



## City of Lake Elmo

3800 Laverne Avenue North  
Lake Elmo, Minnesota 55042

(651) 777-5510 Fax: (651) 777-9615  
[www.lakeelmo.org](http://www.lakeelmo.org)

### NOTICE OF MEETING

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday, January 24, 2011, at 7:00 p.m.**

#### AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
  - a. None.
4. Public Hearing
  - a. ZONING MAP AMENDMENT: Rezoning for two properties off of 27<sup>th</sup> and 28<sup>th</sup> Street North from Rural Residential to R-1.
5. Business Item
  - a. Proposed I-94 and Village Area Draft Timeline
  - b. Exterior Storage Work Group
6. Updates (Verbal)
  - a. City Council Updates
  - b. Staff Updates
    - i. Zoning District Update – Progress Report
    - ii. Community Garden Workshop
  - c. Commission Concerns
7. Adjourn

ITEM: Hold a public hearing to consider a zoning map amendment application to allow two properties located at 27<sup>th</sup> and 28<sup>th</sup> Street North to be rezoned from RR – Rural Residential to R-1 – PID 21-029-21-14-0003 and 21-029-21-14-0002.

SUBMITTED BY: Kelli Matzek, City Planner

REVIEWED BY: Kyle Klatt, Planning Director

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**SUMMARY AND ACTION REQUESTED**

The Planning Commission is being asked to conduct a public hearing and consider a zoning map amendment request from the Lake Elmo Bank to rezone two properties currently zoned RR- Rural Residential to R-1 One Family Residential which reduces the minimum lot size requirement from 10 acres to 1.5 acres.

The Valley Branch Watershed District has expressed interest in having the culvert under the existing driveway removed due to resulting flooding on properties north of the culvert. In addition, the existing driveway floods in a 10 year rain event which causes concern for access in the event emergency personnel need to access the site. Instead, staff is suggesting future access for the two sites, if considered buildable, be constructed off of 27<sup>th</sup> Street North. Due to minor constraints such as existing city infrastructure and neighboring driveway locations, a shared driveway off of 27<sup>th</sup> Street North may be something the city would wish to explore as a condition of approval.

In reviewing the unique site, city staff has also approached Lake Elmo Bank with the idea of trading land area. The city owns an unimproved, unused piece of property adjacent to the applicant's property. Staff is suggesting the commission review the idea of trading land area so the city may take over a portion of Raleigh Creek as it may serve as a potential future (partial) trail connection between the Lake Elmo Regional Park Reserve and Tablyn Park.

**ADDITIONAL INFORMATION:**

- There are significant surface water easements as well as floodplains and a setback to Raleigh Creek, primarily on the northern property.
- The two properties are currently vacant. The southern property previously had a dilapidated home that was torn down by Lake Elmo Bank in 2010.

**RECOMMENDATION:**

Staff is recommending approval of the zoning map amendment to allow the rezoning as it is in conformance with the Comprehensive Plan with the following conditions.

**ORDER OF BUSINESS:**

- Introduction ..... Kelli Matzek, City Planner
- Report by staff ..... Kelli Matzek, City Planner

- Questions from the Commission ..... Chair & Commission Members
- Applicant Comments .....Chair facilitates
- Questions of the Applicant ..... Chair & Commission Members
- Open the Public Hearing .....Chair
- Close the Public Hearing.....Chair
- Call for a motion ..... Chair Facilitates
- Discussion of Commission on the motion ..... Chair Facilitates
- Action by the Planning Commission..... Chair & Commission Members

ATTACHMENTS (3):

1. Staff Report
2. Area Map
3. Proposed Site Plan

City of Lake Elmo Planning Department  
**Zoning Map Amendment Review**

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*To:* **Planning Commission**

*From:* Kelli Matzek, City Planner

*Meeting Date:* 1/24/11

*Applicant:* **Dan Raleigh, Lake Elmo Bank**

*Owner:* Lake Elmo Bank

*Location:* **2 Properties – 21-029-21-14-0003; 21-029-21-14-0002 (2742 Ivy Ave)**

*Zoning:* RR – Rural Residential

***Introductory Information***

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***Request*** Mr. Raleigh, on behalf of the current owner, Lake Elmo Bank, is requesting two properties located at the end of 27<sup>th</sup> Street North and 28<sup>th</sup> Street North, be rezoned from Rural Residential which has a 10 acre minimum lot size, to R-1 which has a one and a half acre minimum lot size. The proposed rezoning would result in two potentially buildable lots where one was previously used for single family residential purposes and the other as a vacant property through which the driveway was built.

A minor lot line adjustment is also proposed which would shift a small amount of land from one parcel to the other. The proposed property line shift would not impact the ability to build on the property; the ability to build on the lot will be contingent on the ability to construct a functioning septic system on the site. A lot line adjustment can be processed administratively, but is being mentioned at this time due to the rezoning request.

