

**CITY OF GRANT
PLANNING COMMISSION MEETING**

Tuesday, February 20, 2018
6:30 p.m.
Town Hall

Please be courteous and turn off all electronic devices during the meeting.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES: December 19, 2017
5. NEW BUSINESS
 - A. PUBLIC HEARING, Consideration of Subdivision Application, 6808 117th Street North
 - B. Comprehensive Plan Discussion
6. OLD BUSINESS
7. ADJOURN

PLANNING COMMISSION MEETING MINUTES CITY OF GRANT

December 19, 2017

Present: John Rog, James Drost, Jerry Helander, Jeff Schafer, Jeff Geifer and Robert Tufty

Absent: Matt Fritze

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, October 17, 2017

MOTION by Commissioner Tufty to approve the September 19, 2017 Minutes, as presented. Commissioner Helander seconded the motion. MOTION carried unanimously with Commissioner Helander abstaining.

5. NEW BUSINESS

- A. PUBLIC HEARING, Consideration of Variance Application, Wetland Setbacks for Septic System, 8635 Kimbro Avenue N** – City Planner Swanson advised the Applicant and Owner (“Applicant”), Ronald Gillaspay, has requested a variance from wetland setbacks for installation of a new mound septic system on the property located at 8635 Kimbro Lane North. The existing septic system which serves the property has failed, and therefore the system must be replaced to safely serve the home. The Applicant has been working with a septic designer that identified the only suitable location on the lot given lot dimensions and presence of wetlands. The septic designer informed the Applicant that a variance from wetland setback would be needed from the City and that such application should be made as soon as possible given the failing system and season (winter).

A duly noticed public hearing has been published in the newspaper for December 19, 2017 at 6:30 PM, and individual property owners within ¼-mile were sent a letter informing them of the public hearing.

Project Summary:

Applicant & Owner: Ronald T. Gillaspay	Site Size: 1.25 Acres, and vacant lot – 1.79 Acres (3.04 Acres Total) Location: 8635 Kimbro Lane North (also own, and part of application, 2303021130008) Existing Home: Constructed in 1963 Zoning & Land Use: R-1
Request: Variance from wetland setbacks and grading buffer to install a replacement subsurface sewage treatment system (ISTS) at the existing home	

As referenced above, the Applicants have requested the following variance:

- Request for variance from wetland setback requirements to allow for installation of a replacement septic system on the subject property.

The Applicants have stated that the existing sewage treatment system that served the home is failing (failed) and must be replaced which is supported by the Septic Designer's memo contained within the Applicant's submittal. According to the Applicant's narrative the only location on site that the septic designer could find that would adequately support a replacement system is the proposed location which encroaches into both the sewage treatment setback from a wetland and the no-build wetland buffer.

City Planer Swanson advised City Code Sections 32-59 and 32-60 establish the criteria to review and approve variance requests. The variance application process requires the Applicants to prepare a statement of reasons why the request is made describing the hardship (or practical difficulty) describing how, "the proposed use of the property and associated structures in question cannot be established under the conditions allowed by this chapter or its amendments and no other reasonable alternate use exists; however, the plight of the landowner must be due to physical conditions unique to the land, structure or building involved and are not applicable to other lands, structures or buildings in the same zoning district...Economic considerations alone shall not constitute a hardship." The Applicant's statement can be found in Attachment A.

The subject property is located in the Glen Oak Terrace subdivision which was platted in the early 1960s. All of the lots within the subdivision range in size between approximately 1.0 and 3.0 acres, and are all oriented around a loop road (Kimbro Lane). The subject parcel(s) are oriented to the northeast of the northerly curve of Kimbro Lane with primary frontage along the southerly boundary of the subject parcel(s). Per GIS records, the existing homestead is setback approximately 70' from Kimbro Lane, and 17.5' from the northerly property line. The lot

containing the home is heavily vegetated and includes wetland and ponding areas south of the existing home and northeast of the home according to GIS records. The vacant lot north of the subject lot is currently vacant with no structures. The lot includes a large wetland complex covering the entire southeastern corner of the property and is heavily vegetated along the western edge of the property.

