

3800 Laverne Avenue North  
Lake Elmo, MN 55042

(651) 747-3900  
[www.lakeelmo.org](http://www.lakeelmo.org)

## NOTICE OF MEETING

The City of Lake Elmo  
Planning Commission will conduct a meeting on  
**Monday, January 26, 2015 at 7:00 p.m.**

## AGENDA

1. Pledge of Allegiance
2. Election of Officers
  - a. The Planning Commission is required to elect a Chairperson, Vice Chairperson and Secretary for 2015.
3. Approve Agenda
4. Approve Minutes
  - a. December 8, 2014
5. Business Items
  - a. REQUESTED SALE OF PROPERTY IN DEMONTREVILLE WILDLIFE PARK – A request has been received from David and Mary Blinkoff, 7920 Demontreville Trail, to purchase approximately 6,300 square feet of land in DeMontreville Wildlife Park to correct a pool encroachment issue. The Planning Commission is asked to confirm that the action does not conflict with the City's Comprehensive Plan.
  - b. EASTON VILLAGE FINAL PLAT - The Planning Commission will consider a Final Plat for Easton Village. The Final Plat includes 71 single family lots that will be located within the southern portion of the preliminary plat area for this development. (PID 13.029.21.14.0002, 13.029.21.41.0001, 13.029.21.42.0001 and 13.029.21.13.0001).
  - c. 2015 WORK PLAN. The Planning Commission is asked to review the Community Development Department's proposed 2015 Work Plan.
6. Updates
  - a. City Council Updates – January 12, 2015 Meeting
    - i. None
  - b. Staff Updates
    - i. Upcoming Meetings:
      - February 9, 2015
      - February 23, 2015

- Future Joint Meeting with EDA

c. Commission Concerns

7. Adjourn



**City of Lake Elmo  
Planning Commission Meeting  
Minutes of December 8, 2014**

Chairman Williams called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

**COMMISSIONERS PRESENT:** Williams, Dodson, Kreimer, Lundgren and Dorschner.

**COMMISSIONERS ABSENT:** Haggard and Larson.

**STAFF PRESENT:** Community Development Director Klatt

**Approve Agenda:**

The agenda was accepted as presented.

**Approve Minutes: November 10, 2014**

M/S/P: Dorschner/Williams, move to approve minutes as amended, ***Vote: 5-0, motion carried, unanimously.***

**Approve Minutes: November 24, 2014**

M/S/P: Kreimer/Dodson, move to approve minutes as amended, ***Vote: 5-0, motion carried, unanimously.***

Dodson asked how the motion regarding the HOA establishment would be put into place. Klatt responded that he will run it by the City Attorney for recommendations and then will take it to City Council. If the City Council chooses to act on it, it will be put into place.

**Annual Report for 2014**

Klatt went over the annual report and explained that this report helps with accountability and helps feed into the work plan for the next year. The work plan will be brought forward to the first meeting in 2015. The Planning Department and Commission had a large volume of developments. There were 2 commercial projects, Kwik Trip and Eagle Point Medical. Lake Elmo Avenue Project and the Manning Avenue Project are 2 large project that staff has been working on with the County as well as the gateway corridor project. The big accomplishment was the elimination of the MOU with the Met Council. There were 4 Comprehensive Plan amendments. Land Use applications were large project developments. There are a total of 9 that have gone

through Preliminary or Concept Plan stage. There was the Family Means project in Cimarron, a cell tower and a sketch plan for a cemetery. There were several City Code amendments including accessory structures, wedding venues, shoreland ordinance, etc. Form based code will be looked at more closely for next year. There was a trail inventory done that identifies public vs. private trails. An escrow system was implemented to reimburse the City for staff and consultant time spent on development projects.

Dodson asked about the escrow system and what triggers a fee. What if someone comes in for a rural area development? Klatt stated that right now it is based on staff time and consultant time. Dodson would like clarification regarding the objectives of the rural area development and would like to see it on the work plan.

Kreimer asked about Hammes and Hunter's Crossing and if there were any permits issued for them. Hunter's Crossing has submitted plans for their model home. Hammes does not have a signed developer's agreement yet, so nothing has been issued yet.

Dorschner would like to commend the Planning Staff on all of their hard work. Dodson also stated that it is a good amount of work to accomplish. Klatt stated that there is still a lot of work in oversight once the project is under construction.

Williams asked about the comment in report that the rural planning area being completed. He hopes that there will be more research done and would like it to say a substantial amount has been done.

Williams also stated that the Planning Commission should be informed regarding what the current trail plan is. He also wanted the Planning Commission updated if there was information from the Planning Conference that would be useful to the Planning Commission. Klatt stated that there are conferences available for Commission members and in the past they have done webinars and might want to do one in 2015.

M/S/P: Dodson/Lundgren, move to recommend to submit the Planning Department annual report to the City Council as amended, ***Vote: 5-0, motion carried, unanimously.***

### **Meeting Schedule for 2015**

Klatt submitted the proposed schedule with one meeting in December. Kriemer asked if the meeting time would remain 7:00 pm. The majority of the Commission wanted the time to remain 7:00 pm.

M/S/P: Dodson/Lundgren, move to approve the 2015 Planning Commission meeting schedule, ***Vote: 5-0, motion carried.***

## Updates and Concerns

### *Council Updates – December 2, 2014 Meeting*

1. Gonyea Final Plat Deadline Extension – Village Park Preserve
2. Gonyea Final Plat Deadline Extension – Village Preserve
3. Inwood PUD Preliminary Plat & Development Plans approved
4. Inwood EAW – Declaration of No Need for EIS
5. Emmerson IUP Renewal for a Bus/Trucking Terminal at 11530 Hudson
6. Halcyon Cemetary Sketch Plan Review

### *Staff Updates*

1. Upcoming Meetings
  - a. January 12, 2015 Election of Officers
  - b. January 26, 2015
  - c. Future Joint Meeting with EDA

### *Commission Concerns*

Dorschner brought up that if a Commissioner votes no on an item, it would be helpful if they stated why they voted no.

Meeting adjourned at 7:58 pm

Respectfully submitted,

Joan Ziertman  
Planning Program Assistant



PLANNING COMMISSION

DATE: 1/26/15

AGENDA ITEM: 5A – BUSINESS ITEM

CASE # 2015-01

ITEM: Requested Sale of City Property in DeMontreville Wildlife Park

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Dean Zuleger, City Administrator  
Kyle Klatt, Community Development Director  
Dave Snyder, City Attorney  
Adam Bell, City Clerk  
Park Commission

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**SUMMARY AND ACTION REQUESTED:**

The Planning Commission is being asked to review a request to purchase an approximately 6,300 square foot portion of City land in the DeMontreville Wildlife Park. Under State Statute, any purchase or sale of land by the City must be reviewed for compliance with the Comprehensive Plan by the Planning Commission. The request has been made by David and Mary Blinkoff, 7920 DeMontreville Trail North, the adjoining property owner. The requested action, the sale of the 6,300 square foot triangle of land, is intended to correct an encroachment of a swimming pool that was constructed in 2005. Staff is recommending that the Planning Commission find that the requested action is not in conflict with the Comprehensive Plan.

