



City of Blaine

Planning Commission

November 14, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The Blaine planning commission met in the City Hall Chambers on Tuesday, November 14, 2023. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Deonauth, Gorzycki, Halpern, Homan, Olson, Swanson, and Chair Goracke.

Members Absent: None.

Staff Present: Shawn Kaye, Planner
Elizabeth Showalter, Community Development Specialist
Shelia Sellman, City Planner
Teresa Barnes, Project Engineer

3. Approval of Minutes

3.1. 2023-570 Approval of the October 10, 2023 Planning Commission Minutes
Sponsors:

Motion by Commissioner Deonauth to approve the minutes of October 10, 2023, as presented. Motion seconded by Commissioner Olson. The motion passed 7-0.

4. Public Hearing

4.1. 2023-521 Case File No. 23-0075 // Anoka-Hennepin Early Childhood Center // 13001 Central Avenue NE
The applicant is requesting a conditional use permit to construct a 120 square foot storage building (shed) on the east side of the building in a B-3 (Regional Commercial) zoning district.

Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 23-0075 was opened at 7:03PM. As no one wished to appear, the public hearing was closed at 7:04PM.

Motion by Commissioner Homan to recommend approval of Planning Case 23-0075 based on the following conditions:

Case 23-0075:

1. **Building to be constructed of vinyl siding and match the general color of the building.**
2. **The applicant must obtain a building permit if the structure has a poured slab or footings.**
3. **The storage building is to be used for storage purposes only.**

Motion seconded by Commissioner Deonauth. The motion passed 7-0.

Chair Goracke noted this would be on the agenda of the December 4, 2023 city council meeting.

- 4.2.** 2023-525 Case File No. 23-0078 // Lexington Waters Clubhouse // 13202 Jewell Street NE
The applicant is requesting a conditional use permit amendment to allow a clubhouse and outdoor pool in Lexington Waters in the DF (Development Flex) zoning district.
Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 23-0078 was opened at 7:06PM.

Tim Witten, architect for the applicant, introduced himself to the planning commission and thanked them for considering his request.

The public hearing was closed at 7:07PM.

Chair Goracke stated this would be a great addition to the Lexington Waters neighborhood. He asked if the two parking spaces would be adequate.

Planner Kaye reported the Wagamon Ranch clubhouse has zero parking spaces and this clubhouse would have two parking spaces. She indicated visitors could walk to the clubhouse or park on the street.

Motion by Commissioner Halpern to recommend approval of Planning Case 23-0078 based on the following conditions:

Case 23-0078:

1. **Site plan approval will be required as a part of the building permit application. All site improvements to be included in the Site Improvement Performance Agreement and covered by an acceptable financial guarantee.**
2. **The clubhouse is to be constructed using LP siding and stone or similar materials.**
3. **The pool equipment building is to be constructed using LP siding or similar materials.**
4. **Two parking stalls to be constructed on site meeting zoning ordinance size requirements. Parking stalls to include curb and gutter.**
5. **A landscape plan must be provided for site plan approval that includes two trees with a minimum of 2.5 inch caliper.**
6. **Staff to approve the type of fencing to be placed around the pool during the site plan approval process.**
7. **The setbacks are:**
 - **Front yard (Jewell Street): 25 feet**
 - **Corner Side Yard (Isetta Circle): 20 feet**
 - **Side yard: 10 feet**

Motion seconded by Commissioner Swanson. The motion passed 7-0.

Chair Goracke noted this would be on the agenda of the December 4, 2023 city council meeting.

- 4.3.** 2023-524 Case File No. 23-0077 // Infinite Campus // 4321 109th Avenue NE
The applicant is requesting the following:

1. Rezoning from POD (Planned Office District) to DF (Development Flex).
2. Conditional use permit for a 213,295 square foot two-story office building with a tower, auditorium, 8,700 square foot residence on the 5th floor, and a parking structure.

Sponsors: Sheila Sellman, City Planner

The report to the planning commission was presented by Sheila Sellman, City Planner. The public hearing for Case File 23-0077 was opened at 7:11PM.

Charlie Cratch, Founder and CEO of Infinite Campus, explained he planned on finishing floors two through five of the building. He stated when the building was originally constructed, floors two through five remained unfinished for future expansion. He reported 200 more employees would be hired over the next 18 months. He explained he had lived in Circle Pines, Lino Lakes and Ham Lake and he would now be living in Blaine on the fifth floor of his campus. He stated he loves having his business in Blaine.

The public hearing was closed at 7:13PM.

Commissioner Halpern questioned how facility utilization has changed with more people working remotely.

Mr. Cratch stated there was a movement towards remote work during COVID, but he has a work in the office culture for collaboration purposes. He explained flexible working options were made available for employees, but the primary location for employees to work was onsite. He commented on how he has worked to hire employees that live within a 15 mile radius. He reported he has a free onsite restaurant for employees and guests and noted the majority of his employees appreciate getting out of the house and working onsite.

