AGENDA
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
SEPTEMBER 27, 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 September 13, 2022.**

SCHEDULED PUBLIC HEARINGS:

NEW BUSINESS:

2. Sketch Plan D-22-011 – Mayorga
Location: 7580 250th Street – Between Hazel Avenue and Lake Blvd./Highway 8
Applicant & Owner: Noe Mayorga
Property ID Number: 21.10508.00

OLD BUSINESS:

COMMUNICATIONS:

UPDATES:
The Site Plan Review for Sunrise Fiberglass was approved by the City Council.

ADJOURN

UPCOMING:

UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
SEPTEMBER 13, 2022
7:00PM

CALL TO ORDER:
Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for September 13, 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, Michael Naumann, Roger Carr, and Dan Iverson

ABSENT: Commissioner Katie West

Also Present: Fred Weck Zoning Administrator and Council Liaison Bret Ohnstad

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 August 23, 2022**

   A MOTION WAS MADE BY COMMISSIONER CARR, SECONDED BY COMMISSIONER NAUMANN, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR AUGUST 23, 2022 AS SUBMITTED.

Voting Aye:	*Carr, Naumann, Iverson, and Lobermeier*
Voting Nay:	*None*
Abstain:	*None*
Absent:	*West*

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS

2. Site Plan Review: SP-21-003 – Sunrise Fiberglass, Location: 5175 260th Street, Applicant/Owner: Patrick Fenton, Property ID Number: 21-000468.34

Zoning Administrator Fred Weck gave an overview of the request for a 5,000 square foot cold storage building at the south end of their site and reviewed the current zoning and land use. He explained that they were planning to install a rain garden for stormwater management and the facility would have no sewer or water. He stated that the access would be through the existing gravel surface with a bit of extra gravel added. He stated that Mr. Fenton has already bought the building from someone else who was going out of business. He stated that some of the building

materials will need to be replaced and noted that Mr. Fenton had hired an architect to take a look at options in order for this to meet the City's architectural standards. He gave a brief overview of the conditions that were included in the staff report.

Commissioner Iverson asked what would be visible from the freeway.

Zoning Official Weck stated that the only thing visible would be the one long wall. He noted that it would basically look like a shorter version of the Rosenbauer building.

Chair Lobermeier stated that the recommended conditions called for a lighting plan, however, the report states that there will not be utilities extended to the building.

Zoning Official Weck stated that he believes there will be electrical utilities extended to the building, but not sewer and water.

Chair Lobermeier stated that he was glad the staff report indicated that there are no landscaping requirements but asked why it would be a condition if, in that zone, the City doesn't require landscape plans.

Zoning Official Weck confirmed that there are no requirements for additional landscaping or additional screening.

Brook Riply, Sunrise Fiberglass explained that with a cold storage building they were just looking to store some of the molds that they use on an infrequent basis outside of the plant, so they can improve the function and the flow of that facility.

Chair Lobermeier stated noted that it appears as though the only issue with this is with the building materials.

Ms. Riply noted that she had spoken with Mr. Fenton and was given the message that he had spoken with City staff and was happy to comply with the building material requirements that they had outlined.

3. MOTION BY COMMISSIONER IVERSON, SECONDED BY COMMISSIONER CARR, TO RECOMMEND APPROVAL OF THE SITE PLAN REVIEW; SP-21-003 – SUNRISE FIBERGLASS, LOCATION: 5175 260TH STREET, APPLICANT/OWNER: PATRICK FENTON, PROPERTY ID NUMBER: 21-000468.34

Voting Aye:	*West, Carr, Naumann, Iverson, and Lobermeier*
Voting Nay:	*None*
Abstain:	*None*
Absent:	*None*

4. Wyoming City Council request to review Architectural Standards within the City Zoning Code
Chair Lobermeier noted that the Commission had received a letter from City Administrator Linwood regarding taking another look at the City's Architectural Standards. He stated that the Commission had already identified the need for this at the beginning of the year that felt that some of these should at least be revisited and perhaps reconsidered or revised. He stated that he thinks the Commission has members with unique experience in the building industry and taking a look at what some of the newer materials are would be a good idea. He noted that he believed Austin Hallberg had indicated that he would be happy to serve as a resource for this kind of discussion.

