



# Planning Commission

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Karin Derauf, Deputy City Clerk

Wednesday, March 22, 2023

7:00 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

### 1. Call to Order

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Paul Girard	Commission Chair	Present	
Susan Young	Commission Vice-Chair	Present	
Kevin Miller	Planning Commissioner	Absent	
Justin Brink	Planning Commissioner	Present	
Geneva Kubal	Planning Commissioner	Present	
Don Stehler	Planning Commissioner	Present	
Jeff Larson	Planning Commissioner	Present	

### 3. Pledge of Allegiance

### 4. Approve the Agenda

Comments:

Motion to: Approve the Agenda

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Geneva Kubal, Commissioner  
**SECONDER:** Justin Brink, Commissioner  
**AYES:** Girard, Young, Brink, Kubal, Stehler, Larson  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:** Miller

### 5. Consent Agenda Considerations (Action Items)\*

#### a. Approve Planning Commission Meeting Minutes from February 8, 2023

Comments: Chair Girard indicated that he misspoke and requested to correct his comment during the meeting of February 8, 2023. He noted it was not a variance that was denied, but rather a site plan review that was denied.

Motion to: Approve Consent Agenda Item 5. a. with a change by Chair Girard to Page 4, Paragraph 2., a site plan review was denied not a variance.



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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Justin Brink, Commissioner
<b>SECONDER:</b>	Susan Young, Commissioner
<b>AYES:</b>	Girard, Young, Brink, Kubal, Stehler, Larson
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Miller

### 6. Regular Agenda (Action Items)

#### a. Public Hearing – Ordinance No. 722 - Zoning Ordinance Text Amendment on Electronic Billboards

Comments: Community Development Director Wittman provided a background on the reason for the amendment dating back to November 2022. She provided brief explanation of the ordinance changes that have been presented to the Commission. Commissioner Stehler commented on the height of billboards in relation to the grade.

Commissioner Young commented on the 500-foot separation distance between billboards. She noted that the intent was to increase the distance noting that 11 billboards per mile is too much. She also noted the comments on the benefits to the City. She questioned the time of message display for favorable times as it pertains to the City. Community Development Director commented on specific messages for emergency notifications being displayed at particular times. Chair Girard also commented on the 500-foot distance and looking for a 1,300-foot separation distance between dynamic billboards.

Applicant, Charles Bolkcom, was available for comment. He noted that he has no intention of raising the billboard at 11<sup>th</sup> Ave, which he owns. He commented that he will keep it at the same height it is now. Charles also spoke to Commissioner Young’s comment on times of messaging for businesses in the City. He also provided comment on concealing the pole of billboards as improvement to aesthetics. Commissioner Young commented that smaller businesses may not have the means to purchase prime time ad space on the billboard.

Public Hearing opened at 7:22 p.m.

Public Hearing closed at 7:23 p.m.

**Motion to:** Recommend to City Council the Approval of the City Staff Recommended Zoning Ordinance No. 722 Text Amendment with a Change to the Presented Distance of 500 Feet Between Billboards to 1,300 Foot Distance Between Billboards.



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**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Geneva Kubal, Commissioner  
**SECONDER:**       Jeff Larson, Commissioner  
**AYES:**             Girard, Young, Brink, Kubal, Stehler, Larson  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**          Miller

**Motion to:** Recommend that Council Deny the Applicant’s Requested Zoning Ordinance Text Amendment Relating to Modifications to the Billboard Regulations

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Geneva Kubal, Commissioner  
**SECONDER:**       Justin Brink, Commissioner  
**AYES:**             Girard, Young, Brink, Kubal, Stehler, Larson  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**          Miller

### **b. Resolution 03-22-23-01 - 880 15<sup>th</sup> St. SW – Site Plan Review – Parking Lot Expansion**

Comments: City Planner Roberts provided information on a site plan review for a parking lot expansion to the property located at 880 15<sup>th</sup> Street SW. He noted there are several Motor Vehicle dealers located at this space. He indicated the proposed parking lot expansion is in the north east corner for primarily auto inventory. He noted that current code standards require 85 parking stalls and there is currently 59; the proposal includes total of 135 spaces. City Planner Roberts also noted the request is for 8-foot wide parking spaces and code requires 9-foot wide. He commented that the applicant is also proposing additional landscaping to the property along the boulevard which is required by code.

Commissioner Kubal asked about the height of the privacy fencing and if there will be addition of height to the fence. City Planner Roberts clarified that the only fencing being proposed is around the waste receptacles. Commissioner Kubal also asked about any concerns regarding catalytic converter theft with vehicles not being fenced in. Commissioner Young asked about maintenance of any landscaping. City Planner Roberts commented that if landscaping should fail in several years, the City can go back to the applicant and require new plantings as landscaping is part of the original proposal.



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The applicant’s representative was available for questions and commented that the goal is to operate the business and elevate the property to be successful in the community. He also commented on any theft that may or may not occur. He noted that landscaping will be maintained.

Commissioner Stehler asked about the 8-foot width to the parking spaces and setting a precedence for any future requests. Commissioner Young indicated that if at any time the applicant were to sell the business/property, the spaces can be restriped if necessary.

**Motion to:** Approve Resolution 03-22-23-01 - 880 15th St. SW (PID 07-032-21-43-0009) – Site Plan Review for a Parking Lot Expansion, Subject to the Conditions One (1) through Eleven (11) as Proposed by Staff

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Geneva Kubal, Commission
<b>SECONDER:</b>	Justin Brink, Commission
<b>AYES:</b>	Girard, Young, Brink, Kubal, Stehler, Larson
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Miller

### 7. Discussion

Comments: Commissioner Stehler asked to see a map of Eureka Avenue and commented on the upcoming fishing season. He expressed concern about the safety issues and garbage issues along this road. There was also discussion regarding upcoming meetings and number of items per agenda.

### 8. Other

Comments: Councilmember Roberts was available for comment and mentioned that he is looking forward to working with the Planning Commission over the next year. Community Development Director Wittman commented on the status of Eureka Avenue.

### 9. Adjourn

Motion to: Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Young, Commissioner
<b>SECONDER:</b>	Don Stehler, Commissioner
<b>AYES:</b>	Girard, Young, Brink, Kubal, Stehler, Larson
<b>ABSENT:</b>	Miller