

BAXTER



"A Growing Community"

LONG RANGE PLANNING COMMISSION
October 26, 2015
6:00 p.m.

1. Call to Order
2. Approval of Minutes of August 10, 2015
3. Inglewood Drive Annexation Area
4. Comprehensive Plan Implementation Update
5. Adjourn

LONG RANGE PLANNING COMMISSION MEETING
August 10, 2015

The Long Range Planning Commission meeting was called to order at 7:00 p.m. by Chair Donnay.

MEMBERS PRESENT: Chair Kevin Donnay, Commissioners, Lori Rubin, Bob Ryan, Mark Cross and Council Liaison Todd Holman

MEMBERS ABSENT: Rock Ylimeini, Jim Kalkofen and Cathy Clark

STAFF PRESENT: Community Development (CD) Director Josh Doty and Planner Matthew Gindele

OTHERS: Paul Page and Christine Kahler

Approval of Minutes

Motion by Commissioner Ryan, second by Commissioner Cross to approve the minutes of the April 27, 2015 meetings. Motion carried unanimously.

Comprehensive Plan Update

CD Director Doty stated that in front of the Commission was the long awaited final draft of the Comprehensive Plan. He reminded the Commission of the last meeting that included the Gateway District conversation. That conversation was continued at the Council level and was approved with the exception of a few items; those items are Numbers 4 and 5 on the Commission's agenda this evening for consideration. CD Director Doty stated there were not a lot of changes to the final plan, mostly clean-up, a table of contents, acknowledgement page, a summary, appendix pages were added and state trails were included. CD Director Doty indicated that this is the working plan moving forward. He asked if there were any questions of staff at this point. Chair Donnay asked if Stantec was still involved in the process. CD Director Doty stated that staff is finalizing the raw data with Stantec at this point. That raw data will allow staff to amend the documents as needed in the future.

Land Use Map Amendment-Potlatch property located south of Mapleton Road and along the westerly boundary of the City of Baxter

CD Director Doty stated that this change came up late in the process. Potlatch had requested a different land use guideline for several of their holdings in the city; City Council approved 3 of the 4 properties. The fourth property is the one that the Commission will be discussing tonight. CD Director Doty placed a map of the area on the screen to review with the Commission. The applicant is requesting the land use change to allow industrial uses in this area however currently it is a very rural area, staff and City Council is in favor of leaving it rural at this time as there are no businesses along Mapleton Road. CD Director Doty indicated that the applicant is present and would like to speak on behalf of Potlatch.

Mr. Paul Page, representing Potlatch approached the Commission. He thanked the Commission for the opportunity to speak and noted that his narrative regarding West Baxter was being handed out. Mr. Page spoke of the 80 acres of mining in that area, he stated it may not be active but it is there and is industrial. Potlatch owns land around the subject property. He noted that Mapleton Road is an urban collector and is slated for heavier use in the future. He gave identity to the properties around the Potlatch property and Mapleton Rd. He gave the history of the development of Timberwood Drive between Potlatch and the City of Baxter. Mr. Page stated that currently there is less than 20% vacant industrial land on the east side of the City. There are a few different options on the west side that have been discussed, they are #1-working with Department of

Employment and Economic Development (DEED) with their shovel ready program by investing in more planning and environmental review, #2-being shovel ready on all property north of Mapleton Road and #3-if guided right, is making a shovel ready project for all industrial zone land north of Mapleton Road. They are hearing this would open up a different category for site selection with nationwide exposure and there are technology companies looking for relatively rural sites that are safe, secure, electricity is stable and temperatures are cooler. He stated that is what Potlatch is doing/looking at behind the scenes with marketing. Mr. Page compared Alexandria, MN to the Baxter location and made some comparisons in how they have achieved some successful projects. Mr. Page stated that both parties will have to work together to make this work. He then reviewed the topography of the land with the Commission.

Chair Donnay stated that he was surprised the ACUB buffer wasn't brought up, Mr. Page indicated that it hasn't been brought up as a concern at this point.

Chair Donnay asked CD Director Doty if the Council is looking for a recommendation on this item. CD Director Doty stated that Council would like a recommendation, being it came up late in the process, the land use change from residential to industrial. CD Director Doty stated that City Council asked that this item be placed on the agenda for review by this Commission.

Chair Donnay asked what constitutes "shovel ready", Mr. Page stated that it means the site doesn't have any major hurdles to overcome in order to build on that site. There is a list that DEED maintains on their website that companies can look at for sites that are shovel ready.

Chair Donnay asked if staff had received the information in the applicant's narrative prior to the recommendation made in the staff report. CD Director Doty indicated that he did not have this information prior to the staff report and the report was based on the industrial zoning request.

Commissioner Cross asked for the current location of the lift station. Mr. Page indicated where the lift station and grading were located on the map.

MOTION by Commissioner Ryan, second by Commissioner Cross to agree with staff's recommendation in the staff report to leave the 240 acres south of Mapleton Road as rural residential , as indicated in the current land use plan.

Chair Donnay asked for discussion. Cross stated that if there were utilities on Mapleton Road then that may lead him in another direction, but at this point he can't see anything other than residential.

Motion carried unanimously.

CD Director Doty indicated that this would most likely be on the August 18, 2015, City Council agenda. Mr. Page asked if he could receive further feedback on what made the Commission vote as they did. Commissioner Ryan stated that if Mr. Page would have approached ACUB and had sound backing that may have changed things as well as he pitched the technology companies, however there is not reliable power out there and back-up power would be very expensive. Commissioner Ryan stated that he has been on Commissions a long time and people come in with great ideas and the Commission rezones a parcel and the outcome is not what was originally proposed. Mr. Page stated that he does not understand what risk the City would have. Commissioner Ryan stated that the infrastructure is not in place and that would potentially put the City at risk for the cost of the infrastructure being the land use was guided that way in the plan.

