

CITY OF EAGLE LAKE
January 30, 2023
PLANNING COMMISSION MEETING

Call to Order

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

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 Miller to approve the Planning Commission meeting minutes from December 19, 2022. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Welcome Newly Appointed Planning Commission Member Tom Paulson
2. Review a Planned Unit Development (PUD) Application for Fox Meadows Housing
 - Administrator Bromeland gave an overview of the PUD application received from Troy Schrom for Fox Meadows Housing Development. The developer is currently going through the Common Interest Community (CIC) process and will be submitted with the PUD application. The CIC is governed by MN Chapter 515B. In the PUD, Mr. Schrom will have two types of dwellings, twin homes and slab on grade single-family homes. Once a completed application is submitted the Planning Commission will review it and make a recommendation to the City Council. The Planning Commission will not need to schedule a Public Hearing. Once the recommendation is sent to the City Council, they will set a Public Hearing.
 - Commissioner Beckel asked if CIC translates into Homeowners Association. Administrator Bromeland stated that it will be a Homeowners Association and the City will not be responsible for enforcing covenants. Commissioner Beckel has concerns that the property owners will be bogged down with rules and regulations.

- Chairman Talle asked if the City has any say in the addressing of the properties and the street names. Administrator Bromeland confirmed that the city has say in the numbering, but the street names are typically decided by the developer with approval by the City during the platting process. Chairman Talle has concerns regarding the names of streets of Connie Lane, Thomas Drive, and Blace Avenue and the response times of first responders. The house numbering of Blace Avenue and Connie Lane go from east to west and Thomas Drive goes from west to east.
- Commissioner Hughes moved, seconded by Commissioner Beckel to postpone the recommendation to the City Council for further research and a complete PUD application is submitted. A roll call vote was taken with all in favor, motion carried.

3. Land Use Training Opportunity Through the League of Minnesota Cities

- Administrator Bromeland explained that the city has an opportunity to take a 60-minute course for basic land use. Discussion took place to either take the course all together or individually at your own pace and time. Commissioners Hughes and Miller both stated they would prefer to take the course at their own pace and time, however, Commissioner Hughes added that she would like to have the other Commission member's input. Administrator Bromeland stated she would send out the link to everyone and then at the next meeting the Planning Commission would discuss the first half of the training to get the input of others.

Other

1. Building and Zoning Permits

- Permit activity was presented for the months of December and January.
- Administrator Bromeland stated that there has been some interest in possible future development on the south side of town.

2. Motorsports Park Update

- Administrator Bromeland stated that the City received an appeal and is currently in litigation.

3. 100 Valley Lane Update

- Scott Wangen is currently working with Bolton and Menk on the subdivision requirements as outlined in Chapter 5.

4. Community Development Coordinator

- On February 14th the City will be interviewing four people for the position of Community Development Coordinator. Administrator Bromeland stated she would like one representative from both the Planning Commission and the EDA to sit on the interview panel. Commissioner Beckel said that he would be willing to sit on the panel.

5. Intern Update

- Administrator Bromeland stated that we are still waiting to find an intern but could possibly have one for summer but that by then we may already have a new staff person and no longer have the ability to bring on an intern.
- The next regular scheduled Planning Commission meeting is February 27, 2023, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Beckel moved, seconded by Commissioner Miller to adjourn. A roll call vote was taken with all voting in favor. Meeting adjourned at 6:31 p.m.

Chairman Talle

Mandy Auringer, Administrative Clerk

**CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING
February 27, 2023**

Call to Order

- Meeting was called to order at 6:02 p.m. by Chairman Talle.

Present: Chairman Talle, Commissioners Hughes, Beckel, and Norton.

Absent: Commissioners McCarty and Paulson.

Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.

Others Present: Kurt Matson, Dave and Jennifer Miller, Richard Garvey, and Troy Schrom.

Approval of Agenda

- Chairman Talle added Commissioner Terms to the agenda.
- Commissioner Norton moved, seconded by Commissioner Beckel to approve the agenda with the addition of Commissioner Terms. A roll call was taken with all in favor. Motion carried.

Approval of Minutes

- Commissioner Hughes moved, seconded by Commissioner Beckel to approve the Planning Commission meeting minutes from January 30, 2023. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Application for Planned Unit Development: Lot 1, Blocks 2, 3, & 6 of Fox Meadows
 - Administrator Bromeland explained that a PUD is being sought to create a new Common Interest Community (CIC) within the Fox Meadow development. Per the applicant, the CIC will consist of two types of dwellings. The first type will be twin homes located in Blocks 3 and 6. Each half of a twin home will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by a homeowner's association. The second type will be single family homes located in Block 2. Each of the single-family homes will become a separate lot and will eventually be sold to a homeowner. The greenspace and driveways will be owned by the same homeowner's association as the twin homes.
 - CIC plats are governed by Minnesota Statute Chapter 515B. At the local level, a CIC can be approved as a Planned Unit Development, allowing some flexibility from regular zoning standards as to size and location. To approve a proposed Planned Unit Development, the Council must find

that the proposed use meets one or more of the requirements listed in Section 6.195, Subdivision 2. Per staff's review, the proposed use appears to meet Subdivision 2(D) and (E).

- Per Section 6.195, Subdivision 7B, the Planning Commission shall not recommend approval of, nor shall the City Council approve, a Planned Unit Development unless each shall make a written findings of fact that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare. Following a recommendation by the Planning Commission, the City Council may schedule a public hearing and provide notice to affected property owners.
- Per legal counsel, the City should have a copy of the covenants for informational purposes but in order for them to be enforceable against future landowners, they will need to be recorded and the association will be responsible for enforcement, not the City.
- Administrator Bromeland stated that this development offers an opportunity for different types of housing for Eagle Lake. She explained that Block 2 would be slab on grade single family homes in a Home Owners Association (HOA) that will offer a new type of housing for people who are looking to move out of their home and away from maintenance involving lawn mowing or snow removal. With an HOA the residents would not have to worry about plowing driveways and mowing lawns. Commissioner Norton stated that the available housing for seniors is lacking in Eagle Lake. Mr. Schrom stated that these homes will mainly be promoted to 65 years old and up, but realizes this type of housing is also appealing to those who don't spend a lot of time at home and like the minimum maintenance with the HOA.
- Commissioner Beckel asked who makes up the HOA. Mr. Schrom stated the homeowners will elect a board and a management company will take care of the daily maintenance. The management company that Mr. Schrom uses has many years of experience. Commissioner Norton asked where the HOA meeting take place. Mr. Schrom stated they usually take place in a spec home, office, or can also take place online or over the phone. They try and make it flexible for the homeowners.
- Commissioner Hughes asked Mr. Schrom if the patio homes and twin homes will all look the same. Mr. Schrom stated that they are going to be the same except with different colors and styles of siding, windows, doors, and roofs.
- Chairman Talle asked if the addressing was set in stone as he has concerns with duplicate numbering (i.e.. 100 Connie Lane and 100 E. Connie Lane) and the emergency personnel response times. Administrator Bromeland stated that the street names were included in the platting process but said that staff can investigate the addressing and adding north or south or east or west to the streets.
- Administrator Bromeland asked Mr. Schrom what his timeline is for starting the dwellings in the proposed PUD, pending approvals. Mr. Schrom stated he would like to get permitting started in early summer.
- Commissioner Beckel moved, seconded by Commissioner Norton that the Planned Unit Development satisfies the intent of this ordinance and/or does not jeopardize the public health, safety, or welfare and to recommend to the City Council to set a public hearing. A roll call vote was taken with all in favor. Motion carried.

2. Application for Rezoning: Parcel ID# R121018201019

- Administrator Bromeland stated that an application has been received from Kurt Matson (contract purchaser) and Scott Borgmeier and Rome Reichel Construction (owners) to rezone parcel R121018201019 from “L-1 Light Industrial” to “R-3 Limited Multiple Family Residential”. The applicant is seeking to develop the property into a townhome housing development consisting of a 2-unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel. The applicant’s request to rezone the parcel from L-1 to R-3 is not consistent with the City’s land use map as this parcel is shown as L-1. However, as the applicant indicates in the rezoning request, the parcel is directly adjacent (on the east, south, and west sides of the property) to R-3. If the subject parcel were to be rezoned, it would eliminate the single remaining lot available for L-1. To develop the property, the applicant will need to go through the platting process as the parcel has not yet been platted. The property should be zoned correctly for use when platted.
- Mr. Matson explained the space between the 2-unit and 5-unit townhomes is due to the elevation and the space between the 5-unit and 4-unit townhomes is for watermain looping that he is working on with Bolton and Menk. Administrator Bromeland stated that this would benefit as the city has been trying to get an easement for the watermain looping in this area.
- He also stated that he has hopes of placing a sidewalk that will connect his development to the main part of town for a safer walking route for the residents.
- Chairman Talle asked if he has looked at the flood plains in that area. Commissioner Hughes stated that she has seen the area with the 2-unit townhomes completely flooded. Mr. Matson stated that he is working with Bolton and Menk and if they discover that it doesn’t work when they do soil boring, that they will remove the 2 unit townhomes from the development.
- Commissioner Hughes moved, seconded by Commissioner Beckel to schedule a public hearing for rezoning. A roll call vote was taken with all in favor. Motion carried.

3. Application for Preliminary Plat: Parcel ID# R121018201019

- Administrator Bromeland stated that an application for preliminary plat has been received from Kurt Matson (contract purchaser) and Scott Borgmeier and Rome Reichel Construction (owners). The applicant is seeking to develop the property into a townhome housing development consisting of a 2-unit townhome, two 5-unit townhomes, and two 4-unit townhomes on the parcel.
- Administrator Bromeland explained that due to the timing of when the application was received at City Hall, City staff has not yet had an opportunity to schedule a meeting with the applicant and appropriate City reps (public works, engineer, etc.). Informal discussions with the City’s engineer with Bolton and Menk have occurred related to utilities available and the need for a utility easement. The applicant is aware of the City’s need for a utility easement related to watermain looping to improve redundancy in the system and challenges encountered obtaining an easement from the previous owner of the subject parcel.
- Commissioner Beckel moved, seconded by Commissioner Hughes to schedule a public hearing for the Preliminary Plat. A roll call vote was taken with all in favor. Motion carried.

4. Accept Notice of resignation from Andrew Miller and Declare Vacancy

- Commissioner Hughes moved, seconded by Commissioner Beckel to accept Commissioner Miller's resignation and to declare a vacancy. A roll call vote was taken with all in favor. Motion carried.

5. Application for rezoning: 114 S. Agency Street

- Administrator Bromeland stated that an application has been received from the property owners of 114 S. Agency Street -Jennifer and Dave Miller. The Millers are seeking to have their parcel rezoned from B-1 to R-2 so that they can convert the existing building from commercial to residential. The applicant's request to rezone the parcel from B-1 to R-2 is consistent with the City's land use map as it appears that this parcel is shown as low density residential.
- Mrs. Miller stated that they have been trying to rent out half the building since they purchased it in August of 2021. They were using the other half as their home office until they purchased a building in Janesville where they have since relocated their office. They have tried unsuccessfully to rent out the building and are looking at converting one side into a studio apartment and the other side into a 2-bedroom apartment. Both can be handicapped accessible.
- Commissioner Norton asked about parking. Mrs. Miller stated that there is only on street parking that fits 3 cars. Commission Norton and Commissioner Hughes stated concerns regarding the lack of off-street parking and snow emergencies. Mrs. Miller stated there can still be parking issues for a business with customers and employees. Commissioner Norton stated that a business is usually only open during the day, where residents would have no other location for parking during a snow emergency. Administrator Bromeland stated that the city has rental parking regulations requiring off street parking.
- Commissioner Norton stated concerns with losing a business location. Administrator Bromeland stated that most of the remaining area for B-1 development is out by Highway 14.
- Chairman Talle stated he was interested in learning more and was in favor of moving forward to schedule a public hearing.
- Commissioner Beckel moved, seconded by Commissioner Hughes to schedule a public hearing for rezoning. A roll call vote was taken with all in favor. Motion carried.

