



Planning Commission

- 1. CALL TO ORDER**
- 2. OATH OF OFFICE FOR NEW PLANNING COMMISSION MEMBERS**
 - A. Planning Commission Member Juliana Hultstrom
- 3. ELECTION OF PLANNING COMMISSION OFFICERS**
- 4. ROLL CALL** (Quorum is 4)
- 5. APPROVAL OF AGENDA** (Unanimous additions required)
- 6. APPROVAL OF MINUTES** (Unanimous additions required)
 - A. Planning Commission Minutes of November 11, 2018
- 7. PUBLIC COMMENTS**
- 8. PUBLIC HEARINGS**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS**
 - A. Lot Combination Request for 701, 710, & 714 Broadway Street East
 - B. Review Position Description for Planning Commission
 - C. Discuss Comprehensive Plan Implementation
- 11. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
- 12. ADJOURNMENT**



Osseo Planning Commission Meeting Item

Agenda Item: Election of Planning Commission Officers

Meeting Date: March 18, 2019

Prepared by: Nancy Smebak Abts, City Planner

Policy Consideration:

Officers for the Osseo Planning Commission are elected annually, per Osseo Code §33.38(A). The Commission shall elect a Chairperson and a Vice Chairperson from among its members.

The 2018 Osseo Planning Commission Officers were as follows:

Chairperson: Barb Plzak

Vice Chairperson: Alden Webster

Recommendation/Action Requested:

Staff recommends the Planning Commission make a motion to elect a Chairperson and Vice Chairperson for 2019.

**OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
November 19, 2018**

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Plzak at 6:00 pm, Monday, November 19, 2018.

2. ROLL CALL

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

Absent: Commission members Deanna Burke and Neil Lynch

Others present: City Administrator Riley Grams, Harold E. Johnson, and Larry Stelmach

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

A. Approve October 15, 2018, Minutes

A motion was made by Olkives, seconded by Bonn, to approve the October 15, 2018, minutes. The motion carried 5-0.

5. 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.

6. PUBLIC HEARINGS

A. Consider Conditional Use Permit for a Bus Company at 8603 Jefferson Highway

Grams stated Pride Transportation Bus Services operates school busses. They serve several charter schools and Head Start programs in the Twin Cities metro. The company would like to open a new center of operations in Osseo, to be nearer to their homes and some of the schools they serve. (Depending on contracts in the east metro, they may keep their current St. Paul location in addition to Osseo. Or, they may consolidate to only use the Osseo location.)

Grams explained the subject property is located on Jefferson Highway. A multi-tenant light industrial building, owned and leased by Wiley Properties, is located to the north. The properties to the west and south are located in the City of Maple Grove. The previously-mentioned cemetery is located to the east. Following the 2016 lot split, the 8603 Jefferson Highway property no longer has direct access to the highway. The business plans to access the site via the property to the south. (This property is actually in the City of Maple Grove.)

To ensure access into the future, the Conditional Use Permit proposes a Cross Access Easement be prepared with the property to the south.

Grams reported the provided site plan does show the business making use of some property located in Maple Grove. (The Maple Grove-Osseo border is located approximately at the south end of the longest of the 3 buildings.) However, all the necessary parking and other site improvements can be accommodated on the Osseo portion of the property. Additionally, Maple Grove's Community Development and Engineering staff have reviewed the proposal. They did not note any concerns about the business. Staff provided additional comment regarding the request and recommended approval with conditions.

Muhammed Ali, the applicant, explained this would be his family's second bus yard. He noted he serviced Noble Academy and Nompeng Academy. He reported his company has been in operation since 2000 and reported he currently had 32 vehicles, which included 22 school busses and 10 vans or smaller vehicles.

Plzak asked how many full-time employees Mr. Ali had. Mr. Ali reported he had 32 full-time employees and noted 22 would be operating out of Osseo.

Plzak questioned how the applicant would store 40 vehicles on the Osseo property. Mr. Ali reported 40 was his former goal but noted this number has been reduced to 32.

Bonn inquired if the fuel tank would be above ground. Mr. Ali stated this was the case.

Olkives asked if this property had access to Jefferson Highway. Mr. Ali indicated he would have access to Jefferson Highway. Plzak commented this access point was addressed in the CUP pending City approval.

Olkives expressed concern with the fact the application had not been signed. Grams recommended the Commission approve the request pending receipt of an application form signed by the current property owner.

Olkives questioned if the applicant had any concerns with the staff recommendation and conditions for approval. Mr. Ali stated all items meet his approval.

Bonn commented she drove through the property and understood one of the current tenant companies was a landscaping company doing some yard work. She asked if this area would be cleaned up. Mr. Ali stated this was the case.

Webster inquired if all of the busses would be leaving from the Osseo site at the same time. Mr. Ali reported 80% of the busses would be leaving around 5:30 a.m. and would return sometime between 9:00 a.m. and 10:00 a.m. He indicated others would not return until 6:00 p.m. after the afternoon drop offs.

A motion was made by Bonn, seconded by Webster, to open the Public Hearing. The motion carried 5-0.

Bob Drag, owner of Deneb Four LLC, explained he owns the property just south of the subject property's driveway. He expressed concern with how an above ground gas tank would impact the adjacent wells. He questioned how busses would be turning out of the driveway and out onto Jefferson Highway. He encouraged the City to study this. He commented on the accidents that have occurred along Jefferson Highway and feared how the additional busses and vans would impact traffic safety. He expressed concern with how the school busses and vans would backup traffic given the number of railroad crossings in this area of Osseo. He stated while he was pro-business, he was of the opinion this was not the best location for a bus depot.

Tom Bennis, 8600 Jefferson Highway, commented on his business operation in Osseo and noted he has a tremendous amount of contractor and subcontractor traffic throughout the day. He expressed concern with how the additional bus and van traffic would slow traffic surrounding his business due to the railroad crossings.

Mike Wiley, Wiley Properties, stated he owned the property to the north of the subject property. He offered his support to the proposed CUP and was pleased this property would be cleaned up. He explained he had some concerns regarding traffic but he anticipated this would resolve itself over time.

Hudson Brothen, Cushman Wakefield, stated as of January his client will own the three buildings on the subject property, along with the two properties to the south in Maple Grove.

Bonn questioned when the Bus Company would be moving into this facility. Mr. Brothen stated the Bus Company would like to do this in the first quarter of 2019.

Larry Stelmach, 417 Fourth Avenue NE, asked if a turn to go south could be made out of the subject property. Mr. Ali indicated a bus may cross the center line in order to make a turn to the south. Grams reported surrounding properties have large trucks and semis making deliveries to their property and would have to complete the same turning movement onto Jefferson Highway.

Mr. Drag commented adding more busses and vans to Jefferson Highway will not help traffic in this area of Osseo.

Bonn requested further information regarding the cross-access easement with the property to the south, located in the City of Maple Grove. Mr. Brothen explained he was working with the property owner to complete the cross-access easement for the subject property.

Bonn recommended the property owner consider making a wider driveway for the subject property. Mr. Brothen indicated he could not widen the driveway to the north given the close proximity of the cemetery. He stated he could investigate the curb cut to the south to see if this was a possibility.

A motion was made by Webster, seconded by Bonn, to close the public hearing at 6:37 p.m. The motion carried 5-0.

A motion was made by Olkives, seconded by Corbett, to approve the Conditional Use Permit for a Bus Company at 8603 Jefferson Highway pending receipt of an application form signed by the current property owner to the City Council, subject to the thirteen (13) conditions listed below.

- 1) Employee parking. In accordance with the documentation provided as part of the CUP application, at least 30 clearly marked employee parking spaces shall be provided at all times (Osseo City Code Chapter 153 Appendix B). The number of required parking spots may be updated in accordance with a revised Site Plan approved by and on file with the City. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.**
- 2) Bus parking. Bus parking spaces shall likewise be clearly marked and indicated as bus parking. Bus parking shall be distinct from employee parking. No parking or idling of vehicles is allowed outside of clearly marked parking spaces.**
- 3) Vehicle Storage. Any inoperable or unlicensed vehicle awaiting repairs for longer than 12 hours must be stored inside an enclosed space or properly screened from public view;**
- 4) Test Drives. Vehicles undergoing repair or maintenance at the property may not be driven through residential districts.**
- 5) Indoor Operations. All vehicle repair, washing, and maintenance shall take place indoors.**
- 6) Access to Jefferson Highway. The Applicant shall record a Declaration of Cross Access Easement with the property to the south to preserve access to the bus storage site from Jefferson Highway. The Applicant shall provide a copy of the recorded document to the City.**
- 7) Applicable Provisions. This permit is subject to the requirements of the City's ordinances and the Applicant is required to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and to obtain such other permits and permissions as may be required. Local and state regulations and ordinances shall include but are not limited to the following:**
 - a) No auto wrecking, junk, or salvage shall be stored anywhere on the property without a Conditional Use Permit or amendment approving this use (Osseo City Code § 153.059). This includes keeping unlicensed or inoperable motor vehicles or the remains thereof for dismantling, sale of parts, or sale as scrap;**
 - b) No auto sales, service, or repairs are to be offered to the public without a Conditional Use Permit or amendment approving the use of the property as a public garage.**
 - c) Any waste tires must be stored inside an enclosed space or properly screened from public view (Osseo City Code § 153.054) and protected from the elements so as not to provide habitat to rodents or insects (Osseo City Code § 93.18);**
 - d) Any trash enclosure must be screened from public view (Osseo City Code § 153.057);**

- e) **Modifications to the building and site shall be in accordance with Osseo City Code and the approved site and building plan on file with the City (Osseo City Code § 153.153);**
- f) **Signage relating to the use shall adhere to Osseo City Code § 153.090 - § 153.098;**
- g) **If the facility generates any hazardous waste as defined by Hennepin County or the State of Minnesota, the facility shall at all times meet all requirements imposed by Hennepin County or the State of Minnesota;**
- h) **Unguarded vehicles and machinery shall not be so situated on private property so as to pose a nuisance (Osseo City Code § 93.18 (N)).**
- i) **No dirt or sediment may be tracked on to public rights of way as a result of operations (Osseo City Code § 93.18 (T)).**
- 8) **Open to Inspection. During any hours at which the business is open, the business shall be open to any State or County official and to any City official or police officer for inspection to determine compliance with the stated conditions of approval.**
- 9) **Recording Requirement. The City of Osseo will memorialize the conditional use permit by adopting a resolution that the applicant will record in the office of the County Registrar of Titles within 60 days of its adoption by the City.**
- 10) **No Waiver. Failure by the City to take action with respect to any violation of any condition, covenant, or term of this permit shall not be deemed to be a waiver of such condition, covenant, or term or any subsequent violation of the same or any other condition, covenant, or term.**
- 11) **Revocation. The violation of any terms or conditions of this permit including, but not limited to, any applicable federal, state, or local laws, rules, regulations, and ordinances, may result in revocation of the permit. The Applicant shall be given written notice of any violation and reasonable time, as determined by the City, to cure the violation before a revocation of the permit may occur.**
- 12) **Binding Effect. This permit and its conditions are binding on the Owner and Applicant, their successors and assigns, and shall run with the Property, and shall not in any way be affected by the subsequent sale, lease, or other change from current ownership, until the permit is terminated or revoked as provided herein. The obligations of the Applicant under this permit shall also be the obligations of the current and any subsequent owners of the Property.**
- 13) **Acceptance of Conditions. Utilization of the Property for any of the uses allowed by this permit shall automatically be deemed acceptance of, and agreement to, the terms and conditions of the permit without qualification, reservation, or exception.**

Olkives stated he was concerned about putting additional traffic onto Jefferson Highway in this area of Osseo. He understood the concerns that were voiced this evening, but noted he would be supporting the new business.

