

NEXT MEETING: July 11<sup>th</sup> @ 7 pm

#### **Regular Meeting of the Planning Commission**

Tuesday, June 13, 2023 7 pm Regular Meeting 101 14<sup>th</sup> Street, Cloquet, MN 55720

### **AGENDA**

1.	Call to Order
2.	Roll Call
3.	Additions/Changes to the Agenda
4.	Minutes from the March 28, 2023, Planning Commission meeting
5.	Zoning Case 23-04 ISD # 94, Variance
6.	Zoning Case 23-05 SKB Environmental, Site Plan
7.	Commissioner's Questions/Comments
8.	Adjourn



#### **Regular Meeting of the Planning Commission**

Tuesday, March 28, 2023 7:00 p.m. 101 14<sup>th</sup> Street, Cloquet, MN 55720

#### **CALL TO ORDER**

Terri Lyytinen called the meeting to order at 7:04 p.m.

#### **ROLL CALL**

Attending: Planning Commission members: Terri Lyytinen, Michelle Wick and Brittany

Kuschel; City: Al Cottingham.

**Absent**: Elizabeth Polling and Philip Demers.

Others Present: Jason Kadelback, and Mr. & Mrs. Scharnott.

#### **AGENDA ITEMS**

Additions/Changes to the Agenda

None.

#### February 14, 2023, Meeting Minutes

Chairperson Lyytinen asked for any corrections or additions.

**Motion:** Commissioner Wick made a motion to approve the Planning Commission

meeting minutes from February 14, 2023, Commissioner Kuschel seconded.

(Motion was approved 3-0).

#### **Zoning Case 23-02: Andrew Elias, Minor Subdivision Plat**

Chairperson Lyytinen introduced Zoning Case 23-02, Minor Subdivision Plat for Andrew Elias and opened the public hearing. She asked Mr. Cottingham to provide an overview. Mr. Cottingham stated Mr. Elias was proposing a minor subdivision plat for the creation of 3 lots. The property is Zoned FR – Farm Residential and all of the lots exceed the minimum size and width requirements. The wetlands have been delineated and are shown on the plat. Stark Road is a County road and a shared driveway will be required for lots 2 and 3 along with a driveway permit from the County. This is a public hearing, and a legal notice was published in the Pine Knot on March 17<sup>th</sup> and property owners within 350 feet were notified of the hearing. Jason Kadelbach, surveyor was present representing Mr. Elias.

Mr. Scharnot, 338 Stark Road expressed concern with additional homes coming into the area and the additional traffic being generated with them.



#### **Regular Meeting of the Planning Commission**

Tuesday, March 28, 2023 7:00 p.m. 101 14<sup>th</sup> Street, Cloquet, MN 55720

Mrs. Scharnott, 338 Stark Road was concerned with the additional noise during construction along with the increased traffic. She wondered about the other 34 acres that Mr. Elias owns and what could be done with that.

Mr. Cottingham stated that this property was Zoned Farm Residential and allowed lots of this size to be created. This zoning was in existence prior to his employment with the city, 11 years ago. The additional land owned by Mr. Elias it was his understanding that this would remain as is and that he would be constructing his home on this parcel. If not then he would need to meet the minimum size and width requirements along with having the wetland delineated which may have an impact on the number of lots that could be created.

Chairperson Lyytinen asked Mr. Cottingham to go over the Minor Subdivision requirements.

Mr. Cottingham reviewed the five requirements for a development to be considered a minor subdivision. He stated that this development met all five of the requirements.

There being no further discussion Chairman Lyytinen closed the public hearing and called for a motion.

**Motion:** 

Commissioner Wick made a motion to recommend approval of a Minor Subdivision Plat in the FR – Farm Residential District for Andrew Elias subject to the conditions in the draft Resolution, Commissioner Kuschel seconded. (Motion passed 3-0)

#### **Commissioner's Questions/Comment**

The Commission noted there would not be an April meeting. At this time there are no applications for the May meeting and staff would let them know this meeting is cancelled.

#### **Next Meeting**

May 9, 2023

Meeting adjourned 7:18 p.m.

Respectfully submitted,

Al Cottingham, City Planner/Zoning Administrator



#### **Community Development Department**

101 14<sup>th</sup> Street • Cloquet MN 55720 Phone: 218-879-2507 • Fax: 218-879-6555

To: Planning Commission

From: Al Cottingham, City Planner/Zoning Administrator

Date: June 7, 2023

ITEM DESCRIPTION: ZONING CASE 23-03: VARIANCE – MINIMUM FRONT

YARD SETBACK FOR ACCESSORY USE

#### **Background**

Bolton & Menk, Inc. on behalf of ISD # 94, Cloquet Public Schools is proposing a variance to the minimum front yard setback in order to construct a "sport court" (accessory use), long/triple jump area in conjunction with the high school track. The property is located north of Washington Avenue, east of 18<sup>th</sup> Street and west of 22<sup>nd</sup> Street. The use would be located on the 22<sup>nd</sup> Street side of the property.