Comprehensive Plan Goal/Policy Amendment-Private multi-purpose community center use

CD Director Doty stated that in the packet is proposed language to add a community center use in Chapter 2 of the comprehensive plan. Adding this language would help support grant funding for a project of this type. Miss. Christine Kahler has been working on this for some time, it did come up late in the process, however there are several different agencies that could help get this project off the ground if there is verbiage in the comprehensive plan showing the City supports this type of project. CD Director Doty read the language to the Commission and indicated that the word “private” was not a word the applicant wished to have in there, however, the wording could be viewed differently by others if it doesn’t say “private”. The concern is that the City doesn’t want someone to come in and say “why hasn’t Baxter built the community center yet”. That is the reason for “private”, so it is not misunderstood or expected at a later date.

MOTION by Commissioner Ryan, second by Commissioner Cross to approve staff’s recommendation to amend Chapter 2-Managing Growth and Development, Goal 3 of the comprehensive plan by adding a fourth policy regarding a private community center use to read “The City supports the concept of a multi-purpose private community center use.”

Commissioner Rubin asked if the word “private” would affect the grant approval process. Miss Kahler stated that by omitting the word “private” it could open more doors/funding for the project. Chair Donnay stated that he has been involved in grants, public and private support is important. Commissioner Rubin stated that the word “concept” says you are not obligating yourself/City to build the community center as is a conceptual plan. Commissioner Cross stated that maybe it does need to say a private or joint funded concept and suggested the following verbiage: “The City supports the concept of a multi-purpose community center use whether it be public, private or a combination thereof.”

Chair Donnay asked if there is a revised motion with additional language. Commissioner Ryan stated that he will amend his motion but does agree with CD Director Doty that the City cannot afford to run a community center. He stated that building one is cheap but maintaining/running it is expensive, such as the Hallet Center that is barely staying open.

MOTION by Commissioner Ryan, second by Commissioner Cross to amend staff’s recommendation of amending Chapter 2-Managing Growth and Development, Goal 3 of the comprehensive plan to include the amended language regarding a private community center use to read, “The City supports the concept of a multi-purpose community center use whether it be public, private or a combination thereof”. Motion carried unanimously.

Review of Long Range Planning Commission Duties-Post Comprehensive Plan Update

Chair Donnay noted the policy in the packet and asked CD Director Doty to explain the policy. CD Director Doty explained that several areas of the zoning ordinance in the past couple of years. He explained that the Commission was reinstated in 2013 when the comprehensive plan was in need of a revision. CD Director Doty stated that now that the comprehensive plan is nearing completion it’s time to review other Commission duties. The Commission is needed to review rezoning of properties, amendments to land use or text in the comprehensive plan and implementations. Chair Donnay thanked CD Director Doty for the explanation of moving forward.

Council Liaison Holman stated that he just wanted to add that this Commission was made up of each Commission to keep it diverse and it has worked. Chair Donnay agreed and thanked everyone involved.

Other Business

The next meeting is scheduled for August 24, 2015 at 6:00 p.m.

Adjournment

Motion by Commissioner Holman, second by Commissioner Cross to adjourn the meeting at 8:10 p.m.

Approved By:

Submitted By:

Chair Kevin Donnay

Shanna Newman
CD Administrative Assistant



TO: Baxter Long Range Planning Commission

FROM: Joshua Doty, Community Development Director

DATE: October 22, 2015 for the October 26, 2015 Long Range Planning Commission Meeting

SUBJECT: Inglewood Drive Annexation Area

Background

In July, 2015, the City of Baxter and Crow Wing County agreed to an orderly annexation of land to the City of Baxter. The annexed property includes land on the east and west sides of Inglewood Drive from Woida Road to Pine Beach Road. The annexation was related to the recently completed reconstruction of Inglewood Drive. Specifically, the roadway was built to a 10-ton design with specifications consistent with the load limits for Inglewood drive to the south within the City of Baxter. Since the road (after construction) functions more as a arterial City roadway than a County road, the City agreed to take over the responsibility for this new roadway together with an annexation of land on the east and west sides of Inglewood Drive.

LRPC Objectives

Since the annexation occurred after the City updated the Comprehensive Plan, the City has not planned for this area within the Comprehensive Plan. The City zoning ordinance states the following related to annexed lands:

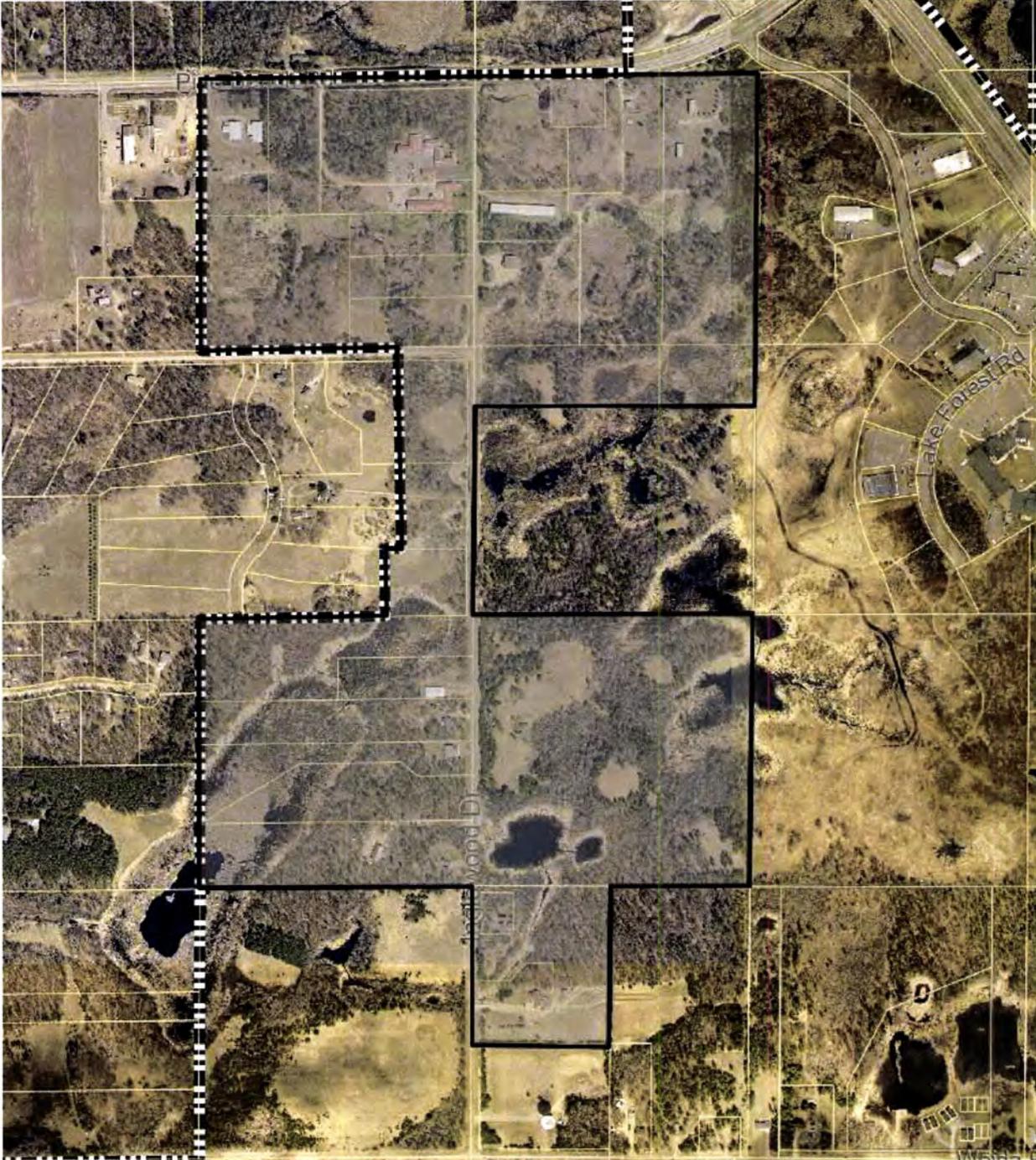
Annexations: Areas annexed to the city shall be placed in the zoning district closest to the definition of their existing zoning, pending study of the area by the long range planning commission. The long range planning commission shall recommend the proper zoning classification to the city council within twelve (12) months of the date of annexation of such area. (Ord. 2006-21, 8-1-2006)

The purpose of this memo is to kickoff discussion of this property with the Long Range Planning Commission to: 1) introduce the annexed land to the Long Range Planning Commission by providing supporting information about the property and 2) to have the Long Range Planning Commission recommend a process moving forward to amend the Comprehensive Plan as needed to provide future land use and ultimately zoning districts for this new area of the City.

Background Information

- Existing Conditions and Land Use

The subject property annexed into the City of Baxter is approximately 190 acres. The property includes approximately 32 lots of record. The land includes 10 single family homes and several businesses, mostly on the north end of the site toward Pine Beach Road. A large portion of the acreage includes vacant privately owned wooded property.

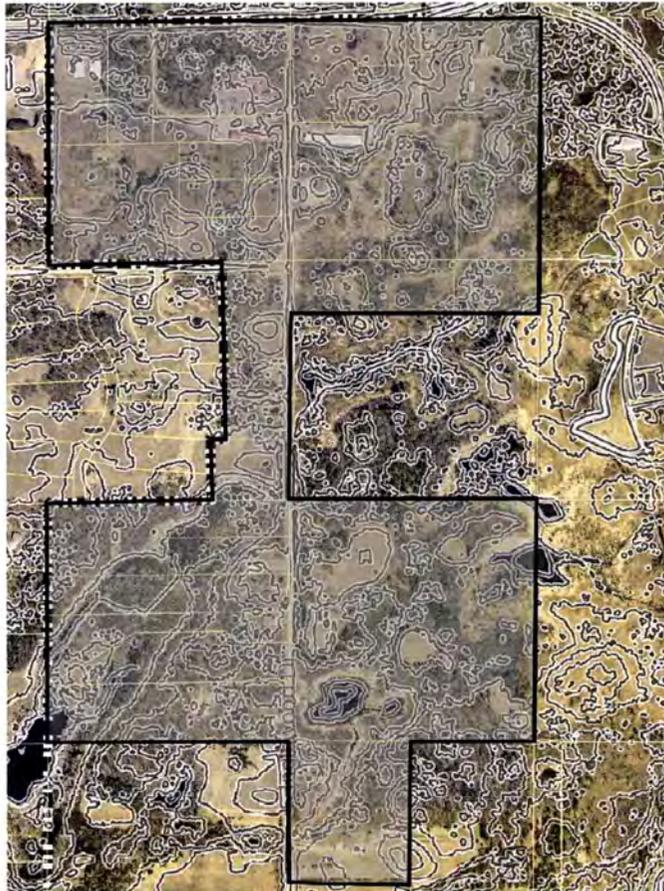


- Wetland Areas

The wetland inventory pictured to the right indicates that there are seven separate wetland basins spread throughout the site totaling approximately 48 acres. The largest basin is located in the southwest portion of the site and is approximately 16 acres.

