

WACONIA PLANNING COMMISSION MEETING AGENDA



Thursday, September 4, 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: DARYL PETERSON
MEMBER: JACOB WECKMAN
ALTERNATE: 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.mn.gov to make certain that you are called upon during the meeting.

1. **CALL MEETING TO ORDER AND ROLL CALL**
2. **ADOPT AGENDA**
3. **APPROVAL OF MINUTES**
 - 1) August 7, 2025 Planning Commission Meeting Minutes
4. **NEW BUSINESS**
 - 1) **PUBLIC HEARING - Comprehensive Plan Amendment - PID#755750440**

Motion to recommend approval/denial of the Comprehensive Plan Amendment to reguide portions of PID#755750440 as L, Low Density Resdiential versus the current guidance of W/O, Wetland/Open Space.
5. **OLD BUSINESS**
6. **OTHER**

- 1) **Ground Mounted Solar Structure Discussion**
- 2) **Staff Update**

7. ADJOURN



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date: September 4, 2025	
Item Name: 3.1. August 7, 2025 Planning Commission Meeting Minutes	
Originating Dept:	
Presented By:	
Previous Council Action:	
Item Type:	
RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to approve the August 7, 2025 Planning Commission meeting minutes.	
EXPLANATION OF AGENDA ITEM:	
ATTACHMENTS: 1. August 7, 2025, Planning Commission Meeting Minutes	
FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses:	Planning Commission:
Budget Information:	Park Board:
_____ Budgeted	Personnel Committee:
_____ Non-Budgeted	Other: More sample text.
_____ Amendment Required	

**CITY OF WACONIA
AUGUST 7, 2025**

1. CALL MEETING TO ORDER AND ROLL CALL

Pursuant to due call and notice thereof, the meeting of the Planning Commission of the City of Waconia was called to order by Commissioner Member Polunc at 6:30 PM.

The following Commissioners were present: Joe Polunc, Bruce Paulsen, Daryl Peterson, Jacob Weckman and Simon Malinski.

The following Commissioners were absent: Chad Genz

The following Commissioners were present but not voting:

2. ADOPT AGENDA

Motion made by Planning Commission Member Paulsen, seconded by Planning Commission Member Weckman to approve the agenda.

MOTION CARRIED .

3. APPROVAL OF MINUTES

1) July 10, 2025, Planning Commission Meeting Minutes

Motion to Approve July 7th Meeting Minutes made by Planning Commission Member Weckman, seconded by Planning Commission Member Peterson.

MOTION CARRIED .

4. NEW BUSINESS

1) PUBLIC HEARING - Variance – 100 Scott Lane

Sahal presented the Variance Application for address 100 Scott Lane and shared a recap of the project.

- The original deck and patio were constructed around 1990 without a permit.
- Current property owners purchased the home in 2022 and were not aware of its non-conforming status.
- The property's location is in the Shoreland Overlay District, which allows 25% hardcover, the existing hard cover is 33.7% and the proposed improvements would be 33.8%.
- The existing deck and porch are set back 21.2 feet from the rear lot line and the new deck would be setback 19.2 feet. Variance is needed due to the 30-foot rear yard setback requirement.

Sahal displayed the site survey showing the proposed deck and patio changes, dimensions and setbacks on the site survey.

The variance criteria were taken into consideration.

The public hearing is still open.

Comments and Concerns:

Steve Follett, Homeland Builders, Mayer, MN

Stated that the property has never been in compliance with the hardcover regulations or the setback requirements.

Tracy Hart, 100 Scott Lane, Waconia, MN 55387.

Paulsen is in favor of granting the variance if they are willing to mitigate the hardcover back down to 25%.

Hart mentioned they had no knowledge of all the non-conformance issues with this property when they purchased it. The patio is slanting toward the house, causing water damage and the deck is rotting. Hart stated they put in french drains and are proposing an under-deck system for water drainage into rain barrels.

Planning Commission Member Polunc agreed with Planning Commission Member Paulsen regarding the french drains possibly being sufficient.

Braaten replied by saying it would be difficult to go back after the fact and determine how it was constructed.

Don Nemitz, 100 Scott Lane, Waconia, MN 55387.

Nemitz described the french drain system as working correctly and indicated he may have installation plans at home.

