



CITY OF CORCORAN  
**Corcoran Planning  
 Commission Agenda  
 March 2, 2023 - 7:00 pm**

**RESCHEDULED PLANNING  
 COMMISSION MEETING TO  
 MARCH 7, 2023 - 6:00 pm**

**HYBRID MEETING OPTION AVAILABLE**  
*The public is invited to attend the regular Council meetings at City Hall.*

**Meeting Via Telephone/Other Electronic Means**

**Call-in Instructions:**

+1 312 626 6799 US

**Enter Meeting ID: 879 6520 8214**

Press \*9 to speak during the Public Comment Sections in the meeting.

**Video Link and Instructions:**

<https://us02web.zoom.us/j/87965208214>

visit <http://www.zoom.us> and enter

**Meeting ID: 879 6520 8214**

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide

[www.corcoranmn.gov](http://www.corcoranmn.gov)

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Agenda Approval**
4. **Open Forum**
5. **Minutes**
  - a. December 1, 2022 Regular Meeting Minutes\*
6. **New Business**
  - a. **Public Hearing.** Gmach Accessory Dwelling Unit Conditional Use Permit (PID 05-119-23-13-0011) (City File No. 23-002)
    - i. Staff Report
    - ii. Open Public Hearing
    - iii. Close Hearing
    - iv. Commission Discussion & Recommendation
7. **Reports/Information**
  - a. Other Business – PUD Ordinance Update Discussion
  - b. Planning Project Update\*
  - c. City Council Report\* – Council Liaison Vehrenkamp

**8. Commissioner Liaison Calendar**

City Council Meetings

3/9/2023	3/23/2023	4/13/2023	4/27/2023	5/11/2023	5/25/2023
Brummond	Horn	Lanterman	Van Den Einde	Brummond	Horn

**9. Adjournment**

*\*Includes Materials - Materials relating to these agenda items can be found in the House Agenda Packet by Door.*



**CITY OF CORCORAN**  
**Corcoran Planning Commission Agenda**  
**March 2, 2023 - 7:00 pm**

**1. Call to Order / Roll Call**

**2. Pledge of Allegiance**

**3. Agenda Approval**

**4. Open Forum**

**5. Minutes**

- a. December 1, 2022 Regular Meeting Minutes\*

**6. New Business**

- a. **Public Hearing.** Gmach Accessory Dwelling Unit Conditional Use Permit (PID 05-119-23-13-0011)  
 (City File No. 23-002)
  - i. Staff Report
  - ii. Open Public Hearing
  - iii. Close Hearing
  - iv. Commission Discussion & Recommendation

**7. Reports/Information**

- a. Other Business – PUD Ordinance Update Discussion
- b. Planning Project Update\*
- c. City Council Report\* – Council Liaison Vehrenkamp

**8. Commissioner Liaison Calendar**

City Council Meetings

<b>3/9/2023</b>	<b>3/23/2023</b>	<b>4/13/2023</b>	<b>4/27/2023</b>	<b>5/11/2023</b>	<b>5/25/2023</b>
Brummond	Horn	Lanterman	Van Den Einde	Brummond	Horn

**9. Adjournment**

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CITY OF CORCORAN  
**Corcoran Planning Commission Minutes**  
**December 1, 2022 - 7:00 pm**

The Corcoran Planning Commission met on November 3, 2022, in Corcoran, Minnesota. All Planning Commissioners were present in the Council Chambers, but members of the public were able to participate in-person as well as through electronic means using the audio and video conferencing platform Zoom.

Present: Commissioners Brummond, Horn, Shoulak, and Van Den Einde.

Absent: Commissioner Lanterman.

Also present: City Planner Davis McKeown, City Planner Lindahl, and Council Liaison Vehrenkamp.

Present Via Zoom: City Administrator Jessica Beise.

**1. Call to Order / Roll Call**

**2. Pledge of Allegiance**

**3. Agenda Approval**

Motion made by Brummond, seconded by Van Den Einde to approve the agenda for the December 1, 2022 Planning Commission Meeting.

Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.  
(Motion passed 4:0)

**4. Open Forum**

Commissioner Brummond acknowledged the retirement of Joe and Marry of Rolling Hills Ranch and wished them well.

**5. Minutes**

- a. November 3, 2022 Regular Meeting Minutes\*

Motion made by Van Den Einde, seconded by Horn, to approve the November 3, 2022 Meeting Minutes.

Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.  
(Motion passed 4:0)

**6. New Business**

- a. **Public Hearing.** Pioneer Trail Industrial Rezoning, Park Preliminary Plat, and Preliminary Planned Unit Development plant (PIDs 32-119-23-43-0005; 32-119-23-34-0013; 32-119-23-43-0006) (City File No. 22-039)
- i. Staff Report – Staff Report presented by Planner Lindahl.
  - ii. Open Public Hearing
    - 1. Todd Albers, 4800 Covey Trail, Medina, had concerns about the drainage and potential impact to the wetland on his property, building setbacks, the viewshed, and noise generated from this development.
    - 2. Sarah Lehtola, 6230 Rolling Hills Road, had concerns about Kimberly Lane and its future connection onto Rolling Hills Road, potential conflicts with the values of the city, and expressed frustration with the communication of proposed development in the area.
    - 3. Lee Roering, 22803 Wagon Wheel Lane, had concerns about losing rural-feel, the installation of a gas station, light and traffic impacts, having 2 street frontages on his property, impact of enjoyment of the property, drainage and septic, and screening from light pollution.
    - 4. Robert Gaston, 22741 Wagon Wheel Lane, had concerns about Kimberly Lane only having one point of access, the hours of operation, traffic generation, enjoyment of

**\*Includes Materials** - Materials relating to these agenda items can be found in the House Agenda Packet by Door.

- the neighborhood, proximity of the road to the house, noise pollution, and industrial use near residential districts.
5. Jenifer Gaston, 22741 Wagon Wheel Lane, had concerns about losing rural-experience, increased traffic near property, impact onto the intersection of Pioneer Trail and Highway 55, increased foot traffic, safety of the neighborhood, drainage, and property values.
  6. Deb Janiak, 6300 Pioneer Trail, expressed her enjoyment of the rural feel of the neighborhood, and had concerns of traffic on Pioneer Trail, congestion around Kimberly Lane, and noise/light pollution from development.
  7. Karen Ess, 6225 Pioneer Trail, had concerns about existing traffic on Pioneer Trail, traffic impact from a gas station, dumping onto her property, and taking existing resident's opinions into account.
  8. Jim Reader, 6200 Rolling Hills Road, was concerned about developing this property prior to sewer/water installation and road construction, the existing self-storage facility on Rolling Hills Road, the difficulty of turning onto Highway 55 from Rolling Hills Road, and safety history of Rolling Hills Road.

iii. Close Hearing

Motion made by Brummond, seconded by Horn, to close the public hearing.  
Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.  
(Motion passed 4:0)

Commission Discussion & Recommendation: Commission discussion and recommendation included a question of city owned well sites throughout the city; fire access throughout the development and its implications on the landscaping plan; the history of proposed developments on the site; clarification of the water drainage and stormwater runoff; sign standards; noise standards; clarification of future connection of Kimberly Lane and Rolling Hills Road; clarifying the existing Light-Industrial zoning and Planned Unit Development zoning; the lack of benefit to residents from commercial developments; clarification of operations on the site; traffic generation from each lot; possible outcomes of approving PUD with stipulations on gas station; alternative landscaping ideas such as native plantings and limiting turf grasses; benefit of well-sites and search locations; Municipal Services extension; noise compliance concerns and preserving part of the natural habitat.

The Commission allowed the applicant to speak and answer questions during their discussion. Joe Radach, representing applicant, spoke about the users of the development; answered a question about the screening flexibility request on the Highway 55 frontage; having visibility on Highway 55, and the request for parking set-back flexibility.

Motion made by Brummond, seconded by Van Den Einde, to recommend approval of the ordinance amending Title X of the City Code rezoning the property to a Planned Unit Development and the findings of fact.  
Voting Aye: Brummond, Horn, and Van Den Einde.  
Voting Nay: Shoulak.  
(Motion passed 3:1)

Motion made by Brummond, seconded by Horn, to recommend approval of the Preliminary PUD with an emphasis on Minnesota Native Landscaping and provide screening information for residents affected by Kimberly Lane.  
Voting Aye: Brummond and Horn  
Voting Nay: Shoulak and Van Den Einde.  
(Motion failed 2:2)

Motion made by Van Den Einde, seconded by Shoulak, to recommend approval of the PUD flexibility with an emphasis on Minnesota Native Landscaping, provide screening information for residents affected by Kimberly Lane, and not allow the construction of a convenience store.  
Voting Aye: Shoulak, Brummond, and Van Den Einde.  
Voting Nay: Horn

(Motion passed 3:1)

Motion made by Brummond, seconded by Horn, to recommend approval of the Preliminary Plat.

Voting Aye: Brummond, Horn, and Van Den Einde.

Voting Nay: Shoulak.

(Motion passed 3:1)

b. **Public Hearing.** Gmach Accessory Dwelling Unit Zoning Ordinance Amendment (City File No. 22-071).

i. Staff Report – Staff Report presented by Planner McKeown

ii. Open Public Hearing

1. George Gmach, 22600 Oakdale Drive, spoke about his current accessory buildings, his planned addition, sewer connection, size limitations of ADUs around the country, accommodating the rural developments, and including ADUs as a Conditional Use.

iii. Close Hearing

Motion made by Van Den Einde, seconded by Horn, to close the public hearing.

Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.

(Motion passed 4:0)

iv. Commission Discussion & Recommendation – Commission discussion included a Commissioner Van Den Einde discussing his accessory building; flaws of current code in relation to rural residential districts; clarification of what's considered an ADU; addressing and public safety concerns; parking requirements; allowable sizes of ADUs; removing roof pitch requirements; determining allowable size by percentage of principle structure or a cap; inspection logistics; clarification of style requirements; and approving ADUs through an administrative approval.

Motion made by Brummond, seconded by Van Den Einde, to recommend approval of the ordinance allowing administrative approval of Accessory Dwelling Units up to 960 square feet in all districts and 1200 square feet in Rural Residential districts.

Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.

(Motion passed 4:0)

c. **Public Hearing.** Park Dedication Subdivision Ordinance Amendment (City File No. 22-065)

i. Staff Report – Staff Report presented by Administrator Beise

ii. Public Hearing -

Motion made by Brummond, seconded by Shoulak, to close the public hearing.

iii. Commission Discussion & Recommendation – Commission discussion included clarification of when park dedication is paid and a question about the Bellwether boardwalk.

Motion made by Brummond, seconded by Van Den Einde, to recommend approval of the Subdivision Ordinance Amendment relating to Park Dedication.

Voting Aye: Shoulak, Brummond, Horn, and Van Den Einde.

(Motion passed 4:0)

## 7. Reports/Information

a. Planning Project Update\*

b. City Council Report\* – Council Liaison Vehrenkamp – City Council report included a question about the Truth and Taxation meeting, property taxes, and the desire to expand the Green Acres Program for local farmers.

c. Other Business – Draft 2022 Annual Report and 2023 Priorities\*

## 8. Commissioner Liaison Calendar

**\*Includes Materials** - Materials relating to these agenda items can be found in the House Agenda Packet by Door.

City Council Meetings

<b>12/8/2022</b>	<b>12/21/2022</b>	<b>1/12/2023</b>	<b>1/26/2023</b>	<b>2/9/2023</b>	<b>2/23/2023</b>
Van Den Einde	Brummond	Horn	Lanterman	Shoulak	Van Den Einde

**9. Adjournment**

DRAFT

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# STAFF REPORT

# Agenda Item 6a.

<b>Planning Commission Meeting:</b> March 2, 2023	<b>Prepared By:</b> Natalie Davis McKeown
<b>Topic:</b> Gmach Accessory Dwelling Unit (ADU) Conditional Use Permit (CUP) (PID 05-119-23-13-0011) (City File No. 23-002)	<b>Action Required:</b> Recommendation

**Review Deadline:** April 2, 2023

## 1. Request

The applicant, George Gmach, requests approval of a conditional use permit (CUP) for a detached accessory dwelling unit (ADU) of 1,152 square feet at 22600 Oakdale Drive.

## 2. Context

### *Level of City Discretion*

The City’s discretion in approving or denying a CUP is based on whether the proposal meets the standards outlined in the City Code. If it meets these standards, the City should approve the CUP.

### *Zoning and Land Use*

The property is in the Rural Residential (RR) District and is guided Rural/Ag Residential on the 2040 Future Land Use Map. This property is outside of the Metropolitan Urban Service Area (MUSA) boundary. All surrounding properties are zoned RR, guided Rural/Ag Residential, and outside of the MUSA.

### *Characteristics of the Site*

The site has an existing single-family home in the front center of the lot in addition to two existing detached accessory structures. The Hennepin County Natural Resources



Figure 1 Location Map

Map does not reflect wetlands within the property lines. The 2040 Comprehensive Plan's Natural Resource Inventory Map does not identify known natural communities on the property.

### 3. Analysis of Request

#### Conditional Use Permit

The City approved a Zoning Ordinance Amendment (also requested by Mr. Gmach) in December 2022 which updated the ADU standards to allow for ADUs of up to 960 square feet to be approved through an administrative permit throughout the City and ADUs of up to 1,200 square feet to be approved through a CUP within the RR district. The applicant requests CUP approval to allow the conversion and expansion of an existing accessory structure located to the northwest of the principal home into an ADU of 1,152 square feet. The addition will include a bathroom and small kitchen that will be designed for handicap accessibility. The applicant intends to use the ADU for personal and family use and does not intend to rent out the ADU while it is under his ownership.

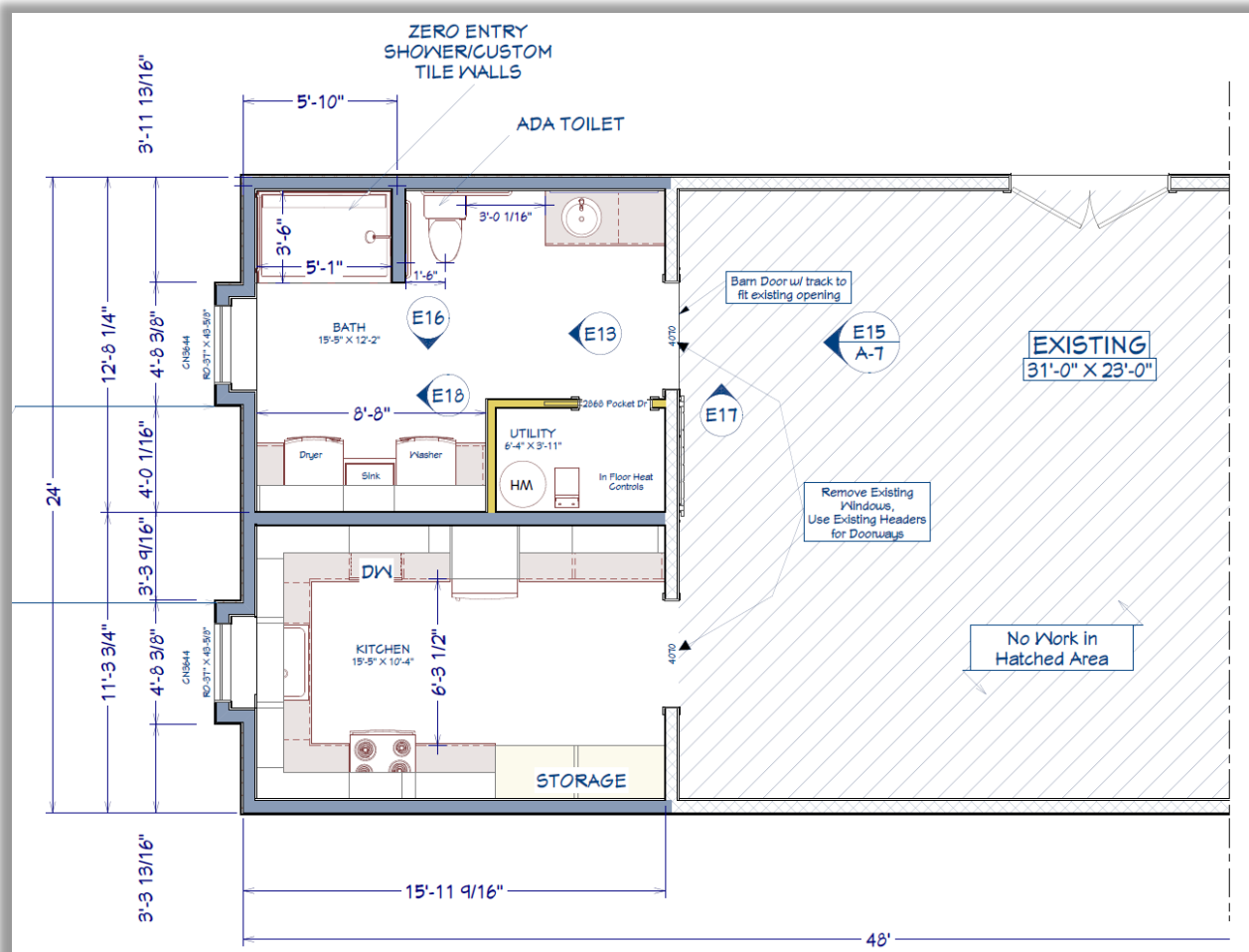


Figure 2 ADU Floor Plan



### ADU Specific CUP Standards

The RR district permits ADUs of up to 1,200 square feet under a CUP in Section 1040.030, Subd. 4. The CUP for an ADU is subject to the following conditions:

1. *Not more than one accessory dwelling unit is allowed on a single-family detached lot.*

This condition is satisfied as there is no other ADU on the lot occupied by the existing single-family detached home.

2. *An attached or detached unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.*

This condition is satisfied in the proposed plans. The table below includes the required setbacks:

Property Line	Required Setback
Front (south)	50 feet
Side (west & east)	25 feet
Rear (north)	25 feet

The applicant's site plan confirms that the existing accessory structure has a setback of at least 37' from the closest property line. Based on this measurement, the addition and ADU will comply with the required setbacks.

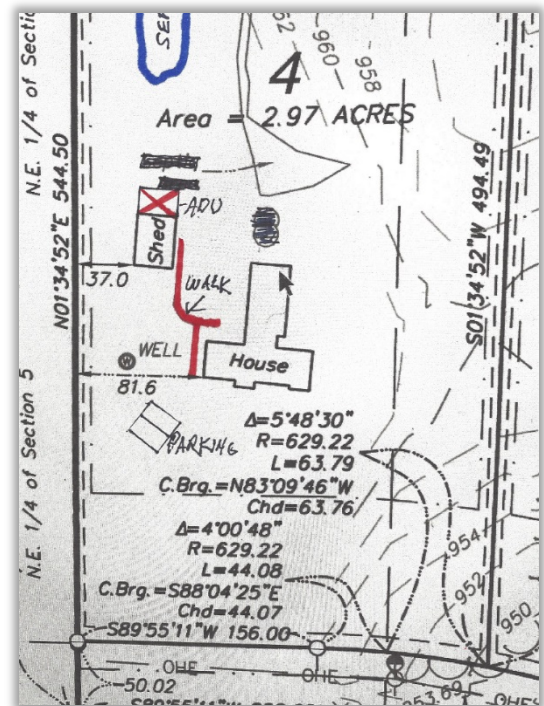


Figure 3 Site Plan

3. *An accessory dwelling unit shall be a clearly incidental and subordinate use, the gross floor area of which shall not exceed the gross floor area of the principal dwelling unit or 1,200 square feet, whichever is less. Accessory dwelling units that do not exceed 960 square feet can be approved through an Administrative Permit as detailed in Section 1040.030, Subd. 6(A).*

The proposed addition is 1,152 sq. ft. The applicant's narrative states the main floor square footage of the principal dwelling is 1,972 square feet. The submitted plat drawing (attached to this report) showing the footprint of the house confirms a square footage of at least this amount. The plans comply with this standard

without needing to consider the gross floor area of additional levels in the calculation.