City Planner Swanson noted the wetland setbacks are established in Chapter 12 of the City's Code, which breaks down the applicable standards for wetland by type, unclassified and classified water bodies. The following description of the variance and standard is identified in the following table (See Attachment B for Certificate of Survey):

Standard	Required	Proposed	Variance	Description
Wetland	75'	50' +/-	25' +/-	There is a large wetland and ponding area that is on both the subject lot and the adjacent vacant parcel where the proposed new septic system will be located. Given the extents of the wetland and ponding area, the only available location for a new septic system will encroach in the required wetland setback.
Wetland Buffer	50'	45'+/-	5-10' +/-	The no-grade/no-touch buffer is measured from the wetland edge. While the proposed system will be setback the full 50' from the estimated wetland edge, staff believes that the slope of the mound may encroach into the buffer, and some encroachment may also occur during construction. Staff provided an estimate of anticipated encroachment assuming normal construction activities.

The Applicants' lot was created in the 1960s and the existing home was constructed in 1963. At the time, the lot and home complied with the adopted lot standards. Since the 1970s lot size and area standards have changed and as a result the lot is now considered a legal non-conforming lot with respect to size, area and dimensions. Given that the existing lot area and dimensions are significantly smaller than those that regulate lots today, it would be impossible to site a replacement septic system on the property and meet all the current setback requirements even when considering the lot in conjunction with the adjacent parcel (Parcels considered collectively are 3.04 Acres). The lot is naturally constrained not only by natural features on the property (wetlands and hydric soils) but also by the non-conforming nature of the lot area and dimensions. Staff believes the proposed location of the replacement system is reasonable and is properly located based upon topography and other natural site limiting factors, and that the variance requested has been minimized to the extent possible. Additionally, the Applicant must remedy

the situation to comply with new standards for septic systems as identified by Washington County.

The Applicant did not provide correspondence from Washington County's Environmental Services staff; however, the Applicant's septic designer did identify why the proposed location is the only available area on the site to construct the new system. Staff will contact Washington County for their review/comment prior to the Planning Commission meeting, and if available will provide a verbal update to the planning commission at the meeting.

The Applicant has provided a copy of the soil borings and testing completed for design and installation of the new system. A copy of this information is available at the City Offices for review and consideration. The Applicant will submit this information to Washington County for review and approval since they are the permitting authority for the City for new septic systems.

The site is located in the Browns Creek Watershed District, and the Applicant indicated in their narrative that they have contacted them for their comment and review. It is the Applicant's responsibility to obtain any required BCWD permits prior to construction and installation of the new system. As referenced previously, the Applicants must obtain a permit from the Washington County Department of Public Health and Environment prior to installation of the system, as they are the permitting authority for new and replacement septic systems in the City.

City Planner Swanson reviewed the following draft findings related to the hardship (practical difficulty) are provided for your review and consideration:

- The Applicants must replace the failing system to comply the standards of the Washington County Department of Public Health and Environment, and for the safety of their home.
- Replacement of the failing system is a health, safety, and welfare issue and must be completed to the satisfaction of Washington County to protect the current, and any future, home owners as well as any adjacent properties which could be affected if the failing system were to remain.
- The subject property is considered a legal non-conforming lot with respect to size, area and dimensions which constrains the buildable area on the site and limits the available locations to site a replacement septic system.
- A significant portion of the subject property contains a wetland which severely limits the available area to site the replacement system.

Draft Conditions:

- The Applicants shall be required to obtain the proper permits from the Washington County Department of Public Health and Environment prior to installation of the replacement system.
- For purposes of this variance and for any considerations of the lot moving forward, both PIDs must be considered collectively, and the variance must be recorded against both properties. The lots may not be sold independently of each other given that the septic system serving the lot will now be located on the adjacent parcel.
- The replacement system must be placed outside of all wetland/ponding areas on the site.
- The Applicants shall be required to obtain any necessary permits and/or approvals from the Valley Branch Watershed District prior to installation. A copy of any correspondence or permits shall be provided to the city prior to installation of the new system.

