



Wayzata Planning Commission

Meeting Agenda

Monday, July 17, 2017

Community Room
600 Rice Street East
Wayzata, Minnesota 55391

- 7:00 p.m.**
- 1. Call to Order & Roll Call**
 - 2. Approval of Agenda**
 - 3. Approval of Minutes**
 - a. June 19, 2017 Planning Commission Meeting
 - 4. Old Business Items:**
 - a. Holiday – 1325 Wayzata Blvd E
Variance
 - b. Buell Consulting – 800 Wayzata Blvd E
Conditional Use Permit
 - 5. Public Hearing Items:**
 - a. Meyer Place at Ferndale – 105 Lake St E
PUD Amendment
 - 6. Other Items:**
 - a. City Council Strategic Plan Update
 - b. Comprehensive Plan Advisory Committee
 - c. Review of development activities
 - d. Next meeting is August 7, 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
MEETING MINUTES
JUNE 19, 2017**

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, Flannigan, and Buchanan. Absent: Young. Director of Planning and Building Jeff Thomson and City Attorney Paul Kaminski were also present.

AGENDA ITEM 2. Approval of Agenda

Commissioner Gonzalez made a motion, Seconded by Commissioner Murray, to approve the June 19, 2017 meeting agenda as presented. The motion carried unanimously.

AGENDA ITEM 3. Approval of Minutes

a.) May 15, 2017 Planning Commission Meeting

Commissioner Buchanan made a motion, Seconded by Commissioner Gruber, to approve the May 15, 2017 Planning Commission Meeting minutes as presented. The motion carried 6-ayes and 1-abstain (Gonzalez).

b.) June 5, 2017 Planning Commission Meeting

Commissioner Buchanan made a motion, Seconded by Commissioner Gonzalez, to approve the June 5, 2017 Planning Commission Meeting minutes as presented. The motion carried unanimously.

AGENDA ITEM 4. Public Hearing Items:

a.) Holiday Stationstores – 1325 Wayzata Blvd E

i. Variance

Director of Planning and Building Thomson stated the applicant, Holiday Stationstores, is proposing to add a dynamic/digital wall sign at the Holiday gas station located at 1325 Wayzata Blvd E. The City's sign ordinance, a section of the zoning ordinance, prohibits flashing signs or similar devices. The proposed dynamic/digital sign would meet the zoning ordinance's definition of a flashing sign, and is therefore prohibited by the zoning ordinance. The applicant is requesting a variance from the flashing sign prohibition. The applicant is proposing restrictions on the

1 operation of the sign, including the content of the messages displayed, the character of the message
2 and display, the duration of the message, and transition between messages.

3
4 Commissioner Buchanan asked if the Village Square sign would be considered a digital sign.

5
6 Mr. Thomson stated there are a number of existing digital signs in the City, and these were
7 approved as part of the Planned Unit Development (PUD) process. The applicant's property is not
8 zoned PUD. He explained that the proposed sign would be different than existing digital signs in
9 the City because it is a video display. The other digital signs in the City are monochromatic signs
10 that display text, and have limited ability to display images.

11
12 Mr. Michael Cronin, 8809 W Bush Lake Rd, Bloomington, representing Holiday Stationstores,
13 stated they are proposing to have an electronic display that does not include revolving beacons,
14 revolving, swinging, moving parts, or zip flashers. The conditions that they are proposing on the
15 sign display include the following: 1) Only products or services available on site will be displayed,
16 2.) The sign will only display static and stable text and/or images. Animated messages or displays
17 or animation as part of any message would be prohibited. Other modes of displaying messages,
18 including scrolling, would be prohibited. Modes of display that cause the message to flash are
19 prohibited, 3.) The interval between serial messages or changes of the display will be 15 seconds,
20 and 4.) The transition from one static and stable display to another will be direct and immediate
21 without any special effects including fading, wiping, and dissolving. The sign would be located
22 on the wall behind the canopy and trees, and is not intended to be highly visible from Wayzata
23 Blvd. These signs also have a range of "nits" or brightness and this is regulated by the outside
24 lighting, getting brighter as it gets lighter and dimmer as it gets darker. He stated one of the
25 difficulties with this particular store is that there is no free-standing sign that they can use to let
26 customers know what specials are going on inside the store.

27
28 Commissioner Gonzalez asked whom the applicant was trying to reach with this type of
29 advertisement and if the sign would be visible from all of the pumps.

30
31 Mr. Cronin stated they are attempting to reach those people that are using the pay at the pump
32 feature and pumping gas right outside of the store. The sign would be visible from most of the
33 pumps.

34
35 Commissioner Gonzalez asked if the station had ads that display at the pumps.

36
37 Mr. Cronin stated they had tried this approach, but the City Staff had stated this would not be
38 possible.

39
40 Commissioner Gruber asked if the applicant would prefer to have the individual displays at the
41 pumps or the larger display on the wall of the building.

42
43 Mr. Cronin stated the wall display has been tested at other sites and proven to be effective.

44
45 Chair Iverson asked how the applicant had settled on 15 seconds between screen changes.

46

1 Mr. Cronin stated most City Ordinances have a range of 8 seconds to 1 minute and they are
2 proposing to start at 15 seconds because the sign is not located on a road it is not directed at the
3 public. From a marketing stand point, the shorter the time the better because it gets more
4 information to the customer. If the City approves 15 seconds, then that is what they will use as
5 their limit.

6
7 Commissioner Buchanan stated that he had timed other signs in the City, and Village Square's
8 sign changed every 6 seconds, Wayzata Community Church changed every 5 seconds, and
9 Walgreens changed every 20 seconds.

10
11 Chair Iverson opened the public hearing at 7:26 p.m.

12
13 There being no one wishing to address the Planning Commission, Chair Iverson closed the public
14 hearing at 7:27 p.m.

15
16 Commissioner Flannigan asked if the applicant would be allowed to have this type of sign if they
17 were able to have a freestanding sign.

18
19 Mr. Thomson stated the City would allow for a freestanding sign but the same prohibition on
20 flashing signs would apply.

21
22 Commissioner Gonzalez expressed concerns that the sign would project light into the residential
23 neighborhoods.

24
25 Commissioner Flannigan stated the applicant is removing signage from a couple facades that
26 would be closer to the street. The placement of the sign on the building would be lower than the
27 gas canopy façade that faces the road. He stated he would favorably consider this request if it were
28 limited to one sign with a 30 second time between message changes. It will not create unsafe
29 driving conditions on Wayzata Blvd.

30
31 Commissioner Buchanan stated the request is reasonable and does not present a danger to the street
32 or motorists.

33
34 Commissioner Murray stated he would also support the request.

35
36 Commissioner Gonzalez suggested the Planning Commission add review of the sign ordinance to
37 the Commission's work plan.

38
39 Commissioner Gruber stated the proposed sign is less invasive than the existing signs in the City.
40 She stated the practical difficulties are the depth of the property, the proposed sign being set back
41 from Wayzata Blvd, and that there is no room on the property to put up a freestanding monument
42 sign.

43
44 Commissioner Gonzalez stated she would reluctantly be able to support the variance request.
45

1 Chair Iverson stated she hopes that the sign does not create traffic problems, and if it does the City
2 should revisit the request. She stated it is difficult to not approve the request since there are similar
3 signs like it in the City.

4
5 Commissioner Flannigan suggested limiting the number of signs to one, and also changing the
6 interval between messages from 15 seconds to 30 seconds.

7
8 Chair Iverson stated the increased time would make her more comfortable with the safety aspect.

9
10 Commissioner Gonzalez stated Holiday's market studies had showed 15 seconds to be effective.

11
12 Commission Flannigan stated Walgreens has a 20 second interval, and he would like to see the
13 City be consistent.

14
15 Mr. Cronin explained the market research behind the 15 second interval request.

16
17 Commissioner Gonzalez stated she would approve the 15 second interval.

18
19 Commissioner Gonzalez made a motion, Seconded by Commissioner Gruber, to direct staff to
20 prepare a draft Planning Commission Report and Recommendation, with appropriate findings,
21 reflecting approval of the variance request for the Holiday Stationstores located at 1325 Wayzata
22 Blvd E for one 24.4 square dynamic/digital sign, subject to the conditions outlined by the applicant,
23 for review and possible approval at the next Planning Commission meeting. The motion carried
24 unanimously.

25
26 **b.) Buell Consulting – 800 Wayzata Blvd E**

27 **i. Conditional Use Permit**

28
29 Director of Planning and Building Thomson stated Buell Consulting, on behalf of T-Mobile
30 Central, LLC, has submitted a development application to construct a telecommunications facility
31 for cellular antennas and associated equipment at 800 Wayzata Blvd E. The applicant is proposing
32 to install 6 cellular telecommunications antennas on the roof of the existing building. The proposed
33 antennas would be located on the southeast corner of the building, and would be mounted behind
34 a new screening wall that would be constructed on the roof deck. The proposed screening wall
35 would extend 14-feet above the existing roof deck. The accessory equipment for the
36 telecommunications antennas would be mounted on the ground, on the south side of the existing
37 building. The proposed equipment area is approximately 150 square feet in size and would be
38 surrounded by a cedar fence. The wood fence would fully screen the equipment area from
39 surrounding properties, and the height of the fence is greater than the height of the proposed
40 ground-mounted equipment. The ordinance states that accessory equipment shall be entirely
41 located with an existing structure or within rooftop screening walls, whenever possible. If a new
42 equipment building is necessary, it shall be situated to the rear or side of the principal use and shall
43 be screened from view by landscaping where appropriate. The stealth design techniques provided
44 in the proposed plans include constructing the antennas behind a screening wall so that the
45 antennas would not be visible. The screening wall would be designed to match the exterior color

1 of the building. The proposed antennas meet the maximum height requirement in the
2 telecommunications ordinance.

3
4 Commissioner Gonzalez asked how the ground equipment would be accessed.

5
6 Mr. Thomson stated there is a gate entrance on the side.

7
8 Commissioner Gonzalez stated the property slopes in the back of the property and there are a
9 couple of large trees in this area. She asked if there was any information on how these trees would
10 be affected and if there would be any fill brought to the site.

11
12 Mr. Thomson reviewed the grading plan and stated there would be some grading along the back
13 of the property but not a significant amount.

14
15 Commissioner Gonzalez stated the fence around the ground equipment is proposed to be 7.5 feet
16 and this does not comply with the City's fence ordinance.

17
18 Mr. Thomson stated staff would need to review the proposed fence height and the City's fence
19 ordinance.

20
21 Mr. Kristian Olson, Buell Consulting LLC, 1360 Energy Park Drive, St. Paul, stated the space for
22 the ground equipment in the back of the property would be a perfect location because there was
23 previously telecommunications equipment located on this building and the equipment was located
24 in the same spot they are proposing to locate their equipment. The grading is minimal and the
25 equipment is located only 6-feet from the building. The fence would only be on three sides as the
26 building would be the fourth side of the screening wall. There are no plans to remove any trees.
27 The fence will have a locked gate. They would be servicing the site from the side street not the
28 parking lot of the multi-family facility. There is no need for a road directly to the site.

29
30 Chair Iverson asked what type of lights would be needed to make night repairs.

31
32 Mr. Olson stated there is a motion light included in the application and this is the only light they
33 are planning to install.

34
35 Commissioner Flannigan asked why they chose this site.

36
37 Mr. Olson stated the location, the height they were able to get, and there is no variance required
38 for this particular location.

39
40 Commissioner Gruber asked what the health risks were since this would be located close to
41 residential areas.

42
43 Mr. Olson stated the FCC determines health impacts. The FCC sets standards and carriers must
44 strictly abide by these standards, and as long as a carrier is within these guidelines the FCC
45 considers them safe. T-Mobile is within these standards.

46

1 Commissioner Flannigan asked if the applicant would consider utilizing only the parking lot on
2 the property to access the equipment, rather than using Chicago Avenue.

3
4 Mr. Olson stated this should not present an issue.

5
6 Commissioner Gonzalez asked how far the fence for the ground equipment would be from the
7 property line.

8
9 Mr. Thomson stated the application meets all of the setback requirements.

10
11 Chair Iverson opened the public hearing at 8:12 p.m.

12
13 Mr. Henry Miles, 746 Widsten Circle, Wayzata, requested his comments be on record verbatim:
14 “This past Thursday Jeff - Mr. Thomson met with me to share and discuss Buell/T-Mobile’s
15 application and their plans for the telecomm facility. My understanding has been enhanced by the
16 company’s presentation this evening, thank you. But my understanding is still incomplete. I feel
17 I have a good handle on where and how Buell/T-Mobile will proceed if the City of Wayzata
18 approves the CUP, however I am confused as to why this facility is needed in the first place.
19 Before I get into that I would like the City to know three things: first, the proposed facility does
20 not really affect us at Widsten since it will be covered and behind trees, secondly no one I know
21 has encountered material deficiencies, cell or voice, data or GPS reception in Wayzata so I don’t
22 believe coverage is an issue, thirdly as a tax payer I want community resources and permits
23 deployed effectively, and I believe that Wayzata should leverage our towers to the greatest extent
24 possible to minimize technological clutter of the one off type facilities as proposed. It is with
25 respect to this point that my confusion results. Specifically, I wonder:

- 26 1.) Are there any other carriers, including the majors (Verizon, AT&T, Sprint) or the non-
27 majors operating in Wayzata under similar CUPs and if so, why, and if not, why not?
- 28 2.) What infrastructure does Buell/T-Mobile feel they would gain from the facility that they
29 cannot gain from Wayzata’s much taller shared towers?
- 30 3.) If the infrastructure from Wayzata’s existing or proposed shared towers is inadequate,
31 what would Buell/T-Mobile have the City do to meet their requirements?
- 32 4.) If infrastructure is not the issue, then is it financial? How do the capital and operating
33 costs and rent for T-Mobile, Buell, and the City of Wayzata stack up for the standalone
34 versus the shared solution?
- 35 5.) If Wayzata’s shared towers are too expensive, what would Buell/T-Mobile have the
36 City do to meet their financial requirements?
- 37 6.) If the infrastructure and/or financials of a shared solution are deficient, then what makes
38 us believe anyone else will use these shared solutions as opposed to applying for a CUP to
39 build their own facility?

40 Until these questions are adequately answered and given a chance to be addressed, I believe the
41 default position would be a shared tower solution and the City of Wayzata should deny the Buell/T-
42 Mobile application for a Conditional Use Permit.”

43
44 Chair Iverson closed the public hearing at 8:17 p.m.

45

1 Commissioner Buchanan asked what was wrong with the City's tower and why this was not
2 adequate for T-Mobile.

3
4 Mr. Thomson stated the City is not aware that there are any problems with the tower. The City
5 has talked with all the tenants that are currently on the water tower about relocating to the new
6 tower at the Wayzata Middle School property. The new tower has room for up to five mobile
7 companies and T-Mobile is one of the tenants the City has been talking with. This CUP request
8 does not preclude T-Mobile from being on the new tower in the future.

9
10 Commissioner Gruber asked if there have been customer complaints regarding coverage.

11
12 Mr. Olson stated he is not aware of the specific information regarding customers, as this is not
13 within his scope of duties. This particular site is to replace T-Mobile's current site on the water
14 tower as the lease for that location is not being renewed. He stated he would also not be able to
15 speak to the pricing or rents for each location. He stated Mr. Thomson would be able to address
16 Mr. Miles first question regarding other carriers and their permits. The analysis for Mr. Miles
17 second question was not something he had been tasked to do. The maps provided show the
18 coverage changes for the new location versus the current location.

19
20 Mr. Mic McMyadmin, Development Manager with T-Mobile, stated he is not an RF Engineer but
21 when they look at relocation sites for those that are being decommissioned, the RF Department
22 does an analysis on the various location candidates that are identified. When identifying sites, they
23 consider properties that will meet the zoning codes. The proposed site meets the RF Department's
24 objectives.

25
26 Chair Iverson asked if another location will be required beyond the one being reviewed tonight
27 and the one that is currently being worked on.

28
29 Mr. McMyadmin stated all he could talk about is the one being proposed with this application. T-
30 Mobile has done their best to work with the City and their towers and the budgeted amounts. The
31 proposed site meets all of the City's requirements.

32
33 Commissioner Flannigan asked if the current water tower met T-Mobile's objectives for coverage.

34
35 Mr. McMyadmin stated the water tower is the best site with the City's topography.

36
37 Chair Iverson asked if they could come to a financial agreement with the City in a timely manner
38 would they consider the shared tower location.

39
40 Mr. McMyadmin stated that T-Mobile would like to keep all options open so they can provide the
41 best network possible for their clients. He stated wireless networks are not designed by property
42 owners but rather by all the sites around and their ability to integrate and communicate. There are
43 locations that are too tall and create too much congestion, which affects service.

44
45 Commissioner Flannigan asked if there had been any analysis on the effect this would have on the
46 property values for the surrounding areas.

1
2 Mr. Olson stated this is considered, and they have found that these facilities do not have an impact
3 on property values. There have also been specific studies done in California. Once a tower is in
4 place, people do not notice it.

5
6 Commissioner Gonzalez stated as part of the CUP process, the Commission must consider noise.
7 There have been significant complaints from the residents near the water tower due to the noise of
8 the equipment and the traffic. She asked what residents could expect for noise, and how many
9 service calls would be expected.

10
11 Mr. Olson stated this particular location would only have one carrier and they are not going to
12 have any generators on site. This will cut down dramatically on noise levels. The noise that will
13 be generated are from fans and the privacy fence, trees and the building would buffer this noise
14 level. Once a site is up and running, there will be minimal visits. Every few years they may
15 upgrade the antennas. There may be software upgrades occasionally, but some of these can be
16 done remotely. One person would do any equipment upgrades.

17
18 Commissioner Gruber asked what the cost was to place equipment on the tower at the Middle
19 School.

20
21 City Attorney Kaminski stated telecommunications is an area that is controlled by the Federal law,
22 and the City has to make available enough area in the City for these services. The City feels the
23 new ordinance meets these laws, and they have identified the two locations for large equipment,
24 along with other options, in the City. He clarified the Commission's job is to look at this
25 application and how the proposal fits with the City's ordinances. There are ongoing negotiations
26 with all of the current carriers that use the City's current tower facility, and not all of these carriers
27 may choose to go on the new tower location.

28
29 Commissioner Gonzalez stated that this is a CUP and if the application meets the requirements of
30 the ordinances, then the Commission needs to recommend approval of the application. This
31 application is in harmony with the City's Comprehensive Plan. As long as the residential
32 neighborhoods to the south and west are protected, then this application would be compatible with
33 present and future uses of the area. The applicant has met the requirements of the ordinance and
34 the Commission should recommend approval.

35
36 Commissioner Flannigan stated he does not believe this application is in the best interest of the
37 City or the residents. It is in the financial interest of the building owner and T-Mobile. There is a
38 negative impact on existing services because they are not utilizing the new tower being provided
39 by the City. He stated he believes there would be a negative impact on the property values for the
40 surrounding properties regardless of the studies performed.

41
42 Commissioner Gruber stated the City Council spent time drafting the ordinance to allow for
43 alternative choices for these carriers. The applicant has met the requirements of the ordinance and
44 she does not see any reasons to deny approval.

45

1 Commissioner Buchanan stated the applicant does meet the requirements of the ordinance, and the
2 Commission should recommend approval. He is concerned that the new tower is costing the City
3 money to construct, and it is not appealing to a carrier such as T-Mobile.

4
5 Commissioner Murray stated the financial viability of one site over another is not something they
6 can consider with this application, and the applicant has met the requirements of the ordinance.

7
8 Chair Iverson stated as a land use application, the applicant has met the requirements of a CUP.
9 The Planning Commission has brought up policy issues that the City Council should look at. The
10 questions brought up by Mr. Miles are beyond the role of the Planning Commission in reviewing
11 this application.

12
13 Commissioner Gonzalez suggested adding a condition that all service vehicles for this facility park
14 on the site.

15
16 Mr. Olson stated that they should not have an issue, but he would prefer the language state
17 whenever possible, access to the facility will be done through the building and parking will be on
18 the site.

19
20 Chair Iverson asked how a technician would know when it would be ok to park on the street and
21 when they should use the parking lot on the property.

22
23 Commissioner Gonzalez expressed concerns that they would cut all the trees to create an access
24 from the street.

25
26 Mr. Olson stated they are not removing any trees to create any access.

27
28 Commissioner Murray suggested no parking longer than 20 minutes on the public street.

29
30 Commissioner Gonzalez stated the reason for the condition is because the City has received so
31 many complaints about the carriers at the current water tower location not being good neighbors,
32 and they want to avoid this on a narrow street. Access should be from the site that is benefiting
33 from the application and if they need to access the site from the street, they can come to the City
34 and get a permit.

35
36 Mr. Thomson stated the City does not have a permitting process for allowing parking on a public
37 street. Staff can work on a condition of approval that will meet the Commission's concern for their
38 consideration at the next Planning Commission meeting. If upgrades to the equipment require a
39 permit from the City, then the City could enforce how access to the site occurs.

40
41 Commissioner Gonzalez made a motion, seconded by Commissioner Buchanan, to direct staff to
42 prepare a draft Planning Commission Report and Recommendation for the Commission's
43 consideration at its next meeting, with appropriate findings, recommending approval of the
44 Conditional Use Permit for Buell Consulting and T-Mobile to construct a telecommunications
45 facility for cellular antennas and associated equipment at 800 Wayzata Blvd E with a condition
46 requiring parking to occur on the property. The motion carried 5-ayes and 1-nay (Flannigan).

1
2
3 **AGENDA ITEM 5. Old Business Items:**
4

5 **a.) None.**
6
7

8 **AGENDA ITEM 6. Other Items:**
9

10 **a.) Review of Development Activities**
11

12 Director of Planning and Building Thomson stated the City Council has a meeting June 20 and
13 they are scheduled to review the Nolan Properties development at 1330 Wayzata Blvd E, and the
14 tree ordinance amendment. The June 26 and July 3 Planning Commission meetings have been
15 cancelled.
16

17 **b.) Next Meeting is Scheduled for July 17, 2017**
18
19

20 **AGENDA ITEM 7. Adjournment.**
21

22 Commissioner Gruber made a motion, seconded by Commissioner Murray, to adjourn the meeting.
23 The motion carried unanimously.
24

25 The Planning Commission meeting was adjourned at 9:04 p.m.
26

27 Respectfully submitted,
28

29 Tina Borg
30 *TimeSaver Off Site Secretarial, Inc.*



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

Mayor:

Ken Willcox

City Council:

Dan Koch
Johanna McCarthy
Alex Plechash
Steven Tyacke

City Manager:

Jeffrey Dahl

Date: July 14, 2017
To: Planning Commission
From: Jeff Thomson, Director of Planning and Building
Subject: Holiday – 1325 Wayzata Blvd E

Application Information

The applicant, Holiday Stationstores, is proposing to add a dynamic/digital wall sign at the Holiday gas station located at 1325 Wayzata Blvd E. The proposal requires a variance to allow a dynamic/digital sign.

Planning Commission Review

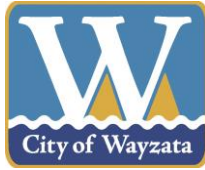
The Planning Commission reviewed the development application and held a public hearing at its meeting on June 19, 2017. After discussing the application, the Planning Commission directed staff to prepare a draft Planning Commission Report and Recommendation for approval of the development application.

Planning Commission Action

City staff has drafted the attached Planning Commission Report and Recommendation, which recommends approval of the development application subject to several conditions of approval.

Attachments

Draft Planning Commission Report and Recommendation



WAYZATA PLANNING COMMISSION

July 17, 2017

REPORT AND RECOMMENDATION OF APPROVAL OF A VARIANCE FOR A PROPOSED ELECTRONIC SIGN AT 1325 WAYZATA BLVD E

DRAFT

SUMMARY OF RECOMMENDATION

Approval* of Variance for an electronic wall sign at the Holiday gas station and convenience store

** subject to certain conditions noted in Section 4 of this Report*

REPORT AND RECOMMENDATION

Section 1. BACKGROUND

- 1.1 Proposed Use. Holiday Stationstores (the "Applicant") is proposing to install a 3ft. 7in. tall and 6ft. 9in. wide (24.4 sf) electronic sign (the "Proposed Sign") on the south façade of the Holiday gas station/convenience store building located at 1325 Wayzata Blvd E (the "Property").
- 1.2 Approval Requested. The Application requests approval of a variance from the City's sign ordinance that prohibits flashing signs or similar devices, in order to install the Proposed Sign (the "Sign Variance").
- 1.3 Property. The street address, property identification number and owner of the Property are:

Address	PID	Owner
1325 Wayzata Blvd E	05-117-22-24-0013	Holiday Stationstores

- 1.4 Land Use. The Property is zoned C-3/Service District and guided Mixed Use Commercial under the Wayzata Comprehensive Plan.
- 1.5 Notice and Public Hearing. Notice of a public hearing on the Application was published in the *Lakeshore Weekly News* on June 8, 2017. A copy of the notice

was mailed to all property owners located with 350 feet of the Property on June 9, 2017. The public hearing on the Application was held at the June 19, 2017 Planning Commission meeting.

Section 2. STANDARDS

- 2.1 Prohibited Signs. The City's sign ordinance (Sec. 27 of the Zoning Ordinance) prohibits revolving beacons, revolving, swinging, moving signs or signs with moving parts, zip flashers, flashing signs or similar devices, excepting time and temperature information. (City Code Section 801.27.06.B).
- 2.2 Variance. The applicable criteria for granting a variance from the standards of the Zoning Ordinance under Sec. 801.05.1.C. are:
- A. Variances shall only be permitted when they are:
 - (i) in harmony with the general purposes and intent of the Zoning Ordinance; and
 - (ii) consistent with the Comprehensive Plan.
 - B. Variances may be granted when the Applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
 - C. "Practical difficulties," as used in connection with the granting of a variance, means that:
 - (i) the property owner's proposal for the property is reasonable but not permitted by the Zoning Ordinance;
 - (ii) the plight of the landowner is due to circumstances unique to the property, and not created by the landowner; and
 - (iii) the variance, if granted, will not alter the essential character of the locality.
 - D. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - E. The City Council shall not permit as a variance any use that is not allowed under the Zoning Ordinance for property in the zoning district where the affected person's land is located, except the City Council may permit as a variance the temporary use of a one family dwelling as a two family dwelling.
 - F. An application for a variance shall set forth reasons that the variance is justified under the criteria of this section in order to make reasonable use of the land, structure or building.

Section 3. FINDINGS

Based on the Application materials, staff report, public comment presented at the public hearing, and Wayzata's Zoning Ordinance, the Planning Commission of the City of Wayzata makes the following findings of fact:

3.1 Prohibited Sign. The Proposed Sign would constitute a prohibited sign under City Code Section 801.27.06.B.

3.2 Variance.

- A. The Sign Variance requested is (i) in harmony with the general purposes and intent of the Zoning Ordinance in that it would be consistent with the present commercial use and its effect would be generally limited to customers on the Property; and (ii) consistent with the Comprehensive Plan's commercial use guidance for the area.
- B. The Applicant, in the narrative of its Application and its public comments before the Planning Commission, has established that there are practical difficulties in complying with the strict standards of the Zoning Ordinance as they relate to signage on the Property.
- C. A finding of "Practical difficulties" is supported by the following:
 - (i) The Applicant's proposal for the Property is reasonable in that the Proposed Sign is consistent with the commercial character of the area, will promote products and services only offered on location, and will be targeted to customers on the Property. Additionally, the operational conditions offered by Applicant, and recommended by the Planning Commission as conditions of approval, will minimize and mitigate any negative effects of the Proposed Sign.
 - (ii) The plight of the Applicant is due to the dimensions of the Property and necessary layout of the site for the business, and was not created by the Applicant.
 - (iii) The Sign Variance would not alter the essential character of the locality.
- D. The practical difficulties necessitating the Sign Variance are not solely economic in nature but rather are driven by the nature of the Property and business on the Property.
- E. The proposed use for the Property is permitted within the C-3/Service District.
- F. The conditions for granting approval of the Sign Variance listed below in Section 4 of this Report should be considered by City Council.

