

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

January 22, 2024

CALL TO ORDER:

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

MEMBERS PRESENT:

- Trent Talle, Ray Beckel, and Jan Hughes.

MEMBERS ABSENT:

- Michael McCarty, Tom Paulson, Richard Garvey, and Paul Bunkowske.

STAFF PRESENT:

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

PUBLIC PRESENT:

None

APPROVAL OF THE AGENDA:

None

APPROVAL OF MINUTES:

None

NEW BUSINESS:

1. Update on Floodplain Ordinance

City Administrator Bromeland gave a brief presentation on the reasons for the floodplain ordinance to be updated. She mentioned in her presentation that Eagle Lake only recently enrolled in the National Flood Insurance Plan (NFIP) in 2017 and it is recommended that Eagle Lake adopt the updated version of the Floodplain Ordinance. She mentioned that a public

hearing has been scheduled for the February 5th City Council meeting and adoption is anticipated following the public hearing. Administrator Bromeland noted that adoption of the updated ordinance is required to maintain participation in NFIP.

OTHER:

1. Update on Land Use Plan by MSU Graduate Students

Community Development Coordinator, Olivia Adomabea, gave a summary report of the land use plan which was presented by graduate students of the urban and regional studies institute. She mentioned that the land use plan covered the demographics, SWOT analysis, land use maps and gave some useful recommendations. She indicated that some recommendations were made to serve as a guide for the future development of the city.

2. Update on Land Use Plan by MSU Graduate Students

Community Development Coordinator Adomabea updated commissioners that chapter six of the city code has been amended and has been approved by the city council to be adopted. The amended code took effect in January 2024.

3. Monthly Building and Zoning Permit Activity

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

The meeting was adjourned at 6:35 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

April 15, 2024

CALL TO ORDER:

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

MEMBERS PRESENT:

- Trent Talle, Ray Beckel, Richard Garvey, Michael McCarty, and Jan Hughes.

MEMBERS ABSENT:

- Paul Bunkowske.

STAFF PRESENT:

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

PUBLIC PRESENT:

Cheyenne Zuchlke

APPROVAL OF THE AGENDA:

A new item of a lot consolidation request was added to the agenda. Commissioner Hughes 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 minute. A roll call was taken with all in favor. Motion carried.

NEW BUSINESS:

1. Variance Application Received for 404 Pebble Court

- Community Development Coordinator Adomabea briefed the planning commission on a variance application request received for 404 Pebble Court and further explained that the

applicant is requesting an eight foot (8') from the property's 8-foot left side yard required setback to accommodate for the construction of a parking pad. In her report she explained that Subd.8. Section 6.300 of the zoning ordinance does not allow for parking surfaces or motor vehicles in the required side yard setbacks. She also recommended that the planning commission followed the standards stipulated in the City Code for the approval or denial of the variance request.

- Commissioner Beckel asked if the wetland will be affected by the project and Coordinator Adomabea responded that the project is 40ft away from the wetland while the zoning ordinance allow structures and impervious surfaces maintain a twenty-five (25) foot setback from the property line if the property abuts a wetland hence the wetland will not be affected.
- Commissioner Hughes asked if the city has had a similar case in the past, what happened to that request, and the setback requested and approved. Administrator Bromeland answered that a similar request was received but the applicant requested to encroach 2ft into the required 8ft side yard setback whereas this case is requesting to encroach or use all 8ft required side yard setback. Administrator Bromeland also affirmed that the requested 2ft was approved by the planning commission and city council.
- Commissioner Beckel noted that it seems that the project is on-going, and Administrator Bromeland responded that several different projects are going on the site and permits have been approved for such projects except for the cement pad for which the variance has been requested. She also noted that the applicant has been informed not to pour any cement pad in the required side yard until a decision has been made for the variance request.
- Commissioner Beckel sought clarification on if the meeting was scheduled for a public hearing or a public hearing is yet to be scheduled. Commissioner McCarthy responded that the present meeting was to review the application and if the planning commission approves of it, a public hearing shall be scheduled. He also continued that, after his review of the standards for which a variance can be granted, a practical difficulty or hardship was not established in the applicant's narrative hence he does not recommend a public hearing be scheduled.
- Commissioner McCarthy also noted that a quick aerial review showed that the subdivision had only one property with a parking pad in their required side yard and the person might be the variance that was approved and discussed earlier in this minute. Commissioner McCarthy shared that; a practical difficulty has not been established in the case and all other commissioners agreed.
- Commissioner Beckel inquired if parking on the streets is allowed in code and Commissioner McCarthy responded that it depended on the corridor. Commissioner Hughes asked if approving this variance meant anybody at all can do the same project in the city. Coordinator Adomabea responded that granting the variance request will set precedence and make it difficult for staff to enforce code in future cases.
- Administrator Bromeland shared that a public hearing can be scheduled if the applicant still wants to pursue the case even after the planning commission does not believe the applicant has a strong case as this is just a preliminary review.

- Planning Chair Trent asked if it is a common requirement in zoning codes across Minnesota to not allow a parking pad in the side yard requirement. Commissioner McCarthy responded that it is fairly common in city codes because a lot of times it has easements for potentially small utilities and public safety which summed up the discussions on this item.

OTHER:

1. Update on the Preliminary and Final Plat (The Bauer Jackson Addition)

- Community Development Coordinator mentioned in her update to the planning commission that the city council approved the Bauer Jackson Addition with conditions. She also mentioned that the civil drawings will be sent to the planning commission and fire chief for their review.

2. Update on the “Missing Middle Housing” bill.

- Administrator Bromeland updated the planning commission on the new “Missing Middle Housing” bill. She explained that the bill if passed will require all cities to accept accessory dwelling units on all residential lots regardless of size and allows property owners to subdivide their lots by right. The bill will also limit minimum lot size requirements to no greater than 2,500 square feet for first class cities and 4,000 square feet for other cities except for cities with population less than 10,000 and set a base level for the density allowed on any residential lot by right regardless of size. Administrator Bromeland further explained that there are other items in the bill that will take off the right or reduce the right of local government to enforce city code. She told the planning commission that the bill has not been passed yet and is under administrative review.

3. Lot Consolidation Application for 709 and 713 Maple Lane

- Coordinator Adomabea informed the Planning Commission of a lot consolidation application that was received for a property at 709 and 713 Maple Lane. Discussions ensued and had a consensus that additional information be provided before a public hearing can be scheduled.

4. Resignation of Tom Paulson

- Coordinator Adomabea informed the planning commission about the resignation of Commissioner Tom Paulson. She mentioned that Commissioner Paulson has left town for a new job and will not be able to play the role of a commissioner.
- Administrator Bromeland informed commissioners of Commissioner Bunkowske’s decision to step down as a planning commissioner due to his busy schedules. Administrator Bromeland shared that she requested Commissioner Bunkowske to stay on the commission until a replacement is found which he agreed to.

5. Opened Application for Planning Commissioners

- Administrator Bromeland reported that the Commission needed two or more people to make it easy to ensure quorum at planning commission meetings. She further mentioned

that a vacancy for the position has been posted on the city’s website and social media platforms.

- Administrator Bromeland added that the city code does not allow for Council Members to be on Planning Commission if not, that could have been a good approach to consider in the search of Planning Commissioners. She also mentioned that the section of code can be given a second look and reconsidered if the need be.
- Administrator Bromeland asked commissioners if they thought adding a compensation component would help with recruiting and retention of commission members. Discussion ensued. The consensus was that it doesn’t hurt to explore the concept further.”

6. Monthly Building and Zoning Permit Activity

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

The meeting was adjourned at 7:15 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

May 20, 2024

CALL TO ORDER:

Commissioner Beckel called the meeting to order at 6:02 p.m.

MEMBERS PRESENT:

- Ray Beckel, Richard Garvey, Michael McCarty, and Jan Hughes.

