



# CITY OF HAM LAKE

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## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, DECEMBER 8, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, December 8, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Commissioners Brian Pogalz, Kyle Lejonvarn, Dave Ringler, David Ross, Jeff Entsminger, Jonathan Fisher, and Erin Dixson

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Engineer, Dave Krugler and Building and Zoning Clerk, Jennifer Bohr

**CALL TO ORDER:** Chair Pogalz called the meeting to order at 6:00 p.m.

### **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was recited by all in attendance.

### **APPROVAL OF MINUTES:**

**Motion by Dixson, seconded by Fisher, to approve the minutes of the November 10, 2025 Planning Commission meeting as written. All in favor, motion carried.**

**PUBLIC HEARING:** None

### **NEW BUSINESS:**

Richard Petersen of Cool Air Mechanical, Inc. located at 1544 134<sup>th</sup> Avenue NE requesting Commercial Site Plan approval for a .42-acre parking lot expansion located on parcel 32-32-23-43-0026

Mr. Petersen stated the septic system for the business failed and there was not an alternate location to put the septic system on the parcel. City staff proposed he purchase some adjacent property from the city to expand the parking lot and to provide space to expand the septic area in the southwest corner of the parcel. Mr. Petersen stated the land was purchased a month ago. Mr. Petersen stated he is now requesting approval for the expanding parking area. Commissioner Ross completed the inspection, a copy which is on file. Commissioner Ross stated he observed the use of parcels adjacent to Cool Air Mechanical. Commissioner Ross stated the fencing currently in place provides adequate screening for the residential properties. Commissioner Ross stated the location of the parking lot expansion makes sense. Commissioner Lejonvarn asked if a new septic system could be constructed in the southwest corner of the parcel since the soil is compacted after having been used for a parking area. Engineer Krugler stated some

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soils are being replaced and a Type III, mound system, is being constructed. Commissioner Entsminger asked where the original septic system was located. Mr. Petersen presented a copy of an exhibit in the packet that identified where the septic system and new parking area will be. There was discussion about fencing and trees that will be planted per the landscape plan for screening. Commissioner Ross stated there is a six-foot wooden fence built just beyond a retaining wall along some of the parcel and there are rows of mature pine trees on the residential property to the east of this site; planting more evergreen trees along the eastern border of the proposed new parking area will provide adequate screening for the residential property. Chair Pogalz stated Building Official Jones' memo states screening is to be provided as presented on sheet C1.2 of the civil landscape plans; he did not indicate additional fencing was needed. **Motion by Ross, seconded by Fisher, to recommend approval of the request of Richard Petersen of Cool Air Mechanical, Inc., located at 1544 134<sup>th</sup> Avenue NE, for Commercial Site Plan approval for a .42-acre parking lot expansion located on parcel 32-32-23-43-0026 subject to the following conditions:** the new parking surface, on parcel ID# 32-32-23-43-0026, be combined with the existing lot located at 1544 134<sup>th</sup> Avenue NE, all parking stalls be a minimum 9 feet by 20 feet and all drive aisles be a minimum of 24 feet wide, all parking stalls are to be properly marked, all curbing and hard surfaces be approved and installed according to the City Engineer's specifications, screening to be provided as shown on sheet C1.2 of the Civil Landscape plans, revision date 9/17/25, screening must be in place by July 31, 2026, Cool Air Mechanical, Inc. contacting the city when additional growth is anticipated and providing proof that additional parking needs can be accommodated, and meeting all State, County and City Codes. All in favor, motion carried. *This application will be placed on the City Council's Monday, December 15, 2025, agenda.*

Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, requesting Final Plat approval for Kohler Farms, a 43-lot single family residential development in Section 13

Mr. Darren Lazan and Mr. Jason Osberg were present. Mr. Lazan stated construction started the first week of October and, after five weeks, all infrastructure is in place. Mr. Lazan stated 40 lots in the development have been sold and builders are anxious to start building model homes and homes for their clients. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated a few minor changes have been made to the plat since preliminary plat approval. Engineer Krugler stated an outlot was added to correct an encroachment on the western edge of the development; Outlot A will need to be combined with 4157 158th Avenue NE to the west. Engineer Krugler stated the developer will be dedicating a bike path easement, constructing a trail within the development and paying parkland dedication fees of approximately \$1,000 per lot to satisfy parkland dedication requirements. **Motion by Pogalz, seconded by Fisher, to recommend approval of the request of Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, requesting Final Plat approval for Kohler Farms, a 43-lot single family residential development in Section 13 subject to combining Outlot A with 4157 158<sup>th</sup> Avenue NE and providing proof of recording before any building permits will be issued, dedicating a 15-foot wide bike path easement along the west side of Lexington Avenue NE, constructing a**

**20-foot wide trail within the development between Hupp Street NE and 158<sup>th</sup> Lane NE and paying parkland dedication fees for each lot as specified in the Development Agreement, submitting a request to vacate the three temporary right-of-way and drainage and utility easements at the connections of 158<sup>th</sup> Avenue NE, 159<sup>th</sup> Avenue NE and Hupp Street NE, meeting the requirements of the City Engineer and meeting all City, County and State Codes. All in favor, motion carried. This application will be placed on the City Council's Monday, December 15, 2025, agenda.**

**Joseph Radach of Contour Development LLC, requesting Final Plat approval, for Elwell Farms 2<sup>nd</sup> Addition (7 Single Family Residential lots and 1 recreational lot) in Section 36**  
Mr. Joe Radach and Mr. Steve Jones were present. Mr. Radach stated this project is the second phase of development which will be south of the first addition and will provide a connection to 137<sup>th</sup> Lane NE; the connection will provide access to Lexington Avenue NE through the Red Fox Hollow and Red Fox Hollow 2<sup>nd</sup> subdivisions. Mr. Radach stated the primary purpose of this plat is to open a lot for the construction of a clubhouse which will occur in the spring. Mr. Radach stated rezoning of the development to Planned Unit Development (PUD) was approved in November. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the development has been rezoned to PUD to allow for the construction of the clubhouse and to allow wetland banking. Engineer Krugler stated the developer will need to request vacation of temporary cul-de-sac right-of-way within Red Fox Hollow 2<sup>nd</sup> Addition, request vacation of the Opal Street NE temporary cul-de-sac after completion of the first lift of bituminous paving and request vacation of the right-of-entry and drainage and utility easement within Elwell Farms 1<sup>st</sup> Addition Outlot E (Formerly Red Fox Hollow 2<sup>nd</sup> Addition Outlot A). **Motion by Pogalz, seconded by Fisher, to recommend approval of the request of Joseph Radach of Contour Development LLC, requesting Final Plat approval, for Elwell Farms 2<sup>nd</sup> Addition (7 Single Family Residential lots and 1 recreational lot) in Section 36 subject to the Developer submitting a request to vacate the right-of-entry and the drainage and utility easement with Elwell Farms Outlot H, formerly Red Fox Hollow Second Addition Outlot A, the Developer submitting a request to vacate the temporary right-of-way and drainage and utility easement at the connection of 137<sup>th</sup> Lane NE once the first lift of bituminous is constructed, the Developer submitting a request to vacate the temporary right-of-way and drainage and utility easement at the connection of Opal Street NE once the first lift of bituminous is constructed, paying parkland dedication fees of \$2,500 per lot, meeting the requirements of the City Engineer and meeting all City, County and State Codes. All in favor, motion carried. This application will be placed on the City Council's Monday, December 15, 2025, agenda.**

#### **COMMISSION BUSINESS:**

##### **City Council Update**

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve rezoning the Elwell Farms subdivision to PUD and to approve the final plat of Harmony Estates 3<sup>rd</sup> Addition at the November 17, 2025 City Council Meeting. A Planning Commissioner will not be present at the December 15, 2025 City Council meeting.

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**ADJOURNMENT:**

Motion by Dixson, seconded by Fisher, to adjourn the Planning Commission meeting at 6:23 p.m. All in favor, motion carried.

Jennifer Bohr  
Jennifer Bohr  
Building and Zoning Clerk *ds*