Greenfield
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City of Greenfield
7738 Commerce Circle
Planning Commission Regular Meeting Agenda
October 13, 2020
7:00 p.m.

**Note: Due to COVID-19 Pandemic, the Emergency Management Director declares that it is not safe for the public to attend. Per Statute 13D.021 some members may appear telephonically. The meeting is available to listen to remotely. Contact City Hall for Zoom Information*

		Pages
1.	Call Meeting to Order	
2.	Pledge of Allegiance	
3.	Roll Call: Commissioners Alholinna, Anderson, Freeseman, Harff, Perry	
4.	Approval of Agenda	1
5.	Approval of Minutes of the September 8, 2020 Planning Commission Work Session	2
6.	Approval of Minutes of the September 8, 2020 Planning Commission Meeting	3-5
7.	Consideration for a Preliminary Plat Approval for Aeshliman Meadows A. Staff Report B. Public Hearing Open: Discussion: Close: C. Recommendation to City Council	6-15
11.	Consideration for a Preliminary Plat Approval for Gaalswyk Acres A. Staff Report B. Public Hearing Open: Discussion: Close: C. Recommendation to City Council	16-26
12.	Updates	
13.	Adjourn	

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GREENFIELD PLANNING COMMISSION WORK SESSION MINUTES
September 8, 2020

The Planning Commission of the City of Greenfield, Hennepin County, Minnesota, met in a work session on Tuesday, September, 2020 at 5:30 p.m. in the council chambers at 7738 Commerce Circle.

1. Call meeting to order
Chair Freeseman called the meeting to order at 5:31 p.m.

2. Roll call
Members Present: Commissioner Jared Alholinna, Kevin Anderson, Jessica Freeseman and Loren Harff

Commissioner Brek Perry arrived at 6:23 p.m.

Council Liaison: Mark Workcuff

City Staff present: Zoning Administrator, Tori Leonhardt
City Planner Brad Scheib

3. Zoning Code Update
City Planner Scheib presented a working draft executive summary of proposed changes to the zoning code, a draft of a new section addressing non-conformities and a draft that replaces the basic zoning district information and performance standards for commercial, industrial an multi-family residential development. Scheib also stated that he is still working on a map of changes and plans to provide the commission with an interactive map at our next meeting and walk through all the key changes. Freeseman asked if in the executive summary under district modifications for sewered residential and residential townhomes if it could say, "renamed and modified" as opposed to "removed and replaced". Alholinna and Anderson also agreed this language should be changed. Scheib noted that there was not a district for mixed use and suggested that we add this use. Indicating that we could have it with a CUP in the R4 district or have a separate district with it as an allowable use. Scheib also stated the city has a Lake District and there are no supporting standards for this district in the code, so he suggested removing it. Scheib explained in great detail to the commission section 152.036 Non-Conforming Uses, Lots, Buildings, Structures and Signs and how currently they are all lumped together in the code and now they will be separated out making it easier to understand. Scheib also brought attention to the fact that we need to establish where a mobile home park can go. It could be either in a R3 or R4 District. Scheib encouraged the commissioners to review their packets and email either himself or Leonhardt with any changes or comments.

MOTION by Harff, seconded by Anderson to adjourn the work session at 7:24 p.m. All voted in favor. Motion Carried 5:0.

_____
Chair Jessica Freeseman

_____
Attest: Tori Leonhardt, Zoning Administrator

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GREENFIELD PLANNING COMMISSION MINUTES
September 8, 2020

The Planning Commission of the City of Greenfield, Hennepin County, Minnesota, met in regular session on Tuesday, September 8, 2020 at 7:00 p.m. in the council chambers at 7738 Commerce Circle.

1. Call meeting to order
Chair Freeseman called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Roll call
Members Present: Commissioner Jared Alholinna, Kevin Anderson, Jessica Freeseman, Brek Perry and Loren Harff

City Staff present: Zoning Administrator Tori Leonhardt
City Planner Brad Scheib

4. Approval of the Agenda
MOTION by Harff, seconded by Perry, to approve the agenda as amended. All voted in favor. Motion carried 5:0

5. Approval of Minutes of January 14, 2020 Planning Commission Meeting
MOTION by Alholinna, seconded by Perry, to approve the minutes with the addition of the votes added for opening and closing the public hearing. All voted in favor. Motion carried 5:0

6. Approval of Minutes of January 14, 2020 Planning Commission Worksession
MOTION by Harff, seconded by Anderson, to approve the minutes of the January 14, 2020 Work Session. All voted in favor. Motion carried 5:0

7. Approve of Minutes of February 11, 2020 Worksession
MOTION by Alholinna, seconded by Anderson, to approve the minutes of February 11, 2020 Work Session. All voted in favor. Motion carried 5:0.

