BUFFALO PLANNING COMMISSION
AGENDA

Meeting: Monday, September 10, 2018
Place: Buffalo City Center
Time: 7:00 p.m.

1. OPEN FORUM
This is the time that residents or developers can bring items before the Planning Commission not yet scheduled for hearing or formal review by the Commission and not on the regular agenda.

2. APPROVAL OF AUGUST 13 PLANNING COMMISSION MINUTES
Click here for minutes.

3. AGENDA ADDITIONS OR DELETIONS

4. COUNCIL REVIEW
The Planning Commission reviews what actions were taken by City Council at the previous meeting regarding the items from the agenda of the last meeting.
- Paxmar LLC, Buffalo Pass 2nd Addition Final Plat, XXXX 4th Street S, PID 103-235-000010 - Approved
- Steven & Suzanne Stensrud, CUP, 1404 Griffing Park Circle, PID 103-041-000101 - Approved
- Troy Pfeifer, Zoning District Amendment, 1009 3rd Avenue NE, PID 103-500-194207 – tabled until September 10, 2018 Planning Commission meeting
- Dakota Storage Buildings, Conditional Use Permit, XXX Highway 55 E, PID 103-249-000010 - Denied

Click Here for Excerpt from Council Minutes
5. **PUBLIC HEARING – TROY PFEIFER, ZONING DISTRICT AMENDMENT, 1009 3rd AVE NE, PID 103-500-194207**

   **Summary:** Tabled from August meeting

   Troy Pfeifer has applied for a zoning district amendment for the property located at 1009 3rd Ave NE. The property is currently zoned R-1 Single Family Residential and is bordered by R-6 to the north, B-4 to the west, R-1 and R-6 to the south, and a combination of R-1, R-4 and R-6 to the east. Pfeifer is seeking R-6 High Density Multiple Family zoning in order to allow for construction of apartments.

   Click Here for Reports   Click Here for Location Map

6. **PUBLIC HEARING – TSM GREENBRIER LLC, FINAL STAGE PUD AND FINAL PLAT 1ST ADDITION, 3571 DAGUE AVE NE, PIDS 202-000-161400, 202-000-164100, 202-000-164400**

   **Summary:**

   TSM Greenbrier LLC has applied for final stage PUD and final plat consideration for the first phase of the proposed Greenbriar Hills subdivision. The first phase is proposed to include 37 single family lots on the north end of the project extending Copper Creek Lane east to Dague Ave. Development stage PUD and preliminary plat were approved in July 2018.

   Click Here for Reports   Click Here for Location Map

7. **DISCUSSION ITEM**

   Planning Commission will be asked to review and discuss the attached materials.

   Click Here for Reports

8. **OTHER**
The Planning Commission of the City of Buffalo held a regular meeting in the City Center on the 13th day of August 2018 at 7:00 p.m., with the following members present: Diane Bjorgum, Bridget Clemons, Tom Salkowski, and Eric Anderson. Also in attendance were Stephen Grittman, Planning and Development Coordinator Jennifer Nash, and Videographer Quincy Kabe. Absent was Steve Cullinan, Paul Olson, and Jameson Wakefield.

OPEN FORUM
No one spoke during this opportunity.

APPROVAL OF JULY 9 PLANNING COMMISSION MINUTES
A motion was made by Commissioner Bjorgum and seconded to approve the minutes as presented. All in favor; motion carried.

AGENDA ADDITIONS OR DELETIONS
Troy Pfeifer requested the hearing for the zoning district amendment for 1009 3rd Ave NE be tabled. Motion was made by Anderson and seconded to table and continue the hearing to the next Planning Commission meeting on September 10th. All in favor; motion carried.

COUNCIL REVIEW
Council representative Anderson noted Council reviewed the recommendation made by Planning Commission for TSM Greenbrier LLC and approved rezoning the full property to PUD as well as development stage PUD and Preliminary Plat for the first phase of the development.

FINAL PLAT - PAXMAR LLC, BUFFALO PASS 2ND ADDITION, XXXX 4TH STS, PID 103-235-000010
Planner Grittman introduced this item and noted the proposed final plat is in keeping with the approved preliminary plat with some adjustments noted in the staff report. Paxmar LLC has applied for Final Plat approval for the Buffalo Pass 2nd Addition. The plat consists of 20 single-family lots in an R-3 district, and preliminary plat was approved by the City Council in July 2018.

A motion was made by Salkowski and seconded to recommend approval as recommended by NAC Memorandum, File No. 137.03-18.06, dated August 1, 2018 and the BMI Memorandum, BMI Project No. W13.38495, dated August 7, 2018. All in favor; motion carried.
PUBLIC HEARING – STEVEN AND SUZANNE STENSRUD, CONDITIONAL USE PERMIT, 1404 GRIFFING PARK CIRCLE, PID 103-041-000101

Planner Grittman introduced an application made by Steven and Suzanne Stensrud for a Conditional Use Permit to allow for accessory structure space on the above property greater than 1200 square feet. A new home with an attached garage of 1200 square feet is being constructed and an existing detached garage of approximately 900 square feet is proposed to remain. Under the proposed plan, the footprint of the home would exceed the footprint of garages and hard surface coverage would be under 25% to meet those ordinance provisions. The property is in R-1 Single Family Suburban and Shoreland Overlay zoning districts.

Grittman noted recommendations that the exterior of the existing garage be updated to match the attached proposed new structure, and that no home occupation would be operated out of the garage.

Applicant Steve Stensrud noted they plan to update siding and add stone to the existing garage to match the new home exterior. He also thanked staff for their assistance.

A motion was made by Salkowski and seconded to recommend approval with conditions as noted in the NAC Memorandum, File No. 137.15-18.01, dated August 6, 2018. All in favor; motion carried.

PUBLIC HEARING – DAKOTA STORAGE BUILDINGS, CONDITIONAL USE PERMIT, XXX HIGHWAY 55 E, PID 103-249-000010

Planner Grittman introduced this item. Dakota Storage Buildings LLC and Lil Explorers Properties have applied for Conditional Use Permit to locate storage buildings for sale on a vacant parcel adjacent to the Lil Explorers daycare center at 705 Highway 55 E. The parcel was split from the Lil Explorers property in 2016 and currently consists of an asphalt parking lot space. The properties are located in a B-3 Highway Commercial zoning district.

Grittman noted that city ordinances allow for outdoor display of items for sale as an accessory to the principal use of the property. This criteria does not seem to be met in this situation as the adjoining property is a child care facility that would not be associated with sales of storage buildings. An amendment would need to be made to city ordinances if the council would like to allow for outdoor sales not as an accessory to the principal use.

Salkowski asked if this parcel is separate from the child care facility. Grittman noted that it is a separate parcel but that the CUP for the childcare facility includes circulation across this adjoining lot.
Anderson noted that there were buildings on the property a few weeks ago listed for sale with this company that have since been removed and asked staff to comment. Nash noted the business was contacted and made aware that the outdoor sales had not been permitted.

A motion was made by Salkowski and seconded to recommend denial of the application with findings of fact as noted in the NAC Memorandum, File No. 137.03-18.14, dated August 7, 2018. All in favor; motion carried.

Salkowski noted that the Council could consider an ordinance amendment if they would be interested in allowing for this type of business without a principal use.

**TIF PLAN MODIFICATION - PLANNING COMMISSION FINDING**

Grittman introduced this item related to a proposed senior housing facility in the downtown area. As part of the process to modify a Tax Increment Financing (TIF) district, the Planning Commission is being asked to review proposed plans for redevelopment work in the downtown area for consistency with the Comprehensive Plan.

A motion was made by Anderson and seconded to approve the resolution as presented. All in favor; motion carried.
RESOLUTION OF THE CITY OF BUFFALO PLANNING COMMISSION
FINDING THAT A MODIFICATION TO THE REDEVELOPMENT PLAN FOR
REDEVELOPMENT PROJECT AREA NO. 2 AND A TAX INCREMENT
FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 23
CONFORMS TO THE GENERAL PLANS FOR THE DEVELOPMENT AND
REDEVELOPMENT OF THE CITY.

WHEREAS, the Buffalo Housing and Redevelopment Authority (the "HRA") and the City of Buffalo (the "City") have proposed to adopt a Modification to the Redevelopment Plan for Redevelopment Project Area No. 2 (the "Redevelopment Plan Modification") and a Tax Increment Financing Plan for Tax Increment Financing District No. 23 (the "TIF Plan") therefor (the Redevelopment Plan Modification and the TIF Plan are referred to collectively herein as the "Plans") and have submitted the Plans to the City Planning Commission (the "Commission") pursuant to Minnesota Statutes, Section 469.175, Subd. 3, and

WHEREAS, the Commission has reviewed the Plans to determine their conformity with the general plans for the development and redevelopment of the City as described in the comprehensive plan for the City.

