

WACONIA PLANNING COMMISSION MEETING AGENDA



**Thursday, March 6, 2025
6:30 PM**

VISION STATEMENT

A thriving, connected community with deep roots: a great place to live for a lifetime.

MISSION STATEMENT

A city that leads, serves, and governs to enhance the quality of life for all community members.

CHAIR: CHAD GENZ
MEMBER: JOE POLUNC
MEMBER: BRUCE PAULSEN
MEMBER: JACOB WECKMAN
MEMBER: DARYL PETERSON
ALTERNATE MEMBER: SIMON MALINSKI

NOTE: TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE BE PRESENT AT 6:30 P.M.

Those with items on the agenda should reach out to their staff contact. Others who wish to participate in the meeting, please contact the Community Development Director at 952-442-3106 or lbraaten@waconia.org to make certain that you are called upon during the meeting.

- 1. Call meeting to order and roll call**
- 2. Adopt Agenda**
- 3. Minutes Approval**
 - 1) [February 6th, 2025 Planning Commission Meeting Minutes](#)
Motion to adopt the February 6th, 2025 Planning Commission Meeting Minutes
- 4. New Business**
 - 1) [Comprehensive Plan Amendment - Holbrook Land Use Update](#)
Motion recommending approval of the Comprehensive Plan Amendment and authorizing submittal to the Metropolitan Council.
- 5. Old Business**
- 6. Other**
 - 1) [2024 Land Use Summary Presentation](#)
 - 2) [Staff Update](#)

Adjourn



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:	March 6, 2025					
Item Name:	February 6th, 2025 Planning Commission Meeting Minutes					
Originating Department:	Community Development					
Presented by:	Lane Braaten					
Previous Commission Action (if any):						
Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
Motion to adopt the February 6th, 2025 Planning Commission Meeting Minutes						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Attachments: 1. February 6 2025 Planning Commission Meeting Minutes.docx						
FINANCIAL IMPLICATIONS: Funding Sources & Uses:						
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required						

CITY OF WACONIA PLANNING COMMISSION MEETING AGENDA
Thursday, February 6, 2025

1) [Call meeting to order and roll call](#)

Pursuant to due call and notice thereof, the regular meeting of the Planning Commission of the City of Waconia was called to order by Commissioner Chair Genz. The following members were present: Chad Genz, Joe Polunc, Jacob Weckman, Daryl Peterson, alternate member Simon Malinski. Commissioner Paulsen was absent.

2) [Adopt Agenda](#)

No changes to the agenda.

Motion by Commissioner Weckman, seconded by Commissioner Peterson to adopt the agenda. All in favor voted aye. MOTION CARRIED.

3) [Minutes Approval](#)

3.1 [January 9th, 2025, Planning Commission Meeting Minutes](#)

[Cover Page](#)

[January 9 2025 Planning Commission Meeting Minutes.docx](#)

Motion by Commissioner Polunc seconded by Commissioner Weckman to approve the minutes from January 9, 2025, meeting. All in favor voted aye. MOTION CARRIED.

4) [New Business](#)

4.1 [Sketch Plan - Elm Creek Ridge - Magellan Land Development](#)

[Cover Page](#)

[Location Map.pdf](#)

[Applicant Narrative.pdf](#)

[Elm Creek Ridge Sketch Plan.pdf](#)

[City Engineer Comments_Elm Creek Ridge Sketch Plan.pdf](#)

[Land Use Map.pdf](#)

[Shoreland and Wetland Map.pdf](#)

[Sec._900.05.16.____PUD_Planned_Unit_Development_District..pdf](#)

Braaten introduced the sketch plan. He explained the sketch plan process, informing the Commissioners that it is an informal conversation with the Planning Commission to talk about ideas and to determine if what the applicant proposes is feasible. He showed a map and the proximity of the 23 acres.

Jason Palmby, Magellan Land Development, the applicant, explained what the concept proposal. The lots are generally 65 wide single-family parcels. Mr. Palmby went on to mention the topography and the gas line that runs through the subject property, both of which present some challenges when developing the parcel. He also mentioned the location in association with the creek to the West. The Comp Plan land use guidance for this area is low and medium density residential. The sketch plan proposes a density of 2.25 per acre due to the topography, which is on the low side of the low-density residential standard which identifies a density range between 2 and 4 units per acre. He has shared his concept plan with Carver County Watershed District and MDOT to get their feedback. He also talked about their concern for the tree preservation that is in the area. He has no builder lined up at this time but with the size of the lots, he feels that there is a great desire for the identified lot sizing. They are looking at the storm ponding and how that might change going forward.

Commissioner Genz asked if anyone had any questions/comments about the plan. Braaten informed the Commissioners that there are staff and engineer comments included in the packet materials, and he would be happy to answer any questions related to these comments. Mr. Palmby stated the comments that have come back so far have been issues they will have to work through. Discussion followed.

Mr. Palmby explained why he wanted the PUD. The request would be to reduce the setback between homes from 20 to 15 feet. More discussion followed on that and what he might request in regard to the hardcover and home heights in the development.

There was some discussion about parks. Braaten informed the Commission that this plan would go to the Park Board for review, and they would provide a recommendation related to park dedication.

Discussion followed related to the cul-de-sac, lot sizes, and road configurations. Further, the Commission discussed the PUD regulations, and possible tree preservation measures. Braaten explained the next steps with the sketch plan and what the timeline could be.

Commissioner Genz asked if anyone would want to come up and comment on the plan.

Gordy Winter, 10575 Elm Creek Road wanted to know where the annexation line would be, because of where his property line is located. Additionally, he was concerned with the increase in traffic.

Jacob Sams, 10475 Elm Creek Road talked about how the existing road is not set up to handle the traffic from the new proposed area. Also, additional improvements to the Hwy 284 are needed for the increased traffic.

5) Old Business

No Old Business.

6) Other

6.1 Staff Update

- The council approved the 2nd & Olive Street comp plan amendment. Construction and demolition are underway.
- U-Haul withdrew their ordinance amendment application and site plan application.
- Braaten mentioned that the Commissioner had all been signed up for a land use training through the League of Minnesota Cities and to be paying attention to their inbox for a link to the materials.
- An update on the annexation petition for the Falk property was provided.
- New assistant planner starting on the 24th of February.
- The land use summary should be ready for the March meeting.
- Goodwill building permit has been sent to Metro West.

Adjourn

Motion by Commissioner Weckman seconded by Commissioner Peterson to adjourn. All in favor voted aye. MOTION CARRIED.

Respectfully submitted

David Havlik



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:	March 6, 2025
Item Name:	Comprehensive Plan Amendment - Holbrook Land Use Update
Originating Department:	Community Development
Presented by:	Lane Braaten

Previous Commission Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Motion recommending approval of the Comprehensive Plan Amendment and authorizing submittal to the Metropolitan Council.

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

The City Council, at their regular meeting on December 16th, 2024, reviewed and approved the Preliminary Plat for the Holbrook residential project. Subsequently, staff was notified by the Metropolitan Council that a Comprehensive Plan Amendment would be necessary to re-guide the property for the approved use. As such, staff has drafted the attached Comprehensive Plan Amendment to reconcile how the development is actually occurring versus the more conceptual Future Land Use Map.

The attached information includes the existing land use map, the overlay of the Holbrook development on the existing land use map, and the proposed amendment to the land use map. Staff, in a number of conversations with the Metropolitan Council, has indicated that the City's Future Land Use Map is conceptual and that the proposed Holbrook plan is conforming based on a review of City staff, the Planning Commission and the City Council. The conversations with Met Council and the appeal to our Met Council representative did not influence the decision made by the Metropolitan Council staff and therefore the amendment is before the Planning Commission for review. There are no proposed changes to the Holbrook plat, the amendment merely relocates the identified areas to be consistent with the land use map.

PUBLIC NOTICE/COMMENT

The notice was published in the WACONIA PATRIOT on February 20th, 2025, and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. There have been no public hearing comments received to date.

CONCLUSION/RECOMMENDATION

The Planning Commission shall hold the required public hearing, take all public comment, review all pertinent information and make a recommendation regarding the Comprehensive Plan Amendment. Upon a recommendation by the Planning Commission, the City Council will review the information at their regular meeting on March 17th, 2025.

Attachments:

1. [Public Hearing_Comp Plan Amendment_Holbrook.pdf](#)
2. [Comparison Images.pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:
 _____ Budgeted
 _____ Non Budgeted

_____ Amendment Required

CITY OF WACONIA, MN
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Waconia, MN, will hold a public hearing on March 6th, 2025, at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider amending the 2040 Comprehensive Plan. The Metropolitan Council has formally requested that the City of Waconia amend the 2040 Comprehensive Plan to be consistent with the approved Holbrook Preliminary Plat. The amendment would re-guide the 241+ acres associated with the Holbrook residential development to reconcile how the development is actually occurring versus the more conceptual Future Land Use Map. The amendment is proposed to include the properties described as follows:

9550 Little Avenue, 9780 Little Avenue, and 10080 Little Avenue.

The City Council approved the Holbrook Preliminary Plat at their regular meeting on December 16th, 2024. The Metropolitan Council has since notified the city that the 2040 Comprehensive Plan requires an update to reflect the proposed improvements. Therefore, the Planning Commission will consider an amendment to the existing Comprehensive Plan clarifying the future land use locations. Please note that there are no proposed changes to the approved preliminary plat.

