

**UNAPPROVED MINUTES
PLANNING COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 10, 2017
7:00 PM**

CALL TO ORDER:

Planning Commission Chairman Frank Storm called the Regular Meeting of the Wyoming Planning Commission of January 10, 2017 to order at 7:00 P.M.

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Judy Coughlin, Mathew Engstrom, Mark Lobermeier, Ken Meyers, and Frank Storm.

Members Absent: None.

Also Present: Council Liaison Linda Nanko-Yeager and Zoning Administrator Fred Weck.

DETERMINATION OF A QUORUM:

Chairman Storm determined a quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the Planning Commission on items not on the current Agenda. Items requiring Planning Commission action maybe deferred to staff for research and future Planning Commission Agendas if appropriate.”

No members of the public spoke.

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the Regular Meeting of the Wyoming, Minnesota Planning Commission for October 11, 2016.**

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER MEYERS, SECONDED BY PLANNING COMMISSION MEMBER ENGSTROM, TO APPROVE THE “REGULAR MEETING” MINUTES OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR OCTOBER 11, 2016.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None

2. **Planning Commission Reorganization:**

- a. **Chair**

A NOMINATION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN TO APPOINT FRANK STORM CHAIR OF THE PLANNING COMMISSION FOR 2017.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None

- b. **Vice-Chair**

A NOMINATION WAS MADE BY PLANNING COMMISSION MEMBER LOBERMEIER TO APPOINT JUDY COUGHLIN VICE-CHAIR OF THE PLANNING COMMISSION FOR 2017.

Commissioner Coughlin declined the nomination.

A NOMINATION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN TO APPOINT MARK LOBERMEIER VICE-CHAIR OF THE PLANNING COMMISSION FOR 2017.

Commissioner Lobermeier declined the nomination.

A NOMINATION WAS MADE BY PLANNING COMMISSION MEMBER STORM TO APPOINT MATT ENGSTROM VICE-CHAIR OF THE PLANNING COMMISSION FOR 2017.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None

- c. **Joint Park Planning Board (will meet the second Tuesday of the month at 6:00 PM, if called)**

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER STORM, SECONDED BY PLANNING COMMISSION MEMBER COUGHLIN, TO APPOINT MATT ENGSTROM AND KEN MEYERS TO THE JOINT PARK PLANNING BOARD FOR 2017.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None

SCHEDULED PUBLIC HEARINGS:

- 3. **None.**

NEW BUSINESS:

- 4. **Sketch Plan: Billman & Gilbert Properties
R21.10494.00 & R21.10494.10
25592 West Comfort Drive**

Zoning Administrator Weck explained Lavallo Fields, LLC has requested a sketch plan review of a proposed subdivision of two (2) parcels adjacent to Comfort Lake. He reviewed the revised plan with the Commission noting the subdivision would create 9 lots for detached single family homes. The two (2) parcels total 26.2 acres. It was noted the existing area is mostly wooded with steep slopes around the eastern edges of the development as it approaches Comfort Lake. The applicant will need to provide a Woodland Preservation Plan with the preliminary plat application. Staff reviewed the request in detail with the Commission and noted their primary concerns.

Commissioner Engstrom thanked staff for their thorough report and stated he appreciated the connection to the road.

Matthew Loven, representative for the applicant, discussed the site further and noted the locations of the wooded areas and bluff line. He commented on the challenges for the site regarding the DNR bluff setbacks, along with the shoreland, vegetation, erosion control and landscape for the site. He stated he would need further direction from staff on how to address the woodland preservation plan. He asked if there would be a restriction on boat access.

Zoning Administrator Weck described how the controlled access and riparian lots would be addressed.

Mr. Loven commented on the ordinary high water line for Lot 1, Block 2.

Commissioner Engstrom requested further information regarding Outlot A. Mr. Loven described out Outlot A would be utilized within the development for possible public road improvements.

Commissioner Meyers asked for more information on the turn radius and asked if proposed plans were sufficient. Zoning Administrator Weck reported this was the case.

Commissioner Coughlin inquired if there would be access to Outlot A. Mr. Loven explained how Outlot A would be used to provide ingress and egress.

Commissioner Coughlin questioned if the rear setback was 25' or 35'. Zoning Administrator Weck stated he would investigate this further and report back to the Commission.

Commissioner Engstrom supported the road connection but anticipated some residents may have concerns due to increased traffic. He recommended the applicant provide traffic information.

Jackie Anderson, stated she lives on Comfort Lake and serves on the Watershed Board. She had concerns with increasing traffic on Heath Avenue. She asked if the Department of Transportation had been contacted about the traffic light. Zoning Administrator Weck stated he would speak to the City Engineer regarding this matter.

Commissioner Engstrom understood this intersection did not currently meet warrants for a traffic light.

5. Planning Commission Bylaws

Zoning Administrator Weck reviewed the amended Planning Commission Bylaws and requested approval.

Commissioner Coughlin addressed the member selection process and noted the City was to automatically publish this information by October 15th. She then commented on the interview process. Zoning Administrator Weck explained interviews would only be held for new candidates.

Chairman Storm asked why the Planning Commission had an Open Forum. He recommended this item be removed from the agenda.

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER STORM, SECONDED BY PLANNING COMMISSION MEMBER LOBERMEIER, TO RECOMMEND APPROVAL OF THE PLANNING COMMISSION BYLAWS AS AMENDED.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None

OLD BUSINESS

6. None.

COMMUNICATIONS:

7. None.

The Planning Commission discussed the Kennedy Estates development and tree preservation concerns. The Planning Commission requested staff bring the Sign Ordinance back for further discussion at a future meeting.

Zoning Administrator Weck commented on the Comp Plan update and the Commission offered several suggestions for the City to consider addressing.

A MOTION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN, SECONDED BY PLANNING COMMISSION MEMBER MEYERS, TO ADJOURN THE REGULAR MEETING OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR JANUARY 10, 2017 AT 7:43 P.M.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.

Voting Nay: None

Abstain: None