



CITY OF CORCORAN  
Council Work Session Agenda  
March 25, 2021 - 5:30 pm

1. Call to Order / Roll Call
2. Residential Zoning District Ordinance Updates\*
3. Unscheduled Items
4. Adjournment

**Meeting Held Via Telephone/Other Electronic Means Call-in Instructions**

Call: +1 312 626 6799 US  
Enter Meeting ID: 826 7276 0416  
Press \*9 to speak during the Public Comment Sections in the meeting.

**Video Link and Instructions:**

<https://us02web.zoom.us/j/82672760416>  
visit <http://www.zoom.us> and enter  
Meeting ID: 826 7276 0416

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted.

For more information on options to provide public comment visit:  
[www.corcoranmn.gov](http://www.corcoranmn.gov)

Due to the COVID-19 health pandemic, the City Council's regular meeting place is not available and is not open to the public. Pursuant to Minnesota Statute 13D.021 the one or more members of the City Council may participate by telephone or other electronic means.

**\*Includes Materials** - Materials relating to these agenda items can be found in the house agenda packet book located by the Council Chambers entrance, or online at the City's website at [www.corcoranmn.gov](http://www.corcoranmn.gov).



**TO:** Corcoran City Council

**FROM:** Kendra Lindahl, Landform

**DATE:** March 17, 2021 for the March 25, 2021 City Council Work Session

**RE:** Residential Zoning District Ordinance Updates (city file 21-011)

**REVIEW DEADLINE:** N/A

## 1. Description of Request

The City Council identified a number of 2021 goals, including a review of specific sections of the City Code. The first item is a review and update of the residential district standards in the Zoning Ordinance. Staff prepared a preliminary work plan, which was approved by the Council at the February 25<sup>th</sup> Council meeting.

## 2. Background

The work plan began with staff reaching out to schedule a call with each council member to hear their priorities. I met virtually with Council members McKee, Nichols, Schultz and Thomas. The calls were simply to hear the priorities so that we could bring them to this work session for discussion.

A summary of the issues from each council member is listed below:

### Mayor McKee

1. Consider changes to non-residential uses in residential zones.
2. Consider changes to Accessory Dwelling Units.
3. Consider changes to accessory building standards.
4. Consider a tree preservation ordinance.
5. Consider increasing the distance of mailed notice from 350 to something larger.
6. Consider revising PUD ordinance.
7. Consider changes to the Open Space and Preservation (OS&P) ordinance.
8. Buffer zones/screening between different land uses (Industrial/commercial to residential).
9. Not an ordinance issue, but look for a way to better explain our unique Development Rights Program and add to website.

### Council Member Nichols:

2. Continue the follow up to removing non-residential uses from residential districts (churches and schools).
3. Screening/transitions between uses – specifically between commercial/industrial and residential.
4. Policies to guide utility infrastructure (essential services) locations.



5. Consider a tool to prevent another subdivision of a recently approved subdivision, like Kariniemi Addition.
6. Review garage size and garage frontage requirements in the design standards
7. Consider tools to incentivize development that preserves open space and natural features.
8. Consider changes to OS&P to ensure that we have enough to incentivize the use of the option.
9. Consider changes to the Sign Ordinance.

#### Council Member Schultz

1. Consider a tool to prevent another subdivision of a recently approved subdivision, like Kariniemi Addition.

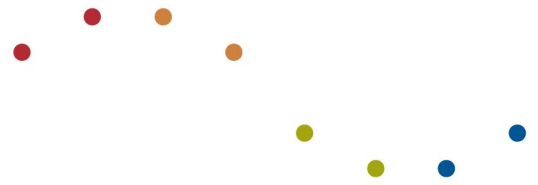
#### Council Member Thomas

1. Would like to consider eliminating conditional uses and making everything allowed in at least one district.
2. Consider reducing the number of zoning districts.
3. Consider changes to the accessory dwelling unit standards.
4. Consider a tool to prevent another subdivision of a recently approved subdivision, like Kariniemi Addition.
5. Consider not requiring ghost plats.
6. Evaluate the current zoning district standards against the adopted land use densities to ensure consistency.
7. Consider eliminating the Planned Unit Development.
8. Consider changes to OS&P to ensure that we have enough to incentivize the use of the option.
9. Consider building size limit in residential districts.
10. Transition between land uses.

