

The Planning Commission is an advisory body to the City Council. One of the Commission's functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters.

Lake Elmo Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application.

For each item, the Commission will receive reports prepared by the City Staff, open the hearing to the public, and discuss and act on the application. If you are aware of information that hasn't been discussed, please fill out a "Request to Appear Before the Planning Commission" slip; or, if you came late, raise your hand to be recognized. Comments that are pertinent are appreciated.

AGENDA

LAKE ELMO PLANNING COMMISSION

JUNE 10, 1985

7:00 p.m.

Meeting Convenes

1. Minutes: April 22, 1985 and May 28, 1985
2. Presentation by Hecla, Inc.: Site and Building Plan Review for Halfway House for Mentally Ill Adults.
3. Signs (work plan Item 18)
4. General Discussion: 1985 Work Plan
5. Update on 6/24/85 Planning Commission Public Hearing for I-94 Comprehensive Plan and Zoning Code Amendment.
6. Other

June 6, 1985

TO: Planning Commission Members

FROM: Patrick D. Klaers, City Administrator

PK

RE: Agenda Memo for June 10, 1985 Planning Commission Meeting

1. Minutes April 22, 1985 and May 28, 1985

Attached are the very brief minutes from the May 28, 1985 meeting. This was not an official Planning Commission meeting as a quorum was not achieved. The minutes from the April 22, 1985 meeting were previously distributed to the Planning Commission. Should any Commission Member desire additional copies of these minutes, please feel free to contact the City office.

2. Presentation by Hecla, Inc. to review the site and building plans for the proposed halfway house for mentally ill adults.

In the last Planning Commission informational memo, I briefly mentioned that the City Council heard a general presentation from Hecla, Inc. regarding their proposed boarding care facility. Hecla, Inc. is now prepared to go through the formal process of a site and building plan review by the Planning Commission and City Council.

Attached for your information is a letter dated June 3 to Jack Hodgson explaining the site and plan review procedure and thanking them for their presentation; Section 504.040 of the City code which outlines the site and building plan review requirements that must be provided by Hecla, Inc.; some background information on the process that Hecla has gone through to get to this point of proposing the boarding care facility in Lake Elmo; the copy of the approved 5/21/85 City Council minutes when this was discussed before the City Council; a letter from Mr. Don Raleigh expressing his concerns over the type of building being proposed; and a letter from the Department of Human Services notifying that they have received an application from Hecla, Inc.

I should clearly indicate to the Planning Commission that "boarding care homes" is a permitted use in the general business zone as stated on page 301-38 of the City code. Therefore, the Commission should not be concerned with the activities that will be going on in the facility, but should keep their comments directed toward the site and plan review. The proposed site is across the street from our current City hall facility in the Brookfield Addition which is in the general business zone. Hecla, Inc. has submitted large building plans to the City staff, and the City Engineer is in the process of reviewing this material. I anticipate that some type of report will be available to be distributed at the Planning Commission meeting from the City Engineer.

Additionally, you may want to review the 5/28/85 newsletter which highlights an article on 5/21/85 presentation before the City Council. I believe that the Planning Commission and the City Council can both anticipate that there will be some citizens in Lake Elmo who will be unhappy about this type of facility being located within the City. Halfway houses for mentally ill adults and other type of treatment facilities has been a hot issue in recent years and cases have even gone to the Supreme Court. The problem that happens in most halfway house applications is a requirement for rezoning, and this is not the case in Lake Elmo. Hecla, Inc. has selected the proper zone where this type of activity is a permitted use and, therefore, simply has to meet the building code requirements.

3. Signs

Attached for your information is the sign ordinance from the City of Woodbury and from Washington County. Please review the City ordinance section 505 that deals with signs in Lake Elmo. As you may recall the City Council has recently rejected a sign application for a billboard to be located along I-94 because of the variances from the code that would be required. Additionally, the Council has rejected sign applications in the past because billboard signs are only allowed in the general business zone, and the City has a policy of not rezoning properties simply for the installation of a sign.

