

**MINUTES OF THE
WATERTOWN PLANNING COMMISSION**
Regular Meeting Thursday, November 29, 2018

Donald Hendricks
Elizabeth Schulze
Jennifer O'Connell
Jeff Onell
James Rivord
Jim Sandquist
Mike Walters

1. Roll Call

Jim Sandquist called the Watertown Planning Commission meeting to order at 6:30 p.m. Thursday, November 29, 2018 in the Conference Room of City Hall.

Planning Commission members present: Sandquist, Donald Hendricks, Elizabeth Schulze, Jennifer O'Connell, Jeff Onell and James Rivord.

Council liaison: Mike Walters. Staff members present: City Administrator Shane Fineran, City Planner Mark Kaltsas, and Clerk-Treasurer Lynn Tschudi.

2. Adopt Agenda

RIVORD MOVED, HENDRICKS SECONDED A MOTION TO ADOPT THE AGENDA AS PRESENTED. ALL PRESENT VOTED AYE, MOTION CARRIED.

3. New Business

A. Approve October 25th, 2018 Minutes

HENDRICKS MOVED, SCHULZE SECONDED A MOTION TO APPROVE THE OCTOBER 25TH, 2018 MINUTES. ALL PRESENT VOTED AYE, MOTION CARRIED.

B. 2040 Comprehensive Plan Update

City Planner Mark Kaltsas provided a summary of the 2040 Comprehensive Plan in a series of slides for the commission. Kaltsas said that there has been public comment throughout the process, however little feedback at the open house. Ultimate consideration of the comprehensive plan will take place at the December 11th City Council meeting. The final version will then be submitted to the Metropolitan Council. Kaltsas discussed the different areas of the 2040 plan including land use, affordable housing, employment forecasts, surface water management, solar, and employment forecasts.

Kaltsas pointed out the mixed use commercial and residential areas proposed on the 2040 comp plan. He said there currently is not zoning code for this type of development, and it will need to be addressed in order to create standards for the future.

The transportation section has been revised after meeting with Carver County and understanding their participation in road construction. The county ring road concept has been removed and replaced with local collector streets.

Kaltsas noted that there were no comments received from surrounding jurisdictions. The Metropolitan Council performed a preliminary review and provided comments. Those comments were incorporated into the comprehensive plan.

Kaltsas talked about the metropolitan agricultural reserve program. Kaltsas showed which properties in Watertown are in the agricultural reserve program. Action will need to be taken to designate in an ordinance, the Watertown properties that are in the reserve program. Commission discussed the agriculture reserve requirements.

Jennifer O'Connell provided feedback and is in favor of collector roads, but does not feel the concept will work well in the older parts of town. Fineran explained that Newtown and Mill Avenues will be more of a hybrid that will hopefully create a separation between vehicle and pedestrian traffic.

PUBIC HEARING OPENED

No verbal or written comments were received.

PUBLIC HEARING CLOSED

James Rivord commended staff for their work on the comprehensive plan.

RIVORD MOVED, SCHULZE SECONDED, A RECOMMENDATION TO CITY COUNCIL WITH CHANGES TO BE MADE FROM COMMENTS AND NOTES AS STATED, TO ADOPT THE FINAL DRAFT 2040 PLAN FOR SUBMITTAL TO METROPOLITAN COUNCIL. ALL PRESENT VOTED AYE, MOTION CARRIED.

C. Lakeview Clinic Sign Waiver

Kaltsas stated site plan was approved earlier in 2018 for the Lakeview Clinic with understanding that all signs would be reviewed and approved by the City. The current zoning for the Lakeview Clinic is CBD (central business district). The City allows certain signs within each zoning district. In the CBD, one monument sign is allowed per business, with one additional for corner lots. Lakeview Clinic is requesting one building sign and two monument signs. Kaltsas reviewed the allowable sign sizes per zoning code. The applicant is requesting a waiver on the sign height to over the five foot limit. The applicant is also requesting their signs be illuminated. Internally illuminated signs are not permitted within the CBD zoning district.

Hendricks asked why illuminated signs were originally prohibited. Kaltsas answered that it was to create a small town downtown feel rather than a strip mall feel.

PUBLIC HEARING OPENED

There was no written or oral comments.