<b><i>Site Data:</i></b>	<b><i>Property Identification No.</i></b>	<b><i>Existing Area</i></b>	<b><i>Use</i></b>
	21-029-21-14-0003	1.92 Acres	Vacant/Floodplain
	21-029-21-14-0002	2.45 Acres	Former Homesite/Vacant

***Right-of-way Vacation Review***

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***Background Information:*** The southern, larger property was previously used for residential purposes. After the bank became owners of the property, the dilapidated single family home was torn down and the lot now remains vacant. The driveway was left intact and utilities are still available to this site.

The northern property, owned by the same homeowner prior to the bank's ownership,

is currently vacant except for the driveway that serviced the southern property's previous home. This driveway meanders through the southern portion of the north property and over to 28<sup>th</sup> Street North. Raleigh Creek runs through the western side of this property and therefore is subject to not only a setback to the creek, but must adhere to the floodplain regulations where applicable. The northern property also has a significant surface water drainage easement that staff is currently researching to assess any impact on that property and it's ability to be used for residential purposes.

A culvert exists under the driveway that previously served the house on the southern property. This culvert was enlarged a number of years ago as flooding occurred on the north side of the culvert due to ice damming. Because of the location of Raleigh Creek, the flat topography and the culvert, ice continues to form behind the culvert and causes flooding on the northern property as well as on other properties upstream.

The properties have significant, but manageable slopes on the west side, near the 27<sup>th</sup> Street North cul-de-sac. Review by the City Engineer confirms that driveways could be added off the cul-de-sac and have less than a ten percent grade.

The property is just north of the Lake Elmo Regional Park Reserve, a significant park owned and managed by Washington County.

Both properties are located within School District 622.

### ***Review Comments:***

***Planning*** *Comprehensive Plan, Existing Neighborhood*

***Issues:***

The two properties are currently zoned RR – Rural Residential, but are guided for NC – Neighborhood Conservation in the Comprehensive Plan. This land use coincides with the R-1 zoning district, which is being requested by the applicant. Therefore, the rezoning of the properties from RR to R-1 would be in conformance with the Comprehensive Plan.

The R-1 zoning is also consistent with the properties directly to the west and in the neighborhood to the east of the two properties. The two adjacent neighborhoods are on generally smaller lots and are developed with single family residential homes.

*Site Access*

As more thoroughly described on page four of this report, the Valley Branch Watershed District (VBWD) and city staff are interested in having the access for the two properties be removed from 28<sup>th</sup> Street North and instead be located off of 27<sup>th</sup> Street North (the end of a cul-de-sac).

In addition, the removal of the culvert would reduce the flooding north of the culvert onto private properties. Because the existing driveway floods in a 10-year rain event, city staff is interested in seeing this driveway removed and replaced on higher ground

– 27<sup>th</sup> Street. In the event the existing driveway is flooded, it is a concern that public safety vehicles may not be able to access the home(s) in cases of emergency. In addition, the relocation of the driveways to 27<sup>th</sup> Street North would be beneficial to school district 622 for bussing purposes, should that service be used in the future.

Existing city improvements such as a fire hydrant and the current configuration of a neighbor's driveway are existing conditions that need to be considered if and when two driveways would be added to serve the two properties. Although a shared driveway is something the city does not encourage due to potential future conflicts, it may be something the city would like to further explore with the applicant. This may mean requiring an easement and maintenance agreement or an extension of the city's road right-of-way.

Although not an option preferred by city staff or the VBWD, if the existing driveway were to be left as-is, an access easement would be needed as it must cross through the northern property to reach 28<sup>th</sup> Street North. This is a situation not preferred by city staff as similar situations have been found to foster maintenance issues, even with a maintenance agreement on file.

#### *Land Exchange*

City staff is suggesting consideration of a land exchange between the city, the VBWD and the property owner. The northern property has a portion of land that is located within FEMA identified floodplains and is therefore unbuildable. In addition, Raleigh Creek flows through the eastern side of this property. Staff is suggesting the city request that area of the property be turned over to the city so as to leave an option for a possible future trail connection between Tablyn Park and the Lake Elmo Regional Park Reserve.

The city currently owns a 0.35 acre parcel directly adjacent to the northern property. Staff has speculated that property may have been acquired at some point with the intention of someday connecting 27<sup>th</sup> and 28<sup>th</sup> Streets, to add a cul-de-sac onto 28<sup>th</sup> Street or for a turnaround to be constructed at the end of 28<sup>th</sup> Street. In speaking with the City Engineer, he does not believe any of those scenarios would occur. Therefore, a portion of that land may be of interest to the current or future landowner. The two land areas identified are roughly similar in size.

Staff would suggest maintaining a portion of the property adjacent to 28<sup>th</sup> Street North for snow storage purposes.

The VBWD may also be interested in exchanging, selling, or giving land currently owned by them for additional land or easements to other more sensitive areas.

#### **Engineer Comments:**

The City Engineer's comments are included in full as an attachment to this report. A summary of his comments are below:

- Engineering would be in support of moving the access to the properties off of 27<sup>th</sup> Street North.
- Water service to the second lot would need to be addressed.

