

6:30 PM



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:		February 6, 2025					
Item Name:		January 9th, 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 January 9th, 2025 Planning Commission Meeting Minutes							
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>							
Attachments: 1. January 9 2025 Planning Commission Meeting Minutes.docx							
FINANCIAL IMPLICATIONS: Funding Sources & Uses:							
Budget Information: _____ Budgeted _____ Non Budgeted _____ Amendment Required							

WACONIA PLANNING COMMISSION MEETING AGENDA
Thursday, January 9th, 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 Genz. The following members were present: Chad Genz, Joe Polunc, Bruce Paulsen, Jacob Weckman, Daryl Peterson. Alternate member Simon Malinski was in attendance

1.1 [Oath of Office](#)

January 9, 2025, Simon Malinski was sworn in to the office of Planning Commissioner for the alternate position.

2) [Adopt Agenda](#)

No changes to the agenda.

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

3) [Minutes Approval](#)

3.1 [December 5th, 2024, Planning Commission Meeting Minutes](#)

[Cover Page](#)

[December 5th, 2024, Planning Commission Meeting Minutes.pdf](#)

Motion by Commissioner Paulsen, seconded by Commissioner Weckman to approve the minutes from December 5th, 2024, meeting. MOTION CARRIED.

4) [New Business](#)

4.1 [PUBLIC HEARING - Amend Section 900.04, Definitions, Section 900.05.7, B-1 Highway Business District & Section 900.06.9, Architectural Design Standards - Truck, Trailer and Storage Rental Facility](#)

[Cover Page](#)

[Attachments for Truck Trailer and Storage Rental Facility OA.pdf](#)

Braaten introduced the Amendment which would define truck, trailer, and storage facility and allow it as a permitted use with special restrictions in the B-1, Highway Business

District and make allowances for the use in the Highway Business Design Standard District.

Uses Permitted with special restrictions: Performance Standards.

1. Outdoor storage of trucks, trailers and portable storage units shall be permitted without screening if located in areas designated on the site plan and not within drainage and utility easement areas.
2. Outdoor display of rental vehicles, trailers, and storage units shall be permitted on paved surfaces in designated display areas shown on an approved site plan.
3. Loading docks or designated loading areas for portable storage units shall not require screening while actively in use. When not in use, they shall be stored at the rear of the building or within an area screened from public view using fencing or landscaping.
4. The facility shall provide adequate on-site circulation for trucks and trailers to prevent obstruction of public right-of-way with circulation paths clearly identified on the site plan.
5. All lighting for outdoor storage and display areas shall be designed to minimize light spillage onto adjacent properties and public right-of-way consistent with city lighting standards.

City Attorney office has reviewed with no additional comments or language.

Questions and comments by Planning Commission members:

-Genz recognized if the change is passed, the language would apply to all B-1 Highway District, present and future.

Genz open the Public Hearing.

Comments and concerns

Megan Rogers, Attorney with Larkin Hoffman, representing Amerco Real Estate Company and U-Haul.

-Proposed language states the flexibility to screen only apply if the combination is truck/trailer as well as the storage/rental component.

-Rogers explained in detail the proposed amendment definition

Paulsen expressed concerns about residential properties being affected by this development.

Genz asked about the screening and what it may look like.

Megan Rogers stated this was proposed as a permitted use. Another option for this is to bring the proposal forward as a Conditional Use permit, with the performance standards.

Paulsen indicated to see a rendering of what the site will possibly look like.

Genz asked about the screening/fence.

Megan Rogers addressed the fact of having visual engagement and an active street scape feeling for residence to see the office operations and a retail business.

Polunc asked about the inventory that will be on site.

Chris Bowman, president of U-Haul Company.

U-Haul will have rotation trucks specific to the residence of Waconia, trailers and storage areas.

Additional structures will be added to the site which will be the actual self-storage and portable storage.

Although these questions are good for a site plan review, Braaten reminded Commissioners this is a discussion whether the definitions fit the zoning district.

Rogers added the self-storage use is currently permitted by the B-1 District. They would be able to comply with a Conditional Use Permit. U-Haul is seeking to have both a welcoming facility and a retail base that combines the use that is already permitted.

Motion by Polunc, seconded by Paulsen to close the public hearing. All in favor voted aye. MOTION CARRIED.

Polunc and Paulsen agree that this change should not affect all but should be looked at case by case.

Motion by Paulsen to deny the proposed ordinance amendment with a recommendation for the applicant to come back with an applicable Conditional Use permit request.

Further conversation occurred regarding the application language.

After much discussion, **Paulsen withdrew his motion.**

Motion by Commissioner Polunc, seconded by Commissioner Paulsen to table the Public Hearing to Amend Section 900.04, Definitions, Section 900.05.7, B-1 Highway Business District & Section 900.06.9, Architectural Design Standards-Truck, Trailer and Storage Rental Facility to allow the applicant time to develop language related to allowing the use as a conditional use in the B-1 district.
All in favor voted aye. MOTION CARRIED

4.2 PUBLIC HEARING - Comprehensive Plan Amendment - High Density Mixed Use

Cover Page

Chapter 3_Proposed Revisions.pdf

[Table 3-10 Revised.pdf](#)

[Land Use Plan Map - Existing.pdf](#)

[Land Use Plan Map - Proposed.pdf](#)

The Public Hearing is a Comprehensive Plan Amendment the city is conducting in association with the second street project. The proposed amendment would define and allow high density mixed use for the Olive & Second project. Braaten displayed the location of the site the amendment is proposed to apply to.

