WAYZATA PLANNING COMMISSION
MEETING MINUTES
JULY 17, 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: Young, Gruber, Gonzalez, Iverson, Murray, Flannigan, and Buchanan. Absent: None. Director of Planning and Building Jeff Thomson and City Attorney David Schelzel were also present.

AGENDA ITEM 2. Approval of Agenda

Commissioner Gruber 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.) June 19, 2017 Planning Commission Meeting Minutes

Commissioner Gonzalez stated page 4, line 17 should be changed to read "Commissioner Gonzalez stated she would recommend approval of the 15 second interval."

Commissioner Gonzalez made a motion, Seconded by Commissioner Gruber, to approve the June 19, 2017 Planning Commission Meeting minutes as amended by Commissioner Gonzalez. The motion carried unanimously.

AGENDA ITEM 4. Old Business Items:

a.) Adopt Report and Recommendation on Sign Variance for Holiday Stationstores – 1325 Wayzata Blvd E

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. The City's sign ordinance prohibits flashing signs or similar devices. The proposed dynamic/digital sign would meet the 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 operation of the sign including the content of the messages displayed, the character of the message and display, the duration of the message, and transition between messages. The Planning Commission reviewed the development application and held a public hearing at its meeting on June 19th, and the Planning Commission directed staff

to prepare a draft Planning Commission Report and Recommendation recommending approval with the conditions proposed by the applicant.

Commissioner Buchanan made a motion, Seconded by Commissioner Gruber, to adopt the Planning Commission Report and Recommendation as presented, recommending Approval of a Variance for a Proposed Electronic sign at 1325 Wayzata Blvd. E, subject to the conditions outlined in Section 4. The motion carried unanimously.

b.) Adopt Report and Recommendation on Telecom CUP - Buell Consulting – 800 Wayzata Blvd E

Director of Planning and Building Thomson stated the applicant, Buell Consulting, on behalf of T-Mobile Central, LLC, has submitted a development application to construct a telecommunications facility for cellular antennas and associated equipment on the site located at 800 Wayzata Blvd E. The applicant is proposing to install 6 cellular telecommunications antennas on the top of the existing building. The proposed antennas would be located on the southeast corner of the building and would be mounted behind a new screening wall that would be constructed on the roof deck of the building. The proposed screening wall would extend 14-feet above the existing roof deck. The accessory equipment for the telecommunications antennas would be mounted on the ground, on the south side of the existing building. The proposed equipment area is approximately 150 square feet in size and would be surrounded by a cedar fence. The wood fence would fully screen the equipment area from surrounding properties and the height of the fence is greater than the height of the proposed ground-mounted equipment. The ordinance states that accessory equipment shall be entirely located within an existing structure or within rooftop screening walls, whenever possible. If a new equipment building is necessary, it shall be situated to the rear or side of the principal use and shall be screened from view by landscaping where appropriate. At its meeting on June 19th, the Planning Commission inquired as to whether a conditional use permit is required for the fence. City staff and the City attorney have reviewed the telecommunications ordinance and fence ordinance and determined that a separate conditional use permit for the fence is not required. The Planning Commission reviewed the development application and held a public hearing at its meeting on June 19th, and the Planning Commission directed staff to prepare a draft Planning Commission Report and Recommendation for approval of the development application.

Commissioner Buchanan stated the service vehicle parking condition in Section 4.B is in conflict with the language of the Telecommunications Ordinance.

Mr. Thomson stated the Telecommunications Ordinance does specify that maintenance vehicles must park on a public street unless there is a screened and paved parking area on the lot itself.

Chair Iverson stated Buell Consulting provided a letter explaining the difficulties of accessing the site from the parking area on the site, and they are requesting that access be allowed directly from the Chicago Avenue public right of way.

Commissioner Gonzalez stated a temporary permit could be obtained from the City if there were problems accessing the site from the parking lot.

Mr. Thomson stated the general City regulations allow vehicles, including service vehicles, to park on public streets as long as the parking complies with the on-street parking requirements posted on that street. The City ordinances do not contain a special permit for service vehicle parking. A conditional use permit would run with the property that the approval is for. The conditions of approval of the CUP would need to specify a special permit the City would issue, if that's how the Planning Commission would want the service vehicle parking to be regulated.

Commissioner Gruber clarified that this particular condition would be asking the applicant to do something that other service vehicles would not be required to do.

Mr. Thomson stated the City has limited experience with telecommunications facilities and the sites the City does have all have onsite parking available.

Chair Iverson stated this is a residential street, and there have been complaints from the residents near the water tower site related to all of the activity during all hours.

