



**Planning Commission Work Session  
Tuesday, February 17, 2026 at 6:00 PM  
City Council Chambers**

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**AGENDA**

- 1. Call to Order**
- 2. Items for Discussion**
  - A. 2026 Planning Commissioner Guide
- 3. Routine Business**
- 4. Future Discussion**
  - A. 2026 Work Plan
- 5. Adjournment**

Please contact the Departments of Community & Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.

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Si aad u codsato dukumeentigan oo ku qoran luqad kale, fadlan e-mail u soo dir oo ku soo lifaaq dukumiintiga [accessibility@faribault.org](mailto:accessibility@faribault.org).



## Planning Commission Work Session Memorandum

**TO:** Planning Commission  
**THROUGH:** David Wanberg, CED Director  
**FROM:** Harry Davis, City Planning Manager  
**MEETING DATE:** February 17, 2026  
**SUBJECT:** 2026 Planning Commissioner Guide

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### **Background:**

To help set a foundation of knowledge for all new and existing Planning Commissioners, staff produced the attached PowerPoint that summarizes some general information about planning, Faribault's development codes, and how to operate meetings.

### **Attachments:**

1. Faribault Planning Commissioner Guide Presentation



# 2026 Annual Meeting Planning Commissioner Guide

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**PLANNING COMMISSION WS**  
**FEBRUARY 2, 2026**



# Outline

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- Planning & Faribault
- Planning Commission Responsibilities
- Comprehensive Plan
- UDO
- Meeting Agenda and Documents
- Meeting Process and Public Hearing
- Findings of Fact



# Planning & Faribault

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## Why Plan?

- Community planning is the ongoing attempt to guide future development and redevelopment to promote the public health, safety, and welfare
- Change will happen
  - What does that look like?
  - Where does it go?
  - How do we encourage/discourage development in certain areas?



# Planning & Faribault

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## Does Faribault Have Authority to Plan?

- Euclid v Ambler (1926), US Supreme Court
- Minnesota Statutes Section 462.353
  - In summary, state encourages and allows cities to adopt comprehensive plans and establish a Planning Commission
  - State also establishes:
    - 60-day rule for reviewing complete applications
    - “practical difficulty” and findings for variances
- City Council establishes and regulates the Planning Commission via Chapter 20 of City Code
  - Sets number of members, responsibilities, etc.



# Planning Commission Responsibilities

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## What DOES it Do?

- Reviews and makes recommendations on developments, rezonings, subdivisions, and permits
  - Recommendations include findings of fact for Council
- Hold public hearings on everything from developments to code updates
- May adopt a work plan that supports creating or implementing a comprehensive plan to City Council



# Planning Commission Responsibilities

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## What DOESN'T it Do?

- Make decisions for political expediency
- Make decisions based on neighbor feedback or whomever is loudest in the room
- Adopt findings that are based on subjectiveness and hearsay
- Function as the Board of Adjustment (that's City Council)
- Set policy (but can recommend!)



# Comprehensive Plan

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## What is it?

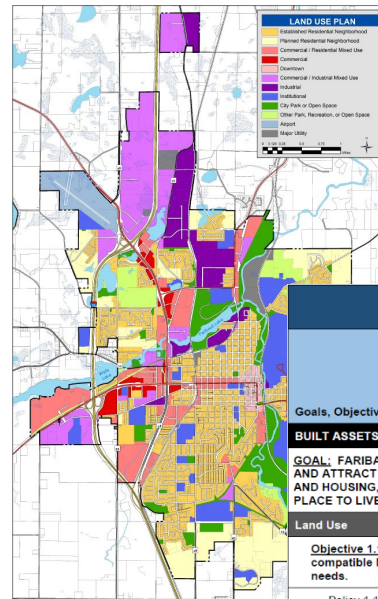
- Document guiding development for the next ~20 years
- Includes goals and objectives
- Justifies land use and development decisions



# Comprehensive Plan

## Journey to 2040

1. Introduction
2. Community Profile
3. Built Assets
4. Economic Assets
5. Social Assets
6. Natural Assets
7. Strategic Development Areas
8. Implementation



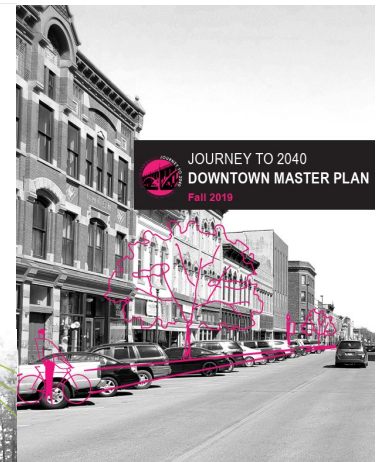
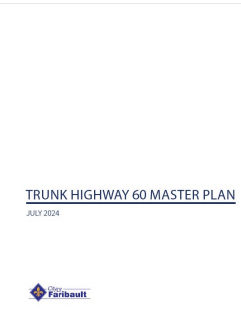
RELATIONSHIP OF GOALS, OBJECTIVES, AND POLICIES TO COMMUNITY GUIDING PRINCIPLES AND VALUES					
Goals, Objectives, Policies	Sense of Community	Sense of Place	Opportunities	Creative Change	Excellence
<b>BUILT ASSETS</b>					
<b>GOAL:</b> FARIBAULT'S INVESTMENTS IN ITS BUILT ASSETS RETAIN AND ATTRACT QUALITY BUSINESSES, INDUSTRIES, INSTITUTIONS, AND HOUSING, ENSURING THAT FARIBAULT IS AN OUTSTANDING PLACE TO LIVE, WORK, AND PLAY.					
<b>Land Use</b>					
<b>Objective 1.1:</b> Guide land to provide an appropriate mix of compatible land use that meets the City's current and anticipated needs.					
<b>Policy 1.1.A:</b> Guide and regulate land to respond to social and market demands, respect significant natural and cultural assets, and support the efficient use of infrastructure.	VS	VS	S	M	M
<b>Policy 1.1.B:</b> Seek first to strengthen existing development and guide new development in areas currently served by existing infrastructure, but where appropriate, allow logical and strategic staged growth in undeveloped areas if it is in the City's best interest.	M	VS	S	M	M
<b>Policy 1.1.C:</b> Encourage the development of complete neighborhoods where all people have reasonable, safe, and convenient access to healthy food, goods, parks, social offerings, and services.	VS	S	S	VS	VS
<b>Policy 1.1.D:</b> Identify and implement opportunities to maximize synergies and minimize conflicts between land uses.	M	M	VS	VS	VS
<b>Policy 1.1.E:</b> Coordinate with neighboring and overlapping jurisdictions on land use issues and opportunities in the region.	VS	M	VS	S	M



# Comprehensive Plan

## Other Plans

- TH 60 Master Plan
- Downtown Master Plan
- Parks, Trails, Open Space Plan
- Strategic Plan
- Energy Action Plan
- Capital Improvement Plan
- I-35/CR 9 Interchange
- Etc ...



