

MINUTES OF PLANNING COMMISSION MEETING  
October 8, 2018

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 8th day of October, 2018 at 6:30 PM

**THE FOLLOWING MEMBERS WERE PRESENT:** Commissioner Ferris, Commissioner Fitch, Commission Torkelson, Commissioner Tinsley, Commissioner Zelinske, Commissioner Burton and Commissioner Borgstrom.

**THE FOLLOWING WERE ABSENT:** None

**THE FOLLOWING WERE ALSO PRESENT:** Administrator Theresa Coleman, City Clerk Rappe, Doug Buck, Ron Carlsen, David Martin, Tim O'Marro and Krista Weigel

**CALL TO ORDER:** Commissioner Ferris called the meeting to order at 6:30 PM.

**MINUTES OF PREVIOUS PLANNING COMMISSION MEETING:** Commissioner Tinsley suggested adding "stronger" to the end of Steve Arick comments on page 2. Doug Buck made a statement that he **did not** recuse himself when Chairman Ferris asked the question at the last meeting. **Motion to Approve the Minutes of September 10, 2018 as amended by Commissioner Tinsley**  
**Minutes made by Commissioner Burton, second by Commissioner Zelinske with All Voting Aye.**

**PUBLIC HEARING CUP FOR PUD CARLSON** – Administrator Coleman stated that the site plan has two primary buildings and the zoning ordinance allows for one primary building. The planned unit development will allow for two primary buildings. The same conditions as the rezone with the exception of the storm water discharge. David Martin, Massey Surveying, stated that the layout of the site has not changed and they are proposing a second principal structure. The storm water management has changed and they will underground detention below the parking lot and sending it to the storm line on Mantorville Avenue and if that line doesn't have capacity then he has talked to the DOT about running this to Masten Creek through their right of way.

Public Hearing opened

Public Hearing Closed

Discussion: Commissioner Zelinske has no issues with this.

Commissioner Burton stated that this looks like everything is in compliance with what is outlined.

Commissioner Tinsley asked about the fire trucks cutting across the curb and the turning radius. Mr.

Martin spoke with the fire chief and he is ok with going over the curb. Commissioner Tinsley then questioned garbage trucks. Mr. Martin stated that there is not going to be a dumpster there will be cans that they have to take to the curb. Administrator Coleman stated that this has been reviewed by staff.

**Motion to Approve the Conditional Use Permit for a Planned Unit Development made by Commissioner Burton, second by Commissioner Borgstrom. Ayes, Burton, Fitch, Ferris, Zelinske, Borgstrom and Tinsley. Abstain: Torkelson.**

**HOSINGTON-KOEGLER – LAURA CHAMBERLAIN** – Ms. Chamberlain gave an overview and introductions of process and a quick discussion of issues. Ms. Chamberlain asked the Commissioners to list what parts of the City's ordinances that have been challenging to understand or use.

Commissioner Zelinske stated that there are several directions that this ordinance can take a novice. Chairman Ferris stated that a lot of the ordinance is open to interpretation. Chairman Ferris brought up questions regarding variances. Commissioner Burton brought up homeowner associations, how many

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we have and how active are they and how does or does not assume that. What agreements should we put in place with township developments in case they would be annexed?

Ms. Chamberlain stated that several staff have indicated that processes/procedures should be put in place for permits, plats, annexations, etc. Ms. Chamberlain stated that the Comp Plan has a technology/eco park that may need its own set of zoning restrictions. Design principles of the downtown area.

Ms. Chamberlain stated that stakeholder groups would be groups that we are engaging, such as; developers, County officials, DNR, MnDOT, fire safety, police, chamber of commerce, county EDA and city EDA, real estate reps, brokers, representatives of the developers who have technical knowledge. Commissioner Burton stated that there seems to be a trend toward rehab homes, mental health care centers, and medical assistance homes in addition to the need for day care. Administrator Coleman stated that SMIF is looking for in home day care providers. Ms. Chamberlain suggested contacting some homeowners associations to see what is working for them. Ms. Chamberlain thanked the Commissioners and stated that she will be in touch with staff and by the November meeting there should be an annotated outline and update.

**CORRESPONDENCE – LETTER FROM ATTORNEY** – Chairman Ferris stated that the conflict of interest is confusing. The City Attorney gave an opinion. Commissioner Borgstrom stated that if you feel you have a conflict then put it out in the open. Chairman Ferris stated that there should be a check and balance. Commissioner Burton stated that the appointed positions are not as clear and there are education opportunities. Chairman Ferris would like to see if we can clarify more.

**CORRESPONDENCE – LOG OF ACTIVITY** – Commissioner Burton stated that his concern was variances for setback requirements. Commissioner Tinsley asked if there something else we can use besides a variance, maybe a design modification to address minor setback issues. Administrator Coleman stated maybe we should have more permitted uses and less conditional uses in the zoning districts and design standards.

**OTHER BUSINESS** – The Planning Commission was in agreement to move the November meeting to Tuesday, November 13, 2018 at 6:30PM due to Veterans Day falling on the regular meeting date.

**ADJOURN** 7:17PM

Respectfully Submitted,

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Linda Rappe, City Clerk