Commissioner Flannigan stated there was a no parking sign next to Copeland Buell, which would pertain to this particular location.

Mr. Thomson stated the Telecommunications Ordinance does specify the hours that maintenance can occur as 7 am to 6 pm unless it is an emergency or the City has approved it in advance.

Applicant's representative, Mr. Kristian Olson, Buell Consulting LLC, 1360 Energy Park Drive, St. Paul, stated the building is in use during the same hours they would need to access the telecommunications tower and most of the on-site parking is in use. T-Mobile is expecting to access the site 4-6 times a year for maintenance. This does not include any upgrades. Accessing the tower site from inside the building would not be practical due to the distance, the stairs, the low ceilings, and the emergency exit door.

Commissioner Gonzalez stated the technicians could park in the parking lot and walk around the building. The property owner is benefitting from this lease, and T-Mobile can call the property owner prior to coming to have parking reserved if needed. She does not want the residential areas to be inconvenienced.

Mr. Steve Art, 800 Wayzata Blvd E., stated the parking on the west side of the street is posted no parking and parking is permitted on the east side of Chicago Ave.

Commissioner Murray stated condition 4.B of the draft Report states "Service vehicles for maintenance of the Telecom Equipment must not be parked on public streets." He clarified this would apply to only the streets adjacent to the service site.

City Attorney David Schelzel suggested this clarification be made if the condition is approved as part of the recommendation.

Commissioner Buchanan stated the Telecommunications Ordinance allows for service vehicles to be parked on City streets. He would suggest striking condition 4.B.

Chair Iverson stated this is a commercial site that has a parking lot available.

City Attorney Schelzel stated the section of the code Commissioner Buchanan is referencing does state that public streets should be used unless there is a screened and paved parking area available, which is the case with the current application. The Commission would thus need to determine if the condition is warranted, or if the applicant made a compelling case to have this condition removed from the recommendation in the Report.

Chair Iverson stated the history has shown that there has been Telecom maintenance at all hours at the water tower location, and this has been an inconvenience to the surrounding residential areas.

Commissioner Gonzalez stated she would support leaving condition 4.B. in the recommendation.

Commissioner Young stated condition 4.B would be unnecessary.

Commissioner Gruber stated as long as T-Mobile can access the site by going around the building, without having to go through the building, she would support condition 4.B.

Commissioner Murray stated he would lean towards striking condition 4.B.

Commissioner Flannigan stated he would support condition 4.B., and he was disappointed the City was reviewing this application since they just built a new telecommunications tower in the City.

Commissioner Buchanan stated he would support striking condition 4.B.

Commissioner Gonzalez made a motion, Seconded by Commission Gruber, to adopt the Planning Commission Report and Recommendation as presented, recommending Approval of Conditional Use Permit for Telecommunications Facility at 800 Wayzata Blvd including the conditions in Section 4, and adding language to condition 4.B to specify no parking on public streets adjacent to the property. The motion carried 5-ayes and 2 nays (Flannigan and Buchanan).

AGENDA ITEM 5. Public Hearing Items:

a.) Meyer Place at Ferndale – 105 Lake St E

i. PUD Amendment

Director of Planning and Building Thomson stated 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 at 105 Lake St E. The approved PUD consists of a new three story residential building with up to 21 residential condominiums and 52 underground enclosed parking spaces. The applicant, Meyer Place at

Ferndale, has submitted a development application to amend the existing PUD. 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 condominiums. The proposed amendment would not include any changes to the design, size, footprint, or height of the approved building. 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, which meets the requirements of the City's parking ordinance. In addition, the proposed amendment would meet the 2,000 square foot residential area requirements of the R-5 zoning district.

Applicant's representative, Mr. Tim Whitten, Whitten Associates, stated that there are no changes to the building or the footprint with the requested PUD amendment. The Commission had initially requested the project contain some smaller units, and the market is also requesting smaller units. By dividing the one larger unit, they are able to meet these requests and meet the density and parking requirements. These units would be priced at approximately $500,000 to $600,000.

Chair Iverson opened the public hearing at 7:37 p.m.

Ms. Kathy Door, 112 Edgewood Court, stated the residents are watching the project, and they would like to know when construction would start and what the impacts would be to the neighborhood. The neighborhood supports the project as approved, and would not like to see any additional exterior changes.

Chair Iverson closed the public hearing at 7:38 p.m.

Commissioner Gonzalez expressed concerns that an experienced builder would be requesting an amendment to a PUD that was recently approved, and she does not want to see the project turn into a "bait and switch". Adding another unit to the project will increase the traffic to an area that is already overburdened by heavy traffic.

