



AGENDA
CLEARWATER PLANNING COMMISSION MEETING
MONDAY, JULY 21, 2025

- 1. Call to Order and Pledge of Allegiance: 7:00 p.m.**
- 2. Approval of Agenda**
- 3. Approval of Minutes from May 19, 2025 Regular Meeting**
- 4. Discussion - Proposed Ordinances**
 - a. Shipping Containers**
 - b. Mobile Food Units and Food Carts**
 - c. Development Security**
- 5. Staff Report**
 - a. Development Updates**
- 6. Next Meeting Date - Monday, Aug 18, 2025 at 7:00 p.m.**
- 7. Adjournment**

**CLEARWATER PLANNING COMMISSION
REGULAR MEETING MINUTES
MAY 19, 2025**

1. Call to Order and Pledge of Allegiance: 7:00 p.m.

- Chair Schindele called the Clearwater Planning Commission meeting to order Monday, May 19, 2025, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Schindele, Mol, Scott, and Thomes. Member Schwinghammer was absent. A quorum was present. Other attendees included Community Development Specialist Kimberlie Gramsey and City Planner Kendra Lindahl.

2. Approval of Agenda

- **MOTION** by Scott to approve Agenda as presented, seconded by Mol, all voted aye. **MOTION CARRIED 4-0.**

3. Approval of Minutes from April 21, 2025 Regular Meeting

- **MOTION** by Thomes to approve Minutes from April 21, 2025 as presented, seconded by Scott, all voted aye. **MOTION CARRIED 4-0.**

4. Final Plat – J Cubed Addition

a. Final Plat Overview – City Planner

- City Planner Kendra Lindahl outlined the project. Jeff Johnson, the applicant, is requesting approval of a final plat to allow the creation of six commercial lots and one outlot from one existing lot.
 - Lindahl presented the updated preliminary plat that was revised to address the conditions that the planning commission recommended, and city council adopted for the preliminary plat.
 - The outlot will be used for stormwater ponding, the other six lots are available for commercial development.
 - New public street will be developed with the project. The plan does comply with MNDOT access guidelines per City Engineer conditions of approval and MNDOTs conditions of approval.
 - The final plat incorporated the recommended changes and met the conditions of approval for the preliminary plat.
 - Final plat will go to the City Council on June 9th. At that time, it will include a development agreement.
 - Recommended approval of the Final Plat is outlined in Resolution PZ25-01.

b. Comments from Developer

- Jeff Johnson stated Engineer memorandum section 2 states: based on the proposed building pad elevations, most of the lots appear that they will require a substantial amount of fill, which may place a financial burden on future lot owners and reduce the marketability of the lots.
- Johnson stated he will have a grading plan for the site and will optimize the elevations without bringing in excess fill. Before submitting the site plan, they will have a grading plan for the site.
- Johnson stated Engineer memorandum section 7 states: a hydrant shall be installed on the dead end of the 12-inch watermain near TH 24 and CSAH 7.

- Johnson stated his engineer meet with City Administrator Annita Smythe and City Engineer Justin Kannas and concluded that the city will be paying for the 12-inch watermain. Johnson stated he does not feel he should be responsible for the hydrant if the city is paying for the watermain and it does not service his property.

c. Board Discussion

- Discussion was had to either approve the draft and get clarification from City Administrator and City Engineer, or recommend the draft resolution to change the general conditions. The applicant shall meet all conditions from the City Engineer except item number 7. Clarification would be obtained from City Administrator and City Engineer.

d. Consider Resolution RZ25-01 – Recommending Approval of Final Plat – Jcubed Addition

- **MOTION** by Mol to approve Resolution RZ25-01 with the modification of general conditions number 1: The applicant shall meet all conditions from the City Engineer, except that staff is directed to meet with the City Administrator and City Engineer to review condition #7 prior to the City Council meeting. Seconded by Thomes, all voted aye. **MOTION CARRIED 4-0.**

5. Other Business

None.

6. Next Meeting Date

a. Monday, June 16, 2025 at 7:00 p.m.

- The board is scheduled to meet Monday, June 16, 2025, at 7:00 p.m.

7. Adjournment

a. Meeting adjourned at 7:20 p.m.

ATTEST

APPROVED

Kimberlie Gramsey
Community Development Specialist

William “Bud” Schindele
Planning Commission Chair

Definitions:

Portable Storage Unit shall mean a storage unit or container designed, constructed or reconstructed to be capable of movement via towing, hauling, attachment to a vehicle from one site to another and designed to be used without a permanent foundation for the storage or shipment of household goods, wares, building materials or merchandise. Portable storage units shall include semi-trailers, cargo or shipping containers, and similar units which are used primarily for storage rather than transport.