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**GENERAL INFORMATION**

*Applicant:* David and Mary Blinkoff, 7920 DeMontreville Trail North, Lake Elmo, MN 55042

*Property Owners:* Same as applicant

*Location:* Part of Section 05, Township 29 North, Range 21 West in Lake Elmo, north of Lake DeMontreville on DeMontreville Trail North. PID Numbers: 05.029.21.13.0005 and 05.029.21.14.0003.

*Request:* Purchase of approximately 6,300 square feet of land within DeMontreville Wildlife Park to correct an encroachment of a swimming pool.

*Existing Land Use:* Park (DeMontreville Wildlife Park) and Single Family Detached (Blinkoff residence).

*Existing Zoning:* PF – Public and RS – Rural Single Family

*Surrounding Land Use:* North – DeMontreville Wildlife Park, Gateway Trail and Trunk Highway 36; west – DeMontreville Highlands rural single family subdivision; south – Lake DeMontreville; east – DeMontreville Highlands rural single family subdivision.

*Surrounding Zoning:* RS – Rural Single Family  
*Comprehensive Plan:* Rural Single Family and Public/Park  
*Proposed Zoning:* N/A

*History:* According to the history available to staff, DeMontreville Wildlife Park was partially dedicated and partially purchased in order to provide a wildlife area and access to the Gateway Regional Trail. The Blinkoff property, 7920 DeMontreville Trail North, is a part of the DeMontreville Highlands subdivision. The pool that accidentally encroached into the park property was constructed in 2005. The problem of the encroachment has been identified due to the fact that the property owners are attempting to sell the property.

*Applicable Regulations:* M.S. 462.356

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## **REQUEST DETAILS**

David and Mary Blinkoff have made a formal request to purchase approximately 6,300 square feet of land within the DeMontreville Wildlife Park to resolve an encroachment of a swimming pool on the park property. The applicants have noted that it is necessary to resolve the encroachment in order to sell their property. Under State Law, any action by a municipality to buy or sell land must be reviewed by the Planning Commission to ensure compliance to the Comprehensive Plan. The governing statute can be found in Attachment #5. Per the statute, the Planning Commission is required to make a formal report to the City Council determining whether or not the requested disposal of property complies with the Comprehensive Plan.

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## **BACKGROUND**

David and Mary Blinkoff own a single family residential property at 7920 DeMontreville Trail North (see Location Map in Attachment #1). Based upon the submitted narrative, they are preparing to sell the property. During this process, it was discovered that the pool that was constructed in 2005 has encroached onto the City park property. With further research, it became clear that this situation would need to be resolved in some manner in order to complete the sale of the property. After evaluating multiple options with the City Attorney and other staff, it was determined that acquisition of a small triangle piece of land to bring the swimming pool into compliance and completely onto the Blinkoff's property was the best solution. Moving forward, the applicants worked with a surveyor to define the proposed area needed to resolve the encroachment. The area requested to be purchased is 6,314 square feet in area, or .15 acres in size. The surveys are found in Attachment #2.

In order to complete this transaction, a number of steps must be completed. First, the Planning Commission must make a determination that the requested action does not conflict with the Comprehensive Plan. Second, the City Council must hold a public hearing for the vacation of public parkland. Third, the City Council must formally vacate the small portion of parkland and complete the transaction. Finally, an administrative lot line adjustment will need to be completed to reflect the new parcel boundaries of both the Blinkoff property and DeMontreville Wildlife Park after the transaction has been completed. The action requested of the Planning Commission represents the first step in this process.

It should be noted that the requested sale of the small portion of the park property was reviewed by the Park Commission on December 15<sup>th</sup>. The Park Commission was not opposed to selling the 0.15 acre area to resolve the pool encroachment. The Park Commission supported completing the transaction to allow the property owners to move forward with the sale of their home. The Park Commission minutes can be found in Attachment #6

#### **STAFF REVIEW COMMENTS:**

Staff has reviewed the requested disposal of 0.15 acres of land in DeMontreville Wildlife Park and does not find that the action is in conflict with the City's Comprehensive Plan. It should be noted that the property that is requested to be purchased is very small in size. In addition, it is the determination of Staff that selling the land will not compromise or diminish the recreational value of DeMontreville Wildlife Park. The park is mainly utilized as an access to the Gateway Trail. The piece of property requested to be purchased by the Blinkoff's would not impeded access to the Gateway Regional Trail, and it is an area that would otherwise not likely be used for recreation. In terms of the Comprehensive Plan, the DeMontreville Wildlife Park is guided as Public/Park, and the Blinkoff property, 7920 DeMontreville Trail North, is guided Rural Single Family. These designations will remain, and the only change resulting from the action is a lot line adjustment for the two parcels.

#### **RECCOMENDATION:**

Staff is recommending that the Planning Commission confirm that the sale of approximately 6,300 square feet of DeMontreville Wildlife Park to correct the pool encroachment does not conflict with the Comprehensive Plan. The recommended motion is as follows:

***“Move to report to the City Council that the requested purchase of 6,314 square feet of property within the DeMontreville Wildlife Park complies with the City's Comprehensive Plan.”***

#### **ATTACHMENTS:**

1. Location Map
2. Blinkoff Request w/Surveys and Maps
3. Original Building Permit
4. DeMontreville Wildlife Park – Comprehensive Plan
5. State Statute requiring Planning Commission Review for Land Sale
6. Excerpt from 12.15.14 Park Commission Minutes

#### **ORDER OF BUSINESS:**

- Introduction .....Community Development Director
- Report by Staff ..... City Planner
- Questions from the Commission ..... Chair & Commission Members
- Discussion by the Commission ..... Chair & Commission Members
- Action by the Commission ..... Chair & Commission Members





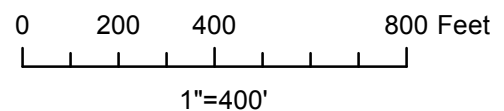


## Location Map: 7920 DeMontreville Trail North



Data Source: Washington County, MN  
1-7-2014

-  Blinkoff Property  
7920 DeMontreville Trl
-  DeMontreville  
Wildlife Park



December 19, 2014

City of Lake Elmo  
3800 Laverne Ave N  
Lake Elmo MN 55042

Attention: City of Lake Elmo Planning Commission and City Council

In the process of preparing 7920 Demontreville Tr N property for sale, it was brought to our attention by a prospective buyer that the swimming pool appeared to be located partially over the lot line. This was observed by looking at the Washington County aerial mapping. The homeowners were clearly surprised, due to the fact that the pool was installed nine years ago and all permits were taken out and approved by the City.

Pat McGrath , Coldwell Banker Realtor, brought this to the attention of the City of Lake Elmo where we were told to commission a survey to verify the exact situation. After a survey was completed, it was evident that the pool encroached on the park property.

In order to correct the situation, an additional survey drawing and legal description was created to include the pool area and necessary setbacks to meet code. This new legal description can be used for a lot line adjustment of 6314 sq ft or .149 acres.

Dean Zuleger and Mary and David Blinkoff negotiated a purchase price of \$3,000 for the property.

We are respectfully requesting the City of Lake Elmo to approve the transfer of this property and the lot line adjustment.