4. *Unless otherwise specified in this Subdivision, a detached accessory dwelling unit shall be subject to the same regulations as provided under Section 1030 of this Chapter. In evaluating how a detached accessory dwelling unit fits within the size limitations outlined in Section 1030, only the footprint of the accessory dwelling unit is subject to the accessory structure size limit provided for all zoning districts.*

The ADU is located in the rear yard. The submitted site plans confirm a building separation of at least 10 feet. This property is 2.97 acres. Historically, properties have been allowed to round up to the nearest tenth of an acre, which would allow the applicant an accessory structure footprint of 1,813 square feet. The footprint of the proposed ADU is 1,152 square feet. There is one other accessory structure reflected on the aerial view of the property. Based on the building permit on file with the City, the smaller accessory structure to the northeast has a footprint of 264 square feet. The ADU and site comply with the accessory structure footprint limit.

The sidewall height is roughly 9', but the actual height of an ADU is subject to the same height standards for the principal dwelling, which will be discussed later in this report. However, the eaves and overhangs standard for accessory structures still apply to ADUs. For a sidewall height of less than 10', the eaves and overhangs must be a minimum of 12". Staff interprets eaves to mean the underside or the soffits on the side of a building. The overhang is the edge of the roof over the front/rear elevations. Under this interpretation, the eave is roughly 21" but the overhang is roughly 9". The plans should be revised to reflect an overhang of 12".

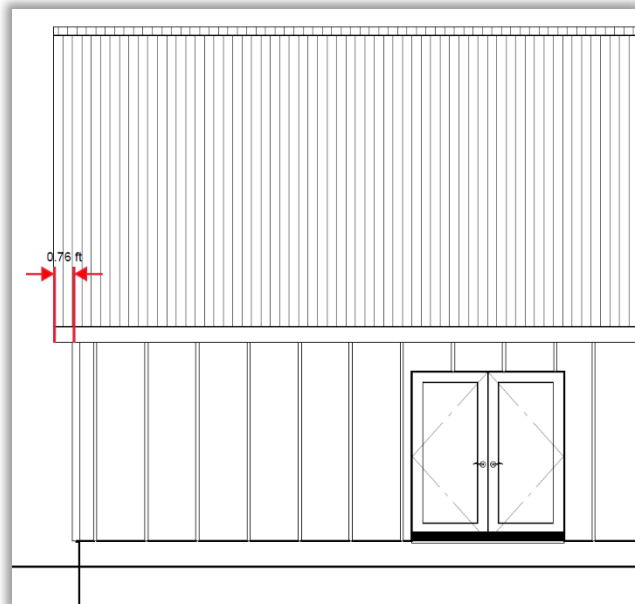


Figure 4 Elevation with Overhang Measurement

5. *The exterior design of an accessory dwelling unit shall incorporate a similar architectural style, colors, and materials as the principal building in the lot.*

The applicant provided photos of the principal dwelling as well as the existing accessory structure that will be converted into an ADU.



*Figure 5 Principal Dwelling*



*Figure 6 Accessory Structure*

The architectural style, colors, and materials for the ADU look to be similar to the principal structure. The ADU plans show a metal roof, but the applicant's narrative explains they intend to have a bid completed for both a metal roof and architectural asphalt. If the asphalt is chosen, this will match with the principal dwelling. If the metal is selected, the applicant commits to reroofing the principal structure to match the ADU. This is currently included as a condition of approval in the draft resolution. However, the Planning Commission and City Council could decide that the intent of this standard is satisfied without an identical roof material, and remove this as a condition of approval.

If the applicant proceeds with a metal roof covering, a Certificate of Compliance will be required. Since there is a chance the applicant may proceed with an asphalt roof, staff believes it would be best to handle a Certificate of Compliance for a metal roof with a building permit if it becomes necessary. Residential dwellings with metal roof coverings must satisfy the following requirements for the Certificate of Compliance:

- a. Meet the standards adopted by the Minnesota State Building Code.
  - b. Have concealed fasteners.
  - c. Are high quality commercial thickness/weight.
  - d. Have been treated with factory applied color coating system against any fading or degradation.
6. *The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.*

The applicant's narrative confirms their intent to use the ADU for their personal use and will continue to live either in the principal dwelling or the ADU. This standard is included as a condition in the draft resolution to ensure ongoing compliance with this standard.

7. *There shall be no separate ownership of the accessory dwelling unit.*

There is no separate ownership proposed. This standard is met and is provided as a condition of approval in the draft resolution for the CUP to ensure ongoing compliance.

8. *In addition to the parking spaces required for the principal dwelling unit on the lot, two off-street parking spaces shall be provided for an accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces and shall comply with the requirements of this Chapter.*

The applicant's plans show a parking area of roughly 25' by 25' off the existing driveway area that exceeds the 10' setback requirement from the side property line. The proposed parking will comfortably accommodate two vehicles and will not create a conflict with parking for the principal dwelling. This standard is satisfied.

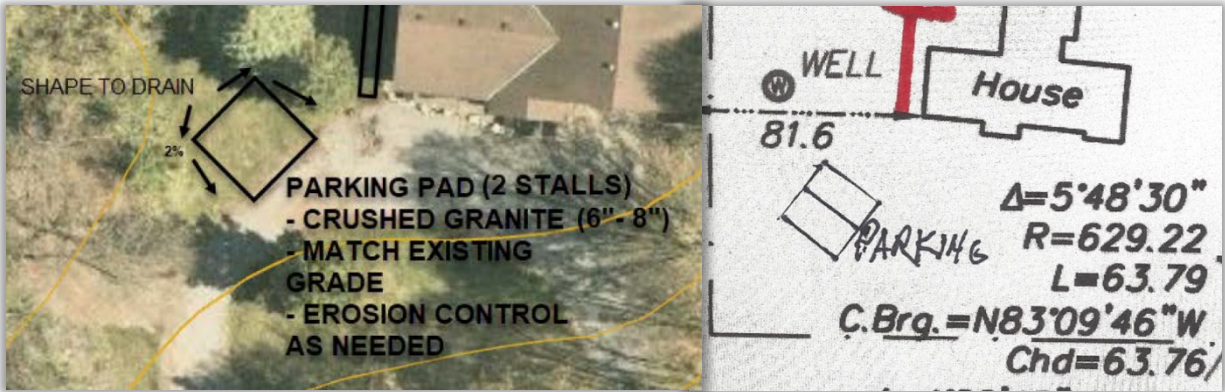


Figure 7 Grading and Site Plan Showing Parking

9. An accessory dwelling unit shall use the same street number as the principal dwelling unit but must include a unique identifier that is consistent with the City's Street Naming and Addressing Policy to ensure compatibility with Hennepin County, the U.S. Postal Service, and emergency service providers. The entryway to an accessory dwelling unit shall include identifying signage and be connected to the driveway with an improved walkway.

The address and identifying signage will be finalized at building permit. Per Public Safety's recommendation, staff anticipates an address of 22600 Oakdale Dr, Building (Bldg.) 1 for the principal dwelling and 22600 Oakdale Dr, Bldg. 2 for the detached ADU. The applicant's plans show an improved walkway to be added from the driveway to an existing walkway in the backyard that connects to the accessory structure. This standard is satisfied with a condition of approval to finalize addressing and signage at building permit.



Figure 8 Grading & Site Plan Showing Walkway

10. Accessory dwelling units are subject to the same height restriction for principal structures as determined by the zoning district but must not exceed the existing height of the principal structure.

Maximum principal building height in RR district is 35 feet. Building height for a pitched or hip roof is defined as the vertical distance to be measured from the grade of a building line to the mean distance of the highest gable. Based on the submitted elevations, the ADU height measures at roughly 15.6'. This measurement is an estimate, and staff recommends that the plans be revised to clearly dimension the height of the structure per the City Code definition. Regardless, the structure complies with the district limit of 35'. However, ADUs cannot exceed the height of the principal structure, and the height of the house was not provided in the plans or narrative submitted by the applicant. Staff believes it is unlikely that the principal structure is less than 15.6', but a condition of approval is included in the draft resolution that the height of the house based on the City Code definition be provided. If the height of the ADU exceeds the height of the house, the applicant will either need to revise the ADU plans to comply with the height standard or apply for (and be granted) a variance.

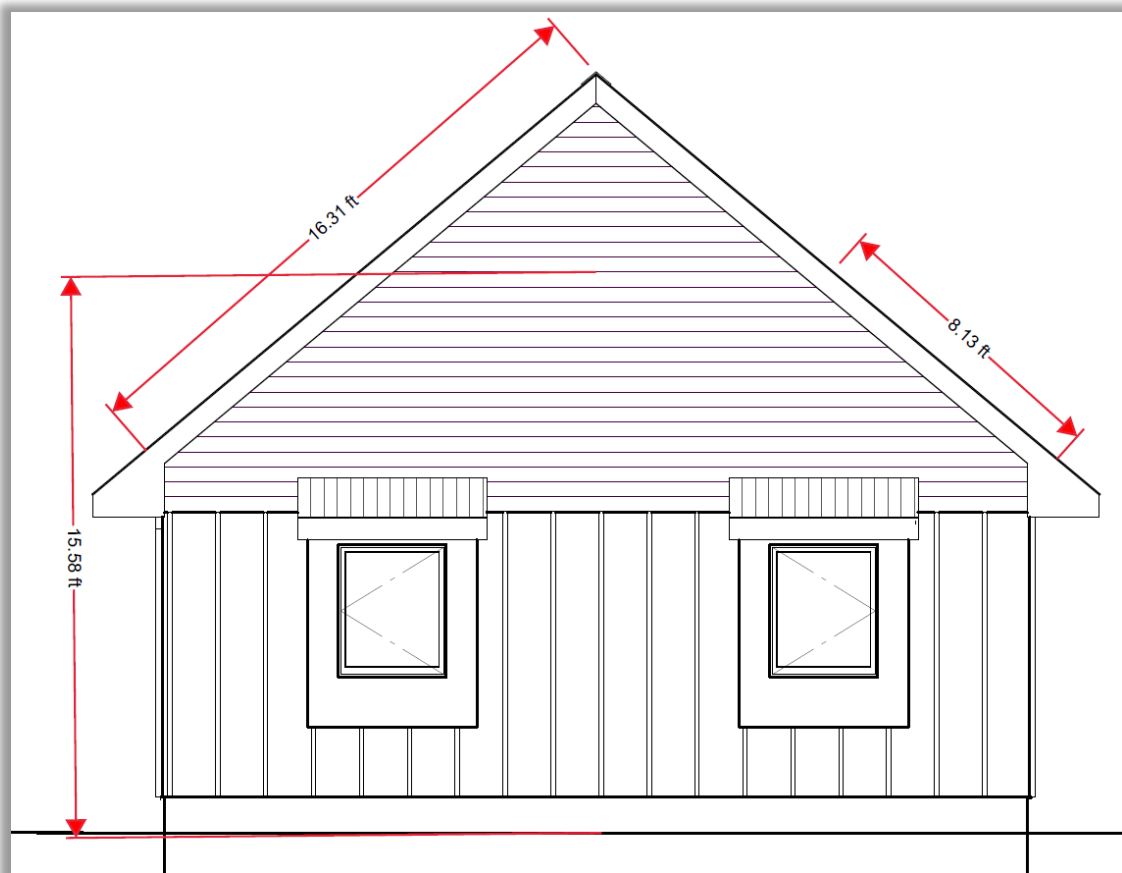


Figure 9 Elevation with Estimated Building Height

## *General CUP Evaluation Criteria*

Section 1070.020, Subd. 3 of the Zoning Ordinance provides 7 general factors to consider in the review of a CUP request.

*A. Compliance with and effect upon the Comprehensive Plan, including public facilities and capital improvements plans.*

The proposed ADU is compatible with the 2040 Comprehensive Plan. The Rural/Ag Residential land use category is intended to include natural areas, planted fields, pastureland, hobby farms, and large residential lots. Since the ADU cannot be separated from the principal dwelling, the density of the area will remain roughly 1 unit for every 10 acres as anticipated in the Comprehensive Plan. The Engineering Memo (attached to this report) notes there are no concerns with infrastructure or drainage. The proposed ADU does not impact capital improvement plans.

*B. The establishment, maintenance, or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental to or endanger the public health, safety, morals, or comfort.*

The establishment and ongoing use of the ADU will promote the general public welfare as it will allow for the current homeowners to age in place and future homeowners to have options for their own family or economic opportunities. There is no evidence to suggest an ADU that complies with the standards established by the City will be detrimental to or endanger the public health, safety, morals, or comfort.

*C. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.*

The ADU will be housed in an accessory structure that exists today. The applicant's narrative explains the addition will be screened from public view and adjacent properties by mature trees on all sides. Minimal impact, if any, to the existing trees is expected as a result of this project. It is unlikely that the surrounding residents and property will be negatively affected by the addition of a bathroom and kitchen and ongoing residential use of the accessory structure.

*D. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.*

There is no evidence to suggest that the ADU will impede normal and orderly development of the surrounding properties.

*E. Adequate public facilities and services are available or can be reasonably provided to accommodate the proposed use.*

This property is served by private septic and well. The ADU is proposed to be served by a septic system installed in 2021 for a five-bedroom home that was installed with the objective of an eventual ADU in mind. The private well for the property will be shared with the ADU and the casing is tapped for an additional service line per the applicant's narrative. Staff has no concerns with the ability of the applicant to provide utilities to the ADU.

*F. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.*

The ADU conforms to all applicable regulations of the RR district as discussed throughout this report.

*G. The conditional use and site conform to performance standards as specified by this Chapter.*

The ADU and site conform to the applicable performance standards as discussed throughout this report. No concerns or nonconformities were noted in the analysis of the applicant's plans.

#### **4. Recommendation**

Staff recommends approval of the draft Resolution approving the CUP for an ADU of 1,152 square feet at 22600 Oakdale Drive with a few conditions.

#### **Attachments:**

1. Draft Resolution 2023- Approving the Conditional Use Permit for an Accessory Dwelling Unit
2. Applicant's Narrative
3. Engineering Memo
4. Aerial Photo Mark-up
5. Site Plan
6. Grading Plan
7. Building Plans
8. Preliminary Plat Gmach Farm Subdivision



**RESOLUTION NO. 2023-**

**Motion By:**  
**Seconded By:**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN ACCESSORY DWELLING UNIT FOR GEORGE GMACH AT 22600 OAKDALE DRIVE (PID 05-119-23-13-0011) (CITY FILE NO. 23-002)**

**WHEREAS**, George Gmach (“the applicant”) requested approval of a conditional use permit to construct an accessory dwelling unit on an existing 2.97-acre parcel legally described as:

*See Attachment A*

**WHEREAS**, the Planning Commission reviewed the plan at a duly called Public Hearing and recommends approval;

**NOW, THEREFORE, BE IT RESOLVED** that the Corcoran City Council approves the request for a conditional use permit, subject to the following conditions:

1. A conditional use permit is approved to allow construction of an accessory dwelling unit, in accordance with the application materials and plans received by the City on January 6, 2023, February 1, 2023 and February 3, 2023 except as amended by this resolution.
2. The applicant shall comply with the City Engineer’s Memo dated February 21, 2023.
3. A conditional use permit to allow an accessory dwelling unit of 1,152 square feet is approved, subject to the following findings that specific criteria as outlined in Section 1040.030, Subd. 4 are satisfied:
  - a. No more than one accessory dwelling unit shall be allowed on the property.
  - b. The accessory dwelling unit shall comply with the same minimum building setback requirements as required for the living portion of the principal dwelling unit.
  - c. The accessory dwelling unit shall not exceed 1,200 square feet.
  - d. The detached accessory dwelling unit complies with applicable regulations under Section 1030 of the Zoning Ordinance.
  - e. The exterior design of the accessory dwelling unit shall incorporate a similar architectural style, colors, and materials as the principal dwelling on the lot.
  - f. The owner of the property shall reside in the principal dwelling unit or in the accessory dwelling unit.
  - g. There shall be no separate ownership of the accessory dwelling unit.

**RESOLUTION NO. 2023-**

- h. Two off-street parking spaces shall be provided for the accessory dwelling unit. Such accessory dwelling unit parking spaces shall not conflict with the principal dwelling unit parking spaces and shall comply with the Zoning Ordinance requirements.
  - i. The accessory dwelling unit shall use the same street number as the principal dwelling unit but must include a unique identifier that is consistent with the City's Street Naming and Addressing Policy to ensure compatibility with Hennepin County, the U.S. Postal Service, and emergency service providers. The entryway to an accessory dwelling unit shall include identifying signage and be connected to the driveway with an improved walkway.
  - j. The accessory dwelling unit is subject to the same height restriction for principal structures in the Rural Residential district but must not exceed the height of the principal dwelling.
4. A conditional use permit is approved to allow for an accessory dwelling unit of 1,152 square feet subject to the findings that applicable criteria as outlined in Section 1070.020 (Conditional Use Permits) of the Corcoran Zoning Ordinance are satisfied. Specifically:
- a. The accessory dwelling unit complies with the Comprehensive Plan, including public facilities and capital improvement plans. The project is consistent with the Rural/Ag Residential land use designation and maintains the density and desired rural character of the area.
  - b. The establishment and ongoing use of the accessory dwelling unit will promote the general public welfare by allowing for additional housing and economic opportunities for the existing and future property owners. There is no evidence to suggest an accessory dwelling unit that complies with the standards established by the City will be detrimental to or endanger the public health, safety, morals, or comfort.
  - c. The accessory dwelling unit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The accessory dwelling unit will be an addition to an existing accessory structure that is screened by mature trees on all sides and is unlikely to negatively affect adjacent properties.
  - d. The establishment of the accessory dwelling unit will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
  - e. Adequate facilities can be reasonably provided to accommodate the accessory dwelling unit.
  - f. The accessory dwelling unit conforms in all other respects to the applicable regulations of the Rural Residential district.



**RESOLUTION NO. 2023-**

**VOTING AYE**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

**VOTING NAY**

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan, Jeremy
- Vehrenkamp, Dean

Whereupon, said Resolution is hereby declared adopted on this 23<sup>rd</sup> day of March 2023.

\_\_\_\_\_  
Tom McKee - Mayor

**ATTEST:**

\_\_\_\_\_  
Michelle Friedrich – City Clerk

*City Seal*

**RESOLUTION NO. 2023-**

**ATTACHMENT A**

Lot 4, Block 1, Gmach Farm Subdivision, Hennepin County, Minnesota.

George Gmach  
22600 Oakdale Drive  
Rogers, MN 55374

City of Corcoran  
8200 CR 116  
Corcoran, MN 55340

January 6, 2023

Honorable Mayor, City Council and Planning Commission,

We are owners of Lot 4, Block 1, Gmach Farm Subdivision (PID: 05-119-23-13-0011). We built the home on a corner of the family farm in 1976. The original lot was reconfigured and additional ROW was dedicated with a replat in 2017. The current lot is 3.0 acres after the road ROW is excluded (rounded to the nearest tenth).