NOW, THEREFORE, BE IT RESOLVED by the Commission that the Plans conforms to the general plans for the development and redevelopment of the City as a whole.

Dated: August 13, 2018

_______________________________________
Chair Tom Salkowski

ATTEST:

_____________________________________________________
Planning and Development Coordinator, Jennifer Nash
DISCUSSION ITEM

Planner Grittman provided links to some resources for best practices for communication between planning commissions and city councils. He also noted that he would like to provide more information in the future about trends and innovations coming into the planning realm so that all parties can be aware. He would like to be able to present this information at each meeting in pieces and perhaps with a topic each meeting as time allows.

Clemons noted she found the information provided helpful and likes when reports reference the comprehensive plan. Anderson noted that there were helpful items in the information that could be useful.

Salkowski stated it would be helpful if the Commission got some information 10 days to 14 days before the meeting so they have opportunity to process and perhaps visit sites where the Commission will be asked to make recommendations.

Anderson asked if staff could provide an update at some point on some developments that the commission has seen in concept. Nash noted she could ask the developers for an update and provide what is forwarded.

ADJOURN

A motion was made by Clemons and seconded to adjourn at 7:46 p.m. All in favor; motion carried.

__________________________
Chairperson

__________________________
Planning and Development Coordinator
EXEMPLARY COMMISSION MATTERS

Paxmar LLC, Buffalo Pass 2ND Addition Final Plat, XXXX 4TH Street S, PID 103-235-000010
Planning and Development Coordinator Jennifer Nash reported on the Planning Commission recommendations. Upon motion by Council Member Enter, motion seconded by Council Member Kittock, to approve of Buffalo Pass 2nd Addition Final Plat per NAC Memorandum, File No. 137.03-18.06, dated August 1, 2018 and the BMI Memorandum, BMI Project No. W13.38495, dated August 7, 2018, all members voted in favor.

Steven & Suzanne Stensrud, CUP, 1404 Griffing Park Circle, PID 103-041-000101
Planning and Development Coordinator Nash reviewed that the CUP request is allow for accessory structure space on the above property greater than 1200 square feet. Upon motion by Council Member Kittock, motion seconded by Council Member Enter to approve of the CUP per conditions as noted in the NAC Memorandum, File No. 137.15-18.01, dated August 6, 2018, all members voted in favor

Troy Pfeifer, Zoning District Amendment, 1009 3RD Avenue NE, PID 103-500-194207
Action is not necessary as this matter is tabled for September by the Planning Commission.

Dakota Storage Buildings, Conditional Use Permit, XXX Highway 55 E, PID 103-249-000010
Planning and Development Coordinator Nash reported that the Planning Commission recommended denial. Upon motion by Council Member Enter, motion seconded by Council Member Kittock to deny the application with findings of fact as noted in the NAC Memorandum, File No. 137.03-18.14, dated August 7, 2018, all members voted in favor.

RETURN TO AGENDA
MEMORANDUM

TO: Buffalo Mayor and City Council
    Buffalo Planning Commission

FROM: Stephen Grittman

DATE: August 7, 2018

RE: Buffalo – Troy Pfeifer Rezoning

FILE NO: 137.03 – 18.12

PROPERTY ADDRESS: 1009 3rd Ave. NE

PROPERTY PID#: 103500-194-207

Background and Analysis

Troy Pfeifer is seeking rezoning of a vacant parcel along 3rd Ave. NE from R-1, Single Family Suburban to R-6, Downtown High Density Residential. The property is approximately 0.8 acres in area (35,500 square feet). The property sits in an area of a variety of zoning district designations and land uses. The surrounding properties are used as zoned as follows:

