



CITY OF CORCORAN
Corcoran Planning Commission Agenda
January 7, 2021 - 7:00 pm

1. Call to Order / Roll Call
2. Pledge of Allegiance
3. Chair and Vice-Chair Election
4. Agenda Approval
5. Open Forum
6. Minutes
 - a. Minutes – December 3, 2020
 - i. Minutes will be sent out the week of the meeting
7. **New Business - Public Comment Opportunity**
 - a. **Annual Report and 2021 Priorities**
 - i. Staff Report
 - ii. Commission Discussion and Recommendation
8. **Reports/Information**
 - a. Active Corcoran Planning Applications*
 - b. Commissioner Term Update*
 - c. City Council Report* – Council Liaison Schultz
 - d. Other Business

Meeting Held Via Telephone/Other Electronic Means Call-in Instructions

Call: +1 312 626 6799 US
Enter Meeting ID: 835 8692 5179
 Press *9 to speak during the Public Comment Sections in the meeting.

Video Link and Instructions:
 Join Zoom Meeting
<https://us02web.zoom.us/j/83586925179> OR visit
<http://www.zoom.us> and enter Meeting ID: 835 8692 5179

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.

For more information on options to provide public comment visit:
www.corcoranmn.gov

9. Commissioner Liaison Calendar

City Council Meetings

01/14/21	01/28/21	02/11/21	02/25/21	03/11/21	03/25/21
Wu	Dickman	Jacobs	Shoulak	Vehrenkamp	Wu

10. Adjournment

Due to the COVID-19 health pandemic, the Planning Commission's regular meeting place is not available and is not open to the public. Pursuant to Minnesota Statute 13D.021 one or more members of the Planning Commission may participate by telephone or other electronic means.

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



CITY OF CORCORAN

8200 County Road 116, Corcoran, MN 55340

763.420.2288 – Office 763.420.6056 – Fax

E-mail - general@corcoranmn.gov / Web Site - www.corcoranmn.gov

MEMO

Meeting Date: January 7, 2021

To: Planning Commission

From: Brad Martens, City Administrator

Re: Annual Report and 2021 Priorities

Annually the City Council requests an update from commissions on accomplishments from the previous year and priorities for the upcoming year. Staff has drafted a memo to the Council from the commission on accomplishments from 2020. It is requested the commission discuss the priorities for 2021 to be included in the memo. Additionally, it is requested that a member of the Planning Commission provide this update to the City Council at the February 25, 2021 City Council meeting.

Attachment:

1. Draft memo to City Council



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MEMO

Meeting Date: February 25, 2021

To: City Council

From: Planning Commission

Re: Planning Commission Annual Report and 2021 Priorities

As requested by the City Council, the Planning Commission is to update the Council on activities of the previous year and priorities for 2021. The following are some of the activities completed in 2020:

- Recommended 2020 priorities to the City Council
- Reviewed and recommended approval of Ravinia 14th and 15th additions
- Reviewed and recommended approval of Bellwether 4th and 5th additions
- Reviewed and recommended approval of a zoning map amendment for consistency with the 2040 Comprehensive Plan
- Reviewed and recommended approval a 20 home open space and preservation plat
- Recommended approval of an update to the park dedication ordinance
- Reviewed and recommended approval of a comprehensive plan amendment, rezoning, and preliminary plat for Tavera
- Reviewed and recommended denial of the site plan and conditional use permit for Eagle Brook Church
- Reviewed and recommended approval of the site plan, conditional use permit, and variance for Nelson International
- Reviewed and recommended approval of a final PUD development plan for Rush Creek Reserve
- Completed most of the above business during a pandemic year and had record public participation

In 2021 the Planning Commission has the following priorities:

- **To be discussed by the Planning Commission; possibilities:**
 - Process ordinance amendments as required to by the 2040 Comprehensive Plan
 - Tree Preservation
 - Other??

The Planning Commission appreciates the support of the City Council and requests feedback on its proposed priorities for 2021.

Attachments:

N/A



From Site to Finish

105 South Fifth Street,
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
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www.landform.net

MEMORANDUM

DATE December 14, 2020
TO Brad Martens
CC City Council, Planning Commission, Parks & Trails Commission
FROM Kendra Lindahl, City Planner
RE Active Corcoran Planning Applications

Projects/Comments in blue italics are new

Project marked with an * have moved from active to complete.

The following is a summary of project status for current, active projects:

1. **Final Plat for Kariniemi Addition at 6780 Rolling Hills Road and 6855 Willow Drive (PID 33-119-23-22-0004 and 33-119-23-21-0001) (PID 36-119-23-24-0045) (city file 20-036).** The applicant has requested final plat approval, but has not addressed the preliminary plat conditions regarding the wetland delineation. *The final plat application is scheduled for the December 21, 2020 City Council meeting and the public hearing for the easement vacation is scheduled for the Council meeting on January 14, 2021.*
2. **Certificate of Compliance for the Orht property located at 20600 County Road 30 (PID 11-119-23-23-0004) (city file no. 20-038).** The request is to allow ground mounted solar on the residential property. The application is currently incomplete pending a certificate of survey/site plan, but may be administratively approved if the ordinance standards are met.
3. **Rezoning for the property located at 23240 County Road 30 (PID 07-119-23-13-0003) (city file no. 20-040).** The request from T. Scherber Demolition & Excavating is to rezone the property from Transitional Rural Commercial to Rural Commercial. The applicant would initially use the existing accessory structure for vehicle storage as allowed by the existing CUP and would transition the home to office space. *The Planning Commission held a public hearing on this item on December 3rd and is scheduled for Council action on December 21, 2020.*
4. **Final Plat and Final Planned Unit Development for “Tavera” (city file no. 20-042).** *The application for the first phase of this development includes 33 single family homes south of the main entrance off County Road 116. The item is currently incomplete, but will be scheduled for Planning Commission and City Council action when complete.*
5. **Final Plat for the Property located at 23825 Tessmer Road (PID 07-119-23-22-0001) and 10005 CR 19 (PID 07-119-23-21-0002) (city file no. 20-043).** *The applicant is requesting final plat approval for the subdivision which will create three lots and one outlot. The item is currently incomplete, but will be scheduled for City Council action when complete.*

The following projects were recently acted upon and will be closed out:

1. ***Final Plat and Final Planned Unit Development Plan for “Rush Creek Reserve” for the Property located at 20400 County Road 10 (PID 23-119-23-42-0004) (city file no. 20-030).** M/I Homes has applied for a final plat and final PUD development plan for phase 1 of the 257-unit residential development. The item was reviewed at the November 5th Planning Commission and *approved at the November 23rd City Council meeting.*

2. ***Final Plat and Final PUD Development Plan for Ravinia 15th (PID 36-119-23-24-0045) (city file 20-033)**. Lennar has applied for the final phase of the Ravinia development with this 44 lot plat. The item was reviewed at the November 5th Planning Commission and *approved at the November 23rd City Council meeting*.
3. ***Preliminary Plat for the Property located at 23825 Tessmer Road (PID 07-119-23-22-0001) and 10005 CR 19 (PID 07-119-23-21-0002) (city file no. 20-037)**. The request is to plat the property to create three lots and one outlot from the two existing parcels. The plat would create two new developable lots. The item is was reviewed at the November 5th Planning Commission public hearing and *approved at the November 23rd City Council meeting*.
4. ***Minor Subdivision for St. Therese at 8200 County Road 116 (PID 24-119-23-23-0001) (city file no. 20-041)**. The applicant is requesting approval of a three parcel subdivision that will create one parcel for city hall, one parcel for St. Therese to purchase and one parcel to be retained by the City for the linear park adjacent to County Road 116. *The City Council approved this item on the November 23rd meeting*.



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MEMO

Meeting Date: January 7, 2021
To: Planning Commission
From: Brad Martens, City Administrator
Re: Commissioner Term Update

The following is the current appointment terms for Planning Commissioners:

Term ending February 28, 2021

- Meredith Wu
- Jeff Dickman

Term ending February 28, 2022

- Dean Jacobs
- Dean Vehrenkamp

Term ending February 28, 2023

- Jim Shoulak

The City Council will be considering the appointing commissioners at the February 25, 2021 City Council meeting.

Attachment:
N/A



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MEMO

Meeting Date: January 7, 2021
 To: Planning Commission
 From: Brad Martens, City Administrator
 Re: City Council Report

The Planning Commission last met on December 3, 2020. 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 10, 2020 Council Meeting

- Resolution Honoring Tom Anderson – City Council
 - Mayor Thomas read the resolution; Council approved the resolution honoring Tom and thanked him for his time on the City Council
- Resolution Honoring Dorothy Theis – Charter Commission
 - Mayor Thomas read the Resolution; Council approved and thanked Dorothy for year decades of service to the Corcoran community
- City Hall Remodel Update
 - Council heard an update on the furniture purchase and budget projections
- Budget Levy and Hearing – 2021 Property Tax Levy
 - Held the public hearing; no individuals spoke
- 2021 Full-time, Part-time, and Seasonal Wage Schedule
 - Adopted the resolution approving the wage schedule as presented
- 2021 General Fund Budget and Property Tax Levy
 - Adopted the resolution approving the budget and levy as presented

- Parks and Trails Commission Appointment – Tom Anderson
 - Appointed Tom Anderson to the Parks and Trails Commission to fulfill a term ending February 29, 2022
- Pandemic Response Update
 - Heard an update from staff; directed staff to open the ice rinks for the 2020-2021 season

December 21, 2020 Council Meeting

- Re-zoning to Rural Commercial from Transitional Rural Commercial – 23240 County Road 30
 - Approved the rezoning as presented
- Final Plat for Kariniemi Addition
 - Approved the final plat for the four-lot development as presented
- Job Offer – Maintenance Worker
 - Approved the job offer to Cole Lenneman for the Maintenance Worker position
- 2021 Fee Schedule
 - Approved the fee schedule as presented; requested additional review in 2021
- 2021 Water and Sanitary Sewer Budgets
 - Approved the budgets as presented
- 2020 Year in Review
 - Reviewed accomplishments from 2020; thanked staff for their hard work
- Resolution Honoring Brian Lothar
 - Read the resolution; approved the resolution honoring Brian Lothar
- Resolution Honoring Mayor Ron Thomas
 - Read the resolution; approved the resolution honoring Mayor Ron Thomas

Attachments:

None