

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
March 18, 2019**

4A

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Plzak at 6:00 pm, Monday, March 18, 2019.

2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBER

City Planner Abts administered the Oath of Office to newly appointed Planning Commissioner Juliana Hultstrom.

3. ELECTION OF PLANNING COMMISSION OFFICERS

Abts requested the Planning Commission elect a Chair and Vice Chair for 2019.

A motion was made by Webster, seconded by Bonn, to elect Barb Plzak as Chair of the Planning Commission for 2019. The motion carried 6-0.

A motion was made by Bonn, seconded by Corbett, to elect Alden Webster as Vice Chair of the Planning Commission for 2019. The motion carried 6-0.

4. ROLL CALL

Present: Commission members Dee Bonn, Michael Corbett, Juliana Hultstrom, Michael Olkives, Alden Webster, and Chair Barbara Plzak.

Absent: Commission member Deanna Burke.

Others present: Jeff Aalbers, City Planner Nancy Abts.

5. APPROVAL OF AGENDA

A motion was made by Olkives, seconded by Webster, to approve the Agenda as presented. The motion carried 6-0.

6. APPROVAL OF MINUTES

A. Approve November 11, 2018, Minutes

A motion was made by Bonn, seconded by Corbett, to approve the November 11, 2018, minutes. The motion carried 6-0.

7. PUBLIC COMMENTS

Chair Plzak 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.

8. PUBLIC HEARINGS – None

9. OLD BUSINESS – None

10. NEW BUSINESS

A. Lot Combination Request for 701, 710, & 714 Broadway Street East

Abts explained St. Paul’s Lutheran Church is located at 710 Broadway Street East. Their property includes three tax lots. The lots are located in the R-1, One- and Two-family residential District. Conditional uses in the R1 district currently include public and semi-public facilities such as churches, schools, and parks of a non-commercial nature. Because churches were a permitted use when constructed, it does not have a CUP but instead is considered ‘grandfathered’ or a legal nonconforming use. (As a nonprofit entity, St. Paul's Lutheran Church does not pay property taxes.)

Abts stated the property will be affected by the 2019 Street Reconstruction project occurring along 7th Ave SE. As part of this project, the Church is providing an easement for a portion of 7th Avenue. City Staff also suggested the church complete a lot combination to simplify their parcel boundaries in light of present land use. In addition to making the parcels more orderly, this will also provide a modest cost-savings in their quarterly stormwater utility payments (approximately \$20/year, under the current rate structure). The three tax parcels share a single legal description, and it seems that the reason for having multiple tax parcels relates to structures that were removed from the area in the 1960s.

Olkives asked if St. Paul’s could sell a portion of their land for a residential development. Abts explained a lot split would have to be approved by the City prior to this taking place.

A motion was made by Olkives, seconded by Webster, to recommend the City Council approve the lot combination for St. Paul’s Lutheran Church which is located at 701, 710 and 714 Broadway Street East. The motion carried 6-0.

B. Review Position Description for Planning Commission

Abts explained the City is considering creating Position Descriptions for members on its Boards and Commissions, to aid with recruitment. She indicated some communities provide Position Descriptions for their appointed Boards and Commissions. This may help prospective applicants decide whether a Board position is something they would like to pursue.

Olkives recommended the information position description be posted on the City’s website.

Bonn questioned if the adhoc committee information should remain in the position description

Plzak requested this language remain in place and noted Webster had served on an adhoc committee to address signs.

C. Discuss Comprehensive Plan Implementation

Abts explained the last chapter of the Comprehensive Plan addresses Implementation. It is primarily an Implementation Matrix that lists action Items from earlier in the plan. It assigns a “who” responsible for that item, as well as a timeline for action (a “when”). The Implementation Matrix is also available as a spreadsheet that can be filtered and sorted. Although there are 78 items in the entire Implementation Matrix, the Planning Commission is identified as a responsible part for 19 of them. Seven of the items are in a “short-term” (i.e., 1-3 year) timeframe. There are three general areas for Short-term updates involving the Planning Commission:

1. Parking
 - Specifically, evaluating off-street parking requirements and their impacts on higher-density residential developments
2. Housing Investment (& Fair Housing Policy)
 - Includes finding ways to assist homeowners with upgrades & updating ordinances, as well as evaluating Accessory Dwelling Units (ADUs) in Osseo
 - The Metropolitan Council now requires cities adopt a Fair Housing Policy in order to receive Livable Communities Grant Funds
3. Zoning Code Updates
 - Evaluate whether existing zoning corresponds with Future Land Use Guidance and propose amendments as needed
 - Identify general clerical updates
 - State Statute requires that cities update their Official Controls (e.g., their Zoning Ordinances) to be consistent with their Comprehensive Plans. This must be done within 9 months of formally adopting the Comprehensive Plan.

Abts stated the Planning Commission may want to establish sub-committees to focus on these areas, or may identify other Implementation areas to address. Subcommittee members could spend time thinking about and researching these topic areas before meeting to discuss policy directions, questions for staff, and next steps.

Olkives asked if several subcommittees would be created or just a single subcommittee to address these issues. Abts suggested two or three people working on each of the three areas.

Olkives stated he was willing to serve on a housing and zoning subcommittee.

Plzak indicated she would like to serve on the zoning subcommittee.

Hultstrom commented she would be interested in serving on the housing subcommittee.

Abts recommended Burke serve on the parking subcommittee.

Corbett stated he could serve on the housing subcommittee.

Webster and Bonn volunteered to serve on the housing subcommittee.

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

Abts discussed a seminar the Federal Reserve Bank of Minneapolis would be holding regarding a panel discussion on Inclusionary Zoning that she and Hultstrom would be attending.

Abts noted the Step To It Challenge would begin May 1st. She invited the Commissioners to participate in a Kick-Off Walk on May 1st.

Bonn reported a walking event was being planned for every Tuesday in May at 4:30 p.m. and encouraged residents to participate in the Step To It Challenge.

Webster congratulated the Osseo Area Schools Basketball Teams for making it to State and wished them all the best.

12. ADJOURNMENT

A motion was made by Olkives, seconded by Hultstrom, to adjourn the meeting at 6:40 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.