Pertinent information pertaining to this request is available at City Hall. Interested persons may submit written or oral comments pertaining to this matter any time prior to the hearing, or at the hearing on March 6th, 2025. Written comments will be distributed to the Planning Commission for review and consideration. Please submit written comments by mail, email or in person as follows:

Mail/in person: Attention: Lane L. Braaten, 201 South Vine Street, Waconia, MN 55387
Email: lbraaten@waconia.org

By: WACONIA PLANNING COMMISSION
ATTEST: Lane L. Braaten, Community Development Director

(Published in the Waconia Patriot on February 20th, 2025)
















EXISTING LAND USE MAP



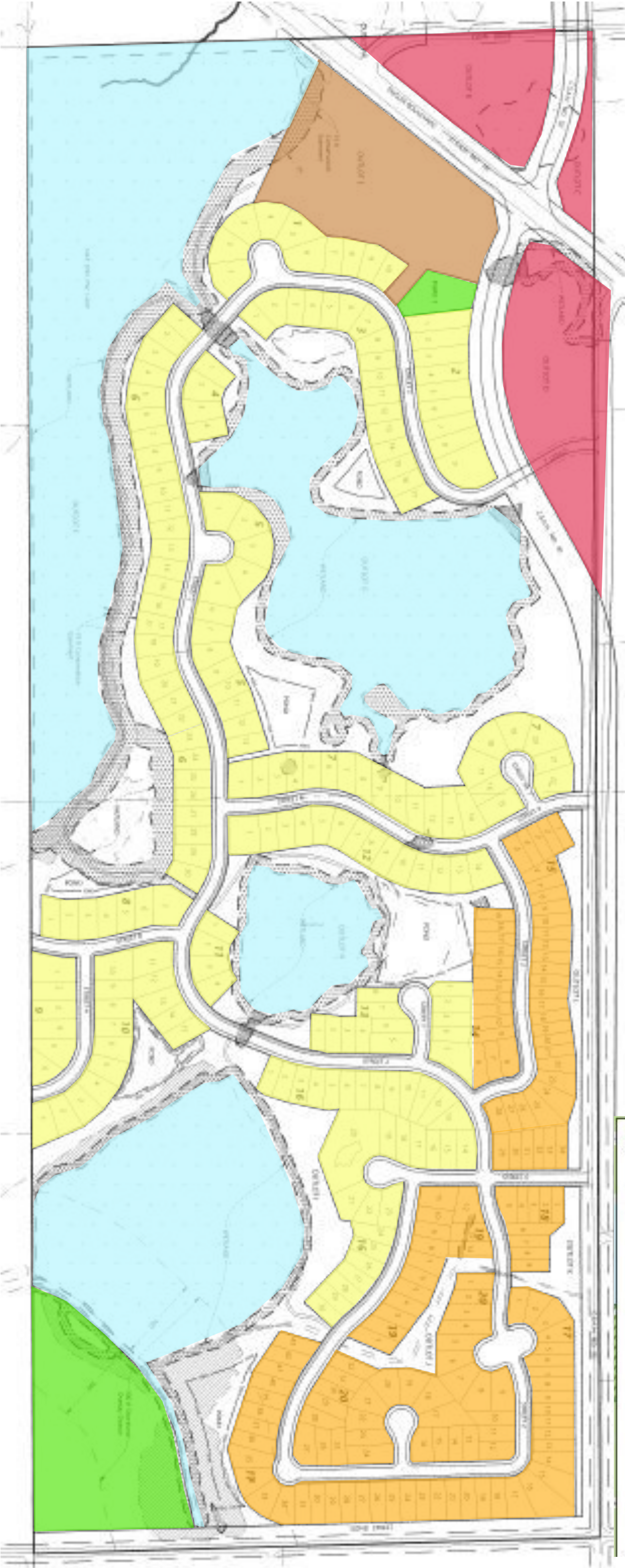
Annexation Areas & Land Use Classes	
	Waconia Township Annexation Areas
	L - Low Density Residential
	M - Medium Density Residential
	H - High Density Residential
	MXD - Mixed Use
	C - Commercial
	BP - Business Park
	I - Industrial
	I-P - Institutional or Public
	P - Park
	GC - Golf Course
	R - Rural
	UR - Urban Reserve
	W/O - Wetland / Open Space
	Agricultural Preserve

**EXISTING LAND USE
MAP w/ HOLBROOK
OVERLAY**



Annexation Areas & Land Use Classes	
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**PROPOSED COMP PLAN
GUIDANCE BASED ON
HOLBROOK PLAT**



Annexation Areas & Land Use Classes	
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REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:	March 6, 2025					
Item Name:	2024 Land Use Summary Presentation					
Originating Department:	Community Development					
Presented by:	Lane Braaten					
Previous Commission Action (if any):						
Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED <i>(Include motion in proper format.)</i>						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
Attachments:						
FINANCIAL IMPLICATIONS:						
Funding Sources & Uses:						
Budget Information:						
_____ Budgeted						
_____ Non Budgeted						
_____ Amendment Required						



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date: March 6, 2025

Item Name: Staff Update

Originating Department: Community Development

Presented by: Lane Braaten

Previous Commission Action (if any):

Item Type (X only one):	Consent		Regular Session	X	Discussion Session	
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RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

Attachments:

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted

_____ Non Budgeted

_____ Amendment Required