



Planning Commission

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Dawn Bugge, C.D. Admin Assistant

Wednesday, July 26, 2023

7:00 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

The Meeting was called to order at 7:01 p.m.

2. Roll Call

Attendee Name	Title	Status	Arrived
Paul Girard	Commission Chair	Present	
Susan Young	Commission Vice-Chair	Present	
Kevin Miller	Planning Commissioner	Present	
Justin Brink	Planning Commissioner	Absent	
Don Stehler	Planning Commissioner	Absent	
Jeff Larson	Planning Commissioner	Present	

3. Pledge of Allegiance

4. Approve the Agenda

No comments on the agenda.

Commissioner Young made a Motion to Approve the Agenda as presented.
Motion seconded by Commissioner Miller. Motion carried 4-0.

5. Consent Agenda Considerations (Action Items)*

a. Approve Planning Commission Meeting Minutes from May 24, 2023

No comments on the consent agenda.

Commissioner Miller made a Motion to Approve Consent Agenda Item 5.A.
Motion seconded by Commissioner Larson. Motion carried 3-0. (Young abstained.)

6. Regular Agenda (Action Items)

a. Public Hearing: Preliminary and Final Plat, Ingersoll Ponds, East of Ingersoll Ave and South of 210th St N (PID 23-032-21-22-0003)

City Planner, Ken Roberts, provided a background on the request for Preliminary and Final Plat. Roberts explained that the proposal would create five (5) single family lots on the East side of Ingersoll Avenue and south of 210th Street. Roberts described details of the application and location of the proposal. Roberts noted that no new infrastructure would be required and that Park



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Dedication Fees would be collected. Roberts stated that the applicant is working with the watershed district to meet all necessary requirements.

A neighborhood meeting was held by the developer, with minor concerns regarding loss of existing woodlands and potential impact to wetlands and hunting restrictions.

Roberts explained that because there are no public improvements for this project, the City has the ability to review the Preliminary and Final Plats simultaneously. Staff recommended approval of the applications for preliminary and final plat subject to the conditions as listed in the staff report.

Commissioner Miller asked if the proposed development had identified areas for alternative septic sites and mound systems.

Staff responded that septic areas will be identified with the building permits.

Commissioner Young inquired about the potential for wetland banking in the area. She expressed the importance for the City to acquire the necessary land for a future trail connection with this request.

Community Development Director, Abbi Wittman, replied that the City Engineer did account for the future trail and determined that the proposed plat provides sufficient right-of-way for a future trail.

Applicant, John Peltier, acknowledged that a trail will be proposed in the best suited location and that his engineer determined that there is adequate space for future septic needs.

Public Hearing was opened at 7:22 p.m.

No comments.

Public Hearing was closed at 7:23 p.m.

Commissioner Young made a Motion to recommend Approval of the Preliminary and Final Plat, subject to the 12 conditions of approval as listed in the staff report and an additional condition that the City Engineer verify that there is sufficient property in the ROW to allow for a bike trail without the need to acquire any additional property.

Motion seconded by Commissioner Girard. Motion carried 4-0.



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Chair Girard noted that the item is scheduled to go before the City Council for final approval on August 14, 2023.

b. Public Hearing: Minor Subdivision, Shadow Creek, NE corner of Hwy 61 and County Rd 50 (PID 23-032-21-22-0003)

Community Development Director, Abbi Wittman, provided a background of the request. Staff noted that there is no development proposed at this time. The current proposal is a request to split the parcel into two properties. Staff briefly explained future plans for the site and potential improvements including a future trail extension.

Staff distributed a letter from Washington County, pointing out that the County has concerns regarding access to the site for future development. Staff will continue to work with the county regarding future development and access to the site.

Wittman stated that the plan conforms to city requirements for a minor subdivision. No comments were received from the neighborhood at this time regarding the request.

Chair Girard stated concern regarding access and the potential to create an unbuildable lot.

Staff noted that there is a current access to the site and the landowner would need to work with the county to determine future access. Staff addressed potential access possibilities and concerns with future development.

Commissioner Young expressed concerns regarding future access to the site in relation to safety and traffic issues.

Applicant, Todd Christenson, 6150 202nd St, addressed concerns with alternative access issues. Mr. Christenson explained that this proposal only includes right-of-way for utilities and a trail, noting that access would be determined at the time of future development proposals. Mr. Christensen reiterated his requested approval of the minor subdivision at this time.

Public Hearing was opened at 7:59 p.m.

No comments.

A letter from Washington County, dated July 25, 2023, will be added to the packet as part of the public hearing.

Public Hearing was closed at 8:00 p.m.



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Staff pointed out that a condition of approval included that access would need to be determined prior to the lot split being formalized.

Commissioner Young questioned whether an approval of the subdivision would infer that the created lot is developable with full access. Young was concerned with the creation of a complicated lot.

Commissioners were in agreement that this proposal was a challenging situation which merited additional review, including legal advice on the matter. The Commission was not favorable of creating a landlocked parcel at this time.

Commissioner Young made a Motion to Table the request for a Minor Subdivision to a future date, in order to allow for City Staff to work with Washington County, the applicant, and affected property owners to determine future access, in addition to legal advice from the City Attorney.

Motion seconded by Commissioner Larson. Motion carried 4-0.

7. Other

Abbi Wittman informed the board that the Planning Commission will hold both scheduled meetings in August, giving a brief overview of upcoming projects.

Wittman provided city updates on the following:

- City staff continues to process an increased number of summer related permits
- The City's former Assistant City Administrator has moved on, and the position remains unfilled at this time
- Staff is working with the City Attorney to improve code enforcement measures in regard to nuisance properties throughout the city
- The City has formed a special events team to streamline the review and approval process of special events, and improve consistency between departments, in preparation to allow for an increase in annual events within the city.

Chair Girard pointed out an inconsistency with the Planning Commission Minutes, requesting a correction with future minutes.

Abbi Wittman followed up on the appeal to the Commission's approval of a Conditional Use Permit for Northern Natural Gas. Staff explained that due to the state's 60-day-rule, the CUP was inadvertently approved.



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Wittman also pointed out that the City Council had approved the resolution to prohibit wetland banking in the city.

Wittman gave an update on the property commonly referred to as Headwaters 123, a city-owned 123-acre site along Headwaters Parkway. Wittman stated that staff is actively marketing the site as part of the Minnesota Technology Corridor; a collaboration between neighboring cities, counties and utility companies to market the I-35 corridor area for technology. Wittman described some of the challenges to the site and how the City and EDA are discussing potential opportunities for the property in order to market in expansive ways. Wittman added that regional meetings are being held to determine future transportation and potential development of the area.

City Staff is discussing the possibility for increased advertising of community events on the new electronic billboard and community calendars within the city.

8. Adjourn

Commissioner Miller made a Motion to adjourn the meeting at 8:35 p.m.

Motion seconded by Commissioner Larson. Motion carried 4-0.