

CITY OF CLEARWATER SPECIAL PLANNING & ZONING MEETING

AGENDA MAY 5TH, 2020

- 7:00** **Call to Order: 7:00 p.m. via Zoom Web Conference**
Approve Agenda
Approve 1-7-2020 Minutes
- 7:05** **COMMITTEE DISCUSSION ON SITE PLAN FOR 630 COUNTY RD 75**
SUBMITTED BY DEAN TRONGARD, ON BEHALF OF PROPERTY
OWNER, LOTUS HOLDINGS, LLC
- 7:15** **Other**
- Adjourn**

***Their may be a quorum of other City Boards or committees present.**
***All times are tentative.**

**City of Clearwater
Planning & Zoning Commission
JANUARY 7TH, 2020 Minutes**

Chair Watson, called the meeting to order at 7:00 pm.

Members present: Bob Watson, Kris Crandall, Wayne Kruchten and Robert Yurch

Members absent: 1 vacancy on board

Visitors as signed in: none

Others present: Deb Petty- Zoning Administrator

MOTION TO APPROVE THE AGENDA, CRANDALL, SECOND BY KRUCHTEN ALL MEMBERS PRESENT IN FAVOR, MOTION CARRIED

MOTION TO APPROVE THE NOVEMBER 26TH, 2019 MINUTES, KRUCHTEN, SECOND BY WATSON ALL MEMBERS PRESENT IN FAVOR, MOTION CARRIED

Committee discussion was held on applications submitted for the proposal of a 52 unit apartment building. Public hearing was held on November 26th, 2019. Although a quorum was present at the 11-26 meeting, due to a conflict of interest with one of the members, we were unable to conduct a vote at that time because only 3 members were in attendance. Therefore another meeting on 1-7-2020 was scheduled for the voting.

MOTION TO APPROVE RESOLUTION PZ20-01 RECOMMENDING APPROVAL OF A PLANNED UNIT DEVELOPMENT AMENDMENT AND SITE PLAN FOR A 52-UNIT APARTMENT BUILDING (PID# 104019000010 AND 104020000020), CRANDALL, SECOND BY KRUTCHEN, MEMBERS CRANDALL, KRUCHTEN AND WATSON VOTING IN FAVOR, ABSTAINED: YURCH.

MOTION TO APPROVE RESOLUTION PZ 20-02 RECOMMENDING APPROVAL OF FINDINGS OF FACT FOR REZONING FOR PID# 104019000010 AND 104020000020, CRANDALL, SECOND BY KRUTCHEN, MEMBERS CRANDALL, KRUCHTEN AND WATSON VOTING IN FAVOR, ABSTAINED: YURCH.

MOTION TO APPROVE RESOLUTION PZ20-03 RECOMMENDING APPROVAL OF A PRELIMINARY PLAT TO CREATE ONE NEW LOT FROM TWO EXISTING LOTS (PID# 104019000010 AND 104020000020), KRUCHTEN, SECOND BY CRANDALL, MEMBERS CRANDALL, KRUCHTEN AND WATSON VOTING IN FAVOR, ABSTAINED: YURCH.

MOTION TO APPROVE RESOLUTION PZ20-04 RECOMMENDING APPROVAL OF A FINAL PLAT FOR ONE NEW LOT AT (PID# 104019000010 AND 104020000020), CRANDALL, SECOND BY WATSON, MEMBERS CRANDALL, KRUCHTEN AND WATSON VOTING IN FAVOR, ABSTAINED: YURCH.

OTHER-none

Next Meeting: To be determined

MOTION TO ADJOURN THE MEETING, CRANDALL, SECOND BY KRUCHTEN, ALL MEMBERS PRESENT IN FAVOR, MOTION CARRIED.

Meeting adjourned at 7:10 pm.

Respectfully submitted,

Deb Petty, Zoning Administrator

Robert Watson, Chair

To: PZ Chairperson
Members of the Planning Commission

From: Zoning Administrator Petty

Date: April 30, 2020

Re: Site Plan Approval for a change of use on property address 630 County Rd 75 from retail to general business office space. Also to include the continued use of the location of the permanent parking of the Food Truck.

