

**AGENDA
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
AUGUST 23, 2022
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

An opportunity for members of the public to address the Planning Commission on items not on the current Agenda. Items requiring Planning Commission action may be deferred to staff for research and future Planning Commission Agendas if appropriate. You will be limited to two (2) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak.

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for August 9, 2022.**

SCHEDULED PUBLIC HEARINGS:

NEW BUSINESS:

- 2. Elect Planning Commission Vice Chair.**
- 3. Sketch Plan D-22-010 – Newman**
Location: 5759 250th Street; Southwest Corner of 250th Street and Fondant Avenue
Applicant & Owner: Kelly Newman
Property ID Number: 21.11125.38

OLD BUSINESS:

COMMUNICATIONS:

UPDATES:

The City Council approved the Site Plan Review and Conditional Use Permit for the Dairy Queen site.

ADJOURN

UPCOMING:

August 30, 2022 at 6:00pm - All Boards Meeting. Comprehensive Plan Update.

**UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
AUGUST 9, 2022
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for August 9, 2022 to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Mark Lobermeier, Katie West, and Dan Iverson

ABSENT: Commissioners Michael Naumann and Roger Carr

Also Present: Fred Weck Zoning Administrator and Council Liaison Bret Ohnstad, Mayor Lisa Iverson

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for July 26, 2022**

Chair Lobermeier noted a minor change needed on page 4 of the minutes.

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR JULY 26, 2022, AS AMENDED.

Voting Aye: Iverson, West, and Lobermeier

Voting Nay: None

Abstain: None

Absent: Naumann and Carr

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS

2. **Election of Planning Commission of Vice-Chair**

Chair Lobermeier asked that this agenda item be postponed until the full Commission is present.

There was consensus to move this agenda item to a future meeting when the full Commission was present.

- ~~3. Site Plan Review: SP-21-001 Gregory Contracting
Location: Lake Boulevard/Highway 8 & Hazel Avenue
Applicant and Owner: Piper Properties, LLC
Property ID Number: 21-000712-10 (Removed from the agenda)~~

Zoning Administrator Weck explained that this item had been removed from the agenda prior to the meeting. He stated that the City received a letter from MnDOT that outlined requirements related to drainage as well as a turn lane. He stated that the applicant wanted to meet with staff to go over the MnDOT information in addition to some of the items that were outlined in the staff report in order to get things cleaned up before it comes before the Planning Commission.

OLD BUSINESS:

4. Comprehensive Plan Update Draft Review

Chair Lobermeier explained that he would like to see the most recent draft be approved by the Commission, so the rest of the approval process can move forward. He stated that this would mean it can be sent along to WSB who will create a better formatted document. He explained that the next step in the review process would be the All Boards meeting on August 30, 2022 where there will be a discussion and presentation on the Comprehensive Plan.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER LOBERMEIER, TO RECOMMEND APPROVAL OF THE COMPREHENSIVE PLAN UPDATE AND SEND IT TO WSB FOR DOCUMENT COMPLETION.

<i>Voting Aye:</i>	<i>Iverson, West, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Naumann and Carr</i>

COMMUNICATIONS:

Zoning Administrator Weck noted that for the August 23, 2022 meeting there will be a sketch plan for a lot split.

UPDATES:

- 5. The Conditional Use Permit and Site Plan Review for the Dairy Queen were approved by the City Council**

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO ADJOURN THE AUGUST 9, 2022 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 7:12 PM.

<i>Voting Aye:</i>	<i>Iverson, West, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Naumann and Carr</i>

**CITY OF WYOMING
PLANNING AND ZONING**

TO: Planning Commission
FROM: Kim Lindquist, City Planner
Fred Weck
MEETING DATE: August 23rd, 2022
RE: Sketch Plan Review
APPLICANT/OWNER: Kelly Newman
PROPERTY: PID R21.11125.38
FILE NO.: D-22-010

General Staff Review

Kelly Newman (the “Applicant”) is proposing to subdivide one (1) parcel into two (2) parcels, to create another lot for future residential development. The property, 5759 250th Street, is located at the intersection of Fondant Avenue and 250th Street and has a combined area of approximately 2.12 acres. The parcel is proposed to be subdivided east to west, with the northern lot containing the existing residence and accessory buildings and estimated to be 1.1 acres. The southern lot, which is currently undeveloped, is approximately one (1) acre. The applicant has outlined a septic treatment location on the sketch plan.

