

PLANNING COMMISSION AGENDA

Thursday, November 6, 2025

CITY OF DAYTON, MINNESOTA

12260 So. Diamond Lake Road, Dayton, MN 55327

REGULAR MEETING OF THE PLANNING COMMISSION – 6:30 P.M.

To Participate in the Meeting, please see www.daytonmn.gov Calendar for Zoom Invitation.

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- | | | |
|------|------------|---|
| 6:30 | 1. | CALL TO ORDER |
| 6:30 | 2. | PLEDGE OF ALLEGIANCE

(Roll Call) |
| 6:30 | 3. | ROLE OF THE PLANNING COMMISSION
<i>The Planning Commission consists of five residents appointed by the City Council. The Commission administers the Comprehensive Plan, Zoning and Subdivision regulations. The Commission conducts Public Hearings and provides recommendations to the City Council. It is the City Council who may approve or deny land use applications.</i> |
| 6:30 | 4. | APPROVAL OF AGENDA |
| 6:30 | 5. | CONSENT AGENDA
<i>These routine or previously discussed items are enacted with one motion. Note: Commissioners absent from previous meetings may still vote to approve minutes.</i>

A. Planning Commission Minutes, October 2, 2025 |
| 6:30 | 6. | OPEN FORUM
<i>Public comments are limited to 3 minutes <u>for non-agenda items</u>; state your name and address; No Commission action will be taken, and items will be referred to staff. Group commenters are asked to have one main speaker.</i> |
| 6:35 | 7. | COUNCIL UPDATE
A. October 14, 2025
B. October 28, 2025 |
| 6:40 | 8. | COMMISSION BUSINESS |
| 6:40 | | A. PUBLIC HEARING: Concept Plan and PUD Amendment for new construction of an Office Building in the I-1 Light Industrial District (Graco) |
| 7:10 | | B. Discussion – Dimensional Rounding |
| 7:20 | | C. Discussion – Site Plan Review |
| 7:30 | 9. | NOTICES AND ANNOUNCEMENTS
A. Staff & Commission Updates |
| 7:40 | 10. | ADJOURNMENT (Motion to Adjourn) |

1. CALL TO ORDER

Sargent called the Thursday, October 2, 2025, Planning Commission meeting to order at 6:30 PM.

ROLL CALL:

Present: Grover, Sargent, and Crosland

Absent: Browen and DeMuth

Also in Attendance: Dennis Fisher, Mayor; Hayden Stensgard, Associate Planner II; Jon Sevald, Community Development Director

2. PLEDGE OF ALLEGIANCE

3. ROLE OF THE PLANNING COMMISSION

4. APPROVAL OF AGENDA

***MOTION** by Grover, seconded by Crosland, to approve the agenda. Motion carried 3-0.*

5. CONSENT AGENDA

A. Planning Commission Minutes, September 4, 2025

***MOTION** by Crosland, second by Grover, to approve the Planning Commission minutes of September 4, 2025. Motion carried 3-0.*

6. OPEN FORUM

Sargent opened the forum, but there were no participants in the audience or online. The forum was closed.

7. COUNCIL UPDATE

A. September 9, 2025

B. September 22, 2025

Fisher provided updates from the September 9th and 22nd council meetings.

8. COMMISSION BUSINESS

A. PUBLIC HEARING: Consideration of a Variance Request to the Side Yard Setback Requirements in the R-1, Single-Family Residential District at 16070 Fair Meadows Lane (Anderson)

Stensgard presented the variance request for an 8-foot setback extension in Rush Creek Landing. Initially approved in 2016, the home complied with the then-required 15-foot total between neighboring properties. Recent ordinance updates now require a flat 10-foot setback. The owners plan to maintain the existing line for a 39-foot extension, adding a bedroom and bathroom suite. Although the nonconformity clause exempts existing properties from certain requirements, setbacks aren't specified. Staff supported the variance as it doesn't alter the locality's character, and neighbors, including the adjacent one, are in favor.

The applicants, Jeff and Roxy Anderson of 16070 Fair Meadows Lane, explained they were adding a main-level bedroom and primary suite bathroom with a roof line to match their existing sun porch. The structure would be built on stilts with potential shed storage underneath, and siding would match the original home.

Commissioners raised questions about:

- How the roofline would tie into the existing structure
- Exterior finishing plans
- Relationship to the property line

Sargent opened the public hearing at 6:55 PM.

Anderson confirmed Rush Creek Landing does not have an HOA.

During deliberation, Sargent supported the variance and update the code. Fisher agreed, noting that the 10-foot setback was intended for new developments, not existing ones. Crosland and Grover also supported the variance, with Crosland noting the addition would make the room more functional.

No public or online comments.

Sargent closed the hearing at 7:05 PM.

***MOTION** by Crosland, second by Grover, to approve the setback variance.
Motion carried 3-0.*

Stensgard noted the variance would be presented to City Council at the October 14th meeting.

B. Discussion – Multi-Family and Event Center Parking Regulations

Stensgard introduced a discussion regarding comments that multi-family parking requirements might be excessive. Stensgard presented that:

- Current code requires 2 spaces per dwelling unit (1 enclosed) for multi-family
- Comparison with surrounding communities showed Dayton's requirements were similar, except for Ramsey which has more public transportation access
- The Parkway Neighborhood was approved with 345 spaces, a reduction of 33 spaces from requirements
- Current code allows flexibility through proof-of-parking (allowing banking of up to 25% of requirements) and parking studies

Alternatives included switching to a per-bedroom basis rather than per-unit or simply reducing the required numbers.

The Commission consensus was:

- Dayton's lack of overnight street parking makes adequate off-street parking essential
- The existing requirements with allowable flexibilities are appropriate
- The burden should be on developers to prove reduced parking needs through studies
- Visitor parking is an important consideration and is generally limited

For event center parking, Stensgard noted a discrepancy between requirements for event centers in agricultural districts (1 space per 2 people) versus community centers, assembly halls, and similar uses (1 space per 3 people). After discussion, commissioners supported standardizing to 1 space per 3 persons at maximum capacity, based on building code occupancy limits.

C. Discussion – Home Extended Businesses

Stensgard explained a potential amendment to the home extended business requirements. Currently, property owners must reside on the property, but verification can be difficult. Staff entertained the idea of requiring the property to be homesteaded as verification of primary residence.

After discussion, commissioners generally felt existing verification methods were sufficient, noting:

- The homestead requirement might unnecessarily exclude renters
- The existing process allows for complaint-based enforcement if issues arise
- The requirement only applies to properties over 2 acres

The commission discussed whether this would prevent renters from operating home businesses. Sevald clarified that the intent is for the primary use of the property to be residential with the business as accessory, preventing properties from serving as both rental and business income generators.

D. Discussion – Commercial and Industrial Landscaping Standards

Stensgard explained commercial/industrial landscaping requirements, specifically that developments must address at least 3 of 4 specified items. Most developers meet tree requirements but struggle with the shrub requirement (1 shrub per 100 square feet of open area).

The commissioners discussed:

- Whether the requirements were excessive
- Who verifies compliance
- Concerns about line-of-sight with landscaping near roadways and intersections

Fisher and Grover expressed particular concern about tall plantings along Rush Creek Parkway and other areas that obscure visibility at intersections and crosswalks. Sargent suggested consulting landscape architects for recommendations on reasonable requirements.

The commission also discussed whether commercial properties should be required to replace trees that die years after development, with general support for some form of tree replacement requirement.

E. Discussion – Storage Containers

Sevald presented that current city code does not allow permanent storage containers, yet some exist. Examples included a container used as a concession stand at Fisher Farms and another used for storage with a home business.

The commission discussed:

- Different uses (storage versus repurposed containers)
- Appropriate locations (larger acreage versus small lots)
- Aesthetic considerations (color, screening)
- Treating containers as accessory structures

Commissioners generally supported allowing storage containers on larger acreage properties with requirements for appearance (matching colors, screening from road) and with a minimum acreage requirement, potentially 5 or 10 acres.

9. NOTICES AND ANNOUNCEMENTS

A. Staff & Commission Updates

Sevald shared several announcements.

