



**CITY OF SAINT PETER  
PLANNING & ZONING COMMISSION**

**Thursday, September 17, 2020 at 5:30 p.m.**

**Governors Room – Saint Peter Community Center**

**VIRTUAL MEETING UNDER M.S. 13D.021 – SEE BELOW FOR LOGIN INFORMATION**

- I. Call To Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
  - A. June 4, 2020
- IV. Public Hearing**
  - A. Preliminary Plat – North Traverse Green Subdivision
- V. Unfinished Business - None**
- VI. New Business**
  - A. Preliminary Plat – North Traverse Green Subdivision
  - B. Final Plat – North Traverse Green Subdivision
- VII. Reports**
  - A. Weelborg/GAC Annexation
  - B. Baker Field House
    - i. Gateway Overlay Text Amendment
    - ii. Conditional Use Permit
- VIII. Adjourn**

As provided for in M.S. 13D.021, Planning & Zoning meetings will be conducted by telephone or other electronic means. The P & Z meeting of Thursday, September 17, 2020 is accessible electronically by GoToMeeting software available at no charge (link below) or by calling as indicated below. Here is the information necessary to access the September 17th special meeting electronically:

From your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/601040333>

From your phone (Toll Free): 1 866 899 4679 - One-touch: [tel:+1 866 899 4679 601040333](tel:+18668994679601040333).

**Access Code: 601040333**

Russ Wille  
Director of Community Development

**CITY OF SAINT PETER, MINNESOTA  
OFFICIAL PROCEEDINGS – REGULAR MEETING  
MINUTES OF THE PLANNING AND ZONING COMMISSION  
June 4, 2020**

Pursuant to due call and notice thereof, a regular meeting of the Planning and Zoning Commission of the City of Saint Peter was conducted virtually on June 4, 2020. A quorum present, Community Development Director Russ Wille called the meeting to order at 5:31 p.m. The following Commissioners were present: Andy Davis, Joe Urban, Ken Rossow, Scott Fichtner, Shanon Nowell, Kelly Henry, and Brad DeVos. City staff present were Community Development Director Wille, Public Works Director Pete Moulton, and Administrative Secretary Cindy Moulton. Visitor present was Kurt Zins.

**Approval of Agenda**

A motion was made by Davis, seconded by Fichtner to approve the agenda with the addition of Approval of Minutes. With all in favor, the agenda was approved as amended.

**Approval of Minutes**

A motion was made by Rossow, seconded by Davis, to approve the minutes of the March 5, 2020 regular Planning and Zoning meeting. With all voting aye, the minutes were approved as presented.

**Craig & Julie Bitter (925 Austin Drive) Registered Land Survey #76**

Craig and Julie Bitter would like to construct an addition to their existing garage. It was determined that the addition could not accommodate the required 7 foot setback. It was also determined that a variance would not be appropriate as the property currently accommodates a single family structure and an accessory attached garage, which establishes a reasonable use of the property.

Wille stated that Bitters contacted the Public Works Department and inquired if the City would be interested in swapping some property with them. The Bitters proposed trading some of their property abutting McGill Park to the rear of their residence to acquire a sufficiently sized parcel to add to the south of their property.

Should the trading of land be approved, the Bitters would be able to build the desired garage while establishing the correct setbacks.

Wille indicated that Public Works Director Moulton referred the matter to the Parks Board for review and comment. The Board has given their consent and recommended approval.

Wille stated that the City Council discussed the matter at a recent workshop and felt it was an acceptable request.

Wille informed the Commission that Bitters have assumed all of the costs associated with preparing for the RLS as well as the appropriate fees established by the City Council. They have also agreed to reimburse the City for attorney fees.

Rossow said the process seems logical but wondered if this would set a precedent in the future.

Wille stated that the Bitter property is presently a RLS.

Public Works Director Moulton added that in the early 90's there was a swap of land with the previous property owner and the City.

A motion was made by Rossow, seconded by Urban to introduce Resolution No. 2020-03 entitled, "Resolution Approving Waiver Of Subdivision For Registered Land Survey #54 City of Saint Peter, Nicollet County, Minnesota And Accepting Registered Land Survey #76". All in favor, the Resolution was passed and adopted.