Temporary Outdoor Storage Container: A portable storage unit that does not have a permanent foundation or footing and which includes cargo containers, portable storage containers, and bulk solid waste containers. Such structures shall not be considered a building. A temporary storage structure may include a self-storage container that is delivered to and retrieved from a home or business for long term off-site or on-site storage. Temporary outdoor storage containers shall be permitted for a maximum of one hundred and twenty (120) days.

Sec. 117-1037. Outside storage/display.

(a) *Generally.*

1. Passenger automobiles and trucks not currently licensed by the state, or which are incapable of movement under their own power due to mechanical deficiency, which are parked or stored outside for a period in excess of 96 hours, and all materials stored outside in violation of city ordinances are considered refuse or junk and shall be disposed of pursuant to city regulations.
2. Any accumulation of refuse not stored in containers which comply with this Code, or any accumulation of refuse, including car parts, which has remained on a property for more than one week is hereby declared to be a nuisance and may be abated by order of the zoning administrator, as provided by state statutes and this Code. The cost of abatement shall be recovered in accordance with the applicable provisions of this Code.

(b) *Residential zoning districts.*

1. All personal property shall be stored within a building or fully screened so as not to be visible from adjoining properties and public streets, except for the following:
 - a. Play and recreational facilities.
 - b. Stacked firewood for the burning supply of the property resident.
 - c. Construction and landscaping materials or equipment, if these are used or intended for use on the premises within a period of 12 months.
 - d. Agricultural equipment and materials, if these are used or intended for use on the premises within a period of 12 months.
 - e. Off-street parking of licensed passenger automobiles and personal or commercial vehicles of less than 12,000 pounds gross vehicle weight rating (GVWR) in designated driveway or parking area, surfaced in compliance with section 117-1164.
 - f. Recreational vehicles and equipment.
2. *Temporary Outdoor Storage Containers.*

(c) *Commercial, public/institutional and industrial zoning districts.*

1. *Outside storage/display.* Exterior storage and display shall be governed by the respective zoning district in which such use is located.

2. *Additional standards.* All exterior storage shall be screened so as not to be visible from adjoining properties and public streets except for the following:
 - a. Merchandise being displayed for sale in accordance with zoning district requirements.
 - b. Materials and equipment currently being used for construction on the premises.
 3. *Parking of commercial vehicles.* Up to three commercial vehicles such as delivery and service trucks up to 12,000 pounds gross vehicle weight rating (GVWR) may be parked without screening if such vehicles relate to the principal use. Construction equipment, trailers, and vehicles over 12,000 pounds gross vehicle weight rating (GVWR) shall require screening in compliance with article VIII of this chapter.
- (d) *All zoning districts.*
1. Except for temporary construction trailers and mobile services operated by public service agencies (i.e., bookmobile, bloodmobiles, etc.) as allowed by the city, and trailers parked in a designated and improved loading area, no vehicle may be used for office, business, industrial manufacturing, testing, or storage of items used with or in a business, commercial or industrial enterprise, unless otherwise approved by the zoning administrator.
 2. The city council may order the owner of any property to cease or modify open storage uses including existing uses, provided it is found that such use constitutes a threat to the public health, safety, convenience, or general welfare.
- (e) *Portable Storage Units.*
1. *Permitted locations and prohibitions.*
 - a. Residential Districts.
 1. Portable storage units may not be permanently placed, stored or used on any residential property. Units with alterations, such as cosmetic or structural changes made for the container to appear more like an accessory building or structure, are not allowed permanently on residential property.
 2. A portable storage unit may be temporarily placed, stored or used for storage on residential properties for moving purposes for up to one month in a 12-month period.
 3. A portable storage unit may be temporarily placed, stored or used for storage on residential properties for construction or renovation purposes provided all required permits are obtained for the project, the project remains in compliance, and the portable storage unit is removed from the lot upon completion of the project. Use is subject to the standards within this section and the respective zoning district.
 - b. Commercial, Industrial, and Institutional Districts. Portable storage units shall be allowed subject to the standards within this section and the respective zoning district.
 2. *Standards.* The following standards shall apply to portable storage units in all zoning districts.
 - a. No portable storage units shall be modified, retrofitted or used on-site for any purpose other than storage. Portable storage units shall not be provided with refrigeration, heating, electricity or plumbing for the purpose of human habitation or to conduct commercial activities.
 - b. All portable storage units shall be stored in a secure fashion with doors that are fully closed.
 - c. All portable storage units shall be placed on a bituminous or concrete surface.
 - d. Portable storage units shall not be stacked on one another.