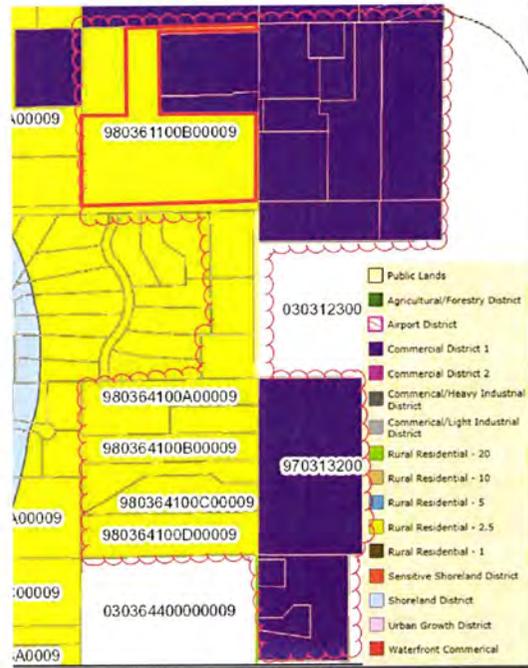
- Topography

The topography across the site is very moderate. Although there is 14 feet of elevation change across the entire 190 acres, most of the land is relatively flat, with drainage either flowing north to south on the north end and east to west on the south end.



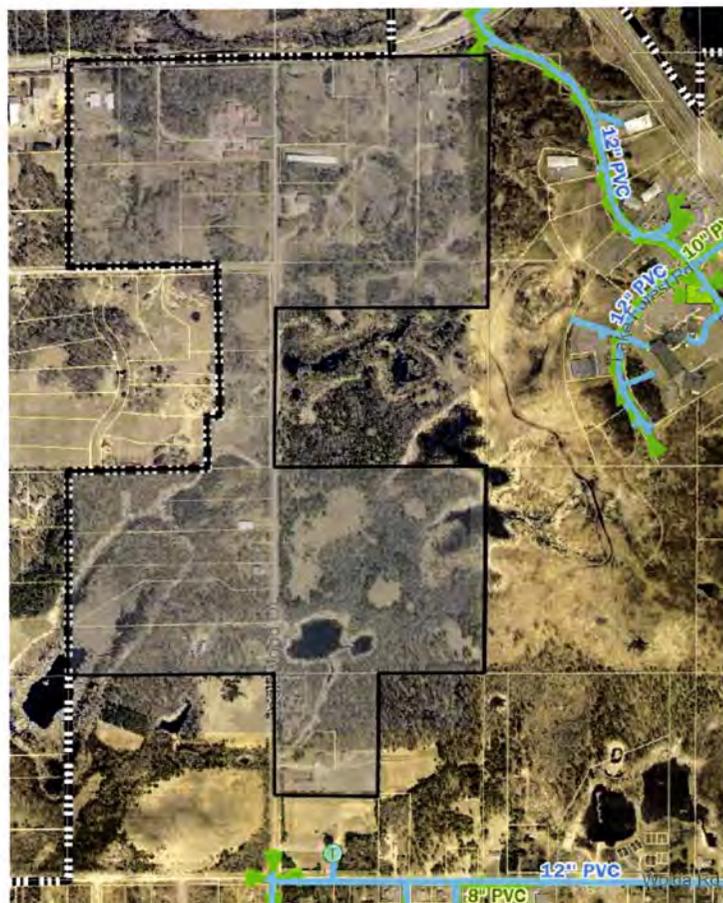
- Previous County Zoning

The previous County zoning of the property included two districts, the Rural Residential district allowing 2.5 acre lots and the Commercial District 1 zone. The Rural Residential zone was applied to all of the lots on the west side of Inglewood Drive, except for the commercial property at the southwest corner of Inglewood Drive and Pine Beach Road, which was Zoned Commercial District 1. All of the property on the east side of Inglewood Drive was zoned Commercial District 1.



- Utilities

One of the key areas of discussion as it relates to future land use designations and zoning of the subject property relates to utilities. Municipal sanitary sewer and water service are located on the northeast corner of the site at Pine Beach Rd. and at the opposite south end of the site at the intersection of Woida Road and Inglewood Drive. Therefore, the majority of the site area does not have City sewer or water service readily available. Yet, the site area has existing residential and commercial development on private systems. The City's present commercial and urban residential districts requires City water and sewer service to allow development. Applying these existing City zoning districts to the subject property could hold property owners from making improvements to their property. Therefore, the City would need to consider private vs. public service requirements when applying zoning to the subject properties.



Public Process Options

To amend the City's Comprehensive Plan, a public hearing must be held by the Long Range Planning Commission, with notice sent to all property owners within 500 feet of the subject property. Once the LRPC makes a recommendation, final action would be taken by the City Council. Likewise, to establish zoning for the property, a public hearing must be held by the Planning and Zoning Commission, with the same 500-foot notice requirement and final action taken by the City Council.

The LRPC should note that not all property owners may be in favor of the decision for their property to be annexed into the City. Therefore, the LRPC should consider how much detail should be prepared in advance of inviting the affected property owners in for a public meeting or public hearing. Some options for the LRPC to consider are as follows:

- 1) Direct staff to develop a staff recommendation for amendments to the Comprehensive Plan and Zoning Ordinance and schedule a Public Hearing with the LRPC with the neighbors invited to the hearing.
- 2) Direct staff to develop a staff recommendation for amendments to the Comprehensive Plan and Zoning Ordinance and schedule a neighborhood meeting at a LRPC meeting where staff presents a recommendation or recommended options of how the Comprehensive Plan and Zoning ordinance could be amended. Then hold a Public Hearing at a later date for the LRPC to make a recommendation on how the Comprehensive Plan and Zoning Ordinance should be amended.
- 3) Direct staff to schedule a neighborhood meeting at a LRPC meeting without a recommendation from staff. This option would allow the LRPC to hear what neighbors would like to see happen with their properties. Then hold a LRPC Public Hearing at a later date for staff to present recommendations or recommended options of how the Comprehensive Plan and Zoning Ordinance should be amended.
- 4) Direct staff toward a different public process that is not identified in the options above.