- G. The Applicant has provided the reasons that the Sign Variance is justified under applicable criteria in order to make reasonable use of the land, structures and buildings on the Property.

Section 4. RECOMMENDATION

- 4.1 Planning Commission Recommendation. Based on the findings in section 3 of this Report, the Planning Commission recommends approval of the Sign Variance for the Proposed Sign, as requested in the Application, subject to the following conditions related to operation of the Proposed Sign:
- A. *Content of the messages.* Only products or services available on the Property may be displayed on the sign.
 - B. *Character of the message and display.* The sign must only display static and stable text and/or images. Animated messages or displays or animation as part of any message or display are prohibited. Other modes of displaying messages, including scrolling, are prohibited. Modes of displaying that cause the message to flash are prohibited.
 - C. *Duration of the message.* The interval between serial messages or changes of the display must be at least 15 seconds.
 - D. *Transition between messages.* The transition from one static and stable display to another must be direct and immediate, without any special effects including fading, wiping and dissolving.
 - E. *Maximum brightness and illumination.* The sign is restricted in its illumination and brightness so that it will not exceed a maximum illumination of 500 NITS during the nighttime and 7500 NITS during the daytime. The Proposed Sign must be equipped with a dimmer that automatically controls the sign's brightness to comply with this condition and assure at any time the sign's intensity does not exceed 0.3 foot candles above ambient light levels as measured from one hundred (100) feet from the sign's face. If there is a violation of the brightness standards, the adjustment must be made within one (1) business day upon notice of non-compliance from the City.
- 4.2 Recording of Variance. In accordance with City Code, the Applicant must record the variance with the County Recorder within thirty (30) days of the City Council approval date and as soon as reasonably possible thereafter, furnish the City proof of recording. No building permits for the Property will be granted until such proof of recording is furnished to the City.

Adopted by the Wayzata Planning Commission this 17th day of July 2017.

Voting In Favor:

Voting Against:

Abstaining:

Absent:



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

Mayor:
Ken Willcox

City Council:
Dan Koch
Johanna McCarthy
Alex Plechash
Steven Tyacke

City Manager:
Jeffrey Dahl

Date: July 14, 2017
To: Planning Commission
From: Jeff Thomson, Director of Planning and Building
Subject: Buell Consulting – 1325 Wayzata Blvd E

Application Information

Buell Consulting, on behalf of T-Mobile Central, LLC, has submitted a development application to construct a telecommunication facility for cellular antennas and associated equipment on the building located at 800 Wayzata Blvd E. The proposal requires a conditional use permit.

Planning Commission Review

The Planning Commission reviewed the development application and held a public hearing at its meeting on June 19, 2017. After discussing the application, the Planning Commission directed staff to prepare a draft Planning Commission Report and Recommendation for approval of the development application.

Additional Information

The applicant has submitted a letter responding to several questions asked by the Planning Commission at the June 18th meeting.

Fence Conditional Use Permit

The Planning Commission inquired as to whether the proposed fence, which exceeds six feet in height, requires a separate conditional use permit under the fence section of the zoning ordinance (Section 801.18). City staff and the City attorney have reviewed the ordinance and concluded that a separate conditional use permit is not required. The proposed fence around the ground-mounted accessory equipment is required by the telecommunications ordinance. The telecommunications ordinance states that telecommunications facilities must be enclosed by security fencing not less than the height of the equipment located therein. The proposed fence meets the requirements of the telecommunications ordinance. A separate conditional use permit is not required since the telecommunications ordinance requiring the proposed fence was adopted after the fence height requirements were established in the zoning ordinance.

Planning Commission Action

City staff has drafted the attached Planning Commission Report and Recommendation, which recommends approval of the development application subject to several conditions of approval.

Attachments

Letter from Applicant
Draft Planning Commission Report and Recommendation



Buell Consulting, Inc.
1360 Energy Park Drive, Suite 210
Saint Paul, Minnesota 55108
(651) 361-8110
www.buellconsulting.com

*Site Acquisition
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Established 1991*

July 10, 2017

Jeff Thomson
Director of Planning and Building
City of Wayzata
600 Rice Street E
Wayzata, MN 55391

RE: T-Mobile Conditional Use Permit Application for Rooftop Telecommunications Project at 800 Wayzata Blvd E.
(TMO ref. – A100960A)

Dear Mr. Thomson,

Thank you for your assistance with this project and for your input during the Planning Commission hearing on June 19th. During that meeting, we received some questions and wanted to take the time to address them with this letter.

Location and Need. Some members inquired why this new rooftop facility is required and tied it to questions regarding T-Mobile's potential involvement in a proposed city-owned monopole tower. T-Mobile's existing lease on the City's water tank is expiring at the end of 2017. The city has chosen to non-renew that lease. This proposed rooftop site helps T-Mobile replace the service lost from the water tank lease expiration, and is fully compliant with Wayzata's Zoning Ordinance. Questions relating to the proposed City monopole tower should be addressed to City staff and to T-Mobile directly as they are outside the review of this proposed rooftop application.

Parking and Access. One Commissioner stated a concern about access to the site, particularly in the rear of the building where the fenced-in ground equipment would reside.

Once the site is constructed, T-Mobile expects to access the site for routine maintenance between four and six times a year for a few hours. T-Mobile technicians will be using a standard service vehicle. With that in mind, T-Mobile feels that accessing the site from the public Right-of-Way of Chicago Avenue is fair and reasonable and should be treated the same as any other service vehicle operating within the city.

One Commissioner suggested accessing the site from inside the existing building. During the day, most parking spots are filled by building tenants. While there is an emergency exit in the rear of the building, it can only be accessed from the basement parking area which has a maximum height clearance of under 7'. This would require T-Mobile's technicians to park outside, carry their equipment down a flight of stairs, and then out an emergency exit door to access the site. We feel this would be an unnecessary and unreasonable burden on those accessing the site when they can instead access the site directly and safely from the Chicago Avenue Public Right of Way 50 feet away.

Should neighbors find concerns with T-Mobile's occasional visits to the site, T-Mobile is happy to meet and discuss ways to mitigate the issue. However, we do not expect it will be a concern and we request that access be granted as shown in the proposed site plan, directly from the Chicago Avenue Public Right of Way.

Grading and Tree Removal. As stated in the public hearing, T-Mobile is currently not proposing to remove any existing trees on the property. T-Mobile is also not proposing any significant grading in the rear of the building. There will be



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minimal grading, if any, due to the small fenced area already being located on a flat and level area adjacent to the rear of the building. T-Mobile will not be constructing an access drive or path from the street.

Fence Height. In the area on the ground in the rear of the building, we are proposing a 7.5' tall fence surrounding the ground equipment. The maximum permitted height for fences in this area is 6', but can be approved up to 8' with a Conditional Use Permit. T-Mobile will accept any fence height the city deems appropriate. We request that the city simply list the City's desired fence height as a condition of the approval.

Site Safety on Ground. One Commissioner stated concern about objects falling off the installation. Please note that on this rooftop installation, everything is contained within screening walls and securely fastened to the rooftop and the stealth structure. We do not expect issues with materials falling from the rooftop.

Property Values. The questions we see relating to any impact of new wireless facilities on property values typically relate to proposed new free standing communication towers such as monopoles or guyed towers. However, in this case, we are proposing to collocate on an existing rooftop structure, and the antennas will be hidden behind a stealth enclosure. In our experience, we have not had property value concerns arise over this type of stealth installation.

Thanks for your assistance and feel free to contact me if you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read 'Kristian Olson'.

Kristian Olson
Site Development Agent working on behalf of T-Mobile
Buell Consulting, Inc.
651-789-9340
kolson@buellconsulting.com



WAYZATA PLANNING COMMISSION

July 17, 2017

DRAFT

REPORT AND RECOMMENDATION OF APPROVAL OF CONDITIONAL USE PERMIT FOR TELECOMMUNICATIONS FACILITY AT 800 WAYZATA BLVD E

SUMMARY OF RECOMMENDATION

Approval of CUP for Telecommunications Facility*

*subject to certain conditions noted in this Report

REPORT AND RECOMMENDATION

Section 1. BACKGROUND

- 1.1 Proposed Use. Buell Consulting, on behalf of T-Mobile Central, LLC and property owner 816 Wayzata Associates (the "Applicant"), has submitted a development application (the "Application") to construct and operate a telecommunications facility (the "Telecom Facility" and "Proposed Use") at 800 Wayzata Blvd E (the "Property") comprising of cellular antennas located on the roof of the building on the Property, and accessory equipment located on the ground, on the south side of the building, as depicted on the plans submitted with the Application and listed in Exhibit A (collectively, the "Telecom Equipment").
- 1.2 Approval Requested. The land use approval requested in the Application is for a conditional use permit for the Telecom Facility pursuant to City Code Section 801.31.4.B (the "Telecom CUP").
- 1.3 Property. The street address, property identification number and owner of the Property are:

800 Wayzata Blvd E	06-117-22-13-0108	816 Wayzata Associates
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- 1.4 Land Use Designations. The Property is zoned C-1/Office and Limited Commercial District and guided Mixed Use Commercial under the Wayzata Comprehensive Plan.

- 1.5 Notice and Public Hearing. Notice of a public hearing on the Application was published in the *Lakeshore Weekly News* on June 8, 2017. A copy of the notice was mailed to all property owners located with 350 feet of the Property on June 9, 2017. The public hearing on the Application was held at the June 19, 2017 Planning Commission meeting.

Section 2. STANDARDS

- 2.1 Telecommunications Ordinance. Section 31 of the City's Zoning Ordinance (the "Telecommunications Ordinance") regulates the siting, screening and operation of wireless telecommunications facilities and equipment in the City. The purpose and intent of the Telecommunications Ordinance is to accommodate wireless communications systems that provide a valuable service to the public while minimizing adverse impacts the City's natural resources, aesthetics, public spaces, surrounding neighborhood property values, and the general health, safety and public welfare, all as allowed under applicable Federal law. City Code Sec. 801.31.1.
- 2.2 Standards for Telecommunications Facilities CUPs. Telecommunication Facilities may not be located on any locations (other than a Telecommunications Tower with an existing CUP) unless the Applicant first obtains a Conditional Use Permit for the Telecommunications Facility. City Code Sec. 801.31.4.B. A Telecommunications Facility is any facility or location maintained by a commercial enterprise where Telecommunications Equipment (antennas and accessory equipment) is located. The provisions of Section 801.04.2.F of the Zoning Ordinance must be considered and satisfactorily met for all CUPs. These provisions require City Council to consider possible adverse effects of the proposed conditional use. Council's 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 in the Zoning Ordinance (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.

Section 3. FINDINGS

Based on the Application materials, staff reports, public comment presented at the public hearing, and Wayzata's Zoning Ordinance, the Planning Commission of the City of Wayzata makes the following findings:

- 3.1 Telecom CUP. The proposed construction and use of the Telecom Facility on the Property (the "Proposed Use") would meet the criteria for a conditional use permit, subject to and regulated by Section 801.04 of the Zoning Ordinance for CUPs.
- A. The Proposed Use complies with the specific policies and provisions of the official City Comprehensive Plan which guides the property for mixed commercial uses.
 - B. The Proposed Use is compatible with present and future uses of the area, which include other commercial uses and proximity to significant transportation corridors.
 - C. The Proposed Use conforms with all applicable performance standards contained in the Zoning Ordinance (i.e., parking, loading, noise, etc.), including all standards for telecommunications equipment attached to existing building that are outlined in City Code Section 801.31 Subd. 4.B.3.
 - D. The Proposed Use will not have a significant negative effect on the area in which it is proposed, as the use will be confined to the roof and rear of the Property, and otherwise meet the standards of the Telecommunications Ordinance and the Zoning Ordinance.
 - E. The Proposed Use will not have a significant negative impact upon property values in the area.
 - F. The Proposed Use will not generate significant traffic above the current use.
 - G. The Proposed Use will not have a negative impact upon existing public services and facilities including parks, schools, streets and utilities, and the City's service capacity.

Section 4. RECOMMENDATION

- 4.1 Planning Commission Recommendation. Based on the findings in section 3 of this Report, the Planning Commission recommends **APPROVAL** of the Telecom CUP, subject to the following conditions:

- A. Other Permits and Standards. The Applicant must secure all necessary building, construction, and other permits for the Project.
- B. Service Vehicle Parking. Service vehicles for maintenance of the Telecom Equipment must be parked on the existing paved and screened off-street parking on the Property. Service vehicles for maintenance of the Telecom Equipment must not be parked on public streets.
- C. Ongoing Operation and Maintenance. The ongoing operation and maintenance of the Telecom Facility and Telecom Equipment must comply with all of the General Standards for Telecommunication Facilities set forth in Sec. 801.31 Subd. 5 of the Telecommunications Ordinance.
- D. Recording of CUP. In accordance with City Code, the Applicant must record the Conditional Use Permit with the County Recorder within thirty (30) days of the City Council approval date, and as soon as reasonably possible thereafter, furnish the City proof of recording. No building permits for the Property will be granted until such proof of recording is furnished to the City.
- E. Costs. All expenses of the City of Wayzata, including consultant, expert, legal, and planning incurred must be fully reimbursed by the Applicant.

Adopted by the Wayzata Planning Commission this 17th day of July 2017.

Voting In Favor:

Voting Against:

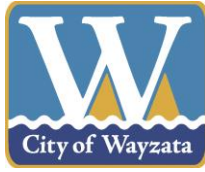
Abstaining:

Absent:

Exhibit A

Telecom Equipment Plans

1. Zoning Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
2. Location Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
3. Enlarged Site Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
4. Site Grading Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
5. Roof Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017.
6. Equipment Details prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
7. Structural Plan & Details prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
8. FRP Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
9. Structural Details prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
10. Site Elevation prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
11. Antenna Configuration prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
12. Utility Routing Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
13. Grounding Plan prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
14. Grounding Details prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
15. General Notes and Specifications prepared by Terra Consulting Group, LTD, and dated October 26, 2016 with a revisions date of May 12, 2017
16. Boundary & Topographic Survey prepared by Egan, Field & Nowak, Inc. and dated November 15, 2016.



**Staff Report
July 17, 2017**

Project Name: Meyer Place at Ferndale
Applicant Meyer Place at Ferndale, LLC
Address of Request: 105 Lake St E
Prepared by: Jeff Thomson, Director of Planning and Building
“60 Day” Deadline: August 4, 2017

Background Information

On December 20, 2016, the City Council approved the rezoning to Planned Unit Development (PUD), and the concurrent PUD concept and general plan of development for the Meyer Place at Ferndale project. The approved PUD consists of a new three story residential building with up to 21 residential condominiums and 52 underground enclosed parking spaces.

Development Application

Introduction

The applicant, Meyer Place at Ferndale, has submitted a development application to amend the existing PUD at 105 Lake St E. The proposed PUD amendment is to increase the number of residential condominiums from 21 to 22 units. The additional unit would be added by converting one of the larger condominiums into two separate and smaller condos. The proposed amendment would not include any changes to the design, size, footprint, or height of the approved building.

Property Information

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

Address	PID	Owner
105 Lake Street E	06-117-22-23-0034	Meyer Properties

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

Current zoning:	PUD/Planned Unit Development
Comp Plan designation:	Central Business District

Overlay districts:	Shoreland
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Project Location

The property is located on the northeast corner of the Lake St E/Ferndale Rd S intersection.

Map 1: Project Location



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	Ferndale Ridge townhomes	PUD/Planned Unit Development	Medium Density Multiple Family
East	Wayzata Bay Car Wash	C-4A/Limited Central Business District	Central Business District
South	TCF office building	PUD/Planned Unit Development	Central Business District
West	Office building	PUD/Planned Unit Development	Central Business District

Application Requests

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

- **PUD Amendment:** Any deviation or modification from the terms or conditions of an approved PUD permit or any alteration in a project for which a PUD permit has been approved requires an amendment of the original PUD permit. (City Code Section 801.33 Subd. 9.A)

Public Hearing Notice

The public hearing notice was published in the *Lakeshore Weekly News* on July 6, 2017. The public hearing notice was also mailed to all property owners located within 350 feet of the subject property on July 7, 2017.

Analysis of Application

City staff has reviewed the pertinent information and City Code requirements for the development application, and provides the following analysis and information:

Density

The increase in the number of units would increase the density of the project. The PUD zoning district states the residential area standards of the R-5 zoning district apply to multiple family residential PUD projects, as determined by the City Council. The proposed PUD amendment would meet the residential area requirements of the R-5 zoning district. The R-5 zoning district would require a minimum of 2,000 square feet of lot area per dwelling unit, and the proposed PUD amendment for 22 units would have a lot area per dwelling unit of 2,057 square feet.

Parking

The increase in the number of units would also increase the minimum number of parking stalls required by the City's zoning ordinance. For a multiple family residential development, the parking ordinance requires a minimum of two fee-free spaces for each dwelling unit, of which one must be enclosed. The proposed amendment for 22 dwelling units would require a minimum of 44 parking stalls, and 54 enclosed parking spaces would be provided within the underground parking garage. The proposed project provides 2.4 stalls per dwelling unit, which meets the requirements of the City's parking ordinance.

Action Steps

After considering the items outlined in this report and the public hearing held at the meeting, the Planning Commission should consider adoption of the draft Planning Commission Report and Recommendation, which recommends approval of the proposed PUD amendment.

Attachments

- Applicant's Narrative
- Proposed Plans
- Draft Planning Commission Report and Recommendation

Applicable Code Provisions for Review

Purpose of PUDs: Section 801.33 of the Zoning Ordinance provides for the establishment of Planned Unit Developments to allow greater flexibility in the development of neighborhoods and/or non-residential areas by incorporating design modifications as part of a PUD conditional use permit or a mixture of uses when applied to a PUD District. The PUD process, by allowing deviation from the strict provisions of the Zoning Ordinance related to setbacks, lot area, width and depth, yards, etc., is intended to encourage:

- A. Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments.
- B. Higher standards of site and building design through the use of trained and experienced land planners, architects, landscape architects, and engineers.
- C. More convenience in location and design of development and service facilities.
- D. The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion.
- E. A creative use of land and related physical development which allows a phased and orderly development and use pattern.
- F. An efficient use of land resulting in smaller networks of utilities and streets thereby lower development costs and public investments.
- G. A development pattern in harmony with the objectives of the Wayzata Comprehensive Plan. (PUD is not intended as a means to vary applicable planning and zoning principles.)
- H. A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.

PUD General Standards. Section 801.33.2.A sets forth the general standards for review of a PUD application. These are:

- A. Health Safety and Welfare. In reviewing the PUD application, the Council shall evaluate the effects of the proposed project upon the health, safety and welfare of residents of the community and the surrounding area.

-
- B. Intent and Purpose of PUDs. In reviewing the PUD application, the Council shall evaluate the project's conformance with the overall intent and purpose of Section 33 of the Zoning Ordinance.
 - C. Ownership. Applicant/s must own all of the property to be included in the PUD.
 - D. Comprehensive Plan. The PUD project must be consistent with the City's Comprehensive Plan.
 - E. Sanitary Sewer Plan. The PUD project must be consistent with the City's Sanitary Sewer Plan.
 - F. Common Space. The PUD project must provide common private or public open space and facilities at least sufficient enough to meet the minimum requirements established in the Comprehensive Plan, and contain provisions to assure the continued operation and maintenance of such.
 - G. Density. The PUD project must meet the density standards agreed upon by the applicant and City, which must be consistent with the Comprehensive Plan.
 - H. Utilities. All utilities associated with the PUD must be installed underground and meet the utility connection requirements of Section 801.33.2.A.10.
 - I. Roadways. All roadways associated with the PUD must conform to the Design Standards and Wayzata Subdivision Regulations, unless otherwise approved by City Council.
 - J. Landscaping. All landscaping associated with the PUD must be according to a detailed plan approved by the City Council. In assessing the plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structure and the overall scheme of the PUD plan.
 - K. Setbacks. The front, rear and side yard restrictions on the periphery of the PUD shall be the same as imposed in the respective districts.

Comprehensive Plan

The Comprehensive Plan land use designation for the subject property is Central Business District. The objective of the Central Business District land use category is to promote a diversity of retail, office, service, and residential land uses at a high level of development quality to enhance it as a regional destination. The Comprehensive Plan includes the follow "1st Tier" priorities for the Central Business District:

-
- Allow a mix of commercial, office, and residential uses that strengthen the CBD as the shopping, employment, and entertainment destination of Wayzata.
 - Update development standards continually to assure the highest development quality possible for the Central Business District.
 - Complement the CBD and its strong sense of place through land use choices, urban design principles, traffic, parking, and architectural style.
 - Investigate strategies to increase retail vitality throughout the CBD.
 - Define and evaluate on-street/off-street parking needs consistent with land use, and requirements within the CBD so as to emphasize circulation ease and access control.
 - Continue to provide a safe, comfortable, and attractive pedestrian scale environment through the enhancement of the pedestrian circulation system by improving sidewalks, walkways and street furniture; mitigating conflicts with traffic and street intersections, and by providing proper demarcation and sign control.
 - Enhance the image and identity of the CBD by emphasizing street trees and landscaping elements.
 - Plan for an orderly transition between the CBD development and adjacent residential neighborhoods.
 - Accommodate traffic without negatively compromising the integrity of the downtown and its adjacent neighborhoods.
 - Consider complementing abutting edges, both residential and retail/commercial.
 - Consider public financial support that is fiscally responsible and provides value to the City's infrastructure and community systems.
 - Consider ways to assist with redevelopment when properties become a liability to the community.
 - Commercial buildings on Lake Street, west of Barry Avenue, should not be required to have a first floor retail use, although it is allowed and encouraged. Transparency requirements under the Lake Street District of the Design Standards remain in effect.
 - Identify ecological and water quality impacts on the lake and other water bodies caused by proposed land use developments, for example stormwater runoff, and work to mitigate these impacts.

In addition, the Comprehensive Plan includes the following “2nd Tier” priorities:

- Plan development of parking so that it is not a focal point but rather placed behind buildings with appropriate buffers and landscaping.
- Adjust City’s Zoning Ordinance to address concerns of sun-orientation on southern side of Lake Street by requiring upper story setbacks for all new construction to avoid shading the north side of Lake Street.
- Continue to evaluate ways to encourage a variety of housing options for upper-story housing.
- Consider 3rd story’ uses with appropriate considerations for design and scale. Commercial and residential uses are allowed as a third story, but the third story must be set back significantly more from the front facade of the floor below.

WHITTEN ASSOCIATES, INC.

6.6.17

Wayzata Planning Commission and City Council,

We are representing Meyer Place at Ferndale LLC and their request for an Amendment to the Meyer Place PUD Approval received at the end of last year. Currently the approved building has 21 Residential Condos ranging from 1350 to just over 4000 square feet. During the approval process, we heard from both the Planning Commission and the Council their desire to include additional lower priced Condos. During the presales process we have also found a strong demand for smaller Condos. Currently Meyer Place offers just two Condos between 1350 and 1940 square feet.

We have an opportunity to insert two additional smaller Condos (1350 and 1380 square feet) in place of one larger unit. This will increase our total units from 21 to 22. Neither the building foundation nor the total square footage would change.

It is our understanding we had the opportunity to request 22 units in our original PUD Application but did not foresee the market demand for smaller Condos.

The current Zoning Ordinance allows for one unit per 2500 square feet, if there are two enclosed parking spaces per unit the ordinance allows for one unit per 2000 square feet.

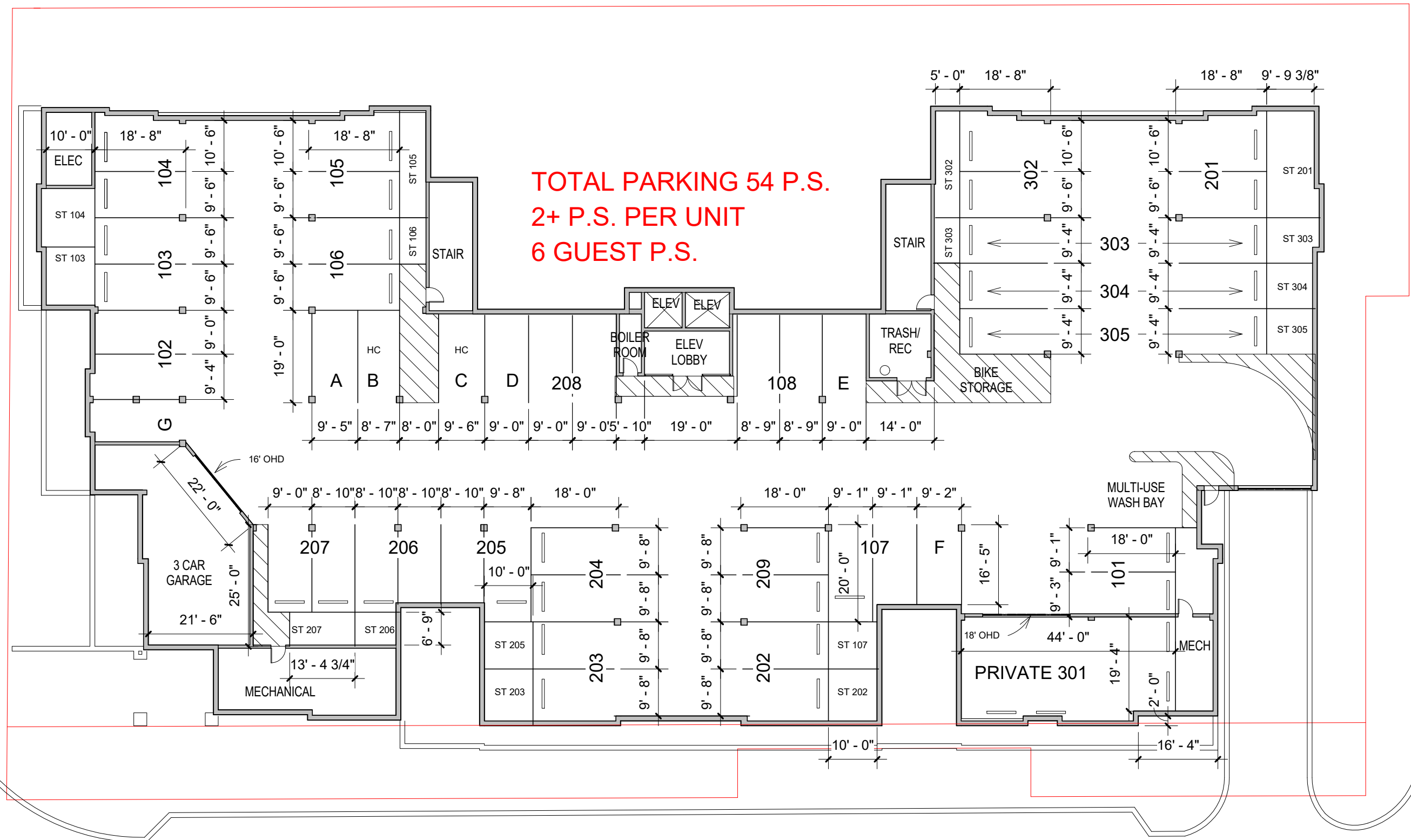
The Meyer Place enclosed parking exceeds two enclosed parking spaces per unit. This site is total of 45,254 square feet, divided by 2000 equals 22.63 units allowed.

