

**CITY OF DUNDAS PLANNING COMMISSION  
REGULAR MEETING AGENDA  
THURSDAY, APRIL 15, 2021  
7:00 PM - DUNDAS CITY HALL**

1. CALL TO ORDER
  - a. Roll Call
  
2. PUBLIC FORUM/PRESENTATIONS (non-agenda items)
  
3. APPROVAL OF AGENDA  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve agenda**
  
4. APPROVAL OF MINUTES
  - a. Regular Minutes of February 18, 2021\*  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve minutes**
  - b. Public Hearing Minutes of March 8, 2021\*  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve minutes**
  
5. PUBLIC HEARING  
Consider an Ordinance Amendment Related to the Review Process for Final Plat Applications\*
  - I. Public Hearing at \_\_\_\_\_ p.m.
  - II. Staff Presentation\*
  - III. Applicant Presentation
  - IV. Public Comment
  - V. Motion to Close Public Hearing  
Motion by, \_\_\_\_\_ second by, \_\_\_\_\_
  - VI. Closed Public Hearing \_\_\_ p.m.
  
6. OLD BUSINESS
  - a. Tower Heights Final Plat\*  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to recommend to Council**
  
7. NEW BUSINESS
  - a. Recommendation to City Council on an Ordinance Amendment Related to the Review Process for Final Plat Applications  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to recommend to Council**
  
8. ADJOURN  
**Motion by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn at \_\_\_\_\_ p.m.**

**CITY OF DUNDAS PLANNING COMMISSION  
REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 18, 2021  
7:00 PM – DUNDAS CITY HALL**

**UNOFFICIAL MINUTES**

Present: Chair Grant Modory, Commissioners Larry Alderks, Frances Boehning, Bruce Morlan, Luke Swartwood, Luke LaCroix, Glenn Switzer

Staff Present: Attorney Jared Shepard, City Planner Nate Sparks, City Engineer John Powell, City Administrator Jenelle Teppen

**CALL TO ORDER**

Chair Modory called the meeting to order at 7:01 p.m. A quorum was not present.

**PUBLIC FORUM/PRESENTATIONS** – Nothing brought before Commissioners

**APPROVAL OF AGENDA**

**Motion by Alderks, second Boehning, to approve agenda. Motion Carried Unanimously (MCU)**

**APPROVAL OF MINUTES**

**Motion by Alderks, second Swartwood, to approve the Minutes of September 17, 2020. MCU**

**OLD BUSINESS** - No old business was brought before the Commissioners.

**NEW BUSINESS**

Consider Bridgewater Heights Application for Bridgewater Heights – Phase 3 Planned Unit Development (PUD) Amendment Preliminary Plat

City Planner Sparks reviewed the Preliminary Plat/PUD for Bridgewater Heights Phase 3, a 34-lot single family residential subdivision. He stated the subdivision is proposed to be a replat of a portion of the Bridgewater Heights subdivision that was originally intended for townhomes; therefore, a Comprehensive Plan Amendment is required. Sparks indicated the site is zoned R-1/PUD (Single Family Residential/Planned Unit Development Overlay). He stated the original configuration approved by the City was for about 99 townhomes in this area and the applicant proposes to replace this with smaller lot for single family houses.

Sparks stated the site was platted for a variety of townhome unit types and there are drainage and utility easements on the site that would require vacation. He stated the applicant is proposing 34 single family dwelling units on lots that are generally 65' x 130'. He reported the proposed setbacks are 5' to garage and 10' to the house. He noted the bedrock is high in this area and the homes are proposed without a basement, which means the houses would be either split entry or slab on grade.

Mark Guenther, Fenway Land Development, stated there is a strong demand in the housing market for single family homes and no demand for townhomes.

Further discussion on this item to be held over for the Public Hearing on March 8, 2021.

Consider Bridgewater Heights Annexation Area Concept Plan

City Planner Sparks stated Fenway Land Company has requested review of a PUD Concept Plan for the final phase of the Bridgewater Heights Development. He noted the concept plan is revised slightly from the original approved plan. Sparked referred to the Orderly Annexation Agreement between Dundas and Bridgewater Township stating that for this area to be annexed, the previous portions of Bridgewater Heights need to have final plat approval.

The general consensus of the Planning Commission was that it appears to generally conform with the original plan with respect to single and multi-family development.