Attachments

1. Annexation Boundary Map
2. Wetland Inventory Map
3. Contour Map
4. Previous County Zoning Map
5. Water and Sewer Map
6. Future Land Use Map
7. Zoning Map



Baxter-Inglewood Annexation Boundary



Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

Notes

1,814.3 907.16 1,814.3 Feet

NAD_1983_HARN_Adj_MN_Crow_Wfing_Feet
City of Baxter

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



National Wetland Inventory (NWI)



1: 10,886

1,814.3
0 907.16 1,814.3 Feet
NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



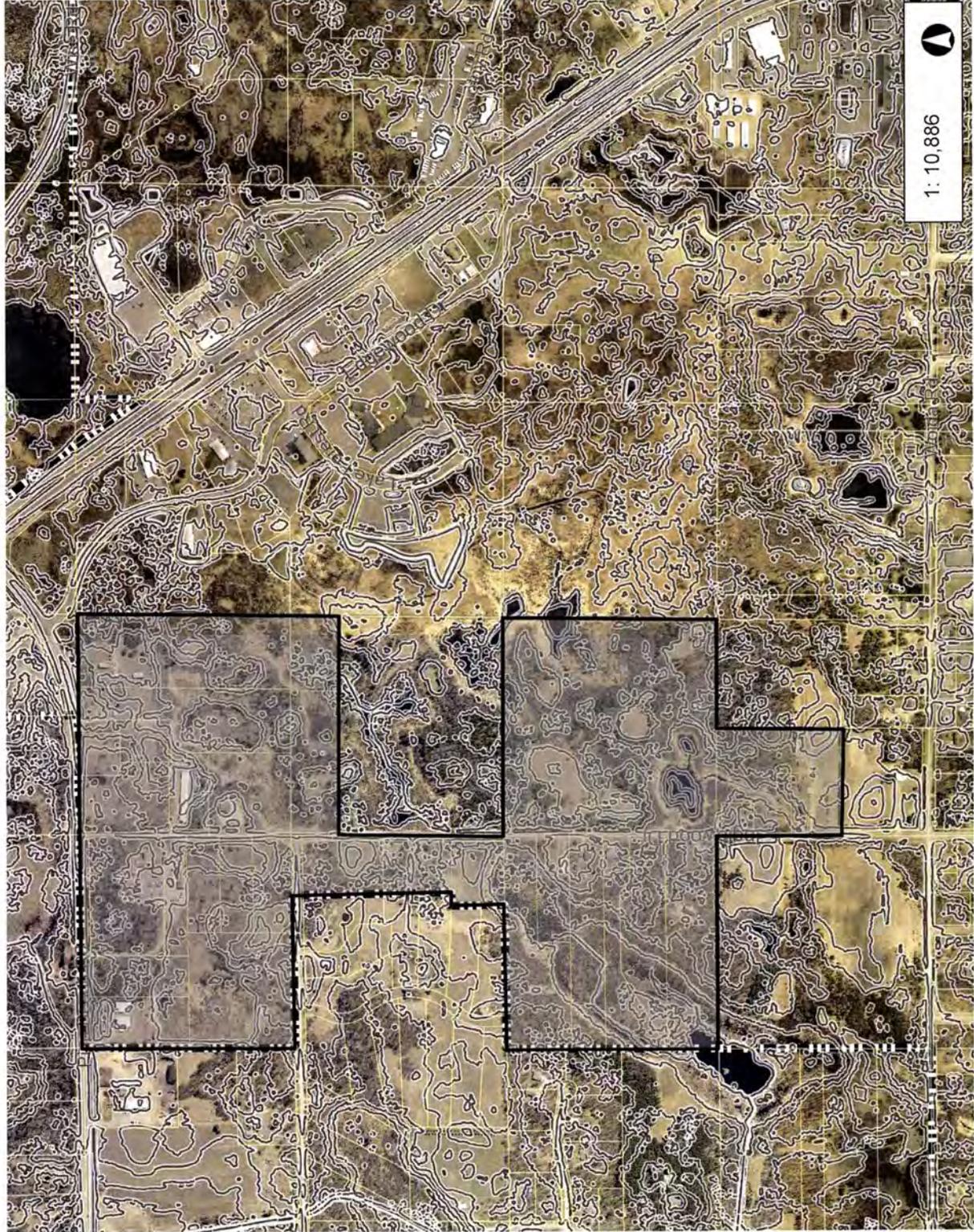
Legend

- Streets
- Parcels
- National Wetland Inventory
 - Lake
 - Wetland
 - River
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

