CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax (763) 434-9599

CITY OF HAM LAKE
PLANNING COMMISSION MINUTES
MONDAY, OCTOBER 12, 2026

The Ham Lake Planning Commission met for its regular meeting on Monday, October 12, 2026, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Dave Ringler, Jeff Entsminger, Lorrie Albers, and Erin Dixson

MEMBERS ABSENT: Commissioners Kyle Lejonvarn and Michael Frid

OTHERS PRESENT: City Planner, Matt Holzworth and City Engineer, Dave Krugler

CALL TO ORDER: Chair Pogalz called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:
The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:
Motion by Dixson, seconded by Entsminger, to approve the minutes of the August 24, 2026 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:
Kennedy Okonkwo of Relief Auto LLC, requesting a Conditional Use Permit for an automotive repair shop and site plan approval to operate a motor vehicle sales lot located at 1354 McKay Drive NE

Mr. Okonkwo was present and stated that he is requesting a Conditional Use Permit for an automotive vehicle repair shop and motor vehicle sales lot approval at 1354 McKay Drive NE. The applicant stated that a surveyor was required to complete a survey of the property and was unaware that approval of the permit was required before conducting business at the property.

Chair Pogalz stated that he was assigned to do the inspection. Chair Pogalz stated that there is an existing commercial building on the property and that an enclosed garbage area has been put into place with a vinyl white fence. Chair Pogalz stated that the asphalt shown on the survey would allow for some cars for sale and the other parking areas are currently not installed as pending conditional approval. Chair Pogalz stated that he has some concerns regarding the parking area marked near the south of the property on survey for cars that need repair. Chair Pogalz stated that

there was some existing screening along the property line, but that it is recommended additional screening and surfacing be installed. Chair Pogalz stated that the site has formerly been used for automotive repairs. Chair Pogalz asked if there were any additional questions about the inspection conducted at the site before opening the public hearing.

Chair Pogalz opened the public hearing at 6:06 p.m. and asked for public comment.

Kirk Wiener, 1333 McKay Drive NE, Ham Lake, MN, expressed concerns about the existing lighting attached to the fade outside of the building.

Chair Pogalz stated that he understood the on-going lighting pollution and that he would be recommending that the existing lighting be replaced, not modified.

Alina Sciorrotta, 1319 McKay Drive NE, Ham Lake, MN, expressed concerns about the potential for additional traffic off of McKay Drive NE, and the potential security concerns.

Karen Wiener, 1333 McKay Drive, NE, Ham Lake, MN, expressed concerns about the existing lighting and if there will be an increase in the number of vehicles on the site.

Chair Pogalz stated that the application is for auto sales and automotive work and that the current request is to allow them to pave those spots for display and to approve of the proposed parking spaces. Chair Pogalz stated that he does not see this adding additional traffic to the site and referenced that the property has been used for automotive work and an electrical business prior to the current ownership.

Chair Pogalz asked for further comment and with there being none, closed the public hearing at 6:27 p.m.

Chair Pogalz included additional comments that this property is zoned Commercial District Tier 2 (CD-2) and that this is an allowable use within the zoning district as a Conditional Use Permit. Chair Pogalz confirmed with City Planner Holzworth that the city does not do annual reviews of Conditional Use Permits, but if there are violations, a Conditional Use Permit can be reviewed on a case-by-case basis.

Motion by Pogalz, seconded by Entsminger, to recommend approval of the request of Kennedy Okonkwo requesting a Conditional Use Permit to operate Relief Autobody, an auto repair shop and site plan approval to operate a motor vehicle sales lot at 1354 McKay Drive NE, with the following conditions:

1. **All parking must be maintained on-site. Driveways and Fire lanes are to be maintained. Allocating eight (8) parking spaces, including one (1) designated handicap spot. Also designating a minimum of five (5) parking spaces for display of vehicles for sale. All spaces to be on hard surfaces and striped.**
2. **Parking and driving isles to area for cars waiting to be worked on must be surfaced with a minimum of class 5 material.**

3. **Parking area for cars waiting to be worked on must be screened. Current tree cover and fence sections are to be reviewed with the City Building Official to meet conformance with City Code.**
4. **A revised site plan to be drafted, submitted to the city, and approved by the City Building Official shall become a permanent part of the file.**
5. **Allowing one additional employee.**
6. **All work and repairs to be done inside the building including, but not limited to general auto maintenance, mechanical work including replacing brakes, headlights, bulb, body work, cleaning and detailing.**
7. **No automobile painting on-site**
8. **No outside storage of any kind is permitted. All automotive parts must be stored indoors.**
9. **All refuse containers shall be stored in a location that is completely screened from outside view. All fluids and hazardous materials shall be stored and disposed of according to County and State requirements.**
10. **Hours of operation: Open to the public Monday through Sunday, 9:00 a.m. to 6:00 p.m. Any work not involving the public is limited to inside the building area only and from 9:00 a.m. to 10:00 p.m.**
11. **Any security lighting is required to meet the 4-foot candle meter reading as measured at the residential property line. Existing lights that are non-conforming shall be replaced.**
12. **Motor vehicle sales lot licenses must be obtained and maintained through the State of Minnesota and the City of Ham Lake.**
13. **No on-street parking is allowed.**
14. **Must meet all City, County and State requirements.**

All present in favor, motion carried.

NEW BUSINESS:

T.E.S. Construction requesting Sketch Plan approval for Acre Hills, a 2-lot Single-Family Residential (R-1) and Rural Single Family (R-A) development in Section 23.

Jason Rud, E.G. Rud was present and stated that the applicant is looking to build a new home on Lot 2. Mr. Rud stated that Lot 2 will have frontage on 155th Avenue NE. Mr. Rud stated that a wetland delineation has been completed and that there have been soil borings done to confirm livability for a future septic area and other livability standards as required by the city.

Chair Pogalz asked City Engineer Krugler to give highlights from his provided memo. City Engineer Krugler stated that the existing lot is 31 acres and that the applicant is looking to split into two parcels. They are looking to keep the larger parcel zoned as R-A and the new lot to be rezoned to R-1. City Engineer Krugler stated that he had confirmed with the Public Works Superintendent and that the city is looking for money in lieu of the parkland. City Engineer Krugler stated that there are no road improvements required for this plat.

Motion by Pogalz, seconded by Entsminger, to recommend approval of the sketch plan as presented by T.E.S. Construction for Acre Hills, an R-1 (single family residential) / R-A (rural single family residential) minor two lot plat subject to taking money in lieu of parkland, rezoning Lot 2 to R-1 (Single-Family Residential), and subject to meeting the requirements of the City Engineer and all State, County and City requirements. All present in favor, motion carried.

COMMISSION BUSINESS:

City Council Update

City Planner Holzworth stated that there were no new items from the Planning Commissions previous meeting that needed to be approved by the City Council. A Planning Commissioner will not be attending the City Council's October 19, 2026, meeting.

ADJOURNMENT:

Motion by Dixson, seconded by Entsminger, to adjourn the Planning Commission meeting at 6:38 p.m. All present in favor, motion carried.

Matthew Holzworth

Matt Holzworth, City Planner