

WABASHA PLANNING COMMISSION

September 11, 2018 6:00 PM

MEETING AGENDA

- 1) Call to Order
- 2) Approval of Minutes- August 15, 2018
- 3) Changes or Additions to Agenda
- 4) Public Comment
- 5) Public Hearings
- 6) Old Business
 - a) Parking Study Memo
 - b) Solar Stone Update
- 7) New Business
- 8) Board of Adjustment Business
- 9) Other Business
- 10) Next Regular Meeting Date - October 9, 2018
- 11) Adjourn

Planning Commission

2)

Meeting Date: 09/11/2018

SUBJECT: Approval of Minutes - August 15, 2018

DEPARTMENT: Planning & Zoning

TITLE:

Approval of Minutes- August 15, 2018

PURPOSE:

Attachments

Minutes 8-15-18

WABASHA PLANNING COMMISSION

August 15, 2018 6:00 PM

MEETING MINUTES

Commission Members:	Tim Wallerich, Chair	Scott Durand
	Lynn Schoen, Vice Chair	Sharon Burke
	Craig Falkum	Sara Carrels
	Kris Kruse	

Present: Craig Falkum; Scott Durand; Chair Tim Wallerich; Vice Chair Lynn Schoen; Sharon Burke

Absent: Kris Kruse; Sara Carrels

Also Present: Kristi Clarke, Contracted City Planner; Wendy Busch, Planning & Zoning Assistant

1) Call to Order

The meeting was called to order at 6:00 p.m. by Chair Wallerich.

2) Approval of Minutes-

a) Planning Commission Minutes July 10, 2018

The minutes were reviewed, and a typographical error was noted.

Motion made by Craig Falkum, seconded by Scott Durand to approve the minutes as corrected.

Vote: 5 - 0 Adopted - Unanimously

Other: Kris Kruse (ABSENT)

Sara Carrels (ABSENT)

3) Changes or Additions to Agenda

There were no changes or additions to the agenda.

4) Public Comment

No one came forward to speak with regard to items not listed on the agenda.

5) Public Hearings

a) Gerkens CUP

City Planner Clarke provided background information and referenced the location on an aerial photo. She reported that, if the CUP is approved, two existing drying bins would be removed and replaced with one, which will be completely hidden by the building. She noted that the blower will work much more effectively and can be shut down sooner at night, producing less noise. She also discussed a proposed new wet storage bin, which will be tucked behind the drying facility. She noted that there would be no

impact on truck traffic or usage of the site. She reviewed a recommended condition of approval relating to construction hours.

City Planner Clarke referenced a letter received from Mika and Paul Gens and reported that their questions have been answered. It was noted that a call was received from Brenda Pearson. A suggestion was made to include correspondence in the agenda packet.

Commissioners raised concerns relating to glare, dust, and noise.

Chair Wallerich reviewed the public hearing procedure and opened the public hearing at 6:11 p.m.

Commissioner Durand relayed a recent conversation he had with Mika Gens with regard to her concerns about the proposal. He requested guidance with regard to the decision-making process for the Planning Commission relative to a CUP request. City Planner Clarke explained that a CUP allows a permitted use, with reasonable conditions. She commented that this business, which has been in this location for more than 100 years, is requesting to make some necessary changes to its operation. Commissioner Burke provided additional background information with regard to the concerns expressed by Paul and Mika Gens.

Java Jim introduced himself as the owner of a business located at 330 Second Street West. He commented that Gerkens has been a good neighbor and very considerate of the neighborhood.

John Evers introduced himself as a representative of the applicant and commented that he arrived on time for this meeting. He provided additional information regarding the benefits of the proposed new drying system. He commented that he has received no complaints with regard to noise issues. The fans were discussed.

No one else came forward to speak during the public hearing. Chair Wallerich closed the public hearing at 6:31 p.m.

Dust and fire concerns were discussed. Mr. Evers stated that there will be no increase in dust or noise with the new system. He commented that there will be no construction work done on Sunday. The outside appearance of the bins was discussed. When asked about the investment that Gerkens plans to make to improve its operation, Mr. Evers estimated the project cost at \$450,000.

Chair Wallerich summarized the CUP request. The proposed condition relating to limiting construction hours was discussed. When asked about the anticipated construction schedule, Mr. Evers provided information in this regard.

Motion made by Craig Falkum, seconded by Vice Chair Lynn Schoen to approve the CUP request, with the proposed condition of approval.

Vote: 5 - 0 Adopted - Unanimously

Other: Kris Kruse (ABSENT)
Sara Carrels (ABSENT)

6) Old Business

a) Solar Stone

City Planner Clarke reported that she is working with the applicant and will provide an update next month.

7) New Business

There was no new business.

- 8) Board of Adjustment Business
There was no business.
- 9) Other Business
There was no other business.
- 10) Next Regular Meeting Date - September 11, 2018
A meeting reminder was provided.
- 11) Adjourn

Motion made by Vice Chair Lynn Schoen, seconded by Scott Durand to adjourn the meeting. The meeting adjourned at 6:50 p.m.