The next Planning Commission meeting will be Thursday, November 6th.

B. Reschedule December 4th meeting to December 3rd due to HoliDayton

10. ADJOURNMENT

***MOTION** by Crosland, second by Grover, to adjourn. The motion passed unanimously.*

The meeting was adjourned at 8:21 PM.

ITEM

Concept Plan Review for an Office Building in the I-1, Light Industrial District (PUD Overlay). PID: 30-120-22-22-0008, Legal: Outlot C, French Lake Industrial Center Five

APPLICANT

Kirsten Mussman, o/b/o Graco Minnesota, Inc.

PREPARED BY

Hayden Stensgard, Planner II

BACKGROUND/OVERVIEW

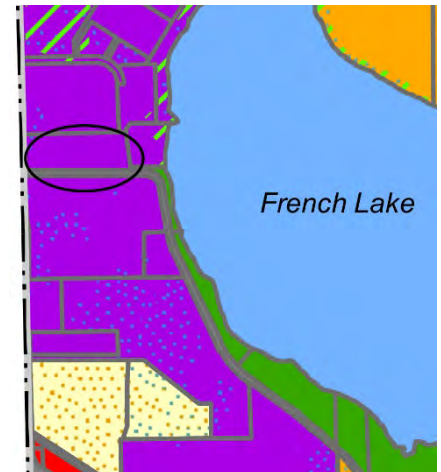
Graco, an established company within Dayton, has submitted a Concept Plan Review application to the City regarding a 3-story, 33,500 sq. ft. (footprint) office building, to serve as their new global headquarters. Graco currently has roughly 978,936 sq. ft. of building space on both the North and South of the subject property, split between two buildings including warehousing, distribution, and manufacturing.

The concept plan review process is designed to receive early input from the public, Planning Commission, and City Council prior to a developer committing large expenditures towards engineering design. A concept plan does not require the level of engineering detail that a site plan or preliminary plat submittal will require. Comments are not binding, nor are they expected to be the only comments on this project. Once a final site plan is submitted, the review process begins, and additional formal review comments will be provided.

LAND USE & ZONING

The property is guided Industrial and is currently zoned I-1, Light Industrial District with a Planned Unit Development overlay. Office is a permitted principal use within the I-1 District. This property is also located within the "Current" MUSA Staging Plan area.

The Planned Unit Development was established in 2015 when the first request for development was approved. The PUD has been previously amended in 2021 and 2022, when both buildings adjacent (one to the north and one to the south) were approved. An amendment to the Planned Unit Development will be a part of what would be the next round of applications, in order to include the office building and potential PUD flexibility requests for that facility.



CONCEPT PLAN ANALYSIS

Because it is a concept plan, the level of detail does not meet what would normally be required for a Preliminary Plat application. With that being said, it is anticipated that the development would be required to meet the standards set forth for the I-1 district with any flexibilities requested by way of the Planned Unit Development (PUD). The site plan shows a building with a roughly 33,500 sq. ft. footprint, proposed to be 3-stories tall, approximately 50 feet, with the potential of a screening wall above the roofline for the rooftop equipment. The concept plans also show a future building on this property as well. While it is not a part of this initial development, staff anticipates another future round of application related to that building, to which the applicants would follow this same process.

Below are the code standards for industrial-zoned lots in comparison to what is proposed in this concept plan. Most of these are not yet determined through the concept plan submitted, but the expectation is that these standards would be met, unless explicitly requested as a flexibility as part of the needed PUD amendment.

	Required	Proposed
Minimum lot size¹	1 acre	Undefined
Minimum lot width¹	150 feet	Undefined
Minimum lot depth¹	150 feet	Undefined
Maximum impervious surface coverage	80% 25% within the Shoreland Area	Undefined
Maximum building footprint coverage	50%	Undefined
Structure height limit	50 feet - above 50 feet requires a CUP 35 feet within the Shoreland Area	50 feet, potentially 59 feet with screening walls for rooftop equipment. Identified flexibility request by way of PUD.
Setbacks²		
Building - Principal Structure		
Front yard	30 (50) feet - <i>Plus 1 foot for every 1 foot of building height over 30 feet (maximum setback of 80 feet)</i>	Undefined
Side yard	15 (40) feet	Undefined
Side yard (street)	30 (40) feet	Undefined
Rear yard	15 (50) feet	Undefined
From Ordinary High Water Line of French Lake	75 feet	Undefined
Parking		
Front, side, or rear to a street	20 (20) feet	Undefined
Side interior	5 (20) feet	Undefined
Rear yard	15 (20) feet	Undefined

¹Minimum lot size, width, depth, and the like shall not include area of street easements, right-of-way, or common areas.

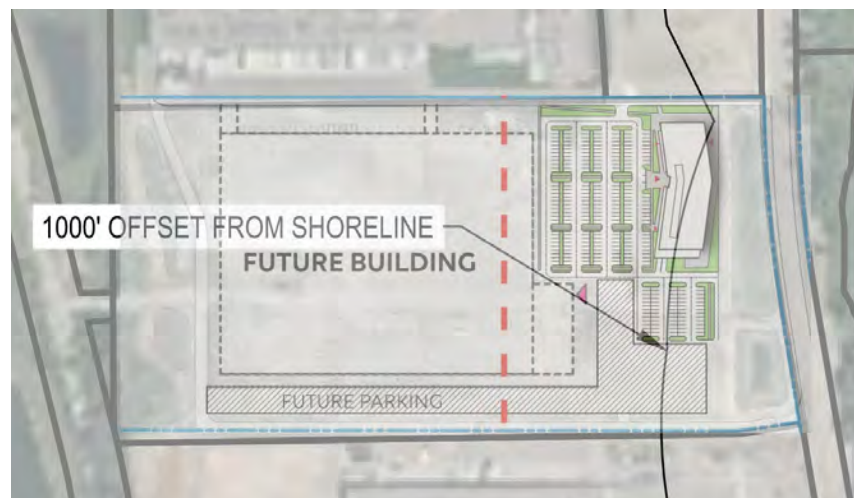
²Setbacks in parentheses apply adjacent to all Residential Districts. A 20-foot setback is required for any structure or parking adjacent to any other Residential District.

CRITICAL ISSUES

Parking – The applicants have stated they will be requesting a reduction in parking. Currently, the number of actual proposed parking is undefined. At a high level, Office space requires a minimum of 1 space per 200 sq ft of building area (not including stairwells, closets, and things of the like). A preliminary estimate of what would be required was provided to the City by the applicant, showing 428 spaces. The concept plan before shows 277 spaces as a placeholder, and will be better determined with subsequent applications. It will be the responsibility of the City to determine whether this flexibility by way of the PUD is warranted, and to what extent the City is comfortable moving forward with this project. Staff's recommendation would be that the applicants conduct a parking study to provide evidence that the amount of spaces required would not be needed for this project to be successful.

Shoreland District – *A portion of this property falls within the Shoreland District boundary, meaning that part of the parcel is within 1,000 feet of French Lake's ordinary high-water line.*

- The applicant is proposing a height of at least 50 feet, and based on the location of the building in the concept plan, a portion will be located within the Shoreland District. The Shoreland Ordinance for the City includes a height limitation of 35 feet. Being that this is not a required provision by the Minnesota DNR, flexibility can be considered by the City through the PUD amendment.
- Within this area as well, the Shoreland District requires a maximum impervious surface percentage of 25%. Staff recommends that the applicants delineate the ordinary high water line, as well as the 1,000 foot boundary based on that [found elevation](#) (DNR Water level Report), and submit that information and map as part of the Preliminary Plat application. If the 25% impervious surface limitation is not met by the applicants in their next submittal, a Variance would need to be requested, as this is not a Shoreland PUD. Staff recommends that the applicants, through the next round of applications, adhere to this provision to the extent possible. The existing stormwater ponds in this area would not be considered impervious surface specific to the zoning ordinance regulation.



*Approximate location of Shoreland District edge

ROLE OF THE PLANNING COMMISSION

The role of the Planning Commission is to review the concept plans and provide feedback for the applicants to further consider if they intend to apply for a preliminary plat. The Planning Commission shall also hold a public hearing on this matter. Notice of public hearing was published in The Press on Thursday, October 23, 2025, and mailed to surrounding property owners within one-quarter of a mile.