Staff is seeking a recommendation from the Planning Commission regarding the application. Staff recommends approval of the variance, and if the Planning Commission agrees, staff would request the Planning Commission make a recommendation to the City Council to approve the variance from wetland setbacks with draft conditions and findings as presented by staff.

MOTION by Commissioner Schafer to open the public hearing at 6:42 p.m. Commissioner Geifer seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Tufty to close the public hearing at 6:43 p.m. Commissioner Geifer seconded the motion. MOTION carried unanimously.

Mr. Gillaspy, applicant, advised the Commission that the drain field will have slope that goes away from the pond which per the County, is a far superior situation than the current on.

MOTION by Commissioner Geifer to recommend approval of the application for variance, as presented. Commissioner Tufty seconded the motion. MOTION carried unanimously.

This item will appear on the January 2, 2018 City Council Meeting agenda.

B. PUBLIC HEARING, Consideration of Revision to Frontage Requirements and Corrections to the Zoning Ordinance Regarding Lots of Record – City Planner

Swanson advised at the regular Planning Commission meeting in October, the Commission considered an application for a variance from the lot frontage requirements as stated within Chapter 32, Section 32-246. The Applicant's request fell under the provisions related to Existing Lots of Record contained within subsection (b). After consideration by the Planning Commission and a duly noticed public hearing, the Commission was deadlocked and did not reach consensus on the issue but passed along comments and considerations to the City Council to assist with their decision making.

In November, the City Council considered the application and determined that the Codified language contained within subsection (b) was not clear, and should have included a frontage exception for existing lots of record provided that other dimensional requirements stated within the ordinance could be met. Given that the codified language is not clear, the City Council directed City Staff to revise the language and bring it to the Planning Commission so that a public hearing could be held to consider the revisions. Staff understood the City Council's direction to include revisions to Section 32-246 (b) of the following:

- **Frontage** – The City Council generally agreed that the intent of subsection (b) was to include an exception for lot frontage provided that the existing lot of record in question could meet the other lot dimensional requirements of section 32-246 (i.e. is a minimum of 2.5 acres, has adequate area for a septic system, setbacks, etc.) Since the codified language is silent on frontage, the City Council directed staff to draft an amendment to the code language to include an exception for frontage.
- **Clean up references to subsections** – The codified language has errors in subsection b(2) and did not correctly codify the ordinance; this should be corrected.

Commissioner Rog asked why the ordinance revision would relate to 2.5 acres as the minimum and not the current 5 acre minimum. City Planner Swanson stated the City cannot take away entitlements from lots of record.

Commissioner Schafer suggested the revised ordinance include a statement regarding depth in addition to the other criteria.

MOTION by Commissioner Geifer to open the public hearing at 7:14 p.m. Commissioner Schafer seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Tufty to close the public hearing at 7:15 p.m. Commissioner Drost seconded the motion. MOTION carried unanimously.

MOTION by Commissioner Schafer to recommend approval Ordinance Revision to Frontage Requirements, as amended. Commissioner Tufty seconded the motion. MOTION carried unanimously.

This item will appear on the January 2, 2018 City Council meeting agenda.

6. **OLD BUSINESS**

There was no old business.

7. **ADJOURNMENT**

MOTION by Commissioner Geifer to adjourn the meeting at 7:19 p.m. Commissioner Shafer seconded the motion. MOTION carried unanimously.

Respectfully submitted,

Kim Points
City Clerk

DRAFT

City of Grant
P.O. Box 577
Willernie, MN 55090



Phone: 651.426.3363
Fax: 651.429.1998
Email: clerk@cityofgrant.com

Application Date:	1/17/17
Fee: \$400	Escrow: \$4,000

Pd Check # 11578 - \$4,400.00

MINOR SUBDIVISIONS

A minor subdivision is any subdivision containing not more than two lots fronting on an existing street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property.