8. Approval of Minutes of March 10, 2020 Worksession
MOTION by Harff, seconded by Anderson, to approve the minutes of March 10, 2020 Work Session. All voted in favor. Motion carried 5:0.

9. Approval of Minutes of August 25, 2020 Worksession
MOTION by Anderson, seconded by Harff, to approve the minutes of August 25, 2020 Work Session. All voted in favor. Motion carried 5:0.

10. Consideration for a Preliminary and Final Plat Approval for Fisher Estates
A. Staff Report
City Planner Brad Scheib informed the commission the applicant is requesting approval of a preliminary and final plat to subdivide an approximate 9.62 acre parcel located at 8270 Pioneer Trail. The property was originally platted as Lot 5 Block 1 of Salem Woods Addition. This parcel

is unique in the fact that there are currently two houses on one parcel. There are also a number of accessory buildings, two silos and a detached garage on the property. The maximum density for subdivision in the rural residential zoning district is one lot in five acres, gross area. This parcel is 9.62 acres; however, when taken into consideration with surrounding parcels, the overall average density of one per five is met. Scheib went on to say that the applicant proposes to take down the shed that is now in an easement area and has indicated that he would take down the barn that has the collapsed roof. The silos were reported t be in sound condition and the applicant does not intent to remove them. Staff did not require a wetland delineation on this property because there is no new infrastructure, no site grading or no significant new development. Staff also did not require a park dedication fee be obtained. The applicant was not present to comment.

Discussion:
Commissioner Freeseman inquired if the applicant was going to take down the barn with the collapsed roof and remove it from the site. Scheib indicated this could be made as one of the conditions of approval. Both Freeseman and Alholinna expressed this should be made a condition of approval. Commissioner Anderson questioned why staff did not require a park dedication fee when our subdivision ordinance states that park dedication fees are collected at the time of platting. Scheib reiterated that this also could be made as one of the conditions of approval.

Motion by Harff, seconded by Anderson to open a Public Hearing at 7:24 p.m. All voted in favor. Motion carried 5:0.

Public Hearing
There was no one present and staff did not hear from any surrounding property owners.

MOTION by Alholinna, seconded by Anderson to close the Public Hearing at 7:25 p.m. All voted in favor. Motion carried 5:0.

MOTION by Anderson, seconded by Freeseman to recommend for approval to the City Council the preliminary plat and final plat for Fisher Estates subdivision with the following conditions:

1. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.

2. The applicant shall pay park dedication for the creation of one new lot.

3. The shed located on Lot 1 Block 1's south property line shall be removed prior to recording the final plat. As it exists the shed would be located in a new drainage and utility easement.

4. The partially fallen down barn noted as "falling down" on the existing conditions exhibit submitted with the application shall be completely demolished and removed.

5. Approval from Hennepin County Public Health indicating that both Lots will meet basic state and county rules to permit proper septic sites shall be provided prior to releasing the final plat for recording.

All voted in favor. Motion carried 5:0

7. Updates - None

8. Adjourn

MOTION by Harff, seconded by Alholinna to adjourn. All voted in favor. Motion carried 5:0. Meeting adjourned at 7:36 p.m.

_____

Chair Jessica Freeseman

_____

Attest: Tori Leonhardt, Zoning Administrator

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PLANNING REPORT

TO:	Planning Commission
FROM:	Brad Scheib, Consulting City Planner
DATE:	October 7, 2020
PLANNING CASE NO.	**020-08E**
SUBJECT:	Consideration of Preliminary Plat – Aeshliman Meadows
APPLICANT:	Karen Alcon
LOCATION:	6015 Town Hall Road
MEETING DATE:	October 13, 2020
COMPREHENSIVE PLAN:	Rural Residential
ZONING:	Rural Residential

BACKGROUND

The applicant Karen Alcon has submitted a preliminary plat application to subdivide approximately 129 acres that consist of three separate tax parcels under the same ownership into three buildable lots and four outlots. The three residential lots include one around the existing farmstead and two new lots. Three outlots will be retained in agricultural uses until such time as they are proposed for future subdivision. A fourth outlot (too small to see on the submitted materials) is proposed to be dedicated as ROW or transferred to an adjacent property owner.

