

**OSSEO PLANNING COMMISSION MINUTES  
REGULAR MEETING  
August 21, 2023**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Olkives at 6:00 pm, Monday, August 21, 2023.

2. ROLL CALL

Present: Commission members Dee Bonn, Chris Carrigan, James Hultgren, Michael Olkives, KC Robinson, Ralph Schroeder, and Kerstin Schulz

Absent: None.

Others present: City Administrator Riley Grams

3. APPROVAL OF AGENDA

**A motion was made by Schulz, seconded by Hultgren, to approve the Agenda as presented. The motion carried 7-0.**

4. APPROVAL OF MINUTES

A. Approve June 20, 2023, Minutes

**A motion was made by Carrigan, seconded by Schulz, to approve the June 20, 2023, minutes. The motion carried 7-0.**

5. PUBLIC COMMENTS

Chair Olkives advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

6. PUBLIC HEARINGS

A. Site and Building Plan Application and Preliminary Plat for 300 2<sup>nd</sup> Street SE

Grams stated Chris Rains, the property owner, is proposing to remove the existing residence and garage and construct one 6-unit townhome building at 300 2nd Street SE. As part of the application, each unit will be constructed on a newly created lot. Therefore, plat approval and site and building plan approval are required.

Kim Lindquist, WSB & Associates, explained the property is zoned Edge Mixed Use (EMX) (20-40 units per acre). Multi-family residential is a permitted use. Properties to the south and east are also zoned EMX. Properties to the north are zoned R-1 One- and Two-Family Residential District, and to the west is the Highway Commercial District North designation. Immediately to the east and south are apartment buildings and across 3rd Street, to the east, is a commercial use. The architecture and building materials were reviewed, along

with the proposed parking that would be provided onsite. She commented further on the request and recommended approval with conditions.

Chris Rains, the applicant, explained he has owned this property since 2010 and had always planned to redevelop the site. He stated he has been waiting for the right time to bring this project forward and believed now was the right time. He thanked the Commission for their consideration and noted he was available for questions or comments.

**A motion was made by Carrigan, seconded by Schulz, to open the Public Hearing at 6:15 p.m. The motion carried 7-0.**

There were no comments from the public.

**A motion was made by Bonn, seconded by Carrigan, to close the public hearing at 6:16 p.m. The motion carried 7-0.**

Bonn stated she understood each townhome would be owner-occupied. She asked what would keep the homeowners from stockpiling items outside their garage for additional storage space. Mr. Rains indicated there would be a homeowners association (HOA) in place for these townhomes and outdoor storage would not be allowed per the HOA.

Bonn questioned if there would be a sidewalk along the front of these units. Grams stated the City Council looks at sidewalk options when part of a street reconstruction project. He did not recall that there was a sidewalk in front of this property now, which meant there was not a requirement to include sidewalk.

Bonn inquired if there would be a door to exit the property from the rear for emergency purposes. Mr. Rains stated the units were designed to meet fire code. He noted there was no place to put a door on the rear of the units.

Schroeder noted residents would be able to exit to the rear through the garage door. Mr. Rains reported this was the case.

Schroeder asked if the front yard setback was zero (0) feet. Mr. Rains stated this was correct.

Schroeder suggested additional landscaping be considered because the proposed grasses would be dormant in the winter months.

Hultgren noted there would be no street parking on the west end of the building along 3<sup>rd</sup> Avenue SE. He questioned how much room was available for parking on the driveways. Mr. Rains stated this ranged from 18 to 21 feet.

Hultgren expressed concern with the size of the driveways noting a full size pickup truck could not fit in the driveway without hanging out in the street. Mr. Rains indicated this would be addressed within the HOA and residents would be encouraged to park within their garage or on the street. He reported the garages were designed to hold a truck and car internally.

Hultgren anticipated there would be concerns in the winter months when the plows come through as the amount of space on the driveways would be even less. Grams commented on the off street and public parking options within the City.

Schulz stated she had neighbors that had to park cars in public places during snow events. She reported the request before the Commission meets all City Ordinances and parking requirements.

Olkives questioned if more trees would be planted on this property. Mr. Rains stated he would be proposing to plant trees in a public place.

Carrigan expressed concern with the fact the townhomes would be front loaded. He asked why the units could not have the parking in the rear or behind the building. He recommended the driveways on the front of the units be removed. He suggested the units then be shifted on the site to provide more space for landscaping, trees and sidewalks out front. He supported sidewalks being installed as part of the development as this would be pedestrian friendly. He believed the units would be more welcoming with the driveways to the rear. He indicated this change would also allow for on-street parking out front if these driveways were removed.