ITEM FOR CONSIDERATION: SITE PLAN APPROVAL

Applicant Dean Trongard, representing the owner of the property, Lotus Holdings, LLC submitted an application for a site plan approval due to a change of use of the principal structure from retail to general office business. The business will employ about 20 to 25 employees in a call center type environment. They do not have any outside customers. They would also continue to allow a Food Truck as a secondary principal use on the property of 630 County Road 75, where the Clearwater Hardware was located. They are not proposing to make any changes to the property itself with the exception of converting the inside of the building to office space.

SUMMARY:

A. The subject parcel is located within the C-4 (General Commercial) Zoning district. The proposed use of Office Space is permitted in the C-4 District.

B. Ordinance 2017-05 (Establishing Licensing and Regulations for Mobile Food Units and Food Carts) allows Food Trucks to become a secondary principal use on the property as a permanent structure.

C. Section 117-1168 of the Zoning Ordinance requires parking spaces for each use located in the principal structure. The office use requires one space for every 250 sq. ft. of floor area. The applicant is providing 4,300 sq. ft. of office space. The applicant has provided 47 parking spaces, which is more than the total 18 required spaces needed. The applicant complies with the requirements for total parking.

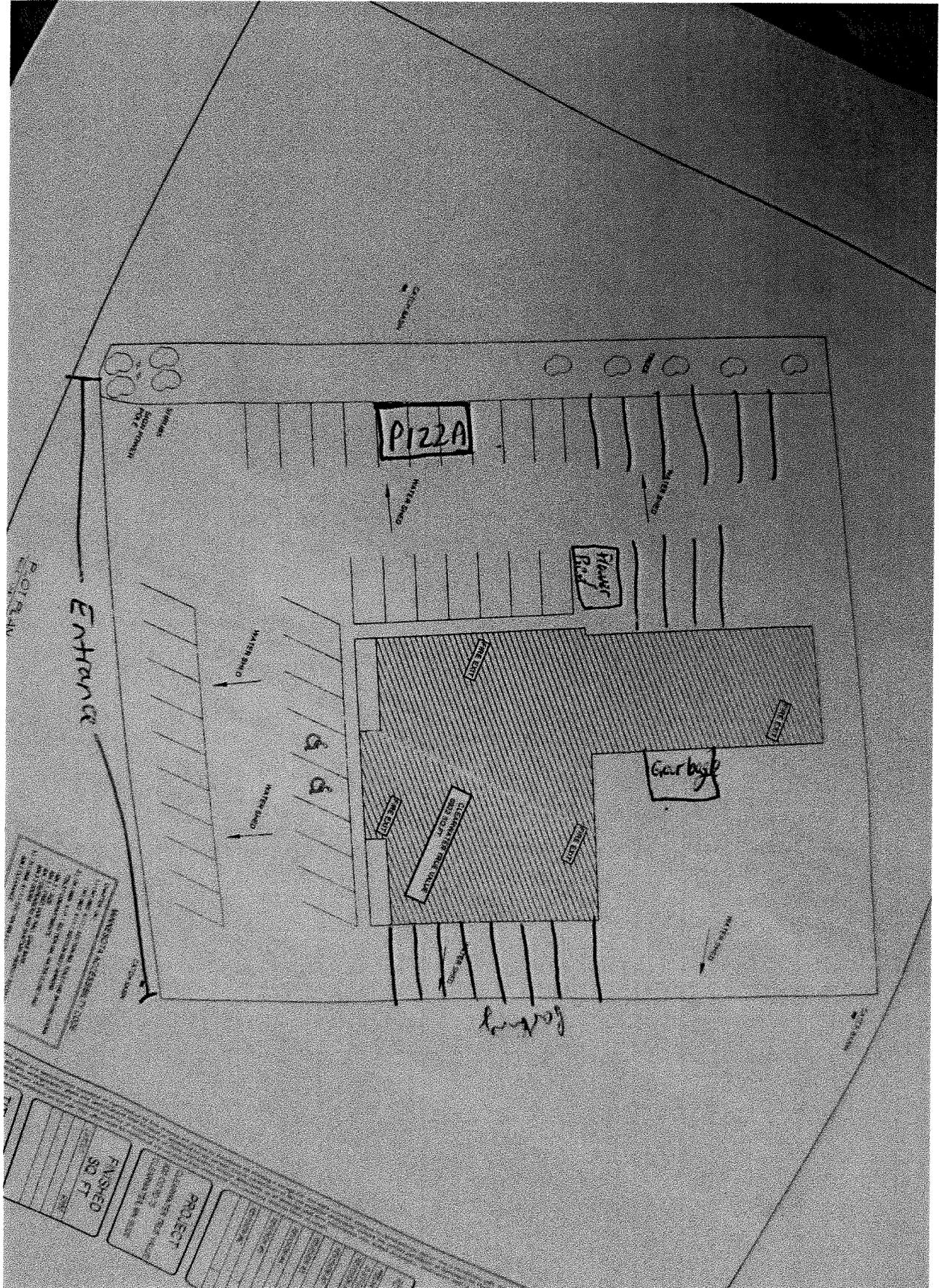
D. Refuse, lighting and landscaping is already in place on the property and will remain the same.