Motion to close the public hearing made by Planning Commission Member Paulsen, seconded by Planning Commission Member Peterson.

MOTION CARRIED

The applicant should work with City staff to determine a final storm water plan based on existing and proposed improvements to the satisfaction of the City Engineer prior to City Council approval.

Motion to recommend approval of the variance made by Planning Commission Member Paulsen, seconded by Planning Commission Member Peterson with the conditions identified in the staff memo and the additional condition mentioned regarding the storm water plan and improvements.

MOTION CARRIED.

2) PUBLIC HEARING - Elm Creek Ridge Preliminary Plat, PUD Zoning Request & Comprehensive Plan Amendment

Braaten presented the application for the Elm Creek Ridge residential development which included a Preliminary Plat, PUD Zoning Request and Comp Plan Amendment. The development is just under 30 acres and located west of Hwy. 284. Lennar is building to the north of the subject property in the Waterford Development. To the east are properties guided as UR, Urban Reserve. To the south of the proposed development are existing large lot single-family homes. Just east of Hwy. 284 is the Woodland Creek residential development.

The annexation has been approved. The property is guided low and medium density residential. The applicant wants to stay below the 4 units per acre. They are proposing to develop the entire property as low density rather than include medium density residential. A proposed layout was displayed showing 56 new homes. A PUD is requested to allow a side yard setback at 7.5 feet vs the typical 10 feet and they are asking for a hard cover maximum of 50%. Three outlots are proposed. Braaten talked about a significant gas line easement that runs right through the middle of the development.

Braaten mentioned Highway 284 on the east side and confirmed the applicant continues to work with MNDOT on what improvements need to be made as a part of this project.

Paulsen inquired about any additional costs to the City as part of this development. Braaten stated that there may be some minimal infrastructure oversizing costs. Do the two outlots mitigate the negative outcome of the wetlands? Braaten answered by stating the applicant is working with the CCWMO.

Polunc asked about Highway 284. Braaten replied that Hwy. 284 is a state highway, so any improvements would be at the requirement of MnDOT.

Planning Commission Member Polunc opened the Public Hearing.

Comments and Concerns:

Jason Palmby, applicant, Edina, MN

Palmby stated that MNDOT has a requirement to put in a shoulder and an additional turn lane coming south on Elm Creek Road if this project goes through.

Planning Commission Member Peterson asked about the 284 access. Braaten reconfirmed the need to have 284 as secondary access to this development. Highway 284 is the entrance point.

Dave Grandy, Waconia Township Board.

Grandy expressed appreciation to the developer for moving it to a low density.

Leroy Hendricks, 10585 Elm Creek Road, Waconia, MN

Highway 284 access and entrance are a concern. Hendricks feels work should be done regarding going southbound on Highway 284 with no shoulder. Traffic is a major concern in this corridor.

Jacob Sams, 10475 Elm Creek Road, Waconia, MN
Concerns about traffic and access to Highway 284.

Palmby mentioned they are in the middle of an application with MNDOT.

Motion to close the Public Hearing made by Planning Commission member Weckman, seconded by Planning Commission member Paulsen.

MOTION CARRIED

Discussion took place regarding traffic, speed limits and a turn lane. Braaten brought up amending condition number 7 with regard to sidewalks. There will be a regional trail to the east side at some point and time. Instead of constructing the sidewalk now, it would make more sense to take cash in lieu.

As a 19th condition, staff are requested to have a conversation with MNDOT regarding the request to study the speed in the Highway 284 corridor to reduce the speed.

Motion to recommend approval of the Elm Creek Ridge Preliminary Plat, PUD Zoning Request & Comprehensive Plan Amendment made by Planning Commission Member Paulsen subject to the 19 Conditions of approval, also with condition number 7 to accept cash in lieu rather than constructing the sidewalk, seconded by Planning Commissioner Weckman.

MOTION CARRIED

3) Site Plan & Design Review - 830 Marketplace Drive

Application submitted by Java Companies for site plan and design review for the property at 830 Marketplace Drive. This application is for a 10,600 square foot automotive tire store located west of Auto Zone, and east of Valvoline, Goodwill and Farm Supply. This is a permitted use in the B-1 District, also located in the Highway Design Standards District. There is an existing trail on the north side a sidewalk on the south side and the applicant is proposing a pedestrian sidewalk connection along the west side.

