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PLANNING COMMISSION AGENDA MEMO

To: Planning Commission
From: Tony Wippler, Planning Manager
Department: Planning Commission
Subject: Approve Planning Commission Minutes
Meeting: Planning Commission - Mar 12 2024

INTRODUCTION:

Attached, are the minutes from the February 13, 2024 regular meeting.

DISCUSSION:

Not applicable

BUDGET IMPACT:

Not applicable

ACTION REQUESTED:

Approve the minutes from the February 13, 2024 regular meeting.

ATTACHMENTS:

[PC Minutes 021324 signed](#)

**CITY OF FARMINGTON
PLANNING COMMISSION MINUTES
REGULAR MEETING
FEBRUARY 13, 2024**

1. CALL TO ORDER

The meeting was called to order by Chair Rotty at 7:00pm

Members Present: Rotty, Lehto, Tesky, Snobeck

Members Absent: Windschitl

Staff Present: Tony Wippler, Planning Manager
Jared Johnson, Planning Coordinator

Chair Rotty introduced new commissioner Mitch Snobeck

1.1 Election of Officers

NOMINATION for Chair by Lehto, second by Teske nominating Dirk Rotty as Chair.

APIF

NOMINATION for Vice Chair by Lehto, second by Rotty nominating Tesky as Vice Chair **APIF**

1.2 Appointment to Committees

Empire/Farmington Planning Advisory Committee (EFPAC)-Windschitl

Castle Rock Discussion Group- Lehto

Eureka Farmington Planning Group-Tekse

MUSA Review Committee- Rotty & Snobeck

MOTION by Teske, second by Lehto to approve appointments to committees. **APIF, MOTION CARRIED**

2. APPROVAL OF MINUTES

MOTION by Lehto, second by Rotty to approve minutes of Planning Commission for January 9th 2024 regular meeting. **APIF, MOTION CARRIED.**

3. PUBLIC HEARINGS

Chair Rotty opened all public hearings

3.1 - Application for Conditional Use Permit and Variance to allow the construction of an accessory structure within the B-2 (Downtown Business) zoning district – 306-312 Oak Street-Planning manager Tony Wippler notified committee that the applicant has requested the applications be withdrawn due to decision to do an addition to existing building instead of an accessory structure.

MOTION by Teske second by Lehto to close the public hearing. **APIF, MOTION CARRIED**

MOTION by Teske second by Lehto to withdraw the application for Conditional Use Permit and Variance. **APIF, MOTION CARRIED**

3.2 - Request for a Conditional Use Permit to Construct Storage Shed at 705 Willow Street (Dairy Queen)- Planning Coordinator Jared Johnson explained city code requires any proposed accessory structure on commercial property go through the Conditional Use Permit process regardless of size. He then reviewed details of the proposed structure: 8'x12' storage shed in northwest corner of the lot near the existing dumpster. The applicant is proposing a setback of 12 feet from west property line and 18 feet from north property line (10ft setback requirement). The overall high of the shed will be 9 feet 3inches. The proposed shed meets all zoning code requirements. Planning coordinator Jared Johnson requested approval of Conditional Use Permit to construct a storage shed at 705 Willow Street with the condition that the storage shed must be anchored to the ground.

Member Tesky asked if the shed will be locked, Mr. Paul Clemons responded that it is a locked shed.

Member Lehto asked if there are any additional lighting requirements, Planning Coordinator Jared Johnson responded there are no additional lighting requirements.

Chair Rotty asked Mr. Clemons what the purpose of shed is, he responded it is for snowblower, storage, mops etc.

MOTION by Teske second by Snobeck to close public hearing. **APIF, MOTION CARRIED**

MOTION by Teske second by Snobeck to approve Conditional Use Permit for construction of storage shed at 705 Willow Street with the following condition:

1. The shed be anchored to the ground, the applicant agreed to the condition

APIF, MOTION CARRIED

3.3 – Ordinance Amendments to Title 10, Chapters 2 and 5 of the Farmington City Code – Planning Coordinator Jared Johnson explained they are seeking an amendment to Title 10, Chapters 2 and 5 of the city codes. The amendments in zoning district and uses include:

1. Adding window tinting service into definition of “Auto Repair, Minor”.
2. Removing “Group homes, commercial” as allowable use from R-2, R-3, and R-4 residential zoning district.
3. Increase maximum lot coverage from 25% to 40% in B-1 Highway business zoning district.
4. Adding “mixed use buildings” with “retail sales and services” as permitted use in B-1 Highway zoning district
5. Replacing “retail facilities” with “retail sales and services” as a permitted use in B-2 and B-3 business districts with the 3000 square feet requirement removed in B-3 district

6. Replacing “dwellings, multi-family” with “dwelling, apartment” as a conditional use in SSMU (Spruce Street mixed use district).
7. Removing “hotels” as a conditional use in MUCI (mixed use commercial industrial district).
8. Replacing “dwellings, multi-family” with “dwellings, apartment” in MUCR (mixed use commercial residential zoning district).
9. Removing “retail sales and services, less than 3000 square feet” as a permitted use, but keeping it as conditional use without the 3000 square feet requirement in MUCR (mixed use commercial residential zoning district).

