



**AGENDA – REGULAR MEETING
6:00 p.m., May 17, 2021**

Planning Commission

- 1. CALL TO ORDER**
- 2. ROLL CALL** (Quorum is 4)
- 3. APPROVAL OF AGENDA** (Unanimous additions required)
- 4. APPROVAL OF MINUTES**
 - A. Planning Commission Minutes of March 15, 2021
 - B. Planning Commission Minutes of April 19, 2021
- 5. PUBLIC COMMENTS**
- 6. PUBLIC HEARINGS**
- 7. NEW BUSINESS**
 - A. Discuss Planning Commission Guidelines
- 8. REPORTS OR COMMENTS: Staff, Chair, & Commission Members**
- 9. ANNOUNCEMENTS**
- 10. ADJOURNMENT**

OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
March 15, 2021

1. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Thostenson at 6:00 pm, Monday, March 15, 2021. Due to the COVID-19 pandemic this meeting was held virtually.

2. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Kenny Nelson, Michael Olkives, Kerstin Schulz, and Chair Ashlee Thostenson

Absent: Commission member Alden Webster.

Others present: Community Management Coordinator Joe Amerman and Kristin Moen, WSB

3. ELECTION OF OFFICERS

Amerman requested the Commission elect a Chair and Vice Chair for 2021. Amerman stated that this could be done either as a single motion or as two separate motions.

A motion was made by Schulz, seconded by Olkives, to reelect the current officers as Chair and Vice-Chair of the Planning Commission for 2021.

Nelson asked for clarification if the motion was to reelect in one motion. Chair Thostenson stated the motion was to reelect the Chair and Vice-Chair in a single motion. Nelson stated that he had misunderstood the motion, and that he would be willing to serve as either the Chair or Vice-Chair if either officer no longer wished to serve. Burke offered to vacate the Vice-Chair positions and Nelson accepted. Thostenson stated that the Commission would require a motion to elect Nelson as Vice-Chair, Amerman stated that it could be done as a single motion reelecting Chair Thostenson and electing Nelson as Vice-Chair. Nelson stated that there was a motion already on the floor and required amending or a vote before a new motion could be made. Olkives agreed. Burke stated the belief that the Commission could amend the motion. Amerman stated his belief the Commission could amend the motion and added that so long as there was no confusion on the officers being elected the vote could begin.

Thostenson read the new motion to reelect Chair Thostenson and elect Nelson as Vice chair. A roll call vote was taken, and the motion passed 6-0.

4. APPROVAL OF AGENDA

A motion was made by Nelson, seconded by Bonn, to approve the Agenda as presented. A roll call vote was taken. The motion carried 6-0.

5. APPROVAL OF MINUTES

A. Approve January 19, 2021, Minutes

A motion was made by Schulz, seconded by Olkives, to approve the January 19, 2021, minutes. A roll call vote was taken. The motion carried 6-0.

6. PUBLIC COMMENTS

Chair Thostenson 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

a. Amending City Code Chapter 153 in Accordance with 2040 Comprehensive Plan Update

Amerman stated on August 12, 2019 the 2040 Comprehensive Plan Update was adopted. 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). As such, 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. He explained Kristin Moen from WSB had a report for the Commission on the proposed code amendment.

Kristin Moen, WSB, reported the Edge Mixed Use (EMX) Zoning District would be applicable for certain redevelopment areas guided as "Edge Mixed Use" in the Comprehensive Plan. Overall, the new district is intended to allow certain types of development to take place without requiring the extensive negotiation and approvals process needed for a Planned Unit Development (PUD). Projects would still undergo a standard Site/Building Plan Approval required for all development other than 1- and 2-family homes. (Development that doesn't meet the district requirements could proceed under a PUD.) This zoning is somewhat of a hybrid of the Central Business District and High-Density Residential District. However, unlike the CBD, it allows ground-floor residential by right. Unlike the R2 district, it allows some commercial uses by right. Other features of the district include:

- o Development substantially consistent with Osseo's Architectural Design Guidelines
- o A height bonus for providing the "open space" or "park-like amenities" the land use guidance calls for
- o Limits on the amount of commercial space allowed in mixed-use buildings (larger spaces are Conditional Uses)
- o Lower off-street parking requirements than R2 (1 space per dwelling unit, rather than 1.75) and no parking required for the first 3,000 square feet of commercial space
- o Bicycle parking is required.

