

**MINUTES  
CITY OF ELKO NEW MARKET  
PLANNING COMMISSION MEETING  
March 4, 2014  
7:00 PM**

**1. CALL TO ORDER**

Commission Vice Chairman Smith called the meeting of the Elko New Market Planning Commission to order at 7:01 pm.

Commission members present: Smith, Kruckman, Hartzler and Vetter  
Members absent and excused: Thompson  
Staff Present: City Planner Kirmis, City Engineer Revering and  
City Administrator Terry

Also present were City Council Members Gabriel, Crawford, Schneider, Prasnicky and Marotske.

**2. PLEDGE OF ALLEGIANCE**

Vice Chairman Smith led the Planning Commission and City Council in the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

A motion was made by Vetter and seconded by Kruckman to approve the agenda as presented. Vote for: Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 4-0. Motion carried.

**4. PUBLIC COMMENT**

There were no public comments.

**5. ANNOUNCEMENTS**

There were no announcements.

**6. APPROVAL OF MINUTES**

A motion was made by Hartzler and seconded by Vetter to approve the minutes of the January 7, 2014 Planning Commission meeting as written. Vote for: Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 4-0. Motion carried.

**7. PUBLIC HEARINGS**

There were no public hearings.

**8. PETITIONS, REQUESTS AND INQUIRIES**

There were no petitions, requests or inquiries.

## 9. GENERAL BUSINESS

### A. Public Works Campus

City Administrator Terry introduced the public works campus concept proposed to be located upon the City's former wastewater treatment plant site. Terry noted that informal review of the refined development plans is intended to serve as a rehearsal of sorts for forthcoming formal land use applications. In this regard, Terry asked the Planning Commission and City Council Members to provide feedback on any desired changes to the presented development plans.

Following Administrator Terry's introduction of the project, City Engineer Revering presented the various updated development plans/exhibits which included the following:

- Phase 1 Site Plan Concept
- Phase 2 Site Plan Concept
- Neighboring Property Views
- Site Perspectives
- Site Construction Plans (Grading, Storm Sewer, Landscaping & Erosion Control)
- Water Treatment Plant Elevations
- Public Works Building Elevations
- Site Landscaping/Berm Details

In consideration of the updated concept plans, the Planning Commission and City Council raised questions and/or provided comments related to the following:

- Potential drainage-related impacts resulting from the installation of a new culvert beneath the site's access drive.
- Additional wainscoting was suggested along the base of the public works building, particularly along the building's southern facade.
- Clarification was requested regarding finish materials utilized on both the public works building and water treatment plant.
- The color (or colors) used on the public works building should, to the extent possible, match colors used on the water treatment plant building.

Following the Planning Commission/City Council discussion, area property owner Carol Jones expressed concern over the visibility of the proposed public works campus from her property located directly to the south. Ms. Jones suggested that landscaping along the southern boundary of the public works campus be intensified. Ms. Jones also raised questions about proposed site lighting.

Ultimately, the following was concluded by the Planning Commission and City Council regarding the updated public works campus plans:

1. The City will work with Ms. Jones to reasonably improve landscape screening along the south property line of the public works campus site.
2. The architect of the public works building will work to match the exterior color (or colors) proposed for the water treatment plant.

Following the Planning Commission/City Council discussion, City Administrator Terry advised meeting attendees that formal land use applications associated with the public works campus project are expected in May of this year (following annexation of the subject property).

## **10. MISCELLANEOUS**

### **City Council Updates**

City Administrator Terry updated the Planning Commission on the following items:

- Planning Commission member re-appointments
- City Council action on the Elko Marketplace outdoor (drive-in) movie theater
- Updated Metropolitan Council population forecasts
- Development updates on the following:
  - Three Links senior housing project
  - Boulder Heights single family residential development
  - Interstate 35 development

## **11. ADJOURNMENT**

A motion was made by Hartzler and seconded by Smith to adjourn the meeting. Vote for: Smith, Kruckman, Hartzler and Vetter. Against: None. Abstained: None. Vote 4-0. Motion carried. The meeting ended at 8:26 pm.

Submitted by:

Bob Kirmis  
City Planner