Wayzata Planning Commission

Meeting Agenda

Monday, December 19, 2016

Community Room,
600 Rice Street East,
Wayzata, Minnesota

7:00 p.m.

1. Call to Order & Roll Call

2. Approval of Agenda

3. Approval of Minutes
a. December 5, 2016 Meeting

4. Old Business Items:
a. None

5. Public Hearing Items:
a. Blue Water Theatre Company – 605 Rice St E
- Conditional Use Permit

6. Other Items:
a. 2017 Planning Commission Work Plan
b. Review of Development Activities
c. Next Meeting is January 4, 2017

7. Adjournment

NOTES:

[1] Members of the Planning Commission and some staff may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.

WAYZATA PLANNING COMMISSION
DRAFT MEETING MINUTES
DECEMBER 5, 2016

AGENDA ITEM 1. Call to Order and Roll Call

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

Present at roll call were Commissioners: Gruber, Gonzalez, Iverson, Murray, and Flannigan. Absent: Commissioners: Young and Gnos. Director of Planning and Building Jeff Thomson and City Attorney David Schelzel were also present.

AGENDA ITEM 2. Approval of Agenda

Commissioner Murray made a motion, Seconded by Commissioner Gonzalez, to approve the December 5, 2016 meeting agenda as presented. The motion carried unanimously.

AGENDA ITEM 3. Approval of Minutes

a.) Approval of November 21, 2016 Planning Commission Minutes

Commissioner Gruber requested a change of "condo" to "condos" on page 2, line 23of the minutes in the Commission's packet materials.

Commissioner Gruber made a motion, Seconded by Commissioner Murray, to approve the November 21, 2016 Planning Commission Minutes as presented, with Comissioner Gruber's requested change. The motion carried 3 ayes and 2 abstain (Gonzalez and Flannigan).

AGENDA ITEM 4. Old Business Items:

a.) Adopt Report and Recommendation on Meyer Place on Ferndale – 105 Lake Street E

i. Rezoning, PUD Concept and General Plans, and Design Review

Director of Planning and Building Thomson stated the applicant, Homestead Partners and the property owner, Meyer Properties, have submitted a development application to redevelop the Meyer Brothers Dairy site at 105 Lake Street E. The development application includes requests for Rezoning from C-4A to PUD/Planned Unit Development, concurrent PUD Concept and General Plan of Development review, and Design Review with deviations: building recession between first and second floor of the building, width of the sidewalk along Ferndale Rd, and a tan roof color. The Planning Commission reviewed the development application and held a public hearing at its meeting on November 7, 2016. After discussing the application, the

Planning Commission directed staff to prepare a Planning Commission Report and Recommendation for approval of the development application. On November 21, the Planning Commission considered the draft Report and Recommendation for approval. At the meeting, a motion to adopt the draft Report and Recommendation failed on a 2 to 3 vote. The Planning Commission subsequently tabled action on the development application until the December 5th meeting to have a full Commission in attendance.

City Attorney Schelzel stated the Planning Commission does need to make a recommendation at this meeting regarding the project, given the requirements under City Code to act upon the application within the timeline required by law.

Commissioner Gonzalez clarified the role of the Planning Commission is to look at the project and ensure that it meets the requirements of the City's Codes. The Commission does not make policy, and they do not have to like a project or agree with the project but rather to ensure that what is proposed meets the requirements of the Code, and if there are deviations requested these are justified and to make appropriate findings. This is a difficult site, and the City Council made a decision years ago that they would not require the Commission to strictly enforce commercial use requirement west of Barry Avenue because of the difficulty to have commercial sites, and a lot of residential sites do not want to have commercial sites near their homes. This project meets the spirit of the Comprehensive Plan and the PUD Ordinance. The project is justified because the transition from residential to commercial is reasonable. Commissioner Gonzalez would recommend adopting of the draft Recommendation and Report for approval, with the addition of a condition that the second and third story meet the setback requirements along Lake Street.

Commissioner Gruber stated this site is not proper for a PUD, and appreciates that Staff put together alternative findings for a recommendation of denial of the project based on concerns expressed by some commissioners. She would also like to add that this is the west gateway to the City, and the City needs to have a more innovative building at this gateway. In Section 807.9.12, there are other options that could be in this location including an art exhibit. It is time for the City to balance the mix of residential homes that the City has, and she would not vote to recommend approval of the project.

Commissioner Flannigan stated he would recommend approval of the project, and it is City Council's role to work through the policy issues that have been brought up by the commissioners. The effort of the applicant to work with the community, surrounding residents, the Planning Commission, and the City Council has been done in good faith and is commendable. The property itself and that side of the City may be something that requires more discussion by the City Council. The appropriate action for the Commission would be support and recommend approval of the project that has been presented.

Commissioner Murray stated he has been on the record stating he would like to see something different in this location, but in the spirit of where the Commission had voted at the November 7 meeting, he would vote to adopt the Report and Recommendation of approval.

Chair Iverson stated the project does not meet the innovation in development requirement under the PUD Ordinance, and the City should require something more unique and innovative in

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design. The PUD also requires the creative use of land, and this project does not meet this requirement. There are some options other than housing that could be looked at. The City has enough $1-$2 million condos, and there could be more creative ways to use the land. The project also does not provide a desirable and creative environment that might be possible through the strict application of the zoning and subdivision regulations of the City, as noted in the PUD Ordinance. Chair Iverson would not recommend approval of this project.

Commission Flannigan stated there may be people that believe the City has enough high end housing, but there are people continuing to purchase these homes and this would mean there is a demand for this in the City. It is important to understand that this is a different type of property, by the Lake, and would have a fair market value more than the typical starter home.

Chair Iverson stated part of the PUD Ordinance requires innovation, and having additional housing of this type is not thinking out of the box and is not creative. The location may be driving the price, but this is the gateway to the City and they should be innovative and creative and challenge the developers.

Commissioner Gonzalez made a motion, Seconded by Commissioner Flannigan, to approve the December 5, 2016 Planning Commission Report and Recommendation, as presented, recommending approval of the PUD Rezoning, Concurrent PUD Concept and General Plan of Development, and Project Design for a new three story residential development at 105 Lake Street East. The motion carried 3 ayes and 2 nays (Gruber and Iverson).

Commissioner Gonzalez stated she would also recommend the City Council add a condition that project meet the second and third story setbacks along Lake Street.

AGENDA ITEM 5. Public Hearing Items:

a.) None.

AGENDA ITEM 6. Other Items:

a.) Review of Development Activities

Mr. Thomson stated the City Council would be doing interviews for Boards and Commissions at their December 6 meeting including applicants for the Planning Commission. There are 4 applicants and 2 open seats. The City Council would also be reviewing the house plans for 143 Westwood Lane, the Frenchwood Third Addition, financing for the parking ramp, and an update of the Lake Effect.

b.) Next Meeting is December 19, 2016

Director of Planning and Building Thomson stated the December 19 Planning Commission meeting agenda would include a development application from the Water Theater Company for

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the Unitarian Church property on Rice Street for use as a non-profit community theater group. This will require a Conditional Use Permit and parking considerations. The agenda will also include the review of the draft Planning Commission work plan for 2017. The new Commissioners to be appointed will take their seats on January 1. There will also be training available for the new members and additional training for current members in January.

Commissioner Gonzalez noted the City Council had voted to deny the request for a PUD modification for the property north of Anchor Bank to remove a section of trail.

AGENDA ITEM 7. Adjournment.

Commissioner Flannigan made a motion, seconded by Commissioner Murray, to adjourn the meeting. The motion carried unanimously.

The Planning Commission meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Tina Borg
TimeSaver Off Site Secretarial, Inc.

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Planning Report
Wayzata Planning Commission
December 19, 2016

Project Name:	Blue Water Theatre Company
Applicant:	Blue Water Theatre Company
Property Owner:	Unitarian Universalist Church of Minnetonka
Addresses of Request:	605 Rice St E
Prepared by:	Jeff Thomson, Director of Planning and Building
"60 Day" Deadline:	January 20, 2017

Development Application

Introduction

The applicant, Blue Water Theatre Company, and the property owner, Unitarian Universalist Church of Minnetonka (UUCM), have submitted a development application to change the use of the existing church building at 605 Rice St E. Blue Water, a non-profit youth theater organization, has an agreement with the church to purchase the property. Blue Water would occupy the building and use the existing building as a community theater. The proposal requires a conditional use permit.

Property Information

The property identification number and owner of the property are as follows:

Address	PID	Owner
605 Rice St E	06-117-22-24-0040	Unitarian Universalist Church of Minnetonka

The current zoning and comprehensive plan land use designation for the property are as follows:

Current zoning:	INS/Institutional
Comp plan designation:	Institutional/Public
Total site area:	10,965 sq. ft.

Project Location

The property is located on the northeast corner of the Rice St E/Walker Ave S intersection.

Map 1: Project Location

Application Requests

As part of the submitted development application, the applicant is requesting approval of the following items:

A. Conditional Use Permit: The applicant has applied for a conditional use permit for a non-profit community theater organization as a use of the same general character as those permitted, accessory, or conditional uses in the institutional zoning district. (City Code Section 801.70.5.M)

Adjacent Land Uses.

The following table outlines the uses, zoning, and Comprehensive Plan land use designations for adjacent properties:

Direction	Adjacent Use	Zoning	Comp Plan Land Use Designation
North	Cemetery	INS/Institutional	Institutional/Public
East	Single-family home	R-3A/Single and Two Family Residential District	Low Density Single Family
South	Wayzata City Hall	INS/Institutional	Institutional/Public
West	Single-family homes	R-3A/Single and Two Family Residential District	Low Density Single Family

Public Hearing Notice

The public hearing notice was published in the *Wayzata Sun Sailor* on December 8, 2016. The public hearing notice was also mailed to all property owners located within 350 feet of the subject property on December 9, 2016.

Analysis of Application

Proposed Use

The applicant has provided a written narrative which provides detailed information about the Blue Water Theatre Company and its intended use of the property. In summary, Blue Water is a non-profit youth theater organization that was founded in 2007 and serves the Wayzata community. Blue Water's programming includes four main stage musical theatre productions each year, with six to ten smaller productions.

Blue Water has an agreement with UUCM to purchase the property. Blue Water would own the property and fully occupy the building for their use. The applicant is considering minimal improvements to the building and site. The existing sanctuary space would be converted into an adaptable performance space by adding flexible seating and equipment for theater performances. Blue Water is also considering adding an additional restroom on the main level, and the existing monument sign would be updated with the Blue Water name and logo. The applicant is not proposing any building or site changes that require design review from the City.

The use of the property would include limited staff and volunteer offices in the lower level that would be used during daytime business hours. The main level performance space would be used for both rehearsals and smaller performances. Rehearsals would be held on Monday, Tuesday, and Thursday evenings as well as on Saturdays. The size of the performance space would be able to accommodate the six to ten smaller annual productions. The four main stage productions would not be held on site due to their size. Blue Water has indicated that they would continue to rent other performing arts venues for their larger main stage productions.

Conditional Use Permit

The property is zoned institutional. The institutional zoning district is intended to provide a district for facilities devoted to serving the public. It is unique in that the primary objective of uses within this district is the provision of services, frequently on a non-profit basis, rather than the sale of goods or services. It is intended that uses within such a district will be compatible with adjoining development, and they normally will be located on an arterial street or thoroughfare.

Permitted uses within the institutional zoning district include schools, religious institutions, and publicly owned civic or cultural buildings. A non-profit community theater does not meet the definition of these permitted uses. One of the conditional uses in the institutional zoning district is uses of the same general character of other permitted, accessory, or conditional uses specifically listed in the zoning district. A non-profit community theater is similar to several permitted uses, such as a church, school,

or cultural building. A non-profit community theater is also similar to a community center, which is a conditional use in the institutional zoning district. Staff has determined that the proposed use is appropriate for consideration as a use of the same general character.

Parking

The City's parking ordinance states that when there is a change in use, tenancy, or occupancy of a building *which requires additional parking spaces*, the minimum parking requirements established in the parking ordinance must be met. The proposed building is currently occupied by a church and the proposed use is a performing arts theater. The City's parking requirements are the same for religious institutions, auditoriums, and theaters. The parking requirement is one space for each three permanent seats based on the design capacity of the main assembly hall. Since the applicant is not proposing to increase the seating capacity of the current sanctuary, the proposed change in use does not require additional parking spaces.

The applicant has provided detailed information on hours of operation and the schedule for performances which would draw larger crowds and increase parking demands. The applicant has also provided parking information that compares the current church use and the proposed community theater use, as it relates to parking. In general, the applicant has stated that the parking demands could be accommodated with existing on-street parking, and by Blue Water working with St. Bart's and the City to use their respective parking lots in the evenings when they are available.

Comprehensive Plan

The Comprehensive Plan land use designation for the subject property is Institutional/Public. The Comprehensive Plan includes the following discussion for the Institutional land use designation:

Issues and Analysis

The City of Wayzata has a number of schools, churches, and other institutional uses in areas throughout the community. These institutions are viewed as a positive aspect of the community that serves the good of its residents. Many of these institutional uses are located in or adjacent to established residential neighborhoods. Institutional facilities create impacts and add activity to an area resulting in parking or increased traffic that is not characteristic of residential neighborhoods. Wayzata needs to plan for facility expansion and potential redevelopment of institutional property to ensure proper preservation of land use compatibility.

Institutional Facility Policies

- Accomplish transitions between differing types of land uses in an orderly fashion to minimize negative impacts on adjoining development.

- Analyze all institutional development proposals from physical, social, and economic standpoints to determine the most appropriate land uses within a neighborhood and the community as a whole.

- Consider the removal of land from the tax rolls only when it can be demonstrated that such removal is in the public interest.

- Establish sufficient setback requirements for new or expanding institutional development to assure adequate separation of differing land uses.

- Develop all institutional uses according to high levels of design, which are sensitive to the mass and scale of the existing surrounding neighborhood.

- Adequately screen, landscape and buffer institutional facilities to minimize the impact on surrounding uses and enhance the neighborhood and community in which they are located.

Applicable Code Provisions for Review

Conditional Use Permits: City Code Section 801.04.2.F. states that the Planning Commission and City Council shall consider possible adverse effects of the proposed conditional use. Their judgment shall be based upon (but not limited to) the following factors:

A. The proposed action in relation to the specific policies and provisions of the official City Comprehensive Plan.

B. The proposed use's compatibility with present and future uses of the area.

C. The proposed use's conformity with all performance standards contained herein (i.e., parking, loading, noise, etc.).

D. The proposed use's effect on the area in which it is proposed.

E. The proposed use's impact upon property values in the area in which it is developed.

F. Traffic generated by the proposed use is in relation to capabilities of streets serving the property.

G. The proposed use's impact upon existing public services and facilities including parks, schools, streets and utilities, and the City's service capacity.

Action Steps

After considering the items outlined in this report, the Planning Commission should direct staff to prepare a *Planning Commission Report and Recommendation*, with

appropriate findings, reflecting a recommendation on the application for review and adoption at the next Planning Commission meeting.

Attachments

- Applicant's Narrative

Blue Water Theatre Company/UUCM
City of Wayzata Development Application
21 November 2016

ABOUT BLUE WATER THEATRE COMPANY:

Blue Water Theatre Company (BWTC) is a youth theatre organization that was founded in 2007. Our mission is to create a theatre community for young people through meaningful and transformative experiences. BWTC is organized exclusively for artistic and education purposes. We reach our goals by promoting an environment where young people can develop into healthy, caring, and responsible adults.