Staff has also attached the list of ordinance updates that staff prepared in 2019 to help identify the ordinance updates that were required by the adoption of the 2040 Comprehensive Plan and other items that had been raised by staff, Council or Planning Commission. The memo was created in 2019 to help staff and the Council prioritize ordinance updates and updated periodically. Items that have been completed have been struck through. The dates were established as goals prior to the pandemic, but Council may wish to consider these items as part of the discussion. Many of these are what we consider ordinance “clean up” issues that have been identified as items that should be revised to provide clarity but are not policy changes.

The Planning Commission presented their 2021 priorities at the March 11<sup>th</sup> Council meeting and we have attached those to this memo for consideration.

Most of the items raised by the Council are significant items and we recommend that the Council identify 1-3 issues to prioritize for 2021. For example, if the highest priority is to establish a tree preservation ordinance and the second priority is to establish transitions between land uses, the council may wish to direct staff to complete the first item over the summer and begin work on the second item in the fall.



### **3. Requested Action**

Provide direction for staff on ordinance update priorities.

#### **Attachments**

- a. Staff Ordinance Update Memo
- b. Planning Commission 2021 Priorities Memo

# Memorandum

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DATE	October 14, 2019 – Updated February 18, 2021
FROM	Kendra Lindahl
TO	Brad Martens, Jessica Beise
CC	Mike Pritchard
RE	Ordinance Updates

We met on October 14, 2019 to discuss ordinance priorities for 2020. The discussion was focused on issues that were identified as short-term priorities in the 2040 Comprehensive Plan implementation chapter and notes that I have in my City Code. We discussed the addition of a staff planner in 2020 and identified areas where that person could take the lead.

The following is my summary of the discussion with tentative deadlines, but please let me know if you have any edits.

1. ~~Update Park Dedication fees – January 2020 start~~
2. ~~Comp Plan task – Amend the official zoning map to be consistent with the land use designations of the 2040 Land Use Map. January 2020~~
3. ~~Annual City Code update – January 2020~~
4. Annual Zoning Ordinance Update (minor clean up items can be incorporated with other updates) Q2/Q3 2020
  - Consider clarifying language that easements must remain free of obstructions (fence, walls, etc. unless approved by city)
  - Front yard definition
  - Lot Width definition (re: cul de sac challenges)
  - Wetland and Topo Waiver process
  - Nuisance Ordinance Clean up
  - Clarify front yard setback measured from ROW easement or ROW
5. Fix 1030.060 to require IUP (grading and mining) Q2 2020
6. Update Non-Conformity section to bring into compliance with State Statutes - Q2/Q3 2020
7. CR District standards Q2/Q3 2020
8. Wetland Ordinance -Q3 2020 (new planner)
  - i. Do we keep it?
  - ii. Fences in Wetland Buffer
  - iii. Wetland buffer maintenance
  - iv. Native Landscape/Wetland Buffers standards for inspection and warranty
  - v. Wetland buffer planting standards (5 PLS per acre for forbs is not standard- accept MNDOT 34-261 or 35-241)
9. Consider changes to Telecommunications setbacks (habitable structures only? Reduce setback? Compliance with Federal law)- Q4 2020 (new planner)
10. Changes to Accessory Structure size limits in PI and CR (others?) – Q4 2020 (new planner)
11. Comp Plan task - Prepare and adopt a Growth Management Policy consistent with the Metropolitan Council approved forecasts for sewer and unsewered growth. The plan will utilize a rolling average over five year increments so that a lower level of development can occur in some years and a higher level in other years, provided that the average annual residential permits does not exceed 230



units/year on average. If growth exceeds this rate, the City will coordinate with Metropolitan Council staff to discuss whether or not a forecast change or amendment is needed. Q4 2020 (new planner)

