



**Regular Meeting of the Planning Commission**

Tuesday, November 13, 2018

7:00 pm Regular Meeting

1307 Cloquet Ave, Cloquet, MN 55720

**AGENDA**

1. Call to Order
2. Roll Call
3. Additions/Changes to the Agenda
4. Minutes from the October 9, 2018 Planning Commission meeting
5. Zoning Case 18-11: City of Cloquet – Textual Amendments Pertaining to the Highway 33 Design Standards, Irrigation Requirements and Parking Requirements in the HC – Historic Commercial District
6. Commissioner’s Questions/Comments
7. Adjourn

**NEXT MEETING:**

**December 11<sup>th</sup> @ 7 pm**



**Regular Meeting of the Planning Commission**

Tuesday, October 9, 2018

7:00 p.m.

1307 Cloquet Ave, Cloquet, MN 55720

**CALL TO ORDER**

Chairman Wilkinson called the meeting to order at 7:00 p.m.

**ROLL CALL**

**Attending:** Planning Commission members: John Sanders, Terri Lyytinen, Elizabeth Polling, Nathaniel Wilkinson and Uriah Wilkinson; City: Al Cottingham.

**Absent:** None.

**Others Present:** Tim Grahek and JinYeene Neumann.

**ADDITIONS/CHANGES TO THE AGENDA**

None.

**AGENDA ITEMS**

**July 10, 2018 Meeting Minutes**

Chairman Wilkinson asked for any corrections or additions.

**Motion:** Commissioner Sanders made a motion to approve the Planning Commission meeting minutes from July 10, 2018, Commissioner Lyytinen seconded. (Motion was approved 5-0).

**Zoning Case 18-10: Annual Gravel Pit Renewals**

Chairman Wilkinson introduced Zoning Case 18-10, Annual Gravel Pit Renewals. He asked Mr. Cottingham to provide an overview of the topic. Mr. Cottingham noted that this was the annual renewal for the four gravel pits; KGM, Carlton County, Ulland Brothers and Zack Sand and Gravel. Representatives from Ulland Brothers and Carlton County were present to answer any questions.

Commissioner Sanders inquired as to the access to the Ulland Brothers pit from the on ramp to Interstate Hwy 35 North. Tim Grahek stated that that was used during construction of the round about when the ramp was closed. They are in the process of removing the access and restoring the slope.

There being no further discussion Chairman Wilkinson looked for a motion.



**Regular Meeting of the Planning Commission**

Tuesday, October 9, 2018

7:00 p.m.

1307 Cloquet Ave, Cloquet, MN 55720

**Motion:** Commissioner N. Wilkinson made a motion to approve Resolution No. 18-10, A Resolution Recommending Approval of the Annual Excavation Permits for 2019, Commissioner Lyttinen seconded. (Motion was approved 5-0).

Mr. Cottingham noted this would be forwarded to the City Council for the meeting on Tuesday, October 16<sup>th</sup> at 7:00 pm.

**Discussion on Highway 33 Design Standards; Irrigation Requirements; and, Parking Requirements in the HC – Historic Commercial District**

Chairman Wilkinson introduced the topics and asked Mr. Cottingham to provide an overview of them. Mr. Cottingham stated at the last meeting the commission granted a variance to the Highway 33 Design Standards and asked that this be placed on the agenda for discussion. He noted that he had discussion with other property owners in the district who were looking to make some improvements to their building but didn't because of the design standards. He noted for the larger companies they really were not an issue but for the smaller businesses they could be rather costly.

The Commission discussed the history of the design standards and agreed that they needed to be relaxed some but did not want to get rid of them altogether. They asked Cottingham to draft some revisions to relax the standards and bring it back to them.

Mr. Cottingham noted that the Commission had approved variances to the irrigation requirements over the past few years. He noted this was the first community he worked for that required irrigation. He stated while the Ordinance required the system to be installed there was no requirement to use it. He referenced that once the Certificate of Occupancy was issued for the building it was difficult to enforce the Ordinance without going to court. He suggested a financial guarantee to assure things were completed and maintained.