**Lori Zins (507 Elm Street) Administrative Lot Split**

Wille stated that Kurt and Lori Zins have purchased the property located at 507 Elm Street. The Zins would like to relocate the location and orientation of the interior lot line to provide an alternative splitting of two parcels in order to redevelop the property.

Wille stated that the proposed lot split would occur east and west and each lot would be accessed off of the platted alley.

Wille stated that utility easements will need to be obtained on the northern most lot to accommodate water and sewer lines.

Fichtner said the vacant lots looks small but it will be a vast improvement to the property.

DeVos felt it was a logical split but asked if it was standard to have homes with alley access only.

Public Works Director Moulton indicated that there are only a few.

DeVos mentioned that should the property change hands in future, it would need to be made clear that the City does not maintain alleys.

Nowell inquired as to why Zins were not building a four-plex vs two duplexes.

Zins indicated that it was more cost effective to construct duplexes vs multifamily. He also added that there are additional Building Codes required for more than two units.

Urban asked if the units were accessible to the east/west alley. He said that those alleys are overgrown and not used much.

Zins stated that the north/south alley is already hard surfaced. He has no intention of using the east/west alley.

Rossow expressed his concern regarding properties having one access, that being an alley. He also felt that with two parking spaces per unit , the area would be fairly concentrated.

Wille stated that the proposed development does meet all of the City Code requirements.

A motion was made by Davis, seconded by Fichtner to introduce Resolution No. 2020-04 entitled, "Resolution Approving Waiver of Subdivision for Lots 2 & 3, Block 116, Amended Plat, City Of Saint Peter, Nicollet County, Minnesota And Accepting The Certificate Of Survey Relocating The Interior Lot Line Between The Two Parcels". All members voting aye, the Resolution was passed and adopted.

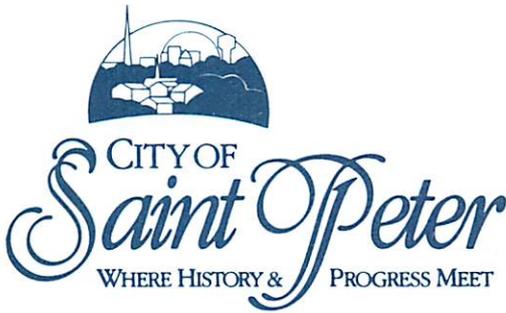
## **Reports**

**Conditional Use Permit** - Urban asked if Lake Washington Marine was following the guidelines placed on the Conditional Use Permit that was approved by the Board of Zoning Appeals and Adjustments.

Wille noted that the business owner has not come into compliance with some of the conditions placed on the Conditional Use permit. At the present time, the City Attorney and the building owner's attorney are working on a resolution. The applicant has questioned whether they need a Conditional Use permit to establish the use. The attorneys are corresponding and the Community Development department is awaiting direction from the City Attorney as to the next appropriate course of action.

## **Adjournment**

There being no further business, a motion was made by Davis, seconded by Urban, to adjourn. With all in favor, the motion carried and the meeting adjourned at 6:07 pm.



## Memorandum

To: Planning Commission

Date: September 14, 2020

From: Russ Wille, Community Development Director

RE: Preliminary / Final Plats – North Traverse Green Subdivision

### ACTION / RECOMMENDATION

Adopt the attached resolutions recommending that the City Council accept the Preliminary and Final Plats of North Traverse Green Subdivision.

### BACKGROUND

The City Council has undertaken two failed attempts to market Outlot D, Traverse Green Subdivision to private developers for the consideration of a subdivision providing single family homes with values approaching the \$400,000 range.

At this time, with no interest expressed from local developers for single family development, the City Council entered into a purchase agreement for Outlot D with Community Asset Development Group, LLC (CADG). CADG would intend to undertake the construction of a development that would include a mixture of multi-family and twin home townhouse development.

### PRELIMINARY PLAT:

To provide for such construction, the City of Saint Peter, as the owner of the property has consented to CADG's submission of the plats of the property. The sale of the property would commence after final plat approval and creation of the individual lots subject to the sale.