<table>
<thead>
<tr>
<th></th>
<th>Zoning</th>
<th>Existing Land Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Property</td>
<td>R-1</td>
<td>Vacant</td>
</tr>
<tr>
<td>North</td>
<td>R-6</td>
<td>Townhouses</td>
</tr>
<tr>
<td>Northwest</td>
<td>R-6</td>
<td>Commercial Retail</td>
</tr>
<tr>
<td>West</td>
<td>B-4</td>
<td>Commercial Retail</td>
</tr>
<tr>
<td>South</td>
<td>R-1; R-6</td>
<td>Single Family; Multiple Family</td>
</tr>
<tr>
<td>East</td>
<td>R-1; R-4; R-6</td>
<td>Single, Townhouse;</td>
</tr>
</tbody>
</table>
The applicant is seeking a rezoning to R-6, which would accommodate multiple family residential units at a density of one unit per 2,500 square feet. On this parcel, that would mean a single building with up to 14 dwelling units. It should be noted that the applicant has not indicated the density or style of development requested, except to identify the proposed use as “apartments”.

By contrast, the adjoining property to the north, while zoned R-6, was developed with townhouse-style units, a total of 15 units at 4,000 square feet per unit on the 1.4 acre parcel. That project utilized PUD approvals to increase allowable townhouse density by about 20%. An adjacent parcel to the northwest of the subject property, also zoned R-6, is actually developed with a commercial retail building.

To the east, a series of townhouse have also been constructed under the R-4 designation at approximately 5,000 square feet per unit. These units abut a single family residential neighborhood.
As the applicant notes, there is R-6 zoning in the area, however, no actual multiple family housing directly abuts this parcel, although there is multiple family development in the area, both to the east and west of 3rd Avenue NE. At issue for the City would be the appropriate zoning/land use designation for the subject property.

If designated R-4, townhouses would be allowed at 5,000 square feet per unit (a total of 7 allowable units on this property. Under a PUD arrangement – if approved – a density similar to the adjoining property to the north (4,000 square feet per unit) could be seen, allowing 8 – 9 units on this parcel.

Under the current zoning (R-1) a maximum of 2 residential lots would be possible. Under an R-3 designation, single family lot widths of 60 feet would accommodate 3 separate parcels.

Thus, the range of potential development on this parcel is from 2 to 14 residential units, depending on which district appears to be the most appropriate designation for the area.

In the Comprehensive Plan, there are numerous elements and policies relating to the development of infill sites. Among these are the following:

- Areas available for multifamily development will be limited, and scattered to avoid an over-concentration of high-density housing. This will help to maintain the predominance of lower density housing, helping to preserve a smaller character to these areas.
- Multiple family housing design should pay special attention to land use and site planning, encouraging an overall impression of openness and green space, particularly in areas outside of the downtown area.
- Medium density housing may be utilized as a transitional land use and should be located between low density housing and high density housing or commercial uses.

With these notes in consideration, planning staff believes that the most appropriate use for this site would be townhouse-style development similar to that both north and east of the property. As such, R-4 zoning would appear to be the district which is most likely to accommodate the Comprehensive Plan objectives of transition, and avoiding over-concentration of high-density areas in a neighborhood that already carries the bulk of the City’s multiple family housing.

**Summary and Recommendation**

Planning staff recommends consideration of an R-4 designation for the subject property as being the most consistent with the Comprehensive Plan policies for the area. Findings supporting an R-4 zoning would include the following:

- R-4 zoning provides the best opportunity for transition between the mix of residential densities and the commercial uses to the west.
- R-4 zoning helps comply with the Comprehensive Plan’s goal of avoiding over-concentration of high density uses in a single locality.
- Townhouse development is the most prominent land use in the immediate area of the subject property (both east and north).
- Limiting additional densities along 3\textsuperscript{rd} Avenue NE, which carries both school and hospital traffic, would help limit traffic volumes in the area.

If the City believes that a higher density is appropriate, staff would recommend consideration of a PUD designation to ensure that the building(s) will respect the mix of uses in the area, including the existing single family neighborhoods to the east and north of the site.

In addition to the use of PUD, if the City believes that R-6 is the appropriate zone, the following findings may be considered as supporting this position:

- The area consists of a wide variety of land uses.
- Multiple family residential is a common land use in the area.
- Adjoining residential areas include medium-to-high density uses that should not be impacted by a multiple family building on the subject site.
- Adjoining commercial development, the site is best suited to higher density residential uses.
- A single building as a part of an R-6 development has the potential to result in a smaller building mass than a lower-density R-4 project.

