



Planning Commission

Tuesday, December 17, 2024

6:30 PM

Elk River City Hall

Regular Meeting & Work Session Agenda

- Regular meeting in Council Chambers
 - Work Session meeting in Council Chambers immediately following regular meeting
-

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSIDER MINUTES

4.1 October 22, 2024, Regular

4.2 November 26, 2024, Regular

5. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.

5.1 Preliminary Plat: Norrgard Wooded Acres, PID 75-00937-0110, Chaz Norrgard

6. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

7. COUNCIL LIAISON UPDATES

8. MOTION TO ADJOURN REGULAR MEETING

9. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

10. MOTION TO ADJOURN



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, October 22, 2024**

Members Present: Commissioner James Zahler, Chair Perry Beise, Commissioner Dornan Bland, Commissioner Anthony Kaba

Members Absent: Commissioner Robert Rydberg, Commissioner Dennis Booth, Commissioner Eric Johnson

Staff Present: Senior Planner Chris Leeseberg and Sr. Administrative Assistant/Recording Secretary Jennifer Green

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. CONSIDER AGENDA

Chair Beise noted the date of agenda item 4.I should read August 27, 2024.

Moved by Commissioner Zahler and seconded by Commissioner Bland to approve the agenda with the change noted above. Motion carried 4-0.

4. CONSIDER MINUTES

Moved by Commissioner Zahler and seconded by Commissioner Kaba to approve the following consent agenda item as outlined in the staff report. Motion Carried 3-0.

4.I August 27, 2024, Draft Planning Commission Minutes

5. PUBLIC HEARINGS

5.I Zone Changes: City of Elk River

Chair Beise opened the public hearing.

David Melchior, 13238 Island View Dr., questioned one of the legal descriptions on the notice for parcel 75-00934-0125.

Michelle Binsfeld, 13230 Island View Drive, distributed a letter to the commission, and stated Boy Scout Island was deemed a park on July 1. She stated it would be inconsistent to rezone this to a single family property when the use is a park. She asked the commission not to move forward with this

rezoning. She formally requested reasonable notice in writing to any proposed changes to this parcel. She suggested the city request recommendations from invested entities before any future changes to zoning, land use, or ownership of a parcel. Orono Lake Improvement District, Elk River Parks and Recreation Commission, Sherburne Soil and Water Conservation Board supervisors, Sherburne County Parks and Trails Committee, and the Friends of William H. Houlton Conservation Area. She is an environmental professional. She read a portion of her letter to the commission.

Gail Weber, 13216 Island View Drive, shared her history with Lake Orono. She expressed concerns about the city wanting to develop the island.

Chair Beise stated the island is not buildable.

Ms. Weber stated her view has completely changed with the development of The Cove.

Mr. Leeseberg apologized to the public if there was a misunderstanding, but there were no plans to develop the land proposed to be rezoned. He stated the city is recommending rezoning to align with the Comprehensive Plan. He stated the required property owners would be notified to comment if a development request was received, but the city has not received a request.

Dan Kruger, 18682 Queen Circle, stated that people think the city wants to clear-cut the island and sell lots of homes, so he appreciated the asked questions. Was there road access to the island?

Mr. Leeseberg stated there was not.

Mr. Kruger asked if there was sewer availability.

Mr. Leeseberg stated that technically you probably could, but FEMA lily would not allow it.

Mr. Kruger asked if this was strictly a housekeeping matter or did someone approach the city requesting to buy and develop the property.

Mr. Leeseberg stated no one has asked the city to purchase the property, and it is just a rezoning to align with the land use map.

Ms. Binsfeld stated there is a concern if you do rezone to single-family residential, it 'advertises' to developers that the property is available to purchase and develop, and if there isn't a necessity to rezone the property, to leave it as it is not to encourage developers.

There being no one else to speak, Chair Beise closed the public hearing.

Mr. Leeseberg stated the necessity is to comply with state statutes to correlate the land use and zoning maps. If they don't rezone to single-family residential, the current zoning would require an update on the land use map and that would then promote highway business uses.

Ms. Green answered Mr. Melchior's question about the legal description for ID 75-00132-1205, and the graphic should read 75-00132-2120.

Commissioner Zahler asked about the timing of these rezonings and the land use maps and if there was a separate park zoning.

Mr Leeseberg explained there were several small areas that were missed during the comprehensive plan amendment and after the request to rezone the property that is now The Cove, staff wanted to align those with the adjoining parcels and designate them R1c to align with the plan.