BWTC's programming is centered around four "mainstage" musical theatre productions annually, involving approximately 50 teenage actors in each show. In addition, six to ten additional smaller productions are done each year, involving cast sizes ranging from a small handful up to about 40 kids. We work primarily with actors in middle school and high school (grades 6 through 12), but over the past couple of years we have expanded our programming to include actors as young as 3rd grade and as old as college students. Our actors come from all over the Twin Cities metro area. In a typical mainstage musical, over 15 different schools are often represented by at least one actor. In 2016, we worked with over 175 different kids on various productions, most of them multiple times throughout the year.

A very important aspect of BWTC is the community that our actors have with one another. We believe strongly in the young people we serve, and work daily to maintain an environment based on empowerment, cooperation, artistic & personal success, and joy.

BWTC has called Wayzata our home for most of the nearly ten years we have been in existence. After renting space (by the hour) from local schools and churches for our first two years, we moved into an empty storefront in the Wayzata Bay Center in 2009 prior to its redevelopment. We remained there until 2011, when we took up residence in our current rehearsal studio in the lower level of the Wayzata Home Center, where we have been ever since.

We have always been very proud to make our home in Wayzata, and we are eager for this opportunity to have the UUCM building as our permanent, "forever" home. We are excited to be a significant part of the community for generations to come.

BWTC is a registered 501(c)(3) nonprofit organization, as recognized by the state of Minnesota.

PROPERTY USAGE:

We are beyond excited about what potential ownership of the UUCM property means for the future of our organization – and for what it will mean as a cultural institution serving the entire Wayzata Community. We feel that this is an enormously magical opportunity for everybody.

Because BWTC works with young people (who are in school during the day), our business is usually conducted on nights and weekends. Currently our productions rehearse from 5:00-9:30 on Mondays, Tuesdays, and Thursday evenings, and from 9:00-4:00 on Saturdays. Outside of those hours, daily usage of the property is generally limited to our staff and parent volunteers, which is usually just a couple of people on site at any given time. We are generally "dark" on Wednesday nights, because most of the young people we work with have religious commitments on those evenings.

Of course, our desire is to use the UUCM as an actual "home" for many of our performances, and not "just" as a rehearsal facility. Currently, while we rehearse in our Wayzata studio, we have to rent out school or professional theatres in which to actually perform. The opportunity to have a performance space of our own is incredibly exciting. Of course, the UUCM is not large enough to house public performances of our four "mainstage" productions (those with cast sizes of 50 kids), but we do see it working beautifully as a theatre space that is perfect for our smaller productions.

In 2016, those smaller productions would have included two elementary school musicals, two student-directed plays, one middle school musical, and one college musical. In all, those six productions had a total of 22 public performances out of the 365 day calendar year. When we do public performances, we generally run our shows for one weekend – with performances taking place on Thursday, Friday, and Saturday evenings – and occasionally a final matinee performance on a Sunday afternoon.

COMPATIBILITY WITH SURROUNDING LAND USE:
We believe that there is no question this project is extremely compatible with surrounding land use – especially with City Hall and the Library being right across the street. We think that turning the UUCM into a theatre adds a huge cultural piece to the block that only strengthens that part of town, and (although the facility would not be owned by the city) fits in very well with the spirit of the civic institutions already in that area.

EVENTS:
The majority of our building usage (85% of the year) is expected to be for daily rehearsals and organizational administrative business.

The number of public performances (as mentioned above) will vary, but 2016 would have seen only 22 throughout the entire calendar year. We anticipate, obviously, an increase in that number, but do not expect that to ever go over about 40-50 times per year (about 15% of the year).