\textbf{pc:} Merton Auger  
Laureen Bodin  
Justin Kannas  
Metro West Inspections
GIS data is data generated by a computer database or system that is designed to electronically capture, organize, store, update, manipulate, analyze, and display all forms of geographically referenced information that is compiled, from private or public sources, either alone or in cooperation with other public or private entities, for use by a municipality. GIS data is accurate for its intended use by a municipality and may be inaccurate for other uses.

RESOURCES:
July 31, 2018
WRIGHT COUNTY, MN DNR
CITY OF BUFFALO ENGINEERING

Subject Parcels
Buffalo Parcels

RETURN TO AGENDA
PLANNING REPORT

TO: Buffalo Mayor and City Council
    Buffalo Planning Commission

FROM: Stephen Grittman

DATE: September 5, 2018

RE: Buffalo - Greenbriar Hills
    Final Stage PUD and Final Plat

FILE NO: 137.03 - 18.12

PROPERTY ADDRESS: NA

PROPERTY PID#: 202000161400
              202000164100
              202000164400

BACKGROUND

At the City Council’s July 16, 2018 meeting, the Council considered Development Stage PUD and preliminary plat applications for a 215-unit single family residential project entitled Greenbriar Hills. The subject 97-acre site is located west of Dague Avenue NE between Prairie View Lane and 16th Street NE.

The Development Stage PUD under consideration consisted of the following phases:

    North Phase - extends Copper Creek Lane through the property to Dague Avenue and includes 53 “standard” single family lots.

    Central Phase - extends Buffalo Ridge Drive to Dague Avenue and provides a mix of Villa and Bay home lots. Specifically, 63 Villa home lots and 31 Bay home lots are proposed within this phase.

    South Phase - extends the current Greenbriar Lane through the site, terminating on the southeast end at 30th Street. This area includes 39 Villa home lots and 29 Bay home lots.
The project incorporates an extensive system of trails, sidewalks, and open space (both private and public) which provide connectivity between neighborhoods and serve as development amenities.

Due to some design uncertainties related to the Central and South Phases of development, the City Council only approved the Development Stage PUD and preliminary plat for the north phase of the development project, along with outlots and related grading. With this in mind, Concept Stage PUD level review controls the remainder of the project, pending more detailed planning for those future phases.

At this time, the applicants have requested Final Stage PUD and final plat approval to develop the described north phase with the two remaining phases being platted as outlots (to be reserved for future development).

To be noted is that the boundaries of proposed Phase 1 have been adjusted slightly such that only 37 lots are proposed. It is expected that the 16 remaining “standard” single family lots (as illustrated on the approved Development Stage plan will be incorporated into Phase 2 development.

 ISSUES AND ANALYSIS

Consistency with Approved Preliminary Plat. The street and lot layout of Phase 1 is generally consistent with the approved preliminary plat.

Consistent with conditions of preliminary plat approval, the following changes have been made to the final plat drawing (pertaining to Phase 1):

- The depth of former Lot 19, Block 1 (now Lot 1, Block 2) has been expanded to provide a greater rear setback. Such lot depth expansion was made possible by relocating the abutting trail corridor such that it now lies between Lot 18, Block 1 and Lot 1, Block 2.

- The width of former Lot 8, Block 5 (now Lot 3, Block 5) has been expended such that a driveway may be placed at least 40 feet from the nearby Copper Creek Lane/Dague Avenue intersection.

Processing. As noted, Development Stage PUD and preliminary plat approval have only been granted for Phase 1 of the project. Consideration of the Phase 1 of the project at this time will allow the applicants to proceed toward a schedule of initial construction this year, with future phases (and more detailed approvals) following as infrastructure can be constructed.

The two remaining phases of the development will be subject to future Development Stage and Final Stage PUD processing.
Submission Requirements

**Updated PUD and Plat Drawings.** In addition to plans related to Phase I development, the conditions of Development Stage PUD and preliminary plat approval also require an update of PUD and plat drawings to reflect the conditions of Development Stage PUD approval. Appropriately, such plans have been provided.

**Development Summary.** Also, as a condition of preliminary plat approval, the applicants are required to supply a development summary of following numbers (minimally), for Phase 1 development:

- a. Total site area.
- b. Total site devoted to street rights of way.
- c. Total area devoted to water/wetlands up to 100-year flood elevation.
- d. Total area devoted to upland public parks/trails (exclusive of water/wetland).
- e. Total area devoted to upland private association open space (exclusive of water/wetland).
- f. Total area devoted to private residential lot area.
- g. Delineate the proposed use and ownership of all outlots.