Webster questioned if this matter should be tabled to allow the Commission to learn more about traffic and the driveways coming onto Jefferson Highway. Grams stated he was uncertain of the approval deadline and encouraged the Commission to take action on this item.

The motion carried 4-1 (Webster opposed).

7. OLD BUSINESS

A. Update on Comprehensive Plan Process – Erin Perdu, WSB & Associates

Grams stated comments from the Three Rivers Park District and Watershed Management Organizations, as well as preliminary feedback from the Metropolitan Council, were received. These comments are reflected in some relatively small changes to the draft plan. A link to the revised draft plan is available at www.discoverosseo.com/comp-plan. Comments received on the draft plan at the Public Hearing suggested the value of undergoing additional types of planning exercises. These suggestions can be pursued in the years following the Comprehensive Plan adoption.

Grams reported strategic or scenario planning may be a helpful exercise for the City Council to undertake in the decade between Comprehensive Plan updates. The City Council is currently preparing for a strategic planning session early in 2019. It was noted the City is now ready to proceed with a formal submission to the Metropolitan Council, in advance of the December 31 deadline. The Met Council will have up to 120 days to formally review the plan. Following a recommendation from the Council's Community Development Committee, the plan will be presented for formal approval by the entire Metropolitan Council. Once the plan is approved by the Metropolitan Council, it will also need to be officially adopted by the City of Osseo.

Erin Perdu, WSB & Associates, provided the Commission with an update on the Comprehensive Plan. She commented on the feedback received from the Met Council, Three Rivers, and Watershed Management Organization, and discussed the next steps for this document. She recapped the Community Engagement efforts the City pursued over the past two years.

Olkives asked if the Local Surface Water Management Plan (LSWMP) has to be reviewed by the Met Council. Ms. Perdu reported Osseo's LSWMP has been updated and will be reviewed by the Met Council.

A motion was made by Olkives, seconded by Webster, to recommend the City Council approve the revised draft of the Comprehensive Plan Update as presented. The motion carried 5-0.

8. NEW BUSINESS – None

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

Grams thanked the Commission for their patience tonight while he filled in for City Planner Abts. He then thanked the Commissioners for their service to the City.

Webster asked when the Commission would meet next.

Plzak explained the next Commission meeting was yet to be determined.

Plzak wished everyone a Happy Thanksgiving.

10. ADJOURNMENT

A motion was made by Webster, seconded by Corbett, to adjourn the meeting at 6:55 pm. The motion carried 5-0.

Respectfully submitted,

Heidi Guenther
TimeSaver Off Site Secretarial, Inc.



Osseo Planning Commission Meeting Item

Agenda Item: Lot Combination for St. Paul's Lutheran Church

Meeting Date: March 18, 2019

Prepared by: Nancy Abts, City Planner

Attachments: Application
Property maps
Historic aerials
Draft resolution

Policy Consideration:

St. Paul's Lutheran Church requests a lot combination for their three tax parcels.

Background:

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 non-conforming use. (As a nonprofit entity, St. Paul's Lutheran Church does not pay property taxes.)

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 (see attached historic aerials).

Requirements

Lot standards for the R1-One- and Two-Family Residential Zone are as follows:

Zoning District	Lot Size Minimum (s.f)	Lot Width Minimum (feet)	Setbacks ^f					Max. Impervious Surface(%)
			Front Yard (Feet)	Corner Side Yard (Feet)	Side Interior (Feet)	Rear Yard (Feet)	Accessory Side/Rear Yard (Feet) (Alley)	
R1								
1-family	8,250	50	25	25	15	5	5	50
2-family	10,000	50	25	25	15	5	5	50

The property will exceed lot size and setback requirements once the lot combination is completed.

Previous Action or Discussion:

The Planning Commission has not previously considered this matter.

Budget or Other Considerations:

The city's attorneys at Kennedy-Graven report that the three tax parcels comprising this property are all combined in a single legal description on a single certificate of title. Given this, they recommend approval of the 'combination' of the tax parcels as well.

The lot combination will result in a modest cost savings on the church's annual Stormwater Utility charges (~\$20/year).

City Goals Met By This Action:

- Foster and promote economic development in the City

Options:

The Planning Commission may choose to:

1. Recommend the City Council approve the Lot Combination;
2. Recommend the City Council approve the Lot Combination with noted changes/as amended;
3. Recommend the City Council deny the Lot Combination;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the Planning Commission choose option 1) Recommend the City Council approve the Lot Combination.

Next Step:

The City Council will review the application at a subsequent meeting.



**Application For:
Lot Split/Combination Permit**

415 Central Avenue, Osseo, MN 55369
Phone 763.425.2624
Fax 763.425.1111

Property Information:

Site address(es): 701, 710, & 714 Broadway Street East

Property identification number(s) 18-119-21-31-0003, 18-119-21-31-0002, & 18-119-21-31-0001

Zoning classification: R-1 Check one: X Lot combo
Lot split

Total area of subject property (in sq ft) currently: 82,185 sq ft, 96, 513 sq ft, & 23,251 sq ft

Total area of subject property (in sq ft) after combo/split: 201,848 sq ft

Size of parcel #1 (in sq ft): 82,185 sq ft Size of parcel #2 (in sq ft): 96, 513 sq ft

Size of parcel #3 (in sq ft): 23,251 sq ft

Variance required? Check one: Yes X No

Applicant Information:

Name: Jeffrey R. Aalbers Daytime phone: 952-700-4087

Address: 710 E Broadway St Email Address: jeff.aa/bers@gmail.com
Osseo MN 55369

Applicant agrees to reimburse the City of all legal and/or engineering costs incurred by the City and pay any additional water and/or sewer assessments that may be due pending a check of City records.

Signature: Jeffrey R. Aalbers, President Date: 1/19/19

Property Owner Information:

Name: St Pauls Lutheran Church Daytime phone: 763-425-2238
Address: 710 E. Broadway St Email Address: office@stpaulsosseco.org
Osseo MN 55369

Signature: Jeff R. Oller, President - Church Council Date: 1/19/19

The City of Osseo requires that the Property Owner sign and date all land use applications. Applications will not be accepted unless the Property Owner has signed the application.

Any email address provided may be considered public data pursuant to data practices law and the City will comply with all applicable laws if the information is subject to a data request.

For City use only:

Receipt number: n/a Date received: 2/13/19 (\$500 Application Fee)-waived

Any other fees? n/a Received by: NSAbts

Notice to press date: n/a Press publication date: n/a

Scheduled Planning Commission date: 3/18/19

Scheduled City Council date: 4/8/19



Hennepin County Property Map

Date: 3/8/2019



PARCEL ID: 1811921310001

OWNER NAME: St Paul Luth Ch

PARCEL ADDRESS: 714 Broadway St E, Osseo MN 55369

PARCEL AREA: 0.53 acres, 23,251 sq ft

A-T-B: Torrens

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2017, PAYABLE 2018

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2018, PAYABLE 2019

PROPERTY TYPE: Commercial-preferred

HOMESTEAD: Non-homestead

MARKET VALUE: \$0

Comments:

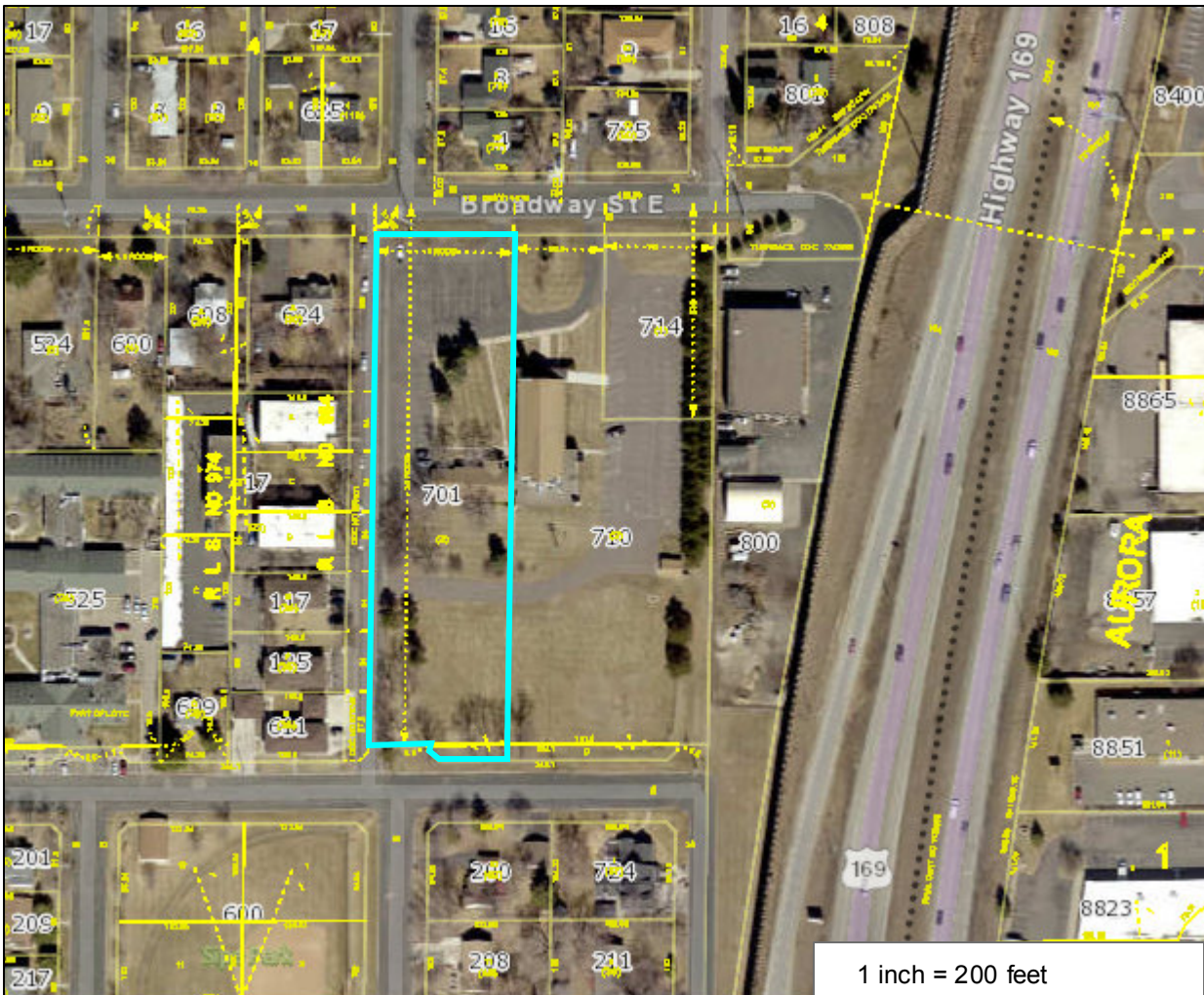
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COUNTY 2019



