

City of East Bethel
Planning Commission Agenda
7:00 PM
Tuesday, January 27, 2015



Agenda

	<u>Item</u>
7:00 PM	1.0 Call to Order
7:02 PM	2.0 Adopt Agenda
7:03 PM	3.0 Welcome New Planning Commission Member Sherry Allenspach
7:05 PM	4.0 Oath of Office for New and Re-appointed Members
7:07 PM	5.0 Election of Planning Commission Chairperson and Vice Chairperson
7:12 PM	6.0 Public Hearing/ Interim Use Permit, Home Occupation – Request by owner/applicant, Justin Donnell, to obtain an Interim Use Permit to operate a Hydrographic business from his detached accessory structure. The location is at 3601 228 th Ave NE, East Bethel, MN 55011, PIN 023323210002. The Zoning Classification is Rural Residential (RR) District.
7:30 PM	7.0 Public Hearing/Conditional Use Permit – A request by applicant, Dan Schultz, for a Conditional Use Permit to relocate his business operations to 21058 Davenport St NE, East Bethel, MN 55011, PIN 173323130007. The Zoning Classification is Central Business (B-2) District.
7:45 PM	8.0 Approval of Meeting Minutes - December 16, 2014 – Regular Meeting
7:50 PM	9.0 City Council Report
7:55 PM	10.0 Other Business
8:00 PM	11.0 Adjournment



City of East Bethel Planning Commission Agenda Information

Date: January 27, 2015

Agenda Item Number: 4.0

Agenda Item:

Commission Member Reappointment and Oath of Office

Background Information:

City Council has received letters of interest from commission members wishing to continue work for the Planning Commission. On January 21, 2015, City Council appointed the following to the Planning Commission:

1. Eldon Holmes (reappointed), term expires January 31, 2018
2. Glen Terry (reappointed), term expires January 31, 2018
3. Sherry Allenspach (new member), term expires January 31, 2018

Each commissioner will be taking an oath of office this evening.

Attachment:

1. Oath of Office

Fiscal Impact:

Not Applicable

Recommendation(s):

Informational Only

Planning Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



Oath of Office

City of East Bethel, Minnesota

Please raise your right hand and read aloud:

I, _____, do solemnly swear or affirm that I will support the
Constitution of the United States of America and the State of Minnesota,
and faithfully discharge the duties as a member of the City of East
Bethel Planning Commission in the County of Anoka and the State of
Minnesota to the best of my ability. So help me God.



City of East Bethel Planning Commission Agenda Information

Date: January 27, 2014

Agenda Item Number: 5.0

Agenda Item:

Elect Planning Commission Chairperson and Vice Chairperson

Requested Action:

Elect Planning Commission Chairperson and Vice Chairperson

Background Information:

The Planning Commission is to elect a chairperson and vice chairperson from among the appointed members for the term of one (1) year.

East Bethel City Code states that chairperson and vice chairperson shall serve for one year; however, no chairperson shall be elected who has not completed at least one year as a member of the commission. Commission members eligible for chairperson include Balfany, Bonin, Cornicelli, Holmes, Plaisance, and Terry.

Fiscal Impact:

Not Applicable

Recommendation:

City Staff is requesting the Planning Commission, in separate motions, elect a Chairperson and Vice Chairperson for the term of one (1) year starting on January 27, 2015 and expiring on January 26, 2016. It should be noted that Mr. Terry is the current Vice-Chair, and should succeed the existing Chairperson, Mr. Mundle.

Planning Commission Action:

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____



City of East Bethel Planning Commission Agenda Information

Date:

January 27, 2015

Agenda Item Number:

Item 6.0

Agenda Item:

Home Occupation - Interim Use Permit

Property Owner: Justin Donnell, (dba Weapons by Design and Graphics, LLC)

Address: 3601 228th Ave NE, East Bethel, MN

PIN: 023323210002

Zoning: Rural Residential (RR)

Requested Action:

Consider approving an Interim use permit to Justin Donnell to operate a Hydrographic business from his detached accessory structure.

Background Information:

Mr. Donnell is interested in obtaining an IUP to operate a business out of his detached accessory structure. Enclosed in your packet is his application along with a detailed business plan that outlines his business. The Community Development Director and Fire Chief have both been out to the site where he is planning on conducting his business, and the building official has been apprised of his business as well. He will comply with all of the requirements of the building and fire code as required by the City, and will also comply with the home occupation requirements, Section 10-19 of the City of East Bethel Municipal code related to Home Occupations.

Attachments:

Attachment #1 – Public Hearing notice

Attachment #2 – IUP application

Attachment #3 – Location map

Attachment #4 – Business Plan

Attachment #5 – Examples of products

Fiscal Impact:

Not applicable

Recommendation(s):

Staff recommends that the Planning Commission approve the IUP to Justin Donnell to obtain a conditional use permit to operate a Hydrographic business from this detached accessory structure. Location 3601 228th Ave NE, East Bethel MN 55011, PIN 023323210002, Zoning Rural Residential, subject to the following conditions:

East Bethel's Home Occupation Ordinance

1. No more than three persons, at least one of whom shall reside within the principal dwelling, shall work at the home occupation site.
2. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
3. Any sign associated with the home occupation shall be in compliance with the East Bethel Sign Ordinance.
4. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
5. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
6. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.
7. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
8. Parking needs generated by the home occupation shall be provided on-site.
9. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure.
10. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
11. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
12. The area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.