ATTACHMENTS

Aerial Photo

Concept Plan Set

Shoreland Figure - French Lake

Parking Calculation Comparison Provided by Applicant

Site Photos taken October 31, 2025

Zoning Map & 2040 Comp Plan Future Land Use Map

Planning & Zoning Comment Letter, dated November 6, 2025

Engineering Comment Letter, dated November 6, 2025



Hennepin County Locate & Notify Map

Date: 10/16/2025



Buffer Size:

0 385770 1,540 Feet

Map Comments:

Aerial With Mailing Buffer

This data (i) is furnished 'AS IS' with no representation as to completeness or accuracy; (ii) is furnished with no warranty of any kind; and (iii) is not suitable for legal, engineering or surveying purposes. Hennepin County shall not be liable for any damage, injury or loss resulting from this data.

For more information, contact Hennepin County GIS Office
300 6th Street South, Minneapolis, MN 55487 / gis.info@hennepin.us

HGA

PROJECT GRAY - NEW GLOBAL HEADQUARTERS

GRACO, INC

CITY OF DAYTON - CONCEPT PLAN | OCTOBER 3, 2025

GRACO
DISTRIBUTION CENTER

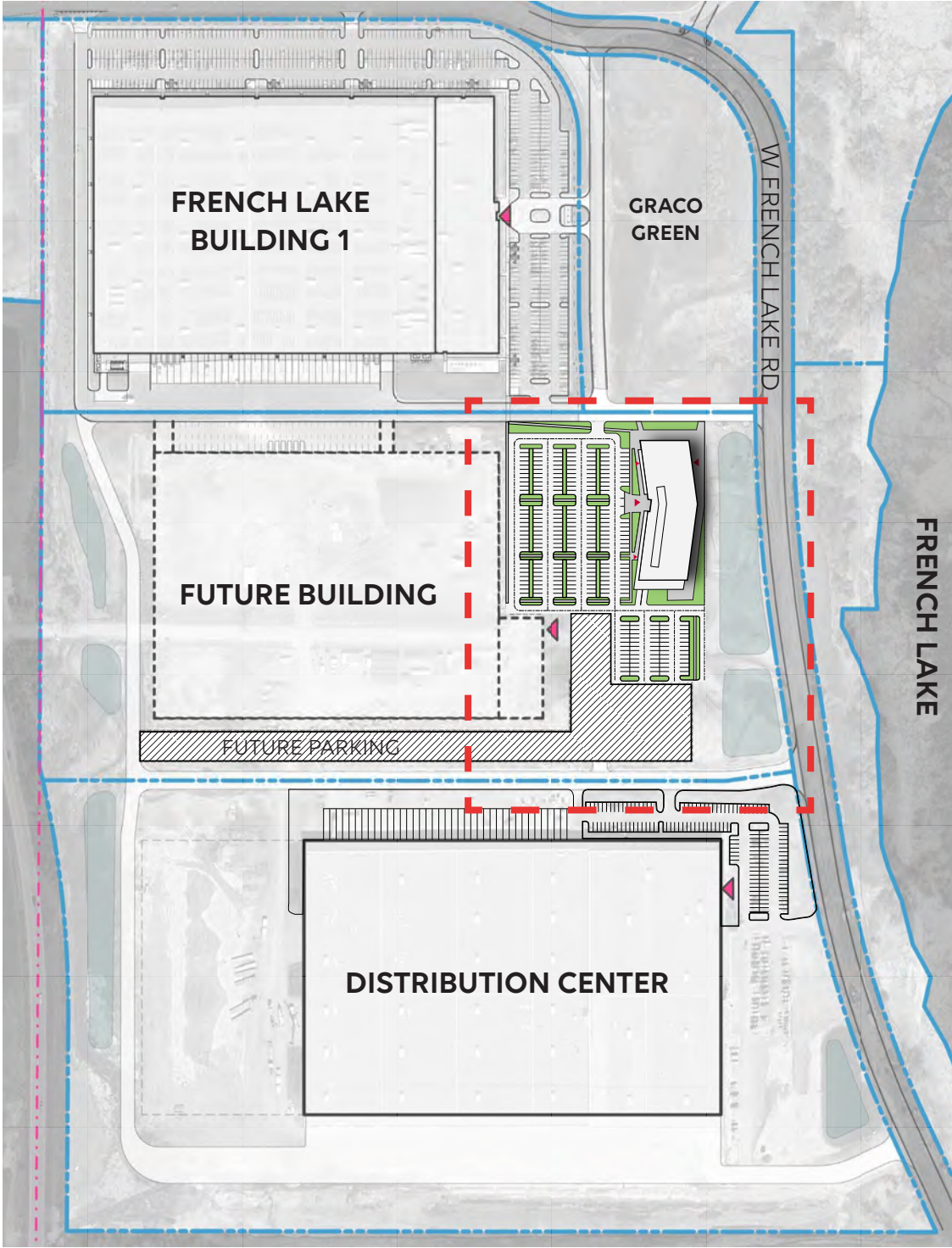
FUTURE

GRACO
FRENCH LAKE
BUILDING 1

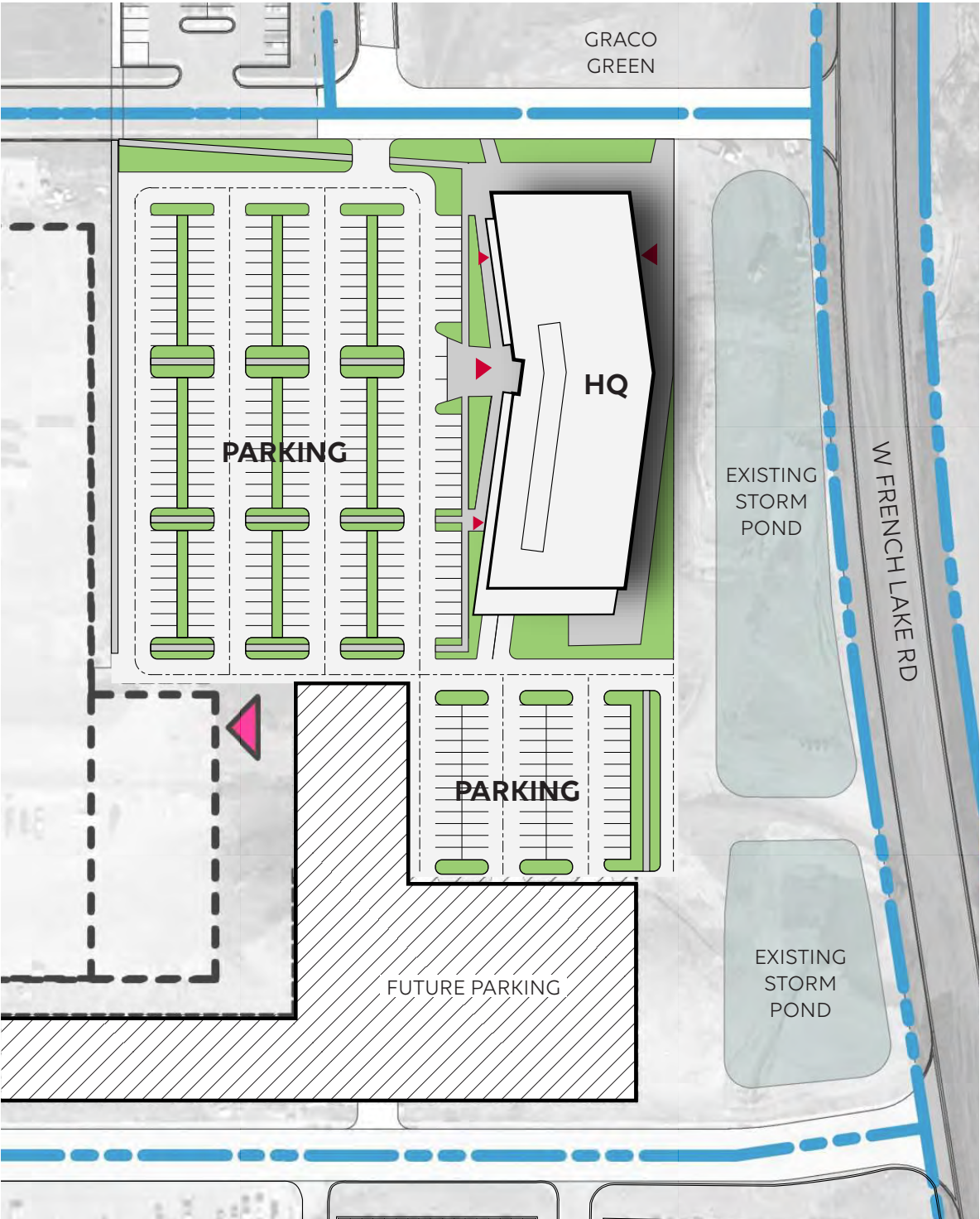
GRACO
NEW GLOBAL
HEADQUARTERS



CAMPUS PLAN



SITE PLAN (PRELIMINARY)



