



PLANNING COMMISSION MEETING AGENDA

Monday, January 30, 2023
Council Chambers, 705 Parkway Avenue
6:00 p.m.

CALL TO ORDER

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

NEW BUSINESS

1. Welcome Newly Appointed Planning Commission Member Tom Paulson
2. Review of Planned Unit Development (PUD) Application for Lot 1, Blocks 3 and 6, in the Fox Meadows Housing Development
3. Land Use Training Opportunity through the League of MN Cities

OTHER

1. Monthly Building and Zoning Permit Activity

ADJOURNMENT

If you have any comments, questions or information that has not yet been presented or discussed regarding an agenda item, please ask to be recognized by the Chairman during the agenda item. Please state your name and address for the record. All comments are appreciated.

CITY OF EAGLE LAKE
December 19, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:02 p.m. by Commissioner Beckel.
Present: Commissioners McCarty, Hughes, Beckel, and Miller.
Absent: Chairman Talle and Commissioner Norton
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: Troy Schrom, Tom Paulson, Scott Wangen, and Randy Roiger.

Approval of Agenda

- Administrator Bromeland made an addition to discuss the January meeting. Commissioner Miller moved, seconded by Commissioner Hughes to approve the agenda. A roll call was taken with all in favor. Motion carried.

Approval of Minutes

- Commissioner Miller moved, seconded by Commissioner Hughes to approve the Planning Commission meeting minutes from November 21, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. **Public Hearing for Conditional Use Permit**
 - Administrator Bromeland provided background and stated that tonight's public hearing is to consider an application for Conditional Use Permit (CUP) received from Troy Schrom for the area in the Fox Meadows Housing Development that is zoned R-4 for the 8-plex structures. Mr. Schrom is seeking a CUP for grouped housing consisting of thirteen 8-plexes. Three buildings to be located in Block 4, eight buildings to be located in Block 5, and two buildings to be located in Block 7. Grouped housing projects are allowed in an R-4 district subject to the regulations to Conditional Use Permit. Notice was published in the newspaper and sent to property owners within 350 feet of the parcel.
 - Commissioner Beckel opened the Public Hearing.
 - Randy Roiger, Regency Mobile Home Park maintenance, stated he was concerned with water drainage. He stated that when it heavily rains the drains in the ditch get plugged up and it floods the ditch into the park. Commissioner Miller stated that the development will have two retaining ponds by Regency. Mr. Roiger asked why the ponds are located next to Regency. Mr. Schrom explained that that is the low point and where water naturally would drain to. Commissioner Miller stated that there will be another retaining pond on the other side of the development.
 - Commissioner Beckel closed the Public Hearing.

- Commissioner McCarty moved, seconded by Commissioner Miller to recommend to the City Council to approve the CUP. A roll call was taken with all in favor, motion carried.

2. Application Received for Planning Commission Vacancy

- Administrator Bromeland stated she had received an application to serve on the Planning Commission from Eagle Lake resident Tom Paulson.
- Mr. Paulson explained why he is applying for the Planning Commission. He has lived in Eagle Lake since 2004 and seen a lot of changes in the city. He stated he is a member of the American Legion, previously worked in construction, and now runs an in home daycare with his wife. He stated he really would like to help the city and that is why he submitted an application.
- Commissioner Hughes moved, seconded by Commissioner McCarty, to accept Mr. Paulson's application. A roll call was taken with all in favor, motion carried. The City Council will consider this at their January 9th meeting.

Other

1. Plans for Redevelopment of Parcel R12.10.18.201.018: Scott Wangen

- Administrator Bromeland stated that Scott Wangen recently purchased the property located at 100 Valley Lane, which is zoned R-3, and that he has requested the ability to talk with the Planning Commission about his plans for future redevelopment of the property. Administrator Bromeland noted that Mr. Wangen was provided a copy of zoning regulations and that no formal approvals or assurances could be given at this time as the formal process should be followed for approvals as it relates to zoning and building permits. Mr. Wangen explained he is looking at a few options for the property. He is looking at moving a property line and combining the two lots. It was noted that two of the parcels are located in different subdivisions and that in order to combine the parcels, platting would be needed. Mr. Wangen asked some questions about how many buildings and units that city code would allow on the property. He stated he may put a second structure closer to the creek and had questions about being close to a wetland. It was noted that Eagle Lake City Code requires a 25-foot setback from wetlands for structures or impervious surfaces. He also asked about possibly adding another property line by splitting part of the larger parcel.

2. Building and Zoning Permit Activity

- Permit activity was presented for the months of November and December.

3. Motorsports Park Project

- Administrator Bromeland stated that City Council issued a negative EIS declaration at their December 5th City Council meeting.

4. Strategic Economic Development Plan.

- Administrator Bromeland stated that the City Council adopted the Strategic Economic Development Plan at their December 5th City Council meeting. The report shows Eagle Lake's strengths, weaknesses, housing, and growth. The report can be found on the city website.

5. January Meeting

- Administrator Bromeland stated that the next regular scheduled meeting is on January 23, 2023, however, she will be absent. Discussion took place on keeping the date the 23rd or moving the meeting to the 30th. Commissioner Beckel stated that if there is no business then the meeting should be canceled. The Planning Commission agreed to move the meeting to January 30th unless there is no business in which the meeting will be canceled.
- The next regular scheduled Planning Commission meeting is January 30, 2023, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner McCarty moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:47 p.m.

Commissioner Beckel

Mandy Auringer, Administrative Clerk



705 Parkway Ave, PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax

January 30, 2023

To: Planning Chair Talle and Commission
From: Jennifer J. Bromeland, City Administrator
Re: January 30, 2023 Planning Commission Meeting

New Business

1. Welcome Newly Appointed Planning Commission Member Tom Paulson. We welcome Tom Paulson to the Eagle Lake Planning Commission. Thanks, Tom, for stepping up to serve!
 - **Action Needed:** No action needed.

2. Review a Planned Unit Development (PUD) Application for Fox Meadow Housing Development. A PUD application, a copy of which is attached, was received from Troy Schrom for Lot 1, blocks 3 and 6, in the Fox Meadow Housing Development. Mr. Schrom was advised of additional information needed in order for the application to be complete and given until Thursday, January 26th to submit missing information. Per Section 6.195 of Chapter 6, a copy of which is attached, upon receipt of an application and development plan for a PUD, the Planning Commission shall review the application and advise the City Council if the plan meets the specifications of the ordinance. The recommendation will then be sent to the City Council for its review. According to the ordinance, the City Council will schedule a public hearing prior to the approval or denial of the PUD application. If the application is incomplete at the time of the meeting, the matter will be tabled until a complete application has been received. Included for reference purposes is an excerpt from the Developer's Agreement in which there is reference to separate applications being made under the PUD ordinance for further subdivision of portions of the project along with an exhibit showing these areas.
 - **Action Needed:** If a complete application has been received and the Planning Commission shall review the application and plan and advise the City Council if the plan meets the specifications of the ordinance.

3. Land Use Training Opportunity through the League of Minnesota Cities. Attached is a printout of an on-line land use training opportunity offered through the League of Minnesota Cities. Discussion should ensue if the Planning Commission wishes to complete the training at the meeting this evening or at an upcoming meeting as a group, or if there is an interest in completing the training individually.

Other

1. Building and Zoning Permit Activity. Attached is building permit information. There were no zoning permits this past month. No action is needed as this is included for informational purposes.

A handwritten signature in cursive script, reading "Jennifer J. Bromeland", written over a horizontal line.

Jennifer J. Bromeland
City Administrator

New Business
2

**CITY OF EAGLE LAKE, BLUE EARTH COUNTY, MINNESOTA
DEVELOPER'S AGREEMENT FOR PRIVATELY FINANCED IMPROVEMENTS
FOX MEADOW ONE**

THIS DEVELOPER'S AGREEMENT FOR PRIVATELY FINANCED IMPROVEMENTS FOX MEADOW - PHASE ONE (the "Agreement") is made and entered into this 6th day of December, 2022 by and between the City of Eagle Lake, a municipal corporation in the State of Minnesota, hereafter called "City", and Fox Meadow Townhomes LLC, a Minnesota limited liability company, hereafter called the "Developer".