Moved by Commissioner Zahler and seconded by Commissioner Bland to recommend approval of the rezoning of parcels from Highway Commercial (C3) to Single Family Residential (R1-c) as outlined in the staff report north of Highway 10 at the Gary Street alignment. Motion Carried 4-0.

Moved by Commissioner Zahler and seconded by Commissioner Kaba to recommend approval of the rezoning of parcels from General Industrial (I3) to Highway Commercial (C3) as outlined in the staff report south of the Plants and Things Recreation Complex. Motion Carried 4-0.

Moved by Commissioner Bland and seconded by Commissioner Kaba to recommend approval of the rezoning of parcels from General Industrial (I3) to Single Family Residential (R1a) as outlined in the staff report south of Highway 10 and west of Edison Street. Motion Carried 4-0.

Chair Beise asked how often the land use map is amended.

Mr. Leeseberg stated it can be changed as often as the city council wishes, but staff has been considering global changes from a version that the consultant provided over to a CAD version, and that along with other changes, there will be future updates for proposed changes, hopefully by years end.

6. GENERAL BUSINESS

7. COUNCIL LIAISON UPDATES

Councilmember Westgaard was not in attendance to provide an update.

8. MOTION TO ADJOURN REGULAR MEETING

Moved by Commissioner Bland and seconded by Commissioner Kaba to adjourn the regular meeting. Motion Carried 4-0.

The regular meeting adjourned at 7:08 p.m. Chair Beise called the work session to order at 7:10 p.m.

9. WORK SESSION

9.1 Concept Review: Enviro-Chem

Mr. Leeseberg presented the staff report. Since the applicant's proposed use is only allowed in the I1 and I2 zoning districts, and the desired location is located in the Business Park zoning district, he noted the ordinance would need to be amended to allow recycling processing centers in the Business Park zoning

district.

Josh Blaisdell, Otsego, introduced himself as the general manager of operations for Envrio-Chem, Inc. and provided background information on the current operations of Enviro-Chem in Rogers and Anoka.

Commissioner Bland stated his only concern was amending an ordinance in a zoning district that would allow other businesses to operate and may not operate as well as Enviro-Chem. He asked about operations in an industrial zoning area.

Mr. Blaisdell stated this location near Home Depot and Wal-mart makes the operations more visible to the public, and most electronic recycling is located in industrial areas and not convenient to residents. He feels this will raise more awareness and ease for people to recycle instead of throwing things in the garbage.

Commissioner Bland asked if there were other paths for the applicant to be allowed to operate in the proposed location.

Mr. Leeseberg indicated the city cannot give a variance for a use. He outlined the I1 and I2 areas in the city where this use would be allowed and there are very few districts that are zoned business parks and allow this use.

Commissioner Zahler asked for clarification of a business park.

Mr. Leeseberg explained the business park category is a more aesthetically pleasing district with higher design standards, deeper setbacks, and more visible rather than hidden, appealing to the eye with less intensive uses.

Commissioner Bland stated this company states they operate on a spectrum of cleanliness and his concern is opening the door with similar categories that aren't as neighborly, with some being pretty industrial, and noted there is a reason why there are industrial parks.

Commissioner Zahler asked about conditional uses in a business park.

Mr. Leeseberg reviewed the uses of Business Parks and what is allowed, permitted, accessory and conditional, and what would distinguish this proposed use from a light industrial use.

Mr. Blaisdell stated electronic recycling gets lumped into the definition of car scrap recycling processing centers even though their activities aren't the same. He stated their battery operations involve the removal of a battery from recycled electronics and then packaged for shipping following USDOT regulations. He stated their future shredding operations would require air quality monitoring by the MPCA.

Mr. Leeseberg discussed that a new definition of electronic recycling could be created that doesn't lump their activities in with cardboard, cars, glass, tires, etc. A conditional use permit would regulate the site as well, to ensure there aren't any negative impacts.

It was the consensus of the Planning Commission to consider supporting the creation of a new use/definition that more closely aligns with the applicant's operation for inclusion in the Business Park District.

9.2 Land Use Amendments: City of Elk River

Mr. Leeseberg presented the staff report and provided explanations regarding each property in the staff report.

After discussion, it was the consensus of the Planning Commission to make the following recommendations to the City Council:

75-00115-4103:

Guided for highway business but zoned single family residential R1a. The consensus was to continue having the land zoned R1a but changing the land use to Rural Residential.

