

# PLANNING COMMISSION MEETING MINUTES

## CITY OF GRANT

February 20, 2018

**Present:** Matt Fritze, James Drost, Jerry Helander, Jeff Schafer, Jeff Geifer and Robert Tufty

**Absent:** John Rog

**Staff Present:** City Planner, Jennifer Swanson; City Clerk, Kim Points

### 1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVAL OF AGENDA

MOTION by Commissioner Schafer to approve the agenda, as presented. Commissioner Tufty seconded the motion. MOTION carried unanimously.

### 4. APPROVAL OF MINUTES, December 19, 2017

MOTION by Commissioner Drost to approve the December 19, 2017 Minutes, as presented. Commissioner Schafer seconded the motion. MOTION carried unanimously with Commissioner Fritze abstaining.

### 5. NEW BUSINESS

**A. PUBLIC HEARING, Consideration of Subdivision Application, 6808 117<sup>th</sup> Street N –** City Planner Swanson advised the Applicant and Owner, Sandra Wegleitner, is requesting permission to subdivide the property located at 6808 117<sup>th</sup> Street North into two (2) parcels that will include one approximately 10-acre lot that will include the existing homestead and accessory buildings, and an approximately 39-acre parcel that will be vacant. There is an existing homestead located on the property.

A duly noticed public hearing was noticed for February 20th, 2018 at 6:30 PM, and notices were sent to individual property owners located within ¼-mile (1,320 feet) of the proposed subdivision.

**Project Summary:**

Owner & Owner:	Sandra Wegleitner
PID:	0603021110001
Address:	6808 117 <sup>th</sup> Street North
Zoning & Land Use:	A-1
Request:	Minor Subdivision to create two new lots: 10-Acre Lot (existing home and accessory buildings) 39-Acre Lot (vacant)

The Applicant is proposing a Minor Subdivision (lot split) of the existing 49 Acre parcel into two (2) lots; one to include the existing homestead and accessory buildings, and a larger vacant parcel. Based on the application submitted, the larger 39-acre parcel will be vacant, and no new structures are proposed as part of this application. It is unclear from the information submitted whether there is intent to sell the 39-acre lot for single-family residential uses, or whether there is a different intended purpose of the subdivision. There is an existing homestead located on the subject property that based on the application is intended to remain on the property and is not proposed for any changes, modifications, or alterations as part of this application.

City Planner Swanson stated the City's subdivision ordinance allows for minor subdivisions and lot line adjustments as defined in Section 30-9 and 30-10. The sections of the code that relate to dimensional standards and other zoning considerations are provided for your reference:

- Secs. 12-261
- Secs. 32-184
- Secs. 32-246

The existing parcel is located north of 117<sup>th</sup> Street North and is approximately 49 acres. Based on the Applicant's provided survey (Attachment B), the existing parcel's southerly property line extends to the southerly right-of-way line of 117<sup>th</sup> Street North on the south and includes the traveled portion of the roadway with the extents of the property. The property has approximately 1,040-feet of frontage and is generally regular in shape with a small exception parcel located at the southeast corner of the Subject Property. There is an existing homestead on the parcel located approximately 120-feet to the east of the westerly property line and setback approximately 110-feet from the denoted right-of-way line and is approximately 150-feet from the centerline of the traveled roadway. The existing roadway and right-of-way easement along the property's frontage are fully within the Subject Parcel's boundary as indicated on the survey provided in Attachment B. There is one (1) accessory building on the site with a total square footage of approximately 2,880 square feet. The existing home and accessory building are accessed by a single driveway which provides a connection to 117<sup>th</sup> Street North. The Exception parcel is approximately three (3) acres and is not part of this review or application except as noted within the density analysis found in subsequent sections of this staff report.

Based on the attached aerial from Washington County GIS (Attachment D), it appears that approximately the southerly two-thirds of the property have been used for agricultural production and that a ditch bisects this area from east to west and extends to adjacent properties. This ditch (or stream) is identified as a wetland per the National Wetland Inventory database. Approximately the northern third of the parcel is heavily vegetated and has not been used for agricultural production. The existing homestead and accessory building are located on the southwesterly corner of the property. Topographically the site slopes high to low from both the northern and southern edges which reinforces the drainage ditch/wetland area and extends to adjacent properties as a drainageway.

City Planner Swanson advised the adopted Comprehensive Plan sets a maximum density of 1 unit per 10 acres in the A-1 land use designation. The proposed minor subdivision/lot line rearrangement of the 49 acres results in one additional unit. The original 49 included the adjacent Exception parcel, which when considered collectively would result in three (3) lots on 49 acres, or a proposed gross density of approximately 1 unit per 16 acres. The minor subdivision as proposed meets the density requirements as established in the Comprehensive Plan. Further, the intent of the A-1 land use designation is to promote rural residential uses, and the proposed subdivision is consistent with that objective.

