

WABASHA PLANNING COMMISSION

February 13, 2018 6:00 PM

MEETING AGENDA

- 1) Call to Order
- 2) Approval of Minutes- January 9, 2018
- 3) Changes or Additions to Agenda
- 4) Public Comment
- 5) Public Hearings
- 6) Old Business
 - a) Zoning Ordinance - Phase 3
- 7) New Business
- 8) Board of Adjustment Business
- 9) Other Business
- 10) Next Regular Meeting Date - March 13, 2018
- 11) Adjourn

Planning Commission

2)

Meeting Date: 02/13/2018

SUBJECT: Approval of Minutes - January 9, 2018

DEPARTMENT: Planning & Zoning

TITLE:

Approval of Minutes- January 9, 2018

PURPOSE:

Attachments

PC Minutes 1-9-18

WABASHA PLANNING COMMISSION

January 9, 2018 6:00 PM

MEETING MINUTES

Commission Members: Tim Wallerich, Chair Scott Durand
 Jim Miller, Vice Chair Charles Bricher
 Craig Falkum Sharon Burke
 Lynn Schoen

Present: Chair Tim Wallerich; Vice Chair Jim Miller; Craig Falkum; Scott Durand; Lynn Schoen; Sharon Burke; Vacancy

Also Kristi Clarke, Contracted City Planner; Wendy Busch, Planning & Zoning Assistant
Present:

1) Call to Order

Chair Falkum called the January 9, 2018 Planning Commission meeting to order at 6:00 pm.

2) Approval of Minutes- December 12, 2017

Motion made by Vice Chair Jim Miller, seconded by Chair Tim Wallerich to approve the minutes from December 12, 2018.

Vote: 6 - 0 Adopted - Unanimously

3) Changes or Additions to Agenda

Staff would like to add election of officers for both the Planning Commission and Board of Adjustment to the agenda as Item 4.

4) Election of Officers for Planning Commission & Board of Adjustment

Motion made by Craig Falkum, seconded by Vice Chair Jim Miller to nominate Tim Wallerich as Chair of the Planning Commission for the 2018 year.

Vote: 5 - 0 Adopted

Other: Chair Tim Wallerich (ABSTAIN)

Motion made by Chair Tim Wallerich, seconded by Sharon Burke to nominate Jim Miller as Vice Chair of the Planning Commission for the 2018 year.

Vote: 5 - 0 Adopted

Other: Vice Chair Jim Miller (ABSTAIN)

Chair Wallerich recessed the Planning Commission at 6:04 pm and opened the Board of Adjustment at 6:04 pm.

Motion made by Sharon Burke, seconded by Chair Tim Wallerich to nominate Scott Durand as the Chair of Board of Adjustment for 2018.

Vote: 4 - 0 Adopted

Other: Craig Falkum (RECUSE)
Scott Durand (ABSTAIN)

Motion made by Lynn Schoen, seconded by Chair Tim Wallerich to nominate Sharon Burke as the Vice Chair of the Board of Adjustment for 2018.

Vote: 4 - 0 Adopted

Other: Craig Falkum (RECUSE)
Sharon Burke (ABSTAIN)

Chair Wallerich closed the BOA at 6:05 pm and reconvened the Planning Commission meeting at 6:05 pm.

- 5) Public Comment
- 6) Public Hearings - 1712 Hiawatha Dr East Solar Garden

Staff provided a review of the staff report provided to the Planning Commission for review. Chair Wallerich invited the applicant to speak to the commission on his application. Ric Ahern of Community Energy Solar. The Commission asked who the contact will be if there is an issue with the solar garden. Mr. Ahern indicated that all of that information will be supplied to the City when it's available. They will have a local agent that would be available for immediate service or needs. Chair Wallerich opened the public hearing at 6:21pm.

