

**WASECA PLANNING COMMISSION
TUESDAY, FEBRUARY 13, 2018
7:00 P.M.
CITY COUNCIL CHAMBERS
508 SOUTH STATE STREET**

Any person speaking to the Commission shall first give to the Recording Secretary of the Commission their full name and address prior to speaking

1. CALL TO ORDER/ROLL CALL

- A) Election of 2018 Officers
 - Chair
 - Vice-Chair
- B) Heritage Preservation Commission Representative Recommendation

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- A) December 12, 2017

4. PUBLIC COMMENT

5. TRAFFIC SAFETY

No Traffic Safety items were submitted.

6. PROJECT UPDATES

7. DISCUSSION ITEMS

- A) Update of Previous Planning Commission Items
- B) Gaiter Lake Property Development

8. OTHER

9. NEXT MEETING

The next Planning Commission meeting is scheduled for Tuesday, March 13, 2018, at 7:00 p.m.

10. ADJOURNMENT

Upon request, accommodations will be provided for individuals with disabilities wishing to participate

MINUTES

REGULAR WASECA PLANNING COMMISSION TUESDAY, DECEMBER 12, 2017 7:00 P.M.

1 CALL TO ORDER/ROLL CALL

The Waseca Planning Commission meeting was called to order by Chair Byron Larson at 7:00 p.m.

Members Present: Daren Arndt
Roger Ashland
Byron Larson
Kay Neuendorf
Robin Terrell

Members Absent: Lori Pommerenke

Staff Present: Daniel Lenz, City Manager
Bill Green, Planning & Zoning Coordinator
Maryam Moeinian, Community Development Intern
Ranae Schult, Community Development Assistant

2 APPROVAL OF AGENDA

It was moved by Ashland, seconded by Arndt, to approve the agenda as presented; the motion carried 5-0.

3 APPROVAL OF MINUTES

It was moved by Neuendorf, seconded by Arndt, to approve the minutes of the October 10, 2017, regular Planning Commission meeting as presented; the motion carried 5-0.

4 PUBLIC COMMENTS

No Public Comments were received.

5 TRAFFIC SAFETY

No Traffic Safety items were submitted.

6 NEW BUSINESS

A) Action No. 17-07_Variance/Easement Vacation; Woods Edge Lot
Combination Variance, Vacation of
Utility Easement: 2660 & 2680 8th
Street NE

Jessica Royer, on behalf of Odean and Andrea Johnson, owners of the property, is requesting a Variance from City Code Section 151.100 (C) and 151.100 (E) (2), to allow combination of two lots by a Minor Subdivision, which includes a vacation of easement. The proposed parcel will have more than five sides after combination. The properties are located at 2660 and 2680 8th Street NE and are zoned R-2, Urban Residential.

A complete application was received on November 9, 2017. Final action, which is required within 60 days of the complete application date, must be taken by January 8, 2018.

A verbal comment was received from Odean Johnson that he is 100% in support of this project, and it was his intent to combine the lots when he purchased the property.

Staff provided the following Findings of Fact for consideration in approval of the Variance:

- The Variance is in harmony with the purposes and intent of the ordinance.
- The use and variance is consistent with the Comprehensive Plan.
- The proposal puts the property to use in a reasonable manner.
- There are unique circumstances to the property not created by the landowner.
- The Variance, if granted, will not alter the essential character of the locality.

Staff recommends approval of a Variance and Vacation of Utility Easement to allow the combination of two lots by a Minor Subdivision, for the properties located at 2660 and 2680 8th Street NE subject to the following conditions:

1. The properties shall be developed according to the approved survey plan, which shall be attached as Exhibit A to the approving resolution and ordinance.
2. The address of the new created property will be 2660 8th Street NE.
3. The applicant is responsible for capping the abandoned sewer line. The line is required to be opened at the property line and televised to determine the condition. City of Waseca Engineering staff is to be present to view the televised sewer pipe and determine if the abandoned line is required to be capped at the main, or if it can be capped at the property line. All costs are the responsibility of the applicant.
4. If the abandoned water line is not going to be used, it must be capped at the main. If a decision is made by the applicant to use the abandoned water line as a secondary line for irrigation, the line is required to be metered separately, installed per state and local code, and will be billed accordingly for monthly fees and use. All costs are the responsibility of the applicant.

5. Any work in the road and road right-of-way must be completed before a Certificate of Occupancy, either temporary or final, will be issued for the proposed residential house on the combined properties. If weather prohibits any part of street, curb, gutter or associated items in the road or road right-of-way, a deposit in escrow is required for the incomplete work. Amount of escrow to be determined by the scope of the remaining work. All costs are the responsibility of the applicant.
6. The Development Agreement for the platted portion of Woods Edge requires the developer to plant two trees per lot. If the existing trees are damaged or removed, new trees will be required to replace those tree(s). Minimum 2.0 inch trunk diameter at four foot height, type to meet City standards. All costs are the responsibility of the applicant.