The property location is as shown in Exhibit 1 Site Location.

Prior to making application for preliminary plat, the applicant went through the sketch plan review process with city staff to explore how the site could be developed. Topics discussed included minimizing driveway access onto Townhall Road, optimizing density, and understanding longer term development potential. Staff also discussed surrounding development interests and site constraints including Dance Hall Creek, wetlands, a natural gas pipeline easement.

REVIEW PROCEDURE

Procedures for preliminary plat and final plat approval are established in City Code Sections 151.06 and 151.07. The Planning Commission shall hold a public hearing and review the preliminary plat. The review of the final plat does not require a public hearing. The Planning Commission will base its review on the standards of Chapter 151: Subdivisions and Chapter 152:

Zoning of the City Code and make their recommendation to the City Council.

120-DAY PROCESS

The application was received by the City, reviewed and deemed complete after submission of additional materials on September 24, 2020. Per Minnesota Statute 426.358 Subdivision 3b, the City has 120 days from September 24, 2020 to take action on the request for preliminary plat approval. The deadline for subdivision review is on January 22, 2021.

PUBLIC NOTIFICATION

All property owners within 350 feet of the parcel, per County tax records, were notified of the preliminary plat request and the scheduled public hearing. Staff has heard from one resident located southeast of the project site along Town Hall with no objections to the project but glad the applicants are still interested in renting out land to be farmed instead of having it developed right away.

SITE INFORMATION

The parcel is currently used for agriculture/row crops and is constrained by a number of site features including steep slopes, a pipeline easement and wetlands. There is an existing farmsted on the property that includes an existing house and eight accessory structures (sheds, barn, silos, cribs, etc.).

Wetlands and Topography

Of the approximate 78 acres, roughly 18 acres are impacted by wetlands, which have been delineated and can be seen Exhibit 2 Wetlands. The site has significant topography which is both an amenity and a constraint. The rolling nature of the area is most pronounce on the portion north of Town Hall Drive but significant across the entire site. Staff will present a graphic at the meeting that shows the various degree of slope constraints across the site.

Gas Line Easement

A 90 foot wide Northern Natural Gas Pipeline runs along the western edge of the property crossing Town Hall Road to the north then angling to the east and south east. This easement contains a number of restrictions to what can be placed in the easement and limits any surface improvements without written authorization from the Grantee (NNGP). The easement is noted on the preliminary plat.

COMPREHENSIVE PLAN AND ZONING ANALYSIS

Land Use

The site sits in an area guided for rural residential land uses. The main goal with regards to land use in the Comprehensive Plan is to "preserve the community's open character while protecting the long-term ability for the City of Greenfield to emerge as a strong, thriving community on the urban/rural fringe."

For direction regarding land guided with a rural residential classification, the Comprehensive Plan states: "Rural Residential [areas] are intended to provide single-family residential development while affording a rural lifestyle...Residential development shall not exceed a maximum of one unit per five acres."

The proposed subdivision meets the City's density requirement of a maximum of one lot per five acres in Rural Residential areas. The total area of the property is roughly 129 acres, which in theory could support 25 lots. The concept plan discussed at the time of the sketch plan reviews shows a scenario accommodating approximately 23 lots. This sketch plan is presented as Exhibit 3 for information purposes only.

Zoning Requirements

Lots in the Rural Residential District must be at least 2.5 acres in size and at least 1.5 acres of that total must be above the delineated wetland and meet buildable area requirements (area exclusive of wetlands, steep slopes over 18%, unbuildable easements not including standard drainage and utility easements along lot lines and floodplain). All of the proposed lots appear to meet these requirements. Any modifications to the preliminary plat will need to meet the lot size and dimension standards. The proposed acreage for each lot can be found in the table below:

	Proposed Lot Size
Outlot A	28.8
Outlot B	31.9
Outlot C	35.7
Lot 1 Block 2	14.1
Lot 1 Block 1	8.1
Lot 1 Block 3	10.4
Total Acres	129

Section 152.055 (3) (b) of the zoning code requires all lots have frontage of 200 feet on a right of way "or private shared driveway easement." All proposed residential lots meet this standard.