6. Discuss Possible Need Zoning Code Amendments

- Administrator Bromeland explained as we get closer to spring, it may be worthwhile for the Planning Commission to consider amending code now to address language that continues to pose issues instead of waiting until a comprehensive review of code can be completed. Two topics that surface frequently are accessory structures in side yards and allowable building materials on Parkway Avenue. In the section for Standard of General Applicability the code states "Accessory buildings are prohibited in any front or side yard", but in sections R-1 to R-4 code states "Accessory buildings shall not be allowed in the required front or side yards". City staff would like code to be amended to make the wording consistent throughout code by adding the word "required" and adding the definition for "required yard".

- Administrator Bromeland asked if “no corrugated metal” should be added to the minimum structural requirements in the Parkway Avenue District.
- Chairman Talle noted that the intent was to not allow aged tin that is shiny and eventually turns rusty. Chairman Talle note that the pictures in R1-R4 of code are of painted corrugated metal but the intent was to prohibit aged tin.
- Discussion took place and it was determined to not make any changes at this time to building materials language. City staff noted that it is a balancing act of not being too restrictive with what’s allowed for building materials but also ensuring that the community looks nice in determining what’s allowed.
- Commissioner Beckel moved, seconded by Commissioner Hughes to schedule a public hearing to add the definition for “required yard” and add the word “required” in Standard of General Applicability. A roll call vote was taken with all in favor. Motion carried.

Other

1. **Building and Zoning Permits**
 - Permit activity was presented for the months of January and February.
 2. **Land Use Training**
 - Administrator Bromeland stated that the Planning Commission member are able to do the training on their own time and the Planning Commission will discuss it at a future meeting.
 3. **Commissioner Terms**
 - Chairman Talle stated that the Commissioners used to have terms and he would like those terms to be reinstated. When new members come on, they will be aware of what the length of a term and be able to fulfill their full term. A term is 3 years.
 - Commissioner Norton stated that it seems to be a struggle to have a full Planning Commission and maybe it’s due to people not knowing too much about it. She also stated that it is being discussed by the City Council to compensate the Planning Commission members.
 - Chairman Talle stated he would like to keep working on long term goals and looking for resources to help develop a long term goal plan.
- The next regular scheduled Planning Commission meeting is March 20, 2023, 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. Motion carried. Meeting adjourned at 7:21 p.m.

Chairman Talle

Mandy Auringer, Administrative Clerk

**CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING
March 20, 2023**

Call to Order

- The meeting was called to order at 6:02 p.m. by Commissioner Beckel.

Present: Commissioners Hughes, Beckel, McCarty, and Paulson.

Absent: Chairman Talle

Staff Present: City Administrator Bromeland and Administrative Clerk Mandy Auringer.

Others Present: Kurt Matson, Brett Anderson, Brian Sarff, Nate Myhra, Richard Garvey, and Paul Bunkowske.

Approval of Agenda

- Commissioner Hughes 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 Paulson to approve the Planning Commission meeting minutes from February 27, 2023. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Public Hearing for Rezoning: Parcel ID# R121018201019
 - Administrator Bromeland gave background for the public hearing that has been scheduled to consider an application for rezoning for parcel R121018201019. The applicant is seeking to rezone the parcel from “L-1 Light Industrial” to “R-3 Limited Multiple Family Residential” for the purpose of developing the property into a townhome housing development. According to the concept plan, the development is proposed to consist of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel. The applicant’s request to rezone the parcel from L-1 to R-3 is not consistent with the City’s land use map as this parcel is shown as L-1. However, as the applicant indicates in the rezoning request, the parcel is directly adjacent (on the east, south, and west sides of the property) to R-3. If the subject parcel were to be rezoned, it would eliminate the remaining lot available for L-1.
 - Commissioner Beckel opened the public hearing.

- Resident Brett Anderson stated he was not against the rezoning, but was curious if a business wanted to move to town in an L-1, where else it could go. Administrator Bromeland stated that it appeared to possibly be one of the last remaining lots zoned L-1 that hasn't been developed, but that there could be other locations that might be possibilities in the future if landowners would be willing to sell and land is located in an area that is appropriate for an L-1 zoning district.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty asked if there was going to be watermain looping done with this development. Administrator Bromeland confirmed that Mr. Matson, Bolton and Menk, and City staff have had a meeting pertaining to the watermain looping. It may not begin until after the development is started due to needing to add this to the plan for improvements and determine financing, but there will be an easement granted for the looping project for when the City is ready to move ahead with the watermain looping work.
- Commissioner Beckel asked about the area where the 2 unit townhomes will be going and concerns with flooding. Mr. Matson stated that if they find that the location is bad when they do soil boring, they will remove the townhome from the project.
- Commissioner Hughes moved, seconded by Commissioner McCarty, to recommend to the City Council to approve the rezoning from L-1 to R-3. A roll call vote was taken with all in favor. Motion carried.

2. Public Hearing for Preliminary Plat: Parcel ID# R121018201019

- Administrator Bromeland gave background for the public hearing. The applicant is seeking to develop the property into a townhome housing development consisting of a 2 unit townhome, two 5 unit townhomes, and two 4 unit townhomes on the parcel.
- A meeting was held with the developer, the developer's representative from Bolton and Menk, the City's engineer with Bolton and Menk, the Eagle Lake Public Works Director, and Administrator Bromeland to review the proposed subdivision for compliance with the design standards as set forth in Chapter 5.
- Commissioner McCarty asked if there are any wetlands that would affect the development. Nate Myhra with Bolton and Menk stated there is a small area of wetland but will not affect the area that will be developed.
- Commissioner Hughes asked if the pond was going to do anything. Mr. Myhra explained it will collect the runoff and slow the flow into the creek.
- Commissioner Beckel opened the public hearing. There were no comments from the public.
- Commissioner Beckel closed the public hearing.
- Commissioner McCarty moved, seconded by Commissioner Paulson to approve the preliminary plat. A roll call vote was taken with all in favor. Motion carried.

3. Public Hearing for Rezoning: 114 S. Agency Street

- Administrator Bromeland stated she had spoken to the owners pertaining to off street parking requirements for rental properties. The owners decided to table the rezoning.

4. Public hearing for Zoning Code Amendment: Chapter 6, Section 6.210, Subd. 4)A) (2)
 - Administrator Bromeland explained that currently, there is conflicting language in code. In Section 6.120, Subdivision 6(A), the word “required” is included, but it is missing from Section 6.210, Subdivision 4(A)(2). The purpose of the amendment is to promote consistency within Chapter 6 as it relates to the permissible location of accessory structures in front and side yards.
 - Commissioner Beckel opened the public hearing. There were no comments from the public.
 - Commissioner Beckel closed the public hearing.
 - Commissioner McCarty moved, seconded by Commissioner Paulson to recommend to the City Council to approve the change in city code to add the word “required” to provide consistency throughout code. A roll call vote was taken with all in favor. Motion carried.

5. Application received for Two Planning Commission Vacancies: Richard Garvey and Paul Bunkowske.
 - Richard Garvey stated that he has lived in Eagle Lake for 10 years and would like to become more involved with the city.
 - Paul Bunkowske stated he has lived here 7 years and wants to help by getting involved.
 - Commissioner Hughes moved, seconded by Commissioner McCarty, to approve both applicants for the two Planning Commission vacancies. A roll call vote was taken with all in favor. Motion carried.

Other

1. Building and Zoning Permits
 - Permit activity was presented for the months of February and March.

2. Update on Newly Hired Community Development Coordinator.
 - Administrator Bromeland shared with the Planning Commission the Eagle Lake City Council recently approved the hire of Olivia Adomabea at its March 6th meeting as the City’s new Community Development Coordinator.
 - Olivia possesses a bachelor’s degree in urban planning and is currently pursuing a master’s degree in urban planning. In addition to pursuing her master’s degree, Olivia has also worked as a GIS intern for Le Sueur County and is currently a Community Development Intern for the City of Chanhassen.
 - Since Olivia is still in graduate school, she has requested the ability to work part-time initially and then begin full-time employment once she graduates. Starting April 7th, Olivia will work Wednesdays from 8:00 a.m.-12:00 p.m. and Fridays from 8:00 a.m.-4:30 p.m. Beginning in June, Olivia will work Monday-Friday from 8:00 a.m.-4:30 p.m. Olivia’s first Planning Commission meeting will be Monday, June 19th.

- Commissioner Beckel asked if she would be reviewing and suggesting changes for Chapter 6 of city code. Administrator Bromeland confirmed that she would be.
- The next regular scheduled Planning Commission meeting is April 17, 2023, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner McCarty moved, seconded by Commissioner Hughes to adjourn. A roll call vote was taken with all voting in favor. Motion carried. Meeting adjourned at 6.26 p.m.

Commissioner Beckel

Mandy Auringer, Administrative Clerk

**CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING
April 17, 2023**

Call to Order

- The meeting was called to order at 6:00 p.m. by Chair Talle.

Present: Commissioners Talle, Beckel, Hughes, McCarty, Bunkowske, and Garvey.

Absent: Commissioner Paulson.

Staff Present: City Administrator Bromeland.

Others Present: Kurt Matson, Brian Sarff, Nate Myhra.

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 McCarty moved, seconded by Commissioner Beckel, to approve the Planning Commission meeting minutes from March 20, 2023. A roll call vote was taken with all in favor. Motion carried.

New Business

1. Public Hearing for Final Plat: Parcel ID# R121018201019

- Administrator Bromeland stated that a public hearing for a final plat has been scheduled for this evening for parcel ID R121018201019. It was explained that the applicant is seeking to develop the property into a townhome housing development consisting of 20 townhome units. Administrator Bromeland shared that a meeting was previously held with the developer, the developer's engineer, the City's engineer, and the Public Works Director to review the proposed subdivision for compliance with design standards as set forth in Chapter 5 and Chapter 18. It was noted that the proposed subdivision was not large enough for a park and that the developer would be required to pay to the City a sum of money equal to the required percentage as outlined in code.
- Chair Talle opened the public hearing. There were no comments from the public.
- Chair Talle closed the public hearing.
- The developer's representative, Nate Myhra, stated that some minor changes to the final plat were made. There was a review of title and easements not recorded were removed. Private utilities that

run across the property will be relocated. Administrator Bromeland noted that utility easements will be required and included in the developer's agreement prior to any permits being issued.

- Chair Talle expressed concern that needs to be adequate turn around radius for emergency services vehicles. Mr. Myhra confirmed that there is an adequate turn around radius (60 feet) for emergency services vehicles. It was noted that additional hydrants will be installed as needed. All buildings will be sprinkled and slab on grade. The structures will have a garage, main level, and upper level for living space.
- Commissioner Hughes asked about park space and noted a concern with not having a recreational space for kids in that area.
- Developer Kurt Matson expressed that he may be willing to consider allowing the addition of a sidewalk or trail along the back of this property in the future.
- Discussion took place about stormwater management and flooding concerns and the City's requirements for stormwater management.
- Commissioner McCarty moved, seconded by Commissioner Beckel, to recommend to the City Council to approve the final plat for R121018201019. A roll call vote was taken with all in favor. Motion carried.

2. Public Hearing for Conditional Use Permit: Parcel ID# R121018201019

- Administrator Bromeland stated that a public hearing for a conditional use permit application was scheduled for this evening. It was explained that the applicant is seeking to develop the property into a townhome housing development. Administrator Bromeland explained that group housing projects are allowed in an R-3 district subject to the regulations as outlined in the code for conditional uses. It was noted that the applicant indicated that no variances are required. For reference purposes, Administrator Bromeland shared that she attached to the packet a printout from the League of Minnesota Cities related to conditional use permits.
- Chair Talle opened the public hearing. There were no comments from the public.
- Chair Talle closed the public hearing.
- Commissioner Beckel moved, seconded by Commissioner Bunkowske, to approve the conditional use permit for a grouped housing project, with the notation that there needs to be consideration of landscaping materials required of the developer in the developer's agreement. A roll call vote was taken with all in favor. Motion carried.

Other

1. Monthly Building and Zoning Permit Activity

- Administrator Bromeland reviewed the monthly building and zoning permit activity.

2. Community Development Coordinator Update.

- Administrator Bromeland shared that the new community development coordinator started working on April 7th. It was noted that the new CDC would be working part-time between now and June 1st, at which time she would convert to a full-time employee, and that she would be at the June Planning Commission meeting.
- The next regularly scheduled Planning Commission meeting is May 15, 2023, 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. Motion carried. Meeting adjourned at 6.27 p.m.

Trent Talle, Chair

Jennifer J. Bromeland, City Administrator

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES
JUNE 26, 2023

CALL TO ORDER:

- Chairman Talle called the meeting to order at 6:05 p.m.

MEMBERS PRESENT:

- Trent Talle, Jan Hughes, Tom Paulson, Richard Garvey.

MEMBERS ABSENT:

- Ray Beckel, Michael McCarty, Paul Bunkowske.

STAFF PRESENT:

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

PUBLIC PRESENT:

- Patrick Nord

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

- Commissioner Hughes moved, seconded by Commissioner Paulson to approve the Planning Commission meeting minutes from April 17, 2023. A roll call vote was taken with all in favor. Motion carried.

NEW BUSINESS:

1. Welcome Newly Hired Community Development Coordinator Olivia Adomabea.
 - Administrator Bromeland introduced the newly hired Community Development Coordinator to commissioners.
 - Administrator Bromeland shared with the Planning Commission that Olivia joined the City of Eagle Lake part time in April and full-time in June. Olivia graduated with a bachelor's and a master's degree in urban planning. Olivia worked as a planning intern with Chanhassen and GIS intern with Le Sueur County.
2. Variance Application Received for 403 Perry Street.
 - Coordinator Adomabea gave a summary report and findings, noting the applicant is requesting a variance to allow for the construction of a 10x12 shed within the required side yard requirements. The applicant acquired the property which was constructed in

2015 in 2018. The said property is located in the one-family residential district, with a lot area of 9,821 SF. Community Development Coordinator Adomabea turned to the applicant to brief the commission on the project and why a variance is necessary.

- Chairman Talle: Kindly state your name and address for record.
- Applicant: Thank you chairman and commissioners. My name is Patrick Nord, my property is located at 403 Perry Street, and I am requesting a variance to build a 10'x12' free standard shed 1' off the property line due to the unique shape of my lot. The lot closely resembles that of a baseball field with the front lawn being outfield and the home plate being the back yard. There is not enough space in the back yard to put a shed and do not want it in the front lawn, so the two sides are the only options I have. The North side of my home has the best location for the shed but to put the shed there, I will encroach onto the specs which is why I am requesting a variance. The north side of the property doesn't get enough sun and is a dead area or space due to a big tree in my neighbor's yard hence is proposing to locate the shed there.
- Commissioner Hughes: Do you know what kind of tree it is? If it is a Ash tree, then it would not be there forever.
- Applicant: I have no idea. Will have to find out.
- Commissioner Talle: Have you reached out to neighbors about the proposed project.
- Applicant: Yes.
- Commissioner Garvey: Will the project be consistent with the garage line.
- Applicant: Yes.
- Commissioner Hughes: Will the fence be parallel to the proposed shed.
- Applicant: Yes.
- Chairman Talle: There is an easement on the lot, will you vacate easements that will be affected by the proposed project?
- Applicant: Yes.
- Chairman Talle: Work with staff on how to vacate easement.
- Applicant: Will do.
- Chairman Talle: Any questions?
- Administrator Bromeland: We will get you the vacation application form and checklist.
- Coordinator: Is the proposed location the only place the shed can be located? If you revise the location to the southern side how many setbacks will you be requesting for?
- Coordinator: Before a variance can be granted there are some general standards that need to be met. Practical difficulties, topography of the land, presence of naturally occurred circumstances such as wetlands, bluffs, floodplains, shorelands. None of these constraints were highlighted in your narrative. Staff will recommend you refer to these standards to outline reasons for the commission to grant the variance. Your home was built in 2015 and does not predate the code hence accessory uses to the property should meet code requirements. Granting a variance for a standard lot (9000 sqft in one family residential) might create a precedent for the neighborhood.
- Chairman Talle: As Olivia stated, we are a recommending body to the city council, and we do this using the city code as guidance and reference point. Kindly revise all the

comments before the public hearing. The easement must be vacated before the public hearing.

- Commissioner Hughes: What kind of slab will be used? Will it be concrete or pavers?
- Applicant: Yet to decide.
- Chairman Talle: If there are no question shall we proceed to the next item on the agenda? All were in favor.

3. Chapter 6 Zoning Code Review and Update

- Chairman Talle: Alright that brings us to item number three-chapter 6 zoning code review and update.
- Administrator Bromeland: The long-awaited zoning review update. Olivia will walk us through some of the updates.
- Coordinator: Definition for Hard Surface
- Chairman Talle: What is the definition for non-porous in the definition for hard surface.
- Coordinator: Will you want the definition of non-porous added to the code?
- Chairman Talle: Yes
- Coordinator: Will the commission want Solar Energy in A-1 District.
- Commissioners: Yes
- Coordinator: Currently, the code has ground coverage as 35% will we want it changed to 30% as Mankato has. Kindly note that Mankato and St. Peters have 6000 as lot area and I believe has influence on their yard setbacks.
- Chairman Talle: What will you recommend?
- Coordinator: I recommend we leave it at 35% because of our lot size (9000sqft)
- Commissioner Hughes: We can always reduce it in the future.
- Commissioners: Agree.
- Coordinator: The wording of the code was summarized for easy interpretation for residents and developers.
- Commissioners: Agree.
- Coordinator: Thanks for all the comments and recommendations.

Other

1. Building and Zoning Permits

- Permit activity was presented for the months of May-June.
- Chairman Talle: What is the road width at Thomas drive? It appears smaller than other roads in the city.
- Administrator Bromeland: I will reach out to the city's engineer to verify that all roads within the development are constructed as approved according to city standards and specs. Any issues will be addressed.
- The next regular scheduled Planning Commission meeting is July 17, 2023, at 6:00 p.m. in City Hall Council Chambers, 705 Parkway Avenue.

Adjournment

- Commissioner Paulson moved, seconded by Commissioner Hughes to adjourn. A roll call vote was taken with all voting in favor. Motion carried. The meeting adjourned at 6.55 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

AUGUST 21, 2023

CALL TO ORDER:

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

• None

STAFF PRESENT:

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

PUBLIC PRESENT:

• Mike Bales, Scott Wangen, and Nate Myhra

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

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

NEW BUSINESS:

1. Update on Comprehensive Plan

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

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

OTHER

1. Upcoming Subdivision Applications

a. Wangen Subdivision (Minor Subdivision -Lot Split)

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

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

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

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

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

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

3. Update on Variance Application for 403 Perry Street

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

4. Monthly Building and Zoning Permit Activity

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

ADJOURNMENT:

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

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

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.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES
NOVEMBER 20, 2023

CALL TO ORDER:

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

- Jan Hughes, Richard Garvey.

STAFF PRESENT:

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

PUBLIC PRESENT:

- None

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Chapter 6 Zoning Code Review and Update

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

OTHER

1. Update on Land Use Plan by MSU Graduate Students

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

2. Monthly Building and Zoning Permit Activity

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

ADJOURNMENT:

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

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea