



3800 Laverne Avenue North
Lake Elmo, MN 55042

(651) 747-3900
www.lakeelmo.org

NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday December 13, 2021
at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. November 22, 2021
4. Public Hearings – **None**
5. New/Unfinished Business
 - a. 2022 Planning Department Work Plan
 - b. Training – Needs and Wants
6. Communications/Updates
 - a. City Council Update
 - 12-7-2021 Meeting – Crossroads East Development Agreement
 - 12-7-2021 Meeting – Royal Golf 4th Addition Final Outlot Plat
 - 12-7-2021 Meeting – Granted additional time for Applewood Pointe to submit Final Plat/PUD
 - b. Staff Updates
 - c. Upcoming PC Meetings:
 1. December 27, 2021 – Cancelled
 2. January 10, 2022
7. Adjourn

***Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.



**City of Lake Elmo Planning
Commission Meeting
Minutes of November 22, 2021**

Commission Chair Risner called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m. No cable casting/recording of this meeting

COMMISSIONERS PRESENT: Risner, Graen, Mueller, Rehkamp, Steil, Vrieze

COMMISSIONERS ABSENT: Weeks

STAFF PRESENT: Planning Director Just

Pledge of Allegiance at 7:00 PM

Introduction of new Planning Commissioner Thomas Rehkamp

Approve Agenda:

M/S/P: Steil/Vrieze moved to approve the agenda. **Vote: 6-0, motion carried unanimously.**

Approve Minutes:

M/S/P: Graen/Mueller moved to approve the Planning Commission minutes of October 25th, 2021.

Vote: 6-0, motion carried unanimously.

Public Hearings:

Conditional Use Permit- 10755 50th Street N

CEF Lake Elmo Community Solar has applied for a Conditional Use Permit for the construction and operation of a solar farm on the property located at 10755 50th Street N (PID#1102921110003). The proposed solar photovoltaic ("PV") project has a maximum size of 1,000 kilowatts ("KW") alternating current ("AC"). The Applicant has a Solar Energy Option Agreement to lease up to 10 acres with the Manzara family to enable construction and operations of the project.

Director Just gave staff report and presentation.

Staff is recommending approval of the request subject to meeting the conditions of approval listed in this report.

Applicant Katelyn Larkin gave presentation: This Application is for a Conditional Use Permit to construct a 1 megawatt solar PV project on approximately 7 acres of land. The Project will be constructed on land currently used for agriculture. No wetlands, forests, or biologically sensitive areas will be impacted by the Project. The Project will not produce any adverse impacts on surrounding properties, as it has been designed to avoid perceptible glare and noise, will not generate traffic or emissions once built. Additionally, the Project will not place any new burdens on City infrastructure, as no new water or sewer utilities are required. Conversely, the Project will support healthier air and soils through local renewable energy generation and use of pollinator habitat in site stabilization.

Public hearing opened at 7:23 PM

Chris Boylan, 10711 50th Street N, has concerns regarding impact of sound issues and asked for a noise study.

George Crocker, 5093 Keats Ave N, is in support of the solar garden.

Tony Manzara, 5050 Kirkwood Ave N, is in support of the solar garden

Colleen Walsh, 10830 50th Street N, is not in support of the solar garden, as it impacts her parcel.

Julie Andrich, on behalf of Bev Rieks, 4564 Kimbro Ave N, is not in support of the solar garden, as it impacts this parcel.

Applicant, Dan Grantier, 5027 36th Avenue South, Minneapolis, with Cooperative Energy Futures, spoke in response to the concerns of the residents.

Richard Day, 11049 50th Street N, is not in support of the solar garden, as it impacts his parcel.

Public hearing closed at 7:46 PM

There was a discussion regarding the conditions of approval.

M/S/P: Graen/Mueller moved to recommend approval of the CUP for a solar farm with the listed conditions base on the finings listed in the presentation. **Vote: 6-0, motion carried unanimously.**

New/Unfinished Business

- a. **Royal Golf 4th Addition Final Plat** – South of 20th Street N and east of Lake Elmo Avenue N
US Home Corporation (Lennar) has submitted an application for a final plat to be known as Royal Golf 4th Addition. The final plat includes approximately 88 acres to be subdivided into 5 outlots for future development.

Director Just gave staff report and presentation.

M/S/P: Steil/Graen moved to recommend approval of the Royal Golf Club at Lake Elmo 4th Addition Final Plat based on the findings of fact and conditions outlined in the staff report. **Vote: 6-0, motion carried unanimously.**

Communications/Updates

- a. City Council Update
 - 11-03-2021 Meeting –Crossroads East Final Plat and PUD - Approved
 - 11-16-2021 Meeting – Krueger Tree Farm IUP – interim use for photography was approved, expansion IUP building has been postponed.
- b. Staff Updates
- c. Upcoming PC Meetings:
 - 1. December 13, 2021 - No public hearings, review the Work Plan
 - 2. December 27, 2021 - (Cancelled)
 - 3. January 10, 2022

Meeting adjourned at 8:26 PM.

Respectfully submitted,

Diane Wendt
Permit Technician



PLANNING COMMISSION
DATE: 12/13/2021

ITEM: **2022 Planning Department Work Plan**
SUBMITTED BY: Molly Just, Planning Director

SUMMARY AND ACTION REQUESTED:

Staff is respectfully requesting that the Planning Commission review the proposed Planning Department Work Plan for 2022.

REQUEST DETAILS:

The Planning Department Staff has updated the 2021 Planning Work Plan for 2022. Listed below are the activities that have been completed from the 2021 Work Plan:

- Review and make recommendations to the City Council about new Airport Zoning regulations after their approval by the Lake Elmo Airport JAZB, MAC and MnDOT
- Make last of code amendments required for compliance with comp plan
- Planning Commission review of City Capital Improvement Plan for consistency with Comprehensive Plan
- Participate in the planning for and the expected land uses for the City-owned 180 acres of land near County Road 14 and Ideal Avenue
- Determine how new Airport zoning regulations from JAZB, MnDOT and the MAC will be implemented and regulated.
- Migrate City Code from American Legal to Muni Code and codify recent amendments

Some projects are currently in progress or ongoing:

Chief among current projects is rebuilding the Planning Department after staff departures earlier this year. We will also add a new position – Code Enforcement Officer. With all new staff there is an opportunity to refine policies and procedures to make them more transparent and efficient. That will be top of mind with each task or project we undertake.

It is the intent of staff to address the work plan projects in the order that they have been ranked. However, some projects, although ranked lower in terms of priority take less time to accomplish. Because of this other projects with a lower priority will be given attention before or in tandem with others of a higher rank.

REQUESTED ACTION:

Staff is respectfully requesting that the Planning Commission review the proposed Planning Department Work Plan for 2022.

ATTACHMENT:

- 2022 Planning Department Work Plan

2022 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 12/14/20

Accepted by the City Council: _____



Key

Status	C – Complete (delete once accepted by City Council) IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority. Level 4 or 5 may be an indicator of lack of personnel/time)

Project and Description	PL	Status
Zoning Map Amendments		
Code Amendments		
<ul style="list-style-type: none">Amend the Medium Density Residential District (MDR) to match the comp plan density and adjust the lot sizes to enable the range allowed in the comp plan	1	IP
<ul style="list-style-type: none">Refine and continue to process the package of “clean up” code amendments from 2021	2	IP
<ul style="list-style-type: none">Update the landscape ordinance to provide clarity for developers as to expectations and long-term responsibility.	2	IP
<ul style="list-style-type: none">Review and make recommendations to the City Council about new Airport Zoning regulations after their approval by the Lake Elmo Airport JAZB, MAC and MnDOT	2	C
<ul style="list-style-type: none">Make last of code amendments required for compliance with comp plan	2	C
Comprehensive Planning		
<ul style="list-style-type: none">Planning Commission review of City Capital Improvement Plan for consistency with Comprehensive Plan	3	C
Other Planning Initiatives		
<ul style="list-style-type: none">Rebuild the Planning Department in light of departures. Allocate work according to strengths, expectations, and interests. Hire a Code Enforcement Officer (22/23)	1	
<ul style="list-style-type: none">Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;	1	IP
<ul style="list-style-type: none">Update Permits and Land Use Applications to be more concise, include a checklist, and be electronic (fillable)	2	IP
<ul style="list-style-type: none">Add Planning Module from Permit Works to track planning and zoning applications	4	

• Investigate conservation easement holder options/city policy	1	TBD
• Create educational materials that may include a brochure, website, or other publication to communicate the intended and planned development patterns in the urbanizing area	5	
• Participate in the planning for and the expected land uses for the City-owned 180 acres of land near County Road 14 and Ideal Avenue	2	C
• Determine how new Airport zoning regulations from JAZB, MnDOT and the MAC will be implemented and regulated.		C
• Migrate City Code from American Legal to Muni Code and codify recent amendments	3	C
Ongoing		
• Zoning Map Amendments - as amendments are requested	1	
• Zoning Code Amendments – as amendments are requested	1	
• Comprehensive Plan Amendments – as amendments are requested	1	