- Proposed and secondary septic systems must meet all setback requirements.
- Areas of adjoining discrepancy with the adjoining plats should be addressed.
- City owned properties should be reviewed for their public purpose and should be modified as necessary with this proposal.

**DNR/VBWD** No comments were received from the DNR.

**Comments:**

The Valley Branch Watershed District (VBWD) owns two properties adjacent to this property – a thin property that wraps around the south and east side of the southern property and one that lies between the two properties. The VBWD also owns and manages the culvert allowing Raleigh Creek to flow underneath the existing driveway that connects to 28<sup>th</sup> Street North. As mentioned previously, flooding occurs north of the culvert onto private property as the physical characteristics of the land and creek in combination with the culvert, allow ice to back up the water flow in the winter and spring.

The VBWD is interested in removing the culvert to reduce the flooding that occurs. Although some flooding will still occur and federally identified floodplains exist, the removal of the culvert would likely reduce the impact on both the existing neighbor's property as well as the applicant's northern property. In order to remove the culvert, the existing driveway would need to be removed and alternative access for the two properties would need to be addressed.

The relocation to 27<sup>th</sup> Street would allow the removal of the culvert and would thereby reduce flooding on adjacent properties. Staff believes the removal of the culvert would serve a public service by reducing flooding upstream.

**Conclusion:** Staff is recommending that the Planning Commission recommend approval of the rezoning request with conditions.

In addition, staff is looking for a separate recommendation from the commission on proceeding with requiring relocation of the access point for both properties to 27<sup>th</sup> Street North.

The last item staff is looking for a recommendation on is the opportunity to exchange property with the landowner.

**Conclusion:**

The applicant is seeking approval of a rezoning request for two properties located at the end of 27<sup>th</sup> Street North and 28<sup>th</sup> Street North from RR to R-1.

**Commission  
Options:**

The Planning Commission may consider the following options or taking action on this request:

- A) Approve the rezoning based on the findings drafted by Staff or other additional information that is presented at the public hearing;
- B) Deny the request based on findings (...cite findings...)

The Planning Commission may recommend the City Council direct staff to work with the applicants to determine future driveway location options off of 27<sup>th</sup> Street North (suggested as a condition of approval below).

The Planning Commission may recommend the City Council direct staff to work with the applicants to identify suitable land areas for exchange of ownership (suggested as a condition of approval below).

**Staff Rec:**

**Staff recommends approval** of the rezoning request based on the following:

- 1) The proposed zoning is in conformance with the guidance of the Comprehensive Plan.
- 2) The neighborhoods adjacent to and nearby the two properties are already zoned R-1. The rezoning of the properties to R-1 to allow single family residential homes would be in conformance with the existing neighborhood.

Provided the following conditions are met

- 1) The applicants must provide documentation to the satisfaction of the City Attorney that all property line discrepancies are resolved.
- 2) Any future building permit is subject to a full review at the time of submission. Staff can not determine at this time that the properties are able to be built on without additional city approvals such as a variance.
- 3) The existing driveway must be removed from the northern property. All future access for both properties shall be from 27<sup>th</sup> Street North.
- 4) The applicants shall provide a driveway access easement for a proposed shared driveway.
- 5) The applicants shall work with the City on a potential land trade.

**Approval  
Motion  
Template:**

To approve the request, the Planning Commission is asked to use the following motion as a guide:

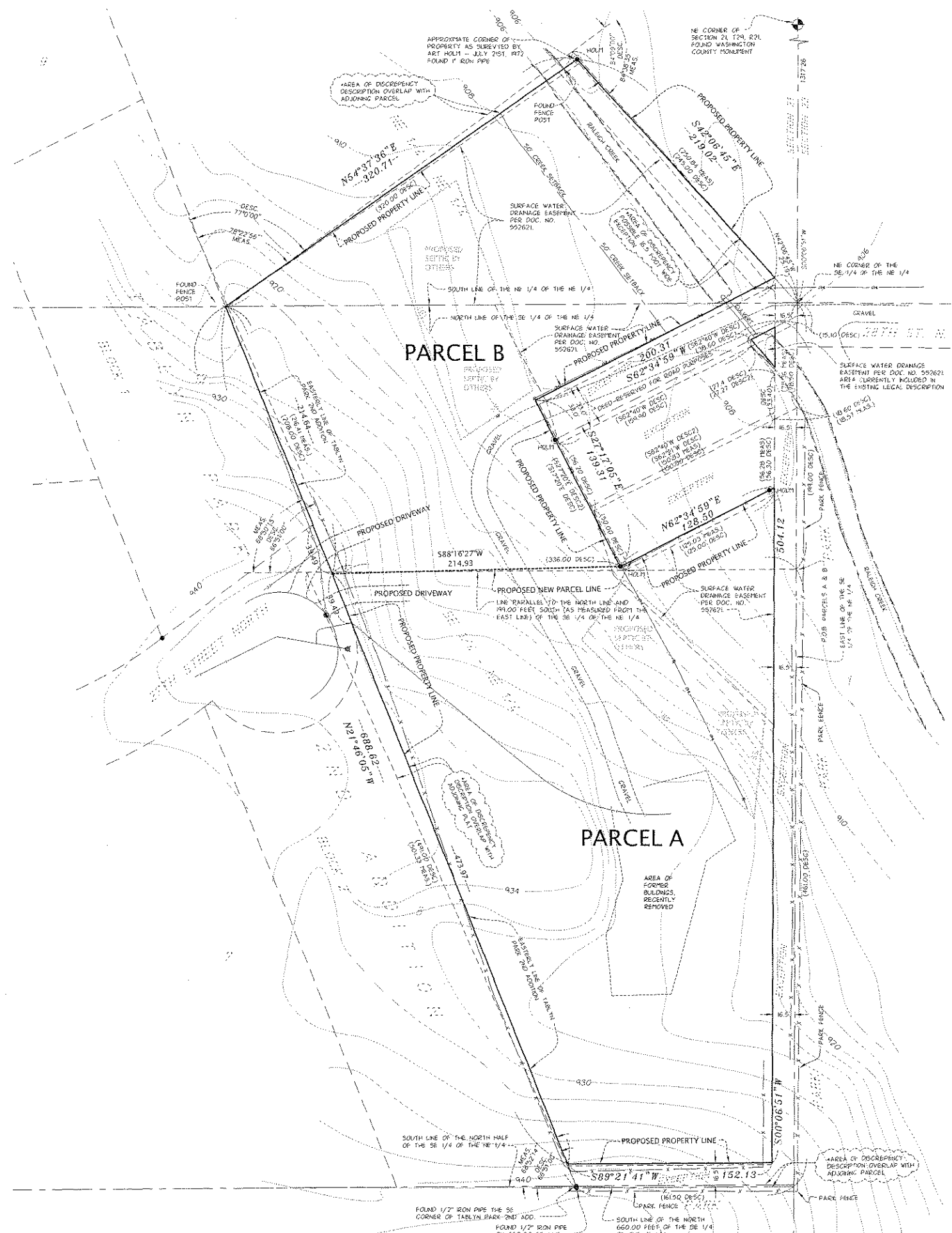
**I move to recommend approval of the rezoning request from the Lake Elmo Bank to rezone two properties off of 27<sup>th</sup> Street North from Rural Residential to R-1 with the conditions outlined in the staff report....(use staff's findings provided above or cite your own)**

cc: Dan Raleigh, Lake Elmo Bank  
Bob Clark, Lynsky & Clark



# Zoning Map Amendment





**EXISTING LEGAL DESCRIPTION**

(Legal description per Stewart Title Guaranty Company Commitment No. 324851, dated May 1, 2009.)

**PARCEL A**  
 All that part of the Southeast Quarter of Northeast Quarter of Section 21, Township 29, Range 21, described as follows: Beginning at a point on the East line thereof which is 199 feet South of the Northeast corner thereof, and running thence South along said East line 461 feet to an iron monument; thence West along a line which is parallel to the North line of said Southeast Quarter of Northeast Quarter 161.5 feet to an iron monument; thence Northwest by deflection angle of 66 degrees 51 minutes to the right 491 feet, more or less, to a point where this line intersects a line drawn parallel to and 199 feet South of said North line of said tract; thence East in a straight line to the point of beginning. Excepting therefrom a 16 1/2 foot strip which is reserved along the South and East Lines.

**PARCEL B**  
 All that part of the Northeast Quarter of Section 21, Township 29, Range 21, described as follows, to-wit: Beginning at the Northeast corner of the Southeast Quarter of Northeast Quarter of said section, and running thence South along the East line thereof 199 feet; thence West on a line parallel to the North line thereof 336 feet; thence by a deflection angle of 66 degrees to the right 208 feet to an iron monument set on the North line of said Southeast Quarter; thence by a deflection angle of 77 degrees to the right 320 feet to an iron monument; thence by a deflection angle of 84 degrees 9 minutes to the right 245 feet to the point of beginning.

Excepting therefrom a 16 1/2 foot strip which is reserved along the East line.

Except the following described property thereof: All that part of the Southeast Quarter of Northeast Quarter of Section 21, Township 29 North, Range 21 West, Washington County, Minnesota, described as follows, to-wit: Commencing at the Northeast corner of the Southeast Quarter of Northeast Quarter of Section 21, Township 29, Range 21 West; thence South along the section line a distance of 15.1 feet; thence South 62 degrees 40 minutes West a distance of 38.6 feet to the point of beginning of this description; thence South 62 degrees 40 minutes West a distance of 159.9 feet; thence South 17 degrees 26 minutes East a distance of 56.2 feet; thence North 62 degrees 21 minutes East a distance of 150.8 feet; thence North and parallel to said Section line by 16.5 feet a distance of 33.4 feet; thence North 40 degrees 32 minutes West a distance of 27.4 feet to the point of beginning.

Also a strip of land 33 feet in width along the North line of the land hereby conveyed, and extended East to a point 16.5 feet West of the North and South Section line between Sections 21 and 22, Township 29 North, Range 21 West, which is hereby conveyed and reserved for road purposes.

Also excepting all that part of the Southeast Quarter of Northeast Quarter of Section 21, Township 29, Range 21, described as follows, to-do: Commencing at the Northeast corner of the Southeast Quarter of Northeast Quarter of Section 21, Township 29, Range 21, running thence South along the Section line a distance of 78.5 feet; thence South 62 degrees 40 minutes West a distance of 18.6 feet to the point of beginning of this description; thence running South 62 degrees 40 minutes West a distance of 150.8 feet; thence South 17 degrees 20 minutes East a distance of 50 feet; thence North 62 degrees 40 minutes East a distance of 125 feet; thence North and parallel to said Section line by 16.5 feet a distance of 56.3 feet to the point of beginning, according to the United States Government Survey thereof, Washington County, Minnesota.

**PROPOSED LEGAL DESCRIPTIONS**

(THE FOLLOWING PROPOSED LEGAL DESCRIPTIONS ARE BASED ON A PROPOSED LEGAL DESCRIPTION TO REGISTER TITLE FOR THE EXISTING PARCEL A AND PARCEL B. THESE LEGAL DESCRIPTIONS ARE NOT OF RECORD.)

**PROPOSED PARCEL A**  
 All that part of the Northeast Quarter of Section 21, Township 29, Range 21, Washington County, Minnesota described as COMMENCING at the northeast corner of said Northeast Quarter; thence on an assumed bearing of South 00 degrees 06 minutes 51 seconds West along the east line of said Northeast Quarter a distance of 1,317.26 feet to the northeast corner of the Southeast Quarter of the Northeast Quarter; thence North 42 degrees 06 minutes 45 seconds West a distance of 25.19 feet; thence South 62 degrees 34 minutes 59 seconds West a distance of 200.31 feet; thence South 27 degrees 17 minutes 05 seconds East a distance of 139.31 feet to the POINT OF BEGINNING; thence North 62 degrees 34 minutes 59 seconds East a distance of 128.50 feet to the west line of the east 16.50 feet of said Southeast Quarter of the Northeast Quarter; thence South 00 degrees 06 minutes 51 seconds West along said west line of the east 16.50 feet a distance of 504.12 feet to the north line of the south 16.50 feet of the North Half of the Southeast Quarter of the Northeast Quarter; thence South 89 degrees 21 minutes 41 seconds West along said north line of the south 16.50 feet a distance of 152.13 feet to the easterly line of TABLYN PARK 2ND ADDITION; thence North 21 degrees 46 minutes 05 seconds West along said easterly line of TABLYN PARK 2ND ADDITION a distance of 473.97 feet to the intersection with a line that bears South 88 degrees 16 minutes 27 seconds West from the point of beginning; thence North 88 degrees 16 minutes 27 seconds East a distance of 214.93 feet more or less to the POINT OF BEGINNING.

**PROPOSED PARCEL B**  
 All that part of the Northeast Quarter of Section 21, Township 29, Range 21, Washington County, Minnesota described as COMMENCING at the northeast corner of said Northeast Quarter; thence on an assumed bearing of South 00 degrees 06 minutes 51 seconds West along the east line of said Northeast Quarter a distance of 1,317.26 feet to the northeast corner of the Southeast Quarter of the Northeast Quarter; thence North 42 degrees 06 minutes 45 seconds West a distance of 25.19 feet to the POINT OF BEGINNING; thence South 62 degrees 34 minutes 59 seconds West a distance of 200.31 feet; thence South 27 degrees 17 minutes 05 seconds East a distance of 139.31 feet; thence South 88 degrees 16 minutes 27 seconds West a distance of 214.93 feet to the easterly line of TABLYN PARK 2ND ADDITION; thence North 21 degrees 46 minutes 05 seconds West along said easterly line of TABLYN PARK 2ND ADDITION a distance of 214.64 feet to the intersection with the north line of the Southeast Quarter of the Northeast Quarter; thence North 54 degrees 37 minutes 36 seconds East a distance of 320.71 feet to the intersection with a line that bears North 42 degrees 06 minutes 45 seconds West from the point of BEGINNING; thence South 42 degrees 06 minutes 45 seconds East a distance of 219.02 feet to the POINT OF BEGINNING.

**AREAS:**

PROPOSED AREA OF OLD PARCELS A & B = 195,898 Sq. Ft. or 4.50 Acres more or less  
 PROPOSED NEW PARCEL A = 110,510 Sq. Ft. or 2.54 Acres more or less  
 PROPOSED NEW PARCEL B = 85,388 Sq. Ft. or 1.96 Acres more or less

**SURVEY NOTES:**

1. BEARINGS ARE BASED ON WASHINGTON COUNTY COORDINATES NAD 1983.
2. THERE MAY BE SOME UNDERGROUND UTILITIES, GAS, ELECTRIC, ETC., NOT SHOWN OR LOCATED.
3. FOUND MONUMENTS DENOTED BY "HOLM" ARE APPROXIMATELY SHOWN PER SURVEY BY ART HOLM DATED JULY 21ST, 1972. HOLM NOTED ON HIS SURVEY THAT EXISTING LEGAL DESCRIPTION EXIST AT THE TIME OF HIS SURVEY.
4. 100 YEAR FLOOD ELEVATION PROVIDED BY THE CITY OF LAKE ELMO ZONING ADMINISTRATOR.