- e. No portable storage unit may be placed on public right of way, block a public sidewalk or be placed in a location that does not comply with the requirements of section 117-1035.
 - f. Portable storage units shall be maintained in good condition, free from evidence of deterioration, weathering, discoloration, graffiti, rust, ripping, tearing, or other holes or breaks, always.
 - g. Portable storage units that become unsound, unstable or otherwise dangerous shall be immediately repaired or removed from the property where kept, subject to the city's requirements. The city shall provide notice to the owner of the property where the cargo container is located of any condition in violation of this section. After notice to the property owner, any cargo container stored or kept in a manner deemed a dangerous condition and a public nuisance as determined by the city may be immediately removed by the city. Any cost or expense associated with the removal shall be the responsibility of the property owner where the cargo container is located.
 - h. Portable Storage units in Commercial, Industrial and Institutional Districts shall be screened in accordance with the provisions set forth in Section 117-1130 (b): Fencing and Screening Standards. The screening shall serve to minimize visual impacts on adjacent residential properties.
3. Current violations; time to comply.
- a. Portable storage units located on Residential, Commercial, Industrial, and Institutional District prior to the effective date of this chapter are considered illegal.
 - b. All property owners within the city shall have 12 months from the effective date of this chapter to bring the properties, which currently portable storage units that are in violation of the terms of this chapter, into full compliance with the provisions of this section.

(Zoning Ord., § 16.12)

Sec. 18-144. - Conditions of licensing.

A mobile food unit or food cart may only operate if compliant with the following:

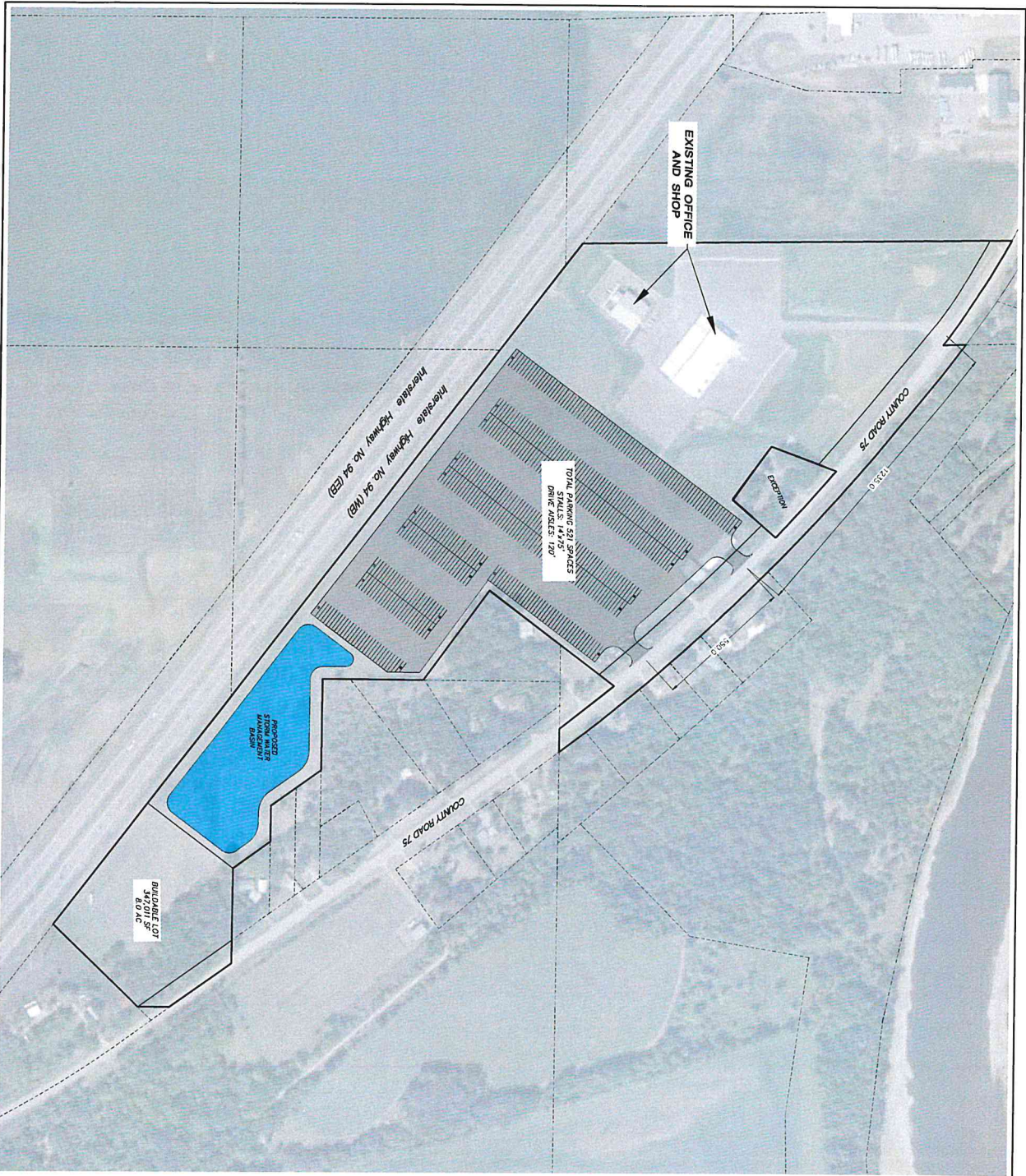
(a) *Locations.* A mobile food unit or food cart may only operate in the locations set forth in this subpart. A mobile food unit or food cart may only operate in commercial and industrial or residential zoning districts, with the written consent of the private property owner and must be placed on either concrete or bituminous unless otherwise approved by the city. When operations occur on private residential property, mobile food unit or food cart sales may only be for catering purposes (such as a private graduation party or wedding) and may not be open for sales to the general public. A mobile food unit or food cart may only operate in a city park or on city property with the prior written approval of the city; additional permits may be required for such operations.