The approved Olive and Second mixed use project is a permitted use in our zoning code. The Comprehensive Plan does not identify all the properties as mixed use, so this amendment is required by the Metropolitan Council. The approved building provides for a density range that exceeds the typical residential range, therefore a high density mixed use land use category is being proposed for the 2040 Comprehensive Plan.

Paulsen is categorizing this as a housekeeping element and is asking if there are any adverse consequences to this change.

Weckman mentioned the Lemke property as comparison. Braaten indicated this is a different situation.

Motion by Commissioner Genz to open the public hearing.

Motion by Commissioner Weckman, second by Commissioner Paulsen to close the Public Hearing. All in favor voted aye. Motion Carried.

Motion by Commissioner Paulsen, second by Commissioner Weckman to recommend approval of the Comprehensive Plan Amendment. All in favor voted aye. MOTION CARRIED.

5) [Old Business](#)

No Old Business

6) [Other](#)

6.1 [Election of Officers](#)

[Cover Page](#)

Motion by Commissioner Paulsen to nominate Commissioner Genz to Chair the Planning Commission Meetings for 2025, second by Commissioner Polunc, All in favor voted aye. MOTION CARRIED.

Motion by Commissioner Genz to nominate Commissioner Polunc to Vice Chair the Planning Commission Meetings for 2025, second by Paulsen. All in favor voted aye. MOTION CARRIED.

6.2 Staff Update

Thank you and best wishes to Ethan Nelson in his new position at Norwood Young America.

123 New Home Permits in 2024.

Land Use training with the League of Minnesota Cities.

Holbrook plat was approved by the City Council members.

Commissioner Genz asked a question regarding a discussion on the utilities
Commissioner Polunc wondered about the utility capacity and feasibility study regarding a water study.

Site Plan for U-Haul has been submitted.

Commissioner Paulsen asked about the research regarding building height and parking study. Both are on staffs to-do list.

Adjourn

Motion by Commission Paulsen, seconded by Commissioner Weckman to adjourn. All in favor voted aye. MOTION CARRIED.

ATTEST: _____

Brenda Stein, Office Assistant



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:		February 6, 2025				
Item Name:		Sketch Plan - Elm Creek Ridge - Magellan Land Development				
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>						
Informally discuss the Elm Creek Ridge Sketch Plan submitted by Magellan Land Development for a portion of PID # 090261211 and advise the applicant of the extent to which the plan conforms to the Comprehensive Plan and City Ordinances and discuss possible modifications that may be necessary.						
EXPLANATION OF AGENDA ITEM <i>(Include a description of background, benefits, and recommendations.)</i>						
<u>BACKGROUND:</u> Applicant: Magellan Land Development Owner(s): Song River Holdings Project: Elm Creek Ridge Sketch Plan PID#: 090261211 2040 Comp Plan Designations: • L - Low Density Residential • M - Medium Density Residential						
<u>REQUEST:</u> The City has received a Sketch Plan application from Magellan Land Company (the “applicant”) to facilitate a discussion with the Planning Commission regarding the possible future development of the eastern 23 acres of PID# 0902611211. Submittal of a Sketch Plan allows possible developers to provide a concept plan to the Planning Commission to receive feedback on a potential project to determine any conflicts prior to submittal of any future applications such as Preliminary Plat, Comprehensive Plan Amendments, Annexation, etc.						
<u>APPLICABLE ORDINANCE PROVISIONS:</u> 1. Section 1000.03 – Sketch Plan City Ordinance Section 1000.03 Sketch Plan, Subd. 1. states “ <i>Subdividers shall prepare ten (10) copies of a subdivision sketch plan for review by the Planning Commission. Such sketch plan will be considered as having been submitted for informal discussion between the subdivider and the Planning Commission. No fee shall be required of the subdivider for the submission of a sketch plan.</i> ” Further, Section 1000.03 Sketch Plan, Subd. 3. States “ <i>Submission of a subdivision sketch plan shall not constitute formal filing of a plan with the City. On the basis of the subdivision sketch plan, the Planning Commission may informally advise the subdivider of the extent to which the plan conforms to the Comprehensive Plan, design standards of this ordinance and to other ordinances of the City and may discuss possible modification necessary to secure approval of the plan.</i> ”						
<u>SKETCH PLAN ANALYSIS:</u> 1. The 2040 Comprehensive Plan identifies the area as mix of low, and medium density residential. Further, the Comp Plan identifies approximately 12.5 acres of Medium Density (4 to 10 units per acre) and approximately 11 acres of Low Density (2 to 4 units per acre). The applicant has indicated that the proposed density is 2.25 units per acre, which is on the lower side of the Low Density Residential scale and therefore						