Planning Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

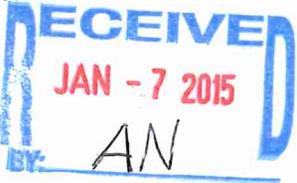
OFFICE USE ONLY
Date Rec'd: _____
By: _____
Fee \$: _____

INTERIM USE PERMIT (IUP) APPLICATION

Application Fee: \$150* Consulting Fee: _____ Escrow: \$300*
Applicant is responsible for accrued consulting fees from the City Engineer, City Attorney, etc.
*Fee is subject to change per Resolution.

The application for an INTERIM USE PERMIT (IUP) is processed in three separate review steps:

- 1) CITY STAFF
(Applicant is required to meet with City Staff **prior** to submittal of the application.)
- 2) PLANNING COMMISSION
(Public hearing and recommendation to the City Council)
- 3) CITY COUNCIL
(No public hearing required)



LOCATION: PID: 023323210002 LEGAL: LOT: 7 BLOCK: 1 SUBDIVISION: Fawn acres
PROPERTY ADDRESS: 3601 228th AVE NE PRESENT ZONING: _____

PROPERTY OWNER: Justin G. Donnell PHONE: 763-222-7374
CONTACT NAME: _____ ADDRESS: 228th AVE NE PHONE: _____
CITY/STATE/ZIP: EAST BETHEL MN 55005 EMAIL: Sotfn@yahoo.com

APPLICANT: Justin Donnell PHONE: 763-222-7374
CONTACT NAME: _____ ADDRESS: 3601 228th AVE NE PHONE: _____
CITY/STATE/ZIP: EAST BETHEL MN 55005 EMAIL: Sotfn@yahoo.com

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff.

Property Owner Signature

Justin G. Donnell 1/7/15
Printed Name Date



**NOTICE OF PUBLIC HEARING
CITY OF EAST BETHEL PLANNING COMMISSION
COUNTY OF ANOKA
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of East Bethel will hold a public hearing on Tuesday, January 27, 2015, 7:00 PM, at the City Hall, 2241 221st Avenue NE, East Bethel, MN. The hearing will be to consider the request by owner/applicant, Justin Donnell, to obtain an Interim Use Permit to operate a hydrographics business from his property. The location being 3601 228th Ave. NE, East Bethel, MN 55005, PIN 02 33 23 21 0002. The Zoning Classification is Rural Residential (RR) District.

The hearing of this request is not limited to those receiving copies of this notice, and if you know of any neighbor or interested property owner, who for any reason has not received a copy, it would be appreciated if you would inform them of this public hearing.

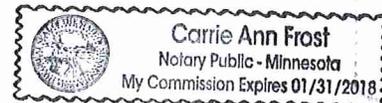
The East Bethel City Council may consider this request at its February 4th, 2015 regular meeting.

Published in the Anoka County Union
January 16, 2015.

Colleen Winter
Community Development Director

Subscribed and sworn to me
this 12th day of January 2015.

Carrie Frost
Notary Public



Weapons by Design and Graphics, LLC

Contact:

Justin G. Donnell

Justin@weaponsbydesigngfx.com

763-222-7374

3601 228th Ave ne

East Bethel MN 55005

Mission:

Weapons by Design and Graphics, LLC (also referred to as “the Company”) will strive to be the hydrographic service company with the highest customer service and quality in the area. In turn, customers will recommend Weapons by Design and Graphics for firearms, accessories and similar products.

Product Summary:

The demand for firearms and hydrographic services had become increasingly in demand in the last few years. While there are companies in Minnesota that offer similar services wait time are long and prices are high. There is also a demand for weapon dealer that offer hydrographic services, currently you must buy a new gun then have it sent out for hydrographic services with a 3 week to 3 month wait period.

Solutions:

Weapons by design and Graphics will be the north metros only hydrographic service that will give customers the ability to buy a product and have a specific hydrographic pattern on that item within a short time period and for a lower price than manufactures can offer. The shop will be able to accommodate a variety of customers, from hunting enthusiasts to vehicle enthusiasts. The company will stock 10-15 guns at a time along with several different accessories such as magazines, gun cases and unrelated items such as phone cases.

Management Summary:

Justin G. Donnell, the Company’s owner has been passionate about weapons and hydrographics for several years now. He joined the military out of high school and served in Iraq as an Infantryman from 2009-2010. He has since worked in the security field as an Area Manager for a private security company and a supervisor for a large health care organization. He has majored in Criminal Justice and has an extensive background in management in his military and civilian career.

Operational Summary:

The Company’s competitive advantages will be essential to establishing a loyal customer base. Key strengths will be the Company’s superior customer service, gun accessories, location within an area

with a growing demand and knowledgeable veteran-staff. Weapons by Design and Graphics, LLC will offering complete discounts for military and law enforcement officer, social media marketing and online sales.

