

1 **WAYZATA PLANNING COMMISSION**
2 **WORKSHOP MEETING MINUTES**
3 **JANUARY 25, 2016**

4
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6 **AGENDA ITEM 1. Call to Order and Roll Call**

7
8 Chair Iverson called the meeting to order at 7:20 p.m.

9
10 Present at roll call were Commissioners: Gonzalez, Iverson, Murray and Flannigan. Absent and
11 excused: Commissioner Young, Gruber, and Gnos. Director of Planning and Building Jeff
12 Thomson and Interim City Manager Doug Reeder were also present.

13
14
15 **AGENDA ITEM 2. Workshop Items:**

16
17 **a.) Amendment to the City of Wayzata Zoning Ordinance related to Off-Street**
18 **Parking and Loading (City Code Section 801.20)**

19
20 Mr. Thomson stated on December 5, 2015, the City Council accepted the Downtown Parking
21 Study, and directed City Staff to move forward with the parking ordinance amendments and the
22 establishment of the downtown parking and mobility district recommended in the Report. The
23 parking ordinance amendment would be an implementation component of the larger Downtown
24 Parking Project. The proposed ordinance amendment would update the City's Off-Street
25 Parking and Loading section of the Zoning Ordinance (City Code Section 801.20). Mr.
26 Thomson reviewed the history and background of parking in the City, actions taken by the City
27 Council in regards to the Parking Project, parking ratios, shared parking recommendations, and
28 the proposed Parking and Mobility District in the downtown area. He asked the Planning
29 Commission to also consider if the parking standards should be applied citywide or just to the
30 downtown area, and if the parking requirements should be reduced for office, restaurant, and
31 retail uses.

32
33 Commissioner Flannigan asked if the costs for the parking and mobility district would be shared
34 between residential and commercial.

35
36 Mr. Thomson stated the costs would be shared by commercial properties, not residential, and that
37 the costs would be based on the square footage of the buildings.

38
39 Commissioner Gonzalez asked if the parking and mobility district included controlling traffic
40 through Lake Street or if it was only parking. She would like to see the commuter traffic
41 redirected from Lake Street to allow those who are in Wayzata to visit the downtown area.

42
43 Mr. Thomson explained the parking and mobility district would not address traffic control with
44 signals or transportation improvements, but it could include way-finding signage. The City is
45 having a traffic study done with a focus on Wayzata Boulevard and how to navigate traffic from
46 Wayzata Boulevard to the Mill Street Ramp without using Lake Street.

1
2 Commissioner Murray asked if any of the surrounding communities utilized a parking and
3 mobility district.

4
5 Mr. Thomson stated the City of Hopkins, the City of Edina, and the City of Minneapolis utilize
6 special service districts.

7
8 Commissioner Gonzalez stated the City had talked about taking a fee in lieu of parking for the
9 future construction of a parking ramp. She asked if this had already been done or if it would be
10 implemented at this time.

11
12 Mr. Thomson explained establishing a parking and mobility district could allow the City to
13 implement and enforce a payment in lieu of parking option for all commercial properties in the
14 district. This would not be retroactive but would be in effect for redevelopment or new
15 development projects.

16
17 Commissioner Gonzalez stated if businesses are allowed to lease stalls in the parking ramp to
18 satisfy the parking requirements then these spots are not available for patrons of the downtown
19 area. These stalls could end up sitting empty.

20
21 Mr. Thomson stated the stalls would not be signed for specific businesses.

22
23 Chair Iverson asked for clarification on self-park and not self-park terms used in the discussions
24 of by project with the City Council.

25
26 Mr. Thomson stated self-park would be when a site provides all of the parking required on their
27 property and does not need public parking to meet the requirements.

28
29 Chair Iverson asked who would be responsible for the capital improvements to the public
30 parking.

31
32 Mr. Thomson stated this is a City expense. The City is looking to finance the ramp through a
33 number of different options.

34
35 Commissioner Flannigan stated using Edina's parking ratio for restaurants skews the average
36 because they would have more traffic than Wayzata would, based on their location. He asked
37 why Edina had been used as a reference for Wayzata's ratios, knowing Edina had a parking
38 issue, and if it should be included in the calculations.

39
40 Chair Iverson stated the other communities used in the calculations were not seasonal like
41 Wayzata, and this needs to be factored into how the City determines the amount of parking that
42 will be required.

43
44 Commissioner Flannigan asked if SRF had planned for 75% occupancy or 100% occupancy
45 during the peak season.

46

1 Mr. Thomson stated the typical approach to parking requirements is to have parking needs met
2 85% of the time.

3
4 Commissioner Iverson stated she would like a table added to the materials that reviewed the
5 seasonal peak and off seasonal peak requirements, in order to understand the value of adding a
6 parking ramp at the City's expense.

7
8 Commissioner Gonzalez stated office uses are not seasonal, and the current ratio is too high. The
9 City can look at reducing this requirement to as low as 3 stalls per 1,000 square-feet.