The property is Zoned PI – Public/Institutional District and has a minimum front yard setback of 25 feet. The existing long/triple jump area is setback approximately 23 feet from the front property line adjacent to  $22^{nd}$  Street. The proposed long/triple jump area would have a setback of approximately 12 feet. The configuration of the track and associated event areas are being reconfigured with the reconstruction of the football/soccer field which is being made wider than the existing field to accommodate the soccer use. The existing long/triple jump location is between the track and  $22^{nd}$  Street. The attached graphic shows other possible locations for this use and why they were ruled out and ended up with the proposed location.

A public hearing will be held on Tuesday, June 13, 2023 to consider a possible variance from the minimum front yard setback. A legal notice was published in the Pine Knot on June 2, 2023 and property owners within 350 feet were sent notices of the public hearing.

#### **Policy Objectives**

The Zoning Ordinance states Variances may be granted when they are in harmony with the general purpose and intent of the ordinance, are consistent with the Comprehensive Plan, and when the applicant for the variances establishes that there are practical difficulties in complying with the official control. No variance may be granted unless <u>all</u> of the following conditions exist:

- 1. The property owner proposes to use the property in a reasonable manner not permitted by an official control;
- 2. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
- 3. The variance, if granted, will not alter the essential character of the locality.

#### **Financial Impacts**

The Variance fee is \$350. The applicant has paid this fee to cover the cost associated with the application process.

#### **Commission Action Requested**

The Planning Commission should listen to the testimony that is presented at the public hearing for the variance. Following this testimony, the Planning Commission should review the variance criteria and either approve or deny the variance as submitted. The Planning Commission may impose conditions in the granting of variances; those conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.

#### **Staff Recommendation**

Staff has reviewed the variance requirements and would recommend approval of the variance. The applicant has addressed three other possible areas and why the use could not be located in these areas which staff agrees with. When you look at the plan you would wonder about the area south of the track or south of the discus & shot-put throw areas. However, the topography is such dropping down a significant hill that renders those areas unfeasible.

#### **Supporting Documents Attachments**

- Resolution No. 23-03
- Location Map
- Site Drawing

## STATE OF MINNESOTA COUNTY OF CARLTON

CITY OF CLOQUET

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

#### **RESOLUTION NO. 23-04**

#### A RESOLUTION APPROVING A MINIMUM FRONT YARD SETBACK VARIANCE IN THE PI – PUBLIC/INSTITUTIONAL DISTRICT FOR BOLTEN & MENK FOR ISD #94, CLOQUET SCHOOL DISTRICT

**WHEREAS**, Bolten & Menk for ISD # 94, Cloquet School district is proposing a Variance from the minimum front yard setback in the PI – Public/Institutional District; and

**WHEREAS,** As required by ordinance, notification was advertised in the Pine Knot and property owners within 350 feet have been notified. A public hearing was held to consider the application at the regular meeting of the Cloquet Planning Commission on June 13, 2023, at which time Zoning Case / Development Review No. 23-04 was heard and discussed; and

**WHEREAS**, the property of the proposed Variance is located north of Washington Avenue, east of 18<sup>th</sup> Street and west of 22<sup>nd</sup> Street (PIN 06-230-3560) and is legally described as follows:

The Southeast Quarter of the Southwest Quarter (SE ¼ of SW ¼) of Section Twenty-four (24), Township Forty-nine (49), Range Seventeen (17), Carlton County, Minnesota, except that part platted as Wallace Addition to the City of Cloquet. And,

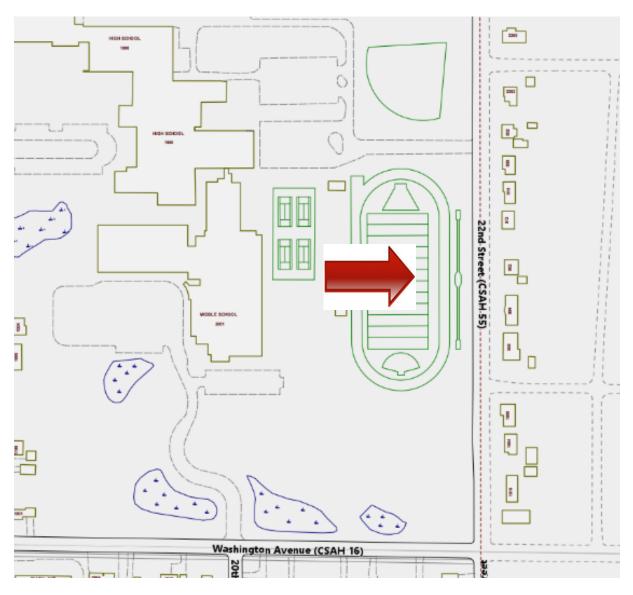
**WHEREAS**, the Planning Commission reviewed the staff report and approves the minimum front yard setback variance to allow an accessory use, long/triple jump area within 12 feet of the front property line adjacent to 22<sup>nd</sup> Street.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF CLOQUET, MINNESOTA, that the Planning Commission approves Zoning Case 23-04 for a minimum front yard setback (12' vs. 25').

