

City of Excelsior  
Hennepin County, Minnesota

Minutes  
Planning Commission

Monday, March 25, 2019

1. CALL TO ORDER

Commissioner Harrison called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Present: Craig, Harrison, Holste, Emfield, Barnes and DiLorenzo

Commissioners Absent: Wallace

Also Present: City Planner Becker and City Attorney Staunton

3. APPROVAL OF MINUTES

a) Planning Commission Meeting of February 25, 2019

Commissioner DiLorenzo moved, Commissioner Holste seconded, to approve the Planning Commission Minutes of February 25, 2019. Motion carried 6/0.

4. ELECTION OF VICE CHAIR

This was moved to item 5 (d).

5. DISCUSSION ITEMS

***a) 168 First Street Side Yard Setback Variance (PC No. 19-03)***

Planner Becker presented the report.

Dan Wyrowski, applicant, 168 First Street, explained that the need for the addition was that he is planning to have his girlfriend move in with her children, and he had not planned on this when he bought the home 20 years ago.

Harrison opened the public hearing at 7:16 p.m.

Diane Milum, 142 First Street, has no objection to this proposal.

Bruce Noll, 242 First Street, can't think of any reasons why the project shouldn't move forward, as it is not a tear-down.

Harrison asked if the adjacent properties were also non-conforming. Becker stated that the side yard setbacks of the adjacent properties seem to be in conformance but has not yet done a thorough analysis to see if all the standards on the adjacent properties are met.

DiLorenzo concurs with all that is said, as does Craig. Craig also commended the applicant in not proposing to increase the height of the building to the maximum-

allowed height and proposed to amend the findings to include a finding that recognizing that the applicant is not proposing to increase the height to the maximum-allowed height and that the proposal facilitates the preservation of an existing single-family home.

DiLorenzo moved, Barnes seconded, to approve the requested variance, based on the amended findings and conditions of approval as outlined in the staff report. Motion carried 6/0.

***b) For Sale/Lease Signs (PC No. 19-02)***

Becker explained that the City Council had requested that the Planning Commission review sizes of For Sale/Lease Signs and that the Planning Commission had at its previous meeting reducing the allowable size of such signs in the residential and commercial districts. Becker had also drafted language requiring a Comprehensive Sign Plan, as it is not currently a requirement in the Sign Ordinance.

Emfield questioned the allowable height of four feet, as it seems most realty signs were much taller than that. There was discussion on if the height was of the sign itself or includes the supporting structure, and perhaps the ordinance should read the actual sign dimension should not exceed twelve square feet. Harrison suggested that the Commission continue the public hearing to a future meeting and prepare for said future meeting discussion by analyzing similar, existing signs around the community.

Motion by DiLorenzo, seconded by Holste, to continue the public hearing to a future meeting. Motion carried 6/0.

***c) Construction Management and Noise Ordinance (PC No. 19-03)***

Becker presented the report. There was discussion regarding the required 30-foot parking setback for construction vehicles from intersections. Staunton confirmed that City ordinance already requires this, and that the construction management ordinance was reinforcement of this requirement and that this regulation was especially pertinent for construction vehicles given their large size and potential blocking of views at intersections.

DiLorenzo moved, seconded by Emfield, to recommend approval of the Construction Management and Noise Ordinance amendments. Motion carried 6/0.

***d) Annual Meeting***

DiLorenzo moved, seconded by Harrison, to re-elect Wallace as the Chair and Harrison as the Vice-Chair.

The Commission reviewed its by-laws. Specifically, they discussed the number required for a quorum and determined that four members was appropriate for a quorum. Staunton pointed out the section regarding ex parte contacts.

Craig moved, seconded by Emfield, to move the requirement outlined in the Vacancies Section that any member missing three consecutive meetings without prior discussion and agreement by a majority of the Commission will be subject to review to the Members Responsibilities Section and accept the by-laws as amended. Motion carried 6/0.

The 2019 Goals were then discussed. The Commission felt that the proposed goals were too focused on commercial areas and that there needed to be more goals regarding residential areas. It was also discussed that the Commission needs to discuss projections in to required yards. Harrison suggested that the Commission email Becker by the week before the meeting of potential goals so that the Commission can discuss at a future meeting. The Commission then reviewed the Code of Ethics.

6. COMMUNICATIONS & REPORTS

- a) Next City Council meeting – April 1, 2019
- b) Next Planning Commission meeting – April 22, 2019
- c) Single Family Scale Standards Task Force – March 27, 2019

7. MISCELLANEOUS

- a) Planner Becker informed the Commission of recent City Council actions.

8. ADJOURNMENT

Commissioner DiLorenzo moved, Commissioner Holste seconded, to adjourn the meeting at 9:07 p.m. Motion carried 4/0.

Respectfully submitted,

Emily Becker  
City Planner