

CITY OF EAGLE LAKE
January 24, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:01 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Beckel, Hughes, and Miller.
Absent: Commissioners Norton, Rose, McCarty, and Scheurer.
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.

Approval of Agenda

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

Approval of Minutes

- Commissioner Miller moved, seconded by Commissioner Beckel to approve the Planning Commission meeting minutes from December 20, 2021. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Chapter 6 Review:

- Administrator Bromeland gave a recap of the discussion and the suggested changes from the December meeting.
- Discussion continued amongst the members of possible changes needed.
- Commissioner Hughes asked about defining who is the Board of Adjustment and Appeals in section 6.040 subd. 2 Q.
- Chairman Talle asked about a property that is spot zoned and if can revert back to the zone that the surrounding properties are in and his concern of what type of structure can be built there. Administrator Bromeland stated until it is rezoned, they will be allowed to build what is allowed in their current zone.
- Administrator Bromeland stated she will review items marked as needing further review and research proposed language changes and bring back at an upcoming meeting. Discussion took place about the need to compile all proposed changes into one document to send to the Planning

Commission for a comprehensive review. It was noted that the review process could span several months.

Other

- **Building and Zoning Permit Activity:** Permit activity was presented for the months of December and January.
- **Update of parcel R391019251008:** A Special City Council meeting had been set for Wednesday, January 19th at 6:00 p.m. at which time a public hearing would have been held to consider the petition for annexation. The prospective developer withdrew his purchase agreement for the parcel due to plans to utilize a 1031 exchange for the purchase and the inability to obtain necessary approvals in the time frame needed. The public hearing was cancelled and the petition for annexation was withdrawn.
- Chairman Talle suggested for the next budget cycle, hiring a professional to revise the land use map to reflect what the City's view for the future is. Administrator Bromeland suggested reviewing and updating the comprehensive plan as well since it was last updated in 1991. It was noted that the land use plan document was adopted in 2006.
- **107 598th Ave. CUP:** The owners appeared before the Council and were given a timeframe with which to bring their project to completion and supply a revised business plan. The City Council anticipates holding a public hearing this spring to consider amending the CUP to reflect the revised business plan and operations. This will not need to come before the Planning Commission.
- **Property Addressing in New Subdivisions and Corner Lots:** A contractor recently asked about the possibility of changing the address of an undeveloped corner lot in phase II of Eagle heights Subdivision. Per a review of the plat map and address map, the parcel in question was assigned one address with the front facing Falcon Run. The concern is not having enough front and rear yard setbacks, especially if there will be a deck added in the future. Administrator Bromeland suggested when going through the platting process, if the possibility of address change is not brought up at that time, the property will remain with the address it is originally given.
- **Prospective Housing Developments and Future Zoning Considerations:** Troy Schrom is looking at developing the Foley property with single family and multifamily housing. The question was raised on how to zone this property, with each block being zoned different or zoning the whole development as one zone. Chairman Talle suggested making a new zone that city code does not cover. Administrator Bromeland suggested bringing in a zoning consultant to ensure that each part of the mixed use development is zoned properly and noted that there is no similar development in Eagle Lake to use as a reference.
- The next regular scheduled Planning Commission meeting is February 28, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Beckel moved, seconded by Commissioner Hughes to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:45 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

UNOFFICIAL MINUTES

CITY OF EAGLE LAKE
February 28, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:02 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Beckel, Hughes, and Scheurer.
Absent: Commissioners Norton, Rose, McCarty, and Miller.
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: Mark Venem, Ken Reichel, Gary Hansen, Mary Hess, Logan Diaz, Beth Rohrich, Troy Schrom, Justin Bauer, Amanda Bruender, Jason Hammond, and Cody and Madeline Eckhardt.

Approval of Agenda

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

Approval of Minutes

- Commissioner Beckel moved, seconded by Commissioner Scheurer to approve the Planning Commission meeting minutes from January 24, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Prospective Housing Development and Creation of TIF District for R12.10.18.400.013.

- Administrator Bromeland gave the Planning Commission background on a prospective housing development. Troy Schrom with Schrom Construction is proposing a 104-unit multi-family housing project in Eagle Lake. The proposed project would include parcel R12.10.18.400.013 (38.70 acres of ag land located within Eagle Lake city limits). Included with the overall proposed housing development would be parcel R39.10.18.400.005 (40 acres of ag land located in LeRay Township). The part of the development for which TIF would be sought is currently located entirely within city limits. Phase 1 would include 56 units – (28) 3-bedroom units and (28) 2-bedroom units. Phase 2 would consist of 48 units – (24) 3-bedroom units and (24) 2-bedroom units. See attached site and building layout for an illustration. Shannon Sweeney, a professional

tax increment financing (TIF) consultant with David Drown Associates, is assisting the City with the TIF process. A public hearing for the purpose of approving a new TIF District and subsidy plan will take place at the April 5th City Council meeting. At the March 21st Planning Commission meeting, a resolution will be included with the meeting packet requiring a finding by the Planning Commission that the TIF District/Development District is consistent with the development goals of the City and plans for future growth. The TIF project assumes that Phase 1 would be mostly constructed in 2023 which would generate the first tax increment in 2025; Phase 2 would be mostly constructed in 2025 which would add to the increment generated in 2027; the project would assume a tax capacity rate for a market rate project; and the actual duration for a potential subsidy would likely be less than the full duration provided for in statute. The developer would be required to make units available to people of specific income levels if TIF were provided – 20% of units made available to families at 50% of the area median income or 40% of the units made available to families at 60% of the area median income. Mr. Schrom has indicated that the proposed development will not occur but-for the use of TIF. TIF is a method of stimulating economic development. It uses additional property taxes paid as a result of the new development to pay for development. As the property increases because of the new development, the increases above the original tax capacity are captured. The taxes paid on the captured value are called increments. The result of a TIF project is an increased tax base that benefits all local taxing jurisdictions.

- Troy Schrom stated while at the last council meeting they talked about connectivity with sidewalks, roads and water looping being part of Phase 1. He shared that the single family and twin homes would be slab on grade 1 level homes. They would be sold to individuals and would not be rentals. These homes would be in an association with a professional management company supplying maintenance.
- Chairman Talle asked if all roads would be completed in Phase 1. Mr Schrom stated only the roads in Phase 1 would be completed first.
- Commissioner McCarty was absent but sent an inquiry of verifying environmental reviews. Administrator Bromeland stated that an EAW may be mandatory based on the number of units and that both the developer and Bolton and Menk were looking into thresholds triggering environmental review.
- Commissioner Hughes asked Mr. Schrom if he has used TIF in other communities. Mr. Schrom stated he has used TIF in Freeborn, Scott, and Dodge counties in multiple cities. Administrator Bromeland stated she has reached out to a few of the cities that Mr. Schrom has other completed projects in. It was noted that Mr. Schrom could ask for up to 26 years but was only asking for a term of 13 years. Commissioner Hughes asked if the city currently has any TIF projects. Administrator Bromeland indicated there is currently a TIF project in Eagle Lake for which increments are paid. It was noted that an applicant for TIF must provide financials and has to go through a review by the TIF consultants to prove but for TIF the project would not be possible.
- Administrator Bromeland asked Mr. Schrom to review his proposed timeline. Mr. Schrom stated he would like to hit the ground running with a wetland delineation by the end of April for a clarification on any wetlands, submit a concept plan, pre-plat, and final plat.

2. Preliminary Concept Plan and Overview of Rezoning and Platting Needed for R.12.10.18.18.022.

- Administrator Bromeland gave an overview of a proposed project at 404 South Agency St. Justin Bauer, owner of 404 S. Agency Street, would like to subdivide his parcel and create separate lots for duplexes. The parcel is currently zoned B-1. Mr. Bauer has engaged Bolton and Menk to assist with the concept design, rezoning, and platting process. Dwellings cannot be constructed on the property with it being zoned B-1.
- Mr. Bauer stated he has Bolton and Menk helping with the rezoning. It has been zoned B-1 for as long as he can remember and thinks it will be good to rezone it to R-2 to fit into the neighborhood better. He stated he would like to divide the lot into 3 separate lots. The twin homes he is proposing will be single level. One will face South Agency Street and two will face Linda Drive. He has changed the current plans to reduce the size and eliminate 6 feet. Bolton and Menk will be coming up with the concept plan. These homes will be rented out.
- Commissioner Hughes asked what the properties around it zoned. Administrator Bromeland stated the property is surrounded by residential and passed around a zoning map showing areas where R-2 is zoned. If Mr. Bauer's property would be zoned R-1 he would need to obtain a conditional use permit. Commissioner Scheuer stated there is another R-2 on the block on the northwest corner.

3. Review Proposed Placement of New Building and Code Requirements for R12.09.12.479.001.

1. Administrator Bromeland gave background on a proposed new building. Chad Ragan, owner of the parcel, is proposing to put up a 6,000 square foot commercial building to house his wrap and detail-oriented decal business. Mr. Ragan indicated that there will not be any noise or fumes or exterior storage and that the printing that he would do at his business is eco-solvent and eco-friendly. Mr. Ragan was asked to attend tonight's meeting to discuss his plans with the Planning Commission as it relates to use of the parcel, proposed layout of the building and alignment with the neighboring building (the front of the building proposed to face CSAH 56 versus Parkway Avenue), height of building next to the Eagle Lake Center building, exterior wall finish on the side of building facing Parkway Avenue, etc. Mr. Ragan would be responsible for obtaining any necessary right of way permits to extend utilities to the property. Per an inquiry to Blue Earth County, access would not be allowed off Parkway Avenue and instead access would be off CSAH 56.
- There was discussion about brick face on the front, height of the building, parking, and maximum lot coverage. Administrator Bromeland stated she thought the building was 18 feet at the sidewalls and that Mr. Ragan would only want to do brick face on the front facing 598th Ave. She stated that in a commercial district, the property could not exceed 75% lot coverage and the building would only cover 30%. Chairman Talle asked if the coverage amount included the parking lot.

- Chairman Talle asked to look into if Mr. Ragan would be required to put in a sidewalk being it's a new development or if that was for residential developments only.

Other

1. **Building and Zoning Permit Activity:** Permit activity was presented for the months of January and February.
 2. **Chapter 6 Update and Next Steps.** We will take a pause this month and resume in the coming month or two. Given the level of activity related to planning and zoning, City staff has not had sufficient time to devote to completing legwork needed to be able to bring back to the Planning Commission for continued review. Administrator Bromeland reached out to the MN Valley Council of Governments to ask that they help facilitate the process as part of the current agreement with the city. It was noted that this would not result in any additional cost to the city.
 3. **Motorsports Park Project and Supplemental EAW.** Bradford Development will be presenting a supplemental EAW for the Mankato Motorsports Park Project. Administrator Bromeland explained that the appeals process required a new determination on the need for an EIS on specific environmental items and to use substantial evidence to determine whether the project would have potential for significant effects on wildlife and address agency and county concerns about the potential for cumulative effects from greenhouse gas emissions.
- The next regular scheduled Planning Commission meeting is March 21, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Scheurer moved, seconded by Commissioner Hughes to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 7:06 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
March 21, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:00 p.m. by Commissioner Beckel.
Present: Commissioners Beckel, Hughes, Rose, and Miller.
Absent: Chairman Talle, Commissioners Norton, Scheuer, and McCarty.
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present:

Approval of Agenda

- One item was added to the agenda. The resignation from Planning Commission member Joshua Norton.
- Commissioner Rose moved, seconded by Commissioner Hughes to approve the agenda. A roll call vote was taken with all in favor. Motion carried.

Approval of Minutes

- Commissioner Miller moved, seconded by Commissioner Rose to approve the Planning Commission meeting minutes from February 28, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Resolution Recommending Approval of Modification of Municipal Development District No. 3, Adoption of Modified Development Program, Establishment of TIF District No. 3-2, and Adoption of Modified Development Program and TIF Plan.

- Administrator Bromeland gave the Planning Commission background for a TIF plan drafted by Shannon Sweeney with David Drown Associates. The findings consisted of whether the proposed development is generally consistent with the City's development plan and zoning ordinances, will the project serve to complement the City's plans for the creation of development opportunities in the City, and will the project serve to promote the City's development objectives. The boundary of Development District No. 3 is being modified to include parcel number R-121018400013. In establishing the TIF District, the City will need to find that the TIF District qualifies as a housing district, the proposed development will not reasonably be expected to occur without the use of TIF, the TIF Plan conforms to the general plan for development/redevelopment of the City as a whole, and the TIF Plan affords maximum opportunity for the development of the project area by private enterprise. The project developer has indicated that TIF assistance is necessary to control

certain development costs such that unit rents can be maintained at affordable levels. The developer is intending to construct rental housing units and will assist in meeting the demand for market rate and affordable rental housing. The first phase was originally intended to include 56 units but will now include 64 units and the second phase was originally intended to include 48 units but will now include 40 units. The total number of units will remain the same, but the units in each phase will change.

- Commissioner Rose asked if there would be single family homes. Administrator Bromeland stated there are single family homes included on the preliminary concept plan provided by the developer, which will be owner occupied and slab on grade twin homes. This development will be in an association which includes maintenance. It was noted that TIF is being sought for the 8-plex units. It was noted on the concept plan that the developer is proposing 16 single family homes in an association and a possible 76 detached single-family dwellings within the development. In total, the developer is proposing a possible 225 housing units in the development.
- Commissioners Beckel and Miller asked about the zoning. Administrator Bromeland stated the parcel is currently A1. It was noted that there could be different zoning classifications within the development for different types of housing such as single family and multiple family and that careful consideration should be given to zoning classification to ensure that there are areas zoned specifically for single family housing.
- Commissioner Miller stated he believes that this proposed project meets all 3 points, it is generally consistent with the City's development plan and zoning ordinance, the project will serve to complement the City's plans for creation of development opportunities in the City, and it will serve to promote the City's development objectives. Administrator Bromeland added that this project would help finish the water looping project.
- Commissioner Rose moved, seconded by Commissioner Hughes, to approve the attached resolution for TIF district modifications with findings. A roll call vote was taken with all voting in favor. Motion carried.

2. Resignation from Planning Commission Members Katherine Scheurer and Joshua Norton.

- Notice of resignations were received from Planning Commission members Katherine Scheurer and Joshua Norton.
- Commissioner Miller moved, seconded by Commissioner Rose, to accept the resignations of Planning Commission members Katherine Scheuer and Joshua Norton. A roll call vote was taken with all voting in favor. Motion carried.