- may require a Comprehensive Plan Amendment.
2. The Sketch Plan identifies 65 ft. wide single-family lots with a typical lot size of 65' x 140 ft. (typical lot size of 9,100 sq. ft.). The applicant is requesting flexibility in lot sizing and side yard setbacks. The applicant shall provide additional clarity related to the requested hardcover maximum per lot as this information was not included in the sketch plan information.
 3. The applicant is proposing to use the Planned Unit Development (PUD) District to allow flexibility in the lot sizing and side yard setbacks indicated as they do not conform to the typical requirements in our R-1, R-2, R-3, or R-4 Residential Zoning Districts. Section 900.05, Subd. 1.O of the City Code provides specific regulations regarding Planned Unit Developments. If the Planning Commission finds the concept plan acceptable, the applicant should more closely review the PUD standards to ensure compliance with this section. Staff has attached the applicable section of the City Code and the Planning Commission should review the Intent and Purpose section to determine if the PUD request is consistent with the objectives.
 4. The typical lot requirements in the R-2, Single-Family Residential District identify a minimum lot area of 7,850 sq. ft. a minimum lot width of 50 ft. and a maximum hardcover allowance of 35% per parcel. The Planning Commission may want to discuss why R-2 zoning is not appropriate and why a PUD is necessary for this development.
 5. The Shoreland area includes all land within 1,000 feet of the ordinary high-water mark of a protected water of ten (10) acres or more, within 300 feet of a river or stream, or the landward extent of a flood plain on such a river or stream, whichever is greater. Carver Creek is located to the west and to the south of the subject property. As such, portions of the property are located within the Shoreland Overlay District. These areas shall be subject to all requirements stated in Section 900.06, Subd. 7 of the City Code and Minnesota Administrative Rules 6120.3800 Planned Unit Development.
 6. Figure 20 of the Comp Plan identifies the Wetland Protection Area within the City of Waconia. A small portion of the subject property lies within these identified areas. Any future development of the site shall conform to Section 900.06, Subd. 8, Environmental Protection Regulations. The wetland areas identified by the Comp Plan have been included in the Shoreland Overlay map attached to this report.
 7. Additionally, Section 900.06, Subd. 8 Environmental Protection Regulations identifies specific regulations pertaining to tree preservation, reforestation and restitution. Any proposed improvement of the property shall be consistent with these standards.
 8. Section 1000 of the City Code provides regulations for the subdivision of property. Specifically, a portion of this section provides requirements relating to Public Land Dedication and Open Space. It states "It shall be presumed that at least 10% of the gross land in the subdivision shall be dedicated for parks, schools, playgrounds and open space. The City, upon consideration of the particular type of development proposed in the subdivision, may require larger or lesser amounts of land to be dedicated if it determines that the present and future residents of the subdivision would require greater or lesser amounts of land for such purposes." The sketch plan does not indicate any park areas and therefore staff presume that the developer is considering cash in lieu of land dedication, which is allowed if approved by the City Council after consideration by the Planning Commission and Park Board. If a cash payment in lieu of Park Land is required, the City Council shall take the percentage of land in the subdivision required for dedication, as determined under subsection C above (assumed to be 10% unless the City Council determines otherwise) and multiply it by the fair market value of the total land in the subdivision to determine the "Total Dedication Value". If the City Council determines that none of the Park Land is suitable or desirable, the subdivision shall make a cash payment to the City equal to the Total Dedication Value. If the City Council determines the City will accept a portion of the Park Land and that another portion is not suitable or desirable, the developer shall convey the Park Land the City is willing to accept and, in addition, make a cash payment to the City equal to the Total Dedication Value, proportionally reduced to reflect the Park Land accept by the City. The subdivider shall pay any amount due to the City via wire transfer or cashier's check prior to, and as a condition of, the City releasing the final plat for the subdivision."
 9. Subdividers are required to construct "a meaningful pedestrian circulation system subject to City approval which connects to the major trail system and to schools, parks and shopping areas and shall provide easements to accommodate movement. Said pedestrian ways shall be coordinated with those of adjacent subdivisions and the Comprehensive Plan." The 2040 Comp Plan indicates a future trail along the future alignment and improvement of Elm Creek Road. This trail would extend to the west as further development happens. Additionally, the north/south trail is planned for the east side of Hwy. 284, so pedestrian crossing

improvements may be necessary as part of this development. Sidewalks shall be provided on at least 1 side of all streets and shall be 6 ft. wide. The sidewalk plan shall take into consideration the Waterford development to the north to ensure proper connectivity.

10. Section 1000, Subd. 7.G. Preservation of Natural Features and Amenities states “Existing features which would add value to residential development or to the local government as a whole, such as trees, as herein defined, watercourses and falls, beaches, historic spots, and similar irreplaceable assets, shall be preserved in the design of the subdivision...” The Planning Commission and Park Board should review and determine if there are any significant areas that should be protected or preserved as part of this possible development.
11. Planting strips shall be required to screen the view and to reduce noise levels of Hwy. 284 from within the proposed residential areas.
12. The parcels shown with the gas line easement appear to be challenging to develop in the future. The applicant may want to revise the plan to better accommodate alternate building envelopes for the properties, or provide an outlot for the easement.
13. Please review the attached City Engineer comments related to the Elm Creek Ridge Sketch Plan.
14. The property is located in Waconia Township and would require annexation.

