



City of Lake Elmo

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NOTICE OF MEETING

The City of Lake Elmo

Planning Commission will conduct a meeting on
Monday, December 10, 2007, at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. November 14, 2007
4. Introduction of Kyle Klatt, Planning Director
5. Public Hearings:
 - a. Draft Comprehensive Park Plan
 - b. Neighborhood Conservation District
6. Business Items:
 - a. Signage – Off-site advertisement
 - b. 2008 Planning Commission Calendar
7. Informational Items:
 - a. City Council Updates
 - i. November 27 – Council workshop
 1. Village Planning Process – attachment
 - ii. December 4 – City Council meeting
 1. Legal opinion on the number of new housing units required in the comprehensive plan – attachment
 2. Interims Use Ordinance – approved
 3. Horses as interim use in PF zoning – tabled
 4. Non-Agricultural Low Impact Uses as interim use in HD-A-BP district – approved
 5. Accessory Building ordinance – approved
 6. Site Plan Review for City Hall Annex – approved
 7. Planning Commission terms as result of new ordinance – approved
8. Adjourn

**City of Lake Elmo
Planning Commission Meeting
Minutes of December 10, 2007**

Chairman Ptacek called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Armstrong, Deziel, Fliflet, Helwig, Lyzenga, McGinnis, Pelletier, Ptacek, Schneider, and Van Zandt. STAFF PRESENT: Planner Matzek, Senior Planner Gozola, Planning Director Klatt. CONSULTANTS PRESENT: Rich Gray and Berry Farrington with TKDA

Agenda

Commissioner Fliflet asked if the commission could watch the City Council meeting tape of the discussion on the commission terms after the meeting adjourned.

M/S/P, Helwig/Van Zandt, to approve the agenda as presented. Vote: 9:0.

Minutes – November 14, 2007

M/S/P, Helwig/Lyzenga, to approve the minutes as presented. Vote: 8:0. Commissioner Helwig abstained.

Introduction of Kyle Klatt, Planning Director

Senior Planner Gozola introduced the new planning director, Kyle Klatt.

Public Hearing: Draft Comprehensive Park Plan

Mr. Gray with TKDA introduced the Draft Comprehensive Park Plan by briefly describing the process, the information that was analyzed, and the resulting report and recommendation on additional parks.

Berry Farrington with TKDA identified the policy statements set specifically for Sunfish Lake Park and the section of the plan discussing recreational policies.

Commissioner Deziel said the city-owned Triangle Park is not identified in the plan. He said there is some lakefront property under “East Oakdale Township” ownership along Hill Trail and on Olson Lake.

Commissioner Schneider asked if there is a timetable or implementation plan for adding parks to the park system.

Mr. Gray said that a timetable was not provided as parks could be added as opportunities arise.

Commissioner Lyzenga asked what the total proposed additional park acreage is in the area south of 10th Street. She expressed concern due to the sensitivity of the number of homes proposed for that area.

Mr. Gray stated that the proposed size of the proposed parks are five to ten acres, so the total could be thirty-five to seventy acres with the actual amount dependent upon development plans.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:31 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:31 P.M.

Commissioner Lyzenga suggested that developers in the area south of 10th street should drive the recreational activity. She suggested using caution for the number of proposed city parks in that area.

Chairman Ptacek said that areas utilized for non-housing uses in the area south of 10th Street will mean more densely compacted housing elsewhere.

Commissioner Armstrong identified the alternative option B area for the community sports complex would be in a future sewered area. He asked if the alternative option A is a part of the 3M property that was previously offered to the city.

Commissioner Fliflet suggested the plan include guidance on how to address individual projects and plans as they are submitted. She said a process should be established for looking at park improvements.

Chairman Ptacek said after speaking with City Administrator Hoyt, it is his understanding that a master planning process will occur for the area south of 10th street similar to that of the village area.

Commissioner Deziel said he believes the city chose not to continue with the park proposal from 3M previously and if this park plan is adopted, the city should return to discussions with the company for utilizing the property.