Please find attached supporting documentation including the areal maps, survey, and new legal description.

Sincerely,

David and Mary Blinkoff



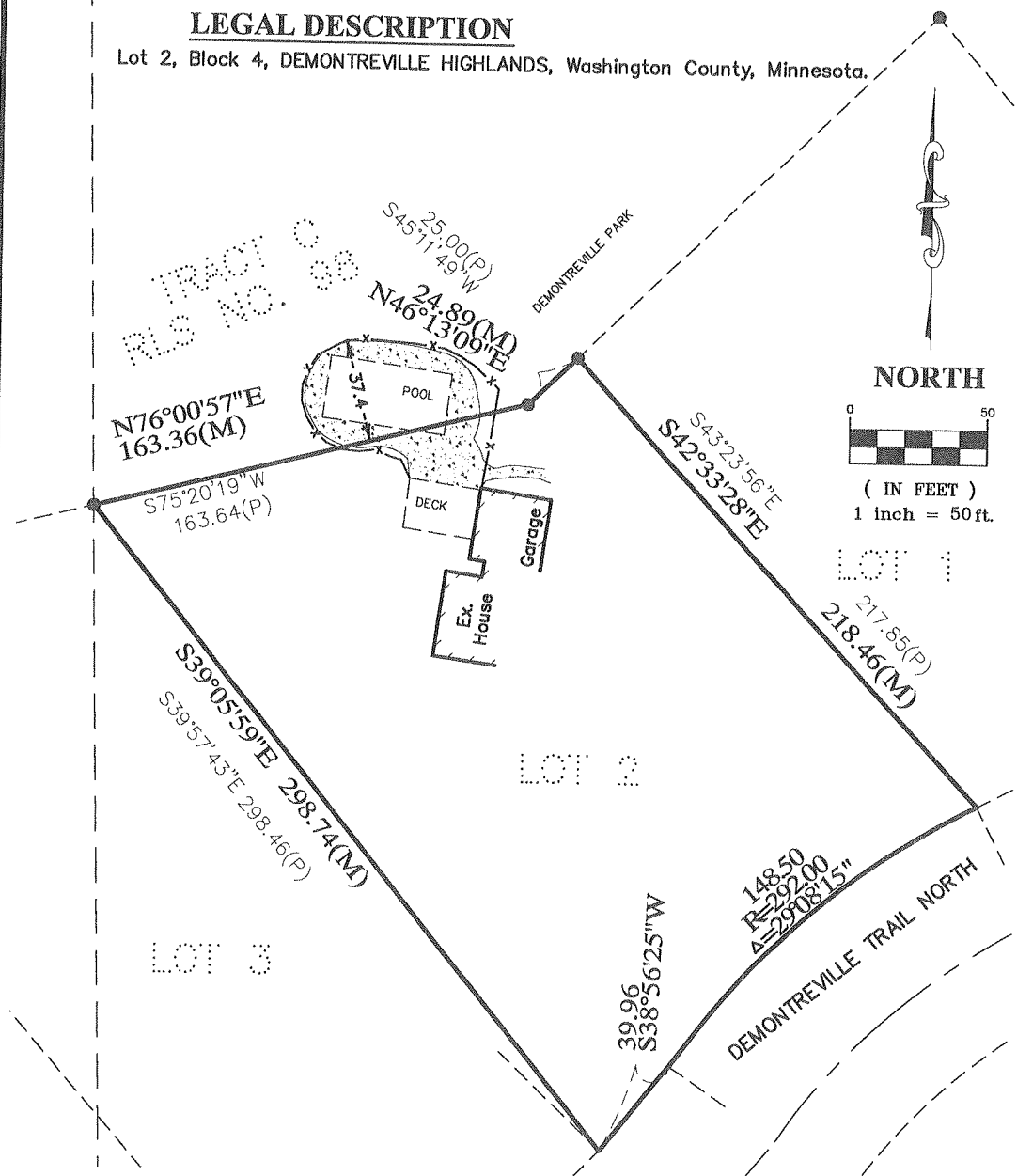
# CERTIFICATE OF SURVEY

FOR: PAT McGRATH

PROPERTY ADDRESS: 7920 DEMONTREVILLE TRAIL NORTH LAKE ELMO, MN

## LEGAL DESCRIPTION

Lot 2, Block 4, DEMONTREVILLE HIGHLANDS, Washington County, Minnesota.



## NOTES

- BEARING'S SHOWN ARE ON ASSUMED DATUM.
- FIELD SURVEY COMPLETED 9/25/14.
- This survey was prepared without the benefit of titlework. Easement, appurtenances and encumbrances may exist in addition to those shown hereon. This survey is subject to revision upon receipt of a title insurance commitment or attorneys title opinion.

## LEGEND

- DENOTES IRON MONUMENT FOUND

- DENOTES CONCRETE
- x DENOTES EXISTING FENCE

SHEET 1 OF 2

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Job #14526

ACRE LAND SURVEYING  
Serving Twin Cities Metro  
area and beyond  
763-458-2987 acrelandsurvey@gmail.com

*Eric R. Vickaryous*

ERIC R. VICKARYOUS

Date: 9/25/2014 Reg. No. 44125

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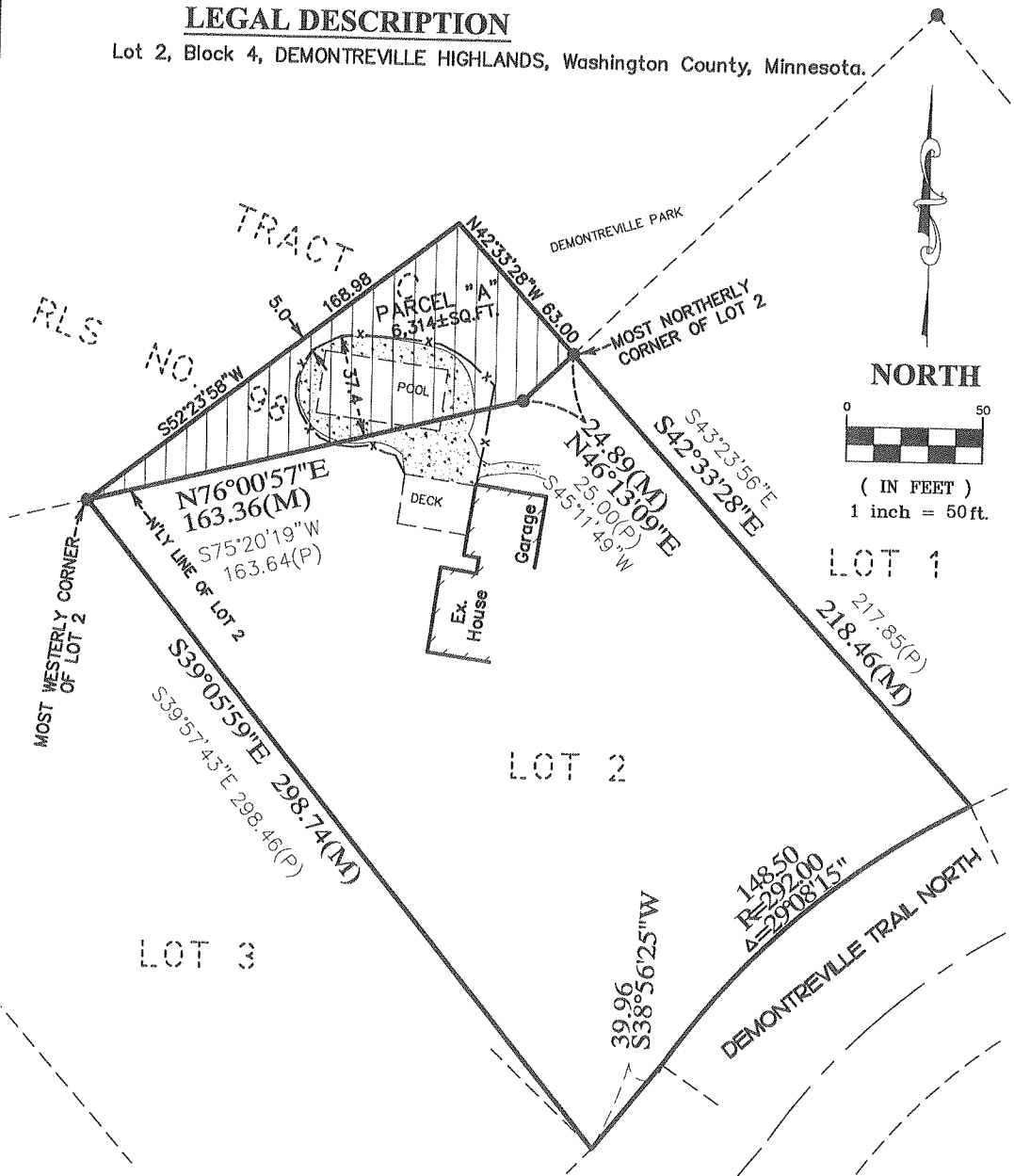
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*Eric R. Vickaryous*  
ERIC R. VICKARYOUS