# UDO

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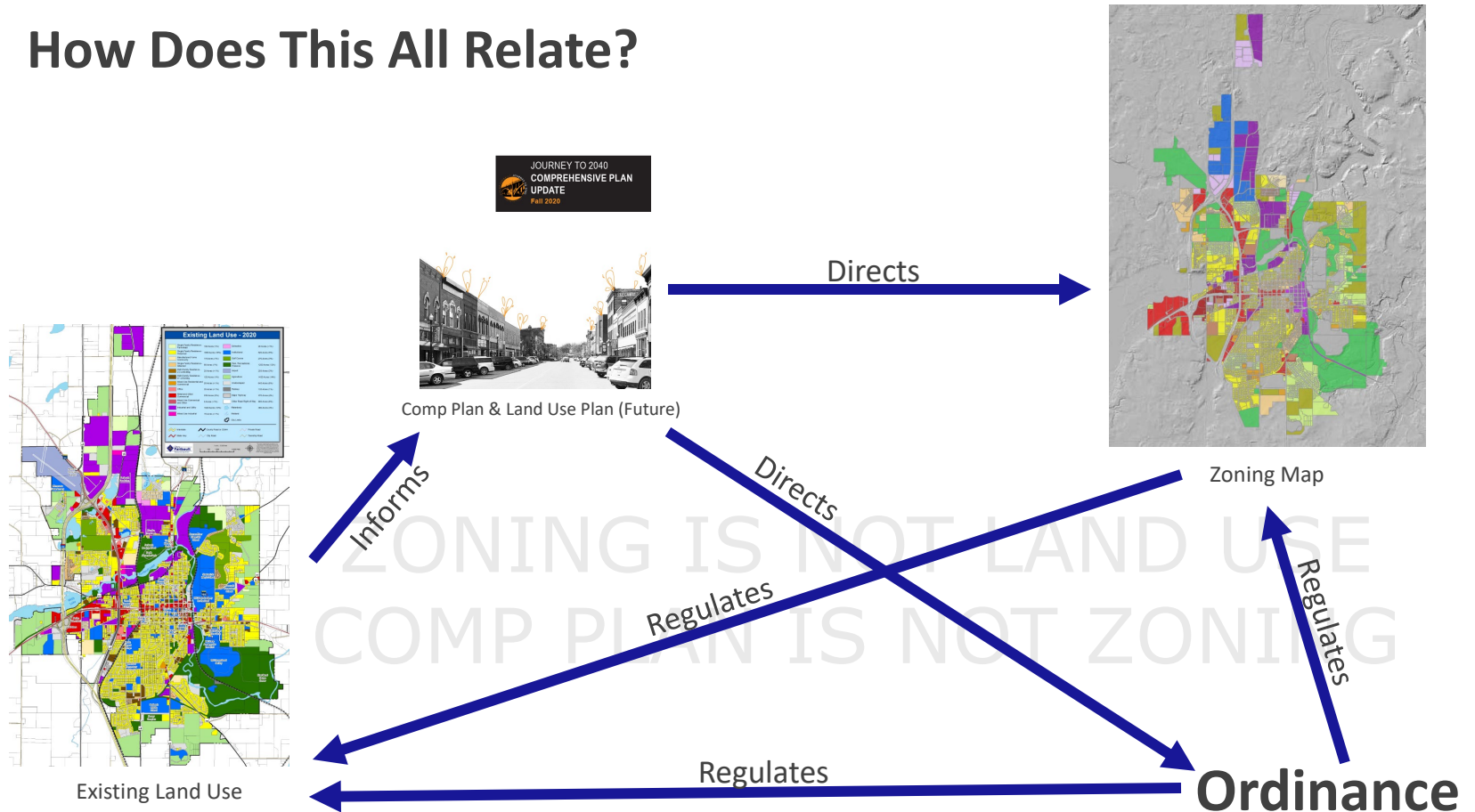
## What is a UDO?

- Short for Unified Development Ordinance
- Combines zoning, subdivision, signs, etc. into one chapter for better accessibility
- Ordinances translate the land use goals of Comp Plan into regulations placed on individual properties
- How certain lands are regulated also translates into a zoning map
- Outlines processes for different development submittals



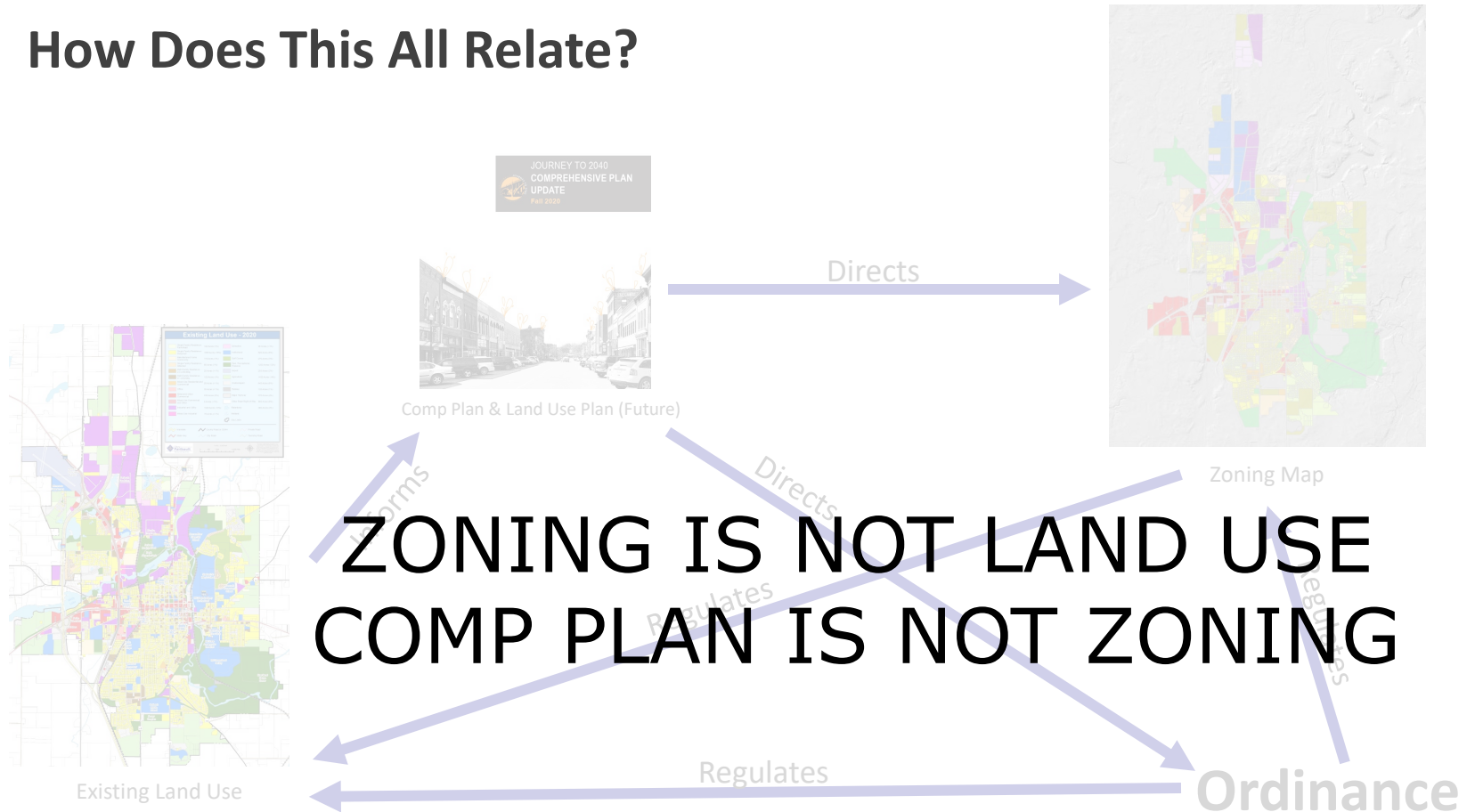
# UDO

## How Does This All Relate?



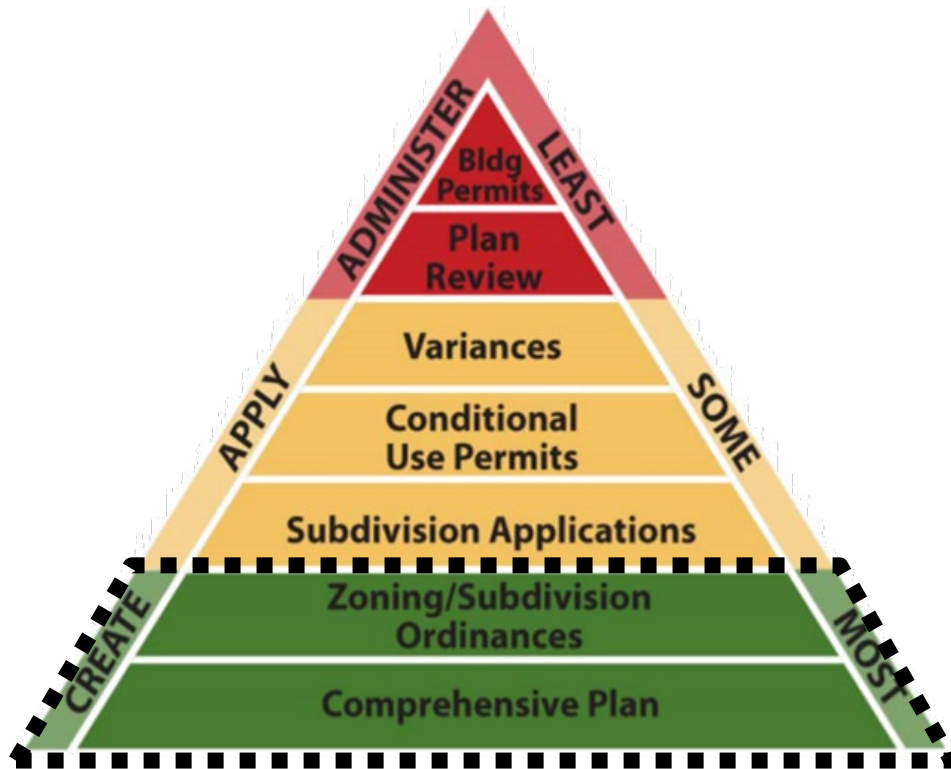
# UDO

## How Does This All Relate?



# UDO

## Pyramid of Discretion



Green (Bottom of Pyramid):

- Comprehensive Plan
  - Guide future actions via vision with long-range goals and objectives
  - Justify land use and development decisions
- Zoning/Subdivision Ordinance
  - Regulations for how land is used and divided
  - Should be amended for consistency with comprehensive plan



# UDO

## Pyramid of Discretion



Yellow (Middle of Pyramid):

- 60-day clock for reviewing and deciding on a complete application
- Requires a public hearing
  - Newspaper notice and mail sent to nearby property owners (350 feet)
  - Allows the public to comment on a project as it moves through development process
- Applications requiring a public hearing
  - Subdivisions
  - Planned Unit Developments
  - Conditional/Interim Use Permits
  - Rezoning/Ordinance Amendments
  - Variances



# UDO

## Pyramid of Discretion

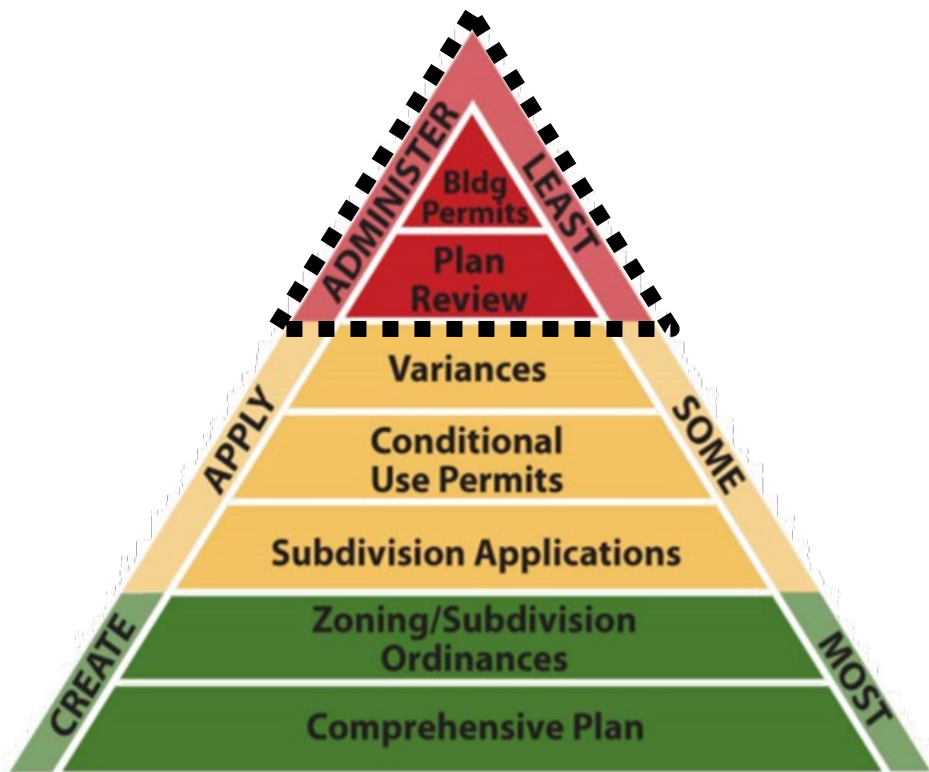


- Purpose for applications
  - Subdivisions
    - Create or combine lots
  - Planned Unit Developments
    - Unique development with own set of rules
  - Conditional/Interim Use Permits
    - Uses that may be allowed somewhere if certain conditions are met
  - Rezoning/Ordinance Amendments
    - Amending the zoning map or making changes to the zoning ordinance
  - Variances
    - Variation from normal zoning requirements based on “practical difficulty” that is unique to project/property



# UDO

## Pyramid of Discretion



## Red (Top of Pyramid):

- Submittals must meet all building, city, state, and federal rules
- No wiggle room for varying rules
- This part of the process is primarily under the Building Official



# UDO

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## Chapters:

1. Introductory Provisions
2. Administration and Enforcement
3. Nonconformities
4. Site Plan Review
5. Zoning Districts and Maps Generally
6. General Regulations
7. Specific Development Standards
8. Off-street Parking and Loading
9. Signs
10. Residential Districts
11. Commercial Districts
12. Industrial Districts
13. Overlay and Special Districts
14. Planned Unit Development District
15. Subdivision Regulations



# UDO

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## Introductory Provisions (Chp 1):

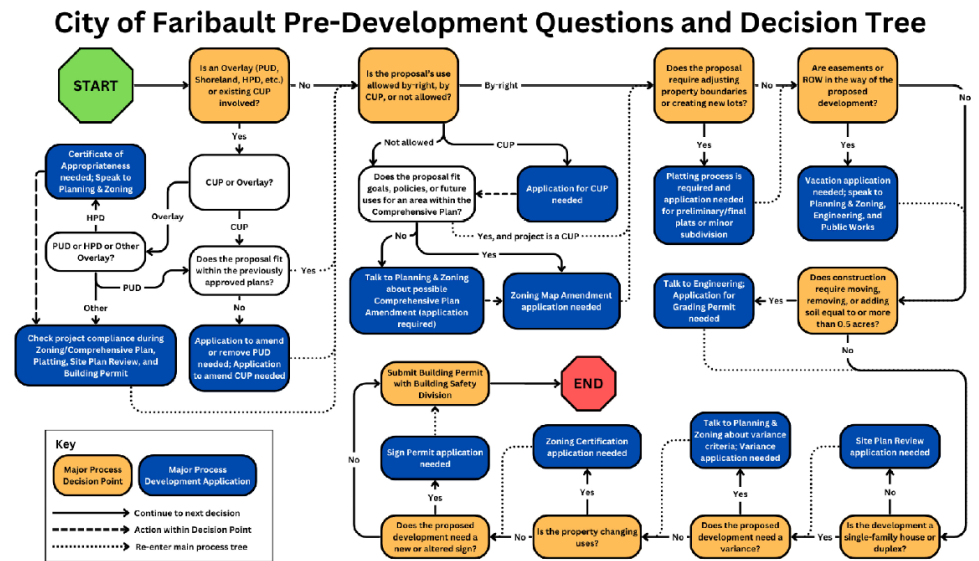
- Sets authority and purpose of UDO
- How UDO relates to state and federal laws
- Excludes enforcement of private easements and covenants
- Limits interpretations of illustrations found in text
- Sets definitions for technical (and some common) words found in UDO



# UDO

## Administration & Enforcement (Chp 2):

- General processes and procedures for zoning/development review/enforcement
- Designated officials/decision-makers
- Different applications, hearings, and approvals.



# UDO

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## Nonconformities (Chp 3):

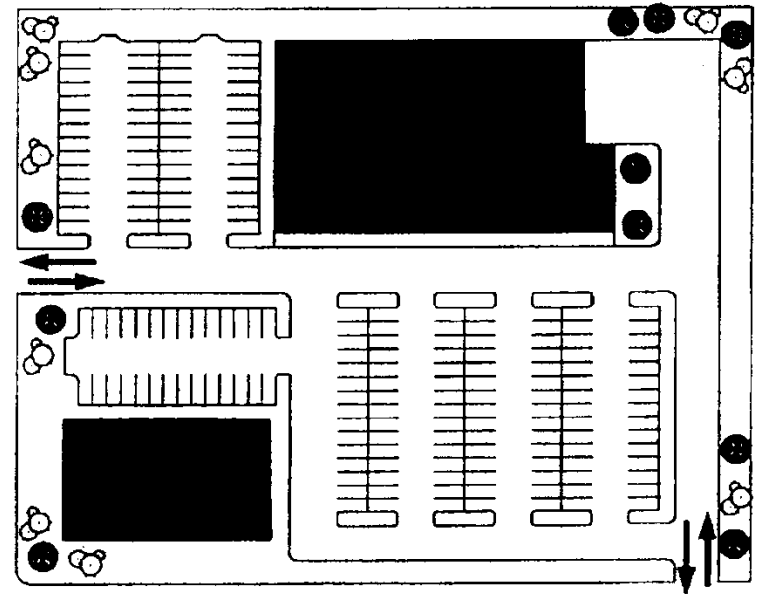
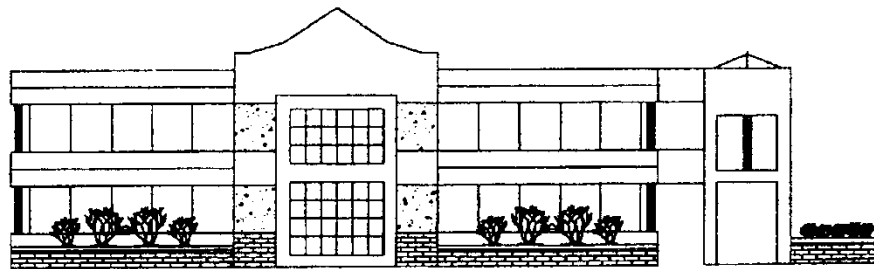
- Sets limits for continuing nonconforming situations, uses, and buildings



