

This report summarizes the major activities undertaken over the past calendar year by the City of Lake City Planning Commission. This body of seven citizens is appointed for staggered three-year terms by Lake City's Mayor with the concurrence of the City Council. The Planning Commission meet on the first Tuesday of each month. In 2014 the Commission held seven regular meetings, and ten workshops.

The Planning Commission is charged by state and local law with advising the City Council on a variety of planning and development matters.

2015 Work Plan

Annually, the Commission, shall adopt a program of work for its fiscal year consistent with its responsibilities provided for in the City Charter, City Code, Minnesota Statutes, Chapter 462 and as otherwise directed by the City Council.

1. Review the Comprehensive Plan, especially as it relates to capital improvements
 - a. Review and revise the City ordinances related to restricting frac sand mining and related operations within the City limits
 - b. Review and clarify the steps and responsible parties for the implementation of the comprehensive plan
2. Be more proactive on the planning side of addressing shore land maintenance, and the Highway 61 scenic by-way that runs the length of Lake City
 - a. Discuss expanding access from Lake Pepin in 2015.
3. Coordinate with the EDA to create a project plan for the development of Eaglewood 5th Addition
4. Provide best practices orientation training to the commission related to its duties
5. Amend the subdivision ordinance to clarify minor subdivisions, and provide an alternative for property owners whom are merely exchanging land.
6. Review the zoning ordinance as it relates to small house/small lot development
7. Review the Planning Commission's role in the Capital Improvement Planning (CIP) process and work to improve the financial transparency of the CIP process.
 - a. Increase Commission input for the larger projects involving public safety

Planning Commission 2014 Report

On or before January 31st of each year, the Planning Commission is to submit to the City Council a written report of work done in the preceding year. The Planning Department tracks development applications each year. The summary provides an indication of the volume and trends in recent applications. The chart below provides a history of applications over the past 14 years. The total volume of applications is still well below the numbers reported in the early 2000s. The decrease in Commission applications reflects the continuing effects of the recession on the real estate industry. Additionally, the adoption of the new Zoning Ordinance in 2007 reduced the number of conditional use permits that were required by the City.

		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Planning Commission	Type of Application														
	Comprehensive Plan Amendment	1	0	1	0	1	0	1	1	0	0	0	0	0	0
	Ordinance Amendment	2	5	2	1	1	0	4	6	5	2	0	3	2	0
	Zoning Map Amendment	1	3	2	5	1	1	2	0	1	1	1	0	2	2
	Conditional Use Permit	15	16	14	11	15	9	1	1	4	4	1	4	1	1
	PUD Amendments	3	1	1	5	0	1	5	2	0	0	0	0	0	0
	Preliminary Plat	1	6	7	6	3	2	5	1	0	0	0	0	0	0
	Final Plat	5	9	6	5	3	3	1	1	0	0	0	0	0	0
	Minor Subdivision	1	7	8	12	9	5	4	0	2	3	2	3	1	3
	Extensions	4	1	0	2	2	1	2	0	1	0	0	0	0	0
Totals	33	48	41	47	35	22	25	12	13	10	4	10	6	6	

Some of the noteworthy highlights for 2014 were:

- The City Council adopted Resolution 14-025 approving a minor subdivision to split parcel into two separate parcels (1209 North High and 1214 North Oak).
- The City Council adopted the Resolution No. 14-037 approving a conditional use permit for the addition of two outhouse structures at Hok Si La Park.
- The Council adopted Resolution No. 14-038 approving a minor subdivision for a lot split (502 West Jackson & 1009 North Prairie).
- The Council adopted Resolution No. 14-54 approving a minor subdivision to combine five parcels on North Oak into one single parcel.
- The City Council adopted Ordinance No. 537 rezoning a parcel of land off of Wabasha County Road 5 from an Open Space and Parks to Rural Development Transitional Zoning District
- The City Council introduced and had the first reading of Ordinance No. 539 for a zoning map amendment to rezone property at 720 West Chestnut from a Light Industrial to Medium Density Residential Zoning District.

