

Chairperson
Nick Schwalbach

**Planning
Commissioners**
Bill Buesing
Taelor Johnson
Dawn Kulousek
Chris Kwapick
Eric Thorson
Nicole Westadt



515 Little Canada Road
Little Canada, MN 55117

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Staff Liaison
Corrin Wendell

**Regular Meeting of the
Little Canada Planning
Commission**

*Thursday, June 11, 2020
5:00 p.m.*
City Center Council Chambers

AGENDA

1. Call To Order - 6:30 P.m.
2. Roll Call
3. Adopt Agenda
4. Approval Of Minutes
 - A. Minutes

Documents:

[05-14-2020 PC MINUTES.PDF](#)

5. Meeting Open To The Public
Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.
6. Public Hearings
7. Commission Business Action Items & Recommendations
 - A. Staff Report

Documents:

[VII.A. PUD ORDINANCE 6.11.20.PDF](#)

- a. PUD Ordinance Draft

Documents:

[DRAFT PLANNED-UNIT DISTRICT - MAY 8.PDF](#)

- i. PUD Supplemental Information

Documents:

[MEMO - PLANNED-UNIT DEVELOPMENT DISTRICT.PDF](#)

8. Reports From Staff
9. Reports From Commissioners
10. Adjournment

This agenda is subject to change by additions and deletions.

**MINUTES OF THE REGULAR MEETING
PLANNING COMMISSION
LITTLE CANADA, MINNESOTA**

MAY 14, 2020

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 14th day of May, 2020 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Acting Chair Chris Kwapick called the meeting to order at 6:30 p.m. and the following members of the Planning Commission were present at roll call:

PLANNING COMMISSION: Johnson, Kulousek, Kwapick, Schwalbach, Buesing, Westadt and Thorson.

ALSO PRESENT: Community Development Director/ Planner Corrin Wendell and City Administrator Chris Heineman

In accordance with the requirements of Minn. Stat. Section 13D.021, the City Administrator has determined that an in-person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the health pandemic and emergency declaration, it has been determined that attendance at the regular meeting location by elected officials and members of the public is not feasible. Therefore, some or all of the City Council members may be participating by telephone or other electronic means. This meeting will be recorded in its entirety.

Members of the public may monitor the meeting on the CTV North Suburbs website (live stream) or use the meeting link provided on the city website prior to the meeting.

ADOPT AGENDA

The agenda was approved as presented.

MINUTES

Commissioner Schwalbach made a motion to approve the April 9, 2020 Planning Commission minutes as submitted. Commissioner Thorson seconded the motion. The motion was unanimously approved.

OPEN TO THE PUBLIC

No comments.

2040 COMPREHENSIVE PLAN OVERVIEW AND UPDATE

**MINUTES
PLANNING COMMISSION
MAY 14, 2020**

The City Planner stated that the Planning Commission is asked to review the final draft of the 2040 Comprehensive Plan, noting that the public hearing to review the Plan will be at the City Council meeting on May 27th.

Bill Weber stated that changes can be made to the plan after this time, up until the final adoption of the City following the Metropolitan Council review. He noted that they will continue to accept public comments, as they have been for the past several months. He reviewed the purpose of the Comprehensive Plan, which is an update to the 2008 plan that guides land use and zoning, guides investments in public facilities and services, protects surface water, guides revitalization, and satisfies regional requirements. He provided details on the planning process that began in 2017. He reviewed the major themes of the plan: conserve solid neighborhoods while promoting private reinvestment in aging commercial or industrial districts, guide infill and modest replacement housing, intensify development along Rice Street, protect surface water and improve walking and biking. He provided details on the land use plan and highlighted areas proposed to change.

The City Administrator referenced the area between CR D and Alan Avenue which was recently relisted for sale. He stated that the City has received interest in the parcel but not for industrial use and instead for medium to high density residential.

Mr. Weber stated that it would be logical and reasonable that the parcel could be residential rather than industrial.

The City Administrator stated that rezoning would be required as the parcel is currently zoned R-1.