Outlot D is located immediately west of the Nicollet Avenue (C.S.A.H. #20) and north of Clark Street as platted when the original phase of Traverse Green Subdivision was platted. The property is zoned (R-3) Multi-Family Residential by the Zoning Code.

The Preliminary Plat would depict a two block development. Subject to platting, CAGD would obtain ownership of what is show to be Lots 1 – 20, Block 1. The City would retain ownership of what is shown to be the future Cullen Street right-of-way as well as the lots depicted as Block 2.

In the initial phase of the development, CADG would intend to cause the construction of a 66 unit multi-family apartment complex. This would be planned to be completed on Lot 1, Block 1.

In the purchase agreement, the City Council retains the right to provide approval of the site plan, building materials and building design of the apartment complex. These reviews are completed

outside of the traditional planning process as they are being obligated as part of the purchase agreement and not state statute.

Lot 2-9 and Lots 11 – 14, Block 1 would be planned to accommodate the construction of twin home townhouses which would share a common interior wall as the lot line. This construction would be similar to the twin homes constructed in other Saint Peter neighborhoods such as Welco North and Welco West.

Lot 10, Block 1 would be expected to be the site of the second phase of the multi-family development. When construction commences, a second 66 unit multi-family apartment structure would be contemplated for a total of 132 multi-family units pending completion of the project.

Lots 15 – 20, Block 1 of the Preliminary Plat would site residential housing allowed within the (R-3) Multi-Family Residential zoning district. As these lots would be depicted as an Outlot on the submitted Final Plat, it is likely that the final style of development would be subject to alteration, up to the time as a second plat is filed to develop the Outlots.

The City would maintain ownership of what is shown to be the future Cullen Street right-of way which is depicted upon the Final Plat as Outlot B. The City would also retain ownership of the lots lying west of the planned Cullen Street right-of-way. To maintain the greatest flexibility, these lots are being shown to be Outlot C.

At the direction of the City Council and as per the terms of the purchase agreement, Public Works Director Moulton, City Engineer Domras and I have worked with CADG to develop a plat that accommodates the multi-family development. The plat meets all of the requirements of the Zoning Code and Subdivision Ordinance as to lot sizes, use, utilities services, stormwater drainage and streets.

It would be our recommendation that the Planning Commission further recommend that the City Council accept the Preliminary Plat of North Traverse Green Subdivision as submitted.

#### FINAL PLAT:

As expected, CADG intends to undertake at least two phases of the multi-family development. As such, only a portion of the lots shown on the Preliminary Plat would be included on the Final Plat submitted for your consideration.

The Final Plat depicts the creation of Lots 1 – 7, Block 1 of North Traverse Green Subdivision. The balance of the property would be contained within either Outlot A, Outlot B or Outlot C.

Outlot A shows the balance of the land that CADG intends to purchase from the City. This would accommodate the construction of the second 66 unit multi-family structure as well as additional twin home townhouse units.

Outlot B is comprised of the lands that would be intended to be dedicated as the future right-of-way of Cullen Street. When the balance of the property is developed, the Cullen Street extension would be intended to provide the desired vehicular connectivity to the undeveloped parcels to the north of this proposed plat.

The future residential lots lying west of the future Cullen Street right-of-way are being depicted as Outlot C. If it is determined that vehicular connectivity to the west is desired, a road right-of-way could be platted from the Cullen Street right-of-way to provide such connection.

Prior to the development of any of the Outlots, Preliminary and Final Plats of the Outlots would need to be filed and considered by the Planning Commission and City Council prior to their development.

It is my recommendation that the Planning Commission further recommends that the City Council accept the Final Plat of North Traverse Green Subdivision as submitted.

**FISCAL IMPACT:**

CADG has paid the fee established by the City Council for consideration of the Preliminary and Final Plat.

**ALTERNATIVES / VARIATIONS**

**Adopt:** A recommendation will be made that the City Council approve the Preliminary and Final Plat for North Traverse Green Subdivision as submitted.

**Deny:** The City Council would consider the denial of the Preliminary and Final Plats as recommended by the Planning Commission.

