

**MINUTES OF THE REGULAR MEETING  
PLANNING COMMISSION  
LITTLE CANADA, MINNESOTA**

**MAY 10, 2018**

Pursuant to due call and notice thereof a regular meeting of the Planning Commission of Little Canada, Minnesota was held on the 10<sup>th</sup> day of May, 2018 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Chair Bill Buesing called the meeting to order at 7:30 p.m. and the following members of the Planning Commission were present at roll call:

PLANNING COMMISSION:           Mr. Bill Buesing  
  Mr. Chris Kwapick  
  Mr. Eric Thorson  
  Ms. Dawn Kulousek  
  Ms. Taelor Johnson  
  Mr. Nick Sandell  
  Mr. Nick Schwalbach

ALSO PRESENT:                    Mr. Steve Grittman, City Planner  
  Ms. Jessica Jagoe, Assoc. Planner  
  Mr. Kevin Helander, Cable TV

**MINUTES**

The April 12, 2018 Planning Commission meeting minutes were approved as submitted.

**CONDITIONAL USE  
PERMIT FOR A  
MESSAGE BUSINESS  
AT 100 COUNTY  
ROAD C WEST;  
APPLICANT:  
JORDAN SMITH &  
COLLEEN  
ZAMYSLOWSKI,  
CLOUD THERAPY  
MESSAGE**

The Associate Planner reported that Jordan Smith has applied for a conditional use permit to operate a massage therapy business as a principal use in the office building at 100 County Road C West, Suite 202. She stated that this property is zoned B-3, General Business, which allows massage therapy as a conditional use. She explained that the applicant plans for the business to be open seven days a week from 10:00 a.m. to 8:00 p.m. and that he and his fiancé Colleen Zamyslowski will be the only employees of Cloud Therapy Massage. They will be subleasing a 240 square foot office space, and Ms. Zamyslowski will see on average five to six clients a day, with a maximum of eight clients, all by appointment.

The Associate Planner stated that three dedicated parking spaces have been allocated to this business by the property owner, and staff feels this is reasonable with the location and description of the business. She noted that the City Clerk handles the licensing for massage therapy and will confirm that all applicable license requirements are met. The massage therapy

**MINUTES  
PLANNING COMMISSION  
MAY 10, 2018**

business and massage therapist licenses are scheduled on the May 23, 2018 City Council agenda. She stated that staff has no concerns and recommends approval of the conditional use permit subject to the following conditions:

- A site plan being submitted that shows the dedicated parking for tenant and their clients of 100 County Road C West. This site plan will need to be reviewed and approved by Planning Staff prior to the massage therapy license being issued.
- A massage therapy license being issued.
- Cloud Therapy Massage is limited to two employees. An amendment to the CUP will be required if the business needs to hire additional staff due to the need to review and ensure off-street parking requirements are being met for the office building.

There were no comments from the public.

Schwalbach recommended approving the Conditional Use Permit for Massage Therapy as a Principal Use at 100 County Road C West, Suite 202, subject to the conditions in the Planners report.

Motion seconded by Kwapick.  
Motion carried 7 – 0.

Following the motion, a resident of Little Canada in the audience did speak to his concern that the Planning Commission did not ask for public comment and voted without seeking any input from the public. He stated that there are too many Conditional Use Permits in Little Canada. The Associate Planner indicated that the Chair did ask if there were any questions or comments. The Associate Planner added that the public hearing is on May 23<sup>rd</sup> at the City Council meeting and the resident was encouraged to attend. Staff asked the resident if he would still like to share with the Planning Commission the concerns so his comments would be on record, but the resident declined.

**CONDITIONAL USE  
PERMIT FOR A  
GARAGE OVER 1,000  
SQUARE FEET AT  
2912 VANDERBIE  
STREET;  
APPLICANT: NICK  
SCHWALBACH**

The Associate Planner explained that Nick Schwalbach, property owner of 2912 Vanderbie Street, has requested approval of a conditional use permit to allow an attached garage of approximately 1,350 square feet on his property located at 2912 Vanderbie Street. The zoning code allows single family properties to have an attached garage in excess of 1,000 square feet by conditional use permit. The Associate Planner explained that there is currently an attached garage that is 806 square feet, and the applicant is requesting to add between 468 and 544 square feet of additional attached garage space behind the primary two-car garage. She noted that the exact

**MINUTES  
PLANNING COMMISSION  
MAY 10, 2018**

depth is still undecided, but the side yard setback will not change from what it is currently, which meets the code requirements. She explained that the applicant has indicated that he plans to use the additional garage space for storage, and understands that no additional accessory storage buildings will be allowed on the property.