Mr. Weber stated that the existing residential to the east is used to the open space and therefore he would recommend transitioning between the two areas. He stated that the area should either all be residential, or all be industrial and not a mix of the two uses.

Acting Chair Kwapick referenced the plan to construct pedestrian and bike paths over 35E and stated that would be a great amenity to connect the community. He referenced a parcel proposed to be rezoned to industrial adjacent to R-1 residential and asked if that would create a conflict.

Mr. Weber stated that would assume that the residents in that area are in agreement to sell their property to an industrial developer. He noted that all the residential properties would need to agree to sell at the same time in order to support that change in use. He stated that the City could remain open to allowing residential. He stated that with the information from the City Administrator, perhaps those two parcels should be changed to high density housing.

The City Administrator stated that is a possibility, but it is also nice to have flexibility on that larger, 17 acre parcel. He noted that whatever land use is shown should indicate flexibility.

**MINUTES
PLANNING COMMISSION
MAY 14, 2020**

The City Planner stated that if kept as is with industrial, it would be an easier amendment to change to higher density housing compared to attempting to change from housing to industrial. She confirmed that the most flexibility would be gained in leaving the land use as industrial.

The City Administrator referenced the south corner of Pioneer Park, noting that the existing land use identifies a stranded industrial parcel which is proposed to change to public/institutional. He stated that the change was based on the desire for additional space for public works but after discussion by the City Council, it appears the desired use may be park.

Mr. Weber noted that change could be made prior to adoption if desired.

The City Administrator stated that the Park Commission is completing the final master planning process for Pioneer Park over the next six months, which led to the recent discussion by the Council.

Mr. Weber stated that any comments on the planned land use can be sent to City staff for consideration. He provided details on the housing plan, noting the increase in total units by the year 2040 by approximately 200 units. He reviewed the natural resources plan, transportation plan,

The City Administrator provided details on funding the City was awarded to complete a pedestrian connection this summer.

Mr. Weber reviewed details from the parks and open space plan, wastewater and water plans, and implementation program.

Acting Chair Kwapick thanked staff and Mr. Weber for the work that was put into the development of the plan.

Commissioner Schwalbach echoed the comments of thanks to staff and Mr. Weber.

The City Planner stated that local governments are required to share their plan with effected jurisdictions and reviewed those that Little Canada shared its draft plan with. She noted that there were no negative comments received from those agencies.

Acting Chair Kwapick thanked Mr. Weber for his presentation.

Commissioner Johnson introduced the following motion:

***RECOMMENDING SUPPORTING THE APPROVAL OF THE RESOLUTION
AUTHORIZING SUBMISSION OF THE DRAFT COMPREHENSIVE PLAN TO
THE METROPOLITAN COUNCIL.***

**MINUTES
PLANNING COMMISSION
MAY 14, 2020**

The foregoing motion was duly seconded by Commissioner Westadt.
Ayes (7). Nays (0). Motion passed.

REPORT FROM STAFF

The City Planner provided an update on activity that staff is working on that may come before the Commission in the future.

REPORTS FROM COMMISSIONERS

No Comments.

There being no further business, the meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Amanda Staple
TimeSaver Off Site Secretarial, Inc.



STAFF REPORT

Agenda Information Memorandum
Little Canada Planning Commission
June 11, 2020

VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS

A. Planned Unit Development Ordinance Update

ACTIONS TO BE CONSIDERED

To recommend approval to the City Council for the final draft of the Planned Unit Development Ordinance.

FACTS

- The City is in the process of updating the Planned Unit Development ordinance within the Zoning Code.
- The PUD Ordinance update will better serve the City in terms of development and redevelopment.
- The PUD Ordinance update is part of a series of Zoning Code updates identified in the 2040 Comprehensive Plan.
- The Planned Unit Development Overlay District (PUD) is established as a means to facilitate the development of land in an integrated and innovative fashion, to allow for flexibility in site design, and to result in a better quality of development than would otherwise be possible, while being sensitive to environmental, cultural, and economic considerations.
- After review by the Planning Commission, the City Council will review the final draft of the ordinance at their July meeting.

