

**City of East Bethel**  
**Planning Commission Agenda**  
7:00 PM  
Tuesday, December 16, 2014



## **Agenda**

	<b><u>Item</u></b>
7:00 PM	<b>1.0 Call to Order</b>
7:02 PM	<b>2.0 Adopt Agenda</b>
7:03 PM	<b>3.0 Planning Commission Interviews</b> <ul style="list-style-type: none"><li>- Sherry Allenspach (7:05)</li><li>- Bob DeRoche (7:15)</li></ul>
7:25PM	<b>4.0 Reappointment of Eldon Holmes and Glenn Terry</b>
7:30 PM	<b>5.0 Year End Reports</b>
7:35 PM	<b>6.0 Approval of Meeting Minutes</b> <ul style="list-style-type: none"><li>- September 23, 2014 – Regular Meeting</li></ul>
7:40 PM	<b>7.0 Other Business/Council Reports</b>
7:45 PM	<b>8.0 Recommendation of New Planning Commission Member</b>
7:50 PM	<b>9.0 Adjournment</b>



# City of East Bethel Planning Commission Agenda Information

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**Date:**

December 16, 2014

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**Agenda Item Number:**

Item 3.0

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**Agenda Item:**

Planning Commission position Interviews

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**Background Information:**

We have one open position on the Planning Commission to fill the remaining term of Brian Mundle Jr. term, as he was elected to the City Council. The appointment would be through January 31, 2017. Two people have expressed an interest and we will be conducting short interviews with them.

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**Attachments:**

- 1.) Letter of Interest from Sherry Allenspach
- 2.) Letter of Interest from Bob DeRoche

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**Requested Action:**

Planning Commission will vote on Commission position via secret ballot at the end of the regular meeting for Council approval.

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Letter of Interest - Planning Commission  
Sherry Allenspach

My background includes previous experience on the Planning Commission in Maplewood, MN from 1991 - 1993. Elected City council member from 1994-2001.

After moving to East Bethel in September, 2003, I was appointed to the Park Commission in April, 2004 and served 4 years before joining the EDA.

Thanks much,

Sherry Allenspach

RobertH.DeRoche,Jr  
158 Collen St  
Wyoming,Mn 55092

30 November 2014

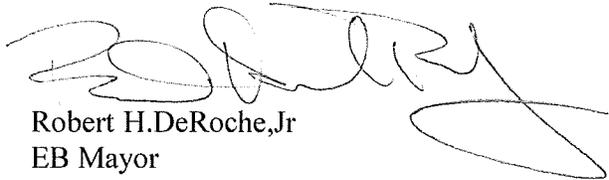
**East Bethel City Council  
Planning Commission ,**

*I am submitting this as a letter of interest in the planning commission. I am winding down my term as councilman and Mayor. I will be available the beginning of January. I feel with my experience and background I might be able to add a little something to the planning commission.*

*My experience is that I have been in a position where I have dealt with planning and zoning issues that have come before the city over the last four (4) years. I have dealt with IUP,CUP and the restructuring of zoning ordinances.*

*I have lived in the city for 30 plus years, and have no plans to move. I think it is important to stay involved in city affairs, in light of the fact I have spent the last four years helping guide the current direction.*

*Thank you for your time,*

  
Robert H.DeRoche,Jr  
EB Mayor

Robert.H.DeRoche,Jr

Family: two daughters, two cats

EB resident 30+ years on Coon Lake

Honorably discharged disabled vet

Education includes but not limited to: Business organization and management, personal and business finance management, Computer architecture development and design, medical, ecology ,numerous military training.

Community activities are currently an Instructor for the DNR, ATVs, Snowmobile Safety, Firearms for youth and adults, different hunting certifications. Appointed and currently serve on the Anoka County Community Corrections Commission.

Past includes, on former board of directors for Forest Lake Athletic Association. Coach for football, softball ,basketball, volleyball.

I have since elected been on the finance committee and along with others have worked to try and keep taxes and levies down. But ,the commitment was made and the bills have to be paid. It has led to numerous debates and ideas to be able to hold the costs down as much as practical.