RECITALS

WHEREAS, Developer has made application to the City for approval of a plat of land within the corporate limits of the City described as: Fox Meadow, Blue Earth County (the "Subdivision") as legally described in Exhibit A attached hereto;

WHEREAS, Developer intends to construct new residential housing units and attendant infrastructure within the Subdivision (the "Project") including single-family homes, twin homes, and multi-family dwelling units;

WHEREAS, Developer and the City agree that Developer will make separate applications under the Planned Unit Development ordinance for further subdivision of portions of the Project, as depicted in Exhibit B;

WHEREAS, Developer and the City agree that this Agreement shall serve to facilitate the orderly and efficient development of the Project to the mutual benefit of the Developer and City; and

WHEREAS, the City has outlined certain public improvements which in part provide needed infrastructure for the development of the Project; and

WHEREAS, the City on December 5, 2022 has adopted Resolution 2022-48 approving the final plat of the Subdivision, attached hereto as Exhibit C (the "Final Plat") on the condition the Developer enter into an agreement to provide for the installation of certain subdivision improvements as hereinafter described.

NOW THEREFORE, for valuable consideration and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

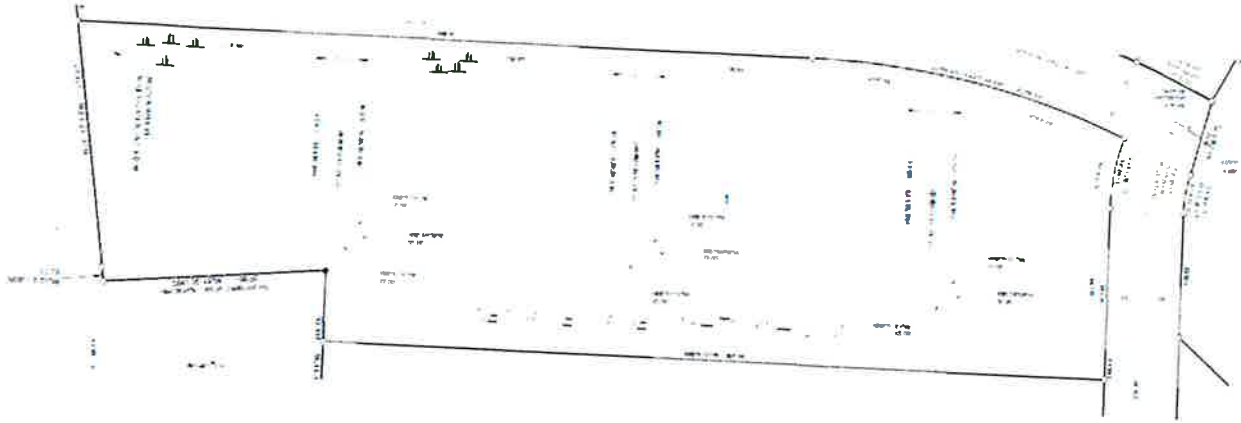
- A. Required Developer Documents. Prior to the issuance of any permits from the City, Developer shall have provided to the City the following documents:
1. Preliminary Plat;
 2. Final Site Plan;
 3. Utility Plan;
 4. Grading, Drainage, and Erosion Control Plan;
 5. Engineering Plans and Specifications for Public Improvements; and
 6. Final Plat.

If the plans vary from the written terms of this Agreement, the terms of this Agreement shall control. All the foregoing plans will be prepared by, and will be delivered to, the City with the