Ms. Moen explained many of the areas guided for Edge Mixed Use are located along the future Crystal Lake Regional Trail alignment along County Road 81 or the planned multiuse trail along County Road 30.

A motion was made by Bonn, seconded by Nelson, to open the Public Hearing at 6:14 p.m. A roll call vote was taken. The motion carried 6-0.

A motion was made by Schulz, seconded by Bonn, to close the public hearing at 6:15 p.m. A roll call vote was taken. The motion carried 6-0.

Nelson commented on the building height shift from 35 feet to 45 feet. He asked if a four story building would be allowed in the EMX district. Ms. Moen reported this would be allowed.

Nelson questioned how tall the 5 Central building was.

Olkives explained the 5 Central building was three stories tall. He noted he supported the creation of the EMX zoning district as this would allow for future development.

Bonn agreed stating it made sense to make this new zoning district.

A motion was made by Olkives, seconded by Schulz, to recommend the City Council approve the proposed changes to the Zoning Ordinance.

Nelson asked if this change would allow a single family home to be demolished and replaced with a 45 foot high building. Ms. Moen explained a lot of the property proposed for EMX did not have single family homes on it, but rather was more areas of the City that were underutilized and were ripe for redevelopment. Amerman commented these developments were still subject to site review and approval by the Planning Commission.

Olkives inquired if this changed the taxes that would be collected for these properties. Amerman stated there would be no change.

A roll call vote was taken. The motion carried 6-0.

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

Amerman reported the City recently opened registration for summer recreation programming.

Bonn explained yoga was still being held on Monday afternoons at 4:30 p.m. She noted the class next Monday night would be available on CTV as well.

Nelson indicated the Maple Grove City Council approved the housing development that would be installed along Jefferson Highway. He indicated this would bring 100+ homes to the area that would be able to frequent Osseo businesses.

Nelson commented on the new maps that have been released by Metro Transit and discussed the plans for the blue line.

Thostenson welcomed Two Scoops to the City of Osseo noting they held their grand opening last Saturday.

9. ANNOUNCEMENTS – None

10. ADJOURNMENT

**A motion was made by Olkives, seconded by Schulz, to adjourn the meeting at 6:27 pm.
A roll call vote was taken. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

OSSEO PLANNING COMMISSION MINUTES
REGULAR MEETING
April 19, 2021

1. RATIFICATION OF ELECTION OF OFFICERS

Amerman discussed the action that was taken by the Planning Commission at the March 15, 2021 meeting. Following the March 15 there was confusion as to whether the vote electing officers for the year 2021 had been handled correctly. He stated that the City Attorney's office had advised the City to either ratify the March 15 election or hold the election again. He requested the Commission make a ratifying motion to elect the Chair and Vice Chair.

Olkives recommended the Commission ratify the election of Chair Ashlee Thostenson and Vice Chair Kenny Nelson to the Planning Commission for 2021.

Schulz asked if there was anyone else interested in serving as the Vice Chair of the Planning Commission.

Olkives explained he would be interested in serving as the Vice Chair.

Thostenson questioned how the Commission should move forward. Amerman recommended the Commission vote first on the position of Chair and then make a separate motion for the position of Vice Chair.

A motion was made by Schulz, seconded by Bonn, to ratify the election of Chair Ashlee Thostenson to the Planning Commission for 2021. A roll call vote was taken. The motion carried 6-0.

Nelson discussed the reasons he was interested in serving as the Vice Chair. He explained he had a learning disability which meant he sometimes had trouble reading. However, he did not want this to keep him from serving.

