



**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