REV. 10/04/14, NEW LEGAL  
Date: 9/25/2014 Reg. No. 44125



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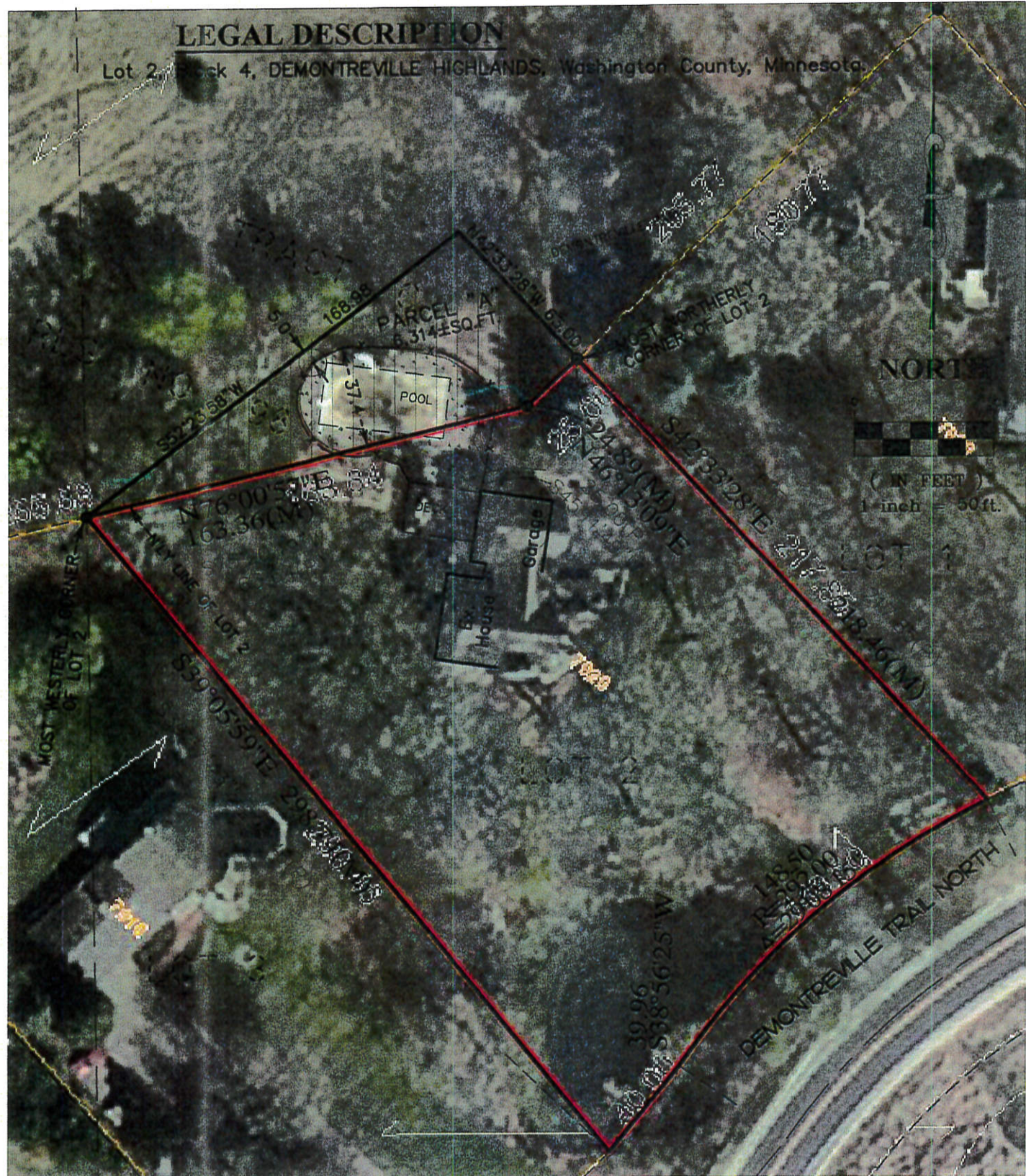
Proposed resolution is squaring off the lot



CERTIFICATE OF SURVEY

FOR: PAT McGRATH

PROPERTY ADDRESS: 7920 DEMONTREVILLE TRAIL NORTH LAKE ELMO, MN



PROPOSED PARCEL "A" LEGAL DESCRIPTION

That part of Tract C, REGISTERED LAND SURVEY NO. 98, Washington County, Minnesota, described as follows:

Beginning at the most westerly corner of Lot 2, Block 4, DEMONTREVILLE HIGHLANDS, said Washington County; thence North 76 degrees 00 minutes 57 seconds East (assumed bearing) along the northerly line of said Lot 2 a distance of 163.36 feet to an angle point along said northerly line; thence North 46 degrees 13 minutes 09 seconds East 24.89 feet to the most northerly corner of said Lot 2; thence North 42 degrees 33 minutes 28 seconds West 63.00 feet; thence South 52 degrees 23 minutes 58 seconds West 168.98 feet to the point of beginning.

SHEET 2 OF 2

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Job #14526

ACRE LAND SURVEYING  
Serving Twin Cities Metro  
area and beyond

763-458-2997 acrelandsurvey@gmail.com

ERIC R. VICKARYOUS

REV. 10/04/14, NEW LEGAL

Date: 9/25/2014 Reg. No. 44125



# City of Lake Elmo

3800 Laverne Avenue N  
Lake Elmo MN 55042  
Telephone (651)777-5510 Facsimile (651)777-9815

## Building Permit

Permit Number 4485

Use of Building Single Family Dwelling

### PERMISSION IS HEREBY GRANTED

To carry out the work specified in this permit on the following described property. Upon the express condition that said persons and their agents, employees and workmen, in such work done, shall conform in all respects to the provisions of the Minnesota State Building Code and local ordinances. This permit may be revoked at any time upon the violation of any of the provisions of said code.

Building Permit Fee	\$321.25
Surcharge	\$10.00
Plan Review	\$0.00
Investigation	\$0.00
Other:	\$0.00
SAC Fee	\$0.00
Sewer Fee	\$0.00
WAC Fee	\$0.00
Plumbing Fee	\$0.00
Surcharge	\$0.00
HVAC Fee	\$0.00
Surcharge	\$0.00
Fire Suppression Fee:	\$0.00
Surcharge	\$0.00
Water Meter	\$0.00
Sales Tax	\$0.00
<b>Total Fee</b>	<b>\$331.25</b>

Owner	Dav&Mary Blinkoff (651) 207-4219	Address	same MN
Company	Paragon Pools (651) 653-6807	Address	305 Stillwater Rd Willernie Mn 55090

Project Address	7920 Demontreville Tr
Legal Description	
Property Identification Number	
Geographic Code	
Zoning District	R-1

Class Of Work	Type Of Construction	Square Footage	Occupancy	Valuation
Add	V-N	0	U-1	20,000

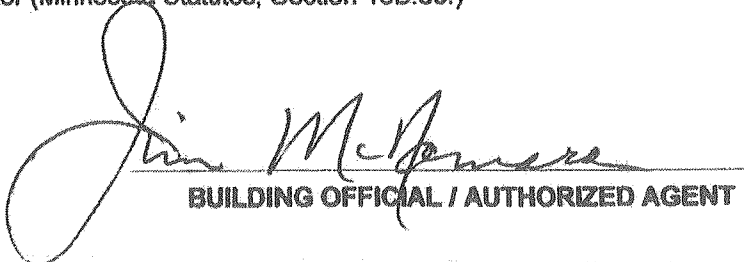
Authorized Work/Special Conditions swimming pool per approved plans and local codes.

This Permit Is Issued: 3/2/2005

This Permit Expires: 3/2/2006

A Certificate of Occupancy must be requested and issued prior to use or occupancy. This Permit shall expire and be null and void if the work authorized by the building permit is not commenced within 60 days of the date of issuance or if work is abandoned or suspended for a period of 120 days. Term of the permit is 12 months from date of issuance. A violation of a provision of this Code is a misdemeanor (Minnesota Statutes, Section 16B.69.)

White -Applicant  
Canary -Municipality  
Pink -Assessor

  
BUILDING OFFICIAL / AUTHORIZED AGENT

# Paragon Pools

305 Stillwater Road • Willernie, MN 55090  
(651) 653-6807 • Fax: (651) 653-1104

## Equipment Needed

☒ Back Hoe      ☐ Bob Cat  
☐ Cat            ☐ Truck  
☒ Snow Fence   ☐ Uni-Loader

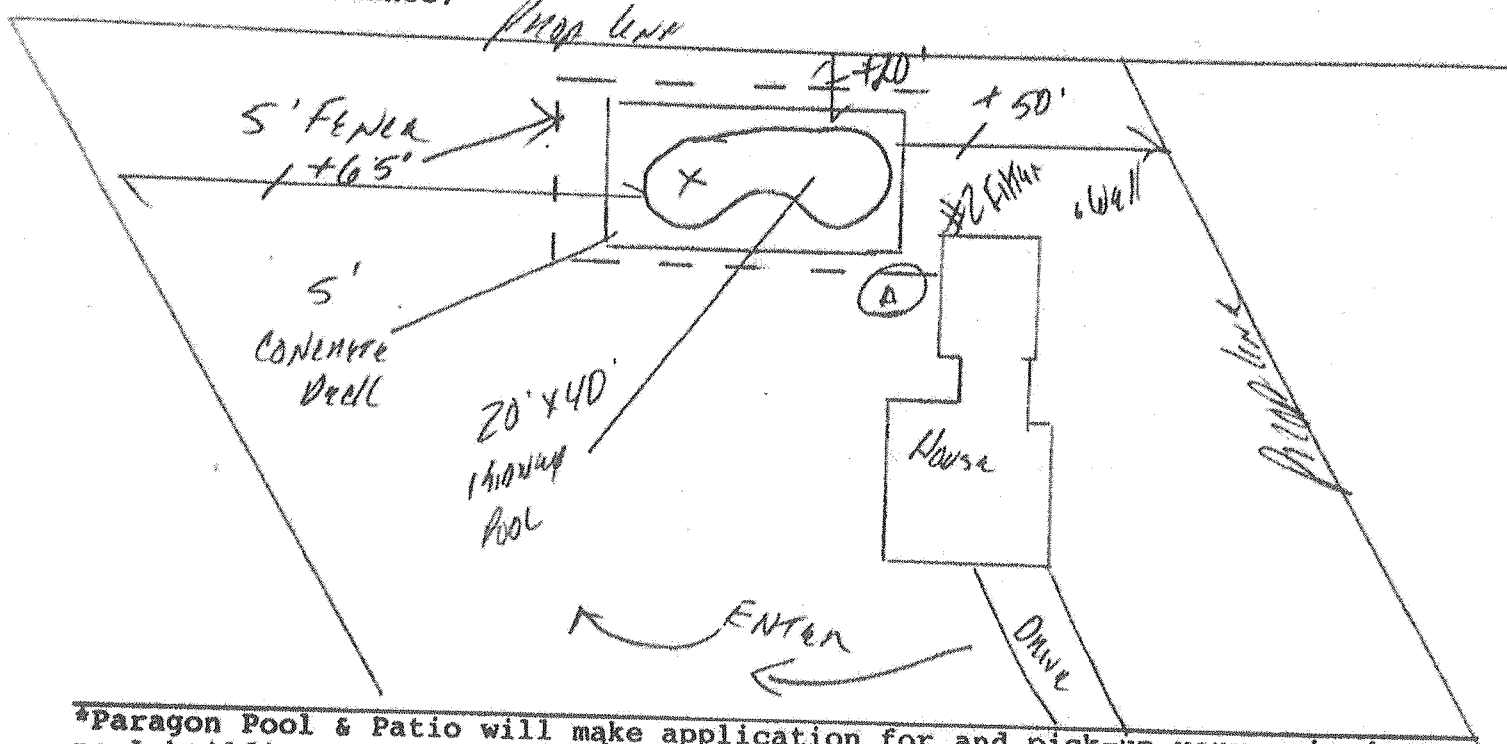
## Inspections

☐ Walls  
☐ Plumbing  
☐ Footing  
☐ Before Backfill

## Contact

20' x 40' HONEY  
Acct No \_\_\_\_\_ Pool Size \_\_\_\_\_  
Name DAVID BLINKOFF  
7920 DEMAND HILL  
Street Rt 161 MD  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Directions \_\_\_\_\_  
Date 2-21-05  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_

Diagram pool site in relation to house, garage, property line, and wires  
(Allow 3" variance)



\*Paragon Pool & Patio will make application for and pick-up your swimming pool building permit. (Electrical, gas, fence, or other permits are the responsibility of the contractor doing the work).

\*The actual cost of the permit is the responsibility of the home owner and Paragon Pool & Patio will expect to be reimbursed for this permit cost within 30 days of obtaining the permit for you.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- ☒ Mark location of filter and/or heater by (#2).
- ☐ Indicate deep end by (X).
- ☐ Does Customer wish to retain any or all dirt from pool excavation: All
- ☐ Will any obstructions be encountered—such as trees, clothes poles or power/phone lines etc.:
- ☐ Elevation from location marked "A" in diagram: +2
- ☐ Show type and location of slide if applicable: \_\_\_\_\_

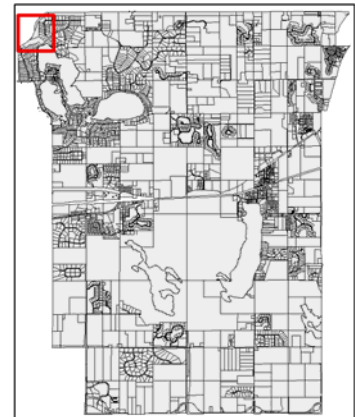
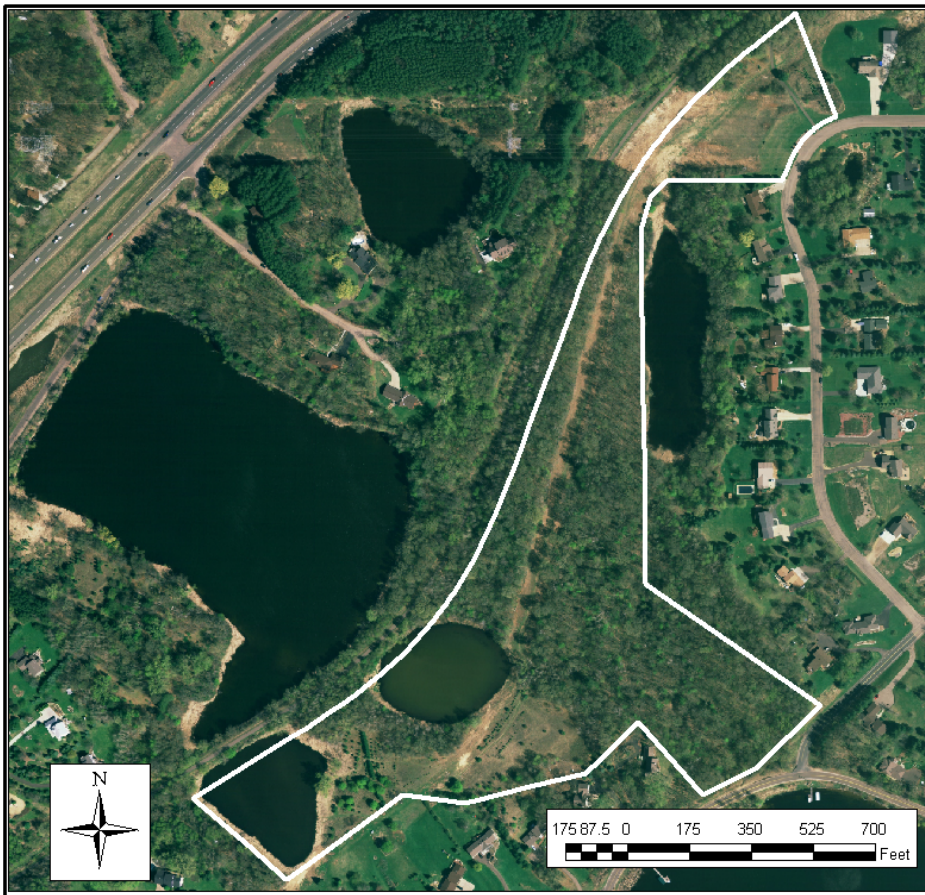
- ☐ Location for disposal of dirt: \_\_\_\_\_
- ☐ Paragon Pool & Patio recommends that customer install (As soon as possible following pool construction);
- 1) Rain gutters adjacent to pool \_\_\_\_\_
- 2) Retaining wall where diagrammed \_\_\_\_\_
- 3) Run off control or drainfield \_\_\_\_\_
- 4) Permanent or temporary fence \_\_\_\_\_

\*\*\* CUSTOMER ALSO UNDERSTANDS & ACKNOWLEDGES THE FOLLOWING \*\*\*

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### ***DeMontreville Wildlife Area***

DeMontreville Wildlife Area serves as Lake Elmo's access to the Gateway State Trail. Located in the northwest corner of Lake Elmo, the partly-wooded park is home to a large pond and a beautiful creek. This park is a popular destination for hikers and those who choose to enjoy this area for cross-country skiing, walking a pet, or communing with nature.



**Classification:** Community Park

**Location:** 7950 DeMontreville Trail North

**Size:** 24 acres

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<b>Natural Features</b>	<b>Passive Uses</b>	<b>Active Uses</b>	<b>Other Facilities</b>
natural parkland lakes/pond natural resource area creek	trail - walking, jogging flora/fauna identification quiet/solitude	sliding hill cross-country/skiing trails	off-street parking



**462.356 PROCEDURE TO EFFECT PLAN: GENERALLY.**

Subdivision 1. **Recommendations for plan execution.** Upon the recommendation by the planning agency of the comprehensive municipal plan or sections thereof, the planning agency shall study and propose to the governing body reasonable and practicable means for putting the plan or section of the plan into effect. Subject to the limitations of the following sections, such means include, but are not limited to, zoning regulations, regulations for the subdivision of land, an official map, a program for coordination of the normal public improvements and services of the municipality, urban renewal and a capital improvements program.

Subd. 2. **Compliance with plan.** After a comprehensive municipal plan or section thereof has been recommended by the planning agency and a copy filed with the governing body, no publicly owned interest in real property within the municipality shall be acquired or disposed of, nor shall any capital improvement be authorized by the municipality or special district or agency thereof or any other political subdivision having jurisdiction within the municipality until after the planning agency has reviewed the proposed acquisition, disposal, or capital improvement and reported in writing to the governing body or other special district or agency or political subdivision concerned, its findings as to compliance of the proposed acquisition, disposal or improvement with the comprehensive municipal plan. Failure of the planning agency to report on the proposal within 45 days after such a reference, or such other period as may be designated by the governing body shall be deemed to have satisfied the requirements of this subdivision. The governing body may, by resolution adopted by two-thirds vote dispense with the requirements of this subdivision when in its judgment it finds that the proposed acquisition or disposal of real property or capital improvement has no relationship to the comprehensive municipal plan.

**History:** 1965 c 670 s 6

Motion amended by Weis to be consistent with the agreement that the HOA created 8 years ago in relation to the path.