Olkives indicated he originally wanted to run for Chair but noted his wife was sick and he would not have been able to devote his full attention to the position of Chair. He explained he was one of the three longest serving members of the Planning Commission and noted he would like to serve as the Vice Chair. He noted he has only missed one Commission meeting during his time on the Planning Commission.

A motion was made by Schulz, seconded by Bonn, to ratify the election of Vice Chair Michael Olkives to the Planning Commission for 2021.

Schulz thanked Kenny Nelson for sharing his comments and she agreed that learning disabilities should not stop people from serving.

Thostenson concurred and thanked Kenny Nelson for being willing to serve and be a role model. She discussed the experience Michael Olkives had on the Planning Commission and believed he would be a great fit to the Vice Chair position.

Burke reported the Planning Commission has never had two people that wanted to serve as the Vice Chair or Chair before. She indicated this made the situation slightly awkward as she believed both members would serve the Commission well.

Bonn commented she has worked with Michael Olkives for the past few years on the Planning Commission and he had slightly more experience. She believed Kenny Nelson would be very good to keep on the Commission and to allow him to work his way up.

Thostenson requested staff call the question.

A roll call vote was taken. The motion carried 5-0-1 (Nelson abstained).

2. CALL TO ORDER

The regular meeting of the Osseo Planning Commission was called to order by Chair Thostenson at 6:00 pm, Monday, April 19, 2021. Due to the COVID-19 pandemic this meeting was held virtually.

3. ROLL CALL

Present: Commission members Dee Bonn, Deanna Burke, Kenny Nelson, Michael Olkives, Kerstin Schulz, and Chair Ashlee Thostenson

Absent: Commission member Alden Webster.

Others present: Community Management Coordinator Joe Amerman, Consultant Planner Kristin Moen of WSB.

4. APPROVAL OF AGENDA

A motion was made by Schulz, seconded by Olkives, to approve the Agenda as presented. A roll call vote was taken. The motion carried 6-0.

5. APPROVAL OF MINUTES

A. Approve March 15, 2021, Minutes

A motion was made by Burke, seconded by Bonn, to approve the March 15, 2021, minutes.

Nelson stated it was his understanding these minutes were going to be sent back to staff for further updating. Amerman explained the minutes were updated by staff.

Thostenson reported she would be opposing the minutes due to the confusion.

Olkives asked what would happen if these minutes were not approved. Amerman reported the minutes would be amended until the record accurately reflects what happened at the meeting and the Commission could approve the minutes.

A roll call vote was taken. The motion failed 3-3 (Schulz, Olkives and Thostenson opposed).

Amerman requested the Commission submit changes to him in order to make the minutes an accurate reflection of what occurred at the meeting.

6. PUBLIC COMMENTS

Chair Thostenson 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

A. Multiple Parcel Rezone to Edge Mixed Use

Kristin Moen, WSB, stated on August 12, 2019 the 2040 Comprehensive Plan Update was adopted. Under Minnesota State Statute, a city's zoning ordinance should "carry out the policies and goals of the land use plan" (Minnesota Statute 462.357 Subd 2). As such, cities that update their land use plans must then follow up with necessary zoning amendments to bring zoning controls into alignment with the goals and policies of the adopted comprehensive plan. The proactive rezoning of the subject properties is the next step in fully implementing the Edge Mixed Use Zoning District.

Ms. Moen explained the Future Land Use Guide Plan within the 2040 Comprehensive Plan identifies the properties that are guided as Edge Mixed Use (EMX). Because the EMX District was recently approved as a new zoning district, none of the properties that are guided EMX are currently zoned EMX. As shown on the Zoning Map, the existing zoning for properties guided EMX include Multi-Family Residential (R-2), Central Business District (CBD), One- and Two-Family Residential (R-1), and Highway Commercial North (C2N). Rezoning all the property that is guided EMX at this time will most efficiently bring the zoning into alignment for the EMX-guided properties.