LAND USE PLAN CATEGORIES AND PROPOSED ZONING MAP DISTRICTS:

<u>CATEGORY</u>	<u>LAND USES</u>	<u>ZONING DISTRICTS</u>
L - Low Density Residential	Single-family, detached housing on parcels with a minimum size of 10,500 square feet. The density range should be from 2 to 4 units per acre.	R-1, Single-Family Residential District R-2, Single-Family Residential District
M - Medium Density Residential	Single-family and two-family dwellings, townhouses and other forms of housing having an individual outdoor entrance for each housing unit. The density range should be from 4 to 10 units per acre.	R-2, Single-Family District R-3, Medium Density District R-4, Mixed Residential District

*Information above taken from Table 3-10 of the City of Waconia Comprehensive Plan

APPLICABLE ZONING DISTRICTS FOR SINGLE-FAMILY:

R-1, Single-Family Residential

- Minimum Lot Area: 10,500 sq. ft.
- Minimum Lot Width: 75 ft.
- Maximum Hardcover Surface: 35%

R-2, Single-Family Residential

- Minimum Lot Area: 7,850 sq. ft.
- Minimum Lot Width: 50 ft.
- Maximum Hardcover Surface: 35%

R-4, Mixed Residential District

- Minimum Lot Area: 7,850 sq. ft.
- Minimum Lot Width: 50 ft.
- Maximum Hardcover Surface: 35%

Note: All areas located within the Shoreland Overlay District are restricted to 25% maximum hardcover unless approved as part of the PUD, Planned Unit District, which conforms to the City and State regulations.

PUBLIC NOTICE/COMMENT:

As this application is an informal discussion with the Planning Commission, no public notice was required.

CONCLUSION / RECOMMENDATION

The Planning Commission should review the proposed submittal and how it relates to the City of Waconia's 2040 Comprehensive Plan and to the City Code and advise the applicant of the extent to which the plan conforms to said documents. It would also be appropriate to discuss possible modifications that may be necessary prior to submittal of a an annexation or subdivision application for the property.

NOTE:

The Elm Creek Ridge Sketch Plan does not require review or consideration by the City Council. The Sketch Plan practice is a Planning Commission process to allow informal review of a potential development and to discuss possible modifications necessary to secure future approval of the plan.

Attachments:

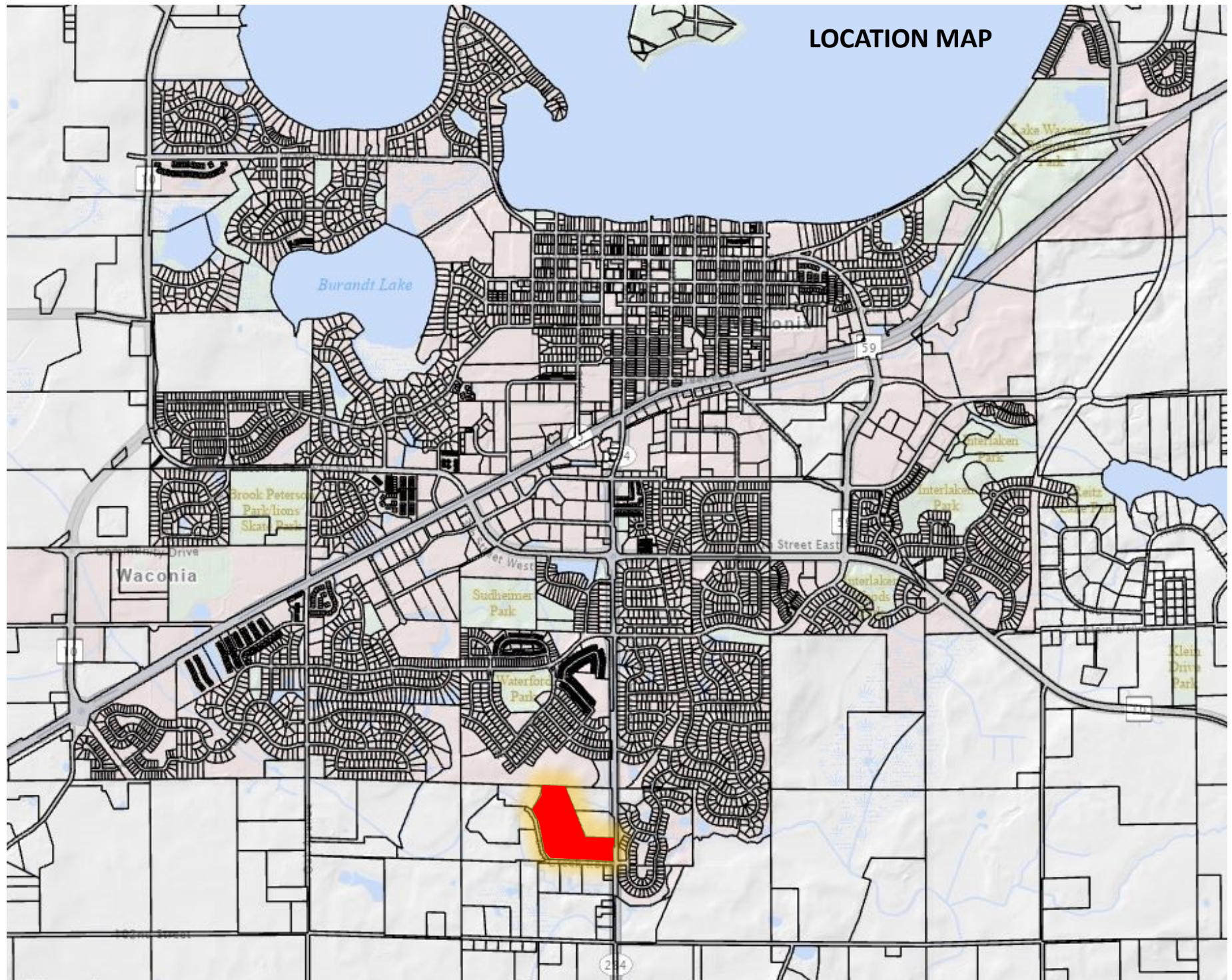
1. [Location Map.pdf](#)
2. [Applicant Narrative.pdf](#)
3. [Elm Creek Ridge Sketch Plan.pdf](#)
4. [City Engineer Comments_Elm Creek Ridge Sketch Plan.pdf](#)
5. [Land Use Map.pdf](#)
6. [Shoreland and Wetland Map.pdf](#)
7. [Sec._900.05.16.___PUD_Planned_Unit_Development_District..pdf](#)

