

APPROVED
Minnetonka Beach Planning Commission Meeting Minutes
January 23, 2017

1. Call to Order

Due to the fact that former Chair Myers and Vice-Chair Howarth had moved on to the City Council, Commissioner Hacker as ranking commission member, volunteered to be temporary chair. He called the meeting to order at 7:04 PM. Members discussed reorganizing the agenda so that the oath of office for new commissioners would take place immediately after Roll Call so that the new members could vote on the Election of Officers and remaining agenda items.

2. Roll Call

Present: Commissioners: Carruthers, Haag, Steinke, Hacker, Orehek and new members Anderson and Halverson. Council Liaison Bartel. **Absent:** None

Staff in attendance: City Administrator Susanne Griffin

3. Oath of Office: Anderson, Halverson

Administrator Griffin administered the oath of office to new Planning Commissioners Joann Anderson and Jennifer Halverson.

4. Election of Officers

Commissioner Hacker suggested they ask for volunteers for the Chair and Vice Chair positions. Commissioner Orehek expressed his interest in being chair. Commissioner Hacker said that Orehek had previously sent an email to the other commissioners expressing his interest and in that email he commented that he wanted to be chair to help strengthen the roll of the Planning Commission. Hacker asked Orehek to explain that comment. Orehek responded that he believes the Planning Commission needs to hold the city council accountable, and to make sure that there is good communication between the Commission and Council.

Orehek stated he wanted to ensure that there are ample opportunities for residents to express opinions, and to have more of a voice. Like with the traffic study, the commission wanted to communicate an open environment. The Planning Commission is in a good position to hear from the public. He wants to improve communication with the city council as well. He also said he wanted to streamline meetings.

He said he wants a commission where members who are angry can speak up, he would facilitate that level of discussion. Hacker talked about his concerns that the Planning Commission's opinions are accurately relayed to the city council. Orehek responded that the commission should be more vocal with their recommendations to council in addition to staff reports that are prepared on a topic, especially if the commission and staff disagree. The Dawson case was cited as an example where commissioners didn't feel their feelings were adequately relayed.

Orehek also said that his conversations regarding the Planning Commission and with commissioners will always happen at an open meeting and not one-on-one. Commissioner Anderson agreed that if the Planning Commission has a dissenting opinion they should be represented at the council meeting and be heard.

Hacker asked about his issue of the zoning administrator being able to swap hardcover and that he feels this issue needs to be dealt with. Orehek stated he would like to allow commissioners to bring specific issues up for discussion at commission meetings and if necessary, seek authorization from the city council to work on these kinds of issues. The issue of administrative appeals was also mentioned and Orehek suggested that perhaps the city could look at a different process than the current one.

Liaison Bartel suggested that all commissioners review the enforcement section of the proposed code and understand the implications.

Commissioner Hacker asked Orehek about the comprehensive plan and how much of it he understood. There was brief discussion about updating the plan which is due at the end of 2018 and who would be responsible for doing that.

(Haag motion, Carruthers second to elect Corey Orehek as Chair of the Planning Commission; all ayes). Motion passed.

Chair Orehek asked for volunteers to serve as Vice-Chair. Commissioner Hacker expressed his interest in Vice-Chair.

(Steinke motion, Anderson second to elect Max Hacker as Vice-Chair of the Planning Commission; all ayes). Motion passed.

5. Approve Agenda

(Steinke motion, Halverson second to approve agenda as amended moving the Oath of Office for new members and Election of Officers to before the Approval of Minutes; all ayes). Motion passed.

6. Approve Minutes: December 27, 2016

(Carruthers motion, Haag second to approve the minutes of the regular Planning Commission meeting of December 27, 2016; all aye). Motion passed.

7. Review Rules of Procedure

Commissioners reviewed the Rules of Procedure and did not make any changes.

(Hacker motion, Steinke second to approve the Planning Commission Rules of Procedure; all aye). Motion passed.

8. Old Business

8.1. Transportation Study

Chair Orehek asked whether the city staff had gotten a proposal from Stantec for the traffic study. Administrator Griffin stated that she spoke with Darren Amundsen, the city's engineer, who has someone outside of Stantec that does this type of work that he would like to recommend. He wants to meet with the commission or with the Chair to discuss the scope of the project to make sure their proposal is what the city wants. Commissioners were agreeable to Chair Orehek meeting/calling Darren Amundsen and the outside consultant to discuss the scope of the project before submitting their proposal.