Ms. Moen reported many of the properties proposed to be rezoned EMX have been identified by the 2040 Comprehensive Land Use Plan as "Redevelopment Opportunity Areas" within Osseo between the time of Plan adoption and 2040. The properties proposed to be rezoned to EMX that are excluded from the redevelopment opportunity areas include the 500-block of Central Avenue between 1st Avenue NE and 1st Avenue NW, where parcels are currently split-zoned (which rezoning would resolve), and the 600-block between Central Avenue and 1st Avenue NW, where Benedictine Living Community is located. Staff reviewed the location of the parcels being rezoned in further detail with the Commission and recommended approval of the rezonings.

Olkives asked if EMX was for residential purposes only and not commercial. Ms. Moen explained the EMX zoning district was a mixed zoning district that would allow for both residential and commercial uses.

A motion was made by Olkives, seconded by Bonn, to open the Public Hearing at 6:28 p.m. A roll call vote was taken. The motion carried 6-0.

A motion was made by Olkives, seconded by Burke, to close the public hearing at 6:29 p.m. A roll call vote was taken. The motion carried 6-0.

Nelson stated he has concerns regarding the property between 2nd and 4th Avenue in between the Osseo Gun Club and the high school. He reported this area was all single family residential at this time and he feared how this block would be impacted by a potential commercial development.

Schulz stated she had the same concern.

Thostenson noted she had the same concern as well. She questioned if an amendment could be made to exclude this property (Property I) from the EMX. Ms. Moen reported this could be done. Amerman reported he would like to speak with the City Attorney regarding this matter. He stated he was concerned with the fact the Met Council had already approved the Comprehensive Plan and the Comprehensive Plan had these properties guided for EMX.

Olkives explained he served on the Comp Plan Committee along with Commissioner Bonn. He indicated some of the concerns addressed by this committee was the need for more residential and affordable housing and how the City would meet this need. He stated he supported leaving Property I as is.

Bonn recalled that several of the homes near Property I were rentals or duplexes. She stated this led the Committee to believe having commercial on this block would be fitting.

Nelson requested further information as to what would be allowed in the EMX zoning district. Ms. Moen reported the EMX zoning district would allow for commercial on the ground level with residential above, or residential could be located on the ground level as well. Amerman discussed the difference between Stacked Residential and Edge Mixed Use.

Nelson expressed concern with the fact the Commission's hands were tied due to a decision that was made by the City Council three years ago. He questioned why a public meeting would be held regarding this matter, if the decision was already set in stone. Amerman reported the decision was not mandated. He indicated the City could pursue a Comp Plan Amendment with the Met Council.

Schulz asked if existing houses could be turned into coffee shops or other commercial uses. Ms. Moen explained the intent of EMX was to address redevelopment and less of changing uses for existing properties. Amerman indicated this would be allowed under EMX.

A motion was made by Nelson, seconded by Olkives, to recommend the City Council approve the rezoning of the subject properties to Edge Mixed Use Residential (EMX). A roll call vote was taken. The motion carried 6-0.

B. NEW BUSINESS

A. Establishing Rules of Procedure for the Osseo Planning Commission

Amerman stated the Osseo Planning Commission is addressed in City Code Sections 33.35 – 33.39. These sections establish the Commission, describe its membership, set the

frequency of meetings, and detail its functions, powers, and duties. However, the City Code does not make mention of meeting procedure, it instead leaves this for the Commission itself to determine. Section 33.37 provides that the “Commission shall establish and adopt rules of procedure as necessary”. Previous to this, the Planning Commission has never formally adopted a set of bylaws or rules of procedure. And though during meetings it has traditionally observed the parliamentary procedures laid out by *Robert’s Rules of Order*, first described in 1876, this has been informal.

Amerman commented at the March 15, 2020 meeting of the Osseo Planning Commission there was confusion about the procedure of a motion concerning the election of the Planning Commission Chair and Vice-Chair. This initiated a series of conversations between City Staff and the City Attorney’s office in which the City was advised it would be prudent to officially adopt rules of procedure.

Amerman explained *Robert’s Rules of Order* is one of the most, if not the most, frequently adopted set of parliamentary procedures. It details how meetings will be convened, government, and adjourned, and how motions can be made and voted on. Robert’s Rules establish clear expectations for procedure, and help ensure that public meetings operate fairly and efficiently.

Burke stated she was not in favor of adopting formal Robert’s Rules of Parliamentary Procedure. She indicated she participated in these procedures in high school and she believed it was too formal for this setting. She supported having the cheat sheet available in order to keep meetings moving along informally. Amerman stated the Commission could move forward in this manner. He commented he was not trying to limit options, but rather was looking for consensus from the Commission.

Nelson explained he has watched about 1,000 City Council meetings to date. He agreed the City Council meetings were also more informal because this was a small town. For this reason, he supported the Planning Commission meetings being run informally.

Thostenson agreed with Nelson stating he would support having the cheat sheets in place. She questioned if the Commission could informally adopt the cheat sheet or how the Commission should move forward. Amerman suggested the Commission vote to deny adopting Robert’s Rules of Order as the rules of procedure and the Commission continue to use them informally going forward.

Olkives believed there was real reason for having formal rules of order in place. He supported the Commission approving the Robert’s Rules of Order.

Schulz agreed with Commissioner Olkives. She understood that with more rules came more formal meetings. However, she believed this would create less confusion. She indicated she could also support informally supporting the cheat sheet because this would provide some level of order for meeting procedure.

Burke stated staff has explained the Planning Commission has already been informally following the parliamentary procedure. She believed adopting a stricter interpretation of *Robert’s Rules of Order* would be opening a can of worms. She feared mistakes would be made and more time would be spent trying to correct mistakes in order to follow the strict

rules. She recommended the Planning Commission follow the status quo which was the more informal following of parliamentary procedure.

Nelson explained he thought the Commission was already following *Robert's Rules of Order* informally. He questioned what the Commission would accomplish by taking action on this matter.

Schulz stated she was under this impression until the last meeting when everything happened with a vote that did not follow procedure.

Thostenson agreed with Commissioner Schulz.

Burke questioned how strictly *Robert's Rules of Order* would be followed and asked if the Commissioners would receive training. Amerman commented the example set by the City Council would be good to follow. He noted the Council was directed to follow *Robert's Rules of Order*, but he understood some portions of the meeting were more casual. He stated he would not want to see meetings that were bogged down too much in formality. He discussed the benefit of having a set of rules in place for both staff and Commission members. He reported training was something he could look into but could not be promised.

Burke stated then she would want a list of explicit rules that would or would not be followed. She anticipated there would be confusion as to what rules would be followed. Amerman explained he could return to the May meeting with a draft set of rules that the Commission could follow.

Bonn commented if the rules are put in place, she would not be saying much at meetings. She noted she was more of a spontaneous speaker and if rules have to be followed, very little would be said by her. She indicated she liked the informal *Robert's Rules of Order* that were currently being followed.

Nelson explained the City Council and EDA were not following *Robert's Rules of Order*, but rather these rules were relaxed. He indicated the difference between these meetings and the Planning Commission, was that the City Council and the EDA had the City Attorney present to ask questions regarding meeting order and motions. He indicated the Planning Commission did not have the City Attorney in attendance. For this reason, he recommended the Commission not follow a strict set of rules. He recommended the Commission deny adopting the *Robert's Rules of Order* or that action be tabled on this item in order to allow staff to report back with a list of informal rules that will be followed.

Amerman reported he could report back with an informal set of rules for the Commission to address in May.

Bonn reiterated that the Planning Commission was a recommending body to the City Council and noted the City Council makes the final decision on matters.