Parking, trash enclosure and all landscaping requirements have been met.

All hard cover, setback and building requirements have also been met.

The materials have met all city requirements.

Lighting plan will need to be submitted and reviewed by staff prior to building permit issuance.

Note the possible conditions of approval included in the staff memo related to the application.

Comments and Concerns:

Mark Krogh, Java Company, Mendota, MN

Planning Commission Member Paulsen asked if Krogh had looked over the conditions of approval and agreed with them. They will be able to make any corrections needed. Planning Commission Member Malinski asked if vehicles would be left unattended in the parking lot for a period of time. Krogh stated they would not.

Motion to recommend approval of the Site Plan and Design Review application for 830 Marketplace Drive by Planning Commission Member Paulsen with the 15 conditions identified in the staff memo, second by Planning Commission Member Peterson.

MOTION CARRIED.

5. OLD BUSINESS

Old Business None

6. OTHER

1) Staff Update

Staff update:

- 56 new home permits issued so far this year.
- Road projects are generally on track for completion.
- On track to have the roundabout on 10 and Parkway North completed soon.
- Holbrook development is moving forward at a fast pace.

Questions: None

7. ADJOURN

Motion to Adjourn made by Planning Commission Member Weckman, seconded by Commission Member Paulsen.

MOTION CARRIED.

RESPECTIVELY SUBMITTED BY DAVID HAVLIK



REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date:	September 4, 2025
Item Name:	4.1. PUBLIC HEARING - Comprehensive Plan Amendment - PID#755750440
Originating Dept:	Community Development
Presented By:	Lane Braaten
Previous Council Action: None	
Item Type:	Regular Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED: Motion to recommend approval/denial of the Comprehensive Plan Amendment to reguide portions of PID#755750440 as L, Low Density Residential versus the current guidance of W/O, Wetland/Open Space.

EXPLANATION OF AGENDA ITEM:

BACKGROUND:

Applicant(s): Preston Fox

PID#:	755750440
Property Owners	Trumpy Land Development

Existing Comprehensive Plan Guidance:

1. W/O. Wetland/Open Space

REQUEST:

The City has received a Comprehensive Plan Amendment to reguide the approximately 4.5 acres of PID# 755750440 as L, Low Density Residential versus its current guidance of W/O, Wetland/Open Space.

APPLICABLE ORDINANCE PROVISIONS:

1. Section 900.05, Subd. 2.A – R-1, Single-Family Residential District
2. Section 900.05, Subd. 2.B – R-2, Single-Family Residential District
3. Section 900.12 – Administration, Enforcement and Procedures

EXISTING CONDITIONS:

The subject parcel is located just west of the Waterford residential development and to the east of Bent Creek. The parcel, which is an outlot of the Windmill Creek residential development, is located in the Shoreland Overlay District and includes two developable areas along the southern and northern areas respectively. The remaining area within the outlot include floodplain and wetland areas.

The Comp Plan identifies land use categories, which correspond to the applicable future zoning districts. Provided below are the standards related to the R-1, R-2 and Shoreland Overlay District standards, which would apply if the Comp Plan Amendment were to be approved.

<p><u>R-1, Single-Family Residential – Lot Requirements:</u> Lot Area = 10,500 sq. ft. minimum Lot Width = 75 ft. Maximum Hardcover Surface = 35% Setbacks – Principal Structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front = 25 ft. <input type="checkbox"/> Side (street) = 25 ft. <input type="checkbox"/> Side (interior) = 10 ft. <input type="checkbox"/> Rear = 30 ft. 	<p><u>R-2, Single-Family Residential – Lot Requirements:</u> Lot Area = 7,850 sq. ft. minimum Lot Width = 50 ft. Maximum Hardcover Surface = 35% Setbacks – Principal Structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front = 25 ft. <input type="checkbox"/> Side (street) = 15 ft. <input type="checkbox"/> Side (interior) = 10 ft. <input type="checkbox"/> Rear = 30 ft.
<p><u>Shoreland Overlay District – Lot Requirements for Tributary Watercourse</u> Lot Width = 75 feet Setback from OHWL/Edge of bank channel = 50 feet Maximum Hardcover Surface = 25%</p>	

The Comprehensive Plan identifies the following criteria to consider when reviewing Comprehensive Plan changes/amendments:

1. *The change is consistent with the goals and objectives or other elements of the Waconia Comprehensive Plan.*
2. *The change does not create an adverse impact on the public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire and parks.*
3. *Development resulting from the change does not create undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.*
4. *The change allows a more viable transition to the planned uses on adjacent properties than the current land use.*
5. *The change does not have a significant adverse impact on the natural environment including trees, slopes and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.*
6. *There is a change in City policies or neighborhood characteristics that would justify a change.*
7. *The change corrects an error made in the original plan.*
8. *There is a community or regional need identified in the comprehensive plan for the proposed land use or service.*
9. *The change helps the City meet its life-cycle and affordable housing objectives.*
10. *The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation.*

The Planning Commission should consider the criteria stated above and determine if the proposal meets enough of the criteria to warrant a modification to the City's Comprehensive Plan.

Comprehensive Plan Amendment Considerations:

1. The land-use locations shown on the future land use map are generalized and are not intended to represent precise demarcations on the ground nor specific sites. This comment is taken from the 2040 Comp Plan, which typically would allow the subject property, at least the developable portion, to be subdivided/platted without a Comp Plan Amendment. But, the review process for property development in relation to the Metropolitan Council has changed, and they are generally requiring comp plan amendments to more closely, if not exactly, demarcate each proposed development.
2. The City previously approved a preliminary and final plat for the subject parcel titled Windmill Creek 8th Addition, which included the development of the northern portion of the property into three (3) residential home sites which included an extension of roadway and public utilities from Longmeadow Lane in the Waterford development. This previous approval has since expired and would require a comp plan amendment now, based on the current review process of the Metropolitan Council. The applicant is trying to be proactive in this situation to allow for future residential as planned.
3. The southern wooded portion of the property is also identified as W/O, Wetland Open Space in the 2040 Comp Plan. There remains some developable area in this southern portion as well and the City, through the Waterford approvals, has planned for a future road connection via Ravencroft Road. Public utility connections are also planned in this area.
4. The applicant has provided a concept plan with the Comp Plan Amendment materials, which has been attached for review. Please note that any recommendation of approval by the Planning Commission is not a recommendation of subdivision approval. Any future subdivision would need to be reviewed and approved through a separate application and public hearing.

PUBLIC NOTICE/COMMENT

The notices were published in the WACONIA PATRIOT on August 21st, 2025 and posted at Waconia City Hall. Individual notices were mailed to all property owners within 350 feet of the subject parcel. To date, no public hearing comments have been received.

Procedurally we are also required to notify all affected jurisdictions in relation to all comprehensive plan amendments. Staff notified Carver County, MnDOT, DNR, Waconia Public Schools, Laketown Township, the City of Victoria and Waconia Township. To date staff have received a "no comment" statement from Waconia Public Schools and the City of Victoria.

CONCLUSION/RECOMMENDATION

The Planning Commission should hold the required public hearing, take all public comment, and review all pertinent information related to the request by Preston Fox for the Comp Plan

Amendment associated with the subject property. Upon a formal recommendation by the Planning Commission, the City Council will review the application materials at their regular meeting on September 19th, 2025.

ATTACHMENTS:

1. Location Map
2. Public Hearing Notice
3. Land Use Maps
4. Concept Plan

FINANCIAL IMPLICATIONS:	ADVISORY BOARD RECOMMENDATIONS:
Funding Sources & Uses: Budget Information: _____ Budgeted _____ Non-Budgeted _____ Amendment Required	Planning Commission: _____ Park Board: _____ Personnel Committee: _____ Other: More sample text. _____

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 September 4th, 2025, at 6:30 p.m., at the Waconia City Hall, 201 South Vine Street, Waconia, MN, to consider a Comprehensive Plan Amendment application submitted by Preston Fox for a portion of the property identified as PID# 755750440.

