

APPROVED
Minnetonka Beach Planning Commission Meeting Minutes
October 28, 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, Swanson, Whitely, Wortman; Council Liaison Halverson

Absent: none

Staff in attendance: City Administrator Heidi Honey

3. Approve Agenda

(Whitely motion, Steinfeld second to approve the October 28, 2024 meeting agenda; all ayes.) Motion passed.

4. Approve Minutes - Regular Meeting of September 23, 2024

Whitely noted a missing "." on p. 2.

(Whitely motion, Steinfeld second to approve the Regular Meeting Minutes of September 23, 2024 as amended; aye – Breazeale, Finnegan, Gamble, Steinfeld, Whitely, Wortman; abstain - Swanson.) Motion passed.

5. Zoning Code Review

5.1. Tree Preservation Ordinance Work Group – Survey

Breazeale stated the work group met at 6:30 tonight. The city has received 89 survey responses, representing 71 (of 228) homes to date. This is 30%, which is good. Honey had suggested they accept surveys through Election Day to take advantage of the many people who will be coming to City Hall. The work group recommended an email blast be sent asking for people to take the survey and explain that the Planning Commission has used the feedback received to date to design the survey, and if someone has already provided preliminary input, they still need to take the survey. Honey enters completed paper surveys into Survey Monkey. Planning Commissioners supported the extension of the survey deadline, a statement in the Weekly SPLASH eblast stating the deadline extension and an explanation that if people sent feedback they still need to take the survey, and that paper copies are available.

Breazeale then discussed survey results. The summary results will be published in the next meeting packet. They are not sure what Survey Monkey has for presenting the data and asked Gamble to use his best judgement to summarize the data and keep the comments with each question. They want to see how people rated 1-5 (frequency of answers), and comments on each question. They do not need to see the data file, and they told respondents that they would not release identifying data.

Breazeale stated at the next meeting, they will look at the survey results, and identify areas they recommend Planning look into, and recommend the process to look into them. The recommendations would then go to Council and Council will then provide direction on how to proceed prior to drafting code language. There was discussion about public input. Commissioners agreed they have received public input in the format of the survey and there will be opportunities for public input at a future hearing to review draft language. The next meeting will be the first time commissioners see the results and they do not have to take any public input. At Council, the open forum is for someone to speak to something not on the agenda. This allows the council or commission to focus on deliberations and not be interrupted by the audience. Breazeale stated council has directed them to do the work they are doing – solicit input and report back to Council. He added that process should be directed at City Council, not Planning. Written input is always helpful and usually included in meeting packets.

Breazeale summarized that at the next meeting, comment on survey, response rate, identify areas of interest or concern to recommend Planning look into, and recommend process. The work group will not meet prior to the next meeting. All of this will be done at the next Planning meeting.

Swanson will not be at the November meeting.

6. Reports

6.1. Chair Report – no report

6.2. Commissioner Reports – Three Rivers is working on the cart path reconstruction

6.3. Council Liaison – Halverson reported on the City Council meeting. She thanked Planning Commissioners for their hard work on zoning code amendments. Dock Commission is working on a possible reconfiguration at the swim Beach to open views. It is complicated to maintain beach views with providing docks for non-riparian slip renters. Clean Up day went well. Utilities is working on a long term plan to identify future infrastructure projects that need to be done and how to pay for them.

6.4. Building Permit Report – received and filed

7. Adjournment

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

Chair Breazeale adjourned the meeting at 7:25p.m.

PUBLIC IN ATTENDANCE – none

Minutes respectfully submitted by City Administrator Heidi Honey

Heidi Honey, City Administrator