**SYMBOLS:**

MANHOLE	○	CATCH BASIN	○
CULVERT	—	HYDRANT	○
GAS METER	○	SIGN	○
FENCE	—	WATER VALVE	○
CONCRETE	○	UTILITY POLE	○
DENOTES FOUND	○	LIGHT POLE	○
IRON MONUMENT	○	TELE/ELEC BOX	○
DENOTES SET 1/2" IRON	○	GAS VALVE	○
PIPE MARKED RLS 2571.8	○	OVERHEAD WIRES	—
TO BE SET	○	WELL	○

**UTILITY NOTE:**

NO UNDERGROUND UTILITIES WERE LOCATED AS PART OF THIS SURVEY



**OWNER:**  
 LAKE ELMO BANK  
 C/O DAN RALEIGH  
 Lake Elmo Office  
 11465 39th Street North  
 Post Office Box 857  
 Lake Elmo MN 55042  
 651.777.9365  
 Fax 651.773.4739

**CITY - COUNTY:**  
 LAKE ELMO  
 WASHINGTON, COUNTY

**SEAL:**  
 THE STATE OF MINNESOTA DOES NOT REQUIRE A SEAL.

**REVISIONS:**

DATE	REVISION
3-1-10	PRELIMINARY
4-26-10	REVISED COUNTY COMMENTS
1-5-11	PROPOSED DRIVEWAYS

**CERTIFICATION:**  
 I hereby certify that this plan was prepared by me, or under my direct supervision, and that I am a duly licensed Land Surveyor under the laws of the state of MINNESOTA.  
 Daniel L. Thurmes Registration No: 25718  
 Date: 3-1-10

**PROJECT LOCATION:**  
 2742  
 IVY AVE. N.

PID#2102921140003  
 PID#2102921140002

CALL BEFORE YOU DIG!  
 Gopher State One Call  
 TWIN CITY AREA: 651-454-0002  
 TOLL FREE: 1-800-252-1166

Suite #B100  
 200 East Chestnut Street  
 Stillwater, MN 55082  
 Phone 651.275.8989  
 Fax 651.275.8976  
 dan@cssurvey.net

**CORNERSTONE**  
 LAND SURVEYING, INC

FILE NAME: SURVLC35  
 PROJECT NO.: LC10035

**CERTIFICATE OF SURVEY**

ITEM: Review Draft Timeline for Village Area and I-94 Area Comprehensive Plan Updates

SUBMITTED BY: Kyle Klatt, Director of Planning

REVIEWED BY: Kelli Matzek, City Planner

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**SUMMARY AND ACTION REQUESTED:**

The Planning Commission is being asked to review and provide feedback on proposed timelines associated with future updates to the Comprehensive Plan for the Village and I-94 Corridor Planning Areas (the portions of Lake Elmo that are planned for future sewered development). Staff envisions that the City's development of updates to the Comprehensive Plan for each of the proposed sewered development areas will occur as a separate planning process, but with some similarities in order to help staff better manage these complex projects.

Included for review by the Planning Commission are three separate documents as follows:

- A general project outline/timeline for the I-94 Corridor
- A general project outline/timeline for the Village Area
- A graphical representation of the proposed timeline, with both project areas shown on the same page.

At this time, Staff is seeking general feedback from the Commission regarding the proposed project schedules. The schedule will then be submitted to the City Council for further review, and will be one of the primary discussion points that Staff will review with the Council at its annual retreat in February of this year.

Please note that the latter portions of the Village planning timeline will need to be expanded upon at some point in the future. Staff would like to have this timeline completed prior to organizing the stakeholder and work groups.

**RECOMMENDATION:**

Staff recommends that the Planning Commission review the proposed timelines and discuss any comments or suggested revisions at its meeting.

**ORDER OF BUSINESS:**

- Introduction ..... Kyle Klatt, Director of Planning
- Report by staff..... Kyle Klatt, Director of Planning/Kelli Matzek, City Planner
- Questions/Comments from the Planning Commission ..... Planning Commission

**ATTACHMENTS:**

- I-94 Area Draft Timeline/Process
- Village Area Draft Timeline/Review Process
- Graphical Timeline

## A Draft Timeline/Process

I-94

### JANUARY

- Identify *Stakeholders Group*
- Identify *Technical Committee*
- Identify *Work Group* (subset of Stakeholders Group; 7-10 people)

### FEBRUARY

- First meeting of *Stakeholders Group*
  - Meeting One – Existing Conditions**  
*Purpose:* What is there now? What does the Comp Plan currently say? What are the Met Council requirements? What is happening in adjacent communities? What are the land uses adjacent to the areas in developing Lake Elmo?
- Report back to Planning Commission, City Council

### MARCH

- Hold Open House
  - o Invite stakeholder group, commissioners (Planning, Parks, Environmental, etc.), general public
  - o Seek input on Vision – If we can't all agree (at least in part) where we are headed, getting there will never "end."
- First meeting of *Work Group*
  - Meeting One – What is the Vision?**  
*Purpose:* Receive information received from open house. What is the end goal for the Area South of 10<sup>th</sup> Street? A bustling commercial node? Stable, safe neighborhoods? A regional draw such as \_\_\_\_\_? How does the city want to be seen from I-94? What is the community identity?

