

**CLEARWATER PLANNING COMMISSION
REGULAR MEETING MINUTES
APRIL 15, 2024**

Call to Order: 7:00 p.m. at City Hall

- Chair Schindele called the Clearwater Planning Commission meeting to order Tuesday, April 15, 2024, at 7:00 p.m. in the Council Chambers.

Pledge of Allegiance

Roll Call

- Planning Commission Members Thomes, Mol, Schindele, Luhmann, and Scott were in attendance. A quorum was present. Other attendees included Stephanie Trottier – Community Development Specialist, Kevin Shay – City Planner, Annita Smythe – City Administrator, Mary and Ken Abraham – representing Clearwater Clear Lake Food Shelf (applicant), and members of the public.

1. Approval of Agenda

- **MOTION** by Luhmann to approve Agenda, seconded by Scott, all voted aye. **MOTION CARRIED 5-0.**

2. Approval of Minutes from February 27, 2024, Meeting

- **MOTION** by Scott to approve the minutes as presented, seconded by Luhmann, all voted aye. **MOTION CARRIED 5-0.**

3. Public Hearing – Site Plan and Conditional Use Permit Application for 1135 CR 75 NW (PID: 104031001011) submitted by the Clearwater Clear Lake Food Shelf

a. Planner Presentation – Kevin Shay

- City Planner Kevin Shay gave a brief presentation on the site plan and CUP application. Shay noted that rear yard drive aisle setbacks may be accepted as part of the CUP for reduced lot size. The City Council allowed a deferral on parking lot paving requirements up to 2 years, per city council minutes November 13, 2023. The site must meet all other city code requirements as stated in the staff memo.
- Member Luhmann asked about the distance to be paved from the street during the parking deferral. Shay answered that the area from the street to the right-of-way line must be paved with the construction of the building per City Council and the staff memo.
- Member Scott asked if the drive aisles are wide enough for semi-trucks. Shay noted that the width of the proposed drive aisles will accommodate a semi-truck, as well as emergency vehicles.
- A guest asked if the loading area will be a dock. Mary Abraham responded that it would not be a dock.
- Administrator Smythe asked if angled parking was considered and if it would meet parking space requirements.
- Mary Abraham asked if the required parking spaces and design will be required prior to paving or at the time of paving. Shay responded that the parking spaces and design must meet the city code at the time of paving.
- Mary Abraham asked if the curbing around the parking lot would be required. Shay noted this would be a requirement and that the applicant will work with the City Engineer to meet stormwater and drainage requirements.

b. Applicant – Clearwater Clear Lake Food Shelf

- Mary Abraham gave a summary of the project on behalf of the Clearwater Clear Lake Food Shelf.
- c. Public Comment**
- **MOTION** by Luhmann to open the public hearing, seconded by Scott, all voted aye. **MOTION CARRIED 5-0.** Chair Schindele opened the public hearing at 7:18 p.m. No written comments were provided to the city related to the hearing.
- A guest present asked if a variance is possible for the required curb around the parking lot. City Planner Shay explained the requirements for a variance. City Administrator Smythe explained that the curb and gutter assists with stormwater management.
- **MOTION** by Thomes to close the public hearing, seconded by Mol, all voted aye. **MOTION CARRIED 5-0.** Chair Schindele closed the public hearing at 7:21 p.m.

4. Site Plan and Conditional Use Permit for 1135 County Road 75

a. Committee Discussion/Findings

- No discussion.

b. Resolution PZ24-01 Resolution Recommending Approval of a Site Plan and Conditional Use Permit for a Reduction in Lot Area Requirements for 1135 County Road 75 (PID: 104031001011)

- **MOTION** by Mol to approve Resolution PZ24-01 as presented, seconded by Luhmann, all voted aye. **MOTION CARRIED 5-0.**

5. Public Hearing – Ordinance No. 2024-04 Replacing Clearwater Flood Plain Ordinance

- **MOTION** by Luhmann to open the public hearing, seconded by Scott, all voted aye. **MOTION CARRIED 5-0.** Chair Schindele opened the public hearing at 7:23 p.m. No written comments were provided to the city related to the hearing.
- City Administrator Smythe provided an overview of the ordinance to replace the existing flood plain ordinance.
- Member Scott and a guest in attendance asked about the elevations for the floodplain areas on the proposed maps. Community Development Specialist Trottier and City Planner Shay identified where the elevations are marked on the floodplain map.
- Members discussed the process of putting an elevation marker in the Clearwater Estates area. City Planner Shay suggested that the housing association and city approach the DNR about the subject if interested.
- **MOTION** by Mol to close the public hearing, seconded by Luhmann, all voted aye. **MOTION CARRIED 5-0.** Chair Schindele closed the public hearing at 7:42 p.m.

6. Replacing Clearwater Flood Plain Ordinance

a. Committee Discussion/Findings

- Member Luhmann noted the benefit of adopting the updated ordinance to be eligible for flood insurance.

b. Ordinance No. 2024-04 Replacing Clearwater Flood Plain Ordinance

- **MOTION** by Mol to recommend adoption of Ordinance No. 2024-04 to City Council, seconded by Luhmann. Voting aye – Thomes, Mol, Schindele, Luhmann. Voting nay – Scott. **MOTION CARRIED 4-1.**
- Discussion: Member Luhmann asked about starting the discussion for elevation marker. City Administrator Smythe said the request can be brought to the City Council.

7. New Business

- a. **Resolution PZ24-02 Resolution of Findings for Proposed Purchase of 17505 Huber Ave (PID 104-044-001030)**
- City Administrator Smythe gave an overview of the property purchase and the city council’s proposed ideas for the property.
 - Members asked about the proposed plans, development timeline, purchase price and funding, and condition of Huber Ave near the property.
 - **MOTION** by Luhmann to adopt Resolution PZ24-02 as presented, seconded by Mol. Voting aye – Thomes, Mol, Schindele, Luhmann. Voting nay – Scott. **MOTION CARRIED 4-1.**

8. Staff Reports

- Community Development Specialist Trottier updated members on a new business located at 340 Walnut Street, Fitness 71 LLC. No other updates to report.

9. Next Planning Commission Meeting – Monday, May 20, 2024, 7PM (tentative)

- The board is tentatively scheduled to meet Monday, May 20, 2024, at 7PM. The board will not meet if there are no items to discuss.

10. Adjournment

- **MOTION** to adjourn by Thomes, seconded by Mol, all voted aye. **MOTION CARRIED 5-0.** The meeting was adjourned at 8:01 p.m.

ATTEST



Annita M. Smythe
City Administrator/Zoning Administrator

APPROVED



William "Bud" Schindele
Planning Commission Chair