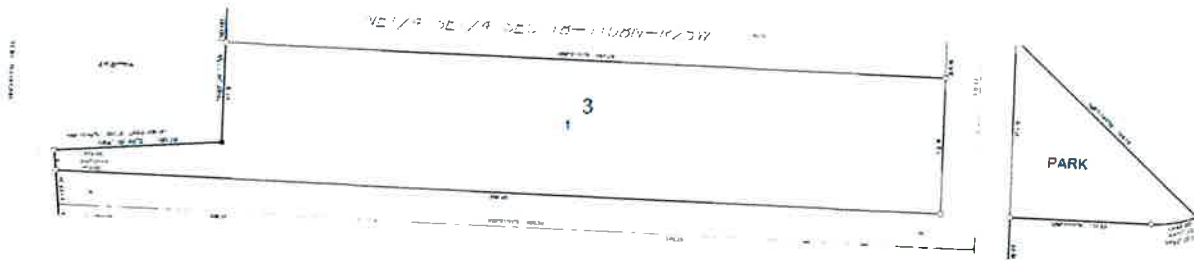
EXHIBIT B

Planned Unit Development Areas

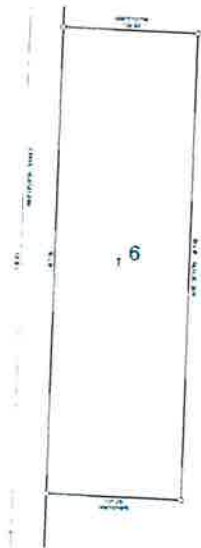
Lot 1, Block 2, Fox Meadows



Lot 1, Block 3, Fox Meadows



Lot 1, Block 6, Fox Meadows





PLANNED UNIT DEVELOPMENT APPLICATION

PO Box 159, Eagle Lake, MN 56024
(507) 257-3218 Phone (507) 257-3220 Fax
www.eaglelakemn.com

Plat Name: Fox Meadows

Number of Units Proposed: 16 Zone: [] A-1 [] R-1 [] R-2 [] R-3 [] R-4 [] B-1 [] LI [] HI

Plat Address: NE 1/4 SW 1/4 and NW 1/4 SE 1/4 Section 18 - T108N - R25W

Blue Earth County Parcel Number (s):

Applicant: (mandatory)

Name: Fox Meadows Townhomes Daytime Phone: 507-257-5110

Mailing Address: 704 Parkway Ave Fax Number:

City/State/Zip: Eagle Lake, MN 56024

Contact Person: Corey Cowdin 507-995-6776 (if different from applicant)

Details of Request. (attach additional sheets if necessary):

Three horizontal lines for providing details of the request.

Include the items listed below:

- checkbox a. The location, dimensions, floor area, type of construction, and use of each proposed building or structure.
checkbox b. Floor plan showing specific uses within the building.
checkbox c. The number, the size and type of dwelling units in each building, and the overall dwelling unit density.
checkbox d. Architectural graphics, including typical floor plans and elevations, profiles, and cross-sections.
checkbox e. The location and dimensions of adjacent properties, abutting public right-of-ways and easements on the property.
checkbox f. Landscaping plans

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application: Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant).

Clear Form

Applicant's Signature: [Signature] Date: 1-9-23

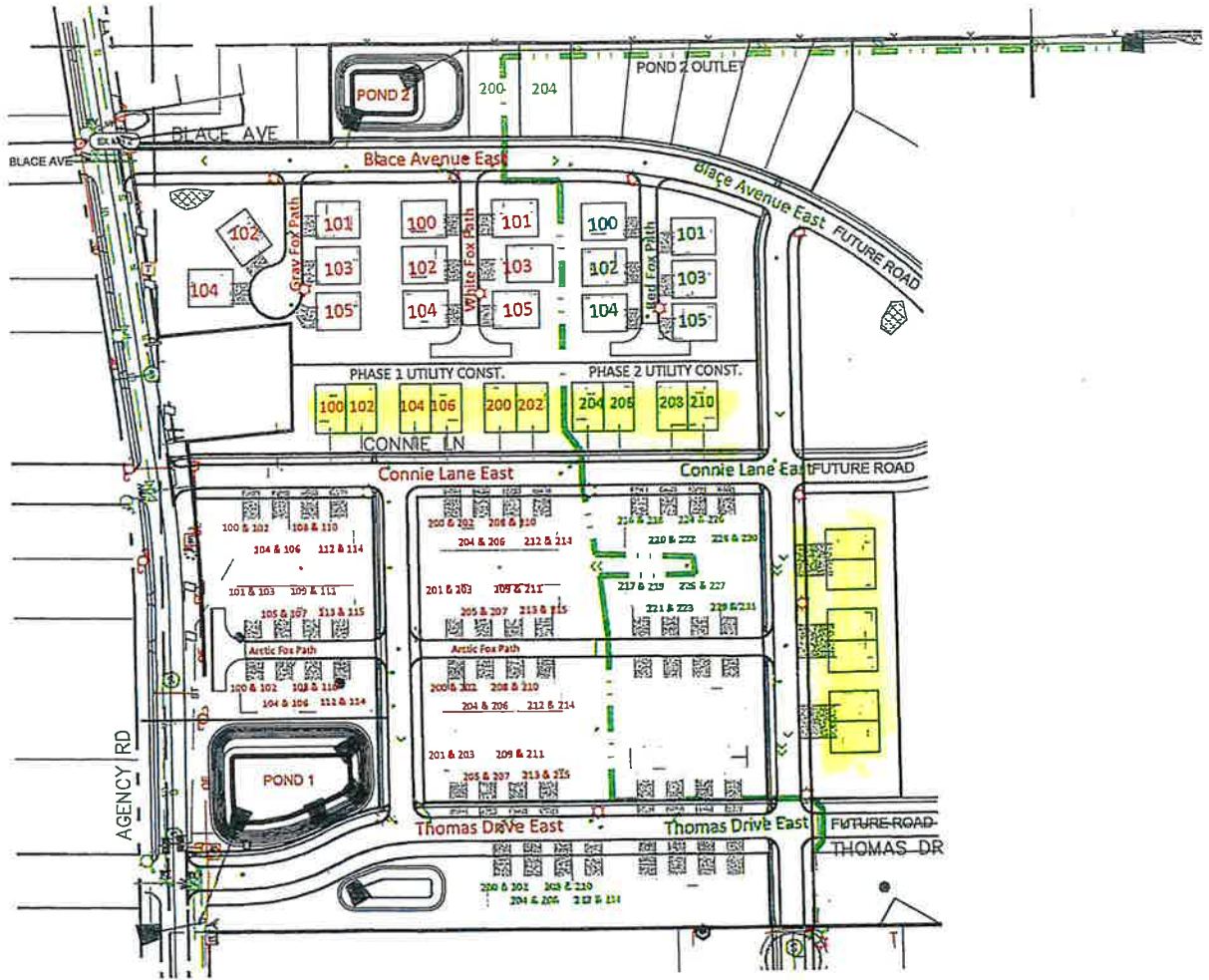
Office Use Only:
Application Fee: \$200.00
Notice Fee: \$ (\$2.00 per notice of properties within 350 feet)
TOTAL: \$

FOX MEADOWS - PHASE 1

2023 STREET & UNDERGROUND UTILITIES IMPROVEMENTS

PART OF THE SE1/4 SECTION 18-T108N-R25W

EAGLE LAKE, BLUE EARTH COUNTY, MN



SECTION 6.195 PLANNED UNIT DEVELOPMENT

(Adopted June 18, 2008)

Subd. 1. Purpose. The City Council of the City of Eagle Lake has determined that it is appropriate to encourage flexibility in the development of land in order to promote the most appropriate use, improve the design, character and quality standards and provide a harmonious mixture of land uses, facilitate the adequate and economic use of streets, utilities, and city services. When coordinated with the comprehensive plan, a Planned Unit Development can be an effective tool for guiding development. The City of Eagle

Lake has authorized the use of Planned Unit Developments for the following purposes:

- A. Encourage integration of new structures with existing structures;
- B. Facilitate the provision of housing, for all economic classes;
- C. Provide for improved residential environments; and
- D. Enhance the ability of the City of Eagle Lake to promote business and employment opportunities.

Planned Unit Development projects shall be developed in accordance with an overall design and an integrated development plan in accordance with the City subdivision regulations. Such projects shall be consistent with the intent and purpose of this Ordinance and shall not adversely affect the property adjacent to the land included in the project.

Subd. 2. Public Benefit. The City Council shall review each proposed Planned Unit Development and determine whether the planned use will be for the Public Benefit. The Council shall consider the following factors in determining whether a proposed use is for the Public Benefit:

- A. Preservation and enhancement of desirable site characteristics and open space.
- B. A pattern of development which preserves natural vegetation, topographic and geological features.
- C. Preservation and enhancement of historic and natural resources that significantly contribute to the character of the City.
- D. Use of design, landscape, or architectural features to create a pleasing environment or other special development features.
- E. Provision of a variety of housing types in accordance with the City's housing goals.
- F. Elimination of blighted structures or incompatible uses through redevelopment or rehabilitation.
- G. Business and commercial development to enhance the local economy and strengthen

the tax base.

H. The efficient use of land resulting in more economic networks of utilities, streets, schools, public grounds, buildings, and other facilities.

In order to approve a proposed Planned Unit Development, the Council must find that the proposed use meets one or more of these requirements.

Subd. 3. Procedure. The following procedures shall govern application for Planned Unit Developments:

- A. An Application for Planned Unit Development and the development plan must be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.
- B. Upon the receipt of an application and preliminary plan for the establishment of a Planned Unit Development district, the Planning Commission shall review the application and preliminary plan and advise the City Council if the preliminary plan meets the specifications of this ordinance. The recommendations will then be sent to the City Council for its review.
- C. Within sixty days of receiving the application, the City Council shall hold one or more public hearings on such proposed preliminary plan and amendment. Notice of the public hearing will be published in the general newspaper at least ten calendar days in advance of the hearing. All adjoining property owners shall be given notice of the time and date of the hearing. The proposed preliminary plan for the Planned Unit Development shall be made available for the public to review prior to the time and date of the hearing, at the Office of the City Administrator, and will be available at the public hearing.
- D. After holding the public hearing, the City Council shall act to approve, approve the modifications and/or conditions, or deny the application. If the Council requests modifications, the applicant shall make the revisions to the plan and resubmit the matter to the Planning Commission, who will then review the proposed changes.
- E. A final Planned Unit Development plan shall be submitted to the City Council for its approval or denial.

Subd. 4. Time Limit on Approved Planned Unit Development. No Planned Unit Development plan approval shall be valid for a period longer than one (1) year unless a building permit is issued. However, upon written request of the applicant, the one (1) year period may be extended by the City Council for up to one (1) year, without a new application being submitted.

Subd. 5. Regulations During and Following Completion of Development. Following approval of the Planned Unit Development, the development site plan, including any modifications thereof, shall constitute the use, parking, loading, sign, bulk, space, and yard regulations applicable to the property, and no use, building or development, other than home occupations and temporary uses not allowed by the development site plan, shall be permitted within the area of the Planned Unit Development.

Subd. 6. Adjustments to the Development Site Plan. Adjustments to the development site plan shall be accordance with the requirements set forth below.

- A. New Application Required. No alteration or amendment shall be made in the construction, development, or use without a new application under the provisions of this section. However, minor alterations may be made subject to the written approval of the Zoning Administrator.

- B. Minor Adjustments. During build-out of the Planned Unit Development, the Zoning Administrator may authorize minor adjustments to approved development Site plans when such adjustments appear necessary in light of technical or engineering considerations. Such minor adjustments shall be limited to the following elements:
 - 1. Adjusting the distance as shown on the approved development site plan between any one (1) structure or group of structures, or any vehicle circulation element or any boundary of the site, as long as the adjustments do not require a variance. If a variance is required, the property owner must follow the applicable procedure.
 - 2. Adjusting the location of any open space.
 - 3. Adjusting the final grade.
 - 4. Altering the types of landscaping elements and their arrangement within the required landscaping buffer area.

Such minor adjustments shall be consistent with the intent and purpose of the Ordinance and development plans approved pursuant to this section shall be the minimum necessary.

Subd. 7. Standards.

- A. A Planned Unit Development may be established for any parcel or tract of land under single ownership or control. The property included in the Planned Unit Development shall be planned and developed or redeveloped as a single unit and in a manner consistent with the intent and purpose for which a Planned Unit Development may be permitted.

- B. The Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare.

- C. The development of the Planned Unit Development shall conform to the approved development plan; including all proposed covenants, easements, conditions of approval, and other provisions relating to the bulk, location, and density of permitted structures, accessory structures, parking, and other public facilities.

- D. All land shown on the approved development plan as common open space must be conveyed to the City of Eagle Lake for the maintenance of the Planned Unit Development.
- E. Planned Unit Developments are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversions of existing buildings and land provided they are allowable per underlying district(s) standards.
- F. Specific allowed uses and performance standards for each Planned Unit Development shall be delineated in a development plan as approved by the City Council. The Planned Unit Development plan shall identify all the proposed land uses and those uses shall become permitted uses within the Planned Unit Development with the acceptance of the development plan. Any change in the uses presented in the development plan shall require the approval of an amendment to the Planned Unit Development by the City Council in the manner prescribed by this Chapter.
- G. The Planning Unit Development adheres to additional requirements, including but not limited to tree, water and woodland preservation, surface water, home occupation, parking, sign, and general district provisions as set forth within the appropriate chapters of the Ordinance, as may be amended.