HOURS OF OPERATION:
As mentioned earlier, because we work with kids, we primarily operate on Monday, Tuesday, and Thursday evenings – and all day on Saturdays. Our studio is generally "open" in the evenings from 5:00-9:30pm, and on Saturdays from 9:00-4:00. Other projects happen at other times, but that is our typical "regular" schedule.

PERFORMANCE SCHEDULE:
When we do public performances, they currently generally happen with a show running on the following schedule for one weekend:

- Thursday at 7:00

- Friday at 7:00
- Saturday at 7:00
- Sunday at 2:00

Of course, we have the ability to adjust as needed. For example, many theatres start performances at 7:30 or 8:00 in the evening. So if we are aware of overlapping events either between BWTC and City Hall or BWTC and St. Bart's, we could adjust as needed to alleviate parking concerns.

PARKING MANAGEMENT:
For our general daily use (rehearsals, administrative work, etc), we do not expect parking to be an issue at all. Most of the kids we work with do not drive on their own. For example, the show we are working on right now (cast of 53) only has three actors old enough to drive. That, plus the BWTC staff, means that a typical rehearsal may only require about six or eight cars to be parked. That's pretty typical. It's a lot of drop-off and pick-up by parents – much like the surrounding neighbors are already used to from St. Bart's School.

I think the biggest concern (understandably) that the city and the immediate neighbors to the building would have is with regards to parking when we have a public performance. While there is certainly an important discussion to be had about this, it's probably helpful for us to lay out a couple of thoughts and assumptions we have on that issue right now:

- The major parking needs (for any public performances) would similar in size and scope to what the UUCM currently needs for their Sunday morning services. If we have 100 guests showing up to watch a show, that is essentially the same as the UUCM having 100 guests show up to attend a church service.
- Church services happen 52 times a year (on Sunday mornings). As mentioned above, in 2016 we had 22 public performances that could have happened in the building. Even if we were to double our number of public performances, we would still fall short of the current UUCM in terms of the number of times per year that significant parking needs would happen. It's also useful to note that the times that UUCM needs significant parking (Sunday mornings) is also the same time that nearby St. Bart's needs significant parking – which creates a logjam in the area on Sunday mornings. We never have events on Sunday mornings, so we would actually be contributing to a relaxation of those demands at that time.
- Our parking needs for public performances would generally be on Thursday, Friday, and Saturday nights – and occasionally Sunday afternoons. Those are in the off-hours for local businesses, and we expect our guests will be able to avail themselves of the surrounding street parking, the city hall/library lot, and the parking ramp behind Caribou (1.5 blocks away). We have reached out to St. Bart's about making an agreement with them to use some of their parking during their off-hours. Again, because of the time of day when our events happen, we know that those areas are not in high demand already. Obviously, though, a more formal conversation about this has to happen.

BUILDING IMPROVEMENTS/CHANGES:
We are extremely attracted to the UUCM building as a historical structure. We have a strong desire to make as few physical changes to the building as necessary, and likely only those that are required to meet any updated codes and requirements that the current tenants may have been "grandfathered" into. The "conversion" from a church to a theatre is mostly about the installation

of theatre equipment (stage lighting, draperies, sound equipment, etc), but does not involve a structural change to the building. Fortunately, a theatre's needs are actually very similar to a church's needs in the way the building performs and operates.

We have had long conversations about our desire to celebrate the building's historical status, and care for it as an important structure for the entire town. It's a landmark that deserves attention and love, and we are excited to hopefully make it our home.

FINAL NOTES:
Having never done anything like this before, we do know that this application is the first step in a process that is going to have multiple steps. We are really excited about this opportunity, and we are very excited about what our organization can bring to downtown Wayzata. We are eager to engage city officials, neighbors & residents, the business community in town, and especially the families in Wayzata about who we are and what we do. This is going to be a magical project for everybody.

Please do not hesitate to contact me and the BWTC board of directors to continue this conversation!

