

**CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, JANUARY 25, 2021**

**5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
6:00 P.M.**

Due to the Centers for Disease Control's recommendation limiting the number of people present at a meeting, and pursuant to MN Statute §13D.02, the Shorewood City Council meetings will be held by electronic means. For those wishing to listen live to the meeting, please go to ci.shorewood.mn.us/current_meeting for the meeting link. Contact the city at 952.960.7900 during regular business hours with questions.

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Council Member Siakel _____
Council Member Johnson _____
Council Member Callies _____

B. Review Agenda

2. SETTING CODE AMENDMENT PRIORITIES

3. ADJOURN

ATTACHMENTS

City Administrator Memo



City of Shorewood Council Meeting Item

Title/Subject: Code updates

Meeting Date: January 25, 2021

Prepared By: Greg Lerud, City Administrator; Marie Darling, Director of Planning

Reviewed By: Tim Keane, City Attorney

2

MEETING
TYPE
WORK
SESSION

Attachments:

Background: The city has been engaged in an ongoing effort for the past few years to improve and amend the city code, as the table below shows:

| Year | Affected Section | Add or Amend | Name of Section | |
|---------|------------------|-----------------------------|--|---|
| 2017 | 506 | Add | Sexual Predator | |
| | 1301.02 | Amend | Fees | |
| | 1300 | Amendment | Master Fee Schedule | |
| | 1201.02 | Amend | Zoning Definitions | |
| | 1201.03 Subd. 2 | Amend | Accessory Uses | |
| | 1201.03 Subd. 14 | Amend | Regulations Applicable to Shoreline Properties | |
| | 610.02 | Amend | Stopping, Standing and Parking | |
| | 1201.02 | Amend/Add | Zoning Definitions | |
| | 1201.03 Subd. 12 | Amend | Home Occupations | |
| | 1004 | Amend | Rental Housing Regulations | |
| | 1201.05 | Amend | Administration Variances and Appeals | |
| | 2018 | 1301.03 | Amend | Fees (Land Use) |
| | | 1201.04 | Amend | Administration Amendments and Conditional Use Permits |
| 1201.04 | | Amend | Administration Variances and Appeals | |
| 1201.25 | | Amend | Procedures for Processing PUDs | |
| 1202.03 | | Amend | Procedures for filing and review of Plats | |
| 1202.09 | | Amend | Subdivision Variances and Appeals | |
| 104.03 | | Amend | Administrative Enforcement of Code Regulations | |
| 901 | | Amend | Rights of Way Regulations | |
| 1301.02 | | Amend | Utility Fees | |
| 401 | | Amend | Liquor Regulations | |
| 1301.02 | Amend | Commercial Utility Fees | | |
| 1201.02 | Add | Zoning Definitions | | |
| 1201.22 | Amend | C-1 District Permitted Uses | | |

Mission Statement: *The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.*

| | | | |
|------|--------------------|-----------|--|
| | 302.06 | Amend | Tobacco Sales |
| 2019 | 1001.02 | Amend | Building Code |
| | 401.18 | Amend | Liquor Sales |
| | 902 | Amend | Park Regulations |
| | 1201.03 Subd. 2 | Amend | Accessory Uses |
| | 901 | Amend | Right-of-way |
| | 903.04 | Amend | Water Service Connections |
| | 904.08 | Amend | Building Sewers and Connections |
| | 1201.04 | Amend | Conditional Use Permits |
| | 1201.19 | Amend | R-C District |
| | 1201.22 | Amend | Required Improvements |
| | 1300 | Add | Zoning and Land Use Fees |
| 2020 | 571 | Amend | Sale of Tobacco |
| | 1201.02 | Amend/Add | Definitions |
| | 1201.03 Subd. 2.c. | Amend | Property development |
| | 1201.03 Subd. 2.f. | Amend | Fence Regulations |
| | 1201.03 Subd. 2.g. | Amend | Required screening and landscaping |
| | 1201.03 Subd. 2.i. | Amend | Glare |
| | 1201.03 Subd. 2.u. | Amend | Impervious surface coverage |
| | 1201.03 Subd. 2.v. | Add | lighting regulations |
| | 1201.03 Subd. 3 | Amend | Yard Requirements |
| | 1201.03 Subd. 4.c. | Amend | Height |
| | 1201.03 Subd. 5 | Amend | Parking |
| | 1201.03 Subd. 7 | Amend | Building construction requirements |
| | 1201.03 Subd. 11 | Amend | Signs |
| | 1201.03 Subd. 12 | Amend | Home Occupations |
| | 1201.03 Subd. 20 | Amend | Elderly Housing |
| | 1201.03 Subd. 21 | Amend | Telecommunication towers and facilities |
| | 1201.03 Subd. 23 | Amend | Renewable energy |
| | 1201.04 Subd. 1 | Amend | Administration, Amendments and CUPs - Procedures |
| | 1201.04 Subd. 3 | Amend | Conditional Use Permits |
| | 1201.05 Subd. 3 | Amend | Variances |
| | 1201.07 | Amend | Zoning Permits |
| | 1201.10 | Amend | R-1A |
| | 1201.11 | Amend | R-1B |
| | 1201.14 | Amend | R-2A |
| | 1201.19 | Amend | R-C |
| | 1201.22 | Amend | C-1 |
| | 1201.23 | Amend | C-2 |
| | 1201.24 | Amend | L-R |
| | 1201.25 | Amend | PUD |