PARCEL IDENTIFICATION NO (PIN): 06.030.21.11.000 LEGAL DESCRIPTION: NE1/4 of NE1/4 Sect 6 Twp 30 R 21		ZONING DISTRICT & COMP PLAN LAND USE: LOT SIZE: 10acr/39acr
PROJECT ADDRESS: 6808 - 117th St North Grant Mn 55110	OWNER: Name: Sandra Wegleitner Address: 6808 - 117th St N City, State: Grant 55110 Phone: 651-442-3930 Email:	APPLICANT (IF DIFFERENT THAN OWNER):
DESCRIPTION OF REQUEST: Division of existing 49 acre parcel into a 10 acre parcel with existing home and a 39 acre parcel vacant		
EXISTING SITE CONDITIONS: Currently one existing home and outbuildings.		
APPLICABLE ZONING CODE SECTION(S): Please review the referenced code section for a detailed description of required submittal documents, and subsequent process. 1. Chapter 30; Section 30-9		

Petitioner applicant has contaced Rice Creek Watershed District.
Submittal Materials

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City Planner.

AP	CS	MATERIALS
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ North arrow and scale ▪ Name, address, phone number for owner, developer, surveyor, engineer ▪ Streets within and adjacent to the parcel(s) including driveway access points ▪ Topographic data at two (2) foot contour intervals and steep slopes ▪ Proposed lot sizes (with dimensions) indicating setbacks for newly created lots ▪ Buildable area with acres and square footage identified ▪ Wetland limits (delineation) ▪ Drainage plans ▪ Soil tests for the installation of an on-site septic system

Application for: MINOR SUBDIVISION
City of Grant

		<ul style="list-style-type: none"> ▪ Septic system and well location ▪ Building locations and dimensions with setbacks ▪ Vegetation and landscaping ▪ Wetland Delineation ▪ Shoreland classifications: waterbodies, Ordinance High Water Level, 100 year flood elevation, and bluff line ▪ Name of subdivision with lot and block numbers of property, if platted <p>COPIES: 20 copies (4 sets at 22" x 34" and 16 at 11" x 17" format)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A certificate of survey, by a registered land surveyor for each parcel will be required. The survey must show newly created lots and the original lot, limits of any wetland, one acre of buildable area, and elevation of the building site above any lake, stream, wetland, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Watershed Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mailing labels with names and address of property owners within 1,320 feet, contact Washington County Surveyor's Office: (651) 430-6875
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minor Subdivision submittal form completed and signed by all necessary parties
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee: \$400
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Escrow Paid: \$4,000

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the applicant, the public, City Staff, or its own members. It may question the applicant and may recommend approval, disapproval or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application for minor subdivision.

This application must be signed by ALL owners of the subject property or an explanation given why this not the case.

Sandra Wegleitner
Signature of Applicant

1-16-18
Date

Signature of Owner

Date

MINOR SUBDIVISION

OWNER/DEVELOPER
 Name: [Redacted]
 Address: [Redacted]
 City: [Redacted]

LAND SURVEYOR
 Name: [Redacted]
 Address: [Redacted]
 City: [Redacted]

EXISTING DESCRIPTION (as provided)

The Northern Quarter of the Northern Quarter of Section 6, Township 36, Range 21, N. Washington County, Minnesota. Excepting therefrom the East 270.00 feet of the same and 0.00 feet thereof.

PROPOSED DESCRIPTIONS

PARCEL A
 The north 1453.00 feet of the East 1170.00 feet of the Northern Quarter of the Northern Quarter of Section 6, Township 36, Range 21, N. Washington County, Minnesota. Excepting therefrom the East 270.00 feet of the same and 0.00 feet thereof.