Operational Specifics for IUP:

Weapons by Design and Graphics will be solely operation retail sales through websites, trade shows and special events in order to keep traffic in a residential area to a minimum. Production will be done by the owner of the Company at the detached shop located at 3601 228th Ave in the City of East Bethel. Once the product is completed it will either be shipped or delivered to the customer, which is an important part of Company's mission of creating a standard of high customer service. All Weapons (including knives) will be kept in a locked gun safe in the shop. A Security system will also be installed on the property. The company is not interested in mass physical advertising as the majority of our business comes from referrals, however a sign would be placed on the property which would abide by the East Bethel Chapter, Code 54. The Company has no hazardous waste that fall under the Minnesota Pollution Control Agency. Although paint is used it is not mixed and all paint cans are full dispensed, therefore never wasted, the Company has adjusted painting techniques to be limit waste in general. All paint comes from spray cans which when emptied are then recycled. The Company has a large recycling bin in order to have the ability to proper recycle all shipments and materials. A Federal Firearms License will be acquired only after a UIP is approved, the ATF requires the city approval before a license is issued because of the residential status of the shop.

Production Specifics for IUP:

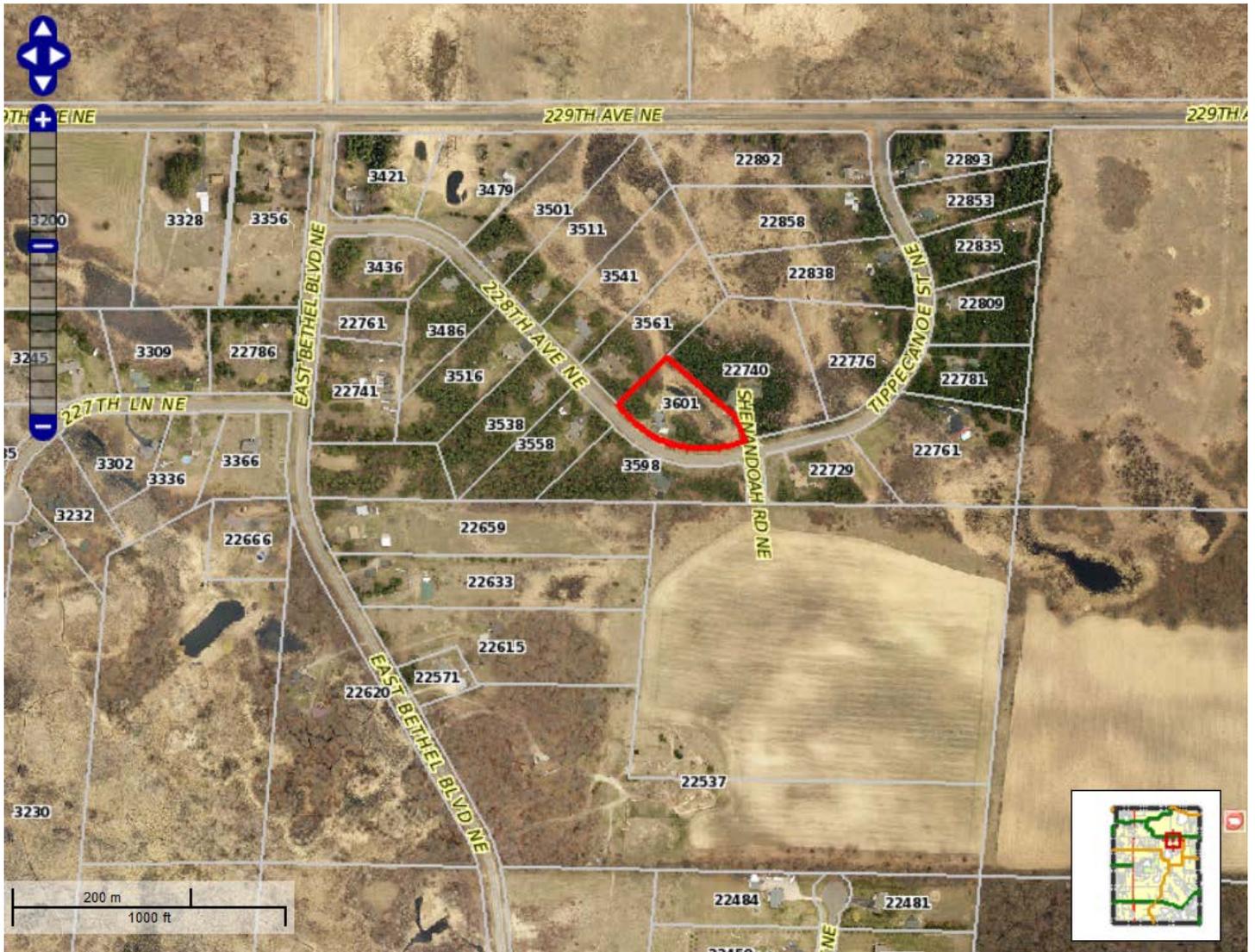
Hydrographic is a process of placing designs on items by immersing them in a liquid. Item such as a gun part or car part is painted with a special paint. Water is heated in a tank of water, a film with a design is placed on top of the water. After a time period activator is added to film which turns the film to a liquid. The item is then dipped in the water, then clear coated. Once dry the item is then shipped or delivered to the customer.

The Company will have one other employee, the operations and Sales Manager. This person will work off site, strictly conducting online sales, organizing all trade shows and special events.