PUBLIC HEARING CLOSED

Rivord does not agree with granting the waiver for the illumination and the height. He would like to see the signs lit with more of a canned lighting system. He feels the non-illuminated signs fit more of the style within Watertown. Schulze added since the CBD will be expanded along Territorial, she would like to see the illumination not allowed. She suggested dimensional lettering with backlighting. Kaltsas said the sign lettering is all in compliance. Sandquist agreed with Sculze.

RIVORD MOVED, SCHULZE SECONDED A MOTION TO RECOMMEND TO THE CITY COUNCIL TO DENY THE REQUEST FOR A SIGN WAIVER FOR LAKEVIEW CLINIC. 6 VOTING AYE, ONE ABSTAINING, MOTION CARRIED.

D. Forest Hills 8th Addition Preliminary Plat and Site Plan

Loomis Homes is requesting a preliminary plat and site plan review for a 37 single family lot plan. The property is in the Forest Hills neighborhood and is known as Outlot B. Kaltsas explained that a concept plan was approved with the original plat of the development over ten years ago. The current proposal will reduce the initial concept plan from 39 units to 37 units. All of the proposed units would be single family residential. Loomis Homes has been constructing homes within a previous phase of the Forest Hills subdivision and is familiar with the prescribed zoning standards. Kaltsas shared slides showing road connections and lots. He reviewed the setbacks for each sub zone, in which the applicant is proposing to meet the required setbacks. The applicant is proposing to meet all applicable standards as listed in the PUD-FH requirements. Kaltsas reviewed the landscaping requirements and comments made to the applicant. Loomis homes will meet the park dedication requirements.

Hendricks asked if there will be a trail along Paul Avenue. Kaltsas said there will be, but it will not be the developer's responsibility but rather the City's. The construction of the Paul Avenue road would not be constructed until development occurs to the east.

Schulze asked about water retention and grading of Outlot A.

OPEN PUBLIC HEARING

Andy Lundren from 958 Butternut Lane approached the commission. Lundgren voiced his concerns regarding the market value of homes declining due to comparable homes being used from Loomis Home sales. Lundgren said there is an over saturation of home styles in the Forest Hills Development, specifically split level homes built by Loomis. He said Loomis is not adhering to the covenants for home styles. He noted that home owners are not receiving copies of covenants at closing. Lundgren would like to see two entry points into the proposed park. He commented on contractor practices of building homes without frost blankets. Lundgren said boulevard trees were planted without notification to homeowners. Lundgren and his neighbors are frustrated with the lack of cleanliness from Loomis contractors. Lundgren is requesting the application be temporarily denied until further review can occur.

Rivord clarified that the Planning Commission approves and denies building zoning and ordinances. Fineran clarified that the City does not enforce covenants. The only enforceable item would be zoning code violations. The original covenants were recorded at Carver County. Rivord clarified that the enforcement of the covenants will be from the home owners association. Currently Arne Esterbrooks is the HOA of development until he hands it over to an architectural committee.

PUBLIC HEARING CLOSED

Rivord asked for clarification on landscaping requirement throughout the proposed addition. Commission discussed the remaining outlots available for development and the proposed park. Commissioners would like to see a second entrance into the proposed park. Sandquist addressed the concern for building materials left behind; Sandquist would like to see a remedy for this. Commission discussed existing utilities.

Schulze asked what would need to be done in the future for the City to enforce covenants. Kaltsas said it would have to be added to the zoning code.

RIVORD MOVED, ONELL SECONDED A MOTION TO RECOMMEND TO THE CITY COUNCIL TO APPROVE THE REQUESTED TEXT AMENDMENT, PRELIMINARY PLAT AND SITE PLAN REVIEW WITH FINDINGS INCLUDED AS WELL AS INCLUDING AN

ADDITIONAL ACCESS TO OUTLOT A. ALL PRESENT AYE, MOTION CARRIED.

4. Adjournment

Fineran updated that the Cookie Store and a Dental Office will occupy suites by the Subway building. He said there has been 35 new homes built this year. There are 39 single family lots left and 86 multi-family lots available.

SCHULZE MOVED, HENDRICKS SECONDED A MOTION TO ADJOURN THE MEETING AT 8:33 PM. ALL PRESENT VOTED AYE, MOTION CARRIED.

Acting Chair Jim Sandquist

City Administrator Shane Fineran