FINANCIAL IMPLICATIONS:

Funding Sources & Uses:

Budget Information:

_____ Budgeted
_____ Non Budgeted
_____ Amendment Required



January 23, 2025

City of Waconia
Planning Commission
201 South zvine Street
Waconia, MN 55387

RE: PUD Concept Plan Review for Song River Holdings

Dear Planning Commission:

We are pleased to submit a Concept Plan for the above-described property located south of the Waterford development and west of Hwy 284. The property is included in the City's 2040 Plan and is designated as low and medium density residential.

Property Characteristics

Although the property consists of 42.96 acres we are looking at developing the 23 acres that is currently in the 2040 Comprehensive Plan. This property is guided low and medium residential. Subtracting Right of Way and wetlands the density is roughly 2.25 units/acre

Site Design and Connectivity

As noted, the property is guided for both medium and low density residential. The Concept Plan as submitted conforms to the City's Land Use Plan.

The primary access to the property will be from State Highway No 284 with a secondary access north through the Waterford development. The Waterford development has recently submitted their final phase which will allow a secondary access to the Song River Parcel.

Housing and Site Design

The proposed lots will be 65 foot wide lots. We are asking for a modification on the setbacks. Rather than 10 feet on the side yards we are requesting 7.5 feet on the side yards.

Parks

The City's 2040 Comprehensive Plan does not show any future Neighborhood Parks or Community Parks on this property. There is a park to the north in Waterford within easy walking distance to the proposed development.

Section 900.05 of the City's Zoning Ordinance provides findings necessary for the City to approve a PUD. A review is provided below.

a. The proposed development is not inconsistent with the City's Comprehensive Plan,

As discussed above, the planned neighborhood is consistent with the City's 2040 plan. Specifically, the plan conforms to:

- i. The Transportation Plan by providing the necessary right-of-way for CSAH 284, as well as future connections to the east
- ii. The Housing Plan by providing a mix of housing to accommodate the City's changing demographics.

b. The development satisfies most, if not all, of the objectives of this District, and

As discussed above, the PUD and Concept Plan meets the Intent and Purposes of the City's PUD District.

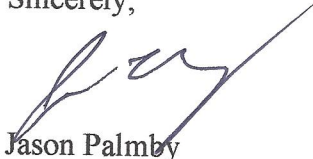
c. The PUD will not be detrimental to surrounding neighborhoods.

The PUD and Concept Plan conforms to the City's Land Use, Transportation, Housing, and Parks plans. As such, there should be no detrimental impacts to surrounding neighborhoods that were not originally anticipated by the City when adopting the 2040 plan.