STAFF RECOMMENDS APPROVAL OF THE SITE PLAN WITH THE RECOMMENDED CONDITIONS THAT WERE INCLUDED IN THE SITE PLAN APPROVED IN 2017 ALLOWING THE PLACEMENT OF THE FOOD TRUCK AS A SECONDARY PRINCIPAL USE.

- Compliance with licensing and regulations of City Ordinance 2017-05 regulating Food Trucks.
- Waive Sec. 117-1037- Outside storage/display, (C) 3- Parking of commercial vehicles relating to principal use. Based off of Ordinance 2017- 05 Regulations of Food Trucks.
- Waive Sec. 117-1037-Outside storage/display, (D) 1- stating that no vehicle may be used for business. Based off of Ordinance 2017-05.
- No other vehicles associated with the Food Truck business shall remain parked on the property during non-business hours.
- The Food Truck will not be operated as a drive-thru or drive-up window.
- Other as recommended by the committee

ACTION: Following review and discussion a **MOTION** to recommend approval or denial of Resolution PZ20-05 to the City Council is in order.

Site plan for former Clearwater Hardware Building in Clearwater Minnesota



**CLEARWATER PLANNING COMMISSION
CITY OF CLEARWATER**

**RESOLUTION NO. PZ20-05
RESOLUTION OF APPROVAL FOR SITE PLAN AT 603 CTY RD 75**

WHEREAS, Mr. Dean Trongard has submitted an application for a Site Plan due to a change of use of the principal structure from retail to general office business and the continuation of a Food Truck as a secondary principal use on the property of 630 County Road 75.

WHEREAS, the City Council in 2017 approved Ordinance 2017-05 (Establishing Licensing and Regulations for Mobile Food Units and Food Carts) which allows Food Trucks to become a secondary principal use on the property as a permanent structure. The City has not received any complaints or concerns in regards to the operation of the Food Truck since it was put in place.

WHEREAS, the applicant has provided 47 parking spaces, which is more than the total 18 required spaces needed. The applicant complies with the requirements for total parking.

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARWATER PLANNING COMMISSION:

The Planning Commission does hereby approve the site plan at the property 603 Cty Rd 75 with the following conditions:

- Compliance with licensing and regulations of City Ordinance 2017-05 regulating Food Trucks. Including the parking of the Food Truck on either concrete or bituminous.
- Waiving Sec. 117-1037- Outside storage/display,(C) 3- Parking of commercial vehicles. Based off of Ordinance 2017- 05 Regulations of Food Trucks.
- Waiving Sec. 117-1037-Outside storage/display, (D) 1- stating that no vehicle may be used for business. Based off of Ordinance 2017-05.
- No other vehicles associated with the Food Truck business shall remain parked on the property during non-business hours.
- The Food Truck will not be operated as a drive-thru or drive-up window.

DATED THIS 5th day of May, 2020

ATTEST:

Zoning Administrator, Deb Petty

Chair, Robert Watson