

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

AUGUST 21, 2023

CALL TO ORDER:

Chairman Talle called the meeting to order at 6:00 p.m.

MEMBERS PRESENT:

• Trent Talle, Jan Hughes, Tom Paulson, Richard Garvey, Ray Beckel, Michael McCarty, Paul Bunkowske.

MEMBERS ABSENT:

• None

STAFF PRESENT:

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

PUBLIC PRESENT:

• Mike Bales, Scott Wangen, and Nate Myhra

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

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

NEW BUSINESS:

1. Update on Comprehensive Plan

- City Administrator Bromeland informed commissioners about the city's plan of collaborating with the Urban and Regional Studies Institute of Minnesota State University, Mankato to update the city's comprehensive plan. Community Development Coordinator Olivia Adomabea gave a brief report on what the project will entail. In her report she mentioned that the city's current comprehensive plan was prepared in 1991 and needs to be updated to suit the changes that have occurred during the past years. Coordinator Adomabea mentioned that the comprehensive plan will look at lands use, natural resources, parks and recreation, transportation, sanitation and sewer, and demography. A proposal has been sent to the studio coordinator and a meeting will ensue between the city on Tuesday August 2023 to discuss the proposal in detail. The attention of the planning commission is brought to this because the team will reach out to the commission for some information in the process, says coordinator Adomabea.
2. Chapter 6 Zoning Code Review and Update.

Coordinator Adomabea went through the city code with Commissioners on sections or subdivisions that required revisions. Areas that Coordinator Adomabea noted are the codes on accessory uses, code for site review, code on signs, and rearranging sections of code to make it easy for residents and developers to access. Code on signs was sent to commissioners via email for their review and inputs.

OTHER

1. Upcoming Subdivision Applications

a. Wangen Subdivision (Minor Subdivision -Lot Split)

- Coordinator Adomabea gave a brief report on a subdivision (preliminary and final plat) application received for a lot split on the property at 100 Valley Lane which is located in the limited multiple residential district (R3 district). The applicant seeks to split his one lot into three separate lots. Coordinator Adomabea indicated that there are certain requirements that need to be met for a preliminary and final plat to be approved and recorded. She noted that after reviewing the applicants' materials the application was incomplete as it did not meet all the city's code requirement for a subdivision. Items such as sewer lines, grading and erosion control plans, storm water management plans park dedication areas were not submitted at the time of review.

- The applicant mentioned that the owner does not have any improvement plans presently. The main goal of the landowner is to be able to split the lot into three separate useful lots. No form of development or improvement is planned now hence the applicant is seeking that the planning commission schedules a public hearing for the preliminary plat and the final plat.
- Commissioner McCarthy asked the applicant the purpose for the split and the applicant responded that they have plans to sell Out lot A and without the split, they cannot sell that. He further asked if the applicant had stormwater management plan in place for the site. He again recommended that there be conditions of approval stating that all requirements to make the land fully developable are met before any form of construction or development is done on the three lots if split. The city shall hold the applicant responsible or accountable to providing sewer and water, storm management plan, erosion, and grading plan, meet lot cover calculations and meet all other code requirements when ready to be developed. All commissioners agreed and city staff were charged to prepare conditions of approval.
- Commissioner Bunkowske asked if park dedication fee was essential at this phase of the project. Administrator Bromeland responded indicating that the lot split will create an additional density as compared to the existing one, hence an area must provide playgrounds and parks for the new population that will be added. This can be done in the form of paying a fee if the applicant does not have land to dedicate to such activity, says Administrator Bromeland. A public hearing for the subdivision (preliminary and final plat) was scheduled for the next planning commission meeting on September 18, 2023. All were in favor.

b. Freedom Security Subdivision (Minor Subdivision-Lot Consolidation)

- Administrator Bromeland gave a background presentation of the property and stated that the property was sold to the applicant by the EDA. Coordinator Adomabea gave a summary report on the subdivision. In her report, she mentioned that Mr. Mike Bales, the applicant, is requesting a minor subdivision to combine his two lots into one lot. The applicant, Mr. Mike Bales, bought the property from the city through the Economic Development Authority (EDA) to construct an electricals shop. Staff has reviewed the lot

consolidation application and it meets all requirements under chapter five of the city code, says Coordinator Adomabea.

- Commissioner McCarthy asked if the applicant could have gone through the easement vacation process in the center of the two lots to make it a zoning lot instead of going through the subdivision process. Coordinator Adomabea responded by saying that the present code doesn't have much covered on that and will be difficult to recommend or enforce something without the backing of the code. Building on both lots will encroach into easements and setbacks because the property is treated as two different lots now. The only way the applicant can do what Commissioner McCarthy is recommending is to combine the lot to be under one parcel id or have the code rewritten to allow construction on two separate lots if they share property lines and is owned by the same person.
- Commissioner McCarthy noted that the approval for the lot consolidation be conditioned that an easement be shown on the survey for the combined lots when applying for building permits. All commissioners agreed.

3. Update on Variance Application for 403 Perry Street

- Coordinator Adomabea updated commissioners on 403 Perry Street's variance application and mentioned that email has been sent to the applicant and is awaiting response. The applicant in an email suggested putting a mobile shed in the easement. Staff responded that sheds according to the city code require a concrete slab or footing. Mobile slabs are not allowed per the city code.

4. Monthly Building and Zoning Permit Activity

- The Monthly Building and Zoning Permit Activity was presented by Administrator Bromeland.

ADJOURNMENT:

- Commissioner Paulson moved, seconded by Commissioner Hughes to adjourn. A roll call vote was taken with all voting in favor. Motion carried. The meeting was adjourned at 7:40 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea