



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, November 25, 2025**

Members Present: Chair Perry Beise, Commissioner Eric Johnson, Commissioner Dennis Booth, Commissioner James Zahler, Councilmember Jennifer Wagner

Members Absent: Commissioner Robert Rydberg, Commissioner Anthony Kaba, Commissioner Dornan Bland

Staff Present: Community Development Director Zack Carlton, Senior Planner Chris Leeseberg, and Sr. Administrative Assistant/Recording Secretary Jennifer Green

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 7:09 p.m.

2. CONSIDER AGENDA

Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the agenda. Motion carried 4-0.

3. CONSIDER MINUTES

Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the following consent items as outlined in their respective staff reports. Motion carried 4-0.

3.1 DRAFT Minutes - October 28, 2025

4. PUBLIC HEARINGS

4.1 Land Use Amendment and Zone Change: Amend City Plans to Support Commercial Uses, Sherburne County - 11401 205th Ave NW

Mr. Carlton presented the staff report.

Chair Beise asked if any portion of the lot is buildable. Mr. Carlton stated that a small portion could be used for a residence or commercial building. The applicant agrees the site is not appropriate for residential development.

Chair Beise asked what zoning allowed billboards. Mr. Carlton stated commercial or industrial districts allow billboards.

Commissioner Johnson added that a commercial site could allow for a future gas station.

Chair Beise opened the public hearing.

Shelly Shefvland, 11382 205th Ave NW, questioned how large the billboard would be and if it would have electric lights, stating the lights would shine onto her property. She added that she would not want to see any industrial or business site on that location because of the noise.

Mr. Carlton stated that, if a digital billboard was requested by the applicant, a Conditional Use Permit would be required and the Shefvland's would be notified of that Public Hearing date.

Andrew Witter, Sherburne County Public Works Director, stated the billboard would be oriented more toward the highway to reduce adverse impacts to residents. The County has not decided on a digital versus static billboard. He added that, once the site is developed, it would enter the tax roles.

Chair Beise closed the public hearing.

Councilmember Wagner commented, if the site was changed to commercial zoning, the applicant or future owner would be permitted to construct a commercial business. Commissioner Johnson asked if there was a way to limit the site to only use for a billboard, not other commercial uses.

Ms. Shefvland asked if there would be another meeting if a commercial project was proposed for the site. Chair Beise stated there would not be another meeting as commercial properties would be a permitted use on that site if the zoning was changed.

Commissioner Zahler questioned if the site would fit a gas station or other commercial property. Mr. Carlton agreed there was not a lot of buildable space on the site. He proposed working with the City Attorney to see if there was a way to restrict the use to only billboards.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the proposed land use amendment from Rural Residential to Highway Business with the condition that the City Attorney work with Sherburne County to limit the use on the parcel to only a billboard. Motion carried 4-0.

Moved by Commissioner Eric Johnson and seconded by Commissioner Dennis Booth recommend approval of the proposed zone change from R-1a (single-family residential) to C-3 (Highway Commercial). Motion carried 4-0.

Mr. Carlton stated the item would go to the December 15, 2025, City Council meeting.

4.2 Conditional Use Permit: Amendment to CUP, Northstar Trucking - 15861 Jarvis St NW

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak to this matter, Chair Beise closed the public hearing.

Moved by Commissioner Johnson and seconded by Commissioner Zahler to recommend approval of the Conditional Use Permit Amendment, subject to the following conditions:

