

**OSSEO PLANNING COMMISSION MINUTES  
REGULAR MEETING  
August 15, 2016**

**4 A**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Woods at 6:00 pm., Monday, August 15, 2016.

2. OATH OF OFFICE

A. Planning Commission Member Michael Olkives

City Planner Nancy Abts administered the Oath of Office to newly-appointed Planning Commissioner Michael Olkives. A round of applause was offered by all in attendance.

3. ROLL CALL

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

Absent: None.

Others present: Breanne Rothstein, WSB & Associates; Harold E. Johnson; Larry Stelmach; City Planner Nancy Abts.

4. APPROVAL OF AGENDA

**A motion was made by Plzak, seconded by Webster, to approve the Agenda as presented. The motion carried 7-0.**

5. APPROVAL OF MINUTES

A. Approve June 20, 2016, Minutes

**A motion was made by Burke, seconded by Bonn, to approve the June 20, 2016, minutes. The motion carried 7-0.**

6. 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.

7. PUBLIC HEARINGS – None.

8. OLD BUSINESS – None.

9. NEW BUSINESS

A. Comprehensive Plan Update Proposal – WSB and Associates

Abts explained Comprehensive Plan—or Comp Plan—is a tool to set a community vision for the city's future. The plan will also establish goals related to land use, housing, roadways and sidewalks, the natural environment, utilities, economic development, and anything else

related to the built environment; and to develop a plan of action to make those goals a reality. It is the basis for city activities, especially activities related to land use planning and public investment.

Abts reported for communities within the Twin Cities metro area, Minnesota state law requires an update to the Comprehensive Plan every 10 years, and Osseo's plan must be completed by 2018. With the help of consulting planners, the City's staff and Planning Commission will be working on the city's Comp Plan update in 2016 and 2017. The checklist describes the minimum statutory requirements for Osseo's Comprehensive Plan, which are in place regardless of who manages the update. Required tables are highlighted in blue, and required maps are highlighted in yellow. Staff requested the Commission consider the proposal for comprehensive planning services.

Breann Rothstein, WSB and Associates, introduced herself to the Commission and provided further comment on the services WSB could provide the City to assist with the Comprehensive Plan. She explained how the Comprehensive Plan would be used by the City to assist with analyzing laws, making policies and setting business practices. It was noted the Met Council was the governing body for Comprehensive Plans. She described how the City could conduct public engagement throughout the Comprehensive Planning process. She reviewed a general schedule for the Comp Plan noting it would take approximately one year to complete.

Woods questioned how the City would be updated on the Comprehensive Plans progress. Ms. Rothstein stated a website could be created and monthly updates would be provided to the City.

Woods asked if the City would have a special steering committee to assist with the Comp Plan. Abts reported she would be discussing this with the Council at an upcoming meeting.

Ms. Rothstein discussed the Thrive MSP 2040 documents, noting that the Legislature requires the Met Council to update their regional policies every 10 years. She described the Thrive MSP 2040 regional policy plans in further detail noting they focused on water resources, parks, transportation and housing. She summarized the Osseo system statement and commented on the population forecasts. It was noted the job numbers were simply a guidance point. The preliminary planning issues that needed to be addressed were discussed with the Commission.

Woods asked if the Comp Plan required any inter-community planning. Ms. Rothstein explained this was not required, beyond a 6-month adjacent community review period before plans were submitted to the Met Council, but she highly recommended the City speak with the County and Maple Grove to discuss water.

Woods thanked Ms. Rothstein for her thorough presentation.

#### B. Temporary Health Care Dwelling Permit

Abts explained at their June 27, 2016 meeting, the Osseo City Council declined to opt-out of a state law that defines and regulates Temporary Health Care Dwellings. This bill created a

new process for local governments to issue permits for certain types of recreational vehicles and small housing structures as temporary dwellings. The resulting law takes effect September 1, 2016.

Abts stated any applicant that meets the state's requirements will be issued a permit, so no additional restrictions can be created by the City. However, the City can consider policies that would make it easier for temporary health care dwellings to be placed, including allowing them with reduced setbacks as an Interim Use or by developing an Accessory Dwelling Unit ordinance to allow additional "tiny houses"/ "granny flats" / "carriage houses" to have residents who don't require health care. Staff recommended the Commission consider the permit application materials and comment on ways to make them more clear or more complete.

Burke understood the Council would be the only agency reviewing these applications. She believed the question regarding if the temporary health care unit would impact adjacent properties should be removed.

Zopfi had concerns for neighboring property owners and how they would be impacted by a temporary health care unit.

Plzak questioned how the City would ensure the units were properly maintained and that grey water and sewer were being removed. Abts discussed the State Statute noting an agreement for water and sewer services has to be provided to the City. She believed that property maintenance codes for the City of Osseo would have to be reviewed in order to address this matter more closely. She understood that the water and sewer concerns for the temporary health care units were being raised statewide.

Plzak asked if text could be added to address this concern. Abts reported text could not be added as this was a State law. One option would be for the City to adopt their own Ordinance to address temporary health care dwelling units.

Burke recalled that the Planning Commission recommended the City opt-out of this legislation. She questioned why the Council opted to offer their support.

Webster recommended this matter be passed along to the City Council for their review and comment as they have the final say in this matter.

Councilmember Harold Johnson explained the City Council was divided on this issue as there was a 3-2 vote. He noted the three supporting Council members believed that by offering their support the City of Osseo would be a friendly community to those in need of temporary medical care. He estimated that only 10 properties in Osseo would be allowed to have a temporary health care unit. He noted the majority of the cities in the metro area have decided to opt out of this State legislation.

Webster thanked Councilmember Johnson for his comments.

Abts encouraged the Commission to forward any further questions or comments to her noting the City would be finalizing the application materials prior to September 1<sup>st</sup>. She

noted that temporary health care dwelling requests would have to be reviewed by the Council in 15 days or less.

Councilmember Larry Stelmach clarified he supported the temporary health care dwelling units due to the fact most of the City was already restricted by lot size. However, for those that had a proper sized lot, he wanted to see them be available to help an ailing family member.

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

A. Final Environmental Impact Statement for Metro Blue Line Extension available for Review at City Hall

Abts explained the final environmental impact statement for the Metro Blue Line Extension was available at City Hall for review. She noted these plans would have to be considered within the City's Comprehensive Plan.

Abts discussed the repair work that would occur on Central Avenue. The work would occur on Monday, August 22<sup>nd</sup> through Wednesday August 24<sup>th</sup>.

Abts provided an update on the property at 308 County Road 81. She noted there were two active permits for this site and work was being done. She explained the City's Building Inspector, Metro West Inspections, was keeping an eye on this property.

Abts indicated she would be attending the APA Conference at the end of September in St. Cloud, Minnesota. She noted Planning Commission members could also attend this event.

Webster believed the Planning Commission made an informed and intelligent decision regarding the temporary health care dwellings.

Olkives asked if the WSB proposal would be approved by the City Council. Abts reported this was the case.

11. ADJOURNMENT

**A motion was made by Olkives, seconded by Webster, to adjourn the meeting at 7:00 pm. The motion carried 7-0.**

Respectfully submitted,

Heidi Guenther  
*TimeSaver Off Site Secretarial, Inc.*