Dimensional Standards

The following site and zoning requirements in the A-1 district are defined as the following for lot standards and structural setbacks:

Dimension	Standard
Lot Area	5 acres
Lot Width (public street)	300'
Lot Depth	300'
FY Setback – County Road (Centerline)	150'
Side Yard Setback (Interior)	20'
Rear Yard Setback	50'
Maximum Height	35'

Lot Area and Lot Width

The proposed subdivision is depicted on Attachment B: Minor Subdivision. As shown the proposed subdivision would result in newly created Parcel A and Parcel B. The following summary of each created parcel is identified on the table below:

**Lot Tabulation:**

Parcel	Size	Frontage	Lot Width	Lot Depth
Parcel A	10 Acres	310.31'	310.31'	1,370'
Parcel B	39 Acres	733.53'	733.53'	1,690'

***As proposed, both created lots meet the city's dimensional standards for size, frontage, and lot width and lot depth.***

Setbacks

The existing homestead and accessory structures are located on proposed Parcel A, and are subject to the city's setback requirements given the new configuration of the lots. The existing principal structure is setback approximately 110-feet from the right-of-way line of 117<sup>th</sup> Street North which is a County road (CR-7). However, the City's ordinance requires that the setback be measured from the centerline of the roadway, and the existing home is setback approximately 150-feet from the centerline of the roadway and therefore meets the city's setback requirement. The existing home will be setback approximately 95-feet from the created easterly property line, 120-feet from the westerly property line, and 1,205-feet from the rear property line. ***As proposed the existing home will meet all setback requirements.***

The accessory building located is setback approximately 25-feet from the proposed easterly property line, 1,045-feet from the northerly property line (rear), and 230-feet from the easterly property line. As proposed, the accessory building will meet all setback requirements.

In addition to lot line setbacks, the City's ordinances require a buffer strip of 50-feet is required around wetlands, lakes and streams and that an additional 10-foot building setback from the buffer is also required. The existing home and accessory building are setback more than 250-feet from the approximate wetland/ditch as per the NWI, and as such meet the City's setback requirements.

The potential configuration of new structures and improvements was not identified on Parcel B. Given the extents of Parcel B there is enough area to site a new home, accessory buildings and other improvements outside of all applicable wetland setbacks. However, if future improvements are proposed that may impact or encroach upon the ditch or potential wetland area as identified on the NWI, then wetland delineation may be required. ***Staff would recommend including a condition that any future improvements on Parcel A or Parcel B may require completion of wetland delineation prior to site work or a building permit depending on the proposed location of such improvements.***

***Since no new structures are proposed as part of this subdivision, staff would recommend including a condition that all future structures and improvements will be subject to the applicable setback rules and regulations in effect at the time of application.***

There is an existing driveway that serves home and accessory building on Parcel A, and there is no existing access to proposed Parcel B. As indicated on Survey, there is a proposed new gravel drive to serve any new development on Parcel B that is located approximately 165-feet from the east property line and approximately 570-feet from the proposed west property line. Since the new driveway access and proposed subdivision are located on a County Road, staff forwarded a copy of the proposed application to the County for their review and comment. Washington

County reviewed the application and has indicated that they would generally support a new driveway access to proposed Parcel B, and would be required to obtain proper permits for the new driveway. In addition to comment regarding a new driveway access, the County further commented about the potential for Parcel B to subdivide further in the future. While they are generally comfortable with the creation of one new driveway to CR-7, they would not support any additional driveway accesses at this location and would require a shared access solution such as a new city street, shared driveways, etc. (See Attachment C)

As previously stated there is one (1) accessory structure on the site which totals approximately 2,880-square feet. The structure will be located on newly created Parcel A, which will be subject to the Accessory Structure standards contained in Section 32-313. On parcels between 9.6 and 14.99 acres, a combined square footage not to exceed 3,000 square feet and no more than four (4) buildings are permitted. The existing accessory building meets the requirements for permitted number and square footage.