### APRIL

- Report back to Planning Commission, City Council
  - o Get consensus on Vision for Area South of 10<sup>th</sup> Street
- First meeting of *Technical Committee*
  - Purpose:* What services need to be discussed? What do current plans call for? What other plans are out there (school district, Washington County, etc.)? Gather information.
    - Schools
    - Streets
    - Sewer
    - Storm Sewer/Surface Water
    - Water
    - Fire

- Police
- Parks
- Trails

- Second meeting of *Stakeholders Group*

**Meeting Two – Report on Work To Date**

*Purpose:* Report on established Vision for South of 10<sup>th</sup> Street Area. Report on work done by Technical Committee, City Staff. Identify upcoming meetings, work, and options for more public input.

**MAY**

- Second meeting of *Work Group*

**Meeting Two – Figuring out the Details – Commercial Focus**

*Purpose:* Revisiting the existing land use map:

- Does residential housing along I-94 coincide with the agreed upon vision? Does it make sense? If the land continues to be designated for residential along I-94, what does the city want to do with existing businesses?
- Does a corporate campus at the corner of Manning Avenue and I-94 make sense? Is there a market?

- Third meeting of *Work Group*

**Meeting Three – Figuring out the Details – Residential Focus**

*Purpose:* Revisiting the existing land use map:

- Does residential housing along I-94 coincide with the agreed upon vision? Does it make sense? If the land continues to be designated for residential along I-94, what does the city want to do with existing businesses?
- Do the property owners at the corner of Lake Elmo Avenue and 10<sup>th</sup> Street continue to want part of their properties guided for sewer? Is it feasible? Where are their existing homes and septic systems?
- Buffering existing neighborhoods (III-3 of Comp Plan identifies requirements)
- Property guided for PF, but currently zoned R-3. Should that be changed?

- Report back to Planning Commission, City Council
  - o Review work done by Work Group, Technical Committee/City Staff

**JUNE**

- Third meeting of *Stakeholders Group*

**Meeting Three – Report on Work To Date**

*Purpose:* Report on work done by Work Group - where land use types should be located (generically residential and commercial).

- Second meeting of *Technical Committee*
  - Purpose:* Given the established vision and ideas of what land use types should be where, do services need to be reevaluated? Are there any red flags? Additional services needed? Where appropriate?
    - Schools
    - Streets
    - Sewer
    - Storm Sewer/Surface Water
    - Water
    - Fire
    - Police
    - Parks
    - Trails

## JULY

- Fourth meeting of *Work Group*
  - Meeting Four – How to Implement – Creating a Future Land Use Map**
    - Purpose:* Given the established vision, the additional services needed (school, fire, police, etc.) and the ideas for appropriate residential and commercial locations – create a Future Land Use Map.

## AUGUST

- Fifth meeting of *Work Group*
  - Meeting Five – A More Detailed Future Land Use Map**
    - Purpose:* Revisit the Draft Future Land Use Map and give more detailed review to what type of uses would be appropriate in which commercial areas. What level of density would be more appropriate for residentially guided properties.

## SEPTEMBER

- Hold Open House
  - Invite stakeholder group, commissioners (Planning, Parks, Environmental, etc.), general public
  - Seek input on Detailed Future Land Use Map
- Report back to Planning Commission, City Council
  - Review work done by Work Group, Stakeholders Group, Technical Committee/City Staff, Information from Open House

## OCTOBER

- Sixth meeting of *Work Group*

**Meeting Six – How Do We Get to the Vision? View Draft Ordinance Language and Design Standards**

*Purpose:* Revisit the Draft Future Land Use Map and give more detailed review to what type of uses would be appropriate in which commercial areas. What level of density would be more appropriate for residentially guided properties.

- Park Commission Meeting
  - o Review draft Future Land Use Map and More Detailed Plans
  
- Planning Commission Meeting
  - o Review draft Future Land Use Map and More Detailed Plans
  - o Hold public hearing to amend the Comprehensive Plan

**NOVEMBER**

- City Council Workshop
  - o Review draft Future Land Use Map and More Detailed Plans
- City Council Meeting
  - o Approve Comprehensive Plan Amendment

Staff sends Comprehensive Plan Amendment to Metropolitan Council for approval.