75-00124-4300, 75-00125-2110, 75-124-3400:

Area guided as Neighborhood Commercial. The consensus was to continue having the land use for 75-00124-4300 guided Neighborhood Commercial but the other parcels to be Rural Residential.

Chair Beise asked about 75-00125-1200. This parcel won't be included in any proposed land use amendments at this time.

10. MOTION TO ADJOURN

Moved by Commissioner Bland and seconded by Commissioner Zahler to adjourn the work session. Motion Carried 4-0.

The meeting adjourned at 8:10 p.m.

Minutes prepared by Jennifer Green.

Perry Beise, Chair

Tina Allard, City Clerk



**Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, November 26, 2024**

Members Present: Commissioner Robert Rydberg, Commissioner Dennis Booth, Commissioner Eric Johnson, Commissioner James Zahler, Chair Perry Beise, Commissioner Dornan Bland, Commissioner Anthony Kaba

Members Absent:

Staff Present: Community Development Director Zack Carlton, Senior Planner Chris Leeseberg, and Sr. Administrative Assistant/Recording Secretary Jennifer Green

1. **CALL MEETING TO ORDER**
Pursuant to due call and notice thereof, the meeting was called to order at 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
3. **CONSIDER AGENDA**
Moved by Commissioner Johnson and seconded by Commissioner Rydberg to approve the agenda as presented. Motion Carried 6-0.
4. **PUBLIC HEARINGS**
 - 4.1 Northstar Truck & RV Parking - Zone Change & Conditional Use Permit
No actions were taken as the applicant withdrew their applications.
5. **GENERAL BUSINESS**
There was no general business to discuss.
6. **COUNCIL LIAISON UPDATES**
Councilmember Westgaard provided updates from recent City Council actions.
7. **MOTION TO ADJOURN REGULAR MEETING**
Moved by Commissioner Johnson and seconded by Commissioner Booth to adjourn the regular meeting at 6:35 p.m. and go into work session. Motion Carried 7-0.
8. **WORK SESSION**
The work session opened at 6:35 p.m.

8.1 Land Use & Zone Map Amendments

Mr. Leeseberg presented the staff report. He outlined the various proposed land use amendments and zone changes. He explained many of the land use changes were errors in the original plan that were overlooked. These errors, along with other proposed changes, were reviewed and discussed. The commission gave staff direction to remove the area designated as Business Park southeast of 225th Avenue and Baldwin Street and keep the zoning as it currently is.

The commission had no other concerns with what was proposed, and the consensus was to move forward with formal applications for the land use amendments and zoning changes. Staff will bring these amendments back for review and a public hearing.

9. MOTION TO ADJOURN

Moved by Commissioner Johnson and seconded by Commissioner Booth to adjourn the meeting. Motion Carried 7-0.

The meeting adjourned at 7:15 PM

Minutes prepared by Jennifer Green.

Perry Beise, Chair

Tina Allard, City Clerk



Request for Action

To
Planning Commission

Item Number
5.1

Meeting Date
December 17, 2024

Prepared By
Chris Leeseberg, Senior Planner

Item Description
Preliminary Plat: Norrgard Wooded Acres, PID 75-00937-0110, Chaz Norrgard

Reviewed by
Zack Carlton

Action Requested

Recommend, by motion, approval of the Preliminary Plat of Norrgard Wooded Acres.

Background/Discussion

The property is zoned Single Family Residential (R1a) with minimum lot sizes of 2 ½ acres. The property was previously platted as Glens Ridge. The applicant has requested approval of a preliminary and final plat to subdivide their 55-acre property into three parcels. Lots 1 and 2 will be 2.50 acres and Lot 3 will be 50.07 acres in size. Access to lots 1 and 2 will be from Jarvis Street and Lot 3 has access to Cleveland Street and Jarvis Street. Two parcels are eligible for park dedication.

Parks and Recreation Commission

The Parks and Recreation Commission, at their December 11, 2024, meeting is expected to recommend park dedication be paid in cash, at the applicable rate at the time of recording, for two dwelling units. Their recommendation will be included with staff's recommendation regarding the final plat for the City Council.

Applicable Regulations

City ordinance section 30-375 outlines the required findings for approval of a plat.

1. *The proposed subdivision is consistent with the zoning regulations (article VI of this chapter) and conforms in all respects with all requirements of this Code, including the zoning regulations and this article.*

The proposed subdivision is consistent with all zoning regulations. The lot size and lot width meet the ordinance requirements.