3. Discuss Filling Vacancy and Review of Current Roster of Members.

- Following the April 4th City Council meeting in which a resolution will be included accepting the resignation of Katherine Scheurer and Joshua Norton, an announcement can be made advertising the vacancy. At the present time, the Planning Commission consists of 7 members and 1 alternate.
- Commissioner Hughes asked what are ways we can find new members. Commissioner Miller stated he thought it might be a good idea to invite people to see what the Planning Commission

does and how it runs. Commissioner Beckel asked if it could be announced at the next City Council meeting. Administrator Bromeland stated that it will be announced at the next City Council meeting and will also be placed in the up-and-coming newsletter. She also asked the Planning Commission to reach out to people they think might be interested.

Other

1. **Building and Zoning Permit Activity:** Permit activity was presented for the months of February and March.
2. **Chapter 6 City Code Update and Land Use Plan and Map Update.**
 - Jessica Steinke, Program Director with Minnesota Valley Council of Governments (MVOCG), will be at the April 18th meeting to talk about assisting the Planning Commission with a code review and update. Discussion should also take place about utilizing MVOCG to complete a land use plan and map update. The City is a member of MVOCG. The current land use plan was adopted in 2006 and in need of being updated. The land use map has been updated more recently but should also be updated to accurately reflect future types of growth desired.
3. **Motorsports Park Project and Supplemental EAW.**
 - At this time, a supplemental EAW has been received. City staff was directed by the City Council to obtain proposals for a possible 3rd party review. All of the proposals have been received and will be presented to the City Council at the April 4th meeting.
 - The next regular scheduled Planning Commission meeting is April 18, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:42 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
April 18, 2022
PLANNING COMMISSION MEETING

CALL TO ORDER

- Meeting was called to order at 6:00 p.m. by Chair Talle.
Present: Commissioners Beckel, Hughes, McCarty, Miller, and Chair Talle.
Absent: Chairman Commissioner Rose.
Staff Present: City Administrator Jennifer Bromeland and Deputy Clerk Kerry Rausch.

APPROVAL OF AGENDA

- Commissioner Beckel moved, seconded by Commissioner Hughes to approve the agenda. The motion carried with Commissioners Beckel, Hughes, McCarty, Miller, and Chair Talle voting in favor.

APPROVAL OF MINUTES

- Commissioner Beckel moved, seconded by Commissioner Hughes, to approve the Planning Commission meeting minutes from March 21, 2022. The motion carried with Commissioners Beckel, Hughes, McCarty, Miller, and Chair Talle voting in favor.

NEW BUISNESS

1. Parcel R43.09.12.400.006 and Future Rezoning
 - Administrator Bromeland explained that water and sewer will be extended in 2022 to the properties at 800 and 804 Parkway Avenue. City staff was directed to reach out to the two properties located outside of City limits that are just west of 800 and 804 Parkway Avenue and ask if there is an interest in connecting to City water and sewer. Only one response was received, and it was from the owner of parcel R43.09.12.400.006. A meeting was held with the property owner, public works staff, and Bolton and Menk to discuss the process involved with connecting to City sewer and water. Following that meeting, a request for annexation was received. Th request for annexation was presented to the City Council for their review. City staff was directed to move the annexation process forward. Since that time, the property owner has contacted City staff seeking an assurance that they will be able to rezone their property once annexed and be able to rent out their property as a duplex. 800 parkway Avenue is currently zoned commercial while 804 Parkway Avenue is zoned R-1. The Barnes family paid the City’s Building Inspector, Dan Murphy, directly to complete an inspection on the property, even though it is located outside of City limits, to determine if modifications could be made to convert the single-family dwelling to a duplex for rental purposes. Mr. Murphy reported that the structure may have been initially constructed as a single-family home but at some point, it was converted into a duplex and can be used as such with some modifications. Dwellings, one and two family, and attached one family, are a permitted use in an R-2 – 1 & 2 Family Residential District. To receive City utilities, the property will need to be annexed and then rezoned.

- Marlene Barnes, owner of said parcel, stated there are difficulties in putting the utilities where proposed due to a shed's current location, the location of the existing deck and the location of their neighbor's fence. Mrs. Barnes also stated that the house is laid out as a duplex and that she would like to be able to rent it as such once annexed into City limits.
- Planning Commission discussion included hydrant location for fire suppression purposes, the City's Land Use Plan shows future plans for the Barnes parcel and the one to the west as commercial use.
- Commissioner McCarty expressed concerns relating to flow issues and stated that his opinion is that grinder pumps will require a lot of city maintenance and that the presented design plans are not the best. He also stated that with such little amount of flow, there could be a solids problem and there are a lot of challenges with this utilities extension. He also stated the City's Land Use Plan is there to help guide the City.
- Administrator Bromeland stated the City's engineer presented the proposed plans to the City Council and that she will take the Planning Commission's concerns to the engineer and City Council.
- Marlene Barnes indicated that she may be interested in leaving this parcel as is. Administrator Bromeland stated she would follow up with Mrs. Barnes the next day.

2. Parcel R12.10.18.130.001 and Lot Split Request

- Administrator Bromeland explained that an administrative lot split request was received for parcel R12.10.18.130.001. A simple lot division can occur if all setbacks, width, and square footage and requirements of Chapter 5 are met. The total square footage of this parcel is 17,870 square feet. Per code, each lot shall contain an area of not less than 10,000 square feet. Scott Wangen, owner of the former Uncle Alberts building, is present. The parcel proposed to be split is currently owned by Allied Overhead Door of Mankato. It was also explained that discussion should include plans for the parcel, whether new buildings would be constructed and used, and options available. In 2021 when a conditional use permit was being considered for the former Uncle Alberts parcel discussion included that platting and combining of parcels in this area may be needed to meet setbacks and lot size requirements.
- Administrator Bromeland also explained there is a lost parcels in this area and that Blue Earth County has a legal process which can be followed to help identify owner of the parcel.
- Mr. Scott Wangen stated that Brian and Anna Fasnacht, owners of Allied Overhead Doors, purchased the mini storage parcel and old Allied Overhead Doors parcel from Mark Fromm. Mr. Wangen has discussed with Mr. and Mrs. Fasnacht the possibility of doing a lot split of parcel R12.103.18.130.001 in which Mr. Wangen would purchase the west end which includes the mini storage. He would potentially add an office building to the storage units and would want water and sewer utilities service at some point. His goal is to purchase the mini storage lot and combine that with his other lots, creating one or two parcels in total. The concern is the lost parcel and that the parcel to be split does not connect to his existing parcels. He would like to add parcel ending in .011 (lost parcel) to mini storage to bring it to the 10,000 square foot requirement.

- Planning Commission discussion included what the cost of extending utilities would be and that utilities could cross a lot with no owner. It was also discussed that the two outlots that the City owns are unusable lots for the City and consideration should be given if these lots should be turned over to the adjacent property owners. It was also discussed that the front of the building would need to be identified.
- Michael McCarty recommended that Mr. Wangen contact Janel with Bolton and Menk to assist him in determining the next best steps and to assist with title research and stated Bolton and Menk have the history with the Parkway Corridor plat. A title attorney can help research parcel ownership.

OTHER

1. Monthly Building and Zoning Permit Activity

- Administrator Bromeland stated that five building permits for new home construction have been pulled this year, all of which are located in the Eagle Ridge Phase II development owned by KJ Walk.

2. Chapter 6 Zoning Code Review and Update Process

- Administrator Bromeland stated that Jessica Steinke, Program Director with Minnesota Valley Council of Governments (MVCOG) is present to discuss the process for completing a code review and update and ways that MVCOG may be able to assist with the process. The City has an agreement with MVCOG, and therefore there would be no additional charge for this service.
- Administrator Bromeland stated that it may be helpful to start by submitting notes from meetings and that each Commission member review and submit suggested code changes.
- Ms. Steinke stated the Commission may want to begin with looking at the top three items, such as variances, to help determine what items to address first for code changes. The MVCOG could look at cities such as Mankato, North Mankato, and St. Peter to see how their code reads on specific topics.
- Michael McCarty stated he feels it may be beneficial to look at the City of Mankato's code for ideas of how to revise Eagle Lake's code and that Eagle Lake could modify Mankato's code to fit Eagle Lake's needs.

3. Motorsports Park Project and Supplemental EAW

- Administrator Bromeland explained that a supplemental EAW has been received. Proposals for a 3rd party reviews have been obtained. The City Council tabled taking any action on the matter at their last meeting. It is anticipated that the developer will attend an upcoming meeting to talk about his plans with the City Council and to answer any questions.

4. Fox Meadows Development and Concept Plan Review Phase

- For informational purposes Administrator Bromeland stated a concept plan has been received from the developer, Troy Schrom, for Fox Meadows. City staff has completed an internal concept plan review and will be meeting with the developer and his team in a couple of weeks. City staff has obtained approval from the City Council to contract with Mike Humpal with South Central Service Cooperative (SCSC) on an as needed basis to assist staff with the zoning review to ensure

that controls for zoning are in place for multifamily and single family proposed within the development. Included in the proposed development are 104 8-plex structures, 24 twin home structures, 17 single family structures in community, and 83 detached single family home structures. A developer's agreement is also in progress. TIF was approved for phase I at the April 4th City Council meeting.

- Administrator Bromeland stated she has been in contact the school about this development as a question was asked about capacity at the school.

ADJOURNMNT

- Commissioner McCarty moved, seconded by Commissioner Miller to adjourn the meeting at 7:12 p.m. The motion carried with Commissioners Beckel, Hughes, McCarty, Miller, and Chair Talle voting in favor.

Trent Talle, Chairman

Kerry Rausch, Deputy Clerk

CITY OF EAGLE LAKE
May 16, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:01 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Hughes, Rose, McCarty, and Miller.
Absent: Commissioner Beckel
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: John Schulte and Mike Humpal.

Approval of Agenda

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

Approval of Minutes

- Commissioner Rose moved, seconded by Commissioner Miller to approve the Planning Commission meeting minutes from April 18, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Fox Meadows Development.

- John Schulte, an engineer with Jones Haugh and Smith Inc. spoke on behalf of Troy Schrom. A meeting was recently held with Troy, his engineer, the City's engineer, public works rep, Administrator Bromeland, and Mike Humpal with SCSC to review the proposed concept plan, utilities and infrastructure, and zoning. Mr. Schulte stated that there were a few changes to the plans after that meeting that included sidewalks, sewer size, road realignment, hydrants, and lights. He gave a brief update on where the project was at. There will be 228 units across the full 80 acres. The western half will be high density, multifamily and single family. The multifamily will be rentals and the single family will be sold to homeowners. In phase 1, the water looping, sewer extension, and storm water will be completed.
- Commissioner McCarty asked about if there would be paved temporary turnarounds at the end of all the uncompleted streets. Mr. Schulte replied that they use gravel instead of bituminous.
- Administrator Bromeland stated that the Planning Commission feels strongly about the Thomas to Maple Lane connectivity and that that should be completed in phase 1.
- Commissioner Rose asked about the timeline for phase 1 and phase 2. Mr. Schulte stated phase 1 would take between 2-3 years.

2. Application received for Planning Commission Vacancy.

- An application was received from Lisa Norton for the vacant Planning Commission seat. Administrator Bromeland gave an overview of her application. She has had experience on the Lent Township Planning and Zoning and as Supervisor of Lent Township.
- Chairman Talle stated that he believes she would be a good fit if she is willing, able, and has good attendance.
- Commissioner Rose moved, seconded by Commissioner Hughes to recommend to the Council to appoint Lisa Norton to the Planning Commission. A roll call was taken with all in favor. Motion carried.

3. Development Plans for 404 S. Agency Street.

- Justin Bauer attended the February 28, 2022 Planning Commission meeting to give an overview of his proposed development plans for 404 S. Agency Street – the construction of three duplexes. The duplexes would be one level, patio style, and rental property. Discussion took place at that time about the current parcel being zoned B-1 and the need for the parcel to be rezoned for residential use. No formal applications for rezoning, platting, etc. have been submitted by the developer.
- Administrator Bromeland stated that the city should be concerned with this parcel currently zoned as B1 since it is in a residential area. The parcel should be rezoned before any variances.
- Commissioner McCarty stated he believes that Mr. Bauer can make his project conforming to setbacks by changing the plans to two duplexes instead of three. He stated he would like to know the reasons why Mr. Bauer feels he absolutely needs a variance. Commissioner Miller agreed with Commissioner McCarty that 2 units was too many for this parcel. Commissioner Hughes asked if there was a way to make the duplexes smaller to fit them within the setback requirements.
- Mr. Humpal, with SCSC, suggested looking to see if other properties similar to this project required variances for setbacks.
- Commissioner McCarty asked if this project fits into the character of the neighborhood. Commissioner Miller stated he looked at a view from above and it looks like it would fit in with the character of the rest of the neighborhood.

Other

1. Building and Zoning Permit Activity: Permit activity was presented for the months of April and May.
2. Chapter 6 City Code Update and Next Steps.
 - Administrator Bromeland shared with the Planning Commission a few items in city code that has caused some issues for city staff. A few of the items in code are the pictures of corrugated metal for roofing and siding in residential, the need to clearly define what each yard definition is, and

where an accessory structure can be located. Administrative Clerk Mandy Auringer stated that code in R1- R4 reads that you cannot place an accessory structure in the required side yard, which is the 8-foot setback, and the required front yard, which is the 25–30-foot setback, and in Standard of General Applicability it reads an accessory structure is prohibited from the side yard or front yard. City staff would like clarity if an accessory structure is allowed in the front or side yards by either adding “required” in Standard of General Applicability or removing it from the R1-R4 sections.

- Chairman Talle stated that this was talked about a while ago and it should read “required” yards in both R1-R4 and Standard of General Applicability. Commissioner Miller and Commissioner McCarty agreed that the word “required” should be stated as putting an accessory structure in your side yard, but not within the 8-foot setback, makes more sense.
- Chairman Talle stated that staff should put a note that it was discussed at the May 16, 2022 meeting that the word “required” should be in both areas of code.
- The next regular scheduled Planning Commission meeting is June 20, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:49 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
July 18, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:01 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Rose, McCarty, and Beckel.
Absent: Commissioners Hughes, Miller, and Norton
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: Angela and Rick DeMartini.