The applicants have provided the preceding information.

**Traffic Analysis.** As part of Development Stage PUD/preliminary plat consideration, it was recommended that consideration be given to conducting a brief traffic analysis which describes likely traffic patterns within the proposed development and along Dague Avenue.

A traffic analysis was received as part of the Final Stage PUD/final plat application. The City Engineer has reviewed the analysis, and has made recommendations for developer participation in adjacent roadway improvements as a part of the Development Agreement.

**Streets.** Access to the final plat is to be provided via an eastern extension of Copper Creek Lane. This street extension will provide a connection between an existing single family residential neighborhood to the west and Dague Avenue to the east.

Appropriately, a 60-foot wide right-of-way is illustrated within which a 28-foot wide street is proposed. Any necessary improvements to adjacent Dague Avenue should be subject to comment and recommendation by the City Engineer and specified in the development agreement.

To be noted is that a street signage and lighting plan has been submitted. Such plan illustrates the proposed locations of mailbox clusters, street lights, traffic signs and street signs within the Copper Creek Lane right-of-way. The location of such features...
Lot Sizes. Phase 1 development includes 37 detached single family lots. The lots range in size from approximately 7,600 square feet to 20,000 square feet. The average lot size is approximately 10,090 square feet. As part of Development Stage PUD consideration, the proposed lot sizes were determined to be acceptable.

Lot Widths and Setbacks. Consistent with the approved preliminary plat, lots within Phase 1 exhibit building pad widths of 50 feet and the following setbacks:

- Front Yard: 25 feet
- Side Yard (garage side): 5 feet
- Side Yard (house side): 10 feet
- Rear Yard: 25 feet

The preceding setbacks appear to yield minimum 65-foot lot widths as measured at the building setback line.

While the submitted grading plan appears to illustrate proposed building footprints and corresponding front building lines, lot widths are not provided. Recognizing that some lots located at the ends of blocks rely on very narrow frontage and that the larger buildable areas are set back significantly, lot setbacks at front building lines should be specified.

Outlots. A total of 10 outlots are included in the Phase 1 development. Of these, it is believed that Outlots B, E, F are intended to be owned by the homeowner’s association, with the remaining outlots to be owned by the City.

The acceptability of proposed outlot designations and ownership should be subject to comment and recommendation by the City Engineer.

Trails and Open Space. As noted, the proposed development anticipates an extensive trail system (both private and public) as well as open spaces. Much of the open space is reserved for neighborhood use, with the intention that such amenity compensates for an allowance of smaller individual lot sizes.

The project’s trail system includes public sidewalks along one side of all streets. The plan anticipates meandering the sidewalk in and out of the actual right-of-way and reflects the variation in front yard setbacks to create both deeper front yards and wider boulevards at various locations in the project. As a condition of Final Stage PUD/final plat approval, public sidewalks need to include additional easement where they swerve outside of the street right-of-way (on to privately-owned property).

Staff previously asked the applicants to provide additional clarification on the breakdown between public and private open spaces in the project. Within the boundaries of Phase
1 development, it is believed that the following outlots are intended to be conveyed to the City:

- Outlot A (wetland)
- Outlot C (trail corridor)
- Outlot D (stormwater pond)
- Outlot H (trail corridor)
- Outlot I (trail corridor)
- Outlot K (trial corridor)

Of the outlots listed above, it appears that Outlots C, H, I and K are intended to fulfill a public trail-related purpose. This should however, be verified by the applicants.

As part of Development Stage PUD/preliminary plat consideration, it was noted that consideration should be given to providing a street connection to the “Arbor Meadows” property located north of proposed Phase 1 development. While a street connection has been deemed “not feasible” due to wetland locations, a dead-end trail stub is proposed in the northeast corner of the site which could be extended northward as part of a future development project.

While the proposed trail locations and connections are considered well-conceived, question exists in regarding to the timing of proposed trail construction. This should be addressed as part of final plat approval and be specifically addressed in the development agreement.

**Park Dedication.** According to the City’s Subdivision Ordinance, subdividers must dedicate land for parks, playgrounds, public open spaces or trails and/or must make a cash contribution to the City’s park fund.