**DECEMBER**

**Village Area Comprehensive Plan Update**  
**Draft Timeline/Review Process**  
**Prepared By: Lake Elmo Planning Department**  
**1/24/11**

2011	Task/Meeting Summary
January	Establish Stakeholder Group <ul style="list-style-type: none"> <li>• All potential stakeholders</li> </ul> Create Village Comprehensive Plan Update Work Group <ul style="list-style-type: none"> <li>• Including some members of the stakeholder group</li> </ul> Create Technical Review Committee <ul style="list-style-type: none"> <li>• Comprised of same members as recommended in the I-94 review process</li> </ul>
February	Stakeholder Meeting <ul style="list-style-type: none"> <li>• Planning Update – History of recent planning efforts</li> <li>• Discuss overall Village housing unit count with update regarding City Council density decision</li> <li>• Review Planning Department density analysis</li> </ul> Work Group <ul style="list-style-type: none"> <li>• Meeting 1</li> <li>• Review current plans and AUAR</li> <li>• Discuss Civic/Institutional Plans and alternative scenarios for public and semi-public uses</li> <li>• Review transportation plans</li> <li>• Discuss public realm (streets, parks, sidewalks, public squares) and design options</li> <li>• Storm Water Update</li> </ul> Planning Commission/Council Update <ul style="list-style-type: none"> <li>• Stakeholder feedback and comments</li> <li>• Work group update</li> </ul>
March	Open House #1 <ul style="list-style-type: none"> <li>• Present options for civic and institutional “Community Campus”</li> <li>• General update concerning population and density projections for the Village</li> <li>• Sewer Project update</li> <li>• Storm Water Planning discussion</li> </ul>
April	Technical Committee <ul style="list-style-type: none"> <li>• Discuss Service needs in community</li> <li>• Review current agency/departmental/governmental</li> </ul>



	<p>planning efforts</p> <p>Work Group</p> <ul style="list-style-type: none"> <li>• Consider design standards and integration into the Zoning Ordinance</li> <li>• Review zoning district alternatives</li> <li>• Identity preferred location for community campus concept</li> <li>• Review site design options for community campus</li> <li>• Consider revised residential and open space plan with new density projections.</li> <li>• Establish preferred scale for Village area development</li> </ul> <p>Planning Commission/Council Update</p> <ul style="list-style-type: none"> <li>• Open House Review</li> <li>• <b>Review draft Land Use Plan update</b></li> </ul>
May	<p>Work Group</p> <ul style="list-style-type: none"> <li>• Meeting 3</li> </ul>
June	<p>Technical Committee Meeting</p> <p>Stakeholder Group</p> <ul style="list-style-type: none"> <li>• Meeting 2</li> </ul> <p>Planning Commission/Council Update</p>
July	<p>Work Group</p> <ul style="list-style-type: none"> <li>• Meeting 4</li> </ul>
August	<p>Work Group</p> <ul style="list-style-type: none"> <li>• Meeting 5</li> </ul> <p>Planning Commission/Council Update</p>
September	<p>Open House #2</p>
October	<p>Technical Committee Meeting</p> <ul style="list-style-type: none"> <li>• Review AUAR Update Document for submission to EQB</li> </ul> <p>Work Group</p> <ul style="list-style-type: none"> <li>• Meeting 6</li> </ul> <p>Planning Commission/Council Update</p> <ul style="list-style-type: none"> <li>• <b>Review Draft Comprehensive Plan Update - with revised Land Use Plan</b></li> </ul>
November	<p>Work Group</p> <ul style="list-style-type: none"> <li>• Meeting 7</li> </ul>
December	<p>Stakeholder Group</p> <ul style="list-style-type: none"> <li>• Meeting 3</li> </ul>

	Planning Commission/Council Update Public Hearing – Planning Commission
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Notes:

- Technical Committee meeting schedule will be timed to coincide with I-94 Planning schedule
- Additional Work Group meetings will be called on an as-needed basis



ITEM: Establishment of an Exterior Storage/Accessory Building Review Committee

SUBMITTED BY: Kyle Klatt, Director of Planning

REVIEWED BY: Kelli Matzek, City Planner

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**SUMMARY AND ACTION REQUESTED:**

The Planning Commission is being asked to review and confirm the selection of three members of the Commission to serve on a committee to further refine draft amendments to the City's exterior storage and accessory building ordinances. These ordinances were reviewed by the Planning Commission earlier last year, but were tabled either by the City Council or by the Commission in order to further study each of the documents. During the course of the year, the City reviewed several other code amendments, but did not conduct any further review of the exterior storage and accessory building ordinances.

Due to the lack of consensus regarding the proposed exterior storage requirements, the Commission suggested forming a work group comprised of those Commissioner's particularly interested in exterior storage regulations to draft further revisions to the ordinance. At this time, Staff would like to confirm which Planning Commission members would like to serve on the work group and to begin working to prepare a final ordinance draft.

**RECOMMENDATION:**

Staff recommends that the Planning Commission select three members to serve on a work group to further refine the proposed Exterior Storage and Accessory Building Ordinances.

**ORDER OF BUSINESS:**

- Introduction..... Kyle Klatt, Director of Planning
- Report by staff..... Kyle Klatt, Director of Planning
- Questions/Comments from the Planning Commission..... Planning Commission

**ATTACHMENTS:**

- None