3601 228th Ave NE

Justin Donnell

IUP Applicant for a Hydrographic Business



Parcel Information

PIN: 023323210002

Acres: 2.0015

Owner Name: DONNELL JOLYNN

Address: 3601 228TH AVE NE
EAST BETHEL, MN 55011-0000

Site Address: SAME

Zoning: RR

Shoreland: N

Legal: LOT 7 BLOCK 1 FAWN ACRES

Example of Hydrographic work





City of East Bethel Planning Commission Agenda Information

Date:

January 27, 2015

Agenda Item Number:

Item 7.0

Agenda Item:

Conditional Use Permit

Property Owner: Well Fargo, Purchase agreement – Dan Schultz (dba Builders by Design, Inc.)

Address: 21058 Davenport St NE, East Bethel MN

PIN: 173323130007

Zoning: Central Business (B2) District

Requested Action:

Consider approving a Conditional Use Permit to Dan Schultz (dba Builders by Design, Inc.) to operate his business at 21058 Davenport St NE, East Bethel MN

Background Information:

Mr. Schultz currently operates his business at 21185 Viking Boulevard NE, in an area that is zoned Residential (pending zoning change to Highway commercial). Mr. Schultz has outgrown that facility and wants to be in an area that is on Highway 65. Attached in your packet is a letter that explains Mr. Schultz business operations. The proposed new location of his business is 21058 Davenport and is zoned B2 – Central Business District. The majority of Mr. Schultz’s business operations are allowed uses in the Central Business District zoning classification – Section 46, Zoning Ordinance, East Bethel code of ordinances. The one part of his business that requires a Conditional Use Permit is the custom cabinet manufacturing that they will be operating in the east side of the building.

Noise – Noise levels when doors are closed and machines are operating create minimal impact. Mr. Schultz currently has neighbors next door to his business and they do not have any issues with noise.

Permitting for waste – The current septic system is compliant and Builders by Design does not do any painting, or finish work that generates hazardous waste. All of the dust is captured in interior dust collectors and a farmer picks up the wood shavings and utilizes them as bedding for his animals. Larger pieces of wood are bundled and put in a dumpster onsite. Very little waste is generated. A septic system inspection was completed for the property and it is compliant.

Hours – Normal business hours will be from 7 am – 5 pm, Monday through Friday

The proposed location is an existing building in the B-2 (Central Business District). The building has been previously used as a fitness center, electrical contractor warehouse, offices and shop.

Attachments:

Attachment #1 – Public Hearing notice

Attachment #2 – CUP application

Attachment #3 – Location map

Attachment #4 – Business Letter

Economic Development Impact:

Working with existing business to assist them in their business expansion in East Bethel.

Recommendation(s): Recommend the granting of a Conditional Use Permit application to Dan Schultz (dba Builders by Design, LLC) to operate at 21058 Davenport St NE, East Bethel MN
PIN: 173323130007

Zoning: Central Business (B2) District

The granting of this Conditional Use Permit is subject to the following conditions and requirements:

1. No outside storage of vehicles, materials, or other parts.
2. Signage to comply with all applicable codes and regulations of the City of East Bethel.
3. Building to be issued a Certificate of Occupancy for the proposed use once all applicable State and fire building code requirements have been met.
4. Comply with City of East Bethel Code of Ordinances – Zoning, Appendix A, Section 27 Landscaping Requirements.
5. Comply with City of East Bethel Code of Ordinances – Zoning, Appendix A, Section 22, Off Street Parking and Loading Requirements.

Planning Commission Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



RECEIVED
DEC 23 2014
BY: AN

2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY
Date Rec'd: _____
By: _____
Fee \$: \$1,555
PAID
CK # 8550

CONDITIONAL USE PERMIT (CUP) PROCESS & CHECKLIST

Application Fee: \$500* Escrow: \$1,000* Filing Fee: \$55*
Applicant is responsible for accrued consulting fees from the City Engineer, City Attorney, etc.
*Fee is subject to change per Resolution.

The application for a CONDITIONAL USE PERMIT (CUP) is processed in three separate review steps:

- 1) CITY STAFF
(Applicant is required to meet with City Staff prior to submittal of the application.)
- 2) PLANNING COMMISSION
(Public hearing and recommendation to the City Council)
- 3) CITY COUNCIL
(No public hearing required)

LOCATION: PID: _____ LEGAL: LOT: _____ BLOCK: _____ SUBDIVISION: _____

PROPERTY ADDRESS: 21058 DUNSPORT ST. PRESENT ZONING: B-2

PROPERTY OWNER:
CONTACT NAME: WELLS FARGO BANK, N.A. PHONE: 612-316-1708
WILLIAM SCHAPIRO
ADDRESS: 730 - 2nd AVE. S. SUITS 500 PHONE: _____
CITY/STATE/ZIP: MINNEAPOLIS, MN 55479 EMAIL: _____

APPLICANT:
CONTACT NAME: DAN & BECKY SCHULTZ PHONE: 612-735-5150
ADDRESS: 21185 VIKING BLVD. NE PHONE: _____
CITY/STATE/ZIP: WYOMING MN, 55092 EMAIL: DAN@BBDMN.COM

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City staff

William Schapiro
Property Owner Signature
V.P. Wells Fargo Bank, N.A.