MEMBERS ABSENT:

- Paul Bunkowske, Trent Talle

STAFF PRESENT:

- Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

Michael Hughes

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

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

NEW BUSINESS:

1. Public Hearing for 404 Pebble Court

- Community Development Coordinator Adomabea explained to the planning commission a variance application request was received for 404 Pebble Court and further stated that the applicant is requesting a seven foot (7') from the property's 8-foot left side yard required setback to accommodate for the construction of a parking pad. In her report she explained that Subd.8. Section 6.300 of the zoning ordinance does not allow for parking

surfaces or motor vehicles in the required side yard setbacks. She also recommended that the planning commission followed the standards stipulated in the City Code for the approval or denial of the variance request. Coordinator Adomabea further explained that staff believed:

- i. The practical difficulty outlined by the applicant related to the personal situation of the current landowner than the physical situation of the lot.
 - ii. The applicant referred to the previous owner's inactions to deed the out lots and that cannot be a reason for a variance to be granted per the standards stipulated in code.
 - iii. An aerial view of the subdivision indicates that all properties adhere to the code requirements hence approving the variance will set precedence which will make it difficult for the future enforcement of code by City Staff.
- Commissioner Beckel opened the hearing to the public but there was none. Planning Commissioners established that the applicant has not demonstrated any practical difficulty or hardship in the use of the property without a parking pad.
 - The Planning Commission motioned to deny the variance request. All voted in favor and motioned carried.

2. Interview Applicants for Planning Commission Position

- Commissioner Beckel opened the interview process for the Planning Commission Position and noted that two applicants were to be interviewed but one (Michael Black-Hughes) was present. Applicant Michael Black-Hughes was interviewed, and a recommendation was made by the Planning Commission to the City Council to appoint Mr. Michael Black-Hughes as a new Planning Commissioner starting June 17. All voted in favor and motion carried.
- The Planning Commission also noted that if the other applicant is still interested in the position, an interview can be rescheduled to the next planning commission meeting on June 17.

3. Review Code on Signs

- Coordinator Adomabea explained to the Planning Commission that a sign permit application for a billboard was received for the property at 109 598th AVE by Mr. Jim Johnson, who is the property owner. She further explained that the issue has been brought to the attention of the planning commission because the code is silent on allowing billboards in the commercial district.
- The applicant inquired that the previous code on signs before the code amendment allowed for billboards in commercial districts as conditional uses and does not know why the code has been amended.
- Coordinator Adomabea responded that, that section of code was amended to avoid the cluster of billboards in the commercial district and further presented an aerial photo of the proposed site and the cluster of businesses in the area and how the area will look like if billboards are allowed for all the properties. Commissioner McCarty added that the previous code, even if applied, will not permit such development with conditional use as it does not meet the size and height requirements.

- Commissioner Hughes asked if there is any other type of sign that are allowed in the district and coordinator Adomabea responded that the code allows for ground signs, monument signs and wall signs in the commercial district but not billboard signs.
- The applicant inquired about a billboard on a commercial property in town and how it was allowed if code does not allow for billboards in the commercial district and Commissioner McCarthy responded that the code was amended and adopted in January which could imply that the billboard referred to was built before the code amendment. The applicant further asked what could be done and commissioners responded that it would have to go to the city council for a code amendment which takes several months. Commissioner McCarty added that looking at his site plans even if the code is amended back to the previous, he will still not meet code requirement.
- The applicant was informed by Commissioners that what he is asking of the commission cannot be done and discussions concluded.

OTHER:

1. Update on the Preliminary and Final Plat (The Bauer Jackson Addition)

- Community Development Coordinator inquired if Commissioners had any concerns, question or comments with the civil drawings sent to them for the Bauer Jackson Addition and all commissioners responded that they had none.
- Coordinator Adomabea informed Commissioners that a developer's agreement shall be prepared and sent to the applicant.

2. Monthly Building and Zoning Permit Activity

- The Monthly Building and Zoning Permit Activity was presented by Coordinator Adomabea. The meeting was adjourned at 6:35 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

June 17, 2024

CALL TO ORDER:

Commissioner Talle called the meeting to order at 6:02 p.m.

MEMBERS PRESENT:

- Ray Beckel, Richard Garvey, Trent Talle and Jan Hughes.

MEMBERS ABSENT:

- Michael McCarty and Michael Hughes

STAFF PRESENT:

- Olivia Adomabea, Community Development Coordinator.

PUBLIC PRESENT:

Aaron Stubbs and Tom David Barna

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

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

NEW BUSINESS:

1. Interview Applicants for Planning Commission Position

- Commissioner Talle opened the interview process for the new Planning Commission Position and noted that two applicants are to be interviewed. The applicants- Mr. Aaron Stubbs and Mr. Tom David Barna were interviewed, and a recommendation was made by the Planning Commission to the City Council to appoint Mr. Aaron Stubbs as a new

Planning Commissioner and Tom David Barna as an alternate Planning Commissioner starting July 15. All voted in favor and motion carried.

OTHER:

1. Monthly Building and Zoning Permit Activity

- The Monthly Building and Zoning Permit Activity was presented by Coordinator Adomabea. The meeting was adjourned at 6:30 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES

July 15, 2024

CALL TO ORDER:

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

MEMBERS PRESENT:

• Ray Beckel, Richard Garvey, Trent Talle, Jan Hughes, Michael McCarty, Aaron Stubbs and Tom David Barna.

MEMBERS ABSENT:

Michael Hughes

STAFF PRESENT:

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

PUBLIC PRESENT:

Troy Dawn & Ania Janssen

APPROVAL OF THE AGENDA:

Commissioner Beckel moved, seconded by Commissioner Garvey, to approve the amended agenda to add an item to 'other'. A roll call was taken with all in favor. Motion carried.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

1. Variance Application received for 401 LeRay Ave.

- Community Development Coordinator Adomabea explained to the planning commission that a variance application request was received for 401 LeRay. She explained that the applicant is requesting a 5-foot variance from the property's 8-foot left side yard required setback to accommodate the construction of a hard surface to have a proper slope for the flow of water away from his house and to also use that surface for motor vehicle parking. The property is zoned single-family residential (R-1) on 0.15 Acres of land. Coordinator Adomabea indicated that the applicant has a reasonable motive to apply for a variance based on Section 6.100, Subd 9 of Chapter 6 of the zoning code. She also recommended that the commission give attention to the second half of the request to use the surface for motor vehicle parking since the city code does not allow for parking in the required side yard hence the applicant will need a second variance approval to be able to use the surface for parking.
- The applicant was called forward to explain why a variance has been requested. The applicant shared their plight with the commission. Discussions ensued and a motion was made by Commissioner McCarthy and seconded by Commissioner Stubbs with all in favor of scheduling a public hearing for the variance request. Motion carried.

2. Discuss Fox Meadows PUD-Phase 2

- Coordinator Adomabea shared with the planning commission that city staff have had several discussions with Fox Meadows regarding phase 2 of the project and that before the commencement of phase 2, the developer is requesting an amendment of the recorded plat and development plans. According to Coordinator Adomabea, the developer is proposing an administrative split, amendment to the plat, and change of the development plans and design.
- Discussions ensued and the Commission highlighted some concerns ranging from density, access to utility, N-S road connections and addressing. Coordinator Adomabea noted that all the Commission's questions and concerns will be discussed with the developer and will be included in the staff's report after the necessary documents have been submitted by the developer and reviewed by staff. Discussions ended.

OTHER:

1. Commissioner Jan Hughes brought to the attention of the Commission to be an Alternate Commissioner while Commissioner Barna become a full time Commissioner. Discussions ensued and a motion was made by Commissioner Garvey and seconded by Commissioner Beckel to accept Commissioner Hughes's request. All voted in favor and motion carried.
2. Resignation of Community Development Coordinator: Administrator Bromeland informed the Planning Commission of Coordinator Adomabea's resignation from her position as the Community Development Coordinator.
3. Monthly Building and Zoning Permit Activity
 - The Monthly Building and Zoning Permit Activity was presented by Coordinator Adomabea. The meeting was adjourned at 6:45 p.m.

Submitted by: Olivia Adomabea, Community Development Coordinator.

Planning Chairman Talle

Community Development Coordinator Adomabea

CITY OF EAGLE LAKE
PLANNING COMMISSION MEETING MINUTES
August 19, 2024

CALL TO ORDER:

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

MEMBERS PRESENT:

• Ray Beckel, Richard Garvey, Trent Talle, Michael McCarty, Aaron Stubbs and Michael Hughes.

MEMBERS ABSENT:

Tom Barna and Jan Hughes.

STAFF PRESENT:

• Jennifer Bromeland, City Administrator.

PUBLIC PRESENT:

None.

APPROVAL OF THE AGENDA:

Commissioner Beckel moved, seconded by Commissioner Garvey, to approve the agenda. Motion carried.

APPROVAL OF MINUTES:

Commissioner McCarty moved, seconded by Commissioner Beckel, to approve the minutes. Motion carried.

NEW BUSINESS:

1. Variance Application received for 401 LeRay Ave.

- City Administrator Bromeland explained that before the Planning Commission was a copy of the application for variance from the property owners at 401 LeRay Avenue. It was explained that as per the application for variance, the owners indicate that the sidewalk and grass on the northwest corner of their house has sunk over time and has been an ongoing issue prior to them purchasing the property. It was further explained by the applicants on their application that water drains towards the house from 15 feet to the west and is 25 feet from the north. Since the sidewalk sank away from the house and needs be redone, the property owners indicated that they wish to add to it with proper slope for water to correct the flow away from the house and at the same time allow for another place to park. Administrator Bromeland shared that the property owners reached out and expressed that they wanted to attend the public hearing but were scheduled to be out of state and that's why they are not in attendance. Administrator Bromeland further shared that she received a letter of support for the application for variance from Steve and Janice Regert at 409 LeRay Avenue. After reviewing the facts, Administrator Bromeland concluded her staff report reminding the Planning Commission that when contemplating whether to grant a variance, the legal standard of practical difficulties must be applied to

the facts presented by the applicant. It was explained that “practical difficulties” is a three-factor test including reasonableness, uniqueness, and essential character.

- Planning Chair Talle opened the public hearing at 6:08 p.m.
- Hearing no comments from the public other than the written letter of support from the property owners at 409 LeRay Avenue, Planning Chair Talle closed the public hearing at 6:08 p.m.
- Discussion ensued. Commissioner McCarty asked if City staff could confirm if there is an underdrain available along Agency Street. Administrator Bromeland referenced an email from the City’s engineer with Bolton and Menk confirming that there is an underdrain and dedicated 6” inch sump pump drain line on the plan sheets for this road. It was noted that these lines should be 4-5 feet behind the curb in areas with no sidewalk or directly below the back of the sidewalk where present, about 3 feet deep. Commissioner McCarty questioned whether the drainage issues as explained in the application for variance by the property owners could be solved by other means such as connecting to the underdrain.
- Commissioner Michael Hughes asked if parking is allowed in the required yard setback. Administrator Bromeland shared an excerpt from Eagle Lake City Code which does not allow for parking in a required side yard. It was noted that the required side yard setback is 8 feet.
- Commissioner Stubbs noted that a use variance would be needed to allow parking on the hard surface and explained that use variances are generally not allowed in Minnesota and that state law would prohibit a city from permitting by variance any use that is not permitted under the ordinance.
- Discussion ensued. Commissioners discussed whether the request to encroach into the side yard with a hard surface to direct water away from the structure and add another space to park is reasonable. Commissioners discussed whether the property owner’s problem is due to circumstances unique to the property not caused by the landowner. It was noted that there is some sloping on the west side. Commissioners also discussed essential character and how adding a hard surface that encroaches into the required side yard might affect the character of the area.
- A motion was made by Commissioner McCarty, seconded by Commissioner Stubbs, to deny the application for variance from 401 LeRay Avenue based on the request not meeting the practical difficulties test. Motion carried.

OTHER:

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

- Administrator Bromeland provided an update on the hiring of a new Community Development Coordinator and shared that applications are rolling in with a first review of applications scheduled for August 23.

The meeting was adjourned at 6:25 p.m.

Submitted by: Jennifer J. Bromeland, City Administrator

Trent Talle
Planning Commission Chair

Jennifer J. Bromeland
City Administrator

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