

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
April 18, 2016**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Woods at 6:00 pm., Monday, April 18, 2016.

2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBER

A. Planning Commission Member Ken Zopfi

Staff administered the Oath of Office to newly-appointed Planning Commissioner Ken Zopfi.

3. ELECTION OF PLANNING COMMISSION OFFICERS

City Planner Nancy Abts requested the Planning Commission elect officers to serve for 2016.

A motion was made by Webster, seconded by Bonn, to elect Todd Woods as Chair of the Planning Commission for 2016. The motion carried 5-0.

A motion was made by Bonn, seconded by Webster, to elect Alden Webster as Vice Chair of the Planning Commission for 2016. The motion carried 5-0.

4. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Alden Webster, Ken Zopfi, and Chair Todd Woods.

Absent: Barbara Plzak and Casey Robertson.

Others present: City Planner Nancy Abts, Larry Stelmach, Harold E. Johnson, Colleen Zopfi, Eric Wojchik, Bill Schreiber, and Lona Schreiber.

5. APPROVAL OF AGENDA

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

6. APPROVAL OF MINUTES

A. Planning Commission Minutes of January 19, 2016

A motion was made by Bonn, seconded by Webster, to approve the January 19, 2016, minutes. The motion carried 4-0-1 (Zopfi abstained).

7. PUBLIC COMMENTS

Chair Woods 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. SPECIAL BUSINESS

A. Met Council Update and Comprehensive Plan Update Introduction – District 2 Council Member Lona Schreiber & Local Planning Assistance Sector Representative Eric Wojchik

Abts explained the Metropolitan Council is the regional policy-making body, planning agency, and service provider for the Twin Cities region. The Council is also charged under state law with establishing regional growth policies, and long-range plans for transportation, aviation, water resources and regional parks. Met Council oversees decennial Comprehensive Planning updates, and the Council ensures requirements from state law are met in local Comp Plans. She invited Met Council Representatives to speak.

Council Member Lona Schreiber introduced herself to the Planning Commission. She explained this was her first time coming before this group. She discussed the long process that was involved in updating the Comprehensive Plan. She congratulated the City for having a great blend of housing and commercial properties.

Representative Eric Wojchik thanked the City for inviting him and Council Member Schreiber to attend the meeting. He provided a history on the Met Council and discussed the importance of regional planning which was made possible through the data gathered from the census. He reviewed the size of the Twin Cities metro area and described the core services of the Met Council. He commented on the work he does with cities to assist with the comprehensive planning process and provided comment on a grant his organization could provide to Osseo throughout the Comprehensive Plan updating process. It was his hope funds would be available for the City by May 2016.

Wojchik commented on the online interactive planning tool that could be used by City staff to complete Comprehensive Planning updates. He noted water as a resource was becoming a concern for the metro area. In addition, there were issues surrounding a change in the climate and how this impacted City infrastructure. Then, the elements that must be included in the Comprehensive Plan were reviewed. He indicated the Met Council would be holding training seminars, webinars, and other breakout sessions to assist City staff through the Comprehensive Planning process.

Wojchik provided a project overview on the Blue Line. He described the location of two stations in and around Osseo noting these two stations were within walking distance of City Hall. He reported much of the funding for the Blue Line would be coming from the federal government. He thanked the Commission for their time and asked if they had any comments or questions for him.

Woods asked if the Met Council had a list of subject matter experts available as a resource for City staff. Representative Wojchik discussed the relationship he had with Ms. Abts and believed he would be able to assist Ms. Abts with her questions or concerns, or would be able to connect her with another City.

Zopfi questioned if water would continue to be a big issue for the metro area. Representative Wojchik believed this to be the case. He described how land use and water were interconnected.

Woods inquired if the transient nature of people was taken into consideration within the Comprehensive Plan. Wojchik explained the American Community Survey assisted the Met Council in collecting data in between census years.

Harold Johnson, 12 Sixth Street NE, asked if federal allocations for train lines were going to go away as has been suggested by Senator Franken. Representative Wojchik explained if the Southwest goes, it would be more difficult for the Met Council to receive funding for Bottineau. It was his hope that federal funding would be supported in 2016.

Woods thanked Representative Wojchik for his thorough presentation.

10. OLD BUSINESS

11. NEW BUSINESS

A. “Zoning Decisions” Presentation - Staff

Abts discussed how city’s Comprehensive Plans relate to the month-to-month operations of the Planning Commission. She stated although the Commission may not directly consult the Comp Plan for every recommendation, the Plan does serve as the basis for the City’s Zoning Ordinance and its redevelopment activities. The presentation slides, originally prepared by the League of Minnesota Cities’ Land Use Attorney Jed Burkett, were adapted for the Planning Commission. She explained the relationship between Comprehensive Planning and the Land Use Applications (including CUPs, Variances, Site Plan Approvals) that serve as the “bread and butter” of Planning Commission operations.

Staff reviewed the presentation in detail and noted it provides guidance on the City’s level of discretion when establishing these documents and making decisions on Land Use Applications. She reported the City’s zoning regulations must align with the Comprehensive Plan. She described the importance of planning for the City and its future. She explained the League of Minnesota Cities provides a robust directory of information on city operations, all freely available through their website at www.lmc.org. She provided further information on the 60-day rule, condition use permits and variances. She commented on how the Comprehensive Plan serves as the underlying document for all Planning considerations.

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

Zopfi thanked staff for the thorough report on how zoning decisions are made.

Burke agreed and thanked staff for the informative presentations.

Bonn welcomed Zopfi to the Planning Commission.

Webster discussed the proposed digital billboard and questioned why the City did not receive more than one bid.

Woods reported the City received two bids for the digital billboard. Johnson explained this RFP differed from others the City had completed due to the fact it was an income generating item and not an expense.

Webster questioned why the revenue generated from the sign was reduced from \$1.5 million to \$800,000. Johnson reported this was due to the fact the sign was changed from two-sided to one-sided. Stelmach discussed the two bids the City received and believed the Council should have clarified this with the public at the last City Council meeting.

Abts noted the City received a substantial grant from Hennepin County to assist with the Comprehensive Planning process.

13. ADJOURNMENT

A motion was made by Webster, seconded by Burke, to adjourn the meeting at 7:22 pm. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.