2. *The proposed subdivision is consistent with all applicable general and specialized city, county, and regional plans, including, but not limited to, the city's comprehensive development plan.*

The Comprehensive Plan guides the property for Rural Residential which consists of large lot single-family homes. This is the predominant residential type in the north of the city beyond the Urban Service Area. This land use primarily consists of planned residential subdivisions and lots located directly on arterial roadways. This land use supports large lot residential development and allows agricultural operations as an accessory use where appropriate. The subdivision is consistent with all applicable plans.

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



3. *The physical characteristics of the site, including but not limited to topography, soils, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, and drainage are suitable for the type and density of development and uses contemplated.*

Wetlands have been delineated in accordance with state regulations and the required setbacks are included in easements per sec 30-xxx of city code. The physical characteristics of the site are suitable for the type and density of development and uses contemplated.

4. *The proposed subdivision makes adequate provision for water supply, storm drainage, sewage transportation, erosion control and all other services, facilities, and improvements otherwise required in this article.*

The new lots will be served by private and well and septic, and additional public improvements are not required to service the proposed subdivision.

5. *The proposed subdivision will not cause substantial environmental damage.*

Although trees may be removed, the subdivision will not cause substantial environmental damage.

6. *The proposed subdivision will not conflict with easements of record or with easements established by the judgment of a court.*

The proposed subdivision will not conflict with easements of record or with easements established by the judgment of a court.

7. *The proposed subdivision will not have an undue and adverse impact on the reasonable development of neighboring land.*

The surrounding properties are both developed and undeveloped. The proposed subdivision will not impact the reasonable development of neighboring land.

8. *The proposed subdivision is not premature. A subdivision is premature if any of the following exists:*

- a. *Lack of adequate stormwater drainage.*
- b. *Lack of adequate roads.*
- c. *Lack of adequate sanitary sewer systems.*
- d. *Lack of adequate off-site public improvements or support systems.*

The subdivision is not premature as the above conditions have been provided for.

Financial Impact

None

Mission/Policy/Goal

Responsibly grow.

Attachments

1. Location Map
2. Preliminary Plat
3. Aerial Overlay



Project Location Map

Norrgard

Preliminary and Final Plat

Case No: P 24-20

Preliminary Plat of NORRGARD WOODED ACRES

CITY OF ELK RIVER
SHERBURNE COUNTY, MN

Bearings are based on the plot of GLENS RIDGE. For the purpose of this plat, the East line of Lot 2, Block 1 is assumed to bear North 0 degrees 25 minutes 51 seconds East.

- Denotes found iron monument
- Denotes 3/4 inch x 1/4 inch iron monument with a plastic plug stamped K.L.S. 47466 to be set within one year of platting date
- Denotes found cast iron monument
- Denotes found PK nail

REFERENCE BENCHMARK:
East Quarter Corner of Sec. 1, Twp. 33, Rng. 28
Elevation = 957.35 feet (NAVD88)

PROJECT BENCHMARK:
Double Spike in the East face of power pole near the NE Corner of the subject parcel
Elevation = 961.83 feet (NAVD88)

OWNER/DEVELOPER:
Chaz & Kelsy Norrgard
29522 125th St NW
Princeton, MN 55371

SURVEYORS & ENGINEERS:
Bogart, Pederson & Associates, Inc.
13076 First Street
Becker, MN 55308-9322
763-262-8822

TOTAL AREA: 55.07+ Acres

EXISTING ZONING: R-1a Single-Family Residential District

PROPOSED ZONING: R-1a Single-Family Residential District

MINIMUMS:
160' width
2.5 Acres

DENOTES BUILDING SETBACKS:
35' Front
30' Rear
25' Wetland buffer strip along wetland
20' Wetland buffer strip setback
20' Side

Drainage and Utility Easements are shown thus:

N.T.S.
Being 10 feet in width and adjoining right-of-way lines, also being 5 feet in width and adjoining lot lines, unless otherwise indicated, as shown on plat.