1. Joseph Wheeler, 134 E. 2nd Street, Representing SEMMCHRA and Eagles Basin area. Concerns on property value and sale of lots to be developed, shared a picture of the solar project adjacent to the north side and the concerns of fencing/screening. Research with the county indicates that Community Solar pays no property taxes. SEMMCHRA is recommending that this project not move forward at all and that it belongs in the county. What is the savings to Community Solar by accessing the site by way of Eagles Basin and utilizing Eagles Basin infrastructure? how many projects has Community Solar built next to a residential development, when was it down, do you have any photos and what were the comments of the owners abutting up to the project? How many jobs do they employ during construction and how many of them are hired locally? What do they do for economic development within the community. If I were a subscriber for 25 years what would be my savings per year on a typical home?
2. Larry Stegemann, 1712 Hiawatha Dr. E. Current owner of the property proposing the solar garden. Mr. Stegemann was approached by Ric Ahern for the Solar Garden. It's a great neighbor, it's quiet, they are proposing trees as a buffer.

3. Ric Ahern, during construction they will contract with local electricians and labor for approximately 4 months. The on going maintenance will be subcontracted out to local electricians to provide normal maintenance. It's not more than a couple of people. We had an original agreement with Joe in Eagles Basin on the other side of Freedom Ave, but the City required improvements that were going to be to costly. The contract with Xcel Energy is a very limited amount of time and Community Solar needed to move forward. They have a couple of projects that are located near rural residential adjacent to it in Waconia township. The sites need to be closely located to a three phase distribution line.

4. Joseph Wheeler, SEMMCHRA. they were proposing to develop 6 acres with Solar and now they are proposing 11. In Closing if you go forward and approve this CUP we recommend they move the project to the far southern part of the property line and that they plant 2 rows of trees on the north side of the property with a starting growth of 5 feet and a final height of at least 10 feet.

Hearing no further comments Chair Wallerich closed the public hearing at 6:44 pm.
Commission went into discussion.

Motion made by Lynn Schoen, seconded by Craig Falkum to approve the application for CUP with the additions to the conditions regarding the decommissioning plan, an edit of two rows of vegetation and to repair any damage done to 21st Street during construction or maintenance.

WHEREAS, the property addressed 1712 Hiawatha Drive is zoned R-2 which allows solar garden/farms as a conditional use permit; and

WHEREAS, the proposed property has a land use designation of Medium Density Residential; and

WHEREAS, The Planning Commission provides the following findings:

- a. The zoning and land use allow the construction of an 11-acre Solar Farm
- b. Allowing this CUP will not impact the health, safety & general welfare of the community and neighbors use and enjoyment of property and their property values
- c. All performance standards for a solar garden/farm are met
- d. The proposed use is consistent with the City's Comprehensive Plan
- e. The site the not use city water or sewer
- f. The use will be secured with a perimeter fence
- g. The use will be screened with shrubs along the north and east sides of the project
- h. Solar energy is a clean, efficient means of power production that creates no noise, dust, runoff, or nuisance factors, with no moving parts and little maintenance while directly reducing the power needed from other more harmful sources of energy

NOW THEREFORE, IT IS HEREBY RESOLVED, the Planning Commission approves the Conditional Use Permit with the following conditions:

1. If the project disturbs more than 1-acre, a Construction SWPPP and Stormwater Management Plan Permit must be submitted and approved by the MPCA.
2. A grading plan must be approved by the City Engineer prior to the start of construction for the project.
3. All on-site power and communication lines running between solar panels and buildings shall be buried underground on the premise.
4. Shrub shall be planted per Figure #6 – Vegetation Plan to included a double row of shrubs.
5. Decommissioning plan per the submittal must be completed.
6. Any damage to 21st street during construction or during maintenance to the project site will be the responsibility of the applicant to repair.

Vote: 6 - 0 Adopted - Unanimously

7) Old Business

a) Zoning Ordinance Phase 2-3

Kristi provided an updated version of phase 2 and 3. Kristi would like the commission to review and come back next month with edits or comments.