Chair Larson opened the Public Hearing at 7:08 p.m.

Kris Schwarz, 800 27th Avenue NE, Waseca, MN, inquired if this project would affect their lot or the pond. Danny Lenz, City Manager, stated that all digging would take place on the applicant's lot.

Jerry Summer, 2626 8th Street NE, Waseca, MN, commented that these lots are meant to have one house on the lot. Danny Lenz, City Manager, stated the property owners intended to combine the two lots for building. Bill Green, Planning & Zoning Coordinator, stated that it is advantageous for the applicant to combine the lots. Mr. Summer inquired if any of the other lots have sold. Mr. Green stated that to his knowledge there is one unsold single family lot available, as well as the townhouse lots. The rest of the land has not been platted. Mr. Summer inquired as to the land values when lots are combined. Mr. Lenz stated Mr. Summer's would need to contact the County Assessor regarding this item.

Chair Larson closed the Public Hearing at 7:11 p.m.

It was moved by Ashland, seconded by Terrell, to recommend approval of the request from Jessica Royer on behalf of Odean and Andrea Johnson, for a Variance and vacation of easement for properties located at 2660 & 2680 8th Street NE, to the Waseca City Council at their December 19, 2017 meeting; the motion carried 5-0.

**B) Action No. 17-08_Conditional Use Permit: Sacred Heart Church;
400 2nd Avenue NW**

Commission member Roger Ashland excused himself from discussion/voting on this item, as he is the applicant on behalf of Sacred Heart Church.

Roger Ashland, on behalf of Sacred Heart Church, owner of the property, is requesting a Conditional Use Permit from City Code Section 154.015, table 4-1 to allow an increase in the number of residents from seven to 16 persons in an over-night care facility or group home. The property is located at 400 2nd Avenue NW and zoned R-2, Urban Residential.

The existing convent building will be used for short term housing to help women and children in need. The entity is Bethlehem Inn of Waseca, and is a 501(c) (3) tax exempt organization. The Planning Commission was provided the Bethlehem Inn of Waseca Mission Statement.

A complete application was received on November 7, 2017. Final action, which is required within 60 days of the complete application date, must be taken by January 8, 2018.

In lieu of the required on-site parking requirement, off-site parking will be available at the adjacent parking area per the approved Site Plan. A letter was provided from Father Gregory Leif, Sacred Heart Parish Priest, stating that Bethlehem Inn has the approval for use of up to four off street parking spaces for residents of Bethlehem Inn.

A letter was received from the Greater Waseca Ministerial Association in support of the project.

Also received was an anonymous letter.

The proposed use by a Conditional Use Permit is reasonable as it will promote the quality of the neighborhood and encourages the public health, safety and welfare of residents.

The City Manager stated that according to State law, a Conditional Use Permit only ensures the safety and well-being of individuals. Chair Larson concurred that according to State law, group homes can go virtually any place.

Staff recommends approval of a Conditional Use Permit to increase the capacity of the proposed use to serve 7 to 16 persons on property located at 400 2nd Avenue NW, subject to the following conditions:

1. The property shall be developed according to the approved site plan, which shall be attached as Exhibit A to the approving resolution.
2. The property shall meet all local and State building code requirements before occupancy.
3. Development of the site shall commence within 180 days of the date of approval or the Conditional Use Permit shall be deemed null and void.
4. Development of the site shall be completed within one year of approval, or the Conditional Use Permit shall be deemed null and void.
5. The required trash enclosure with screening is to be constructed per the approved site plan.
6. Off-site parking will be available at the adjacent parking area as shown on the approved Site Plan. Striping and signage for the required spaces is to meet local State codes. A valid parking

agreement between Bethlehem Inn of Waseca and the property owner is required, which shall be attached as Exhibit B to the approving resolution.

Chair Larson opened the Public Hearing at 7:21 p.m.

James Christiansen, 125 3rd Avenue NW, Waseca, MN, inquired as to what is Bethlehem Inn. Danny Lenz, City Manager, stated Bethlehem Inn is the organization that will operate the facility. Mr. Christiansen inquired if there is a certain age group that will be at the facility.

Roger Ashland, 522 11th Avenue NW, Waseca, MN, stated that Bethlehem Inn of Waseca is a State organization for women and children. The age of the women is not specific, but the age of the children is through age 17.

Mr. Christiansen stated that he is on the HRA Board and wonders if Maple Terrace is concerned about any parking. Bill Green, Planning & Zoning Coordinator, stated that based on the City Code, the applicant is required to have four parking spaces, which is addressed with an agreement with Sacred Heart Church.

Chair Larson closed the Public Hearing at 7:25 p.m.

It was moved by Terrell, seconded by Arndt, to recommend approval of the request from Roger Ashland on behalf of Sacred Heart Church, for a Conditional Use Permit for property located at 400 2nd Avenue NW, to the Waseca City Council at their December 19, 2017 meeting; the motion carried 4-0-1 (abstain Ashland – conflict of interest).