Our current sign ordinance is somewhat restrictive, limiting billboard signs to one every 3,000 feet and to 200 square feet. The Woodbury ordinance allows the sign to be 300 square feet and a distance of 1,000 feet between signs. They also have an interesting clause in the ordinance which states that all billboards must advertise facilities within the City limits.

If the Commission is interested on what a 300 square foot sign looks like, you can observe some of these signs in Woodbury by driving along the 494 area. I believe that signs are an important issue for the City of Lake Elmo, as once I-94 becomes complete, we will be receiving a number of applications for billboard advertising signs along this corridor. I believe that we could increase the square footage and reduce the distance required between signs without any harmful effects to the environment along the I-94 corridor. The Commission may also want to review the acre and a half requirement for signs, as there are many fragmented pieces of property along I-94, (because of the construction and right of way requirements of Mn/DOT).

4. General Discussion: 1985 Work Plan

Attached for your information is the Council approved 1985 work plan with the Planning Commission additions on the backside. The Planning Commission should review the work plan and be prepared to discuss one or more of the items at the next meeting or else be prepared to give the staff instructions on how to proceed with these items.

5. Update on 6/24/85 Planning Commission Public Hearing for I-94.

Attached for your information is some material relating to the proposed comprehensive plan for I-94 and for the proposed Interstate Corridor Overlay District Amendment to our zoning ordinance. All of the old Commission members should be familiar with this issue, and this material is basically being offered for the new Commission members.

Attached are the Planning Commission minutes from 1/14/85, where this issue was discussed with the City Council in a joint meeting, and some material relating to an informational meeting with the property owners along I-94. No minutes were taken from this informational meeting, but it generally went well and the material met with the agreement of the property owners. I believe my cover letter and the material from the Consulting City Planner, Rob Chelseth, explains the situation, but I think it would be good for the Commission to review what is being proposed so that everyone is familiar with what will be discussed at the next Planning Commission meeting. Note that in Rob's report page 1 and 2 deals with the comprehensive plan amendment and at the very end of page 2 through page 5 deal with the zoning code amendment.

This Interstate Corridor district is planned to extend one-fourth mile north of the I-94 frontage road from Manning Avenue on the eastern City limits of Lake Elmo to Inwood Avenue. The MUSA line begins at that location and, as this area is planned to be sewerred, there is no need for the protection of the overlay district in this area. The overlay district basically helps us implement some intern land uses until sewer is available for more permanent facilites that will hopefully generate a larger tax base. Also this propsoed zoning code amendment will give us much more control over the type of facility that can go in along I-94. The key limiting factor is the allowed SAC units per 10 acres and the soil conditions. The overlay Corridor district lists a number of performance standards that must be met by anyone constructing a facility in this area. Additionally, you should note that the requirements of Section 504.040 that Hecla, Inc. is going through will also have to be met or anyone proposing some type of commercial activity along I-94.

6. Other

This item is on the agenda in order for any Planning Commission member to raise an issue for discussion that they feel is relevant.

OTHER INFORMATION

1. Attached for your information is the most recent City newsletter dated May 28, 1985. This newsletter edition highlights an article on the planned halfway house and the highway safety options that were discussed by the City Council on May 21, 1985.

2. The City Council and Planning Commission member, Nancy Prince, has heard a presentation on composting in the Lake Elmo area. I understand that a small three member committee is working on trying to select an appropriate site for composting in Lake Elmo. Hopefully, this committee will reach a decision or provide the Council with a list of options in the very near future so that we can take some formal Council action on this issue and relay our information to Washington County.

3. I wish to acknowledge that the City has added a MEED employee to its outside maintenance staff. Jon Tauer has been added during the last week of May and has proven to be a big assistance in helping to maintain the City's parks. Additionally, the City will be hiring a young office worker to assist in the general office duties in City hall. Also, we hope to add two other summer youth individuals to help the maintenance crew in the park system.