#### **Septic System – Soil Borings**

The existing home is served by an individual septic system and private well that will continue to support the structures and uses on Parcel A. Since it is unknown whether the existing homestead and accessory building on Parcel A will remain, or is proposed to be redeveloped, *staff would recommend including a condition that any redevelopment of the parcel with a new, or substantially larger, principal structure may necessitate a new septic system and at such time a septic permit must be obtained from Washington County.*

Soil borings and a septic report were not submitted with this application. Given the large size of the vacant parcel, and existing conditions of the site, staff believes it is likely that a septic system, homestead and well can be constructed on the parcel and meet all necessary setbacks and other applicable requirements. However, since this information was not submitted, staff cannot determine where or in what configuration a septic system and homesite would be located on the property. Since it is winter, it is difficult to have soil borings completed to demonstrate that a soil type would perc and meet all the requirements of the City and Washington County. To demonstrate the buildability of Parcel B, the Applicant will need to submit septic/soil borings to Washington County for their preliminary review. Since a new home is not currently proposed on Parcel B, the review would be conceptual, since a system would not be designed until a home was constructed. *Staff would request the Planning Commission discuss their comfort level in approving the requested lot split without the soil borings given the large size of Parcel B. If the Planning Commission is not comfortable moving forward, then before a subdivision will be approved the Applicant must submit soil borings and preliminary/conceptual review from Washington County Environmental Services supporting the results. If the Planning Commission is comfortable moving forward, then Staff would recommend including a condition that a septic report and borings are required prior to any site work or building permit being issued from the City for Parcel B.*

There is an existing well on Parcel A that will continue to be used for the property. Since Parcel B is vacant and no home is designed yet the location of a new well has not been identified ***Staff would recommend including a condition that if and when a new home is proposed on Parcel B that the appropriate permits to install a well must be obtained prior to the city issuing a building permit, and that such well must be sited to meet all applicable setbacks.***

The subject property is located on 117<sup>th</sup> Street North which is County Road 7, and therefore is subject to Washington County's review and comment.

Additionally, as previously discussed, if and when development or redevelopment of the lots occur proper permits for installation of wells, septic systems, or driveways will be subject to review and approval of the appropriate permitting authorities.

Staff is requesting a recommendation from the Planning Commission reflecting one of the following options:

- Recommendation to the City Council of Approval with Draft Conditions
- Recommendation to the City Council of Denial with Findings
- Continue the discussion to the next available Planning Commission, and request additional information from the Applicant, if applicable

If the Planning Commission recommends Approval, the following draft Conditions are provided for your consideration:

1. All future structures and improvements will be subject to the applicable setback rules and regulations in effect at the time of application.
2. If new improvements on Parcel A or Parcel B appear to encroach or are within proximity to the identified wetland or its buffers based on the NWI, then a wetland delineation shall be required prior the City issuing any permit for site work or a building permit.
3. Any redevelopment of Parcel A with a new, or substantially larger, principal structure may necessitate a new septic system and at such time a septic permit must be obtained from Washington County prior to the City issuing a building permit.
4. A septic permit must be acquired from Washington County prior to the city issuing a building permit for a principal structure on Parcel B.
5. If and when a new home is proposed on Parcel B the appropriate permits to install a well must be obtained prior to the city issuing a building permit.
6. Any new access to Parcel A or Parcel B shall be subject to review and approval of Washington County.

This item will appear on the regular City Council Meeting agenda on March 6, 2018.

Commissioner Schafer moved to open the public hearing at 6:46 p.m. Commissioner Tufty seconded the motion. MOTION carried unanimously.

Mr. Michael Farrell, 11780 Great Oak Trail, came forward and expressed concern regarding the watershed as water does come over that property emptying into the lake that his home is on.

Commissioner Tufty moved to close the public hearing at 6:48 p.m. Commissioner Schafer seconded the motion. MOTION carried unanimously.

Commissioner Tufty moved to recommend approval of Minor Subdivision application as presented. Commissioner Drost seconded the motion. MOTION carried unanimously.

This item will be on the regular Council agenda March 6, 2018.

**B. Comprehensive Plan Discussion** – City Planner Swanson stated in January, the Planning Commission held a work session to begin working through the Comprehensive Plan Update process. After a couple of brief presentations and introductions regarding the process at regular meetings, staff requested a work session with the planning commission to work through preliminary issue identification to assist staff with preparation of the draft plan.

At the work session, staff provided a short presentation that touched on few key issues such as: purpose of a Comprehensive Plan; 2015 System Statement as provided by the Metropolitan Council background and introduction to land use concepts. After the informal presentation, the Planning Commission was asked to work through a Strengths, Weaknesses, Opportunities and Threats (SWOT) exercise that staff will use to help refine the goals and strategies for the plan moving forward.

City Planner Swanson reviewed a tabulation of that SWOT exercise. Staff will be using the results of the SWOT to review existing goals and strategies contained within the plan and to identify new goals and strategies that should be considered in this Plan update. The existing goals and identified goals will be distributed to the Planning Commission at a later date.

## **6. OLD BUSINESS**

There was no old business.

## **7. ADJOURNMENT**

MOTION by Commissioner Schafer to adjourn the meeting at 6:45 p.m. Commissioner Tufty seconded the motion. MOTION carried unanimously.

Respectfully submitted,

Kim Points  
City Clerk

APPROVED