I have been on the Fire Relief Association board since Jan. 2014. I was Liaison to the fire department for two years, The Police liaison for one year, the roads commission liaison for two years. The Anoka county commissioners appointed me to the Community Corrections committee in a unanimous vote.



# City of East Bethel Planning Commission Agenda Information

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**Date:**

December 16, 2014

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**Agenda Item Number:**

Item 4.0

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**Agenda Item:**

Planning Commission Reappointments

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**Background Information:**

Both Eldon Holmes and Glen Terry have expressed an interest in being reappointed to the Planning Commission for another three year term.

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**Attachments:**

- 1.) Letter of Interest from Eldon Holmes
- 2.) Letter of Interest from Glenn Terry

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**Requested Action:**

Recommend to the City Council the reappointment of Eldon Holmes and Glenn Terry to the Planning Commission

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October 2, 2014

Eldon Holmes  
2773 222<sup>nd</sup> Lane NE  
East Bethel, MN 55011-4779

RE: Planning and Zoning Application

Dear Sirs;

I would appreciate the consideration for the Planning and Zoning position when my term is ended on 1/31/15. I believe that I have served the City of East Bethel with the respect and dignity of that being a Planning And Zoning member for the previous years that I have served. I will look forward to providing the same quality of leadership that the East Bethel residents demand.

Thank you,

A handwritten signature in blue ink, appearing to read "Eldon Holmes", with a long horizontal flourish extending to the right.

Eldon Holmes

## Colleen Winter

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**From:** Glenn Terry [greatart@skypoint.com]  
**Sent:** Thursday, December 11, 2014 2:58 PM  
**To:** Colleen Winter  
**Subject:** Re: Planning and Zoning

**From:** [Glenn Terry](#)  
**Sent:** Thursday, October 02, 2014 12:44 PM  
**To:** [Colleen Winter](#)  
**Subject:** Planning and Zoning

Hi Colleen,

Yes I would like to continue serving on the Planning and Zoning commission.

Thanks and regards,

Glenn Terry

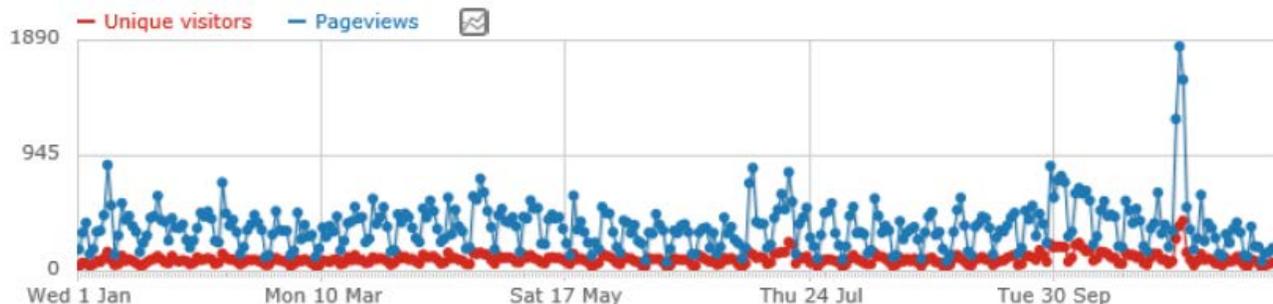
# 2014 Piwik Analysis

From January 1<sup>st</sup>, 2014 to November 30<sup>th</sup>, 2014

Referrers (Searches in Google or Yahoo)	
Searched	# of searches
City of east bethel	684
East bethel mn	575
City of East Bethel mn	190
East bethel	149
East bethel, mn	118
East bethel city hall	94
City of East Bethel, mn	80
East bethel ice arena	40
City of East Bethel Minnesota	37
East bethel fire department	36
East bethel booster days	34
East bethel Minnesota	33
www.ci.east-bethel.mn.us	31
City of east bethel jobs	23
East bethel city	16
East bethel city council	15
East bethel recycling day	15
East bethel booster days 2014	14
City of east bethel mn jobs	13
East bethel mn	12
East bethel election results	12
East bethel mn news	12
Bethel mn	11
East bethel city hall mn	11