# UDO

## Site Plan Review (Chp 4):

- More in-depth on site plan submittals and review
- Landscape, site/circulation, screening

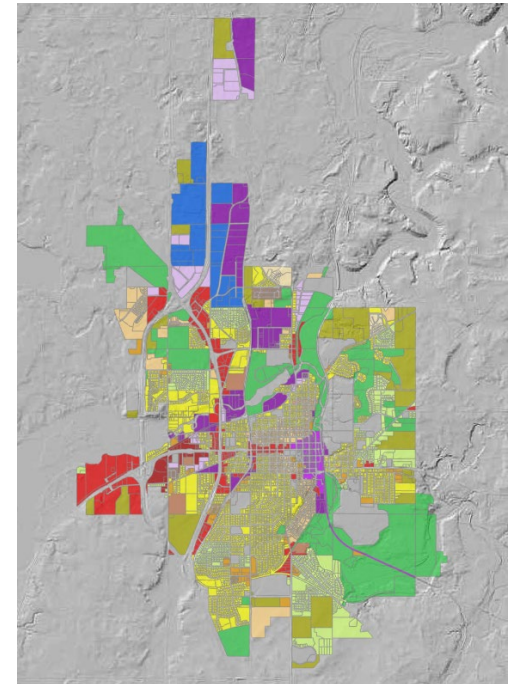


# UDO

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## Zoning Districts and Maps Generally (Chp 5):

- Establishes zoning districts and overlays
- Designates an official zoning map
- Allows ZA to interpret boundaries
- Sets default zoning district for annexed property



# UDO

## General Regulations (Chp 6):

- Lot Controls
  - # of bldgs./lot
  - Encroachments
- Accessory structures/uses
- Fences
- Accessory Dwelling Units (ADUs)



STAND-ALONE DETACHED



ADU OVER A GARAGE



ATTACHED ADU



BASEMENT ADU

# UDO

## Specific Development Standards (Chp 7):

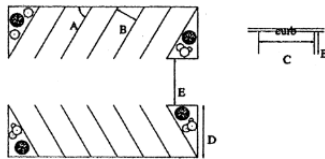
- Establishes development standards for specific land uses
  - Adult uses
  - Beekeeping
  - Recreational facilities
  - Outdoor storage
  - Commercial
  - Etc.



# UDO

## Off-Street Parking and Loading (Chp 8):

- Parking lot design, use-to-space ratios, loading areas, drive-ins/-throughs



Parking Space and Aisle Dimensions

Table 8-2. Minimum parking space and aisle dimensions.

EXPAND

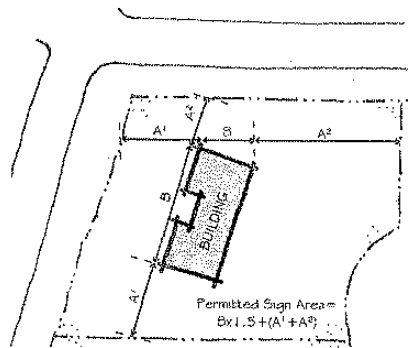
Angle (A)	Width (B)	Curb length (C)	Stall depth (D)	1-way aisle width (E)	2-way aisle width (F)
0° (parallel)	9'	22'	9'	12'	22'
45°	9'	12'	18'	9'	12'
60°	9'	9' 10"	19' 10"	18'	24'
90°	9'	9'	20'	20'	24'

Use	Minimum spaces required	Notes
<b>Residential uses</b>		
<b>Dwellings</b>		
Single-family	2 per unit	
Duplex	2 per unit	
Multi-family/Detached Accessory Dwelling Unit		
1-bedroom unit or less	1 per unit	
2-bedroom or larger unit	2 per unit	
Nursing home, senior housing	1 per every 2 units	x
Manufactured home park	2 per unit	
<b>Congregate living</b>		
Residential care facility	1 per employee plus 1 per 6 residents	x
Dormitories	Determined by staff based on parking study	x

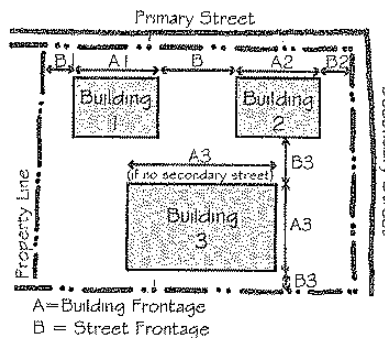
# UDO

## Signs (Chp 9):

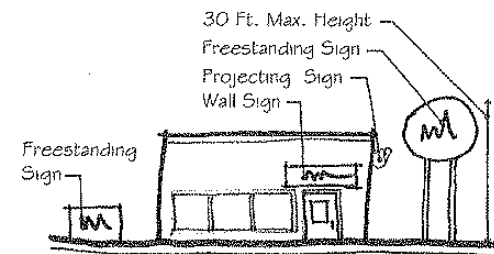
- Regulations for signs by district and billboards
- Covers temporary signs
- Outlines variance process specific for signage



Sign Area Calculation



Sign Area Calculation for Multiple Building Properties



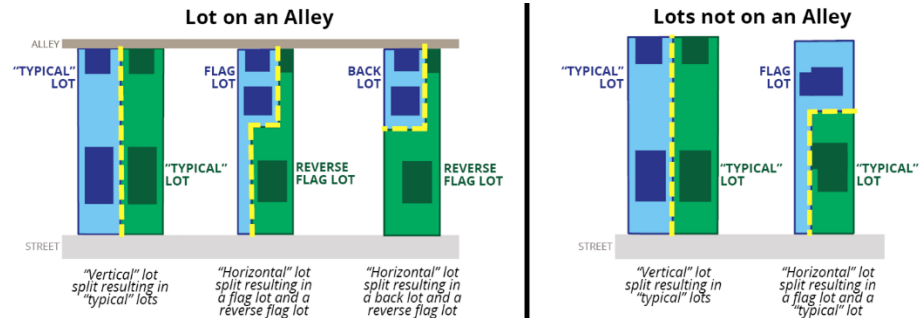
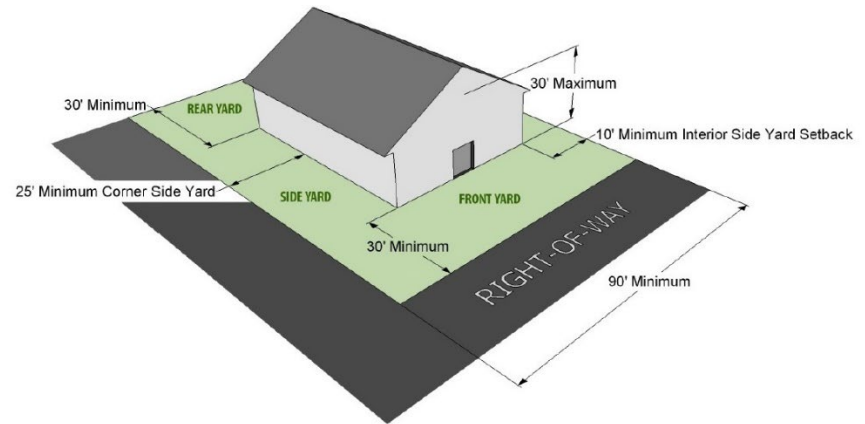
Sign Types



# UDO

## Residential Districts (Chp 10):

- Principal uses by district
- Setbacks, lot dimensions, lot area, lot coverage, building bulk regulations
- Density (lot area/unit)
- R-M (Manufactured Housing)

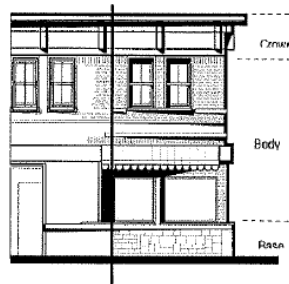


# UDO

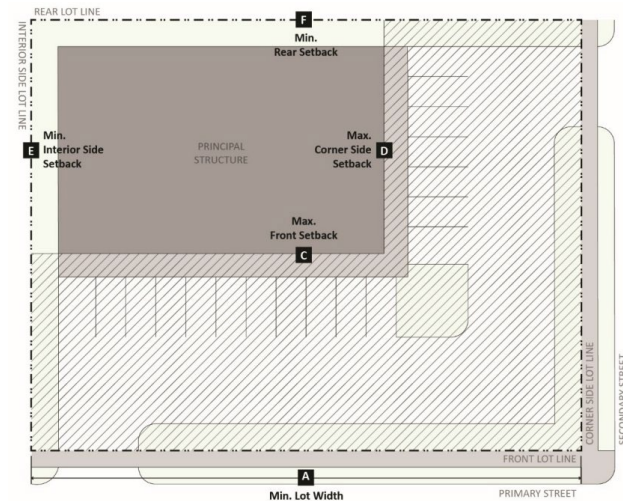
## Commercial Districts (Chp 11):

- Principal uses by district
- Setbacks, lot dimensions, lot area, lot coverage, building bulk regulations
- Building Design Standards

Figure 1279-2 Façade Elements



A distinctive base, body, and crown sets proportions for the facade, adds diversity to the design, and establishes appropriate material changes.



# UDO

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## Industrial Districts (Chp 12):

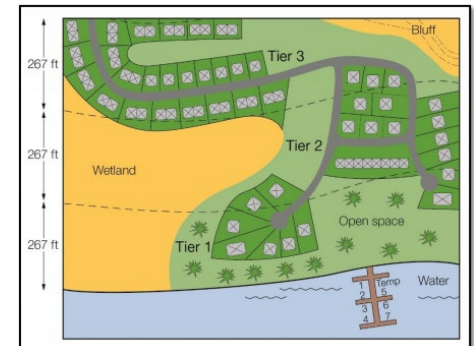
- Principal uses by district
- Setbacks, lot dimensions, lot area, lot coverage, building bulk regulations
- Building Design Standards



# UDO

## Overlay and Special Districts (Chp 13):

- Floodplain overlay to protect high risk flooding areas
- Shoreland overlay to protect rivers/lakes (300 ft for rivers, 1,000 ft for lakes)
- Heritage Preservation District for much of Downtown
- Airport District for runway approaches
- Special districts like P/I and O
- Wild and Scenic Overlay for part of river by new Public Safety Center



# UDO

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## Planned Unit Development (Chp 14):

- Trading flexibility in development limits to guaranteed certain uses and development layout/design
- Standards for PUDs
  - Density limits
  - Open space requirements
  - Etc.

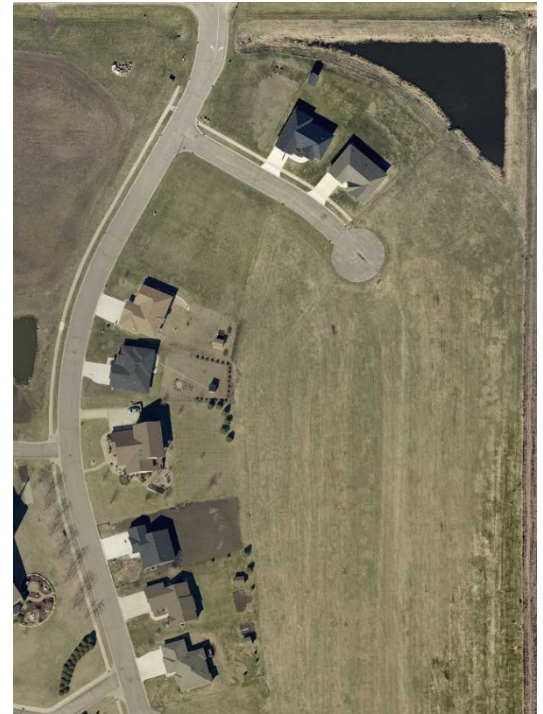


# UDO

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## Subdivision Regulations (Chp 15):

- Sets standards for minor subdivisions, preliminary plats, and final plats
- Design standards
  - Maximum length of a block
  - Perimeter easements
  - Street ROW
  - Etc.
- Parkland dedication



# Meeting Agenda and Documents

## Agenda Anatomy



Location, date, and time at the top!

1. Call to Order/Approve Agenda
  1. Allows for moving items around and is helpful for transparency and Open Meeting
2. Approval of the Minutes
  1. Review and approve the meeting minutes from the last meeting for clarity and transparency
3. Public Hearings
  1. All items requiring public hearings are first, which allows audience to participate and provide feedback on an item
  2. Many items will have sub-items, so 3.A is the main project item (usually has the report) and sub-items 1, 2, and 3 are various approvals required to allow the project to move forward (resolutions or ordinances)
  3. Sometimes the main item contains both the report and resolution or ordinance

**PLANNING COMMISSION AGENDA**  
 COUNCIL CHAMBERS    MONDAY, AUGUST 4, 2025    6:00 PM

1. Call to Order/ Approve Agenda
2. Approval of the Minutes
  - A. Approval of the Minutes from July 7, 2025
3. Public Hearings
  - A. Rice County/128 3rd St NW - Comprehensive Plan Amendment; Zoning Map Amendment; Preliminary Plat; Final Plat
    - 1 Resolution 2025-XXX Approve a Comprehensive Plan Amendment to Guide Certain Property at the Corner of 4th St NW and 2nd Ave NW
    - 2 Ordinance 2025-XX Approve Rezoning Property at the Corner of 4th St NW and 2nd Ave NW to CBD
    - 3 Resolution 2025-XXX Approve the Preliminary and Final Plats for Henry M Rice Square
  - B. Resolution 2025-XXX Approve an Interim Use Permit to Allow Storage Containers at 1512 30th Street NW
  - C. Hofmeister/South of Frederiksen Dr - Comprehensive Plan Amendment; Zoning Map Amendment; Preliminary Plat, Final Plat
    - 1 Resolution 2025-XXX Approve a Comprehensive Plan Amendment to Guide Certain Property on the Southside of Frederiksen Dr to Commercial/Residential Mixed Use
    - 2 Ordinance 2025-XX Approve Rezoning Property on the Southside of Frederiksen Dr to R-3
    - 3 Resolution 2025-XXX Approve the Preliminary and Final Plats for Hofmeister Fourth Addition
  - D. Ordinance 2025-XX Approve a Zoning Text Amendment to Accessory Structure Requirements
4. Requests to be Heard
5. Items for Discussion
  - A. Resolution 2025-XXX Approve Findings of Fact and Record of Decision for Archer Datacenters EAW and Negative Declaration Needing an EIS
6. Routine Business
7. Board & Commissions Updates & Reports
8. Adjournment

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# Meeting Agenda and Documents

## Agenda Anatomy



4. Requests to be heard
  1. If there are last minute requests from the public to be heard on a topic not covered during the meeting
5. Items for Discussion
  1. Items that were previously discussed or items that don't require a public hearing
6. Routine Business
  1. Not used much in Faribault
7. Board & Commission Updates & Reports
  1. Opportunity for staff to update PC on proposals that previously passed through PC
8. Adjournment

Directions for receiving assistance ahead of the meeting in 3 languages!

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# Meeting Agenda and Documents

## Report Anatomy

- Top
  - Report author, intended recipient (PC), meeting date, and subject matter
- Table of three rows
  - Very simplified summary of request, recommendation, and recommended wording for the motion(s)
- Request
  - Debuts the request and provides high level information



### Staff Report to the Planning Commission

**TO:** Planning Commission  
**THRU:** Harry Davis, City Planning Manager  
**FROM:** Leslie McGillivray-Rivas, Planner I  
 Mark DuChene, Director of Engineering  
**MEETING DATE:** September 2, 2025  
**SUBJECT:** V and B Vinar Subdivision/1500 20<sup>th</sup> St NW – PPL; FPL

<b>Request:</b>	A preliminary and final plat to divide the subject property into two lots.
<b>Recommendation:</b>	The City Planning Manager and DRC recommend the Planning Commission forward the requests to City Council, recommending approval.
<b>Recommended Motion:</b>	Motion to forward the requests with a recommendation of approval to City Council.