Even with this large number of updates, parts of the code continue to need to be evaluated. Staff had planned to make this a council retreat issue so there could be extended discussion and direction, but since the retreat is postponed due to COVID 19, we recommend this work

session as a good time to request direction on what parts of the code the council would like staff to focus. Below are some code sections/topics that are grouped in three broad categories:

I. Additional Rules and Procedures Needed:

1. Amend enforcement and appeals sections throughout City Code.
2. Add stormwater management regulations and potentially amend related impervious surface coverage regulations. Spurred by comprehensive plan changes.
3. Add construction management plan requirements in the building permit regulations, clarify what is required to be submitted for a building permit, amend and update to match practice. Also, Move Certificates of Occupancy section from zoning ordinance to building regulations. The regulations for construction management plans should match language in comprehensive plan.
4. Add a PUD Amendment Process. Add means to amend the ordinance. Should single lot amendments follow variance procedures instead of text amendment procedures?
5. Expand Site Plan Review Process for multiple family and commercial properties. Currently we have some language in code, but without any administrative rules or procedures.
6. Add administrative information on Escrow Agreements which are currently used when the exterior improvements for homes are not finished at the time the homes aren't finished. Code should be amended to match practice.

II. Regulations Needing Structural Overhaul:

1. Subdivision Regulations (application processes need to be updated, need policy guidance on what constitutes a premature subdivision, amend to add more detail on storm water management, more code language on utilities, amend regulations for park dedication to match state statute and raise the standard fee, etc.)
2. Telecom Regulations in zoning and public rights-of-way regulations (rooftop mounts, small cell in right-of-way, policies). May want to add a policy for right-of-way installations.
3. Tree preservation policy and regulations (Chapter 1103 of City Code). Match current practice, update, and modernize. Consolidate policy into code language?

III. Amendments for Specific Topics:

1. Sign Regulations (content-neutral signage regulations, political signage, and noncommercial speech)
2. Nonconforming Uses, Structures and Lots (update and clarify language)
3. Exterior Storage, is outdoor storage is overly generous provided there is a fence around it?
4. Fences (Does the council support the ability to apply for varying designs or styles by conditional use permit?)
5. Food trucks (zoning ordinance and review new fire code requirements)
6. Wetland Regulations, should City be enforcing wetland rules, or should this be MCWD enforcing WCA rules? Also, clarification on structures and improvements permitted in buffer setback.
7. Shoreland regulations: Time to revisit boathouse prohibitions, patios near the shore? Need to clarify language titled development regulations and nonconformities, reduce duplication with other sections, etc.
8. Small housekeeping edits (as they accumulate).

Obviously, these (or additional items) cannot be done at one time and must be prioritized. Some of these items also involve larger policy discussion, such as wetland regulations before a determination can be made before developing code provisions, which some are more quickly completed – such as fencing or political signage.

Staff requests direction on what council members see as priority items, with either a specific order of completion, or providing overall direction on prioritizing and staff can come back with a tentative timeline for the next year or so.

Next Steps and Timeline: Staff will take council direction and develop a plan for working on code amendments.