

## 1. Agenda And Items

### Documents:

1-20-26 PLANNING COMMISSION AGENDA.PDF  
ITEM 2.1 DRAFT PLANNING MINUTES 10-20-25.PDF  
ITEM 3.1 FOSS SWIM SCHOOL.PDF  
ITEM 4.1 ZONING ORDINANCES FENCES.PDF



# PLANNING COMMISSION AGENDA

Tuesday, January 20, 2026

7:00 PM

Otsego Prairie Center

Members of the public are invited to attend in person at the Otsego Prairie Center (8899 Nashua Avenue NE) or may view the meeting on the internet via Zoom.com using the links or dial-in number below. Persons wishing to provide comments or ask questions for public hearing items must be physically present at the Otsego Prairie Center or submit written comments in advance of the Planning Commission meeting.

Join Zoom Meeting: [Join Zoom \(link\)](#)

Meeting ID: 850 0839 6153

Passcode: 222548

Dial in 1-312-626-6799

Call to Order

Roll Call

1. Announcements:
2. Consider the following Minutes:
  - 2.1 Planning Commission October 20, 2025
3. Public Hearing Items:
  - 3.1 Foss Swim School
4. Planning Items:
  - 4.1 Zoning Ordinance; Fences
5. Updates:
  - 5.1 Updates on City Council actions
  - 5.2 Updates on future Planning Commission Items

#### NOTES:

Public Hearings: The City of Otsego expects respectful participation. Speakers are to be courteous in their language and deportment, and to confine their remarks to those facts that are germane and relevant to the question or matter under discussion. Please remember that this is a public business meeting, available for viewing on the internet by members of the public, including children. Consistent with FCC rules, obscenity, and profane or indecent language will not be tolerated by the Chair. Anyone wishing to address the Commission should raise their hand. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes.

Information: The Planning Commission has been provided background information for agenda items in advance by City staff. Decisions are based on this information, as well as the Comprehensive Plan, City Code, City policy and practices, input from the public and a Commissioner's personal judgment.

City Council: There may be a quorum of the City Council in attendance at this meeting only for the purpose of observation and to receive information.

Mobile Devices: Please silence all cell phones and mobile devices.

## **CITY OF OTSEGO PUBLIC HEARING PROCEDURE**

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**To increase public understanding of the procedure being followed in public hearings, the following specific steps will be used in every hearing:**

1. The Chair is to announce the application.
2. City staff will present the Planning Report.
3. The applicant is given opportunity to describe their request and make additional statements.
4. The Chair will open the public hearing and invite comments and questions.
  - Comments and questions are to be directed to the Chair.
  - Please limit individual comments or questions to 3 minutes or less.
5. The Chair will ask for any additional public comments, and hearing none, will close the public hearing.
6. The applicant and/or City staff may respond to questions or comments from the public hearing.
7. The Planning Commission will discuss the application and ask questions of the applicant or City staff.
8. The Chair will call for a motion for a recommendation to the City Council.

The City Council and Planning Commission want to assure that citizen comments regarding applications before the City are received at the proper time and place to be most effective. In order for some comments to be legally considered by the City Council and Planning Commission, they must be presented at a properly noticed public hearing. In conducting the public hearing and establishing a legal record of proceedings for the hearing, after the Planning Commission Chair has closed the public hearing people wishing to provide additional comments may be advised by the Planning Commission Chair and/or City staff that comments are no longer able to be heard.

**OTSEGO PLANNING COMMISSION MEETING  
OTSEGO PRAIRIE CENTER  
October 20, 2025  
7:00 PM**

Call to Order:

Chair Alan Offerman called the meeting to order at 7:00 p.m.

Roll Call: Chair Alan Offerman, Vice Chair Aaron Stritesky, Commissioners, Charles Foster, Laurie Jones, Tracy Kincanon, Vern Heidner and Jill Metzger

Also Present: Councilmember Dunlap and Mayor Stockamp

Staff: City Planner Daniel Licht and Deputy Clerk Katie Kalland

1. Announcements

No announcements.

2. Consider the Following Minutes

2.1 September 15, 2025, Planning Commission Meeting

**Commissioner Foster motioned to approve September 15, 2025, minutes as written. Commissioner Metzger seconded. All in favor. Motion carried 7-0.**

3. Public Hearing Item

3.1 Otsego Meadows 3<sup>rd</sup> Addition

City Planner Licht gave the planning report.

Elisha Scrogum, 16355 36<sup>th</sup> Avenue, Lennar Homes, applicant, was present and agreed with the planning report.

Chair Offerman opened the public hearing at 7:05 p.m.

No one from the public spoke.

Chair Offerman closed the public hearing at 7:05 p.m.

Commissioner Heidner asked when the project is anticipated to start. Ms. Scrogum answered in 2026.

**Vice Chair Stritesky motioned to recommend approval of a Zoning Map and preliminary plat for Meadows of Otsego 3<sup>rd</sup> Addition subject to the 16 conditions listed on the October 13 planning report. Seconded by Commissioner Heidner. All in favor. Motion carried 7-0.**

3.2 Interim Land Use Plan Comprehensive Plan/Zoning Ordinance Amendment

City Planner Licht gave the report.

Chair Offerman opened the public hearing at 7:13 p.m.

No one from the public spoke.

Chair Offerman closed the public hearing at 7:13 p.m.

**Vice Chair Stritesky motioned to recommend City Council approval of amendments to the Comprehensive Plan regarding the Urban Service Staging Plan, Interim Land Use Plan, and Transportation Plan; amendment of the Zoning Ordinance; and amendment of the Subdivision Ordinance, all as presented. Seconded by Jones Commissioner. All in favor. Motion carried 7-0.**

5. Updates

5.1 Updates on City Council actions

Councilmember Dunlap updated the Planning Commission on recent City Council actions.

5.2 Updates on future Planning Commission Items

City Planner Licht updated the Planning Commission on upcoming planning items.

6. Adjourn

**Commissioner Kincannon motioned to adjourn. Seconded by Commissioner Foster. All in favor. Motion carried 7-0.**

**Adjourned at 7:23 p.m.**

*Respectfully submitted by Katie Kalland, Deputy Clerk*



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Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

**PLANNING REPORT**

TO: Otsego Planning Commission  
FROM: D. Daniel Licht  
REPORT DATE: 14 January 2026  
120-DAY DATE: 11 April 2026  
RE: Otsego – Foss Swim School; Preliminary Plat/Sketch Plan  
TPC FILE: 101.02

**BACKGROUND**

Foss Swim School has submitted application to plat Outlot A, Great River Centre Otsego Seventh Addition as one lot for commercial development. The proposed lot is subject to preliminary plat review as it was not previously identified as a buildable lot at the time the current outlot was established. Previously dedicated drainage and utility easements at the perimeter of the outlot will be vacated as part of the plat process. A public hearing to consider the preliminary plat application has been noticed for the Planning Commission meeting on 20 January 2026.

The proposed development of the subject property is illustrated on a sketch plan submitted as supporting information with the plat application. The sketch plan illustrates development of a 9,600 square foot building to be constructed as a commercial swim school. The site plan also illustrates a second 11,900 square foot building within the proposed lot as a future construction. The development of the proposed lot will require future application for site and building plan approval. This is expected to occur concurrent with application for final plat approval.

Exhibits:

- Site Location Map
- Final Plat
- Civil plans dated 12 December, 2025

## ANALYSIS

**Comprehensive Plan.** The 2023 Comprehensive Plan guides the subject property within the Great River Centre of Otsego for commercial land use as part of the City’s primary retail, service, and office area within the community. The platting of the subject to allow for development of the proposed swim school allows for a commercial indoor recreation business that will serve Otsego and the surrounding region. The proposed use is consistent with the types of businesses planned for the area by the 2023 Comprehensive Plan.

**PUD District.** The City Council approved a PUD District for the Great River Centre of Otsego on 13 March 2006. The PUD District is based upon the uses and performance standards as allowed within the B-1, Retail Business District. The B-1 District allows for the proposed swim school as a permitted use defined as instructional classes and indoor commercial recreation. Development of permitted commercial uses is subject to site and building plan review by the Planning Commission and approval of the City Council in accordance with Section 11-9-3 of the Zoning Ordinance.

**Surrounding Area.** The table below summarizes the existing and planned land uses surrounding the subject property:

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	PUD District	Tires Plus Wings Financial Everbrook Academy
East	Commercial	PUD District	The Village apartments
South	Office	B-4 District	Twin City Bee Keeping EDCO/Undeveloped
West	Commercial	PUD District	Good Day Car Wash

The area within Great River Center bounded by 87<sup>th</sup> Street/Quaday Avenue/85<sup>th</sup> Street/Parrish Avenue (CSAH 42) is designated as a Village Center, where development is to utilize elements of traditional neighborhood design in both site planning and architecture. When Good Day Car Wash was constructed, the application review noted that development of Outlot A, Great River Centre of Otsego would be required to develop in accordance with the Village Center elements of the Great River Centre of Otsego PUD Design Guidelines. The indoor commercial recreation use and future retail building is more consistent with the community service type businesses anticipated for this area of the Great River Centre and will be compatible with the day care and apartment uses directly adjacent to the subject property.

**Preliminary Plat.** The developer has submitted a preliminary plat to plat the existing 2.97 acre outlot into one lot.

- **Lot Requirements.** There are no minimum lot area or width requirements for subdivision of lots within the GRC PUD District. Lot 1, Block 1 is proposed to be 2.97 acres in area and is 305 feet in width as measured at the front setback line abutting 85<sup>th</sup> Street. The necessary area and width of a specific lot is to be based on required setbacks and a functional site plan in terms of access and circulation. The sketch plan, reviewed in detail in subsequent paragraphs, illustrates a feasible development of the proposed lot.
- **Right-of-Way.** The subject property 85<sup>th</sup> Street and Parson Avenue. The City Engineer is not recommending additional right-of-way dedication be required for 85<sup>th</sup> Street or Parson Avenue.
- **Utilities.** The subject property is within the East Sewer District established by the 2023 Comprehensive Plan. Sewer and water utilities are available at the property to serve the proposed development as illustrated on the preliminary utility plan. The utility plan and any related issues will be subject to review and approval by the City Engineer as part of a future site and building plan review application.

The developer is required to pay Utility Availability Charges at the time of final plat approval. These fees are used by the City to fund the construction of the trunk sewer collection pipes and water distribution pipes. A preliminary calculation of the Sewer Availability Charges (SAC) and Water Availability Charges (WAC) based on the 2026 Fee Schedule for the proposed lot are provided below:

- WAC:  $3.5 \text{ RECS/ac.} \times 2.97\text{ac.} \times \$4,596.00/\text{REC} = \$47,775.42$
- SAC:  $3.5 \text{ RECS/ac.} \times 2.97\text{ac.} \times \$3,171.00/\text{REC} = \$32,962.55$

Additional utility related fees are collected at the time a building permit is issued. The Utility Connection Fees are used by the City for the construction of the operational elements of the sewer and water utilities such as wastewater treatment facilities, lift stations, wells, pump houses, water towers and water treatment plants. The calculation of the Utility Connection Fees for commercial uses is based on the schedule for Residential Equivalent Connections development by Metropolitan Council Environmental Services based on water use for specific activities. The 2026 schedule for connection fees is shown below.

- Water Connection Fee:  $\$4,596.00/\text{REC}$
- Sewer Connection Fee:  $\$9,513.00/\text{REC}$

- **Stormwater.** The developer has submitted a preliminary grading plan for the proposed development of the subject site. The grading plan and all stormwater management related issues will be subject to review and approval by the City Engineer as part of a subsequent site and building plan review application. The subject property is not included within a watershed district and no stormwater impact fee is required at the time of final plat approval.
- **Easements.** Section 10-8-12 of the Subdivision Ordinance requires dedication of 10 foot wide drainage and utility easements at the perimeter of proposed lots, over stormwater management facilities, and over water utility extensions. There are existing drainage and utility easements along the north, east, and south lines of the subject property that will be vacated and replaced by new easements dedicated with the proposed plat. The proposed plat illustrates the required perimeter easements. Additional easements to be recorded by document related to sewer, water or stormwater utilities may be required as part of the site and building plan review application. All drainage and utility easements are to be subject to review and approval by the City Engineer.
- **Park Dedication.** The initial final plat of the Great River Centre of Otsego was credited as having satisfied park dedication requirements through trail improvements within the subdivision. No additional park dedication is required for approval of a final plat for the proposed preliminary plat.

**Sketch Plan.** A sketch plan illustrating development of the proposed lot has been submitted with the application for preliminary plat approval. The proposed development of the subject property includes a 9,600 square foot building for a commercial swim school and future 11,900 square foot retail commercial building.

- **Setbacks.** The following setbacks are required of the subject site based on the requirements of the GRC PUD District Design Guidelines and the B-1 District. The sketch plan complies with these requirements. Importantly, the site plan locates the proposed swim school building at the southeast corner of the lot with the parking in-line or behind the building as viewed from Parson Avenue. This site layout is encouraged by the GRC PUD District design guidelines and is consistent with the location of other commercial buildings along Parson Avenue to the north.

85 <sup>th</sup> St.	Parson Ave.	North	Parking	
			ROW	Interior
30ft.	20ft.	10ft.	15ft.	5ft.

- **Access.** The subject site abuts 85<sup>th</sup> Street, and Parson Avenue. One access is proposed to 85<sup>th</sup> Street, which meets the intersection spacing requirements established by Section 11-21-6.B of the Zoning Ordinance. There is a second access to Parson Avenue at the northeast corner of the proposed lot. This access is shared by easement with the Good Day Car Wash and aligns with the access to The Village apartments to the east.

- **Off-Street Parking.** The sketch plan illustrates 125 off-street parking spaces, six of which are disability accessible.

Section 11-21-8 of the Zoning Ordinance requires instructional class and retail uses to provide one off-street parking space for each 200 square feet of net floor area. A preliminary calculation of required parking is provided below. The number of spaces shown on the sketch plan exceeds the requirements of the Zoning Ordinance.

Use	Gross Area	Net Area	Requirement	Required Spaces
Instructional Classes	9,600sf.	8,640sf.	1 space/200sf.	44
Retail	11,900sf.	10,710sf.		54
<b>Total</b>				<b>98</b>

The dimensions of the drive aisle and parking spaces comply with Section 11-21-7.B of the Zoning Ordinance. Asphalt pavement and perimeter concrete curb is required by Sections 11-21-7.C and D of the Zoning Ordinance and is subject to review and approval of the City Engineer with application for site and building plan review.

- **Sidewalks/Trails.** There is an existing sidewalk adjacent to the north side of 85<sup>th</sup> Street abutting the subject property. There is also a public trail along the north line of the subject property that connects between Parrish Avenue (CSAH 42) and Parson Avenue.

The sketch plan illustrates construction of a sidewalk along Parson Avenue from 85<sup>th</sup> Street north to the north line of the subject property. This segment connects to the sidewalk on the west side of Parson Avenue extending to 87<sup>th</sup> Street that was constructed with Everbrook Academy.

There are connections to the sidewalks on 85<sup>th</sup> Street and Parson Avenue from the front of the swim school and retail building shown on the site plan.

- **Buildings.** No details have been provided regarding the proposed swim school building. Architectural elevations and floorplans will be required to be submitted at the time of site and building plan review for each building.
  - **Exterior Materials.** The exterior design for the proposed buildings are subject to the guidelines included in the GRC PUD District Design Guidelines booklet. The GRC PUD District Design Guidelines would encourage large window areas on all sides of the building and emphasis on the architectural details facing 85<sup>th</sup> Street and Parson Avenue. Exterior materials for each building must also comply with the exterior finish requirements established by Section 11-17-4.D.1 of the Zoning Ordinance.

- **Height.** The GRC PUD District establishes height limitations intended to preserve viewsheds of the SuperTarget store as the anchor of the Great River Centre of Otsego development. The height of buildings within the proposed lot are limited to two stories or 28 feet. Building height is measured to the deck of a flat roof or the mean height of a pitched roof as defined by Section 11-2-2 of the Zoning Ordinance.
- **Landscaping.** The sketch plan does not include proposed landscaping. A landscape plan meeting the requirements of Section 11-19-2 of the Zoning Ordinance will be required to be submitted with application for site and building plan review. In addition to the general landscape guidance provided in Section 11-19-2.B.2 of the Zoning Ordinance, the landscape plan should include:
  - Natural grasses or shrubs planted to screen the view of off-street parking area from view of 85<sup>th</sup> Street and Parson Avenue.
  - An irrigation system required by Section 5-2-3.C.2 of the City Code
- **Exterior Lighting.** The design and location of exterior lighting within the subject site must comply with Section 11-16-6 of the Zoning Ordinance. An exterior lighting plan, including photometric measurements, is to be submitted application for site and building plan review. All exterior lighting is to be subject to review and approval of the Zoning Administrator.
- **Waste Storage.** The sketch plan does not indicate locations for waste containers. Any outdoor storage of waste containers requires an enclosure subject to the requirements of Section 11-18-4.C of the Zoning Ordinance. If outdoor storage of waste containers is intended, plans for the required enclosure are to be submitted with application for site and building plan review.
- **Signs.** The sketch plan does not include details regarding any proposed signs. Signs with GRC PUD District Design Guidelines allow wall signs to be installed on all four sides of principal buildings with the area of the signs limited to 15 percent of the wall area and no individual wall sign exceeding 100 square feet. One shared freestanding sign for the proposed lot may also be considered as part of the site and building plan review application. A sign permit application is required to be submitted prior to placement of any signs upon the property and is subject to review and approval of the Zoning Administrator.

**Final Plat.** The developer must submit application for final plat in accordance with Section 10-3-3.F of the Subdivision Ordinance within one year of preliminary plat approval.

**Development Contract.** Section 10-10-4.A of the Subdivision Ordinance requires the developer to enter into a development contract at the time of final plat approval. The development contract will be combined with a Site Improvement Performance Agreement as required by Section 11-9-7 of the Zoning Ordinance for development of the lot. The development contract will ensure construction of the project as approved by the City, completion of any public improvements, establishment of required securities, and payment of applicable fees. The development contract will be drafted by the City Attorney and is subject to approval of the City Council.

**RECOMMENDATION**

The proposed preliminary plat complies with the requirements of the Subdivision Ordinance. Platting of the proposed lot will provide for development of an indoor commercial recreation use providing instructional classes that will increase available services to Otsego, as well as the surrounding area. The proposed development of the site will also provide future opportunity for increased retail spaces to accommodate other retail, service, or office uses in the area. City staff recommends approval of the preliminary plat application as outlined below.

**POSSIBLE ACTIONS**

Motion to recommend City Council **approval** of a preliminary plat for Great River Centre of Otsego Eighth Addition, subject to the following conditions:

1. Approval of the preliminary plat shall not guarantee access to sanitary sewer service. The City shall only allocate sanitary sewer capacity to approved final plats with signed development contracts to assure the City of timely development.
2. Right-of-way dedication and access to 85<sup>th</sup> Street and Parson Avenue shall be subject to review and approval of the City Engineer.
4. Lot 1, Block 1 shall comply with the following setback requirements:

85 <sup>th</sup> St.	Parson Ave.	North	Parking	
			ROW	Interior
30ft.	20ft.	10ft.	15ft.	5ft.

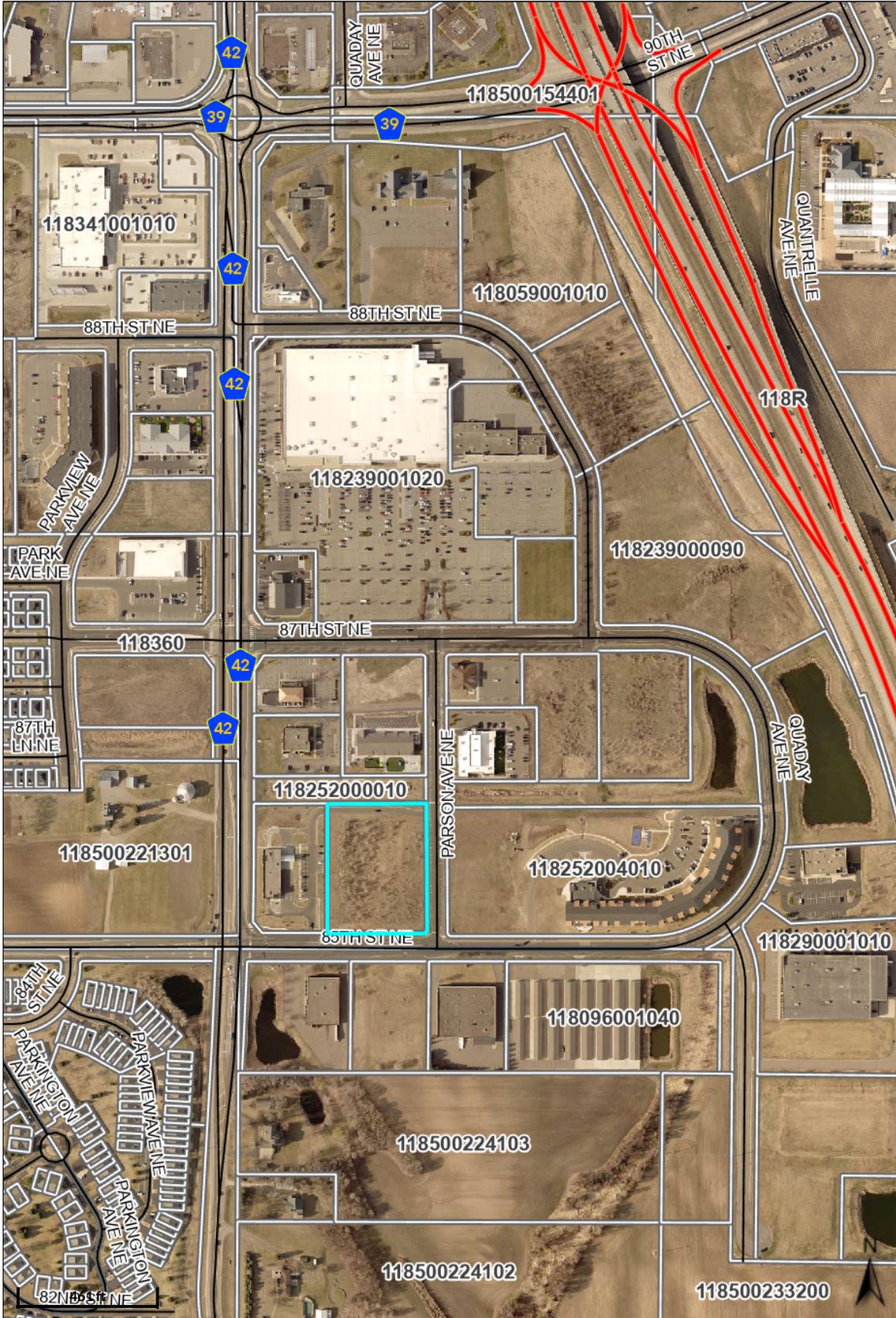
5. All utility issues shall be subject to review and approval of the City Engineer.
6. The developer shall pay Utility Availability Charges for the proposed lot at the time of final plat approval in accordance with Title 8, Chapter 1 of the City Code.
7. The developer shall pay Utility Connection Fees for construction of proposed principal uses at the time a building permit is issued, in accordance with Title 8, Chapter 1 of the City Code.

