



Watertown Planning Commission Minutes

Donald Hendricks
Elizabeth Schulze
Jennifer O'Connell
James Rivord
Jim Sandquist
Jim Kasheimer
Ali Parsons-Towle
Dan Schuette-Council Liaison

2/24/2022 - Minutes

1. Call To Order & Roll Call:

Chairman Jim Rivord called the Watertown Planning Commission meeting to order at 6:30 p.m. on Thursday, February 24, 2022. Commission Members present: Donald Hendricks, Jennifer O'Connell, Jim Sandquist, Jim Kasheimer, Elizabeth Schulze, and Chairman James Rivord; absent: Ali Parsons Towle and Councilman Dan Schuette. City Staff present: Planning Consultant Mark Kaltsas, City Administrator Jake Foster and Deputy Clerk-Treasurer Christine Dammann. Others present were community members: Wayne Hubin.

2. Adopt Agenda:

SCHULZE MOVED AND O'CONNELL SECONDED TO ADOPT THE AGENDA AS PRESENTED; MOTION CARRIED 6-0.

3. New Business

3.A. Planning Minutes 9.30.21

HENDRICKS MOVED AND SCHULZE SECONDED TO ADOPT THE AGENDA AS PRESENTED; MOTION CARRIED 6-0.

3.B. Commission Chair Position Selections

HENDRICKS MOTIONED TO NOMINATE JIM KASHEIMER AS CHAIRMAN AS 2022 PLANNING COMMISSION CHAIRMAN AND SCHULZE SECONDED; ROLL CALL VOTE: MOTION CARRIED 6-0.

HENDRICKS MOTIONED TO NOMINATE ELIZABETH SCHULZE FOR THE 2022 PLANNING COMMISSION VICE CHAIRPERSON AND KASHEIMER SECONDED; ROLL CALL VOTE: MOTION CARRIED 6-0.

3.C. Changeable Copy Sign Permit – 509 Jefferson Ave. SW

As per Kaltsas' overview of the project; Indigo Signs (Applicant), and Watertown Evangelical Free Church (Owner) request that the City consider approval for an electronic changeable message sign in accordance with the provisions of Sec. 48-24 for the property located at 509 Jefferson Avenue SW (PID No. 850750450) in the City of Watertown, MN. Kaltsas advised this sign would be similar to that of Subway in which the hours of sign operation would be 10:00 a.m. to 7:00 p.m. because there are residential homes directly across Highway 25 and that changeable copy signs are permitted in all zoning districts, if approved by the city council following a public hearing held by the planning commission.

Staff is seeking a recommendation from the Planning Commission relating to the requested approval of the changeable copy signs. Should the Planning Commission make a recommendation to the City Council for the approval of the request, it is recommended that the following conditions and findings be incorporated into the recommendation.

1. The sign must comply with all criteria established in Sec. 49-24 of the City's sign ordinance.
2. The monument sign shall be constructed in accordance with the plans reviewed and approved by the City.
3. The Applicant shall pay for all costs associated with the City's review of the requested changeable copy sign.
4. Any change in signage will require a sign permit application to be submitted, reviewed and approved by the City.

3.C.i. Public Hearing:

Chairman Rivord closed the regular meeting and opened the Public Hearing at 6:44 p.m..

Evangelical Free Church sent a representative; Wayne Hubin, to explain the sign they are proposing to erect on their property located on Highway 25. Hubin advised that one of the main reasons they want to change their existing sign is because of the new fence that was placed in front of their property after the Highway 25 revitalization project last summer. Once the fence was placed they realized you can no longer see their existing sign from the road until you are right on it. Hubin also advised that they are hoping to have a 48" base instead of the code advised 57" base.

Rivord asked if the sign was two sided; Hubin advised that it is.

Foster advised that we did not receive any written or oral communication prior to the meeting regarding the public hearing on this matter.

Chairman Rivord Closed the Public Hearing at 6:54 p.m..

SCHULZE MOVED A MOTION TO RECOMMEND TO THE CITY COUNCIL TO APPROVE THE SIGN AT THE BASE WIDTH OF 57", WHICH IS THE SUGGESTED IN THE CITY ORDINANCE, WITH ALL THE RECOMMENDATIONS SET FORTH IN TONIGHT'S AGENDA AND THE ADDITION OF SHRUBBERY NEEDING TO BE PLANTED AT THE BASE OF THE SIGN. HENDRICKS SECONDED THE MOTION; MOTION CARRIED 6-0.

This item will be presented to Council at the March 8, 2022 Council Meeting.

3.D. Wetland Restoration And Trail Project Land Sale Approval

Foster advised that a Memorandum of Understanding between the City of Watertown and Carver County dated February 27, 2014 details how the process by which parcel PID 850092900 was deeded to the City upon tax forfeiture, and PID 855300430 and PID 855300400 were purchased by the City for future wetland credits to be obtained by the County as part of a wetland restoration project. The City was to grant an easement to the County over a portion of the first mentioned parcel, PID 850092900. This arrangement is memorialized in the MOU Amendment dated August 27, 2014.

The City and County entered into a Joint Powers Agreement (JPA) for the construction of the wetland restoration and trail project in 2014. This JPA outlines the agreement between the City and the County and the terms of the wetland restoration and trails project. Per the agreement, the City is to deed all City-owned parcels identified in the agreement to the County. The County is to, in return, provide easements to the City for the construction and maintenance of wetland trails. In the JPA, the City agreed to transfer the property as identified by PIDs: 854450540, 850092950, 855300430, 855300400. Per Minn. Stat. 462.356, subd. 2, the City's "planning agency" must approve the "sale" of these parcels, and confirm that the project/intended use of the parcels is consistent with the 2040 Comprehensive Plan. These parcels are currently zoned as P-1 – Park/Open Space, and are guided in the 2040 Comprehensive Plan as the same. The intended use is a permitted use within this zoning, and meets the intent of the designation.

At this time, the County is asking to convey this land over to the County. The County will do some wetland restoration on the property which would be consistent with the Watertown Comprehensive Plan.

SANDQUIST MOVED A MOTION FINDING THAT THE CONVEYANCE OF WETLAND PROPERTY TO CARVER COUNTY IS IN COMPLIANCE WITH THE COMPREHENSIVE PLAN AND RECOMMENDATION OF THE CONVEYANCE. O'CONNELL SECONDED THE MOTION; MOTION CARRIED 6-0.

This item will be presented to Council at the March 8, 2022 Council Meeting.

4. Staff Updates:

Foster advised the Commission that there will hopefully be three separate developments brought forth to the Commission in 2022 for review.

Our next Planning Commission meeting will be on March 24, 2022.

5. Adjournment:

There being no further business;

SCHULZE MOVED AND KASHEIMER SECONDED A MOTION TO ADJOURN; MOTION CARRIED 6-0.

The Planning Commission meeting was adjourned at 7:48 p.m..

Chairman; Jim Rivord

City Administrator; Jake Foster

309 Lewis Avenue South; P.O. Box 279, Watertown, MN 55388