The Commission noted that the Ordinance required that the property owner was responsible for the timely replace of any dead trees, shrubs and ground cover for a period of three years. They could see that this would be difficult to enforce without some financial assurance. They directed Mr. Cottingham to discuss this with the City Attorney and see about amending the code to require a financial guarantee.

Mr. Cottingham noted that Community Development Director Hansen had asked that the Commission look at the off-street parking requirements for the HC – Historic Commercial District. He noted that up to 100% of the required parking could be provided through public parking lots within 400 feet of the site. He felt the off-street parking requirements should be the same as in the CC – City Center District in that existing buildings were exempt from the off-street parking requirements.



**Regular Meeting of the Planning Commission**

Tuesday, October 9, 2018

7:00 p.m.

1307 Cloquet Ave, Cloquet, MN 55720

The Commission discussed the Ordinance and agreed that the two districts should be the same when it came to off-street parking. They directed Mr. Cottingham to come back with proposed changes.

**Commissioner's Questions/Comment**

The Commission noted for the public that they currently have two vacancies on the board if there was anyone interested in applying they can pick up an application at City Hall.

The discussed the need to review the Highway 33 Design Standards along with the requirements of irrigation.

**Next Meeting**

November 13, 2018

Meeting adjourned 7:35 p.m.

Respectfully submitted,

---

Al Cottingham, City Planner/Zoning Administrator



**Community Development Department**

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555

---

To: Planning Commission  
From: Al Cottingham, City Planner/Zoning Administrator  
Date: November 7, 2018

---

**ITEM DESCRIPTION: ZONING CASE 18-11: ZONING ORDINANCE TEXT AMENDMENT – HIGHWAY 33 DESIGN STANDARDS, IRRIGATION REQUIREMENTS AND HC – HISTORIC COMMERCIAL DISTRICT PARKING STANDARDS**

---

**Background**

The City of Cloquet is proposing to amend the Section 17.5.15 Highway 33 Design Standards; Section 17.5.04 Landscaping; and, Section 17.6.12 HC – Historic Commercial of the City Code (Zoning Ordinance).

The proposed amendment to the Highway 33 Design Standards is to provide staff with some flexibility with the exterior of the building. This has come about with the request from Members Cooperative Credit Union and the exterior material not looking like brick or masonry. There have been other projects that have discussed other alternatives that ultimately decided against it.

The amendment to the Landscape Section is to eliminate the requirement for irrigation. There have been a couple of variances approved over the past few years. An issue that has come up is with shortages and the planting of native plants that are more tolerable to less moisture.

The change to the Historic Commercial District is to amend the parking requirements so they would be similar to the City Center District. This has been an item of discussion with staff following the requirements for the former Avenue C restaurant needing to have the required parking either on site or in a public parking lot within a certain distance of the building. If that same use would have gone in the City Center District within an existing building they would not have been required to have any parking. See the attached Draft Ordinance Amendment for the changes.

A public hearing will be held on Tuesday, November 13, 2018 to consider a possible amendments to Section 17. A legal notice was published in the Pine Journal on November 1, 2018, Property owners were **not** sent a notice of the hearing since this is a textual amendment.

**Policy Objectives**

As times change amendments to the Ordinance are made to try to stay current with things.



**Community Development Department**

1307 Cloquet Avenue • Cloquet MN 55720  
Phone: 218-879-2507 • Fax: 218-879-6555

**Financial Impacts**

The Zoning Ordinance Text Amendment fee is \$300. These fees have been waived since the city is the applicant.

**Advisory Committee Action Requested**

The Planning Commission should listen to the testimony that is presented at the public hearing and review the proposed language changes. Following this review the Planning Commission can recommend approval of the request, recommend denial of the request or table the request for some additional information.

**Staff Recommendation**

Staff would recommend approval of the Zoning Ordinance Text Amendments as identified in the attached pages.

