BAXTER

"A Growing Community"

LONG-RANGE PLANNING COMMISSION
MEETING AGENDA
October 28, 2013
6:00 p.m.

1. Call to order
2. Approval of minutes from regular meeting on September 23, 2013
3. Street and Utility Improvements on Franklin Dr., Wildflower Dr. and Woida Rd.
4. Comp Plan – Introduction and summary of Community Forum information
5. Review and comment on six table topics
6. Other Business
7. Next Meeting November 25, 2013
8. Adjourn to Community Forum

LONG RANGE PLANNING COMMISSION MINUTES
September 23, 2013

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Kevin Donnay, Cathy Clark, Bob Ryan, Lori Rubin, Mark Cross, Jim Kalkofen, Rock Ylimeini and Council Liaison Todd Holman

MEMBERS ABSENT: None

STAFF PRESENT: CD Director Josh Doty

Approval of Minutes
Chair Donnay asked that the July 23rd minutes include more information about the closing of the meeting and the items that were discussed for this meeting. *(The ending of the minutes were not recorded due to an equipment malfunction)*

Motion by Commissioner Cross, second by Commissioner Ryan to approve the minutes of the July 23, 2013 meeting. Motion carried unanimously.

Comprehensive Plan Update
Chair Donnay turned the floor over to Mr. Phil Carlson of Stantec who gave the Commission a brief review of the last meeting. He then started his presentation with the following items being discussed.

A. Review Comp Plan process
The Commission had a brief conversation of how the comprehensive plan will assist staff and developers that wish to build in the City of Baxter.

B. Review demographics – what's changed in Baxter
The Commission reviewed the current demographics of Baxter and the surrounding areas. Baxter is expected to rise in population during the next 20 years with more ethnic diversity. The presentation also included information on the age and education of residents and availability of housing including past and present.

C. Review land use map – input on neighborhoods or communities within Baxter
Mr. Carlson stated that it is projected that there will be 2,223 more households in the next 22 years (by 2035). His presentation illustrated how this number of households would translate to developed land area. The illustration showed how the amount of developed land area would change based on different development density. The existing land use map was handed out and discussed. The 371/210 Corridor division was discussed and how neighborhood divisions are shaped. Mr. Carlson engaged the Commission in discussion to try to determine specific neighborhood areas. The Commission discussed several different areas that could be considered neighborhoods. The Commission stated that that Baxter doesn't have many neighborhood names. The Commission agreed that the majority of the residents indicate where they live by a road name or lake.

(Due to equipment failure, the remainder of the minutes were completed by CD Director Doty)

D. Review bike trail information
Council Member Holman explained that he is part of a group of cycling advocates that that would like to see on-road cycling be part of the comprehensive plan. Their group has found that it is difficult to have improvements implemented for cycling at the time of specific roadway projects because budgets have already been identified. Council Member Holman stated that their group created a Bicycle Corridor Map to show areas where they would like to see on-road cycling. The Commission discussed the difference between off-street trails, on-street trails, and on-road cycling. Commissioner Clark stated that she appreciates goals for on-road cycling but added that she does not want the Commission to get stuck on this issue, as it is one small part of the comprehensive plan. Council Member Holman stated understanding, and added that he wanted to introduce this into the discussion. Council Member Holman added that he has spoken with others interest groups as well that want to be part of this process.

E. Next steps
Mr. Carlson stated that the next steps include sharing more background information with the Commission. He added that staff is collecting information for the next regular meeting. He added that he would also like the Commission to look at the market for commercial land, similar to the market for residential land information that was presented tonight. Mr. Carlson stated that lastly, based on the potential for seeing development applications before the comprehensive plan update process is finished, there are some areas in the city of immediate interest for the Commission. He asked if the Commission is open to having a special meeting on October 14, 2013 to discuss six sites of immediate interest. The Commission stated that they were uncertain about discussing some properties in advance of the comprehensive plan update process.

Motion by Commissioner Ylimeini, seconded by Commissioner Rubin to have a special Long Range Planning Commission Meeting on October 14, 2013 at 6:00 pm. Motion carried unanimously.

Commissioner Kalkofen asked if materials could be provided earlier. Mr. Carlson stated that they would provide information a week in advance of the October 14, 2013 meeting.

Council Member Cross inquired about the email address that was set up for questions on the Comprehensive Plan update process. Community Development Director Doty stated that he would have that information available at the next meeting.

Adjournment
Motion by Commissioner Council Member Cross second by Commissioner Ryan to adjourn the meeting at 8:00 p.m.

