

**MINUTES**  
**MAPLE PLAIN PLANNING COMMISSION MEETING**  
**MAPLE PLAIN CITY HALL**  
**November 1, 2018**  
**6:00 PM**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**Commission Chair Michele Bliss called the meeting to order at 6:00 p.m.**

Present: Planning Commission Chair Michele Bliss, Planning Commissioners Mardelle DeCamp, Barbara Korri, Barb Rose and Stephen Shurson. Also Present: Councilmember Caitlin Cahill, City Planner Mark Kaltsas, City Engineer Dan Boyum, and Assistant to the City Administrator Nicole Tingley.

**3. ADOPT THE AGENDA**

**Motion by Commissioner DeCamp, seconded by Commissioner Shurson, to adopt the agenda. Motion passed, 5-0.**

**4. APPROVAL OF PLANNING COMMISSION MEETING MINUTES**

A. Planning Commission Meeting Minutes – July 12, 2018

**Motion by Commissioner Rose, seconded by Commissioner DeCamp, to approve the July 12, 2018 minutes. Motion passed, 5-0.**

**5. NEW BUSINESS**

A. Zoning Ordinance Text Amendment – Text Amendment, Map Rezoning, and Conditional Use Permit Voting Requirements

Assistant to the City Administrator Tingley stated that this ordinance is to change the number of City Council votes required to pass a zoning code text amendment, map rezoning, and conditional use permit from 2/3 of the full City Council to a majority of the full City Council. Tingley explained that with five councilmembers, a vote requirement of 2/3 of the full City Council means that there must be four votes for passage. Tingley added if three councilmembers vote for an agenda item, it would not pass signifying that the minority opinion of two councilmembers would prevail.

**Commission Chair Bliss opened the public hearing at 6:10 p.m.**

There were no visitors present to speak.

**Commission Chair Bliss closed the public hearing at 6:10 p.m.**

Commission Chair Bliss shared that she is in favor of this ordinance as the majority opinion should prevail.

Commissioner Shurson asked if the City Council will always have five members and what the voting requirement for these votes are in other cities. Tingley stated that the City Code includes having five people on the City Council and that other cities typically have these items as a majority voting requirement.

The Planning Commission discussed that the 2/3 majority vote might have been put in place to ensure a strong consensus on controversial items or those with a large impact.

**Motion by Commissioner Shurson, seconded by Commissioner DeCamp, to recommend approval of Ordinance 298 to the City Council. Motion passed, 5-0.**

**B. 2040 Comprehensive Plan Draft Discussion**

City Planner Mark Kaltsas stated that this item is to consider approval of a draft 2040 Comprehensive Plan. Kaltsas explained that it is City Staff's intention to bring the draft to City Council for approval at their November meeting. After approval the draft would be sent to surrounding and interested jurisdictions for review. The plan would also be submitted to Metropolitan Council for a preliminary review.

Kaltsas highlighted some of the key portions of the plan including demographics, population and household projections, and changes to land use/zoning. Kaltsas noted that the Planning Commission should review the Design Guidelines and determine if they still carry out what the City's goals are.

Kaltsas showed where City Staff believes more housing and the estimated increase in population can be accommodated. Areas of new residential development or redevelopment include the townhomes in the gateway, homes in the Meadows of Maple Plain, apartments on Budd Avenue, townhomes on Spring Avenue, downtown development apartments, Elim senior housing, and apartments behind the former Maple Plain Food Center.

The Planning Commission went through the Comprehensive Plan and mentioned grammatical errors and figures missing.

Commissioner Rose mentioned that she has been asked how the City is addressing unmaintained signage including those with lights out. Tingley answered that the City currently cannot address this through a nuisance violation but stated the City has talked to business owners.

**6. ADJOURN**

**Motion by Commissioner Shurson, seconded by Commissioner Rose, to adjourn the meeting. Motion passed, 5-0. Meeting adjourned at 8:20 p.m.**

**Respectfully submitted,**

**Nicole Tingley  
Assistant to the City Administrator**