Zoning Administrator Weck stated that he will begin the background work and start to gather ordinances from other cities for review.

Chair Lobermeier suggested that he also get pictures of some recent projects in the City to use as examples.

Commissioner Iverson stated that there is a section within the Architectural Standards that says 'comparable or superior materials'. He stated that when he read that he wondered who would get to decide what would be considered 'superior materials'.

Zoning Administrator Weck stated that it would be the Planning Commission and the City Council.

OLD BUSINESS:

5. Comprehensive Plan Update – Set Date for Public Hearing

Chair Lobermeier noted that there was another letter from City Administrator Linwood regarding the next steps in the Comprehensive Plan process. He noted that he was happy to see that the entire Commission was able to attend the All Boards meeting. He explained that the next step would be to set up a public hearing and noted that he expects it to have a bit greater participation than most other public hearings. He noted that with this type of public hearing they generally try not to have it turn into a back and forth conversation and, as a result, will limit the amount of time for each speaker. He explained that it may seem as though he and/or staff are not answering questions, but the intent is for people to be able to make their comments, and not have the Commission respond to everything that comes up. He stated that if there are not a lot of participants that will allow for a bit more dialogue but reiterated that the purpose is really for people to just tell the City what they have to say about the Comprehensive Plan. He noted that a new land use map was distributed just prior to the meeting and apologized that the correct map was not completed for the All Boards meeting. He stated that many of the edits that he found that still need to be made in the Comprehensive Plan are minor grammatical errors but noted there are a few other tables and maps that still need to be updated.

Zoning Administrator Weck stated that the intent will be to just take public comment at the public hearing and not take any formal action. He noted that the City will also need to notify local communities because they also have a certain amount of time in order to provide comments on the Plan.

MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER CARR, TO SCHEDULE THE PUBLIC HEARING FOR THE COMPREHENSIVE PLAN UPDATE FOR OCTOBER 11, 2022.

Voting Aye:	*West, Carr, Naumann, Iverson, and Lobermeier*
Voting Nay:	*None*
Abstain:	*None*
Absent:	*None*

COMMUNICATIONS:

6. Hwy 8 Strategic Framework Open House

Zoning Administrator Weck stated that the City has been working with the County HRA and EDA and they have hired a consultant to go along the Highway 8 corridor and look at current and future land uses.

UPDATES:

Zoning Administrator Weck stated that there may not be a Planning Commission meeting on September 27, 2022 because he has not gotten any applications.

Chair Lobermeier stated that he will not be able to attend on September 27, 2022. He noted that he would let Commissioner West know in case she will need to serve as Vice-Chair, if there ends up being a meeting.

A MOTION WAS MADE BY COMMISSIONER NAUMANN, SECONDED BY COMMISSIONER IVERSON, TO ADJOURN THE SEPTEMBER 13, 2022 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 7:25 PM.

Voting Aye:	*West, Carr, Naumann, Iverson, and Lobermeier*
Voting Nay:	*None*
Abstain:	*None*
Absent:	*None*

CITY OF WYOMING
PLANNING AND ZONING

TO:	**Planning Commission**
FROM:	**Kim Lindquist, City Planner** **Fred Weck**
MEETING DATE:	**September 27, 2022**
RE:	**Sketch Plan Review**
APPLICANT/OWNER:	**Noe Mayorga**
PROPERTY:	**PID R21.10508.00**
FILE NO.:	**D-22-011**

General Staff Review

Noe Mayorga (the "Applicant") is proposing to subdivide one (1) parcel into two (2) parcels, to create another lot for future residential development. The property, 7580 250th Street, is 14.75 acres and contains a wetland in the southeast. The parcel is proposed to be subdivided north to south, with the western lot, Lot 1, containing the existing residence and accessory buildings. Lot 1would be 9.78 acres and the remainder, Lot 2, would be 4.66 acres. Lot 2, the eastern lot would be available for future development.

