

**CITY OF CIRCLE PINES, MINNESOTA
PLANNING COMMISSION**

**May 18, 2015
7:00 p.m.**

1. CALL TO ORDER / 2. ROLL CALL

Chair Peterson called the meeting to order at 7:00 p.m. Also present were Commissioners Poppinga, Ganske, Kula and McChesney and Assistant City Administrator for Public Services Chandra Peterson.

3. APPROVAL OF MINUTES

MOTION: McChesney moved, seconded by Kula, to approve the March 19, 2012 minutes as presented. **Motion carried 5-0.**

4. PUBLIC COMMENTS

There were no public comments.

5. COUNCIL REPORT

Assistant City Administrator for Public Services Peterson mentioned there is nothing to report at this time.

6. COMMISSION BUSINESS

a. Appoint Chair

Chair Peterson noted the appointment of a chair is done each year.

MOTION: Kula moved, seconded by McChesney, to appoint Eric Peterson as chair.
Motion carried 5-0.

b. Update Down Under Bar Project

Assistant City Administrator for Public Services Peterson mentioned this is a proactive measure for the Planning Commission. She gave a summary of past actions of the Planning Commission and City Council, noting a site plan was approved as well as a variance for parking and a conditional use permit.

Peterson explained the update is provided to the commission at this time because there has been clean-up activity on the property in the past month. She pointed out a map for Phase 1 and noted the owner previously expressed interest in purchasing a city-owned parcel for extra parking. She said that purchase would involve a lengthy process. Commissioner Kula asked if the patio area would be included in the square-footage usage. Peterson said it would be included as part of the conditional use.

She said after Phase 1 and variance approval, it was determined that four more spaces would be required for parking. Peterson said she and City Administrator Keinath then submitted a letter to the applicant, included all resolutions, and listed items required in order to move forward with the project.

Kula asked if there were any other indications that the applicant might be ready to develop the property. Peterson responded there were calls to city hall from residents who saw people cleaning up at the site, and from a resident who talked to those conducting the clean-up who indicated the owner is “ready to go.”

Kula asked if the site plan approval, conditions and variance go with the land and not the owner. Peterson said it is with the land and not the owner. It was noted that a liquor license would be issued to the owner and would need a new license if there is a change in ownership.

Commissioner Ganske asked if the applicant would need to come back to the Planning Commission before he begins the project. Peterson explained the applicant would only need to come back if he has changes to the site plan, conditional use permit or variance. She said the selling of city land would need council approval.

Kula asked if the applicant changes the size of the building, does he come back to the Planning Commission. Peterson said the applicant could shrink the size without coming back to the Planning Commission. Kula commented the applicant cannot proceed without some action to get them four more parking spaces, such as shrinking their usage or requesting additional approval from the Planning Commission. Peterson said there is currently no appropriate site plan for this location.

Peterson said she will update the commission as she learns more.

No action was taken on this item.

7. ADJOURN TO WORK SESSION

MOTION: Poppinga moved, seconded by Ganske, to adjourn to work session at 7:13 p.m.
Motion carried 5-0.

Chair

Clerk