#### **b. DeMontreville Pool**

The home at 7920 Demontreville Trail had a pool built beyond the property line, in DeMontreville Wildlife Park. The property was permitted and passed inspection at the time (before current staff); it was city error. Zuleger said that they had worked with land owner to buy a tenth of an acre to extend the lot line to include the pool. The city will get it appraised, and come back to park commission and council for approval; money would go to the park fund. Estimate between \$4-10k.

The homeowner is interested in purchasing the land at market price. If the landowner does not agree, they city will ask them to remove the pool.

Motion made to proceed as suggested to sell parcel of land to homeowner at market value to allow for setbacks approximately 1/10<sup>th</sup> of an acre.

**M/S/P: Ames/Hartley: Approved 7-0.**

#### **Old Business**

##### **a. Bee Safe City Ordinance**

Riley gave a presentation outlining the declining health/population of bees and how cities are passing bee-safe policies to address the issue. The ordinance would primarily ban neonicotinoids and systemic insecticides. Shorewood is the first city in the metro to pass the ordinance. Stillwater is currently working on one.

The City's land treatment methods are currently in compliance with the bee-safe ordinance, and there would be no additional cost to become a bee-friendly city.

Steele asked for confirmation on what making a bee friendly habitat entails. Riley replied that it would be ceasing the use of chemicals, and she said that they could potentially plant native species on city land. Steele suggested that they could be more aggressive in their efforts to be bee friendly.

Hartley shared that at a recent conference she attended she learned that the packaging on some of common chemicals tells you to use amounts that are about 10x the amount that most agricultural farmers would use.

Hartley asked if we have discussed emerald ash borer. Zuleger replied that they had proposed to put out trays, but when the forestry program was disbanded, the effort lost steam. He said that they are telling folks not to plant certain varieties of ash. Hartley said that some people are treating the ash with the systemic insecticides (injections around the root zone).

Zuleger said he highly supports a bee-safe policy, and with the Engstrom development they will see a bee friendly habitat; he will prescribe pollinator-based landscaping as well.

Steele thinks this is good work and would like to support this. He feels as part of the resolution they need to include a more detailed plan. He would like to go beyond stopping the negative factors, and work on implementing positive changes that encourage the bees. Zuleger responded that the ordinance would be a good kick off and they could use the next 6 months to create a solid plan.

Motion made to accept the Bee Safe ordinance and approve staff to design an operational plan to implement concepts by July 1.

Ames suggested that this be incorporated to the planning functions for upcoming developments to make sure that they are in compliance.



Planning Commission  
Date: 1/12/14  
**2015 Work Plan**  
Item: 5b

ITEM: Planning Commission 2015 Work Plan

SUBMITTED BY: Kyle Klatt, Director of Planning

REVIEWED BY: Nick Johnson, City Planner  
Rick Chase, Building Official

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### **SUMMARY AND ACTION REQUESTED:**

The Planning Commission is being asked to review a draft work plan for 2015. The drafting of this plan follows the Commission's recent acceptance of the 2014 Annual Report, which included a brief discussion of the progress made at accomplishing the items from last years' plan of work.

It is expected that the review of development projects will continue to take up a substantial amount of both Staff and Commission time next year. The work plan for 2015 includes 14 of these projects, most of which will be coming forward as either a final plat or final development plans. The other significant work items for next year include adopting further amendments to update the Zoning Ordinance that will hopefully complete this project, finalizing the Shoreland Ordinance with a request for flexibility approved by the DNR, beginning the process to update the City's land use plan to address the final alignment of the Gateway Corridor BRT transit line, developing a form-based code to augment the zoning standards for the Village Mixed-Use Zoning District, and developing new airport zoning regulations within the Village Planning Area.

The intent of the work plan is to help prioritize the projects the Planning Commission will be reviewing in the next several months, and to also help keep the Commission informed about the projects that will be undertaken by Staff during the coming year. It is expected that this will be a working document and that it will help the Commission gauge its progress at achieving some of its goals for the year.

Please note that several of the work plan items come directly from the City Council's work plan for the City as a whole. All of the items that are referenced in the Council work plan are depicted the highest priority items for the Planning Commission in 2015.

### **RECOMMENDATION:**

Staff recommends that the Planning Commission review the draft 2015 work plan and adopt a motion to recommend submission of the plan to the City Council.

### **ORDER OF BUSINESS:**

- Introduction ..... Kyle Klatt, Community Development Director
- Report by staff ..... Kyle Klatt, Community Development Director
- Questions/Comments from the Planning Commission ..... Planning Commission

**ATTACHMENTS:**

- 2015 Planning Commission and Planning Department Work Plan
- Land Use Planning Section from “2015 City of Lake Elmo Work Plan”



## 2015 City of Lake Elmo Plan of Work

The 2015 City of Lake Elmo Plan of Work has been developed to reflect the governing principles established by the 2014 Lake Elmo City Council, which are *(Note: This Governing Principles May Change After the New Council is Seated)*:

1. **Efficient, low cost taxpayer serviced-based government;**
2. **Disciplined and balanced market driven growth;**
3. **Well-ordered, low regulatory burdened quality of life**

From an operational standpoint five core ideas of local government have been applied to reflect public trust and accountability. **First**, our work must be proactive and taxpayer-centered. **Second**, the program must add value to the community in all aspects. **Third**, our operations must be efficient, stable and consistently fair. **Fourth**, program must be cross-functional and team based. And **Fifth**, staff members must be allowed to demonstrate expertise in their individual fields **thus building trust with the elected officials**.

### Land Use Planning

**Mission Statement:** To thoughtfully review the relationship between the City of Lake Elmo Comprehensive Plan and development to insure that the open space character of the City is maintained while provide essential public services to our taxpayers

### 2015 Goals & Objectives

1. Adoption of the City Zoning Code
2. Complete functional master plan for the downtown based on economic metrics, infrastructure needs and practical, taxpayer-driven input
3. Streamline & Improve Policies /Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;
4. Reduce the population expectations to 18,000 by 2040 by careful negotiations with the Met Council prior to the adoption of the 2015 System Statements including the possibility of reducing density expectations in sewer served areas and re-designating high density areas in the SE to commercial
5. Efficiently process / approve final plats, Gonyea (3), Chase, Pratt, Inwood and Engstrom for future housing developments as prescribed by the Comprehensive Plan if directed by the City Council
6. Resolve zoning conflicts with the Metropolitan Airports Commission / MNDOT. Finalize Crossing Strategy with Railroad.
7. Develop a transit oriented development plan for Hudson Boulevard to accommodate the Gateway Corridor Bus Rapid Transit system.
8. Successfully manage development infrastructure construction to City specifications

## 2015 Community Development Work Plan

Prepared by the Lake Elmo Planning Commission: 1/12/14

Accepted by the City Council



Key:

Status :	C – Complete IP – In Progress
Date: (Completion Goal)	A – 0 to 3 months B – 3 to 6 months C – 6 to 9 months D – 9 to 12 months
Admin:	Staff Projects/Initiatives
PL:	Priority Level (1-5 with 1 being the highest priority)