10
11 Commissioner Flannigan stated businesses are reducing the amount of space they need per
12 employee, and this could bring the number of parking stalls required more in line with what the
13 City currently requires.

14
15 Commissioner Iverson stated the number of telecommuters has increased and the financial
16 companies in Wayzata occupy large spaces.

17
18 Commissioner Gonzalez stated historically the office spaces in the community have large
19 parking lots that are not filled to capacity.

20
21 Commissioner Flannigan asked if the Merrill Lynch parking ramp was accessible after business
22 hours for public use.

23
24 Mr. Thomson stated this ramp is part of the Carisch property and there is a public easement over
25 this ramp that allows public parking. The easement expires in 2017.

26
27 Commissioner Murray asked if the proposed new parking ratios considered people coming to the
28 area via bus or taxi.

29
30 Mr. Thomson stated this is something that can be looked at when determining the ratios but it is
31 not included in the proposed new ratio calculation.

32
33 Chair Iverson stated she would like to see this information and any information pertaining to
34 what SRF looked at for future parking needs. Businesses are changing the way they do business
35 and she wants to be sure this was considered by SRF when determining the parking ratios.

36
37 Commissioner Gonzalez stated the staff documents do review the estimate of future parking
38 demand based on proposed land uses. In the 2014 report, the consultant had done actual
39 observations in the area and this had determined the actual usage was lower than estimated.

40
41 Chair Iverson asked if the future redevelopment scenarios had been included when calculating
42 the parking ratios. She also asked if these redevelopment scenarios were something that would
43 occur in the City.

44

1 Mr. Thomson stated these were just scenarios the consultant had looked at, not necessarily what
2 will occur. He reviewed the Urban Land Institute's (ULI) model for shared parking calculations.
3 The calculations look at daily and weekly peaks but not seasonal peaks.

4
5 Chair Iverson stated the 85% occupancy for retail between 6pm and midnight is not an accurate
6 estimate for the community because most of the retail businesses close at 6pm. She stated if the
7 Planning Commission is to understand the parking needs of Wayzata, then the data should be
8 reflective of Wayzata not just generalized data.

9
10 Mr. Thomson stated based on input from the Commission, it sounds like the Commission would
11 support reducing the overall parking requirements in the City. He asked if the Commission
12 would apply the new parking ratios to the entire City, or just to the downtown area. He stated
13 the City currently has the ability to approve shared parking through a Conditional Use Permit
14 (CUP) but the proposed changes could provide guidelines on how to calculate shared parking for
15 development projects.

16
17 Commissioner Gonzalez asked if the Boatworks parking agreement for parking across the street
18 from the Boatworks property would meet the requirements in Section 801.20.5.D. of not being
19 more than 300-feet from the main entrance.

20
21 Mr. Thomson stated he would need to look into this. The City has approved the CUP for the
22 property, and the parking was part of that approval.

23
24 Commissioner Murray stated he was not sure the shared parking and parking ratios should be
25 applied to areas outside of downtown.

26
27 Commissioner Iverson suggested the City look at other modes of transportation beyond the
28 trolley to shuttle people to the downtown area.

29
30 It was the general consensus of the Commission to support the proposed reduced parking ratios
31 and shared parking options.

32
33 Commissioner Gonzalez asked if Section 801.20.4 of the City's current ordinance is compliant
34 with the State Statute.

35
36 Mr. Thomson stated this section does not comply with State Statute.

37
38 Commissioner Gonzalez stated Section 801.20.7 had never been implemented.

39
40 Mr. Thomson stated Section 801.20.7 would be removed as part of the proposed changes
41 because this would be addressed by the Mobility and Management District standards.

42
43 Commissioner Gonzalez stated Section 801.20.9 requires landscaping for parking areas and there
44 are parking areas in the City that do not have landscaping. She would recommend the City either
45 enforce the landscaping requirement or remove it from the Ordinance. She asked for
46 clarification on Section 801.20.9.D.3 for using seating to calculate required parking space.

1
2 Mr. Thomson explained for places that do not have individual seating, 18” of seating space
3 would be considered a seat.

4
5 Commissioner Gonzalez pointed out that when calculating parking requirements for office
6 buildings, the current ordinance uses the square-footage of the building, but for places like a
7 church they are counting the number of people or seats in the building, not the square-footage.
8 She stated these items should be clarified in the proposed Ordinance.

9
10 Commissioner Flannigan asked if the parking requirements could be based on the Fire Marshal’s
11 maximum capacity.

12
13 Commissioner Gonzalez stated she would like to see plans for snow storage or removal included
14 in development applications. She stated Section 801.20.10.C. should be better defined as to what
15 the setback requirement is.

16 Mr. Thomson stated Staff would provide the requested information discussed at this workshop to
17 the Planning Commission at the February 22 meeting along with a redlined copy of the
18 Ordinance for review.

19
20 Commissioner Flannigan asked if this proposed Ordinance addressed bicycle parking.

21
22 Commissioner Gonzalez stated the City’s Design Standards required commercial sites to provide
23 bicycle parking.

24
25 Chair Iverson asked if the Commission could review and discuss the December 15, 2015
26 Wayzata Downtown Parking Project report prepared by SRF Consulting.

27 Commissioner Flannigan asked why the parking lot at city hall and library are not included in the
28 parking study done by SRF Consulting.

29
30 Mr. Thomson stated this is a public parking, and he would check into this for the Commission.
31 He stated this area is included in Phase II of the Mobility Management District.

32
33 Chair Iverson stated according to figure 13 on page 15 of the Downtown Parking Project report,
34 the City would have a surplus of 116 parking stalls with the Mobility Management District and
35 this would not include the ramp.

36
37 Mr. Thomson explained this would be the case if the City applied the ratios of the proposed
38 Ordinance. Those ratios would produce a surplus of 116 stalls but this is not an observed
39 number. The demand does not change based on the ratio calculations used.

40
41 Chair Iverson asked Mr. Thomson to explain the financing of the ramp.

42
43 Mr. Thomson reviewed the funding sources available to the City as outlined on page 4 of the
44 Wayzata Downtown Parking Project Report, including the TIF options. The City would provide
45 up to \$2.4 million in up front financing, and the remaining costs could come from other existing
46 TIF districts in the downtown area.

1
2 Commissioner Gonzalez stated the Planning Commission should not consider the financing
3 options for the parking ramp because this is not part of amending the parking standards in the
4 Zoning Ordinance.

5
6 Commissioner Flannigan asked how the construction of a ramp would impact the Lake Effect
7 Project.

8
9 Mr. Thomson stated the City Council does need to be aware of the Lake Effect Project and how
10 many parking stalls this might require in this area.

11
12 It was the general consensus of the Commission to move forward with the proposed changes to
13 Section 801.20 of the Zoning Ordinance, and bring the item back to the Commission for review.
14

15
16 **AGENDA ITEM 3. Other Items:**

17
18 **a.) Review of Development Activities**

19
20 Mr. Thomson stated the City Council would be reviewing a home design at its next regular
21 meeting for one of the lots in the 4-lot subdivision on the east side of Circle A Drive. The
22 Council had approved this subdivision in 2008. Recently these lots have started selling and
23 homes are being constructed on the lots. In 2008, the City Council had approved the subdivision
24 application that included a 1-story to 1 ½-story home design for these sites. The people who
25 recently bought Lot 3 of the subdivision have expressed concerns that they did not have notice of
26 any requirement that the home could only be 1-story to 1 ½-story in height, and this discrepancy
27 came to light when they applied for a building permit to construct a 2-story home on the lot.
28

29 Chair Iverson stated the homes on the east side of the alley are tall, and she asked Mr. Thomson
30 to look at the height of these homes.

31
32 Mr. Thomson stated the Commission would be reviewing another 2-lot subdivision at their
33 February 1 meeting.
34

35 **b.) Other Items**

36
37 Chair Iverson provided an update of the City Council meeting on January 5.

38
39 Commissioner Gonzalez asked where the City was on adopting the Tree Preservation Ordinance.
40

41 Mr. Thomson stated this is scheduled to go back to the City Council by spring, with the revisions
42 the Council had requested to the Ordinance.
43

44 Chair Iverson suggested adding a review of the Subdivision Ordinance to a future Planning
45 Commission workshop.
46

1 Commissioner Gonzalez requested the Planning Commission also review the Fence Ordinance.

2
3 Commissioner Flannigan asked if the schedule had been completed for members of the Planning
4 Commission to attend the Heritage Preservation Board meetings. He asked if there was guidance
5 in the City's ordinances regarding permeable pavers.

6
7 Mr. Thomson stated impervious surface regulations are in the Zoning Ordinance and how this is
8 calculated comes from the Water Resources Management Plan. This would be added to a future
9 Planning Commission agenda.

10
11 Commissioner Gonzalez stated the Design Standards require a planter with seasonal planting by
12 the main entrances of buildings but garbage bins are replacing these. She would like to see this
13 requirement enforced in the City.

14
15 Chair Iverson asked if Walgreens was still open until midnight.

16
17 Mr. Thomson stated this had only been during the holiday season, and the City would be
18 monitoring the situation to ensure that it would not occur again.

19
20
21 **AGENDA ITEM 4. Adjournment.**

22
23 Commissioner Gonzalez made a motion, seconded by Commissioner Flannigan, to adjourn the
24 meeting. The motion passed unanimously.

25
26 The meeting was adjourned at 9:05 p.m.

27
28 Respectfully submitted,

29
30 Tina Borg

31 *TimeSaver Off Site Secretarial, Inc.*