The sketch plan demonstrates that future development of Outlots A, B and C can also accommodate a reasonable configuration of lots consistent with the zoning code requirements.

Accessory Structures on Lot 1 Block 2

The current farmstead is proposed as Lot 1 Block 2. There currently exists a corn crib, grain bin, two silos, a pole barn, a traditional barn and two sheds for a total of eight accessory structures. The zoning code Section 152.055 (C) (7) limits a site to two detached accessory buildings per lot pursuant to § 152.071. Additional standards are established in 152.071 that render a number of the existing accessory structures as legal non-conforming. Section 152.055 (C)(10) also states

Farm buildings, machinery, and seasonal produce stands necessary for the conduct of farm uses if existing as of January 1, 2013 are permitted uses.

In researching this matter, the number of structures and type of structures are not related to the size of the lot. Therefor the subdividing of the property does not create or further the non-conformity of the accessory structures.

If the structures at the current homestead are actively used for farming purposes, they are considered permitted.

Street connections.

The subdivision code requires that provisions be made for the continuation of existing streets. There are no existing streets that tie into the property in a logical or practical manner. While the rural residential development pattern does not generate a large volume of traffic, maintaining a connected street network to serve such a pattern is an important planning objective from an emergency services, maintenance, and convenience perspective. These would be local street connections and not serve a community wide or regional purpose. The challenges with implementing a connected street pattern here includes the following:

- Willing property owners and developers to incorporate connected streets (timing and desired use)
- Cost of streets relative to benefit (high cost per new unit)
- Existing natural features including hilly topography, wetlands and creeks (impact on natural resources costs of infrastructure)

Staff will facilitate further discussion with the planning commission on this topic at the meeting.

Driveway and Street Access

All proposed buildable residential lots will access directly onto Town Hall Drive. Town Hall Drive is considered a local street but plays an important role in the transportation network by providing connections to the regional roadway network in Rebecca Park Trail, Greenfield Road, and Highway 55. As such staff encourages limiting the number of new driveways onto Town Hall Road where possible. The sketch plan that shows ultimate build out includes public streets to achieve this.

Private Wells and Septic

The sites will be served with private well and septic. The City of Greenfield requires the applicant to submit site information to Hennepin County Environmental Services to verify each parcels ability to meet state and county septic system codes. Application has been made to the County and the review is in process. Preliminary approval by Hennepin County will be a condition of approval.

Of note, all septic sites and drain fields need to be located outside of drainage and utility

easement areas.

Stormwater Drainage

There are no public improvements proposed as part of this project and minimal new hard cover that would require any special stormwater considerations. All wetlands delineated will included buffer strips and will be included in drainage and utility easements.

Park Dedication and Siren Fee

Three residential lots are being created as part of this action. Two new buildable lots and one existing homestead. Park dedication will be required for two lots. A siren fee will also be required for the entire plat.

STAFF RECOMMENDATION

Staff recommends approval of the preliminary plat for the Aeshliman Meadows subdivision with the following conditions:

1. The proposed septic areas shall meet all setback requirements for jurisdictional wetlands and wells and shall not be located within drainage and utility easement areas.

2. Prior to the final plat, the applicant shall receive preliminary approval from Hennepin County Public Health for the proposed Individual Sewage Treatment System sites for all proposed lots.

3. All fees and financial obligations shall be received by the City prior to the releasing of the plat for recording.

4. The applicant shall provide the plat and all required information to the City within ninety (90) days after the date of the City Council approval, otherwise the approval of the final plat shall be considered void. An extension to the ninety (90) day limit may be granted at the discretion of the City Council in response to a written request from the applicant. The applicant shall record the final plat with the County Recorder within 30 days after the date the plat is signed by the City Administrator-Clerk and the Mayor.

In recommending Staff approval, if all the above conditions are met, the following findings of fact are offered.

1. The criteria for Preliminary Plats included in City Code Section 151.06 are met.

2. The proposed subdivision meets the standards of the R-R Rural Residential Zoning District, as seen in City Code Section 152.055 with the noted conditions.

