

**MINUTES OF MEETING  
DELLWOOD PLANNING COMMISSION  
JUNE 20, 2023**

The regular meeting of the Dellwood City Planning Commission was held on Tuesday June 20, 2023 at 6:30 p.m. at the City Office, 111 Wildwood Road, Willernie, MN.

At that time and place the Planning Commission conducted a public hearing after due notice thereof having been given, to hear public input regarding the proposed Amended Shoreland/Zoning Ordinance and Subdivision Ordinance.

Acting Chairperson Beverly Driscoll called the meeting to order and opened the public hearing at 6:37 p.m.

**PRESENT:** Acting Chairperson Beverley Driscoll, Commissioners Rylan Juran, Keith White and Roger Vadnais; Also present City Attorney-Richard Copeland, City Clerk Joel Hostad, City Planner Nate Sparks. Chairman Lin Lindbeck was absent.

No person attended the meeting in person or by remote means, which were available to the public.

**APPROVAL OF AGENDA:** Chairperson Driscoll asked for approval of the Agenda to this meeting. Hearing no comments, she stated that the Agenda stands as submitted. On motion by Vadnais, second by White, the Minutes of the previous Planning Commission meeting were unanimously approved.

The Agenda item calling for election of a Planning Commission Chair Vice Chairperson was tabled to a future Planning Commission meeting.

Comprehensive Plan update and discussion of proposed amendments to the Shoreland/Zoning Ordinance and Subdivision Ordinance. This matter is the subject of the public hearing being held at this time.

**Item No. 1:**

City Planner Nate Sparks presented materials including a proposed revised Zoning Map of the City. He explained the need for amendments to the Zoning and Subdivision Ordinances due to Met Councils comments to the City's 2020 Comprehensive Plan Update. Met Council has classified Dellwood as "Diversified Rural" under its regional development plan. This classification requires lower density standards than currently allowed by Dellwood's Ordinances. This classification is intended to be a permanent designation for areas which are to remain unsewered and rely upon on-site septic systems.

The City Council has expressed its common desire to preserve the character of the City with large sized residential "estate" type properties. Under the proposed Zoning amendments, the densities for future development in the City would consist of a Single Family Residential Zoning District requiring a minimum Lot size of 2.5 acres and an Agricultural District for the Winery and the Apple Orchard, with the two golf courses remaining in the Private Club District.

Minimum Lot sizes are intended to exclude wetland areas, flood plains, and steep slopes, and will require both primary and alternate septic system sites.

A Farm Estate District is retained with a minimum lot size of five (5) acres above the Ordinary High-Water Mark of any adjoining lake.

The SMD – Shoreland Management District is superimposed upon the entire City.

The Winery property south of Highway 96 could develop at one home on a five-acre lot.

The new Subdivision Ordinance will require Platting for all subdivisions including lot splits.

An addition to the Ordinance will be a required Preliminary Concept Plan with a pre-application review by City Staff.

Modern Street Standards will be incorporated into the Subdivision Ordinance.

Security for completion of the projects will be required by way of a Letter of Credit or other acceptable security.

Public Hearings before the Planning Commission are required for all Zoning and Land Use Requests. A public hearing is not legally required for subdivision matters but may be useful to the City.

Subdivision requirements are to include parkland dedication fees which may be imposed in lieu of actual park dedications.

Driscoll moved to add the Preliminary Concept Plan requirement to the Land Use Requests. White seconded and the motion was unanimously approved.

White moved to recommend to the City Council that the proposed Amendments as submitted by City Planner Nate Sparks be approved and adopted, with the addition of the Preliminary Concept Plan requirement.

Vadnais seconded the motion and the Planning Commission members voted unanimously in favor of the motion.

There being no further business, the Planning Commission voted unanimously to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Joel Holstad  
City Clerk/Administrator