The applicants have provided a master park dedication summary for City consideration. In review of the summary, it appears that the applicants believe that the proposed combination of land dedicated for trails and park, along with physical site improvements (trails, a park shelter, pickleball courts, lighting etc.), fulfill the City’s park dedication requirements.

Park dedication requirements and the desired timing of various park-related improvements should be subject to recommendation by the Parks Commission and approval by the City Council.

**Landscaping.** As part of Development Stage PUD/preliminary plat processing, a preliminary landscaping was provided which envisions preservation of a stand of existing vegetation along Dague in the Central section of the project area. Other existing trees are proposed to be saved and relocated (necessary due to layout and grading activities). Overall, the plan supplies a reasonable amount of tree planting for a residential plat (which per Subdivision Ordinance standard, requires only two trees per lot).
As a condition of Final Stage PUD/final plat approval, a detailed landscaping plan, specific to the Phase 1 plat, should be provided. For Phase 1 development, specific attention should be given to the following:

A. The placement of a minimum of two trees on each lot.
B. The establishment of landscape screening/buffering along Dague Avenue.
C. The establishment of plant materials along the rear lot lines of Lots 1-3, Block 5 to define rear lot lines and screen views.
D. The preliminary landscape plan be revised as necessary to respond to grading review and pipe and pond locations.

Monument Signage. As noted in the review of the preliminary plat, the applicants have indicated that they anticipate using neighborhood identification signage. No details have however, been provided.

If such signage is to be provided with Phase 1 development, related plans should be provided for City review and be subject to sign permit processing. Monument signage should be located to avoid conflicts with street visibility and ensure association maintenance.

Grading, Drainage and Utilities. As a condition of final plat approval, the updated grading, drainage and utility plans should be subject to review and approval by the City Engineer.

As part of such review, a specific determination should be made that easements are appropriately depicted on the final plat drawing.

Development Agreement. The applicants 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.

RECOMMENDATION

Based on the preceding review, Planning Staff recommends approval of the Greenbriar Hills Final Stage PUD and final plat subject to the following conditions:

1. Future development phases shall be subject to Development Stage and Final Stage PUD processing.
2. The City Engineer provide comment related to the contents and findings of the submitted traffic analysis.
3. Any necessary improvements to adjacent Dague Avenue shall be subject to comment and recommendation by the City Engineer and specified in the required development agreement.
4. The submitted street signage and lighting plan shall be subject to review and approval by the City Engineer.

5. All single family homes within the subdivision (depicted as Phase 1 on the PUD Development Stage Plan) shall adhere to the following setbacks:

   Front Yard: 25 feet*
   Side Yard (garage side): 5 feet
   Side Yard (house side): 10 feet
   Rear Yard: 25 feet

   *(or the depth at which a 50 foot wide building pad is available, as noted on the Preliminary Plat). It should also be noted that the front setback will be from right of way line to the garage door, with an allowance for a front yard encroachment of up to five feet for front porch construction.

6. Proposed structure (home) setbacks at front building lines shall be as specified on the record Preliminary Plat document.

7. The acceptability of proposed outlot designations and ownership shall be subject to comment and recommendation by the City Engineer.

8. Additional easements be provided to accommodate public sidewalks which encroach upon privately-owned lots.

9. The applicants verify the intended breakdown of public and private ownership of open spaces in the project with City staff.

10. The applicants provide information related to the timing of proposed trail construction, subject to Parks Commission and City Council approval.

11. Park dedication requirements and the desired timing of various park-related improvements shall be subject to recommendation by the Parks Commission and approval by the City Council.

12. A detailed landscaping plan, specific to the Phase 1 plat, shall be provided. For Phase 1 development, specific attention shall be given to the following:

   A. The placement if a minimum of two trees on each lot.
   B. The establishment of landscape screening-buffering along Dague Avenue.
   C. The establishment of plant materials along the rear lot lines of Lots 1-3, Block 5 to define rear lot lines and screen views.
   D. The preliminary landscape plan be revised as necessary to respond to grading review and pipe and pond locations.
13. If neighborhood identification signage is to be provided with Phase 1 development, related plans shall be provided for City review and be subject to sign permit processing.

14. Updated grading, drainage and utility plans shall be subject to review and approval by the City Engineer. As part of such review, a specific determination shall be made that easements are appropriately depicted on the final plat drawing.

15. The applicants shall enter into a development agreement with the City and post all the necessary securities required by it. This issue shall be subject to further comment by the City Attorney.