8. All grading, drainage, erosion control and stormwater management issues shall be subject to review and approval of the City Engineer.
9. All easements shall be subject to review and approval of the City Engineer.
10. Development of Lot 1, Block 1 shall require application for site and building plan review, or other zoning applications as may be required by Zoning Ordinance, as provided for by Section 11-9-3 of the Zoning Ordinance.
  - a. Access and Off-Street Parking:
    - (1) The design and construction of off-street parking areas shall comply with Section 11-21-7 of the Zoning Ordinance, subject to review and approval of the City Engineer.
    - (2) The off-street parking area shall provide for the number of spaces as required by Section 11-21-8 of the Zoning Ordinance.
  - b. The architectural design and exterior materials for any principal and accessory building(s) shall comply with the GRC PUD District Design Guidelines Booklet and Section 11-17-4.D.1 of the Zoning Ordinance.
  - c. The height of any principal and accessory building(s) shall not exceed 28 feet as defined by the Zoning Ordinance.
  - d. A landscape plan subject to review and approval of the Zoning Administrator shall be submitted outlining proposed location, type, size, and quantities of proposed plantings along with planting details meeting the requirements of Section 11-19-2 of the Zoning Ordinance, and:
    - (1) Natural grasses or shrubs planted to screen the view of off-street parking area from view of 85<sup>th</sup> Street and Parson Avenue.
    - (2) An irrigation system shall be installed as required by Section 5-2-3.C.2 of the City Code.
  - e. All exterior lighting shall comply with Section 11-16-6 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  - f. All signs shall comply with the GRC PUD District Design Guidelines booklet and Chapter 37 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.

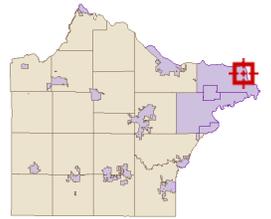
- g. Any outdoor storage of waste containers shall require an enclosure that complies with the provisions of Section 11-18-4.C of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
  
- 11. The developer shall enter into a development contract as required by Section 10-10-4.A of the Subdivision Ordinance at the time of final plat approval and Section 11-9-7 of the Zoning Ordinance related to site and building plan review approval, subject to review by the City Attorney and approval of the City Council.
  
- 12. A final plat shall be approved within one year of City Council approval or the preliminary plat shall be deemed void.
  
- c. Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Ron Wagner, City Engineer  
David Kendall, City Attorney

# Foss Swim School

## Site Location



### Overview



### Legend

#### Highways

- Interstate
- State Highway
- US Highway
- Roads

#### City/Township Limits

- c
- t
- Parcels
- Torrens















**FOSS SWIM SCHOOL**  
8th Street NE  
Canton, MI



**R3**  
CONSULTING ENGINEERS, LLC  
200 WASHINGTON BLVD. SUITE 200  
CANTON, MI 48806  
CLIFFORD@R3ENGINEERS.COM  
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**ERA**  
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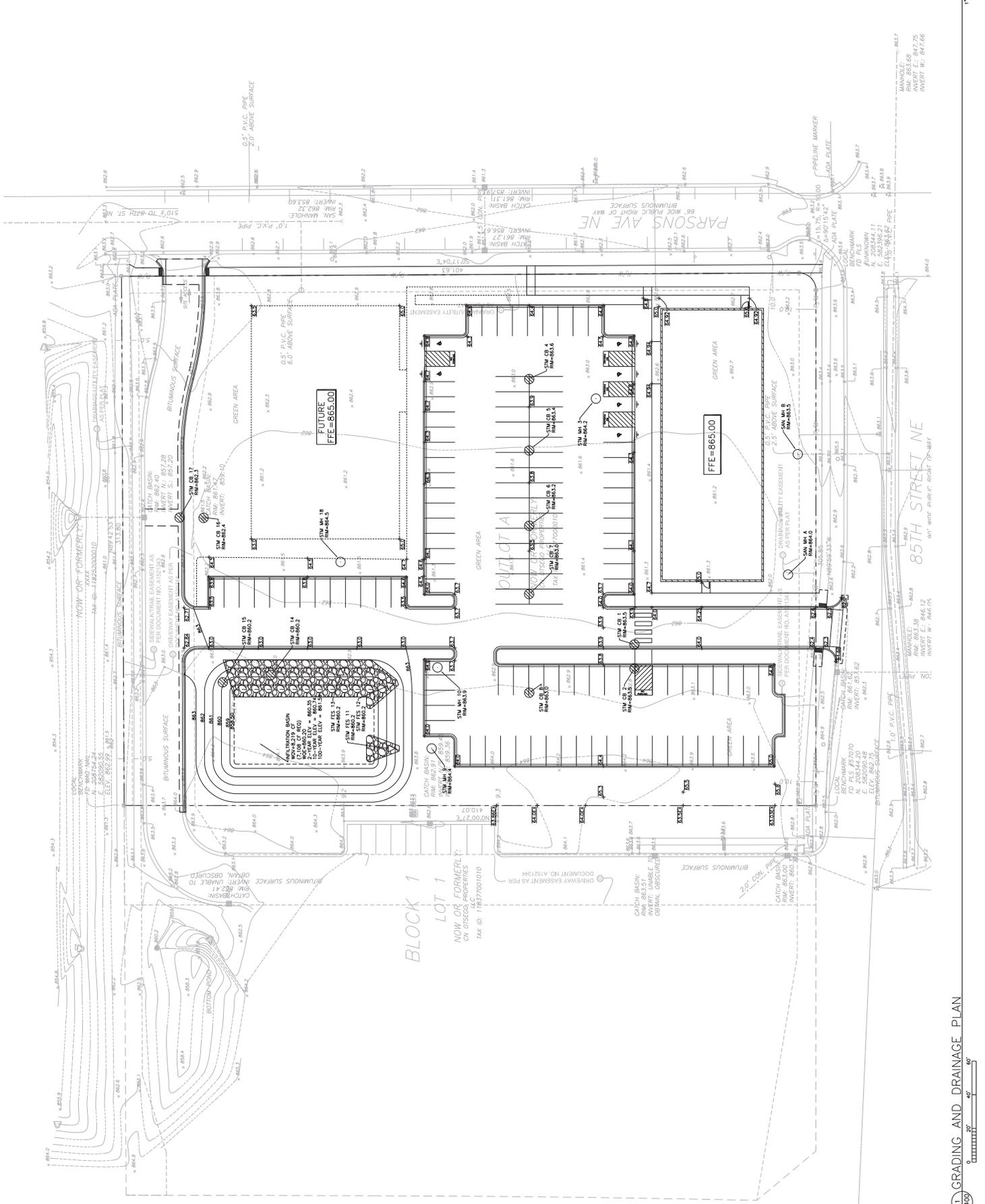
**PIERCE PINI & ASSOCIATES**  
9298 CENTRAL AVENUE NE  
SUITE 312  
BENTON HARBOR, MI 48027  
TEL: 768.537.1311

**CITY SUBMITTAL**  
NO. \_\_\_\_\_ DATE \_\_\_\_\_

Scale: 1" = 40'  
Date: 10/20/2020  
Drawing: 15/GRADING

**GRADING AND DRAINAGE PLAN**

**C400**  
© 2020 PIERCE PINI & ASSOCIATES, INC.



**GRADING AND DRAINAGE PLAN**  
1" = 40'  
0' 10' 20' 30' 40' 50' 60'

1" = 40'