Motion by Commissioner Olson to recommend approval of Planning Case 23-0077A a rezoning from POD (Planned Office District) to DF (Development Flex) with the following rationale:

Case 23-0077A:

1. **The DF zoning district allows the City the opportunity to have some flexibility when approving developments that warrant higher standards than what is allowed with the traditional zoning districts. It affords the City the opportunity to provide input on items that would benefit the surrounding neighborhoods and the City as a whole.**

Motion by Commissioner Olson to recommend approval of Planning Case 23-0077B a conditional use permit for a 213,295 square foot two-story office with a tower, auditorium, 8,700 square foot residence on the fifth floor, and a parking structure in a DF (Development Flex District) zoning district with the following conditions:

Case 23-0077B:

1. **The proof of parking stalls will need to be constructed if the City deems that the additional parking is required on the site in the future as the company grows. As previously approved this includes 89 stalls on the west side of the entrance and 12 stalls on the north side of the building.**
2. **Setbacks for buildings are as follows:**
 - **Front Yard—Forty (40) feet.**
 - **Side Yard—Fifteen (15) feet.**
 - **Rear Yard—Twenty (20) feet.**
 - **The minimum setback from a County Road or arterial roadway shall be fifty (50) feet.**
3. **Parking setbacks are as follows:**
 - **Front Yard—Twenty-five (25) feet.**
 - **Side Yard—Ten (10) feet.**
 - **Rear Yard—Fifteen (15) feet.**
 - **The minimum setback from a County Road or arterial roadway shall be fifty (50) feet.**
4. **Building exteriors: Major exterior surfaces of all walls shall be face brick, stone, glass, stucco, architecturally treated concrete cast in place or pre-cast panels,**

- decorative block, wood, or architectural metal, or approved equivalent, as determined by the City. Wood and metal may be used, provided that they are appropriately integrated into the overall building design.
5. **Building height:** There shall be no height limitations, provided all buildings are in compliance with Metropolitan Airport Commission regulations.
 6. **Landscaping** shall meet the applicable landscape requirements of the zoning code.
 7. **Loading Spaces/Overhead Doors:**
 - a. **Loading spaces and overhead doors** should be designed to be compatible with the principal building. Architectural techniques should be employed to reduce visual impacts from adjacent properties and roadways.
 - b. **Loading spaces/overhead doors** shall be located primarily in designated rear yards and secondarily in designated side yards.
 - c. **Overhead doors** limited to not more than one (1) door per twenty thousand (20,000) square feet of building area with the exception that all buildings are allowed a minimum of three (3) overhead doors and all City approved multi-tenant spaces are allowed a minimum of two (2) overhead doors.
 - d. **Outside storage of trucks or semi trailers** is limited to not more than the number of dock or overhead doors. All truck storage areas to be one hundred percent (100%) screened by a combination of earth berms, architectural elements such as fencing or building extensions and landscaping.
 8. **Refuse Enclosures.** Refuse facilities, except for individual containers for public use, shall be located only in the side yards or rear yards when feasible. Refuse facilities may be located in the front yard subject to approval of the Zoning Administrator. Such facilities shall be constructed of masonry materials such as brick or textured block in colors compatible with the principal structure. Such facilities shall have solid gates.

Motion seconded by Commissioner Gorzycki. The motion passed 7-0.

Chair Goracke noted this would be on the agenda of the December 4, 2023 city council meeting.

- 4.4.** 2023-523 Case File No. 23-0076 // City of Blaine
The City is proposing annual revisions to the Blaine Zoning and Parking Ordinances.
Sponsors: Elizabeth Showalter, Community Development Specialist

The report to the planning commission was presented by Elizabeth Showalter, Community Development Specialist and Shawn Kaye, Planner. The public hearing for Case File 23-0076 was opened at 7:26PM. As no one wished to appear, the public hearing was closed at 7:26PM.

Commissioner Olson asked if properties that were overparked would be required to remove

parking spaces.

Planner Kaye reported this would not be required.

Commissioner Swanson questioned if snow storage would become a concern if parking lots were now smaller.

Planner Kaye explained staff did not believe this would be a concern as the changes were for larger sites with buildings over 100,000 square feet.

Motion by Commissioner Olson to recommend approval of Planning Case 23-0076 based on the following rationale:

Case 23-0076:

- 1. Routine updates to the zoning code facilitate the code remaining current.**
- 2. The changes being proposed will improve the clarity of the code and address legal requirements.**
- 3. The changes to the parking requirements promote a balance between efficient use of land and provision of adequate parking.**
- 4. The changes continue to promote the health, safety and welfare of the residents, property owners and businesses within the City of Blaine.**

Motion seconded by Commissioner Swanson. The motion passed 7-0.

Chair Goracke noted this would be on the agenda of the December 4, 2023 city council meeting.

5. Adjournment

Motion by Commissioner Deonauth to adjourn the regular planning commission meeting. Motion seconded by Commissioner Homan. The motion passed 7-0.

Adjournment time was 7:30PM.