

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
October 17, 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, October 17, 2016.

2. ROLL CALL

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

Absent: None.

Others present: Jeff Tobias, Harold E. Johnson, and 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 6-0.

4. APPROVAL OF MINUTES

A. Approve September 19, 2016, Minutes

A motion was made by Burke, seconded by Olkives, to approve the September 19, 2016, minutes. The motion carried 6-0.

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 – None

7. OLD BUSINESS

A. Comprehensive Plan Proposal

Abts stated City Staff has worked with WSB and Associates to revise their proposal for Comprehensive Planning services. Per the city's purchasing policy, Osseo does not need to comply with competitive bidding requirements when contracting for professional services; request for proposals are sufficient when two or more bids/quotes will be obtained in writing.

Staff indicated the City Council has recommended the following members be a part of the Comp Plan Steering Committee:

1 City Council Liaison
1 Planning Commission Liaison
1 EDA Liaison

2-4 Osseo Residents
2-4 Osseo Businesses
2-4 Student Representatives
8-15 members total

Abts noted applications for the Steering Committee are requested by November 9. The Steering Committee will review public feedback and lead the process of drafting the Comprehensive Plan. This steering committee will likely be active during the remainder of 2016 and through 2017. The Planning Commission can help to encourage residents, business representatives, and students to apply to serve.

Plzak questioned if the City has reached out to anyone at the school in order to find several civically minded students. Abts stated she would work with the City Administrator on this.

Olkives asked if more than one Planning Commissioner could serve on the Steering Committee. Abts reported the Council was advising that one member serve, and it was noted that others could apply to serve as residents or business representatives.

B. Sign Code Revision

Abts stated the Planning Commission should consider whether its members will be part of the group helping with the sign code update. The group's interest in orderly community development and attractive environments can help provide a different perspective than the economic development perspective provided by the EDA. The City Planner and City Attorney will also be involved in identifying and drafting changes to the Sign Code. Staff indicated the Planning Commission may choose to discuss the updates and select 1 or 2 members to help the group.

Plzak questioned if the sign code would be reviewed on October 31st. Abts reported staff would likely not hold a meeting on the 31st but would likely begin reviewing the sign code in November.

Olkives stated he was interested in serving on the Comp Plan Steering Committee or the Sign Code Committee.

Zopfi explained he would be willing to serve on the Sign Code Committee.

Webster reported he would also be willing to serve on the Sign Code Committee.

8. NEW BUSINESS

A. Lot Split/Combo for St. Paul's Lutheran Cemetery at 8603 Jefferson Highway

Abts reported the St. Paul's Lutheran cemetery has been in place for many decades. In early 2016, the adjacent property, located at 8603 Jefferson Highway, was surveyed. The survey showed that approximately thirty graves were located on the 8603 property, on land that does not belong to the cemetery.

Abts stated that to correct this issue, the owner of the manufacturing property is willing to donate the land with the graves to the Cemetery. St. Paul's Lutheran Church is taking care of the public processes that are necessary for land donation. To complete the donation, the manufacturing property will split a small portion of land from their boundaries.

Abts explained this land will then be added to the Cemetery parcels. There are currently three adjacent cemetery parcels in the area—2 in Osseo, and one across the border and in Maple Grove. The Maple Grove parcel does not belong to St. Paul's Lutheran Church. At the end of the combination, the two Osseo parcels and the donated portion of land will all be under the same ownership and will be combined into a single parcel. Land is on record in two formats, Abstract and Torrens, and there are characteristics of each property type that may affect the lot Combination.

Abts reported the City Attorney is currently reviewing the project and identifying an appropriate strategy for combining a Torrens property (the warehouse parcel, 8603 Jefferson Highway) with an abstract property (the cemetery). Hennepin County ultimately administers the lot combination process after receiving authorization from the City. The exact steps for the City to take in this process will be determined before the City Council reviews the application. Staff requested the Commission recommend the City Council approve the Lot Split and Combination at 8601, 8601 ½, and 8603 Jefferson Highway.

Plzak asked how many Resolutions were required for this request. Abts stated the Commission would be recommending the Council adopt two separate Resolutions.

Olkives questioned who was completing the maintenance on the southern portion of the cemetery in Maple Grove. Jeff Tobias explained this portion of land was maintained by a completely different entity and the property was known as Union Cemetery.

Zopfi supported the lot split and combination.

Plzak agreed stating the proposed Resolutions would correct the situation.

A motion was made by Plzak, seconded by Olkives, to recommend the City Council approve a Resolution Splitting the Lots at 8603 Jefferson Highway. The motion carried 6-0.

A motion was made by Plzak, seconded by Burke, to recommend the City Council approve a Resolution Combining the Lots at 8601 and 8601 ½ Jefferson Highway.

Olkives questioned if the cemetery properties (in Osseo and Maple Grove) could be combined. Abts discussed the difficulty of combining properties across jurisdictional boundaries. She recommended that the cemetery ownership remain as is.

The motion carried 6-0.

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

Olkives stated he reviewed the mySidewalk platform and asked how much of staff's time was being focused on this initiative. Abts explained she has been discussing this issue with WSB in order to decide what tasks would be completed by staff versus the consultant.

Abts reported she attended a Planning Association Conference in St. Cloud last month. She commented on the seminars she attended and noted the City had funds available for the Planning Commissioners to attend similar training.

Abts stated last week she conducted fall property inspections with Officer Kintzi.

Abts discussed the City's new sidewalk policy and noted letters would be sent to homeowners that needed to bring their sidewalk into compliance with the new policy. Homeowners would have until November to decide if they wanted to complete this work or have it completed by the City.

Abts reviewed a site plan document and discussed the Gateway Development in Brooklyn Park.

Webster thanked the High School for putting on a wonderful homecoming event.

10. ADJOURNMENT

A motion was made by Plzak, seconded by Burke, to adjourn the meeting at 6:32 pm. The motion carried 6-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.