Approved by:

Respectfully submitted,

Chair Kevin Donnay

Shanna Newman
CD Technical Clerk

BAXTER

"A Growing Community"

TO: Baxter Long Range Planning Commission

FROM: Joshua Doty, Community Development Director

DATE: October 25, 2013 for the October 28, 2013 Long Range Planning Commission Meeting

REQUEST: **Street and Utility Improvement Project** on Franklin Drive, Wildflower Drive, and Woida Road (from Inglewood Drive to approximately 550 feet east of Wildflower Drive)

FILE: Improvement Number 4062

APPLICANT: City of Baxter

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1. Application Request

The City of Baxter is in the initial stages of a Street and Utility Improvement Project on Franklin Drive, Wildflower Drive, and Woida Road (from Inglewood Drive to approximately 550 feet east of Wildflower Drive). As part of the improvement project, state law (statute attached) requires that the city's planning agency (in this case, the Long Range Planning Commission) report findings to the City Council that the project is consistent with the City's Comprehensive Plan.

2. Project Description

Attached is a copy of a location map for the subject street and utility project. The scope of the project includes the following:

Woida Road

1) A reconstructed roadway to a collector roadway standard including curb, gutter and storm sewer.
2) Adjacent 8-foot wide trails on each side of Woida Road.
3) The addition of city sanitary sewer to serve the adjacent properties.

Note: City water service is already present along Woida Road.

Franklin Drive and Wildflower Drive

1) A reconstructed rural road.
2) The addition of city sanitary sewer to serve the adjacent properties.
3) The addition of city water to serve the adjacent properties.

3. Analysis of Request

State law requires that the city's planning agency report findings to the City Council that the capital improvement project is consistent with the City's Comprehensive Plan. The City's Comprehensive plan is a long-range vision and guide for the City's future. The comprehensive plan is sets forth the legal foundation for regulations adopted by the City, including the City's zoning ordinance, subdivision regulations, etc.

Project Consistency with the Comprehensive Plan

The city's current comprehensive plan includes long range plans for roadway improvements, trail improvements, and water and sewer improvements (see attached exhibits from the Comprehensive Plan).

Findings

The Functional Classification Street Map in the Comprehensive Plan identifies Woida Road as a collector roadway and Wildflower and Franklin Drives as local streets. With the project, Woida Road would be constructed function as a collector roadway and Wildflower and Franklin Drives would be constructed as local streets.

The Water and Sewer Capital Improvements Plan in the Comprehensive Plan identifies that the proposed capital improvement project lies within the city's anticipated sewer and water service area boundary. In addition, the project area is surrounded on three sides by property that is currently served with city sewer and water.

The Trail Map in the Comprehensive Plan identifies a future trail along Woida Road. The improvement project would provide trails along Woida Road, as outlined in the City's Comprehensive Plan.

The improvement project would contribute to the health, safety, and welfare by improving city's roadway, utility and trail system. The project would allow the closure of 53 private septic systems and one commercial septic system.

4. Recommendation

Staff recommends that the Long Range Planning Commission recommend approval of the resolution reporting findings of fact for Street and Utility Improvement Number 4062

Attachments

1. Draft resolution approving findings of fact
2. Minnesota State Statute 462.3356
3. Street and Utility Project Location Map
4. Functional Classification Map
5. Water and Sewer Capital Improvements Plan
6. Baxter Trail Map

CITY OF BAXTER, MINNESOTA
RESOLUTION 13-_____

RESOLUTION APPROVING FINDINGS OF FACT FOR STREET AND UTILITY IMPROVEMENT PROJECT NUMBER 4062

WHEREAS, the City of Baxter ("the applicant") is in the initial stages of a street and utility improvement project (number 4062) on property described as follows:

> Franklin Drive, Wildfower Drive, and Woida Road, from Inglewood Drive to approximately 550 feet east of Wildfower Drive.

WHEREAS, the Long Range Planning Commission has reviewed the request at a duly called a public meeting on October 28, 2013 and recommends approval, and;

Whereas, the City Council considered the Long Range Planning Commission recommendation at their November 5, 2013 meeting;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAXTER, MINNESOTA, that it should and hereby does approve the following findings of fact that Street and Utility Project Number 4062 is consistent with the City's Comprehensive Plan. Specifically:

1. The Functional Classification Street Map in the Comprehensive Plan identifies Woida Road as a collector roadway and Wildflower and Franklin Drives as local streets. With the project, Woida Road would be constructed function as a collector roadway and Wildflower and Franklin Drives would be constructed as local streets.

2. The Water and Sewer Capital Improvements Plan in the Comprehensive Plan identifies that the proposed capital improvement project lies within the city's anticipated sewer and water service area boundary. In addition, the project area is surrounded on three sides by property that is currently served with city sewer and water.

3. The Trail Map in the Comprehensive Plan identifies a future trail along Woida Road. The improvement project would provide trails along Woida Road, as outlined in the City's Comprehensive Plan.

4. The improvement project would contribute to the health, safety, and welfare by improving city's roadway, utility and trail system. The project would allow the closure of 53 private septic systems and one commercial septic system.

Whereupon, said Resolution is hereby declared adopted on this 5th day of November, 2013.

_____

Darrel Olson, Mayor

ATTEST:

_____

City Seal

Kelly Steele, City Clerk

462.356 PROCEDURE TO EFFECT PLAN: GENERALLY.

Subdivision 1. **Recommendations for plan execution.** Upon the recommendation by the planning agency of the comprehensive municipal plan or sections thereof, the planning agency shall study and propose to the governing body reasonable and practicable means for putting the plan or section of the plan into effect. Subject to the limitations of the following sections, such means include, but are not limited to, zoning regulations, regulations for the subdivision of land, an official map, a program for coordination of the normal public improvements and services of the municipality, urban renewal and a capital improvements program.

Subd. 2. **Compliance with plan.** After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.

History: *1965 c 670 s 6*

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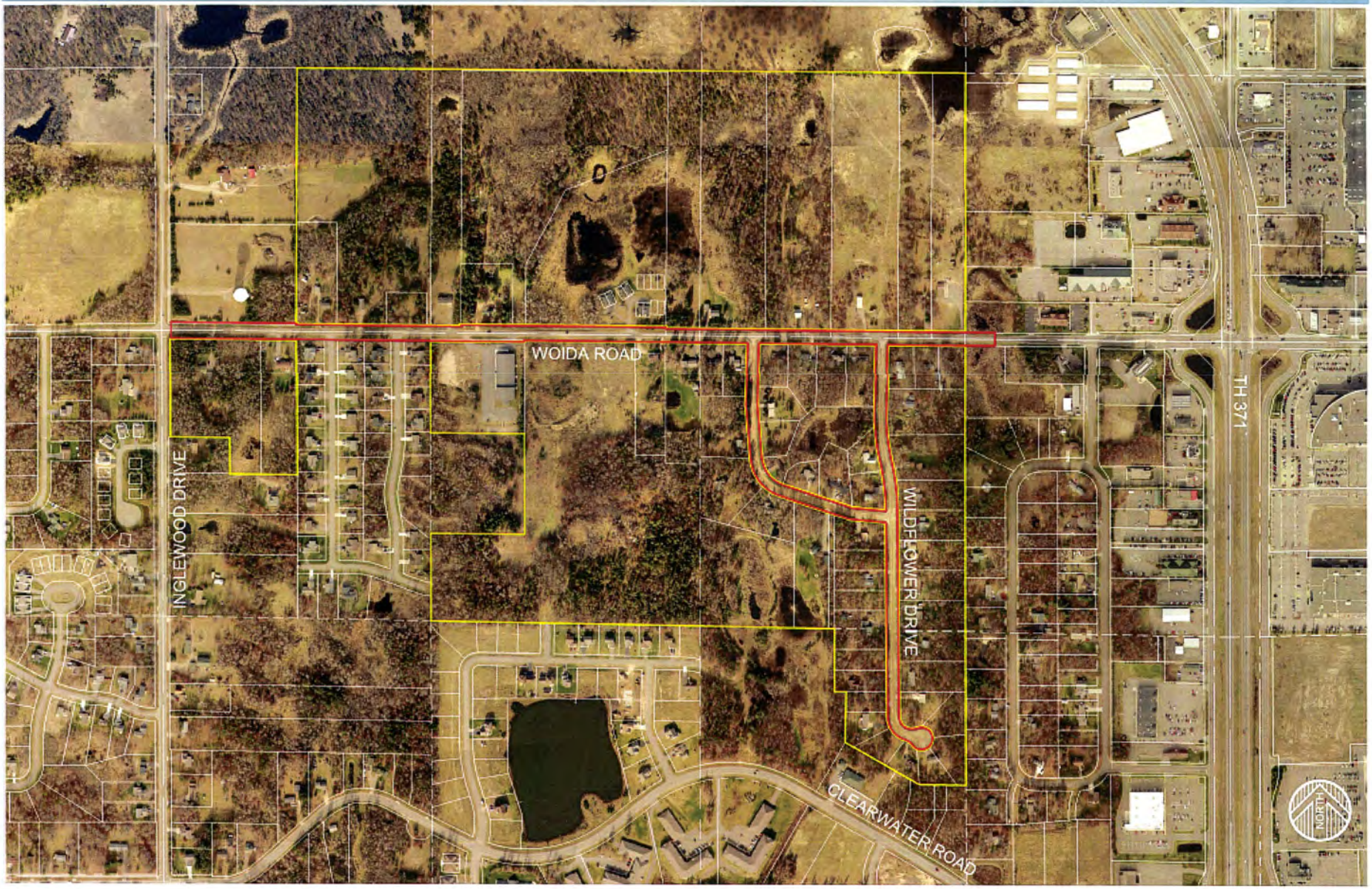
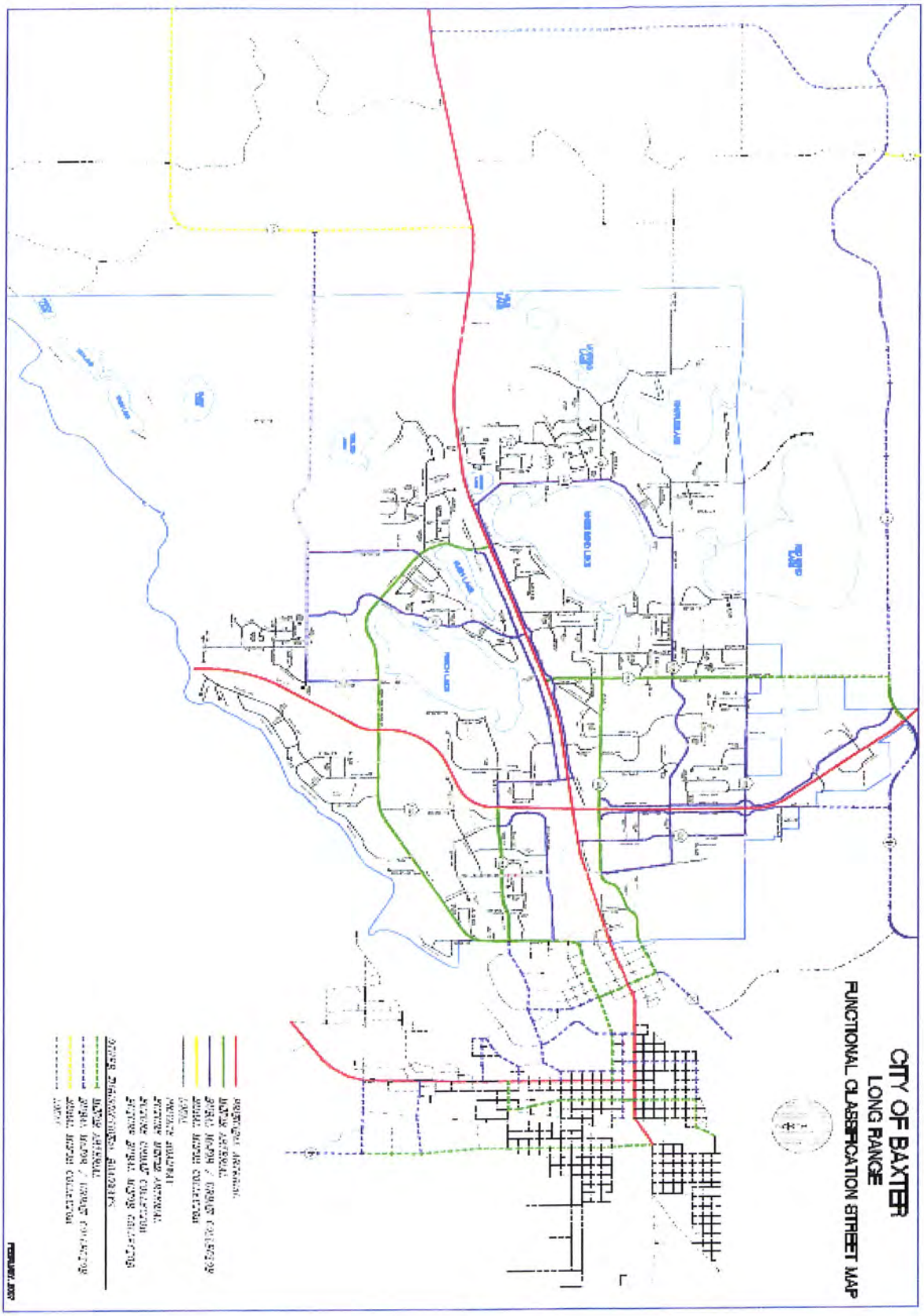
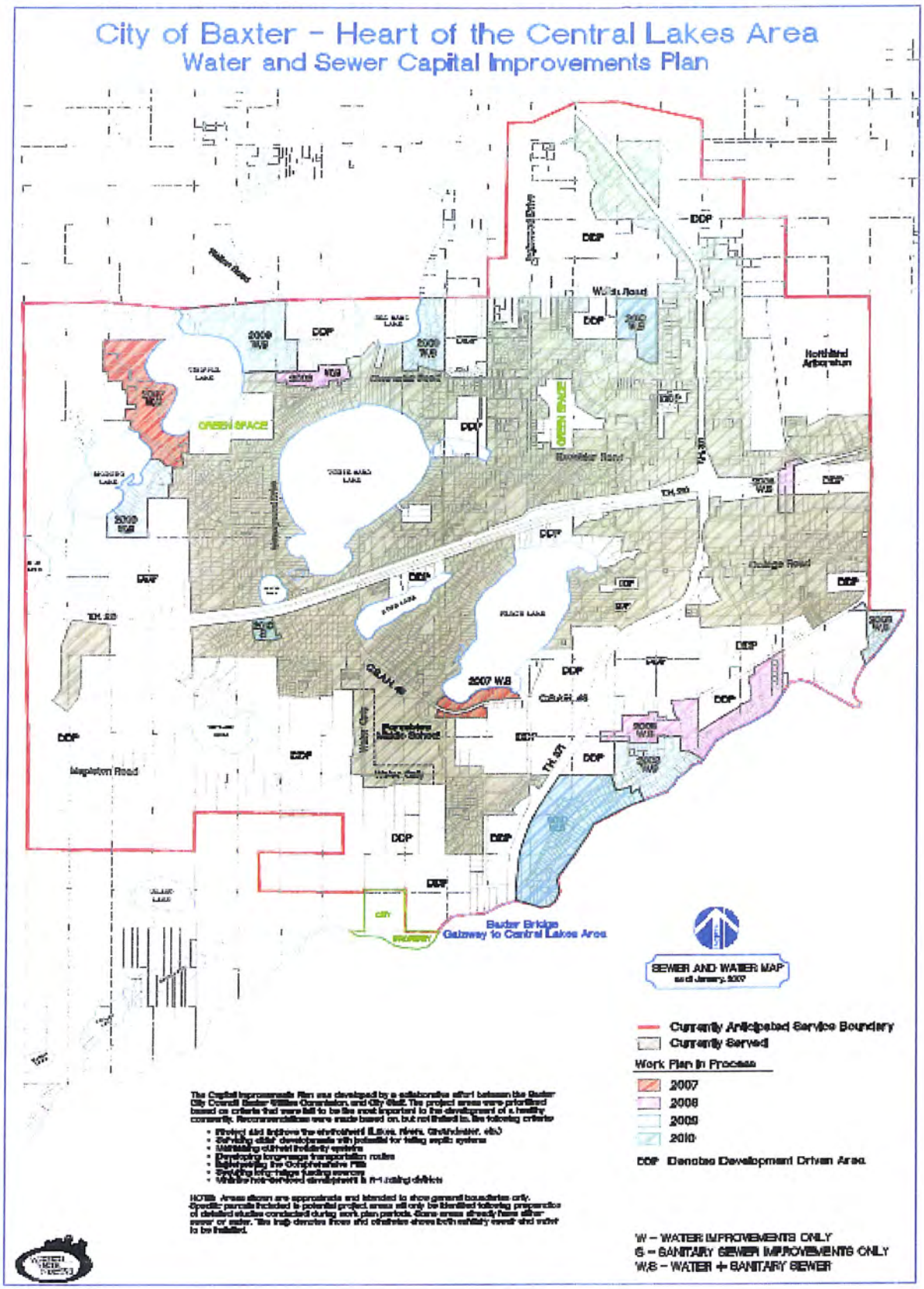
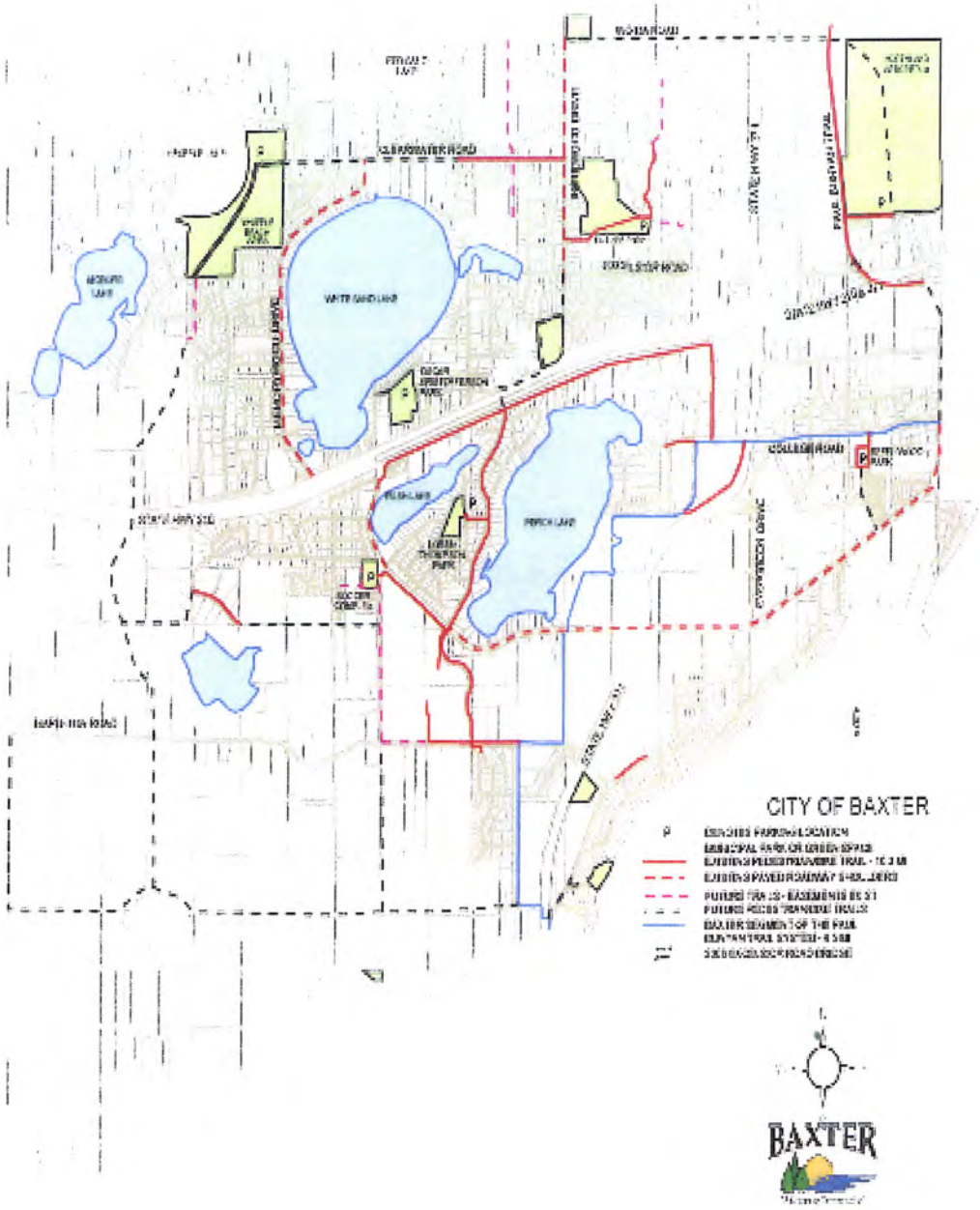
PROJECT LOCATION




CITY OF BAXTER
LONG RANGE
FUNCTIONAL CLASSIFICATION STREET MAP


City of Baxter - Heart of the Central Lakes Area
Water and Sewer Capital Improvements Plan
DDP
Walsh Road
Northland Arboretum
GREEN SPACE
Excelsior Road
Oakage Road
Maplelon Road
2007 W.S
Baxter Bridge
Gateway to Central Lakes Area
SEWER AND WATER MAP
Currently Anticipated Service Boundary
Currently Served
Work Plan in Process
2007
2008
2009
2010
DDP Denotes Development Driven Area
W – WATER IMPROVEMENTS ONLY
S – SANITARY SEWER IMPROVEMENTS ONLY
W.S – WATER + SANITARY SEWER

Baxter Trail Map