A motion was made by Schulz, seconded by Olkives, to table action on this item to the May 17, 2021 Planning Commission meeting to allow staff to draft a list of informal rules.

Nelson asked if this item were to have a split vote would further discussion be held. Amerman reported a 3-3 vote would require further discussion.

Nelson explained after hearing Commissioner Bonn's comments he agreed the Commission did not want to follow strict *Robert's Rules of Order*.

A roll call vote was taken. The motion carried 4-1-1 (Nelson opposed) (Schulz was absent for the vote).

B. Consider Drafting Governing Document for the Osseo Planning Commission

Amerman explained this item was pending approval of Item 8A. He recommended the Commission vote to move past this item.

A motion was made by Burke, seconded by Thostenson, to move past this item on the agenda. A roll call vote was taken. The motion carried 5-0-1 (Nelson abstained).

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

Amerman reported the business from the Planning Commission's last meeting was approved 5-0 by the City Council.

Schulz explained Osseo businesses would be having a business-wide event on May 8, 2021. She indicated the car show would be coming to the City on May 22, 2021 and noted she was still seeking craft vendors.

Bonn reported the senior strength class would be coming back starting on May 3, 2021. She noted classes would be held on Monday and Thursday mornings from 11:00 a.m. to 11:45 a.m.

Nelson encouraged residents to get their COVID-19 vaccine.

Nelson stated he was working to get the speed limit along County Road 30 reduced and indicated he has been in contact with the City of Brooklyn Park.

Olkives asked what the status was on Alden Webster and he questioned when the Planning Commission would be able to meet in person again. (Amerman was unable to respond due to technical issues).

Nelson stated he supported the Planning Commission meeting in person.

10. ANNOUNCEMENTS

Thostenson explained the Osseo Clean Up Event would be held on Saturday, April 24, 2021 from 8:00 a.m. to 12:00 p.m. at the Public Works parking lot.

Thostenson encouraged residents to participate in the Step To It Challenge which would be held from May 1 through May 28, 2021.

Thostenson discussed the water meter replacement project and encouraged residents to schedule their water meter replacement with Ferguson Waterworks upon receiving a notice from the City.

11. ADJOURNMENT

**A motion was made by Olkives, seconded by Schulz, to adjourn the meeting at 7:20 pm.
A roll call vote was taken. The motion carried 6-0.**

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial



Osseo Planning Commission Meeting Item

Agenda Item: Discuss Planning Commission Informal Guidelines

Meeting Date: May 17, 2021

Prepared by: Joe Amerman, Community Management Coordinator

Attachments: N/A

Background:

At the Planning Commission of April 19, 2021, the Commission debated adopting Roberts Rules of Procedure and determined this was not something there was interest in formally accepting. It directed Staff to return at the May 17, 2021 meeting with a brief set of suggested guidelines for the Planning Commission to discuss and consider using as an informal and limited rule of procedure. Staff has solicited input from each Commission Member and based on that feedback has developed the following list, these primarily deal with motions and debate. While this is not a comprehensive list of every suggestions received; they are the suggestions that were most common. Any Commission Member can suggest additions during discussion.

1. Motions require a second.
2. Amendments to motions require the consent of the Commission Member who made the motion and the Member who seconded.
3. If there is no consent to amending a motion, the motion requires a vote before moving on.
4. Every Commission Member will be given the opportunity to comment during the discussion period if they choose.
5. Members do not need to stand or be recognized by the Chair to speak or make motions.
6. Changes to the agenda require unanimous approval.
7. Passing a motion requires a simple majority of those present.

Action Requested:

Staff is requesting that the Planning Commission discuss the guidelines listed above and either amend, add, or remove guidelines as they see necessary. Staff will record any changes the Planning Commission wants, and when a consensus is reached will request a motion to accept the guidelines as they stand at the end of discussion.

Next Step:

As these will be informal rules of procedure, these will not be included in bylaws, the city website, or the city code. They will simply serve as a reference for future meetings of the Planning Commission.