Notes



2-foot Contours



1: 10,886

907.16 1,814.3 Feet

0

1,814.3

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

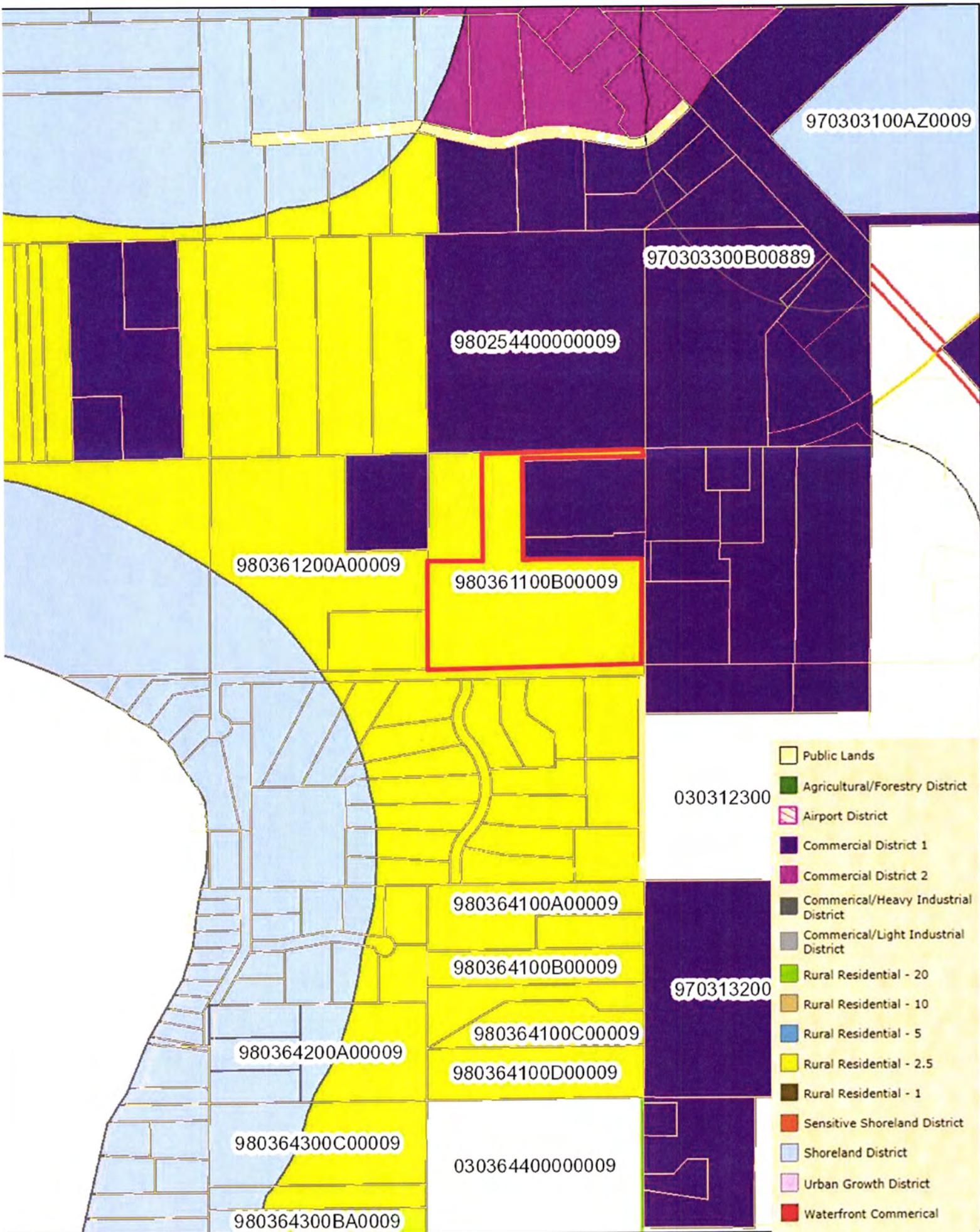
This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

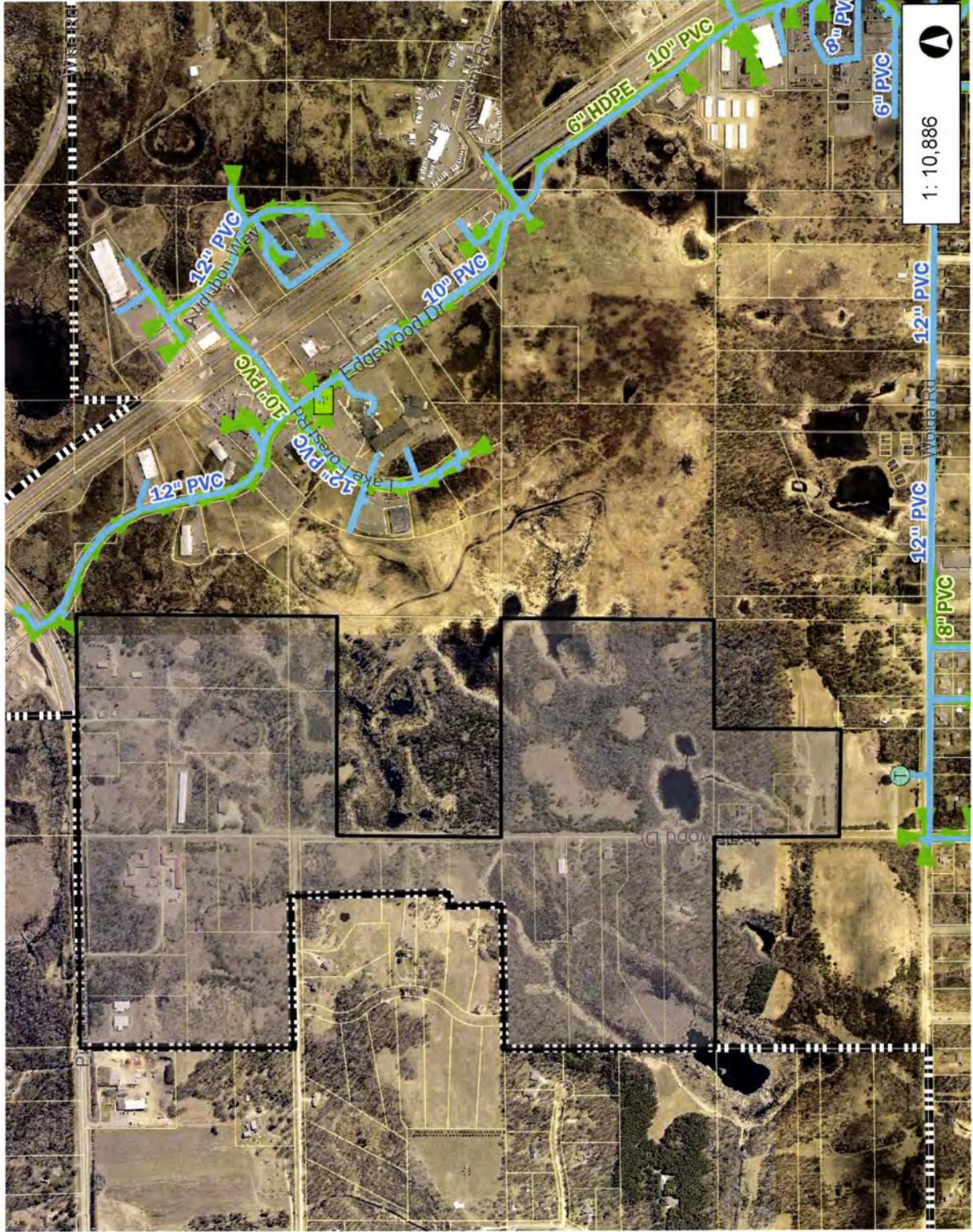
- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

