



## City of Lake Elmo

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### NOTICE OF MEETING

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday, January 10, 2011, at 7:00 p.m.**

### AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
  - a. November 22, 2010
  - b. December 13, 2010
4. Public Hearing
  - a. None.
5. Business Item
  - a. Planning Commission 2010 Annual Report
  - b. Planning Commission 2011 Work Plan
  - c. Moving Forward in Village Area and South of 10<sup>th</sup> Street Planning
6. Updates
  - a. City Council Updates
    - i. December 14<sup>th</sup> – IUP Renewal for D&T Trucking - approved
  - b. Staff Updates
  - c. Commission Concerns
7. Adjourn

\*\*\*The Election of Officers has been postponed until after the Council has completed the appointments to the commission.

**DRAFT**

**City of Lake Elmo  
Planning Commission Meeting  
Minutes of November 22, 2010**

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. COMMISSIONERS PRESENT: Bidon, Britz, Fliflet, Hall (7:03 p.m.) McGinnis, Pearson (7:06 p.m.), Pelletier, Van Erem, Van Zandt, Williams, Ziertman. STAFF PRESENT: Administrator Messelt, Finance Director Bouthilet, Planning Director Klatt, Planner Matzek.

**Agenda**

M/S/P, Williams/Bidon, move to approve as presented. Vote: 9:0.

**Minutes – October 18, 2010**

M/S/P, Williams/Britz, move to approve. Vote: 6:0. McGinnis, Van Erem and Ziertman abstained.

Hall arrived at 7:03 p.m.

**Public Hearing – Capital Improvement Plan 2011-2015**

Planning Director Klatt introduced the item and asked the commission to review the city-wide CIP and to hold a public hearing.

Commissioner Pearson arrived at 7:06 p.m.

Administrator Messelt identified the main expenditures planned for 2011.

Finance Director Bouthilet gave additional information on the CIP and identified the city had approved a new assessment policy.

Commissioner Williams asked if there were discussions of reducing the funds for the MSA Road Program and what would the city do if that happened.

Finance Director Bouthilet said he had not been given any indication that the funds were going to be reduced.

Commissioner Ziertman said no one on Keats currently has city water. She asked if, when the watermain is put in, would all people be required to hook up. She then pointed out the dramatic increase in cost of the project when the watermain was added to the road reconstruction.

Administrator Messelt said as far as requiring to be hooked up, he will look that up and get back to her.

Finance Director Bouthilet said seventy percent will be covered by MSA funds.

Commissioner Williams asked how much money was planned to be spent on sewer and water.

Administrator Messelt said the city received a grant for a fifty/fifty match with one million for sewer and one million for water.

Commissioner Williams asked if \$25,000 was enough to do thorough study for sewer south of 10<sup>th</sup> Street.

Administrator Messelt said it should not cost much as there are two connections. It would be a macro level study. He said much of the work will be done in-house.

Commissioner Williams suggested adding a water fountain to Reid Park.

Administrator Messelt said that idea will be brought back to the Park Commission.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:56 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:56 P.M.

M/S/P, Hall/Ziertman, move to forward the proposed 2011-2015 CIP.

Commissioner Williams said although he is an alternate and can not vote he would like to urge commissioners to vote against the Village Area forcemain sewer project as it costs a lot of money and the Administrator previously mentioned that the city already has a one million dollar bill with no one to pay it. He said the city should not fund a project of this size without a development proposal.

Administrator Messelt said he has had a property owner of two hundred acres in the Village Area formally ask the city to put in the sewer line so they could market it as such. He said it is a legitimate concern, but there is a chicken and the egg scenario.

Vote: 9:0.

**Business Item – *Special Event Permit Ordinance***

Planning Director Klatt said this discussion is a continuation of the last meeting regarding a Special Event Permit ordinance. He said there were questions raised at the last meeting and the ordinance has since been revised; he identified the revisions.

Commissioner Ziertman suggested that a small supplemental event for an agricultural sales operation may be only a day or two and should be more in line with a twenty-five dollar fee as it would be a simple review. She suggested it all be administratively reviewed, but to leave in the language allowing the administrator to take it to the Council

should he or she choose to do so. She suggested taking out the consecutive days requirement.

Commissioner Fliflet asked why special event permits are only for outdoor events.

