



PLANNING COMMISSION MEETING AGENDA

Monday, January 22, 2024

Council Chambers, 705 Parkway Avenue

6:00 p.m.

CALL TO ORDER:

APPROVAL OF THE AGENDA:

APPROVAL OF MINUTES:

NEW BUSINESS:

1. Update on Floodplain Ordinance

OTHER

1. Update on Land Use Plan by MSU Graduate Students
2. Update on Chapter Six Code Amendment
3. 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.

If you have any questions, please feel free to contact City Hall at 507.257.3218 or email at oadomabea@eaglelakemn.com.

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

NOVEMBER 20, 2023

CALL TO ORDER:

Chairman Talle called the meeting to order at 6:03 p.m.

MEMBERS PRESENT:

- Trent Talle, Tom Paulson, Ray Beckel, Michael McCarty, Paul Bunkowske, Richard Garvey.

MEMBERS ABSENT:

- Jan Hughes

STAFF PRESENT:

- Jennifer Bromeland, City Administrator; and Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

- None

APPROVAL OF THE AGENDA:

Commissioner Beckel moved, seconded by Commissioner Paulson, to approve the agenda. A roll call was taken with all in favor. Motion carried.

APPROVAL OF MINUTES:

Commissioner McCarty moved, seconded by Commissioner Beckel, to approve the agenda. A roll call was taken with all in favor. Motion carried.

NEW BUSINESS:

Chapter 6 Zoning Code Review and Update

- Community Development Coordinator, Olivia Adomabea, gave a brief presentation of the proposed amendments that have been made to chapter six of the City Code. The revised chapters included review of accessory uses, review of code on signs, general review of language, and rearrangement of sections of code. She mentioned that the listed sections of the code were reviewed at the previous planning commission meetings held on June 26, 2023, and August 21, 2023) but a motion was not carried out by commissioners. Coordinator Adomabea requested a motion be carried out for the previous meeting on the code so a recommendation can be made to the City Council.
- Commissioner McCarty asked if the changes on accessory uses needed any endorsement from commissioners. Coordinator Adomabea responded that an endorsement was not needed but she wanted to give a recap of what was discussed in that section and the revisions that have been made.
- Coordinator Adomabea mentioned that some cities have code on signs under the zoning code while others had it as a separate chapter and asked commissioners to recommend where they will want code on signage to be (whether it should be under chapter 6 or should be a chapter on its own). City administrator Bromeland stated that deferring to the city attorney's judgment would be beneficial.
- Commissioner Beckel asked if the changes to the code on signs will create any non-conformity. Coordinator Adomabea stated that she is currently unable to identify any instances of non-conformity. Administrator Bromeland added that it will be grandfathered in at the time if it had tendencies of creating non-conformity.
- Commissioner McCarthy inquired about the requirement of a permit for a temporary sign and sought clarification on the city's definition of a temporary sign. Administrator Bromeland responded in affirmative and explained that a fee is not associated with a temporary sign. A permit is required to make sure it meets all zoning and code requirements.
- Commissioner Beckel asked if there are setbacks for accessory structures for easements and wetlands. Administrator Bromeland responded that the city code has setback requirements for accessory structures in easement and wetland areas.
- Planning chair Talle called for a motion for changes to accessory structures, sign, and language of code.
- A motion was made by Commissioner Beckel and seconded by Commissioner McCarty for changes to signs, with all in favor.
- A motion was made by Commissioner Beckel and seconded by Commissioner Bunkowske for changes to accessory uses and code language with all in favor.

OTHER

1. Update on Land Use Plan by MSU Graduate Students

- Community Development Coordinator Adomabea gave a brief update on the land use plan by MSU Graduate Student of the Urban and Regional Studies Institutes. She mentioned that the survey that was sent out to residents received about 70 responses and have been given to the students for analysis. She added that the students will give a final presentation of the project to the City Council at their upcoming council meeting which is scheduled for December 4th.

2. Monthly Building and Zoning Permit Activity

- The Monthly Building and Zoning Permit Activity was presented by Administrator Bromeland. She explained that the number of permits has increased due to the mass number of reroofing permits received.

ADJOURNMENT:

- Commissioner McCarthy moved, seconded by Commissioner Paulson to adjourn. A roll call vote was taken with all voting in favor. Motion carried. The meeting was adjourned at 6:35 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

<u>Date</u>	<u>Month</u>						
<u>Received</u>	<u>Issued</u>	<u>Permit #</u>	<u>Contractor</u>	<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
11/17/2023	Nov	23-275	Boelter	125	Creekside	\$ 18,727.00	Reroof
11/20/2023	Nov	23-276	Heyn Brothers	120	Hawk Ave	\$ 14,250.00	Reroof
11/21/2023	Nov	23-277	Cedar Valley Exteriors	108	LeRay Ave	\$ 37,092.00	Reroof and Reside
11/29/2023	Nov	23-278	Schmidt Siding & Windows	1001	Timberidge Trl	\$ 20,259.00	Windows
11/30/2023	Nov	23-279	Self	320	LeRay Ave	\$ 14,000.00	Reroof
12/8/2023	Dec	23-280	Bauer Roofing	101	Diane Dr	\$ 7,500.00	Reroof
12/19/2023	Dec	23-281	Schmidt Brothers	200	Hunters Ct	\$ 13,000.00	Reroof
12/21/2023	Dec	23-282	Schwickerts	428	LeSueur Ave	\$ 4,950.00	Furnace
12/22/2023	Dec	23-283	Schrom Construction	708	Parkway Ave	\$ 3,000.00	Replace window w/ a door
12/27/2023	Dec	23-284	Schwickerts	208	Linda Dr.	\$ 6,100.00	Furnace
12/28/2023	Dec	23-285	Stevensen Siding & Remodeling	409	Linda Dr.	\$ 11,000.00	Reside