CAMPUS BIRD'S EYE



EXTERIOR DESIGN CONCEPT

SITE APPROACH FROM NORTH



EXTERIOR DESIGN CONCEPT

SITE APPROACH FROM SOUTH



EXTERIOR DESIGN CONCEPT

VIEW FROM NORTHWEST



EXTERIOR DESIGN CONCEPT

VIEW FROM NORTH CORNER



EXTERIOR DESIGN CONCEPT

PRELIMINARY EXTERIOR MATERIAL PALETTE





CITY OF DAYTON

21 TITLE: WEST FRENCH LAKE ROAD
SHORELINE
DAYTON, MINNESOTA 55327

[illegible]

CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

LICENSE NO.: _____
DATE: _____

PROJECT NO.:		
DWN BY: NMF	CHK'D BY:	APP'D BY:

ISSUE NO.:
SHEET TITLE:

SHEET NO.:

Client: Graco
Project: Dayton Headquarters
Parking Calculation
15-Oct-2025

DRAFT
Parking Calculation is preliminary
and subject to change.

City of Dayton Code Calculation				Headcount Calculation
	Area (SF)*	Parking Factor (Dayton)	Parking Stalls	Number of Employees
Office, Level 1	27,220	200	136	
Office, Level 2	29,250	200	146	
Office, Level 3	29,100	200	146	
Staff Headcount				
Private Offices				65
Workstations				180
Hoteling Stations				28
Visitor				20
	85,570		428	293
Reduction for attendance variations (sickness, travel, off-site, etc).				7.5%
Stall reduction				22
Adjusted stall count				271

Section 1001.19 Parking Regulations
Subd. 7 Required Off-Street Parking Spaces and Garages
(2) Calculation of parking requirements.

a. *Floor area* . For the purpose of determining off-street parking requirements, the term “floor area” shall mean the sum of the gross horizontal area of all floors, including basements, and attached accessory buildings, **but exempting that area primarily devoted to window display, storage, fitting rooms, staircases, restrooms, janitor closets, storage, heating and utility rooms, inside off-street parking, or loading space. Measurements shall be made from the inside of exterior walls.**

d. *Reduced parking requirement* . The City recognizes reuse of sites and that the strict interpretation of the parking standards of this section may not be appropriate. The City may approve alternative parking standards through the City review process provided the applicant can demonstrate, **based upon documented evidence, that the proposed project will require fewer parking stalls** than the maximum or minimum parking standards or to deviate from pervious paving/paver system standards. Factors may include, but are not limited to, national parking standards, parking standards for similar businesses or land uses, **size of building, type of use, number of employees**, expected peak hours of operation, delivery or service vehicles and appropriate soils and/or site conditions to support pervious paving/paver systems.















