

**City of Lake Elmo
Planning Commission Meeting
Minutes of March 23, 2009**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Anderson, Bidon, Hall, McGinnis, Pearson, Van Zandt, and Ziertman. Absent: Britz, Fliflet, Ptacek, and Van Erem. STAFF PRESENT: Planning Director Klatt, Senior Planner Gozola and Planner Matzek.

Agenda

Chairman Van Zandt added the item "New Commissioner Training Report."

New Commissioner Training Report

Commissioner Bidon said he thought the Government Training Services workshop was worthwhile and provided understanding for the ordinances and the job of the city staff.

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M/S/P, McGinnis/Ziertman. Vote: 6:0. Abstentions: Hall

Public Hearing

None.

Business Items - Sign Ordinance

Senior Planner Gozola reviewed the changes to the draft sign ordinance that were suggested by the commission at the March 9th meeting.

Commissioner Hall said the banner definition identifies that it shall not be a permanent sign.

Senior Planner Gozola said he would remove that part of the definition.

Commissioner Ziertman identified that for item two under the building identification portion, the building address is required on each principle building, but some homes are so far back from the roadway or are hidden by trees that it would not be practical.

Senior Planner Gozola suggested the text "in a visible location from the right-of-way."

Commissioner Hall recommended requiring it both on the house and at a location on the roadway.

Senior Planner Gozola stated that there are examples where multiple properties access a roadway on one driveway.

Planning Director Klatt said it would be difficult to go back to existing homes and enforce. This ordinance would be with new building permit applications.

Commissioner Hall moved to recommend revising the proposed ordinance to say that building addresses for all buildings should have an identifying number between three and twelve inches in height that is viewable from the road. Seconded by Commissioner Ziertman.

Senior Planner Gozola said that the language as it stands currently is only for residential and not businesses, but the proposed language would include businesses. He would ask that it be separated if that is the direction the commission would like to go in.

Chairman Van Zandt said the emergency services crews need to quickly find addresses and it should be clearly marked.

Planning Director Klatt identified language from the State Fire Code which requires new and existing buildings shall have approved address numbers, building numbers, or approved building identification placed at a position that is plainly visible from the street or road fronting the property. Buildings with multiple tenants shall place approved addresses at front or rear doors to identify each address.

M/S/P, Ziertman/Hall to get rid of the language in sub. 2 in the proposed ordinance as it is already covered by the State Building Code. Vote: 7:0.

Senior Planner Gozola reiterated that the only remaining language would be what was proposed in Sub 1. He is looking for formal action on ordinance.

M/S/P, McGinnis/Hall, move to recommend the sign ordinance as amended. Vote 7:0.

Wireless Telecommunication

Planning Director Klatt provided an update to the wireless telecommunication ordinance process. He identified the process: review of the current ordinance, alternatives discussion, questions for the planning commission, next steps and then asked for feedback.

Commissioner Hall asked if the railroad right-of-way is an option for locating towers.

Planning Director Klatt said it would probably not be available as an easement would identify it is for transportation and not utilities. He said it may be helpful to do an inventory of existing structures of a certain height for co-location options to help facilitate the process.

Chairman Van Zandt suggested commissioners begin to formulate their input and talk to their neighbors.

Commissioner Bidon suggested the city should build a tower and collect the rent.

Planning Director Klatt said the city is moving forward in soliciting Request For Qualifications from consultants to rewrite the ordinance.

General Updates

Planning Commission 2009 Work Plan

Planning Director Klatt said the City Council made a few changes to the work plan, attached is the final version.

Commissioner Hall asked how the Village Area Planning will be done.

Planning Director Klatt said staff will be bringing forward next steps for the village area.

Comprehensive Plan Update

Planning Director Klatt said he is working with the city engineer to bring forward the Surface Water Plan, Water Plan, and Transportation Plan chapters for a formal public hearing.

MnDOT Highway 5 Project

Planning Director Klatt said MnDOT conducted an open house on reconstruction plans for Highway 5. The plan is to add a lane from Manning Ave to 55th Street. Washington County is still waiting to hear if the State would get the funding through the stimulus package for the project. If Lake Elmo is interested in a trail along the road, it would be beyond the proposed project.

Urban Land Institute; Community Research Project

Planner Matzek said the city has agreed to participate in a project with ULI and Citizens League focusing on public participation processes. Lake Elmo is one of three communities in this larger study.

City Council Updates

Planning Director Klatt said the City Council did decide to move forward with Final AUAR. A ten day comment period will begin shortly and assuming no objections are received from a State Agency, the city will be able to then adopt the Final AUAR document.

Adjourned at 8:54 p.m.

Respectfully submitted,

Kelli Matzek
Planner