

**OSSEO PLANNING COMMISSION MINUTES  
REGULAR MEETING  
7:00 p.m.  
JANUARY 19, 2010**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Susan Hanson at 7:00 p.m., January 19, 2010.

3. ROLL CALL

Present: Commission Members Melanie Larsen Sinouthasy, Barbra Plzak, Chair Susan Hanson, John Cochran, and Dorothy Clarke.

Members absent: R.J. Wiley.

Others present: Jeffrey Dahl, Development Services Director and Ron Barger.

2. OATH OF OFFICE

Dahl administered the Oath of Office to newly-appointed Commissioner Barbra Plzak for a three year term.

4. ELECTION OF OFFICERS

**A motion was made by Plzak, seconded by Larsen Sinouthasy, to elect Susan Hanson as the Chair of the Planning Commission. Motion carried 5-0.**

**A motion was made by Clarke, seconded by Larsen Sinouthasy, to elect John Cochran as Vice-Chair of the Planning Commission. Motion carried 5-0.**

5. APPROVAL OF AGENDA

**A motion was made Cochran, seconded by Plzak, to approve the Agenda. The motion carried 5-0.**

6. APPROVAL OF MINUTES

a. Approve December 21, 2009 Minutes

**A motion was made by Larsen Sinouthasy, seconded by Clarke, to approve the minutes of the December 21, 2009 meeting. The motion carried 5-0.**

7. PUBLIC COMMENTS – None.

8. PUBLIC HEARINGS – None.

9. OLD BUSINESS – None.

10. NEW BUSINESS –

a. Discuss Work Items for 2010

Dahl stated there are two items to keep in mind:

- There will be a City-wide Strategic Planning Session on Saturday, February 27, 2010 to discuss revisions to the Strategic Plan for the next two years. Dahl invited Chair Hanson and strongly encouraged her to attend the meeting.
- As previously mentioned, the Planning Commission will need to take a very active role in the Zoning Ordinance revisions-probably beginning in late February/early March. Dahl advised much help would be needed---not only with the document, but also with the Open House, and Public Hearings. This will take much of the commission's time in February, March, April and May.

Chair Hanson asked if the other commission's members had any specific areas that they feel ought to be discussed separate from the overall Zoning Code. Plzak mentioned the topic of wind turbines and generators. Dahl stated he had listed this as an issues for the Zoning Code.

Chair Hanson discussed an article from a month ago she had from Golden Valley regarding steel siding. Cochran believed the article was referencing not so much the material as much as it was the appearance. Instead of steel siding that looked like lapboard siding, it was more of a corrugated "quonset-hut" appearance. Dahl thought that more details were needed in the area of what should and should not be allowed for the exterior materials in every zoning district. Most cities have many details, whereas we currently have nothing. Dahl reminded that the commission needs to be sure to explain why decisions are made because they ultimately are to protect the residents.

Larsen Sinouthasy referenced that perhaps a goal for this year would be the need to be more visible in the community by reaching out---going on walks/tours with City officials and community members, have more public meetings, etc. Use this as a way to reach out on all levels and listen to what the residents have to say.

Larsen Sinouthasy stated that she thought the commission should be more a part of the marketing strategies for promoting the City and being useful and effective in that effort. Dahl advised that a Marketing Committee would start meeting within the next couple of weeks. He advised that if any commission members are interested, they should contact City Hall. Larsen Sinouthasy mentioned that the Marketing Committee was first announced in November and is available for all residents to be involved. Dahl stated the information is on the city website and was advertised in the Osseo-Maple Grove Press as well. Residents can call or stop by City Hall for more information. The committee, which is being moderated by Prime Advertising, is in charge of implementing the marketing plan.

11. DEVELOPMENT UPDATE

a. 2009 Development Services Report

Dahl stated that all commissioners should have received the 2009 Development Services Division Recap and added that he will now be administering a smaller monthly version in 2010 as well. This will be a good way to update the Council and the Planning Commission as to what is being worked on. The City was reorganized and rather than just having a Planning Department, a Development Services Division was created which is divided into three departments.

1. Economic Development Department Accomplishments–

- Approximately 20 different business/developer meetings---this is primarily working with the EDA, city consultants and prospective developers on redevelopment projects and new business to the community.
- Sold EDA-owned “Bennett Property” to adjacent landowners for redevelopment. Property was contaminated. EDA bought property and obtained over \$225,000 (2008) in grants to mitigate.
- The EDA is the lead contact for the Wi-Fi Network. The Wi-Fi Network operated by “Unplugged Cities” went out of business on December 31 with only two weeks notice. In transition, we are optimistic we can transfer everything to the city. We are looking to have a few support people contract with us. We hope to be more efficient and financially feasible. The system is still running and the transition should be completed within a week. The city will be doing the billing and will somehow reward customers for staying with the service.
- Awarded \$10,000 in CBDG funds for Senior Transportation Program.
- Awarded \$200,000 in CDBG-ARRA (Stimulus) Funds for new Public Safety Facility. The city has still not come to an agreement with the property owner at 25-4t Street NW, which is what the grant was based upon. We have been negotiating for a couple of months, but the property owner had an appraisal done that was higher, therefore the City asked the County Assessor for an appraisal, which confirmed what the staff was offering. The property owner is not willing to negotiate at this time so the City is exploring other options.
- We have had approximately 20 different business/developer meetings last year. Currently working on a couple of new businesses, both along County Road 81 and Central Avenue and possibly a few new developments as well.

2. Protective Inspections Department Accomplishments–

- Created a new Rental Housing Ordinance and the Rental Housing inspectors from Brooklyn Park will be initiating inspections for all single-family properties in mid-February and in a few months will be starting the apartments.
- Received and followed up on approximately 30 code enforcement complaints.
- Managed approximately 15 vacant and/or foreclosed homes.

- Processed 160 building permits (down 7%); collected \$84,212 in permit fees (down 14%) for projects valued at \$2,558,920 (down 29%).
- Processed 18 truth-in-housing inspections (down 22%); collected \$1,350.

### 3. Planning and Land Use Department –

- Drafting of Sign Code (large project that will be implemented into the new Zoning Code).
- Planning Applications processed: five (5) Conditional Use Permits, four (4) Variance Applications, one (1) Site Plan, one (1) Moratorium, two (2) ADG Grants, one (1) CUP Revocation and one (1) Comprehensive Plan Amendment for a total of fifteen (15).

When looking at the planning applications, it was a lighter year and due to lack of activity a few Planning Commission meetings were canceled. This is parallel in other cities with the lack of development due to the economy.

Dahl also stated with this division as a whole, the budget process showed each division and how much the tax burden is on the average household. The one thing is didn't show is that while the division costs the city \$128,112 for expenses that are provided to the public, the City actually takes in \$105,000 through permits and other fees. The division doesn't pay for itself, but is very close. This year will have an approximate \$22,000 burden on the taxpayer

Chair Hanson indicated that she appreciated the comprehensive report.

## 12. OTHER BUSINESS

### a. Future Agenda Items

Dahl stated there may be a Conditional Use Permit request and Variance Request from the American Legion, but might not have until March.

Chair Hanson stated without a specific project at this time, there might not be a work session next month. Reference was also made to advise at the next council meeting that the Planning Commission is ready for direction from the Council as to any projects they request.

Chair Hanson suggested to Dahl that perhaps some information can be gathered and emailed to the commission members regarding wind turbines or items to do with the Zoning Code that they should be looking at.

Dahl suggested there could be a work session in February to discuss the Zoning Ordinance updates and wind turbines. Plzak discussed the wind turbines and also geothermal heat as topics to be addressed. Chair Hanson stated that with the economy, there may be residents wanting to be more energy independent and that discussion and/or statements should be addressed due to the likelihood of these items being requested.

Dahl stated that any of the commission members willing to find information that can be shared amongst the commission would be greatly appreciated.

Larsen Sinouthasy questioned if there is still an open seat on the Planning Commission. Dahl stated there is and has not received any other letters of interest.

b. Commissioner Report – None.

13. ADJOURNMENT

**A motion was made by Clarke, seconded by Cochran, to adjourn at 7:46 p.m. The motion carried 5-0.**

Respectfully submitted,

Dawn Tessman  
Recording Secretary