8) New Business

Commissioner Falkum had recently been to a meeting with City Administrator Springer and our City Engineers at the US. Army Corps of Engineers in St. Paul to discuss the possibility of a barge terminal going in on the Northwest side of town. Should this move forward, the process would need to include Planning Commission review for a CUP and/or a change of zoning.

9) Board of Adjustment Business

10) Other Business

a) Deadline for submissions 2018

11) Next Regular Meeting Date - February 13, 2018

12) Adjourn

Motion made by Scott Durand, seconded by Lynn Schoen to adjourn at 7:21 pm.

Vote: 6 - 0 Adopted - Unanimously

Respectfully submitted by: _____
Wendy Busch, Planning & Zoning Assistant

Adopted Date

Planning Commission

6)a)

Meeting Date: 02/13/2018

SUBJECT: Zoning Ordinance - Phase 3

DEPARTMENT: Planning & Zoning

TITLE:

Zoning Ordinance - Phase 3

PURPOSE:

Attachments

Zoning Memo 2-2018



Memorandum

Office of the City Planner

To: Planning & Zoning Commissioners
From: Kristi Clarke, Consultant City Planner
Date: February 7, 2018
Subject: Zoning Ordinance Update – Phase 3

The Commissioners have completed their review of all of the sections in the Zoning Ordinance *except:*

- Parking details (Subd. 25) in the Zoning Ordinance. In review by the Commissioners tonight.
- Wellhead Protection (Subd. 14) - Brian Malm and MPCA Review
- Excavating & Filling Operations (Subd. 13) – Brian Malm
- Bluffs (Subd. 19, Section G – grading, excavating, and filling) – Brian Malm

Phase 3- to continue with our Zoning Ordinance review, I provided the Commissioners with the Sub Committees review of the parking section during our last meeting to be discussed this month.

All proposed changes are shown in **RED** and original text that is proposed to be eliminated is shown with a ~~line through it~~.

Proposed Zoning Ordinance Schedule:

March Meeting (3/13) Final review for all remaining phases

April Meeting (4/10) Public Hearing

May Meeting (5/1) City Council 1st Read

June Meeting (6/5) City Council 2nd Read

Subd. 24 Loading and Unloading Requirements.

In any Commercial or Industrial District, sufficient space for the loading and unloading of vehicles shall be provided on the lot in connection with any commercial or industrial use so that the public street shall at all times be free and unobstructed to the passage of vehicular and pedestrian traffic.

Gross Floor Space	Loading and Unloading Space Required in Terms of Square Feet of Gross Floor Area
0 to 1,500 Sq. Ft.	None
1,501 to 10,000 Sq. Ft.	One (1) Space
10,001 and Up Sq. Ft.	One (1) Space Plus One (1) Space for Each 20,000 Sq. Ft. in Excess of 10,000 Sq. Ft.

All spaces shall be of at least ten by fifty (10X50) feet, or five hundred (500) square feet in area, with a clearance of at least fourteen (14) feet in height.

Subd. 25 Off-Street Parking Requirements.

- A. No parking lot shall be constructed or reconstructed unless and until a Zoning Permit is issued. Applications for a Permit shall be submitted with two (2) copies of plans for the development and construction of the parking lot.
- B. Adequate ingress to the parking lot shall be provided and all parking spaces shall be provided adequate access by means of maneuvering lanes. Provision of adequate ingress and egress shall receive review and the approval of the City Engineer or other officials as may be desired by the City Council.
- C. Parking spaces shall be a minimum of nine by seventeen (9x17) feet in size for spaces arranged in a perpendicular lot layout or approved by the City Engineer for other layouts.
- D. The following table of parking requirements for various uses shall be applied to all new and expanded developments with the exception of those located in the TDC zone (see section 305.06, Subdivision 7F for TDC parking requirements). Allocation of said parking areas should be indicated on the plans required for obtaining a Zoning or other required permits. Off-street parking shall be either on the same lot or within three hundred (300) feet of the building it is intended to serve measured from the nearest point of the building to the nearest point of the off-street parking lot.

Agricultural

Crop Farming, related commercial, storage yards, industrial uses and services	1 space per 500 square feet of usable floor area, plus 1 space for every employee
Agriculturally related commercial, and light industrial businesses	1 space per 500 square feet of usable floor area, plus 1 space for every employee
Animal hospital	2 Spaces per Employee

Bar / Brewery

~~Bars/cocktail lounges/Small Breweries, Micro-Distilleries~~	1 space per 3 patrons calculated at maximum capacity
Breweries & Distillery	1 space per employee
Brewpub	1 space per every 100 square feet of usable floor area or 1 space per every 2 patrons calculated at maximum capacity, whichever is greater.
Micro-Distillery with tasting room and small brewery with taproom	1 space per employee, plus 1 per 200 square foot of retail space

Industrial

Heavy industrial	1 space per each employee on maximum shift
Industrial service	1 space for each employee, plus 1 space for each 1,000 square feet of gross floor area, plus 1 space for each vehicle owned and/or maintained by the business
Industrial warehousing distribution or storage facilities	1 space for each 1,000 square feet of gross floor
Light industrial	1 space per each employee plus 1 space for each vehicle that the business owns and/or maintains
Mining operations or extractive use	1 space per each employee on maximum shift

Institutional

Cemetery	1 space per each employee
Communication towers and related accessory structures	1 space per employee, plus 1 space per each vehicle stored on site, with a minimum of 1 space provided
Cultural Institutions & Community Center	Parking Spaces Equal to 30% of Capacity in Persons

Essential utility and public service with on-site an employee or vehicle	1 space per employee, plus 1 space per each vehicle stored on site
Institutional • Church	1 space per every six seats at maximum capacity
• Hospital	1 space for each two hospital beds plus one space for each employee
• Libraries	1 space per 800 gross square foot
• Nursing homes	1 space per employee plus 1 per 4 beds
• Offices providing community services	1 space per every employee, plus 1 space per each 2 private offices located within department or facility
• Post Offices	1 space per employees, plus 1 space per 300 gross square foot
Schools • Commercial school (music, dance, etc.)	1 space per every 2 employees, plus 1 space per 5 students.
• Elementary schools	1 space per 2 employees, plus 1 space per 10 Students
• Public or private schools or training facilities (other than K-12 schools)	1 space per every 3 students at maximum capacity, plus 1 space per every employee
• Secondary schools	1 space per each employee, plus 1 space per every 3 students (at maximum capacity) in 11 th & 12 th grades
• School auditoriums, gyms, stadiums, etc.	1 space per 8 seats, which may be calculated out of the parking required for the school if parking is within 300 feet from the facility
State Licensed Residential Facilities • Family day care (10 or less)	1 space for every 4 attendees which may include short-term drop off parking
• Group family day care (up to 14)	1 space for every 4 attendees which may include short-term drop off parking
• Group day care (programs, schools, centers)	1 space per employee plus 1 space for every 4 attendees which may include short-term drop off parking

Supervised living facility	1 space per every three persons at maximum facility capacity (unless residents are prohibited from owning or operating personal automobiles), plus 1 space per each employee
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Miscellaneous

Adult entertainment establishments	1 space for each employee and 1 space for every 2 customers
Commercial Kennels	2 Spaces per Employee
Nursery /Greenhouse / Landscape Business	1 Space per 1 Employee, plus 1 space for each vehicle owned and/or maintained by the business, plus 1 space per each ~~300~~ 1,000 square feet of floor area devoted to customer sales and service
Mixed use	Total parking required shall be the sum of the various uses
Parking Garage	1 per employee plus 1 per parked vehicle

Office

Medical and dental clinics	1 space per employee plus 1 space for every 2 exam rooms
Professional Service	1 space per every employee plus 1 space per each 2 private offices

Recreational

Marina's Look up	1 space for every two boat slips, plus parking required for <i>additional</i> ancillary uses, (restaurants, bars, banquet facilities, and retail shops etc.) based on parking specified for those uses
Recreational entertainment facility; Major	1 per employee plus 15 spaces plus 50 per every acre of developed recreational area
Recreational entertainment facility; Minor, indoor including bowling alleys, pool halls, skating rinks, dance halls, athletic clubs, and private clubs/lodges, swimming pools	1 space per 3 patrons calculated at maximum capacity, plus parking required for <i>additional</i> ancillary uses based on parking specified for those uses

Recreational entertainment facility; Minor, outdoor including golf courses, hunting & shooting clubs, and other similar sporting and recreational facilities	1 space per 4 patrons calculated at maximum capacity, plus parking required for ancillary uses based on parking specified for those uses
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Residential

Accessory/Caretaker apartments & Guest cottage	1 space per dwelling unit plus spaces required for the principal use
Bed & breakfast	1 space per each room or guest unit, plus 2 spaces per permanent residential unit
Campgrounds and travel trailer parks	1 space per each 2 employees plus 1 space per campsite
Hotels & Motels	1 space per 3 rooms, plus 1 space per each employee, plus parking required for <i>additional</i> uses based on parking specified for those uses
Mobile Home Parks	2 Spaces per lot
Multi-Family dwellings & Single-family attached	1.5 spaces per number of dwelling units
Single-family detached residential	2 Spaces per Dwelling Unit

Retail

Auto Sales	2 spaces per employee
Car Wash	1 space per 3 employees plus spaces equaling 3 5 times that of capacity of the wash
Commercial Retail	1 space for each 200 square feet of usable space, plus 1 space for each vehicle owned and/or maintained by the business
Contractor or Construction Yards or offices	1 space per 1 employee plus 1 space for each vehicle owned and/or maintained by the business
Gas Station (Look up)	1 Space per employees, plus 1 per pump
Open sales, service, rental lot (Look up)	1 space per employee, plus 1 space for every 200 square feet of usable space beyond those spaces used for the display of merchandise on sale

Service

Restaurants (Traditional or Drive-in/drive-through)	1 space per every 100 square feet of usable floor area or 1 space per every 2 patrons calculated at maximum capacity, whichever is greater
Funeral parlor	1 space per every six seats at maximum capacity plus 1 space per each vehicle owned and/or maintained by the business
Minor repair and maintenance services	1 space for each employee, plus 1 space for each 1,000 square feet of gross floor area, plus 1 space for each vehicle owned and/or maintained by the business

- E. The following standards shall apply in the calculation of spaces required for off-street parking (in all districts).
1. When calculation of the number of required off-street parking spaces results in a fraction, the fraction shall be rounded up to the next highest number.
 2. When the number of off-street parking spaces is based on the maximum number of persons or patrons this shall be defined by building or fire code requirements.
 3. When the number of off-street parking spaces is based on the number of employees, this shall be defined by the number of employees at the facility during the largest shift regardless of full time status.
 4. When number of parking spaces is based on number of seats and benches, pews, or other similar seating facilities are used, each twenty-two inches of such seating facilities shall be counted as one seat.
 5. In cases where future potential uses of a building or development site will generate additional parking demand, the city may require a proof of parking plan for the difference between minimum parking requirements and the anticipated future demand.
 6. Spaces required for vehicles owned and/or maintained by the business use including service trucks and vans and passenger vehicles which are being used and/or stored at the facility in question. The Planning Commission may consider reducing the number of spaces required for passenger vehicles owned by the business if evidence is provided that adequate storage is being provided off site.
- F. The parking requirement for uses not listed in this subdivision, Subdivision F, may be established by the city based on the characteristics of the use and available information on parking demand for such use.
- G. The Planning Commission shall consider varying the amount, location, and design requirements for parking in PUD's if a finding is made that changing (potentially lessening) of standards provides adequate parking for the proposed development and better meets the goals of Section 305.06 Subdivision 11A.