Approval of Agenda

- Chairman Talle made an addition to the agenda: Budget Request Planning
- Commissioner Rose moved, seconded by Commissioner McCarty to approve the agenda. A roll call was taken with all in favor. Motion carried.

Approval of Minutes

- Commissioner McCarty moved, seconded by Commissioner Rose to approve the Planning Commission meeting minutes from May 16, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Welcome New Planning Commission Member: Lisa Norton
 - Commissioner Norton was unable to attend due to a personal emergency.
2. Chapter 6 review
 - A permit question that came up was if vinyl lettering/signage on an overhead door was allowed by code. Commissioner McCarty stated that if it conforms to color and size in code that it should be allowed. Administrator Bromeland stated the size requirement would be 75 square feet or under. Rick DeMartini stated that the vinyl sign would be 6x12 which equals 72 square feet.
 - Administrator Bromeland shared that the City's legal counsel advises a review of Chapter 6 as there are several areas where wording is not consistent and contradictory or not applicable. One example that City staff have noticed is in the R1 accessory building section which pertains to the height of the structure and the difference from one page to another. Administrator Bromeland stated that building materials should be looked at and updated as well.
 - Chairman Talle asked if during budget planning if some funds can be used to reach out and get help with the review of Chapter 6.

- Administrator Bromeland stated that she had hoped to obtain code update assistance through the agreement with MVCOG. She also stated that the City Attorney would be able to review and revise Chapter 6 if there is an interest, which Commissioner Rose thought it would be a good.
3. Application for Variance for 104 Creekside Drive.
- An application was received from 104 Creekside Drive for a variance to encroach two feet into the required eight-foot side yard setback. When contemplating whether to grant a variance, the Planning Commission must apply the legal standard of practical difficulties to the facts presented by the applicant. “Practical Difficulties” is a three-factor test including reasonableness, uniqueness, and essential character.
 - Administrator Bromeland stated that she reached out to the resident to see if they wanted to forego the variance process and reduce the width size from 12 feet to 10 feet. The resident wanted to go ahead with the variance process.
 - Commissioner McCarty stated that the application was lacking information and was incomplete. He stated that there is no information with what this addition was going to be used for. Administrator Bromeland stated that the applicant said it was going to be used to park a work van. Commissioner McCarty stated that a standard parking spot was 9 feet wide and therefore he does not see any practical difficulties. He believes if he reduced the width by 2 feet to meet city code, 10 feet would be sufficient for parking.
 - Chairman Talle stated that all the other homes in that area have 3 car garages while this one only has a two-car garage. Commissioner McCarty stated that the resident can make it work by conforming to city code. There are no strange lot lines and no practical difficulties. Commissioners Beckel and McCarty stated that the application is incomplete and will need the resident to resubmit a completed variance application.
4. Fox Meadow Housing Development and Upcoming Zoning and Platting Process.
- Administrator Bromeland gave an update for the Fox Meadow development. Schrom Construction recently submitted an Environmental Assessment Worksheet (EAW) to the City Council at their July 11th meeting. The City Council deemed the EAW to be a complete submittal. Next, the EAW will be published in the Environmental Quality Board Monitor and a 30-day public comment period begins. Zoning and platting cannot commence until the EAW process has been completed. Administrator Bromeland stated there have been a few delays with the project, but none of the delays were due to the city. The developer is requesting that the preliminary plat and final plat be approved at the same meeting. Administrator Bromeland advised that these are listed as separate phases in code with a public hearing at each phase for preliminary and final plat and that typically these are separate when dealing with infrastructure and a large development.
 - Chairman Talle stated he does not think it would be a good decision to combine the preliminary and final platting. Commissioner McCarty agreed that they would need to be separate to allow any changes or modifications to ensure that storm ponds and such were adequately sized.

5. Blue Earth County Urban Infringe Overlay District (UFD) Draft Ordinance. Administrator Bromeland stated that the purpose of the UFD is to prevent encroachment of nonfarm uses into agricultural lands, and to allow for the orderly conversion of agricultural lands to urban type uses which are serviced by municipal water and sewer systems. It was explained that Blue Earth County was looking for feedback on a draft UFD ordinance update.
 - Commissioner McCarty asked if Eagle Lake has an orderly annexation agreement with Mankato. Administrator Bromeland stated that as of right now we do not. Commissioner McCarty said it would be beneficial to ensure public safety and properly built sanitary sewer and water.

Other

1. Building and Zoning Permit Activity. Permit activity was presented for the months of May, June, and July. Chairman Talle inquired about the watermain extension across 598th to the Ragan properties. Administrator Bromeland stated the City Council received bids and are waiting on the signed agreement with the Ragan's.
2. Motorsports Park Project. Administrator Bromeland gave an update on the Motorsports Park project. A supplemental EAW was presented to the Council at their Special Council Meeting on June 28th. The City Council deemed the supplemental EAW incomplete. The developer will need to resubmit with additional information addressing items noted as lacking sufficient information.
3. Budget Request. The Planning Commission made a request for the City to set aside funding in the 2023 budget to update the Land Use Plan (2006) and the Comprehensive Plan (1991). It was noted that MVOCG was asked to assist with a Chapter 6 code update and that they've offered to help track changes, but the Planning Commission noted that they are volunteers and would like to see a consultant or intern work on a code update.
 - The next regular scheduled Planning Commission meeting is August 15, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Beckel to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:35 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
September 19, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:00 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners Rose, McCarty, Hughes, Norton, Miller, and Beckel.
Absent:
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: John Schulte, Julie Beyer, Bruce Beyer, Brian Sarff, Dennis Terrell, Jerry Terrell, Beth Rohrich, Eugene Bruender, Robert Winkler, Perry Madden, Troy Schrom, and Mike Humpal.

Approval of Agenda

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

Approval of Minutes

- Commissioner Norton made a correction to the minutes from the August 19th meeting. She abstained from the vote on minute approval.
- Commissioner Beckel moved, seconded by Commissioner Rose to approve the Planning Commission meeting minutes from August 19, 2022, with the one correction. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Public Hearing for Variance: 104 Creekside Dr.
 - Administrator Bromeland gave a background for the variance application received for 104 Creekside Dr. The applicant is seeking a variance to encroach two feet into the eight-foot side yard setback. When contemplating whether to grant a variance, the Planning Commission must apply the legal standard of practical difficulties to the facts presented by the applicant. “Practical Difficulties” is a three-factor test including reasonableness, uniqueness, and essential character. Notice of the public hearing was published in the newspaper and mailed to all property owners within 350 feet of the subject property. The original site plan of the property shows a future parking pad on the side of the house with a width of 10 feet. Administrator Bromeland did not receive any comments or concerns from any residents. The applicant sent a video and pictures showing the edge of the garage with the passenger side and drive side doors open reaching 12 feet from garage to the open driver door.
 - Commissioner Miller stated that it looked like with the driver side door closed the van came to 10 feet from the side of the garage.

- Mr. Beyer stated that he wants the pad to be 12 feet, so he is not stepping out of his van onto the grass.
- Chairman Talle opened the public hearing. There were no comments. Chairman Talle closed the public hearing.
- Commissioner McCarty stated that it does not meet the legal standard of practical difficulties, stepping onto the grass is not a hardship. Commissioner Rose disagreed stating he thought stepping out on the grass posed a danger.
- Chairman Talle asked if there was anything unique about the property causing it to be a hardship. Administrator Bromeland stated there was none to her knowledge. Commissioner Norton stated that there is a parking pad at the neighbors across the street. Administrator Bromeland stated that per City staff's review of the property file for that address, when the home was constructed, the drawing in the file shows a third parking stall that is located 8'6" from the side property line. It was noted that physical measurements would need to be taken to verify that the parking pad is 8'6" from the property line. Commissioner Hughes asked if the city has granted a variance for any other side yard parking pads. Administrator Bromeland stated that the Planning Commission did grant one a few years ago for the property at 202 Cranberry Court for a parking pad that partially encroached into the side yard setback. Planning Commission members discussed that the lot was odd shaped and not rectangular.
- Commissioner Norton stated that she thought it does not conflict with the overall aesthetics of the neighborhood, there is no public safety issue, it gets a work vehicle off the road, it makes sense for practicality purposes, it meets the reasonableness and essential character aspects.
- Commissioner Hughes stated she does not believe it meets practical difficulties. She asked if we should look at changing code as this issue will continue to come up. Commissioner McCarty agreed that it does not meet the test of a variance and maybe changing code to 6-foot side yard setback. Commissioner Miller stated that if we change code to 6 feet, you will have homeowners who will want to encroach in that as well. Chairman Talle stated that it does not meet city code for no parking in a side yard setback. These are two separate issues and could possibly need another variance. He also stated that he believes it meets the reasonableness and essential character, but uniqueness is a hard one to pass.
- Commissioner Rose moved, seconded by Commissioner Norton to recommend to the City Council to approve the variance. A roll call was taken with Chairman Talle, Commissioners Rose, Norton, Hughes, Miller, and Beckel voting in favor, Commissioner McCarty voted no. Motion carried.

2. Public Hearing for Re-Zoning: Fox Meadows Housing Development.

- When parcel R121018400013 was annexed into the city it was zoned A-1, Agricultural District, until placed in another district by action of the City Council after recommendation by the Planning Commission. Annexed land may be zoned other than A-1 if another use is applied for by the property owner. The developer submitted an application for the area with the 8-plexes to be re-zoned as R-3. The area with twin homes is to be re-zoned R-2. The area with single family homes is to be re-zoned R-1. The area labeled "PUD" will follow re-zoning and the preliminary and final plat process. Mr. Schrom and his team were provided zoning code regulations for of the zoning

districts to ensure that the proposed construction conforms with each zoning district's respective regulations for setbacks, lot coverage, etc.

- Administrator Bromeland stated that in the review process it was noted that the 8-plexes would need to be placed on their own lot to be zoned R-3. Mike Humpal with SCSC suggested that it should go to the City Council as an R-4 instead of an R-3. If the developer leaves it as an R-3 they will need to provide a new plat showing each 8-plex on its own lot.
- Chairman Talle asked if it is re-zoned to an R-4 does it affect any of the other zoning districts. Mr. Humpal stated it will only affect the 8-plexes.
- John Schulte, an engineer with Jones Haugh & Smith, stated that if each 8-plex was located on its own lot the development would not meet density. They would ask for it to be zoned R-4.
- Chairman Talle opened the public hearing.
- Resident Robert Winkler stated his concerns of density, water runoff going into his wetlands and possibly losing some of his farmland, an increase for our water and sewer system, increased traffic on Agency Street, and green areas. Mr. Schulte stated that there is a proposed area for a park but were waiting for direction from the City Council. Brian Sarff with Bolton and Menk stated that the water runoff will be routed to a detention pond where treatment and rate control happens. It will discharge at the same rate as today. Mr. Humpal agreed and stated that the water runoff will be the same as now because the detention basins will regulate how much drains. The developer has not purchased any easements and all the runoffs will be discharged on property owned by the developer. Administrator Bromeland stated that after reviewing utility capacity with the City's engineer that at this time the City has the capacity for the water and sewer. Commission Norton asked why the park land was up for debate. Administrator Bromeland explained that the Park Board has some say with where there may be a need for a park. If they deem that area does not need a new park, then the developer would dedicate funds in lieu of park land.
- Commissioner Hughes asked if the school had been contacted and whether they could handle the increase in students. Administrator Bromeland stated that she has been staying in communication with the school superintendent when there are possible housing developments being contemplated. At the present time, the school is working to increase enrollment as it has decreased since pre-COVID.
- Resident Perry Madden stated he believes that the 8-plexes are too much in the area and does not fit the neighborhood. He would prefer to see the first section along Agency be zoned R-1. Commissioner Norton asked about the site design and why the R-1 district sits closer to Blace Avenue. Mr. Schulte explained that they placed the higher density closer to Agency Street while putting the single-family district in a quieter more desirable location. Troy Schrom stated that it is a transition from the mobile home park and Autumn Wind Townhomes.
- Mr. Humpal asked what Agency Street was designed for. Mr. Sarff stated that it is capable for 5000 vehicle per day. Commissioner McCarty added that in 2018 the amount of vehicle was around 2600 per day and a road like Agency could handle up to 7500 vehicles per day.
- Chairman Talle closed the public hearing.

- Chairman Talle asked how many acres this development is and if it were all single-family homes how many could be placed on it. Mr. Schulte stated it is 37 acres. Commissioner McCarty stated you could build around 92-93 single family homes, which would only be slightly less than the 120 units the developer is proposing.
- Commissioner McCarty asked if there could be some sort of tree/shrub buffer between Agency Street and the 8-plexes. Mr. Schrom stated that they could look into some sort of screening/trees. Administrator Bromeland stated that that is something that could be added to the Developers Agreement.
- Commissioner McCarty stated that re-zoning the portion of the development with the 8-plexes to an R-4 makes sense and the transition seems appropriate. Mr. Humpal agreed and stated that the higher density should be along Agency Street with a transition to less density.
- Administrator Bromeland asked the height of the structures. Mr. Schulte confirmed that they would be well below the 35 feet at 17 and 23 feet.
- Commissioner McCarty moved, seconded by Commissioner Beckel to approve the re-zoning but with a change of the portion with 8-plexes from an R-3 to an R-4. A roll call was taken with all in favor. Motion carried.

3. Public Hearing for Preliminary Plat: Fox Meadows Housing Development.

- Administrator Bromeland gave a background to consider an application for preliminary plat from Troy Schrom for the Fox Meadows Housing Development. Notice was sent out to residents within a 300-foot radius but notice for this project was sent out to residents within a 350-foot radius since the area to be rezoned required notice sent to properties within 350 feet for consistency purposes. Items for review are lot plan, existing conditions, street plan, utility plan, grading plan, and storm sewer plan which were all reviewed by Bolton and Menk.
- Administrator Bromeland asked about water looping. Mr. Sarff stated that the looping will be completed with the project from Thomas/Agency to Maple Lane. Commissioner Miller stated that the water looping would be a benefit to the city. Chairman Talle agreed and added that it would be a benefit for a fire call as it would increase the water pressure with the hydrants.
- Mr. Schulte explained that the sanitary sewer hookup at Thomas Drive will go as deep as possible to the East and to the township road. Mr. Sarff commented that there will be additional hookups that run north. It will be split to two different sewer sheds. There will be water hookups at each street. The water looping will go all the way through the development. There will be hammerheads for the firetrucks to turn around. Thomas Drive will be the main road with 6-foot sidewalks, all other streets will have 5-foot sidewalks. All streets will be 36 feet from curb to curb. Thomas will have a 14-foot boulevard, all other streets will have a 6-foot boulevard.
- Chairman Talle opened the public hearing.
- Mr. Winkler voiced his concerns about children crossing Agency Street and how busy it is. Chairman Talle asked him if he would like a sidewalk on his property. Mr. Winkler stated that he would be fine with a sidewalk on his property if it could save one child's life. He also voiced concerns with the speeds of the vehicles.

- Chairman Talle closed the public hearing.
- Administrator Bromeland stated that a pedestrian connectivity study is being done on this section of town. The study will look at the best side for a path or trail and crossing locations.
- Mr. Schrom gave a description for the timeline of the project. Phase 1 is currently out to bid, when they receive the bids back, they will have a more definitive answer for the timeline. Phase 2 is on a 3 year start time but will depend on the economy. Everything for both phases will be platted at the same time.
- The Planning Commission reviewed the letter from Bolton and Menk on their engineering review for the Preliminary Plat. Chairman Talle asked if the letter from Bolton and Menk would be addressed at a later date with the City Council. Administrator Bromeland confirmed that it would be included with any materials that are presented to the City Council for preliminary plat approval.
- Commissioner McCarty moved, seconded by Commissioner Rose to approve the Preliminary Plat with the recommendations from Bolton and Menk. A roll call was taken with all in favor. Motion carried.

Other

1. **Building and Zoning Permit Activity.** Permit activity was presented for the months of August and September.
 2. **Supplemental EAW for Mankato Motorsports Park Project.** Administrator Bromeland gave an update on the Motorsports Park project. A supplemental EAW was presented to the City Council at their Special Council Meeting on Monday, September 12th. The City Council deemed the supplemental EAW complete. It has been sent to the EQB, with public comment period beginning September 20th and ending October 20th. A copy of the EAW is available for public viewing on the City's website at eaglelakemn.com.
- The next regular scheduled Planning Commission meeting is October 17, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Rose moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 7:46 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
October 17, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:00 p.m. by Commissioner Beckel.
Present: Commissioners McCarty, Hughes, Norton, Miller, and Beckel.
Absent: Chairman Talle
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present:

Approval of Agenda

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

Approval of Minutes

- Commissioner McCarty moved, seconded by Commissioner Norton to approve the Planning Commission meeting minutes from September 19, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Ron Rose Resignation.
 - Long-time Planning Commission member Ron Rose stopped by City Hall and verbally gave his resignation from the Planning Commission. Mr. Rose has served on the Planning Commission since May 2005. A letter of thanks will be sent to Mr. Rose for his many years of service.
 - Commissioner McCarty, moved, seconded by Commissioner Norton to accept Ron Rose's resignation. A roll call was taken with all in favor. Motion carried.
2. Process to Advertise and Fill Planning Commission Vacancy.
 - Administrator Bromeland gave an overview of City code for advertising for the Planning Commission vacancy. Per City code, the Planning Commission shall consist of 7 members. With Ron Rose's resignation, the Planning Commission consists of 6 members. Following acceptance of the resignation by the City Council, an advertisement to fill the vacancy will be posted on the City's website and Facebook page. Interested candidates will be required to fill out an application form and then be invited for an interview or opportunity to meet with the Planning Commission to talk about their interest in serving on the commission and background.

3. Planning Commission Schedule.

- Administrator Bromeland explained that city staff has created a schedule of upcoming submittal deadlines and regular scheduled Planning Commission and City Council meetings. The schedule was put together for applicants to use as a guide when submitting applications for things such as variances, conditional use permits, plat, etc. This will be posted on the City's website and available at City Hall.

4. South Central Service Cooperative (SCSC) Intern Program

- Administrator Bromeland stated that city staff recently reached out to SCSC about the possibility of utilizing an intern to assist with a zoning code review and update. She stated she has a phone interview with a first-year graduate student with the Urban and Regional Studies Institute at Minnesota State University, Mankato. There will be no cost to the City of Eagle Lake to participate in the SCSC program. SCSC will cover up to 400 hours at \$12 per hour for the intern. If this candidate appears to be a good fit, a recommendation to the City Council will be made at the November 7th meeting to authorize utilizing an intern for this purpose. City staff will provide the intern with a marked-up version of the zoning code and suggested changes and provide ongoing assistance as it relates to the entire process. The intern would be asked to attend an upcoming Planning Commission meeting to review the process and discuss areas that the Planning Commission might like to change such as allowable building materials in certain districts, setbacks, etc. City staff has currently been reviewing chapter 6 for any discrepancies or changes that have been discussed at prior Planning Commission meetings or have come up with prior permits pulled.

Other

1. Building and Zoning Permit Activity. Permit activity was presented for the months of September and October. Administrator Bromeland stated that Regency will be removing unlivable mobile homes. Currently there have been 2 permits submitted to bring in new mobile homes.
2. Mankato Motorsports Park Project. Administrator Bromeland gave an update on the Motorsports Park project. A supplemental EAW was presented to the City Council at their Special Council Meeting on Monday, September 12th. The City Council deemed the supplemental EAW complete. It has been sent to the EQB, with public comment period beginning September 20th and ending October 20th. A copy of the EAW is available for public viewing on the City's website at eaglelakemn.com.
3. Connectivity Study.
 - Administrator Bromeland stated that the City has been working with MAPO on a connectivity study and will be making a recommendation for a path/sidewalk from 211th Steet to Thomas Drive.

- The next regular scheduled Planning Commission meeting is November 21, 2022, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Norton moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:29 p.m.

Ray Beckel, Commissioner

Mandy Auringer, Administrative Clerk

CITY OF EAGLE LAKE
November 21, 2022
PLANNING COMMISSION MEETING

Call to Order

- Meeting was called to order at 6:04 p.m. by Chairman Talle.
Present: Chairman Talle, Commissioners McCarty, Hughes, Norton, and Miller.
Absent: Commissioner Beckel
Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.
Others Present: Troy Schrom, John Schulte, Jeremy Horkey, and Perry Madden.

Approval of Agenda

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

Approval of Minutes

- Commissioner McCarty moved, seconded by Commissioner Miller to approve the Planning Commission meeting minutes from October 17, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. **Public Hearing for Final Plat: Fox Meadows Housing Development**
- Administrator Bromeland stated that tonight's public hearing is to consider an application for the final plat from Troy Schrom for the Fox Meadows Housing Development. Notice was published in the newspaper and sent to property owners within 350 feet of the parcel. Bolton and Menk have been involved in both the review of the concept plan, preliminary plat, and now the final plat to ensure proposed street and utility infrastructure conforms to City standards. The developer will make new applications in the future for planned unit developments for Blocks 2, 3, and 6. Each application will have new public notice and hearing rights. The preliminary plat was approved by the Planning Commission at the September 19th meeting with recommendations by Bolton and Menk and approved by the City Council at the October 3rd meeting. Since the preliminary plat was approved, the recommendations as noted in the Preliminary Plat Engineering Review by Brian Sarff with Bolton and Menk have been addressed. A curve to the south ROW line on Connie Lane was added – intersection appropriately modified and meets the approval of both the City and County engineer. Language has been added to the developer's agreement that the Driveway for 513 S. Agency Street must be relocated off Agency Street and onto the new Connie Lane as part of the development project. The south driveway for 425 S. Agency Street must be relocated onto the new Blace Avenue as part of the development project. The final plat should be approved with the notations about the driveways being located as part of the developer's agreement. Also included in the developer's agreement will be an agreement about how the cost will be split to upsize the sanitary sewer pipe and watermain on Thomas Drive to Maple Lane. There will be 5-

foot sidewalks on one side of all proposed streets. A 6-foot sidewalk will be on Thomas Drive. The plans show a sidewalk on the north side of Thomas Drive, Blace Avenue, and Connie Lane and the west side of Foley Street and Maple Lane. Since the preliminary plat was adopted, City staff is working to secure funding to construct a shared use trail between Thomas Drive and 211th Street on the east side of Agency Street.

- Administrator Bromeland stated that Mr. Schrom's legal counsel and engineer have advised that there is an exception gap that is shown on the plat that they need to resolve in order for it to be recordable. Mr. Schulte explained that they are making corrections with labeling and catching any typos on the plat. He stated that all notices sent out had the correct legal description for the property. The exception gap will become an out lot. Administrator Bromeland stated that this matter would be referred to legal counsel prior to the final plat being approved by the City Council to ensure all issues have been resolved.
- Chairman Talle opened the public hearing.
- Resident Jeremy Horkey asked the Planning Commission if we wanted to become a bedroom community and have apartments and multifamily housing be the first thing you see when you come into town. He asked if the 8-plexes could be moved to a different location in the development and place more single-family homes along Agency Street. He also shared his concerns for increased traffic.
- Resident Perry Madden stated he doesn't object to multifamily housing, but he does object to the density of the project. He doesn't feel the city needs that many 8-plexes and he would prefer twin homes or even 4-plexes.
- Mr. Schrom stated that in the developer's agreement there will be language addressing screening along Agency with either a berm or landscaping.
- Chairman Talle closed the public hearing.
- Administrator Bromeland shared that the Park Board discussed if they would like another park placed in the development. They decided that they would like a .38-acre green space and the rest of the funds would be put in the park fund for future use. There will also be two play areas within the 8-plex part of the project. Commissioner Norton asked if there would be play equipment in the green space. Administrator Bromeland stated that it could be added. Chairman Talle stated that the city already has 3 parks.
- Commissioner Norton asked why the 4-plexes and 8-plexes are placed where they are. Mr. Schrom explained that with the multifamily on and Agency Street, Maple Lane, and Regency Mobile Home Park, they are transitioning the housing from higher density to lower density.
- Commissioner Norton stated that Eagle Lake does not have a good supply of patio homes for the older population and asked if there would be housing options and what the price range would be. Mr. Schrom stated that to the north all the homes would be slab on grade homes ranging from 1350sq. ft. – 1600 sq. ft., with a price range starting around \$350,000. Commissioner Hughes asked if there would still be homes with basements, Mr. Schrom confirmed there would be.
- Chairman Talle asked about the previous resident concerns with drainage. Administrator Bromeland stated the engineer reviewing the plans will verify what is proposed is designed to

address drainage created by the project. The developer will also pay WAC (water area charges) fee of around \$77,000 and SAC (sewer are charges) fee around \$20,000 to join the water and sewer system and ongoing maintenance.

- Chairman Talle addressed some of the concerns from the two residents in attendance. He stated that if the City wants to continue to grow, traffic will increase. As for the density being too much and the location of the 8-plexes, he believes that the development has good transition zoning with screening and doesn't feel the density and overall size is too much.
- Commissioner Hughes shared that she was against the rental townhomes on Linda Path that went behind her house. Since they have been built and residents have moved in, there have been no issues. There are also apartments by her family's business, Hughes Automotive, that have also been a non-issue with no problems. She stated that she talked with the owner of Cedar Path Townhomes, and he shared with her that they have residents who have been living in the townhomes since they were constructed. They have become long time residents of Eagle Lake.
- Mr. Schrom stated that the rental units for the development will be built with quality materials such as hardy board siding and granite, which creates longevity in renters. The rent will be \$1500 a month and Lloyd Management will be the property management company for the development.
- Administrator Bromeland advised the Planning Commission if they make a motion to recommend to the City Council to approve the final plat to include language about the exception gap and legal counsel and the relocation of the driveways for 513 S. Agency Street and 425 S. Agency Street.
- Commissioner McCarty moved, seconded by Commissioner Norton, to accept the final plat with the necessary modification so long as it is reviewed by legal counsel for the exception gap and the relocation of driveways at 513 and 425 S. Agency Street is notated. A roll call was taken with all in favor. Motion carried.

2. Application for Conditional Use Permit.

- Administrator Bromeland stated that Mr. Schrom submitted an application for a Conditional Use Permit for the area of Fox Meadows Housing Development that is zoned R-4 for the 8-plex structures. As shown on the initial concept plan, Mr. Schrom is seeking to construct thirteen 8-plex structures in the development zoned R-4, totaling 104 units. Mr. Schrom is seeking a CUP for grouped housing consisting of a total of thirteen buildings, each containing eight units to be located in the plat of Fox Meadows. Three buildings to be located in Block 4, eight buildings to be located in Block 5, and 2 buildings to be located in Block 7. Grouped housing projects are allowed in an R-4 district subject to the regulations for conditional uses.
- Commissioner McCarty moved, seconded by Commissioner Hughes, to schedule a public hearing for the CUP application for Fox Meadows for the December 19th Planning Commission meeting. A roll call was taken with all in favor, motion carried.

Other

1. Building and Zoning Permit Activity. Permit activity was presented for the months of October and November. Administrator Bromeland gave an update that Regency is still trying to locate dumpsters to remove 11 mobile homes that have been deemed uninhabitable.

2. Mankato Motorsports Park Project. Administrator Bromeland gave an update on the Motorsports Park project. The City Council declared at their November 7th meeting that they are postponing the decision on the need for an EIS until their December 5th meeting at which time they anticipate more information from the project proposer to be able to make a reasonable decision.
3. Planning Commission Vacancy.
 - An advertisement was posted on the City's Facebook page and website announcing the Planning Commission vacancy. No applications have been received, to date.
 - Discussion took place of Lisa resigning from the Planning Commission as she was recently elected Mayor. The Planning Commission has never had a member from the City Council. Commissioner McCarty stated he would like a council member to be on the Planning Commission in order to have information to bring back to the council. Commissioner Norton stated she felt like it would be a conflict of interest to sit on both the City Council and the Planning Commission.
 - Commissioner Norton thought it would be a good idea to reach out to those who ran for council positions but were not elected to fill the 2 vacancies. Chairman Talle asked if the Planning Commission had a specific number they need for members. Administrator Bromeland responded that the Planning Commission needs to have seven members.
4. Planning Intern Update
 - The prospective planning intern is very interested in completing an internship with the city but is not able to complete an internship until the summer. Due to the intern project, it would be ideal to have an intern here during the spring semester. South Central Service Cooperative (SCSC) is currently working to find additional intern candidates that might be seeking a spring semester internship. If there are no candidates, we will work to find a project for the intern for the summer and explore alternative options for the code update that is needed sooner.
 - The next regular scheduled Planning Commission meeting is December 19, 2022, 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 7:00 p.m.

Trent Talle, Chairman

Mandy Auringer, Administrative Clerk

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