



PLANNING COMMISSION MEETING AGENDA

Monday, June 17, 2024

Council Chambers, 705 Parkway Avenue

6:00 p.m.

CALL TO ORDER:

APPROVAL OF THE AGENDA:

APPROVAL OF MINUTES:

NEW BUSINESS:

1. Interview Applicants for Planning Commission Position

OTHER

1. Monthly Building and Zoning Permit Activity

ADJOURNMENT

If you have any comments, questions or information that has not yet been presented or discussed regarding an agenda item, please ask to be recognized by the Chairman during the agenda item.

Please state your name and address for the record. All comments are appreciated.

If you have any questions, please feel free to contact City Hall at 507.257.3218 or email at oadomabea@eaglelakemn.com.

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 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

**Application of Service on
Municipal Boards**



General Information

Name Aaron Stubbs

Address 109 Falcon Court, Eagle Lake

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Email Address _____

Committees

If you wish to be considered for more than one board or committee, please order in number of preference.

- Economic Development Authority _____
- Planning Commission 1
- Park Board _____
- Election Judge _____
- Other: _____

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests: _____

(Continued on next page)

Personal Information

List your work experience

Pima County (AZ) Planning & Zoning staff - January 2012 to June 2015

Blue Earth County Planning & Zoning staff - June 2015 to Dec. 2019

Carver County Planning & Zoning staff - Dec. 2019 to June 2021

Le Sueur County Zoning Administrator - June 2021 to current

List any Civic, Professional and Community Activity Involvement

Baseball Coach within all levels of MAYBA - In-house through Royals; Member of EDAM; Member of MACPZA

Why do you want to be on a Board or Commission or an Election Judge?

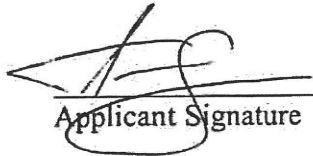
I believe I can bring a unique perspective and helpful information to the Planning Commission.

What skills, strengths or abilities do you believe you will add?

I am well versed in Planning & Zoning, I have run 8-12 Planning Commission hearings each year since 2015, I understand what it takes to properly review project requests, and I understand what the role of the Planning Commission is. I have strong public speaking skills, strong writing skills, and in-depth knowledge of comprehensive planning.

List any additional comments:

I hereby pledge that all information provided within this application is correct and true to the best of my knowledge:


Applicant Signature

April 15, 2024

Date

Please return this form to:

City Administrator
City of Eagle Lake
PO Box 159
Eagle Lake, MN 56024

Phone: (507) 257-3218

Fax: (507) 257-3220

**Application of Service on
Municipal Boards**



General Information

Name Tom David Barna

Address 217 Lakeview Drive

Home Phone _____ Work Phone _____

Cell Phone _____ Fax _____

Email Address: _____

Committees

If you wish to be considered for more than one board or committee, please order in number of preference.

- Economic Development Authority _____
- Planning Commission _____
- Park Board _____
- Election Judge _____
- Other: _____

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests: _____

(Continued on next page)

Personal Information

List your work experience

General Manager or Marketing manager of several local manufacturing and retail businesses

List any Civic, Professional and Community Activity Involvement

Executive Board Prairie Lakes Regional Arts Council, Executive Board Mankato Playhouse, Executive Board Twin Rivers Center for the Arts, Member GMA, American Legion, Veterans of Foreign War

Why do you want to be on a Board or Commission or an Election Judge?

As a 25 year resident of Eagle Lake, I am drawn to my responsibilities as a local citizen to help develop our community in a responsible forward thinking manner. As a member of the Planning Commission, I believe I can contribute to that development with my experience on local, national matters.

What skills, strengths or abilities do you believe you will add?

Leadership, team building, thinking outside the box, integrity, and comittment to strategic planning and goal development.

List any additional comments:

I hereby pledge that all information provided within this application is correct and true to the best of my knowledge:



Applicant Signature

4/16/2024

Date

Please return this form to:

City Administrator
City of Eagle Lake
PO Box 159
Eagle Lake, MN 56024

Phone: (507) 257-3218

Fax: (507) 257-3220

**Application of Service on
Municipal Boards**



General Information

Name Michael Hughes

Address 400 Thomas Dr

Home Phone _____ Work Phone _____

Cell Phone 707-333-1111 Fax _____

Email Address m.hughes@eaglelake.com

Committees

If you wish to be considered for more than one board or committee, please order in number of preference.

- Economic Development Authority _____
- Planning Commission _____
- Park Board _____
- Election Judge _____
- Other: _____

Special Interests

As the Council prioritizes its goals, it may create additional/new committees or task forces from time to time. If you have other specific areas or topics of interest please indicate those interests and we will retain your application for future openings in those areas as new committees are created.

Other Interests: _____

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CHAPTER 16

ESTABLISHING PLANNING COMMISSION

Section 16.010	Establishment of Commission
Section 16.020	Composition
Section 16.030	Organization, Meeting, Etc.
Section 16.040	Powers and Duties of the Commission
Section 16.050	Zoning Ordinances: Public Hearings
Section 16.060	Plats: Approval

Planning Commission

- ① Trent
- ② Ray
- ③ Jan
- ④ Michael
- ⑤ Paul - stepping down soon
- ⑥ Richard
- ⑦ Vacancy

Vacancies filled
by City Council
based on the
recommendation
of the Planning
Commission.

SECTION 16.010 ESTABLISHMENT OF COMMISSION

A City Planning Commission for the City of Eagle Lake is hereby established. The Commission shall be the City Planning Agency.

SECTION 16.020 COMPOSITION

Subd. 1. Such planning commission shall consist of seven members. All members shall be appointed by the City Council and may be removed by a four-fifths (4/5) vote of the Council.

Subd. 2. Of the members of the Commission appointed, members shall have a three (3) year membership. Both original and successive appointments shall hold their offices until their successors are appointed and qualified. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall before entering upon discharge of his duties, take an oath that he will faithfully discharge the duties of his office. Compensation of members shall be determined by resolution of the City Council.

SECTION 16.030 ORGANIZATION, MEETING, ETC.

Subd. 1. The Commission shall elect a chairman and secretary from among its appointed members for a term of one (1) year; and the Commission may create and fill such other offices as it may determine.

Subd. 2. The Commission shall hold at least four (4) meetings each year. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. On or before January first of each year, the Commission shall submit to the City Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.

SECTION 16.040 POWERS AND DUTIES OF THE COMMISSION

The Planning Commission shall be the Planning Agency and shall have the powers and duties given such agencies generally by Laws of Minnesota. It shall also exercise the duties conferred upon it by this ordinance.

SECTION 16.050 ZONING ORDINANCES: PUBLIC HEARINGS

No zoning ordinance or amendment thereto shall be adopted by the Council until a public hearing has been held thereon by the Planning Commission upon notice as provided in Laws of Minnesota.

SECTION 16.060 PLATS: APPROVAL

Any plat of land submitted to the Council for approval shall, prior to the final approval, be referred to the Planning Commission for review and recommendation.



Planning Commission
Sample Interview Questions

1. Tell us about yourself and why you are interested in serving on the Planning Commission.
2. Do you have any conflicts that may prevent you from making an unbiased decision concerning planning commission agenda items?
3. What do you see as the role of a Planning Commission member?
4. What do you view as being the duties of the Planning Commission?
5. Are you able to commit to attending one meeting a month (3rd Monday at 6 pm)?
6. What do you see as the role or purpose of a zoning code and land use plan?
7. Any other information that you would like to share?
8. Any questions for us?

Tom David Barna
217 Lakeview Drive, Eagle Lake, MN 56024
507.508.3336 tom_barna@yahoo.com

CORE COMPETENCIES

- Sales Skills-Sales Management
- Budget Development
- Business Turnaround
- Organization Development
- Project Management
- Team Development-Training
- Strategic Planning
- Communication Skills-Public Speaker
- Client Services-Marketing
- Analysis-Action Planning

PROFESSIONAL EXPERIENCE

MINNESOTA PLAYWRIGHT **Freelance Writer** 2010 to Present

WINDINGS (Manufacturing) **Regional Sales Manager Windings, Inc** 2014 to 2017
National and Regional account management (\$22 million annually), new sales (9% growth annually, i.e. grew one client from \$400k to \$1.1m) and services acquisition (14% growth annually), regional budget development, product and services presentation delivery, sales plan development, strategy development, training and metrics. Primary product: manufacture of stators, rotors and providing engineering design services within aerospace, national defense, automation and automotive industries

TBEI (Manufacturing) **National Sales Support Manager** 2011 - 2014
Responsible for national and multi-brand sales estimator staff (RFQ response-order processing), Military Sales/Military Parts Sales, direct support of national outside sales force, development of monthly/annual sales status and metrics, sales planning, distributor and customer service support, trade show participation, quality control analysis, sales coordination with manufacturing and engineering staff, monthly sales reporting to corporate staff, sales training, coordination of annual sales conferences, organizational development, process evaluation and refinement, strategic planning, product feature-benefit training and customer relationship management.

VSI (Technology Solutions) **Director, Marketing/Sales** 2006 - 2011
Sales Leader. Responsible for national and international growth, creation of new revenue streams, Development of internal processes, organizational restructuring, community ambassador, associate Development and P&L management. "Green-builder" certified. Back-to-back years of record annual sales and growth. Developed new company models, established national accounts and development of internal and external communication plans. Responsible for hiring and employee development.

MKS(Manufacturing-Quarry) **Business Development** 2004 - 2006
Sales Leader. Responsible for business modeling, organizational development, hiring, training, budget development and management, profit and loss management, development of new business sourcing, security and community relations. Developed new revenue source and nationwide sales program.

MnDOT-D7(Logistics) **Director of Administration** 2000 - 2004

UNITED STATES MARINE CORPS **Lieutenant Colonel** 1981-2003

2024 Building Permits Issued

<u>Date Received</u>	<u>Permit #</u>	<u>Contractor</u>	<u>HOUSE #</u>	<u>STREET</u>	<u>VALUE</u>	<u>Project Description</u>
05/20/24	24-81	Bauer Roofing	305	Blace Ave	\$ 12,140.00	Reroof
05/21/24	24-82	Bartelt Construction	212	Oak Dr	\$ 14,000.00	Reroof
05/21/24	24-83	Cherry Creek Inc	436	Thomas Dr	\$ 30,000.00	Bathroom remodel
05/23/24	24-84	Boelter	204	Maywood Ave	\$ 14,048.00	Reside
05/23/24	24-85	Hiniker Homes	184	Creekside Dr	\$ 395,000.00	New Home
05/31/24	24-86	Boelter	304	Perry St	\$ 17,135.00	Reside
06/05/24	24-87	Davis Comfort	101	Plainview St	\$ 6,758.00	AC-Admin fee waived
06/05/24	24-88	Youngblom Const.	313	Linda Dr	\$ 6,600.00	Deck replacement
06/05/24	24-89	Heyn Brothers	124	Hawk Ave	\$ 14,317.00	Reroof
06/05/24	24-90	Heyn Brothers	177	Creekside Dr	\$ 16,370.00	Reroof
06/06/24	24-91	Heyn Brothers	401	LeRay Ave	\$ 22,678.00	Reside
06/10/24	24-92	Heyn Brothers	268	Oak Dr	\$ 28,222.20	Reroof
06/11/24	24-93	Schrom Construction	201-215	Thomas Dr E	\$ 55,000.00	Plumbing
06/12/24	24-94	SRP Htg, AC, & Refrid.	245	Joan Ln	\$ 4,500.00	AC
06/13/24	24-95	Connors Plmb & htg	433	LeSueur Ave	\$ 10,452.00	Furnace/AC

2024 Zoning Permits Issued

Zoning #	Issued	Contractor	Address	Value	Type
24-18	5/17/2024	Lakeside Concrete and Const.	204 Maywood Ave	\$ 9,000.00	Patio
24-19	5/20/2024	Self	409 S Agency St	\$ 1,000.00	Fence
24-20	6/4/2024	Self	515 Thomas Dr	\$ 9,530.00	Shed
24-21	6/5/2024	Eric McCollum	324 Blace Ave	\$ 2,500.00	Shed