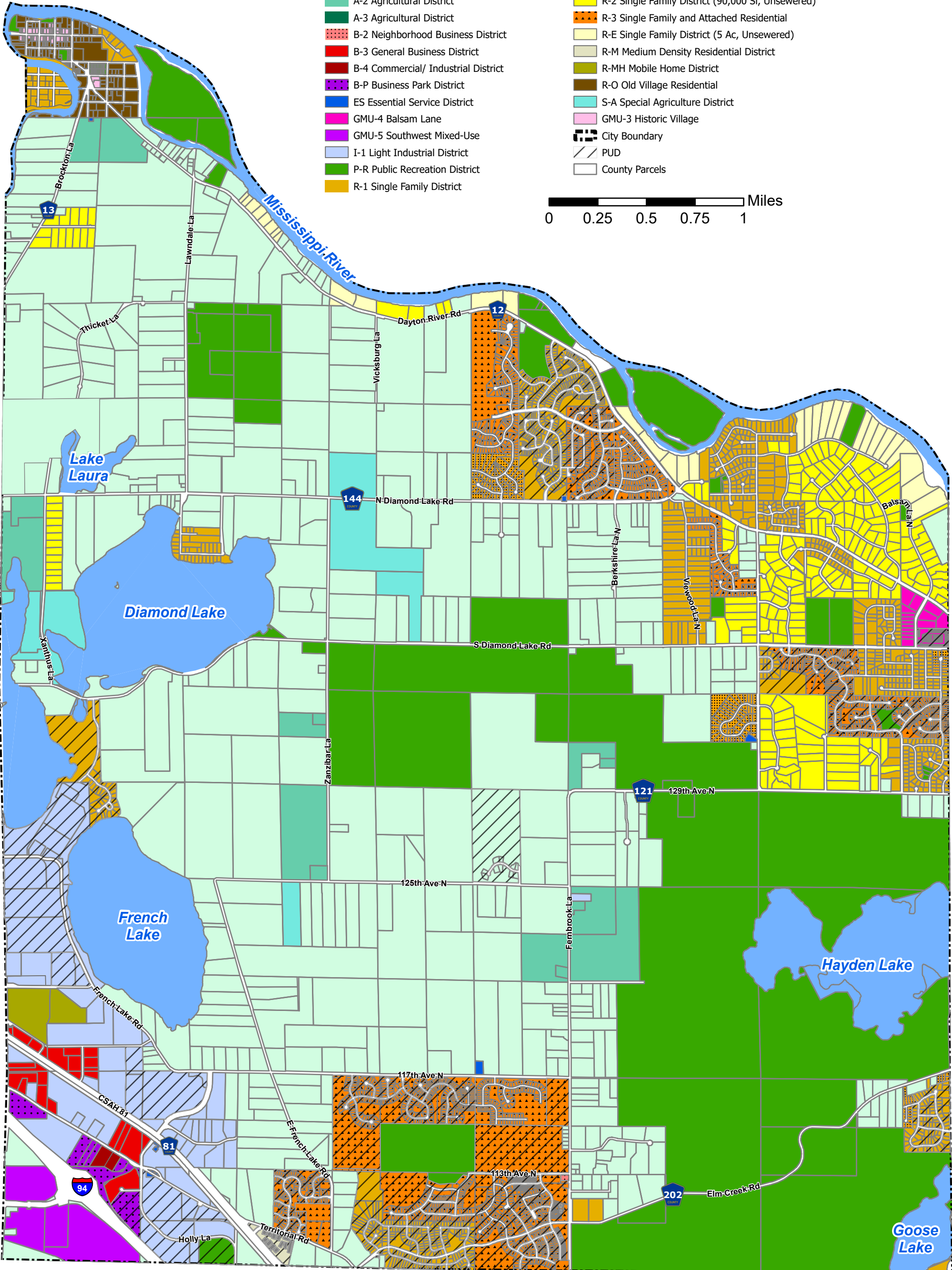
Zoning Map

June 9, 2025

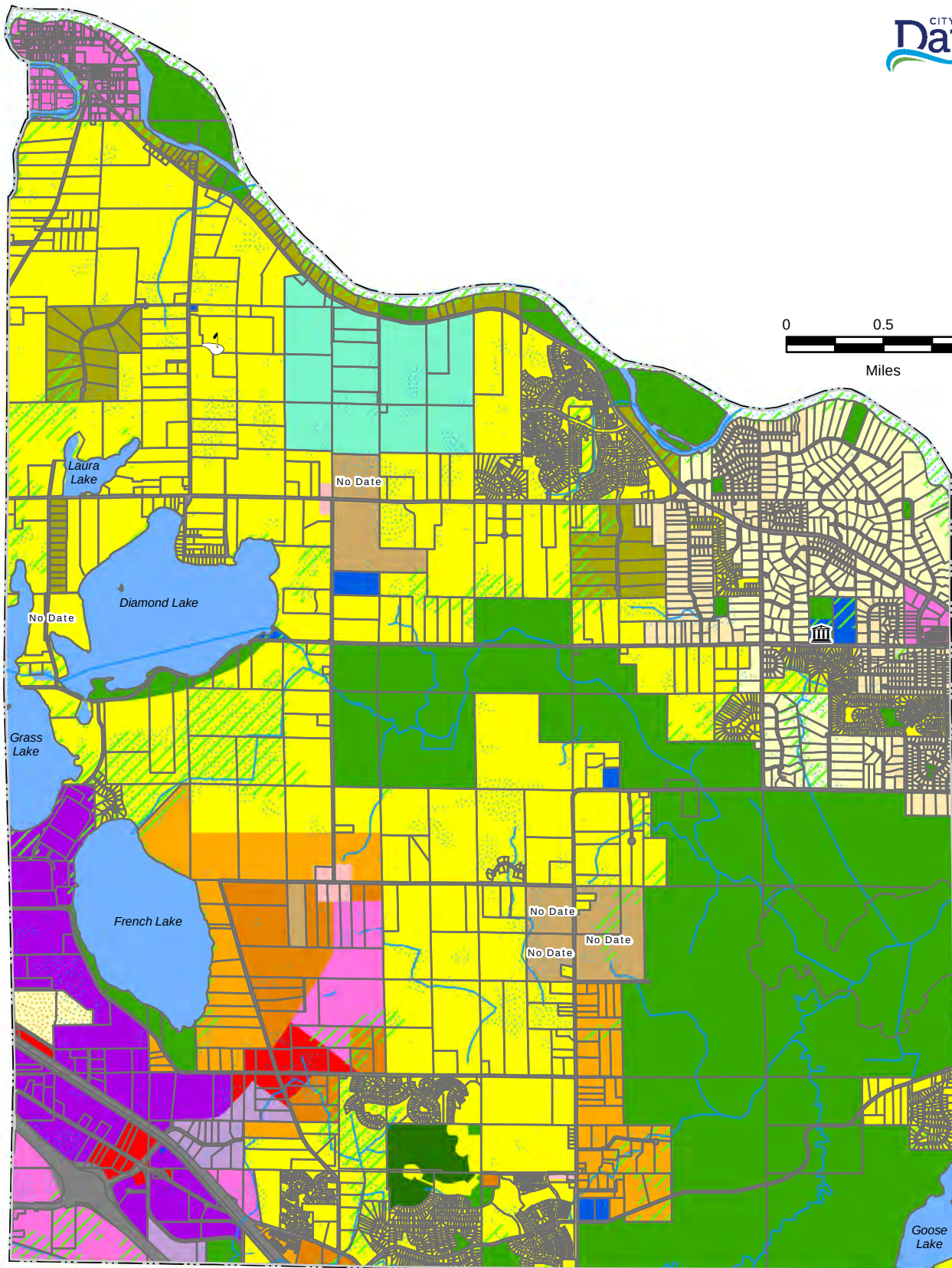


Legend

- | | |
|-------------------------------------|---|
| A-1 Agricultural District | R-1A Single Family Residential |
| A-2 Agricultural District | R-2 Single Family District (90,000 Sf, Unsewered) |
| A-3 Agricultural District | R-3 Single Family and Attached Residential |
| B-2 Neighborhood Business District | R-E Single Family District (5 Ac, Unsewered) |
| B-3 General Business District | R-M Medium Density Residential District |
| B-4 Commercial/ Industrial District | R-MH Mobile Home District |
| B-P Business Park District | R-O Old Village Residential |
| ES Essential Service District | S-A Special Agriculture District |
| GMU-4 Balsam Lane | GMU-3 Historic Village |
| GMU-5 Southwest Mixed-Use | City Boundary |
| I-1 Light Industrial District | PUD |
| P-R Public Recreation District | County Parcels |
| R-1 Single Family District | |



2040 Future Land Use



Legend

	City Boundary		Greenway Overlay		Rural Estate		Existing Mobile Home Park		Mixed Use		Public/Institutional
	Parcel Boundary		Agricultural Preserve		Low Density Residential		Master Planned Development		Business Park		Open Water
	City Hall		Existing Unsewered Low Density Residential		Medium Density Residential		Neighborhood Commercial		Industrial		Right-of-Way
	Golf Course		Existing Sewered Low Density Residential		High Density Residential		Commercial		Park & Open Space		
	National Wetlands Inventory								Golf Course		

To: Kirsten Mussman

From: Planning & Zoning Department

File: Graco Concept Plan

Date: 11/6/2025

Exhibits:

This memorandum is based on a review of the following documents:

1. Conceptual Site Plan Set by HGA, dated October 3, 2025

General Comments:

2. Current zoning is I-1, Light Industrial and Planned Unit Development, and the 2040 Comprehensive Plan guides this property as Industrial. The property is also within the "Current" MUSA Staging designation. Which means the proposed use is consistent with the existing zoning and land use designation, and City services is currently available to the site.
3. Offices are permitted principal uses within the I-1, Light Industrial District.
4. The applicant will be required to submit a preliminary plat, site plan review, and planned unit development amendment, and conditional use permit (commercial use in Shoreland district) application following the concept plan review by the Planning Commission and the City Council. Any comments herein, including the engineering review letter provided by City Engineer Jason Quisberg, and any comments provided by the Planning Commission and City Council shall be utilized while developing the preliminary plat package for submittal.
5. Preliminary Plat application shall include all data identified in Subdivision Ordinance Section [1002.06](#), Data Required for Preliminary Plats.

Layout/PUD Flexibilities

6. This development is anticipated to meet the setback requirements as outlined within section [1001.063](#) and [1001.08 Subd. 11](#) regarding development within the Shoreland District. Where conflicts arise between these districts, the stricter shall apply. Averaging of setbacks in comparison to existing surrounding buildings is permitted in this area in proximity to French Lake, but should not conflict with any setback requirements in this area.
7. Planned Unit Development Flexibilities Identified through the concept review include the following:
 - a. Potential maximum building height of 59 feet.
 - b. Reduction in parking stalls
 - c. Others may be further identified through more detailed plans
8. The Shoreland District limits impervious surface on the area of the property within the district to 25%. This is a DNR regulated standard and flexibility from this provision cannot be requested.

Building Design

9. The 3-story building would have a footprint of approximately 33,500 sq. ft., with an overall floor area of approximately 101,000 sq. ft.
10. Building design and standards shall comply with the provisions outlined within Zoning Ordinance Section [1001.062](#). Based on the concept renderings, the building will be consistent with the noted ordinance section and provisions therein. A more detailed review will be done at the time of the preliminary plat.

Parking/Access/Transportation – [1001.19](#):

11. The total parking spaces on the concept plan is 277. This number has been noted by the applicant as not final, but flexibility from the code requirement will be requested regardless. The applicant should provide a parking study based on the proposed development to show that the development can be properly served by the requested number of parking spaces.
12. Parking stall dimensions shall comply with the Zoning Ordinance standard of 10' x 20'. Parking stall length may be reduced to 18' if there is sufficient room for overhang.
13. Parking rows shall be limited to a maximum length of 22 spaces. Longer rows shall include landscaped breaks, such as islands, with shade trees.
14. Access is shown on the north end of the property, with the private drive aisle currently on the north property line, providing both properties with access to West French lake Road. It is the recommendation of City staff to also utilize the private drive aisle as an additional access at the time of initial development.

Landscaping:

15. Lot landscaping shall be consistent with [Zoning Ordinance Section 1001.24](#). A landscaping plan shall be submitted as part of the preliminary plat package.

Signage:

16. Site signage shall be consistent with Zoning Ordinance Section [1001.20](#).

Lighting:

17. Site lighting shall comply with Ordinance No. 2025-17.

To:	Jon Sevald, Planning	From:	Jason Quisberg, Engineering Nick Findley, Engineering
Project:	Graco Headquarters Concept Plan	Date:	10/22/2025

Exhibits:

This Memorandum is based on a review of the following documents:

1. Project Gray Concept Plan by HGA, dated 10/3/25, 8 sheets

Comments:General

1. The concept reviewed comprises a portion of a 27.61 acre parcel located along West French Lake Road between the existing Graco buildings. The property is a rectangular parcel with approximately 730 ft along West French Lake Road.
2. These review comments are essentially very high level; the concept plan provides little detail beyond the parking lot locations and individual buildings. Ultimately, a complete plan submittal will be required, providing site plans that include street and parking lot details, grading and drainage plans, water and sewer utilities, and other detailed plans as required by the City. Existing easements and any planned or proposed easements, including conservation easements should be identified, and, if present, the layout adjusted accordingly.
3. Consistent with the review process, a comment response letter shall be provided in response to the following comments provided in this Memorandum in which the applicant provides a written response to each item.
4. In addition to engineering related comments per these plans, the proposed plans are subject to additional planning, zoning, land-use, and other applicable codes of the City of Dayton.
5. Final approval by the Elm Creek Watershed Management Commission must be attained before any site grading or activity may commence.
6. For any site activity (demo, grading, utilities, etc.) no closures or restrictions of any kind shall be imposed upon the public use of West French Lake Road without the City's permission. Should any lane restrictions be necessary, the Contractor shall notify the City at least 48 hours in advance and provide a Traffic Control Plan.
7. It is expected that previous/current plans including the West French Lake Road Improvements and Dayton Parkway Plans, site conditions, and other design data will be referenced, particularly with regards to stormwater and drainage. Publicly and privately maintained facilities (streets, utilities, detention ponds, etc.) will need to be identified clearly, including maintenance responsibilities (City, owner, etc.).
8. Any underlying easements no longer necessary must be vacated.
9. Outlots shall be covered by drainage and utility easements.

Plat

10. Appropriate easements to be located over shared ponds and utilities, including storm sewer, watermain, and sanitary sewer. If storm water improvements are deemed private a maintenance access agreement will be required.

Erosion Control/SWPPP

11. It appears that over an acre is disturbed requiring a SWPPP.
12. A MPCA/NPDES construction stormwater permit is required for the site. Sediment and erosion control plans shall be consistent with the general criteria set forth by the most recent versions of the Minnesota Stormwater Manual and the NPDES Construction site permit.

Wetlands

13. It appears previous wetland delineations and impacts have been permitted within the area of the site. As the design progresses outside of concept level additional information or permits may be required from the TEP depending on the construction impacts.

Site Plans

14. The proposed entrance is to conform to the standards shown within the commercial driveway apron detail (STR-14).
15. Proposed parking lot to meet the City of Dayton parking requirements laid out in the code and standard detail plates.
16. In discussions with public safety, a secondary entrance is to be provided from the existing driveway to the south.

Grading /Stormwater

17. For the preliminary plat application, a complete grading plan shall be provided which includes proposed grades, elevations at lot corners, identification, and labeling of all emergency overflow elevations (EOF's), identification of proposed grades and all drainage swales, and any other topographic information relevant to site design.
18. Stormwater improvements do not appear to be included for the increase in impervious area. A complete stormwater management plan shall be included in the preliminary plat application. The Stormwater Management Plan should follow Dayton and MPCA stormwater rules and regulations. The reports should include rate control for the 2-,5-,10-,100-year 24-hour MSE 3 rainfall events. Dayton requires load reduction achieved by abstracting 1.1 inch from net new impervious or no net increase in TP or TSS, whichever is lower. Information must also be provided showing all high-water levels, proposed building floor elevations, and other critical features. In addition, a stormwater application with the Elm Creek Watershed will be required. The applicant shall assure that stormwater management devices are provided to meet City of Dayton and Elm Creek Watershed standards.
19. Overall runoff and drainage related to this development will overlap with adjacent properties and previous development phases. The stormwater management plan must

show how runoff and detention areas between properties and phases are being routed and accounted for in an overall plan. In other words, the stormwater management plan must address runoff and discharge from both a local (this development) and a regional approach that includes neighboring properties, and West French Lake Road.

20. The City of Dayton's Local Surface Water Management plans requires that the storm sewer system must be designed to handle a 10-year event.
21. Upon further design, low floors adjacent to ponds/wetlands/other depressions must have 2 foot of freeboard above the modeled 100-yr high water level (HWL). This includes offsite low and depression areas adjacent to this site.
22. A Hydrocad report shall be submitted with the preliminary plat documents for complete stormwater review.
23. Please note that the site hydrology or hydraulics should be reflected in the overall SWMP for both this site and adjacent properties. The designer shall provide an updated overall SWMP upon submittal of plans for this site.
24. It may be feasible to expand the existing ponds to account for new impervious if applicable.
25. A City of Dayton Land Disturbance Permit will be required.
26. The maintenance of stormwater detention areas will need to be defined.
27. Maintenance, including irrigation of any common areas shall be discussed. The reuse of water for irrigation purposes is highly encouraged.
28. Any ponds or detention areas shall have a 10' access around the pond with appropriate grading for access using maintenance vehicles.
29. For the preliminary plat application, a complete grading plan shall be provided which includes proposed grades, elevations at lot corners, identification, and labeling of all emergency overflow elevations (EOF's), identification of proposed grades and all drainage swales, and any other topographic information relevant to site design.

Watermain/Sanitary Sewer

30. Watermain stubs are located on both the north and south portion of the site. Stubs are to be used for connections, connection requiring street removals will not be allowed.
31. A sanitary sewer stub is provided along the south side of the site. Stubs are to be used for connections, connections requiring street removals will not be allowed.

Other Comments

32. A portion of the site appears to be within the shoreland district and will be subject to all associated standards. Coordinate with the planning department.

End of Comments

ITEM:

Discussion – Dimensional Rounding

APPLICANT/PRESENTERS:

Jon Sevald, Community Development Director

PREPARED BY:

Jon Sevald, Community Development Director

BACKGROUND/OVERVIEW:

Staff maintain a list of topics and ordinances to be reviewed as time allows. It is Staff's intent that items be introduced to the Planning Commission for discussion on light Agenda months. If directed by the Planning Commission, Ordinance Amendments will be drafted for formal action.

In May 2025, the Planning Commission/City Council reviewed a Concept Plan for Jack Bernens. There was discussion of rounding fractions, e.g. 117.5 acres = 120 acres for the purpose of determining 2:20 density in the A-3 district (11 lots vs. 12 lots may be a difference of tens of thousands of dollars). The City Council directed Staff to look into it.

Does 0.5 = 1?

Does 0.9 = 1?

Does 1.4 = 1?

Does 1.4 = 1.4?

The City Code interprets standards to be the "minimum standards". In the event of inconsistencies, the more restrictive applies.¹ 1.4 = 1.4.

Generally, rounding is dependent upon the acceptable level of variance. In land surveying, distance is expressed in hundredths of a foot, e.g. 1.559' = 1.56'.² 1.56 is not 2.

CRITICAL ISSUES:

Interpretation

The origin of this topic relates to how land was measured for a Concept Plan, without the benefit of a certified survey (not required). Specific to Bernens, the project area may be more or less than 117.5 acres. There was discussion if a 0.42 acre parcel formerly owned by the Applicant be added to the 117.5 acres, equaling 117.92 acres, and if this should be rounded to 120.

¹ City Code 1001.02, Subd 2 (Scope and Interpretation): *In interpreting and applying the provisions of this chapter, they shall be held to be the minimum requirements for the promotion of the public health, safety, comfort, convenience and general welfare. Where the provisions of this chapter impose greater restrictions than those of any other ordinance or regulation, the provisions of this chapter shall be controlling. Where the provisions of any other statute, ordinance or regulation impose greater restrictions than this chapter, the provision of such other statute, ordinance or regulation shall be controlling.*

² MN Statute §505.021, Subd 5 (Mathematical data; dimensions; labels; symbols).

