



**City of Lake Elmo
Planning Commission Meeting
Minutes of October 28, 2019**

Commissioner Weeks called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Cadenhead, Hartley, Holtz, Risner, Steil and Weeks

COMMISSIONERS ABSENT: None

STAFF PRESENT: Planning Director Roberts

Approve Agenda:

M/S/P: Hartley/Cadenhead move to approve the agenda as presented, **Vote: 6-0, motion carried unanimously.**

Approve Minutes:

M/S/P: Risner/Steil move to approve the October 16, 2019 minutes, **Vote: 6-0, motion carried unanimously.**

Public Hearings - None

New Business

Subdivision Ordinance Update

Roberts presented the proposed changes to the subdivision ordinance. For this latest update, he specifically mentioned the items that will be removed from Planning Commission review, street naming, utility easements, the changes recommended by the City Attorney.

Hartley asked about lot splits and minor subdivision. Cadenhead asked for some clarification between the three and four lot requirements for lot divisions and minor subdivisions.

Roberts explained that it is staff intent to expedite the review process for applicants by not having them attend multiple meetings. He stated that by having only staff review, the Planning Commission would have to have faith in staff that they are providing a thorough review of the plats when they come in.

M/S/P: Holtz/Hartley move to recommend approval of all the suggested amendments to the City Subdivision Ordinance, with the possible change to the warranty information,
Vote: 6-0, motion carried unanimously.

City Council Updates

At the October 15, 2019 meeting City Council approved the Inwood 6th Addition minor subdivision and Kwik Trip Fuel Station CUP. Kwik Trip did a traffic study, their engineer determined that once Kwik Trip is open, there will be a need for a traffic signal at Inwood Avenue and 5th Street North. The developers of the Inwood PUD contributed a portion of the cost of the traffic signal for Inwood Avenue and 5th Street to the City and at the meeting Kwik Trip agreed to pay half of the cities remaining portion of the cost of the new traffic signal.

Staff Updates

1. 2040 Comprehensive Plan Update, it received Met Council approval on October 23rd with minor changes. The changes are being finalized and will be presented to the City Council on November 5th.
2. Upcoming meeting
 - a. November 13, 2019 a Wednesday, will be the following meeting due to Veteran's Day. Inwood 7th with the multi-family approximately 65 unit apartment building. An original farmhouse located on Inwood is looking to expand, but it does not meet the setbacks in the zoning district.
 - b. November 25, 2019

Meeting adjourned at 8:05 pm

Respectfully submitted,

Tanya Nuss
Permit Technician