Hennepin County Property Map

Date: 3/8/2019



PARCEL ID: 1811921310003

OWNER NAME: St Paul Luth Ch

PARCEL ADDRESS: 701 Broadway St E, Osseo MN 55369

PARCEL AREA: 1.89 acres, 82,185 sq ft

A-T-B: Torrens

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2017, PAYABLE 2018

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2018, PAYABLE 2019

PROPERTY TYPE: Commercial-preferred

HOMESTEAD: Non-homestead

MARKET VALUE: \$0

Comments:

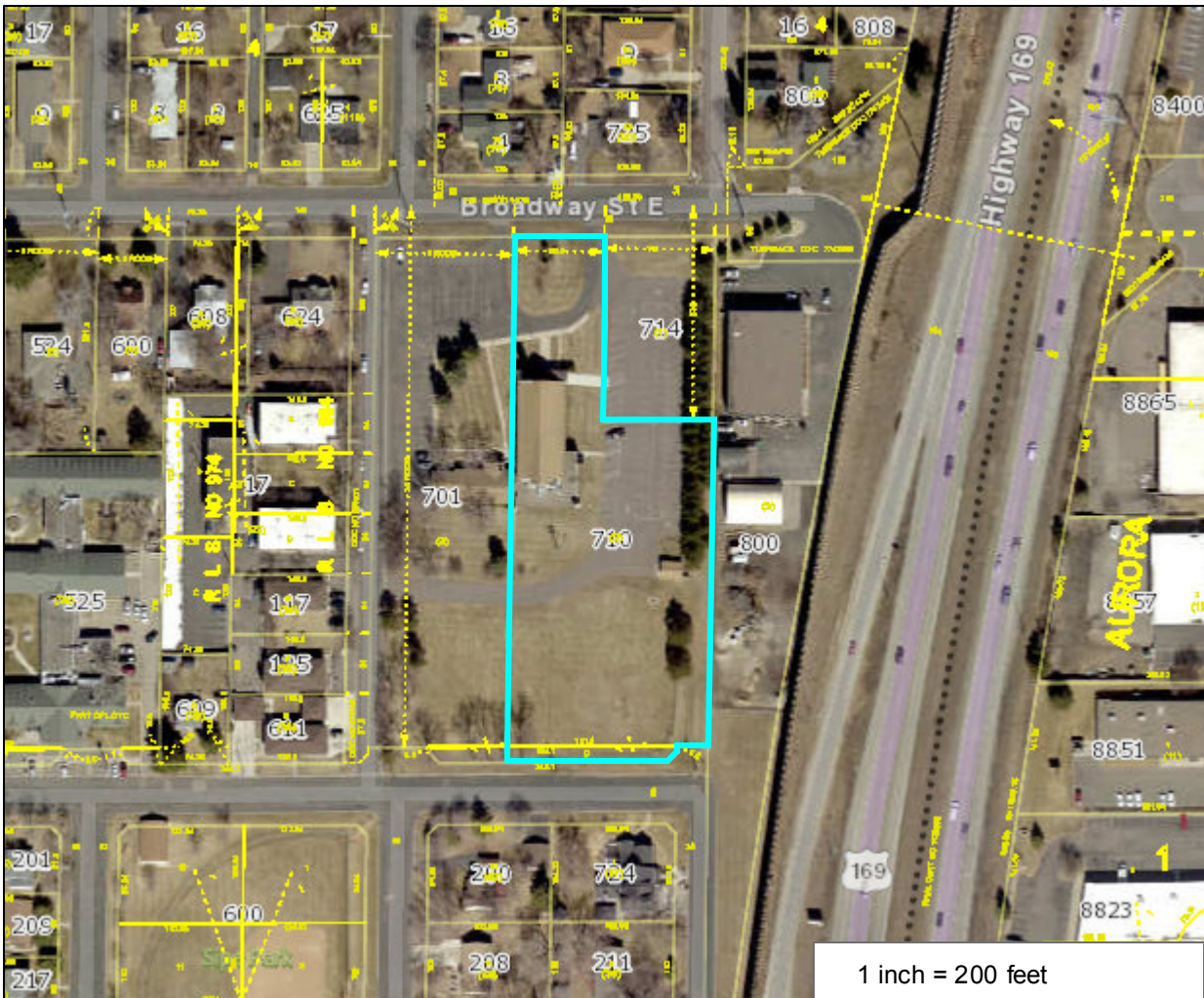
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Hennepin County Property Map

Date: 3/8/2019



PARCEL ID: 1811921310002

OWNER NAME: St Paul Luth Ch

PARCEL ADDRESS: 710 Broadway St E, Osseo MN 55369

PARCEL AREA: 2.22 acres, 96,513 sq ft

A-T-B: Torrens

SALE PRICE:

SALE DATA:

SALE CODE:

ASSESSED 2017, PAYABLE 2018

PROPERTY TYPE: Commercial-Preferred

HOMESTEAD: Non-Homestead

MARKET VALUE: \$0

TAX TOTAL: \$0.00

ASSESSED 2018, PAYABLE 2019

PROPERTY TYPE: Commercial-preferred

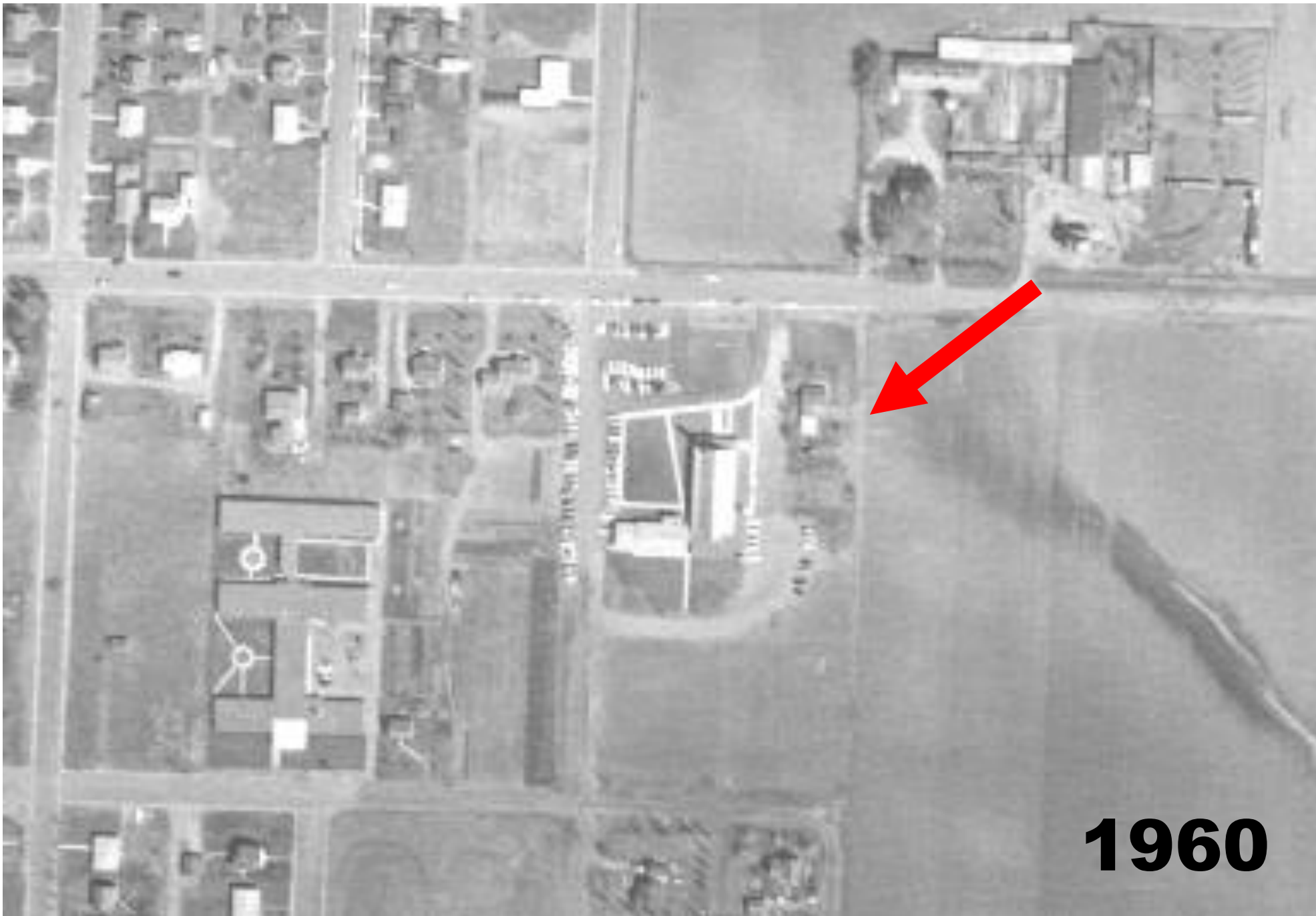
HOMESTEAD: Non-homestead

MARKET VALUE: \$0

Comments:

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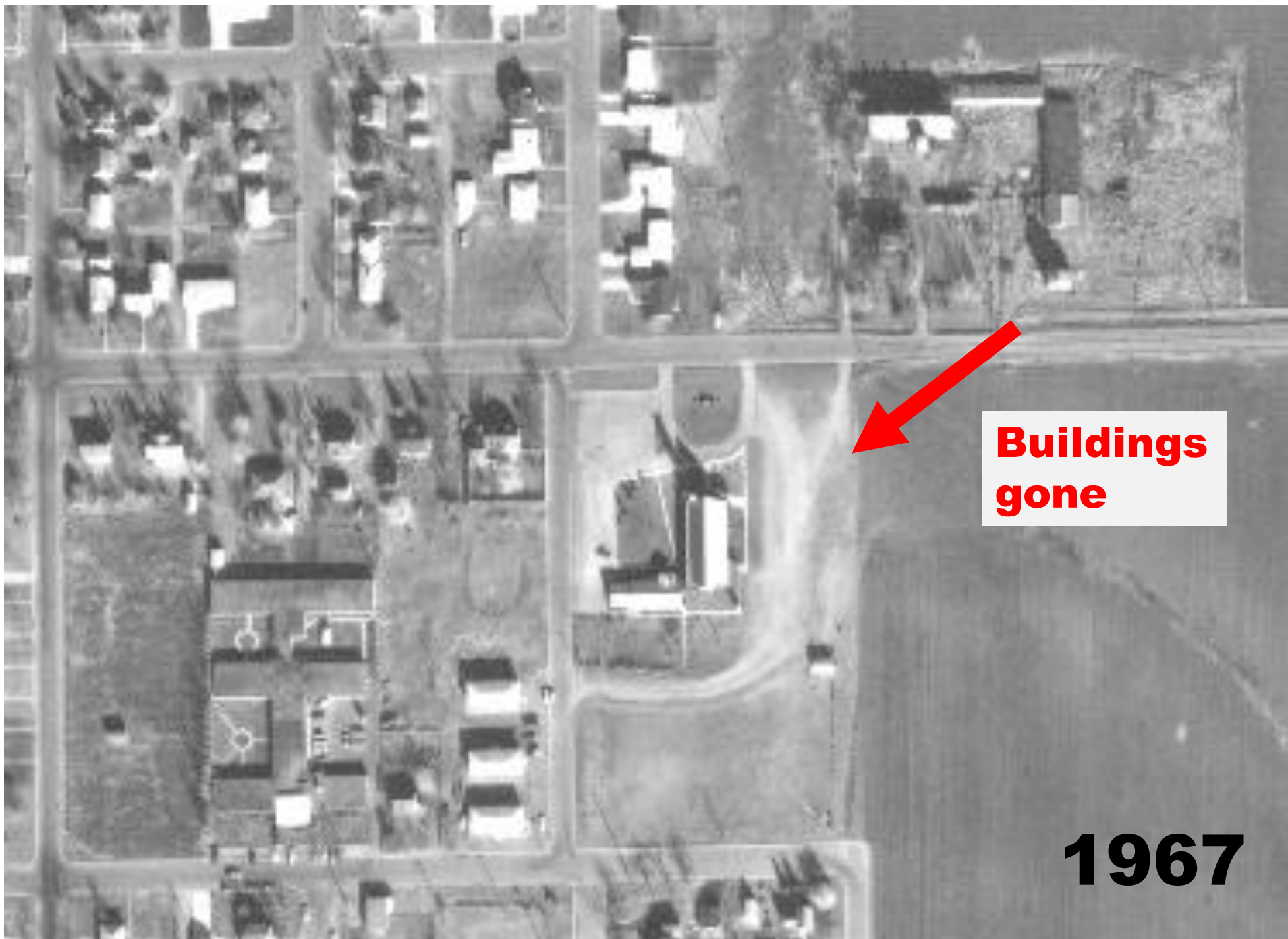
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COUNTY 2019



1960



1962



**Buildings
gone**

1967

CITY OF OSSEO
Resolution No. 2019-xx

**RESOLUTION APPROVING APPLICATION OF ST. PAUL'S LUTHERAN CHURCH,
FOR LOT COMBINATION OF REAL PROPERTY IN THE CITY OF OSSEO,
COUNTY OF HENNEPIN, STATE OF MINNESOTA**

IT IS HEREBY RESOLVED by the City Council of the City of Osseo:

WHEREAS, ST. PAUL'S LUTHERAN CHURCH, is the owner of certain land being real property located in Osseo, Hennepin County, Minnesota, legally described as:

The East 363 feet of the North 577.5 of the Northeast Quarter of the Southwest Quarter of Section 18, Township 119, Range 21, Hennepin County, Minnesota.

And

Lot D, "Sipe's Addition", Hennepin County, Minnesota; and

WHEREAS, the parcels referenced above are adjoining tax parcels with PID 18-119-21-31-0003 and 18-119-21-31-0002 sharing a boundary line, and PID 18-119-21-31-0002 and PID 18-119-21-31-0001 sharing boundary lines; and

WHEREAS, ST. PAUL'S LUTHERAN CHURCH has made application for a lot combination of the parcels referenced above; and

WHEREAS, the Planning Commission of the City of Osseo has, after considering the matter on March 18, 2019, recommended approval of the application for lot combination; and

WHEREAS, the City Council of the City of Osseo finds that the requested lot combination is in the best interest of the City of Osseo and its residents and will provide benefit to the City of Osseo and its residents by allowing more orderly organization of the tax parcels referenced.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Osseo does find that the application for lot combination of the properties situated in Hennepin County, Minnesota and described above is in the best interest of the City and its residents and furthers the general plan of redevelopment and economic development for the City of Osseo and does approve the lot combination.

BE IT FURTHER RESOLVED that the City Council of the City of Osseo does further authorize and direct its Mayor and City Clerk to prepare, execute, and deliver all documents necessary for the lot combination described above to be filed with the Office of the Hennepin County Recorder, Hennepin County, Minnesota.



Osseo Planning Commission Meeting Item

Agenda Item: Review Position Description for Planning Commission

Meeting Date: March 18, 2019

Prepared by: Nancy Abts, AICP, City Planner

Attachments: City Code Excerpts
Draft Position Description

Policy Consideration:

The City is considering creating Position Descriptions for members on its Boards and Commissions, to aid with recruitment.

Background:

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.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement

Adapt to changing demographics of the community

Develop team work among the City's leadership team

Recommendation/Action Requested:

Staff requests the Planning Commission review the draft Position Description and discuss possible changes.

PLANNING COMMISSION

§ 33.36 MEMBERSHIP.

(A) (1) The Planning Commission shall consist of seven members appointed from the resident population and business owners of the city to be appointed by the Council. Not fewer than 75% of the Planning Commission members shall be residents of the city.

(2) The Council may select one member of the Commission from among its own members. Other persons may serve in an ex-officio capacity as the Council may in its discretion deem appropriate.

(B) The appointees shall be appointed to serve staggered terms of three years, except as noted below, commencing on the first day of January in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. Absence from any three meetings in a year, unless excused in advance by the Chairperson, constitutes a vacancy. In the event of any vacancy, the Chairperson of the Commission shall notify the Council promptly of any vacancies and the Council shall appoint a person to complete the unexpired term of the original appointment.

(C) A quorum shall be four members of the Commission.

(D) Each of the seven regular Planning Commission members shall have equal voting privileges.

(E) Any member may be removed by majority vote of the Council for just cause, but that member shall be entitled to a public hearing before the vote is taken.

§ 33.39 FUNCTIONS, POWERS, AND DUTIES.

(A) The Planning Commission is an advisory board to the Council.

(B) The functions, powers, and duties of the Commission shall be, in general:

(1) To acquire and maintain in current form basic information and background data as is necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;

(2) To prepare and keep current a Comprehensive Plan for meeting present requirements and future needs as may be foreseen;

(3) To establish principles and policies for guiding action affecting development and redevelopment in the city and its environs;

(4) To prepare and recommend to the Council ordinances, regulations, and other proposals promoting orderly development and redevelopment along lines indicated as desirable by the Comprehensive Plan;

(5) To determine whether specific proposed developments and redevelopments conform to the principles and requirements for the Comprehensive Plan and ordinances;

(6) To keep the Council and general public informed and advised as to all planning and development and redevelopment matters;

(7) To conduct public hearings as may be required to gather information necessary for the drafting, establishment, and maintenance of the Comprehensive Plan and ordinances and regulations related to it, and to establish public committees for the purpose of collecting and compiling information necessary for the Plan, or for the purpose of promoting the accomplishment of the Plan in whole or in part; and

(8) To perform other duties which may be lawfully assigned to it, or which may have bearing on the preparation or accomplishment of the Plan.



City of Osseo

415 Central Avenue
Osseo, MN 55369-1195

P 763.425.2624 F 763.425.1111

Position Title:	Planning Commission Member
Length of Term:	3 years (members serve staggered terms)
Appointed by:	Majority vote of the City Council
Compensation:	Per diem for meetings attended, paid annually
Meeting schedule:	3 rd Monday of the month at 6 pm, as needed. If Monday is a holiday, the meeting is moved to Tuesday.

General Definition of Work:

The Planning Commission offers an opportunity to actively participate in planning for Osseo's future, to learn many aspects of regulations governing development, and assume an active role in regulation changes involving zoning and subdivision activities. The Planning Commission is an advisory commission to the City Council. It is responsible for preparing and maintaining the City's Comprehensive Plan. The Planning Commission reviews amendments to the Comprehensive Plan and ensures the city's actions are in accordance with the plan. The Commission is responsible for making recommendations to the City Council involving development projects and zoning issues, including but not limited to zoning amendments, re-zonings, variances from requirements in the Zoning Ordinance, Conditional Use Permits (for uses that may or may not be appropriate with relation to their surroundings), purchase and sale of City properties, and other matters. The Commission holds public hearings on these matters as needed.

Membership:

The Planning Commission is comprised of seven members, including Osseo residents or business owners. At least 6 of the 7 members must be Osseo residents. The Planning Commission is supported by the Osseo City Planner and the city's planning, engineering, and legal consultants as assigned.

Essential Functions:

- Review applications for land use approvals for consistency with the City's plans, ordinances, and policies. Be familiar with the City's plans, ordinances, programs, policies, and operations
- Attend board meetings and appropriate committee meetings. Review agenda and supporting documents prior to meetings
- Strictly adhere to conflict of interest policies
- Strictly adhere to Open Meeting Law and the Minnesota Government Data Practices Act

Additional Duties:

- May attend conferences or training sessions to keep up-to-date on trends and issues in Planning and Community Development or to better understand the role of a Planning Commissioner
- May conduct field trips, either as a Commission or individually as Commissioners, to view properties or land uses being considered by the Commission
- May attend other meetings, such as City Council meetings, as deemed necessary

Knowledge, Skills and Abilities:

There are no minimum skills and abilities that an applicant must have to be appointed as a Planning Commissioner, however, the following list has been identified as those skills and abilities that make a quality Planning Commissioner:

- Attention to detail
- Patience
- Ability to think in abstract terms
- Open mindedness and willingness to listen and learn
- Willingness to contribute and speak in a public forum
- Ability to make decisions based on the best interests of the community, rather than the interests of the applicant, or other special-interest groups
- Ability to read drawings, blueprints, and architectural plans

Osseo has an interest in providing a diverse membership on the Planning Commission. Commission members with any combination of the following skills and experiences are desirable:

- Background in land use planning, engineering, or construction
 - Background of community involvement
 - Experience with business ownership
 - Interest in neighborhood and community issues
 - Interest in historical preservation
 - Interest in natural resource preservation
 - Knowledge of real estate acquisition, development, and/or law
 - Willingness and ability to commit to requirements of position.
-

Time Demands:

- Review meeting information in advance of monthly Commission meetings. Meeting packets are distributed on the Thursday preceding a meeting.
 - Attend and actively participate in monthly Commission meetings (typically 1 hour in length, on the 3rd Monday of the month, or Tuesday if Monday is a holiday) unless excused by the Chairperson. Meetings are cancelled when there is no business to discuss.
 - Attend and actively participate in ad hoc subcommittee meetings and related work (typically 1-2 hours per meeting & 2-3 meetings per year, depending on the breadth of topics discussed).
-

Special Requirements:

Commission members should maintain a means for public contact—either a public email address or phone number. Communications on behalf of the City are subject to Minnesota Data Practices Law.

Meeting information is distributed electronically via email and web access. Printed materials can be available for members without internet access.

Working Conditions:

This position primarily conducts business indoors (98%) completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants, and the public. This position requires a lengthy attention span and involves intermittently sitting (96%), walking (2%), and standing (2%).

Last Updated: March 2019



Osseo Planning Commission Meeting Item

Agenda Item: Discuss Comprehensive Plan Implementation

Meeting Date: March 18, 2019

Prepared by: Nancy Abts, AICP, City Planner

Attachments: Implementation Matrix (bound, hard copies will be provided at the meeting)
Suggested Zoning Code Updates (excerpt from the Comprehensive Plan)
List of topical resources

Policy Consideration:

Once the Comprehensive Plan is fully approved, the City will work to implement it. (Before the plan is fully approved, it must be reviewed by the Metropolitan Council. Then it can be adopted by the City Council.) Planning Commissions typically take the lead on matters relating to the Comprehensive Plan.

Previous Action or Discussion:

The City Council approved submitting the Comprehensive Plan to the Metropolitan Council on [November 26](#).

Previously, the Planning Commission received an update on the comprehensive plan process, including comments from adjacent and affected jurisdictions, on [November 19](#).

Previously, at their [November 20, 2017](#), meeting, the Planning Commission held a public hearing on the Comprehensive Plan. Following the public hearing, the Commission recommended approving the draft plan. The City Council then reviewed the draft plan on [February 12](#), 2018. Then, the plan was distributed to adjacent and affected jurisdictions for a 6-month comment period.

Background:

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.

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.

Budget or Other Considerations:

The 2019 Planning budget includes \$4,000 (of the \$7,000 that was requested by staff) for “Other Professional Services” for consultants to assist with Comprehensive Plan implementation. This may require Staff and the Planning Commission to take on more of the work for these tasks.

City Goals Met By This Action:

- Develop and implement the Comprehensive Plan Update
- Update the City Code
- Foster and promote economic development in the City
- Plan and provide for safe and quality housing options

Recommendation/Action Requested:

Staff requests the Planning Commission discuss priorities for implementing the Comprehensive Plan and identify items for future Planning Commission meetings.

Comp Plan Action Summary

This document contains a summary of all action items from the City’s 2040 Comprehensive Plan. We’ve organized the actions by chapter or topic, per the legend below. There is also a space for comments after each, so that you can take notes while reviewing these for sequencing and budget purposes. We hope that you find this useful as you forge ahead with the work of bringing your Comprehensive Plan to life.

Thank you for Letting WSB be part of this important planning process for the City.

Sincerely,
Your WSB Team

Category Legend

Land Use
Housing
Transportation
Parks & Community Facilities
Sanitary Sewer
Water Supply
Surface Water



City of Osseo
2040 Comprehensive Plan
Recommendations Summary



Table 10-1: Land Use Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
1	Review City Code and policy for opportunities to promote parking approaches in higher-density residential developments that optimize the development potential of the site and maximizes the use of public and shared parking while minimizing negative impacts to the surrounding residential area.	City staff; Planning Commission and City Council	Short-term	General fund, Public/Private Partnerships, Congestion Mitigation Air Quality grant, Special Service District	
2	Encourage redevelopment that brings more residents and activity to downtown through higher residential densities and increased lot coverages.	Planning & community development staff; Economic Development Authority	Short-term	General fund, TIF, grants for brownfield redevelopment and tax base revitalization	
3	Maintain the quality and function of Osseo’s limited open space areas through continuous attention to maintenance and effective programming and amenities that benefit the community.	Parks & Recreation Committee; City staff	Short-term	General Fund	
4	Promote and support reinvestment in the City’s older housing stock through program referrals and continuation code enforcement program to enhance the long-term desirability and livability of the community’s older residential neighborhoods.	City staff and contractors	Long-term / ongoing	General fund, rental licensing fees	
5	Apply zoning and economic development incentives to create a unified highway commercial district on Bottineau Boulevard (County Road 81) that is designed to attract highway travelers as well as meet the community’s needs for larger scale retail and service uses.	Community development staff; Planning Commission and City Council; Economic Development Authority; partnership with private business owners and developers	Long-term	EDA, TIF, General Fund	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
6	Apply economic development incentives and external funding opportunities to retain and redevelop light industrial land uses as a vital component of the community's economy, tax base and jobs base.	Community development staff; Planning Commission and City Council; Economic Development Authority	Medium-term	State, County, and Metropolitan Council grants; MN DEED, city tax incentive tools, EDA	
7	Create a downtown area that provides a healthy and compatible mix of uses, including retail services, institutional, residential, office, and open space.	Community development staff; Planning Commission and City Council; Economic Development Authority	Long-term / ongoing	General Fund, TIF	
8	Promote and support the provision of sufficient affordable housing options within the community.	City staff; developers; non-profit organizations	Long-term	Grant funding, MHFA support, County HRA, tax increment and other financing options	
9	Promote the development of a wide range of new housing types that meet the community's lifecycle housing needs.	City staff; developers	Long-term	Grant funding, MHFA support, County HRA, tax increment and other financing options	
10	Encourage connectivity between commercial business districts and residential areas to encourage walkability and business patronage.	Community development staff; Planning Commission and City Council; partnership with private business owners and developers	Long-term	General fund, Assessment Policy, DNR local trail fund	
11	To support a diverse variety of retail options and to promote public health, consider limiting the number of fast food and drive-through food retailers, tobacco retailers, and businesses with licensed liquor sales. The City may also specifically seek to attract businesses with a health-promotion focus when completing economic development projects.	Community development staff; Planning Commission and City Council; partnership with private business owners and developers	Long-term	General fund, SHIP or other community health grants	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
12	Work to bring Osseo’s Zoning Code into accord with land use guidance by evaluating and implementing the site and zone-specific items in the “Suggested Zoning Code Updates” section of this Chapter.	Planning and Community development staff; Planning Commission and City Council	Medium-Term	General Fund; other funding sources as identified in the matrix	

Table 10-2: Housing Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
13	Use the Affordable Housing Tools Matrix in this Plan as a guide in matching affordable or life-cycle housing initiatives with implementable actions.	Planning and Community development staff; Planning Commission and City Council	Medium-Term	General Fund; other funding sources as identified in the matrix	
14	Evaluate the feasibility of allowing Accessory Dwelling Units (ADUs) on the existing properties in Osseo and consider whether an ordinance amendment allowing this use would be appropriate	Community development staff; Planning Commission	Short-term	General Fund	
15	Evaluate current setbacks and dimensional standards to determine their effect on constructing and maintaining housing	Community development staff; Planning Commission	Medium-term	General Fund	
16	Guard against a substantial loss of existing affordable housing through a high level of City involvement in new development proposals, and by enforcing property management of existing rental housing to keep it from falling into disrepair and running the risk of eventual closure.	Community development staff; Planning Commission	Long-term / ongoing	General Fund	
17	Identify and support funding programs to financially assist affordable housing redevelopment projects, both at the City level and in collaboration with other jurisdictions. (Use the Affordable Housing Tools Matrix as a starting point).	Community development staff;	Short-term	General Fund; other funding sources as identified in the matrix	
18	Support affordable housing by considering reductions to the minimum off-street parking quantity requirements to reflect alternative travel and parking strategies, such as on-street parking, shared parking, public parking facilities, and public transit access.	Community development staff; Planning Commission; City Council	Short-term	General Fund	
19	Identify and implement ordinances that would allow for easier expansion and upgrading of existing houses.	Community development staff; Planning Commission; City Council	Short-term	General Fund	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
20	Seek out and support reinvestment funding programs, both local and in collaboration with other jurisdictions, that assist homeowners with maintaining and updating older houses through loans and grants. (Use the Affordable Housing Tools Matrix as a starting point).	Community development staff; Planning Commission; City Council	Short-term	General Fund; other funding sources as identified in the matrix	
21	Continue to support housing inspection and maintenance programs that enforce standards and policies intended to maintain rental and owner-occupied housing.	City staff and contractors	Long-term / ongoing	General Fund, Licensing programs	
22	Consider the redesign of downtown edge streets as “complete streets” with green amenities and provisions for bicycles and pedestrians to provide an attractive buffer between the downtown mixed-use district and the traditional Osseo residential neighborhood.	City staff; Planning Commission; EDA; City Council	Medium-term	General Fund, County Aid to Municipalities (CAM) funds, grants to fund transportation safety and active living improvements	
23	Apply zoning regulation to protect residential areas from encroachment by industrial or commercial uses or any other uses that generate traffic volumes that are incompatible with residential neighborhoods.	Community development staff; Planning Commission; City Council	Medium-term	General Fund	
24	Support housing redevelopment projects that contribute to providing housing for a wide range of household types, including larger families, younger families, older residents, and single-person households, both ownership and rental.	Community development staff; Planning Commission; City Council	Long-term	General Fund, TIF, Hennepin County and Metropolitan Council grant opportunities	
25	Consider adopting a local Fair Housing Policy	Community development staff; Planning Commission; City Council	Short-term	General Fund	
26	Encourage enclosed parking that is incorporated into the residential building rather than a separate parking structure.	Community development staff; Planning Commission; City Council	Medium-term	General Fund	
27	In higher-density residential developments, promote innovative storm water management techniques such as permeable pavers and raingardens in surface parking lots.	City staff; Planning Commission; City Council; WMOs	Long-term	General Fund	

Table 10-3: Transportation Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
28	Traffic control within the city limits (especially on residential streets) is important. The City should continue to monitor problematic areas and consider mitigating/traffic control measures when appropriate	City police and public works staff	Short-term	General fund	
29	Monitor for potential future safety and traffic operations needs at the new Decatur Drive intersection (CSAH 30/93 rd Ave N & Decatur Drive)	Cities of Osseo and Brooklyn Park staff; Hennepin County; Brooklyn Park	Short-term	General fund; use CIP to budget priority monitoring areas	
30	Work with Hennepin County to explore opportunities for roadway and intersection improvements to the CSAH 81 roadway segment within Osseo. Coordinate with Hennepin County and the City of Brooklyn Park on the planned CSAH 81 roadway upgrades to the south	City staff; Hennepin County	Short-term	General Fund	
31	Discuss with Hennepin County and the cities of Brooklyn Park and Maple Grove the potential “turn back” of CSAH 30/93 rd Avenue and any proposed timeframes	City staff; Hennepin County; Cities of Brooklyn Park and Maple Grove	Medium-term	General fund	
32	Evaluate solutions to improve intersection safety and traffic operations at this school crossings at Revere Avenue and Pilgrim Lane	City of Osseo; Hennepin County; Maple Grove; Osseo School District	Short-term	General Fund, Safe Routes to School funding; Many infrastructure improvements likely funded by County or Maple Grove	
33	Maintain and enhance safe pedestrian access to Boerboom Veterans Park as the park expands and the downtown area densifies	City staff;	Short-term	General Fund; Park dedication fund	
34	Establish street and streetscape design standards, which can be implemented over time, but particularly as streets are reconstructed as part of upgrades to public infrastructure (sewer, water, storm water). Standards should encompass appropriate pavement width, bike lanes, sidewalks, street	City staff	Medium-term	General fund, Pavement Management fund	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
	trees, signage, trash cans, newspaper dispensers, lighting, benches, etc.				
35	<p>Monitor for potential future safety and traffic operations needs at the following intersections:</p> <ul style="list-style-type: none"> • 4th Street SE & CSAH 81 • 3rd Street SE/ 4th Avenue SE & CSAH 81 • 2nd Street SE/ 2nd Avenue SE & CSAH 81 • Central Avenue/ Jefferson Highway & CSAH 81 • Broadway Street & CSAH 81 • 1st Street NW/ 1st Avenue NW & CSAH 81 <p>Work with Hennepin County to explore opportunities for intersection and frontage road improvements that enhance traffic operations, safety, and bicyclist/pedestrian connectivity</p>	Hennepin County in collaboration with City of Osseo	Medium-term	General Fund	
36	Evaluate solutions to enhance access to Broadway Street West and the businesses located along Broadway Street south of CSAH 81.	City staff	Medium-term	General Fund, County	
37	Explore opportunities for 1st Avenue NW and 1st Avenue NE to serve as supporting parallel roadways supporting to Central Avenue and Downtown Osseo. Provide streetscaping elements that enhance bicyclist and pedestrian activity and connectivity to Central Avenue	City staff; City Council	Medium-term	General fund, grant funding; funds, County Aid to Municipalities (CAM) funds, Sidewalk Improvement District	
38	Promote opportunities to complete the multiuse trail gaps along CSAH 30 and CSAH 81 that are critical for continuity, safety, and access to destinations both within and beyond the city	Community development, public works, & engineering staff; Hennepin County	Medium-term	DNR Local Trail Program, Hennepin County grants	
39	Promote the importance of safe and accessible bicycle/pedestrian connections to the planned Blue Line LRT Extension and station locations. Coordinate these improvements with Hennepin County and the City of Brooklyn Park	Community development, public works, & engineering staff; Hennepin County; City of Brooklyn Park; Metro Transit	Medium-term	TOD funding, other grant opportunities	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
40	Work with transit providers to establish feeder transit bus service from Osseo and surrounding communities to the Blue Line LRT Extension and station locations	Metro Transit; Maple Grove Transit; City staff	Medium-term	General Fund	
41	Through land redevelopment and roadway reconstruction projects, explore opportunities to complete gaps in the city’s sidewalk system. Provide a sidewalk on at least one side of the road in conjunction with all future roadway construction projects	City staff;	Medium to Long Term	Private development funding, grants (example: LCDA), TIF, Sidewalk Improvement District, Assessment Policy	
42	Provide access to the local street system (including collector and local roadways) in a manner that balances the need to safely and efficiently operate the street system with the need for convenient access to property	City of Osseo; Hennepin County	Long-term	Pavement management fund, Assessment Policy	
43	Utilize innovative storm water retention techniques in the construction of new sidewalks, trails, and reconstructed local streets	City Council (through regulatory and incentive means); WMOs	Long-term	Grant funding, private development funding, assessments, stormwater fund	
44	Coordinate with BNSF Railway and local freight operators to support the continued operation of the BNSF Railway. Explore opportunities to improve railroad crossing safety, access to businesses, and economic development opportunities.	City staff; BNSF Railway; Osseo EDA	Long-term	General fund	

Table 10-4: Parks and Community Facilities Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
45	Recognize that the recreational and environmental values that can be provided by parks and open spaces are not confined to traditional “parks”, and extend to the management of land in City and County right-of-way.	City of Osseo, Hennepin County; Three Rivers Park District	Short-term	General fund, Park Dedication fund, Sidewalk Improvement District	
46	Develop a policy encouraging the City to refrain from practices and policies that negative affect pollinators—such as using chemical treatments – at City facilities, and encourage others to do the same.	City staff; City Council	Short-term	General Fund	
47	Work with Hennepin County to explore options for innovative local programming at the County’s branch library in Osseo.	City staff; City Council	Short-term	General Fund, Hennepin County Library funding, Friends of the Library organizations	
48	Identify strategies for funding the necessary improvements for the gateway area and connections to Osseo’s existing streets, sidewalks, and trails.	City staff; City Council	Short-term	General Fund, Park Dedication fund, Sidewalk Improvement District	
49	Prioritize the use of recycled materials in public facility construction.	City staff; City Council	Short, medium and long-term	General Fund, Construction bonds	
50	Incorporate environmental sustainability into public facilities that follow design guidelines, such as those laid out in the Minnesota Sustainable Design Guide, the United States Green Building Council’s Leadership and Excellence in Environmental Design Guide, and others.	City staff; City Council	Short, medium and long-term	General Fund, Construction bonds	
51	Promote and support including all-ages-and-abilities design and facilities in the community’s parks, open spaces, and plazas.	Parks and Recreation Committee; City Council	Short and Medium-term	General Fund, Park Dedication fund, grants	
52	Coordinate with the school district on planning and developing shared community and school district recreational facilities when possible.	City staff; Parks and Recreation Committee; City Council; Osseo Area Schools	Short and Medium-term	General Fund	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
53	Evaluate the quality and effectiveness of the current City Hall campus facilities to prepare for necessary long-range upgrades.	City staff; City Council	Medium-term	General Fund	
54	Develop & implement policies to provide all residents safe access to and opportunities for safe activities in Osseo's parks. This includes continuing to enforce the community's tobacco free policies for parks and all public facilities.	City staff; Parks and Recreation Committee; City Council	Medium-term	General Fund	
55	Develop a parks, trails, and open system plan that identifies key elements of the city's public realm (e.g., schools, parks, downtown, and city gateways), their existing and future features, and needed street and trail improvements for connecting these amenities.	City staff; Parks and Recreation Committee; City Council; consultants	Medium-term	General fund, Grants	
56	Encourage the siting, arrangement, and character of new buildings at key district or community gateways to be designed with a higher level of amenities and attention to the principle of establishing a gateway to Osseo and its downtown district.	Community Development staff; Planning Commission; City Council	Medium-term	General Fund, TIF, Livable Communities Demonstration Account grants	
57	Incorporate bike and pedestrian and fully-accessible amenities in parks, open spaces, and plazas, including paths, bike racks, benches, tables, lighting, building canopies, street furniture, etc.	City staff; Parks and Recreation Committee; City Council; consultants	Medium and long-term	CIP, Livable Communities Demonstration Account; grants	
58	Maintain and expand sufficient municipal services to meet the needs of a growing and redeveloping community, including ongoing assessment of the Public Safety Departments' facilities.	City Council	Long-term	General Fund	
59	Ensure effective coordination among all levels of government providing services within the community.	City of Osseo, Hennepin County, MnDOT, Three Rivers Park District, Met Council, surrounding jurisdictions	Long-term	General Fund	
60	Explore opportunities to partner with other jurisdictions to provide municipal services when it would maximize the quality, convenience, and efficiency of the services.	City of Osseo & surrounding jurisdictions	Long-term	General Fund	

