

**WAYZATA PLANNING COMMISSION
MEETING MINUTES
DECEMBER 17, 2018**

AGENDA ITEM 1. Call to Order and Roll Call

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

Present at roll call were Commissioners: Douglas, Plantan, Murray, Buchanan, Iverson, and Flannigan. Absent: None. Director of Planning and Building Jeff Thomson, City Planning Consultant PeggySue Imihy from WSB & Associates, and City Attorney David Schelzel were also present.

AGENDA ITEM 2. Approval of Agenda

Chair Buchanan asked for a motion to approve the agenda for the meeting.

Commissioner Douglas made a motion, seconded by Commissioner Plantan, to approve the December 17, 2018 agenda as presented. The motion carried unanimously.

AGENDA ITEM 3. Consent Agenda

- a.) Approval of November 19, 2018 Meeting Minutes
- b.) Approval of December 3, 2018 Meeting Minutes
- c.) Adoption of Report and Recommendation for Approval of a Variance for St. Bartholomew's at 630 Wayzata Blvd E

Chair Buchanan read the items on the consent agenda and asked if any Commissioner wanted to pull any item for further discussion. Hearing no such request, he asked for a motion to approve the Consent Agenda as presented.

Commissioner Douglas made a motion, seconded by Commissioner Plantan, to approve the Consent Agenda as presented. The motion carried unanimously.

AGENDA ITEM 4. Old Business Items:

- a.) Ankeny Addition – 353 Ferndale Rd S
 - i. Variance

City Planning Consultant PeggySue Imihy, WSB & Associates, provided the following summary. The applicant Sathre-Bergquist Inc. and the property owners Phillip and Susan Ankeny have submitted a development application to subdivide the property at 353 Ferndale Road. The

1 applicant is proposing to subdivide the existing single lot into two single-family residential lots.
2 The proposal requires review and approval of a preliminary and final plat to subdivide the property.
3 This application was originally presented and a public hearing was held at the December 3, 2018
4 Planning Commission meeting. The Planning Commission took no action on the application at
5 that time, and tabled the item until the next meeting, asking the Applicant to provide more
6 information related to applicant and a future home on the site. The applicant has updated their
7 proposal to include the requested information regarding the home site, a narrative of their plans,
8 grading and fill plans, and public letters of support. The house plans are meant to illustrate the
9 potential footprint of a home that could be located on the site in the future. The final house plans
10 and site design would be reviewed by City staff as part of the building permit review to ensure
11 compliance with all zoning ordinance requirements. The plans include a tree inventory of 85 trees,
12 which are located on Lot 1. Of these 85 trees, six are considered heritage trees, and there are no
13 plans to remove any trees until a new home is constructed. The amended plans identify five trees
14 that may need to be removed for construction of a new home, none of which are heritage trees.
15 Final plans for tree preservation will be submitted at the time of home construction and reviewed
16 for compliance with the City's tree preservation and replacement requirements. The applicant has
17 submitted a Wetland Delineation Report, which is currently being reviewed by staff and is subject
18 to a 15-day comment period. A formal decision on the wetland delineation will be made by
19 December 19, 2018. Any decision made regarding the subdivision should incorporate the
20 information in the approved Wetland Delineation Report. The City Engineer has reviewed these
21 plans, and had noted that the sanitary sewer service from the existing house will likely cross the
22 newly created parcel. The Applicant would need to create an easement or the service would have
23 to be relocated.

24
25 Applicant, Mr. Phil Ankeny, 353 Ferndale Road, gave a presentation outlining the 12 criteria
26 contained in the City's code, Section 805.14.E for a preliminary plat, and how the proposed project
27 meets these criteria. He provided pictures showing the area to establish why someone would want
28 to build on the newly formed lot. He stated the revised application included a representative house
29 pad and home on the property, and how this would work on the property. He explained there
30 would be minimal grading or tree removal on the property with the proposed home pad. Engineers
31 have estimated that 600-1000 cubic yards of structural fill for the foundation and site work and
32 550 cubic yards of Class 5 material for the driveway would be needed. He stated five of the seven
33 owners of neighboring properties are in support of the application, and they have provided letters
34 of support for the Commission.

35
36 Commissioner Iverson asked how many truckloads of structural fill and Class 5 material would be
37 brought to the site.