7 DISCUSSION ITEMS

No additional items were discussed.

8 OTHER

A) 2018 Meeting Dates

Staff provided the Planning Commission with 2018 application submittal, newspaper submittal, Planning Commission and City Council hearing dates.

It was moved by Arndt, seconded by Neuendorf, to approve the 2018 Planning Commission dates as submitted; the motion carried 5-0.

9 NEXT MEETING

The next Planning Commission meeting is scheduled for Tuesday, January 9, 2018, at 7:00 p.m.

10 ADJOURNMENT

It was moved by Ashland, seconded by Terrell, to adjourn the meeting at 7:35 p.m.; the motion carried 5-0.

Ranae Schult
Community Development Assistant

**PLANNING DEPARTMENT
M E M O R A N D U M**

TO: Byron Larson, Chair
Waseca Planning Commission

FROM: Bill Green, Planning & Zoning Coordinator
Maryam Moeinian, Community Development Intern

MEETING DATE: February 13, 2018

SUBJECT: Status Report on Planning Commission Items

Listed below are previous Planning Commission items from the January 10, February 14, and March 14, 2017 meetings and their current status:

January 10, 2017:

Action No. 17-01_VAR/CUP: Waseca Jr./Sr. High School Renovations, 1717 2nd Street NW

Andrew Dahlquist, Wold Architects and Engineers, on behalf of Waseca Public Schools ISD #829, is requesting a Conditional Use Permit to allow renovations and additions to the existing Junior and Senior High School. The property is zoned R-1, Suburban Residential. The Waseca Land Use Plan designates this property as Community Facilities/Public Buildings. Public Schools are a conditional use in the R-1 district. Expansion is allowed by Conditional Use Permit.

At a vote of 6-0, the Planning Commission concurred with Staff's recommendation and forwarded their recommendation to the Waseca City Council. The Waseca City Council met on January 17, 2017, and at a vote of 7-0, adopted Resolution No. 17-04 approving a Conditional Use Permit to the Waseca Public Schools. Resolution No. 17-04 was recorded by the Waseca County Recorder's Office on January 25, 2017.

Jon Laine, Anderson-Johnson Associates, Inc., on behalf of Waseca Public Schools ISD #829, is requesting a Variance to allow construction of an auditorium addition with a height of 52 feet. The property is zoned R-1, Suburban Residential. The Waseca Land Use Plan designates this property as Community Facilities/Public Buildings. The maximum height for a principal building in the R-1 district is 32 feet. The 52-foot height is required for the area above the stage for rigging, props, and lighting.

At a vote of 6-0, the Planning Commission concurred with Staff's recommendation and forwarded their recommendation to the Waseca City Council. The Waseca City Council met on January 17, 2017, and at a vote of 7-0, adopted Resolution No. 17-05 approving a Variance to the Waseca Public Schools. Resolution No. 17-05 was recorded by the Waseca County Recorder's Office on January 25, 2017.

The variance and CUP were approved by the Council and work will be continued on the project, with an expected completion date in 2019.

February 14, 2017:

Action No. 17-02_PP/FP: Shady Oaks Subdivision, 1601 5th Street SE

Lance Frost, Stonebrooke Engineering, on behalf of Drummers Garden Center & Floral Shop, Inc., is requesting approval of a Preliminary Plat and Final Plat for the Shady Oaks Subdivision. The property is located at 1601 5th Street SE and is zoned I-2, Moderate Industry District.

At a vote of 4-1, the Planning Commission concurred with Staff's recommendation and forwarded their recommendation to the Waseca City Council. The Waseca City Council met on February 21, 2017, and at a vote of 6-0, adopted Resolution No. 17-10 approving Preliminary and Final Plats for the Shady Oaks Subdivision. Resolution No. 17-10 was recorded by the Waseca County Recorder's Office on May 30, 2017.

[Required changes have been made per development agreement.](#)

March 14, 2017:

Action No. 17-03_EV: Frauenshuh Hospitality Group of Minnesota, LLC, 1904 North State Street

Lesley Adam, on behalf of Frauenshuh Hospitality Group of Minnesota, LLC, is requesting approval of a Vacation of Easement in the Clemons Subdivision. The property is located at 1904 North State Street and is zoned B-2, Community Retail and Service Business District.

At a vote of 5-0, the Planning Commission concurred with Staff's recommendation and forwarded their recommendation to the Waseca City Council. The Waseca City Council met on March 21, 2017, and at a vote of 7-0 set the public hearing date to April 4, 2017. On April 4, 2017, the Waseca City Council adopted Ordinance 1053 at a vote of 7-0. Ordinance No. 1053 was recorded by the Waseca County recorder's Office on April 10, 2017.

[Easement vacation was approved, Dairy Queen opened.](#)