This PUD Amendment requests a change from 21 total units to 22, we appreciate your consideration and look forward to presenting our request to the Planning Commission and the Council.

Thank you,



Tim Whitten AIA
Principal

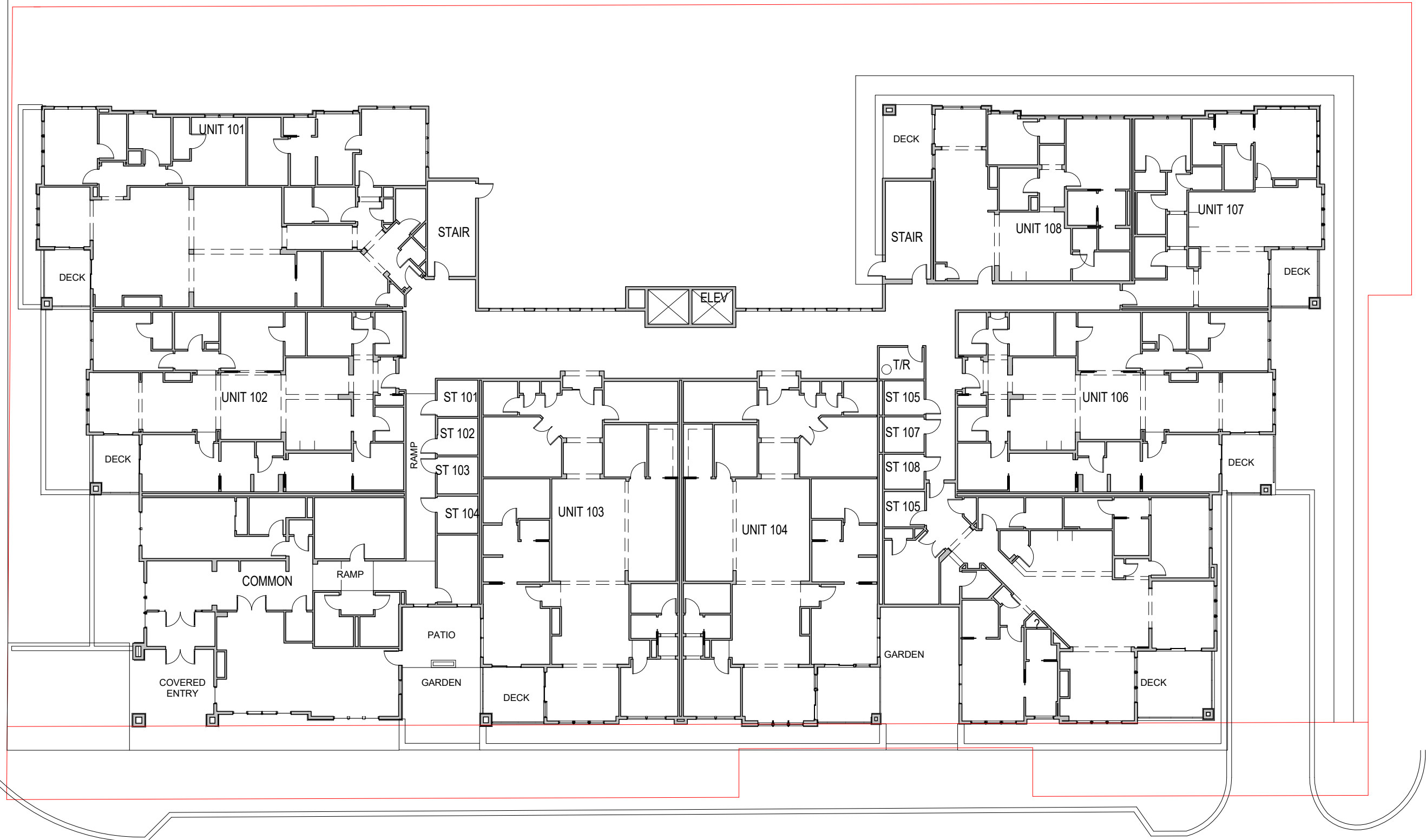


LOWER LEVEL FLOOR PLAN

scale: 3/64" = 1'-0"

Floor plan illustrations may not represent actual plan configurations and details. Completed square footages and dimensions are approximate and subject to change without notice. Plans do not reflect future ceiling soffits.

MEYER PLACE AT FERNDAL, LLC



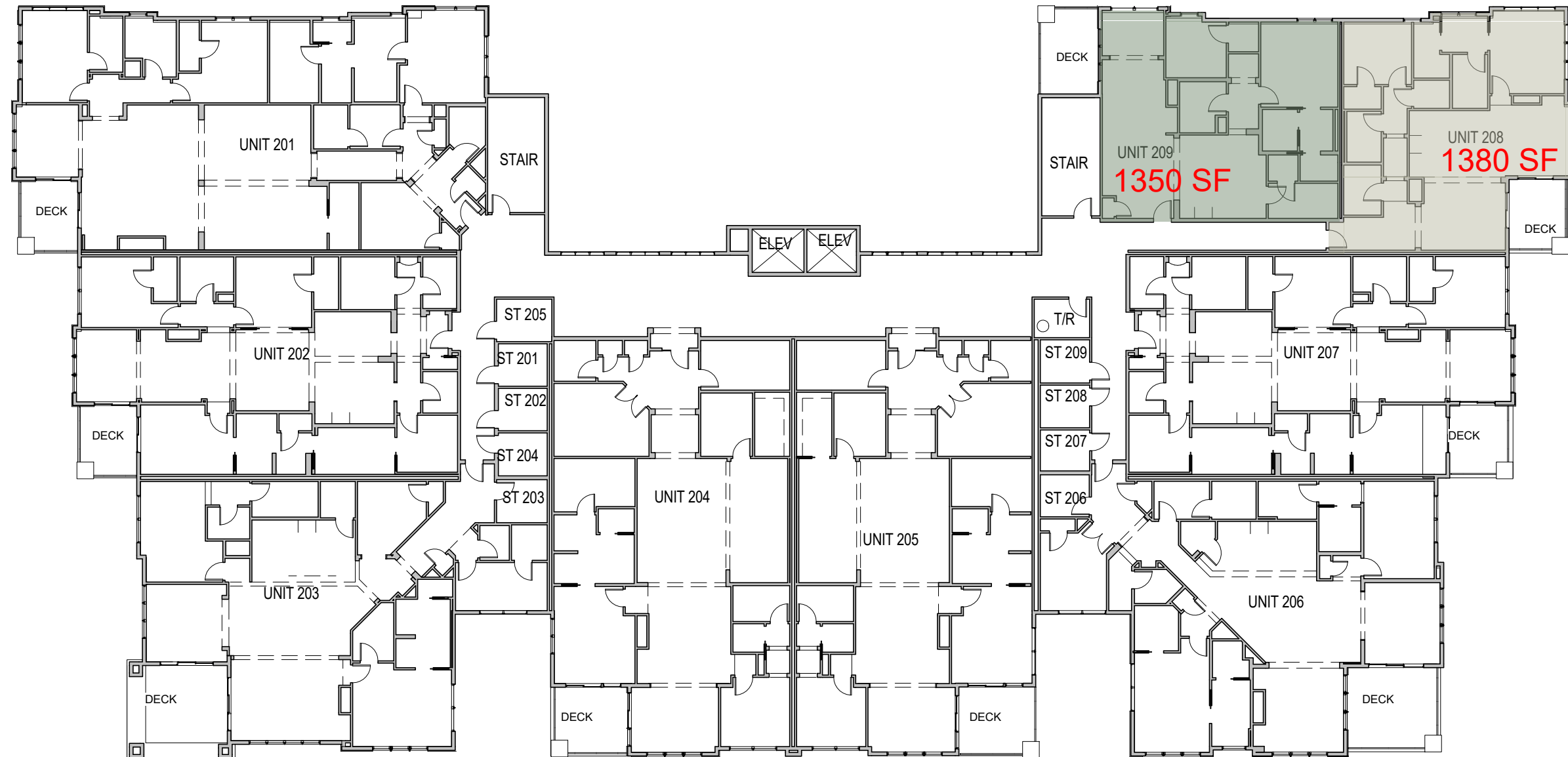
FIRST LEVEL FLOOR PLAN

scale: 3/64" = 1'-0"

Floor plan illustrations may not represent actual plan configurations and details. Completed square footages and dimensions are approximate and subject to change without notice. Plans do not reflect future ceiling soffits.

MEYER PLACE AT FERNDALE, LLC

PROPOSED TWO UNITS - TOTAL 22 DU



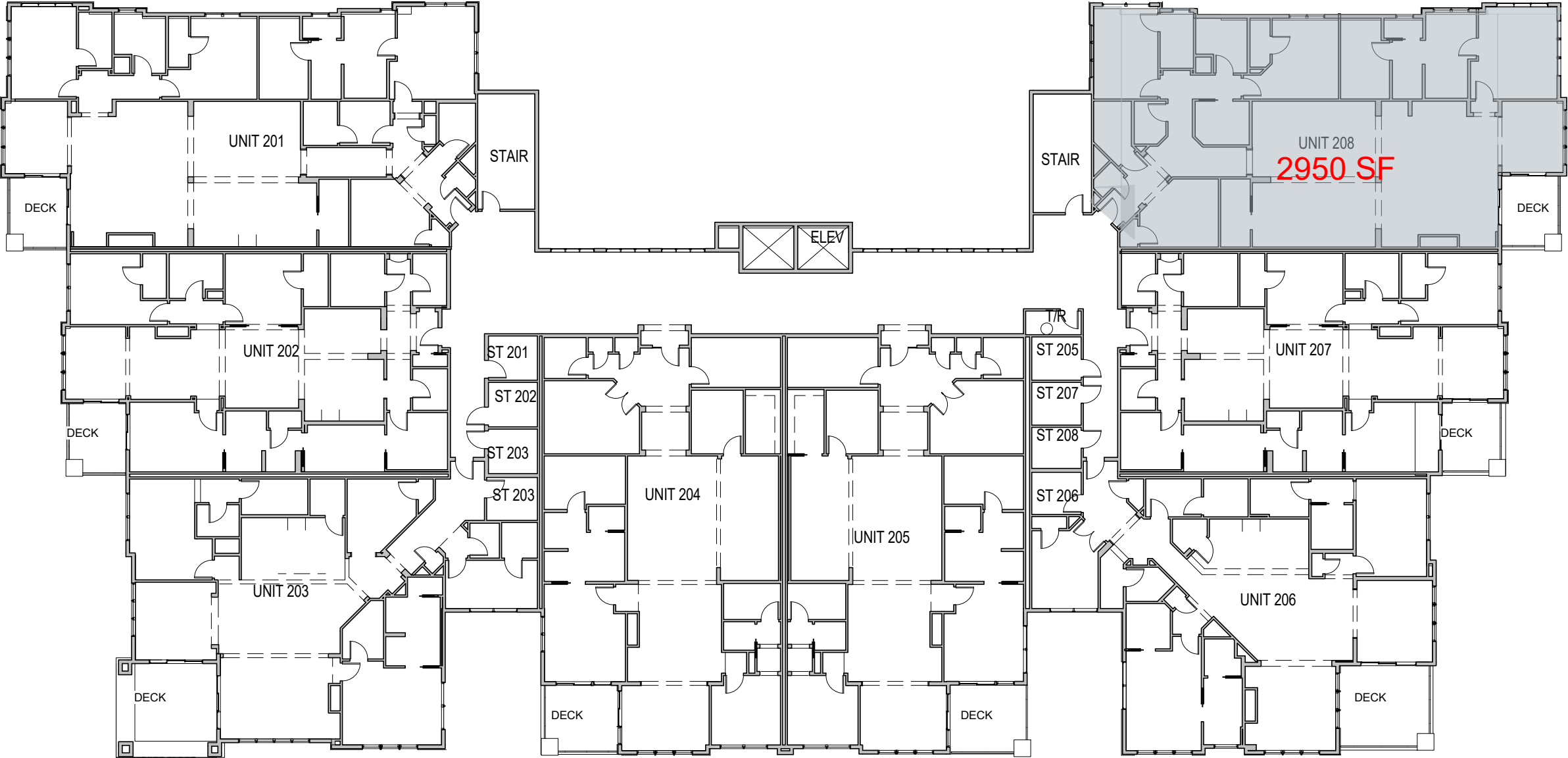
SECOND LEVEL FLOOR PLAN

scale: 3/64" = 1'-0"

Floor plan illustrations may not represent actual plan configurations and details. Completed square footages and dimensions are approximate and subject to change without notice. Plans do not reflect future ceiling soffits.

