

**WAYZATA PLANNING COMMISSION
MEETING MINUTES
JULY 8, 2024**

AGENDA ITEM 1. Call to Order

Chair Stockton called the meeting to order at 6:30 p.m.

Chair Stockton read a prepared statement that outlined multiple options for joining remotely or submitting comments and questions.

AGENDA ITEM 2. Roll Call

Chair Stockton asked Community Development Director Goellner to take roll call.

Present at roll call were Commissioners: Plantan, Stockton, Sorensen, Schwalbe, Severson, and Elg. Community Development Director Emily Goellner, Assistant Planner Valerie Quarles, and City Attorney David Schelzel were also present.

AGENDA ITEM 3. Approval of Agenda

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

Commissioner Severson made a motion, seconded by Commissioner Elg, to approve the July 8, 2024 agenda, as presented. The motion carried unanimously.

AGENDA ITEM 4. Consent Agenda

- a.) Approval of the June 3, 2024 Planning Commission Meeting Minutes
- b.) Approval of Planning Commission Report and Recommendation of Approval for Development Application at 715 Rice Street E

Chair Stockton read the items on the consent agenda and asked if any Commissioner wished to pull an item for further discussion.

Hearing no such request, Chair Stockton asked for a motion to approve the Consent Agenda as presented.

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

AGENDA ITEM 5. Public Hearing Items

- a) Consider Development Application for PUD Amendment at 1903-1907 Wayzata Blvd E (Wayzata Executive Park)

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2 Assistant Planner, Valerie Quarles, reviewed details of the development application for a PUD
3 amendment for properties located at 1903-1907 Wayzata Boulevard East. She gave an overview
4 of the project location, the surrounding zoning and land use, existing conditions, history, and
5 outlined the proposal to amend the PUD to tie the permitted and conditional uses of the properties
6 to the C-3 zoning district, including the proposed land uses that differed from the existing PUD.
7

8 At the conclusion of Planner Quarles presentation, Chair Stockton asked if the Commission had
9 any questions for staff.
10

11 Commissioner Severson asked how many times people have come forward in order to make an
12 amendment to the PUD.
13

14 Planner Quarles stated that this applicant had not requested any other amendments.
15

16 Commissioner Schwalbe stated that her understanding was that the number of required parking
17 spaces for allowed uses was reduced, and asked if this PUD amendment moved forward if there
18 would be a possibility of creating a problem with the parking situation.
19

20 Planner Quarles explained that if there was a change to a more intensive parking use, it may create
21 issues. She stated however that if there was anything done to the properties that would require a
22 building permit from the City, staff would take a closer look at the associated uses to ensure that
23 there would still be enough parking capacity as required.
24

25 There being no further questions for staff, Chair Stockton invited the applicant to address the
26 Commission.
27

28 Megan Rogers, Larkin Hoffman, representing the applicant, stated that the need for a PUD
29 amendment came to light recently when a dermatology practice started the process of locating at
30 this site. On possible uses of the site, she noted that the 1903 building is a single tenant building
31 which was currently vacant and explained that because of the building construction, a multi-family
32 use would not be feasible. She stated that they think there may be an opportunity for a small
33 tenant-focused deli or coffee shop on the first floor of the 1905 or 1907 buildings. She explained
34 that the idea mentioned for a possible liquor store in these locations was not something that would
35 be consistent with the applicant's executive office space model, so they were not looking to expand
36 into that type of use.
37

38 Commissioner Schwalbe stated that adult day care has been mentioned more than once and asked
39 if that was something that the applicant was trying to pursue.
40

41 Ms. Rogers stated that was not something that would mix well with their current tenant mix, but it
42 was addressed because it is an important issue to the adjacent 1909 building, which was why they
43 addressed it even though that building was not part of the application.
44

45 Commissioner Schwalbe asked how many square feet were in building 1903.
46

1 Ms. Rogers stated that she did not have those details in front of her at the moment, but the overall
2 square footage of the site is 100,000 sq. ft. of office and believes that 1903 would represent about
3 one-third of that overall office space.

4
5 Commissioner Schwalbe asked if the occupancy rate for all three buildings was around 41%.

6
7 Ms. Rogers stated that occupancy was up because they have some new tenants in the buildings, so
8 their occupancy rate overall is at about 60% right now. She noted that they have a new personal
9 services space with a hair salon that is currently building out their space, and Dr. Ecker and his
10 dermatology practice took up a significant amount of space as well. She explained that the 1905
11 building was currently at 86.3% occupancy rate and the 1907 building was currently at 89.3%
12 occupancy. She stated that because the single tenant building at 1903 was 100% vacant it brought
13 down the overall occupancy rate to around 60%.

14
15 Commissioner Schwalbe asked if the applicant had anything specific in mind to promote for the
16 1903 building usage.

17
18 Ms. Rogers explained that the property owner was working on obtaining another single user for
19 that site. She noted that the plan is for that marketing to take place over the next 6-9 months and
20 if that is not successful, they will break the building up into a multi-tenant space.

21
22 There being no additional questions from the Commission for the applicant, Chair Stockton opened
23 the public hearing on the application at 6:54 pm.

24
25 Community Development Director Goellner stated there were no people that called in to the
26 meeting that have asked to speak at the public hearing.

27
28 There being no one wishing to comment on the application, Chair Stockton closed the public
29 hearing at 6:55 pm.

30
31 Chair Stockton asked for the Commission to share their questions and feedback on the application.

32
33 Commissioner Severson asked if the PUD would follow the property in a situation where the
34 buildings were torn down.

35
36 Planner Quarles stated that the PUD lists allowed uses but also lists a lot of dimensional standards
37 of the development, so if they wanted to do something different, they would have to come back
38 before the City with a new proposal.

39
40 Chair Stockton asked about the height restriction in this area.

41
42 Planner Quarles noted that the PUD has a height variance which is why the office buildings are a
43 bit taller than the permitted height. She stated that she believed that the height limit for a new
44 building in the PUD would be 35 feet.

45
46 Commissioner Elg stated that he felt that the proposal to amend the PUD makes sense.

Commissioner Schwalbe agreed, and stated that she felt this matched the goals of the community and also the goals of the Comprehensive Plan.

Commissioner Severson expressed appreciation to the applicant for coming to the City with interest in modernizing the PUD and also for their continued efforts to fill these spaces.

There being no further discussion, Chair Stockton asked for a motion on the application.

Commissioner Plantan made a motion, seconded by Commissioner Elg, to direct staff to prepare a draft Planning Commission Report and Recommendation with appropriate findings reflecting a recommendation of approval for a PUD Amendment at 1903-1907 Wayzata Blvd E (Wayzata Executive Park) for review and adoption at the next Planning Commission meeting. The motion carried unanimously.

AGENDA ITEM 6. Other Items:

a) Review of Development Activities

b) Planning Commission Meeting Schedule

Community Development Director Goellner stated that the July 22, 2024 Planning Commission meeting has been cancelled, so their next meeting will be on August 5, 2024 and would include 2 public hearings. She noted that she believed that there would also be a new Commissioner in place in time for the next meeting.

AGENDA ITEM 7. Adjournment.

There being no further business on the agenda, Chair Stockton asked for a motion to adjourn.

Commissioner Sorensen made a motion, seconded by Commissioner Plantan, to adjourn the Planning Commission meeting. The motion carried unanimously.

The Planning Commission meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Kayla Atkins Rokosz
TimeSaver Off Site Secretarial, Inc.