**ADJOURN**

**Motion by Modory, second by LaCroix to adjourn the meeting at 8:03 p.m. MCU**

**CITY OF DUNDAS PLANNING COMMISSION  
PUBLIC HEARING AND SPECIAL MEETING AGENDA  
MONDAY, MARCH 8, 2021  
6:30 PM – DUNDAS CITY HALL**

**UNOFFICIAL MINUTES**

Present: Chair Grant Modory, Commissioners Larry Alderks, Bruce Morlan, Luke Swartwood, Luke LaCroix, Glenn Switzer

Absent: Commissioners Frances Boehning, Bruce Morlan

Staff Present: Attorney Jared Shepard, City Planner Nate Sparks, City Engineer John Powell, City Administrator Jenelle Teppen, Deputy Clerk Linda Ripka

**CALL TO ORDER**

Chair Modory called the Dundas Planning Commission Public Hearing and Special Meeting to order at 6:35 p.m. A quorum was present.

**APPROVAL OF AGENDA**

**Motion by Switzer, second by Alderks, to approve the Public Hearing and Special Meeting agenda. Motion Carried Unanimously (MCU)**

**PUBLIC HEARING**

Consider a Planned Unit Development (PUD) and Comprehensive Plan Amendment Application of Property at Lots 1-9, Block 15; Blocks 16-23; and Outlots H and I of Bridgewater Heights

*Public Hearing:* Chair Modory called the public hearing regarding application from Fenway Land Company on Plan Unity Development (PUD) and Comprehensive Plan Amendment of Property at Lots 1-9, Block 15, Blocks 15-12 and Outlots H and I of Bridgewater Heights to order at 6:36 p.m.

*Staff Presentation:* City Planner Sparks presented the applicants request explain was plotted for townhomes and proposal is to change from multi-family housing to single family housing with requests will change adjustments to streets and amendment to comprehensive plan for density change. He stated request is also for amending lots size and setbacks for more compact housing lots.

*Applicant Presentation:* No presentation.

*Public Comment:* Two emails were received: (1) C Pofahl regarding the time line for paving Highland Parkway to 115<sup>th</sup> Street, will a a sidewalk be present on the east or west side of Highland Parkway. and what will be done for traffic control; (2) Bryan Rychner of 1489 Bluff Street supporting change from townhomes to single family home with request for trees on east side of Highland Parkway and along the sidewalk at the read part of each property.

*Closed Public Hearing:* Chair Modory closed the public hearing at 6:48 p.m.

**NEW BUSINESS**

Recommendation to City Council on Preliminary Plat, PUD Amendment, Comprehensive Plan Amendment and Final Plat of Property at Lots 1-9, Block 15; Blocks 16-23; and Outlots H and I of Bridgewater Heights

**Motion by Alderks, second by Switzer, to recommend to Council to consider for approval Preliminary Plat, Planned Unity Development Amendment, Comprehensive Plan Amendment and Final Plat of Property at Lots 1-9, Block 15, Blocks 16-23, and Outlots Hand I of Bridgewater Heights.** Discussion on tree planting with City Planning Sparks indicating can be incorporated in final plan approval. Engineer Powell stated the current agreement regarding Bridgewater Parkway to 115<sup>th</sup> Street under agreement is when all is development the City and Bridgewater Township to be part of constructing the road. **Motion by Alderks, Switzer to add planting of trees. MCU**

**ADJOURN**

**Motion by Alderks, second by Swartwood, to adjourn the meeting at 6:58 p.m. MCU**



# NORTHWEST ASSOCIATED CONSULTANTS, INC.

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## PLANNING REPORT

TO: Dundas Planning Commission  
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: April 9, 2021

RE: Final Plat Review Ordinance

## BACKGROUND

Currently, the City requires the Planning Commission to review a final plat application. The only review criteria is that it is consistent with the preliminary plat approval. This review is typically fairly simple and is required to be done, by State Statute, within 60 days. Therefore, it may be prudent to not require the Planning Commission to review the final plat. Some amended text below is provided for review.

## PROPOSED AMENDMENT

Below is some modified language from the Subdivision Ordinance:

### (C) Final plat.

(1) Filing. After the preliminary plat has been approved, final plat shall be submitted for review as set forth in the subdivisions which follow.