Commissioner Young made a motion, Seconded by Commission Murray, to adopt the Planning Commission Report and Recommendation as presenting, recommending approval for the PUD Amendment for 105 Lake Street East with the conditions in Section 4. The motion carried 6 ayes and 1 nay (Gonzalez).

AGENDA ITEM 6. Other Items:

a.) City Council Strategic Plan Update

Director of Planning and Building Thomson stated on April 20 and 21, the City Council, City Staff, and facilitator Nick Ruehl, held a 2-day retreat to discuss updates to 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. There was consensus on the following five strategic objectives, which serve as the foundation for the proposed 2017-2020

Strategic Plan: 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 and engaged community. The related Planning Commission goals would include 1) Continuing development of ordinances: studying neighborhood zoning standards, studying the sign ordinances, exploring alternative energies ordinances, 2) Complete 2040 Comprehensive Plan: incorporating public engagement process, incorporating Wayzata Blvd corridor/small area plan, and incorporating sustainability, 3) Develop Lake Street Vision: study downtown retail market and develop public/private development for Lake Street west of Barry Avenue, and 4) Continue Lake Effect Projects: design Lake Street/Pop Up Park plans, and design boardwalks/Eco Park plans.

Chair Iverson clarified that for item 4.2.6.1 of the plan: Build Boardwalk/Eco Park Plans, complete financial feasibility report and approve any needed funding-- there would not be any City funding for these projects.

Mr. Thomson stated the boardwalk and Eco park is expected to be financed through private funding.

Commissioner Gruber asked where the review of the Design Standards would be included in this plan.

Mr. Thomson stated this is a task in the Planning Commission work plan.

Commission Gonzalez asked what would be included in the item named-- develop public/private development for Lake St west of Barry Ave.

Mr. Thomson stated the City has been discussing redevelopment of these sites with the property owners. The discussions have included the possibility of TIF funding for these projects. There is nothing proposed at this time.

Commissioner Gonzalez stated she does not hear from the public that the City provides thoughtful growth. The City seems to be reacting to development that is popular at the time. The City needs to develop a vision for Lake Street and how to get there.

Chair Iverson stated she gets a lot of calls on traffic in the City, and this does not seem to be in these plans.

Commissioner Gonzalez asked what type of tax was being referenced with item 1.2.3 Study feasibility for a Sales Tax/Visitors and Convention Bureau.

Mr. Thomson stated this would be to look at potentially establishing a Visitors Bureau, and this is typically done through a lodging tax. He clarified that this is not an implementation document but rather a document to outline areas the City should look into to study and determine what the implications could be for the City.

Commissioner Gonzalez asked what decisions had been made regarding the intersection of Wayzata Blvd and Superior Blvd.

Mr. Thomson stated the City Council has made a decision on the alignment they would like to move forward with, and they will need to continue with the design work.

Commissioner Gruber asked how the Planning Commission could be more involved in working with the City Council to prepare the Strategic Plan.

Mr. Thomson stated the same issues that are brought up at the Planning Commission are also brought up to the City Council.

b.) Comprehensive Plan Advisory Committee

Director of Planning and Building Thomson stated the City Council would be appointing members to the Comprehensive Plan Advisory Committee, and they would like to know if any Planning Commissioners are interested in participating in the Committee. The commitment would be approximately 1 meeting per month for the next 12 months.

Commissioner Gonzalez stated she would be interested in participating.

Commissioner Flannigan stated he would also be interested in participating.

Commissioner Murray stated he would be interested, if Commissioner Gonzalez is not able to continue participating.

Commissioner Buchanan stated he would be interested.

Mr. Thomson stated the City Council would make the appointments to the Committee.

c.) Review of Development Activities

Director of Planning and Building Thomson stated the development applications tentatively scheduled for the August 7th Planning Commission meeting include a subdivision on Glehaven Road, and a subdivision at LaSalle and Central.

Commissioner Gonzalez stated the Commission had other subdivisions in the Gleehaven area and due to the public concerns about the changes to the neighborhood, the Commission was going to look at the zoning ordinance to see if it matched what was in the area. She suggested the Commission make this a priority.

d.) Next Meeting Scheduled for August 7, 2017

Mr. Thomson noted the time of the next meeting. Chair Iverson stated it would be beneficial to hold a second meeting with the residents of Central Avenue, the Mayor, and the developers to

discuss the landscaping and what would be occurring in this area with the development that has occurred.

AGENDA ITEM 7. Adjournment.

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

The Planning Commission meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Tina Borg
TimeSaver Off Site Secretarial, Inc.