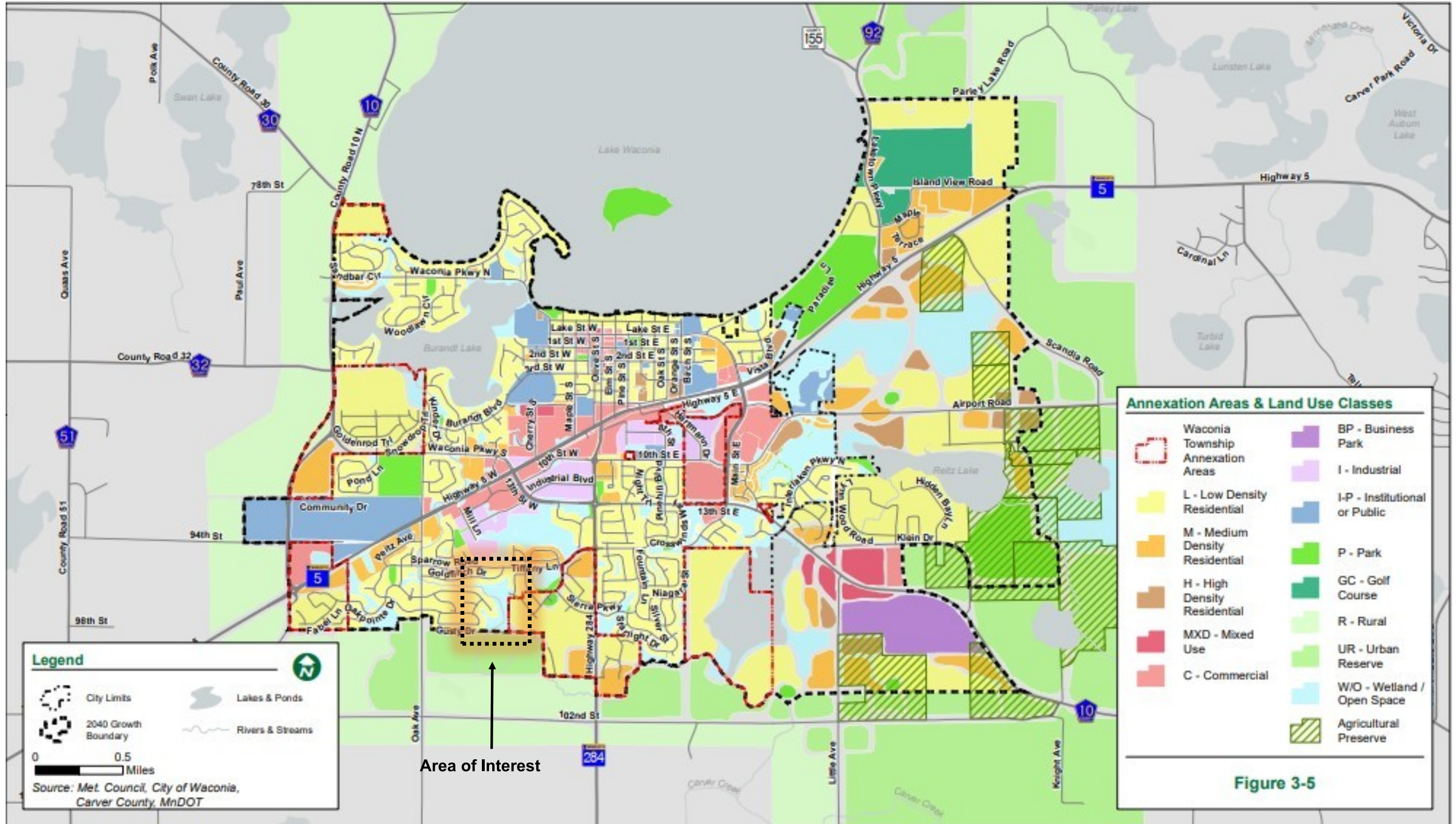
The entire 11-acre subject property is currently guided W/O, Wetland/Open Space. The applicant is requesting to re-guide approximately 4.5 acres of the subject parcel as L, Low Density Residential to allow for a future residential development.

