



PLANNING COMMISSION MEETING MINUTES
January 25, 2016
7:00pm

1) Call to Order

Vice Chair Sandholm opened the meeting at 7:00pm.

In attendance: Commissioners – Vice Chair Lora Sandholm, Peter Vickery, Michael Molitor, Sylvia Allen, Gary Pettis, and John Tschumperlin; Council Liaison Mayor Lisa Whalen, Staff: City Administrator Mike Barone, Community Development Director David Abel, Associate Planner Nick Olson, and City Clerk Kris Linquist; City Attorney Ron Batty, Kennedy & Graven.

Absent: Chair Mark Heck

a) Approval of Agenda

Motion by Molitor and seconded by Vickery to approve the agenda as presented.
Motion passed 6-0. Absent: Heck

Molitor requested clarification on procedures particular to the previous Appeals & Adjustment hearing.

b) Oath of Office and swear in Planning Commission Members:

- i) Lora Sandholm – 4 year term
- ii) Michael Molitor – 4 year term
- iii) Gary Pettis – 2 year term
- iv) John Tschumperlin – 1 year term

Mayor Whalen gave praise to the commissioners on all the work they do for the Commission and the City.

c) Elect Chair and Vice Chair for 2016

Vice chair Sandholm suggested to wait until all members were present to hold the election of Chair and Vice Chair.

Consensus of the quorum was to postpone the election until all members were present.

d) Approval of Minutes of November 23, 2015

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Motion by Molitor and seconded by Vickery to approve the minutes from November 23, 2015 as presented. Motion passed 4-0. Absent: Heck. Abstained: Pettis and Tschumperlin

e) **Approval of Minutes from December 14, 2015 Board of Appeals and Adjustments**

Motion by Vickery and second by Molitor to approve the minutes from December 14, 2015 as presented. Motion passed 4-0. Absent: Heck. Abstained: Pettis and Tschumperlin.

2) **Business Items:**

a) **Zoning and Planning 101: Introduction to Basic Principles – Presentation by Ron Batty, City Attorney**

City Administrator Barone gave a brief powerpoint presentation on Most Important Skills for a Planning Commission.

City Attorney Batty gave a powerpoint presentation an Planning Commission Training overviewing being an Advisory to the City Council, reviewing Zoning Regulations, Comprehensive Plan, Official maps, proposed subdivisions. The Planning Commission also acts as the City's Board of Appeals and Adjustments.

3) **Informational Items:**

a) **Staff Reports**

Community Development Abel gave an updated on the Riparian View shed and Serenity Hills should potentially be submitting a Preliminary Plat in the near future.

b) **Council Reports**

Mayor Whalen gave clarification on the Nomination process, gave an update on Eminent Domain for the Watermain project, updated on the Water Treatment projects, and the city Levy was a 3.9% increase for 2016.

4) **Adjournment**

Motion by Molitor and second by Vickery to adjourn the meeting at 8:44 p.m. Motion passed 6-0. Absent: Heck

Respectfully Submitted,

Kris Linqvist, CMC
City Clerk

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