



# Planning Commission

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Dawn Bugge, C.D. Admin. Assistant

Wednesday, April 12, 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 7:00 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	
Geneva Kubal	Planning Commissioner	Absent	
Don Stehler	Planning Commissioner	Present	
Jeff Larson	Planning Commissioner	Present	

### 3. Pledge of Allegiance

### 4. Approve the Agenda

There were no comments on the proposed agenda.

**Motion to:** Approve the Agenda as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Commissioner Miller
<b>SECONDER:</b>	Commissioner Stehler
<b>AYES:</b>	Commissioners Girard, Young, Miller, Stehler, Larson
<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Commissioners Brink, Kubal

### 5. Consent Agenda Considerations (Action Items)\*

#### a. Approve Planning Commission Meeting Minutes from March 22, 2023

No comments on the proposed minutes.

**Motion to:** Approve Consent Agenda Item 5. a.



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<b>MOVER:</b>	Commissioner Miller
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<b>NAYS:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Commissioners Brink, Kubal

### 6. Regular Agenda (Action Items)

#### a. Public Hearing - Resolution 04-12-23-01 - 1468 Bay Drive – House Reconstruction - Front Yard Setback Variance

City Planner, Ken Roberts, provided a background on the request for a front yard setback variance at 1468 Bay Drive SE to rebuild a single-family home on the property. Roberts explained that the need for a variance is to allow the new home to better match the topography of the property as well as reduce the amount of impervious surface on the site. Roberts explained that the City will require a swale on the east side to address future stormwater runoff and will recommend gutters and downspouts on the home to direct runoff away from neighboring property. Staff recommended approval of the variance request based on the conditions of approval as listed in the staff report.

Planning Commissioners had questions regarding the size of the proposed driveway pad and the existing versus proposed amount of impervious surface on the site.

Staff confirmed that the proposed driveway pad allowed for ample parking and that the increase of impervious surface would mostly be due to the larger proposed home footprint rather than the driveway pad.

Commissioner Young did not agree with the need for a variance. Young stated concern about the new home being located closer to the road than the neighboring properties.

Applicants Kurt Hillstrom and Janine Crotty were available to answer questions. The applicants confirmed that they agreed with the conditions of approval proposed by staff. Mr. Hillstrom pointed out that without the variance, there would be a need for retaining walls on the property and the elevation of the new home would conflict with neighboring homes. Mr. Hillstrom explained that there have been some issues with flooding onto his property and into his home and garage. The applicants desire would be for their home to match the elevation of the neighboring properties.

Staff clarified that only one corner of the proposed home will be affected by the variance.



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The Public Hearing was opened at 7:21 p.m.

There was no one present to speak and no comments were submitted.

The Public Hearing was closed at 7:22 p.m.

**Motion to:** Approve Resolution 04-12-23-01 - 1468 Bay Drive – House Reconstruction – 10-foot Front Yard Setback Variance, subject to conditions of approval listed in the staff report.

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVER:</b>	Commissioner Miller
<b>SECONDER:</b>	Commissioner Larson
<b>AYES:</b>	Commissioners Girard, Miller, Stehler, Larson
<b>NAYS:</b>	Commissioner Young
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Commissioners Brink, Kubal

### **b. Resolution 04-12-23-02 – 1391 11<sup>th</sup> Ave SW – Eve Genesis Warehouse – Site Plan Review**

City Planner Roberts provided a background on the request for a Site Plan Review at 1391 11<sup>th</sup> Ave SW, which allows for improvements to the property.

The proposed improvements include areas of the loading dock, driveway, and a paved area for parking. The improvements would provide better access to the site and improve stormwater management. The new plan will better accommodate parking needs for the business on site.

Staff noted that the plan includes a new stormwater management pond. Staff worked with the applicant to include easements to allow for city access, future utility work, and a potential future trail.

Staff recommended approval of the resolution based on the conditions of approval as listed in the staff report.

Planning Commissioner comments included concern for safety around the proposed pond, due to a neighboring apartment complex and the potential for young children in the area. Staff pointed out that fencing around a pond can sometimes increase the difficulty to access a pond if there ever was



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a safety issue that required help. The city engineer did not designate a need for fencing the ponding area.

It was pointed out that plans show a ten-foot safety shelf in the proposed pond area.

The applicant, Charlie Igo, 1391 11<sup>th</sup> Avenue SE, construction team manager at Norhart, was available for comment. Mr. Igo pointed out that his company works with many neighboring cities and that Forest Lake City Staff have been very helpful throughout this process.

He stated that their company adds quality, speed and safety to the construction process. They look forward to improving their site both visually and functionally.

The Planning Commission stated concern about potential issues with future county road improvements that would affect their site, specifically the loading dock area. The Commission questioned if there were additional modifications that the applicant could take to ease future challenges.

The applicant stated his understanding of the potential need for changes. He noted that working with the current constraints of the property, they have devised the best plan that they can with consideration of future road improvements.

The applicant noted that they may consider the purchase of an additional site in the future to accommodate future expansion.

A public hearing was not required for this item.

**Motion to:** Approve Resolution 4-12-23-02, Site Plan Review for Eve Genesis at 1391 11<sup>th</sup> Ave SW, subject to conditions as listed in the staff report.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Commissioner Miller
<b>SECONDER:</b>	Commissioner Young
<b>AYES:</b>	Commissioners Girard, Young, Miller, Stehler, Larson
<b>NAYS:</b>	
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### c. PID 23.032.21.22.0002 – Ingersoll Five-Lot Concept Plan



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City Planner Roberts presented the staff report and provided a background on the proposed Concept Plan for a five-lot subdivision on the east side of Ingersoll Avenue.

Staff explained that, per city code, the Planning Commission is to review the proposed concept plan and provide feedback to the developer. This process provides staff and the commission an opportunity to provide comment prior to a formal submittal for Preliminary Plat.

Staff pointed out the abundance of wetlands on the site, noting that all the wetlands have been delineated and reviewed by the Technical Evaluation Panel (TEP). For review purposes, staff and the commission will focus on the buildable areas of the site.

Staff noted that areas have been identified for septic on site. The plan includes a dedication of 33 feet of Right-of-Way on Ingersoll Avenue, which is a benefit to the city. There is currently no sewer or water in the area.

Staff asked for questions and comments for the applicant.

Planning Commission comments included concern for the septic areas and setback distances from the roadway. Staff noted that there are no city requirements for septic system distance from a roadway. However, Washington County will require a primary and secondary septic area for the development.

Commissioners and staff were appreciative of the amount of detail that the developer included with this concept plan.

No formal action was required for this item.

## 7. Other

The Commission asked for an update on the status of billboards.

Councilmember Roberts was present and noted that the zoning ordinance text amendment was approved with the recommendation of the commission. Roberts added that the applicant was very helpful throughout the process.

The Commission asked about the status of the 2024 budget.

Councilmember Roberts stated that the upcoming council workshop would include a discussion for street funding in the coming year.



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Staff noted that recently hired Community Development Administrative Assistant, Dawn Bugge, will be the new point of contact at the city for the Planning Commission. Staff agreed to plan a time for the commissioners to meet Mrs. Bugge.

Staff added that they are currently very busy and the additional staff will help with efficiency and organization of the Community Development team at the city.

Staff followed up on a discussion from the previous commission meeting regarding constraints on Eureka Avenue and the need for the city to address debris from snow melt, weight restrictions, and upcoming increases to pedestrian and vehicular traffic in the area.

Staff pointed out that the boat launch is maintained by the MN Department of Natural Resources.

Community Development Director, Abbi Wittman, stated that the city is awaiting feedback on a bonding bill that was submitted for the reconstruction of Eureka Ave. The bill is still being considered and staff is hoping for approval. Wittman added that patching on the road was completed last week.

### 8. Adjourn

**Motion to:** Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Commissioner Stehler
<b>SECONDER:</b>	Commissioner Larson
<b>AYES:</b>	Commissioners Girard, Young, Miller, Stehler, Larson

Meeting adjourned at 8:09 p.m.