Sec. 117-172. Performance agreement and financial guarantee.

Following the approval of the site plan required by this chapter and before issuance of a building permit, the applicant shall guarantee to the city, as may be applicable, the completion of all private exterior amenities as shown on the approved site plan and as required by the site plan approval. This guarantee shall be made by means of a site improvement performance agreement and a financial guarantee as provided below:

- (1) The applicant shall execute the site improvement performance agreement on forms provided by the city. The agreement shall be approved as to form and content by the city attorney and shall define the required work and reflect the terms of this division as to the required guarantee for the performance of the work by the applicant.
- (2) The required work includes, but is not limited to, private exterior amenities such as landscaping, private driveways, parking areas, recreational fields structures or buildings, drainage systems, water quality ponds, wetland mitigation, wetland buffers, erosion control, curbing, fences and screening, and other similar facilities. The required work shall also include all aspects of a tree preservation plan and reforestation plan, if applicable.
- (3) Any financial guarantee required in accordance with the provisions of this chapter shall be consistent with the financial guarantee set forth in Sec. 113-249(d) governing subdivision.

(Zoning Ord., § 10.09; Ord. No. 02-2007, § 10.08, 6-4-2007)



PLAN LEGEND:
 [Grey Box] PROPOSED BITUMINOUS PAVEMENT