William S. Schapiro
Printed Name

12-19-2014
Date



**NOTICE OF PUBLIC HEARING
CITY OF EAST BETHEL PLANNING COMMISSION
COUNTY OF ANOKA
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of East Bethel will hold a public hearing on Tuesday, January 27, 2015, 7:00 PM, at the City Hall, 2241 221st Avenue NE, East Bethel, MN. The hearing will be to consider a request by applicant, Dan Schultz, dba Builders by Design, for a Conditional Use Permit to operate an onsite cabinet and closet system manufacturing shop. The location being 21058 Davenport St. NE, East Bethel, MN 55011, PIN 17 33 23 13 0007. The Zoning Classification is Central Business (B-2) District.

The hearing of this request is not limited to those receiving copies of this notice, and if you know of any neighbor or interested property owner, who for any reason has not received a copy, it would be appreciated if you would inform them of this public hearing.

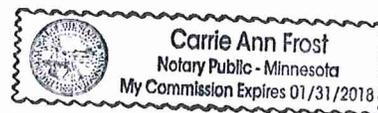
The East Bethel City Council may consider this request at its February 4th, 2015 regular meeting.

Published in the Anoka County Union
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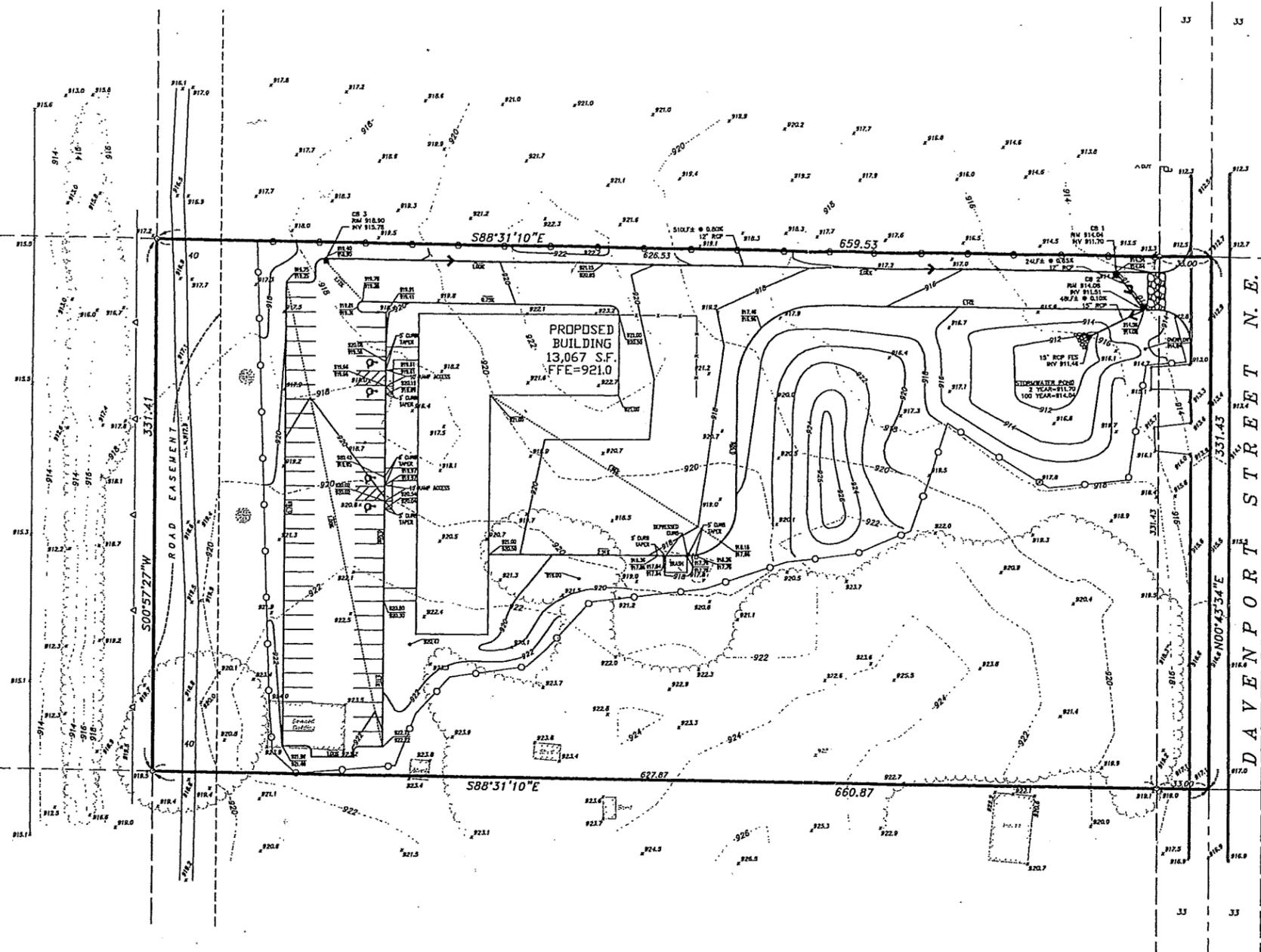
Colleen Winter
Community Development Director

Subscribed and sworn to me
this 12th day of January 2015.

Carrie Frost
Notary Public

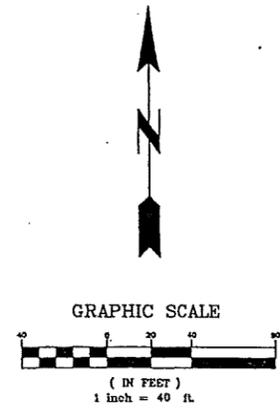
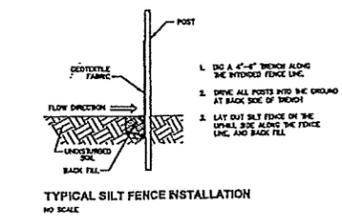
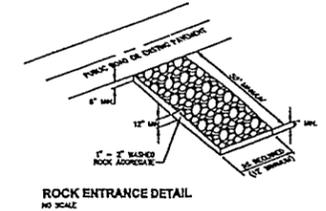


STATE TRUNK HIGHWAY NO 65
 (MINNESOTA DEPARTMENT OF TRANSPORTATION
 MONUMENTATION PLAT NO. 02 - M29)



LEGEND	EXISTING	PROPOSED
UNDERGROUND (U/G) GAS LINE	—G—	—G—
U/G TELEPHONE LINE	—T—	—T—
U/G FIBER OPTICS CABLE	—FOC—	—FOC—
U/G ELECTRIC CABLE	—E—	—E—
OVERHEAD ELECTRIC CABLE	—OC—	—OC—
UTILITY POLE	□	□
ELECTRICAL BOX	□	□
CABLE BOX	□	□
TELEPHONE BOX	□	□
STREET LIGHT	☆	☆
SIGN POST	+	+
EASEMENT	---	---
TREES	—	—
10 FOOT CONTOUR INTERVAL	—	—
2 FOOT CONTOUR INTERVAL	—	—
SIDEWALK	—	—
CURB	—	—
CATCH BASIN	—	—
FLARED END SECTION W/ RIP-RAP	—	—
STORM SEWER	—	—
FENCE	—	—
SILT FENCE	—	—
TEMPORARY ROCK CONSTRUCTION ENTRANCE	—	—
SPOT ELEVATION	78.1	78.1

- NOTES:
1. BASE PLAN USED IS A BOUNDARY AND TOPOGRAPHIC SURVEY PREPARED BY MIDWEST LAND SURVEYORS & CIVIL ENGINEERS, INC., DATED JANUARY 19, 2004.
 2. ALL EXISTING UTILITIES LOCATIONS AND ELEVATIONS SHOWN ARE APPROXIMATE ONLY. CONTRACTOR SHALL CONFIRM ALL LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL CONTACT GOPHER STATE ONE-CALL.
 3. ALL CONSTRUCTION SHALL CONFORM TO THE STANDARD SPECIFICATIONS OF THE CITY OF EAST BETHEL.
 4. EROSION CONTROL AND CONTAINMENT:
 THE FOLLOWING SEQUENCE SHALL BE FOLLOWED FOR THE EROSION CONTROL AND CONTAINMENT DURING THE SITE DEVELOPMENT PROCESS:
 - A. INSTALL SILT FENCE AS SHOWN ON THE PLANS AND DETAILS.
 - B. PERFORM THE SITE GRADING, EXCAVATION AND EMBANKMENT.
 - C. UPON COMPLETION OF THE SITE GRADING, IMMEDIATELY SEED AND MULCH THOSE AREAS OUTSIDE OF THE PROPOSED PARKING AREAS.
 - D. INSTALL CONCRETE CURB AND PAVEMENT.
 - E. BACKFILL BEHIND THE CURBS.
 - F. ONCE TURF IS ESTABLISHED, REMOVE SILT FENCE.
- DURING THE ENTIRE CONSTRUCTION PERIOD, THE SILT FENCE SHALL BE INSPECTED ON A DAILY BASIS AND SHALL BE RESTORED AS NECESSARY.



PRELIMINARY
 NOT FOR CONSTRUCTION
 DATED 6/15/04

MIDWEST
 Land Surveyors & Civil Engineers, Inc.
 1000 North State Street
 Ashland, WI 54806
 Ph. 715-712-9889 Fax 715-712-9885
 Job No. 01-204 Book-Page JOSE And On 2004060404
 © 2004-Midwest Land Surveyors & Civil Engineers, Inc. - All Rights Reserved

REVISIONS

PRELIMINARY
 GRADING, DRAINAGE, &
 EROSION CONTROL PLAN

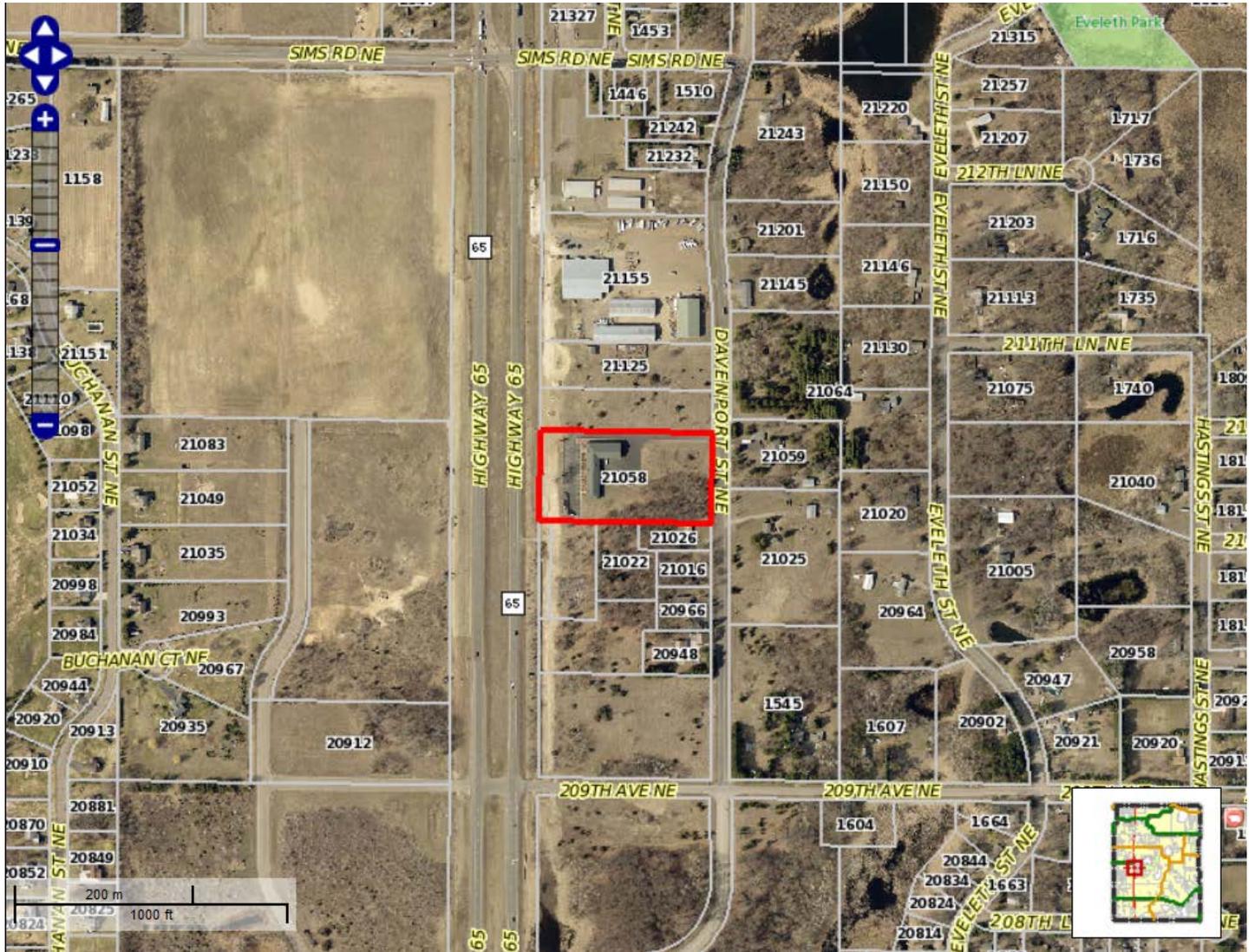
SOWADA & BARNAL PLUMBING
 EAST BETHEL, MINNESOTA
 for:
 SOWADA & BARNAL, LLC

SHEET
 C1

21058 Davenport St NE

Dan Schultz

CUP Applicant to relocate his business operations



Parcel Information

PIN: 173323130007

Acres: 4.7721

Owner Name: WELLS FARGO BANK NA

Address: 730 2ND AVE S STE 500

MINNEAPOLIS, MN 55479

Site Address: 21058 DAVENPORT ST NE

EAST BETHEL, MN 55011

Zoning: B-2

Shoreland: N

Legal: THAT PRT OF N 331.40 FT OF S 1301.60 FT OF SW1/4 OF NE1/4 OF SEC 17
TWP 33 RGE 23 LYG W OF E 435.60 FT THEREOF, EX RD, SUBJ TO EASE OF REC



December 29, 2014
City of E. Bethel Officials

RE: Conditional Use Permit for 21058 Davenport Rd, E. Bethel

I Dan Schultz as owner of Builders by Design am looking to purchase the 21058 Davenport building that is now sitting empty. I am seeking a conditional use permit so that I can move my business from 1815 Viking Blvd. E. Bethel to this new location. I have been running my business here in E. Bethel for the last 14 years and feel we have been an asset to the community. My business will be the same as it is now.

Employ approx. 25 people (majority are from the north metro area)
(onsite 18 and offsite 7)

Onsite Design and sales for all of BBD's remodeling projects

Onsite of drafting, and project managing

Offsite construction of these projects

Onsite of cabinet showroom and sales

Onsite of closet system showroom and sales

Onsite of cabinet and closet system manufacturing

Offsite of installation and finishing (paint or stain) of cabinets

I will also be looking for the flexibility to rent out approximately 3,000 square feet of this building, with a goal to bring another business or 2 to the E. Bethel community.

Thank You,
Dan Schultz
Builders by Design, Inc.

EAST BETHEL PLANNING COMMISSION MEETING

December 16th, 2014

The East Bethel Planning Commission met on December 16, 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 Lou Cornicelli

MEMBERS ABSENT: None

ALSO PRESENT: Colleen Winter, Community Development Director
Jack Davis, City Administrator
Ron Koller, City Council Member

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 Terry seconded the motion. All members were in favor; motion carried.**

3.0 Planning Commission Interviews
- Sherry Allenspach
- Bob DeRoche
There was one position open on the Planning Commission to fill the remainder of the term for Mr. Mundle as he has been elected to the City Council. The appointment will run through January 31st 2017. There were two applicants for the position – Sherry Allenspach and Bob DeRoche. Ms Allenspach was interviewed by the members first followed by Mr. DeRoche.

