



**City of Lake Elmo Planning Commission Meeting  
City Council Chambers – 3880 Laverne Avenue North  
Minutes of Regular Meeting of  
November 13, 2023**

**CALL TO ORDER:** Commission Chair Steil called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

**COMMISSIONERS PRESENT:** Risner, Bohlig, Geffre Rehkamp, Steil, Vrieze

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** City Planner Sophia Jensen, Finance Director Clarissa Hadler

**Pledge of Allegiance** at 7:00 PM

**Approve Agenda:**

M/S/P: Rehkamp / Bohlig: made a motion to approve the agenda. **Vote: 6-0, motion carried unanimously**

**Approve Minutes:**

M/S/P: Vrieze / Geffre made a motion to approve the 10-23-23 meeting minutes. **Vote: 6-0, motion carried unanimously.**

**PUBLIC HEARING**

- a) **Fire Hall and Parks Building Rezoning and Comprehensive Map Amendment.** The City of Lake Elmo has initiated a zoning map amendment to rezone the old parks building and old fire hall from Public Facilities (PF) to Village Mixed Use (VMX) and a comprehensive map amendment to regulate the parcels from Institution (I) to Village Mixed Use (V-MU) to prepare for the listing of the properties for sale.

Sophia Jensen, City Planner, gave presentation and answered questions.

M/S/P: Steil / Vrieze moved to open the public hearing at 7:06 PM. **Vote: 6-0, motion carried unanimously.**

**Public Comments:**

John Schlitz - 3442 Lake Elmo Avenue – He is the owner of Lake Elmo Inn and advocated for a parking lot on the site to support businesses and to accommodate the events in the City.

M/S/P: Steil / Rehkamp moved to close the public hearing at 7:13 PM. **Vote: 6-0, motion carried unanimously.**

M/S/P: Steil / Bohlig moved to recommend approval of the Comprehensive Plan Amendment of the nine parcels that comprise the old fire hall and parks building from Institutional to Village Mixed Use based on the findings listed in the staff report **Vote: 6-0, motion carried unanimously.**

M/S/P: Vrieze / Geffre moved to recommend approval of the zoning map amendment of the nine parcels that comprise the old fire hall and parks building from Public Facilities to Village Mixed Use based on the findings and subject to the conditions listed in the staff report **Vote: 6-0, motion carried unanimously.**

- b) **2024-2033 Capital Improvements Plan (CIP).** Review of the City's 2024 - 2033 Capital Improvement Plan.

Clarissa Hadler, Finance Director, gave presentation and answered questions.

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M/S/P: Bohlig / Geffre moved to open the public hearing at 7:29 PM. **Vote: 6-0, motion carried unanimously.**

**Public Comments:**

None

M/S/P: Geffre / Steil moved to close the public hearing at 7:30 PM. **Vote: 6-0, motion carried unanimously.**

M/S/P: Rehkamp / Geffre moved to recommend to the City Council that the 2024-2033 Capital Improvement Plan is consistent with the 2040 Comprehensive Plan **Vote: 6-0, motion carried unanimously.**

**New/Unfinished Business**

- a) 2024 Planning Commission Work Plan.

Sophia Jensen, City Planner, gave presentation and answered questions.

M/S/P: Risner / Bohlig moved recommend adoption of the 2024 Planning Commission Work Plan as presented by staff with amendments to change the priority level of the Sign Ordinance from 3 to 2 and amend the Planning Commission and City Council joint workshop from annually to quarterly. **Vote: 6-0, motion carried unanimously.**

**Communications/Updates - City Council Updates**

- i. Solar Farm Ordinance 11/8/23 - Approved
- ii. Bridgewater Village Preliminary Plat, Rezoning, Comprehensive Plan Amendment, Conditional Use Permit 11/8/2023 – tabled due to water issues

**Upcoming Meetings**

- i. November 27<sup>th</sup> 2023 - Cancelled
- ii. December 11<sup>th</sup> 2023

Meeting adjourned at 7:47 PM.

Respectfully submitted,  
Diane Wendt  
Permit Technician