

CITY OF EXCELSIOR  
Hennepin County, Minnesota

MINUTES

City Council Work Session

Monday, May 20, 2013

**1. Call to Order/Roll Call**

Mayor Gaylord called the meeting to order at 6:07 p.m.

Councilmembers present: Beattie (arrived at 6:08 p.m), Caron, Fulkerson, and Mayor Gaylord

Planning Commissioners present: Busch, Wallace, and Chair Craig

Also Present: City Planner Richards, City Planner Braaten, and City Clerk Johnson

**2. Agenda Approval**

Fulkerson moved, Caron seconded, to approve the agenda. Motion carried 3/0.

**3. Joint Work Session with the Planning Preservation Commission**

Mayor Gaylord read the five goals that the Council would like the Planning Commission to assist with. He noted that some of the goals are items that the Planning Commission and Heritage Preservation Commission (HPC) will work on together. He said that there are some regulations that the zoning code allows, but the HPC regulations do not.

Richards said he would like to add an item. The HPC's process allows 45 days to review and make a decision on an application. There is not a 45-day restriction in the Secretary of Interior Standards; it would be better to have the HPC's and Planning Commission's timeline be consistent. He noted that there might be other items that can be looked at.

Caron said she kept a list of items during the hotel review and some other items she's thought of over the years. The first item is the adequacy of the drawings and application materials. The City typically gets CAD drawings; the hotel drawings were architectural renderings. The City may want to require CAD drawings with applications. The City Council and advisory commissions need quality plans to review.

Wallace asked Caron if she thought the drawings should be two or three dimensional versus computer drawings. Caron said she is not sure. Richards said that drawings in electronic format is needed.

**3. Joint Work Session with the Planning Preservation Commission – (Continued)**

Mayor Gaylord said if a CAD drawing had been provided with the hotel project, some things that were out of place might have been caught.

Mayor Gaylord asked Caron if she was suggesting CAD drawings for residential projects too. Caron said no.

Wallace said it is not difficult to change a drawing into a computer rendering by scanning it. He is struggling with what format Caron is suggesting. Caron said she heard from people how complex the hotel project was. She noted that the City had received new items taped over other elements versus receiving updated drawings.

Beattie asked what format would Planning Commissioners suggest. Wallace said he would not want to keep an architect from working in the City just because they did not use a computer. Caron said she would leave it up to the Planning Commission to recommend a format.

Craig said that hand drawings must be very time consuming to prepare and difficult to make changes on. Wallace said yes.

Caron said another item that occurred to was bay widths; the definition for a bay width is confusing. Richards said a bay width is a set of windows or doors. Caron said the definition of bays should be looked at.

Caron said the City has a requirement for a certain width of brick to be stepped out or back, but it is not always visible from the eye. She can't see the step back on the Minnesota Inboard building but she can see it on the Ridgeview building. She realized that it was easier to see it when the brick color was different. She would ask that the Planning Commission look at this requirement to see if it makes sense to change this. Richards said from a pedestrian scale, it makes sense to make this feature more noticeable on Water Street than other areas of the City.

Caron said another item is building stepbacks. With the hotel project, stepbacks were used extensively throughout the structure. The intent when that element was put into the ordinance was for the 4<sup>th</sup> floor. The Planning Commission should look at where stepbacks can be used and how they should be used.

Mayor Gaylord said that the HPC standards do not support the use of stepbacks and there are not currently any stepbacks in any of the buildings in the downtown. He asked whether the design standards should have different standards for stepbacks in the historic district or one standard that fits all buildings.

**3. Joint Work Session with the Planning Preservation Commission – (Continued)**

Mayor Gaylord said that there are a lot of different combinations of design standards and applications between the Planning Commission and HPC. It would be good to make the regulations unified.

Richards asked if anyone had any thoughts with regard to PUD's for the Planning Commission and HPC. He thought it would be a good idea to incorporate the HPC in the PUD process.

Craig said that the HPC has consistently sent a liaison to the Planning Commission meetings.

Beattie said it is important to make the HPC's decision timeline consistent with the Planning Commission's.

Wallace said the Planning Commission was talking mass and scale at the PUD general plan review, which was not acceptable. The Planning Commission and Council had already discussed mass and scale during the concept plan and found it acceptable. The HPC and general public could not understand why mass and scale couldn't be discussed again at the general plan review. He thought a simple solution would be to include the HPC at the concept plan stage.

Caron suggested that the Planning Commission take another look at the PUD ordinance. She noted that there may be some unintended consequences created when the City changed some of the requirements in the PUD ordinance a couple of years ago. It would be good to look at how the old PUD ordinance fit with the City and how the new PUD ordinance fits with the comprehensive plan.

Caron asked if the City designated Third Street to George Street as cottage commercial in the Comprehensive Plan. Richards said no, that was in the downtown revitalization plan. He noted that the Planning Commission has been discussing the cottage commercial concept.

Mayor Gaylord said he wanted to talk about the first goal again pertaining to parking. It has already been determined that the City can't do angle parking on Water Street. Richards said that is correct; the City would need to make Water Street a one way and there would not be as much parking.

Mayor Gaylord asked if there has been more work done with regard to a parking management company. Richards said yes. He noted that Braaten has put together a drawing that shows where all of the parking meters and parking spaces are. There has been research done on replacing the parking meters with parking stations and the costs. The Finance Officer and he had

**3. Joint Work Session with the Planning Preservation Commission – (Continued)**

worked through the costs and he thought the meters could be paid back within 4 years. He plans to have a parking meter representative here to chat with the City and look at the assumptions that have been put together.

Craig said she saw a different system in Minneapolis. Richards said that in Chicago, you print a ticket and put the slip on the dash of your car.

Mayor Gaylord asked about enforcement. Richards said that that hasn't been looked at yet. Mayor Gaylord said that the park patrol are the ones who enforce the parking meters by the park and the downtown area.

Richards said that the Planning Commission will be forwarding a recommendation to the City Council on the parking. Once that happens, the City should discuss the parking recommendations with the downtown businesses.

Caron asked what is the status on the residential design standards. Richards said that this is on the June 3, 2013 Council agenda.

Caron said she was surprised to see the layout of a couple of the new homes. Braaten said that with the teardowns the new structures need to fit the character of the neighborhood and meet the setbacks, etc.

Mayor Gaylord asked that the Planning Commission look at the goals and prioritize them and then forward those to the City Council.

**4. Adjournment**

Fulkerson moved, Beattie seconded, to adjourn at 6:58 p.m. Motion carried 4/0.

Respectfully submitted,

Cheri Johnson  
City Clerk