The Planning Commission participated in a number of workshops on planning topics, including sessions on the following topics:

- A review Lake City's Comprehensive Plan including Chapter 1: Introduction and Vision, Chapter 3: Land Use, Chapter 4: Community Development & Downtown and Chapter 5: Housing.
- Eaglewood Fifth Subdivision updates and discussion
- Creating the awareness of the Capital Improvement Plan and the necessity to review these projects as advisory to the Council for their relationship and consistency with the Lake City Comprehensive Municipal Plan.

MEMBERSHIP CHANGES

Two members of the Commission resigned in March and May, and their successors were approved in June. The members who served in all or part of 2014 are:

Thomas Heimer (appointed in 2008 and resigned at the end of his term 2014)

Vicki Krage (appointed in 2012 and resigned in May 2014)

Mark Nichols, **Chair** (appointed June 2010)

Jerry Hill, **Vice Chair** (appointed January 2010)

Tom Dwelle (appointed September 2011)

Kenneth Smith (appointed 2012)

Jerry Pfeilsticker (appointed 2013)

Larry Foster (appointed June 2014)

James Zwiener (appointed June 2014)

The Commissioners' attendance was exemplary as it has been in the past. The attendance at formal meetings averaged 92 percent, and both Mark Nichols and Tom Dwelle had perfect attendance in 2014 as were James Zwiener and Larry Foster for the time they were on the Commission.

Planning and Community Development

General Information

Department Staff

<u>Name</u>	<u>Title</u>
Robert Keehn	Director of Planning and Community Development
Megan Smith	Assistant Planner
Marcia Hilsman	Administrative Assistant

Consulting Staff

<u>Name</u>	<u>Organization</u>
Bill Anderson, City Engineer	Yaggy Colby Associates
Jay Kruger, Building Official	Construction Management Services
CEDA	Economic Development Authority

Staff Attended Meetings

Regular

City Council
 Planning Commission
 Heritage Preservation Commission
 Board of Adjustment

Other

Goodhue County GIS Users Group
 Representative to applicable committees related to the regional silica sand issue
 Alternate to MnDOT Technical Advisory Committee for Mpls/St. Paul to Milwaukee High Speed Rail Corridor to Chicago Tier 1 Environmental Impact Statement

Joint Planning Board

The Joint Planning Board was disbanded in 2014.

Design Review Committee

The Design Review Committee is comprised of five members (two representatives from both the Planning Commission, and Heritage Preservation Commission, and one member from the EDA) and supported by staff from the Planning and Community Development Department. The Committee reviewed two applications for the signage at the Family Dollar Store and Lakeside Antiques.

Administrative Applications

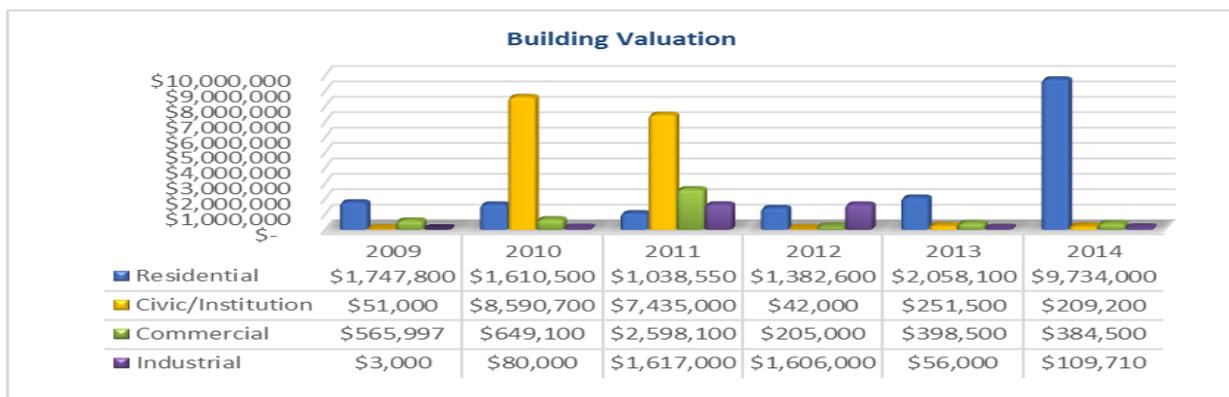
		2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<u>Type of Application</u>															
Administrative	Shoreland Projects	--	--	--	--	--	--	--	--	--	--	--	2	0	0
	Grading Permit	--	--	--	--	--	--	1	1	1	1	1	2	1	0
	Single Event License	--	--	--	--	--	--	0	1	0	1	0	0	0	1
	Design Review	--	--	--	--	--	--	2	7	6	8	6	6	2	2
	Sign Permits	12	10	5	9	8	8	21	14	1	13	14	14	7	14
	Certificate of Zoning Compliance	28	30	24	13	26	12	24	18	15	46	33	32	46	50
	Building Moving	--	--	--	--	3	9	0	0	4	0	0	1	0	0
	Demolition	9	5	6	5	8	6	5	1	0	8	3	2	0	7
	Dumpster Permits	35	11	0	0	0	1	3	9	10	10	5	4	5	7
	Totals	84	56	35	27	45	36	56	51	37	87	62	63	61	81

Building Projects

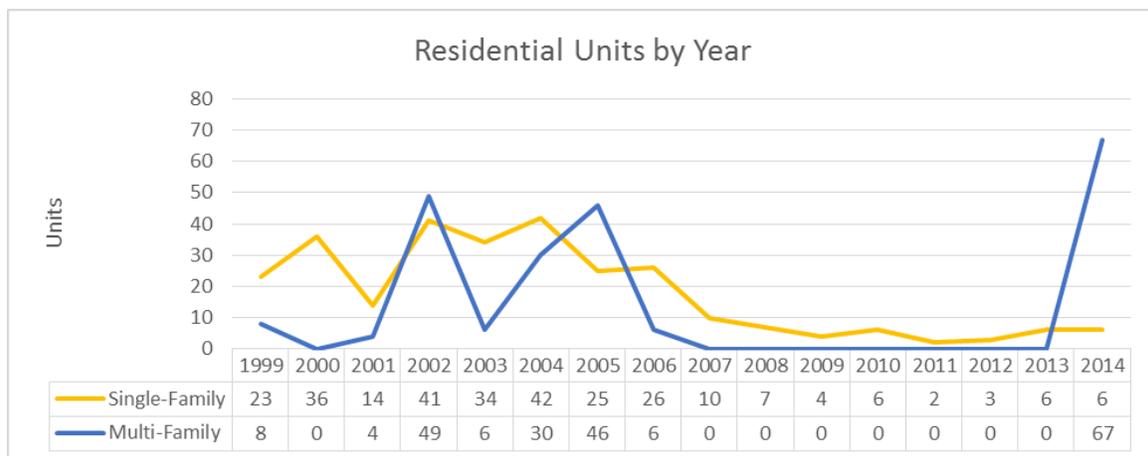
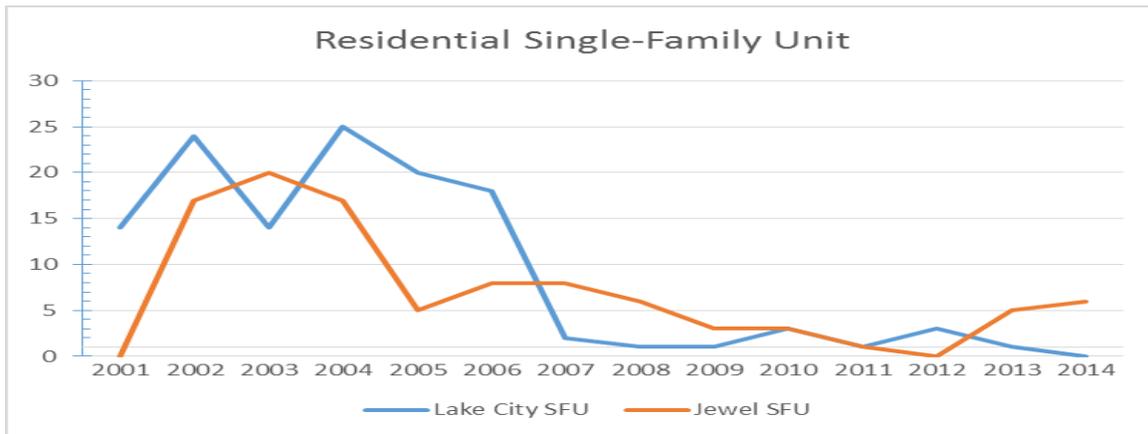
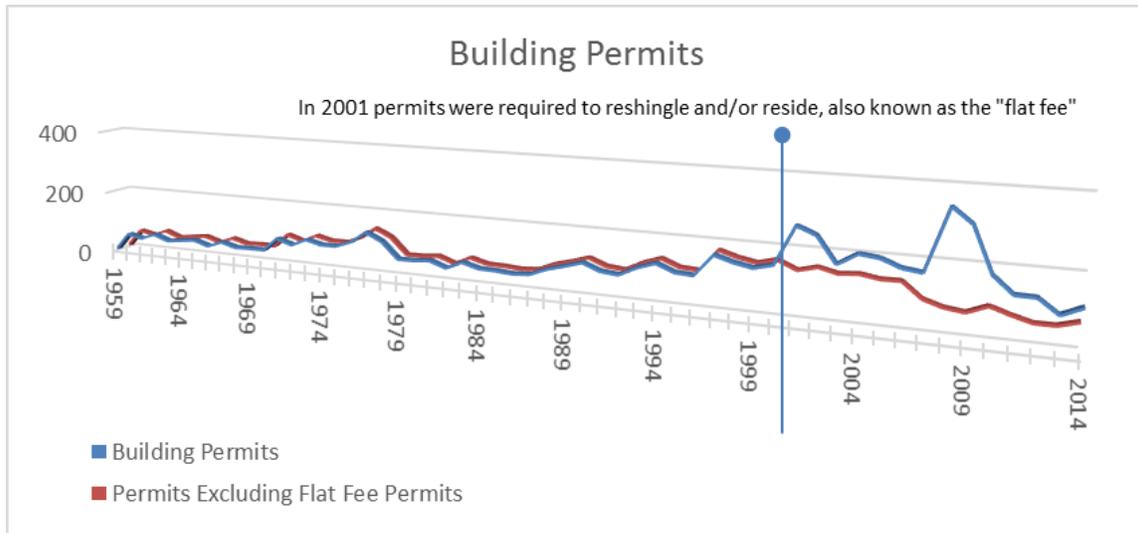
- 480 West Grant Street - Wildamere Capital Management (valuation \$8,200,000)
Construction began on an 84,318 sq. ft. 67 unit independent senior apartment/assisted living and memory care home
- 500 West Grant Street - Mayo Clinic Lake City (valuation \$155,000)
Alteration (convert patient room and restroom for installation of a patient lift) - constructed a 3,528 sq. ft. addition to their exterior storage building - install smaller accessory structure
- 600 South 8th Street - City of Lake City Food Shelf (valuation \$153,000)
Constructed a 1,944 sq. ft. facility to be used for the Food Shelf
- 400 North 10th Street - Automation Services (valuation \$80,000)
Alteration/remodel office/work space
- 500 North 10th Street - Pritzl Storage (valuation \$59,000)
Construct a 5,904 sq. ft. mini storage facility
- 419 W. Lyon Av. - St. Mary's of the Lake Church (valuation \$54,200)
Finish 2nd floor of the Parish Hall- construct an additional confessional station-install access panel
- 104 East Lyon Avenue - Alliance Bank (Valuation \$20,000)
Remodel interior
- 800 West Lyon Avenue - Railhouse Bar and Grill (valuation \$10,000)
Remodel – convert the Depot Liquor store into the Coffee Depot

Building Permits Information

Building Permits by Building Use and Type of Permit (2014)							
	Addition/ Alteration	Repair/ Remodel	Accessory Structure	New Construction	Manuf. Home	Other	Fixed Fee Permits
Residential	12	6	11	8	1	18	50
Commercial	7	1	1	1	0	2	2
Industrial	0	1	0	1	0	0	1
Church/School/Hospital/City	5	0	1	0	0	0	0
Total	24	8	13	10	1	20	53



Permit Application General Information



Heritage Preservation Commission

2014 Year End Review

The Heritage Preservation Commission is advisory to the City Council. It consists of seven members and meets the second Wednesday of each month. The Commission held nine meetings this past year.

Historic Sites

The HPC oversees the City's historic sites, and has the authority to initiate the designation of additional historic sites and districts. In 2014, the City designated Patton Park as its 6th locally designated historic site.

The City has six (6) locally designated historic sites:

- 109 E Center Street, *Crane Bro. Jewelry* (Swan LTD. Jewelers)
- 226 S Washington Street, Lake Pepin Pearl Button Co.
- 303 S Oak Street, The Patton House
- 310 S Oak Street, The Stout Cottage
- 315 W Marion Street, The Hoyt House
- Patton Park

The City has three (3) sites on the National Register of Historic Places:

- 205 W Center Street, *City Hall*
- 304 S Oak Street, *The Williamson-Russell-Rahilly House*
- 310 S Oak Street, *The Stout Cottage*

Future Designations:

- South Oak Street Historic District. The HPC is in the initial stages of the process to designate a portion of South Oak Street as the City's first historic district. A grant has been received from the Minnesota Historical Society to hire a preservation consultant to assist with the nomination process. The consultant, Greg Gaut, will be working on the project through the spring of 2015.

Certificates of Merit

The HPC issues certificates of merit each year during the month of May, which is National Historic Preservation Month. The following were issued in 2014:

- Katie Himanga, for her research and presentations related to the Minnesota Half Breed Tract, which covers land that is now Lake City and the surrounding area.
- St. Mary of the Lake Catholic Church located at 419 W Lyon Avenue, for the stabilization and preservation of the existing church steeple that is a distinguishing characteristic of the church building.
- Greg and Debra Schreck and Jim and Ann Schreck, for the storefront façade renovation of their commercial building in downtown Lake City located at 106 East Center Street.

MEMBERSHIP CHANGES

Two members of the Commission resigned in March, and their successors were approved in June. The members who served in all or part of 2014 are:

Susan Leuer, Chair (appointed in 2009)	Dean Schumacher, Vice Chair (appointed in 2010)
Lois Borner (appointed in 2012)	Barb Hawkinson (appointed in 2010)
Kathy Martin (appointed May 2010)	Georgene Arndt (appointed June 2014)
Betty Albright (appointed in June 2014)	Bill Stiene (appointed August 2010/resigned his term 2014)
Don Schwartz (appointed in September 2004 and term expired 2014)	

As always the Commissioners' attendance was outstanding. The attendance at formal meetings averaged 82 percent, and Dean Schumacher and Georgene Arndt had perfect attendance in 2014.

Board of Adjustment 2014 Year End Review

The Board of Adjustment is responsible to act upon all questions as they may arise in the administration of the Zoning and Floodplain Ordinance, including the interpretation of zoning maps, and will hear and decide appeals from and review any order, requirement, decision or determination made by staff charged with enforcing Zoning Ordinance.

In addition the Board of Adjustment has the power to grant variances from the provisions of the Zoning Ordinance as well as the Floodplain Ordinance.

The Board of Adjustment consists of five members and meet the third Monday of each month. In 2014 the Board held two regular meetings.

Variances Heard:

- 466 Oakhurst Circle
Front yard setback variance - denied
- Ag Partners Co-op, 512 South 8th Street
Front and rear yard setback variance - approved

MEMBERSHIP CHANGES

Bob Wenger third term was up in March, and his successor was appointed in June. The members who served in all or part of 2014 are:

Mark Dan Pritzl, **Chair** (appointed January 2012)
Chuck Solheid (appointed in March 2012)
Luther Berkeland (appointed in June 2014)

Jan Peters, **Vice Chair** (appointed November 2010)
Valerie Smith (appointed in September 2012)

The Boards' attendance was outstanding for the two meetings held in 2014. The attendance at formal meetings averaged 90 percent, with all of the members, with the exception of one having perfect attendance in 2014.