(2) ~~Approval of the Planning Commission~~ Submission of Final Plat. Twenty copies of the final plat, to include computer media (.pdf files), shall be submitted to the City Clerk-Treasurer for distribution to the ~~Planning Commission~~, Council and appropriate City staff, ~~20~~ 30 days prior to a ~~Commission Council~~ meeting at which consideration is requested. During the ~~20~~ 30 days, the City staff shall examine the final plat and prepare a recommendation ~~to the Planning Commission~~. ~~Nature of approval, disapproval or any delay in decision of the final plat will be conveyed to the subdivider within ten days after the meeting of the Planning Commission at which the plat was considered. In case the plat is disapproved, the subdivider shall be notified in writing of the reasons for the action and what requirements shall be necessary to meet the approval of the Commission.~~

(3) Approval of the Council. ~~After review of the final plat by the Planning Commission, the final plat, together with the recommendations of the Planning Commission shall be submitted to the Council for approval consideration.~~ If accepted and deemed to be consistent with the preliminary plat approval and the requirements of the City Code, the final plat shall be approved by resolution, which resolution shall provide for the acceptance of all agreements for basic improvements, public dedication and other requirements as indicated by the Council. If disapproved, the grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons applying for the approval. The Council's decision shall be made within 60 days after the first meeting at which it received the final plat.

(4) Special assessments. When any existing special assessments which have been levied against the property described are to be divided and allocated to the respective lots in the proposed plat, the City Clerk-Treasurer shall estimate the clerical cost of preparing a revised assessment roll, filing the same with the County Auditor and making the division and allocation and, upon approval by the Council of the cost, the same shall be paid to the City Clerk-Treasurer before the final plat approval.

(5) Street addresses. With submission of the final plat, ten copies of the plat map showing all addresses, correctly labeled in conformance with all applicable county and City code provisions and policies, shall be supplied to the City Clerk-Treasurer for subsequent distribution to the utility companies and local school districts.

(6) Recording final plat. If the final plat is approved by the Council, the subdivider shall record it with the County Recorder within 100 days after the approval or approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the Council. The subdivider shall, immediately upon recording, furnish the City Clerk-Treasurer with a print and reproducible tracing (hard copy and computer media) of the final plat showing evidence of the recording. No building permits shall be let for construction of any structure on any lot in the plat until the City has received evidence of the plat being recorded by the county.

### **RECOMMENDATION**

While it used to be common for Planning Commissions to review final plats, it is becoming a lesser practice. The preliminary plat reviews are becoming more comprehensive and there are fewer matters left to resolve at this stage. Therefore, Staff would recommend approval of the above amendments.



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## **PLANNING REPORT**

TO: Dundas Planning Commission  
Jenelle Teppen, City Administrator

FROM: Nate Sparks, City Planner

DATE: April 9, 2021

RE: Tower Heights Final Plat

## **BACKGROUND**

Fenway Land Company has made an application for a final plat known as Tower Heights. The preliminary plat was known as Bridgewater Heights Third Addition and was recently approved by the City. The final plat is for 34 single family lots.

## **FINAL PLAT REVIEW**

The purpose of the final plat review is to ensure consistency with the preliminary plat approval.

The general plat layout is the same as the proposed preliminary plat. There are 34 lots for single family homes and then also five outlots that will be developed with adjacent property upon replatting. The road dedication and layout is the same as on the preliminary plat.

As part of the preliminary plat approval, a revised landscaping plan was required. A landscaping plan has been provided that shows trees being placed within the right-of-way along Highland Parkway. It also depicts trees within the division on the individual lots. Also of note, the applicant has provided a tree planting plan for trees along Bridgewater Parkway to the west of the subject property. The Planning Commission may wish to comment on the planting plans.

Issues related to grading, drainage, and utilities, including the establishment of related outlots and easements, should be subject to comment and recommendation by the City Engineer. An easement vacation hearing is scheduled for a future City Council meeting to remove the easements dedicated with a prior lot layout.

As a condition of final plat approval, the applicant will be required to enter into a development agreement with the City and post all the necessary securities required by it. This issue should be subject to further comment by the City Attorney.

## **RECOMMEDATION**

The Planning Commission should review the proposed final plat and determine if it is generally consistent with the preliminary plat approval. From the Staff review, it does appear to be generally consistent with the following conditions:

1. The applicant shall enter into a development agreement.
2. All comments from the City Engineer shall be addressed.
3. All comments from the City Attorney shall be addressed.