

**MINNETONKA PLANNING COMMISSION
MINUTES**

JANUARY 16, 2003

1. CALL TO ORDER

Chair Sodergren called the meeting to order at 6:30 p.m.

2. ROLL CALL

Commissioners Egge, Gallop, Hart, Knight, Wagner, Clinton, and Sodergren were present.

Staff members present: Planning Director Geoff Olson, Principal Planner Cary Teague, Planner Susan Thomas, Environmental Coordinator Jo Colleran, and Planning Intern Ed Harris.

- 3. APPROVAL OF AGENDA:** The agenda was approved as submitted. Olson described a change to Item 8A, an ordinance amending a PID (planned I-394 district) master development plan and approving final site and building plans for a parking deck at 401 Carlson Parkway for Carlson Real Estate Company (98068.02a), as listed on the January 16, 2003 Change Memo.

- 4. APPROVAL OF MINUTES:** January 2, 2003

Egge moved, second by Wagner, to approve the January 2, 2003, meeting minutes as submitted.

Egge, Knight, Wagner, Clinton, and Sodergren voted yes. Gallop and Hart abstained. Motion carried.

5. REPORT FROM STAFF

Olson briefed the Commission on a presentation staff gave to the City Council at its meeting of January 6, 2003, regarding revision of the public hearing notices to make them more user-friendly. The changes included a reference to the City's web site where information regarding the City's current proposed projects and meetings are located. Staff reports and Planning Commission minutes are also to be posted on the web site. Olson explained that email updates will be sent to parties that sign-up for updated information on the project that he or she is interested in. The feedback form has been modified to give residents more of an impression that he or she is giving their opinion rather than voting on a project. Additional room was provided for comments. There were no land-use items reviewed by the City Councils that evening.

Olson stated that a Glen Lake Neighborhood Subcommittee meeting, designed to cultivate ideas for redevelopment of the area, was held January 8, 2003. Approximately thirty residents attended. The consultant presented three land-use scenarios, and prompted good discussion and feedback. The consultant will now create a fourth option consisting of the ideas gathered at the meeting. The fourth option will be presented to the full neighborhood on February 4, 2003, from 4:30 p.m. to 6:00 p.m. at the Glen Lake Activity Center.

Olson invited everyone to Councilmember Koblick's reception in the Shady Oak Room on January 27, 2003, from 4:30 p.m. to 6:00 p.m.

Olson welcomed Ed Harris, the new Planning Intern. Harris will be handling sign permits, enforcement of sign ordinances, preparing and presenting staff reports, and general support work.

6. REPORT FROM PLANNING COMMISSION MEMBERS:

Gallop moved, second by Knight, to make Egge the interim Chair of the Planning Commission, to begin at the next Planning Commission meeting.

Egge, Gallop, Hart, Knight, and Wagner voted yes. Clinton and Sodergren abstained. Motion carried.

Egge thanked Sodergren and Clinton for their service to the community and invited them to visit.

7. PUBLIC HEARINGS: CONSENT AGENDA

No items were removed from the Consent Agenda for discussion or separate action.

Hart moved, second by Clinton, to approve the items listed on the Consent Agenda as recommended in the respective staff reports as follows:

A. Minor amendment to a previously approved master development plan and final site and building plan review for additions to Children's Hospitals and Clinics at 6050 Clearwater Drive (89015.02b)

Approve the site and building plan based on the following findings:

1. The proposed additions meet all architectural and site standards outlined in city code and are consistent with previously adopted master development plans.
2. The proposal would not increase traffic to the site.

3. The site is able to accommodate required parking.

Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the site plan dated December 3, 2002.
2. Submit a landscaping plan for staff approval prior to issuance of a building permit.
3. Approval does not include any sign depicted on the submitted plans. A separate sign permit must be submitted for staff review and approval.

Egge, Gallop, Hart, Knight, Wagner, Clinton, and Sodergren voted yes. Motion carried and the items on the Consent Agenda were approved as submitted.

8. PUBLIC HEARINGS

A. Ordinance amending a PID (planned I-394 district) master development plan and approving final site and building plans for a parking deck at 401 Carlson Parkway for Carlson Real Estate Company (98068.02a)

Wagner excused himself from the meeting because of a conflict of interest.

Chair Sodergren introduced the proposal and called for the staff report.

Gutoske reported. He recommended approval of the application based on the findings and subject to the conditions listed in the staff report and the change memo dated January 16, 2003.

Gallop asked if travel demand management (TDM) plans had proven effective in previous projects. Gutoske explained that larger developments along Interstate 394 used TDM plans. If the availability of parking is there, it is less likely that people would change their driving habits and TDM plans are less successful. Gallop was concerned that while regulations may be well intentioned, they may have no effect.

Clinton asked if the watershed district classified any part of the area as a wetland. Gutoske stated that the applicant is required, by its 1999 approval, to meet watershed district standards, and to provide soils information to make a wetland determination.

Hart asked if the steep slope was man-made or natural. Gutoske confirmed that the slope was created when the Cheshire Road overpass was built over Interstate 494.

Chair Sodergren asked if a threshold requirement could be used, such as number of employees within the building, to determine when the additional parking can be built. Gutoske explained that the City's ordinance requires four spaces per 1,000 square feet of office space. In 1999, the applicant provided the required spaces and designated the lot on the east side of the 401 building as proof-of-parking. Gutoske could not think of a good alternate threshold requirement other than building size. Gutoske did not like using the number of employees because it can fluctuate too easily.

Chair Sodergren expressed her concern that the parking demand could go down in the future and the ramp would not be needed.

The following representatives from Carlson Real Estate Company were present to respond to questions and to submit additional information: Matt Van Slooten, president; Chris Kirby, director of investments, Chris Hardy, senior property manager responsible for the TDM plans, and a representative from Medica. Mr. Van Slooten stated:

- Carlson Companies did a wetland soil survey that showed that there are no wetlands in the proposed area.
- The applicant originally thought that 401 Carlson Parkway would have multiple tenants and not need all of the required parking spaces. In multiple tenant buildings, each user has its own reception area, storage space, and other common spaces. A single-user tenant tends to have more people in the same space.
- If Medica occupied 401 Carlson Parkway, Carlson Companies would have 95% occupancy in both buildings.
- It is easier to implement a TDM plan for a single-user than coordinate TDM plans for multiple tenants.
- The proposed parking deck would better distribute the parking on the site.
- Since the applicant has to pay for the deck, it would not be built if it were not needed.
- The applicant prefers to retain the existing trees in the site 1C area to maintain the attractiveness of the site and the buffer to The Gates apartments.
- The applicant will plant new trees along Interstate 494.

The public hearing was opened. No testimony was submitted and the hearing was closed.

Chair Sodergren asked what Carlson Company's goal was and if there was a prediction of what the reduction in trips would be. Gutoske agreed that the goal was to reduce the number of trips, but specific numbers had not yet been calculated.

Mr. Van Slooten stated that it would be highly unlikely that the lot on the west would be needed because of the long-term lease terms used for 301 Carlson Parkway and the number

of multiple tenants. Vacating a large portion of the building at the same time would be difficult. The Medica situation is unique.

Chair Sodergren acknowledged the applicant's efforts to work with staff and create a quality project.

Clinton asked Van Slooten if he was confident that the TDM plan would be completed in a timely fashion. Mr. Van Slooten answered in the affirmative. Carlson Companies intends to hire BRW to do the plan. The Interstate 494 Commission had some turnover, but now has staff the applicant can work with.

Chair Sodergren asked if having Medica as the tenant was included as a requirement for approval. Gutoske answered in the affirmative. A document would be required, signed by Carlson Real Estate Companies and Medica.

