

APPROVED  
Minnetonka Beach Planning Commission Meeting Minutes  
April 25, 2022

1. Call to Order

Chair Breazeale called the meeting to order at 7:00 pm.

2. Roll Call

Present: Commissioners Anderson, Blodgett, Breazeale, Halverson, Swanson and Council Liaison Howarth for Enlow. Absent: Steinfeld

Staff in attendance: Heidi Honey, City Administrator

3. Approve Agenda

**(Halverson motion, Anderson second to approve the agenda; all ayes.)**. Motion passed.

4. Approval of Minutes

4.1. Regular Meeting of February 28, 2022

**(Anderson motion, Halverson second to approve the minutes of the regular Planning Commission meeting of February 28, 2022; all ayes.)**. Motion passed.

5. Old Business

5.2. Planning Commission 2022 Project Priority List

Breazeale attended the April 11, 2022 council meeting. On a call with the mayor, he became aware of council concerns of the budgetary impact of taking on multiple projects at one time that can lead to going over budget for zoning and legal. Unexpected things can come up every year that could impact the budget. Howarth added that the 2022 budget is very tight. Commissioners discussed that use of a task force can keep the zoning administrator cost lower. Howarth added that there are also legal costs involved and the city attorney was unable to estimate his costs for the projects. Council prioritized the projects and asked that they be worked on one at a time. Breazeale met with Susan Enlow and Nell Mathews, and they mentioned that certain aspects of Grading and Filling are part of the DNR compliance work. They are working on comparing the DNR model to the city code. If they see disparities or things that need clarification outside of the DNR compliance issue, they can come forward later to suggest those items to be reviewed by the Planning Commission. He does not want there to be scope creep on it. They are also finding some of the other project items overlap into the DNR compliance review. Breazeale added that they need to finish the tree preservation ordinance, they will review it over one to two meetings very carefully prior to recommendation to council. Breazeale stated they can do pre-work on a project as long as they cover the other higher priority items. Breazeale discussed ROW project and thinks there will be a lot of legal expenses associated and it does not overlap into the other projects.

Breazeale stated they need to name the DNR task force members. Currently Susan Swanson, Susan Enlow and Nell Mathews are doing pre-work. Swanson stated others could join them but they have a competent group and it is complicated to work through all of the codes. The group has been meeting 2-4 hours every Sunday.

Howarth stated council removed enforcement from the priority list because they thought it was outside the scope of the Planning Commission and wanted the city administrator to work with the city attorney on enforcement. The most common problem is when work is done on unpermitted projects, and they need to figure out how to deal with those. He then stated the ADU moratorium expires in August or September. Commissioners discussed the 1992 code review from the DNR and that the city had made arrangements with the DNR for increased hardcover in exchange for other accommodations.

**(Anderson motion, Halverson second for Susan Swanson to lead the DNR code compliance task force with Susan Enlow and Nell Mathews as task force members; all ayes.)** Motion passed.

Howarth stated he is disappointed that during the past code rewrite, all other agency regulations were not met.

Breazeale asked about the other projects and that the other projects may overlap in the tree ordinance and DNR code compliance and asked if anyone wanted to do preliminary work on the unused street Right of Way. Breazeale stated they cannot engage any vendors or incur costs, and also be cognizant of city staff time and workload. Dave Blodgett offered to do preliminary work on unused street right of way and identify issues. There was discussion about identifying where these are located. Carlson offered to provide a map of them. She will forward it to the commission. Breazeale stated he would like to stay in touch with the DNR task force. Breazeale stated that the ROW project may be out 9-12 months.

## 6. Old Business

### 6.1. 2023 – 2032 Capital Improvement Program (CIP)

Honey explained the Capital Improvement Program process which begins with the Planning Commission. Requests for Capital Improvement items will be sent by Honey to the chairs of all committees/commissioners. She will compile the requests and provide them to the Capital Improvement Program Review Committee when they meet in June. The Planning Commission will hold a public hearing in June and provide a recommendation to council at their July meeting. The treasurer tries to keep the CIP at \$150,000 annually. The CIP is used in determining next year's budget. The Planning Commission does not have any requests for the city.

**(Swanson motion, Blodgett second to nominate Anderson as CIP representative from the Planning Commission and Vice Chair Halverson to oversee the process; all ayes.)** Motion passed.

**(Halverson motion, Anderson second to submit a blank CIP request form; all ayes.)** Motion passed.

Swanson asked to discuss vegetation removal on Woodbridge Road on the lake side which violates city code and DNR. Halverson stated one property had a mudslide when the vegetation was intact. The city is requiring the property owner on returning the area to the way it was previously. She suggested a reminder in the Weekly SPLASH! and Beachcomber of the regulations for no removal of vegetation in shoreland impact zone, and a link to DNR approved native vegetative buffer plants and best planting practices.

## **7. Reports**

- 7.1. Chair Report – Chair Breazeale asked Swanson to report back at the next meeting with a brief update of the process and timing.
- 7.2. Commissioner Reports – no report
- 7.3. Council Liaison Howarth – Howarth reviewed council discussions including proposed golf cart ordinance regulations which is continued at the May 9, 2022 meeting and includes public input.
- 7.4. Building Permit Report – received and filed

## **8. ADJOURNMENT**

**(Halverson motion, Anderson second, to adjourn; all ayes.)**. Motion passed.

Chair Breazeale adjourned the meeting at 7:59 p.m.

PUBLIC IN ATTENDANCE – The following individuals were in attendance: Nell Mathews

Minutes respectfully submitted by City Administrator Heidi Honey

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Heidi Honey, City Administrator