3. The proposed subdivision complies with the City's Comprehensive Plan.

4. The development of the proposed subdivision will not alter the character of the area.

CITY COUNCIL REVIEW

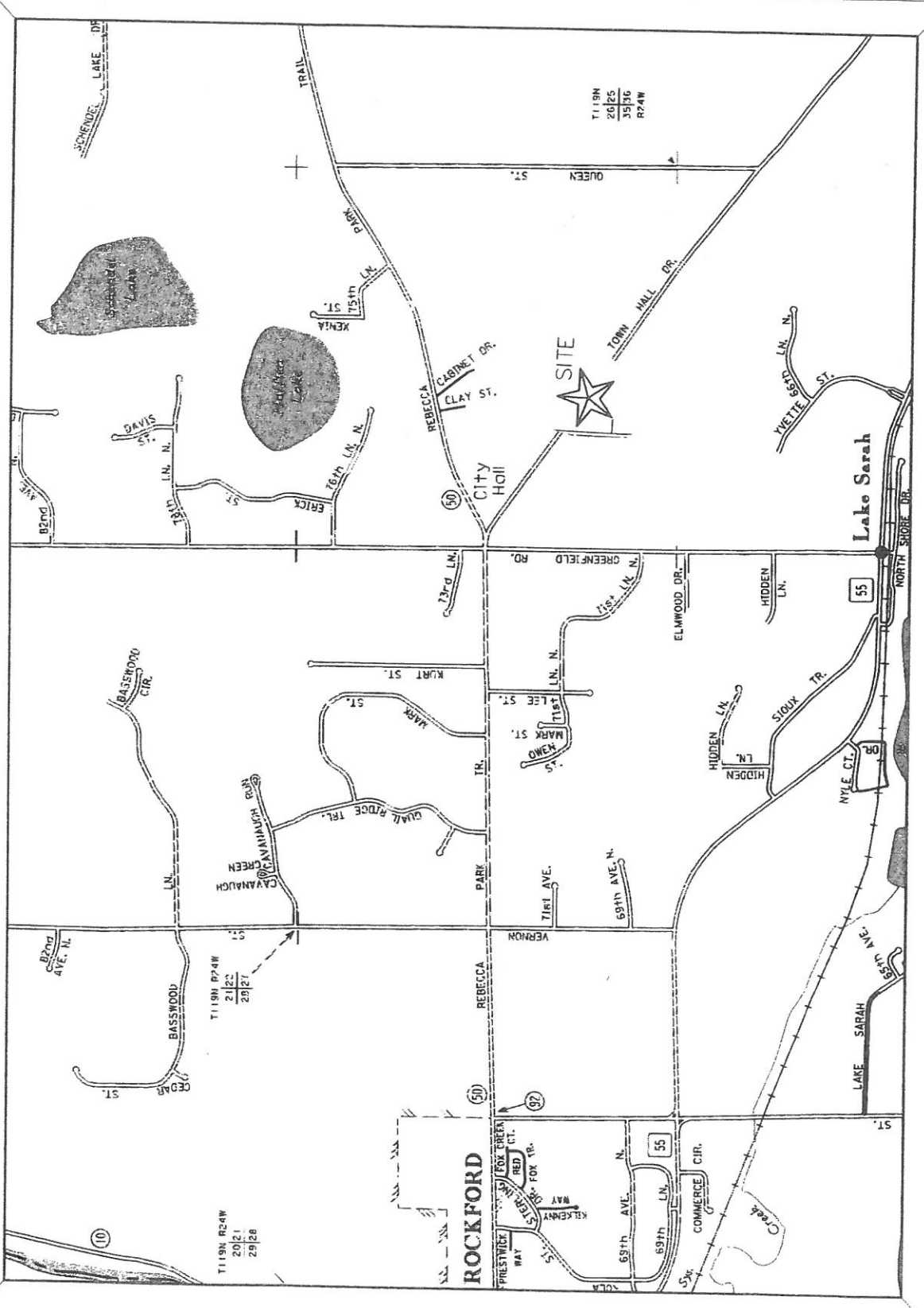
In the event a recommendation is received from the Planning Commission, it will be forwarded to the City Council for action at an upcoming meeting.