Planning Director Klatt said the indoor uses are often regulated through underlying requirements. He said “typically conducted outdoors” language could be added. In response to concerns, he said he could check with Washington County to ensure the requirements would align with their food vendor requirements.

M/S/P, Ziertman/Fliflet, move to recommend approval of the revised special event permit ordinance. Vote: 9:0.

**Business Item – Comprehensive Plan Update**

Planning Director Klatt said he was looking for a broad discussion from the commission. He then provided an update on the Village Area, identified recent council actions and talked about next steps. He said the city has received a four year reprieve with a revision to the MOU with the Metropolitan Council.

Commissioner Pelletier suggested including a few business owners who have previously been involved along with school representatives.

Planning Director Klatt said the I-94 area may have a separate group to work concurrently as the Village Area work group. He said the staff will not set up a work group without the City Council’s blessing and at this point, it is just for discussion purposes.

Commissioner Williams said he is interested in serving on the I-94 corridor planning group.

Commissioner Bidon suggested keeping the groups small in order to be more productive and focused on results.

**Business Item – Zoning District Update**

Planner Matzek identified the need for an overhaul to the zoning district as it has proved cumbersome to utilize and inconsistent across districts.

Commissioner Williams asked staff to provide a list of what aspects staff would like, and not like to see as a measure for future evaluation.

**City Council Updates**

Planning Director Klatt said the City Council approved the proposed buffer setbacks and rear yard setback for OP developments. He said the Council approved the holding districts text changes and the resolution revising the MOU with the Met Council for the phasing of development.

**Staff Update**

Planning Director Klatt said the last meeting in December has been cancelled. He said staff had attended a seminar on architectural design.

**Commission Concerns**

None.

**Adjournment:**

The meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Kelli Matzek  
Planner

## City of Lake Elmo Planning Commission Meeting Minutes of December 13, 2010

Chairman Van Zandt called to order the meeting of the Lake Elmo Planning Commission at 7:02 p.m. COMMISSIONERS PRESENT: Bidon, Britz, Fliflet, McGinnis (7:07 p.m.) Pelletier, Van Zandt and Williams. Absent: Hall, Pearson, Van Erem and Ziertman. STAFF PRESENT: Planning Director Klatt and Planner Matzek.

### **Agenda**

M/S/P, Williams/Britz, move to approve as presented. Vote: 6:0.

### **Minutes – November 8, 2010**

M/S/P, Bidon/Williams, move to approve as presented. Vote: 4:0. Fliflet and Pelletier abstained.

### **Public Hearing - D&T Trucking Interim Use Permit (IUP) Renewal**

McGinnis arrived at 7:07 p.m.

Planning Director Klatt gave background information for the site and summarized the existing use with the conditions approved in the previous IUP. He said he believes it is okay for Mr. Emerson not to plant trees as previously identified as some areas may be disturbed by the acquisition and use of an easement for city infrastructure. He recommended approval of the IUP Renewal with four conditions.

Commissioner Fliflet asked if the city would feel the need to terminate this IUP or any IUPs when sewer is available to the site if there is no foreseen development on the horizon.

Planning Director Klatt said that the city should not provide sewer services to uses not compatible with the future land uses planned.

Commissioner Pelletier asked about extending the IUP term from two to four years.

Planning Director Klatt said the recently revised code does allow Council discretion for identifying the ending date or event whereas previously it was only allowed in two year intervals.

### *Terry Emerson, Applicant*

Mr. Emerson asked for a five year renewal with a review in two or three years. D&T Trucking would like to sign a five year lease with him and they would feel better with having a permit for that length.

Commissioner Bidon said there was not a difference between a two or five year IUP because when the sewer becomes available, the use will end.

THE CHAIRMAN OPENED THE PUBLIC HEARING AT 7:36 P.M.

No one spoke.

THE CHAIRMAN CLOSED THE PUBLIC HEARING AT 7:36 p.m.

M/S/P, Bidon/Pelletier, move to recommend approval of the Interim Use Permit for D&T Trucking with a term limit of four years with a review at two years.

Chairman Van Zandt asked for a friendly amendment to add that the four year recommendation at this time does not preclude the city from choosing a different time length if a renewal is granted in the future.

Commissioner Fliflet asked for a friendly amendment to include all previous conditions of approval be included.

Commissioners Bidon and Pelletier agreed to the amendments.

Vote: 7:0.