Johnson asked if there would be space added above the garage. Mr. Schwalbach confirmed that there is currently a finished livable bonus room above the garage since the water table is too high for a finished basement. He stated that there would be a continuation of the bonus room over the new garage area, and the roof line would stay that same and the existing deck would simply get pushed back and remain on the rear of the garage.

The Associate Planner stated that staff has no concerns and recommends approval of the conditional use permit subject to the following conditions:

- No business activities shall occur within the garage structure.
- The parcel shall no longer be eligible for an accessory shed.

There were no comments from the public.

Johnson recommended approving the conditional use permit for an attached garage up to 1,350 square feet at 2912 Vanderbie Street, subject to the recommendations in the staff report.

Motion and amendment seconded by Kulousek.  
Motion carried 6 – 0. Schwalbach abstained.

**COMMENT ON SALE  
OF CITY-OWNED  
PROPERTY AT 53 &  
167 SOUTH OWASSO  
BOULEVARD**

The Associate Planner reported that the City currently owns the properties at 53 & 167 South Owasso Boulevard. She explained that 167 South Owasso Boulevard was originally purchased on a voluntary sale basis in 2010 as the site to house a new public works facility, but the City Council decided that the site could be combined with other property in the area to create a larger redevelopment project. She stated that 53 South Owasso Boulevard was purchased on a voluntary sale basis in 2013, and the City has not been able to combine any other parcels with these two in the last few years.

The Associate Planner stated that the City Council listed the two parcels for sale in 2016 and had a few inquiries and a false start on a potential sale. She explained that a couple of months ago, a Little Canada business, Q3 Contracting, inquired about the site for a training facility and administrative space. They would occupy about 27,000 square feet of building. She explained that pursuant to Minnesota Statutes 462.356 subd.2, the Planning

**MINUTES  
PLANNING COMMISSION  
MAY 10, 2018**

Commission is charged with the duty to review and comment on the sale of property by the City (EDA) in terms of compliance with the Comprehensive Plan. Pursuant to the 2030 Comprehensive Plan currently in effect, this area is guided as industrial and the proposed use by Q3 Contracting would be in compliance with the proposed land use.

Johnson recommended adopting the following statement: The proposed sale and ultimate land use for 53 & 167 South Owasso Boulevard is in conformance with the City's Comprehensive Plan and the contemplated sale should proceed.

Motion and amendment seconded by Kwapick.

Motion carried 7 – 0.

**DISCUSS  
COMPREHENSIVE  
PLAN UPDATE**

The City Planner explained that he has been working on getting the draft of the Comprehensive Plan ready for public hearing and a formal review by adjacent communities and groups. He stated that he is going to review things that were looked at during the open house, and some of the contemplated land use changes and how they compare to forecasts from the Metropolitan Council. He stated that the Metropolitan Council will review each city's plan to see how it fits in to their regional systems plan through the year 2040. The City Planner explained that the Comprehensive Plan shows how we want our community to look over the next 20 plus years.

The City Planner explained the process to completing the Comprehensive Plan. He stated that the Metropolitan Council will review and make comments, but there are not typically many changes in fully developed cities. He noted that most comments are in regards to the goal numbers that each city is given, but Little Canada has objected to some of these numbers, such as for affordable housing and employment growth.

The City Planner reviewed the existing land use map and explained that it must be consistent with the zoning map. He stated that Met Council's employment number projections have high forecasted growth in 2040. He stated that Little Canada's new affordable housing target number for the years 2020-2030 is 79 units.

The City Planner stated that there are redevelopment areas indicated throughout the city, along with a concept for a downtown area that the City Council will be discussing more this year. He reviewed several redevelopment concept overlays and the potential higher land uses. He noted that the City has indicated that they would not aggressively pursue redevelopment, but encourage it if the property owners were interested.

**MINUTES  
PLANNING COMMISSION  
MAY 10, 2018**

Buesing welcomed Nicole George as the new Planning Commissioner.

**ADJOURN**                      There being no further business, Buesing adjourned the meeting at  
8:25p.m.

Respectfully submitted,

Heidi Heller  
City Clerk