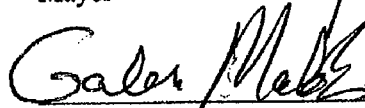


- c) The Planning Commission shall base its recommendation to the City Council on such current policies, goals and plans of the City at the time of the request.
- d) The City Council shall either approve, deny or conditionally approve an extension of the expiration date for a specified period of time. The City Council may require changes to the conceptual development plan, if the plan for the areas not platted is in conflict with the policies, goals and plans of the City at the time of the request.

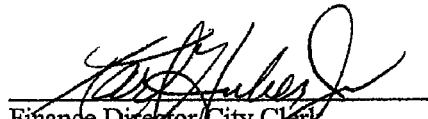
NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of the City of Northfield hereby directs staff to prepare a joint resolution between the City of Northfield and Northfield Township regarding the proposed annexation and to submit it for approval to the City Council and Northfield Township Board anytime after March 13, 2003.

PASSED by the City Council of the City of Northfield this 2nd day of December 2002.


Mayor


Council Member

Attest:


Finance Director/City Clerk


Council Member

VOTE: Y BOND Y COVEY Y GRAHAM Y LINSTROTH
Y MALECHA Y POKORNEY Y VOHS

2. As conceptual development plans are required to be preliminary platted within 5 years and as there are no plans to develop the 9.7 acre parcel located in the north/eastern corner of the annexation area within this time frame, the requirement for a conceptual development plan for the 9.7 acre parcel is waived.
3. The 9.70 acre parcel located in the north / west annexation area is approved for low-density residential development achieving 2.57 units/acre and shall include a connection between the two stub roads coming from the south and the east as shown on the conceptual development plan. Future development of land shall incorporate desirable features, such as the historic farmhouse, significant trees, and the southeast facing slope that provides sunlight and views.
4. An Environmental Assessment Worksheet (EAW) must be prepared and completed for the 78.7 acres prior to the City accepting an application for Rezoning and Preliminary Plat.
5. As part of the approval of the conceptual development plan, the Developer is required to deed the right-of-way for Maple Street to the City of Northfield prior to the City approving a joint resolution for orderly annexation with Northfield Township.
6. The treeline of evergreens along the western boarder of the annexation area and, as shown on the conceptual development plan, shall be preserved and maintained.
7. As the total park required for the development is 6.50 acres, the Developer is required to pay \$86,937.00 for the Park Development Fee.
8. Final design of the storm water ponds and drainage on the site will be reviewed and approved by the City Engineer at the time preliminary plat approval is requested.
9. All streets shall meet the minimum pavement and right-of-way width requirements of the Northfield Zoning Ordinance.
10. That 60% of the single-family and multiple-family lots shall have solar access.
11. The conceptual development plan shall be valid for five years from the date of approval. If the property within the conceptual development plan is not completely preliminary platted within five years of the date of approval, the conceptual development plan shall become null and void, unless it is extended as provided hereafter. It shall be the responsibility of the Developer to request and receive an extension of the conceptual development plan prior to expiration of the originally approved plan. The process for requesting an extension of the originally approved conceptual development plan shall be as follows:
 - a) At least 90 days prior to expiration of the approved conceptual development plan the Developer shall submit to City Staff a request for extension of the conceptual development plan expiration date. Such request shall include copies of the originally approved conceptual development plan, a letter explaining the reasons for the request and a summary of the actions taken based upon the approved conceptual development plan to date.
 - b) City Staff shall review the request based on the current policies, goals, and plans of the City at the time of the request, and forward it to the Planning Commission for a recommendation to the City Council.

ITEM: Approval of conceptual development plan by Arcon Development consisting of 69 acres of residential development and waive the requirement for a conceptual development plan for the 9.70 acre parcel by Vernon Koester.

REQUESTED BY: Arcon Development, Inc as Applicant and Vernon Koester, Property Owner.

SUBMITTED BY: Peter Waskiw, City Planner

REVIEWED BY: Planning Commission
Susan Hoyt, City Administrator
Joel West, Community Development Director
Maren Swanson, City Attorney (underway)

SUMMARY OF ACTION REQUESTED:

This City Council is being asked to approve a conceptual development plan by Arcon Development (the "Developer") consisting of 69 acres of residential development and waive the requirement for a conceptual development plan for the 9.70 acre parcel by Vernon Koester (the "Property Owner"), which will involve annexing a total of 78.7 acres of land from Northfield Township.

The Developer's conceptual development plan consists of 54 single-family lots, 144 row townhomes, 128 back to back townhomes and 13.2 acres of park; whereas the 9.70 acre parcel by the Property Owner consists of low-density residential development achieving a density of 2.57 units/acre. As conceptual development plans are required to be preliminary platted within 5 years and there are no plans by the Property Owner to develop the 9.7 acre parcel located in the north eastern corner of the annexation area within this time frame, the City Council is being requested to waive the requirement for the Property Owner to complete a conceptual development plan for the 9.7 acre parcel.

The 78.7 acre annexation area is located between the future extension of Maple Street on the east and the existing M.T.H. # 246 on the west and is north of C.S.A.H. #81. The 78.7 acres is governed by the Master Orderly Annexation Agreement between the City of Northfield and Northfield Township. Pursuant to recent annexations in Northfield Township and the terms of the Master Orderly Annexation Agreement, the annexation will be presented to the City Council no earlier than March 13, 2003. As part of the approval of the conceptual development plan and pursuant to City policy, the Developer is required to deed the right-of-way for Maple Street to the City of Northfield prior to the City approving a joint resolution for orderly annexation with Northfield Township. However, the Developer has voiced some concern about this requirement. Having the deed for the right-of-way for Maple Street will allow the City to locate the position of the collector street early in the development process with long range plans in view; reduce the responsibility on developers to locate the right-of-way for collector streets; and reduce the possibility that the right-of-way for collector streets be changed from that approved by the City Council.