The property is currently zoned as R1 – Rural Residential I and the present use of the property is residential. An estimated 4.49 of the property consist of wetlands, although not wholly located on Lot 2, may ultimately limit development flexibility on the eastern lot. The applicant should note that the required buildable lot area minimum in the R1 – Rural Residential I District is one acre. To ensure that the subdivided lot meets minimum buildable area standards, the applicant will need to obtain additional soil borings. In addition to the R1 zoning standards, part of the property is within the Shoreland District Overlay and would be subject to those regulations.

Direction	Adjacent Land Use
North	Rural Residential
East	Rural Residential
West	Rural Residential
South	Agricultural and Light Commercial

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

Article VI, Division 16 indicates Shoreland District Overlay requirements.

Section 40 – 337 of the Shoreland District Overlay requirements outlines subdivision provisions.

Section 40 – 441 outlines setback requirements in relation to delineated wetlands.

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:

Minimum buildable area standards required for property that is zoned R1 – Rural Residential I.

Proposed driveway access through a private easement.

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 resubdivided 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-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 also located within the Shoreland Management Overlay District, meaning that Shoreland Overlay standards will prevail where they are more restrictive.

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

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

Any future building within the R-1 District 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

Additional future building requirements set by the Shoreland District Overlay:

1. Impervious Surface Coverage
    a. Must not exceed 25% of the buildable lot area

Additional requirements in relation to wetland location:

1. Setback:
    a. No structure shall be erected, altered, or moved nearer than twenty (20) feet from a delineated wetland

In addition, for the preliminary plat, the applicant will need to obtain additional soil borings on Lot 2 to ensure that at least one acre of buildable area is present. The applicant will need to identify a new location for the reserved septic system for Lot 1 (and Lot 2) since that was initially designated in the area assumed for the future structure on Lot 2. Additional septic information will be needed with the preliminary plat and soil borings.

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.

Access

Currently the division is proposing to separate the parcel along 250th street. The western lot would retain its access off 250th street, and the new lot has a proposed driveway entrance at the north end of an existing private driveway that extends from 250th Street. Of note, the existing northern driveway is to provide access to an adjoining landlocked parcel to the north. There is no information provided relating to the private easement for the driveway and if the existing owner has easement rights to use the driveway. Access to Lot 2 appears to be predicated on having access from the existing private driveway since the presence of wetlands precludes direct access unto 250th Street. Additional information will be needed with the subdivision application to clarify what rights the easement owner has over this land.

Utilities

Municipal sanitary sewer and watermain are not available to the site at this time. The sketch plan proposes a reserved septic area for the existing developed property. Additional information from the septic designer and soil borings will be needed to understand where a new system can be located for Lot 2 and where reserve systems can be located for both of the lots, while ensuring there is adequate room for a new dwelling unit.

Drainage

Stormwater management is not triggered for this site since the parcel is proposed to be split into two lots. Because this property is located within the Comfort Lake – Forest Lake Watershed District (CLFLWD). The delineated creek on Lot 1 is shown as a stream on CLFLWD maps and the lot split may trigger CLFLWD Rule 4.0 if the creek is classified as a stream by CLFLWD; this should be confirmed. Future development may require an erosion control permit if there is any land disturbance with wetland impacts, or if there is extensive grading, filling, or land alteration on the property. The delineated creek on Lot 1 is not a Department of Natural Resources Public Waterway and there is no FEMA floodplain over these lots.

In addition, as a requirement of the Shoreland District Overlay, a grading and filling permit is required for the movement of more than ten (10) cubic yards of materials within the shoreland overlay zones, or for movement of more than fifty (50) cubic yards of materials outside of shoreland overlay zones.

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. 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
permits@wyomingmn.org

SUBDIVISION APPLICATION: SKETCH PLAN

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) Noe Mayorga
Address 7580 250th
City Wyoming State MN Zip 55025
Phone Number (763) 313-7508 Email Noe@Destinsulationmn.com
LuisReyesMN@KW.com

Owner(s) - If other than Applicant(s):
Name(s)
Address
City State Zip
Phone Number Email

Signature of owner(s) Date

Legal description of property: Part of the W1/2 - SE1/4 - SW1/4 of Section 27 - Twp 33 Rng 21, Chisago County Minnesota.

Property Identification Number: R.21.

Present use of property: Residential

Proposed use of property: Residential

Present zoning of property: R-1 & Shoreland Overlay 1000'

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

Total size of property: 15 AC

Total acreage in wetlands or floodplain: 4.5 AC

Number of proposed lots: 2

☐ Septic Site Evaluation Report(s) if available.

☐ 4 full size copies of the Sketch Plan

☐ 2 reduced copies (no larger than 11 X 17).

☐ The application fee and escrow must be paid at the time of application.

Applicant(s) Signature: Noe Mayorga Date: 8/30/2022

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.

OFFICE USE ONLY

Application # D-22-011

Date Application Received 8/30/22

Date Complete Application Received 8/30/22

120 Days 12/28/22

By: Official

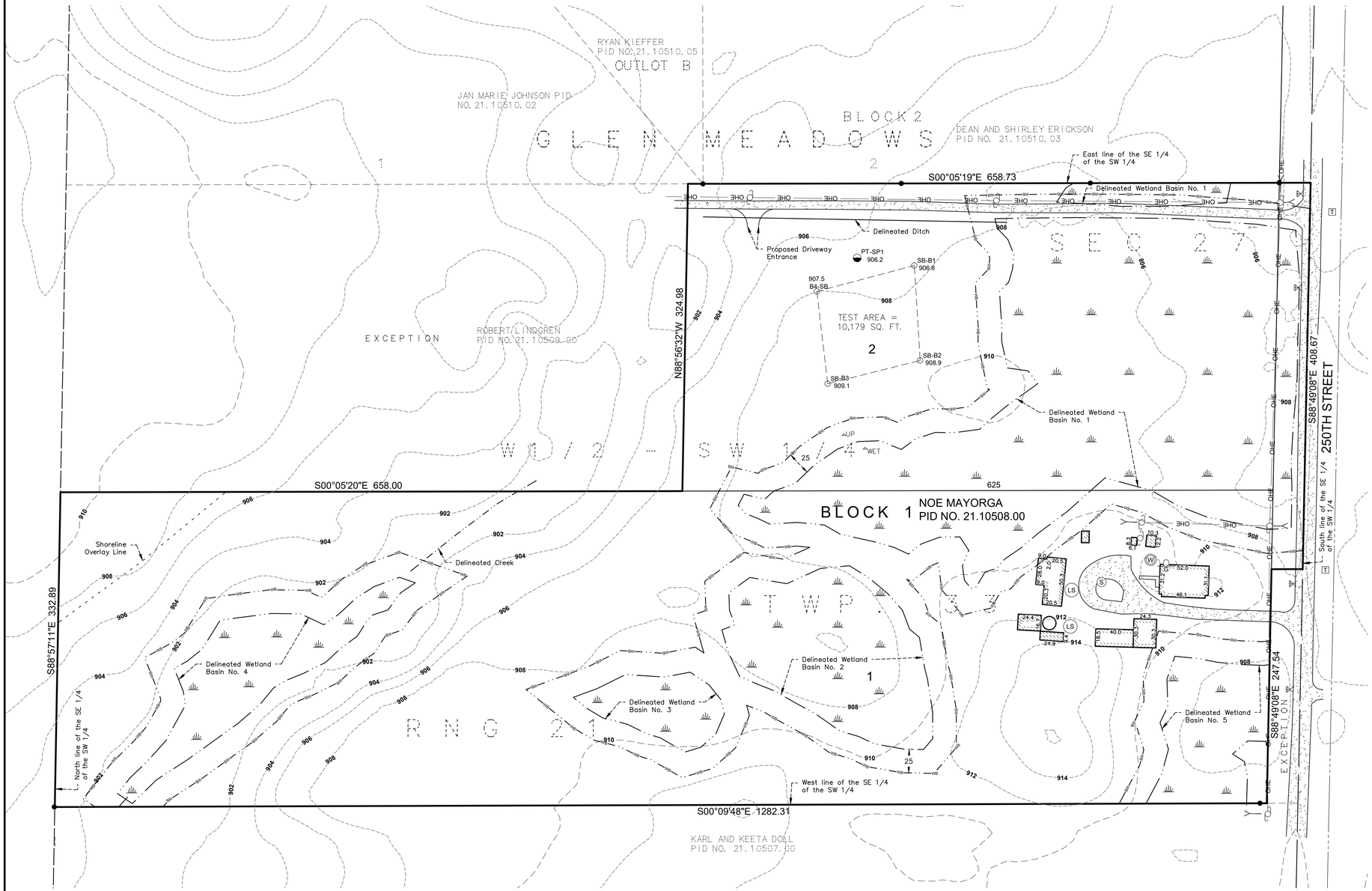
Fee: $100.00 + Escrow $500.00

Date Paid 8/30/22

Check # ✓

Revised 07/27/22

SKETCH PLAN



PROPERTY DESCRIPTION:

That part of the West Half of the Southeast Quarter of the Southwest Quarter of Section 27, Township 33, Range 21, Chisago County, Minnesota.

SURVEY NOTES:

1. Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1996 adj.)
2. Vertical Control: MNDOT "1308 B" Elev. = 912.06 NAVD88
3. The property address is 7580 250th St., Wyoming, MN 55092 PID No. 21.10508.00
4. Contours shown are LiDAR derived on the NAVD88 datum provided by MnDNR.

ACREAGE:

The total acreage of subject property	642,518 Sq. Ft. or 14.75 Acres
Lot 1, Block 1:	425,837 Sq. Ft. or 9.78 Acres
Lot 2, Block 1:	203,197 Sq. Ft. or 4.66 Acres
Dedicated Right of Way of 250th Street	13,489 Sq. Ft. or 0.31 Acres

OWNER & DEVELOPER

NOE MAYORGA
REPRESENTATIVE LUIS REYES
7580 250TH ST.
WYOMING, MN 55092
(651) 410-3107 (LUIS)

WETLAND SPECIALIST:

JACOBSON ENVIRONMENTAL, PLLC
5821 HUMBOLDT AVE. N.
BROOKLYN CENTER, MN 55430
(612)-802-6619

LAND SURVEYOR

WIDSETH
5368 266TH ST.
WYOMING, MN
PHONE (651)464-3130
FAX (651)464-4822

SOIL TESTING

JOSH PUTT LIC #L4063
28615 QUAIL RD
SHAFER, MN 55074
(651) 900-1567

ACCUMULATIVE AREA OF WETLANDS: 195,395 SQ. FT. OR 4.49 ACRES

WETLAND CLASSIFICATION: MANAGE 3 BY JACOBSON ENVIRONMENTAL, PLLC; MNRAM REPORT

DIMENSIONAL STANDARDS	EXISTING ZONING: RURAL RESIDENTIAL I WITH SHORELAND OVERLAY
MINIMUM REQUIREMENTS:	
MINIMUM LOT SIZE:	1 ACRE
MINIMUM BUILDABLE AREA:	1 ACRE
MINIMUM LOT WIDTH:	200 FT.
MINIMUM LOT DEPTH:	200 FT.
MINIMUM BUILDING SETBACKS:	
CENTERLINE OF TOWNSHIP ROAD:	73 FT.
SIDE YARD:	10 FT.
REAR YARD:	35 FT.

ADDITIONAL SETBACK INFORMATION

	PROPERTY LINE
DRIVEWAY:	5 FT.
SEPTIC TANK:	10 FT.
SEPTIC DRAINFIELD:	10 FT.

	BUILDING	WELL
SEPTIC TANK	10 FT.	50 FT.
SEPTIC DRAINFIELD	20 FT.	50 FT.
BUILDING	NA	3 FT. TO BUILDING OVERHANG

LEGEND

- MAILBOX
- LIFT STATION
- SEPTIC CLEANOUT
- ELEC POLE
- GAS METER
- TELE PEDESTAL
- WATER WELL
- GUY ANCHOR
- WETLAND
- WETLAND BUFFER LINE
- OVERHEAD ELECTRIC
- BUILDING WALL HATCH
- GRAVEL SURFACE

NORTH

0 60 120

1 INCH = 60 FEET

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		DATE	AMENDMENTS	BY
DATE:	August 2022			
SCALE:	AS SHOWN			
DRAWN BY:	JMM			
CHECKED BY:	KLJ			
FILE NUMBER:	2022-11276			

PREPARED FOR: **NOE MAYORGA**

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

CONCEPT

Kelly L. Jordan DATE: LIC. NO. 42648

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS