

APPROVED
Minnetonka Beach Planning Commission Meeting Minutes
September 23, 2024 – 7 pm

1. Call to Order

Chair Breazeale called the meeting to order at 7 pm.

2. Roll Call

Present: Commissioners Breazeale, Finnegan, Gamble, Steinfeld, Whitely, Wortman and Council Liaison Halverson

Absent: Planning Commissioner Susan Swanson, Zoning Administrator Phil Carlson

Staff in attendance: City Administrator Heidi Honey

3. Approve Agenda

(Whitley motion, Steinfeld second to approve the September 23, 2024 meeting agenda; all ayes.) Motion passed.

4. Approve Minutes - Regular Meeting of August 26, 2024

Finnegan noted a missing "." on page 4.

(Steinfeld motion, Finnegan second to approve the Regular Meeting Minutes of August 26, 2024 as amended; all ayes.)

Motion passed.

5. Election of Chair and Vice Chair

(Whitley motion, Wortman second to elect Jeff Breazeale as Chair of Planning Commission; all ayes.) Motion passed.

(Whitley motion, Wortman second to elect Joe Steinfeld as Vice Chair of Planning Commission; all ayes.) Motion passed.

6. Public Hearing – Zoning Code Amendment - Opened at 7:04 pm. Closed at 7:04 pm. No comments.

6.1. City Code Appendix A, Chapter 6 Development Standards and Section 11 Wetland Overlay District

Breazeale stated this code amendment was reviewed by Planning, preliminarily approved by Council and the DNR.

The public hearing had no comments, and Planning is to give final recommendation for council.

Finnegan reviewed the proposed ordinance language, noting minor edits.

Definitions – no changes

Section 6 D – This addition is intentionally duplicative with the Wetland District to ensure it is seen in the main code and also wetland section.

Chapter 11 – Finnegan reviewed minor edits.

(Finnegan motion, Whitely second to recommend that City Council approve the zoning code amendments as presented with the following edits:

Section 11.3.2. - to state “At the discretion of the City Engineer, the provisions of Chapter 11 Wetland Overlay District may also apply to land abutting, adjoining or affecting wetlands if the proposed activity is incompatible with the policies expressed in Chapter 11 and the preservation of wetland areas in their natural state.”

Section 11.5.2. - remove “unpaved”;

Section 11.6. - leave “Wetland Overland District”

Section 11.7. – Replace plural “wetlands” with singular “wetland”

Section 11.8.1.- Replace plural “wetlands” with singular “wetland”

all ayes.) Motion passed.

7. Zoning Code Review

7.1. Tree Preservation Ordinance Work Group – Survey

Whitley reported on the council discussion. Council suggested moving questions 1-4 to the end of the survey in

response to concerns the questions may be leading from residents. Their second request was to add a question about

tree replacement. Tree replacement was a tag on to other questions and did not stand out on its own. Commissioners edited references to age ranges and added the replacement tree questions.

**Whitely motion, Wortman second to move current questions 1-4 to the end of the survey; current question #5 becomes question #1. Based on DNR data about growth data, change the parenthetical data to 90-150+ years. In question 6, add “healthy” in front of “significant” and change the age range to 18-145+ years). In paragraph 2 change 30-100 to 18-145+ and strike last sentence. In paragraph 3, strike the last sentence regarding replacement trees. In paragraph 4, no changes. Add paragraph 5 to read If healthy “significant” trees are removed and the lot no longer has at least one Healthy Protected Tree per 2,500 square feet, (approximately 8 – 9 trees per half acre) then the City requires the planting of replacement trees. I believe that this regulation is:
o Far too lenient o Too lenient o About right o Too restrictive o Far too restrictive
New #3 (was question #7), edit to say less than 6” in diameter (approximately 18 – 30 years old depending on species; all ayes.) Motion passed.**

Council did not require this to come back to them before sending the survey to residents. Honey asked if staff should use the survey preamble with the link for all communication to residents (utility bill, Weekly SPLASH!, Beachcomber newsletter). Commissioners agreed. They also asked that the Weekly SPLASH! email reminders should go out weekly until the next Planning Commission meeting and at that meeting they can determine if any additional follow up is necessary. The survey can be printed from SurveyMonkey for City Hall to hand out to residents who do not want to respond via SurveyMonkey.

8. Reports

- 8.1. Chair Report – Kevin Dunphy is interested in joining the Planning Commission and will volunteer if needed. Breazeale thanked the group working on the wetland section which was the most complicated section. He thanked Honey for working on the approvals with other agencies and keeping everything organized. He stated the zoning code amendment project will be done with this approval and thanked everyone for all of their work sitting through meetings, doing research and work on draft language, and commented on all of the hard work that everyone did to complete the project.
- 8.2. Commissioner Reports
- 8.3. Council Liaison – Halverson reported on the City Council meeting. The water treatment plant is under construction. The 2025 preliminary budget and tax levy was approved at the last meeting.
- 8.4. Building Permit Report – received and filed

Honey has received some complaints about brush and trees being removed at 2070 Shoreline Drive in Orono. She called the City of Orono and they said anyone wishing for this to be pursued to report it via their portal. Orono stated they regulate any activity within 75 ft of the shoreline. Breazeale will make a complaint via the portal. Honey stated that the city received a summons and complaint regarding the approval for an interim use permit for an ADU at 3012 Shoreline Dr and she will keep them updated on it. She also stated the city received a land use application for a hardcover variance and Zoning Administrator Carlson has responded to the applicant. The applicant may or may not decide to proceed with the request.

9. Adjournment

(Steinfeld motion, Whitley second to adjourn; all ayes.) Motion passed.

Chair Breazeale adjourned the meeting at 8:29p.m.

PUBLIC IN ATTENDANCE – none

Minutes respectfully submitted by City Administrator Heidi Honey

Heidi Honey, City Administrator