The application meets the Comprehensive Plan, annexation policy and conceptual development plan requirements. The Planning Commission held a public hearing on October 28, 2002, for the annexation and conceptual development plan approving resolution #2002-61. Staff recommends the City Council approve the 69 acre conceptual development plan by Arcon Development; and waive the requirement for a conceptual development plan for the 9.70 acre parcel by Vernon Koester, subject to conditions.

INFORMATION:

City Responsibility/Authority: Sec. 34-130 of the Northfield, Minnesota, City Code states that the City Council review and approve or deny the request for annexation and conceptual development plan. This action follows a public hearing held by the Planning Commission on the October 28, 2002, for the annexation and conceptual development plan. In addition, the proposed annexation is within the orderly annexation area that was created by a Master Orderly Annexation Agreement between the City of Northfield and Northfield Township.

Site Control: Arcon Development has provided a copy of the Contract for Deed for the property, executed between ARCON DEVELOPMENT, INC., (the "Buyer") and Vernon E. Koester and Joan K. Koester (the "Seller").

Written Statement from Township Board: The Orderly Annexation Agreement with the Northfield Township dated November 7th, 2002 (Resolution # 2001-318) allows land to be annexed into the City of Northfield. The City Council previously approved an annexation for Heritage Development for approximately 80 acres and Minnesota Planning officially approved the annexation on September 13, 2002. Accordingly, the Orderly Annexation Agreement does not allow an annexation of the area being proposed by Arcon Development and Vernon Koester to seek official approval from Northfield Township until 6 months after September 13, 2002, being March 13, 2003.

Conceptual Development Plan:

Scaled Drawing / Topographic Data: The Developer has submitted the required scaled drawing of the property to be annexed, including the topographic data at two foot intervals and other required information.

Internal Streets: Typically, the Arcon Development conceptual development plan has shown a grid layout street system, with continuous east-west and north-south streets. There are no cul-de-sacs in this development. There are two main east/west streets, one of these east / west streets will connect Maple Street to M.T.H. # 246. The Developer is required to meet the minimum widths for streets and right-of-ways in the development.

The future extension of Maple Street and the existing M.T.H. # 246 bound the development area on the east and west sides respectively. It is proposed to extend Maple Street in a southerly direction from its present location. Aspen Street will be extended in a southerly direction from its present location to become a north/south street through the development. Mn/Dot has restricted access onto M.T.H. # 246 by allowing only one access from the development.

Park, Open Space and Trails: The parks, trails and open space system includes a 10.8 acre extension of the City of Northfield soccer fields which are located north of the proposed development, 1.7 acres of greenway, and 2.4 acres of park located in the south/west corner. The developer is required to provide parkland dedication and a park development fee. The formula for the parkland calculation is based on a Net Developable Acreage, which means that the land required for public streets and ponding areas is subtracted from the total land within the project. The total land within the annexation area is 78.7 acres.

Based on the percent of land dedication required for each residential land use density range and, using the Arcon Development conceptual development plan for 69 acres and; the 9.70 acre ghost plat by Vernon Koester, the following calculation for park dedication is as follows:

<i>Density</i>	<i>% Required</i>	<i># Acres in Development</i>	<i># Acres Requirements</i>
2.6-5.0 u/a	12 %	20.5 acres	2.46 acres
5.1-7.5 u/a	13 %	6 acres	0.78 acres
7.6-10.0 u/a	14 %	10.4 acres	1.45 acres
10.1-12.5 u/a	15 %	7.6 acres	1.14 acres
12.6-16.0	16%	4.2 acres	0.67 acres
Total Park Land Required			6.50 acres

The approximate amount of land required for parks, trails and open space dedication is 6.5 acres of land. According to the submitted plans, they are proposing to dedicate 13.2 acres of land for parks, trails and open space. Accordingly, there will be no cash in lieu for park dedication.

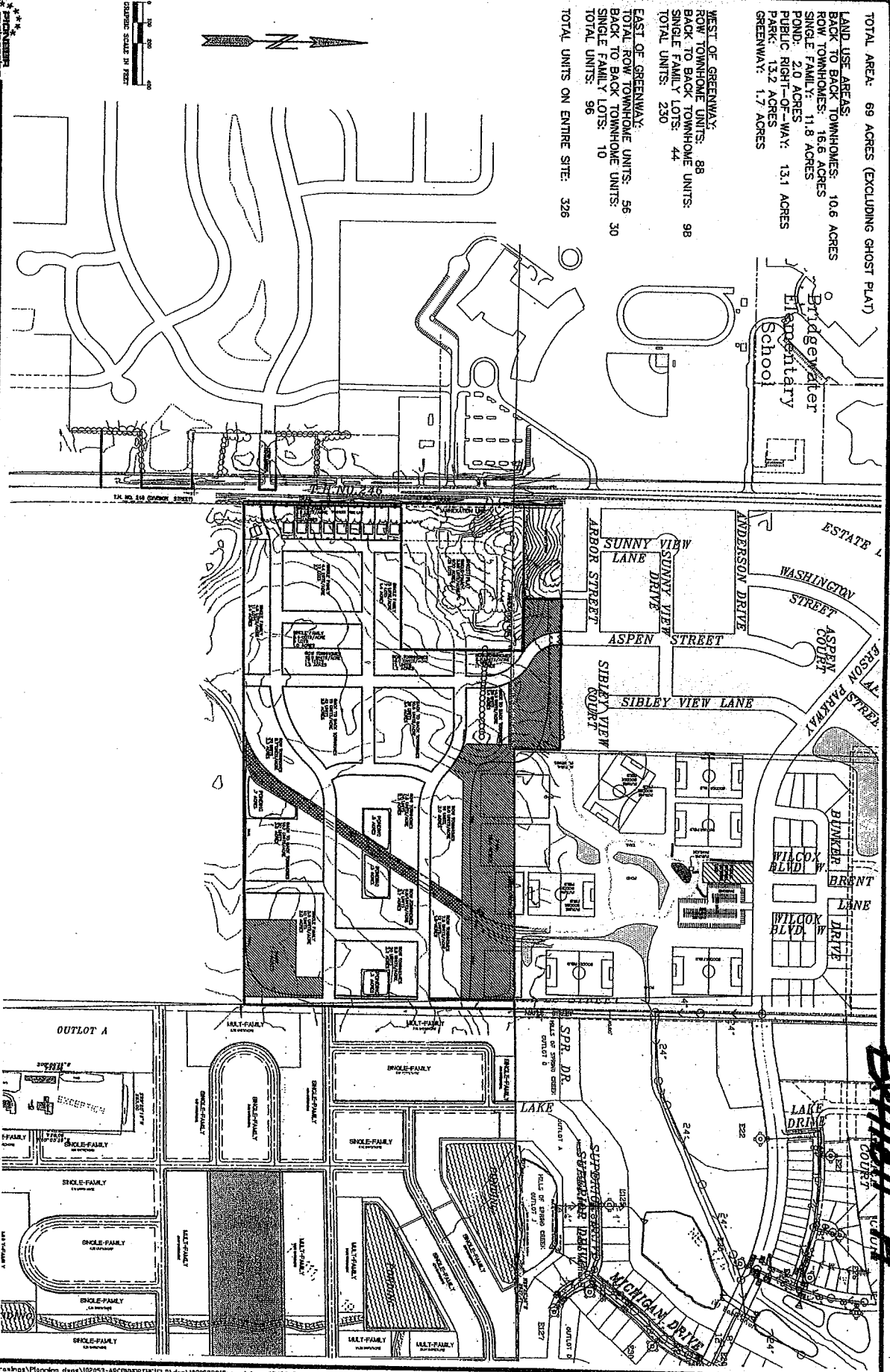
With regards the Park Development Fee, the Developer is required to pay \$13,375 per acre. As the total park required is 6.50 acres, the amount of Park Development Fee is \$86,937.00. The requirements state that the developer may pay the entire fee at the time of Final Plat filing or to pay the fee on a per unit basis at the time that a building permit is issued for each unit to be constructed in the development, provided that all fees be paid within 5 years of approval of the final plat.

TOTAL AREA: 69 ACRES (EXCLUDING GHOST PLAT)

LAND USE AREAS:
 BACK TO BACK TOWNHOMES: 10.6 ACRES
 ROW TOWNHOMES: 16.6 ACRES
 SINGLE FAMILY: 11.8 ACRES
 POND: 2.0 ACRES
 PUBLIC RIGHT-OF-WAY: 13.1 ACRES
 PARK: 13.2 ACRES
 GREENWAY: 1.7 ACRES

WEST OF GREENWAY:
 ROW TOWNHOME UNITS: 88
 BACK TO BACK TOWNHOME UNITS: 98
 SINGLE FAMILY LOTS: 44
 TOTAL UNITS: 230

EAST OF GREENWAY:
 TOTAL ROW TOWNHOME UNITS: 56
 BACK TO BACK TOWNHOME UNITS: 30
 SINGLE FAMILY LOTS: 10
 TOTAL UNITS: 96
 TOTAL UNITS ON ENTIRE SITE: 326



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**CITY OF NORTHFIELD, MINNESOTA
CITY COUNCIL RESOLUTION #2003-262**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
NORTHFIELD, MINNESOTA APPROVING THE FINAL PLAT AND SUBDIVISION
AGREEMENT FOR SOUTHBRIDGE ADDITION**

WHEREAS, Arcon Development, hereinafter referred to as the Developer, has made application for Final Plat approval for 21.4 acres of land known as Southbridge Addition; and

WHEREAS, the property is located east of Highway #246 and south of Arbor Street and Jefferson Parkway; and

WHEREAS, the Developer seeks to plat the property to create 92 units of housing; and

WHEREAS, the proposed residential development complies with the Comprehensive Plan Future Land Use Map, and

WHEREAS, the City Council approved the preliminary plat in Resolution 2002-218; and

WHEREAS, the final plat is consistent with the preliminary plat approved by the City Council; and

WHEREAS, the Planning Commission has reviewed and recommended approval of the final plat; and

WHEREAS, a development agreement prepared by Northfield staff has been accepted by the developer.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

The final plat as shown in Exhibit A is hereby approved subject to the conditions set forth in the development agreement in Exhibit B.

NOW, THEREFORE, BE IT FURTHER RESOLVED OBY THE MAYOR AND CITY COUNCIL THAT:

The development agreement in Exhibit B is approved.

*BOND COVER GRANT
LINDA STROTH MECHANICALS*

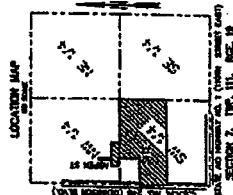
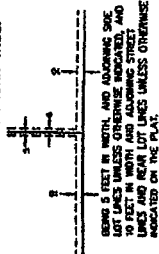
*FINAL PLAT
ALL IN FAVOR
10-6-2003*

NOTE:
PRELIMINARY
Subject to review
without

SOUTHBRIDGE

INSET A

DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THIS



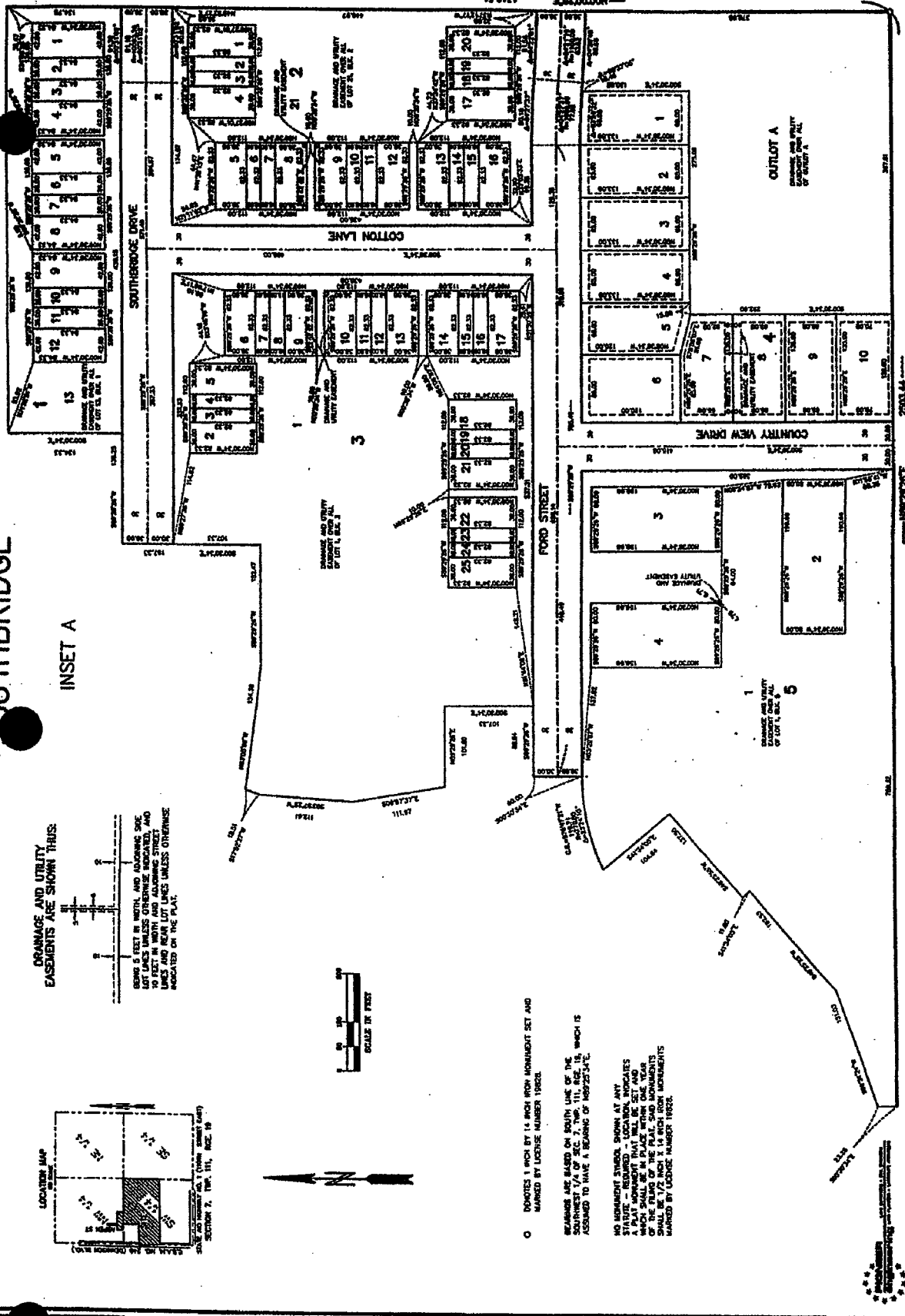
SECTION 7, T11P. 111, R2E. 16



○ DENOTES 1 INCH BY 1 1/2 INCH IRON MONUMENT SET AND MARKED BY LICENSE NUMBER 18022.

BEARINGS ARE BASED ON SOUTH LINE OF THE SOUTHWEST 1/4 OF SEC. 7, T11P. 111, R2E. 16, WHICH IS ASSUMED TO HAVE A BEARING OF 88°22'54"E.

NO MONUMENT SYMBOL SHOWN AT ANY
STATUTE - REQUIRED - LOCATION INDICATES
PLACEMENT OF MONUMENT. MONUMENTS
WHICH SHALL BE IN PLACE WITHIN ONE YEAR
OF THE DATE OF THE PLAT, SAID MONUMENTS
SHALL BE 1/2 INCH BY 1 1/2 INCH IRON MONUMENTS
MARKED BY LICENSE NUMBER 18022.



**MORTGAGE CONSENT
TO
DEVELOPMENT CONTRACT**

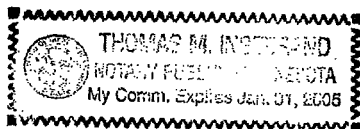
VERNOO E. KOESTER, which holds a mortgage on the subject property, the development of which is governed by the foregoing Development Contract, agrees that the Development Contract shall remain in full force and effect even if it forecloses on its mortgage.

Dated this 29 day of April, 2004.

Vern E Koester

STATE OF MINNESOTA)
 (ss.
COUNTY OF RICE)

The foregoing instrument was acknowledged before me this 29 day of April, 2004 by
VERNOO E. KOESTER



[Signature]
NOTARY PUBLIC

24p 1-31-05

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
317 Eagandale Office Center
1380 Corporate Center Curve
Eagan, Minnesota 55121
(651) 452-5000
RNK:sm

MEMBERS PRESENT: Chair Betsy Buckheit, , Bruce Wiese, Jane McWilliams, Patricia Martin, Larry DeBoer and Chris Robbins

MEMBERS ABSENT: Jim Herreid

ALSO PRESENT: Larry Frank, Dustin Kern, Vernon Koester, Kathy Christians, Dixon Bond, Consultant Planner Perry Thorvig, Recording Secretary Sandra Bremer, and other interested citizens.

- 1) **Call to Order:** Chair Buckheit called the meeting to order at 7:08 p.m. **A motion was made by McWilliams and seconded by DeBoer to approve the agenda of July 22, 2003. All in favor. Motion carried.**

- 2) **Approval of Minutes:** **A motion was made by Wiese and seconded by McWilliams to approve the regular meeting minutes of June 24, 2003. All in favor. Motion carried.**

- 3) **Liaison Updates**

McWilliams reported on the EDA meeting of July 10, 2003.

Wiese reported on the EQC meeting of July 15, 2003.

DeBoer reported on the HPC meeting of July 17, 2003.

Robbins was not able to attend the Park and Recreation Advisory Board meeting but she did call some members to find out what their concerns were regarding the Southbridge Addition. She also reported on the MNAPA Planning workshop she attended.

Buckheit reported on the City Council meeting of July 21, 2003. She also reported on the meeting held regarding the redevelopment of the Petricka's site and indicated the plans are to put in a senior housing project.

- 4) **Preliminary Plat and Rezoning of Southbridge Addition**

Thorvig reviewed his staff report. He presented a memo addressing the solar ordinance provisions and he noted a memo submitted regarding addressing for the plat. About 140 of the lots are capable of being retrofitted for or have good solar orientation. The spirit of the ordinance has been met.

Robbins noted that Ford Street was planned to continue from Jefferson Parkway across Division Street through this plat into the Fargaze Plat. This has already been agreed to.

Buckheit noted that at a future meeting the Planning Commission should consider looking at the solar ordinance and see if it would be more appropriate they be incorporated into the Design Standards instead of the Zoning Ordinance since quite often they seem to be waiving these requirements.

The Planning Commission members agreed to waive the solar ordinance requirements.

Kern addressed the issue of preserving the tree line along Division Street and noted they would be willing to create a conservation easement in this area to protect the tree line.

There was discussion among the members about how long the tree line should be preserved and who would be responsible for replacing any trees that would die.

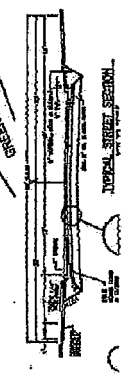
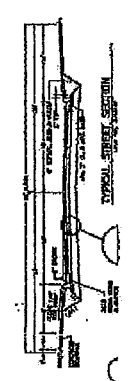
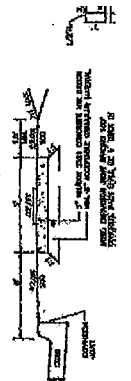
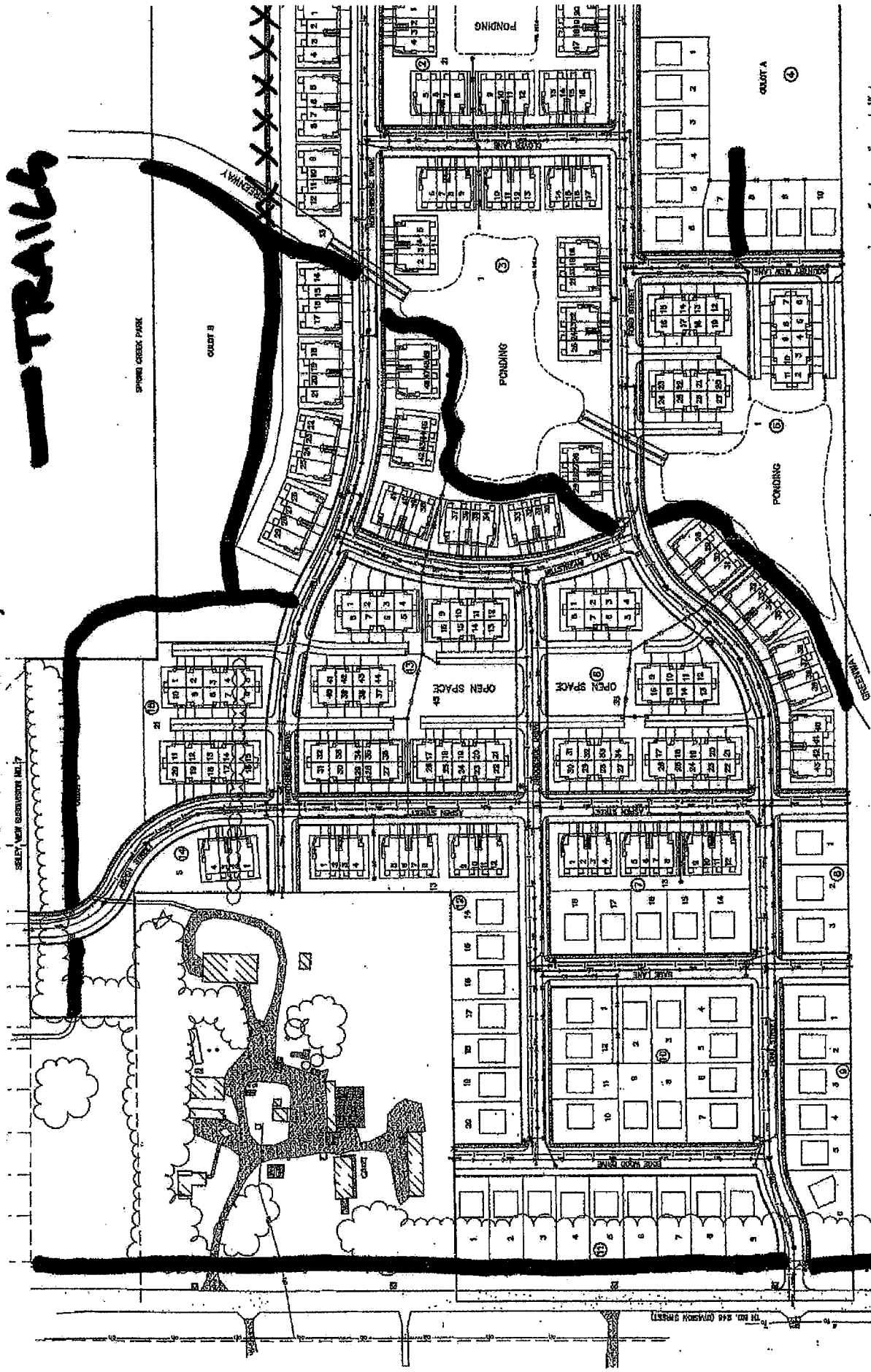
Vote on motion to approve Resolution #2003-018 as amended: a) Amend the third whereas to read *“...and comments regarding construction access and the speed limit on Highway #246 were raised.”* b) Condition #2) Change “association” to “associations” in both instances; Condition #3) Add to end of condition to read *“...comprehensive plan and as per the map shown in Exhibit C.”*; c) Condition #4) Add at end to read *“...Plat as shown in Exhibit C.”*; d) Condition #5) Change to read *“Prior to commencement of grading, tree protection fencing and sediment controls shall be installed and materials for erosion control shall be on site. These protections shall be maintained throughout the entire project.”*; e) Condition #6) Renumber to 8); f) Condition #6) Add new condition to read *“The tree line along Highway #246 shall be preserved during construction. No trail shall be located where the root zones of the trees would be damaged. The developer shall be required to replace any tree that dies within one year of grading the lots. The City Council is being asked to consider methods of permanently protecting the wooded buffer along Highway #246 through a conservation easement or some other means.”* g) Condition #7) Add new condition to read: *“Street names shall be approved by City Staff.”* All in favor. Motion carried.

5) Other

- a) Next Meeting: The next meeting date is scheduled for Tuesday, August 12, 2003.
- b) Resolution Review: Resolution #2003-017 was presented for review and signatures
- c) Upcoming Agenda Items: Thorvig indicated that there were no applications pending at this time. He did indicate some projects that are currently under review by staff.
- d) Correspondence: None

8) Adjournment: A motion was made by Martin and seconded by McWilliams to adjourn the meeting. All in favor. Motion carried.

SOUTHBIDGE PRELIMINARY GRADING, UTILITY & STREET PLANS NORTHFIELD, MINNESOTA **—TRAILS**



The office of utility designed areas refer to the indicated flat spot. The developer reserves the right to change the plan without further notice.

The information and/or materials and notes contained herein, such as plans, maps, drawings, or other documents, are the property of the developer and are not to be used, copied, or reproduced in any form without the written consent of the developer. The developer reserves the right to change the plan without further notice.

Buckheit felt that the application appeared to be complete and that Summa's comments were appropriate. A lot of land has been annexed lately. Do we need any more at this time?

Herreid noted how much land has been annexed in the last year or so and how many units were included.

McWilliams was reluctant to raise this issue during the public hearing for this project. She has the same concerns but did not feel it was appropriate to raise them in the middle of a project request.

Robbins felt that the project has some advantages with the road system with street extensions and the road going from the north to the south.

Buckheit noted that it also follows the grid system.

Herreid noted that this project has more parkland than is required, which is a good thing.

Buckheit noted that the swale is designated environmentally sensitive in the Comprehensive Plan. If the swale is not environmentally sensitive, than an amendment should be made to the Comprehensive Plan.

Waskiw noted that there are two designations in this swale area: environmentally sensitive and open space.

Robbins noted that the intent of the Comprehensive Plan was to create a clear space of waterways. When a swale carries water, they are considered environmentally sensitive. There is something in the zoning ordinance called Preservation of Drainage ways. It states that an area should use surface flow versus storm sewer.

Buckheit noted the Planning Commission reviewed this project with the PRAB at a meeting and this should be referenced with the date in the findings. She also questioned if the developer could use the PUD process for the entire project. Could the developer be directed to use the PUD process as a condition? Her concern is that they do not know how to use the PUD process.

Robbins noted that the purpose of a PUD is to do a project as a PUD only if it cannot be done under standard zoning and it meets the appropriate criteria.

Buckheit questioned if the integration of densities created a problem for standard zoning.

Waskiw did not think that it did. Unless they decide to change the configuration of the streets or increase densities, there would not be a benefit to using a PUD. A PUD could also be used when natural features warrant it on the site.

and his existing house need to be worked around. MnDOT has said that an access to the Koester property is not an option. How their streets go into the property would not stop it from being developed. He did not know how much in detail the EAW would go into with the Koester property. An EAW does not require a tree study. The Planning Commission would have a good look at what happens on the Koester property down the road. A property is not challenging when it does not have many natural features. It is harder to be creative with a flat piece of land. They are real happy with how the plan has come about with the various meetings with the City. The accesses work very well on all sides of the plat. Their plan ties into the existing park system very well. They have met with the PRAB and they laid out what they would like to see for the park system. They have a lot of open space areas throughout the site. They have various types of housing including single family, low town homes, and back-to-back town homes. With the current annexation agreement that the City has with Northfield Township, they would asking to annex the next 80 acre parcel after Heritage Development has their land annexed.

Waskiw noted that due to the annexation agreement with Northfield Township, the Arcon development cannot be annexed until after March 13, 2003. Arcon is trying to work through the process as early as possible and would do as much as they can until this date. They will be working on the EAW so they would be ready to proceed at the time the property is annexed into the City.

Kathryn Summa, 812 St. Olaf Avenue, asked that the Planning Commission think about all the development occurring in the south end of the City. With all the types of homes planned for this development along with the other housing developments in the area, she feels that the Planning Commission should be aware and concerned with the general philosophy. Will all this development require more schools? What about the loss of agricultural land? She is concerned about the Solar Ordinance. The Planning Commission has been talking about this. The Planning Commission almost always waives it. If so, why have the ordinance? She has not heard discussion about the scale of development and its affect on the entire community. Is the Planning Commission just supposed to react without having any policy direction from the City Council on these issues? How does the word "planning" fit in here?

There was discussion about process and what the ramifications would be of closing or keeping the public hearing open.

Wiese asked if a member were not present at the next meeting, would the Planning Commission accept a letter from the absent member? If there are concerns, the Planning Commission could bring it up.

Wiese asked that the Planning Commission by laws be read regarding their policy on public hearings, which Martin did.

Wiese questioned if there is a process for an applicant to request a vote the same night as the public hearing.

Waskiw noted that the ghost plat is only included in the annexation portion of the application.

Robbins would like to remove the number of lots that are from the ghost plat and only make mention of the lots in the 69 acres for Arcon.

Frank noted that in Finding #5 the numbers stated are what is included only in the 69 acres and the remaining 9.7 acres is included in the ghost plat.

The members agreed to change Finding #5 from 78.7 acres to 69 acres and to change the appropriate whereas in the resolution to match this finding.

Vote on motion to approve Resolution #2002-61 as amended as follows: a) Delete Condition #1 and renumber the remaining conditions appropriately; b) Change Finding #5 from 78.7 acres to 69 acres and to change the appropriate whereas in the resolution to match this finding. All in favor. Motion carried.

BETSY BUCKHEIT, BRUCE WEISS, JIM HEDRELL, JANE McWILLIAMS, PATRICIA MARTIN
4) Conditional Use Permit – Northfield Community Action Center - Continued *CHRIS ROBBINS*

A motion was made by Robbins and seconded by McWilliams to remove this item from the table. All in favor. Motion carried. *ABSENT LARRY DEBEAR*

Clausen noted that this application is for a conditional use permit to allow a three and four family dwelling in the Maple Hills Development. One of the issues raised at the last meeting was the amount of parking for the site. The DAB did review this and agreed that the units should meet the two parking spaces per unit requirement and the sites are required to provide ten parking spaces as well as showing the ability to provide four more parking stalls if needed.

Blaha thanked staff for their assistance. The project has had a good review by the DAB and Planning Commission. He indicated they would be pursuing a variance so they could accommodate the required parking on both sides of Wilcox Boulevard.

A motion was made by McWilliams and seconded by Martin to approve Resolution #2002-62 recommending approval of the conditional use permit to allow a three family dwelling at 1908 West Wilcox Boulevard and a four family dwelling at 1909 East Wilcox Boulevard.

Wiese had some concerns that there was no process for reviewing the need for the extra four parking spaces. Without this process his concern is that the default is back to the ten parking spaces and he did not think they should do this. He would like to have some type of review of this issue at some time.

Robbins noted that the DAB has done this with businesses in the past where parking might be needed in the future but not at the beginning. The DAB has a process for this.

MEMBERS PRESENT: Chair Betsy Buckheit, Chris Robbins, Larry DeBoer, Bruce Wiese, Patricia Martin, , Jim Herreid, PRAB Chair Bob Reitz, Richard Vanasek, Lin McLaughlin Bruce

MEMBERS ABSENT: Jane McWilliams, Linda Dallavalle, Katy Hargis, Jonathan Hill, Patrick Ganey

ALSO PRESENT: Larry Frank, Vern Koester, Director of Parks and Recreation
Randy Distad, City Planner Peter Waskiw, Recording Secretary
Sandra Bremer, and other interested citizens.

- 1) Call to Order: Chair Buckheit called the work session to order at 6:00 p.m.
- 2) **Concept Plan Review – Arcon Development (Vern Koester Property)**

Waskiw introduced Larry Frank from Arcon Development. The conceptual development plan covers 80 acres and incorporates the area of two property owners. There are Comprehensive Plan designations on the parcels. The developer is proposing twice as much parkland as required. They are currently proposing 16 acres of parkland when only 8 acres is required. He noted the following issues: the additional trail on Highway #246, having straighter roads throughout the development instead of winding roadways, the location of lower density versus the higher density, mixing lower density in the southwest corner of the open space, etc.

Frank noted they are a land developer and are not a builder of the homes. They develop the property and maintain architectural control in their developments. They work with the local builders. Some lots are sold to individuals or builders. They try to make a home for the small builders. They encourage a variety of builders. They stay involved to take care of problems that occur throughout the development construction. He noted that this site is a flat site with little site characteristics. They have an evergreen berm along Dennison Boulevard (Highway #246) and along the north and northwest area of the site. He noted there is a greenway through the property. He noted that even though Highway #246 is a highly traveled road with higher speeds, with the buffer of trees this would be more private than Maple Street in the future. With the water table in the area, they cannot have basements in portions of this area. They are planning town homes in the area. The single-family units are proposed to be near Highway #246. He noted they are looking at a more grid type layout for the street system.

Robbins noted she is in favor of connecting streets but not necessarily in a straight line. She felt it is nice when they curve a little.

Frank noted that a straight grid road would invite the road to be a speedway.

Waskiw noted that the streets are not being encouraged to be straight but to be less curving. They want streets to connect to areas. He noted that the east/west connection could be more direct.

Frank noted they are way over on their park dedication requirement. The reason they put a park in the southeast corner is that it seemed to be a nice concept to have a trail and a park in this area. He noted there would be trails connecting the park areas.

Buckheit noted that the southeast park has a connection to Maple Street. She felt it looked like a nice large park and she would like people from other roads to be able to see it and access it. Visual access is good as well as actual access.

Frank noted that the park could be reconfigured to allow for access to the road to the north and shorten the park somewhat. He noted that when the final plan was done the park dedication might be reduced from what is shown.

Distad noted that the northwest park is scheduled to be complete next year as part of the park master plan.

Robbins felt that the southeast area would be a good location for a park because it is on a little rise.

Wiese questioned where current park dedication fees would go.

Distad noted that cash in lieu of goes into the park fund and can be used in any location within the City. The park development fee can only be used for the development that it is collected from.

Martin was concerned about the single-family area and the back-to-back town homes.

Waskiw noted that one of the issues is how to disseminate the lower density homes with the medium density town homes.

Martin questioned how the developer could help the City accomplish their affordable housing goal with all the proposed housing in this development.

Frank questioned what the City would be willing to give up to get affordable housing. Streets and land would cost the same. He noted that variables could be the City fees, width of streets and the size of the lots. Most developers would love to provide affordable lots. They usually do not get the opportunity.

Buckheit questioned that if this development was done as a PUD could the lots sizes be varied.

Waskiw noted that this would come at the next step and noted that this could be done.

Martin suggested a method that the City could deal with the issue of housing for people with different income levels. Instead of retrofitting existing homes or establishing zones for affordable housing if the City looked at each project that comes before the City, there may be a way to carve out a little affordable housing in each one.

Buckheit noted she would be happier with 50 units of town homes if there were green space within this area as well.

Robbins noted a courtyard concept that could be used where driveways would be allowed in the rear and the courtyard would face the main street.

Frank noted that being creative and keeping the project affordable could be a challenge.

Martin noted that in a project of this size where there would be multiple builders, it might not be apparent that the housing types would be different from each other.

Frank noted that if there are trunk fees charged by the City and there are 20 lots that are to be affordable, these fees could possibly not be charged to these 20 lots. That is where the City could help to keep these lots affordable.

Herreid noted that in a development like this it would seem logical that the costs of the lot would be cheaper than if it were a developer that was also the builder.

Frank noted that it would be the opposite. There are builders that would become developers just to have product to sell. He noted that they probably would not end up with twice the amount of dedicated parkland when the plan is finalized. Once the plan is at the point that the City finds it acceptable, they would then start to price out the lot cost.

Herreid questioned if an analysis was done to determine if there would be people to purchase these lots because of all the other developments occurring in town.

Waskiw noted that another concept plan would be brought back for further review at a later time. It could be done in this same format with a work session.

Distad noted that if more cross streets are added, then more trails would need to be added. He noted that if parkland were going to be given up, he would prefer to give up the southeast park that is shown on the plan. This would keep the park to the north as a larger park.

Martin noted that there would be a lot of people in the south area that would be left without a park area if this were to be done.

Distad noted that when the area to the south of this development was developed, that development would provide park dedication as well that would serve the south area of this development.

Martin noted that this could be eight years or more down the road.

Waskiw asked if parkland to the southeast would be made smaller and have more of them, would this be acceptable and it was noted it would not be.

3) Adjournment:

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Sandra Bremer
Recording Secretary

100
NORTHFIELD PLANNING COMMISSION
RESOLUTION #2003-021

APPROVING A FINAL PLAT FOR SOUTHBRIDGE ADDITION

WHEREAS, Arcon Development has submitted a request for a Final Plat called Southbridge attached as Exhibit B, and

WHEREAS, the lot, block, and street layout in the final plat is consistent with the preliminary plat, and

WHEREAS, the developer is working with the City of Northfield to complete the development agreement prior to consideration of the final plat by the City Council, and

WHEREAS, the developer has not submitted association agreements, documents, and covenants.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION THAT the Planning Commission hereby recommends that the City Council approve the final plat as described in Exhibit "B" based on the Findings of Fact as shown in Exhibit "A" subject to the following conditions:

1. The satisfactory completion of a development agreement that includes provisions assuring the conditions of approval in the City Council's approval of the preliminary plat, and
2. Submittal of the association agreements, documents, and covenants.

PASSED by the Planning Commission of the City of Northfield on this 9th day of September, 2003.

ALL IN
FAVOR

B. Buckheit
Chair

L. Christine R. Rind
Member

[Signature]
Member

ITEM: Final Plat for Arcon's Southbridge Development

REQUESTED BY: Dustin Kern, Arcon Development

SUBMITTED BY: Perry Thorvig, Consultant Planner

REVIEWED BY: Susan Hoyt, City Administrator
Maren Swanson, City Attorney
Randy Peterson, City Engineer

ACTION REQUESTED

The Planning Commission is being asked to approve the final plat for the 322-unit Southbridge development. The Planning Commission needs to review the final plat to make sure it is consistent with the preliminary plat that was approved by the City Council on August 4, 2003.

PROPOSAL SUMMARY

The development is located on the property bounded by the future extension of Maple Street on the east and the existing M.T.H. # 246 on the west and is north of C.S.A.H. #81. The project will include 69.58 acres of land. The conceptual development plan for the development was approved on December 2, 2002. The development includes 54 single-family lots, 144 townhouse units, and 124 back-to-back townhouse units. In addition, there will be several acres of park space, trails, greenways, and storm water ponds.

CITY COUNCIL ACTION

The preliminary plat for the Southbridge Addition was approved by the City Council with the following conditions.

1. A development agreement will be written and approved by the city with the final plat.
2. The Applicant shall submit, before or at the time an application is made for the Final Plat, a copy of the association agreements, documents and covenants. The association agreements, documents and covenants must be executed and recorded with the Final Plat and submitted to the City with the Final Plat.
3. A trail is required to be developed along the drainage swale and stormwater ponds consistent with that shown on the concept plan and designated in the city's comprehensive plan and as per the map shown in Exhibit C.
4. The Applicant shall construct all trails in accordance with the Final Plat development agreement and shall be shown on the Final Plat in accordance with the Preliminary Plat as shown in Exhibit C.

5. Prior to commencement of grading, tree protection, fencing and sediment controls shall be installed and materials for erosion control shall be on site. These protections shall be maintained throughout the entire project.
6. The tree line along Highway #246 shall be preserved during construction. No trail shall be located where the root zones of the trees would be damaged. The developer shall be required to replace any tree that dies within one year of grading the lots. The Applicant shall provide the City with restrictive covenants or a conservation easement to permanently protect the wooded buffer along Highway #246.

ANALYSIS OF CONSISTENCY OF FINAL PLAT WITH PRELIMINARY PLAT

The final plat submitted by the applicant contains platted lots for single-family homes, townhomes, and back-to-back townhomes in five blocks in the first phase of the development on the east side of the project. Maple Street will serve as the primary access. The plat also includes several Outlots A-F. Outlot F will be the only outlot that will be developed for housing in future phases of the development.

The development agreement is being developed and will be completed by the time the final plat is considered by the City Council. The development agreement will implement the requirements of the council related to drainage, trail development, and tree protection.

The applicants have submitted illustrative association agreements, documents and covenants that they have used on other projects. It is expected that the final documents will be very similar, if not exactly the same, as the illustrative documents.

RECOMMENDATION

It is recommended that Planning Commission recommend approval of the final plat subject to the satisfactory completion of the development agreement.

