



**City of Lake Elmo
Planning Commission Meeting
Minutes of June 10, 2013**

Chairman Williams called to order the meeting of the Lake Elmo Planning Commission at 7:01 p.m.

COMMISSIONERS PRESENT: Williams, Kreimer, Morreale, Larson, Dodson and Dorschner;

COMMISSIONERS ABSENT: Reeves and Haggard; and

STAFF PRESENT: City Planner Johnson

Approve Agenda:

The Planning Commission accepted the agenda as presented.

Approve Minutes: *May 29, 2013*

M/S/P: Williams/Dorschner to accept the minutes of May 29, 2013 as amended, **Vote: 3-0, Motion Carried** with Morreale, Kreimer and Dodson not voting.

Public Hearing: *Zoning Text Amendment – Administration and Enforcement*

Johnson made a presentation outlining the purpose of the zoning text amendment. He noted that the amendment is intended to revise the administration section of the Zoning Code in order to make it more straight-forward and less duplicative. It establishes the procedural elements of the Code. Changes since the last meeting include updating the interim use permit to be consistent with the rest of the Code. Interim Use Permits have a different set of criteria than Conditional Use Permits. The violation and enforcement section is updated, and the application requirements were updated as well. This code adds a zoning permit called a certificate of zoning compliance for applications that don't fall under the jurisdiction of the State Building Code. There is a new design review procedure that will be brought back in July, but it is included in this amendment to serve as a placeholder.

Planner Johnson explained what the difference is between a zoning map amendment, zoning text amendment and a variance. Johnson also explained that the ordinance is set out to provide base requirements for a large variety of applications. The informational handouts give the specifics for a wide variety of applications.

Dodson asked who is responsible to manage the escrow accounts as these escrows are essential to ensuring compliance. Johnson explained that the escrow accounts are managed by the finance director in conjunction with the building official.

Public Hearing was reconvened at 7:43pm.

No one from the public spoke. There was a letter submitted from Council Member Wally Nelson that was entered into the official written record.

Williams noted that he would prefer that a super majority exist for any rezoning that is not consistent with the Comprehensive Plan. Johnson noted that a super majority vote is required for all Comprehensive Plan Amendments per State Statute.

Public Hearing closed at 7:49pm.

M/S/P: Kreimer/Williams, move to recommend approval of the proposed Administration and Enforcement Ordinance as amended, **Vote: 6-0, Motion Carried Unanimously.**

Updates and Concerns

City Council approved the Minor Subdivision requested by Christ Lutheran Church at 3549 Lake Elmo Avenue at the meeting on 5/29/13.

City Council postponed consideration of the zoning text amendments related to the draft fence and sign ordinance at the meeting on 5/29/13 due to a lengthy agenda. They will pick up discussion of these items at the City Council Workshop on June 11, 2013.

The Planning Commission was given a Lake Elmo theory of success paper from the City Council and Administrator Zuleger for their consideration.

Staff notified the Planning Commission that the next meeting is scheduled for June 24, 2013.

Planning Commission Training will be available on Friday and Saturday. This Webinar will be available on DVD in August.

Williams suggested that all Planning Commissioners read an article in the Pioneer Press about upcoming development philosophy of Woodbury, MN.

Meeting adjourned at 8:14pm

Respectfully submitted,

Nick Johnson
Planner