### Project and Description

Date  
(Months) PL Status

#### **ZONING INITIATIVES**

##### Zoning Map Updates

- Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan B 2
- General map updates and corrections C 3
- Implement zoning map changes for specific developments in the Village and I-94 Corridor. B 2

##### File Organization

- Archive older zoning files B 2
- Scan zoning files into Laserfische system C 4

##### Zoning Text Amendments (Zoning Code Update)

- General performance standards B 1
- Specific development standards C 4
- Public Facilities ordinance amendments B 1
- Tree Preservation Ordinance perfecting amendments C 3

##### Zoning Text Amendments (General)

- Outdoor Lighting Ordinance Revisions D 3
- Outdoor Wood Burning Furnaces D 5
- Revise contractor work hours ordinance C 3

##### Form-based Code

- Prepare a scope of work to be accomplished including the need for outside assistance A 1

• Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work	C	2	
• Incorporate design standards from the Design Standards Manual as part of a form-based code	C	2	
Airport Zoning			
• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	D	1	
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	D	2	
Permit Software Implementation			
• Implement Code Enforcement Module for Permit Works	A	2	
• Add Planning Module from PermitWorks to track planning and zoning applications	B	1	
Shoreland Ordinance Update			
• Prepare request for flexibility through DNR	A	1	
• Adopt final version of Shoreland Ordinance based on DNR approval	B	1	
Subdivision Ordinance			
• Review ordinance for consistency with ongoing zoning amendments	B	2	
• Prepare update to incorporate updated engineering standards and to revise submission requirements	D	4	
Development Reviews			
• Savona 3 <sup>rd</sup> Addition Final Plat	B	2	
• Boulder Ponds Final Plat – 1 <sup>st</sup> Phase	A	2	
• InWood PUD (1 <sup>st</sup> Phase) Final Plat	A	2	
• Landucci Goetschel Property development – Concept Plan	B	2	IP
• Hunter's Crossing 2 <sup>nd</sup> Addition Final Plat	A	2	
• Detriech/Reider Property Sketch Plan and Preliminary Plat	B	2	
• Hammes West Final Plat – Final Implementation	A	2	IP
• Easton Village Final Plat	A	2	IP
• Wildflower at Lake Elmo Preliminary and Final Plat	B	2	IP
• Village Preserve Final Plat	A	2	
• Village Park Preserve Final Plat	A	2	
• ISD 916 Final Development Plans	C	2	
• Launch Properties Preliminary and Final PUD Plans	D	2	
• I-94 Commercial development	C	2	

## **PLANNING INITIATIVES**

### Village Area Planning

- |  |   |   |    |
|--|---|---|----|
| • Complete functional master plan for the downtown based on economic metrics, infrastructure needs, and practical, taxpayer-driven input | A | 1 |    |
| • Participate in Lake Elmo Avenue/TH17 reconstruction planning project   | A | 1 | IP |
| • Participate in Lake Elmo Avenue/Village Storm Water study with Washington County   | A | 2 | IP |
| • Submit application for new Village Parkway railroad crossing   | B | 2 | IP |

### I-94/10<sup>th</sup> Street Corridor Planning

- |  |   |   |  |
|--|---|---|--|
| • Develop a transit oriented development plan for Hudson Boulevard to accommodate the Gateway Corridor Bus Rapid Transit system. | D | 1 |  |
|--|---|---|--|

### General Comprehensive Planning

- |  |   |   |    |
|--|---|---|----|
| • Prepare rural development area study to consider future development options for rural areas  | B | 2 | IP |
| • Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review  | D | 3 |    |
| • Review 2015 Met Council Systems Statement  | A | 1 |    |
| • Reduce the population expectations to 18,000 by 2040 by careful negotiations with the Met Council prior to the adoption of the 2015 System Statements including the possibility of reducing density expectations in sewer served areas and re-designating high density areas in the SE to commercial | A | 1 |    |
| • Review individual projects for compliance with the Comprehensive Plan  | C | 3 |    |

### Park Planning

- |   |   |   |    |
|---|---|---|----|
| • Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed | D | 3 |    |
| • Review park plans for individual developments with the Park Commission  | D | 2 | IP |
| • Work with the Park Commission to update the Park Plan in City's Comprehensive Plan                                  | C | 3 |    |
| • Review and update the Trail Plan in City's Comprehensive Plan   | D | 4 |    |

### Capital Improvement Plan

- |  |   |   |  |
|--|---|---|--|
| • Planning Commission review of 2015-2019 Capital Improvement Plan for consistency with the Comprehensive Plan | D | 2 |  |
|--|---|---|--|



#### General Planning Studies

- |  |   |   |    |
|--|---|---|----|
| • Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems. | D | 3 | IP |
| • Develop list of contacts and resources for private community septic systems  | C | 3 |    |

#### Economic Development Support

- |   |   |   |  |
|---|---|---|--|
| • Provide support and assistance to City Administrator and Economic Development Authority (EDA) as needed for economic development activities | D | 3 |  |
| • Maintain list of business in Lake Elmo on City web site   | D | 5 |  |

### **ADMINISTRATIVE INITIATIVES**

#### Developer's Agreements and Escrows

- |  |   |   |    |
|--|---|---|----|
| • Track planning and other review time against development escrow accounts | A | 1 | IP |
|--|---|---|----|

#### Public Infrastructure Review

- |  |   |   |    |
|--|---|---|----|
| • Successfully manage development infrastructure construction to City specifications | C | 1 | IP |
|--|---|---|----|

#### Building Division

- |  |   |   |  |
|--|---|---|--|
| • Hire building inspector as demand for service and inspection revenue increases | A | 2 |  |
| • Develop disaster preparedness manual for Lake Elmo                             | D | 3 |  |

#### Gateway Corridor Commission

- |  |   |   |  |
|--|---|---|--|
| • Act as City representative for Technical Advisory Commission | A | 3 |  |
| • Provide support for station area planning process            | B | 2 |  |

#### Permit Tracking Software

- |   |   |   |  |
|---|---|---|--|
| • Complete move of planning file system to PermitWorks software | B | 3 |  |
|---|---|---|--|

#### Code Enforcement

- |   |   |   |  |
|---|---|---|--|
| • Provide support code enforcement program with the Building Inspector as the City's code enforcement officer | B | 3 |  |
|---|---|---|--|

#### File Archiving and Management

- |   |   |   |  |
|---|---|---|--|
| • Scan address files into the City Laserfische system | D | 3 |  |
|---|---|---|--|

#### Engineering Projects

- |  |   |   |    |
|--|---|---|----|
| • Provide planning assistance as needed for regional trunk sewer project | A | 2 | IP |
|--|---|---|----|

#### Policy and Procedures Review

- |   |   |   |    |
|---|---|---|----|
| • Develop application intake and completeness worksheet   | A | 2 | IP |
| • Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al; | A | 1 |    |

#### **TRANSPORTATION PLANNING PROJECTS**

- |   |   |   |    |
|---|---|---|----|
| • Participate in Lake Elmo Avenue (CSAH 17) study with Washington County.           | C | 2 | IP |
| • Participate in Manning Avenue (CSAH 15) study with Washington County.             | B | 2 | IP |
| • Provide support to City Engineer on TH36 intersection and access management study | D | 4 | IP |