

**AGENDA
JOINT PARK PLANNING BOARD
CITY OF WYOMING, MINNESOTA
MAY 24, 2022
6:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Joint Park Planning Board for March 22, 2022.**

NEW BUSINESS:

- 2. Sketch Plan D-22-006 – Comfort Lake Overlook**
Location: 260th Street between West Comfort Drive and Greatland Avenue
Applicant: High Pointe Land LLC, Kayla Gustafson
Owner: Norma Olson
Property ID Numbers: 21.10524.00

OLD BUSINESS:

ADJOURN

**UNAPPROVED MINUTES
JOINT PARK PLANNING BOARD
CITY OF WYOMING, MINNESOTA
MARCH 22, 2022
6:00PM**

CALL TO ORDER:

Joint Park Planning Board Chairman West called the Regular Meeting of the Wyoming Joint Park Planning Board for March 22, 2022 to order at 6:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Joint Park Planning Board were present: Jessica Bergan, Heather Vandenhuevel, Katie West, Roger Carr (arrived at 6:02 p.m.), and Claire Luger

ABSENT: None

Also Present: Fred Weck Zoning Administrator, City Administrator Robb Linwood, Assistant City Administrator Alex Saxe, and Mayor Lisa Iverson

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Joint Park Planning Board for February 23, 2021

A MOTION WAS MADE BY MEMBER LUGER, SECONDED BY MEMBER VANDENHUEVEL, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA JOINT PARK PLANNING BOARD FOR FEBRUARY 23, 2021 AS SUBMITTED.

*Voting Aye: Bergan, Luger, Vandenhuevel, Carr, and West
Voting Nay: None
Abstain: None
Absent: None*

NEW BUSINESS

2. Joint Park Board Reorganization
 - a. Chair
 - b. Vice-Chair

MOTION BY MEMBER LUGER, SECONDED BY MEMBER CARR, TO APPOINT KATIE WEST TO SERVE AS CHAIR FOR THE JOINT PARK PLANNING BOARD IN 2022.

*Voting Aye: Bergan, Luger, Vandenhuevel, Carr, and West
Voting Nay: None
Abstain: None
Absent: None*

MOTION BY MEMBER WEST, SECONDED BY MEMBER VANDENHUEVEL, TO APPOINT ROGER CARR TO SERVE AS VICE-CHAIR FOR THE JOINT PARK PLANNING BOARD IN 2022.

Voting Aye: Bergan, Luger, Vandenhuevel, Carr, and West
Voting Nay: None
Abstain: None
Absent: None

3. Sketch Plan D-22-003 Sunrise Riverbank – Residential Lots
Location: East Viking Boulevard, Greenwood Golf Course Site
Applicant: Northern Tier Development, LLC; Richard Morris
Property ID Numbers: 21.10302.20, 21.10302.00, 21.10302.30
4. Sketch Plan D-22-004 Sunrise Riverbank – Commercial Lots
Location: East Viking Boulevard, Greenwood Golf Course Site
Applicant: Northern Tier Development, LLC; Richard Morris
Property ID Numbers: 21.00012.00

Zoning Administrator Weck noted that the drawings in front of the Board were a bit different than the ones that had been e-mailed to them. He explained that the newest drawings were done by Candace Amberg, Senior Landscape Architect, WSB and gave an overview of her recommendations. He explained the ways that the parkland dedication could be calculated and noted that WSB is recommending a mix of land and cash dedication to fulfill the requirements.

Chair West asked for details of what would be the amount of land and the amount of cash if the City went with the recommendation from WSB.

Zoning Administrator Weck stated that there are 33.49 acres above the wetland area and 9% would equal about 3%. He noted that the cash would come to a total of \$239,400 without land. He explained how a combination of land and cash could be calculated.

Chair West asked if there was a possibility of combining the parkland dedication between the residential and the commercial properties.

Zoning Administrator Weck stated that in a way they are, however the calculations would be done differently. He stated that for the residential side, because of the density, it is 9% calculation and the commercial will be 5%.

Chair West stated that this area will not be walkable for anybody in the community outside of this neighborhood. She stated that she does not see it really being a 'community' park since it is so far away.

Zoning Administrator Weck stated that there are 133 new homes that will be going into the development and then 85 apartment units, so there will be a good population when it is all built out which is why Ms. Amberg from WSB felt there should be some land dedication included.

Assistant City Administrator Saxe explained that the City is working with Ms. Amberg on a Park and Trail Master Plan and she has identified this area of the City to be very underserved which is also why she recommended a decent sized park to serve this portion of the City.

Richard Morris, Applicant, explained that they would like to make a counter-proposal from what was recommended by WSB. He stated that their project is a multi-purpose project and noted that it includes 170 acres of wetland restoration bank. He stated that he thinks will be a very positive thing for the neighborhood and would like to see what they are doing in the wetland be a substitute for the parkland dedication that is required. He stated that they are planning two 85 unit apartment buildings and noted that he had submitted a picture of their recently completed project in Hudson, WI that showed the fenced in children's area and noted that they also have a large dog park on the other side of the project. He reiterated that they are proposing that what they are doing for the public good with the wetland be accepted in lieu of a parkland dedication fee.

Member Vandenhuevel asked for clarification of what type of amenities and play areas would be included in the plans as presented.

Mr. Morris stated that they would be open to deeding the 170 acres to the City if they wanted to take that over and reserve the obligation to do the required maintenance.

Chair West asked if the options being proposed by the applicant area actually allowable.

Member Luger asked what local and State statutes would be this project be required to meet.

Zoning Administrator Weck explained that the City's subdivision ordinance requires any land dedication not be wetland and basically has to be buildable, upland area. He stated that this area is becoming a wetland bank and gave an overview of what that means. He stated that once it has been turned into that easement, you cannot do anything on it and is a permanent conservation easement that restricts the use of the property for perpetuity. He stated that he does not disagree with Mr. Morris' points about the environmental benefits that will come from the wetland and that it will be something nice to look at, but it will not land that anyone can use.

Member Bergan stated that it sounds like Mr. Morris is asking the City to trade the option of having a park to just have the wetland space.

Member Vandenneuvel asked what the space would be if the City didn't agree to this proposal.

Mr. Green stated that rather than a 3 acre full park, there would be 170 acres that would be a preserved wildlife sanctuary. He stated that sometimes there are things like an observation walkway into the park that would be nice for kids, including schools or cub scouts or girl scouts. He stated that they felt it would be a nice feature which is why they are proposing it.

Chair West stated that she thinks the wetland restoration is awesome, but explained that part of her reservation is usable space. She stated that there is not park area for the kids on that side of town. She noted that if there were a way to have trails around it in order to make it more functional or useable then that would be a benefit to the City. She stated that she thinks they have a few of these in White Bear that she thinks has worked out really well because they have natural trails or boardwalks that are useable.

Mr. Green stated that it was his understanding that if trails are allowed then that area is deducted from the wetland credits they would receive.

Zoning Administrator Weck stated that if the Board wanted to head down the path of considering trails in the wetland area, he would suggest tabling this and ask the applicant to come back with a site design to show their actual proposal. He noted that there have been references to BWSR and explained that this was referring to the Board of Water and Soil Conservation.

Member Luger asked for an explanation of the rationale behind the ordinance.

Zoning Administrator Weck stated that it is primarily to allow useable land, for example, if you wanted to be able to do a pick-up ballgame in the field you would be able to do that without walking in the swamp. He noted that the City has accepted land that had wetland in it, but not just a

wetland because it can really not be used which is even more so in this instance, with wetland credits.

Member Luger stated that her concern is that there would be almost 400 families in this development and not much park space in this area of town. She stated that she firmly believes in having amenities for families to enjoy and loves the idea of wetland conservation but she thinks this many families will need to have something more tangible to use. She stated that she would be in favor of the proposal put forth by WSB of a 50/50 mix.

Member Carr stated that he lives on this side of the City and agreed that there is very little parkland over there. He stated that he thinks the wetland project is great, but also feels that there should be some park space included.

Mr. Green asked if the park had to be inside their development and gave the example of having 3 acres on that side of town, but not in this development.

Zoning Administrator Weck read aloud a portion of the ordinance that stated that it had to be within the development area.

MOTION BY MEMBER WEST, SECONDED BY MEMBER LUGER, TO RECOMMEND COUNCIL APPROVAL OF THE PARKLAND DEDICATION AS PROPOSED BY WSB FOR A 50/50 SPLIT BETWEEN CASH AND LAND DEDICATION FOR SUNRISE RIVERBANK DEVELOPMENT LOCATED AT EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE FOR APPLICANT, NORTHERN TIER DEVELOPMENT, LLC, RICHARD MORRIS.

Voting Aye: Bergan, Luger, Vandenhuevel, Carr, and West
Voting Nay: None
Abstain: None
Absent: None

OLD BUSINESS:

ADJOURN:

A MOTION WAS MADE BY MEMBER LUGER, SECONDED BY MEMBER CARR, TO ADJOURN THE MARCH 22, 2022 "REGULAR MEETING" OF THE WYOMING, MINNESOTA JOINT PARK PLANNING BOARD AT 6:39 PM.

Voting Aye: Bergan, Luger, Vandenhuevel, Carr, and West
Voting Nay: None
Abstain: None
Absent: None

CITY OF WYOMING PLANNING AND ZONING

TO: Planning Commission
FROM: Brandy Howe, City Planner
Fred Weck
MEETING DATE: May 10, 2022
RE: Sketch Plan Review – Comfort Lake Overlook
APPLICANT: High Pointe Land LLC, Kayla Gustafson
OWNER: Norma Olson
PROPERTY: PID 21.10524.00
FILE NO.: D-22-006

OVERVIEW

Kayla Gustafson of High Pointe Land LLC (“Applicant”), on behalf of Norma Olson (“Owner”), has submitted a sketch plan for review which proposes a residential subdivision within the area identified as the Comfort Lake Overlook Plat (“Subdivision”) at the address 7139 260th Street. Presently there are several structures on the property that will be removed to allow for future development. The property is currently farmed with areas around the structures and in the south retaining their natural landscape.

The sketch plan shows 19 residential lots, featuring 5 wetlands within the approximately 34-acre boundary. All lots are accessed by one of two new public roads ending in a cul de sac. The roads intersect with either 260th Street or 258th Street. All right of way is dedicated at 66’. The new lots will be developed with individual well and septic systems.

South of the property is the Sunrise River and a portion of this site is within the shoreland district along Comfort Lake.

GENERAL STAFF REVIEW

Comprehensive Plan and Zoning Ordinance Review

Article III of the City of Wyoming Subdivision Ordinance outlines the platting procedure for subdivisions. The first step is the sketch plan; the purpose of the sketch plan is to ensure that the applicants are informed of the procedures and requirements of the ordinances for subdivisions. The plan does not need to be to scale but does need to show the proposed subdivision of the property, significant topographical and physical features, and the adjacent land use.

Surrounding land uses are shown in the table below.

Direction	Planned Land Use
North	Rural Residential II
West	Rural Residential II
South	Rural Residential / Shoreland Management Overlay
East	Rural Residential / Shoreland Management Overlay

The property is currently zoned R-1 Rural Residential I. The City's Zoning Code describes the purpose of the R-1 Zoning District:

"The Rural Residential I District is intended to provide an area for very low-density housing with on-site wastewater systems in locations that are already predominately developed in a pattern similar to that described in this zoning district."

Based on the sketch submitted, the lots within the proposed subdivision meet the dimensional and setback requirements for the R-1 district. The lots vary in size from a low of 1.01 acres to a high of 2.23 acres. It appears most lots will gain access from the new roads although Lot 13, Block 2 will gain access from Gustavus Court.

A portion of the property is located within the DNR Shoreland Overlay District. The Shoreland Overlay District has additional dimensional and performance standards, over and above the City's, that protect shoreland resources from the impacts of development. Any property within 1,000 feet of a water body is subject to the rules of the Shoreland Overlay District as it pertains to the preservation of bluffs and water bodies. It appears that shoreland ordinance regulations may restrict lots along the south property line. Shoreland setbacks and bluff standards may impact the amount of buildable space on several lots, especially lots 7 & 8 of Block 2. As part of the future application, the Applicant will need to identify the features protected within the Shoreland Overlay District and provide discussion of how these features will be preserved.

The applicant may also need to address individual lot development in consideration of the wetland locations. It appears a portion of the new road will be located within a designated wetland.

Park Dedication

Article IV of the Subdivision Ordinance sets forth the park dedication requirements. The Joint Park Planning Board will meet at 6:00 pm on May 24 to discuss the park dedication requirements.

City Code requires the minimum amount of cash contribution in lieu of land dedication to be accepted by the City shall be the park fee per dwelling unit or building lot. The maximum amount of the cash contribution shall be the greater of these two amounts:

- a) Eight percent (8%) to twelve (12%) of the fair market value of the undeveloped land before Final Plat as determined by the Density/Rate Schedule. As presented, the proposed development of 19 units over the 33.59 acres above the OHWL would qualify at the 8 percent threshold as the density is 0.57 lots per acre. If purely a land dedication, an 8 percent dedication equals 2.69 acres. If the dedication requires any cash contribution, the fair market value will be needed. The fair market value may be determined by obtaining

the most recent property tax statement(s) for the property. Based on the 2020 Assessment from Chisago County, the fair market value of the property is \$199,000.00. Eight percent of \$199,000.00 is \$15,920.

- b) A cash contribution determined by multiplying the park fee by the number of proposed building lots or dwelling units. The established flat rate for park and trail dedication is a total of \$1,800.00 (\$1,500.00 for park and \$300.00 for trail) per lot. The sketch plan shows a total of 19 lots, which would amount to a park/trail dedication of \$34,200.00.

Access

Two public roads are proposed within the Subdivision. One road would loop through the development, its endpoints originating from 260th Street and the other from 258th Street. All roads are shown to comply with minimum right-of-way width of 60 feet required for local streets, per the table in Section 32-85. The plan depicts 66 feet of right-of-way.

The sketch plan does not show any sidewalks within the development. Those need to be shown in future plans as they will be located within the right-of-way of the subdivision roads. The cost to put in the sidewalks would be credited to the developer per Section 32-67.

Roadways

The roadways are required to meet State Aid Standards for horizontal and vertical design speed. For this proposed subdivision, the horizontal and vertical roadway alignment will need to meet 30 MPH design speed criteria.

Utilities

Staff has determined that the proposed subdivision will be outside of the short-term sewer and water service areas but is in the ultimate service areas. As proposed, the platted lots will have private wells and on-site waste disposal systems. On-site disposal systems and private wells is appropriate at this time.

Drainage

The site is located in the Comfort Lake Forest Lake Watershed District and will therefore require meeting their rules for erosion control, stormwater management, and wetland buffers, etc. The sketch plan does not currently identify areas to be reserved to comply with the City of Wyoming or Comfort Lake Forest Lake Watershed District requirements related to stormwater management.

There is a known periodic drainage issue immediately downstream of the proposed subdivision along 260th Street. The proposed subdivision drainage should be designed to provide storm water management to reduce discharge to 260th Street.

Next Steps

In the preparation of the preliminary and final plats, the applicant and their consultants are required to pay careful attention to the Subdivision Ordinance requirements. Prior to formal acceptance of an application for preliminary plat consideration, all requirements contained in Article III, Division 2, and Articles V and VI of the Subdivision Ordinance, as well as applicable zoning regulations, must be complied with, included on the plans, and addressed.



City Of Wyoming
26885 Forest Blvd., PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947 Fax (651) 462-3938

SKETCH PLAN
SUBDIVISION APPLICATION

A Sketch Plan Application initiates the procedure for developing and subdividing property. The Sketch Plan is reviewed by individuals of the City Plat Review Committee and then is placed on the Planning Commission agenda.

Applicant(s): Name(s) High Pointe Land LLC - Kayla Gustafson
Address 3416 Lake Elmo Ave N
City Lake Elmo State MN Zip 55042
Work and home phone numbers (651) 363-0587 Email kayla@highpointeland.com

Owner(s): (if other than Applicant(s))
Name(s) Norma Olson
Address 150th St
City Walnut Grove State MN Zip 56180
Work and home phone numbers 507-859-2782 Email oleandnorma@juno.com

Signature of owner(s) Norma Olson Date 04/18/22

Legal description of property: * attached *
Property Identification Number R.21. 10524.00

Present use of property: agricultural
Proposed use of property: rural residential
Present zoning of property: R-1

This application and the following attachments must be submitted to be considered a complete application:

Total size of property: 33.59 acres Total acreage in wetlands or floodplain: 2.73 acres
Number of proposed lots: 19
☒ Eleven full size copies of the Sketch Plan ☒ 2 reduced copies (no larger than 11 X 17).
☐ Septic Site Evaluation Report(s) if available. - coming (mailed per consultation)
☒ The application fee and escrow must be paid at the time of application.

Signature of Applicant(s) [Signature] Date 4/18/2022

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project.

The meeting can be scheduled only after a complete application is received

Applicants that submit Sketch plans with four or more proposed lots will meet with the Joint Park Planning Board in order to determine the developments Park and Trail Dedication. The Joint Park Planning Board meets on the 2nd Tuesday of each month at 6:00 pm. Developments creating three or fewer lots will dedicate the minimum Park and Trail Dedication (\$1500.00 Park + \$300.00 Trail, per lot) without needing to meet with the Joint Park Planning Board. Park and Trail Dedications are submitted to the City with the Final Plat application.

Application # D-22-006 OFFICE USE ONLY Date Application Received 4/18/22
Date Complete Application Received 4/18/22 120 Days 8/16/22 By: [Signature] Official

Fee \$100.00 + Escrow \$500.00 Date Paid 4/18/22 Check # 5153

**~for~ HIGH POINTE LAND, LLC
COMFORT LAKE OVERLOOK**

	●	DENOTES IRON MONUMENT FOUND AS LABELED
	☐	DENOTES ELECTRICAL BOX
	X 952.36	DENOTES EXISTING SPOT ELEVATION
	☐	DENOTES FIBER OPTIC BOX
	✓	DENOTES GUY WIRE
	☐	DENOTES MAILBOX
	⌋	DENOTES POWER POLE
	—	DENOTES SIGN
	●	DENOTES SOIL BORING. (BY OTHERS)
	◀	DENOTES STORM SEWER APRON
	☐	DENOTES TELEPHONE PEDESTAL
	⊙	DENOTES WELL
	⬜	DENOTES WET LAND
	— X — X —	DENOTES FENCE
	⋯	DENOTES EXISTING CONTOURS
	— OHU —	DENOTES TREE LINE
	—	DENOTES OVERHEAD UTILITY
	— BLD/SD —	DENOTES BUILDING SETBACK LINE
	— PRG/SD —	DENOTES PARKING SETBACK LINE
	▨	DENOTES BITUMINOUS SURFACE
	▩	DENOTES GRAVEL SURFACE
		DENOTES ADJACENT PARCEL OWNER INFORMATION (PER XXXX COUNTY TAX INFORMATION)

E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: BPN		JOB NO: 210514PP		DATE: 3/22/2022	
CHECK BY:		FIELD CREW:			
1	4/12/2022	REVISED LAYOUT			BPN
2					
3					
NO.	DATE	DESCRIPTION			BY