Searches within our Site	
Searched	# of searches
Ice arena	66
Zoning map	43
Employment	23
Hours	22
Permits	21
Hunting	20
Septic	20
chickens	18
Zoning	18
Booster days	16
Building permit	16
Ice rink	15
Map	15
Booster day	14
Jobs	14
Building codes	12
Burning	12
Fat boys	12
Maps	12
Mayor	12
Sewer	12
Building permits	11
Burning permit	11
City hall hours	11

15% of users view our site via mobile phone.



Most frequently viewed webpages			
Label	Unique Pageviews	Total Pageviews	Bounce Rate
East Bethel, MN - Official Website	25170	60114	28%
City Council	2972	5359	27%
Page Name not defined	2167	5810	0%
City Code	1854	2597	29%
Residents	1385	1866	32%
Agendas & Minutes	1136	1717	8%
East Bethel Booster Day	1121	1363	73%
City Maps	889	1771	47%
Parks & Recreation	832	1166	46%
Building Inspections & Permits	772	1216	25%
Fire	685	913	55%
Building Inspection	664	1100	37%
Administration	636	772	52%
Government	603	781	24%
Planning Commission	586	990	30%
Help Center	544	687	44%
Community Development	492	651	29%
Public Works	468	569	51%
Departments	443	556	16%
Police	441	562	46%
Add Job Posting	384	412	74%
Economic Development	383	535	44%
Public Utilities	327	453	30%
Newsletters	322	489	40%

Most Downloaded Document from our Website	
Document	# of times downloaded
Community Development Administrative Assistant Job Description	551
East Bethel Resident Guide	454
Official Zoning Map of the City of East Bethel	391
City of East Bethel Employment Application	374
City of East Bethel Permit Application [prior to updating]	256
City of East Bethel Building Permit Fees	249
Application Form For The Use Of City Park Facilities And Whispering Aspen Community Center	232



**EAST BETHEL'S BUILDING DEPARTMENT MONTHLY REPORT**

**YTD**

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	YTD
<b>Building Official Calls, E-mails &amp; Counter</b>	58	64	78	127	138	142	167	120	132	162	151		1339
<b>Building Official (% Time for East Bethel)</b>	90%	95%	95%	98%	98%	98%	95%	95%	95%	95%	90%		
<b>Office Staff Calls, E-mails &amp; Counter</b>	206	206	270	409	516	823	767	765	820	748	444		5974
<b>Office Staff (% Time for East Bethel)</b>	90%	90%	95%	85%	90%	85%	80%	80%	80%	75%	80%		
<b>Building Inspector Calls, E-mails &amp; Counter</b>	47	20	53	133	163	161	217	164	158	124	177		1417
<b>Building Inspector (% Time for East Bethel)</b>	50%	41%	45%	70%	74%	71%	62%	78%	75%	60%	64%		
<b>New City Ord. Violations</b>	1	0	1	16	12	10	11	6	1	4	1		63
<b>City Ord. Violation Inspections</b>	7	1	7	29	23	15	28	8	13	15	6		152
<b>Building Official Meetings or Training</b>	9	7	10	5	7	7	7	8	16	16	13		105
<b>Building Insp. Meetings or Training</b>	7	4	5	2	3	4	3	4	3	3	4		42
<b>New Home Permits</b>	1	0	2	1	3	1	2	2	0	3	0		15
<b>New Commercial Permits</b>	0	0	0	0	0	0	0	0	0	0	1		1
<b>Mechanical Permits</b>	10	10	5	9	6	20	11	16	20	21	19		147
<b>Plumbing Permits</b>	2	2	0	8	6	10	7	8	6	8	7		64
<b>Septic System Permits</b>	1	1	0	4	4	5	9	4	7	10	6		51
<b>Inspect. or Stops (No ord. violations)</b>	37	31	39	41	75	116	151	121	127	140	90		968
<b>TOTAL PERMITS</b>	26	16	24	65	76	122	93	98	99	97	89		805

