

**UNAPPROVED MINUTES  
PLANNING COMMISSION  
REGULAR MEETING  
CITY OF WYOMING, MINNESOTA  
JANUARY 28, 2014  
7:00 PM**

**CALL TO ORDER:**

Planning Commission Chairman Frank Storm called the Regular Meeting of the Wyoming Planning Commission of January 28, 2014 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: Council Liaison Roger Elmore.

Also Present: 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 December 10, 2013.**

Commissioner Engstrom noted that the motion regarding the motion for the McGillivray Site Plan Review was wrong. Commissioner Coughlin noted that there was a misspelling of the word he in the first paragraph of the second page.

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN, SECONDED BY PLANNING COMMISSION MEMBER MEYERS, TO APPROVE THE “REGULAR MEETING” MINUTES OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR DECEMBER 10, 2013 AS CORRECTED.**

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

*Voting Nay: None*

*Abstain: None*

**2. Planning Commission Reorganization**

Commissioner Lobermeier nominated Commissioner Storm to be the Planning Commission Chair, Commissioner Engstrom seconded the nomination; there were no other nominations.

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

*Voting Nay: None*

*Abstain: None*

Chairman Storm nominated Commissioner Lobermeier to be the Planning Commission Vice-Chair.

Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.  
Voting Nay: None  
Abstain: None

Commissioners Engstrom and Meyers volunteered to serve as representatives to the Joint Park Planning Board.

**SCHEDULED PUBLIC HEARINGS**

**3. Conditional Use Permit Amendment**

**Grace Evangelical Free Church  
26689 Faxton Avenue**

Chairman Storm asked Zoning Administrator Weck if there was anything to add to his report. Weck replied that there wasn't.

Commissioner Meyers asked the applicant about the timing of the expansion if approved. Joe Tromburg of Grace Church replied that they want to start as soon as possible. Commissioner Coughlin asked how the moving of the property lines would affect the Conditional Use Permit. Weck responded that the Conditional Use permit would remain with the parcel that has the church and not with the other parcel.

The Commissioners discussed parking concerns with the applicant; including:

- On street parking and public safety,
- Striping of the parking spaces,
- The leasing of the parking spaces on the adjoining property,

Chairman Storm opened the public hearing at 7:16.

Mr. Tromburg added that if needed the church could lease more parking spaces from the adjoining property along its south property line.

There being no additional comments the hearing was closed at 7:18.

Commissioner Meyers asked about the minimum number of parking spaces that are required (48) and that they should be striped to ensure compliance with the ordinance.

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN, SECONDED BY PLANNING COMMISSION MEMBER MEYERS, TO RECOMMEND TO THE CITY COUNCIL THE APPROVAL OF AN AMENDMENT TO GRACE EVANGELICAL FREE CHURCH'S CONDITIONAL USE PERMIT TO ALLOW THE CHURCH TO EXPAND INTO THE ADJOINING SPACE. BASED ON THE FINDINGS THAT THE STANDARDS CONTAINED IN ARTICLE V, DIVISION 6, CONDITIONAL USE PERMITS HAVE BEEN MET, AND WITH THE FOLLOWING CONDITIONS:**

1. That the issuance of the building permit for the demolition of the structures and the approval of the property line adjustment shall not happen until the City Attorney has reviewed and approved the parking covenants.
2. That the trees between the fence and the storage building must be preserved.
3. That three parking spaces be marked with handicap accessible signs in accordance with the Americans with Disabilities Act.
4. That a copy of the parking lease and the recorded parking covenants be provided to the City.
5. That the required forty-eight (48) parking spaces be striped.

*Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.*  
*Voting Nay: None*  
*Abstain: None*

**NEW BUSINESS**

**4. Sketch Plan**

**Ken Tolzmann**

**24738 Hamlet Avenue**

Mr. Tolzmann introduced himself and his neighbor, the surveyor for the sketch plan, Tyler Kroschel. Mr. Tolzmann explained that this was a new sketch plan from his initial application in 2007, and that this sketch has more lots and that the new road will extend to the neighboring property to the east to allow the road to continue and that it considers MNDOT's Access Management Plan. The Commissioners discussed the staff report with the applicant regarding wetlands and buildable area, required lot sizes due to the shoreland ordinance requirements for "Shallow Pond", road frontage requirements, and the outlot without road frontage. Mr. Tolzmann responded that the outlot could be used as the park dedication for the development and that soil borings and a new wetland delineation will need to be done to determine lot sizes. He also added that the increased lot sizes required by the shoreland requirements could be met. Mr. Tolzmann asked what should be his next step. Weck responded that he should have soil borings done to determine buildable area and septic system areas and to have the wetland delineation redone to also determine the buildable area. Following that would be to submit a preliminary plat application unless the soil borings and delineation significantly alter this sketch plan, then a new sketch plan should be submitted.

**OLD BUSINESS**

**5. Snowmobiles and Off-road Vehicles**

The Planning Commission discussed the Snowmobile and Off-Road Vehicle Ordinance in regards to the operation of snowmobiles in rural ditches. The discussion included Public Safety Director and Chief of Police Paul Hoppe, Zoning Administrator Weck, and concerned members of the public. Based on the discussion, the Planning Commission decided that in the interest of public safety that the ordinance should be enforced as the Police Department is interpreting it, that the City will post a map on the city website to clarify which roadways will be permitted to have snowmobile travel in the roadway ditch, and that an amendment to the ordinance will be needed in order to include a map showing where ditch riding is allowed. Administrator Weck was instructed to present a draft map to the Planning Commission at its second meeting in February.

**COMMUNICATIONS:**

**6. None**

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER LOBERMEIER, SECONDED BY PLANNING COMMISSION MEMBER ENGSTROM, TO ADJOURN THE REGULAR MEETING OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR JANUARY 28, 2014 AT 8:20 P.M.**

*Voting Aye: Coughlin, Engstrom, Lobermeier, Meyers, and Storm.*  
*Voting Nay: None*  
*Abstain: None*