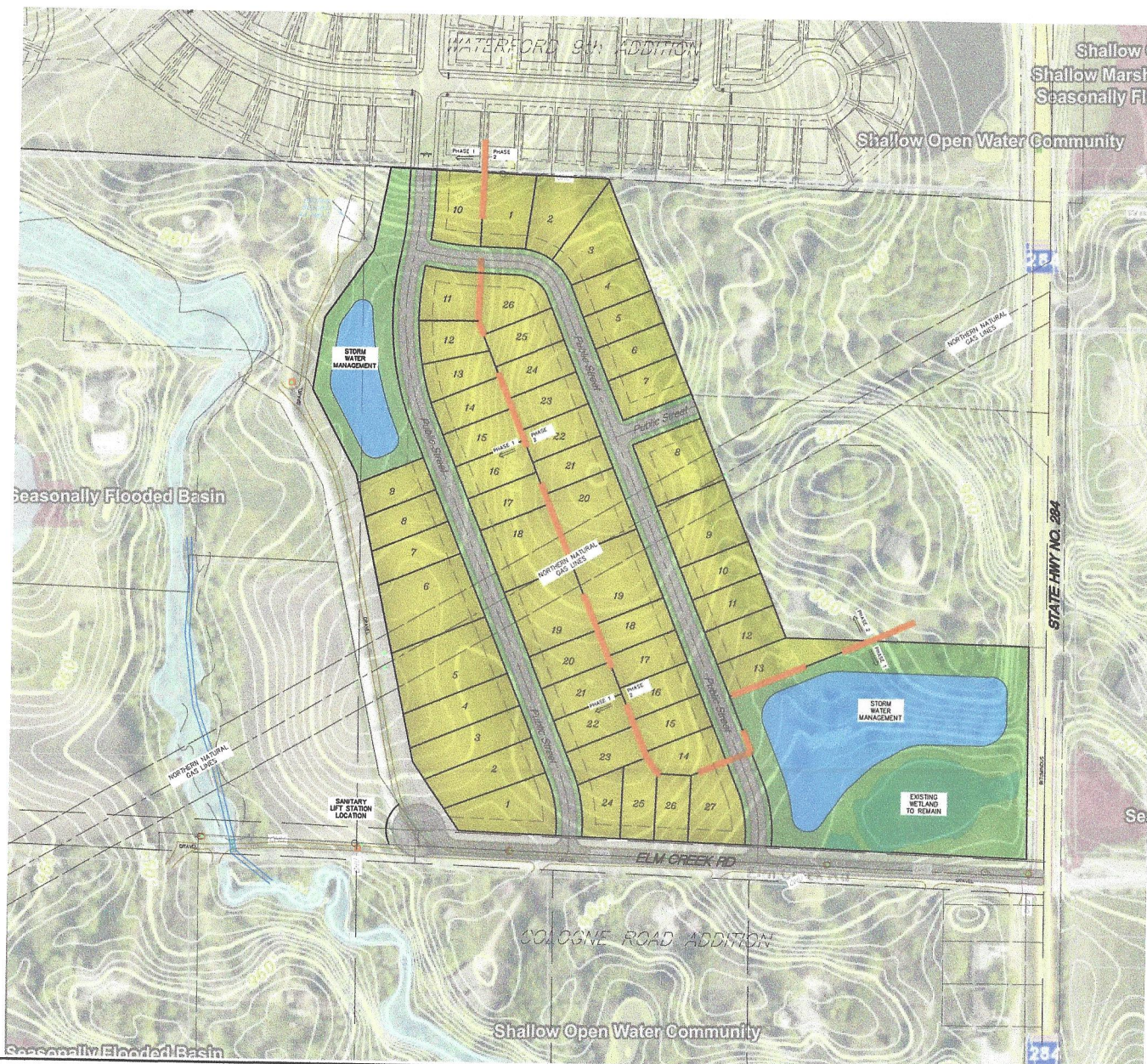
Conclusions

We request that the Planning Commission review the concept plan and provide any comments related to the plan and its conformance to City ordinances and the Comprehensive Plan.

Sincerely,



Jason Palmby
Magellan Land Development



0 100 200 300
GRAPHIC SCALE IN FEET

EXISTING P.I.D.
090261211

EXISTING PARCEL AREA
(APPROXIMATE)
23.54 AC
(EXCLUDES EXISTING R/W)

PROPOSED ZONING
R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT

PROPOSED LOTS
65 FT MINIMUM WIDTH

PHASE 1 = 27
PHASE 2 = 26
TOTAL = 53

DENSITY = $53/23.5 = 2.25$ LOTS/AC

PUBLIC STREET 50' R/W
APPROXIMATE LENGTH = 2,965 FT

PUBLIC STREET 66' R/W
APPROXIMATE LENGTH = 1,250 FT

NOTE:
LOT AREAS ARE APPROXIMATE ONLY.
REFER TO FINAL SURVEY FOR FINAL
LOT AREAS.

CLIENT:

**Magellan Land
Development**

PO Box 302
Excelsior, MN 55331

Jason Palmby
612-220-6641
jpalmby@palmby.com

ELM CREEK RIDGE
Residential Development Project

Waconia, Minnesota

CONCEPT PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date: PREPARED BY: Reg. No.:

CIVIL ENGINEERING
SITE DESIGN

118 East Broadway St.
Waconia, MN 55382
Phone: 612-220-2929
www.civiland.com

REVISIONS	DATE	BY	SD	DESIGNED BY	SD	CHECKED BY	SD	HORIZONTAL SCALE (ALL UNITS ARE IN FEET)	VERTICAL SCALE 1 inch = 10 feet
	01/23/25								

FILE NO. 00965

1/1

Concept Plan

From: [Jake Saulsbury](#)
To: [Lane Braaten](#); [Justin Sorensen](#); [Shane Fineran](#); [Jon Haukaas](#)
Cc: [John Swanson](#)
Subject: RE: Song Sketch Review
Date: Wednesday, January 29, 2025 5:38:18 PM

Here are our 10,000-foot level thoughts. Nothing below appears to be a deal breaker with what is currently being proposed.

1. Access/Roadway

- a. Full access at Elm Creek Road is consistent with the overall plan for this area. MnDOT permit for the access upgrade and work in the Hwy 284 ROW will be needed.
- b. MnDOT will require turn lanes. If not yet but will later, we should obtain funds from all development on the west side of Hwy 284 to cover this future cost.
- c. Elm Creek Road is recommended to be upgraded to a 34' wide street with curb and gutter (not just the paving of the 20'-24' wide gravel road).
- d. We believe it is acceptable to keep the road/driveway behind the proposed lots to the west as gravel.
- e. The north access to Waterford also matches what was planned, but we'll just need to confirm this exact location with the final Waterford plans/plat.
- f. Consideration should be given to extending ROW at the northwest corner of the site to facilitate the future development/access to the Serbus property.
- g. Is the cul-de-sac proposed to be temporary or permanent with a future private road to the north? The applicant only controls half the property north of here, but we should get their thoughts about what a future plat would look like to make some decisions on this gravel driveway and this cul-de-sac. A ghost plat would be required to identify how this would be addressed if/when a preliminary plat is submitted.