Notes





Water & Sewer Supply



1: 10,886



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

1,814.3
NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

Legend

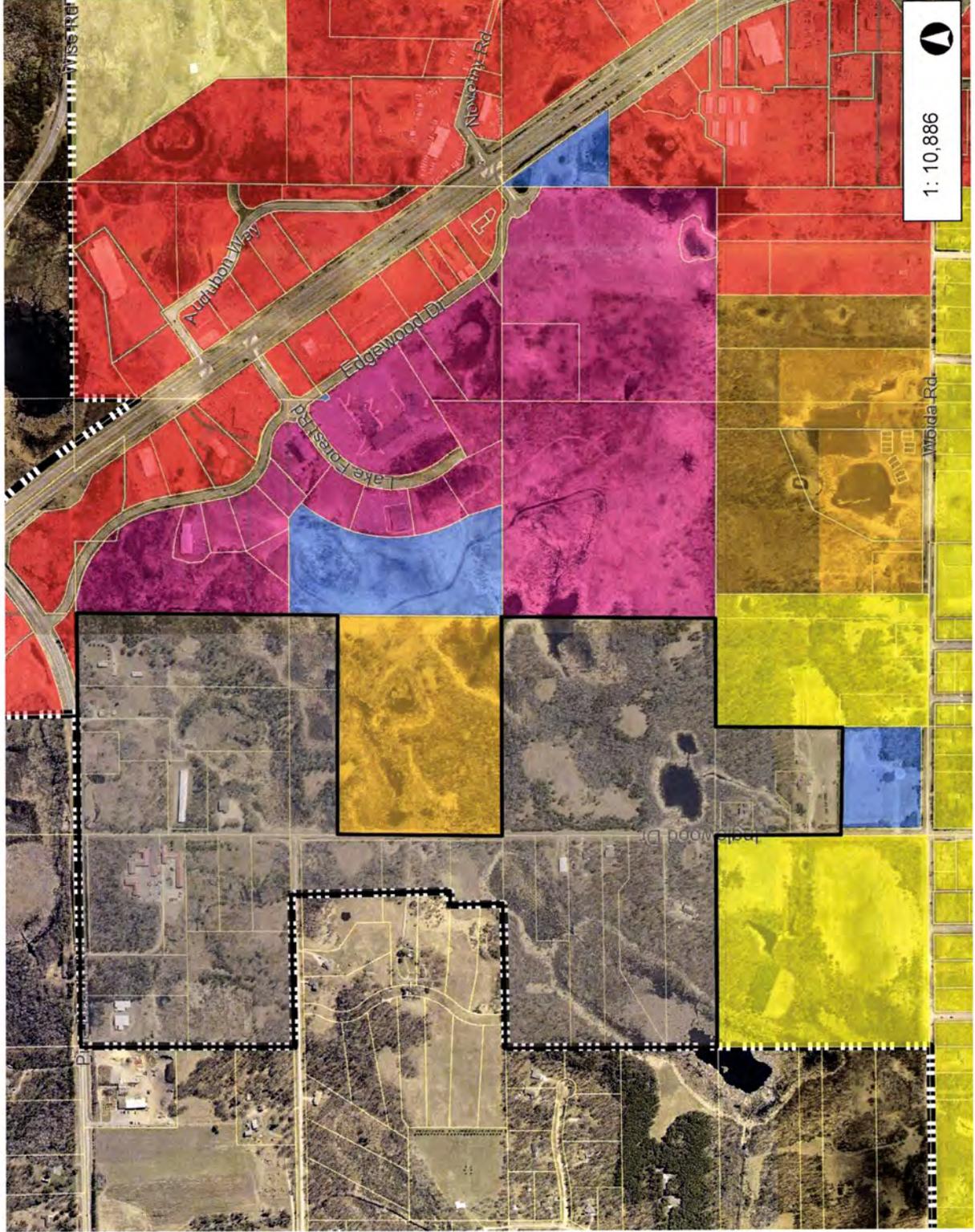
- Water Mains
- Sewer Pressurized Mains
- Sewer Gravity Mains
- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels



Notes



Baxter Future Land Use



1: 10,886



NAD_1983_HARN_Adj_MN_Crow_Wfing_Feet
City of Baxter

Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Future Land Use
 - Rural Residential
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential
- Commercial
- Business Gateway
- Office Service
- Mixed Use
- General Industrial
- Public/Semi-Public/Institutional
- Parks/Greenway
- Railroad
- Open Water
- NW Wetland
- Municipal Boundaries
- Historical Parcels