Charlie Leonard
Executive & Artistic Director
Blue Water Theatre Company
(763) 232-1025 *cell phone*
charlie.leonard@bluewatertheatre.com

Blue Water Production Season
2016-2017

3rd - 5th Grade Fall Musical/Rehearse mid Sept -October, Mon., Tues., Thurs., 5-6:45pm/ Performances first weekend in November, Thurs., Fri., Sat. 7pm, Sun. 2pm/Performance @ church

Fall Main Stage Musical/Rehearse mid Sept-Nov., Mon., Tues., Thurs. 7-9:30pm, Sat. 9-4pm/Performances first weekend in December/ Performance off site

Winter Main Stage Musical/Rehearse mid Dec-Feb., Mon., Tues., Thurs. 7-9:30pm, Sat. 9-4pm/Performances mid-February, Thursday, Friday, Saturday @ 7pm, Sunday 2pm/ Performance @ church

3rd - 8th Grade Winter Musical/Rehearse mid Jan-mid March, Mon., Tues., Thurs., 5-6:45pm/Performances mid-March, Thurs., Fri, Sat @ 7, Sun. 2pm/Performance @ church

3rd - 8th Grade Spring Musical/Rehearse March - mid May, Mon., Tues., Thurs., 5-6:45pm/ Performances mid-May,Thurs., Fri, Sat @ 7, Sun. 2pm/Performance @ church

Spring Main Stage Musical/Rehearse March - early June., Mon., Tues., Thurs. 7-9:30pm, Sat. 9-4pm**/**Performances mid -June, Th., Fri, Sat @ 7/ Performance off site

Summer Musical/Rehearse 9a-4p Mon.- Fri. during month of July/perform at 7pm Thurs., Fri, Sat., last weekend in July/Performance off Site

3rd - 5th Grade Summer Musical Camp/Rehearse 10a-2p Mon-Fri, 2nd and 3rd weeks of July/ performances Fri @ 7, Sat. @ 2, Sun. @2/Performance @ church

Small additional productions (2-3) probable during the summer. Rehearsals primarily evenings. Performances primarily evenings Thurs, Fri., Sat. @ 7pm with occasional matinees Saturday or Sunday at 2

City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke

City Manager:
Jeffrey Dahl

Date: December 16, 2016

To: Planning Commission

From: Jeff Thomson, Director of Planning and Building

Subject: 2017 Planning Commission Work Plan

In November, the Planning Commission held a workshop meeting to discuss goals, opportunities, and priorities for 2017. Based on the workshop discussion, City staff recommends the following for the Planning Commission's 2017 Work Plan:

1) Meet the purpose, duties, and objectives of the Planning Commission as provided in the City Code and as outlined in the Planning Commission's bylaws

2) Provide additional training for the Planning Commissioners and participate in training on an ongoing basis throughout the year

3) Participate in the update to the City's Comprehensive Plan

4) Review and consider updates to the development review process:

   a. Establish "checklists" for the use of applicants to ensure that the Planning Commission receives all required information in advance of meetings

   b. Review the process for adopting reports and recommendations on development applications and consider options for consolidating the Planning Commission's review

   c. Review current public engagement process for items being considered by the Planning Commission and discuss opportunities for improvements

5) Review and make recommendations to the City Council on amendments to the City's zoning and subdivision regulations:

   a. Tree preservation ordinance follow-up amendment: Update the tree preservation ordinance to address the issue of trees being removed on a property prior to a development application being submitted, or after a development has been constructed and completed.

b. Design standards: Review and consider updates to the design standards for common deviations that have been requested and approved as part of recent development applications.

c. Housekeeping Ordinance: A best practice is for the Planning Commission to regularly review the zoning ordinance for consistency, clarity, and applicability. As City staff administers and enforces the zoning ordinance on a day-to-day basis, we are able to identify areas of the ordinance that could be amended to provide clarity and consistency. The purpose of the housekeeping ordinance is to provide an ongoing review of these items, and not to make policy changes to the ordinance.

The Planning Commission recognizes that the work plan is a guide that may change based on City Council priorities and direction, development application activities, and staffing levels.