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 September 4th, 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@waconiamn.gov

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

(Published in the Waconia Patriot on August 21st, 2025)



Legend

- City Limits
- 2040 Growth Boundary
- Lakes & Ponds
- Rivers & Streams

0 0.5 Miles

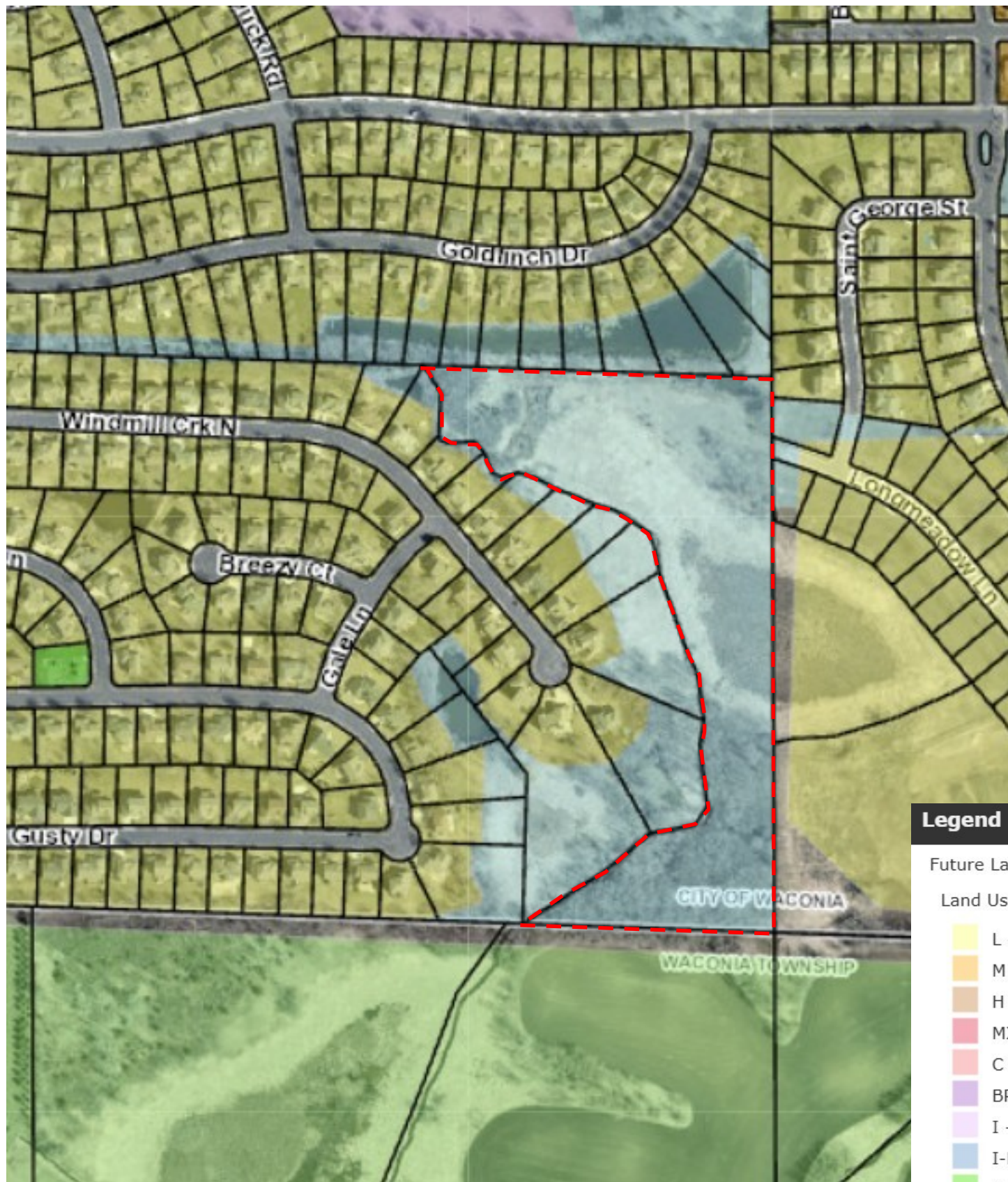
Source: Met. Council, City of Waconia, Carver County, MnDOT