ATTACHMENTS

Planned Unit Development Ordinance draft

MEMORANDUM

Date: Thursday, June 11, 2020

To: Chair Schwalbach and Planning Commission
From: Bill Weber, Planning and Ordinance Consultant Corrin Wendell, AICP, Community Development Director
CC:
Re: Planned Unit Development Ordinance Update

BACKGROUND

Chair Schwalbach and Planning Commission members:

The Planning Commission is asked to review the final draft of the Planned Unit Development ordinance update. The City is in the process of completing the 2040 Comprehensive Plan and part of that process is to identify areas within the Zoning Code that need to be updated to better serve the City in terms of development and redevelopment.

FINDINGS

- A planned unit development (PUD) is a large, integrated development adhering to a comprehensive plan and located on a single tract of land or on two or more tracts of land that may be separated only by a street or other right-of-way.
- PUD is a form of development that can be used today to advance a number of important smart growth and sustainability objectives.
- PUD has a number of distinct advantages over conventional lot-by-lot development. PUD can offer a degree of flexibility that allows creativity in land planning, site design, and the protection of environmentally sensitive lands not possible with conventional subdivision and land development practices.
- PUD is capable of mixing residential and nonresidential land uses, providing broader housing choices, allowing more compact development, permanently preserving common open space, reducing vehicle trips, and providing pedestrian and bicycle facilities. In exchange for design flexibility, developers are better able to provide amenities and infrastructure improvements, and find it easier to accommodate environmental and scenic attributes.
- PUD as an overlay to an underlying district, not a conditional use or zoning district.

Next Steps:

In July, the City Council will hold a public hearing and consider adoption of this ordinance update.

RECOMMENDED ACTION

To recommend approval to the City Council for the final draft of the Planned Unit Development Ordinance.

SECTION 915 PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT

915.010 Purpose -1
915.020 Relationship to other Applicable Regulations 1
915.030 Platting Requirement 1
915.040 Minimum Project Size 1
915.050 Phasing of Development 2
915.060 Administration 2
915.070 Principal and Accessory Uses in the PUD Overlay District 2
915.080 Development Standards in the PUD Overlay District 3

915.010 Purpose

The Planned Unit Development Overlay District (PUD) is established as a means to facilitate the development of land in an integrated and innovative fashion, to allow for flexibility in site design, and to result in a better quality of development than would otherwise be possible, while being sensitive to environmental, cultural, and economic considerations.

The Planned Unit Development Overlay District shall not be used merely to circumvent the normal requirements of the zoning ordinance. Development under these provisions must provide net demonstrable benefits not otherwise available to the community.

Adding the Planned Unit Development Overlay District to the zoning of a parcel shall supplement and modify the provisions of the base zoning district with specific requirements and standards that are unique to the planned development.

915.020 Relationship to other Applicable Regulations

A Planned Unit Development shall be subject to all applicable standards, procedures and regulations of this ordinance and the zoning district in which it is located, including applicable site development standards contained in Section 903, General Provisions, except as otherwise provided in this chapter or in the approved PUD.

915.030 Platting Requirement

All land proposed for the Planned Unit Development Overlay District shall be platted or replatted into one or more lots in compliance with the applicable requirements of Section 1000, Subdivision Ordinance. For the purposes of this chapter, the development plan shall include the necessary information to serve as a preliminary plat for the development.

915.040 Minimum Project Size

There shall be no minimum size limitation for a Planned Unit Development.

915.050 Phasing of Development

Phasing of the Planned Unit Development shall be permitted, provided that each individual phase shall be designed and developed to exist as an independent unit not reliant on subsequent phases to be a satisfactory addition to the city. Additionally, providing common open space and site amenities that are shown on the development plan must proceed at the same rate as the dwelling units, if any.

915.060 Administration

The regulations of the Planned Unit Development Overlay District shall be administered as described in Section ____, Application Reviews and Procedures [to be written].

915.070 Principal and Accessory Uses in the Planned Unit Development Overlay District

(A) Summary Tables of Principal, Conditional or Accessory Land Uses

All Principal, Conditional and Accessory Uses allowed in the Planned Unit Development District are summarized in Table 915-1.

