

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
September 19, 2016**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Vice Chair Webster at 6:00 pm., Monday, September 19, 2016.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Michael Olkives, Barbara Plzak, Vice Chair Alden Webster, and Ken Zopfi.

Absent: Commission member Deanna Burke and Chair Todd Woods.

Others present: Harold Johnson, Ed Columbus, City Planner Nancy Abts.

3. APPROVAL OF AGENDA

A motion was made by Plzak, seconded by Bonn, to approve the Agenda as presented. The motion carried 5-0.

4. APPROVAL OF MINUTES

A. Approve August 15, 2016, Minutes

A motion was made by Olkives, seconded by Plzak, to approve the August 15, 2016, minutes. The motion carried 5-0.

5. PUBLIC COMMENTS

Vice Chair Webster advised this is the time for public comments for items that are not on the agenda for tonight's meeting. There were no comments from the public.

6. PUBLIC HEARINGS

A. Building/Site Plan Approval for Sipe Park Picnic Shelter

Abts stated the Planning Commission should consider a request from the Osseo Lions to construct a new picnic shelter in Sipe Park. It was noted the City Council approved a conceptual plan of the shelter in May 2014. At that time, the Council questioned whether lights and electricity would be provided at the shelter. The Parks and Recreation Committee considered the shelter at their July 2016 meeting and unanimously recommended the Planning Commission and City Council consider plans for the shelter.

Abts explained Site and Building Plan approval is required for all new construction in the City of Osseo, with the exception of 1- and 2-family dwellings. The Planning Commission reviews applications for compliance with City Code and then makes recommendations for approval, denial, or conditional approval of the application. She reviewed the City Code provisions in further detail with the Commission and recommend approval of the request with conditions.

Olkives asked if the City would be charging a fee for the park shelter. Abts explained this was not the plan at this time, and that the Lions would be turning the shelter over to the city to manage after it was built. A policy for reserving the shelter could be established in the future.

Zopfi questioned if the existing warming house shelter would be removed. Abts indicated there were no plans to remove the existing warming house.

Bonn inquired if the City was thinking about running water to Sipe Park for restroom facilities or to the shelter for hand washing. Abts commented this was not a part of the request before the Planning Commission and could be further discussed at a future date.

A motion was made by Bonn, seconded by Olkives, to open the Public Hearing. The motion carried 5-0.

Harold Johnson, 12 6th Street NE, explained this item has been discussed by the Lions for the past several years. He understood the Lions have to have their funds committed to a project by the end of September. He appreciated the Lions' efforts and continued generosity to the City of Osseo.

Bonn questioned if the Lions would be adding electricity to the shelter. Abts believed this to be the case noting an electrical permit would be required. She explained the shelter would be built by the Lions and would then be maintained by the City.

A motion was made by Olkives, seconded by Bonn, to close the public hearing at 6:19 p.m. The motion carried 5-0.

Webster questioned how the Commission would like to proceed. Abts reviewed the actions the Commission could take this evening.

Bonn was in favor of the shelter having water services.

A motion was made by Plzak, seconded by Bonn, to recommend the City Council approve the Site & Building Plan application for the Sipe Park Picnic Shelter at 600 2nd St SE, recommending the shelter have water added, subject to the following conditions of approval:

- 1. Fire prevention plans, including plans for grills and coal disposal bins, must be approved by the Fire Chief/Fire Inspector, before these features are installed.**
- 2. Plans and specification for furniture and waste disposal must be approved by City Staff before these features are installed.**
- 3. The applicant shall submit a lighting and electrical service plan for approval by City Staff prior to issuance of an electrical permit.**
- 4. Plans and specifications for any plumbing or water access must be approved by City Staff prior to application for a plumbing permit.**

The motion carried 5-0.

7. OLD BUSINESS

A. Comprehensive Plan Proposal

Abts explained the Planning Commission should consider how the City will approach the Comprehensive Plan Update. The Planning Commission heard from City Engineering firm WSB regarding the Comprehensive Plan Update at their August meeting. Staff has continued the conversation about the city's Comprehensive Plan Update. A steering committee will help to guide the project. Between 7 and 15 people is a good size for the steering committee. The committee could be the planning commission, and it could also include community members. Because the city's boards have an opportunity to give feedback on the Comprehensive Plan when it is approved, it might make sense to include other members on the steering committee. The Planning Commission should discuss who should serve on the steering committee.

Abts reported the current proposal from WSB includes the option to use a program called mySidewalk to share information about the Comprehensive Plan update online and get feedback from stakeholders. Information from mySidewalk can be shared on the city's website and Social Media pages. WSB's proposed price for using mySidewalk is \$2,000. Abts stated on one hand, many people, especially younger residents, could be more likely to be part of the Comp Plan process if a lot of information is available online. On the other hand, there are other ways to create online materials that are not as coordinated but might be less expensive. The Planning Commission should discuss whether sleek, integrated internet content is important for Osseo's Comprehensive Plan update.

Abts explained many parts of the Comprehensive Plan are required by law. But the Comprehensive Plan is also an opportunity for the City to think about other interesting and important things. The City has received funds from Hennepin County to look at active living including walking and biking and healthy food access as part of the Comp Plan update. The Planning Commission should consider whether there are any other important topics or opportunities to include in the Comp Plan.

Plzak was interested in seeing a blended approach to the steering committee in order to create a clear vision for Osseo's future. She suggested the City recruit high school students that are civically minded to serve on the steering committee.

Bonn agreed.

Webster did as well and was interested in gaining feedback from new members of the community.

Plzak suggested the City gain public feedback on the website in order to assist with gathering additional information from the public for the Comp Plan. Abts believed this would be a reasonable approach.

Olkives stated he would like additional information on the mySidewalk program prior to making a recommendation on this item.

Plzak questioned if the City had a timeline for the expansion of Boerboom Park. Abts noted the City had acquired three properties surrounding the park but a timeline had not yet been established.

Councilmember Johnson mentioned prior conversations about the City having an installed sidewalk on at least one side of each street in Osseo. If this were to occur this direction would have to be included within the City's long range planning and Comprehensive Plan. He was pleased by the level of interest amongst the community to serve on the City's committees and commissions.

Abts thanked the Commission for their input. She anticipated she would begin forming a steering committee with hopes of having a group in place sometime in October.

8. NEW BUSINESS

A. Extended Temporary Sign Permit

Abts explained The Planning Commission has been asked to consider creating an "extended" temporary sign permit for the C-2 Highway Commercial Zones. Currently, temporary sign permits are allowed for business proprietors at their place of business. Each permit is valid for ten days. Businesses are allowed two temporary sign permits in a twelve-month period. These restrictions are meant to limit the temporary signs displayed in the city, to make sure that the signs really are "temporary", but they prevent businesses from promoting multiple seasonal sales by using temporary signs.

Abts commented staff agrees that the current sign ordinance is problematic. Much of the code was originally passed in 1994, and only small portions of the code have been updated since then—for example, to allow the EDA's downtown directional signage program and sandwich board signs. Osseo's sign code does not reflect all current practices and protections for ensuring free speech.

Abts commented additionally, unequal restrictions on different types of signs—for example, event signs, temporary signs, permanent signs, and the like—and the potential "special treatment" for businesses and commercial speech have been challenged in recent Supreme Court cases. Following an influential decision in *Reed v. Town of Gilbert* last year, some advisors have suggested that cities tread lightly when enforcing outdated sign ordinances.

Abts stated therefore, in addition to considering a Temporary Sign Permit, staff suggests the Planning Commission consider updates to the Sign Code as a whole. This work could be guided by a subcommittee assisted by the City Planner and City Attorney. The subcommittee could include members from other city bodies with an interest in signage, including the Council or EDA. The Planning Commission can discuss how to move forward with this project. Staff requested feedback from the Commission on how to proceed with this matter.

Plzak supported a blended approach for this matter as well. She suggested the EDA involved in this along with the Planning Commission and City Council.

Bonn stated her inclination would be to work with the City Attorney in order to provide the Commission with a proper legal document prior to presenting this to the City's commissions and committees.

Webster agreed with this approach.

Olkives noted that such an approach might prolong the process, and that it might make sense to have representatives from the city's boards involved.

Abts thanked the Commission for their input.

9. REPORTS OR COMMENTS: Staff, Chair & Commission Members

Ed Columbus, Osseo Lions, thanked the Commission for considering the picnic shelter for Sipe Park. He anticipated water would not be brought to the shelter as this would require sewer services which would greatly increase the expense of the project. He stated he could check with Public Works to see where the water lines near Sipe Park were located.

Abts reported she attended Lions Roar and had a great time talking with members of the community. She enjoyed participating in this event and hearing ideas from the public. She indicated she would be out of the office at the end of the month in order to attend the American Planning Association Conference.

Zopfi thanked the City and volunteers for all of their efforts on completing another successful Lions Roar.

Plzak stated Osseo High School's Homecoming would be held on Saturday, October 8th. She noted a pancake breakfast would be held on Saturday morning at the Community Center from 7:00 a.m. to 9:30 a.m. and a parade would be held at 10:00 a.m. She invited all residents to take in the Homecoming game at 1:00 p.m.

10. ADJOURNMENT

A motion was made by Zopfi, seconded by Plzak, to adjourn the meeting at 7:01 pm. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.