EXHIBITS

Exhibit 1. Site Location
Exhibit 2. Delineated wetlands
Exhibit 3. Sketch Plan Concept
Exhibit 4. Preliminary Plat

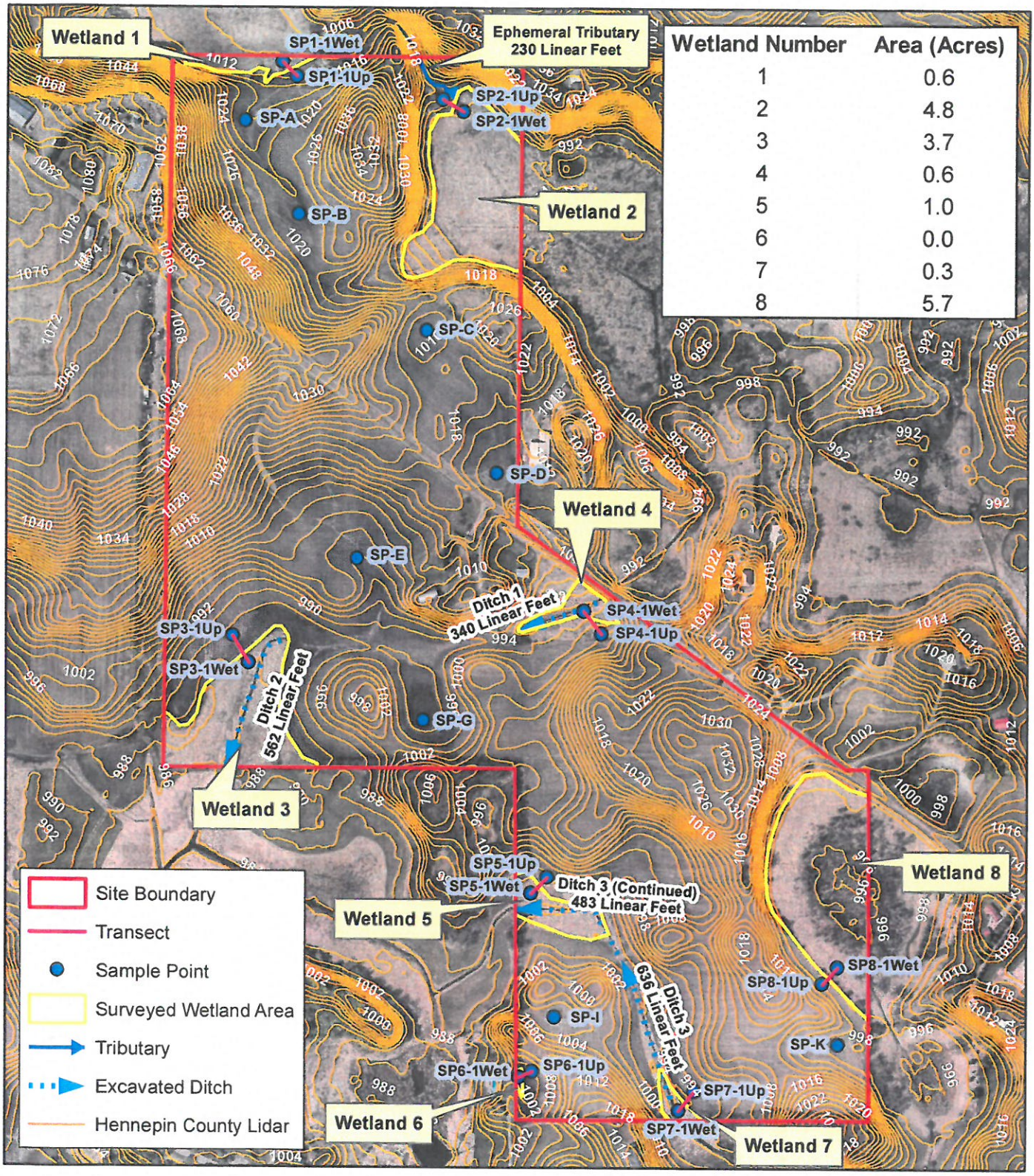
EXHIBIT 1

VICINITY MAP



NO SCALE

EXHIBIT 2



Wetland Number	Area (Acres)
1	0.6
2	4.8
3	3.7
4	0.6
5	1.0
6	0.0
7	0.3
8	5.7

Figure 2 - Existing Conditions (2018 Hennepin County Aerial)