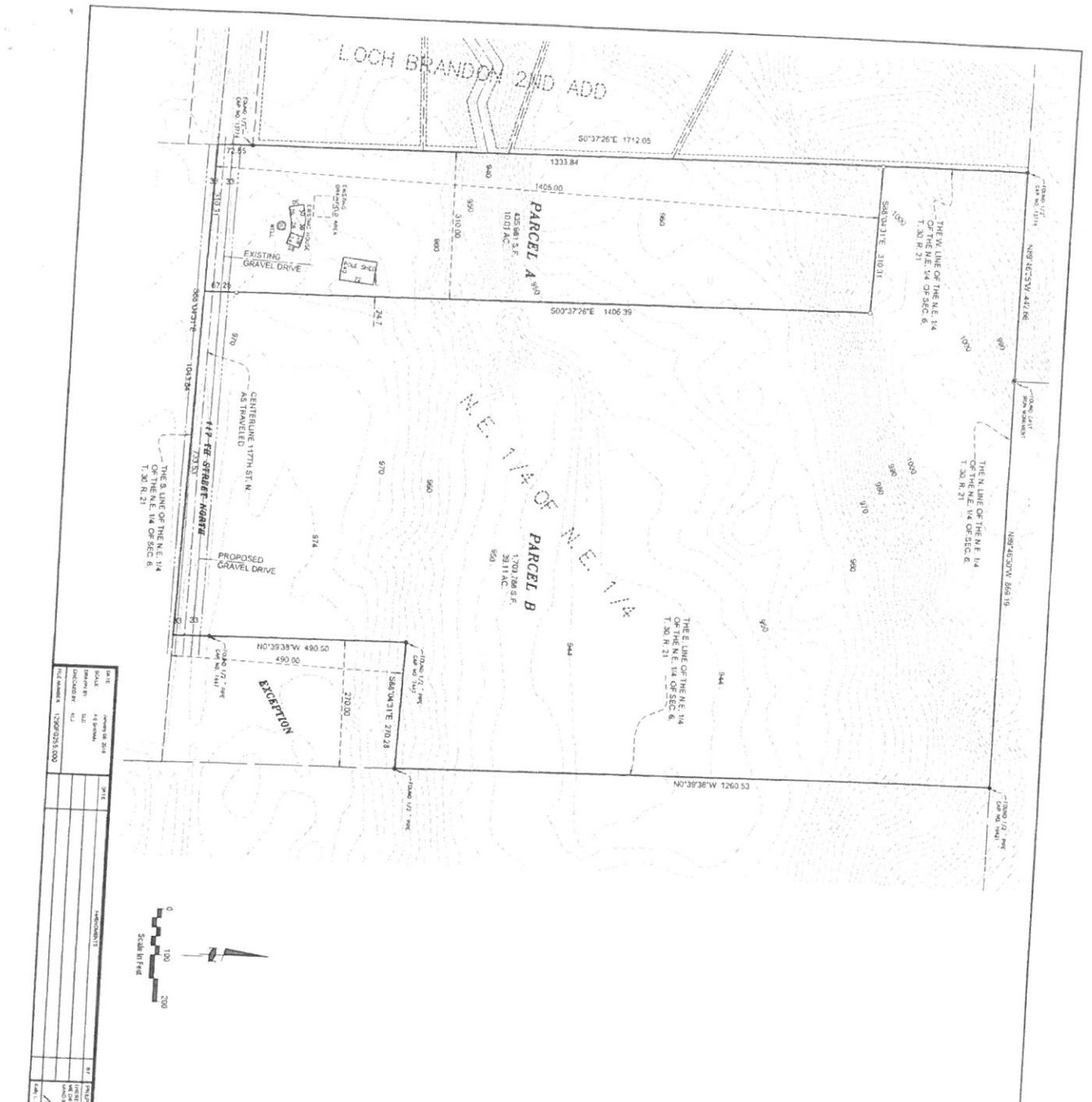
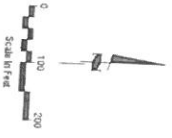
PARCEL B
 The Northern Quarter of the Northern Quarter of Section 6, Township 36, Range 21, N. Washington County, Minnesota. Excepting therefrom the East 270.00 feet of the same and 0.00 feet thereof.