Subd. 8. Design Standards.

- A. The number of principal use structures which may be constructed within the Planned Unit Development may be determined by dividing the net acreage by the required lot area per unit that is required in the district in which the Planned Unit Development is located. The net acreage shall be defined as the project area less the land dedicated for public streets or other public purposes. The project area includes all the land within the Planned Unit Development that is allocated for residential, institutional, commercial, or industrial uses, and for the common space required. The City Council of the City of Eagle Lake may waive this requirement upon finding that these standards will hinder the purposes of the proposed Planned Unit Development and the standards are not necessary for the project to provide a public benefit to the City.
- B. The development plan shall contain such proposed covenants, easements, and other provisions relating to the bulk, location, and density of permitted structures, accessory structures, and public facilities as may be necessary for the welfare of the Planned Unit Development and the City.
- C. The common open space, and other common properties, individual properties, and all other elements of the Planned Unit Development shall be so planned that they achieve a unified scheme of integrated planning and a harmonious selection and efficient distribution of uses.

- D. Common open space within a Planned Unit Development must be used for amenity or recreational purposes. Motor vehicle parking areas and traffic corridors shall not be considered an approved use of common open space. The uses authorized for the common open space must be approved to the scale and character of the Planned Unit Development, and consider the Planned Unit Development's size, density, topography, number and type of structures to be provided.
- E. Common open space must be suitably improved for its intended use. Common open space containing natural features worthy of preservation may be left unimproved. The development plan must coordinate the improvement of the common space and The construction of the permitted structures within the Planned Unit Development.
- F. Adequate access shall be provided for fire and emergency vehicles.

MEMBERLEARN ONLINE COURSES

Land Use Regulation: Your Role in Land-Use Decision Making

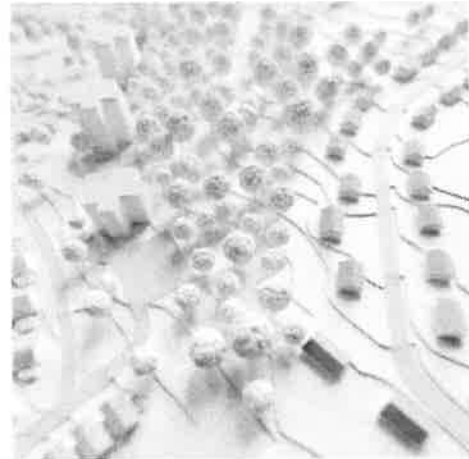
Primary audience

City Council, Planning Commissioners

Course time

60 minutes

In this course, you will learn the basics of why and how cities engage in land use planning and regulation, and why local officials should take time to carefully and conscientiously create land use laws. You will also become familiar with the tools cities use to regulate land use as well as the process that cities should consider when making land use decisions.



By completing this course, you will:

- Explain why cities regulate land use
- State the importance of the Municipal Planning Act
- Recognize that cities play multiple roles in the land use process
- Classify the types of discretion that cities have to make land use decisions
- Examine the tools that cities use to regulate land use
- Outline the process that cities should consider when making land use decisions

Register now!

Subject Matter Expert

Jed Burkett, Loss Control/Land Use Attorney – League of Minnesota Cities

Features

Videos, infographics, downloadable materials, and knowledge check – [learn more about MemberLearn](#).

Cost

0 – 20 users = \$15 per user

21 – 50 users = \$10 per user

Other #1

Month

Issued

Permit #

Contractor

Jan
Jan
Jan

23-1
23-2
23-3

Schwickerts
Schwickerts
Lacina Siding

HOUSE #

STREET

VALUE

Project Description

221	Connie Ln	\$	10,575.00	AC/Furnace
313	LeSueur Ave	\$	5,000.00	Furnace
203	Perry St	\$	23,000.00	Reside