38
39 Director of Planning and Building Jeff Thomson stated based on the estimates, it would be
40 approximately 66 trucks for the house and 30 trucks for the Class 5 material. This is a typical
41 amount. Once the City receives a building permit there are specific grading requirements and
42 restrictions the applicant is required to follow. One of these restrictions is that there cannot be
43 more than a 2-foot change in grade over the entire lot. The amount of fill and Class 5 they are
44 proposing would be approximately a half of a foot grade change.

45

1 Commissioner Flannigan stated he appreciated having the comments of support from the
2 neighbors.

3
4 Chair Buchanan asked for clarification on the service easement.

5
6 Ms. Imihy stated this had been a comment from the City Engineer, and the need for an easement
7 or moving the services would depend on the location of the house. She noted that this does not
8 need to be included as a condition of approval of the Application.

9
10 Applicant representative, Mr. David Pemberton, Sathre-Bergquist, stated there is a sanitary sewer
11 line running along the west side of the property line and the plan would be to tie into either the
12 manhole or the pipe in the future.

13
14 Chair Buchanan clarified an approval would need to include a condition that the Wetland
15 Delineation Report is approved.

16
17 Mr. Thomson stated the review is scheduled in two days. The location of the wetlands is what
18 would be determined, and any change in the wetland location would impact where the house pad
19 could be located but would not affect the plats. Thus, it did not need to be a condition of approval.

20
21 Commissioner Plantan made a motion, seconded by Commissioner Murray, to direct staff to
22 prepare a draft Planning Commission Report and Recommendation with appropriate findings
23 reflecting a recommendation of approval of the concurrent preliminary and final plat subdivision
24 at 353 Ferndale Road for review and adoption at the next Planning Commission meeting. The
25 motion carried unanimously.

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28 **AGENDA ITEM 5. Public Hearing Items:**

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30 **a.) Hughes Development – 235 and 239 Lake Street E**

31 **i. Preliminary and Final Plat and Conditional Use Permit**

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33 Chair Buchanan stated the applicant has requested the Planning Commission take no action on the
34 application at this time.

35
36 Commissioner Iverson made a motion, seconded by Commissioner Douglas, to close the public
37 hearing that had been continued at the Planning Commissions last meeting, and table any further
38 action on the application.

39
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41 **AGENDA ITEM 6. Other Items:**

42
43 **a.) December 4th City Council Meeting Report – Commissioner Murray**

44
45 Commissioner Murray provided a report on the December 4th City Council meeting, including
46 public comments about neighborhood power outages during certain times of the season and what

1 could be done about them. There had also been discussion about an increase in Mediacom
2 complaints. The final tax levy was approved. The Council also approved the vacation of a
3 drainage easement, and the preliminary and final plat subdivision and variance at 450 and 460
4 Highcroft Road as had been recommended by the Planning Commission.

5
6 **b.) Review of Development Activities**
7

8 Director of Planning and Building Jeff Thomson stated the January agenda would include
9 consideration of an application for a conditional use permit for a fence on Westwood Lane. There
10 will be a workshop prior to the first meeting in January for training and orientation of the new
11 Planning Commissioners.

12
13 Commissioner Iverson stated that the posts for the fence on Westwood Lane are already in place.

14
15 Mr. Thomson stated the City is aware of this, and has taken enforcement action.
16

17 **c.) Next Meeting**
18

19 Chair Buchanan stated the next Planning Commissioner meeting was scheduled for January 7,
20 2019. He stated this would be the last meeting for him and Commissioner Murray, in light of his
21 election to Council and Commissioner Murray's term being up.
22

23 Commissioner Plantan clarified there would only be one meeting in January. She thanked Mr.
24 Buchanan and Mr. Murray for their service.
25

26
27 **AGENDA ITEM 7. Adjournment.**
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29 There being no further business on the agenda, Chair Buchannan asked for a motion to adjourn.
30

31 Commissioner Murray made a motion, seconded by Commissioner Plantan, to adjourn the
32 Planning Commission meeting. The motion carried unanimously.
33

34 The Planning Commission meeting was adjourned at 7:32 p.m.
35

36 Respectfully submitted,

37 Tina Borg

38 *TimeSaver Off Site Secretarial, Inc.*