



# Watertown Planning Commission Minutes

Donald Hendricks  
Elizabeth Schulze  
Jennifer O'Connell  
James Rivord  
Jim Sandquist  
Jim Kasheimer  
Ali Parsons-Towle  
Mike Walters

12/17/2020 - Minutes

## 1. Call To Order & Roll Call:

Chairman Jim Rivord called the Watertown Planning Commission meeting to order at 6:34 p.m. on Thursday, December 17, 2020. Commission Members present via Zoom: Donald Hendricks, Jennifer O'Connell, Jim Sandquist, Jim Kasheimer, Elizabeth Schulze, Ali Parsons Towle and Chairman James Rivord. City Staff present: City Administrator Shane Fineran, Councilman Mike Walters, Planning Consultant Mark Kaltsas, Deputy Clerk-Treasurer Christine Dammann & Scott Dornfeld Building Official. Others present were community members: Scott Loomis of Loomis Homes.

Shane Fineran read a statement regarding conducting the meeting via Zoom: Please note that, pursuant to the authority provided by Minn. Stat. Sec. 13D.021, subd. 1(1), the City Administrator and the City Attorney have determined that in-person meetings of the Planning Commission are not practical or prudent due to the COVID-19 public health pandemic and the declared national, state, and local emergencies. Further, the City Administrator and the City Attorney have determined that it is not feasible nor practical or prudent due to the health pandemic to have members of the public, city staff, or members of the Planning Commission in attendance at the regular meeting location. Meetings of the Commission will be conducted by electronic or telephonic means. Under Minn. Stat. Sec. 13D.021, subd. 3, to the extent practical and possible, the Planning Commission will allow individuals to monitor the meeting electronically as provided below:

Meeting Link: : : [https://us02web.zoom.us/webinar/register/WN\\_jbkkVuWrQAOiFJwO95\\_Zug](https://us02web.zoom.us/webinar/register/WN_jbkkVuWrQAOiFJwO95_Zug)

Meeting ID: 816 0484 6908

## 2. Adopt Agenda:

HENDRICKS MOVED AND KASHEIMER SECONDED TO ADOPT THE AGENDA AS PRESENTED; ROLL CALL VOTE; MOTION CARRIED 7-0.

## 3. New Business

3.A. Approve Planning Commission Meeting Minutes Of October 22, 2020

SCHULZE MOVED AND KASHEIMER SECONDED A MOTION TO ADOPT THE OCTOBER 22, 2020 MINUTES AS PROVIDED; ROLL CALL VOTE; MOTION CARRIED 7-0.

3.B. Forest Hills 10th Addition Preliminary Plat And Site Plan

Loomis Development, LLC, (Applicant) requests that the City consider the following actions for the property known as OUTLOT A, Forest Hills 7th Addition and Outlot A, Forest Hills 5th Addition and further identified as (PID No.852290030 and 852310050):

Kaltsas gave an overview of the application. The applicant is asking the City to consider approval of a preliminary plat and site plan review for a new residential subdivision to be known as Forest Hills 10th Addition. The subject properties were a part of the overall and previously platted Forest Hills Subdivision. Two previous phases of the subdivision created the properties as OUTLOT A, Forest Hills 7th Addition and Outlot A, Forest Hills 5th Addition. The City approved an overall concept development plan for all of Forest Hills with the initial phase of development. The concept plan depicted this property as all multi-family townhome lots. The current proposal would reduce the overall number of units shown in the initial concept plan from 61 townhomes to 37 single-family homes (See initial concept plan below).

The proposed preliminary plat and site plan would require the City to allow a conversion of these properties from Subzones E and D to Subzone C. Subzone C is a single-family subzone that is consistent with the recently developed property to the northeast.

Kaltsas advised that City Staff recommends that Loomis eliminate Lot #9 to have bigger lots in that area; lots that are too small often fall into more property disputes.

3.C. Public Hearing:

Chairman Rivord opened the Public Hearing at 7:00 p.m.; There were no written or oral communications presented to the Commission prior to the meeting from Community Members. Scoot Loomis did address the Commission at the Public Hearing and advised that they agreed with the Staff recommendation to remove lot #9 and would do so. Loomis also stated that they are open to any Staff ideas & suggestions.

Chairman Rivord Closed the Public Hearing at 7:02 p.m..

Discussion took place among Commission members. Schulze questioned if any townhomes will be incorporated into this development, Fineran advised that there were 6 and a potential of more platted in the future.

Parsons-Towle wanted clarification on the proposed outlot as stated in the meeting packet; who would own the outlot and what types of future ramifications would there be to the City dependent on ownership. Kaltsas advised that City Staff has talked about this quite a bit and because the developer has stated there would not be a Homeowners Association since these will be single family homes, so Staff would prefer it to be City owned so it is easier with utility easements. However, more discussion needs to take place between the City Staff, Council and the Developer before this decision will be made.

RIVORD MOVED A MOTION TO RECOMMEND TO THE CITY COUNCIL TO APPROVE THE FOREST HILLS 10TH ADDITION PRELIMINARY PLAT PC RFA\_12.17.2020 WITH THE RECOMMENDATIONS OUTLINED IN THE STAFF REPORT, SCHULZE SECONDED THE MOTION; ROLL CALL VOTE; MOTION CARRIED 7-0.

The FOREST HILLS 10TH ADDITION PRELIMINARY PLAT PC RFA\_12.17.2020 will hopefully go before the City Council at their Tuesday, January 12, 2021 meeting.

4. Staff Updates:

Fineran advised that Council denied the Dollar General request at the November meeting. Fineran also stated that the 2040 Comp Plan has been officially approved and that City Staff has been extremely busy still with permitting and that we will be well over 50 new homes built in 2020.

Our next Planning Commission meeting will be on Thursday, January, 28, 2021.

5. Adjournment:

There being no further business;

HENDRICKS MOVED AND KASHEIMER SECONDED A MOTION TO ADJOURN; ROLL CALL VOTE: MOTION CARRIED 7-0.

The Planning Commission meeting was adjourned at 7:50 p.m.

**309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388**