**Request:**  
 Vance Vinar (Applicant) on behalf of GSES of Faribault LLC (Property Owner) requests preliminary plat and final plat approvals for 1500 20<sup>th</sup> St NW. The subject property is zoned C-2, Highway Commercial and contains approximately 3.5 acres of land, as depicted in the attached plans.



Location at corner of 6<sup>th</sup> St NW and 2<sup>nd</sup> Ave NW

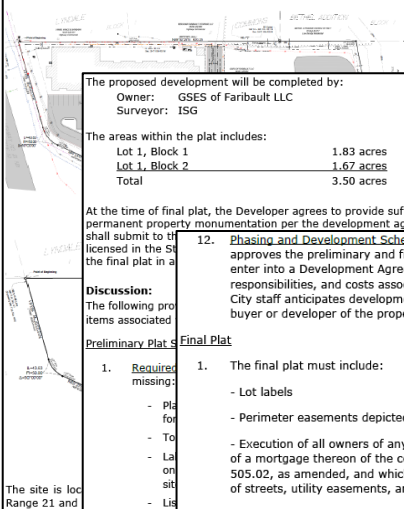


# Meeting Agenda and Documents

## Report Anatomy

- Background/Project Description
  - Providing a more detail history and account of the project, including the specific requests and the applicant’s justification
- Discussion
  - A technical review and/or a summary of the findings of fact in the associated resolution or ordinance that approves the project aspect(s) requiring review
  - Also includes:
    - A summary of public comment received prior to the meeting
    - Outside agency comments
    - DRC’s recommendation
- Recommendation
  - Restatement of staff’s recommendation

**Background and Project Description:**  
 The development team submitted preliminary and final plat applications and documents to subdivide 1500 20<sup>th</sup> St NW into two separate properties. One lot contains the existing Grandstay hotel and the other lot will be offered as available for development. The existing access drive will be in a shared access easement.



The proposed development will be completed by:  
 Owner: GSES of Faribault LLC  
 Surveyor: ISG

The areas within the plat includes:

Lot 1, Block 1	1.83 acres
Lot 1, Block 2	1.67 acres
Total	3.50 acres

At the time of final plat, the Developer agrees to provide sufficient permanent property monumentation per the development agreement and shall submit to the City for review and approval of the final plat in a form licensed in the State of Minnesota.

**Discussion:**  
 The following projects associated with the proposed development are:

Preliminary Plat	Final Plat
1. <b>Required missing:</b> <ul style="list-style-type: none"> <li>- Plat for</li> <li>- To</li> <li>- Location site</li> <li>- List for creation of the development</li> <li>- Lot plat as no</li> </ul>	1. The final plat must include: <ul style="list-style-type: none"> <li>- Lot labels</li> <li>- Perimeter easements depicted graphically and in written form.</li> <li>- Execution of all owners of any interest in the land and any holders of a mortgage thereon of the certificates required by Minn. Stat. § 505.02, as amended, and which certificate shall include a dedication of streets, utility easements, and other public areas.</li> <li>- Addition of the City Administrator and Mayor’s names.</li> <li>- Certification indicating that all taxes and special assessments due on the property have been paid in full.</li> </ul>
2. <b>Required has provided:</b> <ul style="list-style-type: none"> <li>- Public Comment</li> </ul>	12. <b>Phasing and Development Schedule.</b> Presuming the City Council approves the preliminary and final plat, the Applicant and City will enter into a Development Agreement that will address the details, responsibilities, and costs associated with the proposed subdivision. City staff anticipates development to be at the discretion of a future buyer or developer of the property.

**Development Review Committee Recommendation**  
 The Development Review Committee reviewed and recommended approval of the requests at their August 19, 2025 meeting.

**Public Comment**  
 A public notice was posted in the newspaper on August 21<sup>st</sup>, 2025 and neighborhood notices were sent to all properties within 350 feet. Staff has not received any input from the public as of publishing this report.

**Outside Agency Comments**  
 The Minnesota Department of Transportation was contacted to review and comment on the proposed applications. No comments were received.

**Recommendation:**  
 The City Planning Manager and DRC recommend Planning Commission forward the requests to City Council with a recommendation of approval, with conditions.



# Meeting Agenda and Documents

## Ord/Res Anatomy

- Resolution/Ordinance Number and Title
  - Resolution/Ordinance number determined before Council meeting
  - Title speaks to general purpose of document
- WHEREAS (Recitals)
  - Provide background and justification for granting or denying a request
  - Includes the findings of fact, which will serve as the legal document in court to defend against any potential lawsuits.
- Sections
  - Contain directions for staff and further intent by Council
  - Also may include conditions of approval (primarily in resolutions)
- Adoption and Signatures
  - Verifies that the document was approved at a meeting
  - Will have the first and second meetings, and intended summary publication (if approved) date

Most documents need to get recorded with Rice County to tie them to the land (CUPs, variances, plats, etc.) Extra room before the document title at the top of the page is an indicator that it will get recorded.

*State of Minnesota*  
*County of Rice*

**CITY OF FARIBAULT**

**RESOLUTION #2025-XXX**  
**APPROVE THE PRELIMINARY AND FINAL PLATS FOR V AND B VINAR SUBDIVISION**

**WHEREAS,** Vance Vinar (Applicant) on behalf of GSES of Faribault LLC (Owner) requests preliminary and final plat approval for property , legally described in Exhibit A (Property); and

**WHEREAS,** City Staff reviewed the Applicant's applications and made a report to the Planning Commission, a copy of which City Staff presented to the City Council; and

**WHEREAS,** proper notice following said approval of

**WHEREAS,** meeting, co

**WHEREAS,** City Council B Vinar Sub of approval, Section 15-

1. Criter requi applic applic accep

**1. Criteria: The final plat substantially conforms to the approved preliminary plat.**  
*Finding: The Owner concurrently applied for the final plat approval with the preliminary plat. The final plat conforms to the preliminary plat as required.*

**2. Criteria: The plat conforms to all applicable requirements of the Unified Development Ordinance, subject only to approved rule exceptions.**  
*Finding: The final plat conforms to all applicable requirements or exceptions of the City's Unified Development Ordinance.*

**3. All submission requirements have been satisfied.**  
*Finding: The proposed final plat adequately addresses the submission requirements outlined in the City's Unified Development Ordinance.*

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FARIBAULT AS FOLLOWS:**

**Section 1. Preliminary and Final Plat Approval.** The City Council approves the preliminary and final plat for V and B Vinar Subdivision included in Exhibit B and Exhibit C, respectively, subject to the following conditions:

- The Applicant/Property Owner must make the following changes regarding the final plat:
  - Labeling of Lot verbiage
  - Indication of ROW dimensions required.
  - The residual portion of the private drive easement that extends beyond the northern limits of the proposed cross access easement terminating at the northern property line must be extinguished.
  - ~~Intervenor's existing and proposed easements~~
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**Section 5. Effective Date.** This Resolution is effective immediately upon its passage and without publication.

**Date Adopted:** September 9, 2025

Faribault City Council  
Thomas J. Spooner, Mayor

**ATTEST:**  
Jessica L. Kinser, City Administrator



# Meeting Process and Public Hearings

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## Robert's Rules of Order

- Order of Business
  - Call to order
  - Establish a quorum (4 or more members)
  - Approval of Agenda
  - Approval of Minutes
  - Agenda Items
  - Announcements
  - Adjournment (by a vote)
- Discussions/Motions
  - To obtain the floor, a commissioner says, "Mr./Madam Chairperson" and Chairperson recognizes the speaker by name
  - If making a motion: "I move that we...".
  - Second is needed on the motion, or doesn't move forward
  - Chairperson: "It is moved and seconded that we ... Is there any discussion?"
  - If no more discussion, Chairperson calls for vote
  - Results in either: "The motion carries." or "The motion fails."
  - Only the motion maker may withdraw a motion
  - Amendments to a motion may either be incorporated by ascent of the maker or voted upon prior to the original motion
  - A 2/3 vote can end discussion or debate
  - Commissioners may interrupt a Speaker at any time with only an urgent matter



# Meeting Process and Public Hearings

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## Due Process, Open Meetings, and 60-Day Rule

- Due Process and Open Meetings
  - All interested parties must be
    - Treated fairly and equally
    - Have their views and arguments heard
    - Attend a meeting and/or review meeting materials ahead of time to be informed
  - Findings of Fact must be adopted to support decision
  - No conflict of interest with staff or the planning commission
  - Prompt decisions (60-Day Rule!)
  - Record of the proceeding (meeting minutes)
  - No secret meetings (achieving a quorum outside of a scheduled meeting is a meeting!)
- 60-Day Rule
  - Cities only have 60-days to approve or deny a request, or it's automatically approved
  - Can be extended another 60-days within good reason



# Meeting Process and Public Hearings

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## Public Hearings

### •General Guidelines

- Everyone who wishes to speak will be allowed to do so.
- All statements and questions shall be directed to the Chairperson.
- All statements should be as factual as possible.
- Please refrain from repeating what has already been said.
- Do not involve personalities.
- Attendees should state their name and address for the recorder.
- The planning commission reserves the right to question any speaker.
- The applicant and/or representative may comment on the request, and may have an opportunity to answer attendee questions.
- Any documents or information put forth during public hearing must become part of the public record.
- After the close of the public hearing, no additional testimony may be offered, except those comments in response to questions from the Commission.