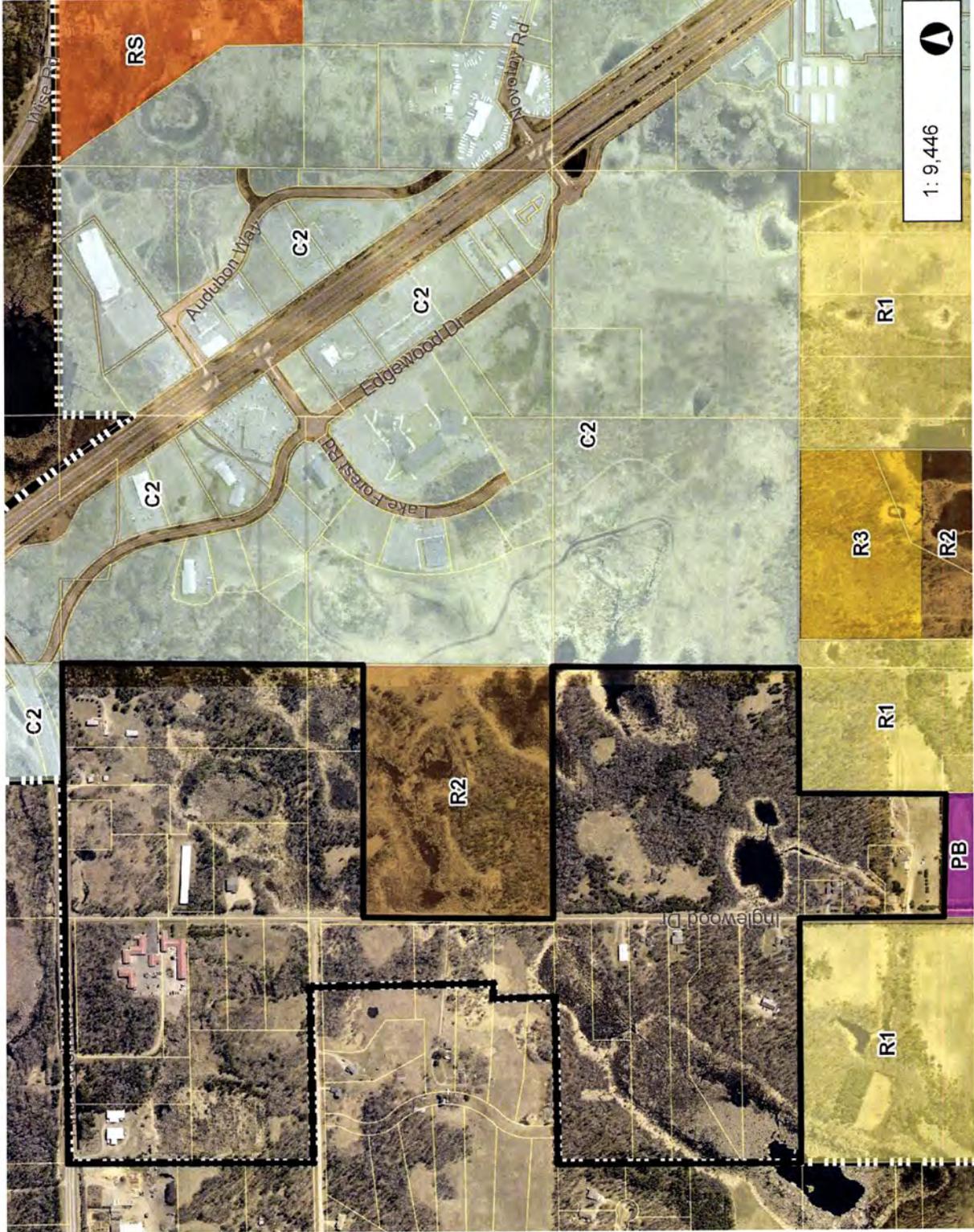


Notes

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Baxter Zoning



1: 9,446

1,574.4 0 787.21 1,574.4 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Zoning Districts
 - F = Commercial Forestry
 - PB = Public Benefit
 - R-1 = Low Density Residential
 - R-2 = Medium Density Residential
 - R-3 = High Density Residential
 - RS = Special Residential/Cluster
 - C1 = Neighborhood Commercial
 - C2 = Regional Commercial
 - I = Industrial Office
 - OS = Office Service
- Municipal Boundaries
- Historical Parcels

Notes



TO: Baxter Long Range Planning Commission

FROM: Joshua Doty, Community Development Director

DATE: October 22, 2015 for the October 26, 2015 Long Range Planning Commission Meeting

SUBJECT: Comprehensive Plan Implementation Update

Comprehensive Plan Implementation Update

With the Comprehensive Plan Update complete, staff has shifted focus on implementation items from the Comprehensive Plan. There are numerous “to do” items listed in the plan. Therefore, staff wanted to communicate some of the items we think might rise to the top for future discussions with the LRPC. If the LRPC will recall, there were several timing categories within the implementation plan including: Short, Mid, Long, and Ongoing. Within the short term timeframe category there are numerous projects for the City to consider. However below are some of the projects that staff has identified as higher priorities.

Zoning Districts The comprehensive plan update states that several zoning districts should be established to be consistent with the plan including:

Residential Districts

- a. Rural Residential Zoning District (planned rural areas)
- b. Existing Large Lot Zoning District (rural today - future urban services)
- c. Existing Small Lot Zoning District (private services today - future urban services)

Commercial Districts

- a. Business Gateway Zoning District - Gateway Standards along 371 & 210

Zoning Reconciliation The comprehensive plan update states that the zoning map should be reviewed and compared to the future land use plan and proposed amendments should be made to make the zoning map consistent with the future land use plan.

City Code Review The comprehensive plan update states that the City Code should be reviewed to revise any inconsistencies with the Comprehensive Plan. One item specifically mentioned was reviewing the code as it relates to adult uses.

Parks and Trails Implementation Plan The parks and trails implementation plan has the most items listed in the implementation plan. Therefore, staff will be working with the Parks Commission in the near future to begin working on a 5-year Parks Capital Improvements Program (CIP) to define what parks and trail related projects would be completed within the next five years. The CIP would identify projects by year, provide a cost estimate, and would identify potential funding sources.