**Modify:** Any modification would need to conform to the regulations of both the Zoning Code and Subdivision Ordinance as adopted by the City Council.

Please let me know if you have questions or desire clarification in advance of the meeting.

RJW

APPLICATION FORM  
CITY OF SAINT PETER, MINNESOTA

Street Location of Property (address) Outlot D, Traverse Green Subdivision

Owner:  
Name City of Saint Peter

Address % Community Development 227 S. Front St., Saint Peter, MN 56002

Applicant: (If different from owner)  
Name Community Asset Development, LLC

Address % 1110 Yellow Brick Rd, Chaska, MN 55318

Type of Request:

(Please check one)

- Rezoning                       Annexation                       Variance  
 Conditional Use               Vacate Public Ways  
 Application for Subdivision      \_\_\_\_\_ Number of Lots  
 Other

Description of Request: Accept and approve the Preliminary and Final Plats of Outlot D, Traverse Green Subdivision.

% David Pokorney      Partner, Community Asset  
Applicant Signature      Development Group  
9/2/20  
Date

(To be filled in by City Officials)

Petition received with fee \$ 400<sup>00</sup> on 09/08/2020 by RW

Action of Variance Board (if request is for Variance) N/A

Action of Planning Commission \_\_\_\_\_ Date 09/17/2020

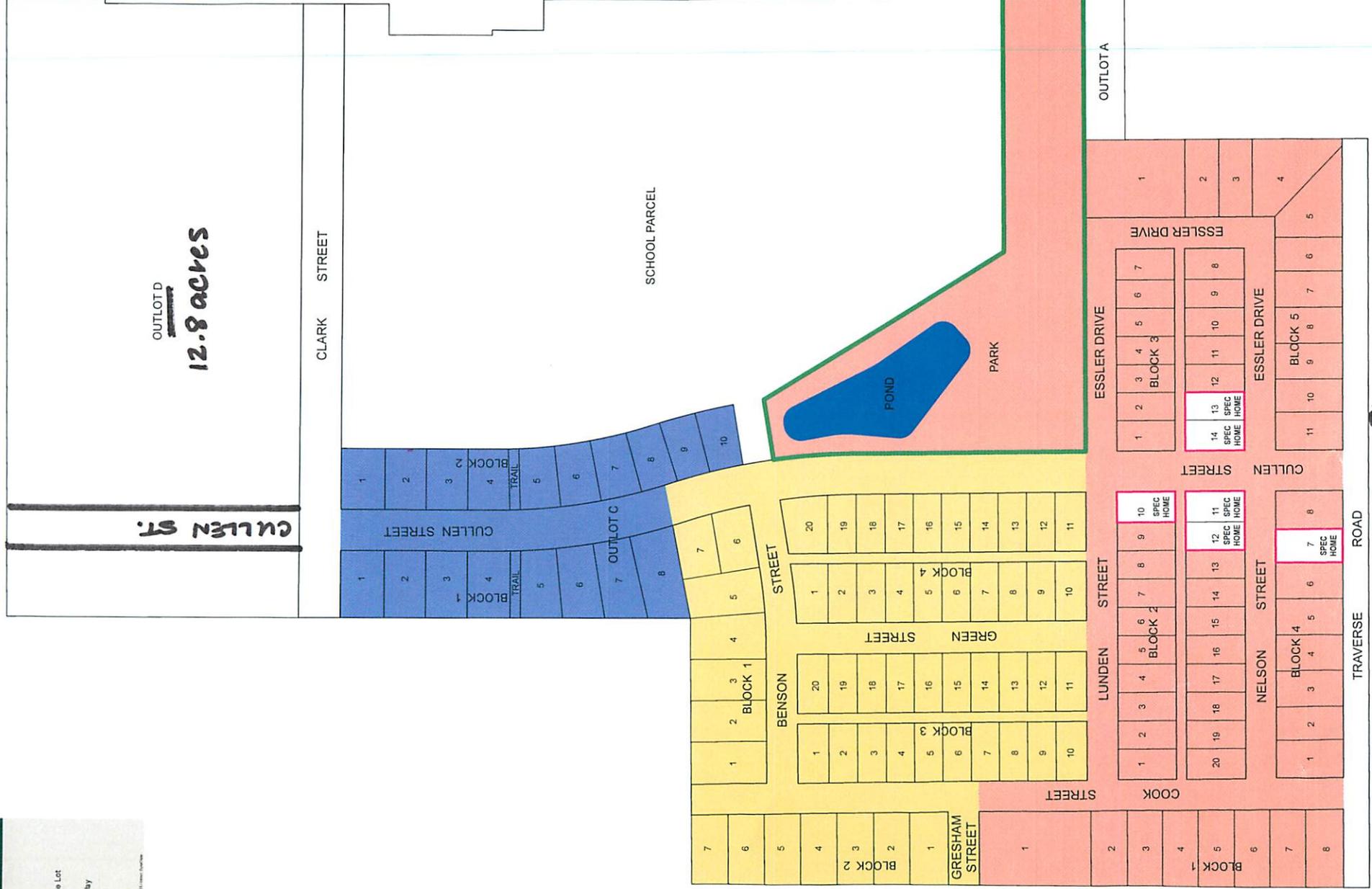
Action of City Council \_\_\_\_\_ Date 09/28/2020