Chair Sodergren felt the wording should apply to a single-user with 900 employees, rather than referring specifically to Medica. Medica's parking needs may change in the future. The name of the tenant is immaterial.

Egge was comfortable with the proposed language as revised by staff. It described the unique situation. Mr. Van Slooten pointed out that Carlson Real Estate Company does not want to build additional parking unless it is absolutely necessary. The applicant would rather maintain the site's aesthetic beauty and current conservation principles. Egge felt the inclusion of a letter from Medica was "splitting hairs." She supported staff's recommendation.

Gallop concurred with Egge. He supported staff's recommendation.

Egge moved, second by Hart, to recommend that the City Council adopt the ordinance on pages A1–A4 of the staff report and the January 16, 2003, Change Memo. This ordinance approves a PID master development plan amendment and final site and building plans to build a 240-stall parking deck at 401 Carlson Parkway for Carlson Real Estate Company.

The ordinance is based on the following findings:

1. The proposal meets the required standards and ordinances for a site and building plan approval.

Approval is subject to the following conditions:

1. The site must be developed and maintained in substantial conformance with the following plans, unless modified by the conditions below:

- Parking plan, dated December 6, 2002
- Site plan, dated December 6, 2002
- Grading, drainage and erosion control plan, dated December 6, 2002
- Conceptual landscape plan, dated December 6, 2002

The above plans are hereby adopted as the master development plan amendment and the site and building plans for the proposed parking deck.

2. Parking site 1c is designated as a proof-of-parking lot. Before this parking lot can be built, the applicant must demonstrate to the satisfaction of the City Council that no additional travel demand management measures can be reasonably taken to avoid the need for the parking lot.
3. The following work must be completed before the City issues a grading permit or before starting any site work for the site 2d parking deck:
 - a. Staff approval of a traffic demand management (TDM) plan. Staff will review this plan with the planning commission before approval.
 - b. Submit revised erosion control and tree protection plans for staff approval.
 - c. Fence all trees to be preserved and install erosion control measures.
 - d. Submit a letter of credit or cash escrow for 150% of the estimated cost to comply with grading permit requirements and restore the site.
 - e. If required, submit copies of the watershed district permit. The City may require revisions to the approved plans to meet the districts requirements.
 - f. Submit a construction management plan for staff approval.
 - g. Submit soils information of the low area to the east of the parking deck. If this area is deemed a wetland, the approved plans must be modified so that there is no impact on the wetland.
 - h. Submit a letter signed by representatives from Carlson Realty and Medica that Medica has a signed and executed lease to occupy the building at 401 Carlson Parkway.
4. The following must be submitted to the City before the City issues a building permit for the parking deck:

- a. A final landscape and irrigation plan for staff approval. The revised plan must include plant materials and sizes consistent with those used around the perimeter of the site 2c parking deck.
 - b. A letter of credit or cash escrow for 150% of the estimated cost of all required landscaping.
 - c. An illumination plan for staff approval.
 - d. Record this ordinance with the County.
5. The proposed parking deck must have the same exterior as the site 2c parking deck.
 6. The property owner is responsible for replacing any required landscaping that dies.
 7. Within 24 months after receiving written notice from the City, the applicant agrees to have a traffic signal installed at the Carlson Parkway/Cheshire Parkway intersection. The applicant must pay for all costs associated with the traffic signal installation.
 8. Construction must begin by December 31, 2003, unless the Planning Commission grants a time extension.

Egge, Gallop, Hart, Knight, Wagner, Clinton, and Sodergren voted yes. Motion carried.

Chair Sodergren stated that the item is tentatively scheduled to be reviewed by the City Council on January 27, 2003.

9. ADJOURNMENT

Clinton moved, second by Hart, to adjourn the meeting at 7:35 p.m. Motion carried unanimously.

By: _____
Bernadette H. Leaf
Planning Administrative Assistant