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
61	As part of redevelopment projects, encourage the creation of additional public or publicly-accessible parks, open spaces, and plazas in key locations within the community.	Community development staff; City Council; developers	Long-term	General Fund, TIF, Park Dedication fund	
62	Expand and improve the sidewalk system as part of street reconstruction and redevelopment projects, including widening of sidewalks and boulevards on higher traffic and downtown streets, and the provision of accessibility enhancements for residents and visitors of all ages and abilities.	City staff; City Council	Long-term	General Fund, assessments; Sidewalk Improvement District	
63	Partner with the Metropolitan Council, Hennepin County, Three Rivers Park District, and adjacent communities to implement the eventual extension of the Crystal Lake Regional Trail along Bottineau Boulevard.	City of Osseo, Hennepin County, Metropolitan Council, Three Rivers	Long-term	Met Council, Hennepin County, Three Rivers, grants	
64	Plan for a Complete Streets system that connects schools, parks, downtown, and proposed city gateways and provides a unique amenity and identity for the community.	City staff; City Council	Long-term	General Fund, assessments, Pavement Management Fund, Sidewalk Improvement District	
65	Maintain and expand the civic institutions and facilities located downtown to regularly bring people to this area, and to contribute to Osseo's traditional downtown character.	City Council	Long-term	General Fund	
66	Identify ways to coordinate redevelopment of the gateway areas with future redesign and reconstruction of County Road 81 and regional trails.	City of Osseo, Hennepin County	Long-term	General Fund	
67	Incorporate technologies and products into public facilities that reduce or minimize energy consumption.	City staff; City Council	Long-term	General Fund	
68	Incorporate the use of natural light in public facilities for the health and psychological well-being of occupants.	City staff; City Council	Long-term	General Fund	
69	Incorporate the use of storm water reduction methods, including rain gardens, swales, and permeable pavement where appropriate.	City of Osseo, Hennepin County, WMOs, developers	Long-term	Stormwater Fund, grants	
70	Encourage landscaping that utilizes native plant selection, high-efficiency irrigation technology, rainwater harvesting, and other systems that reduce water consumption.	City of Osseo, Hennepin County, developers	Long-term	General Fund	

Table 10-5: Sanitary Sewer Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
71	Review existing sanitary sewer system with the City Engineer. The parts of the system, if any, that will require repair, replacement, or upsizing will be identified and finalized by the end of 2017.	City staff; City Council	Short-term	Sewer Fund	
72	Attach Sewer Capital Improvement Plan as an appendix to this comprehensive plan upon conclusion of the City Engineer's sanitary sewer study.	City staff	Short-term	Sewer Fund	
73	Continue televising sanitary sewer system in conjunction with City's annual street and utility improvement projects.	City staff; City Council	Short, Medium and Long-term	Sewer Fund	
74	Proactively identify sources of Inflow and Infiltration. Continue the practice of reviewing flows with consulting engineers in order to develop improvement plans.	City public works and engineering staff; City Council	Short, Medium and Long-term	Sewer Fund	

Table 10-6: Water Supply Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
75	Continue to monitor the existing water supply system and perform maintenance and make improvements as necessary to watermain.	City of Osseo (in coordination with Maple Grove)	Short, Medium and Long-term	Water Fund	
76	Monitor the redevelopment of the former Osseo Elementary School site for water supply capacity issues and fire flow needs.	City of Osseo (in coordination with developer)	Long-term	Water Fund	

Table 10-7: Surface Water Implementation Matrix

	Comprehensive Plan Action or Strategy	Who	When	How (\$)	Comments
77	<p>Incorporate the following BMPs from Osseo’s stormwater management plan into a more comprehensive 5-year CIP that addresses surface water quality:</p> <ol style="list-style-type: none">1. Control of urban non-point pollution2. Control of erosion, pollution and sedimentation through site planning principles,3. Stormwater management practices to control water quality	City staff	Short-term	General Fund	
78	<p>Promote multisite ponding at every opportunity, including:</p> <ol style="list-style-type: none">1. Evaluate multisite potential of all on-site facility proposals.2. Continue to review and update the ponding/water quality opportunity map as new opportunities develop.3. Develop policies to coordinate development of multisite facilities, including provisions for assessing and collecting financial contributions from benefitting properties.	City of Osseo	Medium-term	Stormwater Fund	

Zoning and the Comprehensive Plan

Under Minnesota State Statute, a city’s zoning ordinance should “carry out the policies and goals of the land use plan” (MN Statute 462.357 Subd. 2). The Metropolitan Council requires that official controls, such as zoning, “must not be in conflict” with the comprehensive plan or its subsequent updates. As such, all cities that update their land use plans must then follow up with necessary revisions to the zoning ordinance to bring zoning controls into alignment with the goals and policies of the adopted comprehensive plan.

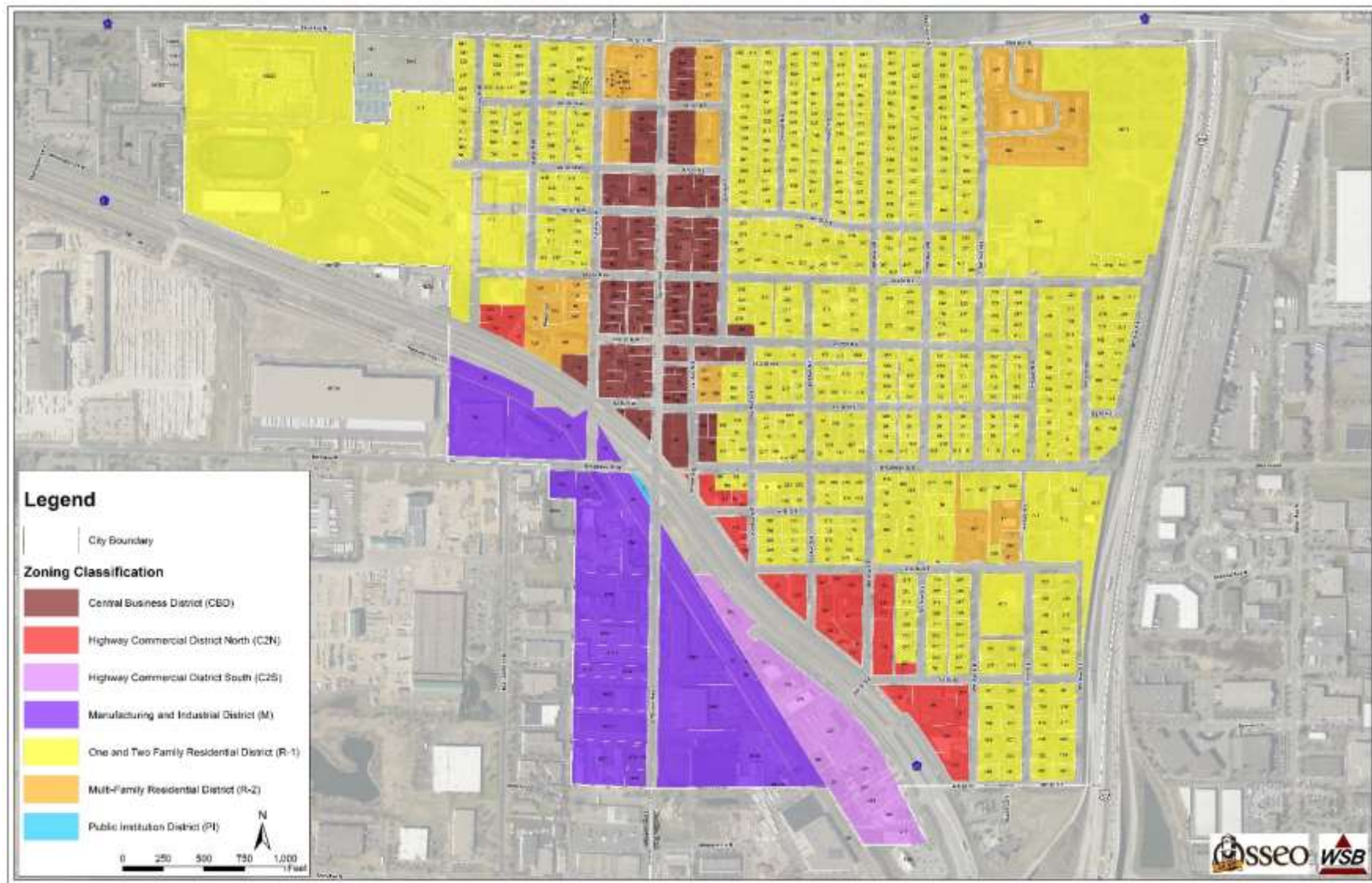
Osseo’s current zoning map and zoning category descriptions are included here, followed by a discussion of the anticipated zoning and Code updates that may be necessary to bring the City’s zoning code into harmony with the comprehensive plan.

TABLE 10-8 CURRENT ZONING DISTRICTS IN OSSEO

Zoning District	Description	Dimensional Standards
<i>Public institution district, PI</i> <u>Corresponding Land Use:</u> Institutional	Provide for public buildings, facilities, and land areas which are owned, controlled, regulated, used or proposed to be used by the city for the purposes of serving the residents and the community members of the city. <u>Permitted uses:</u> Municipal buildings and structures, Public parks, Off-street parking, Outdoor storage of equipment, Historical sites	N/A
<i>One- and two-family residential district, R-1</i> <u>Corresponding Land Use:</u> Detached Residential, Attached Residential	Recognizes fully or partially developed one- and two-family residential areas including supporting public and semi-public facilities; protects the desired low intensity living environment from encroachment by conflicting land use. <u>Permitted uses:</u> One- and two-family detached dwellings, Home occupations, licensed day care	Building Height: 25 ft Minimum lot size: 8,250 – 10,000 sq ft Max impervious surface: 50%

