

**AGENDA
PLANNING COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 9, 2021
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. You will be limited to two (2) minutes to speak.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for January 12, 2021.

NEW BUSINESS:

2. **Sketch Plan:** D-21-001 Heims Lake Villas North - 257th Street & Fairview Avenue
Applicant: J. Johnson Development, LLC
Property ID Numbers: 21.11122.00 & 21.11123.00

OLD BUSINESS:

3. None.

COMMUNICATIONS

4. None.

UPDATES:

5. None.

ADJOURN MEETING

UPCOMING:

**UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
JANUARY 12, 2021
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for January 12, 2021 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, Kevin Teel, Bryan Murdock, Katie West, and Roger Carr

ABSENT: None

Also Present: Fred Weck Zoning Administrator, Mayor Lisa Iverson, and Council Liaison Brett 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 December 22, 2020

A MOTION WAS MADE BY COMMISSIONER MURDOCK, SECONDED BY COMMISSIONER WEST, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR DECEMBER 22, 2020 AS SUBMITTED.

Roll Call Vote:

Voting Aye: Murdock, Teel, West, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS

2. Planning Commission Reorganization:
 - a. Chair

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO APPOINT MARK LOBERMEIER TO SERVE AS CHAIR OF THE PLANNING COMMISSION.

Roll Call Vote:

Voting Aye: Murdock, Teel, West, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

b. Vice-Chair

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO APPOINT BRYAN MURDOCK TO SERVE AS VICE-CHAIR OF THE PLANNING COMMISSION.

Roll Call Vote:

Voting Aye: Murdock, Teel, West, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

c. Joint Park Planning Board (will meet the second Tuesday of the month at 6:00 PM, if called)

A MOTION WAS MADE BY COMMISSIONER MURDOCK, SECONDED BY COMMISSIONER TEEL, TO APPOINT KATIE WEST AND ROGER CARR TO SERVE ON THE JOINT PARK PLANNING BOARD.

Roll Call Vote:

Voting Aye: Murdock, Teel, West, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

d. Meeting Rescheduling – None.

3. Planning Commission 2021 Goals, Initiatives, and Priorities

a. Complete the Comprehensive Plan Update

Chair Lobermeier stated that he believes this should be the Planning Commission's top goal for the year because of the length of time the City has been working on updating this document.

b. Zoning Ordinance

i. Rezoning of undeveloped parcels to match the Comprehensive Plan

Zoning Administrator Weck noted that as part of the Comprehensive Plan, there will be a new land use map needed.

The Commission discussed rezoning, non-conforming, and legal non-conforming uses in the City.

Commissioner Murdock suggested that the Commission add a goal of meeting a few times a year to meet with the other boards such as the EDA.

Mayor Iverson stated that the overall goal is to get together and have everyone look at maps and where the City is going. She stated that she is hopeful that they can hold in person meetings for this purpose rather than doing it virtually. She noted that the EDA is planning to be pretty

aggressive in 2021 and wants to really know what the City has open and what they are planned for. She stated that she believes the main focus of the Park Advisory Commission will be to work on Swenson Park because of the large grant the City received.

There was Consensus from the Commission in support of the goals, initiatives, and priorities as suggested.

COMMUNICATIONS:

4. Highway 8 Project Update and Intersection Designs – Chisago County Engineer

Zoning Administrator Weck explained that Chisago County Engineer Joe Triplett gave a presentation to the City Council at their recent meeting. He stated that the County is looking at the final plans and would like comments and feedback from the Commission on what they are proposing.

Chair Lobermeier asked if it had already been determined that the intersections at Hamlet and Heath would not be signalized.

Zoning Administrator Weck stated that at this time, those intersections do not have enough traffic to justify signalization. He stated that some of the considerations are due to the limited space in the corridor until development may justify something different.

Chair Lobermeier noted that he understands the realignment location of Heath, but it goes right through an area that the City has zoned for mixed use, so this kind of chops that up into two pieces. He noted that at some point, this area will be serviced with sanitary sewer and is all guided towards commercial. He stated that the question is whether that be happening inside or outside of 20 years.

Zoning Administrator Weck stated that he believes it will probably be longer than 20 years and suspects the commercial uses in this area will be a lower water use and most likely something like office spaces.