MEYER PLACE AT FERNDAL, LLC

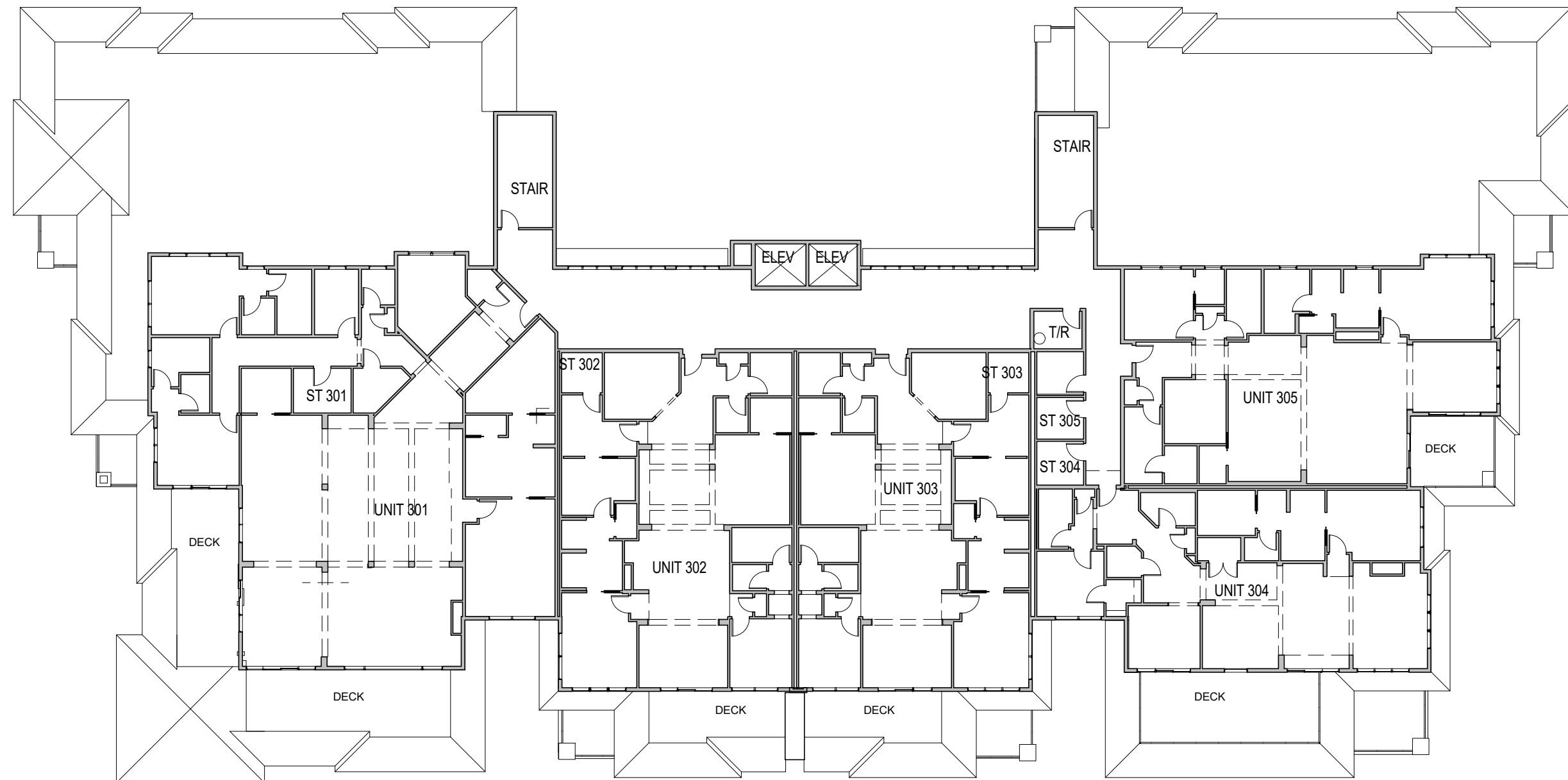
APPROVED 1 UNIT - TOTAL 21 DU



SECOND LEVEL FLOOR PLAN

scale: 3/64" = 1'-0"

Floor plan illustrations may not represent actual plan configurations and details. Completed square footages and dimensions are approximate and subject to change without notice. Plans do not reflect future ceiling soffits.

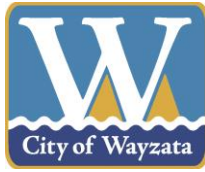


THIRD LEVEL FLOOR PLAN

scale: 3/64" = 1'-0"

Floor plan illustrations may not represent actual plan configurations and details. Completed square footages and dimensions are approximate and subject to change without notice. Plans do not reflect future ceiling soffits.

MEYER PLACE AT FERNDALE, LLC



WAYZATA PLANNING COMMISSION

July 17, 2017

REPORT AND RECOMMENDATION OF APPROVAL WITH CONDITIONS FOR PUD AMENDMENT FOR 105 LAKE STREET EAST

SUMMARY OF RECOMMENDATIONS

Approval of Amendment to PUD *with conditions*

REPORT

Section 1. BACKGROUND

- 1.1 Proposed Change to Previously Approved PUD. Meyer Place at Ferndale and Meyers Properties (the “Applicant”) have submitted a development application (the “Application”) for approval of an amendment to an existing Planned Unit Development (the “Existing PUD”) at 105 Lake St E (the “Property”) to increase the number of residential condominiums from 21 to 22 units by converting one of the larger condominiums into two separate and smaller condo units. The PUD Amendment would not include any other changes to the previously approved and Existing PUD, including to the design, size, footprint, or height of the approved building and PUD plans.
- 1.2 Application Requests. As part of the Application, the Applicant is requesting approval of the following items:
 - A. Amendment to the concept and general plans for the Existing PUD to increase the number of residential condominiums from 21 to 22 units by converting one of the larger condominiums into two separate and smaller condo units, as depicted in the updated plans attached to this Report as Attachment A (the “PUD Amendment”).
- 1.3 Property. The address, property identification number and owner of the parcel

comprising the subject property (the "Property") are:

105 Lake Street E	06-117-22-23-0034	Meyer Properties
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- 1.4 Land Use Designations. The Property falls within the following land use districts:

Current zoning:	PUD District
Comp Plan designation:	Central Business District
Overlay districts:	Shoreland

- 1.5 Notice and Public Hearing. Notice of a public hearing on the Application was published in the *Lakeshore Weekly News* on July 6, 2017. A copy of the notice was mailed to all property owners located within 350 feet of the Property on July 7, 2017. The required public hearing was held at the July 17, 2017 Planning Commission meeting.

Section 2. STANDARDS

2.1 PUD Amendment.

- A. Process. Section 801.33.9 of the Zoning Ordinance provides that the same review procedure is followed by the Planning Commission and City Council for an amendment of a PUD as is followed for a new PUD.
- B. Intent and Purpose of PUDs. Section 801.33 of the Zoning Ordinance provides for the establishment of Planned Unit Developments to allow greater flexibility in the development of neighborhoods and/or non residential areas by incorporating design modifications as part of a PUD conditional use permit or a mixture of uses when applied to a PUD District. The PUD process, by allowing deviation from the strict provisions of the Zoning Ordinance related to setbacks, lot area, width and depth, yards, etc., is intended to encourage:
1. Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments.
 2. Higher standards of site and building design through the use of trained and experienced land planners, architects, landscape architects, and engineers.
 3. More convenience in location and design of development and service facilities.

4. The preservation and enhancement of desirable site characteristics such as natural topography and geologic features and the prevention of soil erosion.
 5. A creative use of land and related physical development which allows a phased and orderly development and use pattern.
 6. An efficient use of land resulting in smaller networks of utilities and streets thereby lower development costs and public investments.
 7. A development pattern in harmony with the objectives of the Wayzata Comprehensive Plan. (PUD is not intended as a means to vary applicable planning and zoning principles.)
 8. A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.
- C. General Standards. Section 801.33.2.A of the Zoning Ordinance sets forth the general standards for review of any PUD application. These are:
1. Health Safety and Welfare; Intent and Purpose of PUDs. In reviewing the PUD application, the Council shall consider comments on the application of those persons appearing before the Council, the report and recommendations of the Planning Commission, the recommendations on design and any staff report on the application. The Council also shall evaluate the effects of the proposed project upon the health, safety and welfare of residents of the community and the surrounding area and shall evaluate the project's conformance with the overall intent and purpose of Section 33 of the PUD Ordinance. If the Council determines that the proposed project will not be detrimental to the health, safety and welfare of residents of the community and the surrounding area and that the project does conform with the overall intent and purpose of Section 33 of the PUD Ordinance, it may approve the PUD, although it shall not be required to do so.
 2. Ownership. Applicant/s must own all of the property to be included in the PUD.
 3. Comprehensive Plan Consistency. The PUD project must be consistent with the City's Comprehensive Plan.
 4. Sanitary Sewer Plan Consistency. The PUD project must be consistent with the City's Sanitary Sewer Plan.

5. Common Open Space. The PUD project must provide common private or public open space and facilities at least sufficient enough to meet the minimum requirements established in the Comprehensive Plan, and contain provisions to assure the continued operation and maintenance of such.
6. Operating and Maintenance Requirements. Whenever common private or public open space or service facilities are provided within a PUD, the PUD plan must contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard. Common private or public open space and service facilities within a PUD must be placed under the ownership of one of the following, as approved by the City Council: (i) dedicated to the public, where a community-wide use is anticipated, (ii) Landlord control, where only tenant use is anticipated, or (iii) Property Owners Association, provided the conditions of 801.33.2.A.6.c are met.
7. Staging of Public and Common Open Space. When a PUD provides for common private or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.
8. Density. The PUD project must meet the density standards agreed upon by the applicant and City, which must be consistent with the Comprehensive Plan.
9. Utilities. All utilities associated with the PUD must be installed underground and meet the utility connection requirements of Section 801.33.2.A.10.
10. Utility Connections. All utilities associated with proposed PUD must meet the utility connection requirements of Section 801.33.2.A.10.
11. Roadways. All roadways associated with the PUD must conform to the Design Standards and Wayzata Subdivision Regulations, unless otherwise approved by City Council.
12. Landscaping. All landscaping associated with the PUD must be according to a detailed plan approved by the City Council. In assessing the plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structure and the overall scheme of the PUD plan.

13. Setbacks. The front, rear and side yard restrictions on the periphery of the Planned Unit Development site at a minimum shall be the same as imposed in the underlying districts, if a PUD conditional use permit, or the previous zoning district, if a PUD District. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street pattern. No building within the PUD project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings. In PUD Districts for parcels that were zoned commercial prior to PUD and which exceed 13 acres, the allowable setbacks shall be as negotiated and agreed upon between the applicant and the City.
14. Height. The maximum building height to be considered within a PUD District shall be thirty five (35) feet and three (3) stories, whichever is lesser. There shall be no deviation from the height standards applied within the applicable zoning districts for PUD conditional use permits. In PUD Districts for parcels that were zoned commercial prior to PUD and which exceed 13 acres, the maximum allowable height and number of floors shall be as negotiated and agreed upon between the applicant and the City.

Section 3. FINDINGS

Based on the Application materials, staff reports, public comment presented at the public hearing, and Wayzata's Zoning Ordinance, the Planning Commission of the City of Wayzata makes the following findings of fact:

3.1 PUD Amendment.

- A. Health Safety and Welfare; Intent and Purpose of PUDs. The PUD Amendment (resulting in the "Amended PUD") conforms with the overall intent and purpose of a PUD as outlined in Section 33 of the Zoning Ordinance.
- B. Intent and Purpose of PUDs. The Amended PUD would continue to encourage the following, as noted in the findings for approval of the Existing PUD:
 1. The conservation and more efficient use of land in the PUD.
 2. The preservation and enhancement of desirable site characteristics.
 3. A creative use of land and related physical development which allows a phased and orderly development and use pattern.
 4. An efficient use of land resulting in smaller networks of walkways thereby lower development costs and public investments.

- C. General Standards. The Amended PUD would not materially impact any of the fourteen (14) general standards listed in Section 801.33.2.A and in Section 2.1 of this Report, which would continue to be met as with the Existing PUD. The PUD Amendment would increase the number of residential condominiums from 21 to 22 units by converting one of the larger condominiums into two separate and smaller condo units. The PUD Amendment would not include any other changes to the previously approved and Existing PUD, including to the design, size, footprint, or height of the approved building and PUD plans. The (i) increased density and (ii) parking requirements resulting from the PUD Amendment would still comply with the applicable R-5 residential area standards and parking requirements, as noted in the Staff Report. Thus, the impacts of an additional unit created by a split of a larger unit into 2 units would not have a material impact on any of the factors that were the basis of approval of the Existing PUD.

Section 4. RECOMMENDATION

Based on the Findings of this Report, the Planning Commission recommends the following, subject to the conditions noted below:

- 4.1 PUD Amendment. The request for approval of the PUD Amendment be **APPROVED**, subject to the following conditions:
- A. The Applicant continues to comply with all of the conditions of approval set forth in City Council Resolution 58-2016 which approved its original application for the Existing PUD.
 - B. All expenses of the City of Wayzata related to the review of the Application, including consultant, expert, legal, and planning fees incurred, be fully reimbursed by the Applicant.

Adopted by the Wayzata Planning Commission this 17th day of July 2017.

Voting In Favor:

Voting Against:

Abstaining:

Absent:

Attachment A

Amended Plans

DRAFT



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

Mayor:

Ken Willcox

City Council:

Dan Koch
Johanna McCarthy
Alex Plechash
Steven Tyacke

City Manager:

Jeffrey Dahl

Date: July 14, 2017
To: Planning Commission
From: Jeff Thomson, Director of Planning and Building
Subject: Strategic Plan

On April 20 and April 21, the City Council, City staff, and facilitator Nick Ruehl held a two-day retreat to update the City's Strategic Plan, which was originally drafted in 2012. The Strategic Plan is critical in that it establishes a vision for our future, provides clear direction for reaching our goals, and establishes priorities and measurable targets that the City can budget around and track. Because the community and organization is constantly evolving, we need to follow and update the plan on a regular basis.

Overall, the Strategic Plan helps us to:

- Involve the community in directing our future and making strategic decisions;
- Provide clear guidance for established City goals;
- Focus our efforts over a defined period;
- Continually assess City services/operations and address deficiencies;
- Establish priorities for City services, operations, departments, and projects;
- Guide tough decisions related to City resources and finances; and
- Integrate our budgeting decisions with new financial tools and established goals.

