



City of Greenfield
7738 Commerce Circle
Planning Commission Regular Meeting Agenda
November 12, 2024
7:00 p.m.

**Note: This meeting is available to listen to remotely. Contact City Hall for Zoom Information*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call: Commissioners Alholinna, Jeska, Jones, Perry
4. Approval of Agenda
5. Approval of Minutes of the October 8, 2024, Planning Commission Meeting
6. Conditional Use Permit for 5960 Town Hall Drive
 - A. Staff Report
 - B. Public Hearing
 - Open:
 - Close:
 - C. Recommendation to City Council
7. Proposed amendment to the zoning code/ADU Ordinance
 - A. Staff Report
 - B. Public Hearing
 - Open:
 - Close:
 - C. Recommendation to City Council
8. General Updates
9. Adjourn

Pages



City of Greenfield
7738 Commerce Circle
Planning Commission Regular Meeting Minutes
October 08, 2024
7:00 p.m.

1. Call Meeting to Order

Chair Perry called the meeting to order at 7:00 pm

2. Pledge of Allegiance

The pledge was recited.

3. Roll Call

Commissioners present: Jeska, Jones, Perry

Commissioners absent: Alholinna

City Staff Present: City Planners Brad Scheib and Kendra Ellner, and Zoning Administrator Daniel Van Holland

4. Approval of Agenda

MOTION by Jeska to approve the agenda as presented, seconded by Jones. All voted in favor. Motion carried 3-0.

5. Approval of Minutes of the August 14, 2024, Planning Commission Meeting

MOTION to approve by Jones, seconded by Jeska. All voted in favor. Motion carried 3-0

6. Final Site/Building Plan for 7825 Hwy 55

Van Holland presented the proposal, including staff concerns regarding the site's septic and well service and potential landscaping. Scheib advised MnDOT has control over the 55 access and that the Commerce District study is looking to bring sewer and water infrastructure into the area. Perry asked for clarification on the occupancy increase. Jones asked for clarification on fire suppression requirements. Jeska asked if there is information on the size of the septic system. Scheib advised that the conditions would defer to inspectors. Jones asked about MnDOT's area plan for the area that proposes a road through the VSK property. Scheib advised that there are alternative concepts that do not interfere with the VSK property. Jones expressed concerns with the proposed tree removal and expressed an interest in future exploration of tree replacement and landscaping requirements. Jeska expressed concerns with tree replacement. Jeff Gears, representing the applicants, spoke more on the building and site plan. Joe Leon, representing the applicants, spoke more on the site plan and landscaping. There was more general discussion on landscaping and tree preservation and support for future discussions on these items.

MOTION by Jones to recommend approve with the conditions proposed by staff found on page 5 of the agenda packet. Seconded by Jeska. All present voted in favor. Motion passed 3-0.

At 7:40, Jeska stepped out momentarily. The meeting was put on hold. At 7:41, Jeska returned. The meeting continued.

7. Conditional Use Permit for 5960 Town Hall Drive (discussion only – no public hearing)

Van Holland presented the proposal and informed the Commission that staff missed the publication deadline, so no public hearing could be held and that the item will need to come back in November for the hearing and a decision. The applicant, Melissa Lund, explained her business and further discussed



their proposal. Jones asked where the parking would be. Lund stated that parking would be within a designated parking area further into the property. Perry asked how manure is managed. Lund explained that it is stored in a compost area and another party has been removing it from the site. Scheib advised that there is potential for residential development in the immediate area. Jones asked about the septic system and the presence of a composting facility. Applicant and Scheib provided clarification.

No action taken

8. **ADU Update**

Ellner provided an update on the ADU ordinance, the community engagement survey results, and the. Jeska expressed support for a minimum of 1000 square feet for ADUs for properties with smaller houses. Clarification was requested regarding the definition of ADUs regarding exterior and interior access and building code compliance. Scheib and Ellner provided an explanation. Scheib advised that the ordinance can be revised if and when needed if determined to be insufficient at a later point.

No action taken

9. **Crow Pit EAW Update**

Scheib provided an update to the EAW process for the Crow Pit, including an update on the neighborhood meeting scheduled for 10/10/2024 and the upcoming CUP application, likely for the December meeting or later.

No action taken

10. **General Updates**

Van Holland asked if the Commission wants to have a tree replacement/landscaping discussion item on an upcoming agenda. The Commission agreed this is something to discuss but not in the immediate future.

Scheib advised the Commission that large scale projects, the Crow Pit expansion and a potential mixed-use development at 7375 Rebecca Park Trail, are coming up for future agendas.

11. **Adjourn**

MOTION to adjourn by Jones, seconded by Jeska. All present voted in favor. Motion carried 3-0. The meeting was adjourned at 8:27 p.m.

Chair Brek Perry

Attest: Daniel Van Holland, Zoning Administrator

To: Greenfield Planning Commission

From: Daniel Van Holland, Zoning Administrator

Subject: Conditional Use Permit for 5960 Town Hall Drive

Date: 11/12/2024

Background

The property currently houses a 10,000-11,000 square foot riding stable and several acres of fenced exterior areas. The applicant runs a business that offers horse-riding lessons, currently based in Stillwater. The zoning code defines a public riding stable as “stables, barns and riding facilities both indoor and outdoor, operated as a public livery or boarding stable, or other commercial recreational use, whether as an accessory use or the principal use on the lot.” Staff determined horse-riding lessons to be a commercial/recreational use, in line with the definition. A public riding stable is permitted via a conditional use permit (CUP) in Rural residential districts.

Project Details



- Project proposes no new construction at this time

- The proposal would utilize existing facilities to provide horse-riding lessons to private customers
- Future riding areas may be added
- Zoned RR – public riding stables permitted via a CUP

Review Procedure and 60 Day Review Period

Conditional use permits must undergo a public hearing. Public hearings must be published in a newspaper, posted in a public place, and sent to neighboring properties. Adequate publication was not met in October but has been met for the November meeting. Neighbors have been notified and the notice has been posted in City Hall.

The application is still within the 60 day review period window following the 15 day completion review period.

Staff Analysis

Section 152.025 lays out the standards for a conditional use permit

(A)The conditional use shall not adversely affect the health, safety, morals, and general welfare of occupants of surrounding lands.

The use does not appear to pose any concerns to the public health and safety

(B)The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or on the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

The facilities already exist and the number of livestock permitted does not change with the use. The business does not propose any audio-visual equipment or new construction that would negatively impact the neighborhood. Notices have been mailed to surrounding properties. No comments were received from the neighbors.

(C)The conditional use shall not lower property values or impair scenic views in the surrounding area.

No new structures are proposed currently. The number of livestock permitted on-site will continue to follow existing zoning regulations.

(D)Existing roads and proposed access driveways and roads shall be adequate to accommodate anticipated traffic.

Traffic is anticipated to be low and the use will likely not impact existing roadways.

(E) Sufficient off-street parking and loading space as required by this chapter shall be provided to serve the proposed use.

The property will not generate much additional parking and loading demand. From the applicant's narrative, a maximum of 16 cars would come and go from the property during a day. These likely would not be all at one time. The existing driveway and parking areas will likely be able to accommodate this demand.

(F) The proposed conditional use can be adequately serviced by required on-site sewage treatment and a sufficient area of suitable soils for on-site sewage treatment shall be available to protect the city from pollution hazards.

The proposal does not generate additional sewage demand

(G) The proposal includes adequate provision for protection of the natural drainage system and natural topography.

The proposal does not interfere with the area wetlands nor is currently proposing any land alteration. A future additional riding area may be added, which would require grading, but unlikely to such a degree that the natural drainage and topography would be excessively damaged.

(H) The proposal includes adequate measures to prevent or control offensive odor, fumes, dust, noise or vibration so that none of these shall constitute a nuisance.

Applicant will need to ensure proper manure management to prevent offensive odors. A compost pile is currently planned for utilization. Applicant is open to other ideas or solutions.

(I) The proposed conditional use is consistent with the comprehensive plan of the city.

Horse-riding is a part of the rural lifestyle that our comprehensive plan does seek to protect. The area is zoned Rural Residential, which is designed to allow for certain agricultural uses on top of residential usage.

Staff Recommendation:

Approve with relevant conditions imposed on similar requests:

- 1) Stable riding activities be limited to the hours of 6 a.m. to midnight;
- 2) Manure shall be managed consistent with best practices for manure management and that do not result in offensive or excessive odors nor the possibility of entering nearby watersheds or neighboring properties;

- 3) At all times, the site shall be operated in compliance with zoning code section 152.071 regulating livestock and domestic animals;
- 4) Any lighting structures or fixtures shall be dark sky compliant and comply with all zoning requirements on size and location
- 5) A minimum of two (2) designated parking areas be designated and be located on a hard, weed-free surface
- 6) Any expansion or enlargement of the facilities on site that will affect the outdoor horse-riding facility or associated operations shall require an amended CUP

MEMORANDUM

To: Greenfield City Council

From: Brad Scheib, Consulting Planner and Kendra Ellner, Planner

Subject: Accessory Dwelling Unit Ordinance Public Hearing for 11/12/2024 Planning Commission Meeting

Date: 11/5/2024

Background

Over the last year and a half, the City of Greenfield has been exploring the opportunity to allow Accessory Dwelling Units in the community. From the initial community engagement in July 2023, to the multiple Planning Commission and City Council workshops the draft ordinance has been tailored to address the needs and desires of the community. There were many topics discussed regarding the impact of ADUs including but not limited to applicable zoning districts, parking, setbacks, ADU size and form (attached, detached or conversion) and the implications of density.

ADU Draft Ordinance Summary

The ADU draft ordinance contains four sections. The official final draft ordinance for consideration is attached.

Section 1, details the amendments to the zoning code by adding the following ADU definition:

ACCESSORY DWELLING UNIT (ADU) is a housing unit with a separate entry access from the primary structure, either directly from the outside or through a common hall. The accessory dwelling unit provides separate living quarters with the basic requirements of shelter, heat, cooking and sanitation; subordinate to and located on the same lot as the primary structure. It may be constructed as an addition to, created within or detached from an existing primary structure, on the lot.

Section 2, describes that the defined term of Accessory Dwelling Unit will be added as an accessory use to the Table 2 Accessory Structures table as Permitted with Standards, across the RR and R-1 zoning districts.

Section 3, contains the detailed accessory dwelling unit standards that will be included in Section 152.071 Residential Performance Standards. Standards are structured and demonstrated through Purpose Statement and General Provisions which include applicability, quantity permitted, construction type, occupancy type, septic regulations, and parking. Furthermore, there are design standards that pertain to the size, height, setbacks, building coverage, appearance, screening and landscaping, and maintenance requirements. Concluding with the reference to the procedures that violates any of the requirements.

Section 4, enforces the effective date of the ordinance.

Next Steps

Planning Commission shall hold a public hearing on the Accessory Dwelling Unit Draft Ordinance for proposed adoption. Staff are recommending approval of the draft ordinance that shall be forwarded by the Planning Commission to City Council for ordinance adoption on November 19, 2024. Once the draft ordinance is approved and adopted staff will proceed with implementation.

Attachments

- Accessory Dwelling Unit Draft Ordinance

**CITY OF GREENFIELD
DRAFT ORDINANCE NO. 24-XX**

**AN ORDINANCE AMENDING SECTIONS 152.006, 152.050, AND 152.071 OF THE ZONING
CODE OF THE GREENFIELD CITY CODE REGULATING ACCESSORY DWELLING
UNITS**

WHEREAS, accessory dwelling units garnered interest and support from the Greenfield community as an approach to provide additional housing options; and

WHEREAS, community support allowed for the exploration and amendment of the city ordinance to reasonably regulate accessory dwelling units; and

WHEREAS, the proposed ordinance is beneficial to the public health, safety and general welfare of the community as it establishes performance standards to ensure there is compatibility between accessory dwelling units and the residential character of the neighborhoods in which they may be located; and

WHEREAS, on November 12, 2024, the Planning Commission held a properly noticed public hearing to consider amendments to the zoning code, discussed the matter, and forwarded a recommendation to the City Council.

NOW, THEREFORE, the City Council of Greenfield does ordain as follows:

Section 1. Section 152.006 Definitions of the Zoning Code is hereby amended by adding the following definition:

ACCESSORY DWELLING UNIT (ADU) is a housing unit with separate entry access from the principal structure, either directly from the outside or through a common hall. The accessory dwelling unit provides separate living quarters with the basic requirements of shelter, heat, cooking and sanitation; subordinate to and located on the same lot as the principal structure.

Section 2. Section 152.050 Subpart (C) (3) Accessory Uses Table is hereby amended by inserting in Table 2 Accessory Uses Table under the subheading “Accessory Use Type” the term Accessory Dwelling Unit and identifying them as PS (Permitted with Standards) across the RR and R-1 zoning districts.

Section 3. Section 152.071 Residential Performance Standards is hereby amended by adding subpart **N** as follows:

(N) Accessory Dwelling Units (ADU)

- (1) Purpose. The purpose to allow accessory dwelling units is to provide the community an additional housing option while establishing specific performance standards that respect the style and scale of the character of the community.
- (2) General Provisions. The following performance standards shall apply for all accessory dwelling units.
 - (a) Applicability.
 1. Accessory dwelling units within the RR District require preapproval by the Zoning Administrator through the Density Eligibility process.
 2. The accessory dwelling unit shall not be built prior to or sold independently of the principal dwelling.
 3. Plan review and registration with the Zoning Administrator is required for all accessory dwelling units, prior to issuance of a building permit.
 - (b) Quantity. Not more than one accessory dwelling unit is permitted per residential lot.
 - (c) Construction. An accessory dwelling unit shall be considered a housing unit with a separate entry from the principal dwelling created through one of the following forms:
 1. Detached from the principal structure;
 2. Conversion of an existing structure (i.e. garage) or space within the principal structure on the lot (i.e. attic or basement); or
 3. An addition to the principal structure or an existing accessory structure.
 - (d) Occupancy.
 1. The property owner or a legally authorized representative shall reside on the property where there is an accessory dwelling unit. Either in the primary dwelling or in the accessory dwelling unit.
 2. Accessory dwelling units used for short term rentals shall follow all applicable zoning code provisions in this section and regulations in **Section 152.050 (C)(3) and Chapter 103.**
 - (e) Lots served by private septic systems must have their sites reviewed and certified by Hennepin County for all proposed structures before a building permit is issued for an accessory dwelling unit.
 - (f) Parking. At least one designated parking space on the property shall accompany the accessory dwelling unit. The designated parking stall shall either be existing or added to the property; occur within a garage, on a weed free or improved surface.
- (3) Design Standards
 - (a) Size. The following table lists the total allowable area and height of an accessory dwelling unit. Measurements of the total gross living area shall exclude garages, unfinished basements without egress, or unheated spaces.

Table XX

| Residential Principal Dwelling Size | Total Accessory Dwelling Unit Area |
|---|---|
| Principal dwellings 2,000 sq ft or less | Up to a maximum of 1,000 sq ft |
| Principal dwellings over 2,000 sq ft | The lesser of 50% of the total gross living area or up to 1,800 sq ft |

(b) Setbacks.

1. The accessory dwelling unit shall meet all applicable setbacks of the underlying zoning district as established for accessory structures in Section 152.071 (D) (4).
2. Detached accessory dwelling units shall meet state building code spacing requirements from other structures.

(c) Building Coverage. A detached accessory dwelling units shall count towards the maximum allowable number of detached accessory structures and total cumulative square feet based on the zoning district and lot size per Section 152.071 (D) (3) (a).

(d) Appearance. The accessory dwelling unit shall be consistent with the standards set forth in Section 152.071 (D)(5).

(e) Screening and Landscaping. Detached accessory dwelling unit shall meet the standards set forth in Section 152.071 (D)(6).

(f) Maintenance. All accessory dwelling units shall be maintained in good condition. The property owner shall be responsible for the compliance and maintenance of the accessory dwelling unit prescribed in this section.

(4) Violations. An accessory dwelling unit used in a manner not described above shall be notified following the procedures provided for in Chapter 152.020.

Section 4. Effective Date

This ordinance shall have full force and effect upon its passage and publication.

Adopted by the City Council this _____ day of _____, 2024.

Mayor Brad Johnson

Attest: Margaret Webb, City Administrator