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

Ms Bonin moved to recommend to City Council the reappointment of both Mr Holmes and Mr Terry to continue in their positions on the Planning Commission. Mr Mundle seconded the motion. All remaining members were in favor; motion carried.

5.0 Year End Reports Ms Winter reviewed the following reports with members:

Piwik Analysis – Tracks website activity Jan – Nov 2014 (Atch 5.1)

15% of users view the EB site via their mobile phones. A spike noted in November may have been associated with elections at that time. Increased downloading of employment applications was associated with hiring for Community Development Administrative Assistant position. The Residents Guide went live about 6 weeks ago and has had frequent downloads as well. Permit applications has continued to be very successful for residents' use and has been improved even more. The site does not allow payment of fees for applications yet but this will be explored in 2015 as a potential module in the Permit Work System. It will be a City Council decision as to whether online payment will be implemented in the future.

The information from these reports is used to guide ongoing adjustments to the website to improve customer service and satisfaction. The Economic Development section of the website will be an area of focus in 2015.

There are currently two staff members who are administrators for the website and can make changes to content and format. Civic Plus originally established the site and the contract allows for major changes every 3-5 yrs. Several glitches in the system have been

resolved and are utilizing a great deal more capacity of the system than when it was originally established.

Building Permit Report (Atch 5.2)

This year through the end of November, there have been 805 permits issued in the City of East Bethel. In Oak Grove there were 433 and 13 in Bethel. There were 15 new home permits issued and one new commercial permit. Three commercial expansion permits were issued as well.

Mr Plaisance noted an increase beginning in June through October of office staff calls, emails and counter/office staff contacts. The same increase is noted in Oak Grove due to the EB staff taking on the permit duties – scheduling for building inspector and building official. He also noted an increase in ordinance violations during the same period. Ms Winter stated that the reporting of violations does tend to increase during the spring and summer.

In 2015 Ms Winter will include her contacts with customers through phone calls, emails and counter visits in the reports. Her estimated contacts for 2014 through the end of November is 6,000 – 6,500.

Mr Holmes commented that there were only 51 septic system permits and none reported for Oak Grove or Bethel. This seems low considering an estimated 4,000 homes with systems that are required to be pumped/inspected every three years. Ms Winter stated that there is currently no tracking system to ensure compliance with the requirements. They are looking at implementing a “septic module” or tracking system.

Ms Winter also reported that the City Council recently passed an ordinance that requires an inspection of the septic system whenever a home is sold. A mass email was sent to all septic providers and real estate folks to inform them of this new requirement.

6.0 Approval of Meeting Minutes

Mr Balfany moved to approve the October 28, 2014 meeting minutes as written. Mr Holmes seconded the motion. All members were in favor; motion carried unanimously.

7.0 Other Business/Council Reports

Ms Winter requested member’s feedback on the possibility of re-designating the zoning for the property owned by Mike Wyatt (Atch 7.1) It is currently zoned as light industrial but he would like to market the property for sale with a more flexible zoning designation. A possible alternative would be commercial zoning along Hwy 65 and residential on the back 20-30 acres. Ms Winter noted that ideally the city would like to focus light industrial in the Classic Commercial Park area as that is where the sewer and water is located. She stated that Mr Wyatt is very interested in bringing forth an administrative plat where he would actually separate the land into two different parcels.

Mr Holmes related that the property was originally designated light industrial to keep it in line with the designation for the Cemstone property. Members did not feel that there would be dust and/or light or sound issues with the potential residential area as it is far enough away from Cemstone. There is the potential for providing sewer and water to the area to allow for higher density residential properties as well. Members stated that they are open to the possibility of rezoning this property in the future.

Councilmember Koller reported that at the last City Council meeting there was an appeals hearing for 553 Lakeshore. None of the property owners attended the meeting. Members shared their appreciation for Mr. Mundle’s service on the committee. He thanked the members for their support and submitted his resignation as a member of the Planning Commission to be effective as of 7:29 pm on January 7th, 2015.

Mr Holmes related concern with the property at the corner of 221st Avenue NE and Hwy. 65

He stated the buildings are in disrepair and that six semi-trailers have been parked on the property for several months. Ms Winter agreed to have the building official visit the owners.

8.0 Recommendation of New Planning Commission Member

Members were asked by ballot to vote on their selection to fill the Planning Commission vacancy and those ballots were given to the chairperson who tabulated the results stating that Ms. Allensbach is hereby recommended to the City Council to fill the remainder of Brian Mundle's term on the Planning Commission.

9.0 Adjournment

Mr Holmes moved to adjourn the meeting. Mr Plaisance seconded; all in favor, motion carried and the meeting was adjourned at 8:05 PM.

Submitted by:
Susan Lori Irons
Recording Secretary

Attachments:

- 3.1. Letter of Interest from Sherry Allenspach
- 3.2. Letter of Interest from Bob DeRoche
- 4.1. Letter of Interest from Eldon Holmes
- 4.2. Letter of Interest from Glenn Terry
- 5.1. Piwik Analysis
- 5.2. Building Permit Report
- 7.1. Map