After a lot of discussion at the retreat, there was consensus on the following five strategic objectives which serve as the foundation for the 2017-2020 Strategic Plan. These strategic objectives underpin all of our programs:

1. Wayzata has a strong financial foundation;
2. Wayzata offers efficient and effective operations;
3. Wayzata provides thoughtful growth;
4. Wayzata is an active and healthy community; and
5. Wayzata celebrates an engaged community.

In addition, there was agreement on the details on the specific objectives, strategies and guiding principles, which determine how we will evaluate our success over the next four years.

Attachments

Draft 2017-2020 Strategic Plan Summary
Draft 2017-2020 Strategic Plan Work Plan



Strategic Plan 2017-2020

In April 2017, the City Council and staff held a two-day retreat to discuss organizational accomplishments, updates to the City's Mission, Vision, and Values, and to establish consensus on priorities over the next four years. Subsequently, staff drafted these objectives, goals, and initiatives in a Strategic Plan Document and the City Council adopted its Strategic Plan 2017-2020 on July 5th, 2017.

With an overall general mission to preserve and enhance the quality of life of the community in order to be the idyllic city on Lake Minnetonka to live, work, shop, and play, City Council and Staff will focus its energy on five Strategic Objectives: a strong financial foundation, efficient and effective operations, thoughtful growth, an active and healthy community, and an engaged community.

The following information provides a more thorough description of each of the five Strategic Objectives by breaking down each into several tangible goals and initiatives with projected completion dates.

1.0 A Strong Financial Foundation

1.1 Explore Financial Sustainability of Core Services & Enterprise Operations

- | | | |
|-------|--|-----------|
| 1.1.1 | Study of Current Fire Department Model | Apr. 2018 |
| 1.1.2 | Update of Study of Municipal Liquor Operations | Dec. 2018 |

1.2 Diversify Revenue to Reduce Levy

- | | | |
|-------|--|-----------|
| 1.2.1 | Study grant writing options & opportunities | Oct. 2018 |
| 1.2.2 | Implement Special Services District | Jan. 2018 |
| 1.2.3 | Study feasibility for a Sales Tax/Visitors and Convention Bureau | Dec. 2019 |
| 1.2.4 | Study Monetizing Docks | Jun. 2018 |
| 1.2.5 | Study Monetizing Parking | Jun. 2019 |

1.3 Relocate Telecom Site

- | | | |
|-------|--------------------------------|-----------|
| 1.3.1 | Continue Negotiations on Lease | Dec. 2018 |
|-------|--------------------------------|-----------|

2.0 Efficient & Effective Operations

2.1 Expand Technology for Efficiency and Convenience

- | | | |
|-------|--|-----------|
| 2.1.1 | Implement Paperless Council Packets | Dec. 2017 |
| 2.1.2 | Streamline and Digitize Permitting and Licensing Process | Dec. 2018 |

2.2 Optimize City Management Organization for Efficiency

- | | | |
|-------|--|-----------|
| 2.2.1 | Study of mgmt. org. Structure, HR Practices, Processes, Staff Transition | Dec. 2017 |
|-------|--|-----------|

2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment

- | | | |
|-------|---|-----------|
| 2.3.1 | Complete energy audit for facilities | Dec. 2018 |
| 2.3.2 | Complete energy audit for city vehicles & equipment | Dec. 2018 |

2.4 Continue Development of Ordinances

- | | | |
|-------|---|-----------|
| 2.4.1 | Study Neighborhood Zoning Standards Ordinance | Dec. 2018 |
| 2.4.2 | Study Signage Ordinance | Dec. 2019 |
| 2.4.3 | Explore Alternative Energies Ordinance | Dec. 2020 |

2.5 Explore Expansion of Shared Services

- | | | |
|-------|----------------------|-----------|
| 2.5.1 | Police | Dec. 2019 |
| 2.5.2 | Fire | Dec. 2018 |
| 2.5.3 | Public Works | Dec. 2019 |
| 2.5.4 | Building Inspections | Apr. 2018 |

3.0 Thoughtful Growth

3.1 Develop Lake Street Vision

- | | | |
|-------|---|-----------|
| 3.1.1 | Study Downtown Retail Market | Dec. 2018 |
| 3.1.2 | Develop public/private development plan for Lake Street west of Barry | Dec. 2018 |

3.2 Develop Master Wayfinding/Signage Plan

- | | | |
|-------|--|-----------|
| 3.2.1 | Develop Master Wayfinding/Signage Plan for all roads/trails/gateways | Aug. 2018 |
|-------|--|-----------|

3.3 Develop Branding and Marketing Campaign

- | | | |
|-------|--|-----------|
| 3.3.1 | Develop Branding & Marketing Campaign for Organization and Broader Community | Mar. 2019 |
|-------|--|-----------|

3.4 Complete City Wide Traffic Study

- | | | |
|-------|---|------------|
| 3.4.1 | Complete Analysis of Superior/Wayzata option | Feb. 2018 |
| 3.4.2 | Construction of Superior/Wayzata Option | Sept. 2018 |
| 3.4.3 | Other traffic issues considered in Comprehensive Plan | Mar. 2018 |

4.0 An Active and Healthy Community

4.1 Develop a Parks Master Plan

- | | | |
|-------|---|-----------|
| 4.1.1 | Develop a Comprehensive Park Plan for the Community | Dec. 2018 |
|-------|---|-----------|

4.2 Continue Lake Effect Projects

- | | | |
|-------|---|-----------|
| 4.2.1 | Complete EAW | Nov. 2017 |
| 4.2.2 | Assist Lake Effect Conservancy in Fundraising Efforts | Jun. 2020 |
| 4.2.3 | Design Lake Street/Pop Up Park Plans | Oct. 2018 |
| 4.2.4 | Build Lake Street/Pop Up Park | Oct. 2019 |
| 4.2.5 | Design Boardwalk/Eco Park Plans | Jul. 2019 |
| 4.2.6 | Build Boardwalk/Eco Park Plans | Jun. 2020 |

5.0 An Engaged Community

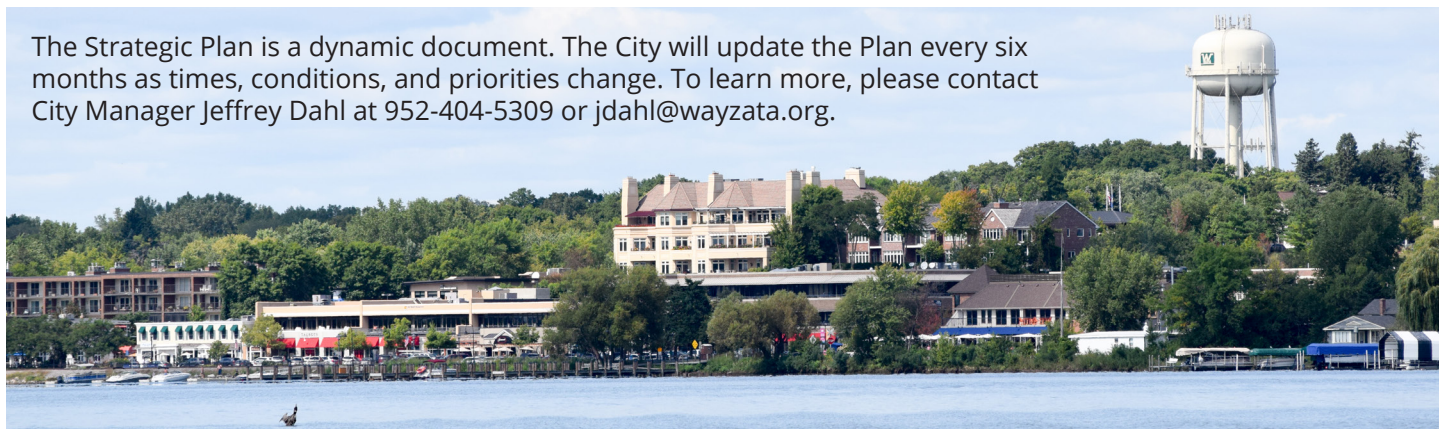
5.1 Complete 2040 Comprehensive Plan

- | | | |
|-------|--|-----------|
| 5.1.1 | Incorporate Separate Public Engagement Process | Dec. 2017 |
| 5.1.2 | Update Traffic and Utility Information | Jun. 2018 |
| 5.1.3 | Incorporate Wayzata Blvd. Corridor Study/Small Area Plan | Jun. 2018 |
| 5.1.4 | Incorporate sustainability/Met Council Approval | Dec. 2018 |

5.2 Promote Volunteering/Activism at City Level

- | | | |
|-------|---|-----------|
| 5.2.1 | Create promotion program for Boards and Commissions | Dec. 2020 |
| 5.2.2 | Create promotion program for various activities | Dec. 2020 |
| 5.2.3 | Create promotion program for Fire Fighters | Jun. 2018 |

The Strategic Plan is a dynamic document. The City will update the Plan every six months as times, conditions, and priorities change. To learn more, please contact City Manager Jeffrey Dahl at 952-404-5309 or jdahl@wayzata.org.



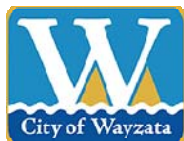
Wayzata Strategic Plan 2017 - 2020

Strategic Objectives: The City's Priorities for the Next 4 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

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Wayzata Strategic Plan / 2017 - 2020

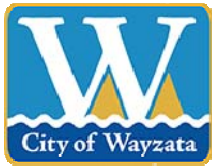
Strategic Objectives: The City's Priorities for the Next 4 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

1.0 A Strong Financial Foundation

1.1	Explore financial sustainability of Core Services & Enterprise Operations				
1.1.1	Study of Current Fire Department Model	Start	Finish	Resp	Comments / Status
1.1.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jul-17	Sep-17	Klapprich	
1.1.1.2	Scope of work milestones	Sep-17	Feb-18	Klapprich	
1.1.1.3	Complete study, Present findings to the Council, Deliberations	Mar-18	Apr-18	Klapprich	
1.1.2	Study of Municipal Liquor	Start	Finish	Resp	Comments / Status
1.1.2.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	McDonald/Castellano/Pietrini	
1.1.2.2	Scope of work milestones	Mar-18	Oct-18	McDonald/Castellano/Pietrini	
1.1.2.3	Complete study, Present findings to the Council, Deliberations	Nov-18	Dec-18	McDonald/Castellano/Pietrini	
1.2	Diversify revenue to reduce levy				
1.2.1	Study grant writing options & opportunities	Start	Finish	Resp	Comments / Status
1.2.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Mar-18	Aug-18	Dahl	
1.2.1.1	Present Grant Opportunities to Council and Prioritize	Aug-18	Oct-18	Dahl	
1.2.2	Implement Special Services District	Start	Finish	Resp	Comments / Status
1.2.2.1	Work with Consultant on Engagement and Development of Budget	Jun-17	Sep-17	Dahl	
1.2.2.2	Assist Property Owners in Petition/Approval Process	Aug-17	Dec-17	Dahl	
1.2.2.3	Determine Operational Board of SSD	Nov-17	Jan-18	Dahl	
1.2.3	Study feasibility for a Sales Tax/Visitors and Convention Bureau w/Chamber	Start	Finish	Resp	Comments / Status
1.2.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Feb-19	Dahl	
1.2.3.2	Scope of work milestones	Mar-19	Oct-19	Dahl	
1.2.3.3	Complete study, Present findings to the Council, Deliberations	Nov-19	Dec-19	Dahl	
1.2.4	Study Monetizing Docks	Start	Finish	Resp	Comments / Status
1.2.4.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	McDonald	
1.2.4.2	Scope of work milestones	Mar-18	May-18	McDonald	
1.2.4.3	Complete study, Present findings to the Council, Deliberations	May-18	Jun-18	McDonald	
1.2.5	Study Monetizing Parking	Start	Finish	Resp	Comments / Status
1.2.5.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Feb-19	McDonald	
1.2.5.2	Scope of work milestones	Mar-19	May-19	McDonald	
1.2.5.3	Complete study, Present findings to the Council, Deliberations	May-19	Jun-19	McDonald	
1.3	Relocate Telecom Site				
1.3.1	Continue negotiations on lease	Start	Finish	Resp	Comments / Status
1.3.1.1	Negotiate with four existing providers and one new provider	Jul-17	Aug-18	Dudinsky	
1.3.1.2	Present Findings to Council, Deliberations	Sep-18	Oct-18	Kelly	
1.3.1.3	Transition all Telecom Equipment from water tower to new monopole	Oct-18	Dec-18	Kelly	



Wayzata Strategic Plan / 2017 - 2020

Strategic Objectives: The City's Priorities for the Next 4 Years

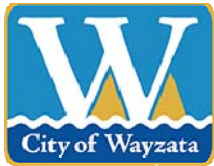
Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

2.0 Efficient & Effective Operations

2.1 Expand Technology for Efficiency and Convenience									
	2.1.1	Implement Paperless Council Packets			Start	Finish	Resp.	Comments / Status	
		2.1.1.1	Research best practices and process/method of delivery			Jun-17	Aug-17	Malone	
		2.1.1.2	Purchase devices and software			Sep-17	Oct-17	Malone	
		2.1.1.3	Implementation and Council/Staff Training			Nov-17	Dec-17	Malone	
	2.1.2	Streamline and Digitize Permitting and Licensing Process			Start	Finish	Resp.	Comments / Status	
		2.1.2.1	Research best practices and process/method of delivery			Jan-18	Mar-18	Dahl/Admin	
		2.1.2.2	Purchase devices and software			Apr-18	May-18	Dahl/Admin	
		2.1.2.3	Implementation, Staff Training, and Marketing of new Technology			Jun-18	Dec-18	Dahl/Admin	
2.2 Optimize City Management Organization for Efficiency									
	2.2.1	Study of management organizational structure, HR practices, Processes, Transition			Start	Finish	Resp.	Comments / Status	
			Work with Consultant : Organizational Analysis, Succession Planning, Comp & Class, Update Employee Policy, Review All HR processes			Jul-17	Nov-17	Dahl/Kaufman	
		2.2.1.2	Complete study, Present finding to the Council, Deliberations			Dec-17	Dec-17	Dahl/Kaufman	
2.3 Optimize Energy Conservation Opportunities for City Facilities and Equipment									
	2.3.1	Complete energy audit for facilities			Start	Finish	Resp.	Comments / Status	
		2.3.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire			Jan-18	Mar-18	Building Inspections	
		2.3.1.2	Scope of work milestones			Apr-18	Nov-18	Building Inspections	
		2.3.1.3	Complete audit, Present findings to the Council, Deliberations			Dec-18	Dec-18	Building Inspections	
	2.3.2	Complete energy audit for city vehicles and equipment			Start	Finish	Resp.	Comments / Status	
		2.3.2.1	Identify energy savings strategies for PW equipment and City vehicles			Jan-18	Apr-18	Dudinsky	
		2.3.2.2	Adopt energy savings strategy and create action steps for implementation			May-18	Dec-18	Kelly	
2.4 Continue Development of Ordinances									
	2.4.1	Study Neighborhood Zoning Standards Ordinance			Start	Finish	Resp.	Comments / Status	
		2.4.1.1	Retain Planning Consultant and Planning Commission to review BMP			Jan-18	Mar-18	Thomson	
		2.4.1.2	Scope of work milestones			Apr-18	Nov-18	Thomson	
		2.4.1.3	Complete draft ordinance, Present findings to the Council, Deliberations			Dec-18	Dec-18	Thomson	
	2.4.2	Study Signage Ordinance			Start	Finish	Resp.	Comments / Status	
		2.4.2.1	Retain Planning Consultant and Planning Commission to review BMP			Jan-19	Mar-19	Thomson	
		2.4.2.2	Scope of work milestones			Apr-19	Nov-19	Thomson	

		2.4.2.3	Complete draft ordinance, Present findings to the Council, Deliberations	Dec-19	Dec-19	Thomson	
	2.4.3		Explore Alternative Energies Ordinance	Start	Finish	Resp.	Comments / Status
		2.4.3.1	Retain Planning Consultant and Planning Commission to review BMP	Jan-19	Mar-20	Thomson	
		2.4.3.2	Scope of work milestones	Apr-19	Nov-20	Thomson	
		2.4.3.3	Complete ordinance, Present findings to the Council, Deliberations	Dec-19	Dec-20	Thomson	
	2.5		Explore Expansion of Shared Services				
	2.5.1		Police	Start	Finish	Resp.	Comments / Status
		2.5.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Mar-19	Risvold	
		2.5.1.2	Scope of work milestones	Apr-19	Nov-19	Risvold	
		2.5.1.3	Complete study, Present findings to the Council, Deliberations	Dec-19	Dec-19	Risvold	
	2.5.2		Fire	Start	Finish	Resp.	Comments / Status
		2.5.2.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Mar-18	Klapprich	
		2.5.2.2	Scope of work milestones	Apr-18	Nov-18	Klapprich	
		2.5.2.3	Complete study, Present findings to the Council, Deliberations	Dec-18	Dec-18	Klapprich	
	2.5.3		Public Works	Start	Finish	Resp.	Comments / Status
		2.5.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-19	Mar-19	Dudinsky	
		2.5.3.2	Scope of work milestones	Apr-19	Nov-19	Dudinsky	
		2.5.3.3	Complete study, Present findings to the Council, Deliberations	Dec-19	Dec-19	Dudinsky	
	2.5.4		Building Inspections	Start	Finish	Resp.	Comments / Status
		2.5.4.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jul-17	Sep-17	Building Inspections	
		2.5.4.2	Scope of work milestones	Sep-17	Mar-17	Building Inspections	
		2.5.4.3	Complete study, Present findings to the Council, Deliberations	Mar-18	Apr-17	Building Inspections	



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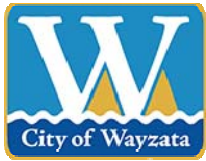
Strategic Objectives: The City's Priorities for the Next 4 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

3.0 Thoughtful Growth

3.1	Develop Lake Street Vision				
3.1.1	Study Downtown Retail Market	Start	Finish	Resp.	Comments / Status
3.1.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Feb-18	Dahl/Thomson	
3.1.1.2	Scope of work milestones	Mar-18	Oct-18	Dahl/Thomson	
3.1.1.3	Complete study, Present findings to the Council, Deliberations	Nov-18	Dec-18	Dahl/Thomson	
3.1.2	Develop public/private development plan for Lake Street west of Barry	Start	Finish	Resp.	Comments / Status
3.1.2.1	Enter into pre-development agreement with all property owners	Jul-17	Aug-17	Dahl/Thomson	
3.1.2.2	Develop and Establish TIF District in area to help fund public parking and offset other development costs	Aug-17	Dec-17	Dahl/Thomson	
3.1.2.3	Work with developers on individual redevelopment approvals	Aug-17	Dec-18	Dahl/Thomson	
3.2	Develop Master Wayfinding/ Signage Plan				
3.2.1	Develop Master Wayfinding/Signage Plan for all roads/trails/gateways	Start	Finish	Resp.	Comments / Status
3.2.1.1	Discuss Signage: Gateway, Trail, Parking, Downtown	Jul-17	Aug-17	Dudinsky	
3.2.1.2	Consider forming Wayfinding Committee-report to City Council quarterly	Sep-17	Jun-18	Dudinsky	
3.2.1.3	Final Recommendations to City Council and Implementation Steps	Jul-18	Aug-18	Dudinsky	
3.3	Develop Branding and Marketing Campaign				
3.3.1	Develop Branding and Marketing Campaign for Organization and Community	Start	Finish	Resp.	Comments / Status
3.3.1.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Jun-18	Jul-18	Dahl/Classey	
3.3.1.2	Scope of work milestones	Aug-18	Feb-19	Dahl/Classey	
3.3.1.3	Complete campaign, Present findings to the Council, Deliberations	Feb-19	Mar-19	Dahl/Classey	
3.4	Complete City Wide Traffic Study				
3.4.1	Complete Analysis and Design of Superior/Wayzata Intersection Option	Start	Finish	Resp.	Comments / Status
3.4.1.1	Retain Consultant for Design : Research, Scope of Work, Interview, Hire	Jul-17	Jul-17	Kelly	
3.4.1.2	Scope of work milestones	Aug-17	Jan-18	Kelly	
3.4.1.3	Complete design, Present findings to the Council, Deliberations	Jan-18	Feb-18	Kelly	
3.4.2	Coordinate Construction of Preferred Superior/Wayzata Intersection	Start	Finish	Resp.	Comments / Status
3.4.2.1	Complete financial feasibility report/approve any needed funding	Jan-18	Mar-18	Kelly	
3.4.2.2	Go out for bid and award project at Council, Deliberations	Feb-18	Mar-18	Kelly	
3.4.2.3	Construction	Apr-18	Sep-18	Kelly	
3.4.3	Other traffic issues considered in Comprehensive Plan	Start	Finish	Resp.	Comments / Status
3.4.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Aug-17	Sep-17	Kelly	
3.4.3.2	Scope of work milestones	Sep-17	Jan-18	Kelly	
3.4.3.3	Complete study, Present findings to the Council, Deliberations	Feb-18	Mar-18	Kelly	



Wayzata Strategic Plan / 2017 - 2020

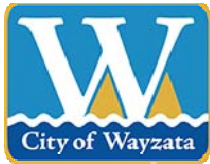
Strategic Objectives: The City's Priorities for the Next 4 Years

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Initiatives: Individual activities leading to goals

4.0 An Active and Healthy Community

4.1	Develop a Master Park Plan				
4.1.1	Develop a Comprehensive Park Plan for the Community	Start	Finish	Resp	Comments / Status
4.1.1.1	Draft RFP for Parks Master Parks Plan-Advertise for Proposals-Receive Proposals	Jan-18	Mar-18	Kelly	
4.1.1.2	Parks & Trails Board Makes Recommendation- CC approves Consultant for P & T Master Plan	Apr-18	Apr-18	Kelly	
4.1.1.3	Development of Draft Master Parks Plan-reviewed by P & T Board-recommendation to adopt by CC	May-18	Dec-18	Kelly	
4.2	Continue Lake Effect Projects				
4.2.1	Complete EAW	Start	Finish	Resp	Comments / Status
4.2.1.1	Retain Consultant: Research, Scope of Work, Interview, Hire for Archeological Study	Jul-17	Jul-17	Thomson	
4.2.1.2	Go through Public Notice Process	Aug-17	Oct-17	Thomson	
4.2.1.3	Address any feedback received	Nov-17	Nov-17	Thomson	
4.2.2	Assist Lake Effect Conservancy with Fundraising Effort	Start	Finish	Resp	Comments / Status
4.2.2.1	Attend all board meetings and assist with information gathering	Jul-17	Jun-20	Dahl	
4.2.2.2	Help facilitate fundraising events	Jul-17	Jun-20	Dahl	
4.2.2.3	Track delta between fundraising obtained and project costs	Jul-17	Jun-20	Dahl	
4.2.2.4	Retain Project Manager Consultant : Research, Scope of Work, Interview, Hire	Jan-18	Jun-20	Dahl	
4.2.3	Design Lake Street/Pop Up Park Plans	Start	Finish	Resp	Comments / Status
4.2.3.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Feb-18	Mar-18	Dahl/Thomson	
4.2.3.2	Scope of work milestones including public engagement	Apr-18	Aug-18	Dahl/Thomson	
4.2.3.3	Complete design, Present findings to the Council, Deliberations	Sep-18	Oct-18	Dahl/Thomson	
4.2.4	Build Lake Street/Pop Up Park Plans	Start	Finish	Resp	Comments / Status
4.2.4.1	Complete financial feasibility report/approve any needed funding	Nov-18	Dec-18	Dahl/Kelly	
4.2.4.2	Go out for bid and award project at Council, Deliberations	Dec-18	Jan-19	Dahl/Kelly	
4.2.4.3	Construction	Jan-19	Oct-19	Dahl/Kelly	
4.2.5	Design Boardwalk/Eco Park Plans	Start	Finish	Resp	Comments / Status
4.2.5.1	Retain Consultant : Research, Scope of Work, Interview, Hire	Nov-18	Dec-18	Dahl/Thomson	
4.2.5.2	Scope of work milestones including public engagement	Dec-18	Jun-19	Dahl/Thomson	
4.2.5.3	Complete design, Present findings to the Council, Deliberations	Jul-19	Jul-19	Dahl/Thomson	
4.2.6	Build Boardwalk/Eco Park Plans	Start	Finish	Resp	Comments / Status
4.2.6.1	Complete financial feasibility report/approve any needed funding	Aug-19	Sep-19	Dahl/Kelly	
4.2.6.2	Go out for bid and award project at Council, Deliberations	Sep-19	Nov-19	Dahl/Kelly	
4.2.6.3	Construction	Nov-19	Jun-20	Dahl/Kelly	



Wayzata Strategic Plan / 2017 - 2020

Strategic Objectives: The City's Priorities for the Next 4 Years

Goals: What we will do to accomplish these objectives

Initiatives: Individual activities leading to goals

5.0 An Engaged Community

5.1	Complete 2040 Comprehensive Plan							
	5.1.1	Incorporate Separate Public Engagement Process	Start	Finish	Resp	Comments / Status		
		5.1.1.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Jul-17	Jul-17	Thomson			
		5.1.1.2 Scope of work milestones	Jul-17	Oct-17	Thomson			
		5.1.1.3 Complete engagement process, Present findings to the Council, Deliberations	Nov-17	Dec-17	Thomson			
	5.1.2	Update Traffic and Utility Information	Start	Finish	Resp	Comments / Status		
		5.1.2.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Aug-17	Sep-17	Kelly			
		5.1.2.2 Scope of work milestones	Sep-17	Jun-18	Kelly			
	5.1.3	Incorporate Wayzata Blvd. Corridor Study/Small Area Plan	Start	Finish	Resp	Comments / Status		
		5.1.3.1 Retain Consultant : Research, Scope of Work, Interview, Hire	Aug-17	Sep-17	Thomson/Kelly			
		5.1.3.2 Scope of work milestones	Sep-17	Jun-18	Thomson/Kelly			
	5.1.4	Incorporate environmental component in each section and submit to Met Council for Approval	Start	Finish	Resp	Comments / Status		
		5.1.4.1 Review draft Comp Plan and incorporate sustainable initiatives	Mar-18	Apr-18	Thomson			
		5.1.4.2 Complete draft Comprehensive Plan Process, Present findings to the Council, Deliberations	May-18	Jun-18	Thomson			
		5.1.4.3 Receive feedback from other local entities and submit to Met Council	Oct-18	Dec-18	Thomson			
5.2	Promote Volunteering/Activism at City Level							
	5.2.1	Create promotion program for Boards and Commissions	Start	Finish	Resp	Comments / Status		
		5.2.1.1 Continue promotion of applications	Jun-17	Dec-20	Classey			
		5.2.1.2 Look at other communities for additional ideas	Jul-17	Sep-17	Classey			
	5.2.2	Create promotion program for various activities	Start	Finish	Resp	Comments / Status		
		5.2.2.1 Promote opportunities for volunteers to public	Jul-17	Dec-20	Classey			
		5.2.2.2 Plan for succession of Volunteer Coordinator and other key roles	Jan-18	Dec-19	Classey			
	5.2.3	Create promotion program for Fire Fighters	Start	Finish	Resp	Comments / Status		
		5.2.3.1 Promote recruitment with video	Jul-17	Jun-18	Klapprich/Classey			
		5.2.3.2 Advertise recruitment in utility bill insert	Aug-17	Jun-18	Klapprich/Classey			
		5.2.3.3 Look at other communities for additional ideas	Aug-17	Jun-18	Klapprich/Classey			