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Nov.
26
2001

The Lake Elmo Planning Commission will meet
MONDAY, NOVEMBER 26, 2001, at 7:00 p.m.
in the Council Chambers of City Hall,
3800 Laverne Avenue North, Lake Elmo, Minnesota.

CONVENE AS MAINTENANCE ADVISORY PLANNING COMMISSION

1. Agenda
2. Minutes – MAC/May 30, 2001
3. **Public Hearing: Capital Improvement Program**

ADJOURN AS MAINTENANCE ADVISORY PLANNING COMMISSION

1. Agenda
2. Minutes – November 14, 2001
3. **Public Hearing: Conditional Use Permit – General Business**
“Curves for Women” Fitness Center
11240 Stillwater Blvd.
4. Discussion: Amendments to Section 300 - Zoning Code
Architectural Standards – General Business, Limited
Business, and Business Park Zones
5. Other
6. Adjourn

DRAFT

**Lake Elmo
Planning Commission**

**Meeting Minutes
Monday, November 26, 2001**

Chairman Armstrong called the meeting to order at 7:00 p.m. in the Council Chambers of City Hall, 3800 Laverne Avenue North. Present: Commissioners Berg, Deziel, Mandel, Ptacek, Sessing, Sedro, Dege and Stanley . Absent: Commissioners Taylor, Helwig, Herber, Gustafson and Talcott.

CONVENE AS MAINTENANCE ADVISORY PLANNING COMMISSION

1. Agenda

**M/S/P Mandel/Ptacek – to approve the agenda, as presented.
(Motion Passed 5-0).**

(Enter Dege)

2. Minutes – May 30, 2001

M/S/P Armstrong/Mandel – to approve the May 30, 2001 meeting minutes, as amended.

(Motion Passed 5-0-1). Abstain: Ptacek

3. Public Hearing – Capital Improvement Program

(Enter Sessing, Sedro, Stanley)

Planner Dillerud presented the third internal draft of the Capital Improvement Program (CIP) which the City Council has already been discussed, in part. He noted a number of items indicating “study”. He explained that the City has done everything but sign the contract with TKDA – Staffing/Community Facilities, with work commencing about the 1st of the year, noting the Maintenance Advisory Planning Commission would be involved. He said regarding the items marked “study” – the City Administrator had asked the Planning Commission to defer until Staffing/Community Facilities study was complete. Therefore, before them is what City Department Heads have discussed with the Administrator, and with the City Council, as well.

Chairman Armstrong opened and closed the comment portion of the Public Hearing at 7:10 p.m. NO COMMENTS

Planner Dillerud suggested discussing Department Funds, line by line.

4140

Administration

Commissioner Dege requested re-selling City office equipment, rather than trading in for little to nothing.

Chairman Armstrong asked why \$25,000.00 was allocated each year for this fund, leaving a fund balance of \$86,845.00 in 2006, with all equipment replaced during the 5-year period.

Commissioner Stanley suggested adding the depreciation schedules on the CIP document.

4140

City Hall Addition

Planner Dillerud explained that staff had run out of space here in the building, leaving no room for conference facilities, sufficient office space or employee break facilities. He reported that the City Council told the Administrator to move ahead on a building addition. He stated that the City Council approved a small addition that can be constructed within the present fund balance. He noted that the present City Hall was a personal investment at the labors of citizens, and not just about dollars.

Commissioner Mandel asked how much square footage [for City Hall] is necessary.

Planner Dillerud suggested a replicate of the outside office area, with a basement, and suggested the current parking spaces available would be adequate for any future sale of the facility.

4220

Fire Department

Planner Dillerud said the City Council has looked at this Fund in some detail, with the Fire Chief, and the item of greatest concern was the Chief's vehicle. He noted the City would discuss a policy take-home use of City vehicle in 2002.

Commissioner Sedro asked if the take-home vehicle was a perk for the Chief, or reliable transportation for Chief to get to fires.

Commissioner Stanley replied that the Fire Chief was using the car as turn-out and "office space", stating the Fire Chief usually beats the trucks to a fire site.

Planner Dillerud said the Fire Chief requested two (2) like sets of "Jaws of Life" to replace outdated and mismatched equipment. He mentioned the replacement of the grass rig, stating that Lake Elmo still has a need for grass fire equipment in the future and many adjacent cities were phasing this equipment out, realizing mutual aid opportunities.

**Building Part of 4220
STUDY**

4240

Building Inspections

4250

Civil Defense

Planner Dillerud stated he would will pick up on this project, and report back to the Planning Commission.

4310

Public Works

Commissioner Stanley noted the replacement of the John Deere Tractor was moved up a year from 2004 to 2003.

Commissioner Mandel asked about the backhoe.

Planner Dillerud explained that the original purpose of the backhoe was to clean out storm drainage ditches, water main breaks, etc., and it was recently used in the repair of a surface water problem at Heritage Farm residential development.

Commissioner Dege explained that the John Deere Tractor is fitted with a mowing unit that Polfuss built in order to reach deeper into the ditches. He said since John Deere no longer sold that model of tractor, if problems occurred with the mower, it could not be installed on a new piece of equipment.

4310

Public Works – STUDY

Planner Dillerud said Public Works Supervisor Olinger had requested that TKDA create a plan for the expansion of Public Works facility, and the estimate with the plan almost doubled in cost from earlier discussions. He noted that the Administrator had put a hold on the project because of the increased cost and features added in the plan were not previously discussed.

MSA Construction

402

Planner Dillerud said a bond discussion will be necessary to support the deficit by 2006.

Commissioner Dege asked if the recent 50th Street project came in within budget.

Planner Dillerud said, "Yes".

404

Parks

Planner Dillerud explained that the rolling stock is on depreciation schedule, and the Parks Fund was in good shape.

Commissioner Dege suggested that 2006 might be pushing it regarding the replacement of the '91 pick-up truck. He said he supported the merging of the Parks and Maintenance Departments because it makes sense regarding repairs on equipment.

Planner Dillerud asked the Commissioners to think about the location of the current Parks site.

Commissioner Mandel asked how the Parks Commission decides on the types of parks in the community.

Planner Dillerud said the community is currently double using parks, and there is a need for a community playfield active use facility. He said the Parks Commission has developed a formula of parks use, and it is not wise for the City to have various neighborhood Parks that are vastly different. He noted, directly related to an Old Village plan, there is a possibility of developing a "city center" active playfield area.

M/S/P Armstrong/Deziel - to recommend adoption of the Capital Improvement Program; recommending reductions in annual funding for administration capital accounts; reducing the annual allocation for building inspections capital account; reallocate some of the other funds to Civil Defense Capital Account for sirens; post the depreciation schedule and lifetime of equipment within the Capital Improvement Program.

(Motion Passed 9-0).

CONVENE AS REGULAR PLANNING COMMISSION

1. Agenda

M/S/P Berg/Mandel – to accept the agenda, as presented.

(Motion Passed 7-0).

2. Minutes

Sessing/Armstrong – to approve the November 14, 2001 Meeting Minutes, as presented.

(Motion Passed).

3. Public Hearing:

**Conditional Use Permit
Curves for Women – Fitness Center
1140 Stillwater Boulevard**

Planner Dillerud explained that the applicant proposes the use of the northern-most 1,473 square feet of the existing structure, which is the old MinnHealth Clinic, for a fitness studio. He noted that the practice in Lake Elmo has been to specify that Conditional Use Permits "run with the land". He said in this case, in which the structure is a multi-tenant rental structure - staff recommends that the Conditional Use Permit be in the name of the business owner, rather than the land owner, explaining the proposed activities are related to the use, rather than the property.

Chairman Armstrong opened and closed the comment portion of the Public Hearing at 8:26 p.m. NO COMMENTS

M/S/P Armstrong/Berg to recommend approval of a Conditional Use Permit for JoAnn Langseth to operate a Fitness Center within 1,473 square feet at 11240

Stillwater Boulevard, based on a Finding that the Conditional Use Standards are complied with; and, subject to the condition that all signage related to the use comply with Section 535 of the Municipal Code.

(Motion Passed 7-0).

4. **Amendments to Section 300 – Zoning Code
Architectural Standards – General Business, Limited Business, Business Park**

Commissioner Sedro said, “if we are going for a 70/30 look, if we include glass, we don’t achieve our objective, which is to make the 30% an accent.

In a “show of hands” the Commissioners agreed to the 70/30 (4/3)

Chairman Armstrong asked the Planner to bring the recommendation to the City Council before a Public Hearing is called.

Planner Dillerud said he would bring the matter to the City Council at its December 4th meeting.

M/S/P Armstrong/Sessing – to send the proposed Architectural Standards to the City Council at its December 4, 2001 meeting, requesting comments before the Public Hearing is called.

(Motion Passed 6-1). Opposed: Deziel.

Chairman Armstrong adjourned the meeting at 8:50 p.m.

Respectfully submitted, Cynthia Young – Planning Secretary