Fee \$ 400<sup>00</sup> Receipt Number # 482 294 Date 09/08/2020

**Legend**

- Phase 1
- Phase 2
- Phase 3
- Unavailable Lot
- Lot
- Right-of-Way
- Park
- Pond

Scale: 1" = 200'



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**Legend**

- Street Names - Medium
-  County Boundary
-  City Limits
-  Railroad
-  Parcels (1-24-2019)
- STPE.sid
-  Red: Band\_1
-  Green: Band\_2
-  Blue: Band\_3



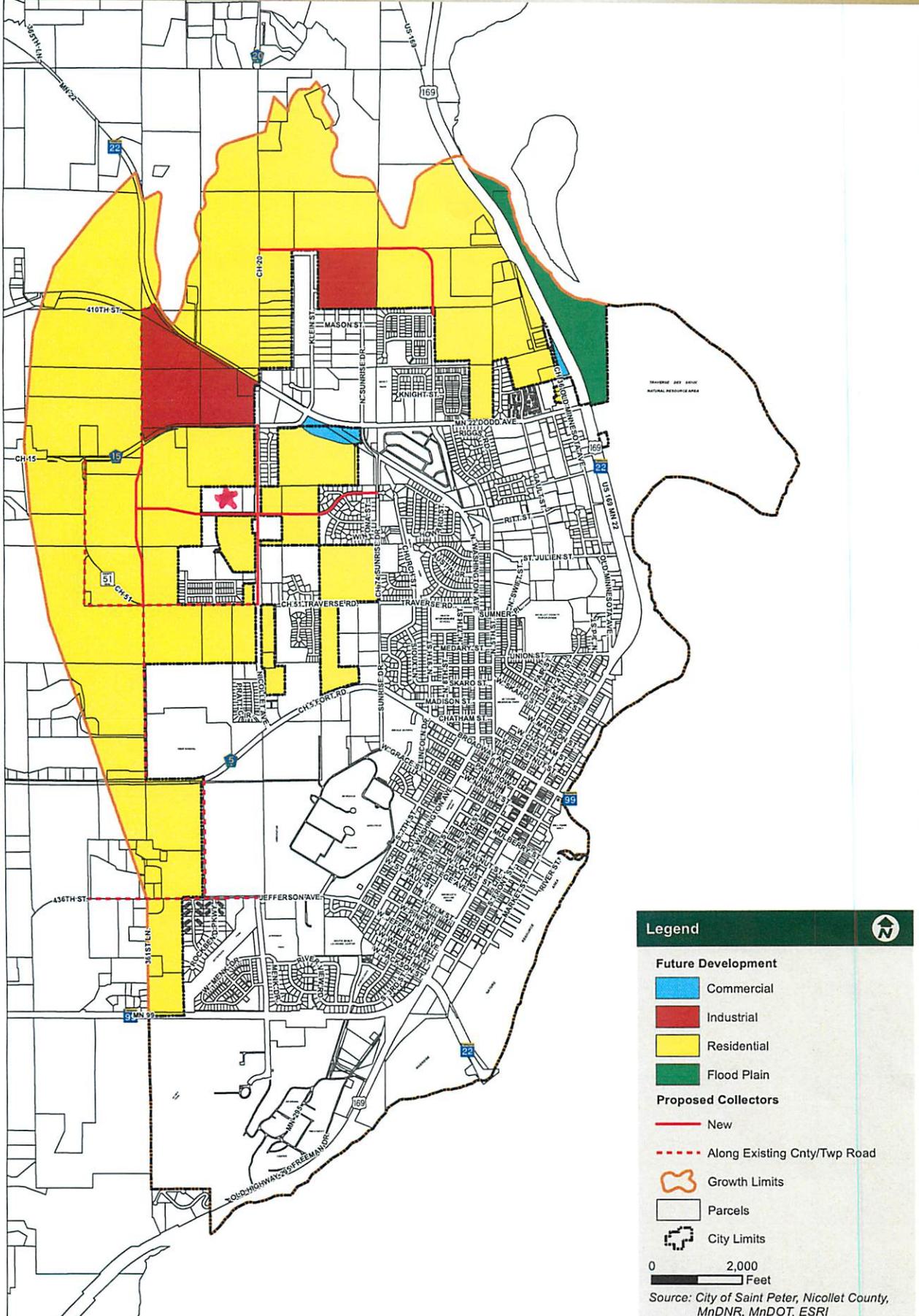
**Outlot D,  
Traverse Green  
Subdivision**



**Disclaimer:**  
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.



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**Legend**

**Future Development**

- Commercial
- Industrial
- Residential
- Flood Plain

**Proposed Collectors**

- New
- Along Existing Cnty/Twp Road

Growth Limits

Parcels

City Limits

0 2,000 Feet

Source: City of Saint Peter, Nicollet County, MnDNR, MnDOT, ESRI

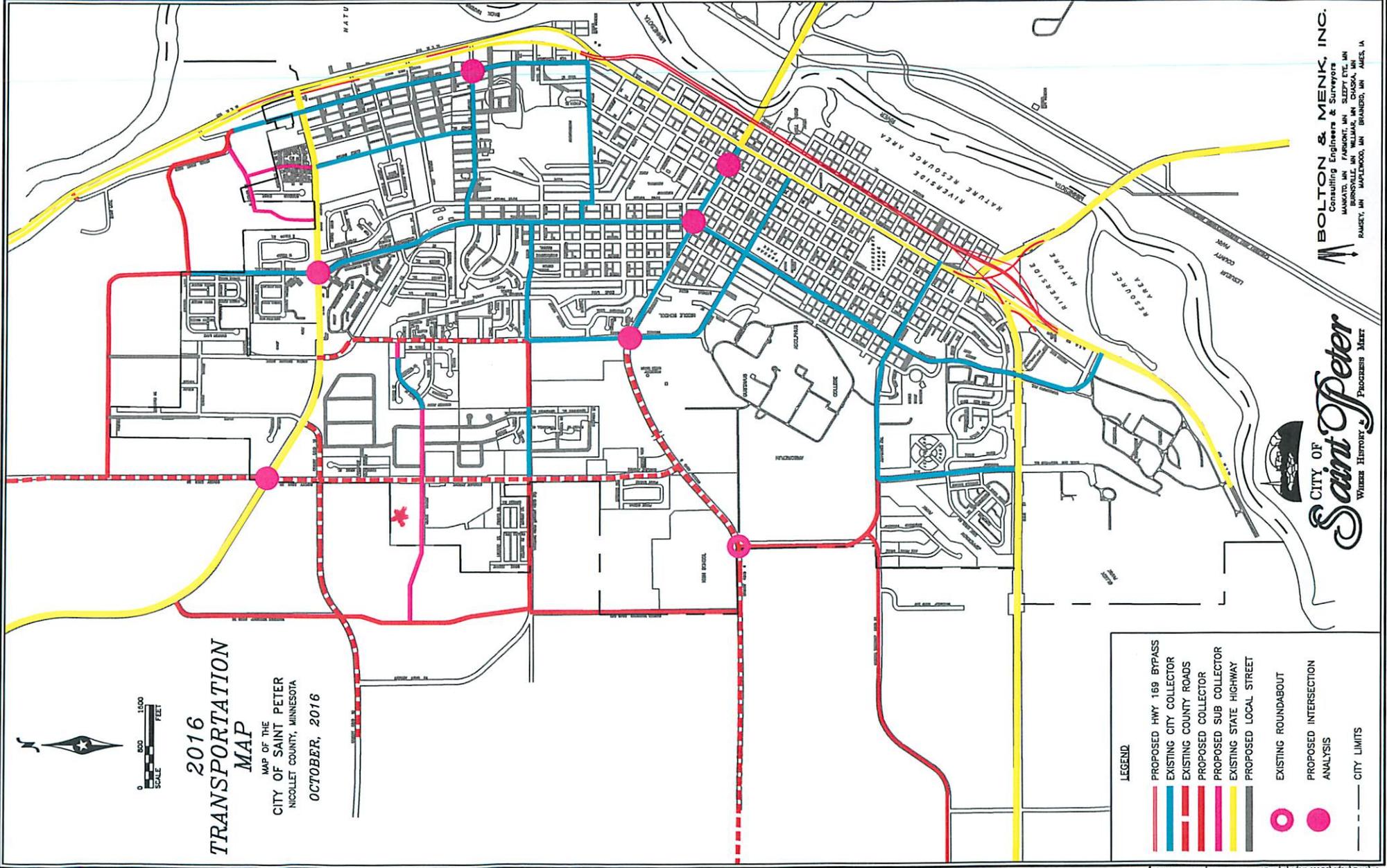
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SCALE  
FEET