16. Comments of other City Staff

pc: Merton Auger
Laureen Bodin
Justin Kannas
Metro West Inspections
MEMORANDUM

Date: September 5, 2018

To: Honorable Mayor Lachermeier, Members of the City Council and Members of the Planning Commission – Buffalo, Minnesota

From: Justin Kannas, P.E.
Assistant City Engineer

Subject: Greenbriar Hills – Final Plat Review
Buffalo, Minnesota
BMI Project No: W13.116296
City Project No: 2018-10

I have reviewed the Final Plat dated August 29, 2018 for the above referenced project and have the following comments:

1) The Final Plat is in substantial conformance with the Preliminary Plat and includes revisions as noted in the Engineer’s Memorandum dated July 3, 2018 that were a condition of approval of the Preliminary Plat.

2) Final street, utility, grading, storm water management and erosion control plans have been approved by the City Engineer.

3) A Final Landscape Plan shall be submitted for approval as discussed in the City Planner’s Final Plat review memorandum.

4) A Development Agreement shall be executed by City of Buffalo and Developer prior to construction.

5) The Development Agreement shall include monetary contributions from the Developer to the City for future Dague Avenue and 30th Street NE Improvements along the length of the plat. The contribution amount shall be the estimated costs needed to bring the roadways into substantial conformance with City of Buffalo Development Standards, as determined by the City Engineer.

6) A brief traffic analysis has been completed by the Developer showing projected trip generations as a result of the development. A substantial increase in ADT counts on Dague Avenue and 30th Street NE is expected as a result of the development. The Developer’s contribution to Dague Avenue and 30th Street NE improvements as outlined in the Development Agreement will be used in a future roadway improvement project to mitigate the effects of the increased traffic on these roadways.

7) Outlots A, C, D, H, I, J, and K shall be deeded to the City of Buffalo upon Final Plat recording.

8) Sidewalk easements for Lots 3, 4, 5 Block 3; Lots 1, 2, 10 Block 4; and Lots 1, 2, 3 Block 5, as have already been prepared by the Developer, shall be deeded to the City of Buffalo upon Final Plat recording.

9) All improvements shall be in accordance with the City of Buffalo Standards.
10) All permits including but not limited to the MPCA Sanitary Sewer Extension, MDH Watermain, Wetland Conservation Act, and Corps of Engineers Wetland permit shall be submitted to the City Engineer prior to construction.

I recommend approval of the Final Plat contingent upon the above comments and comments as submitted by other City Staff.

JLK/jk

cc: Merton Auger, City Administrator, City of Buffalo
Laureen Bodin, Assistant City Administrator, City of Buffalo
Jennifer Nash, Planning and Development Coordinator, City of Buffalo
Stephen Grittman, Northwest Associated Consultants, Inc.
John Hovland, Developer
Don Jensen, DJ2DMJ Planning, LLC
Cara Otto, Otto & Associates
MEMORANDUM

TO: Buffalo Planning Commission
FROM: Stephen Grittman
DATE: August 9, 2018
RE: Buffalo – Planning Commission Agenda
FILE NO: 137.02

With this agenda, planning staff has made an effort to deliver staff reports with more reference to Comprehensive Plan statements toward the goal of making the Comp Plan more relevant to the work the Planning Commission does each month. Perhaps, with this additional reference point, it will be easier to set any particular proposal into a larger context, which is often a difficult thing to do. I can say that it is helpful in the preparation of the staff reports – hopefully you will find it so as well.

In addition, we thought that it may also be helpful to look for some context outside of our monthly agenda items. For this particular agenda, we have provided links to three articles from an online web resource for Planning Commissioners about the role and function of Planning Commission work.

http://plannersweb.com/2014/10/one-thing-improve-planning-commissions-effectiveness

http://plannersweb.com/2014/10/important-skills-planning-commissioners/

http://plannersweb.com/2014/10/strengthening-planning-commission-governing-body-relations/
If there is time at the end of the meeting, we hope to have the opportunity to have a brief discussion about ideas brought forward in these, or other reference articles we come across. For future meetings, we will search out something that seems relevant or interesting and provide it for discussion fodder. If any Commission member has an idea we should look into, or finds some material we should consider for discussion, we would welcome those suggestions.

pc:  Merton Auger
     Laureen Bodin
     Justin Kannas
     Metro West Inspections