



**City of Lake Elmo Planning Commission Meeting  
City Council Chambers – 3800 Laverne Avenue North  
Minutes of Regular Meeting of  
February 13, 2023**

**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, Rehkamp, Steil, Vrieze, Williams

**COMMISSIONERS ABSENT:**

**STAFF PRESENT:** City Planner Sophia Jensen

**Pledge of Allegiance** at 7:00 PM

Welcomed Jim Williams to the Planning Commission.

**Approve Agenda:**

M/S/P: Vrieze / Rehkamp: made a motion to approve the agenda. **Vote: 5-0, motion carried unanimously**

**Approve Minutes:**

M/S/P: Vrieze / Williams made a motion to approve the 1-23-23 meeting minutes. **Vote: 5-0, motion carried unanimously.**

**Public Hearing:**

1. **PUD Amendment** – Crossroads East has submitted a PUD final plan application to amend their PUD to allow for flexibility from the City's sign requirements. Airlake Development Inc and Crossroads Properties LLC are requesting City approval for a PUD amendment to the Crossroads East First Addition PUD. The proposed amendment allows for flexibility from the City's sign regulations. The current PUD for the property is for modifications from the Business Park zoning district uses. The request for signage flexibility was not covered in the original PUD, therefore the applicant must amend their existing PUD. Staff is recommending approval of the request subject to meeting the conditions of approval listed in this report.

City Planner Jensen gave presentation and answered questions.

**DRAFT FINDINGS**

Staff is recommending the City Council consider the following findings with regards to the proposed Crossroads East PUD amendment:

1. The PUD amendment is generally consistent with the intent of the 2040 Lake Elmo Comprehensive Plan and the 2040 Land Use Map for this area.
2. The PUD amendment complies with the general intent of the underlying zoning district with PUD modifications.
3. The PUD amendment generally complies with the City's Zoning Code except for the additional signage allowance.
4. The additional signage allowance is necessary due to the possibility of having up to 39 tenants in the Crossroads building. The tenants all have separate entrances to the building and need signage to identify their locations.
5. The PUD amendment is authorized by Section 105.12.1220 of the Zoning Code (PUD Amendments).

Applicant Dan Johnson spoke and answered questions.

M/S/P: Risner / Steil moved to open the public hearing at 7:29 PM. **Vote: 5-0, motion carried unanimously.**

No comments from the public

M/S/P: Risner / Steil moved to close the public hearing at 7:30 PM. **Vote: 5-0, motion carried unanimously.**

M/S/P: Steil / Vrieze moved to recommend approval of PUD amendment to the Crossroads East PUD with conditions listed in the staff report. **Vote: 5-0, motion carried.**

Commissioner Steil stated that he feels this is a good proposal and appreciates that the Crossroads East will control the aesthetic of tenant signage and is in favor.

Commission Vrieze is in agreement with Commissioner Steil, and appreciates that there will be no signage on the north side of the building and is in favor.

Commissioner Williams feels this is a fair and good proposal.

Commissioner Rehkamp had no comment.

Commission Chair Risner stated that he would like to have the narrative include the requirement for number of tenant signs and end cap signage.

#### **New/Unfinished Business**

N/A

#### **Communications/Updates - City Council Updates**

- a) PUD Text Amendments – 2/7/2023 - passed
- b) City Council Workshop Joint Session 2/15/2023

#### **Upcoming Meetings**

- a) February 27, 2023
- b) March 13, 2023

Meeting adjourned at 7:39 PM.

Respectfully submitted,

Diane Wendt  
Permit Technician