Chair Lobermeier stated that given the land use, the concerns that he had about either intersection type is that there are two access points that will ultimately be to access commercial properties that will have full stop intersections that will cross a two-lane highway that he assumes will have 55 mph speed limits. He stated that, to him, is a challenge, and his feedback would be that he hopes they can be set up in a way that they could be signalized at some point in the future.

Mayor Iverson noted that the EDA looked at this yesterday and they felt it was important to get backroads over to this area so they could do some development and have easy on and off without having to turn onto Highway 8. She pointed out that most of the roads will be paid for by the State and the County and not the City.

Zoning Administrator Weck referenced the map on page 18 of the packet and reviewed the Tolzmann land that is for sale.

Chair Lobermeier stated that he believes Mayor Iverson's feedback was important and noted that he feels building Hamlet Avenue with a 90 degree turn rather than an intersection seems a bit odd to him.

Zoning Administrator Weck explained that this is near where the Cherry Hill development is located, so there is currently a cul de sac in this location.

Chair Lobermeier noted that there is the same situation when they get up to 250th and Hazel because they made that into 90 degree turn as well. He stated that he would like to see them build it as an intersection that would allow future extensions and does not have a 90-degree turn.

Commissioner West asked if there was any chance that Highway 8 could be built like Highway 36 is in the section from North St. Paul to Stillwater.

Zoning Administrator Weck stated that he did not think there would be money available to build in that fashion.

Commissioner West stated that she is not a big fan of the R intersection like what is in place at Viking Boulevard and Highway 65. She explained that her husband drives that way everyday for work and there are about 2 major accidents at that intersection every month.

Chair Lobermeier stated that another thing to keep in mind is that the intersection at Viking Boulevard and Highway 65 will have signals and the ones on Highway 8 will not.

Commissioner West reiterated that she is very leery about the safety of this type of intersection.

Commissioner Teel stated that he feels this intersection design takes up a lot of land for just a little bit of benefit.

Commissioner Murdock asked if the goal was to upgrade the highway to create better flow or for safety. He stated that if the goal was safety, he asked if they would be able to justify that the proposed intersections are safer.

Zoning Administrator Weck stated that he thinks the goal is both safety and better flow.

Zoning Administrator Weck will pass along the Commission's feedback to County Engineer Triplett.

OLD BUSINESS:

5. Comprehensive Plan Update – Discussion Regarding January 6th meeting

Chair Lobermeier noted that there had been discussion about the Commission just working on a raw text document and not worry about formatting and other things. He stated that once the review of the text document was completed it would be returned to the planners to add the final formatting and other details. He stated that there was also discussion about drafting a few vision statements that they would forward to the Council. He stated that he and Commissioner Murdock have volunteered to work on the draft documents for review.

Commissioner Murdock explained that the thought was that it may just be easier for the Commission to just start this document, work on it, make it ours and then turn it back over to WSB. He stated that he and Chair Lobermeier are working on the rough version of it and when they get it to the point where they feel it warrants getting everyone's input, they will then share it with the full Commission and get it all pulled together.

Chair Lobermeier noted that there are some places that are not changing at all such as water and sewer. He stated that he thinks this new approach is the fastest way for the Commission to make some progress. He stated that this is also a simpler way to look at the documents without all the previous redline versions which can make it confusing.

Commissioner Murdock stated that they would like to encourage the Commission to go back and take a look at the survey information and be prepared for the next meeting to discuss some of the notable findings.

Zoning Administrator Weck noted that he will pull that information together for the Commission. He stated that while he really likes how the Commission has decided to work on this document and move it forward, he wanted to remind the Commission that there are open meeting law requirements that must be upheld.

UPDATES:

Zoning Administrator Weck noted that he has been talking to quite a few developers and it looks like it will be a very busy summer.

Mayor Iverson encouraged everyone to check out the new website and look at some of the features that should make things easier and more transparent for the residents. She noted the story boards for the MS4 and the ability to go to Planning Commission or Council and pull up the agenda that is linked to pertinent staff reports.

A MOTION WAS MADE BY COMMISSIONER CARR, SECONDED BY COMMISSIONER TEEL, TO ADJOURN THE JANUARY 12, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 8:00 PM.

Roll Call Vote:

Voting Aye: Murdock, Teel, West, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

CITY OF WYOMING PLANNING AND ZONING

TO: Planning Commission
DATE: February 9, 2021
FROM: Thomas Ramler-Olson, City Planner
Fred Weck
RE: Sketch Plan Review
APPLICANT: J. Johnson Development, LLC
OWNER: Rudy & Mary Olson
PROPERTY: PID R21.11122.00 & R21.11123.00
FILE NO.: D-21-001

General Staff Review

J. Johnson Development, LLC is proposing to subdivide the two properties owned by Rudy and Mary Olson, located along shore of Heims Lake west of 257th Street and north of Heims Lake Villas subdivision approved in 2015. This subdivision request will create 34 lots for detached, single-family villas that will be served by city sewer and water. The two parcels have a combined area of 20.18 acres, approximately 13.74 acres of which is upland with the rest being wetland or a portion of Heims Lake.

Direction	Planned Land Use
North	Office and Healthcare Business
West	Industrial and General Business Area
South	Office and Healthcare Business
East	Heims Lake

There are a number of trees on the property located mainly along the shore of Heims Lake and a small patch along 257th St. The applicant will need to provide a woodland preservation plan with the preliminary plat application.

Copies of the sketch plan were submitted to the Army Corps of Engineers, MNDNR, Comfort Lake-Forest Lake Watershed District, City Attorney, & Engineer, and city staff for comments.

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:

- Density of Residential Planned Unit Developments in a Shoreland District (MN Rules 6120.3800)
- Increased structure setback from the Ordinary High Water Line (OHWL) (MN Rules 6120.3800)

- Proposed residential use that complies with those permitted for lots in the Office and Health Care zoning district (City Code of Wyoming Section 40 – 262)

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 Office and Health Care in the City’s Comprehensive Plan. The OHC land use category is described as follows:

“The Office and Health Care Business plan category allows corporate or professional office buildings, hospital and health clinic buildings, hotels, nursing homes, housing for the elderly. Intensive site coverage should be sought in order to maximize the number of jobs. This district is intended to be an attractive employment area; approximately 15 percent of each site should be devoted to generously landscaped green space. A high level of site planning, landscaping and façade treatment will be required through zoning and site plan review. Coordinated, campus-style developments are encouraged. Retail or service business will be allowed if they are a secondary component of an office or health care building. No manufacturing or outdoor storage will be allowed.”

Zoning

The lots are currently in the Rural Residential I District (R1). The purpose of this district is to promote the development of regional health, wellness, and related community services by creating a localized district in which to locate uses to carry out these goals. As proposed, the applicant will need to rezone the property to the OHC District and be granted a Conditional Use Permit for a Planned Unit Development (PUD). Residential uses within the OHC district are limited to “housing restricted to the elderly including independent living, assisted living, memory care, and convalescent (nursing) care.” The applicant has not indicated that this is their proposed use.

The lots are riparian and within the Shoreland Overlay for Heims Lake, which is classified as Recreational Development. In a Shoreland Overlay District, all permitted uses in the OHC District are required to be Conditional Uses.

Unless approved as a PUD, conforming lots in the OHC District are required to have the following minimum dimensional standards:

1. Minimum lot area:
 - a. 20,000 square feet
2. Public road frontage / lot width:
 - a. 100 feet; corner lots must be 115 feet
3. <4:1 lot depth to width ratio

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 February 23 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 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 would qualify at the 8% threshold as the density is 2.47 lots per acre.*

The parent parcels have 13.7 acres above the OHWL and the combined land was valued by the Chisago County Tax assessor for 2021 at \$348,100.00. An 8% dedication equals 1.10 acres land dedication, \$25,488.00 cash dedication, and a combination of land and cash equals \$23,170.00 per acre. The Subdivision Ordinance requires that qualifying land dedications be buildable land as defined by the Zoning Ordinance.

- 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 34 lots which would amount to a park/trail dedication of \$61,200.00. The sketch plan shows a proposed walkway; if accepted the cost to construct the walkway would be credited against the \$300.00 trail portion of the park dedication. This will reduce the total dedication to \$51,000.00.

