



## Watertown Planning Commission Minutes

Donald Hendricks  
Elizabeth Schulze  
Jennifer O'Connell  
James Rivord  
Jim Sandquist  
Jim Kasheimer  
Ali Parsons-Towle  
Mike Walters

11/3/2022 - Minutes

1. Call To Order & Roll Call:

Planning Commission Chair Jim Kasheimer called the Watertown Planning Commission meeting to order at 5:05 pm on November 3, 2022.

Commission members present: Planning Commission Chair Jim Kasheimer, Donald Hendricks, Elizabeth Schulze, Jennifer O'Connell, James Rivord, Jim Sandquist, and Ali Parsons-Towle.

Commission members absent: Councilmember Dan Schuette.

Staff present: City Administrator - Jake Foster, Administrative Services Director – Margaret Reisdorf, and City Planner – Mark Kaltsas.

Others present: None.

2. Adopt Agenda:

Rivord moved to adopt the agenda as presented. O'Connell seconded. Motion passed 6-0. (Schulze absent for vote).

**Schultz entered the meeting at 5:08 pm.**

3. New Business

3.A. Public Hearing:

3.A.i. CUP Amendment For 700 Lewis Ave. N

City Planner, Mark Kaltsas, introduced this item to the Planning Commission. He informed that

Verizon Wireless and American Tower Corporation submitted an application to the city to consider the following actions for the northern wireless tower on the property located at 700 Lewis Ave North:

1. A conditional use permit amendment to allow adding additional wireless antennas on the existing tower.
2. A site plan review for the subject property.

Kaltsas explained that the applicable regulations for the following request fall under Chapter 60 of the City Code under Wireless Communications Towers and Antennas.

Kaltsas stated that the application requests the location of an additional three (3) wireless antennas on the northern existing wireless communication tower located at 700 Lewis Ave N. He explained that there are two wireless communication towers at 700 Lewis Ave N.: one on the south side (nearest to the public works building) and one on the north side (adjacent to the sewer ponds). Kaltsas said that Verizon was the only provider located on the existing monopole tower until this summer when T-Mobile collocated on the same tower. He stated that the City initially issued a Conditional Use Permit for the construction of the tower in 2006.

Kaltsas reviewed that Verizon currently has six (6) antennas and associated radio, mounting and racking equipment located on the tower at an elevation of 189 feet. He said that the application is requesting the addition of three (3) more antennas. The process would include the relocation of the six (6) existing antennas to allow for the additional antennas to be mounted on the same bank. Kaltsas said that the city does allow for the replacement of and minor modifications to the existing equipment on the tower. In the case, Kaltsas said that it requires an amendment to the CUP. Kaltsas reviewed a drawing of the proposed changes.

Kaltsas stated that the proposed improvements are consistent with upgrades to other similar towers and that the overall visual impact from the addition of the three antennas is minor. He reviewed that the current ground screening is satisfactory.

Kaltsas summarizes that city staff is seeking direction from the Planning Commission related to the request for a conditional use permit amendment and a site plan review. Kaltsas explained that if the Planning Commission were to recommend approval, he reviewed the following conditions that should be considered with the approval process:

1. The proposed conditional use permit amendment and site plan review meets all applicable conditions, criteria and restrictions stated in the City of Watertown Ordinance.
2. All conditions of the original conditional use permit shall remain. The Conditional Use Permit Amendment shall include the following additional conditions:
  1. The Conditional Use Permit shall be reviewed annually by the City.
  2. The new antennas shall be installed in accordance with the approved plans and tower elevations.
  3. The City can administratively approve any replacement of existing antennas. Any expansion or increase to the size of the existing ground equipment, buildings or number of antennas will be subject to the City's review and an amendment to the Conditional Use Permit.
3. The applicant shall pay for all costs associated with the city's review of the Conditional Use Permit amendment and site plan review.

Parsons-Towle asked what Verizon's criteria is to add antennas. She asked if it was population change in the surrounding region.

Kaltsas explained that it is usually technology changes that triggers upgrades.

**Rivord moved to recommend to the City Council approval with the listed conditions. Parsons-Towle seconded. Motion passed 7-0.**

4. Staff Updates:

5. Adjournment:

**Rivord moved to adjourn the meeting at 5:45 pm. Hendricks seconded. Motion passed 7-0.**

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