We are requesting a conditional use permit for an Accessory Dwelling Unit (ADU) that exceeds the 960 square foot limit for administrative approval but is under the 1,200 square foot conditional use limit in the rural residential zone. The proposed ADU requires a 16' long addition to the north side of an existing building. The principal dwelling unit main floor square footage is 1,972 square feet. The recreation building is 768 square feet, and the addition will make it 1,152 square feet. We will be under the 1,813 allowed accessory size for the lot.

The addition is screened from public view and the adjacent properties. The addition will not be visible from the road and is screened by mature trees on all sides. There is no impact on drainage for adjacent lots.



View from road – ADU is to the left and behind the house and trees.



View from the north end of the lot near the border of the family farm – ADU is on the right. The structure on the left is an 11x20 shelter for a maple syrup evaporator.



Interior finish of existing building. The intent is to preserve the naturally oxidized white pine interior. The interior height is 9' at sidewalls and 15' at center.



View of the existing building looking NW from the principal dwelling. The roof peak is 20' high. The SW corner is 37' from the side lot line. The remaining building is slightly angled away from the lot line.

The addition allows for a bathroom and small kitchen without significant modifications to the existing building which was constructed in 1996. The roofline it intended to match the existing 10:12 pitch. The plan shows a metal roof. Our intent is to get alternate bids for metal or architectural asphalt. If metal is selected the plan is to reroof the principal dwelling unit to match. If asphalt is chosen it will match the existing principal dwelling unit.

We do not anticipate renting the ADU. The ADU will be built to allow for handicapped accessibility should that become necessary in the future. A future owner could be expected to either continue the current use or comply with the rental ordinance. The unit is not a commercial enterprise and is to be continuously used as an ADU.

The unit is not intended to house employees.

There are no animals.

There is no added traffic. Space for parking two cars will be improved as required.

A new septic system installed in 2021 was sized for a five-bedroom home with the longer-range objective of adding an ADU. The well is 214 feet deep in bedrock and the casing is tapped for an additional service line. The pressure tank and controls will remain in the principal dwelling unit.



There is no environmental impact of any significance. The building is screened from adjacent uses by mature trees. There are no expansion plans.

Adjacent uses north and south are agricultural. Adjacent uses east and west are large lot residential.

A preliminary plat map shows location of buildings and the well. The septic has been replaced as previously noted. The property was delineated for wetlands at the time of the re-plat. There are no wetland impacts.

All property taxes are paid. The records can be viewed on the Hennepin County website.

Sincerely,  
George B. Gmach and Jean L. Gmach

Enclosures: Plans  
Photo of surrounding area  
2017 survey  
Application for CUP

---

To: Natalie Davis McKeown  
Planner

From: Kent Torve, PE  
City Engineer

Project: Gmach ADU CUP

Date: February 21, 2023

---

**Summary:**

- The parking pad grading (2 stalls), walkway extension and building addition reviewed for the Gmach ADU do not affect City infrastructure or drainage.
- Building permit will still be required to show drainage and land disturbance areas.



A = ADDITION      P = PARKING AREA      W = WALKWAY EXTENSION

L. U. U. U. U.

West Line of the S.E. 1/4  
of the S.W. 1/4 of the  
N.E. 1/4 of Section 5

S.W. Corner of the S.E.  
1/4 of the S.W. 1/4 of the  
N.E. 1/4 of Section 5

N01°34'52"E 544.50

S01°34'52"W 494.49

Tree Line

N88°

200.00

90°0'0"

90°0'0"

63.49

SEPTIC

4

Area = 2.97 ACRES

Shed

ADU

WALK

WELL

House

37.0

81.6

PARKING

$\Delta=5'48'30''$

$R=629.22$

$L=63.79$

C.Brg. = N83°09'46"W

Chd = 63.76

$\Delta=4'00'48''$

$R=629.22$

$L=44.08$

C.Brg. = S88°04'25"E

Chd = 44.07

S89°55'11"W 156.00

OHE

OHE

50.02

S89°55'11"W 200.08

953.69

OHE

136.50

958

960

960

958

956

$\Delta=7'$

$R=6'$

$L=4'$

C.Brg.

Chd =

Field Line

SB

SB F

50

3

SHAPE TO DRAIN

2%

ADDITION

EXISTING

PAVER WALKWAY EXTENSION  
- MATCH EXISTING GRADE  
- PAVERS ON GRANITE BASE

SHAPE TO DRAIN

2%

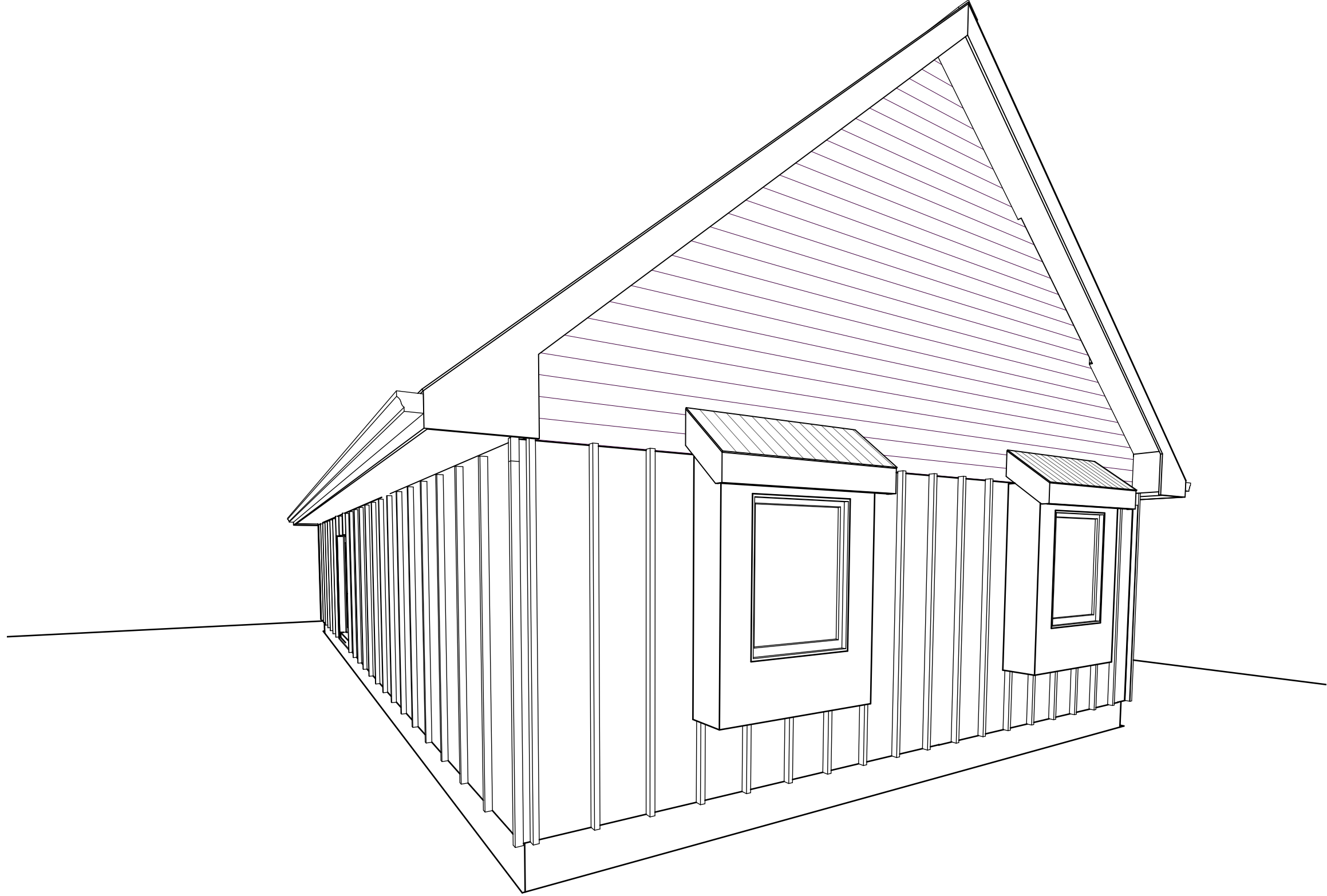
PARKING PAD (2 STALLS)  
- CRUSHED GRANITE (6" - 8")  
- MATCH EXISTING GRADE  
- EROSION CONTROL AS NEEDED



# George & Jean Gmach ADU Addition



COVER PAGE



DRAWINGS PROVIDED FOR:

George & Jean Gmach

Date Drawn:  
04/11/2022

Revised:  
06/03/2022  
07/24/2022

SCALE:

SHEET:

A-1



# MAIN FLOOR

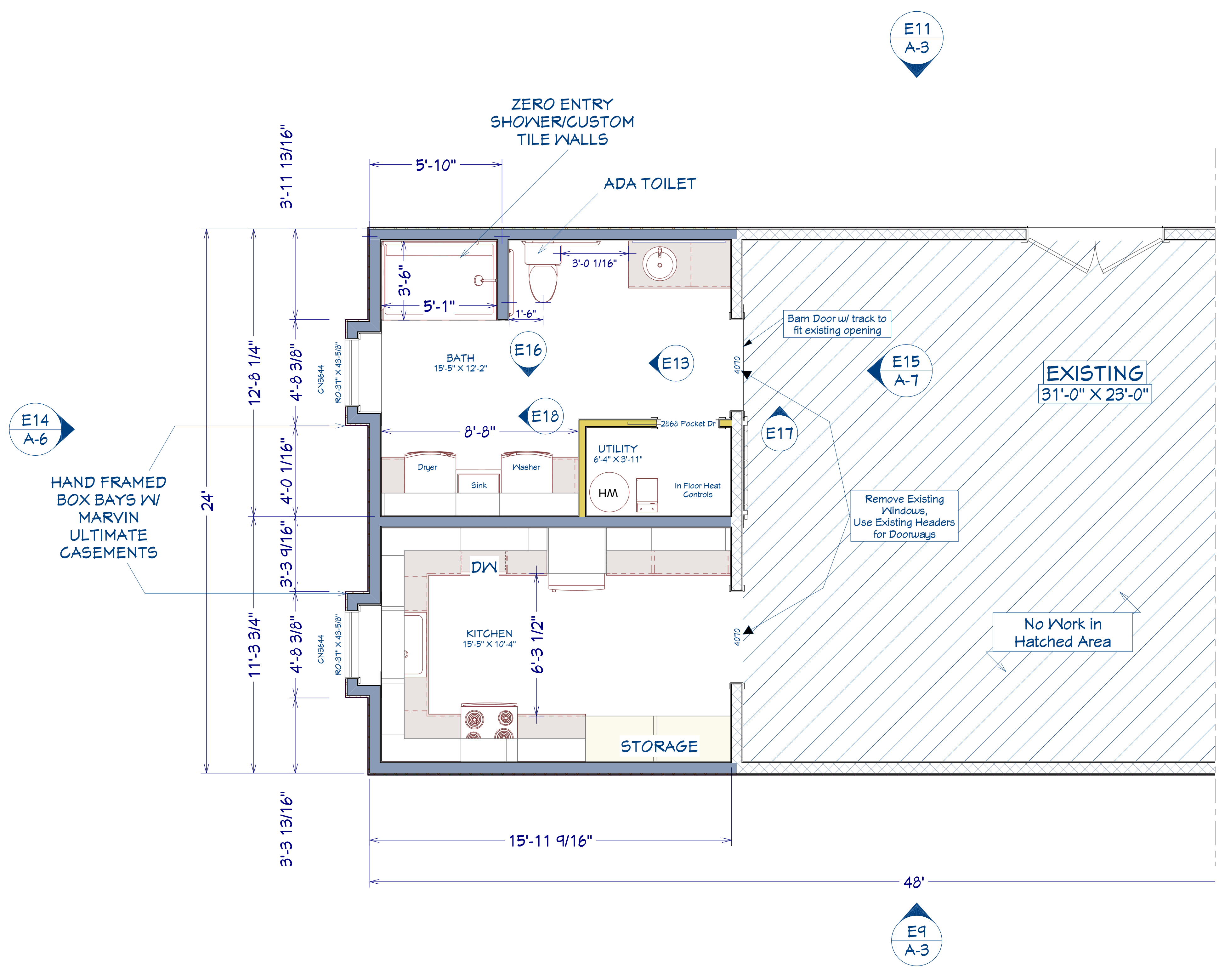
DRAWINGS PROVIDED FOR:  
**George & Jean Gmach**

Date Drawn:  
04/11/2022

Revised:  
06/03/2022  
07/24/2022

SCALE:  
3/8" = 1'-0"

SHEET:  
**A-2**



**EXTERIOR FINISH NOTES:**

Exterior finish to be Board & Batten siding over 23/32" sheathing/house wrap.

Gable end to be lap siding to match existing

Window trim to match existing

**MATERIALS AND COLOR BY OWNER.**

Roofing TO BE Standing Seam Metal Roof (Color TBD)

FINISH GRADE SHALL SLOPE AWAY FROM STRUCTURE MIN. 1/2" PER FOOT OF RUN FOR 4' MIL

**INTERIOR FINISH NOTES:**

Walls & Ceilings to be Pine T&G siding to match existing

Windows to be Marvin Ultimate Casements w/ Wash Mode-Color to match existing

Utility Room-Pocket Door, style to be determined

Bathroom-Barn Door with track, style to be determined

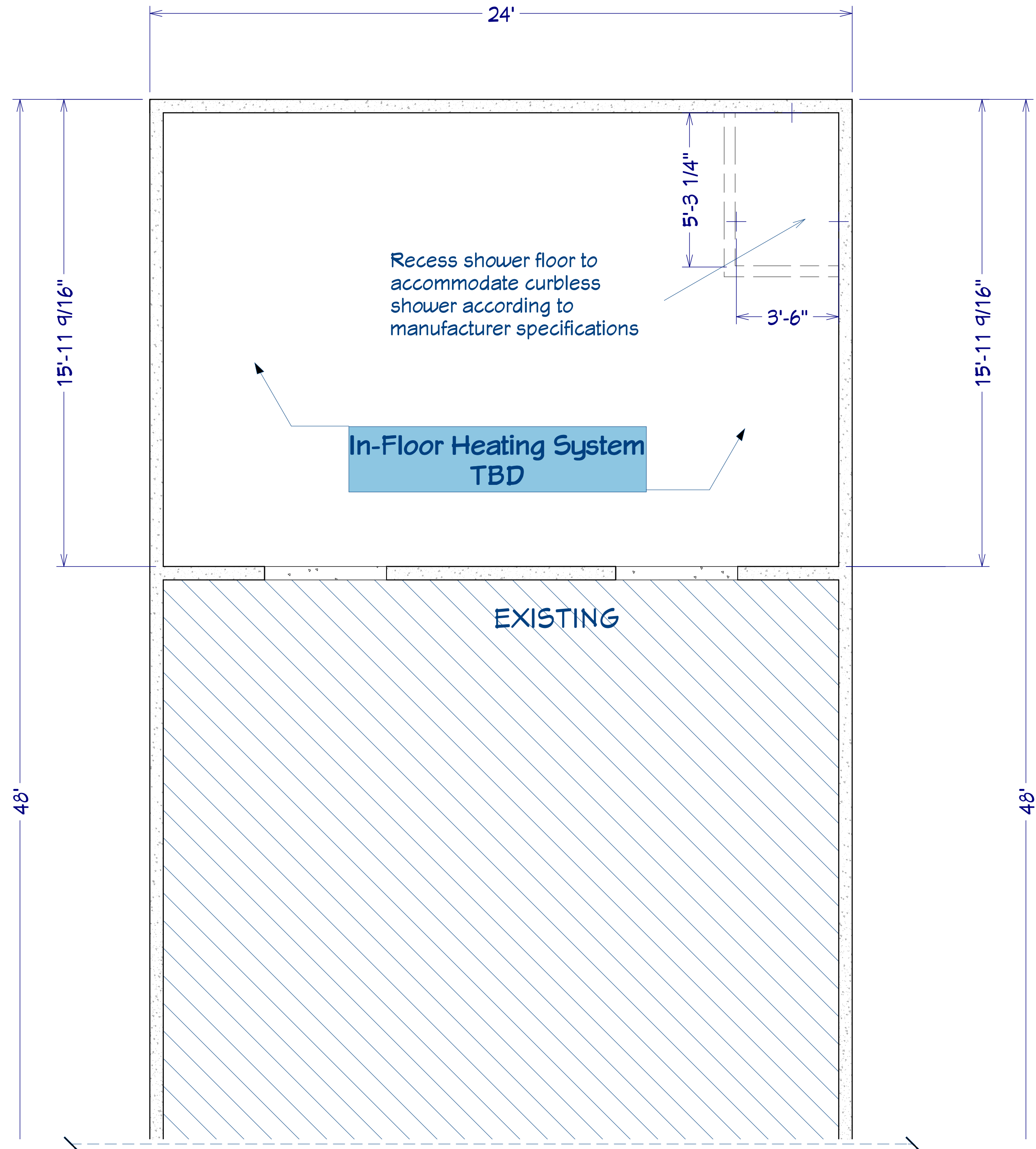
ADA Toilet with 18" clearance on wall side, minimum 36" clearance on cabinet side

Addition to have in-floor heating w/ heater unit in Utility Room

Concrete floor in shower area to be recessed to allow for zero entry shower floor

Shower walls & floor to be large format tile, Color TBD

Include sink in laundry area w/ removable counter



**FOUNDATION PLAN**

DRAWINGS PROVIDED FOR:

**George & Jean Gmach**

Date Drawn:  
04/11/2022

Revised:  
06/03/2022  
07/24/2022

SCALE:  
3/8" = 1'-0"

SHEET:

**A-4**



EXTERIOR ELEVATIONS

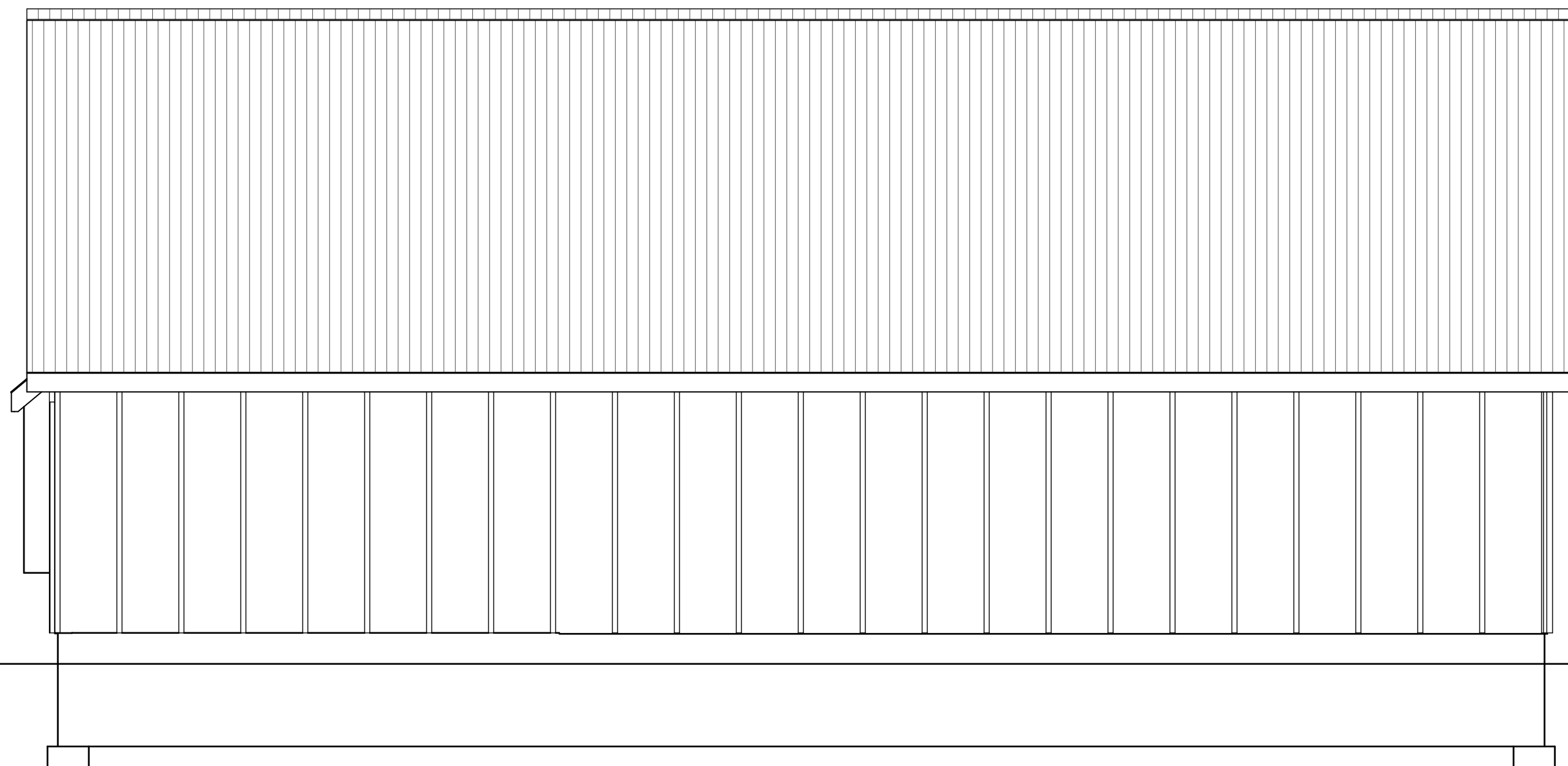
DRAWINGS PROVIDED FOR:  
George & Jean Gmach

Date Drawn:  
04/11/2022

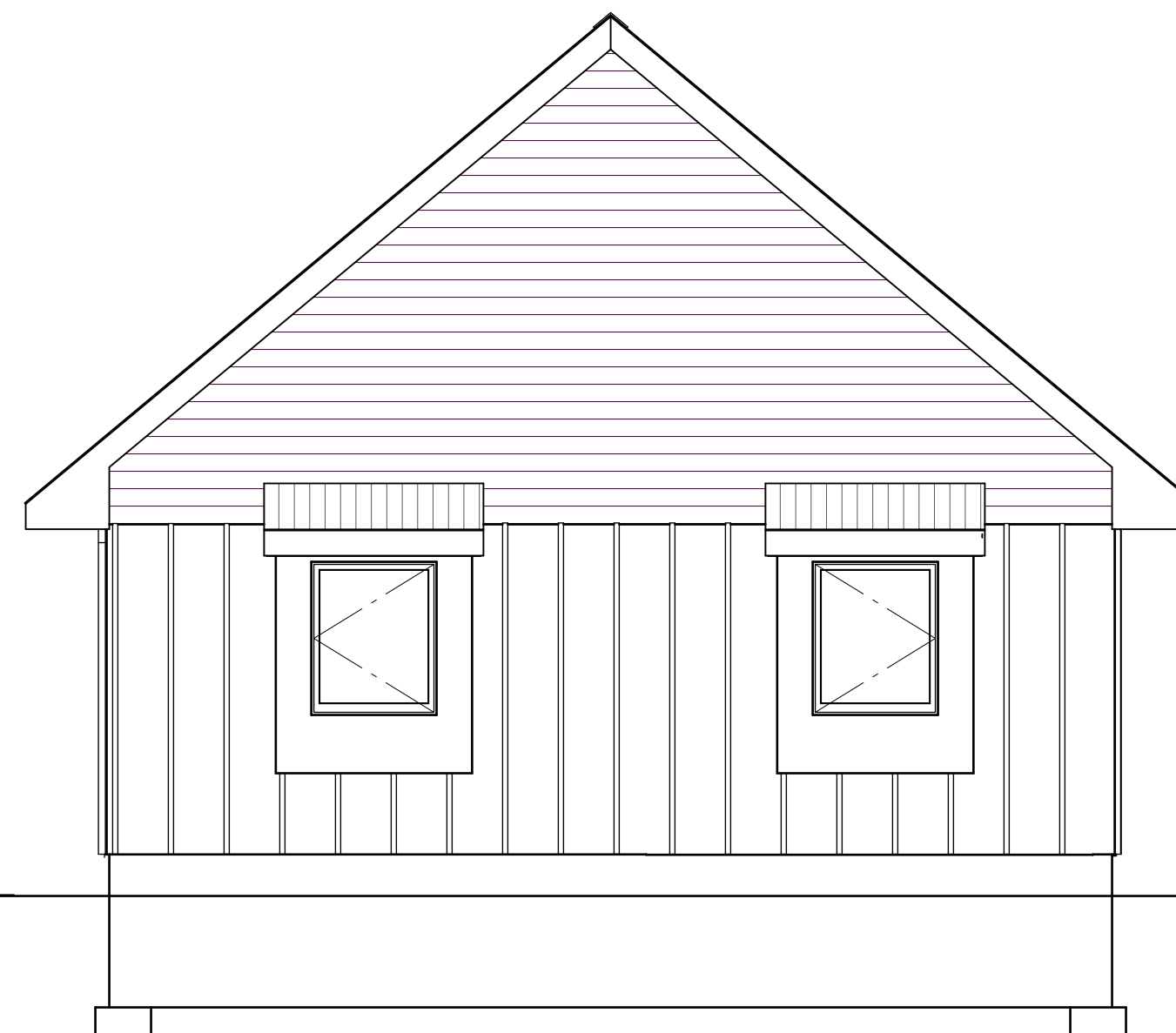
Revised:  
06/03/2022  
07/24/2022

SCALE:  
1/4" = 1'-0"

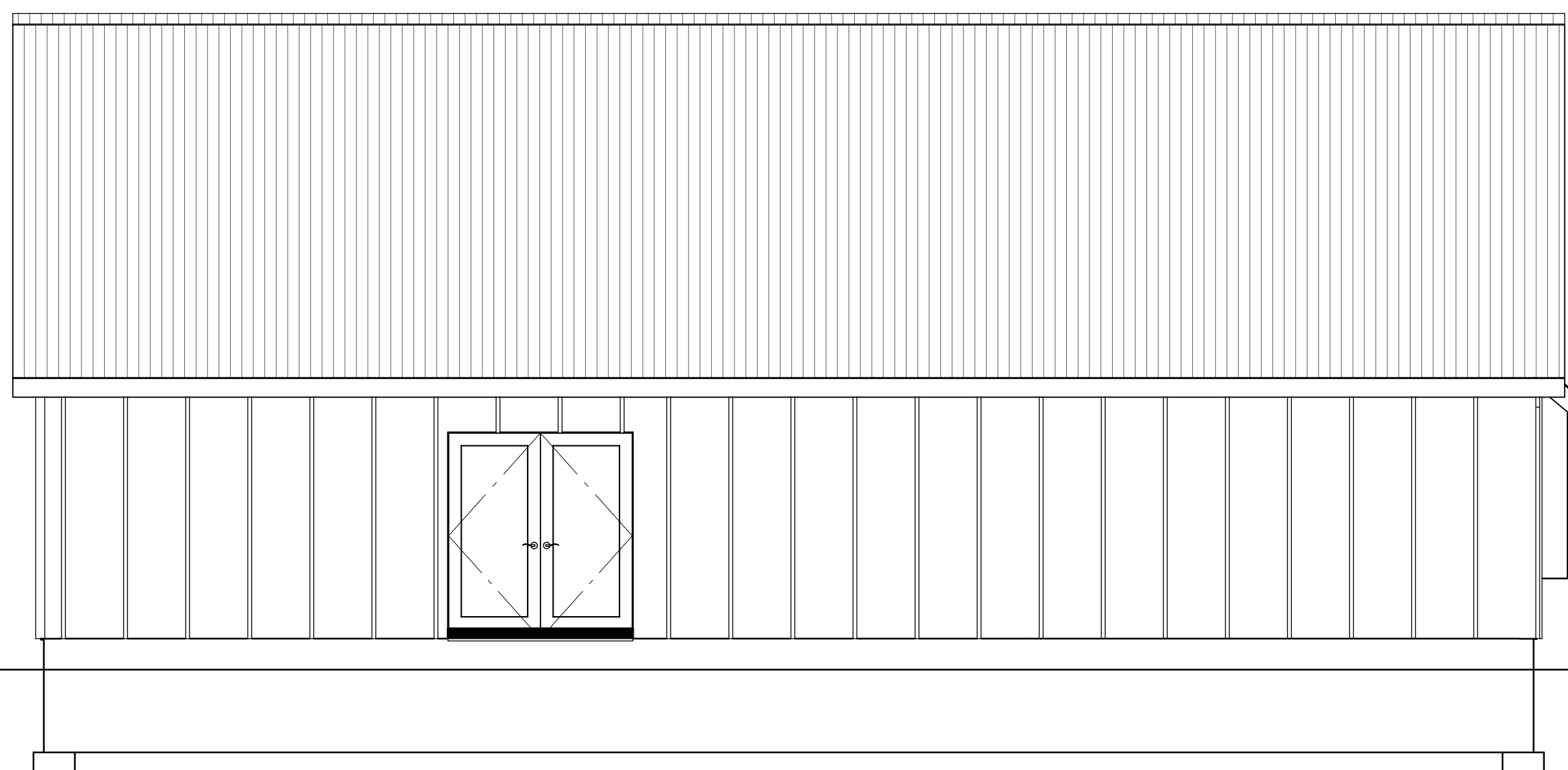
SHEET:  
A-3



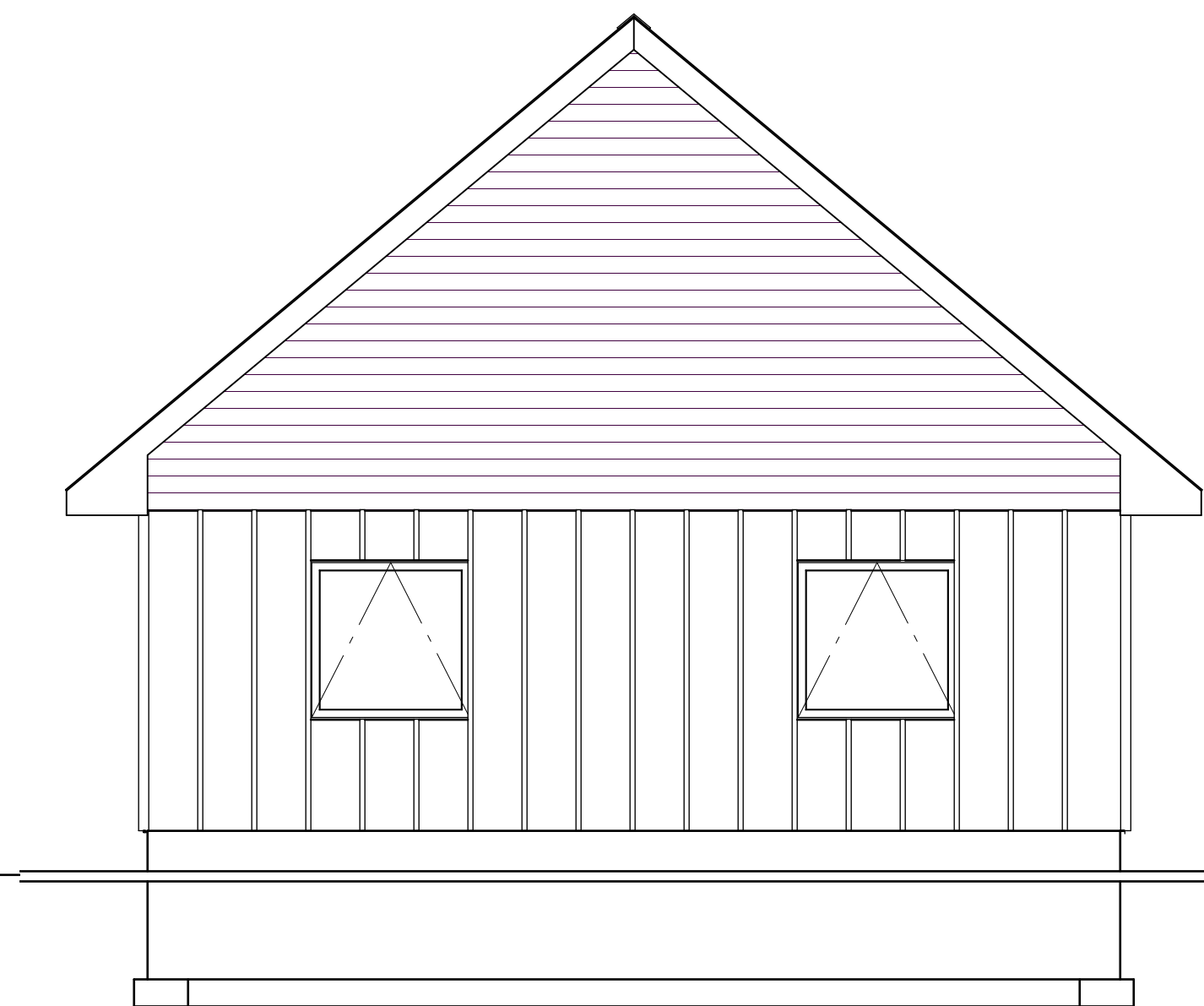
E9 Exterior Elevation Front



E10 Exterior Elevation Left



E11 Exterior Elevation Back



E12 Exterior Elevation Right

# Wall/Roof Section

George & Jean Gmach

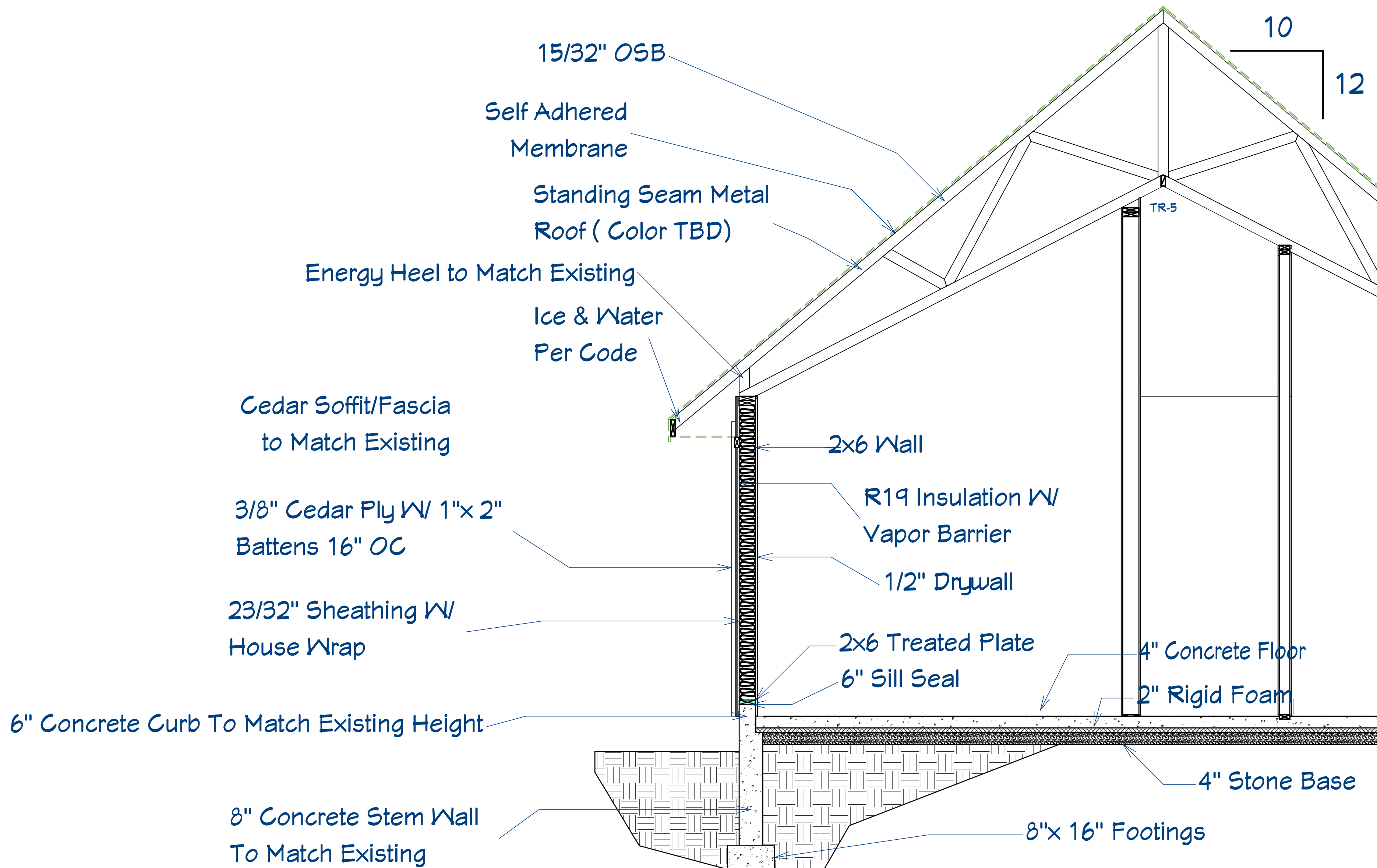
DRAWINGS PROVIDED FOR:

Date Drawn:  
04/11/2022

Revised:  
06/03/2022  
07/24/2022

SCALE:  
1/4" = 1'-0"

SHEET:  
**A-5**



S1

1/2" = 1'-0"



**EXTERIOR STORYPOLE**

George & Jean Gmach

DRAWINGS PROVIDED FOR:

Date Drawn:  
04/11/2022

Revised:  
06/03/2022  
07/24/2022

SCALE:  
1/4" = 1'-0"

SHEET:  
**A-6**

Highest Ridge  
241.7"