**FOSS SWIM SCHOOL**  
8th STREET  
GROTON, CT



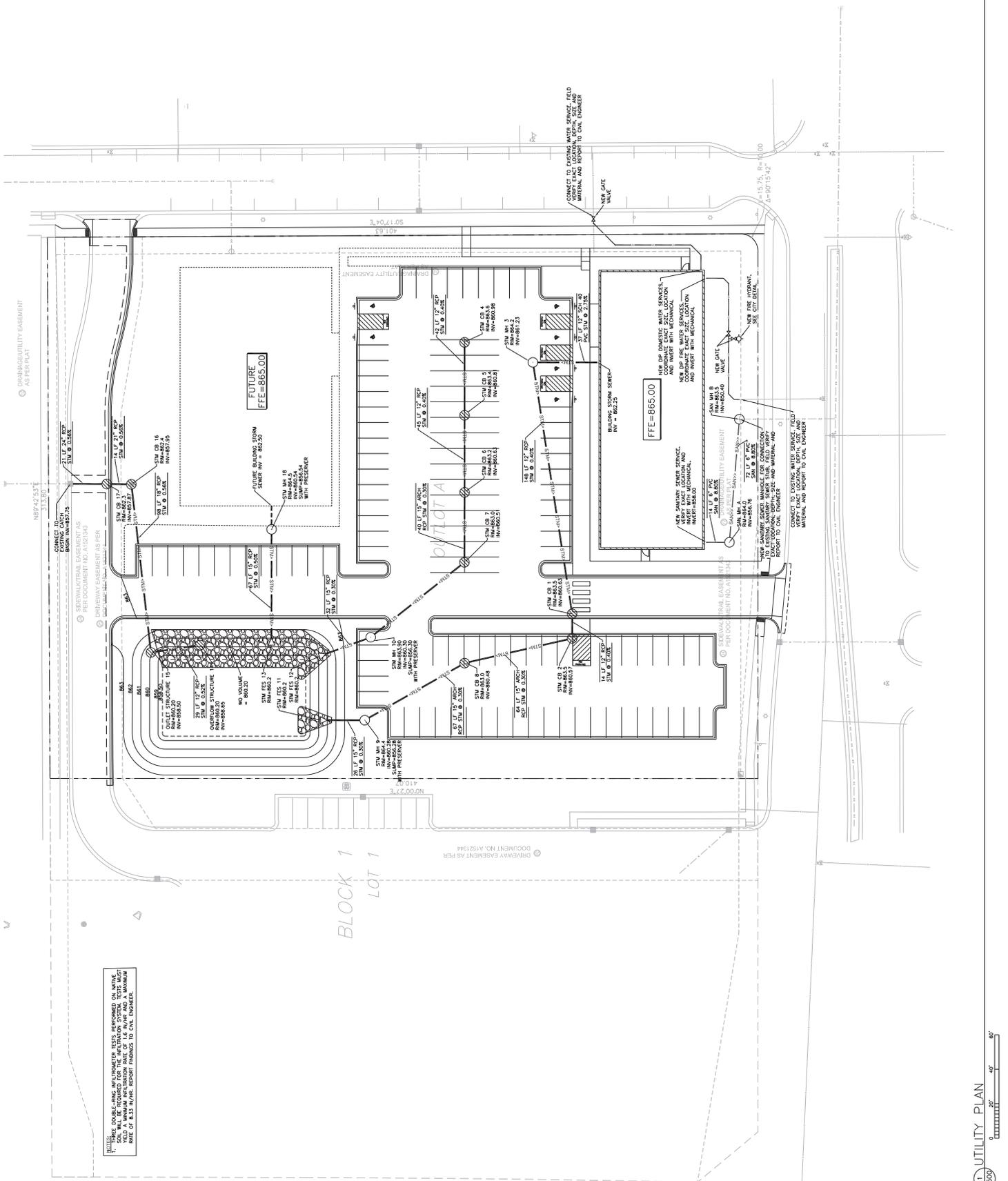
**PIERCE PINI & ASSOCIATES**  
STRUCTURAL ENGINEERING  
9298 CENTRAL AVENUE NE  
SUITE 312  
BLAINE, MN 55425  
TEL: 763.537.1311

**CITY SUBMITTAL**  
DATE

Project Number	2024
Date	10/24/2024
Drawn By	JSP
Checked By	
Discipline	MEP

**UTILITY PLAN**

**C500**  
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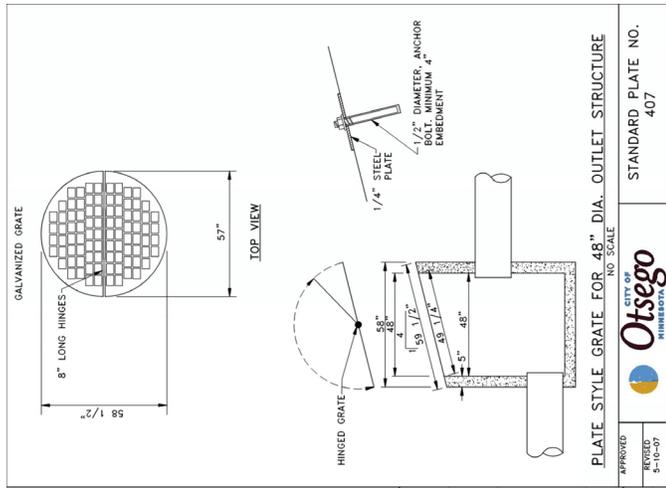


NOTES:  
1. THREE DOUBLE-BLINDING INFILTRATION TESTS PERFORMED ON MAINLINE SEWER LINES REVEALED A MINIMUM INFILTRATION RATE OF 1.0 IN/HR AND A MAXIMUM RATE OF 8.33 IN/HR. REPORT FORWARDED TO CIVIL ENGINEER.

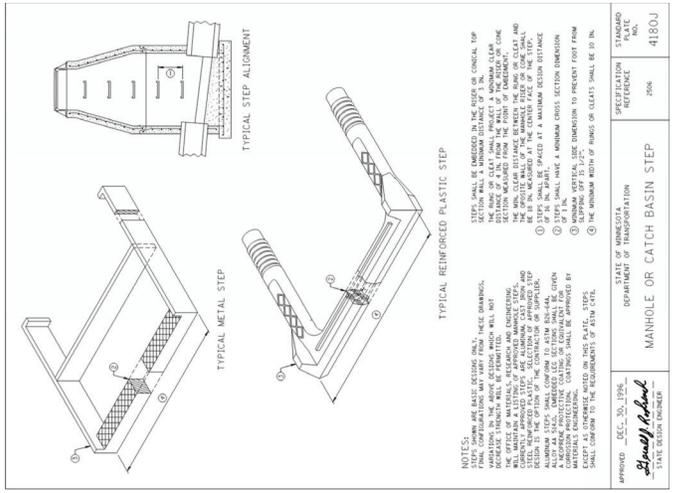




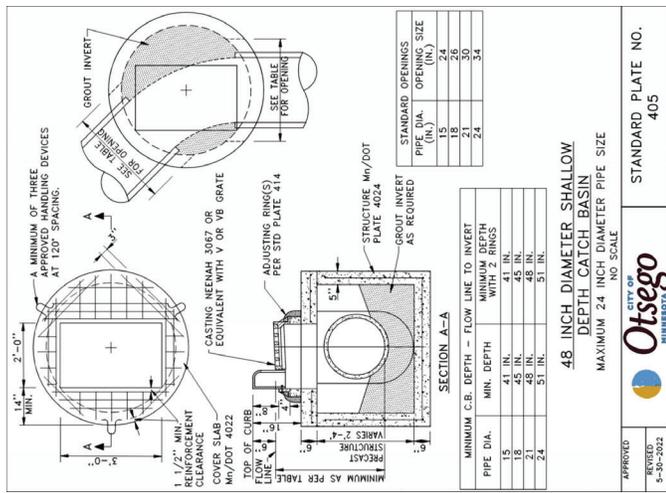




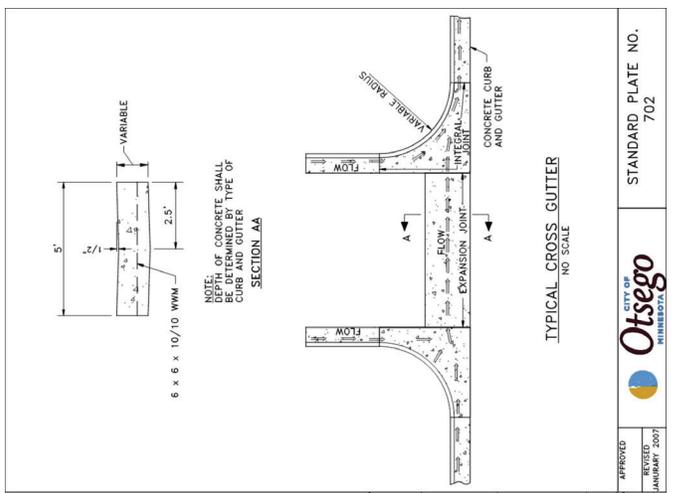
**Otsego**  
CITY OF OTSEGO, MINNESOTA



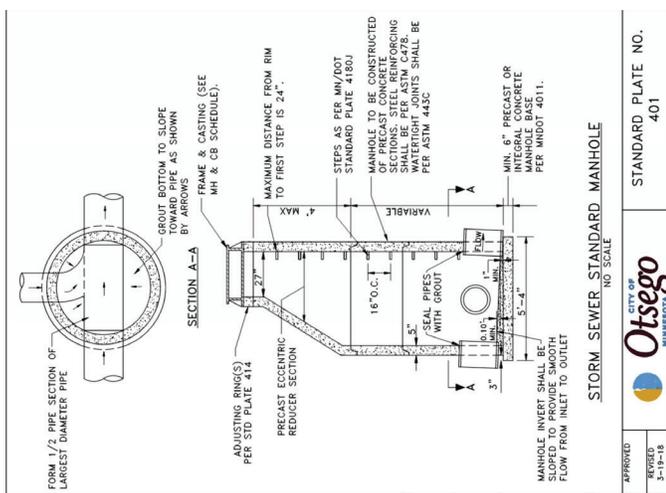
**Otsego**  
CITY OF OTSEGO, MINNESOTA



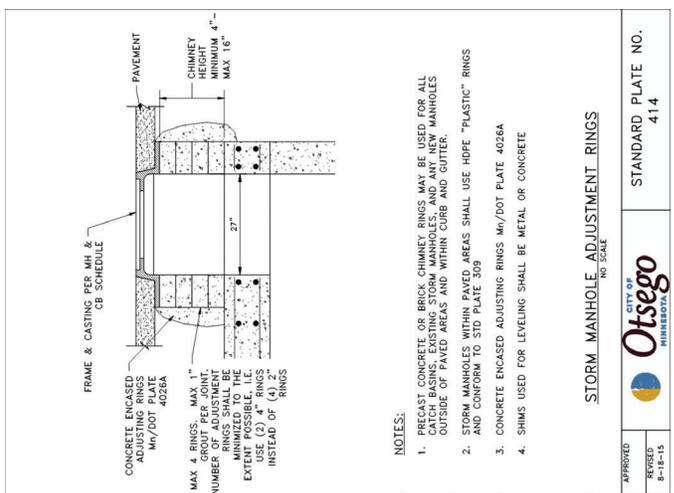
**Otsego**  
CITY OF OTSEGO, MINNESOTA



**Otsego**  
CITY OF OTSEGO, MINNESOTA



**Otsego**  
CITY OF OTSEGO, MINNESOTA



**Otsego**  
CITY OF OTSEGO, MINNESOTA



**ENGINEERING REVIEW**  
**Commercial Subdivision**  
**Site Plan**  
**for the City of Otsego**  
**by**  
**Hakanson Anderson**

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**Submitted to:** Honorable Mayor and City Council

**cc:** Adam Flaherty, City Administrator/Finance Director  
Audra Etzel, City Clerk  
Dan Licht, City Planner  
Dave Kendall, City Attorney

**Reviewed by:** Ronald J. Wagner, P.E.

**Date:** 12/22/2025

**Proposed Development:** FOSS Swim School

**Development Location:** PID # 118377000010. A portion of Section 22, T121, R23, Q1-4. The site is bounded by GoodDay Express Car Wash to the west, a city storm pond to the north, Parson Avenue NE to the east and 85th Street NE to the south.

**Applicant:** Duane Boris

**Developer:** FOSS Swim School  
10050 Crosstown Circle Suite 650  
Eden Prairie, MN 55344

**Owners of Record:** Nate Pierson  
CN Otsego Properties LLC  
682 55<sup>th</sup> ST NE  
Buffalo, MN 55313

**Purpose:** This is a proposed development including commercial space on approximately 2.97± acres in the City of Otsego, Wright County, Minnesota. The proposed development will be served with municipal water, sanitary sewer, storm sewer, and public streets typical of an urban setting.

**Jurisdictional Agencies:** City of Otsego, Minnesota Department of Natural Resources, Minnesota Pollution Control Agency, Wright Soil and Water Conservation District.  
**(but not limited to)**

**Permits Required:** NPDES, Minnesota Department of Health (water), and Minnesota Pollution Control Agency (sanitary sewer).  
**(but not limited to)**

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## **SITE DEVELOPMENT PLANS**

### **COVER SHEET**

1. City of Otsego public utilities contact shall be Kurt Neidermeier.

### **EXISTING CONDITIONS SURVEY**

2. Show location, names, width of existing streets, building, etc. within 150' of the project boundary.
3. Show size and elevation for all existing utilities within 150' of the project boundary.
4. Adjoining unsubdivided or subdivided land shall be identified by name and ownership within 150' of the project boundary.
5. Locations and results of soil borings, percolation tests, etc.

### **GENERAL NOTES**

6. No comments.

### **SITE DEMOLITION & EROSION CONTROL**

7. No comments.

### **EROSION AND SEDIMENT CONTROL DETAILS**

8. No comments.

### **SITE DIMENSION PLAN**

9. No comments.

### **SITE DETAILS**

10. No comments.

### **GRADING AND DRAINAGE PLAN**

11. Concrete Band (Ribbon Curb) is not allowed. Replace with surmountable standard plate #704, #705 or B6 curb standard Plate #7100H.
12. A catch basin will need to be added and regrade curb for water to flow to the CB west of future building site.

## **STORM SEWER PLAN**

13. What is the reason for STM MH 3 not connecting to STM CB 4?
14. Can the overflow structure (STM CB 14) and Outlet Structure 15 (OCS) be combined?
15. The use of RIP RAP is not used around FES. See city detail Standard Plate #500 & 500a.

## **GRADING DETAILS**

16. No comments.

## **UTILITY PLAN**

17. Plans will be reviewed by city utility manager to ensure proper infrastructure and floatable, oil, and grease capture tank and standard operation procedure are in place.
18. Indicate 6" SDR 26 for sanitary connection.
19. Indicate removal of old 6" valve and addition of new 6" valve for domestic water service connection on Parson Ave.
20. Indicate 6" CL 52 DIP WM to be used for connection to existing water stub for fire service.
21. Connect to existing stub for fire service with new 6" valve for testing purposes.

## **UTILITY DETAILS**

22. Use City of Otsego Standard Plate Details as noted on detail sheet.

## **OTHER CONSIDERATIONS**

23. Provide a traffic control plan for shoulder closure as it relates to 85<sup>th</sup> Street ingress/egress and existing private street to the north.
24. Provide storm water profiles.
25. Provide Geotechnical Report.

## **SUMMARY AND/OR RECOMMENDATION**

Resubmit for review and approval.



3601 Thurston Avenue  
Anoka, MN 55303  
763.231.5840  
TPC@PlanningCo.com

## MEMORANDUM

TO: Otsego Planning Commission

FROM: D. Daniel Licht

DATE: 14 January 2026

RE: Otsego – Zoning Ordinance; Accessory Buildings/Fences

TPC FILE: 101.01

## BACKGROUND

City staff is initiating discussions with the Planning Commission as to possible amendments of the Zoning Ordinance provisions regulating accessory buildings and fences. The purpose of the amendments is to provide clarity to the regulations so that they are easier to understand and apply. Making zoning regulations has become more important with the availability of the City Code on the internet accessible to residents. Technical provisions of the Zoning Ordinance can often require more explanation as to the purpose, intent, and application of the regulations.

### Exhibits:

- Draft ordinance

## ANALYSIS

**Accessory Buildings.** The following changes are proposed for the regulation of accessory buildings for single and two family dwellings:

- Relocate provisions regulating building location within front yard to the section addressing setbacks.
- Repeal provisions governing the area of detached accessory buildings as a percentage of lot area. This limit is generally addressed by establishment of maximum allowed area for all detached accessory buildings based on lot area already included in the Zoning Ordinance.
- Revise the section with regulations on location and setbacks to address front yards and simplify the provisions in table format.

- Eliminate the limits for detached accessory structures as a percentage of the area of a principal building. This limit is again addressed by establishment of maximum allowed area for all detached accessory buildings based on lot area already included in the Zoning Ordinance. Furthermore, the ability to have a detached accessory building or buildings with more floor area than that of the house isn't necessarily uncharacteristic of large lot or rural single family properties.
- The Zoning Ordinance was amended to allow for residential uses within the A-2, Agriculture Long Range Urban Service District on lots 10 acres in area or larger. The table establishing area limits for accessory buildings within the A-1 and A-2 District is proposed to be amended to change the allowance for lots larger than 10 acres from 6,000 square feet to two percent of the area of the lot or parcel allowing for a continuation of the sliding scale based on the area of the property. It is also proposed to remove the limit on the number of detached accessory structures for parcels greater than 10 acres in area.

**Fences.** The existing provisions for fence location, residential fences, and commercial and industrial fences are proposed to be amended as follows:

- The provisions regarding location of fences are expanded to specifically prohibit encroachment onto public rights-of-way. The provisions regarding locating fences upon drainage and utility easements are revised to clearly indicate that such fences are prohibited unless it is determined by the City that the fence will not for any reason interfere with its rights to use of the easement area.
- Provisions for residential fences are revised to make the language easier to comprehend especially as applied to the allowance of fences in yards abutting public streets. Fences along local streets are subject to the same limits as front yards with a maximum height of four feet and must be at least 75 percent open. Side or rear yard fences along major collector and arterial streets are allowed to be up to six feet in height and may be solid for screening purposes.

## **CONCLUSION**

The Planning Commission will review the proposed Zoning Ordinance amendments at its meeting on 20 January 2026. City staff is looking for direction from this discussion as to any changes to the proposed language or whether to proceed forward with a public hearing to formally consider the amendment and make recommendations to the City Council.

- c. Adam Flaherty, City Administrator/Finance Director  
 Audra Etzel, City Clerk  
 Ron Wagner, City Engineer  
 David Kendall, City Attorney

ORDINANCE NO.: 2026-XX

CITY OF OTSEGO  
COUNTY OF WRIGHT, MINNESOTA

AN ORDINANCE AMENDING THE ZONING ORDINANCE REGARDING ACCESSORY BUILDINGS AND FENCES.

THE CITY COUNCIL OF THE CITY OF OTSEGO DOES HEREBY ORDAIN:

**Section 1.** Section 11-18-2.C.1 and 2 of the Zoning Ordinance (Accessory Uses and Buildings – Single and Two Family Dwellings) is hereby repealed in its entirety with subsequent sections renumbered accordingly.

~~1. Front Yard:~~

~~a. No accessory use, building, structure, or equipment shall be allowed within a required front yard.~~

~~b. No accessory building may be placed within a front yard within the R-C, R-4A, R-4, R-5, R-6, and R-7 Districts except for an attached garage.~~

~~2. No accessory building, structure, and/or detached garage for a single-family dwelling shall occupy more than ten percent (10%) of the area of the required rear yard in the A-1, A-2, R-C, R-1, R-2 and R-3 Zoning Districts or not more than twenty five percent (25%) of the area of the required rear yard in the R-4A, R-4, R-5, R-6, and R-7 Zoning Districts.~~

**Section 2.** Section 11-18-2.C.3 of the Zoning Ordinance (Accessory Uses and Buildings – Single and Two Family Dwellings) is hereby amended to read as follows:

3. Setbacks and encroachments:

a. Attached accessory structures shall conform to principal building setbacks required for the zoning district in which the structure is located.

b. Detached Accessory Structures: ~~may encroach into required side or rear yard setbacks when located in the rear yard of the lot, but shall not encroach into the required setback for a yard abutting a public street of a corner lot:~~

~~(1) Detached accessory structures not exceeding two hundred (200) square feet in gross floor area shall be set back at least five feet (5') from side or rear lot lines abutting other lots or ten feet (10') from a rear lot line abutting a public right-of-way in the case of a through lot.~~

~~(2) Detached accessory structures with a gross floor area larger than two hundred (200) square feet shall be set back at least ten feet (10') from side or rear lot lines abutting other lots or twenty feet (20') from a rear lot line abutting a public right-of-way in the case of a through lot.~~

~~c. No accessory structure shall be located within a required buffer yard, drainage and utility easement or public right-of-way.~~

(1) Front Yards:

(a) No detached accessory use, building, structure, or equipment shall be allowed within a required front yard.

(b) No accessory building may be placed within a front yard within the R-C, R-4A, R-4, R-5, R-6, and R-7 Districts except for an attached garage.

(2) Side or Rear Yards:

<u>Area</u>	<u>Lot Line</u>	<u>Minimum Setback</u>
<u>200sf. or less</u>	<u>Interior</u>	<u>5ft.</u>
	<u>Abutting public right-of-way</u>	<u>10ft.</u>
<u>Greater than 200sf.</u>	<u>Interior</u>	<u>10ft.</u>
	<u>A public right-of-way</u>	<u>20ft.</u>

**Section 3.** Section 11-18-2.C.5 of the Zoning Ordinance (Accessory Uses and Buildings – Single and Two Family Dwellings) is hereby amended to read as follows:

5. Detached accessory buildings and structures within the A-1 and A-2 Districts:

a. The total floor area allowed for all detached accessory structures shall be as follows:

<b>Lot Area (Acres)</b>	<b>Maximum Total Floor Area Of All Detached Accessory Structures (Square Feet)</b>
1.00 or <del>smaller</del> <u>less</u>	1,080
1.01 to 2.00	1,500
2.01 to 3.00	2,000
3.01 to 4.00	2,500
4.01 to 5.00	3,000

5.01 to 6.00	3,500
6.01 to 7.00	4,000
7.01 to 8.00	4,500
8.01 to 9.00	5,000
9.01 to 10.00	5,500
<del>10.01 and larger</del> <u>Greater than 10.00</u>	2% of lot/parcel

~~b. For parcels located within the sewer service district or long range urban service area or those parcels with an area of five (5) acres or less, the total floor area of all accessory structures shall not exceed two hundred percent (200%) of the gross floor area of the principal structure, or shall not exceed the maximum combined accessory area allowed based upon lot size, as outlined in this chapter, whichever is the least.~~

~~eb. There is to be no more than two (2) detached private garages or accessory structures for each single-family dwelling upon lots and parcels that are ten (10) acres in area or less.~~

**Section 4.** Section 11-18-2.C.6.b of the Zoning Ordinance (Accessory Uses and Buildings – Single and Two Family Dwellings) is hereby repealed and subsequent sections renumbered accordingly.

~~b. The total floor area of all accessory structures shall not exceed two hundred percent (200%) of the gross floor area of the principal structure, or shall not exceed the maximum combined accessory area allowed based upon lot size as outlined in this chapter, whichever is the least.~~

**Section 5.** Section 11-19-4.C of the Zoning Ordinance (Landscaping, Screening and Fences) is hereby amended to read as follows:

C. Location:

~~1. All boundary line fences shall be located entirely within the private property of the person, firm, or corporation constructing or causing the construction of such fence.~~

~~2. The owners of the property on which a fence exists or is proposed to be constructed is responsible for verifying their property lines by:~~

~~1a. Locating their property lines; or~~

~~2b. If the property lines cannot be located:~~

~~a(1) The Zoning Administrator may require the owner of property upon which a fence now exists, or may require any property owner proposing to~~

construct a fence, to establish the boundary lines of the property by a survey thereof to be made by a registered land surveyor; or

b(2) The owner of property upon which a fence now exists, or the property owner on which the fence is to be constructed and the owner(s) of the adjoining properties, enter into an agreement regarding the location of the fence to be recorded with the titles of the respective properties, subject to approval of an administrative permit.

3. Fences shall not be placed on or extend into public rights-of-way or onto public property.

4. Placement of fences within drainage and utility easements shall be prohibited, unless:

a. The City Engineer, at their discretion, determines that the fence location and design will not interfere with the City's purpose and use of the easement, including unrestricted access necessary to maintain or service stormwater, sewer, or water facilities and equipment.

b. The City Engineer may require modification to the location of the fence or its design in allowing an encroachment to ensure the City has full use and access to the drainage and utility easement.

c. The fence, or a portion thereof, may be removed at any time by the City for the purpose of utilizing or accessing the drainage and utility easement; the property owner shall be responsible for any costs incurred by the City for removal of the fence and the City shall not be responsible to replace or otherwise compensate the property owner for the fence removal.

d. The property owner shall execute an encroachment agreement approved by the City Attorney that is to be recorded by the City at Wright County with the title of the property.

5. Fences located within a yard abutting a public right-of-way shall maintain the traffic visibility requirements of section 11-16-4 of this title.

**Section 6.** Section 11-19-4.F of the Zoning Ordinance (Landscaping, Screening and Fences - Fences) is hereby repealed with subsequent sections renumbered accordingly.

~~F. Drainage And Utility Easements:~~

~~1. The fence and its design is subject to the approval of the City Engineer.~~

~~2. The fence or a portion thereof may be removed at any time for the purpose of utilizing the easement, and such action shall be at the property owner's expense.~~

~~3. The property owner shall execute an acknowledgement of the easement encroachment that is to be recorded by the City at Wright County with the title of the property.~~

**Section 7.** Section 11-19-4.G of the Zoning Ordinance (Landscaping, Screening and Fences - Fences) is hereby amended to read as follows:

G. Residential District Fences:

1. ~~Alongside Property Lines: Except in the case of a side yard on a corner lot which abuts a street, fences alongside property lines shall not be more than six feet (6') in height for the distance commencing from a point on such side property line located along the rear lot line and proceeding thence along such side property line to a point thereon which would be intersected by the front wall line of the existing principal structure on the lot.~~
2. ~~Rear Property Lines: Fences along or paralleling any rear property line which is also the rear property line of an abutting lot shall not exceed six feet (6') in height.~~
3. ~~Rear Property Line/Abutting Side Line: Except in the case of a side yard on a corner lot which abuts a street, fences along a rear property line which line constitutes the side lot line of an abutting lot shall not exceed six feet (6') in height.~~
4. ~~Screening Provisions: The required screening provisions for residential districts shall supersede, where applicable, the provisions of this subsection.~~
5. ~~Required Front Yards And Side Yards Of Corner Lots:~~
  - a. ~~Fences extending across required front yards or a required side yard that abuts a street on a corner lot shall not exceed forty eight inches (48") in height and shall be at least seventy five percent (75%) open space for the passage of air and light, except as provided in subsection G5b of this section.~~
  - b. ~~A fence with a height greater than forty eight inches (48") and/or less than seventy five percent (75%) open space may be constructed within the required rear yards and side yard of a corner lot abutting a collector or arterial street; provided, that:~~
    - (1) ~~The fence does not exceed six feet (6') in height.~~
    - (2) ~~The fence is set back ten feet (10') from the lot line abutting a collector or arterial street right-of-way.~~
    - (3) ~~For interior lots, a gate or other opening is to be provided in the fence to allow for maintenance of the street side boulevard.~~
    - (4) ~~The fence along a side lot line abutting a collector or arterial street right-of-way shall not extend into a required front yard and be no closer to the front lot line than a point intersecting the front line of the principal building.~~
    - (5) ~~On lots where no buffer yard has been established pursuant to subsection 11-19-3B of this chapter, the yard on the street side of the fence shall be~~

grass and landscaped with plant materials that will grow to the height of the fence, subject to the following standards:

(A) — Plant material centers shall not be located closer than three feet (3') from the fence line or property line, and shall not conflict with public plantings, sidewalks, trails, etc.

(B) — Deciduous shrubs shall not be planted more than four feet (4') on center, and/or evergreen shrubs shall not be planted more than three feet (3') on center.

(C) — Deciduous trees shall be planted not more than forty feet (40') apart. Evergreen trees shall be planted not more than fifteen feet (15') apart.

c. — All fences located within any required yard abutting a public right-of-way shall maintain the traffic visibility requirements of section 11-16-4 of this title.

1. Height: The maximum height of a fence shall be six feet (6') except as may be allowed by this section.

2. Yards Abutting Public Rights-of-Way:

a. All yards abutting local streets:

(1) Maximum Height: Four feet (4')

(2) Minimum Open Space: Seventy five (75%) percent

b. Side or rear yards abutting major collector or arterial streets:

(1) Maximum Height: Six feet (6')

(2) Minimum Open Space: None

(3) Minimum Setback: Ten feet (10')

(4) For interior through lots, a gate or other opening is to be provided in the fence to allow for maintenance of the street side boulevard.

(5) The yard on the street side of the fence abutting a major collector street shall be grass and landscaped with plant materials, subject to the following standards:

(A) Plant material centers shall not be located closer than three feet (3') from the fence line or property line, and shall not conflict with public plantings, sidewalks, trails, etc.

(B) Deciduous shrubs shall not be planted more than four feet (4') on center, and/or evergreen shrubs shall not be planted more than three feet (3') on center.

(C) Deciduous trees shall be planted not more than forty feet (40') apart. Evergreen trees shall be planted not more than fifteen feet (15') apart.

**Section 8.** Section 11-19-4.H of the Zoning Ordinance (Landscaping, Screening and Fences - Fences) is hereby amended to read as follows:

H. Commercial And Industrial District Fences:

1. Fences On Corner Lot: Fences extending across a required front yard or a required side yard ~~which abuts a street on a corner lot~~ abutting a public right-of-way shall be at least seventy five percent (75%) open for the passage of air and light and shall maintain the traffic visibility requirements of section 11-16-4 of this title.
2. Height: Fences may be erected up to eight feet (8') in height. ~~Fences in excess of eight feet (8') shall require,~~ except as may be approved with an interim use permit.
3. Construction:
  - a. Fences shall be constructed of non-wood maintenance free materials such as vinyl, stone, brick, split face block, textured or architectural concrete panels, synthetic or composite products, or similar materials as approved by the Zoning Administrator.
  - b. Except for fences accessory to essential services, chain link fences within commercial districts shall be coated with integral color vinyl and shall not include vinyl, plastic or metal slats within the fence.
  - c. The location of gates across driveways accessing the site shall be set back a sufficient distance so as not to cause congestion in the public street.
  - d. Fences which are primarily erected as a security measure may have arms projecting into the applicant's property on which barbed wire can be fastened commencing at a point at least seven feet (7') above the ground.
4. ~~Screening Provisions: The screening provisions for commercial and industrial districts shall supersede, where applicable, the provisions of this subsection.~~

**Section 9.** Section 11-19-4.J of the Zoning Ordinance (Landscaping, Screening and Fences - Fences) is hereby amended to read as follows:

J. Screening Provisions: The screening provisions required by Section 11-19-3 of this title shall supersede, where applicable, the provisions of this section.

**Section 10.** This Ordinance shall become effective immediately upon its passage and publication.

(Remainder of page intentionally blank – signature page to follow)

**ADOPTED** by the Otsego City Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

**MOTION BY:**  
**SECONDED BY:**  
**IN FAVOR:**  
**OPPOSED:**

**CITY OF OTSEGO**

\_\_\_\_\_  
Jessica L. Stockamp, Mayor

ATTEST:

\_\_\_\_\_  
Audra Etzel, City Clerk