 [Blue Box] PROPOSED STORM WATER WASHRAIN

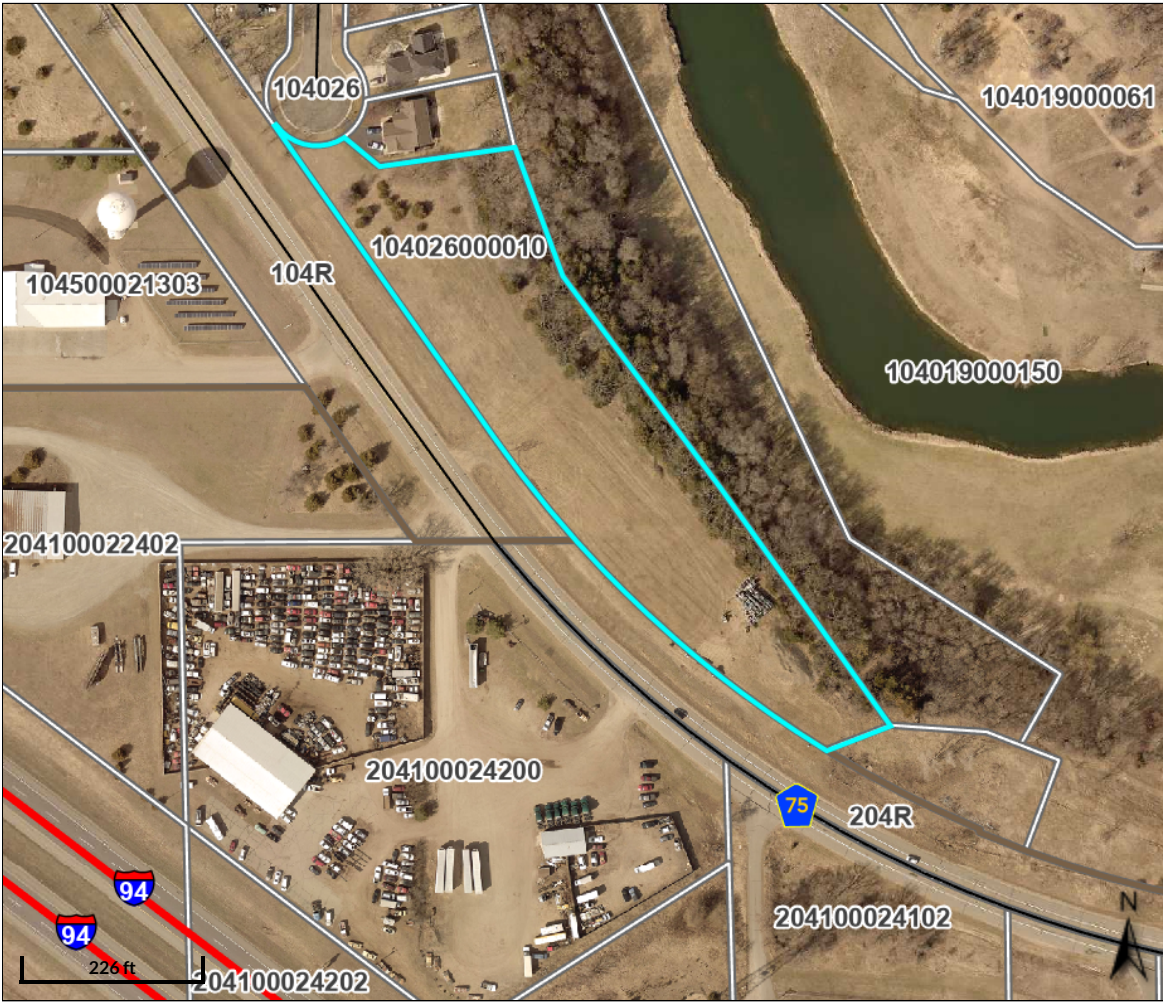
EXISTING P.I.D.
 104-500-013400
 104-500-122500

EXISTING PARCEL AREA (APPROXIMATE)
 84.4 AC GROSS (INCLUDES EXISTING R/W)

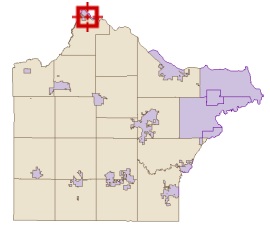
PAVEMENT AREA
 1,166,605 SF
 26.78 AC

NOTE:
 ALL AREAS ARE APPROXIMATE ONLY. REFER TO FINAL SURVEY FOR FINAL LOT AREAS.

<h1>1/1</h1> <p>Concept Plan</p>	DATE 05/12/25 DRAWN BY SD DESIGNED BY SD CHECKED BY SD	REVISIONS _____ _____ _____ _____ _____	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Date: _____ Reg. No. _____ PREPARED BY: CIVIL ENGINEERING SITE DESIGN 118 East Broadway St. 702 Box 565 Granite Falls, MN 55348 Phone: 763-314-0928 www.civiesd.com	SITE IMPROVEMENT PROJECT 17275 County Road 75 Clearwater, MN 55320 CLIENT: LONG HAUL TRUCKING 17275 County Road 75 Clearwater, MN 55320 Jason Michels 763-497-5660 jasmw@longhaultrucking.com
	FILE NO. 01002	HORIZONTAL SCALE 1 inch = _____ feet (MAX. SIZE SHEET 22 x 34)	VERTICAL SCALE 1 inch = _____ feet	CONCEPT PLAN



Overview



Legend

Highways

-  Interstate
-  State Hwy
-  US Hwy
-  Roads

City/Township Limits

-  c
-  t

-  Parcels
-  Torrens

Parcel ID	104026000010	Alternate ID	(0401) CITY OF CLEARWATER-0742	Taxpayer Address	n/a
Sec/Twp/Rng	02-122-027	Class	206 - 4B4 UNIMPROVED RESIDENTIAL LAND		
Property Address		Acreage	3.40 Acres		
District	0200 - VACANT LAND RES				
Brief Tax Description	SECT-02 TWP-122 RANGE-027 SUNRISE CREST OUTLOT A				
	<i>(Note: Not to be used on legal documents)</i>				

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