



**WATERTOWN PLANNING COMMISSION
REGULAR MEETING MINUTES**

Thursday, January 20, 2011 at 6:00 p.m.
Watertown City Hall, 309 Lewis Avenue South
City Council Chambers

Members Present: Chair, James Rivord; Vice Chair, Andrew Gillett, Commissioners, Seth Bossert, Jim Sandquist, and Rob Wilkening; Council Liaison Steven Crowder

Members Absent: Commissioner Donald Hendricks; Watertown Township Representative Neil Johnson

Staff: Senior Planner, Crystal Foust, Planning Consultant Mark Kaltsas, Terramark

Others Present: None

1. CALL TO ORDER

Chair Rivord called the meeting to order at 6:03 p.m.

Commissioner Bossert arrived at 6:05pm.

2. ADOPT AGENDA

WILKENING MOVED, SECONDED BY GILLETT TO APPROVE THE JANUARY 20, 2011 AGENDA. ALL AYES, MOTION CARRIED.

3. APPOINT POSITIONS

WILKENING MOVED, SECONDED BY SANDQUIST TO APPOINT JAMES RIVORD AS CHAIR AND ANDREW GILLETT AND VICE CHAIR. ALL AYES, MOTION CARRIED.

4. APPROVAL OF MINUTES

A. November 18, 2010 Planning Commission minutes

SANDQUIST MOVED, SECONDED BY GILLETT TO APPROVE THE NOVEMBER 18, 2010 PLANNING COMMISSION MEETING MINUTES WITH ONE CHANGE TO

HEART OF THE LUCE LINE TRAIL

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ATTENDANCE. ALL AYES, MOTION CARRIED.

5. OLD BUSINESS

6. NEW BUSINESS

A. Zoning Ordinance Revision.

Staff introduced the zoning ordinance revision. The Planning Commission is presented with the proposed amendment to Chapter 62 Zoning of the Watertown City Code for review. The amendment will be considered through the next six months as the code is revised, reviewed, considered and has public hearings. The proposed timeline brings the code to completion in July, 2011. The January and February Planning Commission meetings will consist of code overview. The effort to revise the entire Zoning Code began as a direct result of the 2030 Comprehensive Plan update, adopted in March 2009 which lays out the groundwork for land use policy and growth for Watertown for the next twenty years. Furthermore, the last time the Code was thoroughly reviewed and revised was in 2002-2003 at the cusp of development, which has resulted in outdated portions of the ordinance, adopting frequent amendments that eventually created a patchwork code, and conflicting language in multiple places throughout the code creating it difficult to use and understand.

The revision process is designed to be incremental. The Planning Commission will act as the lead group for the Zoning Code revision. The incremental drafting approach allows monthly reviews to maximize opportunity to review and understand the material. The revision and adoption schedule is a guideline to use in the revision process and can be as flexible as the Planning Commission deems necessary. Towards the end of the process, before final adoption, staff will seek legal council to address legal questions staff and appointed and elected officials have compiled during the process. The revision and adoption schedule has several opportunities during the process that will involve public participation, feedback and input. These methods include newsletter and website updates, open house, one-on-one meeting, emails, and two public hearings.

The amended code presents a new structure for the Zoning Ordinance. The most notable change has been the consolidation of code information into articles. The PUD ordinances (Planned Unit Development ie. PUD-FH, PUD-RP) have been reformatted to integrate better into the other zoning district codes. This consolidation is an example of how the code achieves the desired goal of clarity and ease of use. The zoning code pulls in language that was in other chapters of the code and simply made by reference. Examples include landscaping provisions, wetland protection, and tree preservation. Definitions that were referenced in certain sections of the code were consolidated and included in the definitions section at the beginning of the zoning ordinance (section 62-1). Districts such as Park/Open Space district and Public Facilities district was removed and incorporated into the existing zoning districts. Staff outlined the format of the code with articles I-IX and discussed the new zoning districts such as two estate districts and neighborhood commercial district. There is also a new article "Natural Resource Management" that will contain the floodplain, shoreland overlay districts, and wetland regulations.

The Planning Commission discussed the concept of accessory dwelling units (ADUs). Accessory Dwelling Units (ADU) are defined as an "attached residential living unit that provided complete independent living facilities for one or more persons separate from a main unit on the same parcel." They are designed to be small, self-contained living units that have their own kitchen

area, bedroom, and bathroom space. The Planning Commission discussed whether ADUs should be allowed to be rented. The Planning Commission suggested that ADUs be allowed in detached garages, especially in the R-2 district where there are a lot of detached garages as well as part of the single family dwelling.

Chair Rivord questioned why the Planned Unit Development- Tuscan Village was not combined with the other districts, like some of the other planned unit development districts (PUD) such as PUD-General. Staff will look combining Tuscan Village PUD with others. Rivord also asks about on-site septic and the process as it relates to the estates residential district ER-1, Rural Estate Residential. Staff Foust stated that Carver County regulates on-site septic systems in the County.

Commissioner Wilkening asked if staff could look into transition setbacks for lots that are on the edge of the zoning district. For instance if there is one lot that is in the R-2 district that is adjacent to the R-1 district, Wilkening suggested that the setbacks be more restrictive of the two districts.

Staff and the Planning Commission discussed the other new proposed districts ER-2 Suburban Estate Residential and C-1 Neighborhood Commercial. The Planning Commission was supportive of the concepts in general as proposed. Staff will be preparing the entire zoning ordinance for the Planning Commission to review at the February 10, 2011 meeting.

7. COMMISSIONERS REPORT

8. STAFF REPORT

A. Planning Commissioner vacancy.

There is one vacancy on the Planning Commission and no one has applied. The vacancy has been posted on the city's website, Channel 12, Carver County News, and now on Facebook and Twitter under the City's account. Please direct anyone who is interested to the City Planner at City Hall.

9 ADJOURN

GILLETT MOVED, SECONDED BY WILKENING TO ADJOURN THE PLANNING COMMISSION MEETING AT 8:10 PM. ALL AYES, MOTION CARRIED.

Respectfully submitted,

James Rivord
Chair

Crystal Foust
Senior Planner