PLANNING COMMISSION MEETING

The question being posed is, when should fractions be rounded to whole numbers.

60/120-DAY RULE (IF APPLICABLE):

N/A	60-Days	120-Days
(type of application)	(date)	(date)

RELATIONSHIP TO COUNCIL GOALS:

N/A

ROLE OF PLANNING COMMISSION:

Provide direction if Staff should prepare an Ordinance Amendment rounding fractional numbers to whole numbers, and in what instance.

RECOMMENDATION:

Staff recommends no changes. Amending the City Code to benefit one project may result in unintended consequences elsewhere.

ATTACHMENT(S):

None.

ITEM:

Discussion – Site Plan Review

APPLICANT/PRESENTERS:

Jon Sevald, Community Development Director

PREPARED BY:

Jon Sevald, Community Development Director

BACKGROUND/OVERVIEW:

Staff maintain a list of topics and ordinances to be reviewed as time allows. It is Staff's intent that items be introduced to the Planning Commission for discussion on light Agenda months. If directed by the Planning Commission, Ordinance Amendments will be drafted for formal action.

In July 2025, the Planning Commission/City Council reviewed a Site Plan for 17400 113th Avenue (Spanier) for a 780 sq ft office addition onto a 2,600 sq ft building, and associated parking and landscape improvements. Included in the discussion was why does the city require a Site Plan Review for this small addition?

Site Plan approval by the City Council is required for*"prior to the issuance of any permits for new development or building construction/expansion in any Non-Residential Zoning District."*¹

The question for the Planning Commission/City Council is what is the minimum threshold where a project should be reviewed by the Commission/Council, vs administratively approved through the Building Permit process?

For comparison:

Champlin	City Council Site Plan approval required for "major alteration of a structure" [undefined], excluding one and two family dwellings and residential accessory buildings. ²
Maple Grove	Community Development Director Final Site Plan approval required for developments (except single and two family dwellings, PUD's and park/trail facilities). ³ Approvals are valid for one year. The City Council may grant an extension.
Rogers	City Council Site Plan approval required for all new developments except single-family detached and two-family attached dwellings. ⁴ Minor Site Plan amendments of previously approved Site Plans may be

¹ City Code 1001.28, Subd 3 (Final Site Plan and Building Plan Regulations)

² Champlin City Code 126-99 (Site Plan Approval)

³ Maple Grove City Code, Division 3, Sec. 36-85 (Purpose). Sec. 36-87(b)(2) (Procedure for review and approval; Submission).

⁴ Rogers City Code 125-27 (Site Plan); (b) (Exceptions); (c) (procedures)

approved by the **Zoning Administrator**. Minor amendments include building additions $\leq 10\%$ of the building or site area, and which meet all ordinance requirements.⁵

Otsego

City Council Site Plan approval required except for single-family. Zoning Administrator may approve site and building modifications if not expanding principal building or any increase in intensity of the use or site.⁶

CRITICAL ISSUES:

City Council approval

The Council can require items in excess of the minimum City Code requirements, if there is a nexus, e.g. the requirement is related to mitigating a potential nuisance. The City Council has more flexibility than Staff.

Administrative approval

Staff's requirements are based on the minimum requirements of the City Code.

60/120-DAY RULE (IF APPLICABLE):

N/A	60-Days	120-Days
(type of application)	(date)	(date)

RELATIONSHIP TO COUNCIL GOALS:

N/A

ROLE OF PLANNING COMMISSION:

Provide direction if Staff should prepare an Ordinance Amendment.

RECOMMENDATION:

Staff recommends Administrative Approval of Site Plans in which a building addition or site improvement is $\leq 10\%$ of a previously approved Site Plan (similar to Rogers), and is $\leq 1,000$ sq ft (building addition). In the case of the Spanier project, the building addition equaled a 30% addition, but less than 1,000 sq ft (Administrative Review).

Requiring City Council approval of minor alterations can add 4-6 weeks onto permit reviews.

ATTACHMENT(S):

City Code 1001.28, Subd 3 (Final Site Plan and Building Plan Regulations)
Rogers City Code, Sec 125-127 (Site Plan); Sec. 125-128 (Site Plan Amendment)

⁵ Rogers City Code Sec. 125-127 (Site Plan); Sec. 125-128 (Site Plan Amendment)

⁶ Otsego City Code 11-9-2 (Application of Provisions)

Subd. 3 Final Site Plan and Building Plan Regulations

(1) *Applicability and the approval process.*

- a. Final site and building plans shall be approved by the City Council prior to the issuance of any permits for new development or building construction/expansion in any Non-Residential Zoning District.
- b. Prior to consideration for approval, the City Council shall receive a report from the Planning Commission and the staff, specifying any recommended modifications to the final site and building plans.
- c. At the time of approval of final site and building plans, the City Council may modify final site and buildings plans and specify any additional development standards necessary to assure that the proposed development meets the intent of the zoning district and to assure that the proposed development is appropriately related to adjoining public streets and adjacent land uses.

(2) *Content.* The developer shall submit final site and building plans, which include the following information:

- a. A location map which indicates property ownership surrounding the proposed development and existing and future land uses;
- b. Maps of existing and proposed site features at a scale of 1 to 50 or larger which indicate topography in 2 foot contours; building outlines; structures, location of significant vegetation; location of streets, drives, and parking areas; and other significant features;
- c. Detailed drawings of all proposed structure elevations, including signs. Proposed exterior materials and colors shall be noted on the elevation drawings;
- d. Proposed floor plans for all floor levels, including locations of electrical, mechanical and gas metering equipment, and storage areas for trash and recyclable materials;
- e. A landscape plan indicating location, size and type of tree, shrub and groundcover species, screening, fencing, provisions for plant material watering and luminaire locations;
- f. A circulation plan indicating pedestrian and vehicular movement systems. This plan shall also include service access and screening for receiving, truck loading area, and trash removal;
- g. A lighting and photometric plan showing fixture height and type, and lighting levels in foot candles;
- h. A rooftop equipment and screening plan and elevation drawings of rooftop equipment and screening. Rooftop equipment shall not be visible from ground level views from the property, from adjacent property or from adjacent streets;
- i. A drainage, grading, utilities, and erosion and sedimentation control plan. The plans shall comply with the requirements of this Code, local watershed requirements and state regulations;
- j. Identification of all wetlands on the site, copies of documents completed in making the wetlands identification, qualifications of the person performing the identification, a description of any wetlands which are to be burned, filled, or drained pursuant to the development, and a wetland mitigation and replacement plan if burning, filling, or draining of wetlands is to occur. The requirement of the documentation may be waived in instances where it is determined from aerial photographs, the National Wetlands Inventory, on-site observation, or other pertinent information that the site contains no wetlands;
- k. A written report completely describing the proposal and indicating covenants or agreements which will influence the use and maintenance of the proposed development; and
- l. Any other information deemed necessary by the City Council in order to evaluate plans.

(3) *Findings.* The City Council shall find the following prior to the approval of final site and building plans.

- a. The proposed development is not in conflict with the Comprehensive Plan;
- b. The proposed development is not in conflict with the zoning district provisions;
- c. The proposed development is compatible with existing and anticipated future development; and
- d. Conform to the exterior building material requirements of the Zoning Code.

(4) *Revisions.* Minor changes to final site and building plans approved by the City Council may be made by the Zoning Administrator provided that the changes do not involve the following:

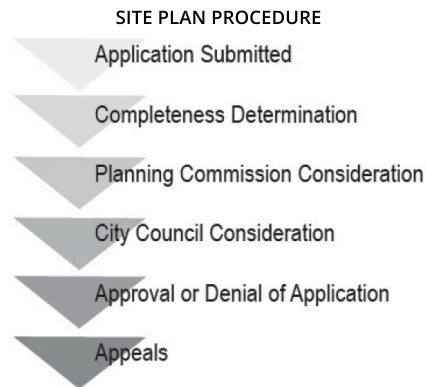
- a. An increase in floor area of structures exceeding 10% of the total floor area within any 5 year period;
- b. Variance from any zoning ordinance requirement;
- c. Change in exterior building material;
- d. Significant changes in the character, function or appearance of the site plan; and
- e. Alteration of any condition attached or modification to the final site and building plans made by the City Council.

(5) *Standard conditions.* All approved final site plans and building plans shall meet the following standard conditions, unless specifically waived by the City Council:

- a. All fire lanes, and fire apparatus access road as defined by the Dayton Fire Department, must be maintained in good condition, kept clear and have "No Parking - Fire Lane" signs installed.
- b. All new and remodeled non-residential buildings, including additions shall be equipped with a fire sprinkler system as approved by the Dayton Fire Marshal.
- c. A building collapse zone shall be defined on the site as established by the Dayton Fire Marshal.
- d. A minimum 1 hour rated fire wall shall separate attached side-by-side residential dwelling units. All multiple story multi-family residential apartments or condominiums shall be equipped with a fire sprinkler system as approved by the Dayton Fire Marshal.
- e. Handicap parking stalls and access shall be noted on the site plan and installed on the site as per State Code requirements.
- f. Any vehicles parked on the premises shall be in good working order and currently licensed in accordance with state law.
- g. All parking, storage areas, and driveways shall be paved to a specification approved by the City Engineer.
- h. All drainage and storm water plans are subject to review and approval by the City Engineer and/or the Elm Creek Watershed Management Commission.
- i. All proposed lighting shall be downcast style only, and subject to review and approval by the City before installation.
- j. If applicable, hours of operation shall be as defined by the City Council.
- k. A letter of credit, in a form acceptable to the City, is required for site improvements, including but not limited to: roads, sidewalks, trails, utility and/or septic system installation, parking lot paving, curbing, and landscaping. City staff to determine the amount of the letter of credit and is typically set at 150% of the estimated cost for the improvements.
- l. Landscaping must be maintained in good condition and is subject to City review periodically.
- m. No building or structure may be constructed on the site unless the structure was identified on the approved site plan.
- n. No business parking for employees shall be allowed on public streets, unless approved as part of a conditional use permit.
- o. The use of loudspeakers, bells, buzzers or whistles, is limited to the Industrial Districts and must conform to noise regulations. Intercoms may be used as part of a drive-up facility. Use of the equipment is allowed only under a conditional use permit.
- p. No occupancy of the building(s) may be permitted until the City has granted a final certificate of occupancy. Final inspections may include the following staff members: Building Official/Building Inspector, Fire Marshal, City Engineer, and Zoning Administrator. No certificate of occupancy may be granted until all conditions applicable to the proposed development have been satisfied or a suitable financial guarantee and agreements are in place and acceptable to the City to complete all required improvements.
- q. Joint access and circulation agreements/easements will be required when contiguous non-residential properties front on collector or arterial streets.
- r. No part of any non-residential structure shall be used for living quarters, unless approved by the City Council.
- s. All new developments, including redevelopments, will require underground utilities as part of the approved final site and building plan.

(6) *Development proposals.* On development proposals requiring site plan review pursuant to this Subsection, the City Council upon the recommendation of the Planning Commission shall act with respect to variances from this chapter proposed by the site plan.

- (a) *Purpose.* The purpose of this Section is to establish a formal site plan review procedure and provide regulations pertaining to the enforcement of site design standards consistent with the requirements of this Ordinance.



- (b) *Exceptions to review.* Site Plan review and approval is required for all new developments, except the following:

- (1) Single family detached dwellings.
- (2) Two family attached dwellings.

- (c) *Procedure.*

- (1) The application will be subject to the procedure outlined in Sec. 125-21. General Review Procedures.
- (2) Before building permits are issued for the development of structures, a site plan shall be reviewed by the Planning Commission and approved by the City Council.

	Permit required
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- (d) *Information requirement.*

- (1) The applicant shall fill out and submit to the Zoning Administrator the application form all information as required on the form unless a waiver of certain information is granted by the Zoning Administrator.

- (e) *Evaluation criteria.* The Planning Commission shall evaluate the effects of the proposed site plans. This review shall be based upon, but not be limited to, compliance with the City's Comprehensive Plan and provisions of this Ordinance.

- (f) *Minnesota State Building Code.* The review and approval of site improvements pursuant to the requirements of City adopted building and fire codes shall be in addition to the site plan review process established under this Section. The site plan approval process does not imply compliance with the requirements of these building and fire codes.

- (g) *Plan agreements.* All site and construction plans officially submitted to the City shall be treated as a formal agreement between the property owner, building contractor and the City. Once approved, no changes, modifications or alterations shall be made to any plan detail, standard, or specifications without prior submission of a plan modification request to the Zoning Administrator for review and approval.

- (h) *Enforcement.* The Zoning Administrator shall have the authority to order the stopping of any and all site improvement activities, when and where a violation of the provisions of this Section has been officially documented by the Building Official.

- (i) *Expiration.*

- (1) Unless otherwise specified by the Zoning Administrator or City Council as may be applicable, the site plan approval shall become null and void one year after the date of approval, unless the property owner or applicant has substantially started the construction of any building, structure, addition or alteration, or use requested as part of the approved plan. The property owner or applicant shall have the right to submit an application for time extension in accordance with this Section.
- (2) A written request to extend the approval of a site plan for up to an additional one year shall be submitted to the Zoning Administrator not less than 30 days before the expiration of said approval. Such request for an extension shall include the following:
 - a. An explanation for why the improvements have not commenced,
 - b. What, if any, good faith efforts have been made to commence the project,
 - c. Additional time requested and anticipated project completion date, and
 - d.

The signature of the applicant and property owner. A request for an extension not exceeding one year shall be subject to the review and approval of the Zoning Administrator. A request pertaining to a major project involving a longer period of time than one year or a second request for a time extension of a major project shall be presented to the City Council for a decision. Additional requests for a time extension of a minor project may be approved by the Zoning Administrator, subject to the same procedures established for the first time extension as outlined above.

- (3) In making its determination on whether an applicant has made a good faith attempt to complete the improvements shown on the approved site plan, the Zoning Administrator or the City Council, as applicable, shall consider such factors as the type, design, and size of the proposed construction, any applicable restrictions on financing, or special and/or unique circumstances beyond the control of the applicant which have caused the delay.

Sec. 125-28. - Site Plan Amendment

Any change to an approved site plan shall require a site plan amendment.

- (a) *Minor site plan amendment.* Proposed minor structural additions involving 10% or less of the total existing floor area and proposed minor site modifications involving 10% or less of the total existing site area which meet all ordinance requirements may be approved by the Zoning Administrator prior to a building permit being issued and shall not require Planning Commission or Council review, subject to the following:
 - (1) This Section shall apply to minor additions or minor site modifications (as described above) to previously-approved site plans, regardless of proximity to residential property, provided there is full compliance with all regulations in this Chapter. This Section shall also apply to:
 - a. Lighting maintenance of existing light standards and/or existing lighting fixtures with replacement of new light standards and/ or new lighting fixtures in their current locations, regardless of proximity to residential property, provided there is full compliance with the City's lighting regulations; and
 - b. Lighting expansion or changes (new lighting not previously on a site or relocated lighting), provided the site is not located within 200 feet of residential property, and there is full compliance with the City's lighting regulations.
 - (2) Compliance with all Ordinance requirements shall be construed to include all adopted policies and codes.
 - (3) Any variances from Ordinance and policy requirements shall be subject to the established review and hearing procedures in Sec. 125-42. Variances.
 - (4) Plans submitted for minor structural additions or minor site alterations under the terms of this Section shall be the same as those required for site plan approval.
 - (5) A copy of the plans approved under this Section shall be appropriately certified by the Zoning Administrator and placed on file with the City Council approved plans.
 - (6) Site plan amendments requested beyond minor additions or site modifications (as described above) shall adhere to the procedure set forth in this Section.
- (b) *Major site plan amendment.*
 - (1) Plans not qualifying as minor shall be classified as major.
 - (2) An amended site plan involving major changes shall be applied for and administered in a manner similar to that required for a new site plan as outlined in Sec. 125-27. Site Plan.