Annexation Areas & Land Use Classes

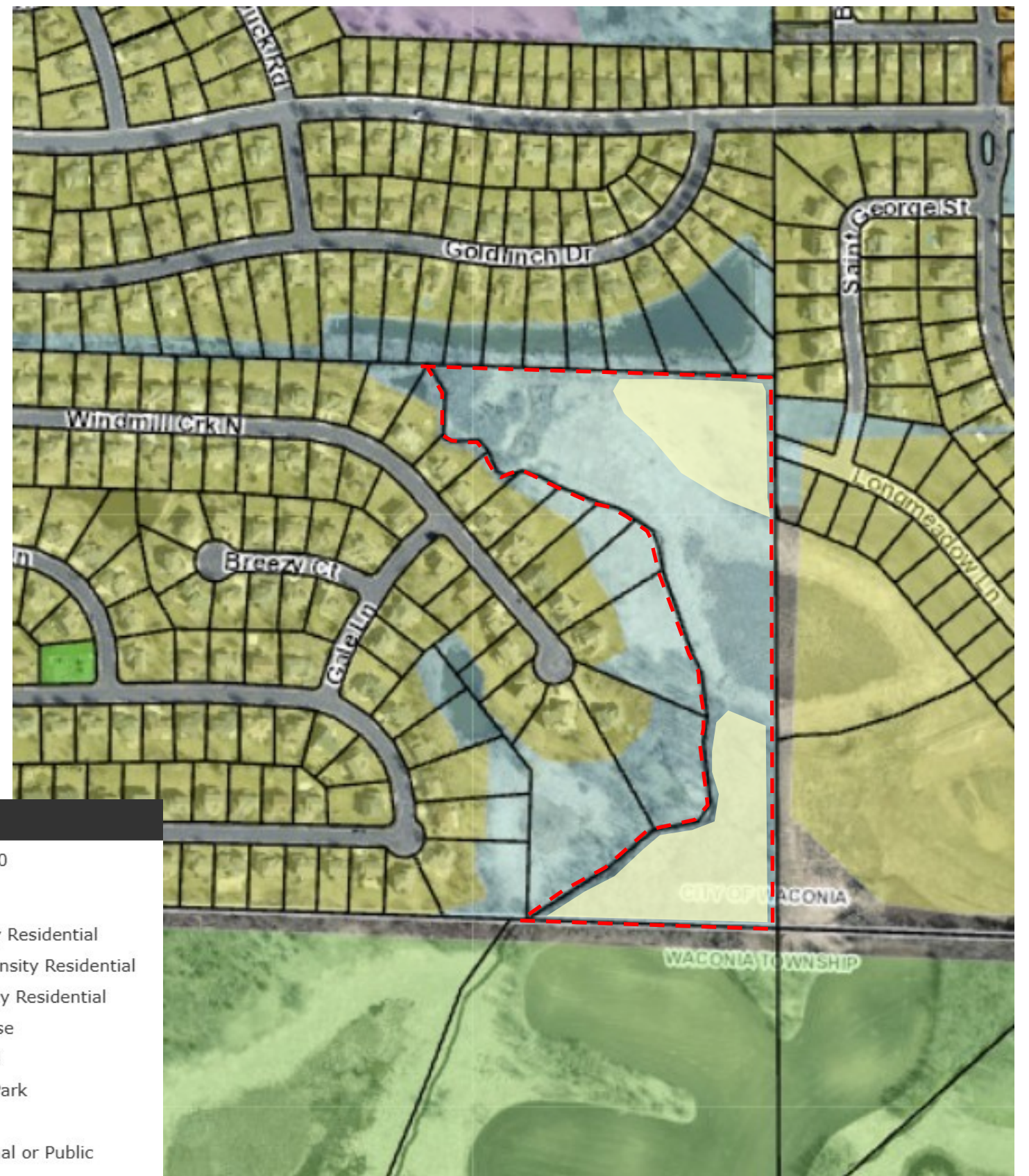
	Waconia Township Annexation Areas		BP - Business Park
	L - Low Density Residential		I - Industrial
	M - Medium Density Residential		I-P - Institutional or Public
	H - High Density Residential		P - Park
	MXD - Mixed Use		GC - Golf Course
	C - Commercial		R - Rural
			UR - Urban Reserve
			W/O - Wetland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