Commissioner Anderson asked about the Transportation Study report the was presented to Council and the two topic categories which broke down the activities into City and County. Orehek explained how they broke it down as to who would be responsible for the activities. They reviewed an email from Andrew Myers who forwarded an email from Bob Byers, Hennepin County Transportation. Byers email set out a brief "problem statement" for the safe crossing. Commissioners discussed what they wanted to accomplish when meeting again with Byers.

They the following objectives for discussion with Hennepin County:

- What is the county's process for executing a project such as this?
- What are the possible solutions, solutions that the county could support?
- What are the county's criteria to assess the feasibility of this project?
- Ask the County to report on studies and crossings from the past such as the one near North Shore Marina on CR 15, The Tonka Bay trail crossing on CR 19, the Navarre crossing, and an update on the HAWK system in Maple Plain
- How will the study occur? How is the data collected? Explain to the county that the numbers of pedestrians crossing will be low because people are currently reluctant to cross.

- What's different today at the county that makes this more feasible today than in the past when the city has raised this issue

It was also suggested that the city needs to be careful to manage expectations to public – the email from Byers looks positive but it they may just be agreeing to just study it now. The City wants to establish clear communication all along the process.

Commissioners agreed that Chair Orehek should communicate objectives to Mr. Byers prior to the meeting and staff will confirm if he can attend the February meeting. Chair Orehek and staff to work on an update for the January Beachcomber including that Mr. Byers will attend the February meeting (if confirmed) to talk about the stated objectives.

Commissioner Halverson asked about permit parking only issue and there was brief discussion about a proposal for adding permit parking only to areas where there are problems. Commissioner Steinke expressed concern about more permit parking as it would involve more signage.

The parking issue may require more resident input and discussion. Commissioner Carruthers suggested a stakeholder group to ask direct questions about how certain parking restrictions would work and how they would feel about them.

8.2. Zoning Code Public hearings

This was on the agenda to provide an update to commissioners from the Council Study Session in December. Ben Gozola's memo to Council for the study session was included in the packet. Council Liaison Bartel talked about Council's reactions to come of the proposed changes such as driveway permits and proposed changes to fence standards.

Administrator Griffin asked for input and direction on a communication strategy for the public hearings to get the most public input. Suggestions included a Beachcomber article, front page, and to give examples of how the proposed changes might affect residents to get their attention. There was discussion about the driveway permit as an example. It was also suggested to include in the article examples of what will be discussed at each of the public hearings. It was suggested to explain why the code was being updated and how the changes might directly impact residents.

There was discussion about how the public hearings would be conducted. Public hearings are covered under the Planning Commission Rules of Procedure. Typically, the Chair would introduce the topic and then turn it over to the Zoning Administrator to review the changes and take public comments about those changes. It was suggested that he include why the change was being recommended, how the current code and proposed code differ, pros and cons and cost impact to the city and the residents. It was suggested that a simple handout stating the substantive changes be provided for the public hearing.

Liaison Bartel reminded commissioners that they should communicate to council any areas of concern with the updated code. Commissioner Carruthers said that they are still formulating opinions in some areas and the public hearings will help finalize their opinions before making final recommendations to Council.

9. Reports:

Chair: Chair Orehek welcomed new commissioners.

Council Liaison Bartel – Updated commissioners on the actions taken at the January Council meeting which included appointing Paul Kozloski to fill Mike Taylor's council seat, Steve Howarth accepted treasurer position, discussed a tree removal request on Lafayette road in the ROW, on the Goetz house that burned down, Council approved a resolution declaring it a nuisance and requiring the homeowner to install a security fence by February 1st and to remove the remains of the house by April 1, 2017. She brought up that she has concerns about the pine trees at the welcome to Minnetonka Beach sign and whether they are blocking site lines. Commissioner Haag will take a look at it.

Building Permit Report – No new building permits for 2017

10. ADJOURNMENT

(Hacker motion, Haag second to adjourn; all ayes). Meeting was adjourned at 8:40 p.m.

PUBLIC IN ATTENDANCE – The following individuals signed the sign-up sheet: Jeff Boeck

Minutes respectfully submitted by City Administrator Susanne Griffin.

Susanne Griffin, City Administrator