I. Outdoor storage shall be allowed for only the following vehicles:

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- a. **Properly licensed, registered, and operable;**
 - b. **Semi-trucks, semi-trailers, and other delivery trucks;**
 - c. **Motor vehicles;**
 - d. **Recreational vehicles, campers, motor homes, and fifth-wheel trailers;**
 - e. **Trailers;**
 - f. **Boats;**
 - g. **Light and heavy equipment;**
 - h. **Enclosed shipping containers; and**
 - i. **Cars and trucks.**
2. **Vehicle Wrecking Yards and Salvage Yards, as defined by the City of Ramsey, and Salvage Yards, as defined by the City of Elk River shall not be permitted.**
 3. **Outdoor storage of products, equipment, materials, supplies, debris, or any vehicles not properly licensed, registered, or operable, is not permitted, except for snow removal equipment and supplies for the site in conformance with the applicable municipality's regulations.**
 4. **If any violations of condition #3 are documented more than once in a calendar year, in either jurisdiction, the Conditional Use Permit will be brought to the City Council for direction on revocation.**
 5. **Motor vehicle, trailer, and boat sales is prohibited.**
 6. **Car dealer overflow parking is prohibited.**
 7. **Approvals from the City of Ramsey, PUD Ordinance, Site Plan Review Resolution, and Development Agreement, shall be recorded and copies provided.**
 8. **Schedule a site visit with the Building Official and Fire Marshal to review and complete any required code updates by June 1, 2026.**
 9. **All driving and parking areas shall be paved with an approved surface (bituminous, Class 5, or concrete) by June 1, 2026.**
 10. **Stripe the parking lot as shown on the city site plan dated March 17, 2025, by June 1, 2026.**
 11. **Drive lanes need to maintain a minimum of 24-foot width throughout the site.**
 12. **All driving areas and outdoor storage/parking areas shall be bound by B612 concrete curb and gutter by June 1, 2026.**
 13. **A reinforced concrete strip, a minimum of one (1) foot wide and centered on the property line, must be installed and maintained along the city/county border to clarify any relevant jurisdictional issues by June 1, 2026.**
 14. **Site lighting shall comply with Section 30-937 by June 1, 2026.**
 15. **Update submitted plans as needed to demonstrate compliance with state and local stormwater management requirements across both parcels/jurisdictions by June 1, 2026.**
 16. **Submit documentation showing compliance with all Minnesota Pollution Control standards by June 1, 2026.**
 17. **A 6-foot-tall, 100% opaque privacy fence shall be installed along the north property lines by June 1, 2026.**
 18. **This Conditional Use Permit (CU 24-21) must be recorded by June 15, 2026, or the operation on the property must cease.**
 19. **A 200 sq.ft. guard shack/office shall be allowed in Elk River, and will require all necessary commercial building permits and meet the required setbacks.**
 20. **There shall be no repair or maintenance of any vehicles, trailers, or boats on the site.**

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21. **The idling of a truck tractor or other business equipment in excess of 15 minutes is prohibited from April 16 through October 31, and idling in excess of 30 minutes is prohibited from November 1 through April 15.**
 22. **In the event a gate is installed, access to the property must include key boxes for both Elk River and Ramsey Fire Departments.**
 23. **In the event either parcel is owned separately, or one municipality revokes their approval, each parcel will need to conform to each jurisdiction's ordinance and codes individually, including, but not limited to, stormwater ponds, setbacks, screening, curbing, and landscaping.**
 24. **An amendment to this Conditional Use Permit will be required for future expansions/additions not shown on the city site plan dated March 17, 2025.**
 25. **Conditional Use Permits, case numbers CU 23-16 and CU 24-21, shall become void.**

Motion carried 4-0.

4.3 Ordinance Amendment: Reasonable Accommodation Appeal Process, City of Elk River

Mr. Leeseberg presented the staff report.

Chair Beise continued the public hearing.

Moved by Commissioner Zahler and seconded by Commissioner Johnson to continue the public hearing to the December 16, 2025 Planning Commission meeting. Motion carried 4-0.

5. GENERAL BUSINESS

There was no general business.

6. COUNCIL LIAISON UPDATES

There was no Council Liaison update.

7. MOTION TO ADJOURN

Moved by Commissioner Johnson and seconded by Commissioner Zahler to adjourn the meeting. Motion carried 4-0.

The meeting adjourned at 7:36 p.m.

Minutes prepared by Katie Porath.



Perry Beise, Chair



Tina Allard, City Clerk