

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, AUGUST 24, 2020

The Ham Lake Planning Commission met for its regular meeting on Monday, August 24, 2020 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Scott Heaton, Jeff Entsminger, Jonathan Fisher and Erin Dixson

MEMBERS ABSENT: Commissioner Dave Ringler

OTHERS PRESENT: City Engineer Tom Collins and Zoning and Building Clerk Jennifer Bohr

CALL TO ORDER: Chair Pogalz called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Fisher, to approve the minutes of the August 10, 2020 Planning Commission meeting as written. Commissioners Pogalz, Lejonvarn, Fisher, Entsminger and Dixson voted yes, Commissioner Heaton abstained. Motion carried.

NEW BUSINESS:

Jason Ingbreton of CP, LLC requesting a Certificate of Occupancy for Dollar Tree Inc. at 17639 Central Avenue NE, PID# 05-32-23-42-0025

Mr. Jason Ingbreton was present. Mr. Ingbreton stated he is leasing the building at 17639 Central Avenue NE to Dollar Tree Inc. Mr. Ingbreton stated the building has been vacant for approximately a decade; he has been working with the Building Official to ensure all modifications made to the site are code compliant. Mr. Ingbreton stated determining a suitable garbage containment area has been challenging but he has worked with the Building Official, Ace Solid Waste, Casper's Excavating and adjacent business owners to find an acceptable location. Commissioner Dixson completed the inspection, a copy which is on file. Commissioner Dixson stated she did not have access to the building when she did the inspection. Commissioner Dixson stated the parking area shown on Exhibit A in the packet is adequate; handicap parking spaces will need to be marked and signage will need to be installed. Commissioner Dixson stated the garbage containment area is staked out and appears to be in the best possible location and the loading zone does not look like it will interfere with the flow of traffic. **Motion by Dixson, seconded by Fisher, to recommend approval of the**

application as presented by Jason Ingbreton requesting a Certificate of Occupancy for Dollar Tree Inc. at 17639 Central Avenue NE, subject to striping the parking area including pavement markings for the loading zone and handicap parking spaces and placement of handicap parking signage, locating the garbage containment enclosure in a location compliant with city code, no outside storage, operating hours of 9:00 a.m. to 9:00 p.m. Monday through Saturday and 10:00 a.m. to 8 p.m. on Sundays and meeting all State, County, and City requirements. All present in favor, motion carried. (This application will be placed on the City Council's Monday, September 8, 2020 agenda.)

Commissioner Entsminger removed himself from the table due to his ownership interest in Coon Creek Commercial Park.

Robert Doty of NACS requesting Commercial Site Plan approval to construct a 49,920 square foot commercial building footprint with a 14,976 square foot second floor on Lots 2 and 3, Block 1 of Coon Creek Commercial Park

Mr. Robert Doty was present. Mr. Doty stated NACS has operated at 13825 Lincoln Street NE in Ham Lake since 2006. Mr. Doty stated NACS is a life science engineering business that builds custom automated equipment for the life science industry as well as implantable medical devices and employs 115 people comprised of a team of engineers, technicians, fabricators and support staff. Mr. Doty stated the business has grown resulting in the need to lease additional space; he wants to build a new, larger, state of the art facility to allow for future growth. Commissioner Lejonvarn asked how many more employees Mr. Doty intended to hire. Mr. Doty stated the number of employees may increase to 200 over the next five years which could result in the addition of a third shift. Commission Heaton completed the inspection, a copy which is on file. Commissioner Heaton stated dirt has been moved on the site and the stormwater pond has been created. Chair Pogalz asked Engineer Collins to comment on his memo. Engineer Collins stated the final plat for Coon Creek Commercial Park was recently approved; it did not include a 10-foot wide drainage and utility easement along the common lot line of Lots 2 and 3 because of NACS's intention to purchase both lots. Engineer Collins stated Coon Creek Watershed District has approved the NACS plans. Engineer Collins stated a septic design has been received; it shows a 24,000 square foot septic area which is adequate for the current number of NACS employees; the building official will need to determine if the capacity is sufficient for the projected future number of employees. Commissioner Lejonvarn asked Mr. Doty if more parking spaces would be needed in the future. Mr. Doty stated there are 149 parking spaces planned for the new facility; employees work in two shifts now and possibly three shifts in the future so there should be adequate parking space. Commissioner Dixon stated there are residential lots nearby, and asked if there will be any noise generated during production that could cause complaints. Mr. Doty stated the production area is primarily clean space, assembly is done by hand and any machinery used is very modern; the machinery should not generate enough noise to disturb residents nearby. **Motion by Heaton, seconded by Fisher, to recommend approval of the application as presented by Robert Doty of NACS requesting a Commercial Building Permit to construct a 49,920 square foot commercial building with a 14,976 square foot second floor on Lots 2 and 3, Block 1, of Coon Creek**

Commercial Park (14640 Buchanan Street NE) subject to the recording of the Coon Creek Commercial Park plat with Anoka County, the completion of the bottom lift of pavement on Buchanan Street NE within the plat, installing a septic system of adequate size to service the maximum building capacity, and meeting all the requirements of the City Engineer, City, County and State. Commissioners Pogalz, Lejonvarn, Fisher, Heaton and Dixson voted yes, Commissioner Entsminger abstained. Motion carried. (This application will be placed on the City Council's Monday, September 8, 2020 agenda.)

COMMISSION BUSINESS:

City Council Update

Commissioner Fisher stated the City Council agreed with the Planning Commission's recommendations for the two items from the August 10, 2020 meeting. Commissioner Pogalz will attend the September 8, 2020 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:12 p.m. All present in favor, motion carried.

Jennifer Bohr
Zoning and Building Clerk