SURVEY NOTES:

- The boundaries of this survey are based on the Minnesota Land Claims System Map 13.
- Existing Parcel Indexes 0448 1710 S. N. Grant, Map 5018, Parcel ID 042821115001.
- Custom shows are from the Minnesota Department of Natural Resources.

LEGEND

- FOUND IRON NAIL/POST AS REPORTED
- SET 1/2 INCH IRON PIPE CAP NO. 4266



NO.	DESCRIPTION	AMOUNT	DATE
1	Original Survey	1,703,788.000	05/11/2011
2	Subtract	425,841.000	05/11/2011
3	Final Balance	1,277,947.000	05/11/2011

WIDSETH SMITH MOLLING
 Engineering | Architecture | Surveying | Environmental



STAFF REPORT

TO: Planning Commission Members
Kim Points, City Administrator/Clerk

Date: February 13, 2018

CC: Dave Snyder, City Attorney

RE: Application for Minor Subdivision
6808 117th Street North, Grant, MN

From: Jennifer Haskamp, Consulting City Planner

Background

The Applicant and Owner, Sandra Wegleitner, is requesting permission to subdivide the property located at 6808 117th 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.

Public Hearing

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.

The following staff report is provided for your review and consideration of the subject application.

Project Summary

Owner & Owner:	Sandra Wegleitner
PID:	0603021110001
Address:	6808 117 th 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 an 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.



Review Criteria

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

Existing Site Conditions

The existing parcel is located north of 117th 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 117th 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 117th 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 has 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.

Comprehensive Plan Review



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.

Zoning/Site Review

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, 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 117th 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 are 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 a 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 a 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.

Access & Driveways

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)

Accessory Structures

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.

Utilities (Septic & Well)

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.*

Wells

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.*

Other Agency Review

The subject property is located on 117th 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.

Requested Action

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:

Draft Conditions

The following draft conditions are provided for your review and 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.

Attachments:

Attachment A: Application

Attachment B: Minor Subdivision exhibit, dated 1/8/2018



Attachment C: Washington County Review Confirmation
Attachment D: Washington County Aerial

Wegleitner Proposed Subdivision Parcel Map



February 13, 2018



MEMORANDUM

To: Planning Commission
Date: February 13, 2018
CC: Kim Points, City Administrator/Clerk
RE: 2040 Comprehensive Plan Update
From: Jennifer Haskamp, City Planner

Background

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.

Attached to this memo, is 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. A draft will be provided and distributed at the Planning Commission meeting.

Action Requested: None

Grant PC SWOT - Ranking

Strengths

1. Rural quiet area – close to amenities of large cities (5)
2. Active in preserving the rural character (3)
3. Minimal regulation (3)
4. Small government – low taxes (2)
5. Lots of wildlife (1)
 - Gateway trail & Browns Creek – popularity of trails
 - Small Community
 - Good people in general, trying to do good
 - Good school districts
 - Great place for families

Weaknesses

1. Dysfunctional political environment (5)
2. Inefficient city meetings (3)
3. Low staff capacity/lack of zoning enforcement (3)
4. Wasted tax payer money (1)
5. Minimal citizen involvement (1)
6. Lack of state aid (1)
 - Low taxes
 - Poor quality of roads
 - Communication

Opportunities

1. Prevent excessive growth (4)
2. Change political culture (2)
3. Clean up ordinances/make resident friendly (2)
4. Hit population of 5000 = gas tax (2)
5. Efficient city government (1)
6. Volunteering (1)
7. Improve communication (1)
8. Maintain private well and septic (1)
 - More road funding = better roads in Grant
 - Encourage innovative technology
 - Support alternative energy

Threats

1. Reactive planning rather than proactive (3)
2. Excessive development (3)
3. Water use restrictions (2)
4. Annexation (2)
5. Public sewer & water (1)
6. Higher density/population (1)
7. Higher taxes (1)
8. Failing roads (1)
 - Subdivisions taking advantage of 5 acre minimum
 - Open spaces threatened by businesses
 - Increase of pressure to change borders
 - Lack of affordable housing