**Business Item – *Comprehensive Plan Update***

Planning Director Klatt said the next two items on the agenda are in a very preliminary draft form. He asked the commission for feedback on establishing two separate work groups – one for continuing on the work of the Village Area and the other for the I-94 corridor. He said the village group would be more involved in implementation of previous efforts while the I-94 group would be focused more on visioning. He said the staff report identifies a list of general goals for each group, but is not intended to be all inclusive at this time. He said staff believes it is a good time to have another status update with a public meeting at the end of January or beginning of February.

Commissioner Bidon asked what the proposed timing was for the sewer line to be brought to the Village Area.

Planning Director Klatt said it is included in the 2011 CIP. He said the City Council has directed the City Engineer to do additional research on replacing the forcemain South of 10<sup>th</sup> Street with a gravity line so areas south of 10<sup>th</sup> Street can develop with sewer simultaneously with the Village Area.

Commissioner Williams said there needs to be a good publicity campaign for the open house with a printed newsletter to be mailed to everyone.

Chairman Van Zandt expressed his interest in seeing the city utilize federal and state funds and to explore alternative methods of transportation besides cars. He suggested the city be more willing to be supportive the next time opportunities arise.

Commissioner Fliflet stated that public facilities such as schools, ball fields, and churches will need to be taken into consideration when planning the future sewerred areas.

Commissioner Pelletier said she wanted to commend staff on bringing up the importance of current and future market conditions. She said it would be a bad choice to not look at neighboring communities and ask them what they would do differently; we should learn from our neighbors with regards to not just businesses, but also schools.

Chairman Van Zandt suggested an overview orientation for new commission members in January as it will be a busy year.

**Business Item – Zoning District Update**

Planner Matzek identified deficiencies in the existing code, more specifically related to the zoning district. She recommended the city move forward with a more user friendly format that can also be used for future sewerred districts.

Commissioner Williams said the criteria provided will be valuable when evaluating staff's future proposal for ordinance revisions.

**City Council Updates**

Planning Director Klatt said the Council approved a resolution of objection to the detachment of the Nass and Bubyryl properties to Stillwater Township. He said the Council tabled taking action on the Special Event Permit ordinance.

**Staff Update**

Planner Matzek asked commissioners with expiring terms to attend the first meeting in January. She said she has been working on a list of businesses in Lake Elmo to add to the city's website and asked the commission to pass along information they were aware of.

Planning Director Klatt reminded commissioners the following meeting was cancelled.

**Commission Concerns**

Chairman Van Zandt asked if staff could get packets out earlier as the bad weather prevented everyone from receiving their packets in the mail in a timely fashion.

Commissioner McGinnis said she has greatly appreciated the chance to work with everyone, but will not be reapplying to be on the commission.

**Adjournment:**

The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Kelli Matzek  
Planner



ITEM: Planning Commission 2010 Annual Report

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 an annual report that has been prepared by Staff to summarize the activities of the Planning Commission and Planning Department in 2010. This report focuses on the larger activities and projects undertaken during the year, and will include some statistical information pertaining to the City's planning activities. The Planning Commission is asked to review the plan, provide any comments or suggestions, and to submit the document to the City Council.

**SECTION 1 – YEARLY SUMMARY**

The Lake Elmo Planning Commission is submitting its annual report for consideration by the Lake Elmo City Council. In addition, the Planning Department has also submitted its 2011 work plan for review by the Council as well.

The Commission's most significant accomplishment from 2010 was not a single project, but was instead a series of ordinance revisions and amendments that were completed throughout the course of the year. The net affect of these ordinance amendments, when viewed as a whole, represented a fairly substantial update to the City Code to update outdated provisions, add new sections to address State mandates, and to further refine sections that were subject to legal challenges. The Commission also began working on a major update to the Zoning Ordinance in 2010 that will ultimately lead to the creation of new zoning districts and a new use classification system that will help create a solid foundation for the entire code.

The overall number of land use projects that were reviewed by the Planning Commission was down from previous years, but this decrease in activity provided the time needed to work on the ordinance changes noted above. There were a few larger planning and zoning applications that did take a considerable amount of time to review, most notably an application for a Senior Living/Farm School OP – Open Space Preservation development. The City was also named in a lawsuit concerning the zoning requirements in Agricultural areas, and Staff spent a considerable amount of time gathering information, reviewing ordinances, and drafting changes to these ordinances in response to the lawsuit.