Vote: 5 - 0 Adopted - Unanimously

Other: Kris Kruse (ABSENT)
Sara Carrels (ABSENT)

Respectfully submitted by: _____
Wendy Busch, Planning & Zoning Assistant

Adopted Date

Planning Commission

6)a)

Meeting Date: 09/11/2018

SUBJECT: Parking Study

DEPARTMENT: Planning & Zoning

TITLE:

Parking Study Memo

PURPOSE:

Attachments

Memo



TO: PLANNING COMMISSION
FROM: KRISTI CLARKE, PLANNING CONSULTANT
SUBJECT: DOWNTOWN PARKING STUDY
DATE: 9/06/2018

Meeting Date: September 11, 2018

Details: The City of Wabasha has been conducting a parking study to determine needs in the City's Downtown. This is largely due to the planned expansion of the National Eagle Center (NEC).

The City's parking ordinance details how many parking spaces are required for various types of land uses. The amount of parking required is based on building capacity or square footage, depending on the type of use. There are 168 properties in the Downtown Area considered in the study (See Map). Based on the land uses of these properties and the parking ordinance, the City requires 1,112 off-street parking spaces in the Downtown area. Based on the parking study conducted, there are about 429 off-street parking spaces available in the Downtown Area. The study also counted the number of on-street parking spaces available Downtown. Including handicapped spaces, there are currently 490 on-street parking spaces Downtown. This creates a total of 919 parking spaces in Downtown Wabasha. This is almost 200 spaces short of the number of spaces required by the City's zoning ordinance, detailed in the table below.

Scenario	Required Off-Street Parking (Ordinance)	Current Off-Street Parking	On-Street Parking	Total Parking	Surplus/Deficit from Requirements
Raw Data	1,112	429	490	919	-193
Excluding Residential & Church	908	290	490	780	-128

Residential and Church/Public uses were removed from calculations of parking need, since most residences use garages or driveways for parking and church/public events happen infrequently and during set times that typically do not conflict with other land uses' peak times (i.e. Sunday mornings/afternoons). Residential uses/spaces were also removed from parking need calculations since they are private property and not available for public parking. This leaves the Downtown Area with about 780 on and off street parking spaces.

However, it is highly unlikely that all properties in the Downtown Area will need the full amount of required parking at the same time. To determine a more realistic parking need, the study

considered when certain properties are used (i.e. offices more frequented weekdays than weekends). The table below shows the land use utilization assumptions applied in the parking study.

Land Use Assumptions			
	Daytime	Evenings	Weekends
Office	60%	5%	5%
Retail	30%	5%	50%
Restaurant/Cafe	70%	70%	70%

To help determine future parking needs, the NEC has provided the following attendance data and parking assumptions:

National Eagle Center					
	People		Required Parking	Onsite Parking	Needed Spaces
Median Attendance	200		70	7	63
Average Attendance	238		83	7	76
Peak Day Attendance	1,232		426	7	419
*peaks = March - Soar with the Eagles					
*NEC statistics - total people = 48% adults, 27% senior, 25% children					
*NEC assumptions - 2 adults per car, 20% of senior don't drive, no children drive. (The parking ordinance for cultural institutions is 1 space per 3 people)					

The following table shows the results of the parking study, considering parking needs for office, retail, restaurants, and the NEC. Thought was also given to the vacant properties currently in the Downtown Area and the potential parking needs for these properties when occupied. This is shown in the following table as well; the most recent use of the property was used as an estimate for potential future need.

Analysis of Parking Need					
Scenario	Required Off-Street Parking (Ordinance)	Current Off-Street Parking	On-Street Parking	Estimated Need	Surplus/ Deficit
Weekday Median NEC	908	290	490	513	267
Evening Median NEC	908	290	490	245	535
Weekend Median NEC	908	290	490	511	269
Weekend Peak NEC	1,271	290	490	804	- 24
Weekday Median NEC Filled Vacancies	956	290	490	541	239
Evening Median NEC Filled Vacancies	956	290	490	260	520
Weekend Median NEC Filled Vacancies	956	290	490	537	243
Weekend Peak NEC Filled Vacancies	1,319	290	490	830	-50

Overall, there is sufficient parking the Downtown Area to accommodate needs during median and average attendance days at the NEC. There is a shortage of about 24 parking spaces during peak days at the NEC. As vacant properties become occupied, there is estimated to be a shortage of about 50 parking spaces. This deficit on peak days is likely to grow with the planned expansion of the NEC.

City Planner's Notes:

One of the key pieces unexamined in the parking study is the potential mismatch of parking needs and available off-street parking. For example, a property may have more off-street parking available than the ordinance requires or is actual needed. These spaces may not be able to be used by other business with a shortage of off-street parking. This would further decrease the total number of off-street parking spaces available to the public.

Also, this study considered the whole Downtown Area identified in the Map. However, most traffic is generated in the northern half (commercial area) of the study area. The study assumes people can/will park in the residential areas in the south and walk to destinations in the north. This may not be the case, which further limits parking options.

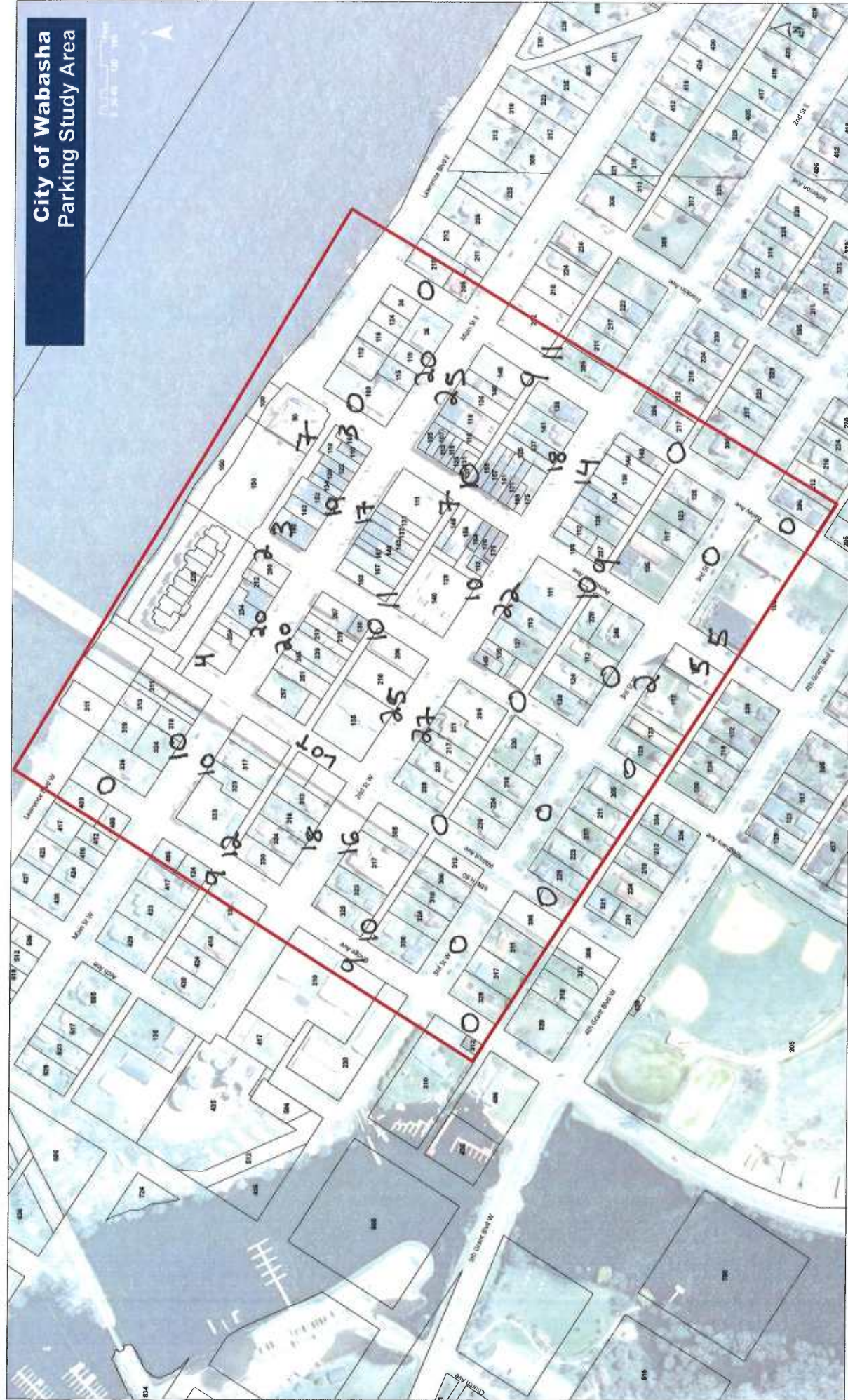
City of Wabasha Parking Study Area



This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. The City of Wabasha is not responsible for any inaccuracies herein contained.



City of Wabasha Parking Study Area



This drawing is neither a legal / recorded map nor a survey and is not intended to be used as one. The City of Wabasha is not responsible for any inaccuracies herein contained.



Real People. Real Solutions.



Total = 439
Handicapped = 12
Does not include lots under bridge

Planning Commission

6)b)

Meeting Date: 09/11/2018

SUBJECT: Solar Stone Update

DEPARTMENT: Planning & Zoning

TITLE:

Solar Stone Update

PURPOSE:

Attachments

Memo



Memorandum

Office of the City Planner

To: Planning & Zoning Commissioners
From: Kristi Clarke, Consultant City Planner
Date: August 31, 2018
Subject: Solar Stone CUP – Landscape Update

An email was sent to Timothy Leavitt, the project manager after our July meeting and a site visit has been scheduled for September 13, 2018. The option to add additional screening (shrubs) along Hiawatha Drive will be the primary point of discussion.

I will report to the Commission on the progress of that meeting during our October Planning Commission meeting.