OAK GROVE BUILDING DEPARTMENT MONTHLY REPORT

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	YTD
Building Official Calls, E-mails & Counter	14	7	9	9	12	14	19	14	15	22	20		155
Building Official (% Time for Oak Grove)	10%	5%	5%	2%	2%	2%	4%	5%	5%	5%	10%		
Office Staff Calls, E-mails & Counter	83	87	81	158	168	215	264	235	267	281	115		1954
Office Staff (% Time for Oak Grove)	10%	10%	5%	15%	10%	15%	19%	20%	20%	25%	20%		
Building Inspector Calls, E-mails & Counter	42	29	60	55	56	62	80	46	56	63	39		588
Building Inspector (% Time for Oak Grove)	45%	59%	55%	30%	25%	27%	38%	22%	25%	40%	36%		
New Home Permits	1	1	7	3	6	3	4	3	3	3	2		36
New Commercial Permits	0	0	0	0	0	0	0	0	0	0	0		0
Inspections or Stops	70	58	92	79	95	93	119	105	117	132	74		1034
TOTAL PERMITS	21	18	42	26	52	45	52	51	61	46	29		443

BETHEL BUILDING DEPARTMENT MONTHLY REPORT

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	YTD
Building Official Calls, E-mails & Counter	2	0	0	1	2	2	7	2	0	1	0		17
Building Official (% Time for Bethel)	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%		
Office Staff Calls, E-mails & Counter	3	0	0	1	4	4	6	4	2	5	4		33
Office Staff (% Time for Bethel)	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%		
Building Inspector Calls, E-mails & Counter	5	0	1	1	6	5	1	0	0	0	0		19
Building Inspector (% Time for Bethel)	5%	0%	0%	0%	1%	2%	0%	0%	0%	0%	0%		
New Home Permits	0	0	0	0	0	0	0	0	0	0	0		0
New Commercial Permits	0	0	0	0	0	0	0	0	0	0	0		0
Inspections or Stops	4	3	4	3	6	8	5	3	2	3	1		42
TOTAL PERMITS	0	0	0	2	3	2	4	2	0	0	0		13

## EAST BETHEL PLANNING COMMISSION MEETING

October 28, 2014

The East Bethel Planning Commission met on October 28, 2014 at 7:00 P.M for their regular meeting at City Hall.

MEMBERS PRESENT: Brian Mundle, Jr. Tanner Balfany Eldon Holmes Glenn Terry  
Randy Plaisance Lorraine Bonin

MEMBERS ABSENT: Lou Cornicelli

ALSO PRESENT: Colleen Winter, Community Development Director  
Ron Koller, City Council Member  
Sue Irons, Recording Secretary

**1.0 Call to Order** Mr Mundle called the meeting of the East Bethel Planning Commission to order at 7:00PM.

**2.0 Adopt Agenda** **Mr Mundle motioned to adopt the agenda. Mr Balfany seconded the motion. All members were in favor; motion carried.**

**3.0 Administrative Subdivision – 20204 Highway 65 NE; PID # 203323340003; Zoning R1 and R2**  
Public Hearing – Applicant: Kathleen Bell-Fiedelman  
20207 Polk St NE  
East Bethel, MN 55011  
Owner: Irene Stern  
20204 Highway 65 NE  
East Bethel, MN 55011

Administrative Subdivision Request – to subdivide a metes and bounds parcel into two lots.  
PID #20-33-23-34-0003;  
Zoning – R1 and R2  
Significant Natural Environmental Overlay

Ms. Stern is interested in subdividing her property into two separate parcels for the purpose of selling off 10.03 acres for a residential parcel where the existing home is located. The remaining acreage would remain as is. Her existing property is defined as Metes and Bounds and she is allowed to divide off one parcel from the original through the Administrative Subdivision process.