The overall number of building permits issued in 2010, while still well under the level of activity seen in the early 2000's, remained fairly consistent with the numbers seen in the previous two years. Nearly thirty new homes were built in 2010, which represents the highest number in the past four years. There still is a very limited amount of commercial building activity taking place, and the Lake Elmo Inn's patio/outdoor seating renovations were one of the few more significant commercial projects that were finished this past year. The other major non-residential building project from 2010 was the School District's parking lot and temporary classroom expansion.

For the past several years, the Planning Department has been working very closely with the City Engineer to close out all remaining development projects that are still open in the City. Within the past year, the City Council accepted improvements within St. Croix's Sanctuary and Farms of Lake Elmo developments. Staff continues to track the status of one additional subdivision, and anticipates that all previous projects will be finished in 2011. No new Open Space developments were approved in 2010, and there still remains a fairly significant inventory of lots available in the newest developments. Staff has estimated that there are approximately 100 such lots that are vacant at the beginning of 2011.

The Planning Commission continued to meet on a bi-monthly basis in 2011, and has generally attempted to reserve the second meeting of the month for larger planning projects. With the pending Comprehensive Planning discussions anticipated in 2011, this meeting schedule is not expected to change.

## **Section 2 – Yearly Review**

List of Major Planning Projects in 2010 (*Please note: Staff will be finalizing this section and distributing an updated report at the Planning Commission meeting*):

- **Population and Household Density Analysis.** Staff prepared an analysis of the City's sewer residential and rural residential development areas, and developed revised projections for the anticipated development in these areas.
- **Comprehensive Plan Update**
- Agricultural Sales Lawsuit Support – Ordinance Review
- Code Enforcement Activities
- SSTS Ordinance and Transition to County Septic Permitting
- GIS – Base Map Updates and Review
- Planning Internship
- MnDOT Landscaping Grant
- Senior Living/Farm School Concept Plan Review
- Land Use Applications
  - Lake Elmo Elementary
  - Cranky Ape Interim Use Permit
  - D and T Trucking IUP Renewal
  - Lake Elmo Inn Patio Renovation
  - Eder Century Pines Subdivision
- Board of Adjustment Actions
  - Kennedy Septic Variance
  - Bergmann Appeal
- Detachment Petition
- Met Council Memorandum of Understanding Amendment
- Building Permit Review

- Zoning District and Use Update
- Conditional Use Permit Tracking
- Capital Improvement Plan Review
- Economic Development Initiatives
- Census Bureau Review
- Development Agreement Tracking
- City Code Amendments
  - Accessory Buildings
  - Agricultural Sales Activities
  - Buffer Setbacks in OP Districts (Implementation)
  - Home Occupation Ordinance
  - Interim Use Permit
  - OP District Rear Yard Setbacks
  - Special Event Ordinance
  - SSTS Ordinance
  - Storm Water Ordinance Clean-up
  - Exterior Storage Regulations
  - Wayside Stand Definition
  - Wireless Communications Ordinance
  - Zoning Ordinance District and Use Review
  - Flood Plain Ordinance
  - OP-2 District
  - Administrative Fine Ordinance
  - GB – General Business District Setbacks and Parking
  - Outdoor Wood Burning Furnaces

### **Section 3 – Statistical Information**

*(Please note: Staff will also be finalizing this section and distributing an updated report at the Planning Commission meeting):*

#### **Planning Commission Meetings:**

- Regular - 21
- Special - 1
- Public Hearings - 25

**Planning and Zoning Permits:**

<b>Planning Applications</b>	<b>Approved</b>	<b>Withdrawn</b>	<b>Denied</b>	<b>Pending</b>	<b>Total</b>
Comprehensive Plan Amendment	1				1
Zoning Map Amendment					0
Zoning Text Amendment	11			4	15
Conditional Use Permits	1	1			2
Concept Plans	1				1
Preliminary Plats	1				1
Final Plats	1				1
Minor Subdivisions					0
Lot Line Adjustment	1				1
Interim Use Permits	2				2
Appeal			1		1
Variance	2			1	3
Vacation	2				2
Sign Permits					
Other: Property Detachment				1	1

**Building and Zoning Permits (with 5 year summary):**

*(To be discussed at meeting.)*

**Other Statistical Information**

Lake Elmo Population and Household Estimates  
(Year 2000 is Census Data; all other figures are estimates from the State Demographer's Office)

	<b>2000</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Population</b>	6,863	7,966	7,695	8,182	8,389	8,326
<b>Households</b>	2,347	2,758	2,738	2,787	2,794	2,814
<b>Pop per HH</b>	2.90	2.86	2.78	2.90	2.96	2.93

**RECOMMENDATION:**

**Staff recommends that the Planning Commission review the annual report and discuss any items that should be included in (or removed from) the report.**

**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

ITEM: Planning Commission 2011 Work Plan

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 a draft Commission/Planning Department work plan for 2011. The plan as drafted by Staff was prepared using the previous year's plan as a template and tracking any changes (deletions and additions) that will result in a new document. Because the individual elements of this plan have not been revised since the beginning of the year, there are a few larger projects that do not show up in the chart that were added during the course of the year, including the following:

- SSTS Ordinance review and adoption
- Interim Use Ordinance updates
- Staff support related to the Agricultural Sales Use Ordinance lawsuit

This plan also does not incorporate the larger project reviews that were conducted by the Planning Commission during the course of the year. It is Staff's intent to incorporate some of this information as part of an annual report that will be submitted for review as part of the next Commission meeting agenda.

The intent of the work plan is to help prioritize the projects the Planning Commission will be reviewing in the next several months, and to also help keep the Commission informed about the projects that will be undertaken by Staff during the coming year. It is expected that this will be a working document and that it will help the Commission gauge its progress at achieving some of its goals for the year.

**RECOMMENDATION:**

**Staff recommends that the Planning Commission review the status of the work plan that was adopted for the current year and discuss any items that should be included in (or removed from) the 2011 plan.**

**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:**

- 2011 Work Plan (with changes tracked from 2010)

## 2011 Planning Commission Work Plan

Prepared by the Lake Elmo Planning Commission –1/6/11

Status: C – Complete  
 IP – In Progress  
 Date: Completion Goals (with Monthly Range)  
 Admin: Staff Projects/Initiatives  
 PL: Priority Level (from 1 to 5 with 1 being the highest priority)

Project and Description	Date (Months)	PL	Status
<u>ZONING INITIATIVES</u>			
Zoning Map Updates			
<del>Review of past zoning approvals, incorporate all approved map amendments</del>	3-6	2	IPC
• Prepare new version of official Zoning Map using most recent County GIS data	3-6	2	IP
• Update Zoning Map to improve consistency with the Comprehensive Plan and Future Land Use Map	6-9	3	
• <del>Establish proper zoning designation for recently annexed Buberl property</del>	9-12	4	
• <u>Adopt map changes necessary to implement plans for sewer development areas.</u>	9-12	2	
Conditional Use Permit Ordinance			
<del>Update current regulations to establish specific criteria for different conditionally permitted uses</del>	6-9	3	
• <u>Update CUP regulations to be consistent with new use descriptions and districts</u>	6-9	2	
• Establish tracking system for all existing conditional uses	0-3	2	IP
Zoning Text Amendments (Specific)			
<del>Outdoor lighting ordinance update</del>	6-9	4	
<del>Agricultural sales review</del>	0-3	4	IPC
• Special event permit ordinance	0-3	3	IP
• <u>Trailer and boat parking regulations Exterior storage ordinance; work with committee to refine previous draft</u>	0-3-6	2-3	IP
<del>Rear yard setbacks in OP districts</del>	6-9	3	C
<del>Sediment and Erosion Control regulations (reference and general code updates)</del>	9-12	4	C
• Outdoor wood burning furnace ordinance	6-9	3	IP

<ul style="list-style-type: none"> <li>• <u>Accessory use and building ordinance; review with exterior storage ordinance</u></li> </ul>	9-12	4	IP
<b>Engineering Standards Manual</b>			
<ul style="list-style-type: none"> <li>• Finalize development manual describing the City's engineering standards for private and public projects</li> </ul>	3-60-3	23	IP
<b>Home Occupation Ordinance</b>			
<ul style="list-style-type: none"> <li>• <del>Research status and effectiveness of current ordinance</del></li> </ul>	0-3	3	C
<ul style="list-style-type: none"> <li>• <del>Draft updated ordinance to address appropriate home occupation standards for different areas in the community.</del></li> </ul>	6-9	3	C
<ul style="list-style-type: none"> <li>• <u>Review and adopt Council revisions to the Home Occupation ordinance</u></li> </ul>	3-6	3	IP
<b>Permit Tracking</b>			
<ul style="list-style-type: none"> <li>• Establish system for tracking interim uses</li> </ul>	9-12	5	IP
<ul style="list-style-type: none"> <li>• Establish system for tracking non-conforming uses</li> </ul>	9-12	5	
<b>Zoning Ordinance Review/Update</b>			
<ul style="list-style-type: none"> <li>• <del>Prepare outline of previous work and major areas of agreement</del></li> </ul>	3-6	3	
<ul style="list-style-type: none"> <li>• <u>Revise use classifications and definitions used in the Zoning Ordinance</u></li> </ul>	6-9	1	IP
<ul style="list-style-type: none"> <li>• <u>Create new sewer development districts as part of major Zoning District standards overhaul</u></li> </ul>	6-9	1	IP
<ul style="list-style-type: none"> <li>• Develop design standards for Village area and I-94 corridor sewer development area</li> </ul>	3-129-12	2	
<ul style="list-style-type: none"> <li>• Research and <u>review-integrate</u> form-based codes and transfer of development rights programs <u>into zoning revisions where appropriate</u></li> </ul>	6-12	42	

## PLANNING INITIATIVES

### Village Area Planning

- |  |      |   |  |
|--|------|---|--|
| <ul style="list-style-type: none"> <li>• Prepare amendment to Comprehensive Plan based on selected development scenario from AUAR and <u>Village Master Plan</u></li> </ul>            | 6-12 | 1 |  |
| <ul style="list-style-type: none"> <li>• <u>Create task force to oversee implementation strategies</u></li> </ul>  | 0-3  | 1 |  |
| <ul style="list-style-type: none"> <li>• Adopt amendments to the Zoning Ordinance responsive to the AUAR mitigation plan, <u>Village Master Plan</u> and Comprehensive Plan</li> </ul> | 6-12 | 1 |  |

### I-94/10<sup>th</sup> Street Corridor

- |   |      |   |  |
|---|------|---|--|
| <ul style="list-style-type: none"> <li>• <u>Create task force to oversee potential Comprehensive Plan Updates</u></li> </ul>              | 0-3  | 1 |  |
| <ul style="list-style-type: none"> <li>• <u>Conduct analysis to determine appropriate land use changes along the corridor.</u></li> </ul> | 6-12 | 1 |  |



- Prepare amendment to Comprehensive Plan responsive to the corridor land use analysis. 6-12 1
- ~~Review Comprehensive Plan and holding zones for South 10<sup>th</sup> Street Area for consistency with Village Area updates~~ 6-12+ 2
- ~~Review land use plan for corridor and consider updates necessary facilitate implementation~~ 6-12+ 3
- Develop master land use plan for specific development areas along the corridor 9-12+ 23

#### Comprehensive Plan Updates

- Monitor Review individual projects for compliance with the Comprehensive Plan 0-12 3
- ~~Review Malmquist future land use plan amendment~~ 0-6 2 C
- Consider amendments related to properties guided for RAD that are less than 40 acres in size 9-12 3
- Research transfer of development rights options for Village Planning Area and rural planning areas 3-6 2
- Incorporate revisions as necessary to support Village and I-94 planning efforts 9-12 2
- ~~General land use review and discussion.~~ 6-12 3

#### Park Planning

- Create a master plan for all City parks, provide assistance to Parks Commission as needed 9-12 24
- Conduct comprehensive mapping of existing private and public trail systems (using GPS where appropriate) 9-12 4
- Identify priority trail segments for implementation 3-6 3

#### Capital Improvement Plan

- Planning Commission review of Capital Improvement Plan for consistency with the Comprehensive Plan 6-9 2

#### General Planning Studies

- Identify and review research associated with septic system impacts on lakes and waterbodies 9-12 5

#### Economic Development Initiatives

- ~~Develop a list of economic development initiatives that could be undertaken by the City~~ 0-3 2 C
- Incorporate economic development initiatives into future comprehensive plan updates 9-12 3

### ADMINISTRATIVE INITIATIVES

#### Building Division (Admin)

- Monitor status of staffing within building inspection 6-9 3

department; consider staffing needs in 2011 and beyond	<u>3-6</u>	<u>3</u>	
• <u>Update job description for Building Inspector</u>			
<b>Permit Tracking Software</b>			
• <del>Select and implement tracking and reporting software for planning application, building permits, and code enforcement activity.</del>	<del>3-6</del>	<del>4</del>	<del>IP</del>
• <u>Coordinate with administration to include permit tracking functions as part of future office software acquisition</u>	<u>3-6</u>	<u>3</u>	<u>IP</u>
<b>Code Enforcement (Admin)</b>			
• Follow program and Council direction for the enforcement of the sign ordinance	3-6	2	
<b><u>File Archiving and Management</u></b>			
• <u>Scan Planning and Building Department files into the City laserfische system</u>	<u>9-12</u>	<u>5</u>	
<b>Agency Support (Admin)</b>	0-3	4	<u>IPC</u>
• <del>Review Census Bureau mapping updates, respond to other requests in advance of 2010 census</del>			
<b><u>Engineering Projects</u></b>			
• <u>Review illicit discharge ordinance</u>	<u>6-9</u>	<u>3</u>	
• <u>Provide planning assistance as needed for regional trunk sewer project</u>	<u>3-6</u>	<u>2</u>	
• <u>Develop work plan and implementation strategies related to the Wellhead Protection Plan</u>	<u>6-12</u>	<u>4</u>	
<b>MnDOT Highway Landscaping Grant</b>			
• Consider new grant application for <u>2010-2011</u> and beyond	3-6	3	

Planning Commission  
Date: 1/10/11  
Business  
Item: 5c

ITEM: Moving forward with planning for the designated future sewer areas  
- Village Area and South of 10<sup>th</sup> Street.

REQUESTED BY: Planning Department

SUBMITTED BY: Planning Department

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**SUMMARY AND ACTION REQUESTED:** The city is continuing to move forward with planning for the area south of 10<sup>th</sup> Street and working towards final planning steps and implementation of work for the Village Area. As mentioned at the last commission meeting, it has been over two years since an informational open house was held for those interested in the future sewered development. An open house being held next month will identify those decisions made by the council in the past few years, review the density study completed by staff, summarize the work that has taken place (primarily by the engineering department) and give an outline of how staff is expecting to proceed.

*Village Area*

The upcoming work with regards to the Village Area will entail minor revisions to the Village Master Plan and a Comprehensive Plan Amendment to incorporate the relative components from the master plan. Additional steps will then include the creation of zoning district requirements and design guidelines.

When the sewered district requirements and design guidelines are complete for the Village Area, further review will determine if those requirements would be applicable to the area south of 10<sup>th</sup> Street.

*South of 10<sup>th</sup> Street*

The southern future sewered area has had minimal visioning or thoughtful planning done as more detailed planning has been focused on the Village Area. In addition to a summary of the existing land characteristics (use, physical, etc.), a visioning process will be necessary to determine what the city's end goal for the area is. An important component to the future work will be the identification of appropriate land use types and locations. Sewered district requirements and design guidelines will need to be drafted and approved. As mentioned above, the requirements and guidelines may only need subtle changes to those from the Village Area.

Some of the main questions identified by staff for this area are:

1. What does the city want the area South of 10<sup>th</sup> Street to look like?

2. What type of commercial development does the city want to see? Where should it go?
3. What type of residential development does the city want to see? Where should it go?

The end result of this process should be a revised Comprehensive Plan (primarily the future land use map) with related zoning district regulations and design guidelines to permit quality development for the area south of 10<sup>th</sup> Street.

#### **ADDITIONAL INFORMATION**

The City Council has directed the City Engineer to prepare plans for replacing the originally planned forcemain south of 10<sup>th</sup> street with a rerouted gravity line. If the City Council makes the decision to proceed with that revised plan, additional land would be available for sewer development in a timeframe not previously identified. Although the economy is still unsteady, it is a real possibility that staff will be receiving development interest and/or applications soon after (or before) the sewer line is placed in the ground.

The upcoming planning process for the area south of 10<sup>th</sup> Street, at this time, is expected to run concurrently with the remaining work to be done in the Village Area. The planning staff (Kyle and Kelli) are planning to do most, if not all, the work in-house in addition to the normal daily work in order to reduce costs. However, given the positive outcome of last year's Planning Intern, staff is interested in pursuing an intern again this year. At this time, it has not been determined if this position would be paid or un-paid. In addition, the planning staff has discussed the possibility of hiring an outside company to provide support at times for tasks in which it would be financially beneficial.

#### **RECOMMENDATION**

Staff is asking the commission for input or additional questions.