12. Manure Management Ordinance 2021 (new planner)
13. Water reuse option - 2021
14. Shoreland Ordinance -2021
15. Discussion of Home Occupation Ordinance (council request) (tentative) -2021
16. Accessory Dwelling Units -2021
17. Parks land and easement mapping project – 2021
18. Comp Plan task - Review and update residential zoning districts and requirements and subdivision regulations as needed to ensure that the densities envisioned in the Plan can be achieved. 2021
19. Architecture standard CR and all other districts – 2021
  - Metal roofs in non-residential districts – change to allow by right with certain standards
20. Comp Plan task - Continue to review and update site and building design standards as needed to ensure high-quality residential, commercial, and industrial development in the community. 2021
  - Review Residential Architectural Standards for Compliance with Case Law (per Brad 2/20)
21. ~~Comp Plan task – Update Open Space and Preservation Plat Ordinance to support clustering, future connection to sewer, and increased level of natural resource protection with incentives consistent with the flexible residential guidelines and City goals. Completed~~
22. Comp Plan task - Review and update zoning districts with associated uses and all site and design requirements. 2021
23. Comp Plan task - Review and update the zoning and subdivision ordinances as needed to reduce impediments to affordable housing. 2021
24. Comp Plan task - Encourage use of innovative development concepts where appropriate, such as mixed use development and cluster housing to provide life-cycle housing opportunities, minimize the need for automobiles, protect natural resources and maintain open space. 2021
25. ~~Comp Plan task – Update the Corcoran Southeast District Plan and Design Guidelines as needed to reflect the policy changes in the current 2040 Comprehensive Plan. Completed~~
26. ~~Comp Plan task – Review and consider updates to ordinance standards that preserve rural character, including preservation of natural areas and agriculture, open spaces, and large lots with low density, especially in the non-MUSA area. Completed~~
27. Wind Ordinance – 2021
28. Consider Lennar Request regarding D&U easements on outlots
29. Private drive standards for multi-family
30. Storm water amendments from Kent (Q3)
31. Update SE district plan map for consistency with adopted zoning and land use (see 7400 CR 116) – Q4 2020
32. Consider changes to limit building size in Residential Districts -Q3 2020
33. Consider changes to sign ordinance to allow two canopy signs on opposite sides of canopy to count as one sign (or increase amount of allowed signage).
34. Consider changes to development rights regarding transfer of development rights (in response to Karineimi)
35. Discussion of Industrial Lot Standards (from Council)
36. Review I-1 standards to possibility limit auto repair/sales (per council following Nelson)
37. Consider Jake Brake regulations (per council following Nelson – Public Safety led)
38. Consider changes to places of worship/assembly based on 10/22/20 Council direction – Q 2021

#### Planning Commission Priorities Discussion on 2/18/21

1. Update PUD ordinance
2. Create Tree Preservation Ordinance
3. Look at ADU standards
4. Look at accessory building standards (sq. ft. vs. footprint)

5. Essential services?



# CITY OF CORCORAN

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## MEMO

Meeting Date: March 11, 2021  
To: City Council  
From: Dean Jacobs, Planning Commission Chair  
Re: Planning Commission Annual Report

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As requested by the City Council, the Planning Commission is to update the Council on activities from the previous year and proposed priorities for the current year.

The following are some of the activities completed by the commission in 2020:

- Recommended 2020 priorities to the City Council
- Reviewed and recommended approval of Ravinia 14<sup>th</sup> and 15<sup>th</sup> additions
- Reviewed and recommended approval of Bellwether 4<sup>th</sup> and 5<sup>th</sup> additions
- Reviewed and recommended approval of a zoning map amendment for consistency with the 2040 Comprehensive Plan
- Reviewed and recommended approval a 20 home open space and preservation plat
- Recommended approval of an update to the park dedication ordinance
- Reviewed and recommended approval of a comprehensive plan amendment, rezoning, and preliminary plat for Tavera
- Reviewed and recommended denial of the site plan and conditional use permit for Eagle Brook Church
- Reviewed and recommended approval of the site plan, conditional use permit, and variance for Nelson International
- Reviewed and recommended approval of a final PUD development plan for Rush Creek Reserve
- Completed most of the above business during a pandemic year and had record public participation



The Planning Commission performed extremely well considering the COVID-19 required virtual meetings. Everyone who wanted to participate in a Public Hearing was able to do so without any known limitations. The Commission discussions/questions portion of our review was done in an orderly and time efficient manner, even more so than our meetings in person. The Commission reviewed several significant developments in the past year, and I believe that the workings of the Commission and the recommendations made to the City Council were unaffected by the virtual meetings format.

In 2021, the Planning Commission has the following priorities:

- Process ordinance amendments as required by the 2040 Comprehensive Plan
- Continued discussion and refinement of the PUD ordinance which dominates the development of area serviced by water and sewer utilities
- Review Section 1030.020 – Accessory Buildings, Structures, Uses and Equipment, to consider loosening up the agricultural use only provisions so that non-farmer owners of vacant land have the option to build an accessory building for their own personal storage/recreational needs.
- Review Section 1040.020 Subd.5 – Accessory Dwelling Units
- Review definitions of floor area for buildings. As of now, the definition lacks formal terminology and application to multiple types of building structures.
- Continue to discuss changes in our City Code to encourage tree preservation in future development. Or, alternatively, seek to refine our zoning code to limit the type of development in naturally significant designated areas.
- Conduct Planning Commission work sessions to address the Commission's goals in a more proactive manner.

Attachments:

None