# Findings of Fact

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## Why Are Findings Needed?

- Any request and decision can be litigated
- Decisions must be constitutional, rational, and related to public health, safety, welfare (“rational-basis standard”)
  - If not, a court could find the decision arbitrary and/or capricious
- Applies to both approval and denial of a project

*Finding: The proposed preliminary plat is substantially consistent with UDO requirements within the C-2, Highway Commercial Zoning District and subdivision platting requirements.*

2. **Criteria: The proposed subdivision is consistent with the City's Land Use Plan and any other adopted land use studies.**

*Finding: The City's Land Use Plan guides the subject property for commercial. The proposed subdivision will accommodate a new commercial development.*

3. **Criteria: The plat contains a sound, well-conceived parcel and land subdivision layout that is consistent with good land planning and site engineering design principles.**

*Finding: The preliminary plat provides for reasonable use of land intended for commercial development on the east undeveloped parcel while accommodating the existing commercial use on the western parcel. Their approach is based on sound planning and engineering principles. The project utilizes existing infrastructure and street frontage.*

4. **Criteria: The spacing and design of proposed curb cuts and intersection locations is consistent with good traffic engineering design and public safety considerations.**

*Finding: The preliminary plat lot is consistent with the provisions of the City's Unified Development Ordinance. Access onto public roads surrounding the subject property will be addressed during site plan review and building permit.*

5. **Criteria: All submission requirements have been satisfied.**

*Finding: The proposed preliminary plat adequately addresses the submission requirements as outlined in the City's Unified Development Ordinance; and*



# Findings of Fact

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## Examples of Valid Findings:

- The proposed use is consistent with the Comprehensive Plan, and it will not impede the normal and orderly development and improvement of surrounding vacant property.
- The proposed change is consistent with the future or planned land use map.
- With the conditions placed upon it, the proposed project will not contaminate groundwater.
- The applicant has established that there are practical difficulties in complying with the zoning ordinance.
- Neighbors made numerous comments during the public hearing that the streets in the vicinity are congested and the addition of the proposed use would exacerbate traffic congestion.



# Findings of Fact

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## Examples of Invalid Findings:

- The proposed use is better than what is there now.
- The proposal will bring more revenue to the city.
- The owner can't sell or lease it with the present zoning.
- The neighbors don't like the proposal.
- You can't keep a landowner from using their land.
- The owner can get more money for the property if rezoned.



# Other Sources of Information

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- Professional Organizations
  - American Planning Association (APA) – National policy and resources for city planning - <https://www.planning.org/>
  - Urban Land Institute (ULI) – Land use/development from the RE/dev. perspective - <https://uli.org/>
  - Congress for New Urbanism (CNU) – Focus on community and environment through design - <https://www.cnu.org/>
- Places for Planning Articles
  - Planetizen – Articles, books, and classes on current planning topics and issues - <https://www.planetizen.com/>
  - Strong Towns – Grassroots-level resources for resiliency and fiscally strong cities - <https://www.strongtowns.org/>
  - CityLab – Articles and analysis on urban issues - <https://www.bloomberg.com/citylab>
- Planning and Zoning in Minnesota
  - Blue Zones – Health through better communities (Albert Lea!) - <https://www.bluezones.com/>
  - League of Minnesota Cities (LMC) – Legal support and advocacy for MN cities - <https://www.lmc.org/resources/zoning-guide-for-cities/>
  - And their Planning Commissioner Guide! - <https://www.lmc.org/resources/planning-commission-guide/>



# Questions, Comment, Concerns?

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**Thank you for volunteering on the Planning  
Commission!**





## REQUEST FOR PLANNING COMMISSION

**TO:** Planning Commission  
**THROUGH:** David Wanberg, CED Director  
**FROM:** Harry Davis, City Planning Manager  
**MEETING DATE:** February 17, 2026  
**SUBJECT:** 2026 Work Plan

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### Background:

This is an opportunity for the Planning Commission to discuss goals for this year. They may be related to making ordinance updates, education, or reviewing the Comprehensive Plan. Goals, objectives, and policy items from the Comprehensive Plan may also be suitable items for the Planning Commission to adopt into the work plan.

Last year the Planning Commission for the 2025 work plan requested an "ordinance boot camp" to prepare for a future UDO overhaul and update. Ultimately, last year was busy and staff did not have time to facilitate.

You can view the Comprehensive Plan here:  
<https://www.ci.faribault.mn.us/605/Journey-to-2040>

A direct link to the implementation section of the plan (which outlines goals, objectives, and policies by topic) is here:  
<https://www.ci.faribault.mn.us/DocumentCenter/View/6583/CompPlan-Implementation>

### Recommendation:

### Attachments:

1. Preliminary 2025 Work Plan Idea (December 2024)



# 2024/2025 Work Plan Discussion on Residential and UDO Bootcamp

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**PLANNING COMMISSION WS**  
**DECEMBER 16, 2024**



# Background

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## Late 2024 PC Decisions:

- Focus on Residential development and zoning for 2024/2025
- Start UDO boot camp for reviewing code (with focus on codes related to residential development)



# Discussion

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## Unified Development Code (UDO):

- Appendix B of Faribault Code of Ordinances
- UDO vs other code structures
  - Combination of several chapters into one
    - zoning, signs, subdivision, stormwater, floodplain, etc.
  - “one-stop shop” by looking in one “place” in code
  - Less chance of having conflicting development regulations



# Discussion

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## UDO Chapters:

1. Introductory Provisions
2. Administration and Enforcement
3. Nonconformities
4. Site Plan Review
5. Zoning Districts and Maps Generally
6. General Regulations
7. Specific Development Standards
8. Off-street Parking and Loading
9. Signs
10. Residential Districts
11. Commercial Districts
12. Industrial Districts
13. Overlay and Special Districts
14. Planned Unit Development District
15. Subdivision Regulations



# Discussion

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## UDO Chapters:

Criteria for focusing on certain chapters for UDO boot camp:

- Establishing process or responsibilities
- Relevancy/impact on residential development
- Supporting general development
- Tangential processes with possible residential influence
- City/state/federal pre-empted



# Discussion

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## High Priority UDO Chapters:

Administration and Enforcement (Chapter 2)

Site Plan Review (Chapter 4)

General Regulations (Chapter 6)

Off-Street Parking and Loading (Chapter 8)

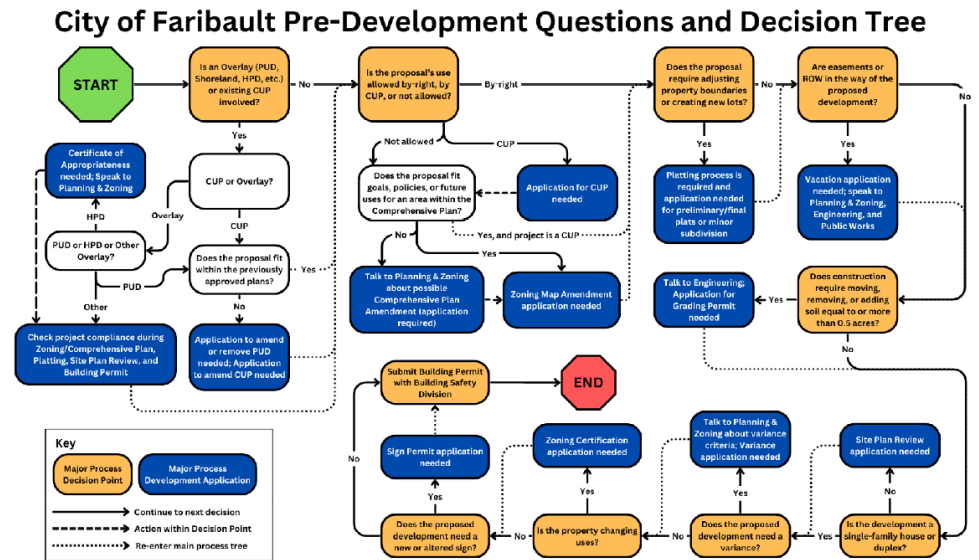
Residential Districts (Chapter 10)



