



**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 Risner called to order the meeting of the Lake Elmo Planning Commission at 6:30 P.M.

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

**COMMISSIONERS ABSENT:** Rehkamp

**STAFF PRESENT:** Community Development Director Stopa, City Planner Jensen, City Planner Monterusso, Finance Director Clarissa Hadler, Finance Coordinator Waldoch, Tim Solomonson HKGI, Sarah Evanson HKGI

**Pledge of Allegiance: at 6:30 PM**

Commissioner Chair Risner thanked Commissioner Dean for his time on the Commission and noted the new quorum is three members.

**Approve Agenda: 6:31 PM M/S/P: Steil /Vrieze made a motion to approve the amended agenda. Vote: 4-0, motion carried unanimously**

**Approve Minutes: 6:32 PM M/S/P: Bohlig/Steil made a motion to approve the 10/28/2024 meeting minutes. Vote: 4-0, motion carried unanimously.**

**Public Hearing:**

- a. **Royal Golf Conditional Use Permits and Variance.** Royal Golf LLC has submitted two conditional use permits and a variance application for the property located at 11441 20<sup>th</sup> St. The first conditional use permit is for the addition of pickleball courts to the site, the second conditional use permit is for a clubhouse expansion. The variance is required because the site is over the impervious surface maximum.

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

**M/S/P:** Steil/Vrieze moved to open the public hearing at 6:43 PM. **Vote: 4-0, motion carried unanimously.**

No public comment received.

**M/S/P:** Bohlig/Vrieze moved to close the public hearing at 6:43 PM. **Vote 4-0, motion carried unanimously.**

**M/S/P:** Steil/Vrieze moved to recommend approval of the Royal Development impervious surface variance request based on the findings of fact and conditions presented in the staff report. **Vote: 4-0, motion carried unanimously.** (6:45pm)

**M/S/P:** Steil/Vrieze moved to recommend approval of the Royal Development outdoor athletic facility conditional use permit request for pickleball courts based on the findings of fact and conditions presented in the staff report.” **Vote: 4-0, motion carried unanimously.** (6:45pm)

**M/S/P:** Bohlig/Steil moved to recommend approval of the Royal Development conditional use permit request for the expansion of the clubhouse based on the findings of fact and conditions presented

in the staff report. **Vote: 4-0, motion carried unanimously.** (6:46pm)

- b. Landscape Ordinance Zoning Text Amendments.** The City has initiated a zoning text amendment to Article VIII Environmental Performance Standards to correct dated language, update standards, and clarify planting and plan standards.

HKGI staff Tim Solomon gave presentation and answered questions.

**M/S/P:** Stile/Vrieze moved to open the public hearing at 7:23 PM. **Vote: 4-0, motion carried unanimously.**

No public comment received.

**M/S/P:** Vrieze/Bohlig moved to close the public hearing at 7:24 PM. **Vote 4-0, motion carried unanimously.**

**M/S/P:** Steil/Vrieze motioned to recommend approval of the proposed text amendments as presented by city staff. **Vote: 4-0, motion carried unanimously.** (7:27pm)

- c. Capital Improvements Plan.** To review and hear interested persons about the City's 2024 - 2033 Capital Improvement Plan (CIP).

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

**M/S/P:** Bohlig/Vreize moved to open the public hearing at 7:39 PM. **Vote: 4-0, motion carried unanimously.**

No public comment received.

**M/S/P:** Steil/Vrieze moved to close the public hearing at 7:40 PM. **Vote 4-0, motion carried unanimously.**

**M/S/P:** Bohlig/Vreize motioned to recommend to the City Council that the 2025-2034 Capital Improvement Program is consistent with the 2040 Comprehensive Plan. **4-0, motion carried unanimously.** (7:41pm)

#### **New/Unfinished Business:**

- a. 2025 Planning Commission Workplan**

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

**M/S/P:** Bohlig/Vreize motioned to recommend approval of the 2025 Planning Commission Work Plan as presented by Staff. **Vote: 4-0, motion carried unanimously.** (7:49pm)

#### **Communications/Updates**

- a. City Council Updates**

- i. Lake Elmo Elementary Subdivision, Variance, and Conditional Use Permit –11/6/2024
- ii. Cannabis Workshop Discussion – 11/12/2024

- b) Upcoming Meetings**

- i. November 25th, 2024
- ii. December 9th, 2024

Meeting adjourned by Risner at 7:50 PM.

Respectfully submitted,  
Ashley Monterusso, City Planner