2. Utilities

- a. The lift station location is generally consistent with what we previously discussed with the applicant. The City should pay for oversizing of this lift station, and the depth of this lift station should be maximized to facilitate future development to the south/southwest. This depth will likely need to be below the elevation of the bottom of the creek.
- b. Gravity sewer in the Waterford Development has been / will be upsized to account for this flow from Song River.
- c. A 10-inch watermain was stubbed across Hwy 284 with Woodland Creek, and a 12-inch stub will exist to the north upon the completion of the Waterford 9th Addn. 10-inch and 12-inch city oversizing will be required for this site.

- d. Sewer main and watermain stubs will be needed near the proposed cul-de-sac to facilitate future development to the west and south. Stubs are also needed under the stub street to the northeast for the Kuntz & McDonough properties.
- e. Service stubs should be provided to the property line for the Serbus property.
- f. A future availability charge for the necessary water system upgrades has been recommended for future development. This pending/TBD charge shall be assigned to this site.

3. Stormwater Management

- a. Clarification is needed on the discharge location(s). The subject property doesn't abut the creek that this water will likely need to be discharged to. Is an easement needed for the discharge route?
- b. Due to the creek, additional permitting with the DNR may be needed above the normal WCA/CCWMO items. However, the County GIS data shows that the property is not in the flood plain.
- c. The applicant should also submit this concept plan (or a full stormwater report) to the CCWMO to address the stormwater management for this site sooner rather than later.
- d. The Shoreland Overlay comes into play with this site due to the location of Carver Creek?

4. Natural Gas Lines

- a. It has been awhile since we've encountered NNG. We should get an update (or have the applicant get an update) on what is currently required with setbacks/encroachments/etc.
- b. I suspect this may have been done already based on the increased lot sizes shown here. Does the city also need to restrict future buildings/plantings/etc. in this easement area? I assume something similar to this is already in place in Sierra and/or elsewhere.





Sec. 900.05.16. PUD Planned Unit Development District.

[A. *Scope of regulations.*]

1. *Intent and purpose:* PUD is intended to be used to achieve the following objectives:
 - a. Protection of natural and historical features including steep slopes, woodlands, wildlife habitat, wetlands and water surface areas.
 - b. Improved human habitats by allowing for greater creativity, innovation and flexibility in site planning and architectural design.
 - c. Improved human habitat variety, diversity and interest through the mixing and clustering of land uses and housing types and varied lot sizes.
 - d. A higher level of amenity than is normally achieved with traditional zoning.
 - e. The provision of affordable housing.
 - f. A more efficient use of land and public facilities and services.
 - g. The conservation of energy resources through the protection of solar access, solar orientation, earth sheltering and the clustering of development.
 - h. The creation of a sense of community by developing larger parcels of land as integrated units.
2. *Eligibility:* PUD may be used only under the following circumstances:
 - a. A PUD shall have a minimum of five (5) acres except that a smaller parcel may qualify for the use of PUD where total ownership is less than five (5) acres and, in the judgment of the city, there is a benefit to the city to consider a smaller PUD for such reason as the conservation of a natural or historic feature. An exception to the minimum size may also be permitted where the PUD is an extension of an existing PUD and will essentially function as an extension of the existing PUD.
 - b. All property within a PUD shall be under the control of one (1) owner or group of owners capable of planning and developing the PUD site as a unit.
3. *Permitted uses:* Lands within a PUD shall only be used for uses designated on the comprehensive plan. Conditional uses that are normally associated with a specific class of use (i.e. single-family residential) may also be permitted in a similar PUD class provided the use has been approved as part of the PUD. Upon approval of a development plan, the PUD shall become the zoning for the PUD site and any change in use will require a zoning amendment. Amendments shall follow the procedures established by section 900.12, subdivision 4 of this chapter.
4. *Required development standards:* A PUD shall comply with all of the requirements of this chapter except for sections 900.05, District Regulations. In addition the following shall apply:
 - a. The minimum building and parking setback from any exterior PUD property line or abutting street shall be forty (40) feet. Refer to section 900.06.3 for required yard expansion adjacent to arterial streets.
 - b. The maximum height of structures shall not exceed forty-five (45) feet except as provided for by section 900.06.2 of this chapter.
 - c. Overall gross residential PUD densities shall be in the range specified for the site by the comprehensive plan.

d. Maximum hardcover surface shall be as follows for the following classes of use:

1.	Low and Low/Medium Density Residential	0-4	U/A	50%
2.	Medium Density Residential	5-12	U/A	60%
3.	High Density Residential	13-22	U/A	70%
4.	Medical Services			75%
5.	Commercial			80%
6.	Industrial			85%

- e. Where the PUD site is designated by the comprehensive plan for more than one land use, the approximate same ratio of land area shall be reflected in the PUD for each use as exists in the comprehensive plan.
- f. Signage variances may be approved by PUD provided a sign plan is approved with the development plan. Generally, section 900.10, Sign Regulations, will be used as a guide in evaluating the signage plan.
- g. Subdivision review shall be carried out simultaneously with the review of the PUD. The plans required by this section shall be submitted in a form which will satisfy the requirements of the subdivision ordinance for the preliminary and final plat.

