



## **PLANNING COMMISSION MEETING AGENDA**

Monday, November 20, 2023

Council Chambers, 705 Parkway Avenue

6:00 p.m.

### **CALL TO ORDER:**

### **APPROVAL OF THE AGENDA:**

### **APPROVAL OF MINUTES:**

### **NEW BUSINESS:**

1. Chapter 6 Zoning Code Review and Update.

### **OTHER**

1. Update on Land Use Plan by MSU Graduate Students
2. 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](mailto:oadomabea@eaglelakemn.com).

**CITY OF EAGLE LAKE**  
**PLANNING COMMISSION MEETING MINUTES**  
**SEPTEMBER 18, 2023**

**CALL TO ORDER:**

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

**MEMBERS PRESENT:**

- Trent Talle, Tom Paulson, Ray Beckel, Michael McCarty.

**MEMBERS ABSENT:**

- Jan Hughes, Paul Bunkowske, Richard Garvey,

**STAFF PRESENT:**

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

**PUBLIC PRESENT:**

- Mike Bales, Scott Wangen, Nate Myhra, Aeron Mumford, Michael Yeboah, Maryse Lemvi, Brandon Malecha

**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 McCarty, to approve the agenda. A roll call was taken with all in favor. Motion carried.

## **NEW BUSINESS:**

### **Public Hearing**

#### **a. Wangen Subdivision (Minor Subdivision -Lot Split)**

- Coordinator Adomabea gave a brief presentation 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 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. Lot 3 did not meet the side yard setback requirements. It encroaches into the easement and the side yard.
- 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 grants him a legal nonconformity for lot 3. The applicant will bring it to conformity when he is improving or developing the lot.
- Commissioner McCarthy asked the applicant how water and sewer will be connected to lot one. The applicant responded that water service will come off the existing water main running on Valley Lane. The owner will hook to this water main when he has plans for improvement. 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 Beckel asked if the main purpose of the subdivision is to sell out lot A. Scott (owner) indicated that he had plans to subdivide long before the plan to sell 'out lot

A' came into the picture. Commissioner Beckel again asked the applicant what he wanted commissioners to do for him and the applicant in response mentioned that he is requesting approval to maintain lot three as legal nonconforming until the owner have plans to develop the site. The applicant believes that when lot three is approved as legal nonconforming it will be easy to go ahead with the subdivision and subsequently an approval to record the final plat.

- Commissioner Paulson asked the applicant the duration or period he will need for lot three to be a legal nonconformity. The applicant stated that whenever the owner has plans to develop the sites because they do not have any timeline in mind now. Commissioner Beckel asked about the park dedication fee associated with the subdivision. Administrator Bromeland indicated that the fees will be outlined in the developer's agreement associated with the subdivision.
- In Coordinator Adomabea's presentation, she mentioned that lot 2 did not meet the side yard requirements as it encroached into the side yard setback and easement. The applicant noted that that on the grounds, lot 2 meets all setback requirements and that the aerial image used was a bit distorted which resulted in what seems like an encroachment into the side yard setback. Coordinator Adomabea requested that for accuracy and record keeping, the applicant should submit a final plat showing the exact location of structures with no distortions. Applicant agreed to providing that. Commissioner Trent asked if there were any further questions and received no response. Commissioner Trent noted that the planning commission is only a recommending body to the city council hence the item shall be discussed at the next council meeting for approval. Chair Trent closed the public hearing.
- Commissioner McCarthy moved, seconded by Commissioner Beckel to recommend to the City Council to approve the Wangen Subdivision (Lot Split) based on the conditions stipulated in the developer's agreement. A roll call was taken with all in favor, motion carried.

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

- Coordinator Adomabea gave a summary report on the subdivision. In her report, she mentioned that Mr. Mike Bales, the applicant, is requesting approval for a minor subdivision to combine his two lots into one lot. Staff has reviewed the lot consolidation

application and it meets all requirements under chapter five of the city code, says Coordinator Adomabea. Commissioner Trent asked if there are any questions and if the applicant has any questions. There were no questions. Chair Trent closed the public hearing.

- Commissioner Paulson moved, seconded by Commissioner Beckel to recommend to the City Council to approve 301/305 Parkway lot consolidation. A roll call was taken with all in favor, motion carried.

### **Presentation by MNSU Graduate Students (update on comprehensive plan)**

Graduate Students from the Urban and Regional Studies Institute of Minnesota State University, Mankato presented a SWOT (Strength, Weakness, Opportunity & Threat) Analysis as part of their studio project to assist the city update the land use aspect of its comprehensive plan. In their presentation they highlighted some strengths and opportunities of the city and how the city could explore them to its advantage. The students registered that they would send a survey to commissioners for their input on some items that need to be incorporated in the land use plan.

### **OTHER**

#### 1. Monthly Building and Zoning Permit Activity

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

### **ADJOURNMENT:**

- Commissioner McCarthy moved, seconded by Commissioner Beckels to adjourn. A roll call vote was taken with all voting in favor. Motion carried. The meeting was adjourned at 7:45 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

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Planning Chairman Talle

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Community Development Coordinator Adomabea





November 20, 2023

To: Planning Chair Talle and Commission  
From: Olivia Adomabea, Community Development Coordinator  
Re: 11-20-2023 Planning Commission Meeting

**New business:**

The planning commission reviewed and consented to the amendments to Chapter Six of the city's code at its meeting on August 21. However, a motion was not carried. Staff is therefore requesting that a motion be passed to bring up a recommendation regarding the matter before the city council.

The revision included:

1. Code update and review of Accessory Uses
2. Update and review of Code on signs
3. General review of the Code.
4. Rearrangement of Sections of Code

Sincerely,

Olivia Adomabea  
Community Development Coordinator.

2023 Building Permits Issued

<u>Date Received</u>	<u>Month Issued</u>	<u>Permit #</u>	<u>Contractor</u>	<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
9/18/2023	Sept	23-175	Mike Hansen Roofing	508	S Agency St	\$ 30,000.00	Reroof-apartment
9/18/2023	Sept	23-176	Mike Hansen Roofing	510	S Agency St	\$ 38,000.00	Reroof-apartment
9/18/2023	Sept	23-177	Heyn Brothers	103	Sparrowhawk Cir	\$ 19,600.00	Reroof
9/18/2023	Sept	23-178	Heyn Brothers	156	Creekside Ct	\$ 12,643.00	Reroof
9/18/2023	Sept	23-179	Heyn Brothers	424	LeSueur Ave	\$ 14,028.00	Reroof
9/18/2023	Sept	23-180	Heyn Brothers	305	Brook Ct	\$ 17,400.00	Reroof
9/18/2023	Sept	23-181	Heyn Brothers	209	Perry St	\$ 11,758.00	Reroof
9/18/2023	Sept	23-182	Heyn Brothers	401	LeRay Ave	\$ 17,680.00	Reroof
9/18/2023	Sept	23-183	Heyn Brothers	425	Pebble Ct	\$ 15,875.00	Reroof
9/18/2023	Sept	23-184	Heyn Brothers	600	Colodoro Ln	\$ 13,788.00	Reroof
9/18/2023	Sept	23-185	Heyn Brothers	416	S Agency St	\$ 11,900.00	Reroof
9/18/2023	Sept	23-186	Heyn Brothers	300	Brook Ct	\$ 16,785.00	Reroof
9/18/2023	Sept	23-187	Heyn Brothers	207	Hunters Ct	\$ 13,700.00	Reroof
9/18/2023	Sept	23-188	Heyn Brothers	216	Falcon Run	\$ 14,350.00	Reroof
9/18/2023	Sept	23-189	Heyn Brothers	416	Pebble Ct	\$ 17,100.00	Reroof
9/18/2023	Sept	23-190	Heyn Brothers	211	Perry St	\$ 11,758.00	Reroof
9/18/2023	Sept	23-191	Heyn Brothers	313	LeSueur Ave	\$ 15,270.00	Reroof
9/18/2023	Sept	23-192	Heyn Brothers	404	Pebble Ct	\$ 18,098.00	Reroof
9/19/2023	Sept	23-193	Apple Roofing	326	Blace Ave	\$ 6,800.00	Reroof
9/19/2023	Sept	23-194	Bauer Roofing	217	Ann Drive	\$ 11,878.00	Reroof
9/19/2023	Sept	23-195	Bauer Roofing	417	LeSueur Ave	\$ 9,385.00	Reroof
9/19/2023	Sept	23-196	Bauer Roofing	301	Blace Ave	\$ 12,523.00	Reroof
9/19/2023	Sept	23-197	Bauer Roofing	228	Creekside Dr	\$ 17,517.00	Reroof
9/19/2023	Sept	23-198	LB	165	Creekside Dr	\$ 12,000.00	Reroof
9/20/2023	Sept	23-199	Andy Theissen	188	Creekside Dr	\$ 15,000.00	Reroof
9/21/2023	Sept	23-200	Prange Heating & AC	413	Pebble Ct	\$ 10,000.00	AC/Furnace
9/21/2023	Sept	23-201	Schmidt Siding & Windows	208	Lakeview Dr	\$ 18,917.00	Windows
9/22/2023	Sept	23-202	Bauer Roofing	425	S Agency St	\$ 11,367.82	Reroof
9/22/2023	Sept	23-203	Star Exteriors	225	Blace Ave	\$ 8,600.00	Reroof
9/25/2023	Sept	23-204	Thomas Morsching Const.	208	Joan Ln	\$ 12,498.00	Reroof
9/25/2023	Sept	23-205	Heyn Brothers	112	LeRay Ave	\$ 13,580.00	Reroof-commercial
9/25/2023	Sept	23-206	Heyn Brothers	405	Pebble Ct	\$ 17,400.00	Reroof
9/25/2023	Sept	23-207	Heyn Brothers	404	Thomas Dr	\$ 24,142.00	Reroof
9/25/2023	Sept	23-208	Star Exteriors	425	Owl Ln	\$ 18,000.00	Reroof
9/27/2023	Sept	23-209	Heyn Brothers	107	Sparrowhawk Cir	\$ 19,886.00	Reroof
9/27/2023	Sept	23-210	Heyn Brothers	114	Hawk Ave	\$ 14,566.00	Reroof
9/27/2023	Sept	23-211	Boelter	304	Perry St	\$ 14,786.00	Reroof
9/28/2023	Sept	23-212	Star Exteriors	114	Peggy Ln	\$ 11,000.00	Reroof
9/28/2023	Sept	23-213	Dirt Cheap Landscaping	104	Redhawk Ct	\$ 16,343.00	Deck
10/2/2023	Oct	23-214	Ace Construction of S MN	439	Thomas	\$ 20,200.00	Reroof
10/2/2023	Oct	23-215	Heyn Brothers	424	S Agency St	\$ 11,250.00	Reroof
10/2/2023	Oct	23-216	Heyn Brothers	605	Linda Dr.	\$ 13,364.00	Reroof
10/2/2023	Oct	23-217	Heyn Brothers	1001	Timberidge Trl	\$ 33,800.00	Reroof
10/2/2023	Oct	23-218	Heyn Brothers	113	Linda Dr.	\$ 10,590.00	Reroof
10/2/2023	Oct	23-219	Heyn Brothers	408	Pebble Ct	\$ 15,970.00	Reroof
10/2/2023	Oct	23-220	Heyn Brothers	149	Creekside Dr	\$ 29,780.00	Reroof
10/2/2023	Oct	23-221	Heyn Brothers	229	Linda Dr.	\$ 18,943.00	Reroof



2023 Building Permits Issued

10/3/2023	Oct	23-222	Bauer Roofing	412	Pebble Ct	\$	14,136.00	Reroof
10/3/2023	Oct	23-223	Schmidt Brothers Roofing	110	Plainview St.	\$	15,000.00	Reroof
10/4/2023	Oct	23-224	Bauer Roofing	316	LeRay Ave	\$	13,782.00	Reroof
10/4/2023	Oct	23-225	Refresh Exteriors	108	Falcon Ct.	\$	8,889.00	Reroof
10/5/2023	Oct	23-226	Schmidt Brothers Roofing	105	Connie Ln	\$	17,500.00	Reroof
10/5/2023	Oct	23-227	Bauer Roofing	217	Maywood Ave.	\$	10,606.00	Reroof
10/5/2023	Oct	23-228	Bauer Roofing	429	Thomas Dr	\$	22,630.00	Reroof
10/6/2023	Oct	23-229	Heyn Brothers	228	Joan Ln	\$	20,162.00	Reroof
10/9/2023	Oct	23-230	DJ Hansen Const.	528	Linda Dr.	\$	14,000.00	replacing front and back decks
10/9/2023	Oct	23-231	DJ Hansen Const.	405	Linda Dr.	\$	18,000.00	Deck
10/9/2023	Oct	23-232	Boelter	200	Perry St	\$	13,358.00	Reroof
10/9/2023	Oct	23-233	Schrom Const.	104	Gray Fox Path	\$	200,000.00	New Home
10/9/2023	Oct	23-234	Mike Hansen Roofing	157	Creekside	\$	11,000.00	Reroof
10/10/2023	Oct	23-235	WEB Construction	301/305	Parkway Ave	\$	342,536.00	New Commercial Building
10/10/2023	Oct	23-236	Ace Construction of S MN	513	LeSueur Ave	\$	14,175.00	Reroof
10/10/2023	Oct	23-237	Ace Construction of S MN	503	Thomas Dr	\$	14,700.00	Reroof
10/10/2023	Oct	23-238	Heyn Brothers	94	Valley Ln	\$	18,278.00	Reroof
10/11/2023	Oct	23-239	Bauer Roofing	109	N Second St	\$	19,761.00	Reroof
10/11/2023	Oct	23-240	Schrom Const.	101-115	Arctic Fox Path	\$	55,000.00	Plumbing
10/11/2023	Oct	23-241	Schrom Const.	201-215	Arctic Fox Path	\$	55,000.00	Plumbing
10/11/2023	Oct	23-242	Schrom Const.	200-214	Thomas Dr E	\$	55,000.00	Plumbing
10/11/2023	Oct	23-243	Wasko Heating & Cooling	201-215	Thomas Dr E	\$	55,000.00	Mechanical
10/11/2023	Oct	23-244	Wasko Heating & Cooling	200-214	Thomas Dr E	\$	55,000.00	Mechanical
10/11/2023	Oct	23-245	Wasko Heating & Cooling	201-215	Arctic Fox Path	\$	55,000.00	Mechanical
10/11/2023	Oct	23-246	Wasko Heating & Cooling	200-214	Arctic Fox Path	\$	55,000.00	Mechanical
10/11/2023	Oct	23-247	Wasko Heating & Cooling	201-215	Connie Ln E	\$	55,000.00	Mechanical
10/11/2023	Oct	23-248	Wasko Heating & Cooling	101-115	Arctic Fox Path	\$	55,000.00	Mechanical
10/11/2023	Oct	23-249	Wasko Heating & Cooling	100-114	Arctic Fox Path	\$	55,000.00	Mechanical
10/11/2023	Oct	23-250	Wasko Heating & Cooling	101-115	Connie Ln E	\$	55,000.00	Mechanical
10/12/2023	Oct	23-251	Heyn Brothers	501	Linda Dr.	\$	13,323.00	Reroof
10/12/2023	Oct	23-252	Dan's Plumbing	188	Creekside Dr	\$	750.00	Gas line to garage heater
10/13/2023	Oct	23-253	Ryan's Plumbing & Htg	301/305	Parkway Ave	\$	32,006.00	Plumbing/HVAC
10/16/2023	Oct	23-254	Bauer Roofing	413	Pebble Ct	\$	14,155.00	Reroof
10/16/2023	Oct	23-255	Bauer Roofing	101	Creekside Dr	\$	15,484.00	Reroof
10/16/2023	Oct	23-256	Heyn Brothers	131	N Agency	\$	9,849.00	Reroof
10/18/2023	Oct	23-257	Heyn Brothers	404	Pebble Ct	\$	28,000.00	Reside
10/18/2023	Oct	23-258	Boelter	101	Sparrowhawk Cir	\$	20,352.00	Reroof
10/20/2023	Oct	23-259	Heyn Brothers	528	LeSueur Ave	\$	15,810.00	Reroof
10/23/2023	Oct	23-260	Bauer Roofing	429	Owl Ln	\$	20,200.00	Reroof
10/26/2023	Oct	23-261	Stevensen Siding & Remodeling	313	Maywood Ave.	\$	29,296.41	Windows/Reside
10/27/2023	Oct	23-262	Bauer Roofing	300	LeRay Ave	\$	14,687.00	Reroof
10/27/2023	Oct	23-263	Schmidt Roofing	102	Falconn Ct	\$	15,175.00	Reroof
10/27/2023	Oct	23-264	Heyn Brothers	225	Linda Dr.	\$	10,362.00	Reroof
10/27/2023	Oct	23-265	Heyn Brothers	220	Oak Dr.	\$	14,278.00	Reroof
10/27/2023	Oct	23-266	Heyn Brothers	108	Plainview St.	\$	14,400.00	Reroof
10/30/2023	Nov	23-267	JR Murilla	217	Blace Ave	\$	12,500.00	Alterations
11/1/2023	Nov	23-268	Self	137	N Agency St	\$	4,000.00	Bathroom addition
11/2/2023	Nov	23-269	Self	4	Country Manor	\$	2,600.00	Carport
11/3/2023	Nov	23-270	Bauer Roofing	113	Creekside Dr	\$	18,168.00	Reroof
11/6/2023	Nov	23-271	Bauer Roofing	120	N Second St	\$	15,437.00	Reroof
11/6/2023	Nov	23-272	Schwickerts	314	LeSueur Ave	\$	8,800.00	AC/Furnace

2023 Building Permits Issued

11/7/2023	Nov	23-273	Connors	308	LeSueur Ave	\$	14,000.00	AC/Furnace/Water Heater
11/9/2023	Nov	23-274	Rooftop Solutions	406	Perry St	\$	20,700.00	Reroof

Zoning #	Issued	Contractor	Address	Value	Type
23-25	9/7/2023	Dakota Storage Buildings	317 S Second St	\$ 4,889.00	Shed
23-26	10/2/2023		210 Hunters Ct	\$ 800.00	Shed
23-27	10/31/2023	Clover Signs	101 598th Ave	\$ 7,200.00	Updating signs-No Charge