

**CLEARWATER PLANNING COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 18, 2025**

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

- Chair Schindele called the Clearwater Planning Commission meeting to order Monday, August 18, 2025, at 7:00 p.m. in the Council Chambers. The Pledge of Allegiance was recited. Members present were Schindele, Scott, Schwinghammer and Thomes. Member Mol arrived at 7:06 p.m. A quorum was present. Other attendees included City Administrator Annita Smythe, Community Development Specialist Kimberlie Gramsey, City Planner Kendra Lindahl and other members from the public.

**2. Approval of Agenda**

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

**3. Approval of Minutes from July 21, 2025 Regular Meeting**

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

*Member Mol arrived at 7:06 p.m. and joined the meeting in progress.*

**4. Site Plan and Variance - JCubed**

**a. Site Plan and Variance – City Planner**

- City Planner Kendra Lindahl outlined the project. Jeff Johnson, the applicant, is requesting approval of site plan to construct a liquor store on a 1.3-acre site located on Lot 1, Block 2 of the JCubed Addition on County Road 7 and a variance to provide 35 parking stalls and proof of parking for five additional parking stalls where 52 parking stalls are required.
  - Lindahl presented the site plan evaluation.
  - Noted the applicant’s plan does not show compliance with the following:
    - The loading area encroaches into the required snow storage area and fire turnaround area.
    - Turning radius for fire/large vehicles conflicts with snow storage area.
    - The ground mounted mechanical equipment reduces the drive aisle on the east side of the building to 14 feet, which is less than the required 20-foot width.
  - Informed Planning Commission of Options
    - Recommend Approval: If the Planning Commission finds that all three parts of the practical difficulties test have been met by the applicant, the Planning Commission may recommend approval of the variance and site plan request for the property. A draft resolution with findings of fact and conditions of approval has been included in the packet.
    - Recommend Denial: Based on the applicant's submission, the contents of City Staff report, received public testimony and other evidence available to the Planning Commission, the Planning Commission could recommend denial of the variance request based on the finding that the applicant has not met the three-part practical difficulties test for the variance. If the variance is denied, the site

plan must be denied. A draft resolution with findings of fact has been included in the packet.

- Table the Item: Additional information is required from the applicant to ensure compliance with a number of site plan conditions. The Planning Commission could table this item to the next meeting to allow the applicant to revise the plans to address the issues identified in the staff report.

**b. Public Hearing**

- No one from the public was present and no concerns were raised prior to the meeting.
- Schindele noted semi-trucks would not be able to maneuver in the lot for deliveries.
- Lindahl stated the recommendation is to revise plans to show how a semi-truck can safely maneuver in the lot.
- Discussion was had on whether a second driveway would be a solution.
- Lindahl stated there are different options to resolve issues.

**c. Comments from Developer**

- No comments from the Developer

**d. Board Discussion**

**e. Consider Resolution RZ25-02 – Recommending Approval of Site Plan and Variance for Construction of Liquor Store on Lot 1, Block 2 of the JCubed Addition (#104-043-000010)**

- **MOTION** by Schwinghammer to approve Resolution RZ25-02 – Recommending Approval of Site Plan and Variance for Construction of Liquor Store on Lot 1, Block 2 of the JCubed Addition (#104-043-000010). Seconded by Mol, all voted aye. **MOTION CARRIED 5-0.**

**5. Rezoning and Conditional Use Permit - Telcom**

**a. City Planner Overview**

- Lindahl outlined the project. Robert Muller, MR III, LLC is requesting approval for rezoning the property at 16643 County Road 75 NW from UR (Urban Reserve) to I-1 (Light Industrial) and a Conditional Use Permit to allow outside storage/display, to allow a metal building addition, to allow more than one accessory building and for accessory buildings to exceed 30 percent of the gross floor area of the principal building for TelCom Construction, LLC.
  - o Rezoning Evaluation
    - Rezoning the property was a condition of the Annexation.
    - The applicant meets the requirements for the rezoning request.
    - The rezoning would make the use conforming.
  - o Conditional Use Permit Evaluation
    - The applicant shall meet all conditions from the City Engineer's memo.
    - The applicant shall provide a survey showing all existing and proposed site improvements.
    - The applicant shall revise plans to show the proposed new metal building addition complies with setback requirements.
    - The applicant shall revise plans to show proposed outside storage areas comply with size, location, surface materials, and screening requirements.
    - The applicant shall revise plans to show proposed parking areas comply with size, location, design, surface materials, and screening requirements.
    - A landscape plan must be provided for City review to ensure compliance with ordinance requirements.
    - If any building or site lighting is proposed, a lighting plan with fixture details must be provided.

- Informed Planning Commission of Options
  - Approval of Rezoning and CUP
  - Approval of Rezoning and Table CUP
  - Table Both Items

**b. Public Hearing**

- Mark Muller stated they are planning on adding an addition to the shed. Needing the space for heated storage and classroom space. Will update siding material on the outside of the building to unify the new and existing building.
- Smythe stated the applicant is proposing a gravel driveway which is what is currently on site. Due to the location of the parcel Smythe does not object, however she would suggest a paved approach.
- Scott inquired about the water and sewer on the parcel. Muller verified they have private utilities and a certified septic system.

**c. Comments from Developer**

- No comments from the Developer

**d. Board Discussion**

- Schwinghammer stated he would be for Option 1 with the addition to pave the approach.

**e. Consider Resolution PZ25-03 – Recommending Approval of Findings of Fact for Rezoning for Property at 16643 County Road 75 NW (PID # 104-500-121400)**

- **MOTION** by Schwinghammer to approve Resolution PZ25-03 – Recommending Approval of Findings of Fact for Rezoning for Property at 16643 County Road 75 NW (PID # 104-500-121400) Seconded by Thomes, all voted aye. **MOTION CARRIED 5-0.**

**f. Consider Resolution PZ25-04 – Recommending Approval of a Conditional Use Permit for a New Metal Building Additional and Expanded/Modified Outside Storage and Parking Areas at 16643 County Road 75 NW (PID# 104-500-121400)**

- **MOTION** by Mol to approve PZ25-04 – Recommending Approval of a Conditional Use Permit for a New Metal Building Additional and Expanded/Modified Outside Storage and Parking Areas at 16643 County Road 75 NW (PID# 104-500-121400) with the requirement to pave the right of way. Seconded by Thomes, all voted aye. **MOTION CARRIED 5-0.**

**6. Staff Report**

- Minnesota Department of Transportation has public meeting scheduled for September 29<sup>th</sup>, 2025, from 4-6 p.m. to discuss the T.H. 24 project. Construction scheduled for 2026.
- Minnesota Cold Storage meeting scheduled this week to discuss expansion.

**7. Next Meeting Date**

**a. Monday, September 15, 2025 at 7:00 p.m.**

- The board is scheduled to meet Monday, September 15, 2025, at 7:00 p.m.

**8. Adjournment**

- a. MOTION** to adjourn by Schwinghammer, seconded by Scott, all voted aye. **MOTION CARRIED.**  
Meeting adjourned at 8:52 p.m.

ATTEST



Kimberlie Gramsey  
Community Development Specialist

APPROVED



William "Bud" Schindele  
Planning Commission Chair