Chair Rotty asked what rationale was for increase from 25% to 40% in B-1 highway business zoning district. Planning Manager Tony Wippler responded after reviewing The Trunk Highway 3 Study, it will allow for larger buildings on smaller parcels. Chair Rotty asked where the 3000 square feet comes from. Planning Manager Tony Wippler responded that has been in code prior to his being in position, possibly since the year 2000. No further questions.

MOTION by Teske, second by Lehto to close public hearing. **APIF, MOTION CARRIED**

MOTION by Teske, second by Lehto for a recommendation to City Council to approve Ordinance 2024-03, an ordinance amending Title 10, Chapters 2 and 5 of the Farmington City Code. **APIF, MOTION CARRIED**

4. **DISCUSSION**

4.1 2040 Comprehensive Plan Update Rita Trapp from HKGi presented an update to the 2040 Comprehensive Plan.

Project Recap and Purpose:

- Update Vision
- Confirm Future Land Use
- Identify needed major public improvements

This project was undertaken to update the 2040 Comprehensive Plan vision and align future land use and major public improvements (roadways, utility corridors, parks, and trail) with that vision. The update process will involve a formal amendment to the Comprehensive Plan. At this time, the Planning Commission is being asked to review and confirm the draft direction so that the proposed amendments can be prepared.

Celebrating Our Past. Boldly Defining Our Future.

Guiding Principals

Quality and sustainable growth

- Guide the location and form of development to ensure growth is managed in a sustainable manner and natural resources are protected
- Create interesting neighborhoods that strengthens Farmington's hometown feel.
- Preserve and protect historical and cultural resources.

Complete and Connected Community

- Create high-quality neighborhoods that are connected by parks, open spaces, and trails.
- Provide a transportation system that supports the efficient and effective movement of people and goods for all modes of transportation.
- Recognize that all people have inherent value and are celebrated and welcomed.

Vibrant and Resilient Economy

- Promote and support a dynamic economy that distinguishes itself in the region.
- Enhance the vitality and vibrancy of Farmington's commercial districts.

Opportunities and Investments

- Maintain a positive and proactive approach to the City budget, ensuring investment decisions are cost-effective and provide a long-term benefit.

Chair Rotty questioned the Preserve, Protect, Enhance Woodlands requirement(s) and what the developers' thoughts may be. Planning Manager Tony Wippler explained we already have the Woodland Tree Preservation ordinance in place. Regarding Wetlands and Greenways, SWDC has existing rules and regulations for setbacks. We are in a good position to enforce existing rules.

Chair Rotty questioned if 2B is referring to density. Ms. Trapp explained it can be density and it can be having diverse housing types including smaller lot single family, townhomes and rowhomes.

Chair Rotty asked for clarification on what 5C means. Rita Trapp explained it would be transportation like Ride Share, Dial-a-Ride and working on private opportunities since no public transportation is currently offered.

Land Use

1. Existing Land Use Map- uses county assessor data to categorize how all properties within the City are currently used.
2. Development Constraints
 - a. Lakes, Rivers, and Wetlands
 - b. Right of Way (ROW)
 - c. Utility Easements

3. Future Land Use Map- A new land use category, Downtown Mixed-Use, is being proposed with this amendment. The proposed description for the Downtown Mixed-Use District is “Land guided to support a variety of uses including pedestrian friendly commercial, office, residential, institutional, and limited, small-scale manufacturing. Development may be mixed either vertically or horizontally with residential densities between 12 and 65 units per net acre.”
4. Metropolitan Urban Service Area (MUSA)
5. Development Staging
6. Focus Areas

Chair Rotty asked how difficult it is to obtain MUSA, Planning Manager Tony Wippler stated due to us being served by the Empire Treatment Plant that we are not near capacity in this community.

Rita Trapp finished presentation and Planning Manager stated they will work on getting the work session with City Council set up to continue working on this plan.

4.2 Open Meeting Law- Planning Manager Tony Wippler discussed League of Minnesota Cities handout for the Open Meeting Law that includes general information outlining requirements of what Planning Commission as public body have to abide by. No questions at this time

5. ADJOURN

MOTION by Teske, second by Snobeck to adjourn at 8:12 p.m. **APIF, MOTION CARRIED**

Respectfully submitted,

Tony Wippler

Tony Wippler
Planning Manager