

**CITY OF BAYPORT
PLANNING COMMISSION MEETING MINUTES
CITY COUNCIL CHAMBERS
OCTOBER 20, 2014
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice thereof, Commissioner Ritzer called the regular Bayport Planning Commission meeting of October 20, 2014, to order at 6:00 p.m.

ROLL CALL

Commissioners Present: Brad Abrahamson, Beth Kelly, Jeff Richtman and Joe Ritzer

Commissioners Absent: None

City Staff Present: Assistant City Administrator/Planner Sara Taylor and City Council Liaison Patrick McGann

APPROVAL OF MINUTES

It was moved by Commissioner Richtman and seconded by Commissioner Abrahamson to approve the April 21, 2014 meeting minutes as presented. Motion carried.

PUBLIC HEARINGS

Consider a request for a minor subdivision to create two separate parcels at 220 1st Avenue South, together with a variance from the side yard setback requirement for the existing single-family house on the property: Planner Taylor reviewed an application to subdivide the property at 220 1st Avenue South to create two separate parcels and allow a side yard setback variance of 2.4 feet. The property was originally platted as three separate lots; however the lots were combined into one parcel many years ago for tax purposes. At this time, the applicant would like to conform with current zoning standards and subdivide the property into two lots, one to include the existing single-family home and a second lot for the future construction of a new single-family home. As a result of the proposed minor subdivision, the existing home will be set back 7.6 feet from the new east side lot line, which does not comply with the required 10 foot setback. Therefore, a 2.4 foot setback is required to comply with current zoning code. Planner Taylor noted the property is large enough to divide into two standard single-family lots; however due to the orientation of the existing home on the property, a variance from the east side yard setback is required. The setbacks for the existing home will be similar to adjacent properties in this residential zoning district and not have a negative impact on the neighborhood. Staff recommended approval of the minor subdivision and variance, subject to the conditions stated in the staff report. Notice of tonight's public hearing was published in the Stillwater Gazette and mailed to all property owners within 350 feet of the subject property. No public comment was received related to the application. Planner Taylor said a new home on the second parcel could be situated on the lot to best fit the developer's plan and would not be limited to access off 1st Avenue South.

Commissioner Ritzer opened the public hearing and no comments were heard.

It was moved by Commissioner Richtman and seconded by Commissioner Kelly to close the public hearing. Motion carried.

It was moved by Commissioner Kelly and seconded by Commissioner Abrahamson to recommend to the City Council to approve a minor subdivision to create two separate parcels at 220 1st Avenue South, together with a 2.4 foot variance from the east side yard setback for the existing single-family house on the property, subject to the findings of fact and conditions of approval stated in the staff report. Motion carried.

The application will be heard by the City Council on November 10, 2014.

OLD BUSINESS – None

NEW BUSINESS – None

GENERAL INFORMATION

Update on a concept plan for a multi-family residential building for Phase II of the Inspiration development: Planner Taylor reported that earlier this month the City Council reviewed a concept plan for Phase II of Inspiration in order to provide preliminary input to the applicant on the proposed plan and give the City Council an opportunity to ask questions. Since that meeting, staff has not heard whether the applicant intends to proceed with the concept plan; however Planner Taylor encouraged the commissioners to review the proposal presented at the October 6 City Council meeting, as well as the meeting minutes posted on the city's website. If the developer proceeds with a formal final plat application, the application would be considered by the Planning Commission for a recommendation to the City Council.

Resignation of Planning Commissioner Brad Hallett: Planner Taylor reported that Commissioner Hallett recently submitted his resignation. Over the next few months, staff will be soliciting applicants to complete his term ending December 31, 2015. Interested residents should contact City Hall for more information. Commissioner Hallett was recognized for his service on the Planning Commission.

OPEN FORUM – None

ADJOURN

It was moved by Commissioner Abrahamson and seconded by Commissioner Richtman to adjourn the meeting at 6:10 p.m. Motion carried.