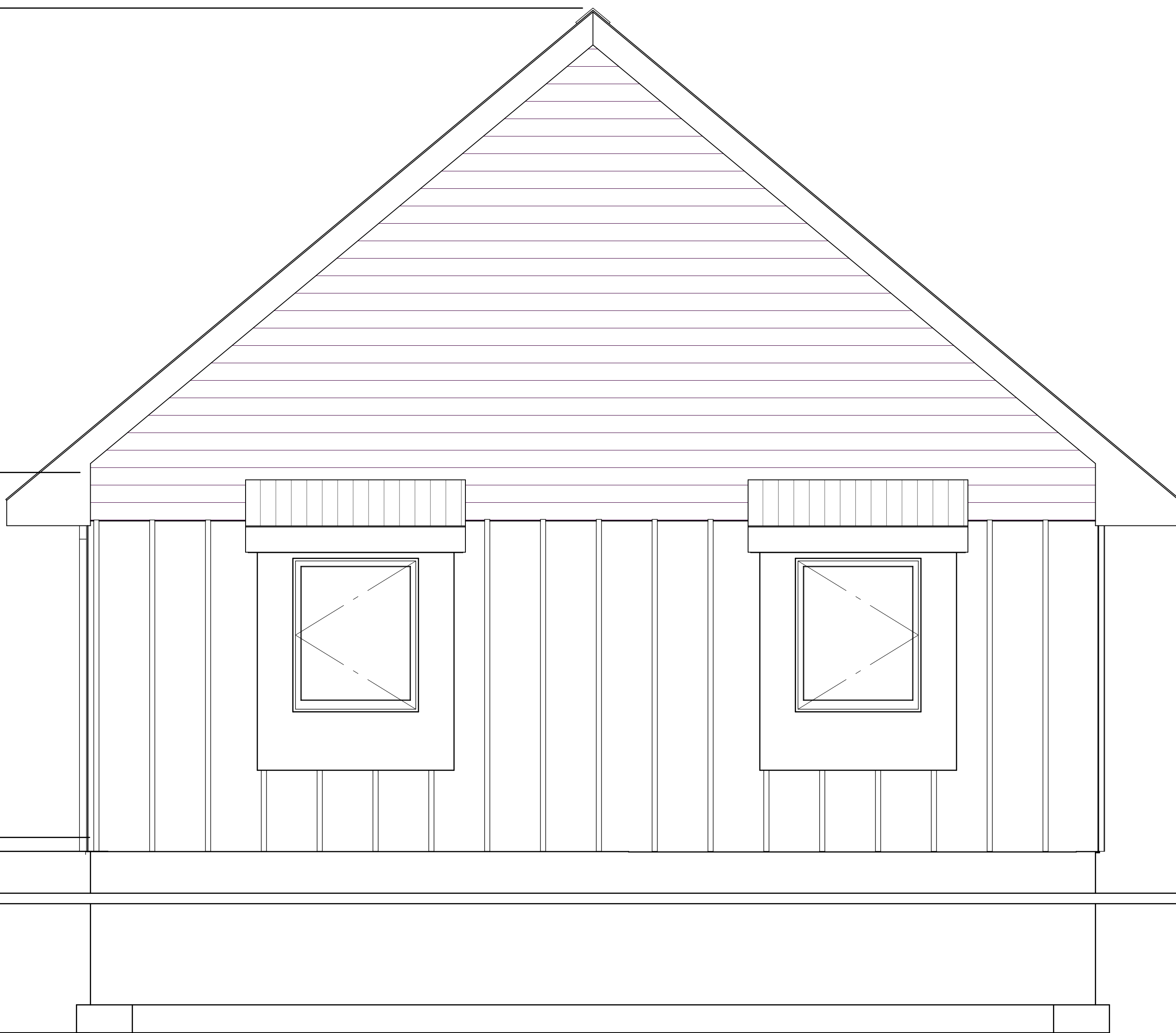
Highest Rough Ceiling  
108.6"

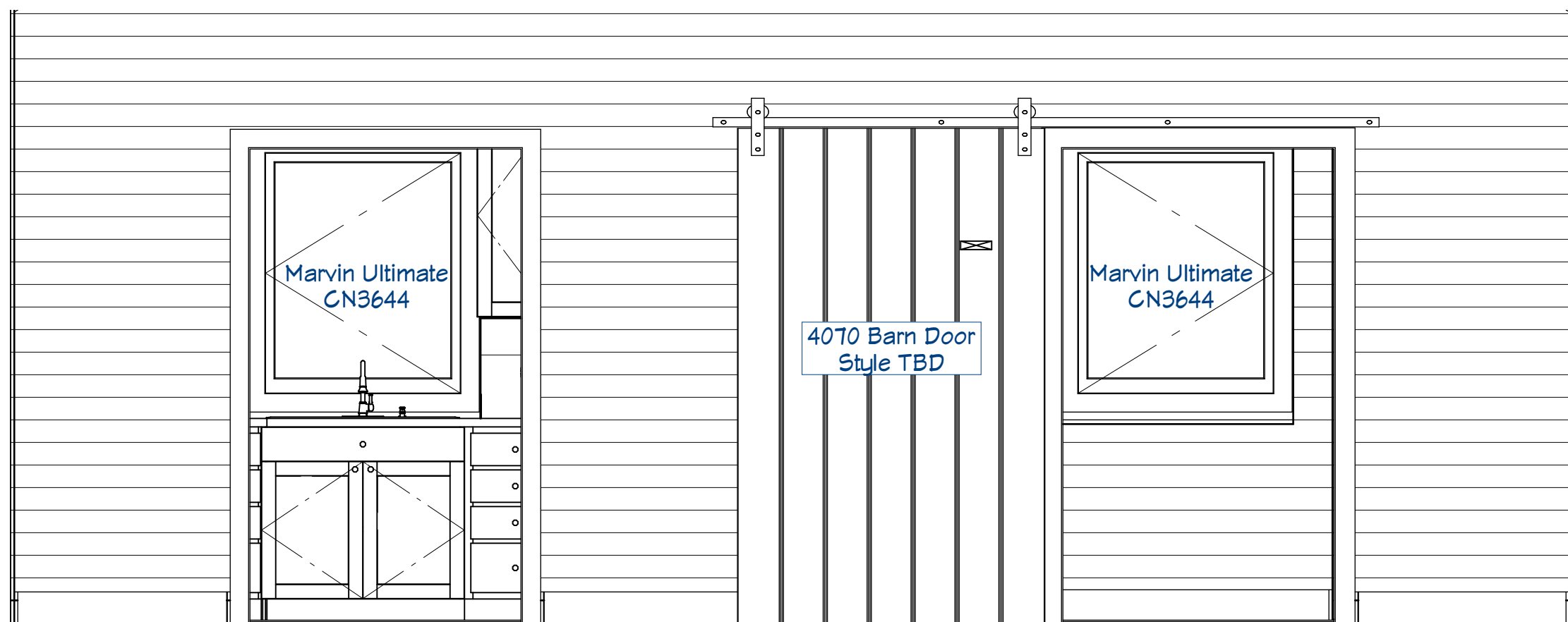
Top of Foundation  
4.0"  
Top of Slab  
0.0"  
Grade Level  
-4.0"

Bottom of Footing  
-52.0"