The foregoing motion was duly voted: AYE: NAY:	•	ssioner and being p	out to vote members
PHILIP DEMERS		BRITTANY KUSCHEL	
TERRI LYYTINEN		ELIZABETH POLLING	
MICHELLE WICK	<u> </u>		
Passed and adopted this 13 <sup>th</sup> d	ay of June 2023.		
	CITY (	OF CLOQUET	
		TERRI LYYTINEN CHAIR	
ATTEST:  Alan Cottingham City Planner/Zoning	Administrator		

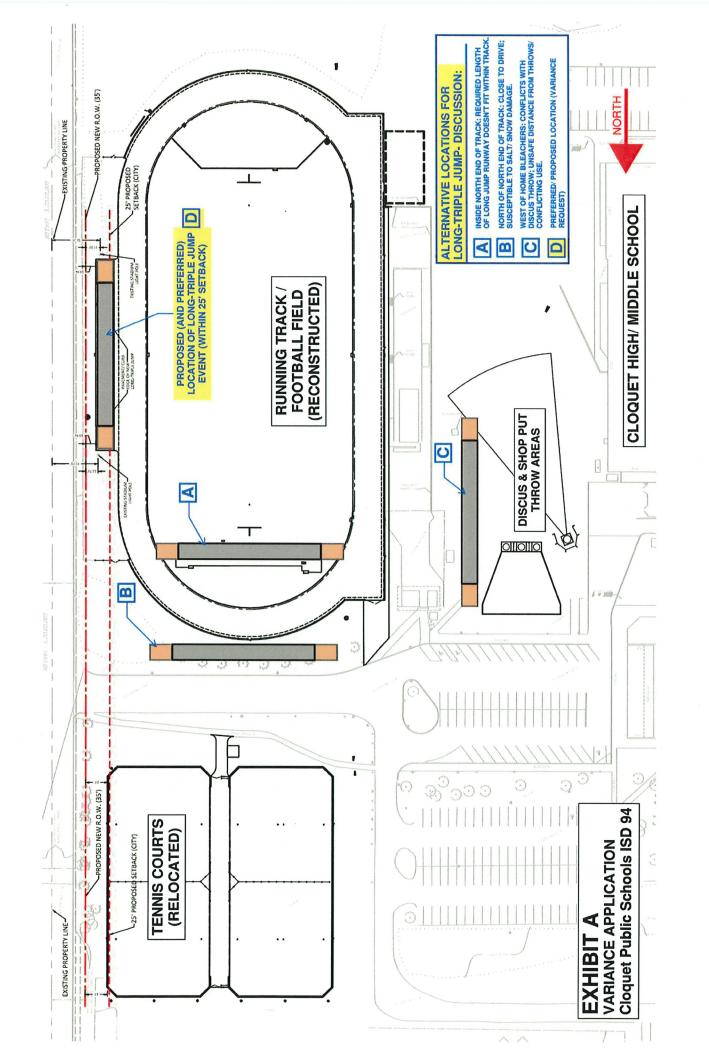
## **LOCATION MAP**

## ISD # 94 - Track





**NO SCALE** 





#### **Community Development Department**

101 14<sup>th</sup> Street • Cloquet MN 55720 Phone: 218-879-2507 • Fax: 218-879-6555

To: Planning Commission

From: Al Cottingham, City Planner/Zoning Administrator

Date: June 7, 2023

ITEM DESCRIPTION: ZONING CASE 23-05: SITE PLAN FOR SKB

**ENVIRONMENTAL, 761 HIGHWAY 45** 

#### **Background**

SKB Environmental has submitted a Site Plan application for a new 6,000 sq. ft. office/maintenance building. The site is located at 761 Highway 45.

The Site Plan is for a 6,000 sq. ft. office/maintenance building with associated parking, landscaping, grading and drainage, and building location.

#### Site Plan

Attached, the Commission will find the following plans for this development:

- Site Plan
- Grading and Drainage Plan
- Utility Plan
- Building Elevations

#### **Building Setbacks:** (Section 17.6.11, Subd. 5. B)

The ordinance requires that the minimum front setback be 25 feet, the minimum side yard setback be 15 feet and the minimum rear yard setback be 50 feet. All Setbacks have been met.

#### **Landscaping:** (Section 17.5.04 Subd. 5.)

They are required to have 6 overstory plantings based on the building, there are numerous overstory plantings along the north and east portions of the site that far exceed that number.

#### **Parking:** (Section 17.5.11 Subd. 6.)

The site is required to have 8 parking spaces based on 1 parking stall per 250 square feet of office area plus 1 per 2,000 square feet of maintenance area. The site plan shows 5 paved parking spaces with room for 10 additional non paved areas.

#### **Trash Storage:** (Section 17.5.15 Subd. 7. A (7))

The trash storage area can either be inside the building or an exterior enclosure. The trash storage area will be in an exterior storage area.



#### **Community Development Department**

101 14<sup>th</sup> Street • Cloquet MN 55720 Phone: 218-879-2507 • Fax: 218-879-6555

#### **Policy Objectives**

The purpose of this Site Plan Review application is to ensure that this development project is aligned with city development standards.

#### **Financial Impacts**

The Site Plan fee was paid.

#### **Advisory Committee Action Requested**

The Commission should also review the Site Plan and take into account any comments pertaining to it. 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 Site Plan subject to at least the conditions in the attached resolution.

#### **Supporting Documents Attachments**

- Resolution No. 23-05
- Location Map
- Engineer's Memo
- Site Plan Maps

# STATE OF MINNESOTA COUNTY OF CARLTON CITY OF CLOQUET

Commissioner	offered	the foll	lowing	Resolu	ition a	and r	noved	its	ado	otion

#### **RESOLUTION NO. 23-05**

## A RESOLUTION RECOMMENDING APPROVAL OF A SITE PLAN IN THE HI – HEAVY INDUSTRY DISTRICT FOR SKB ENVIRONMENTAL

WHEREAS, SKB Environmental is proposing a Site Plan in the HI – Heavy Industry District; and

**WHEREAS**, the property of the proposed Site Plan is located 761 Highway 45 and is legally described as follows:

That part of the West 390.00 feet of the Northwest Quarter of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35 and northerly of the South 100.00 feet of said Northwest Quarter of the Southeast Quarter. AND That part of the South 100.00 feet of the North Half of the Southeast Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies westerly of the right-of-way of the Great Northern Railway (now known as Burlington Northern Santa Fe Railroad). AND That part of the East 600.00 feet of the Northeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota, which lies southerly of Interstate Highway 35. AND The east 600.00 feet of the Southeast Quarter of the Southwest Quarter, Section 25, Township 49, Range 17, Carlton County, Minnesota. AND The South Half of Southeast Quarter lying West of Great Northern Railway Company's right-of-way (now known as Burlington Northern Santa Fe Railroad), Section 25, Township 49 North, Range 17 West, according to the United States Government Survey thereof. EXCEPT those two parcels lying within the following described tracts; 1. Beginning at a point on the south line of said Section 25, distant 100 feet west of the southeast corner of SW 1/4 of SE 1/4 thereof; thence run northeasterly at an angle of 68 degrees 00 minutes with said south line for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet; thence deflect to the left at an angle of 68 degrees 00 minutes for 475 feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet; thence deflect to the left at an angle of 68 degrees 00 minutes for 475

feet; thence deflect to the left at an angle of 112 degrees 00 minutes for 500 feet to the beginning. 2. From a point on the south line of said Section 25 distant of 100 feet west of the southeast corner of SW ¼ of SE 1/4, thereof, run northeasterly at an angle of 68 degrees 00 minutes with said south section line for 475 feet to the point of beginning; thence continue northeasterly along the above described course to its intersection with a line run parallel with and distant 660 feet north of the south line of said Section 25; thence run west along said 660 foot parallel line to its intersection with a line run parallel with and distant 992 feet west of the east line of the SW ¼ of SE ¼ of said Section 25; thence run south along said 992 foot parallel line to the south line of said Section 25; thence run east along said section line for 392 feet; thence deflect to the left 68 degrees 00 minutes for 475 feet; thence deflect to the right 68 degrees for 500 feet to the point of beginning. And,

**WHEREAS**, the Planning Commission reviewed the staff report and recommends approval of the Site Plan.

NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF CLOQUET, MINNESOTA, that the Planning Commission recommends approval of Zoning Case 23-05 for a site plan for SKB Environmental subject to the following conditions:

1. Compliance with the Assistant City Engineer's Memo.

The foregoing motion was du	ily seconded by	Commissioner	_ and being put to vote
members voted: AYE: î	NAY: AB	SENT:	
PHILIP DEMERS		BRITTANY KUSCHEL	
TERRI LYYTINEN		ELIZABETH POLLING	
MICHELLE WICK			
Passed and adopted this 13 <sup>th</sup> o	day of June 202	23.	
		CITY OF CLOQUET	
		TERRI LYYTINEN CHAIR	
ATTEST:  Alan Cottingham City Planner/Zoning	Administrator		



#### **DEPARTMENT OF PUBLIC WORKS**

101 14<sup>th</sup> Street; Cloquet, MN 55720 Phone: (218) 879-6758 Fax: (218) 879-6555 Street - Water - Sewer – Engineering - Park www.cloquetmn.gov

#### **MEMO**

To: Al Cottingham

From: John Anderson, Assistant City Engineer

Date: June 2, 2023

**SUBJECT:** SKB Shop/Office Plan Review No. 2

I have reviewed the revised plans, submitted on 6/2/23, submitted by Kyle Backstrom from SKB prepared by Stantec . The materials submitted included:

Plan set dated 6/1/23 (14 sheets)