**Supporting Documents Attachments**

- Resolution No. 18-11

**STATE OF MINNESOTA**

**COUNTY OF CARLTON**

**CITY OF CLOQUET**

Commissioner \_\_\_\_\_ offered the following Resolution and moved its adoption.

**RESOLUTION NO. 18-11**

**A RESOLUTION RECOMMENDING THE CITY COUNCIL OF CLOQUET APPROVE  
THE ATTACHED ORDINANCE RELATING THE HIGHWAY 33 DESIGN  
STANDARDS, IRRIGATION REQUIREMENTS AND PARKING IN THE HISTORIC  
COMMERCIAL DISTRICT**

**WHEREAS**, the City of Cloquet is proposing to amend the Zoning Ordinance related to the Highway 33 Design Standards; the Irrigation Requirements; and, the parking standards in the Historic Commercial District; and

**WHEREAS**, As required by ordinance, notification was advertised in the Pine Journal. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on November 13, 2018 at which time Zoning Case / Development Review No. 18-11 was heard and discussed; and

**WHEREAS**, the Planning Commission reviewed the staff report and recommends approval of the attached Ordinance.

**NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF CLOQUET, MINNESOTA**, that the Planning Commission recommends approval of Zoning Case 18-11 to the Cloquet City Council.

The foregoing motion was duly seconded by Commissioner \_\_\_\_\_ and being put to vote members voted: AYE: \_\_\_\_ NAY: \_\_\_\_ ABSENT: \_\_\_\_

TERRI LYYTINEN	_____	ELIZABETH POLLING	_____
JOHN SANDERS	_____	NATHANIEL WILKINSON	_____
URIAH WILKINSON	_____		

Passed and adopted this 13<sup>th</sup> day of November 2018.

CITY OF CLOQUET

\_\_\_\_\_  
URIAH WILKINSON  
CHAIR

ATTEST: \_\_\_\_\_  
Alan Cottingham  
City Planner/Zoning Administrator



**ORDINANCE NO. XXX**

**AN ORDINANCE TO AMEND CHAPTER 17 OF THE MUNICIPAL CODE PERTAINING TO THE HIGHWAY 33 DESIGN STANDARDS, IRRIGATION REQUIREMENTS AND PARKING IN THE HISTORIC COMMERCIAL DISTRICT**

The City Council of the City of Cloquet does hereby ordain as follows:

**Section 1. Section 17.5.15, Design Standards for the Highway 33 Corridor, Subd. 3 General Provisions** is amended to add:

- A. Exceptions will be allowed for high quality synthetic material that mimics brick, masonry or other appearance. Materials must be durable and properly maintained at all times.

**Section 2. Section 17.2.10 Site Plan Approval, Subd. 6 Site Plan Review Requirements and Performance Standards** is amended to delete and renumber:

- A. Irrigation of Landscaped Areas. In addition to the basic requirements set forth elsewhere in this Chapter, all landscaped areas shall be provided with an underground irrigation system.

**Section 3. Section 17.5.04 Landscaping Requirements, Subd. 3. General Requirements, All Districts** is amended to delete:

- I. All landscaped areas except one and two family dwellings shall be provided with an underground irrigation system. If a variance is approved to eliminate the irrigation system then an adequate exterior water source (spigots) shall be provided.

**Section 4. Section 17.6.12 HC – Historic Commercial District, Subd. 6 Special District Provisions** is amended to change item B as follows:

- B. Parking. The parking provisions of this Chapter are modified as follows to carry out the intent of the HC District. Existing Buildings are exempt from off street parking requirements: Also see Section 17.5.14 Subd. 5.

**Section 5. Effective Date.** This ordinance shall take effect and be in force from and after its passage and publication in accordance with law.

Passed this 20<sup>th</sup> day of November 2018.

CITY OF CLOQUET

By: \_\_\_\_\_  
Its Mayor

ATTEST:

By: \_\_\_\_\_  
Its City Administrator

Published this \_\_\_\_\_ day of \_\_\_\_\_, 2018.