**Requested Action:**

Recommend Approval of the Administrative Subdivision request by owner, Irene Stern to subdivide property into two separate metes and bounds parcels as described below:

**Parcel A:**

That part of the east 532 feet of the South Half of the Northwest Quarter of Section 20, Township 33, Range 23, Anoka County, Minnesota which lies northerly of the south 330 feet thereof.

**Parcel B:**

The South Half of the Northwest Quarter of Section 20, Township 33, Range 23, Anoka County Minnesota except the 4 following described parcels:

- 1.) The south 330 feet of the east 660 feet thereof.

- 2.) The north 660 feet of the west 330 feet thereof.
- 3.) That part of said South Half described as follows:  
Commencing at the southwest corner of said Northwest Quarter of Section 20; thence easterly along the south line thereof 567.73 feet to the point of beginning; thence north at right angles 446.32 feet; thence east at right angles 488 feet; thence south at right angles 446.32 feet to said south line; thence westerly along said south line 488 feet to the point of beginning.
- 4.) That part of the east 532 feet of the South Half of the Northwest Quarter of Section 20, Township 33, Range 23, Anoka County, Minnesota which lies northerly of the south 330 feet thereof.

Mr Mundle opened the hearing. Residents present had no comments. Mr Mundle closed the hearing. **Mr Terry motioned that the Administrative Subdivision request by owner, Irene Stern to subdivide property into two separate metes and bounds parcels be approved. Mr Balfany seconded the motion. All members were in favor; motion carried.**

#### 4.0 Year to Date Activities and Reports

Ms Winter presented the following:  
For Information Only

- Expansion of Cambridge-Isanti Insurance Agency completed (23847 Johnson St NE)
- CDBG program at Coon Lake Beach is progressing. We will probably try and get at least 4 septic systems installed this fall yet.
- Classic Commercial Park 3<sup>rd</sup> Addition Plat approved and working on Developer's Agreement
- Continue work on website changes and tools
- Applying for a Met Council grant to assist with the decommissioning of the Castle Towers wastewater facility
- To date there have been 16 new residential home permits issued in the City of East Bethel
- Year to date the Community Development Department has received over 13,000 phone calls, emails and counter visits. Which is up 156% from where we were one year ago. We have also issued more building permits than we did in 2012 or 2013.

Other reports reviewed with members:

Piwik Analysis – Tracks website activity  
Building Permit Report  
Community Development Report

There were 58 substantiated ordinance violations noted in the building report. Members questioned how “ordinance violations” are reported. Some reports may come through law enforcement but most reports are through complaints from residents. These are investigated and, if violations are found, a letter is sent to the resident involved. Ms Winter noted most residents correct the issue within a reasonable time. If not, the information is sent through legal channels.

#### 5.0 Approval of Meeting Minutes

Mr Mundle noted several mistakes in attribution of statements documented in the minutes. Members noted additional minor errors/typos. These will be corrected. Members also requested that Ms Irons be included as an attendee at the meeting and future meetings as well. **Mr Balfany moved to approve the September 23, 2014 meeting minutes as written with corrections. Mr Holmes seconded the motion. All members were in favor; motion carried unanimously.**

**6.0 Other  
Business/Council  
Reports**

Councilmember Koller reported that at the last City Council meeting, members updated some of the septic system ordinances and renewed Jack Davis's contract.

A resident (Thomas Tharlson) approached the members requesting information about the public hearing earlier in the meeting. Ms Winter reviewed the request briefly and the resident had no further questions.

Mr Mundle encouraged all in attendance to vote on November 7<sup>th</sup>.

**7.0 Adjournment**

**Mr Holmes moved to adjourn the meeting. Mr Plaisance seconded; all in favor, motion carried and the meeting was adjourned at 7:25 PM.**

Submitted by:  
Susan Lori Irons  
Recording Secretary

**Attachments:**

1. Administrative Subdivision Application
2. Administrative Subdivision Plat & SNEA Overlay maps
3. Public hearing notice
4. Piwik Analysis
5. Building Permit Report
6. Community Development Report

DRAFT