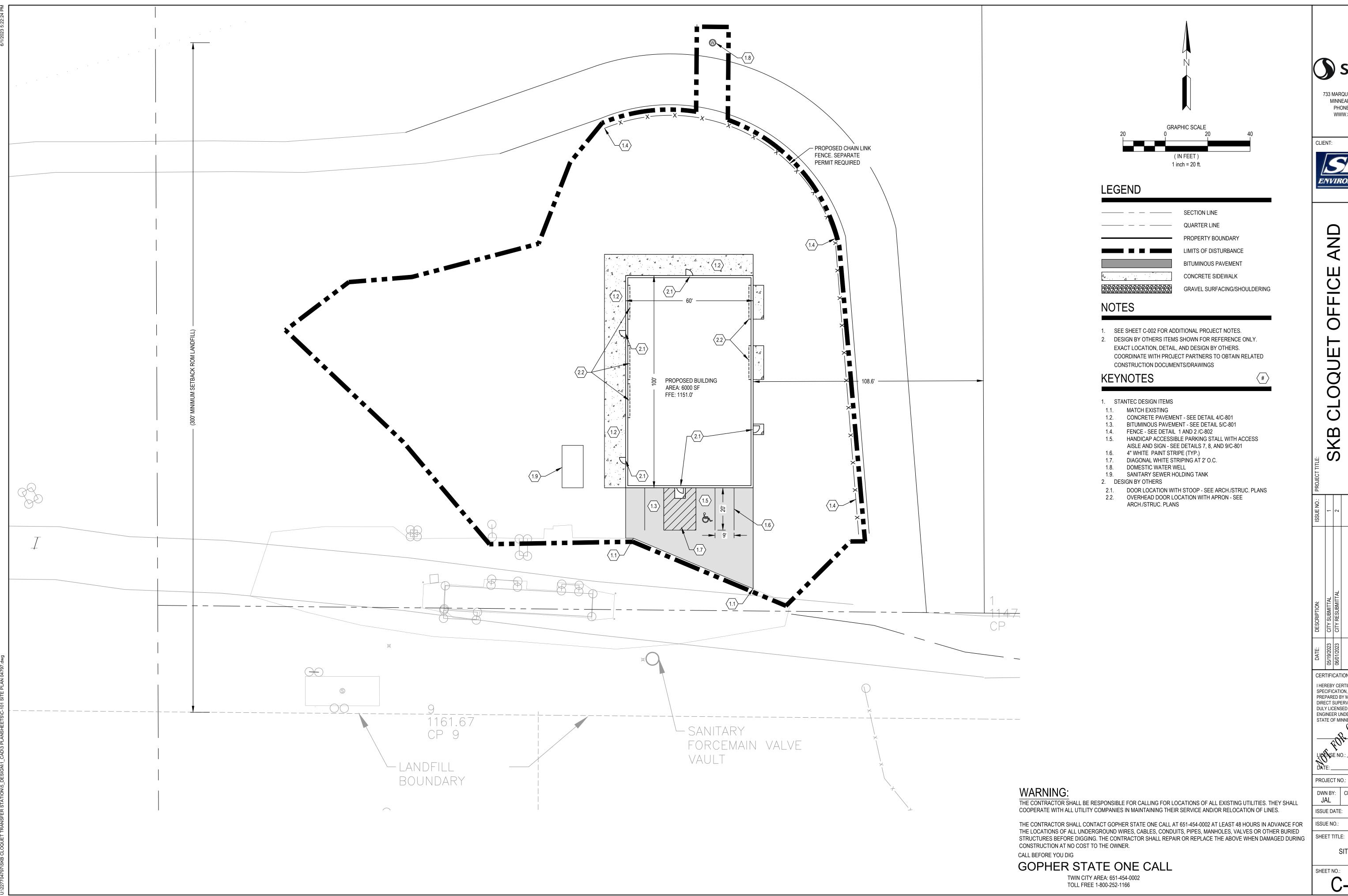
The following are my comments on the materials submitted;

#### **Civil Plans**

- 1. The plan indicated a disturbed area of approximately 0.72Acres.
- 2. None of the plan sheets submitted are signed, the final plan set must be signed by the designer.
- 3. Since there appears to be less than 1 ac of new impervious and there is no stormwater treatment required by this plan the City will not require a maintenance agreement to be submitted for this project.
- 4. The Plan indicates a well, septic line and septic tank but no drain field. This site is more than 400 feet from a sewer line and is therefore not required to hook up to the sanitary sewer.

#### **Grading Permit Application**

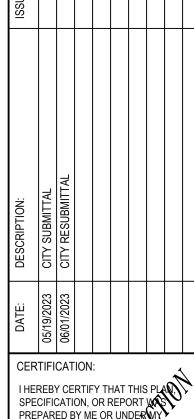
1. The disturbed area is less than 1.0 Ac. and therefore does not require a grading permit to be issued by the City.