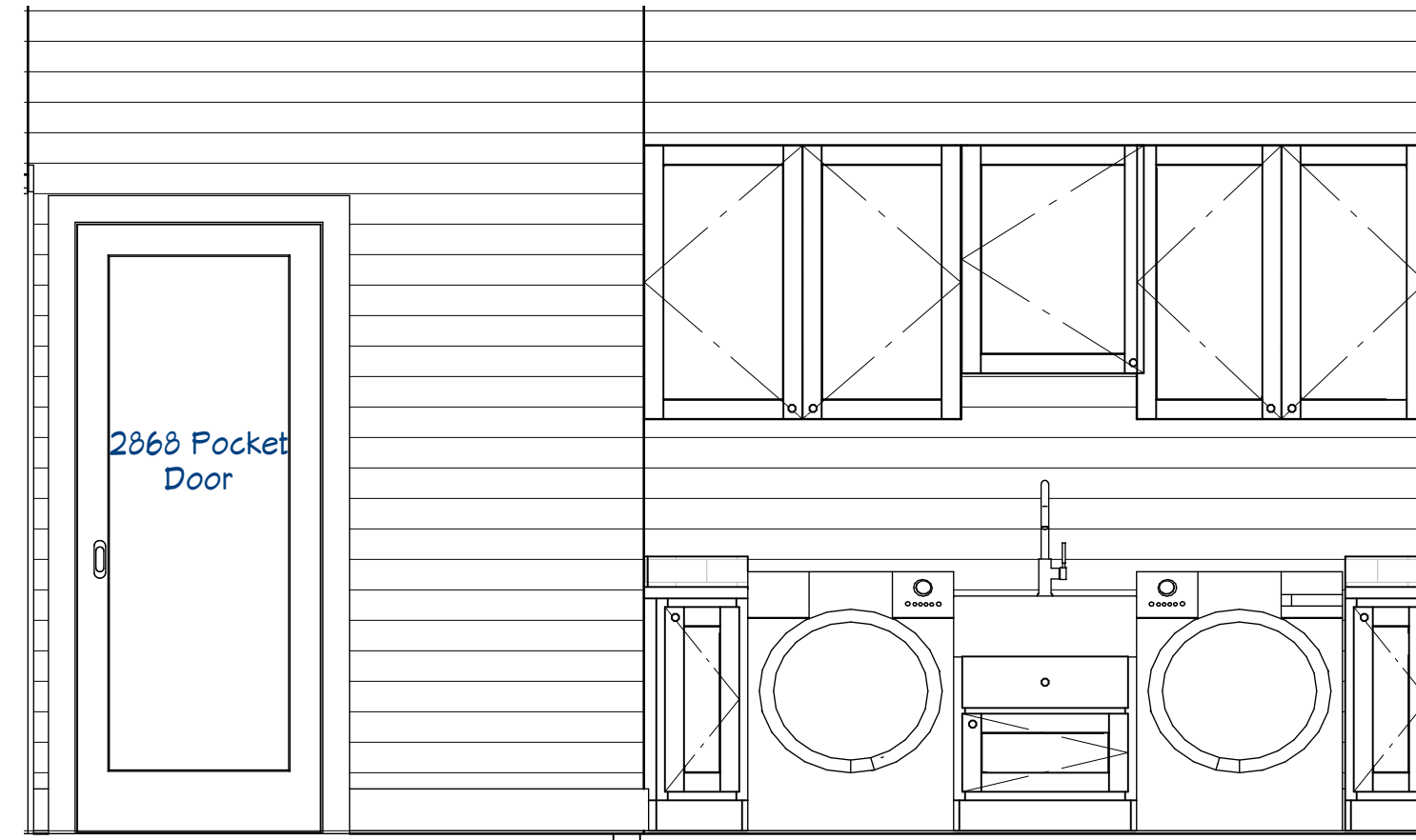


**Exterior Story Pole Elevation**

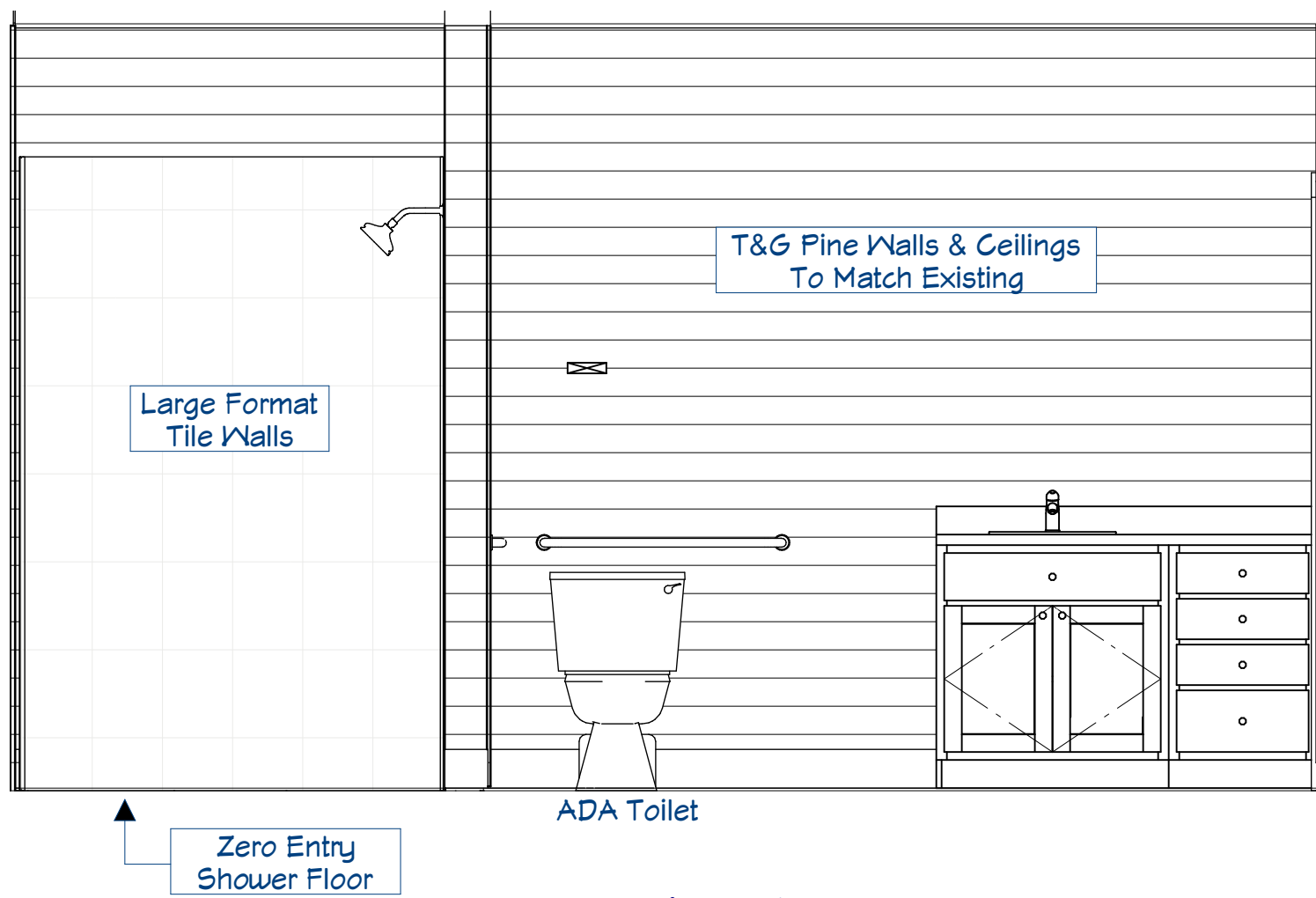




Elevation 15



Elevation 16

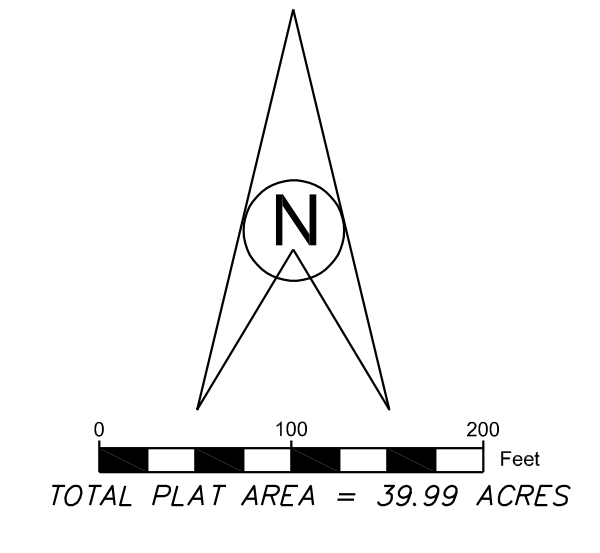


Elevation 17

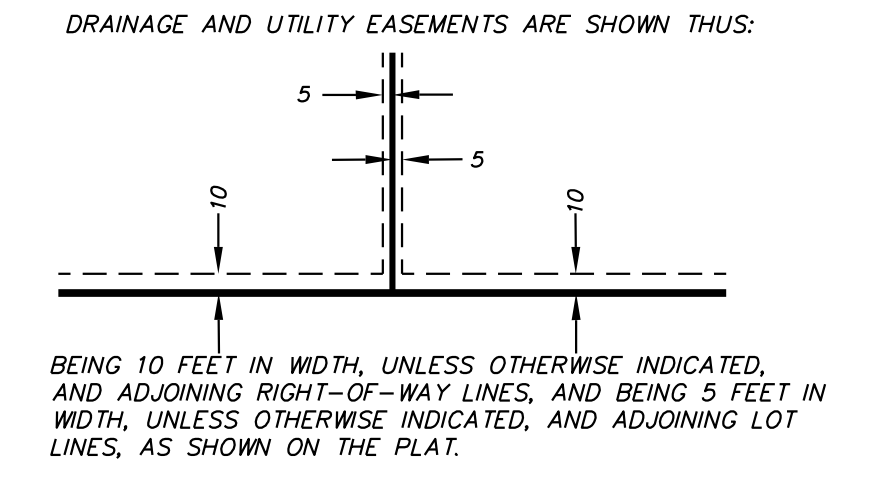


Elevation 18

# Preliminary Plat of GMACH FARM SUBDIVISION

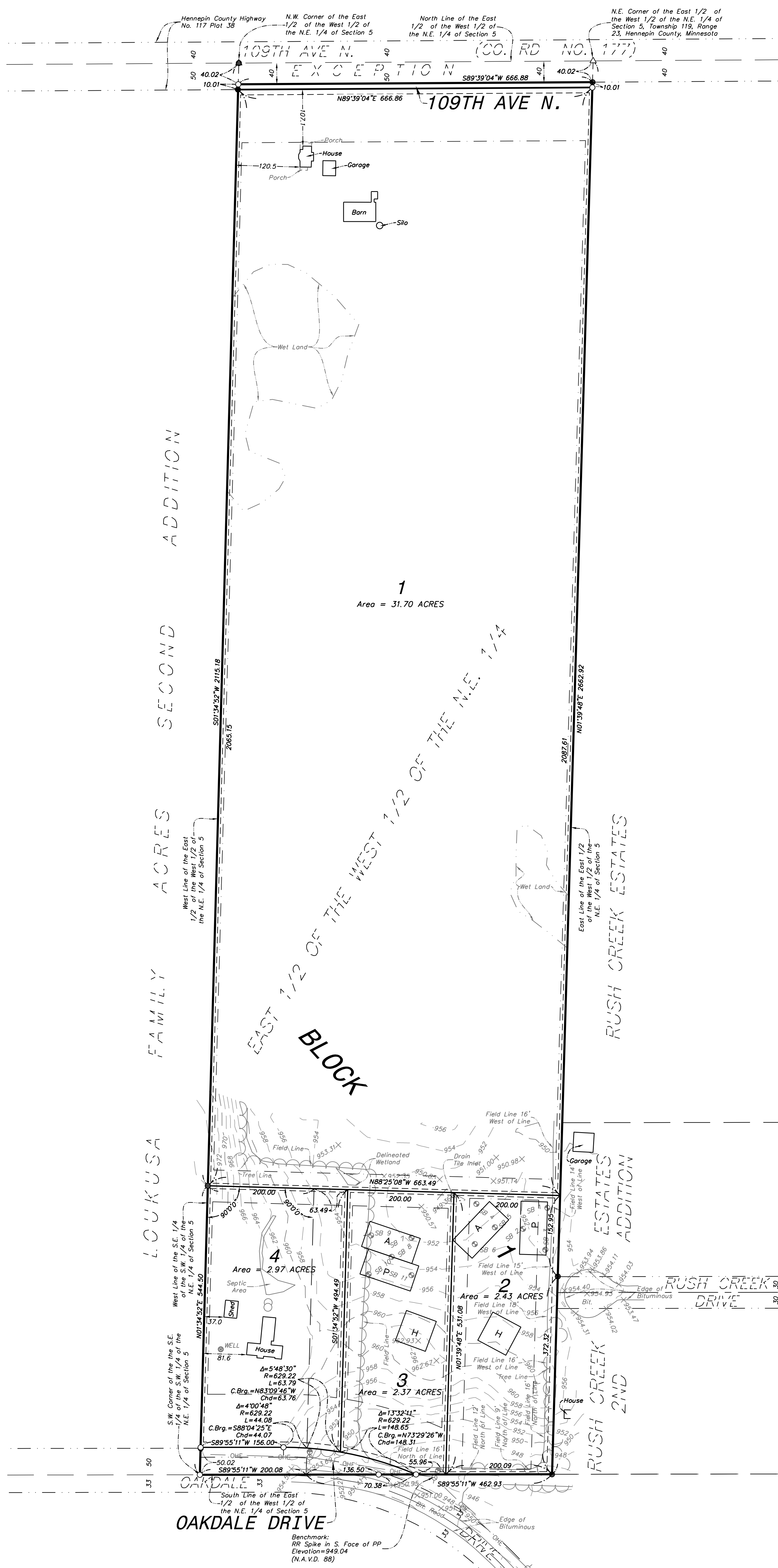
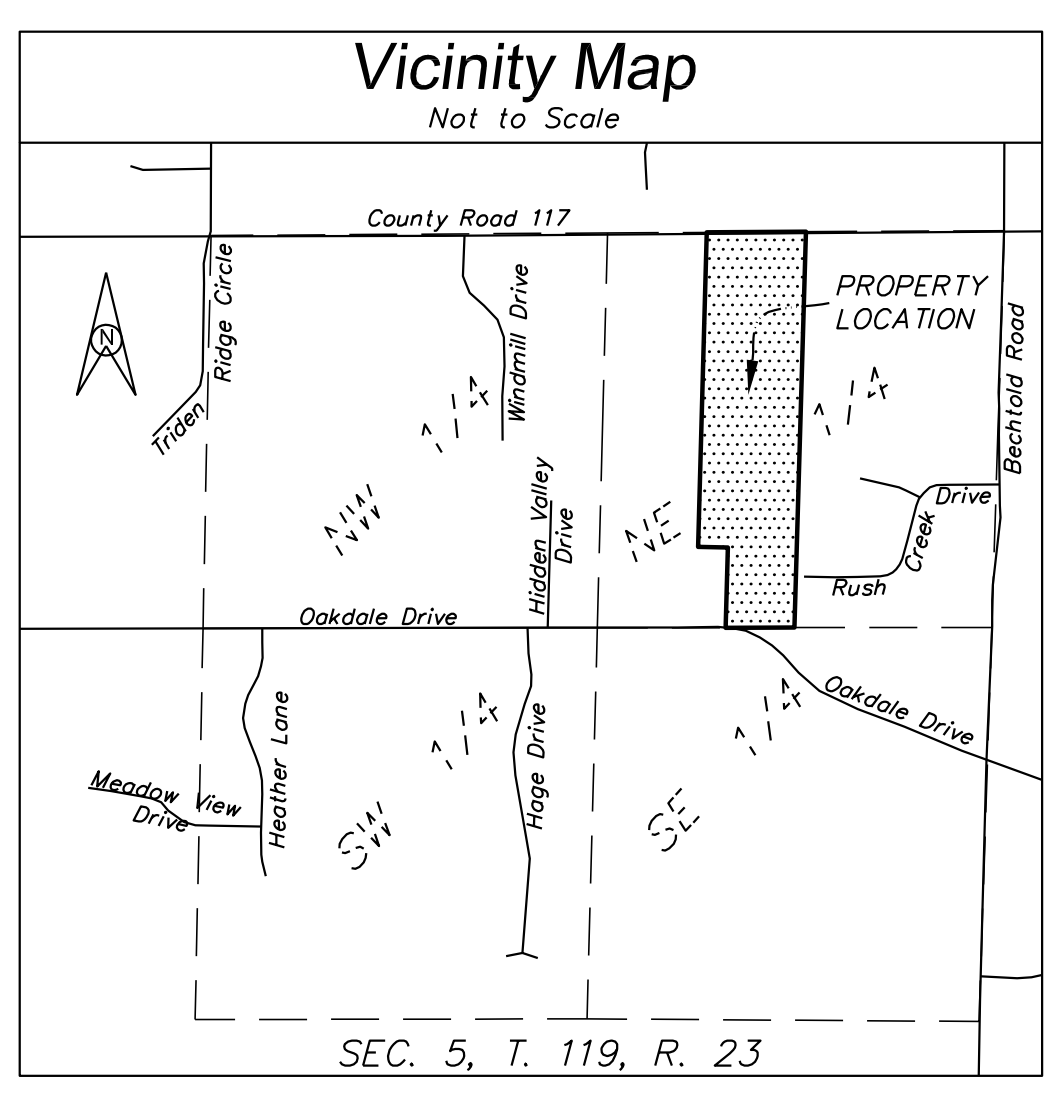


- LEGEND**
- 988 — denotes Existing Contour
  - 988.00 X denotes Existing Spot Elevation
  - ⊕ denotes Soil Boring
  - ⊙ denotes Guy Wire
  - ⊖ denotes Power Pole
  - OHE — denotes Overhead Electric Line
  - — — denotes Building Setback Line  
Front = 100' from major roadways  
= 40' from all other streets  
Side = 10'  
Rear = 30'
  - P denotes Possible Primary Septic Area
  - A denotes Possible Alternate Septic Area
  - H denotes Possible House Pad Location



Wetland Delineation completed by others

Property Description:  
That part of the East Half of the West Half of the Northeast Quarter of Section 5, in Township 119, of Range 23, Hennepin County, Minnesota, except the North 40.00 feet thereof



Preliminary Plat on part of the East 1/2 of the West 1/2 of the N.E. 1/4 of Section 5, Township 119, Range 23, Hennepin County, Minnesota.

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.

*Paul E. Otto*  
Paul E. Otto  
License #40062 Date: 8-16-17

Requested By:  
**George Gmach**

Date: 6-5-17  
Drawn By: S.O.S.  
Scale: 1"=100'  
Checked By: P.E.O.

www.ottoassociates.com  
9 West Division Street  
Buffalo, MN 55313  
(763)682-4727  
Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062
- △ denotes P.K. nail set

Project No. 17-0124

Revised:  
6-21-17 - Proposed Lot Lines - S.O.S.  
6-29-17 - Proposed Lot Lines - T.J.B.  
7-31-17 - Proposed Lot Lines - S.O.S.



# CITY OF CORCORAN

8200 County Road 116 • Corcoran, MN 55340  
763-420-2288 • www.corcoranmn.gov

## MEMO

Meeting Date: March 2, 2023

To: Planning Commission

From: Natalie Davis McKeown, Planner

Re: City Code Updates – Planned Unit Development Standards

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Updating the Planned Unit Development (PUD) ordinance was identified as a City Council priority in 2022. Staff and Council held work sessions to review the PUD ordinance on July 28, 2022, October 27, 2022, and January 26, 2023. In July, staff was directed to identify basic standards for PUDs, create a points system to aid in the review of public benefits offered by PUD proposals, as well as create a super majority (4/5) threshold for approval of all PUDs. At the October work session, staff was directed to test out the draft points system on the Tavera development and see what options there were for allowing a vote to proceed if only three Council members are seated at a meeting to avoid running up against the review deadline. During the January work session, Council and staff worked through questions pertaining to open space and the points threshold for review.

Council asked staff to bring the ordinance draft to the joint work session with the Planning Commission on February 9, 2023 to give the Commission a chance to provide feedback on the overall draft, proposed point categories to capture PUD benefits, the super majority approval requirement, and when the required neighborhood meeting should take place. An in-depth discussion was held about the proposed changes at the work session. However, the Commission was not able to provide feedback on the categories and point allotments within the proposed points system. The Council directed staff to bring the points system back for discussion with the Planning Commission at the March 2<sup>nd</sup> meeting, and then it is anticipated this feedback will be brought forward to the Council at the March 23<sup>rd</sup> regular Council meeting where additional discussion is anticipated.

### **Updates Since Joint Work Session**

### Open Space

Instead of a flat 15% open space requirement of all PUDs that include dwellings, the verbiage has been changed to require low density residential PUDs to set aside a required percentage of open space based on the proposed lot width. A table is provided in the draft ordinance for clarity.

### Neighborhood Meeting

The neighborhood meeting requirement was moved to occur after the sketch plan but before submittal of a preliminary PUD development plan application. Verbiage was added to clarify that a preliminary PUD application would not be considered complete until the neighborhood meeting is held.

### Encouragement of Larger Lot Sizes

In addition to lot widths of 72' or larger not having to set aside additional open space, a points category was added to the draft points system that awards points for every 10% of lots that exceed the minimum lot width or lot area standards of the RSF-3 district.

### **Discussion**

The City Council and staff would like the Planning Commission's discussion to focus primarily on the points system. Each point category is meant to capture a public benefit and provide a way to quantify the benefit as much as possible. The development traits the City would like to see the most should have a relatively high number of points possible as compared to other categories that may be less desirable. Staff believes it will be helpful to hear feedback from the Commission on the following questions:

1. What points categories should be adjusted in terms of the amount or how points are allotted?
2. Are there additional categories that should be added?
3. Are there categories that bring up concerns and/or be removed?
4. Are there categories or descriptions that could use additional clarity?

### **Attachments**

1. Draft Ordinance
2. Draft Points System

## 1040.140 – PUD (PLANNED UNIT DEVELOPMENT)

- Subd. 1. Purpose. In return for greater flexibility in site design requirements, the Planned Unit Development (PUD) district is expected to deliver creative community designs of exceptional quality. PUDs shall honor the rural character of Corcoran by prioritizing nature through preservation, restoration, and/or enhancement of the natural systems that sustain the City. PUDs will include a combination of public benefits such as above-average open space amenities; incorporate creative design in the layout of buildings, open space, and circulation; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure. The purpose of the PUD, Planned Unit Development District, is to promote creative and efficient use of land by providing design flexibility. A PUD can be used in the development of residential neighborhoods and/or nonresidential areas in a manner that would not be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity.
- Subd. 2. Intent. The intent of this district is to include most of the following:
- I. Provide for the establishment of PUD districts in appropriate settings and situations to create or maintain a development pattern that is consistent with the City's Comprehensive Plan.
  - II. Potentially Allow for the mixing of land uses within a development when such mixing of land uses is determined to be compatible with the surrounding area and could not otherwise be accomplished under the existing zoning and subdivision regulations.
  - III. Provide for variations to the strict application of the land use regulations to improve site design and operation, while at the same time incorporating design elements, ~~e.g. construction materials, landscaping, lighting, etc.~~, that exceed the City's standards to offset the effect of any variations. Desired design elements may include the following: innovative design, integration of historical or rural structures and design elements, utilization of new technologies in building design, special construction materials, additional landscaping, creating parking and pedestrian connections, stormwater management, pedestrian-oriented design, or transitions to residential neighborhoods.
  - IV. Promote more creative and efficient approach to land use within the City, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the City.



- V. Preserve and enhance natural features, ~~and~~ open spaces, trees, and scenic views.
- VI. Maintain or improve the efficiency of public streets and utilities.
- VII. Ensure appropriate transitions between differing land uses.
- VIII. Ensure high quality of design and designs that are compatible with surrounding land uses, including existing and planned.

Subd. 3. ~~Application Applicability.~~ A PUD district shall not be established for parcels guided in the Comprehensive Plan for Rural/Ag Residential and Rural Service/Commercial, except where allowed for an Open Space Preservation Plat. ~~It will be used in areas guided Mixed Use or Mixed Residential on the Land Use Plan and in other areas where~~ A PUD district can be established for parcels guided in the Comprehensive Plan as any other land use designation than those stated above when the City finds that the proposal meets the intent of ~~this~~ the PUD district.

Subd. 4. Allowed Uses. ~~All permitted uses, permitted accessory uses, conditional uses, and interim uses contained in the underlying zoning districts shall be treated as potentially allowable uses within a PUD district. Uses within the PUD will generally be limited to those uses considered associated with the general land use category shown for the area on the City's Comprehensive Plan.~~

A. Low Density Residential. PUDs located on land that is guided for existing and low density residential shall be limited to permitted and accessory uses in addition to uses allowed by conditional, interim, and/or administrative permit as contemplated with the following single-family residential districts: RSF-1, RSF-2, and RSF-3.

B. Presumption of Underlying Zoning District.

I. PUDs located on land that is guided as one of the land use designations in the table below will be presumed to include permitted and accessory uses in addition to uses allowed by conditional, interim, and/or administrative permits of the underlying zoning district(s) associated with the land use designation.

<u>Land Use Designation in Comprehensive Plan</u>	<u>Underlying Zoning District</u>
<u>Medium Density Residential</u>	<u>RMF-1</u>
<u>Mixed Residential</u>	<u>RMF-2</u>
<u>High Density Residential</u>	<u>RMF-3</u>

<u>Mixed Use</u>	<u>GMU and DMU</u>
<u>Commercial</u>	<u>C-1 and C-2</u>
<u>Business Park</u>	<u>BP</u>
<u>Light Industrial</u>	<u>I-1</u>
<u>Public/Semi-Public</u>	<u>PI</u>

II. Additional uses not contemplated in the underlying zoning district may be approved by Ordinance if the Council determines such uses to be compatible with the intent of the underlying zoning district.

C. Mixed Use. PUDs located on land guided as mixed use are expected to include a combination of residential and commercial uses.

Subd. 5. **Presumptive Performance Standards. Lot Dimensions, Setbacks and Building Heights.** The district regulations (e.g., minimum lot dimensions, building height, and building coverage ratio) of the most closely related underlying zoning district shall be considered presumptively appropriate, but may be departed from to accomplish the purpose and intent described in this Section.

Subd. 6. **Design Standards.** The PUD plan establishes the requirements for a PUD and shall govern land uses and design. The following is a list of minimum standards required of PUDs:

A. Appropriate Integration. PUDs shall be appropriately integrated into existing and proposed surrounding development. This does not mean the PUD reflects the specific standards of the surrounding area such as lot size, density, setbacks, or design. While integration may be achieved through such standards, it may also be achieved through continuation of existing land use types, architectural transitions, landscaping buffering, or other means.

B. Variety and Enhanced Design. Since PUDs are expected to exceed standards, most residential PUDs should include a wide variety of styles. Style refers to the exterior image and footprint, not the floor plan. Where a wide variety of styles does not make sense, the PUD should include enhanced building design that exceeds underlying standards.

I. PUDs with detached homes must provide house elevations for approval. There should be no less than 5 styles of detached homes.

II. PUDs with attached homes (not including apartment buildings) must include no less than 2 styles.

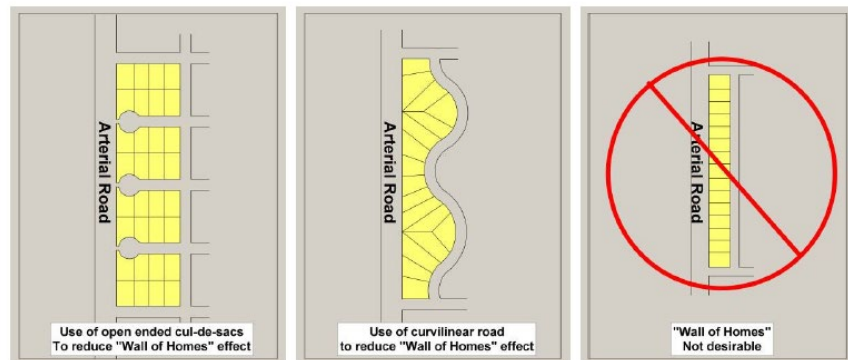
III. For PUDs without a residential component, applicants must provide material boards with renderings for design evaluation.

C. Open Space. A low density residential PUD shall provide a percentage of the project area as open space based on the requested lot width minimum as shown in the subsequent table. If the PUD is to be developed in phases, the applicant must include the entire site in the plat of the first phase of development and designate as open space. Open space is a landscaped area of areas available for the common use of and is accessible by all residents or occupants of the buildings within the PUD. Open space shall consist of upland and be calculated on a net basis which excludes private yards, private streets from back of curb to back of curb, public rights-of-way, or any other non-recreational impervious surface area. Areas within easements shall be used in calculating open space unless the easement is over an inaccessible space such as wetlands or stormwater ponds. The calculation will be based off the net pre-development area. Dedicated parkland shall not be used in calculating open space for a development if it is anticipated in the 2040 Comprehensive Plan. The applicant shall be required to submit an open space plan along with the PUD development plan. The open space plan will illustrate the use and/or function of the open space area or areas. The open space plan shall include any proposed improvements and/or design of the open space area.

<b><u>Proposed Lot Width</u></b>	<b><u>Required Open Space</u></b>
<u>72' or more</u>	<u>0%</u>
<u>Less than 72' - 65'</u>	<u>7%</u>
<u>Less than 65' - 55'</u>	<u>12%</u>
<u>Less than 55'</u>	<u>15%</u>

- D. Perimeter Buffer. PUDs shall provide a landscaping buffer to screen homes from arterial and major collector roads.
- E. Public Accessibility. When a PUD includes natural features such as creeks, streams, ponds, and lakes, the PUD shall provide public access to these features.
- F. Discretionary Standards. In addition to the above standards, the City Council may impose such other standards for a PUD project as are reasonable and as the Council deems are necessary to protect and promote the general health, safety, and welfare of the community and surrounding areas.
- G. Prohibited Features and Modifications.

- I. The City will not grant side setbacks that result in less than a 15-foot minimum required separation between two detached dwellings.
- II. PUDs with detached homes shall be designed to avoid interior perimeter roads that are parallel to arterial roadways. Roadways should be curvilinear wherever feasible with a variety of building orientation along arterial roadways.



- III. PUDs cannot request flexibility from meeting the minimum required screening and/or buffering standards otherwise required in the Zoning Ordinance unless the applicant can show there is a site constraint out of their control that justifies a deviation from these requirements, proposes an alternative screening method that will meet the intent of the requirements, and/or proposes relocating screening methods to a more beneficial location within the development.

Subd. 7.

**PUD Benefits.** PUDs are expected to provide a combination of public benefits in exchange for flexibility in Zoning Ordinance requirements.

- A. All new PUDs of 30 or more acres that have not submitted a PUD sketch plan for City Council review prior to [date of adoption] shall be reviewed by staff against Corcoran's PUD Point System hereby made a part of this Section. Projects of 30 acres or more must receive a minimum score of 75% of the applicable and attainable points for the project in order for staff to forward the project to the Planning Commission and City Council with a recommendation of approval. A score of 75% or higher does not guarantee City Council approval. The City Council shall use their statutory discretion in determining approval or denial of the PUD rezoning request.
- B. An applicant may petition for credit of a proposed PUD benefit that is not captured by Corcoran's PUD Point System and is not otherwise required in the underlying zoning district. If the petition is granted, the PUD benefit shall only be allotted up to 10 points.

- C. Projects less than 30 acres shall provide at least three public benefits contemplated within Corcoran’s PUD Point System in order for staff to forward the application to the Planning Commission and City Council with a recommendation of approval. Compliance with this standard does not guarantee City Council approval, and the City Council may use their statutory discretion in determining approval or denial of the PUD rezoning request. An applicant may petition for credit of a proposed PUD benefit that is not captured by Corcoran’s PUD Point System. If the petition is granted, the remaining two PUD benefits must be based on the PUD Point System.
- D. A PUD that offers tree preservation as a public benefit will be required to replace any removed trees that were intended for preservation on a 1:1 caliper inch basis.

Subd. ~~68~~. **Processing Procedures.** The general sequence for application, review and action on a PUD shall be according to the following procedures:

**A. Pre-application Conference**

Prior to filing of an application or submittal of a sketch plan the applicant shall arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area and its conformity to the provisions of this district prior to incurring substantial expenditures in the preparation of plans, surveys, and other data.

**B. PUD Sketch Plan**

Prior to filing a preliminary PUD development plan application, the applicant shall submit a sketch plan of the project to the Zoning Administrator prior to submission of a formal application. The Zoning Administrator shall refer the sketch plan to the City Council for discussion, review and informal comment. Any opinions or comments provided to the applicant shall be considered advisory only and shall not constitute a binding decision on the request.

The purpose of the sketch plan is to inform the City of the applicant’s intentions and to inform the applicant as to the general acceptability of the proposal before extensive costs are incurred.

