

City of Oronoco  
PLANNING & ZONING COMMISSION  
Wednesday, November 15, 2023 – 6:30 PM

I. Call to order at: 6:31 PM

II. Roll Call

- a. Committee Members Present: Wendy Phillips, Chair; Colleen Fried, Secretary; Paul Pendergrass; Jim Phillips; Jim Richards; Scott Sorenson
- b. Committee Members Absent: Kathy Brandt-Rucker, Vice Chair
- c. Staff Present: Phil Carlson, Consulting City Planner, Stantec

III. Approval of Agenda

Motion by Jim P, second by Paul to approve the agenda as written  
All in favor.

IV. Approval of Minutes

- a. September 14, 2023
- b. October 12, 2023
- c. RFP Interviews

Motion to table the approval of minutes until the December meeting by Colleen, second by Jim P.  
All in favor.

V. New Business

- a. Presentation: Hamilton Real Estate for Victor Scott Trust
  1. Jamey Shandley, CPM, President; Ari Kolas, Principal; Ryan Nolander, Principal joined the commission to discuss a proposed development on the Cedar Woodlands Residue. The proposed project area is 45 acres and would include 33 single family homes, 44 duplexes, 6 quadplexes, and 1 73-unit apartment complex.
  2. Hamilton Real Estate is head quartered in Rochester, and has coordinated industrial, commercial, residential, apartment developments including Marian Courtyard. They are a boutique real estate company who adopt to the needs of the area surrounding the development. In Oronoco, they worked with People’s Coop on their facility. Now, they have identified a piece of land they think is worth developing. However, they need to know whether we can help them move swiftly because some of the proposed development is not allowed under current code. Hamilton would like assurances that we would be willing to expedite the necessary changes to the code so the project can move forward quickly. They hope to move forward on the project in 2024.
  3. Challenges include:
    - Maximum lot coverage
    - Lot area, frontage, and yard requirements
    - District for a multi-family project larger than townhouses and duplexes

- Timing and process for overall rezoning and platting – Hamilton is coming up on some important timelines in terms of deciding whether to move forward on the project, so this is critical.
  - The apartment complex is an important piece to the project.
4. Local realtors believe there is pent up demand for housing, particularly affordable housing in the area. Hamilton is in the conceptual part of the project but anticipate that the single-family homes will be like the current development. The duplexes and quadplexes would likely have an association of some sort to cover repairs to the units. The apartment complex is something that Hamilton would likely hold long-terms. Their current apartments have long-term investors, and they serve as the management company insuring the property is well maintained. They believe the apartments would fill quickly as 56 units recently built in Kasson filled within 3-4 months of opening.
  5. Paul Jannetto, former chair of P&Z pointed out that much of what Hamilton is proposing could be done under the existing code with conditional use permits. This would not include the apartment complex but would include the duplexes and quadplexes. He recommended that Hamilton use the Future Land Use Plan (FLUP) to determine where such a development would work under that proposal.
  6. The commissioners noted that we have already been asked to prioritize other changes but are looking to move systematically so that we don't end up with a hodge-podge of code responding to each special request as it comes in. We do know that we will be looking at lot sizes right away. Commissioners appreciated how thoughtful the layout is with single-family homes serving as a buffer to the denser units. However, we are not necessarily keen on apartments. It doesn't seem to be something the community would embrace.
  7. Hamilton noted that they would need an answer by Dec. 1<sup>st</sup> on whether or not we could move swiftly and if we were likely to approve an apartment building.
  8. The commission decided to instruct Hamilton to use the FLUP as a reference to indicate which parts of the plan can proceed now through a conditional use permit, and which parts would need further action by the commission. We are unable to indicate what changes may be made to the code or how rapidly that will happen, but we would be happy to work with them through the conditional use permit, the FLUP, and current zoning code.
- b. Holets Lot Split Application: 450 2<sup>nd</sup> Ave NW
1. Motion by Paul and second by Jim P to set a hearing on the lot split for the Dec. 14<sup>th</sup> meeting.  
All in favor
  2. Commissioners discussed notes on the proposal indicating that there are already two sewer lines and two water lines on the one lot, and that the owner will need to pay for the second ones if/when the property is developed. Phil Carlson was asked: 1. Who made the decision? and 2. Who will pay for the extra hook-ups if the lot is never split. In answer to the first question, Phil indicated that Joe Palen (consulting city engineer, Stantec) made the decision on the spot knowing that it would be easier to add the hook-ups as the system was being put in than to add them later. In

terms of the second question, Phil indicated that he is not involved in the individual infrastructure decisions like this and doesn't know.

- c. Discussion: Irv DeValaemack Storage Container. Irv's garage burned down, and he wants to install a temporary container to hold his equipment while he is rebuilding the garage. The commissioners decided that insufficient information was provided in the note addressed to the city for us to move forward with the discussion.

\*note – Ranae While, Deputy Clerk was able to answer a question about missing paperwork the next workday, and indicated that the proposed storage container did not need P&Z action since it was a temporary storage unit.

## VI. Unfinished Business

### a. RFP Recommendation to City Council

1. Mayor Ryland Eichhorst indicated that both companies stressed the need to work with the City Administrator and asked that we wait until there is a City Administrator in place before recommending a consulting firm.
2. Commissioners chose to move ahead with the discussion and recommendation realizing that council could choose to table the motion if they saw fit.

### 3. There are two finalists: WSB and Stantec

Commissioners who participated in the interviews felt that WSB seemed to be a little more prepared than Stantec. WSB took time to listen to commissioners, watched the recorded open meeting following the presentations, and answered the questions that came up during their second presentation. WSB indicate that they rely heavily on the visual parts of the code to help make it easier to understand. Commissioners reached out to other cities who have worked with WSB and received positive recommendations. Mahtomedi finds the code written with WSB to be very understandable. It includes a DNR overlay and a large industrial area. Dan O'Leary, mayor of Sunfish Lake, indicated they were working with a city planner from WSB they didn't like, and when they approached the firm they were assigned a new city planner and the city engineer. There seemed to be good chemistry between WSB and the P&Z interview group. WSB came up with ideas on how to reach the people – we want the input of everyone in the community. They really seem to be able to engage the community. Commissioners noted that there is a familiarity with Stantec, but it didn't seem like Stantec put in the same effort as WSB to figure out who we are right now.

### 4. Motion by Jim R with a second by Jim P to recommend accepting WSB's bid for the RFP

5 in favor, Colleen abstained since she did not participate in the interviews or the discussion meeting.

## VII. Other Business

### a. Discussion: City of Oronoco – Permits Issued Jan. 10 – Oct. 12, 2023

1. Commissioners wondered why fees have not been collected on some of permits issued.
2. If a permit hasn't been paid, can work proceed on the proposal?

3. There is a new single-wide manufactured home on 3<sup>rd</sup> St SE. Has this been properly permitted? If not, how did building proceed? There was a feeling that we don't want single-wide manufactured homes in town, and a recollection that there is something in the code that would prohibit construction of a home without a foundation.
4. We should know if someone is talking to our engineer, the mayor, our planner, or members of council about potential projects so that we can be better prepared for large proposals.
5. building permits are not picked up until they are paid.

VIII. Adjournment

Motion by Jim R and a second by Jim P to adjourn

The meeting was adjourned at 8:33 PM