DATE: November 15th, 2024
FIELD DATE: August 20th, 2024
BK/PG: 71.96/PG. 59
DRAWN BY: C.W.
CHECKED BY: CAW
DWG FILE: 22-0275.01 Prelim
FILE NO: 22-0275.01

REVISIONS:

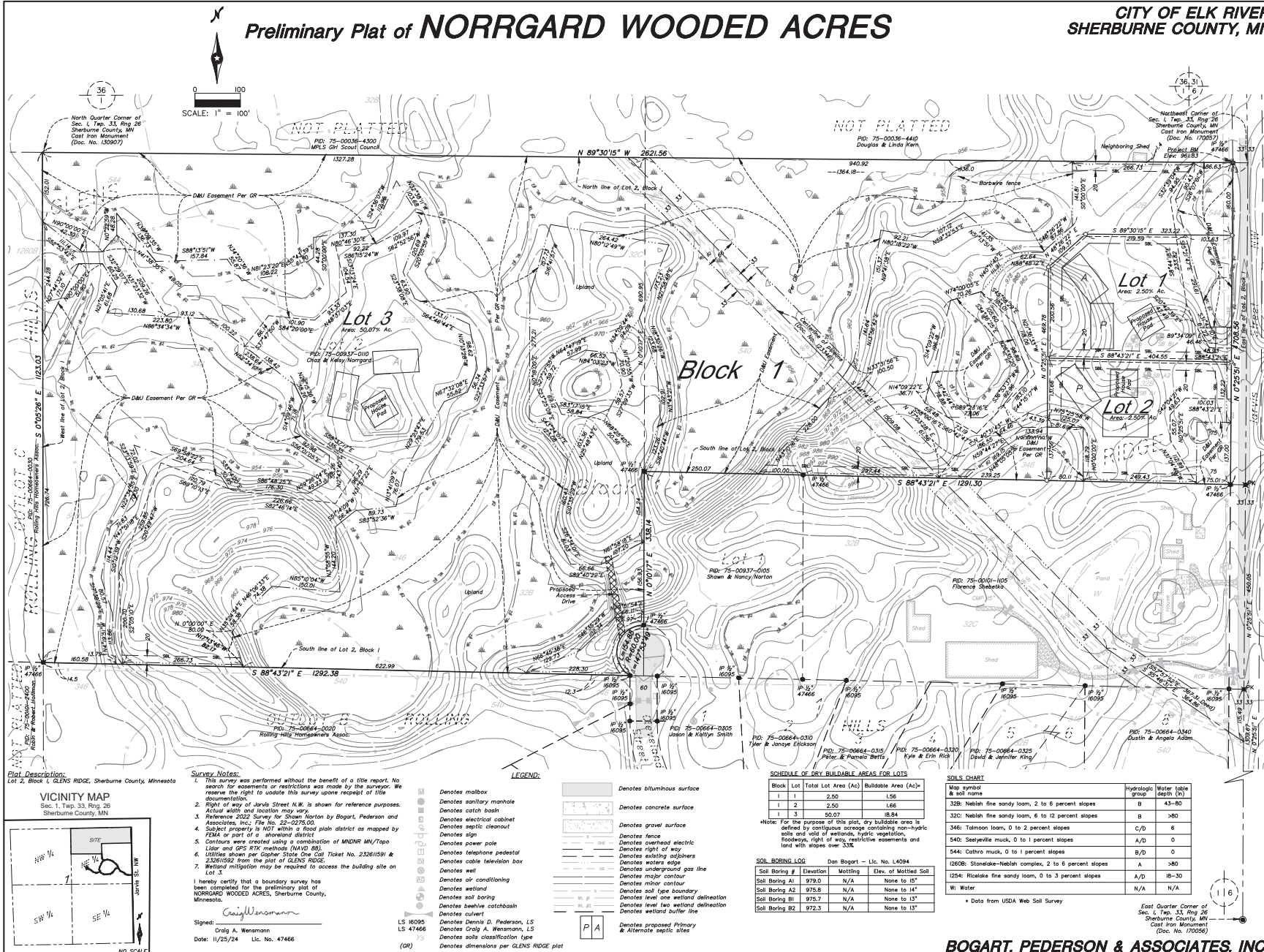
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Craig Wensmann
Signed: Craig A. Wensmann
Date: 11/25/24 Lic. No. 47466

BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
ENGINEERING
MAPPING
13076 FIRST STREET, BECKER, MN 55308-9322
TEL: 763-262-8822 FAX: 763-262-8844

PRELIMINARY PLAT
for
Chaz & Kelsy Norrgard
NORRGARD WOODED ACRES
City of Elk River
Sherburne County, MN

BOGART, PEDERSON & ASSOCIATES, INC.





75-00937-0110

75-00101-1105

75-00664-0020

75-00664-0010