Area of Interest

Figure 3-5



EXISTING LAND USE MAP



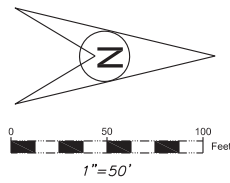
PROPOSED LAND USE MAP

Legend

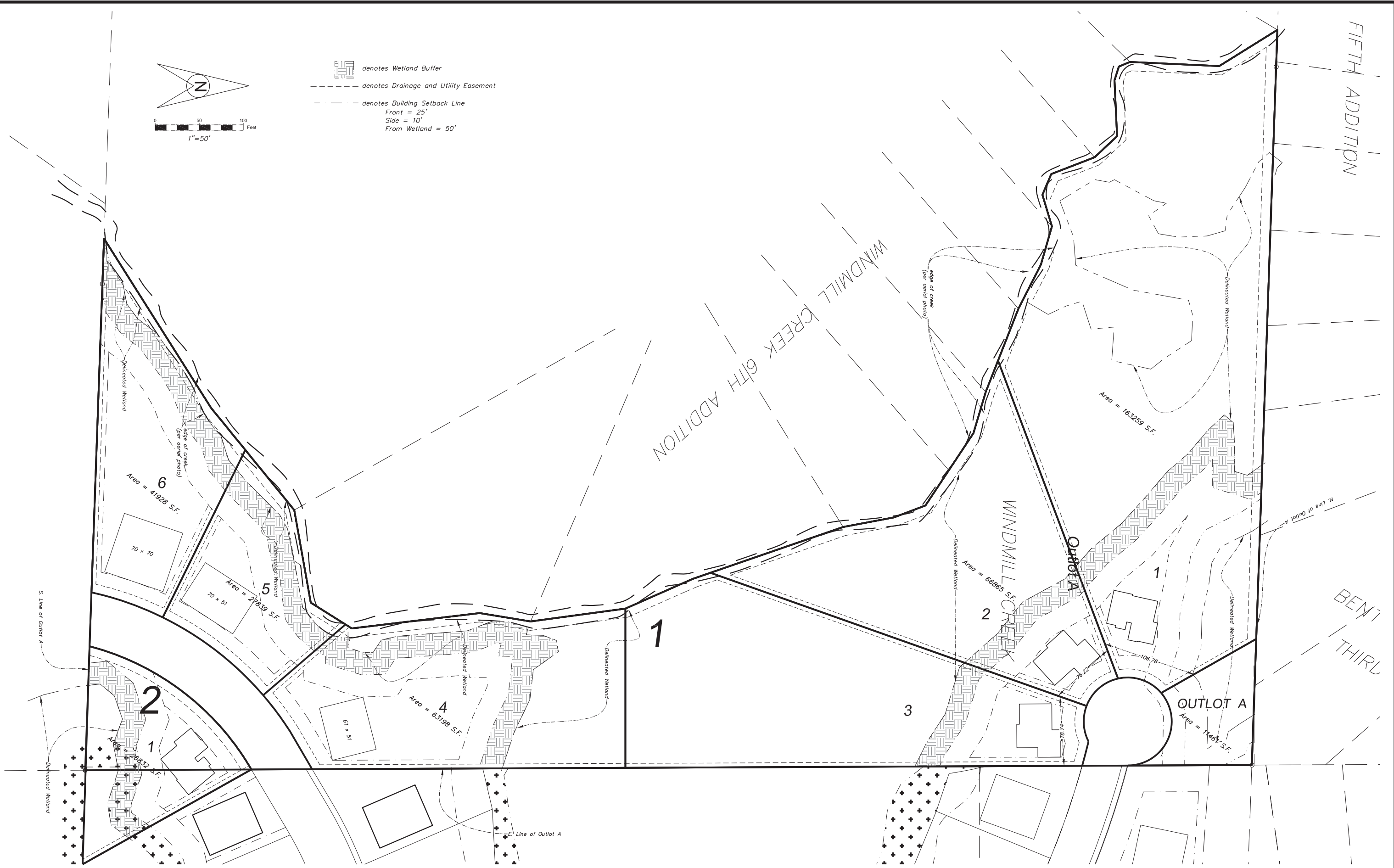
Future Land Use - 2040

Land Use Classes

- 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



- denotes Wetland Buffer
- denotes Drainage and Utility Easement
- denotes Building Setback Line
 Front = 25'
 Side = 10'
 From Wetland = 50'



REV. NO.	DATE	BY	DESCRIPTION

DESIGNED DRAWN
 C.S.O. J.R.H.
 CHECKED
 C.S.O.

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.

Cara M. Schwahn Otto
 Cara M. Schwahn Otto
 License # 40433 Date: 8-25-21

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WINDMILL CREEK
 TRUMPY LAND DEVELOPMENT INC
 CARVER COUNTY, MN

CONCEPT PLAN

SHEET NO. 1 OF 1 SHEETS

PROJECT NO:
 21-0230

DATE:
 8-25-21