M/S/P, Pelletier/Van Zandt, move to recommend approval of the Draft Comprehensive Park Plan. Vote: 9:0.

Public Hearing: Neighborhood Conservation District

Senior Planner Gozola said staff has evaluated the types of variances applied for over the past five years in order to address those variance types being requested and reduce the number of future variances. He is recommending adjacency averaging not continue to be pursued as state statute has changed which would eliminate some of the previously requested variances and the existing city code provides flexibility in many cases. He recommended a minor change to the front yard setback code instead.

Commissioner Deziel said that it is not possible to include in the analysis those residents who did not apply for a variance due to the fee and the uncertainty of a positive result.

Senior Planner Gozola said he has received two different legal opinions on lots not meeting the minimum lot size that already had homes on them.

Commissioner Armstrong said the proposed text from the previous year prohibited the ability to subdivide a lot given a new, smaller minimum lot size. He would like to further discuss adjacency averaging for the minimum lot size and side yard setbacks.

Commissioner Helwig said he would prefer side yard setbacks to remain as they are due to the potential for fire hazards.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 8:22 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 8:22 P.M.

Commissioner Deziel said there are a great deal of non-conformities in the lakeshore and neighborhood conservation districts.

Commissioner Armstrong suggested changing the proposed text to “the same side of the street between intersections” as the text “in the same block” may be difficult to define in the city.

M/S/P, Helwig/Fliflet, motion to table the item to the next meeting. Vote: 9:0.

A break was taken from 8:32 p.m. until 8:38 p.m.

Signage – Off-site advertisement

Senior Planner Gozola said current city code prohibits off-site signage except as allowed by code, which would be a temporary sign allowed for 15 days. He said that staff was directed to study temporary holiday, temporary agricultural, and realtor directional signage. He requested direction and information before performing an analysis or crafting any draft language.

Commissioner Fliflet suggested addressing temporary on and off-site signage.

Commissioner Van Zandt said the city should support businesses because they do not have the advantage of high density neighborhoods to support them.

Commissioner Deziel said fifteen days may not be long enough for the temporary holiday or agricultural signs. He suggested thirty days and a size requirement of six square feet.

Commissioner Armstrong suggested including restrictions on the size, number, distance from actual site, and the number of days allowed to be displayed.

Commissioner Schneider suggested covering lighting of signs.

Joan Ziertman, 5761 Keats Ave

Ms. Ziertman said the current code does not allow for on or off-site signage for agriculture, except for the 15 day temporary signage. She said that in the definition for seasonal signs, it is allowed for 30 days out of the year. She suggested encouraging agricultural uses in the city which would need on and off-site signage to be sustainable.

Commissioner Helwig brought up that events such as Huff-n-Puff Days and the Fire Department events may need temporary signage.

2008 Planning Commission Calendar

M/S/P, Helwig/Deziel, move to approve the 2008 Planning Commission Calendar. Vote: 9:0.

City Council Updates

Senior Planner Gozola explained that the handout on the village planning process was a roadmap of where the city has been and where it is going with development in the future.

Planner Matzek identified that the legal opinion attached to the packet is an informational item. She went through the items discussed at the December 4th City Council meeting.

Senior Planner Gozola said that the recent ordinance change for the commissioner terms changed the terms to all end on December 31st. He said that until 2002, a two term maximum was in the city code, which was brought back into the code in 2005. After two terms, a commissioner interested in reapplying would need to sit out from the commission for an unspecified amount of time before coming back.

Commissioner McGinnis asked if alternatives needed to reapply.

Senior Planner Gozola said he anticipates she would be asked to reapply.

Commissioner Fliflet said she disagrees with the code regarding the two term maximum as it is valuable to have a mixture of long-standing and new members. She requested feedback on why it was decided this was a good idea.

Adjourned at 9:30 p.m.

Respectfully submitted,



Kelli Matzek
Planner