# 2016 TRANSPORTATION MAP

MAP OF THE  
CITY OF SAINT PETER  
NICOLLET COUNTY, MINNESOTA  
OCTOBER, 2016



**LEGEND**

- PROPOSED HWY 169 BYPASS
- EXISTING CITY COLLECTOR
- EXISTING COUNTY ROADS
- PROPOSED COLLECTOR
- PROPOSED SUB COLLECTOR
- EXISTING STATE HIGHWAY
- PROPOSED LOCAL STREET
- EXISTING ROUNDABOUT
- PROPOSED INTERSECTION ANALYSIS
- CITY LIMITS

CITY OF  
*Saint Peter*  
WIKES HISTORY • PROGRESS MATR

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors  
MAKATO, MN FARGO, MN SLEEPY LK, MN  
BURNSVILLE, MN WILLMAR, MN CHASKA, MN  
RABEY, MN MAPLEWOOD, MN BRANDSD, MN AMES, IA



**CITY OF SAINT PETER, MINNESOTA  
PLANNING AND ZONING COMMISSION  
RESOLUTION NO. 2020**

**STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)**

**RESOLUTION RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF NORTH  
TRAVERSE GREEN SUBDIVISION**

**WHEREAS**, the City of Saint Peter and Community Asset Development Group, LLC have submitted the required forms and plans for a Preliminary Plat review of North Traverse Green Subdivision; and

**WHEREAS**, North Traverse Green Subdivision is located on Outlot D, Traverse Green Subdivision located to the west of the Nicollet Avenue (C.S.A.H. #20) right-of-way and north of the platted but unconstructed Clark Street right-of-way; and

**WHEREAS**, the City of Saint Peter has entered into a Purchase Agreement with Community Asset Development Group, LLC (CADG) for the future development of the lot in question; and

**WHEREAS**, the Purchase Agreement would provide for CADG's purchase of all of the properties lying east of the future right-of-way of Cullen Street as depicted upon the Preliminary Plat; and

**WHEREAS**, the City of Saint Peter would retain ownership of the lands identified as lying west of the easterly line of the future Clark Street right-of-way; and

**WHEREAS**, the City of Saint Peter has consented to CADG's submission of the Preliminary and Final Plats of the development property; and

**WHEREAS**, the property is currently zoned as (R-3) Multi-Family Residential; and

**WHEREAS**, all of the lots depicted upon the Preliminary Plat would conform to the regulations of the adopted Zoning Code as to minimum width and minimum size; and

