

**APPROVED**  
**Minnetonka Beach Planning Commission Meeting Minutes**  
**February 26, 2019**

1. Call to Order

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

2. Roll Call

Present: Chair Haag, Vice Chair Moriarty, Commissioners Anderson, Breazeale, Halverson, Howarth, Naylor and Council Liaison Enlow. Absent: None

Staff in attendance: Susanne Griffin, City Administrator, Joe Polacek, for Phil Carlson Zoning Administrator,

3. Approve Agenda

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

4. Approve Minutes: January 26, 2019

**(Anderson motion, Naylor second to approve the minutes of the regular Planning Commission meeting of January 26, 2019; all ayes). Motion passed.**

**5. PUBLIC HEARING**

5.1. Proposed Amendment to Zoning Code relating to Impervious Surface Credit for Green Roofs

Joe Polacek, city planner representing Stantec, reviewed his memo in the Planning Commission packet. He stated that in recent Planning Commission meetings there had been discussion about the use of green roof credits to expand the allowed impervious surface coverage. As a result, the City imposed a moratorium on such credits to allow a study of the issue. At the January Planning Commission meeting commissioners discussed their concerns which included allowances that could result in inappropriately large houses, the issue of maintenance and enforcement of green roofs, and how to adapt language with evolving technology. As a result of that discussion commissioners asked zoning staff to come back to the commission with proposed zoning code language changes that would keep the section on green roofs but remove the section that allowed for hardcover credits, keep the maintenance requirements for those who wanted to use a green roof for stormwater or other reasons, and add a definition for green roof or eco-roof. Staff came up with draft code language that proposed changes to Chapter 3, Zoning Districts (performance standards) stating that anyone using green roofs must maintain the plant material, Chapter 5: Use Standards adding language to better clarify maintenance, and Chapter 8: Definitions adding a definition for green roof.

Chair Haag opened the public hearing at 7:05 pm

**Comments from the public:**

Nell Mathews – 2643 Arcola Lane – agrees with planning commission and staff recommendations but she is concerned about enforcement and how the city can communicate expectations on the front end to prevent issues with maintenance aside from declaring it a nuisance. She understands that the person putting in a green roof would be subject to a performance agreement but what about subsequent owners? Commissioner Breazeale stated there is already language in the ordinance to require maintenance. Commissioner Anderson stated concern that the nuisance ordinance might not clearly state green roof issues. City Administrator Griffin mentioned that there are also provisions in the code for stormwater maintenance agreements which green roofs would likely fall under. These agreements could be filed with the property so that subsequent owners would be aware of the agreement. They could possibly include a requirement for a maintenance agreement. Commissioner Moriarty explained that the city could connect green roofs with stormwater maintenance, however Breazeale believes the ordinance already provides protection.

Ms. Mathews suggested language be added to the nuisance ordinance to include a broader statement about green roof maintenance.

Commissioner Moriarty suggested the language in Section 3 be changed to state “stormwater management” vs “storm water retention capability”.

Chair Haag closed the public hearing at 7:23 pm.

Commissioners agreed with the Moriarty suggested language and had no further discussion.

**(Naylor motion, Breazeale second to recommend to the City Council that Chapter 3, Chapter 5 and Chapter 8 of the Zoning Code be amended as proposed by Zoning staff with the amendment to language in Chapter 3, Section 3.7I, (F), (8), (c), (vi), 7, f. i. being changed to “stormwater management” instead of “stormwater retention capability of the roof”; all ayes). Motion passed.**

## 5.2. Proposed Amendment to Zoning Code relating to Detached Garage Height

Mr. Polacek reviewed the memo in the packet regarding a zoning code amendment relating to detached garage height. The issue came to the Planning Commission due to a request for a height variance for a detached garage. At that time the Planning Commission determined that the variance was not needed but decided to discuss language changes to make the language clearer.

Zoning staff proposed a change to Chapter 3: Zoning Districts, 3.8 Approved Planned Unit Development, (A) Lafayette Ridge, Table 3-7: Specialized Yard & Lakeshore Setback Requirements. They also proposed changing Chapter 5: Use Standards, 5.3 Accessory Use Standards, (D), (3), (b) private garages.

Commissioner Breazeale asked about the reference to “primary use” vs “principle structure” in Chapter 5

Chair Haag opened the public hearing at 7:29 pm

Nell Mathews asked about accessory use of the garage to the principle structure and clarified that it was in relation to the principle structure.

Commissioners talked about whether there were concerns about dictating design elements of residents' homes.

Chair Haag closed the public hearing at 7:30 p.m.

Commissioners discussed the idea of similar finishes which is already in Section (3) (a) of Chapter 5, 5.3 Accessory Use Standards, regarding constructing garages to be similar to the principal building in architectural style and building materials. They decided that adding a point iii. “Detached garages shall be finished in a similar appearance as the principal structure” was not necessary because it was already in a different section of the code (Major Accessory Structure). Private garages are considered “major accessory structures”.

**(Breazeale motion, Moriarty second to recommend to the City Council that the Zoning Code be amended as proposed in Stantec memo dated 2/26/19 for Chapter 3: Zoning Districts, Table 3-7, and Chapter 5: Use Standards adding clarifying language to i. and deleting iii. regarding detached garages as it is already included elsewhere in the zoning code; all in favor). Motion passed.**

## 6. OLD BUSINESS

### 6.1. Transportation Study – Outstanding Issues:

Chair Haag stated that the commission needs to review the Transportation Study and determine whether there were any outstanding issues that they should still be addressing. Breazeale thought the last thing they worked on had to do with parking and holding a public hearing on this issue. They discussed what

remained of the issue of signage. Commissioner Halverson stated she thought the commission has done due diligence on this issue and have addressed most of these issues.

Breazeale stated that the study is three years old and questioned what was next for the commission.

Council Liaison Susan Enlow stated her thoughts on what was remaining:

1. Parking by the beach – beyond “permit parking” area - action deferred suggesting public input on specific topics relating to parking – after dust settles on the crossing
2. Stop signs – two requests outstanding - Halverson did some research on signage – she stated that because there were mixed feelings from the community on this issue, Planning decided not to do anything at the time and reassess the situation after speed bumps were installed.
3. Raised median access which has been completed

Commissioners discussed the parking issues which include people parking on lawns, construction parking, permit parking at the beach which moves the parking problem to other areas. Commissioners raised the issue of having the entire city “permit parking”. They discussed selling permits to non-residents. The issue is with residents and non-residents parking in the non-permit parking areas near the beach. Moriarty stated at the corner of Huntington Point Rd. W. and Lafayette Road views are obstructed when vehicles are parked there.

Commissioners discussed issuing guest passes or paying for permits for guests. They agreed they should narrow down the issues, pull together past data about parking concerns and talk to surrounding communities to see what they do.

Commissioner Naylor asked what other problems are they trying to solve besides the beach? The skating rink area is also a problem for residents who can't find a parking place because vehicles without permits are parking there. Commissioners discussed how the city currently deals with residents who have lots of guests such as when they have a party.

Staff was asked to email other cities to determine the following:

- how they handle guests
- Resident parking vs guest parking especially around beaches, parks and docks
- Parking restrictions in their communities – permit parking? Who gets permits? What about guests?

Cities to survey about parking include the following: Tonka bay, Excelsior, Greenwood, Spring Park, Woodland and Deephaven.

Email responses to commission members and bring data back to next Planning Commission meeting. Halverson relayed info on parking from the Deephaven website who charges for permits.

Resident Nell Mathews asked about requirements for parking on Arcola. Griffin explained that city staff works with the Police Department for special occasions and parties which works well in those cases, but commissioners discussed what defines “special events or occasions”.

Administrator Griffin agreed to update the Transportation Study spreadsheet to show Planning Commissions outcomes, and to contact other cities about how they handled parking, guests, etc. particularly around popular areas such as beach, parks, docks, etc.

Commissioners will review minutes from past meetings in preparation for next meeting along with getting data from other communities.

## 6.2. Planning Commission Work Plan

Council Liaison Enlow discussed work plans. She is willing to draft a work plan on the parking issue. Commissioners like the plans Enlow drafted for the garage height and green roof issues. She will update those plans with the action taken and provide to the City Council. Chair Haag will attend the next Council meeting to go over the zoning code amendments that were addressed at this meeting.

Commissioners discussed where the work plans would be retained, and that they could be sent out with the minutes.

7. Reports

- 7.1. Chairperson – Chair Haag had no report
- 7.2. Commissioner Reports- No additional report
- 7.3. Council Liaison Enlow reported on actions of the February 11, 2019 City Council meeting including the new council member orientation, water tower designation on historic register, DNR grant for access paths to raised median,
- 7.4. Building Permit Report – Received and filed.

8. ADJOURNMENT

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

Chair Haag adjourned the meeting at 8:31 p.m.

PUBLIC IN ATTENDANCE – The following individuals signed the sign-in sheet (or were in attendance):  
Nell Mathews, Jill Bartel

Minutes respectfully submitted by City Administrator Susanne Griffin.

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Susanne Griffin, City Administrator