



**City of Lake Elmo  
Planning Commission Meeting  
Minutes of September 23, 2019**

Commissioner Weeks called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

**COMMISSIONERS PRESENT:** Cadenhead, Hartley, Holtz, Risner, Steil and Weeks

**COMMISSIONERS ABSENT:**

**STAFF PRESENT:** Planning Director Roberts

**Approve Agenda:**

M/S/P: Hartley/Steil move to approve the agenda with the removal of the minutes,

**Vote: 6-0, motion carried unanimously.**

**Approve Minutes:**

September 9, 2019 minutes not ready.

**New Business**

Subdivision Ordinance

Roberts reported that staff has been directed to look at more of the Subdivision Ordinance than what was initially brought to the Planning Commission. Staff determined that bringing all of the changes to Council at the same time would be a better outcome.

There has been concern raised about the length of time it takes for the development review process here in Lake Elmo. One of the questions is does having the Sketch Plan Review add to the length of time of review as a sketch plan review could take 60 days to review and process. Staff feels the Sketch Plan Review does add value to the process and allows the applicant to make changes to the plans before spending the time and money on preparing all the necessary plans for a preliminary plat.

Staff reviewed the Subdivision Ordinance of eight other cities. Lakeville is the only city in the list reviewed that requires a Sketch Plan Review for plats. The others reference that it can be done on staff level or it is encouraged but not required.

Planning Commission discussed types of review, options to include Planning Commission or not, going to just Council, the value of different individuals reviewing the plans, the value of the Sketch Plan Review, etc. Planning Commission decided they would like to continue to have the Sketch Plan Review for plats so they would come before them for review.

Roberts suggested the change to 180 days to record the plats. Roberts explained some of the other changes made by staff. He also pointed out the changes made by Jack and Sarah. Roberts plan is to combine all of the changes and any Commission recommendations into a single document to present to Council.

Hartley identified some locations where Parks and Planning Commission references should also be eliminated from the Ordinance update to provide clarity and prevent extra steps for a developer.

Weeks explained the City Council approval of the Uniform Street Naming policy. She brought a copy of the Council approval and asked that it be changed in the Subdivision Ordinance to match.

#### **Staff Updates**

1. City Council September 19, 2019 meeting update. Roberts provided updates regarding the 9447 Stillwater Road accessory building variance requests. Council approved the variance for location, but not for height. Council did direct staff to review the height portion of the code for accessory structures. The direction will likely be that the height of the accessory structure cannot exceed the height of the primary structure.
2. At the City Council October 8, 2019 Workshop the Urban Land Institute will be giving a presentation. Planning Commission members are welcome and encouraged to attend.
3. 2040 Comprehensive Plan Update approval update, it is on track to go the final Met Council approval on October 23<sup>rd</sup>.
4. Upcoming meeting
  - a. October 16, 2019 will have height of accessory structures code amendment and 39<sup>th</sup> Street senior housing project.

Meeting adjourned at 8:10 pm

Respectfully submitted,

Tanya Nuss  
Permit Technician