The property is currently zoned as R2 – Rural Residential II and the present use of the property is residential. While the sketch plan need not be to scale, the applicant should note that the required lot area minimum in the R2 – Rural Residential II District is two acres. For this reason, the applicant should explore rezoning of the property to R-1 Rural Residential where the lot size requirement is one (1) acre. Both districts have the same lot width and lot depth requirements and a variance will be needed for both parcels. The northern lots’ width is undersized at 190’. Although that dimension does not change with the split, a variance would be required. The prior lot width standard was 175’ when the parent parcel was initially platted in 1991. The other variance would be for lot depth of the vacant southern parcel which is required to be 200’.

Upon review, the primary issues associated with the resulting lot split would be the current ordinance dimensional requirements and the need to obtain variances and a rezoning.

Direction	Adjacent Land Use
North	Rural Residential
West	Rural Residential
South	Rural Residential and Agricultural
East	Mixed-Use (Church and Gym) and Rural Residential

In preparation for the preliminary and final plats, the applicant should ensure that plans adhere to the following sections of the City of Wyoming's municipal ordinances:

Section 32-98 of the Subdivision Ordinance indicates lot requirements for any subdivision.

Section 40-120 provides guidance for variance request procedures.

Section 40-141 provides guidance for zoning amendment procedures.

Section 40-185 of the Zoning Ordinance indicates dimensional requirements for properties located within the R1 District. Proposed buildings were not shown on the sketch plan submission.

As of the writing of this report, no additional comments have been received from the other reviewers. Potential issues include, but may not be limited to:

The applicant should verify there are no wetlands on the site.

General Comprehensive Plan and Zoning Ordinance Review

Article III of the City of Wyoming Subdivision Ordinance sets forth the platting procedure with the first requirement being the sketch plan. The purpose of the sketch plan is to ensure that the applicants for subdivision are informed of the procedures and requirements of all adopted ordinances. 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 adjacent land use.

Comprehensive Plan Designation

The subject property is guided Lower-Density Suburban Neighborhoods in the City's Comprehensive Plan. This land use category is described as follows:

"The Lower Density Suburban Neighborhoods Areas are locations that can be subdivided and economically served with either public or private shared wastewater treatment systems. Parcels for single-family housing in the Lower Density Suburban Neighborhoods should be in the range of 9,000 to 18,000 square feet." - this location does not have municipal sewer and water available.

Prior to the Lower Density Suburban Neighborhood areas being served with municipal or private community wastewater lines, they should be zoned to allow an average of 1 house per 20 acres (not 20-acre lots) on unsewered sites and farming activities on sites of 20 acres or larger. Higher average unsewered housing densities may be allowed if the applicant receives approval from the City for a plan showing how the property could realistically be re-subdivided in the future and developed with smaller lots (less than one-half acre) with public or shared private wastewater service."

Zoning

The lot is currently zoned R-2 Rural Residential II, but it is recommended that applicant apply to rezone the property to R-1 Rural Residential I. The purpose of the R-1 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. The property is not located within the Shoreland Management Overlay District.

Conforming lots in R1 and R2 Districts are required to have the following minimum dimensional standards:

District	R1 – Rural Residential I	R2 – Rural Residential II (current zoning)
Minimum Lot Area	One (1) acre, at least one (1) acre of which must be buildable	Two (2) acres, at least one (1) acre of which must be buildable
Lot Width	200 feet; corner lots must be 215 feet	200 feet, corner lots must be 215 feet
Lot Depth	200 feet; must be less than four (4) times the lot width	200 feet; must be less than four (4) times the lot width

Any future building within the R-1 or R-2 Districts shall conform to the following setback standards:

1. Front Yard Setback:
 - a. 73 feet from the centerline of all city streets or 40 feet from the road right-of-way, whichever is more restrictive
2. Side Yard Setback:
 - a. 10 feet for principal buildings
 - b. 3 feet for accessory buildings
 - c. 5 feet for driveways
3. Rear Yard Setback:
 - a. 35 feet for principal buildings
 - b. 3 feet for accessory buildings
4. Height
 - a. 35 feet (three stories) maximum height for principal building
 - b. 25 feet (one story) maximum height for accessory building

The proposed subdivision will require two different variance requests. The northern lot will not meet R-1 lot width standard of 200' and the southern lot does not meet lot depth standard of 200' set forth in Section 40-185 of the Zoning Ordinance.

In addition, for the preliminary plat, the applicant will need to obtain additional soil borings on both lots to ensure that at least one acre of buildable area is present on each.

Park Dedication

Article IV of the Subdivision Ordinance sets forth the park dedication requirements. The policy for minor subdivisions is that when three or fewer lots are being created that the minimum park and trail fees will be collected without the need for the Joint Park Planning Board to meet unless the development is in an area where the City is looking to acquire park land. This policy was reaffirmed at a Joint Park Planning Board held on October 28, 2014.

The area of the proposed subdivision is not an area that the City is looking to acquire land and as such the City will require park and trail dedication funds. The minimum park dedication for the proposed subdivision equals \$1,500.00 plus the minimum trail dedication of \$300.00. The fees are to be collected prior to final plat approval.

Access

Currently the subdivision is proposing to separate the parcel along Fondant Avenue. The northern lot will retain access from 250th Street and a new access will be created from Fondant Avenue for the southern lot.

Utilities

Municipal sanitary sewer and watermain are not available to the site at this time. The sketch plan proposes that two septic treatment sites can be supported on the southern lot. The septic system soil borings are only showing the 10,000 square feet of reserved septic area on the vacant lot site; additional soil borings will need to be provided that show both lots have an acre of buildable land.

Drainage

Stormwater management is not triggered for this site since the parcel is proposed to be split into two lots. While it is located within the Comfort Lake – Forest Lake Watershed district, the parcel is not within shoreland management overlays nor any wetland buffers. There may be some watershed-related permits required depending upon the amount of grading work anticipated for the ultimate development of the site, or if there is any wetland impacts. Additional information will be needed to assess whether watershed permitting is required.

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. The applicant should ensure that district standards and regulations are met and, if they are not, then the appropriate variances and/or zoning amendments should be requested. In this case it is anticipated that the future applications would request for rezoning the site and variances for lot dimensions. 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) Kelly Newman
Address 5759 250th St
City Forest Lake State Mn Zip 55025
Work and home phone numbers 218-522-0181 Email KTN4758@YAHOO.COM

Owner(s): (if other than Applicant(s))
Name(s) _____
Address _____
City _____ State _____ Zip _____
Work and home phone numbers _____ Email _____
Signature of owner(s) [Signature] Date _____

Legal description of property: _____
Property Identification Number R.21.

Present use of property: Residence
Proposed use of property: Residence
Present zoning of property: _____

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

Total size of property: 2.16 ACRES Total acreage in wetlands or floodplain: _____
Number of proposed lots: 2
☐ Eleven full size copies of the Sketch Plan ☐ 2 reduced copies (no larger than 11 X 17).
☐ Septic Site Evaluation Report(s) if available.
☐ The application fee and escrow must be paid at the time of application.

Signature of Applicant(s) [Signature] Date 7/21/22
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-22-010 OFFICE USE ONLY Date Application Received 7/21/22
Date Complete Application Received 7/21/22 120 Days 11/18/22 By: [Signature]
Fee \$100.00 + Escrow \$500.00 Date Paid 7/21/22 Check # 7418

250 St



190

485'

proposed split south Acre

(1) Acre

230'

485

190

Fondant Ave

PARCEL 21.11125.38

Wyoming

Section 32

Township 03S

Range 021

Plat 10510

Wildlife estates

Block 002

Lot 001

Kelly Newman

5755 250th St

Forest LK, MN

55025

SEPTIC SYSTEM DESIGN

For: Kelly Newman

Location: 5759 250th St Forest Lake Mn 55025

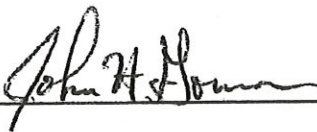
Phone: 1-218-522-0181

THE RESULTS OF THIS TESTING DOES NOT APPROVE OR DISAPPROVE THIS SITE FOR BUILDING CONSTRUCTION OR SEPTIC SYSTEM INSTALLATION. THIS TESTING INFORMATION SHOULD BE SUBMITTED TO THE APPROVING OFFICIALS FOR FORMAL REVIEW AND APPROVAL WHILE TEST HOLES ARE CLEARLY STAKED ONSITE.

ANY CHANGE IN THIS DESIGN MAY RESULT IN EXTRA CHARGES.

PERCOLATION TEST DONE BY:

JOHN H. GORMAN
48397 RIVER RD.
RUSH CITY, MN
320-358-0268 / 320-358-4934



DATE: 6-28-22

MPCA CERT. #L3316

CLIENT Kelly Newman

1-218-522-0181

ADDRESS 5759 250th St Forest Lake MN 55025

DRAWING BY John H Gorman

DATE OF DRAWING 6-28-22

1 acre ±



250th St

Pondant Ave

Oak Trees
Proposed Property line
this lot all open, mowed lawn

Maple trees

B3 99.75

125'

This Area will support 2 septic treatment sites

99.5
B4

Property line

85'

85'

P1 100.0

99.25
B2

100.0
B1

95'

125'

15'

wooded 20'

Property line