconded by Mr. Knutson the motion carried unanimously.

3. PUBLIC HEARINGS

A. CONSIDERATION OF **VARIANCE AND CONDITIONAL USE PERMIT** REQUESTED BY JAMES AND KAREN MONA, PROPERTY OWNERS, TO CONSTRUCT A 24' X 24' GARAGE IN THE FRONT YARD 37 FEET FROM THE CENTERLINE OF THE ROAD LOCATED AT 20181 KOGLIN RD. IN ACOMA TOWNSHIP

Chairman Arndt opened the hearing at 5:32 p.m. with the reading of publication #7106 published in the Hutchinson Leader on Thursday, October 2, 2003.

Ms. Wischnack explained the requirements for a Conditional Use Permit when a garage is constructed in the front yard. A Variance is required for a 20 foot reduction in street right of way setback. She reviewed the staff report and the questions to be asked before granting a variance. She commented on the site restrictions with respect to topography.

Dr. Mona stated the existing shed will be removed.

Ms. Wischnack explained the city staging plan for service in that area is projected to be 2015-2020. She stated the staff is not greatly concerned as the 20' distance is sufficient should city services be requested in the area.

Ms. Wischnack commented on the staff conditions as follows:

1. The structure must be placed in the location identified in the site plan dated 10/03/03.
2. The building may not be used for a home occupation.
3. The structure may not exceed 35 feet in height.
4. The building may not be located in an area that may be considered the lot's secondary septic site.
5. A septic certification must be completed prior to County Board consideration.

Discussion followed on the entrance to the garage from the north.

Mr. Telecky stated the certification of the septic has been completed the paper work has not been completed. This must be to the County before the variance or conditional use permit will be approved.

Mr. Knutson moved to close the hearing. Seconded by Mr. Karg, the hearing closed at 5:50 p.m. Mr. Knutson made a motion to approve the request for a variance with staff recommendations. Seconded by Mr. Schmandt the motion carried unanimously. Mr. Karg made a motion to approve the request for a conditional use permit with staff recommendations. Seconded by Mr. Schmandt the motion carried unanimously. Mr. Telecky stated this item would be forwarded to the Board of Adjustments meeting on October 23, 2003 at 9:30 a.m. and placed on the County Board consent agenda, November 4, 2003 at 9:00 a. m.

4. NEW BUSINESS

None

5. OLD BUSINESS

None

6. COMMUNICATION FROM STAFF

Mr. Telecky commented on a request by Butch Hausladen, B & B Sports, to construct a building and new access off Hwy 15 N. He commented on the previous conditional use permit and the site and also the access issues.

Ms. Wischnack commented on a letter received from County Engineer Brunkhorst regarding the CR115 corridor and the setback regulations in the Joint Planning area portion of the new road.

Ms. Baumetz gave updates on the recent annexations as follows: Riewer, Plath and City of Hutchinson (Wetherall).

7. ADJOURNMENT

There being no further business the meeting adjourned at 6:05 p.m.

MINUTES
HUTCHINSON AREA JOINT PLANNING BOARD
Wednesday, December 17, 2003
Hutchinson City Council Chambers

1. CALL TO ORDER 5:30 P.M.

The meeting was called to order by Chairman Bill Arndt at 5:40 p.m. with the following members present: Grant Knutson, Carl Runke and Chairman Arndt. Absent: Jon Christensen, Larry Karg and LeRoy Schmandt Also present: Julie Wischnack, AICP, Planning Director, Marc Telecky, McLeod County Assistant Zoning Administrator and Bonnie Baumetz, Planning Coordinator

Due to the lack of a quorum the meeting was closed

2. APPROVAL OF MINUTES

a) Consideration of Minutes dated October 15, 2003.

3. PUBLIC HEARINGS

a) CONSIDERATION OF **PRELIMINARY PLAT** TO BE KNOWN AS AMS SUBDIVISION LOCATED IN SECTION 33, HUTCHINSON TOWNSHIP SUBMITTED BY BARRY SCHAFFER, PROPERTY OWNER

Due to lack of quorum the public hearing will be rescheduled to January 21, 2004.

4. NEW BUSINESS

5. OLD BUSINESS

6. COMMUNICATION FROM STAFF

7. ADJOURNMENT

There being no further business the meeting adjourned at 5:53 p.m.