<p><i>High-density residential district, R-2</i></p> <p><u>Corresponding Land Use:</u> Attached Residential, Stacked Residential, Edge Mixed Use</p>	<p>Recognize the demand for apartment, condominium, and multiple-family dwellings; provides for these apartments upon fairly sizable tracts of land, thereby allowing increased design flexibility and a more compatible development pattern; permits these apartments at densities high enough to allow high quality development yet low enough to provide a desirable living environment for residents.</p>	<p>Building Height: 25-65 ft</p> <p>Minimum lot size: 21,780 sq ft</p> <p>Max impervious surface: 50%</p>
<p><i>Central business district, CBD</i></p> <p><u>Corresponding Land Use:</u> Core Mixed Use, Edge Mixed Use, Stacked Residential,</p>	<p>The intent of this district is to accommodate central business type uses that include joint-use parking areas and business uses primarily oriented to the walking public.</p> <p><u>Permitted Uses:</u> Commercial and retail establishments, personal and professional services, repair services, office space, apartments above street level</p>	<p>Building Height: 35 ft</p> <p>Minimum lot size: 7,200 sq ft</p> <p>Max impervious surface: 100%</p>
<p><i>Highway commercial district, C-2</i></p> <p><u>Corresponding Land Use:</u> Bottineau Boulevard Commercial, Office, Light Industrial</p>	<p>The intent of this district is to accommodate service type business uses primarily oriented to the driving public with needed parking facilities provided on site by the owner.</p> <p><u>Permitted Uses:</u> Commercial establishments, uses allowed in CBD, auto accessory</p>	<p>Building Height: 35 ft</p> <p>Minimum lot size: 15,000 sq ft</p> <p>Max impervious surface: 60%</p>
<p><i>Manufacturing and industrial district, M</i></p> <p><u>Corresponding Land Use:</u> Office, Light Industrial</p>	<p>The intent of this district is to provide land in proximity to major thoroughfares for the development of certain manufacturing and industrial activities that will strengthen the local employment opportunity and tax base in the city.</p> <p><u>Permitted Uses:</u> Uses allowed in C-2, Fabricating, manufacturing, production, processing, and storage of material goods and products, Motor freight terminals; research; electrical</p>	<p>Building Height: 40 ft</p> <p>Minimum lot size: 20,000 sq ft</p> <p>Max impervious surface: N/A</p>

FIGURE 10-2: OSSEO ZONING MAP (LAST UPDATED OCTOBER 2017)



Suggested Zoning Code Updates

Osseo's 2040 Land Use plan update will require some attention to the current zoning map and zoning ordinance, in order to make the City's zoning consistent with land use guidance. The following are identified as areas or inconsistencies that may require closer examination and eventual zoning updates in order to match the intent of the land use plan. This list of updates is also identified in the implementation matrix, under the Land Use section.

Site and Zone specific updates to be completed in the 9-month statutory period following Comprehensive Plan adoption

- The City will consider developing a new zoning district or overlay that better addresses and implements Mixed Use guidance and applying that zoning district to properties guided Mixed Use. Properties that might be considered under this district include:
 - The 100 block of Broadway St E is currently zoned C-2 and R-1. The land use guidance calls for Edge Mixed Use. Appropriate rezoning might consist of R-2, CBD, or some combination thereof, or a new district or overlay.
 - A portion of the 200 block of 2nd St SE that is currently zoned C-2 Highway Commercial is guided for Edge Mixed Use. Appropriate rezoning might consist of R-2, CBD, or some combination thereof, or a new district or overlay.
 - Residential areas west of 1st Avenue NW. Much of this area has been re-guided for Mixed Use or Attached Residential housing, but is currently zoned R-1. Appropriate rezoning might consist of R-2, CBD, or some combination thereof.
- Evaluate whether the Attached Residential use is supported by current zoning districts. Properties that might be considered under this guidance include:
 - Former elementary school site. Currently guided R-1 (One and two-family residential), this site could be re-zoned to reflect the higher intensity expectation of the Stacked Residential land use district. R-2 is the most likely option for rezoning.
 - The undeveloped area south of St. Paul's church. This area is guided for Attached Residential, but zoned R-1. Consider R-2 zoning to allow for attached housing.

General Zoning Code updates

The table below outlines the general zoning code evaluations and/or updates that may be considered as a direct result of the goals and intentions of this Plan. The table includes a rationale for each suggested zoning code action and a prospective timeline for action.

TABLE 10-9 SUGGESTED GENERAL ZONING CODE UPDATES, INCLUDING TIMELINE FOR ACTION

<u>Possible Zoning Code Action</u>	<u>Rationale</u>	<u>Prospective Timeline/Sequence</u>
Expand the Subdivision Ordinance	With at least one larger tract of developable land guided for higher-intensity residential uses, the City should consider reviewing and expanding its subdivision ordinance to facilitate the process and stated outcomes of a subdivision and/or PUD development.	This will occur prior to the redevelopment timeline for Site A identified in the Land Use Plan, and ideally within the next 5 years.
Evaluate the city's current Planned Unit Development (PUD) requirements	Following the adoption of this Plan, the City's current PUD requirements should be reviewed for their ability to achieve the desired outcomes identified in the Land Use Plan, particularly with respect to opportunity sites C and F identified in the Land Use Chapter.	This should occur prior to the 2030 redevelopment timeline for Sites C and F Identified in the Land Use Plan, and ideally within the next 5 years.
Evaluate existing dimensional requirements	Evaluation of the maximum height, minimum lot size and impervious area requirements, and setbacks for all zoning districts is needed to make certain that these requirements support the intent and densities of the land use guidance.	This should occur contemporaneously with evaluation of the Subdivision Ordinance, and ideally within the next 5 years.
Evaluate landscaping and buffer requirements	Evaluation of the city's landscaping and buffer requirements is needed to determine their ability to support quality open spaces and park-like amenities. Review the city's building material regulations to ensure they produce the desired effects discussed in the Land Use chapter.	This should occur contemporaneously with evaluation of the city's PUD requirements, and ideally within the next 5 years.
Evaluate parking requirements	Review of the minimum parking requirements established by the City Code and their effect on the desired land use patterns established in the plan is needed. Consider adding further incentives for privately-owned joint parking facilities to help achieve development patterns described in the plan.	This should occur contemporaneously with evaluation of the city's PUD requirements, and ideally within the next 5 years.

Possible Zoning Code Action	Rationale	Prospective Timeline/Sequence
Consider incentives for public amenities	Consideration should be given to establishing zoning incentives for provision of open space, sidewalks and trails, and park-like amenities, especially as part of high-density developments and in Gateway areas.	This should occur contemporaneously with evaluation of the city's PUD requirements, and ideally within the next 5 years.
Review dimensional standards for Public Institutional District	Consideration should be given to establishing dimensional standards for the city's Public Institution District to ensure properties are consistent with their surrounding land uses and land use guidance	This should be completed in the 9-month statutory period following Comprehensive Plan adoption.
Review Home Occupation requirements	Review of the city's Home Occupations requirements is needed to ensure they reflect current work styles and desired environments while preserving the city's traditional residential environments.	This should be completed in the 9-month statutory period following Comprehensive Plan adoption.
Allow solar energy systems	The City may explore allowances for rooftop solar energy systems in the Zoning Ordinance as a means of offsetting energy production costs through local alternative energy sources.	This should occur contemporaneously with evaluation of the Subdivision Ordinance, and ideally within the next 5 years.
Accessory Dwelling Unit (ADU) feasibility study	Evaluation of the feasibility of allowing Accessory Dwelling Units (ADUs) on the existing properties in Osseo is needed. Following a feasibility analysis, the City will consider whether an ordinance amendment allowing this use would be appropriate.	This should occur contemporaneously with evaluation of the Subdivision Ordinance, and ideally within the next 5 years.
General clerical updates	Perform general clerical updates to the zoning ordinance—for example, update references to Minnesota State Statutes and other sections of the city code and clarify definitions as needed.	This should be completed in the 9-month statutory period following Comprehensive Plan adoption.

Parking resources

The City has applied for funding from Hennepin County to update a downtown parking study. The city's last [comprehensive parking study was completed in 1997](#). We expect to hear about whether or not we will receive assistance in April.

The website Strong Towns has a variety of content on [parking](#). Here's [one place to start](#).

Housing Resources

The Met Council's 'Resources' page includes a number of items under the 'Housing' Dropdown menu.

https://metro council.org/Handbook/Resources.aspx#tab_3

The Family Housing Fund just released an [ADU guidebook](#) that has some [examples of ADUs](#) that currently exist in Minneapolis and St Paul, and an [overview of municipal policies](#) adopted by metro cities.

Zoning Code Resources

The League of Minnesota Cities' [Zoning Guide for Cities](#) is a very comprehensive resource.

The Zoning Code is Chapter 153 of our City Code, [available online](#) through American Legal. I've also uploaded a [Word document](#) of the Zoning Code to our website.

The PlannersWeb website has [resources on Zoning and Land Use Regulations](#), designed for an audience of Citizen Planners.

The [Lean Code tool](#) provides general information about Zoning Code reform.

For information on specific topics, the American Planning Association's Research [KnowledgeBase](#) has a wide variety of articles available to APA members. Please let me (Nancy) know if there are any particular topics you are interested in.

Nancy Abts

From: Federal Reserve Bank of Minneapolis <mpls.communitydevelopment@mpls.frb.org>
Sent: Tuesday, March 12, 2019 3:20 PM
To: Nancy Abts
Subject: Register Now: Expert Insights on Inclusionary Zoning | April 29 at the Minneapolis Fed



EXPERT INSIGHTS ON INCLUSIONARY ZONING

An in-depth look at the evidence, policy considerations, and impact

Join elected officials, city planners, housing developers and researchers, and nonprofit housing practitioners from across Minnesota at this workshop.

Monday, April 29, 2019

8:30 a.m.–1:00 p.m. (Check-in begins at 8:30, program at 9:00, lunch from 12:00 to 1:00)

At the Federal Reserve Bank of Minneapolis

90 Hennepin Avenue, Downtown Minneapolis

This event is designed for jurisdictions across the full spectrum of inclusionary zoning knowledge and experience, ranging from cities that have an inclusionary zoning policy in place to those that are considering whether this policy approach is the right fit.

Attendees will:

-) Gain an in-depth understanding of inclusionary zoning programs in the U.S. and their effectiveness.
-) Discuss approaches and considerations for program implementation, policy design, and impact measurement.
-) Identify key next steps that planners and elected officials can take to align priorities.
-) Explore opportunities for multi-jurisdictional or regional collaboration.

Featured speakers:



Jenny Schuetz

David M. Rubenstein Fellow, Metropolitan Policy Program
Brookings Institution



Heather Schwartz
Senior Policy Researcher
RAND Corporation



Jacob Frey
Mayor
City of Minneapolis

Plus a national housing practitioner's perspective, speaker to be announced.

This event is free but space is limited. Early registration is encouraged.

REGISTER NOW

Feel free to share this invitation with colleagues who may wish to participate.

PRESENTED BY THE FEDERAL RESERVE
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Questions about this workshop?

Email [Jackie Gausvik](mailto:Jackie.Gausvik@frb.org) at the Federal Reserve Bank of Minneapolis.

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