

1. Agenda And Packet

Documents:

[MAY 3, 2021 WORK SESSION AGENDA.PDF](#)

[MAY 3, 2021 WORK SESSION PACKET.PDF](#)

City of Excelsior
Notice of City Council Work Session
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its Work Session on Monday, May 3, 2021 at 5:30 P.M. via a telephonic and/or electronic meeting. The agenda for the meeting is attached hereto.

In accordance with the requirements of Minn. Stat. Section 13D.021, the Mayor, the city manager, and the city attorney have determined that an in-person meeting is not practical or prudent because of the "COVID-19 Health Pandemic" emergency declared under Chapter 12 of the Minnesota Statutes. Due to the measures necessary to contain and mitigate the impacts of the Pandemic Emergency, it has been determined that attendance at the regular meeting location by members of the public is not feasible and that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible. Therefore, all staff and City Council members will be participating by telephone or other electronic means.

Members of the public may attend the work session by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/88158112536>

Meeting ID: 881 5811 2536

Dial by your location

+1 301 715 8592 US

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Meeting ID: 881 5811 2536

City of Excelsior
City Council Work Session

Agenda

Monday, May 3, 2021

5:30 P.M.

(Please Note: Times Listed Are Approximate)

1. Call to Order/Roll Call
2. Agenda Approval
3. Planning Commission and City Council Joint Work Session
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

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MEMORANDUM

Re: Item 3 – Planning Commission and
Council Joint Work Session

Date: May 3, 2021

To: City Council **From:** Emily Becker, Planning Director

SUMMARY AND BACKGROUND

The Residential Review Process has been in place since September of 2020, and the Council wanted to do a check in on the process with the Planning Commission to ensure that the process is going the way it is supposed to, think of ways how the process could be improved if need be, and discuss any concerns.

DETAILS/ANALYSIS

Number of Residential Review Permits. There have so far been seven Residential Review Permits reviewed and approved by the Planning Commission thus far – two garages, a deck, three additions and one new construction.

Preliminary Areas of Improvement. Councilmember Hersman met with Chair Wallace and Vice-Chair Harrison of the Planning Commission, who expressed the following perceived areas of improvement that should be of focus during this discussion, in addition to any other areas of concern other members of the Council and Planning Commission have regarding the Residential Review Process:

- The City Architect is not visiting the site in-person and rather using an internet street view, and it is not cost effective for the City Architect to drive from Stillwater to visit the site.

- Data including adjacent property heights, coverage, setbacks, etc. may be helpful in determining if the proposed project meets Good Neighbor Guidelines (not all were in agreement on this).
- Visual aids such as story poles or marking off footprints of proposed homes should be done (not all were in agreement on this).
- 3-D drawings could be helpful but can be just as deceptive as 2-D images.
- The process might be too new to make significant changes.
- Process would be much easier if applicants worked with the City ahead of their submittal, though it is understood that sometimes complete submittals are received because an applicant didn't know that the process was required.
- Is it okay for the Planning Commission (non-elected officials) make final decisions (there is an appeals process if the applicant does not agree with the Planning Commission decision).
- The Planning Commission had scheduled a quarterly review of the Residential Review Process.

Other 2021 Goals. Also attached is a list of goals that the Planning Commission discussed working on for 2021 at their Annual Meeting.

RECOMMENDED COUNCIL ACTION

The Planning Commission and Council should discuss the Residential Review Process: what's been working, what's not been working, what needs improvement, and ways to improve the process as applicable.

Planning Commission Goals

Year	Goal	Status
2021	<ul style="list-style-type: none"> • Tree City USA (council goal) • Tree regulations (council goal) • Create a work plan to make the Comprehensive Plan a 25-year vision for Excelsior (council goal) • Sign ordinance (council goal) • Style guidelines for City-owned properties that align with HPC guidelines (council goal) • Short-term rental ordinance and licensing (council goal) • Uses on Water Street from Lake Street to Oak Street (council goal) • How to eliminate non-conforming uses (council goal) • Formula Businesses • Cottage Commercial Incentives • Vacant and unoccupied buildings and lots 	-
2020	<ul style="list-style-type: none"> • Update and add the East Side Area Plan • Create a work plan to make the Comprehensive Plan a 25-year vision for Excelsior • Formula Businesses • Cottage Commercial Incentives 	- Complete - 2021 goal - 2021 goal - 2021 goal
2019	<ul style="list-style-type: none"> • Cottage Commercial incentives • Revise Business Districts • Formula Businesses • For Lease Signs • Amend Comprehensive Plan • Become a GreenStep City • Vacant and unoccupied buildings and lots • Single Family Scale Standards 	- 2021 goal - 70% complete - 2021 goal - Complete - 2021 goal - Removed - 0% complete - RRP done, rest ongoing
2018	<ul style="list-style-type: none"> • Single-family scale standards • Regulating curb cuts along Water St • Revise PUD ordinance to require public benefit • Communication Plan 	- 90% complete - Completed - Completed - completed
2017	<ul style="list-style-type: none"> • Comprehensive Plan 2018 • Initiated the Excelsior Design Award • Outdoor Noise Ordinance • East Side Small Area Plan 	- Completed – see 2020 goal - completed - completed - completed
2016	<ul style="list-style-type: none"> • Single-Family Scale Standards • Revised the Landscape and Tree Preservation Ordinance • Revised the parking requirements for restaurants • Revised the Outdoor Noise Ordinance • Revised the Non-Conforming Ordinance • Developed new language for the Design Standards Review 	- completed - completed - completed - completed - completed - completed
2015	<ul style="list-style-type: none"> • Developed Regulations for Food Trucks • Single-Family Scale Standards • Revised the PUD ordinance to include HPC review and streamline the review process 	- completed - completed in 2016 - completed

	<ul style="list-style-type: none"> • Review Fourth of July traffic controls • Revised the Design Standards 	<ul style="list-style-type: none"> - completed - completed
2014	<ul style="list-style-type: none"> • Single-Family Scale Standards • Revise the PUD ordinance • Revised the Recreational Vehicle Ordinance • Review new parking meters • Developed construction management requirements • Developed regulations for Food Trucks 	<ul style="list-style-type: none"> - completed in 2016 - completed in 2015 - completed - completed - completed - completed in 2016