The PUD Sketch Plan shall be conceptual in nature but shall be drawn to scale and shall contain at a minimum the following:

1. Location map showing the location within the City and more detailed locations on half-section plat maps showing all perimeter property lines.
2. Aerial photograph of the area.
3. General location of all identified natural resources and wetland inventories on and abutting the premise.
4. General location of existing and proposed structures.
5. Tentative access, circulation and street arrangements, both public and private.
6. Amenities to be provided such as recreational areas, open space, walkways, parking, landscaping, etc.
7. A representative example of the style of structures to be constructed.
8. Proposed public sanitary sewer, water and storm drainage.
9. A general statement of concept, identifying the intent of the project and compatibility with the surrounding area.
10. Extent of and any proposed modifications to land within the Overlay Districts as described and regulated in Section 1050.
11. Any other items as may be deemed necessary by City staff.

*(Ord. 286, passed 9-25-14)*

**C. Neighborhood Meeting**

Prior to filing an application or submittal of a preliminary PUD plan, the applicant shall arrange and conduct a neighborhood meeting with notice provided to property owners within at least 350 feet of the desired site's perimeter. The primary purpose of this meeting shall be to provide information on a proposed development to surrounding neighborhoods and allow feedback to be provided and incorporated early in the process. An application for a preliminary PUD development plan will not be considered complete until after a neighborhood meeting is held.

**D. Preliminary PUD Development Plan**

The purpose of the preliminary PUD development plan is to establish the intent, density, and intensity of the proposed development. Upon receipt of the complete application for rezoning to PUD and the preliminary PUD

development plan, the item shall be scheduled for a public hearing at the Planning Commission. The Planning Commission shall conduct a public hearing in accordance with the provisions of the City's Code. Upon due consideration, the Planning Commission shall make a recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the rezoning request and preliminary PUD development plan. At this meeting the City Council shall receive the recommendation from the Planning Commission and a report from the City Staff. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If a preliminary development plan has been denied by the City Council, the owner or applicant may not reapply for the same or similar on the same property for a six (6) month period following the date of the denial.

#### **E. Final PUD Development Plan**

The applicant shall submit a final PUD development plan to the City. The Planning Commission shall review the final plan in accordance with the provisions of this Section. The Planning Commission shall review the application to ensure that the proposed final PUD development plan is in substantial conformance with the approved preliminary PUD development plan. Upon due consideration the Planning Commission shall make their recommendation to the City Council.

Following the Planning Commission recommendation, the City Council shall consider the final development plan. Upon due consideration the City Council shall approve, disapprove, or approve with specified modifications and/or conditions by majority vote.

If the applicant desires, and the City Council concurs, the preliminary and final development plans may be processed concurrently, provided all items required for both applications are submitted.

The rezoning of the property defined in the development plan shall not become effective until such time as the City Council approves an ordinance reflecting said amendment, which shall take place at the time that the City Council approves the final development plan.

Subd. ~~7~~ 9. Required Findings. The Planning Commission and the City Council shall find the following prior to the approval of a preliminary development plan or final development plan:

A. The planned development is not in conflict with the Comprehensive Plan.

- B. The planned development is not in conflict with the intent of the underlying zoning district and is compatible with surrounding land uses.
- C. The planned development is not in conflict with other applicable provisions of the City's Zoning Ordinance.
- D. The planned development or unit thereof is of sufficient size, composition, and arrangement that its construction, marketing, and/or operation is feasible as a complete unit without dependence upon any other subsequent unit or phase.
- E. The planned development will not create an excessive burden on parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the planned development.
- F. The planned development will not have an undue and adverse impact on the reasonable enjoyment of the neighborhood property.
- G. The quality of the building and site design proposed by the PUD plan shall substantially enhance the aesthetics of the site, shall demonstrate higher standards, more efficient and effective uses of streets, utilities and public facilities, it shall maintain and enhance any natural resources within the development, and create a public benefit that is greater than what would be achieved through the strict application of the primary zoning regulations.

Subd. 8 10. Preliminary Development Plan Content. The intent of the preliminary development plan is to allow City review of site plan and general development issues, without the need for detailed architectural plans. The applicant shall submit preliminary development plans which include the following:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1" = 100' scale which indicates topography in two-foot contours; building outlines; location of significant vegetation; water bodies and wetlands; location of streets, drives and parking areas; and other significant features.
- C. A site plan showing all proposed structure and building locations including signs. Plans shall note structure height, general architectural design features and anticipated exterior materials.



- D. A preliminary circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access and screening for receiving material and trash removal.
- E. Preliminary drainage, grading, utility and erosion control plans.
- F. A concept landscaping plan illustrating preservation of existing vegetation, and new landscaping and buffer areas.
- G. A written report which describes the proposed uses, indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, and statement of which primary zoning district provisions are being modified by the planned development.
- H. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of "Commercial" guiding and three acres of "Medium Density Residential" guiding could be developed with 70 percent of the land area commercial and 30 percent of the land area at the Medium Residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.
- I. Any other information deemed necessary by the City Staff in order to evaluate plans.
- J. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- K. Five copies of the above information shall be submitted on 24 x 36 inch sheets.
- L. For City initiated rezonings to Planned Unit Development District, the preliminary development plan may consist of any information deemed necessary to identify and protect the public interest.

Subd. **9 11**. Final Development Plan Content. The final development plan shall include all of the information required for submission of the preliminary development plan plus architectural plans, detailed site, landscaping, grading and utility plans and all additional information which was requested by the planning commission as a result of its review of the preliminary plan. The final plan shall incorporate all recommendations of the planning commission and City Council, or shall indicate how the final plan fails to incorporate the

commission's recommendations. The final plan shall also include and reflect all changes in preliminary plan data since the submission of the preliminary plan. The applicant shall submit final development plans which include the following information:

- A. A location map which indicates existing and future land uses.
- B. Maps of existing and proposed site features and uses at a minimum scale of 1" =100' scale which indicate topography in two-foot contours; building outlines; location of significant vegetation; location of streets, drives and parking areas; and other significant features.
- C. Detailed drawings of all proposed structure elevations, including scaled elevations and exterior building materials of all buildings and signs. Samples of all proposed materials which will be used on the exterior of structures may be required with the elevation drawings.
- D. Proposed floor plans for all floor levels of multi-family and non-residential buildings, including locations of electrical, mechanical and gas metering equipment, and storage areas for trash and recyclable materials.
- E. A landscape plan indicating tree, shrub and ground cover species, size, provisions for plant material watering.
- F. A final circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access for receiving and trash/recycling removal.
- G. A lighting plan showing foot-candle levels, luminaire location, fixture type and height.
- H. Rooftop equipment and screening plan and elevation drawings of rooftop equipment and screening of views from adjacent streets and property.
- I. A final drainage, grading, utility, and erosion and sedimentation control plan. Such plans shall comply with the requirements of this Ordinance.
- J. Identification and delineation of all wetlands on the site including preservation and filling and mitigation.
- K. A written report which completely describes the proposal and indicates covenants or agreements which will influence the use and maintenance of the proposed development, describes the analysis of site conditions and development objectives which has resulted in the planned development proposal, describes any changes from the approved preliminary

development plan, and statement of which primary zoning district provisions are being modified by the planned development.

- L. A shift of density or intensity of the plan, if applicable. For example, a ten-acre site with seven acres of “Commercial” guiding and three acres of “Urban Residential” guiding could be developed with 70 percent of the land area commercial and 30 percent of the land area at the urban residential density identified in the Comprehensive Plan. This type of shift would only be allowed as part of a PUD and the location of uses within the site would be determined as part of the PUD process. This implementation technique would not require an amendment to the Land Use Guide Plan Map.
- M. Any other information deemed necessary by the City Staff in order to evaluate plans.
- N. Twenty copies of the above information shall be submitted no larger than 11 x 17 inches.
- O. Five copies of the above information shall be submitted on 24 x 36 inch sheets.

Subd. ~~10~~ 12. Performance Guarantees

- A. The City Council shall require the owner and developer of a PUD to execute a development agreement which may include, but not be limited to, the approved development plan, conditions of approval, association and maintenance agreements, and a timetable for construction.
- B. The City Council shall require an applicant for PUD rezoning/development plan to provide a financial guarantee in accordance with Section 1070.050 of this Chapter to ensure that the development will be executed in performance with the approved final PUD development plan.
- C. The City Council is empowered to require that all required improvements be constructed and completed prior to the issuance of any occupancy permits.
- D. Construction of each PUD development shall be commenced within one year after the effective date of the PUD rezoning by the City Council. Upon good cause shown, the City Council may extend the time for one additional year. If construction is not commenced within these time periods, any building permits issued for the PUD shall be void and the Planning Commission may initiate proceeding to rezone the subject property.

E. Any building permit issued for construction pursuant to PUD rezoning shall be valid only so long as there is compliance with the final development plan as accepted by the City Council.

Subd. ~~11~~ 13. Changes To Final Development Plans. Minor changes to final development plans adopted by the City Council may be approved by the City Administrator, provided that the changes do not involve the following:

- A. Increase in floor area of structures or number of dwelling units.
- B. Change in exterior building material.
- C. Alteration of any condition attached or modification to the final development plan made by the City Council.
- D. A major change to a final development plan which is at variance with any standards of the City Code or is less restrictive than any conditions of approval for the initial final development plan, shall require approval by a majority vote of all members of the City Council.

*(Ord 348, passed 05-25-17, Ord. 378, passed 09-13-18)*

## **SECTION 1070 – ADMINISTRATION, PERMITS AND PROCEDURES**

### **1070.010 – ZONING AMENDMENTS (TEXT AND MAP)**

- Subd. 1. Procedure. An application for an amendment to the Zoning Ordinance or Zoning Map shall be approved or denied, pursuant to Minnesota Statutes 15.99. Additional City requirements are as follows:
- A. Request for rezoning (text or map) shall be filed with the Zoning Administrator on an official application form. A non-refundable fee as set forth in the City Code shall accompany such application. Detailed written and graphic materials, the number and size as prescribed by the Zoning Administrator, fully explaining the proposed change, development, or use, shall also accompany such application. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified information requirements.
  - B. Upon completion of preliminary staff analysis of the application and request, the Zoning Administrator, when appropriate, shall set a public hearing following proper hearing notification. The Planning Commission shall conduct the hearing and report its findings and make recommendations to the City Council.
  - C. Notice of said hearing shall be mailed to all owners of land within 350 feet of the boundary of the property in question. This provision shall not apply in the case of a rezoning if the amendment affects an area greater than five (5) acres pursuant to Minnesota Statutes §462.357.
  - D. Failure of a property owner to receive said notice(s) shall not invalidate any such proceedings as set forth within this Chapter.
  - E. Notice of said hearing shall also be published in the official newspaper at least 10 days prior to the hearing and consist of:

1. Legal property description.
  2. Description of request.
  3. Map detailing property location.
- F. The Planning Commission and City staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning operational factors, said information to be declared necessary to establish performance conditions in relation to all pertinent sections of this Chapter.
- G. The applicant or a representative thereof may appear before the Planning Commission in order to present information and answer questions concerning the proposed request.
- H. The Planning Commission shall make findings of fact and a recommendation on the request. Such recommendations shall be accompanied by the report and recommendation of the City staff.
- I. The City Council shall not act upon an amendment until they have received a report and recommendation from the Planning Commission and the City staff.
- J. Upon receiving said reports and recommendations of the Planning Commission and the City staff, the City Administrator shall schedule the application for consideration by the City Council. Such reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.
- K. Upon receiving said reports and recommendations, the City Council shall have the option to set and hold a public hearing if deemed necessary.
- L. The applicant or a representative thereof may appear before the City Council in order to present information and answer questions concerning the proposed request.
- M. For any application that changes all or part of the existing classification of a zoning district from residential to either commercial or industrial, approval shall require passage by a two-thirds vote of the full City Council. Approval of any other proposed amendment shall require passage by a majority vote of the full Council.
- N. For any application requesting a rezoning to a Planned Unit Development District, approval shall require passage by a four-fifths vote of the seated

City Council at the time of the vote. Approvals of a proposed amendment shall require passage by a majority vote of the seated Council. A vote that fails due to failure of requisite votes is deemed a denial.

- O. The amendment shall not become effective until such time as the City Council approves an ordinance reflecting said amendment.
  
- P. Whenever an application for an amendment has been considered and denied by the City Council, the Planning Commission or City Council shall not consider a similar application for an amendment affecting substantially the same property again for at least 6 months from the date of its denial. A subsequent application affecting substantially the same property shall likewise not be considered again by the Planning Commission or City Council for an additional 6 months from the date of the second denial unless a decision to reconsider such matter is made by not less than a majority of the full City Council.

## Corcoran PUD Points System

### 1. Placement of uses so as to integrate with adjacent uses.

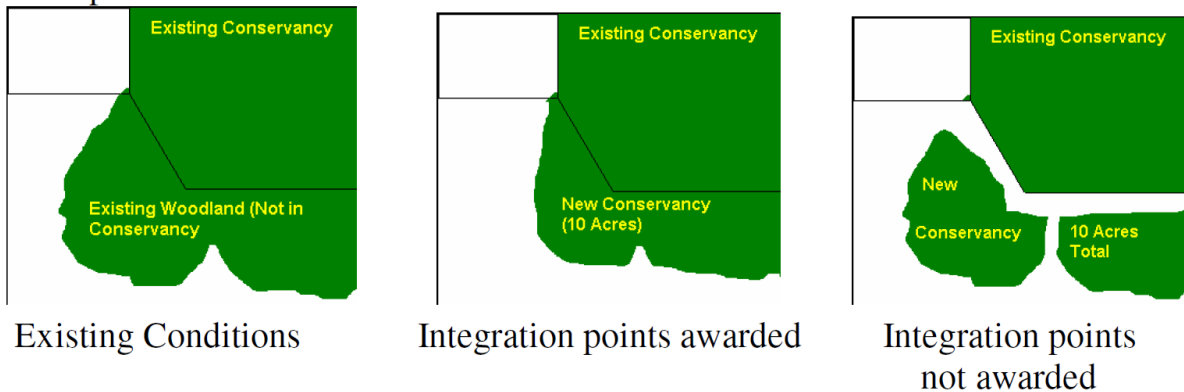
Purpose: To reward developments that make connections to adjacent properties and uses.

Criteria: Points will be awarded if there is an opportunity to connect adjacent uses and such connections are made. If no opportunities exist, the category will be eliminated.

*25 points maximum* for the following:

- *5 points* will be awarded for placing features, such as private parks and conservation areas, contiguous to existing or planned private parks or conservation areas (as long as there was a choice to put it somewhere else.)
- *10 points* will be awarded if there are no restrictions for public access to these areas. Public parks are not eligible.
- *5 points* will be awarded if there is a conscious effort to link the neighborhood to public or semi-public uses (schools, religious institutions, etc.).
- *5 points* will also be awarded for developers who give adjacent development the opportunity to link to the development in question.

Example:



### 2. Collaboration with adjoining landowner(s).

Purpose: To encourage an open dialogue between many landowners.

Criteria: Points will be awarded on a case-by-case basis when collaboration is demonstrated.

*10 points maximum*

Applicants must host a neighborhood meeting early in the process as part of the PUD process. Applicants will get collaboration points if they demonstrate that they incorporated feedback and continued ongoing discussions in an effort to work with neighboring property owners to create a more unified plan for the larger neighborhood. Collaboration may also offer a better chance to gain points in other categories.

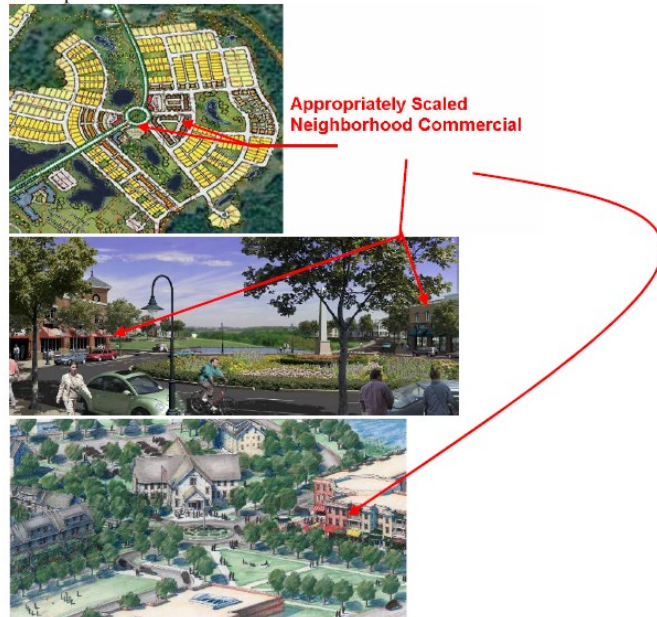
### 3. Appropriately located neighborhood scale commercial/office uses.



Purpose: To reward developments that provide small scale commercial/office uses.

Criteria: Points will be awarded on a case-by-case basis. Category will be considered on a very limited basis. This category is typically not applied to land guided as low-density residential in the City's Comprehensive Plan; however, consideration will be given to appropriately located non-residential uses contemplated in RSF-1, RSF-2, or RSF-3 (e.g., daycare facilities, educational facilities, and places of worship).

Examples:



*10 points maximum*

#### 4. Percentage of units within ¼ mile of an identifiable neighborhood focal point.

Purpose: Encouragement to give new neighborhoods a unique identity and to serve as an ordering device.

Criteria: Percentage of units / 2



*50 points maximum*

Examples include the following: parks, greens, squares, monuments, historic structures (silos, barns, granaries, foundations, community gardens, etc.).



#### 5. Distribution of attached units.

Purpose: Encourage smaller clusters of attached units.

Criteria: Points = (50 - A)

A = the largest percentage of attached units in any one group.

**40 points maximum**

Example: If there are 100 attached units in a project, and the largest group has 30 units in it, then 20 points would be awarded.

Under this criterion, a PUD must have at least 3 groups of attached units to get any points.

**6. Creation of open space using multi-story buildings.**

Purpose: Promote the creation of open using multi-story buildings.

Criteria: Points will be awarded if it was demonstrated that the applicant had purposefully used multi-story buildings for the purpose of creating open space.

**10 points maximum**

This criterion wouldn't apply to PUDs for land guided as existing residential or low density residential in the City's Comprehensive Plan.



**7. Visual Termini**

Purpose: Encourage the placement of monuments, statues, gazebos, or other landmarks at the end of streets.

Criteria: Points will be awarded if visual termini are provided.

**5 points maximum**



**8. Attached units are embedded.**

Purpose: Reduce the amount of attached units visible from major roadways.

Criteria: Points = (50 – A) / 2

Where A = (% of the perimeter roadway in linear feet with attached units).

*25 points maximum*

Examples: A development has 1,000 linear feet of arterial roadway and 200 feet of the arterial roadway has attached units adjacent to it.

“A” = 20 so

$$\text{Points} = (50 - 20) / 2 = 15$$

Only areas where there is an opportunity to build units will be included in the total perimeter measurement. Wetlands or otherwise unbuildable areas will not be included.

Attached units are not considered to abut the ROW if there is an outlot or feature between them and the ROW of the area is landscaped and/or has a setback exceeding 60 feet.

If the percentage of ROW with abutting attached units is over 50%, the development will get zero points in this category.

This criterion is only applicable to proposals with land guided as low-density, medium-density, or mixed residential and detached units are a component of the proposed development. Areas guided for high-density and mixed use are not subject to this criterion.

**9. Exceptional landscaping to buffer homes major roads.**

Purpose: Buffer homes from major roadways.

Criteria: Score will be based on criteria below:

- At least 70% evergreen trees but no more than 85% (10 points)
- Undulating berms (10 points)
- Decorative open fencing (10 points)
- Understory trees and shrubs (10 points)
- All vegetation must be salt tolerant. (10 points)
- Retention of existing woods may qualify as well and can be awarded up to 10 bonus points in this category.



*50 points maximum*

**10. Percentage of units within 1,000 feet walk from a park.**

Purpose: Promote location of parks within a short walk from people's homes.

Criteria: Percentage / 10

*10 points maximum*

Measured along roadways and/or trails.

### **11. Internal Trail Connections**

Purpose: Encourage the creation of off-road trails within a neighborhood.

Criteria: Points will be awarded for the creation of internal trails to provide pedestrian and/or bicycle movement within a development.

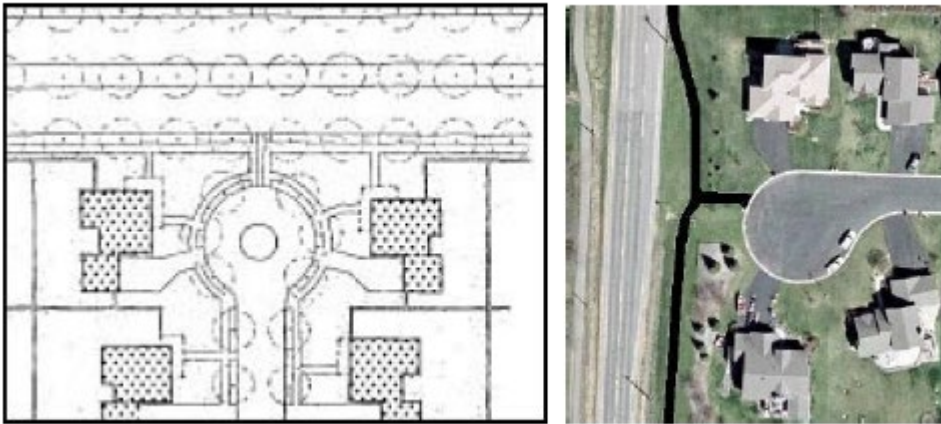
*10 point maximum*

### **12. Cul-de-sacs are open ended**

Purpose: Foster the creation of pedestrian and bicycle connections or trail systems along arterial and collector roadways.

Criteria: Points = (% of cul-de-sacs that are open ended) / 20

*5 points maximum*



*Cul-de-sac with a trail connection to the arterial at the end.*

### **13. Open Space is consolidated and usable.**

Purpose: Create open space areas that can be usable to the neighborhood, either passively or actively.

Criteria: Points will be awarded based on the following guidelines:

- Buildings should be organized around the open space.
- Open space should be a framing and organizing feature.
- Open space should be accessible to the local population (within the neighborhood).

- Open space should be designed in such a way that it doesn't appear like it is someone's backyard.
- Stormwater ponds should be incorporated as a design feature.
- 5 bonus points will be provided if the applicant commits to privately owned open space being made accessible and usable to the public.

*25 points maximum with 5 bonus points possible.*



**14. Open space is connected with green (natural) corridors.**

Purpose: Connect open spaces and reduce the occurrence of isolated open space areas.

Criteria: Points will be awarded for linking open space areas with natural corridors.

*10 points maximum*

Combining open space areas, trails, and storm ponds is a good way to get points in this category.

**15. Viable open space master plan is created.**

Purpose: Encourage developers to create a unified open space plan for their proposed neighborhoods and to use that open space as an organizing device for the neighborhood.

Criteria: Points will be awarded for providing a plan that highlights open space areas and the pedestrian corridors and connections between them.

*5 points maximum*

**16. Natural resources and features are retained.**

Purpose: Encourage the preservation significant or unique natural resources and/or topographical features if they exist.

Criteria: Points will be awarded if significant and unique natural features are retained. (Examples include trees, ravines, hilltops)

*20 points maximum*

**17. Extensive internal landscaping.**

Purpose: Encourage a larger amount of landscaping than required by code.

Criteria: (% of landscaping units above minimum) / 10

*10 points maximum*

Examples: 100 units required, 120 units provided = 2 points

### **18. Use of native plants in landscaping.**

Purpose: Use vegetation that is better adapted to our climate to reduce water consumption and required maintenance.

Criteria: Points will be awarded if landscaping incorporates appropriate use of native plants.

*5 points maximum*

### **19. Existing rural structures are retained and/or reused**

Purpose: Preserve existing structures that are in good condition and have historical value.

Criteria: 10 points awarded if a structure is retained

5 bonus points are awarded for the preservation of a silo (for a total of 15 points in this category).

*10 points maximum with an additional 5 bonus points.*

Incorporation of existing structures, foundations, etc., into the development for aesthetic and historic preservation purposes.

Examples are barns, silos, foundations, etc., If structures are structurally unsound and removal is advised, a developer would not be penalized for their removal.

Historic structures can be used as identifiable neighborhood centers if integrated into park/open space.

### **20. Higher Architectural Standards**

Purpose: Encourage a higher architectural standard within PUD proposals.

Criteria: Points will be awarded where the developer goes above and beyond the architectural standards required in code. Points will be awarded when plans for residential developments that include recommended architectural styles and elements noted in the Southeast District Plan.

*10 points maximum*

### **21. Lot Size Variety**

Purpose: Encourage larger lot sizes.

Criteria: 5 points will be awarded for every 10% of lots that exceed a lot width of 65' or exceed a lot area of 7,500 square feet.

**50 points maximum**

**Bonus Categories**

**22. Natural restoration work**

Purpose: Reward developments that restore wooded areas, prairies, wetlands, soils, etc.

Criteria: 1 point per acre of restoration

*10 points maximum*

Buckthorn removal would qualify.

**23. Extraordinary environmental protection**

Purpose: Reward any other unregulated environmental protection that has not already been addressed.

Criteria: Points would be awarded for other extraordinary environmental protection that hasn't been addressed.

*10 point maximum*

**24. Areas of parkland, woodland, or other open space (above minimum)**

Purpose: Encourage creation of open space areas in a development, whether they are active park areas in a development, whether they are active park areas or passive woodland areas or other open space.

Criteria: 1 point per acre of dedicated parkland (acceptable to the City) or other open space areas that are in outlots or conservation easements.

*No maximum points.*

Wetlands and areas on steep slopes would not count.

Open space areas must be 50 feet or larger in the smallest dimension to be counted in this category.

**25. Innovation and Utilization of New Technologies and Materials**

Purpose: Reward innovative proposals that include new and creative design approaches and/or utilize new technologies and/or building materials within the overall site layout, buildings, and/or other development features.

Criteria: Points will be awarded where the applicant's plans feature creative and efficient methods of design or incorporate new technologies or materials. For example, the use of building-integrated solar technology (AKA solar skins) for a development that provides high energy efficiency while being aesthetically compatible with the surrounding neighborhood.

*10 point maximum*



# CITY OF CORCORAN

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## MEMO

Meeting Date: February 23, 2023  
To: City Council  
From: Natalie Davis McKeown, Planner  
Re: Active Corcoran Planning Applications

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The following is a status summary of active planning projects:

1. **Transition/Buffer Zones ZOA (City File 22-034).** After multiple discussions on this topic in 2022, *the City Council reviewed a draft of a Buffer Yard Ordinance at the January 26<sup>th</sup> work session. Remaining questions included the enforcement process. Staff's recommendation regarding enforcement will be discussed further at the February 23<sup>rd</sup> regular Council meeting.* This is expected to go to the Planning Commission for a public hearing in the first half of 2023.
2. **Pioneer Trail Industrial Park, Rezoning and Preliminary Plat and PUD (PID 32-119-23-34-0013, 32-119-23-34-0007, 32-119-23-43-0005 and 32-119-23-43-0006) (City File No. 22-039).** An application was submitted to move forward with the preliminary approvals for the Pioneer Trail Industrial Park off Highway 55. The item was reviewed by the Planning Commission at a Public Hearing on December 1<sup>st</sup> and was recommended for approval on a 3-1 vote. The City Council reviewed this item at the January 12<sup>th</sup> meeting, *and the application was approved at the January 26<sup>th</sup> regular meeting.*
3. **PUD Standards Zoning Ordinance Amendment (City File No. 22-045).** After various discussions on planned unit development standards in 2022, *staff and City Council continued to discuss verbiage changes in the working draft of the new PUD district standards at the January 26<sup>th</sup> City Council Work Session as well as a joint Work Session with the Planning Commission and Parks and Trails Commission on February 9<sup>th</sup>. The Council asked the Planning Commission to continue discussion of the point categories at their March 2<sup>nd</sup> meeting, and the item will go back to Council for discussion on March 23<sup>rd</sup>.* This is expected to go to the Planning Commission for a public hearing in the first half of 2023.
4. **Rental Ordinance (City File No. 22-046).** Staff and City Council continue to work through the draft ordinance and planning for administrative implementation. This item will go to another Council work session in the first quarter of 2023 before proceeding with Council approval. Since the Rental Ordinance will not be contained within the Zoning or Subdivision Ordinances of City Code, a public hearing is not required.
5. **Keefe Minor Subdivision (PID 33-119-23-12-0007) (City File No. 22-063).** An application for



a two-lot subdivision at 6801 Willow Drive was submitted. The application was determined to be incomplete for City review and is not currently scheduled for review by the City Council. This type of application does not require review by the Planning Commission.

6. **Dish Tower Site Plan Amendment (PID 25-119-23-44-0005) (City File No. 22-066)**. A minor site plan amendment application was submitted for installation of new ground equipment at an existing telecommunications tower at 7205 County Road 101. This application is incomplete for review but will be approved administratively once all materials are submitted.
7. **“Vollrath Compost Site Sketch Plan” (PID 19-119-23-12-0002) (City File No. 22-078)**. Trent Vollrath submitted an application to ask the Council for feedback on allowing a commercial compost site within the Rural Residential district. The application was determined to be incomplete at this time.
8. **“MS4 Updates” (Citywide) (City File No. 23-001)**. Staff anticipates needing to process further changes to MS4-related regulations to comply with the City’s MS4 permit. Currently, Public Works and Engineering are focusing efforts on establishing new requirements for salt storage. The salt storage ordinance amendments are tentatively scheduled for Council review on March 9<sup>th</sup>.
9. **“Gmach Accessory Dwelling Unit CUP” (PID 05-119-23-13-0011) (City File No. 23-002)**. George Gmach submitted an application for a conditional use permit to allow an accessory dwelling unit over 960 square feet at 22600 Oakdale Drive. *This item is scheduled for a public hearing at the Planning Commission on March 9<sup>th</sup> with City Council review on March 23<sup>rd</sup>.*
10. **“Amira Village” (PID 25-119-23-12-0002) (City File No. 23-003)**. *Hempel Acquisition Company submitted a sketch plat application for a 141-unit development consisting of single-family homes for a senior living rental community at the Chastek property on Maple Hill Rd. This item will be reviewed informally by City Council on February 23<sup>rd</sup>.*
11. **“Kariniemi/Wicht Sketch Plat” (PID 18-119-23-11-0002; 18-119-23-42-0001) (City File No. 23-004)**. *Nathan Kariniemi of Willow1 LLC submitted a sketch plat application for an Open Space & Preservation plat near Kariniemi Meadows on County Road 19 and County Road 10. The plan includes three commercial lots that wrap around the existing Public Works building in addition to 8 small residential lots off Larsen Road. The plat includes a 40-acre outlot to be preserved as open space. This item will be reviewed informally by City Council on February 23<sup>rd</sup>.*



# CITY OF CORCORAN

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## MEMO

Meeting Date: February 24, 2023  
To: Planning Commission  
From: Jessica Beise, City Administrator  
Re: City Council Report

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The Planning Commission last met on December 1, 2022. The following is a recap of some of the items discussed at City Council meetings since that time. A full recap can be found by reviewing the approved City Council minutes on the website.

### **December 8, 2022, Work Session Meeting**

- 2023 Fee Schedule
  - Council reviewed a draft fee schedule and the fee analysis; staff will be making final edits to the fee schedule and bringing it back for adoption on December 22nd.

### **December 8, 2022, Council Meeting**

- Moment of Silence
  - Council held a moment of silence in honor of Joe Andress who was an active community member and business owner who served on the Lions and catered many City events.
- Corcoran Farms Industrial Park Preliminary Plat
  - Discussed the proposed changes and approved the Preliminary Plat and PUD with modifications.
- Public Hearing
  - 2023 Proposed Budget and Property Tax Levy – Held the public hearing on the budget and levy.
- 2023 General Fund Budget and Property Tax Levy
  - Adopted the Proposed Budget and Property Tax Levy.
- 2023 Full-time, Part-time, and Seasonal Wage Schedule
  - Approved the 2023 wage schedule as presented.

- Water Supply Bid Update – Water Tower and Treatment Facility
  - Discussed the water supply bids and directed staff to obtain additional information.
- Request for Proposal Discussion and Direction
  - Directed staff to provide an outline of contracts to discuss options for RFPs.
- Change Order 1 for City Center Drive and 79th Place
  - Approved the change order.
- Broadband Grant
  - Announced that the City was award the broadband grant.

### **December 22, 2022, Council Meeting**

- Year in Review
  - Reviewed the amazing accomplishments of our team.
- ADU Zoning Ordinance Amendment
  - Adopted the Zoning Ordinance Amendment.
- Park Dedication Ordinance Amendment
  - Adopted the Park Dedication Ordinance Amendment.
- Concept Plan – Red Barn Pet Retreat
  - Reviewed the concept plan and provided feedback on the concept plan located on Steig near the Intersection at 101.
- 2023 Goal Setting
  - Directed staff to work with Phil Kern, a date will be set in early 2023.
- 2023 Fee Schedule
  - Adopted the 2023 Fee Schedule as presented.
- Trail Haven Bridge Bid Award
  - Awarded the bid.
- Cropland Rental – Tax Implication and Discussion
  - Reviewed the issue and directed staff to pay the taxes for the cropland.
- Highway 55 Coalition
  - Authorized staff to join the Highway 55 Coalition.
- Building Division Job Descriptions
  - Approved the job description changes.
- Call for Work Sessions
  - Directed staff to schedule a PD Recruitment and Retention work session and a work session and Buffer Yard and PUD Ordinances. A financial assistance discussion will happen as part of the January 12th meeting instead.
- Police Department Staff
  - Authorized hire of a preferred applicant and authorized a hiring process.
- Holiday Toy and Food Drive
  - Reviewed the program and adopted a resolution thanking the participants and donors.

### **January 12, 2023, Work Session Meeting**

- Police Department Recruitment and Retention
  - Discussed recruitment and retention for staff.

### **January 12, 2023, Council Meeting**

- Oath of Office
  - Swore in Mayor McKee and Councilmembers Schultz, Vehrenkamp, and Nichols.
- Representative Kristin Robbins
  - Received an update on legislative items from Representative Robbins.
- Pioneer Trail Industrial Park Preliminary Plat
  - Tabled the review to the January 26, 2023, meeting.
- Concept Plan – Hope Community Project
  - Reviewed the concept plan and provided feedback to the applicant.
- Water Supply Bid Award Update
  - Heard an update on water supply.
- 2023 Goal Setting Session
  - Called for the 2023 work session.
- Annual Appointments
  - Adopted annual appointments.
- Legislative Priorities
  - Adopted legislative priorities.
- Call for Work Sessions
  - Called the work sessions.
- Seasonal Worker Pay
  - Reviewed seasonal worker pay and directed staff to bring back language to allow for seasonal worker pay.

### **January 26, 2023, Work Session Meeting**

- Buffer Yard Transition Ordinance
  - Discussed the buffer yard transition ordinance and will be brought forward for public hearing in March or April 2023.
- PUD Ordinance Amendment
  - Discussed the PUD ordinance amendment ordinance and was brought forward during the Joint Work Session on February 9, 2023.

### **January 26, 2023, Council Meeting**

- Pioneer Trail Industrial Park
  - Adopted the rezoning, preliminary plat, and preliminary PUD.
- Accessory Structure Options
  - Discussed options for accessory structure for a potential applicant.
- Water Supply System Discussion
  - Reviewed the financial analysis, awarded bids for the water tower and water treatment facilities, and authorized the land sale of the water tower site.
- Public Hearing Tax Abatement Bonds
  - Held the public hearing; authorized the use of tax abatement.
- Set Sale of 2023A Bonds
  - Reviewed the bond issuance and set a sale date for the bond sale.
- Holiday Toy and Food Drive – Budget and Date Selection
  - Selected a date and authorized the solicitation of donations for the event.
- REU Credit Policy

- Adopted a credit policy for commercial users for base chares if a lower rate is warranted based on use of water.
- Northwest Trails – Trail Alignment
  - Authorized staff to move the alignment of the trail along 116 at Schutte Road.
- Organizational Updates and Employee Retention
  - Authorized staff to proceed in reviewing job descriptions and reviewing employee retention items related to Public Works.

### **February 9, 2023, Work Session Meeting**

- PUD Standards
  - Councilmembers and Commissioners provided feedback to the proposed adjustments presented by staff.

### **February 9, 2023, Council Meeting**

- Presentation – Senator Limmer
  - Heard from Senator Limmer on legislative updates.
- RFP – History and Discussion of Schedule
  - Discussed history and philosophy of RFPs; directed staff to bring back an outline of costs of the different consulting and contracts the City maintains.
- Strategic Planning Report
  - Reviewed and adopted the City's Short-term goals
- Streetlighting for Hackamore Road
  - Council reviewed streetlighting and provided a recommend an amended streetlighting plan.
- Stanchion Bar Event Request Extended Time – July 7 and 8, 2023
  - Allowed a noise waiver for the event.
- Closed Sessions Real Estate – Trail Haven Bridge Replacement and City Owned Parcel
  - Directed to staff to purchase easements for Trail Haven Bridge Replacement and provided direction on a city owned parcel.

### **February 23, 2023 Work Session Meeting**

- Cook Lake Highlands PUD Amendments
  - Provided feedback to applicant about proposed PUD Amendments.

### **February 23, 2023, Council Meeting**

- Concept Sketch Plan – Kariniemi
  - Provided feedback to applicant about the concept plan.
- Concept Sketch Plan – Amira Village
  - Removed from the agenda at the request of the applicant.
- Transition Buffer Ordinance Discussion
  - Modified the draft ordinance and directed staff to bring the ordinance forward to the April meetings of the Planning Commission and City Council.
- Mandatory Sewer and Water Connections and Request for Extension
  - Extended the deadline for sewer and water connections; directed staff to send letters.
- Horseshoe Bend Feasibility Study

- 2023 Capital Improvement Plan Purchase – Trail Maintenance Equipment
  - Authorized the purchase of trail maintenance equipment.
- Financial Assistance – Tax Abatement and TIF
  - Removed from the agenda at the request of the applicant.
- Charitable Gambling Fund – Table and Chair Purchase
  - Authorized the purchase of tables and chairs.
- Police Department Recruitment and Retention
  - Reviewed and adopted handbook language changes.
- Cropland Weed Control
  - Directed staff to move forward with a rental option for the weed control for a two-year period; directed staff to investigate long term options for these properties.
- Park and Trails Commission Annual Appointments
  - Reappointed Commissioner Christenson.
- Charter Commission Annual Appointments
  - Reappointed Commissioner Guenthner.
- Bonding Update
  - Received an update on potential state bonding.