Bonn stated based on this suggestion, she supported the entire building being shifted five feet forward in order to lengthen the rear driveway.

Schulz believed having the option to have two garage doors was nice as this would allow residents to pull forward or back out from the property.

Mr. Rains stated if the City required him to remove the front driveways he probably would not move forward with this project. He explained he has been a realtor for the past 20 years and he understood residents appreciated the double loading garages.

Carrigan commented it would be cheaper to build the units with only one driveway versus the two proposed driveway access points. Mr. Rains stated he understood this point, but noted the resale value would not be where it needs to be in order for this project to succeed.

**A motion was made by Carrigan, seconded by Schroeder, to recommend approval of the Site and Building Plan and Preliminary Plat for the property at 300 2<sup>nd</sup> Street SE to the City Council, subject to the ten (10) conditions listed below and the recommendation the front driveways be removed in order to accommodate additional landscaping and sidewalks.**

- 1) Any necessary payment for SAC charges must be made prior to issuance of any building permits.**
- 2) The applicant shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements.**
- 3) Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code.**
- 4) The applicant shall revise the landscape plan to bring the plan into compliance with the zoning ordinance by increasing the number of trees on the site or on**

- 5) The applicant shall revise their plans to comply with the City Engineer comments dated August 15, 2023, and City regulations.
- 6) The site plan will be valid for three years following the date of approval unless work begins toward completion within the three-year period. The approval can be renewed upon application and Council approval for one additional year.
- 7) The applicant provides necessary documents to address cross-access and maintenance of the eastern parking lot and landscape areas by all property owners of Lots 1-7 Block 1. These documents must be reviewed and approved by the City prior to release of the final plat for recording.
- 8) The final plat should not be filed with the County until the applicant has submitted final construction documents for the approved Townhome site plan.
- 9) The property owner must obtain a demolition permit for the existing residence and garage.
- 10) The applicant should submit a final lighting plan that meets ordinance criteria.

Schulz stated she likes the project as designed with the two garage doors and noted she would not support this motion moving forward.

**The motion failed 2-5 (Bonn, Schulz, Hultgren, Robinson and Chair Olkives opposed).**

**A motion was made by Schulz, seconded by Bonn, to recommend approval of the Site and Building Plan and Preliminary Plat for the property at 300 2<sup>nd</sup> Street SE to the City Council, subject to the ten (10) conditions listed below.**

- 1) Any necessary payment for SAC charges must be made prior to issuance of any building permits.
- 2) The applicant shall obtain all necessary building and sign permits and pay all fees related to the proposed improvements.
- 3) Weeds and other vegetation shall be maintained at all times in accordance with Chapter 93.38 of the City Code.
- 4) The applicant shall revise the landscape plan to bring the plan into compliance with the zoning ordinance by increasing the number of trees on the site or on public property to a total of twelve and replacing the junipers with a shrub that would be more salt and snow tolerant while maintaining headlight screening.
- 5) The applicant shall revise their plans to comply with the City Engineer comments dated August 15, 2023, and City regulations.
- 6) The site plan will be valid for three years following the date of approval unless work begins toward completion within the three-year period. The approval can be renewed upon application and Council approval for one additional year.
- 7) The applicant provides necessary documents to address cross-access and maintenance of the eastern parking lot and landscape areas by all property owners of Lots 1-7 Block 1. These documents must be reviewed and approved by the City prior to release of the final plat for recording.
- 8) The final plat should not be filed with the County until the applicant has submitted final construction documents for the approved Townhome site plan.
- 9) The property owner must obtain a demolition permit for the existing residence and garage.
- 10) The applicant should submit a final lighting plan that meets ordinance criteria.

Carrigan asked if it was reasonable to allow the applicant three years to complete this project. Ms. Lindquist stated she believed this was reasonable given the construction market and weather in Minnesota. Mr. Rains reported there was a lack of utilities in the area that would add a significant amount of time and money to the project.

Olkives questioned if these units would become rental at any point in the future. Mr. Rains stated this would depend on the economy.

**The motion carried 6-1 (Carrigan opposed).**

7. REPORTS OR COMMENTS: Staff, Chair & Commission Members

Hultgren encouraged residents to get outside and clean up the cracks in their curbs and gutters.

Olkives noted school would be starting soon and he encouraged residents to get out and support Osseo sports.

8. ADJOURNMENT

**A motion was made by Bonn, seconded by Schulz, to adjourn the meeting at 6:49 pm.  
The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*Minute Maker Secretarial*