4. I wish to inform the Planning Commission that I have formally resigned my position as City Administrator. I would like to state my appreciation to the Commission for its professional style and approach to City government. I found working with the Planning Commission to be a very rewarding experience and one of the more pleasant experiences which I had in my two years in Lake Elmo. My resignation is effective July 1, 1985 and prior to that date I will be taking my three weeks vacation time. Therefore, I do not anticipate attending this June 10th Planning Commission meeting. My schedule may change slightly, but at this time I believe I will not be present for this meeting.

5. I wish to acknowledge that the City Council has approved a street repair program in the amount of approximately \$17,000. This project is to hire outside contractors to repair some of the larger street breakup problems that we have in Lake Elmo. The City crew can handle some of the work, but we need a larger overlay project completed in certain areas.

6. I wish to acknowledge that the City Council has formally approved the house moving permit for Larry Gray to put a building in the David Nelson Estates Subdivision. The building location meets all the City setback requirements, and Mr. Gray anticipates demolishing the large accessory structure on his site before the end of this construction season.

7. I understand that Mr. Bill Eder has purchased the Schultz property that was causing some concerns and problems in his simple lot subdivision application and road frontage variance application. This item was on the last City Council agenda, but Mr. Eder did not appear. Therefore, there has been no City Council activity or discussion on this issue since April.

APPROVED

LAKE ELMO PLANNING COMMISSION MINUTES

MAY 28, 1985

Chairman Nazarian called the meeting to order at 7:15 p.m. in the council chambers. Present: Moe, Schiltz, Kuettnner, Novak and City Administrator Klaers. Absent: Prince, Johnston, Lang, Lundquist, Lyall, Graves.

This is an unofficial meeting as a quorum of Planning Commission members were not present.

1. Minutes - April 22, 1985 (tabled)
2. Application by Larry Gray to move a house into the David Nelson Estates Subdivision.

Administrator Klaers discussed the application by Larry Gray to move a nine year old structure from Roseville to the City of Lake Elmo. Mr. Gray has a professional moving company which has the proper insurance, and the utility and sheriff's department had been notified. Mr. Gray is in the process of purchasing a lot in the David Nelson Estates subdivision. This is the southeastern lot which currently has the large accessory structure. Mr. Gray is aware that this structure must be demolished or reduced in size to 1,000 square feet which conforms to our City code. The Council already gave him informal approval because of the time requirements. Because of this application, the City Attorney was asked to review the time requirements and procedures in the house moving code. Administrator Klaers asked if there was any concerns that the commission might have. Nazarian voiced concern of the timing of reduction in size or demolition of accessory building. Administrator Klaers will forward this to the Council without any recommendation, but will inform them of the Planning Commission's concern of the size or demolition of the accessory building.

3. Discussion: 1985 Work Plan (tabled)

M/S/P Moe/Kuettnner - To adjourn the meeting at 7:23 p.m. because of the lack of a quorum.

May 23, 1985

TO: Planning Commission Members

FROM: Patrick D. Klaers, City Administrator



RE: Agenda Memo for May 28, 1985 Planning Commission Meeting

1. Minutes April 22, 1985

The draft Planning Commission minutes from the April 22, 1985 meeting was previously distributed to all the Planning Commission members with the May 13th informational packet. Should any Commission Member desire additional copies of these minutes, please feel free to contact the city office.

2. House Moving Permit for Larry Gray

Mr. Gray has applied for a house moving permit which would allow him to move a nine year old structure from Roseville to the City of Lake Elmo. Mr. Gray is in the process of purchasing a lot in the David Nelson Estates subdivision, The lot where he desires to place this home is the southeastern lot which currently has the large accessory structure. Mr. Gray is aware that this structure must be demolished or reduced in size to 1,000 square feet which conforms to our city code.

Attached for your informaton is a brief memo from the building official describing this application. Additionally, I have some photographs which I will distribute and show the Planning Commission at the meeting. Essentially, this is an "after the fact" permit. Mr. Gray has already appeared before the City Council and received informal approval to proceed. Mr. Gray has a professional moving company who does a lot of work in the area doing this project for him. The company has the proper insurance and the utility department has been notified along with the sheriff's department. The route will be coming in from the west along 10th Street so any concerns the city has relating to street damage has been taken care of.

This is an "after the fact" permit because of the time requirements when houses become available. Mr. Gray had to move this house by Thursday, May 23rd. This is a common problem when obtaining homes that need to be moved off the site. There is a definite time factor that is difficult to meet when an application must be processed through the Planning Commission to the City Council. Because of this issue, the Council authorized the City Attorney to review that section of the code to see if something can be done to approve permits in a more timely fashion. This may relate to deleting the Planning Commission's review of the application or allowing the staff to give administrative approval.

3. Discussion on the 1985 Work Plan

Attached for your information is the Council approved 1985 work plan with the Planning Commission additions on the backside.

Item No. 9. The speed on Highway 5 has already been processed to the City Council.

Item No. 1A. The I-94 Corridor Overlay District and Comprehensive Plan amendment is scheduled to go before the Planning Commission in late June or early July and to the City Council in early July.

Item No. 12. The Council has approved the use of Planning Consultant, Rob Chelseth, for help in straightening out our accessory structure code. I want to clean up the I-94 Corridor before using Rob for another Planning Commission item, and we will address accessory structures in August.

Item No. 18 (on second page). I have been in contact with a number of state and area agencies and am in the process of obtaining state guidelines, county rules, and metropolitan council guidelines.

The Planning Commission should review the work plan and be prepared to discuss one or more of the items at this next meeting or else be prepared to give me instructions on how to proceed with them.

OTHER INFORMATION

1. Attached for your information is the most recent City Newsletter dated May 14, 1985. This newsletter edition highlights an article on the City hiring new employees, specifically Dan Olinger.
2. Attached for your information are three items dealing with composting and recycling. The first is the Waste Forum from Washington County. This is the third edition and updates us on some waste to energy activities and how to handle old automobile tires. The second item is a letter from Zack Hansen from Washington County discussing his presentation before the City Council on May 7, 1985 relating to composting proposals. The third item is an article from the Metro Monitor relating to the City of Richfield's approach to recycling using volunteers.
3. Attached for your information is an article dealing with the exurban lifestyle. This is a category that Lake Elmo definitely falls into.
4. Attached for your information is an article dealing with high water problems in some of the lakes in Minnesota. This article should once again give the Commission the clear idea that Lake Elmo is not alone in experiencing very high water problems on some of our area lakes.
5. Wish to acknowledge that even though the Planning Commission Agenda appears light, this is a fairly typical situation. Annually, during the summer months a number of meetings are cancelled because of a lack of agenda items. Additionally, the major work item of the Planning Commission during the summer months appears to be the work plan. This is because the applications after the initial rush in the spring seem to slow down and only one or two get to the Planning Commission per meeting.

6. Update on Recent City Council Action

- A. Heard a presentation from Mike Robinson from MN/DOT relating to the traffic concerns along Highway 5. No conclusion was reached by the City Council and they will be addressing this issue at a future meeting.
- B. Tabled the Bill Eder application for a simple lot subdivision zoning code variance. This will appear on the June 4th City Council Meeting Agenda.
- C. Heard a presentation from Hecla, Inc. regarding their plans to construct a boarding care home facility for fifteen mentally handicapped adults in the Brookfield Addition.
- D. Instructed the City Engineer, Larry Bohrer, to proceed with obtaining quotes and cost estimates for doing some larger street repairs that cannot be handled by our city crew this summer.