**WHEREAS**, lots 1 and 10 depicted upon the Preliminary Plat would be intended to accommodate the construction of multi-family residential structures when the subdivision is completed and future phases of the project are undertaken; and

**WHEREAS**, subject to the recording of the appropriate legal documentation, lots 2 – 9 and lots 11 – 14 which with their frontage upon the future Clark Street would be platted to accommodate twin home townhouse construction which would intend to share a common interior wall as the property line; and

**WHEREAS**, the lots depicted fronting the future Cullen Street right-of-way would be reserved for future residential developments which would conform to the regulations of the (R-3) Multi-Family zoning designation; and

**WHEREAS**, it is anticipated that only Lots 1 – 7, Block 1 would be depicted upon the Final Plat with the balance of the property designated as future Outlots; and

**WHEREAS**, notice of a public hearing was advertised as per statute and interested parties were provided an opportunity to comment on the proposed Preliminary Plat of North Traverse Green Subdivision; and

**WHEREAS**, the Planning and Zoning Commission has reviewed the Preliminary Plat of the North Traverse Green Subdivision pursuant to the requirements of City Code; and

**WHEREAS**, the Preliminary Plat conforms to the Comprehensive Plan of the city and the Planning and Zoning Commission has considered the requirements of the community so that the Plat will provide an appropriate scheme for the development of the community.

**NOW THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, That:**

- 1. It recommends to the City Council that the Preliminary Plat of North Traverse Green Subdivision, submitted by the Community Asset Development Group, LLC, be approved as submitted.

Adopted by the Planning and Zoning Commission of the City of Saint Peter, Minnesota this the 17<sup>th</sup> day of September, 2020.

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\_\_\_\_\_  
Andrew Davis  
Chairperson

ATTEST:

\_\_\_\_\_  
Rosten Wille  
Community Development Director



**CITY OF SAINT PETER, MINNESOTA  
PLANNING AND ZONING COMMISSION  
RESOLUTION NO. 2020**

**STATE OF MINNESOTA)  
COUNTY OF NICOLLET)  
CITY OF SAINT PETER)**

**RESOLUTION RECOMMENDING APPROVAL OF THE FINAL PLAT OF  
NORTH TRAVERSE GREEN SUBDIVISION**

**WHEREAS**, the City of Saint Peter and Community Asset Development Group, LLC have submitted the required forms and plans for a Final Plat review of North Traverse Green Subdivision; and

**WHEREAS**, North Traverse Green Subdivision is located on tracts of land located on Outlot D, Traverse Green Subdivision located to the west of the Nicollet Avenue (C.S.A.H. #20) right-of-way and north of the platted but unconstructed Clark Street right-of-way; and

**WHEREAS**, the owners of the property are seeking to plat the land to allow for the development of a multi-family residential development as well as twin home townhouses which would intend to share a common interior wall as the property line; and

**WHEREAS**, the property is zoned (R-3) Multi-Family Residential by the Zoning Code; and

**WHEREAS**, the final plat would depict Lot 1 – 7, Block 1, North Traverse Green Subdivision; and

**WHEREAS**, the final plat depicts the utility easements determined to be necessary to serve the properties within the Final Plat

**WHEREAS**, the Planning & Zoning Commission has found that the Final Plat of North Traverse Green Subdivision conforms to the Comprehensive Plan of the city and the Planning and Zoning Commission has considered the requirements of the community so that the Plat will provide an appropriate scheme for the development of the community; and

**WHEREAS**, the Planning and Zoning Commission has reviewed the Final Plat of North Traverse Green Subdivision pursuant to the requirements of City Code and recommended that the City Council accept the Final Plat as submitted.

**NOW THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, That:**

1. It recommends to the City Council that the Final Plat of North Traverse Green Subdivision, submitted by the City of Saint Peter be accepted and adopted.

Adopted by the Planning and Zoning Commission of the City of Saint Peter, Minnesota this the 17<sup>th</sup> day of September, 2020.

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Andrew Davis  
Chairperson

ATTEST: