

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
January 17, 2017**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Vice Chair Webster at 6:00 p.m., Monday, January 17, 2017.

2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBERS

A. Planning Commission Member Neil Lynch

Planning Commissioner Neil Lynch was not in attendance at this meeting.

B. Planning Commission Member Deanna Burke

Abts administered the Oath of Office to Planning Commission Member Deanna Burke.

C. Planning Commission Member Alden Webster

Abts administered the Oath of Office to Planning Commission Member Alden Webster.

3. ELECTION OF PLANNING COMMISSION OFFICERS

A. Chair

Abts requested the Planning Commission elect a Chair for 2017.

A motion was made by Webster, seconded by Bonn, to elect Barbara Plzak Chair of the Planning Commission for 2017. The motion carried 6-0.

B. Vice Chair

Abts requested the Planning Commission elect a Vice Chair for 2017.

A motion was made by Bonn, seconded by Webster, to elect Alden Webster Vice Chair of the Planning Commission for 2017. The motion carried 6-0.

4. ROLL CALL

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

Absent: Commission member Neil Lynch.

Others present: Harold E. Johnson, City Planner Nancy Abts

5. APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES

- A. Approve October 17, 2016, Minutes

A motion was made by Zopfi, seconded by Burke, to approve the October 17, 2016, 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

- A. Consider Rezoning 3 Central Avenue

Abts stated the Commission is asked to initiate rezoning of the property at 3 Central Avenue to allow construction of a Gateway Sign. The rezoning would be done as an amendment to Chapter 153 Appendix D "Zoning Map". The amendment will change the property at 3 Central Avenue zoning from M (Manufacturing and Industrial District) to PI (Public Institution District). Staff reviewed the request in further detail and recommended approval or the rezoning.

Burke questioned how the City Council was going to fund the Gateway Sign. Abts stated the Council has approved a Gateway Sign and was working on fundraising. She indicated the City still had a need for additional funding at this time.

Webster anticipated the 2017 budget may be impacted by the Gateway Sign if the City were not able to secure enough funds.

A motion was made by Olkives, seconded by Webster, to open the Public Hearing at 6:15 p.m. The motion carried 6-0.

A motion was made by Bonn, seconded by Burke, to close the public hearing at 6:16 p.m. The motion carried 6-0.

A motion was made by Olkives, seconded by Burke, to recommend the City Council approve rezoning 3 Central Avenue from M-Manufacturing and Industrial to PI-Public Institution. The motion carried 6-0.

9. OLD BUSINESS

10. NEW BUSINESS

- A. Review "Development Checklist"

Abts explained developers and business owners who want to come to Osseo will probably need some permits and approvals before they can 'open up shop'. To help explain the many requirements, the attached "Development Checklist" has been created. The brochure can be provided to those seeking to do business in or with the City. Staff can use the checkboxes to show potential businesses what might be needed. The approvals described in the brochure

might not be familiar to Planning Commission members. Many of these items are handled by City employees. There are clear criteria in place for permits (in State or Local codes). So, these are handled without action from the Planning Commission or City Council. As a reminder, the “Pyramid of Discretion” illustrates that the City has the least amount of discretion when issuing permits. Staff requested the Commission review the Development Checklist brochure and provide input.

Olkives thanked staff for pulling all of this information together for potential developers.

Bonn agreed and stated she thought the brochure was very well done.

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

A. Comprehensive Planning Update & “Community Visioning Meeting” Invitation

Abts stated since the Planning Commission last met in October, several Comp Plan actions have occurred. The City Council accepted a proposal for Comprehensive Planning Services from WSB and Associates. A Steering Committee for the project has been appointed, and the Steering Committee has held its first meeting. The Healthy Communities Leadership Team has also begun to hold meetings. The group is funded through a grant from the County and the Department of Health’s Statewide Health Improvement Program (SHIP). Some of the Healthy Communities work will contribute to the Comprehensive Plan. She invited everyone who lives, works, or visits in Osseo is invited to the Community Visioning Meeting. The meeting will be from 6:00 to 8:00 pm on Thursday, January 26. Bring your family, your friends, your neighbors, and your coworkers. Staff encouraged everyone to assist the City with brainstorming a vision for the community’s future.

Olkives was pleased by the attendance at the first Comprehensive Planning meeting. He believed there was a good representation of the entire community on the committee.

12. ADJOURNMENT

A motion was made by Bonn, seconded by Burke, to adjourn the meeting at 6:29 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.