# Discussion

## Administration & Enforcement (Chp 2):

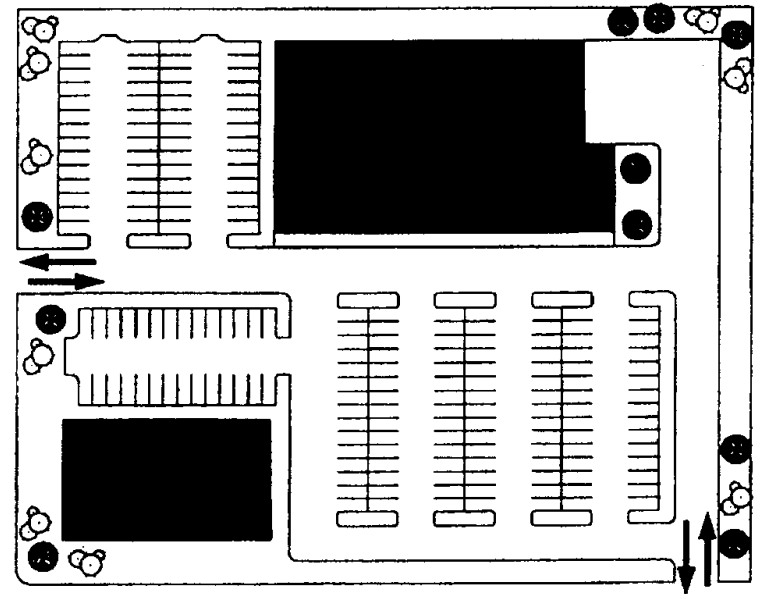
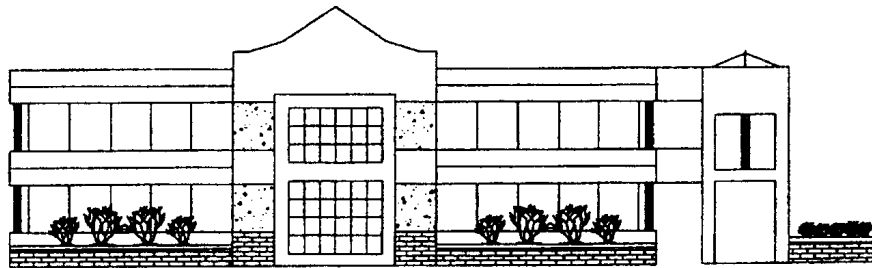
- General processes and procedures for zoning/development review/enforcement
- Designated officials/decision-makers
- Different applications, hearings, and approvals.



# Discussion

## Site Plan Review (Chp 4):

- More in-depth on site plan submittals and review
- Landscape, site/circulation, screening



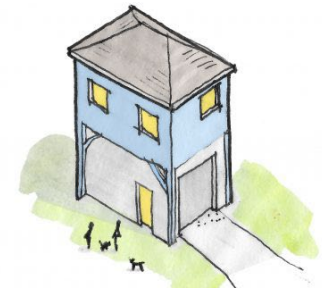
# Discussion

## General Regulations (Chp 6):

- Lot Controls
  - # of bldgs./lot
  - Encroachments
- Accessory structures/uses
- Fences
- Accessory Dwelling Units (ADUs)



STAND-ALONE DETACHED



ADU OVER A GARAGE



ATTACHED ADU



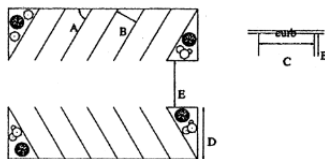
BASEMENT ADU



# Discussion

## Off-Street Parking and Loading (Chp 8):

- Parking lot design, use-to-space ratios, loading areas, drive-ins/-throughs



Parking Space and Aisle Dimensions

Table 8-2. Minimum parking space and aisle dimensions.

Angle (A)	Width (B)	Curb length (C)	Stall depth (D)	1-way aisle width (E)	2-way aisle width (F)
0° (parallel)	9'	22'	9'	12'	22'
45°	9'	12'	18'	9'	12'
60°	9'	9' 10"	19' 10"	18'	24'
90°	9'	9'	20'	20'	24'

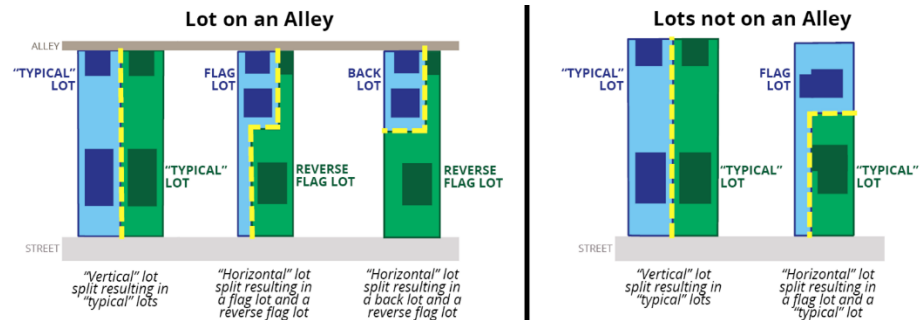
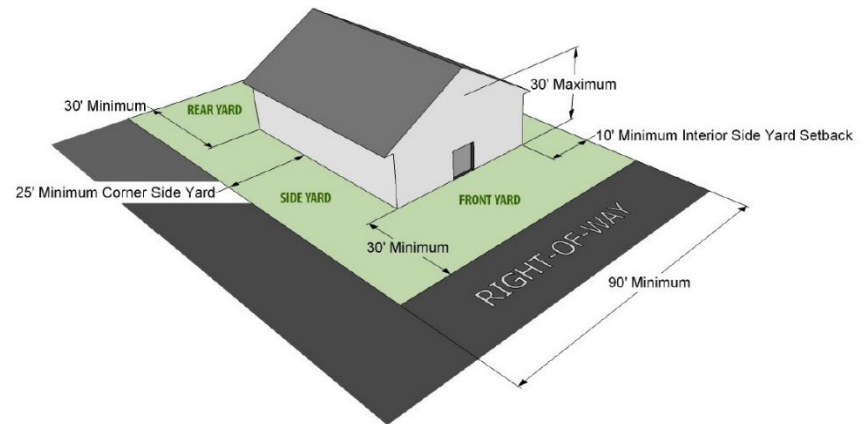
EXPAND

Use	Minimum spaces required	Notes
<b>Residential uses</b>		
<b>Dwellings</b>		
Single-family	2 per unit	
Duplex	2 per unit	
Multi-family/Detached Accessory Dwelling Unit		
1-bedroom unit or less	1 per unit	
2-bedroom or larger unit	2 per unit	
Nursing home, senior housing	1 per every 2 units	x
Manufactured home park	2 per unit	
<b>Congregate living</b>		
Residential care facility	1 per employee plus 1 per 6 residents	x
Dormitories	Determined by staff based on parking study	x

# Discussion

## Residential Districts (Chp 10):

- Principal uses by district
- Setbacks, lot dimensions, lot area, lot coverage, building bulk regulations
- Density (lot area/unit)
- R-M (Manufactured Housing)



# Discussion

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## Medium Priority UDO Chapters:

Introductory Provisions (Chapter 1)

Nonconformities (Chapter 3)

Specific Development Standards (Chapter 7)

Commercial Districts (Chapter 11)

Subdivision Regulations (Chapter 15)



# Discussion

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## Low Priority UDO Chapters:

Zoning districts and Maps Generally (Chapter 5)

Signs (Chapter 9)

Industrial Districts (Chapter 12)

Overlay and Special Districts (Chapter 13)

Planned Unit Development District (Chapter 14)



# Recommendations

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- 1. Recommend Planning Commission consider the UDO chapter summaries in the packet and review/prioritize each.**