**Stantec** 

733 MARQUETTE AVE STE 1000 MINNEAPOLIS, MN 55402 PHONE: 612-712-2000 WWW.STANTEC.COM





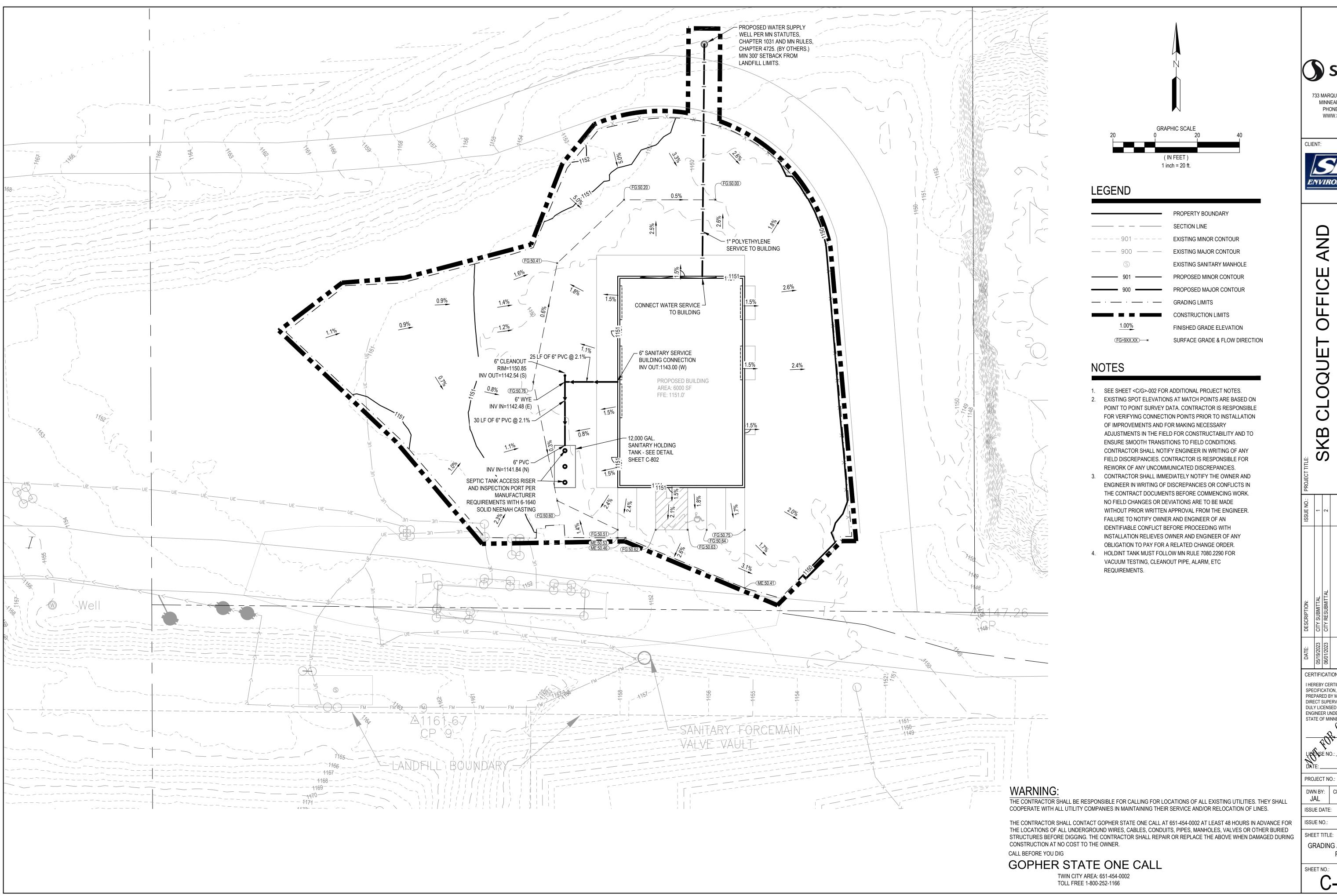
I HEREBY CERTIFY THAT THIS PLAND SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDERWYDIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE STATE OF MINNES

227704797 PROJECT NO.:

DWN BY: CHK'D BY: APP'D BY: JAL SAG PS ISSUE DATE: 06/01/2023

SITE PLAN

C-101



**Stantec** 

733 MARQUETTE AVE STE 1000 MINNEAPOLIS, MN 55402 PHONE: 612-712-2000 WWW.STANTEC.COM



XB

CERTIFICATION: I HEREBY CERTIFY THAT THIS PLANS SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDERWY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

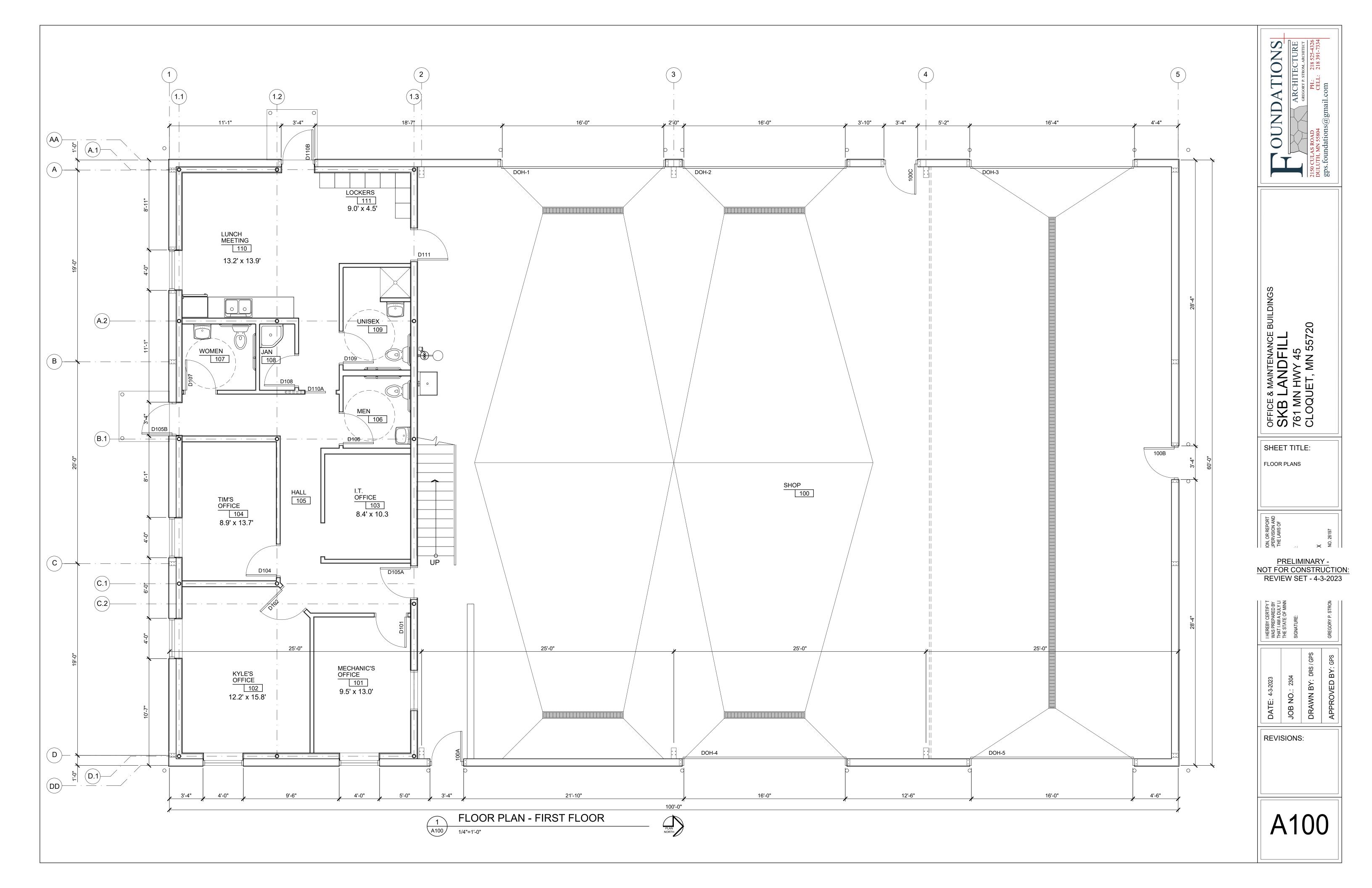
227704797

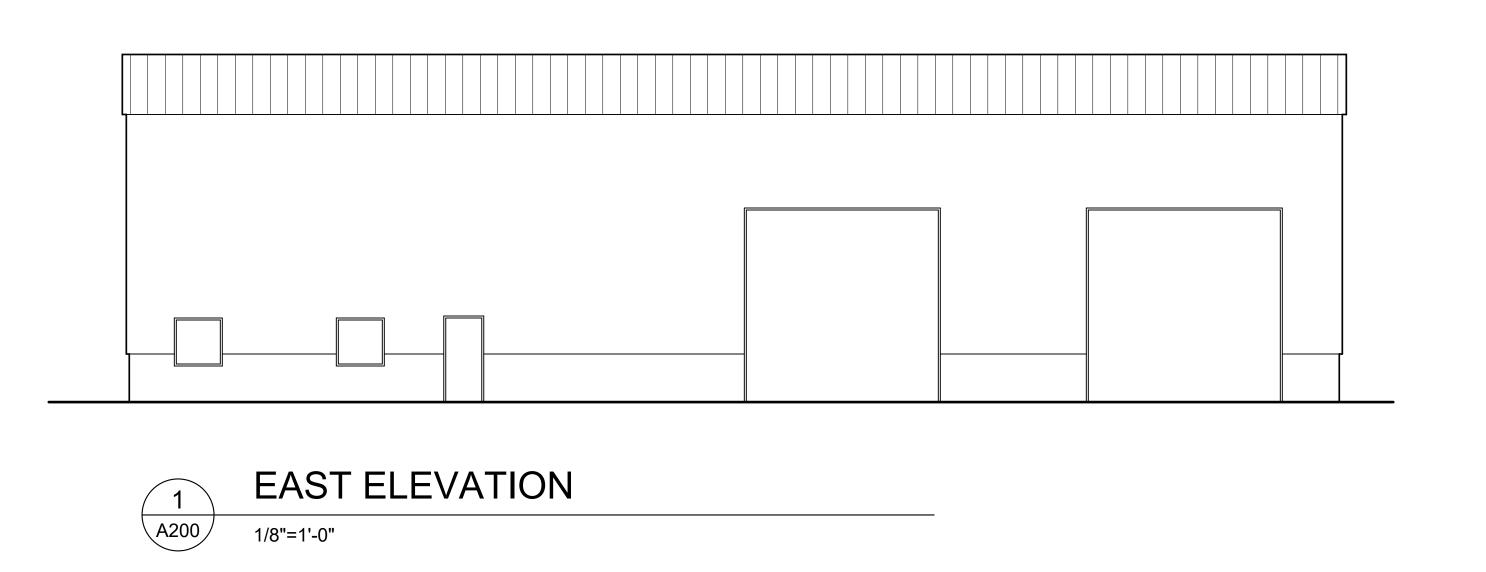
DWN BY: CHK'D BY: APP'D BY: SAG JAL 06/01/2023 ISSUE DATE:

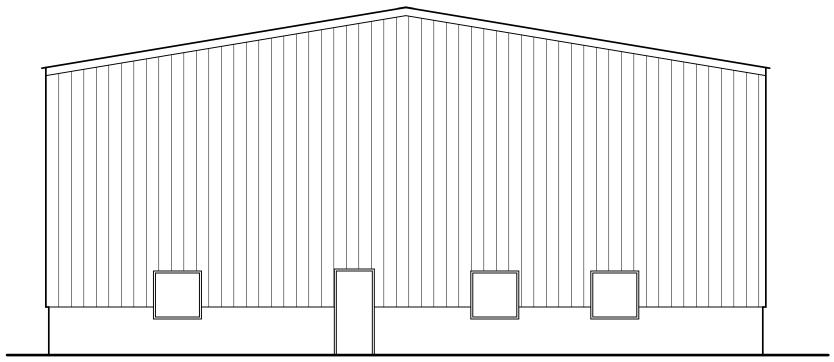
GRADING AND UTILITIES PLAN

SHEET NO.:

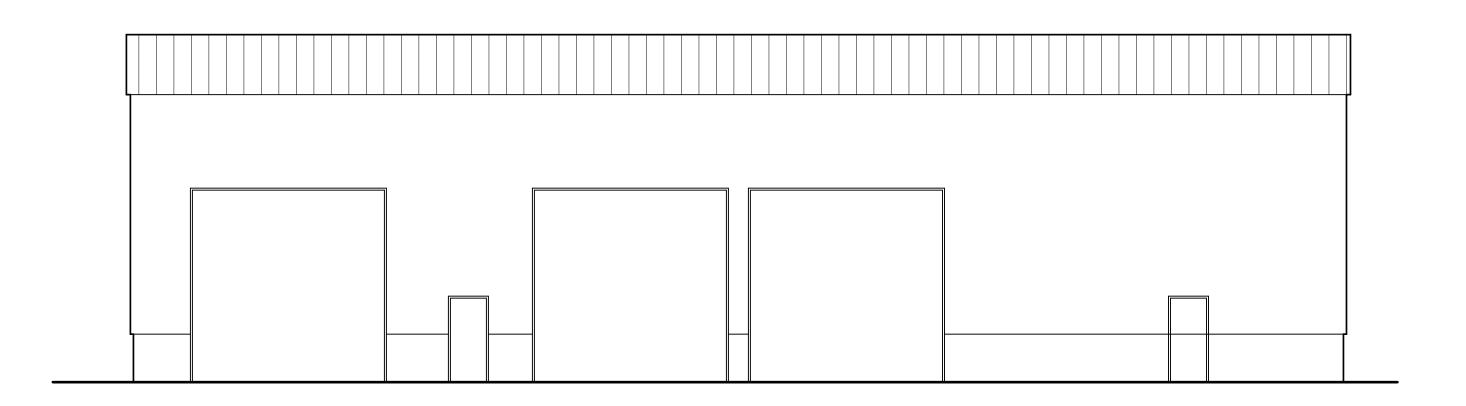
C-301







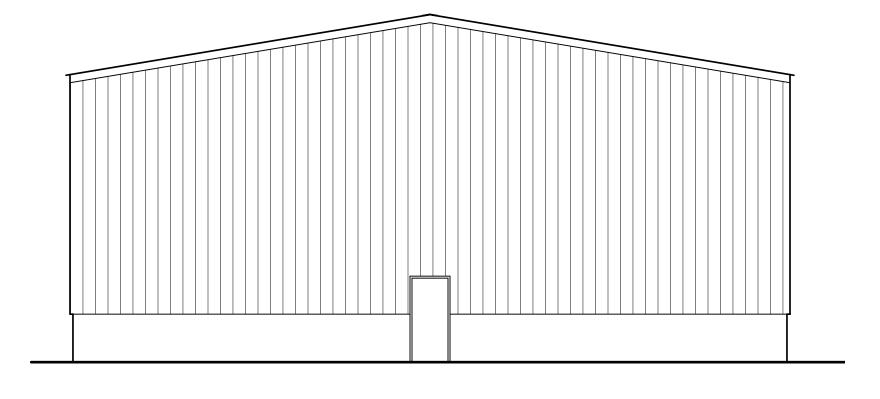




WEST ELEVATION

(3) (A200)

1/8"=1'-0"





OUNDATIONS

ARCHITECTURE
GREGORY P. STROM, ARCHITECT
2150 CULAS ROAD
DULUTH, MN 55804
GPE.: 218 391-7334
gps.foundations@gmail.com

OFFICE & MAINTENANCE BUILDINGS
SKB LANDFILL
761 MN HWY 45
CLOQUET, MN 55720

SHEET TITLE:

EXTERIOR ELEVATIONS

ION, OR REPOR UPERVISION AN THE LAWS OF

PRELIMINARY NOT FOR CONSTRUCTION:
REVIEW SET - 4-3-2023

I HEREBY CERTIFY T WAS PREPARED BY THAT I AM A DULY LI THE STATE OF MINN SIGNATURE:

DATE: 4-3-2023

JOB NO.: 2304

DRAWN BY: DRS/GP

REVISIONS:

A200