5. *Procedures for processing a PUD:*

- a. *Preapplication conference.* Upon filing an application for PUD, the applicant may arrange for a conference with the city planner. The purpose of this meeting is to provide the applicant with as much background information as may be available which could have a bearing in the PUD and to obtain guidance as to the general suitability of the proposed PUD.
- b. *Sketch plan (optional).* The applicant may submit a sketch plan for review by the planning commission and city council as a means to further establish the general suitability of the PUD prior to incurring substantial costs for planning. The sketch plan is optional but is highly recommended for larger PUD's.
- 1) *Sketch plan requirements.* Twelve (12) copies of the sketch plan shall be submitted including the following information:
 - a) Proposed street, building and open space locations;
 - b) Height and square footage of buildings;
 - c) Proposed uses and acreages by use;
 - d) Number of dwelling units;
 - e) Generalized grading showing major cuts and fills; and
 - f) A general staging plan illustrating the sequence and approximate timing of the development phases.
 - 2) *Sketch plan approval.* The comments on the sketch plan by the planning commission and city council shall be for guidance only and shall not be binding on the city when the formal PUD application is considered.
- c. *Development plan (rezoning).*

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- 1) Development plan requirements. Twelve (12) sets of the following exhibits, maps and plans at a scale of 1" = 100', and written support information shall accompany the PUD application.
 - a) An Existing conditions element including maps illustrating existing zoning and land use within three hundred (300) feet of the property, relationship to the comprehensive plan and existing site conditions including:
 1. Existing topography and slopes.
 2. Tree inventory (size, type, condition).
 3. Wetland inventory.
 4. Existing drainage patterns.
 5. Soils conditions.
 6. Existing utilities and streets.
 7. Property lines and easements.
 - b. A graphic and tabular development plan element including:
 1. Building locations, height, bulk and square footage;
 2. Areas and square footage of all land uses including parks, open space, water surface areas, and conservation areas;
 3. Number of dwelling units by type;
 4. Major circulation elements (streets and trails);
 5. Drainage and utilities plans;
 6. Grading plan;
 7. A generalized landscaping plan;
 8. A generalized plan for lighting and signage;
 9. A phasing plan illustrating the timing and sequence of development;
 10. Elevation drawings of the entrance side of all phase I buildings; and
 11. A preliminary plat in accordance with part X, chapter 1000, Subdivision Ordinance.
 - c) A written element including:
 1. Landowner/applicant's name and address,
 2. Evidence of ownership,
 3. Development objectives,
 4. Legal description,
 5. Proposed restrictive covenants, and
 6. Open space maintenance provisions and agreements.

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- 2) *Findings.* The planning commission and city council shall not approve a PUD unless they shall find as follows:
 - a. The proposed development is not inconsistent with the city's comprehensive plan,
 - b. The development satisfies most, if not all, of the objectives of this district, and
 - c. The PUD will not be detrimental to surrounding neighborhoods.
 - 3) *Development agreement.* Upon approval of a development plan, the city council shall direct the city attorney to draft a development agreement in a manner so as to allow its filing with the county recorder. The development agreement shall include the plan elements, findings and the conditions upon which the PUD was approved.
- d. *Final plan.*
- 1) *Final plan requirements.* The final plan shall comply with all of the requirements of section 900.12, subdivision 6, Site Plan Review.
 - 2) *Findings.* The planning commission shall not approve the final plan unless it shall find it to be in substantial compliance with the approved development plan. Substantial compliance shall mean:
 - a) Buildings, parking and streets are in substantially the same location;
 - b) The number of residential units has not increased or decreased by more than five (5) percent;
 - c) The size of nonresidential structures has not increased by more than five (5) percent;
 - d) There has been no increase in the height of structures; and
 - e) Open space has not been decreased.
- e. *Notice and hearings.*
- 1) Development plan. Rezoning to PUD shall follow procedures and requirements established in section 900.12, subdivision 4 of this chapter.
 - 2) Final plan. Approval of a final plan shall follow the procedures and requirements established in section 900.12, subdivision 6 of this chapter.
 - 3) Applicants may combine the development plan and final plan approvals by submitting all information required for both stages simultaneously.
6. *Term of approval.* If substantial development has not occurred within a reasonable time after approval of the PUD rezoning, the city council may rezone the property to the original district and shall not have to find that the PUD zoning was in error.
7. *Amendments.*
- a. The procedure for a major amendment shall be the same as for approval of the original PUD. A major amendment is an amendment which:
 - 1) Substantially alters the location and size of buildings, streets and parking areas;

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- 2) Increases or decreases the number of residential dwelling units by more than five (5) percent;
 - 3) Increases the floor area of nonresidential buildings by more than five (5) percent;
 - 4) Increases the number of stories of any building;
 - 5) Decrease the amount of open space so as to alter the original design or intent; and
 - 6) Does not comply with a condition attached to the approval of the development plan.
- b. Other amendments may be made by a simple majority vote of the planning commission and city council.



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:		February 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	
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>							
<u>Attachments:</u>							
FINANCIAL IMPLICATIONS:							
Funding Sources & Uses:							
Budget Information:							
_____ Budgeted							
_____ Non Budgeted							
_____ Amendment Required							