



**City of Lake Elmo Planning Commission
Regular Meeting
3800 Laverne Avenue North
Council Chambers**

Minutes of June 27, 2022

CALL TO ORDER: Commission Chair Risner called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Risner, Steil, Graen, Rehkamp

COMMISSIONERS ABSENT: Mueller, Vrieze

STAFF PRESENT: Planning Director Just

Pledge of Allegiance at 7:00 PM

Approve Agenda:

M/S/P: Graen / Risner made a motion to approve the agenda. **Vote: 4-0, motion carried unanimously.**

Approve Minutes: N/A

Public Hearings: N/A

New/Unfinished Business: N/A

Training:

a. Role of The Planning Commission

Director Just presented a review of the Planning Commission Member Handbook and identified opportunities for the Commission to communicate to the City Council and identified opportunities to improve the minutes as a tool for communication to the Council. The Commission spent time discussing situations in which it would be appropriate to use the Advisory Communication as a tool to communicate to the Council. Time was spent discussing instances when the City Council took action that was not consistent with Planning Commission recommendations. It was identified that the last Joint Work Session between the Commission and the Council was in 2019 and that it could be a good time to have another. Time was spent discussing the appearance of impropriety around discussing land use applications outside of advertised meetings and public hearings and the laws against conducting a meeting outside of an advertised meeting.

b. Procedures

i. Variances. Director Just covered the statutorily required criteria that must be met to approve a variance.

ii. Conditional Use Permits. Director Just covered the statutory provisions relating to CUPs, stressing that if the criteria are met then the use must be approved.

Communications/Updates

a. June 21, 2022 City Council Actions

- i. 8012 Hill Trail North Variance Request – *Approved* - Resolution 2022-064
- ii. Zoning Text Amendment – Increased Building Setbacks in Certain Areas in the South Planning Area
Tabled for further consideration
- iii. Zoning Text Amendment – Requirement for Mix of Uses in Mixed-Use Commercial and Mixed-Use Business Park Districts – *Tabled for further consideration*
- iv. Zoning Text Amendment – Amend Article XIII Village Mixed Use District to Incorporate Two New Zoning Districts (V-MDR and V-HDR) in Compliance with the 2040 Comprehensive Plan – *Approved* – Ordinance 2022-10; Resolution 2022-067

b. Staff Update

c. Upcoming PC Meetings:

1. July 11, 2022
2. July 25, 2022

Meeting adjourned at 9:08 PM.

Respectfully submitted,

Diane Wendt
Permit Technician