(B) Permitted Principal or Accessory Land Uses

Any use allowed in the underlying zoning district where the Planned Unit Development is proposed may be included as part of a PUD development plan. In addition, other uses of land may be permitted in the Planned Unit Development upon approval by the City Council. The development plan shall identify all proposed land uses, and those uses shall become permitted uses with approval of the development plan.

(C) Specific Development Requirements

Specific development requirements will be negotiated through the Planned Unit Development process described in Section ____, Application Reviews and Procedures.

(D) General Development Requirements

Land development shall conform to the requirements for parking and traffic circulation, landscape design, fencing, lighting, and other considerations as specified in Section 903, General Provisions, or as determined through the PUD process.

(E) Dimensional Requirements in Residential Districts

Dimensional requirements for the PUD District will be as specified in the underlying zoning district or as modified by the City Council through the PUD process.

Table 915-1: Summary of the Principal, Conditional and Accessory Land Uses Permitted in the Planned Unit Development Overlay District

P: Permitted C: Conditional --: Not allowed

Land Uses		Specific Development Requirements
Principal, Conditional and Accessory Uses Permitted in the R-1 through R-4 Districts	P	See Section 903, General Provisions
Principal, Conditional and Accessory Uses Permitted in the B-2 through B-4 Districts, the B-W District and the R-B District	P	See Section 903, General Provisions
Principal, Conditional and Accessory Uses Permitted in the I-1, I-2 and the I-P Districts.	P	See Section 903, General Provisions

915.080 Development Standards in the PUD Overlay District

As part of Planned Unit Development approval, the City Council is authorized to approve exceptions to the zoning controls applicable to the zoning district in which the Planned Unit Development is located. Such exceptions shall only be granted when it is clearly warranted to achieve the objectives of the *City of Little Canada Comprehensive Plan* and will result in a development that is not otherwise possible under other zoning districts. Nothing in this chapter shall be construed to provide a property owner any right to compel the City to grant such exceptions.

(A) Placement of Structures

More than one principal building may be placed on a platted lot in a Planned Unit Development. The appearance and compatibility of individual buildings to other site elements and to surrounding development shall be given primary consideration in reviewing and approving the placement and spacing of structures.

(B) Bulk Regulations

(1) Building Height

The City Council may authorize an increase in building height for the purpose of promoting project integration and additional site amenities.

(2) Building Setbacks

The City Council may authorize a reduction in or elimination of required yards provided that a landscaped yard of the minimum width established for the base zoning district or greater is maintained along the periphery of the PUD.

(C) Lot Requirements

The City Council may authorize reductions in the area and width of individual lots in a Planned Unit Development from that required for the base zoning district, provided that such reductions are compensated for by an equivalent amount of open space elsewhere in the Planned Unit Development. Such open space shall not include areas designated as public or private streets or required storm ponds.

(D) Density Bonus

The City Council may authorize up to a 10 percent reduction in the minimum lot area per dwelling unit from that required by the base zoning district for the purpose of promoting an integrated project with a variety of housing types and additional site amenities, or to accommodate enhancement and/or preservation of important environmental features through careful and sensitive placement of buildings and facilities.

(E) Open Space

For residential Planned Unit Developments, public and/or private open space shall be provided that is a demonstrable benefit to the larger community and which likely would not have been possible without the flexibility of this zoning overlay district.

The Development Plan must coordinate improvements to open space areas concurrently with construction of permitted structures and other required improvements within their respective phase of the Planned Unit Development.

(F) Parking

(1) Parking Requirements

Parking requirements for all uses within the Planned Unit Development shall be as established in Section 903, General Provisions.

(2) Private Streets

Private streets are not allowed. However, private driveways that serve not more than one apartment building or not more than 12 townhouses are allowed. Parallel parking is not allowed along private driveways, unless adequate additional driveway width is provided. Private driveways must maintain a permanently and continuously unobstructed width of 20 feet for access by emergency vehicles.

SECTION ____, APPLICATION REVIEWS AND PROCEDURES

Planned-Unit Developments

A. Application

An application for rezoning to Planned-Unit Development Overlay District shall be made on the form provided by the City, shall include the materials required for a Rezoning, a Site Plan Review and a Plat, and shall include an application review fee as adopted by the City Council.

Additional drawings and narratives may also be required if the PUD involves the Shoreland Overlay District, an Environmental Assessment Worksheet or Environmental Impact Statement. An application for Variance shall not be required.

B. Review and Approval Process

The review of an application for rezoning to PUD Overlay District shall follow the same process as a Map Amendment or a Text Amendment.

When the City Council adopts an ordinance rezoning property to Planned-Unit Development Overlay District, it is approving the Rezoning, the Site Plan and the

Preliminary Plat (if applicable) and instructing City staff to draft a Development Agreement, proceed with the final plat (if applicable) and subsequently issue a Zoning Certificate.

C. Expiration of the Approved Zoning Certificate

The Zoning Certificate associated with the rezoning to PUD Overlay District may expire as described under Section ____, Application Reviews and Procedures, Conditional Use Permit, Time Limit.

If the approved development is not begun either in whole or in part by the dates specified in the development agreement, that portion of the land not substantially improved shall revert to the base zoning district and any benefits, uses or approvals conferred by the PUD Overlay District shall become void unless a time extension is granted by the City Council or the PUD Overlay is amended.

D. Amendments to a Planned-Unit Development Overlay District

A Planned-Unit Development Overlay District may be amended as described in Section ____, Application Reviews and Procedures, Site Plan, Modification of an Approved Site Plan.

E. Approved Plans Continue

All preliminary and final development plans approved as part of a Planned-Unit Development prior to the effective date of this Ordinance shall remain in full force and effect as part of this overlay district. If new development in the prior Planned-Unit Overlay District is in compliance with the approved plans, the development shall be considered in conformance with this Ordinance.



Date: 6 June 2020

To: Corrin Wendell, Community Development Director, City of Little Canada

From: William Weber, Planning and Ordinance Consultant

Subject: Draft Amendments to Section 915, Planned-Unit Development

I have prepared amendments to Section 915 of the Little Canada City Code, Planned-Unit Development, for review by the City Planning Commission and subsequently by the City Council.

You stated these objectives for the amendment:

- Eliminate the need to record the conditions of each planned-unit in the text of the zoning code, which is cumbersome
- Increase the flexibility of the regulations.

Therefore, the proposed amendment includes these features:

- **Length:** The text is reduced to 3 pages from 12
- **Allowed Land Uses:** It allows the use of any of the zoning districts except Shoreland, Wetland and Floodplain, as do the current PUD regulations
- **Recording the Conditions:** The approved conditions of each planned-unit may be recorded in the file of each project rather than in the text of the City Code; 11 of the 12 current pages of text are devoted to describing the allowances of each planned-unit
- **Overlay District:** This district would be an overlay district, whereas the current regulations are a separate, base district. This means that the proposed regulations would supplement and not change the existing, underlying zoning districts, such as R-3. The effect is that the existing, underlying district(s) is or are the basis for the conditions of the planned-unit unless the base districts are changed through a rezoning (a map change).
- **Zoning Map Changes:** With the approval of each planned-unit, the zoning map should be amended to indicate that the location has a planned-unit overlay; it is probably not necessary to number each one
- **Future Changes:** Future redevelopment of any given planned-unit location would require a rezoning, but only if the new development does not conform to the terms of the original approval
- **Development Standards:** Includes development standards, on which the current regulations are silent. These include:

- No minimum project size
- Relationship to other regulations of the zoning code
- Relationship to nearby development
- Automatic dimensional variances
- A residential density bonus
- Required open space
- **Community Benefit Required:** The proposed amendment states that the planned-unit overlay may not be used merely to circumvent the normal zoning requirements but that the project must provide net demonstrable benefits not otherwise available to the community. This provision is typically found in planned-unit regulations but is often overlooked and abused.

Review Procedures Section

A separate, related section is proposed that describes the application review procedures for a planned-unit.