N

0 510 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

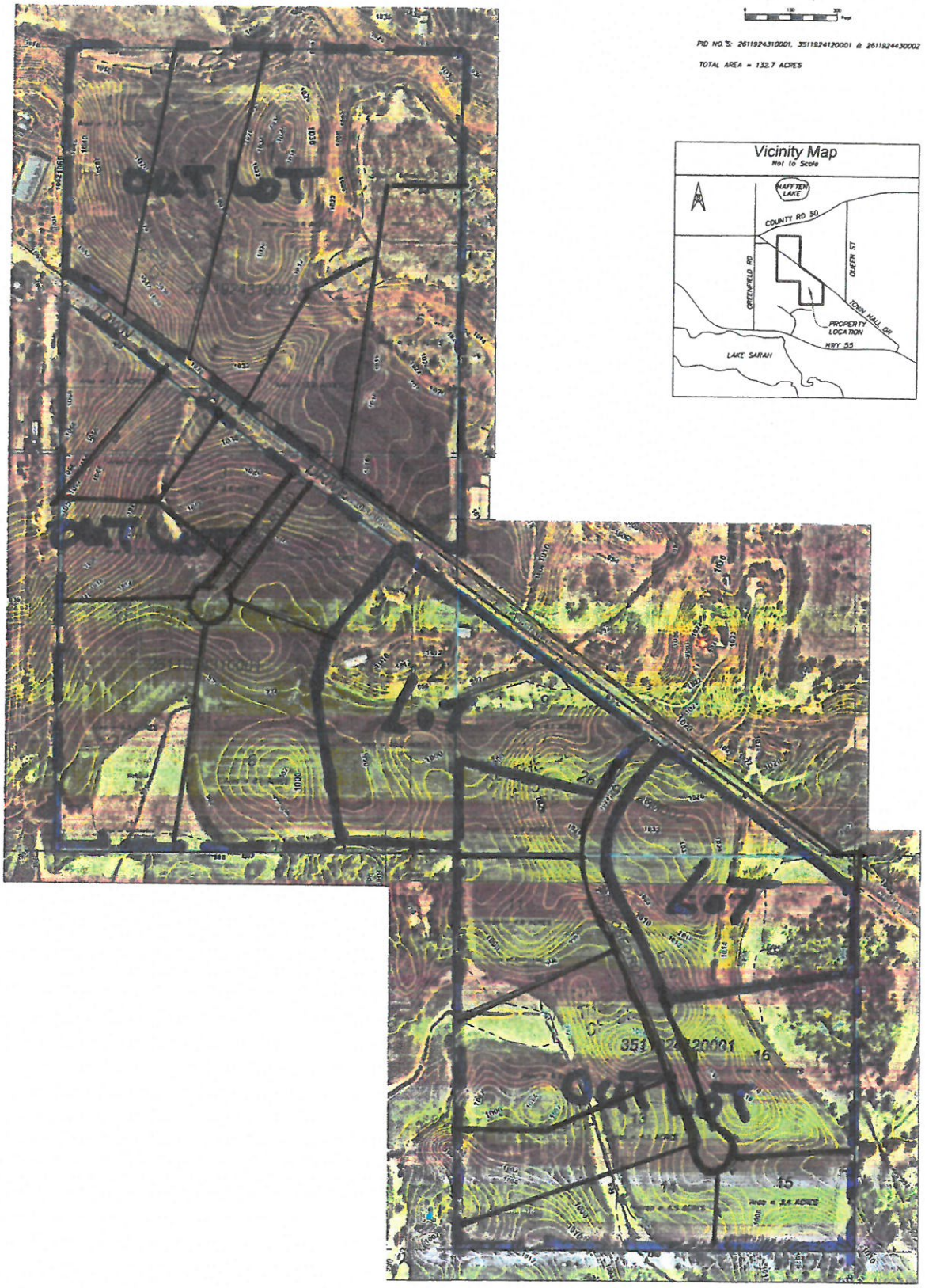
Source: MNGEO Spatial Commons

6015 Town Hall Drive Site (KES 2020-019)
Greenfield, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product.

Concept Plan

EXHIBIT 3



Concept Plan on PID No.'s 2611924310001, 3511924120001 & 2611924430002.	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.	Requested By: Alcon Associates			OTTO ASSOCIATES Engineers & Land Surveyors, Inc.	⊕ denotes iron monument found
Revised:	Paul E. Otto License #40052 Date: 8-17-20	Date: 8-14-20	Drawn By: M.L.O.	Scale: 1" = 150'	Checked By: P.E.O.	○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40052

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