Development Access

The proposed development is proposed to have two access points on 257th Street. Both proposed access locations are in acceptable locations with one aligning directly across from Fairview Avenue and the other having adequate separation from Heims Lake Circle. The proposed street will need to meet City standards. Staff can provide the development team with the most recent version of our standard specifications and details.

Utilities

As part of the 257th Street Improvement Project, sanitary sewer and watermain were stubbed into the property. Staff can provide as-built information that identifies the location, elevation and sizes of the sewer and watermain. Sanitary sewer depths are deep enough to serve the development with gravity sewer pipe extensions.

Drainage

The following is a summary of drainage requirements:

- The site is within the Comfort Lake Forest Lake Watershed District and will require a permit through CLFLWD.

- A NPDES permit will be required and compliance with all NPDES permit requirements will need to be confirmed.
- Peak discharge rates from each point of site discharge may not increase from the pre-development condition for the 2-, 10-, and 100-year storm events.
- The discharge volume may not increase from the pre-development condition for the 2-year storm event.
 - The volume standard must be met with a volume reduction practice (infiltration/water reuse) if feasible onsite.
 - If volume reduction practices are not feasible onsite, the applicant may use a different stormwater BMP however the volume conversion factors listed in Table 2.3.2 of the CLFLWD Stormwater Management rules must be applied to calculate the total required volume.
 - In order to show compliance with CLFLWD's water quality requirements, the applicant must demonstrate the BMP is destined to capture the stormwater runoff volume of the 2-year storm event.
 - See CLFLWD's Stormwater Management rules for order of preference in BMP selection.
- The lowest building floor elevation must be 2 feet above the 100-year HWL.
 - Lowest building opening shall be 2 feet above the EOF of any BMP.
- Storm sewer should be designed for a 10-year rainfall event.
- Development is outside of the 100-year floodplain, so there are no floodplain requirements.
- Does not appear there is any work proposed within the OHWL of Heims Lake. If any work is proposed within the OHWL, a DNR permit will be 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. 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) J. Johnson Development, LLC.
Address 167 Lake Street N.
City Forest Lake State MN Zip 55025
Work and home phone numbers 612-221-1596 Email jarenjohnson@hotmail.com

Owner(s): (if other than Applicant(s))
Name(s) Rudy & Mary Olson
Address 6951 North Shore Trail N
City Forest Lake State MN Zip 55025
Work and home phone numbers 952-226-2460 Email maryolsen@yahoo.com
Signature of owner(s) Mary Olson Rudy Olson Date 1-19-21

Legal description of property:
21-11122-00 AND Property Identification Number R.21. 11123-00

Present use of property: Agricultural

Proposed use of property: Residential Detached Villas

Present zoning of property: _____

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

Total size of property: _____ Total acreage in wetlands or floodplain: _____

Number of proposed lots: 34

☒ Eleven full size copies of the Sketch Plan ☒ 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) Jane Johnson Date 1-19-21
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-21-001 OFFICE USE ONLY Date Application Received 1/19/21

Date Complete Application Received 1/19/21 120 Days 5/19/21 By: [Signature]
Official

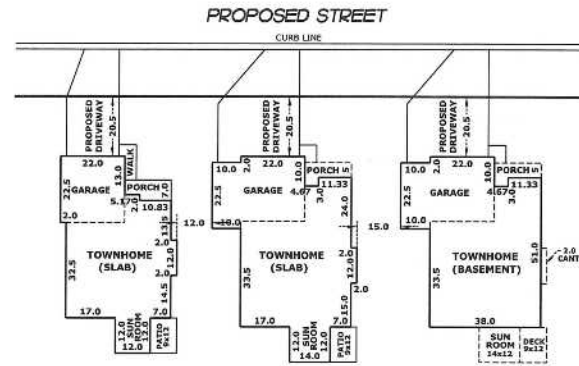
Fee \$100.00 + Escrow \$500.00 Date Paid 1/19/21 Check # 5008

CONCEPT PLAN

~for~ GUIDANCE HOMES
~of~ HEIMS LAKE VILLAS NORTH

SINGLE UNIT TOWNHOUSE DETAILS

(SCALE 1"=30')



LEGEND

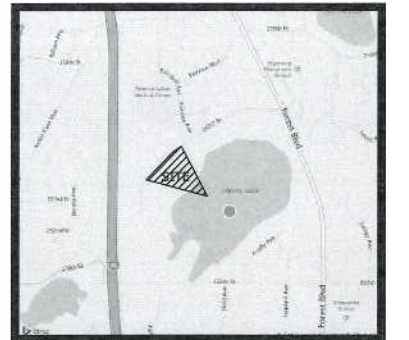
- DENOTES IRON MONUMENT FOUND AS LABELED
- ◻ DENOTES CHISAGO COUNTY CAST IRON MONUMENT
- ◻ DENOTES CATCH BASIN
- X 952.35 DENOTES EXISTING SPOT ELEVATION
- Y DENOTES HYDRANT
- DENOTES LIGHT POLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES TELEPHONE PEDESTAL
- DENOTES WATER VALVE
- DENOTES LIDAR CONTOURS
- DENOTES TREE LINE
- DENOTES EXISTING SANITARY SEWER
- DENOTES BUILDING SETBACK LINE

TREE DETAIL

- DENOTES ELEVATION
- DENOTES TREE QUANTITY
- DENOTES TREE SIZE IN INCHES
- DENOTES TREE TYPE

VICINITY MAP

PART OF SEC. 29 E 30, TWP. 33, RNG. 2



CHISAGO COUNTY, MINNESOTA
(NO SCALE)

NORTH

GRAPHIC SCALE

1 INCH = 60 FEET

NOTES

- Parcel Pin Nos. 21-11122-00 and 21-11123-00.
- Field survey was completed by E.G. Rud and Sons, Inc. on 07/30/19.
- Additional topo and wetlands located on 11-11-2020.
- Bearings shown are on Chisago County Coordinate System.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Contours shown are from MnGeo Lidar Distribution.
- Street Length from Centerline to Centerline is 1260 feet.
- Wetland delineation performed by Jacobson Environmental, PLLC. in FALL 2020.

PUD ALLOWABLE DENSITY

TIER	TOTAL AREA	UNSUITABLE AREA	SUITABLE AREA	MINIMUM LOT SIZE (RD-SEW)	BASE DENSITY	BONUS DENSITY FACTOR	ALLOWABLE UNITS PER TIER WITH BONUS DENSITY	ADJUSTED ALLOWABLE UNITS PER TIER	PROPOSED UNITS	UNITS TRANSFERRED TO NEXT TIER
1	226,338 S.F.	5,242 S.F.	221,096 S.F.	20,000 S.F.	11.055	1.5	16.6	0	8	8
2	255,020 S.F.	0	255,020 S.F.	15,000 S.F.	17.001	2.0	34.0	42.6	21	21
3	117,244 S.F.	0	117,244 S.F.	15,000 S.F.	7.816	3.0	23.4	44	5	5
TOTAL	598,602 S.F.	5,242 S.F.	593,360 S.F.		35.87		74.0		34	

AREA COMPUTATIONS

TOTAL AREA SITE AREA: 20.18± ACRES
AREA ABOVE OHWL: 13.74± ACRES
TOTAL NUMBER OF UNITS: 34
GROSS DENSITY: 1.68± UNITS/ACRE
NET DENSITY: 2.47± UNITS/ACRE

ZONING AND SETBACKS

CURRENT ZONING IS R-1 RURAL RESIDENTIAL AND SHORELAND MANAGEMENT DISTRICT OVERLAY.
PROPOSED ZONING IS PUD PLANNED UNIT DEVELOPMENT AND SHORELAND MANAGEMENT DISTRICT OVERLAY.

PROPOSED SETBACKS
FRONT SETBACK
SIDE YARD SETBACK

SIDE STREET 257TH STREET
NORTHEAST PROPERTY LINE
REAR SETBACK

20 FEET
12 FEET BETWEEN SLAB ON GRADE BUILDINGS
15 FEET BETWEEN WALKOUT AND LOOKOUTS BUILDINGS
40 FEET (OTHERWISE 20 FEET)
50 FEET
50 FEET

DRAWN BY:	JEN	JOB NO:	15033PP	DATE:	08/09/19
CHECK BY:	JEN	FIELD CREW:	BH-SO		
1	08/12/19	added duplexes		JEN	
2	12/11/20	changed to single units & pud calcs		JEN	
3					
NO.	DATE	DESCRIPTION			