

TO: Planning Commission Members  
Honorable Mayor and City Council Members  
FROM: Shawn Wetterlin, Building/ Zoning Official  
DATE: March 7, 2016  
RE: Meeting Minutes,  
Tuesday, March 2, 2016

The Planning Commission met at 5:15 p.m., on Tuesday, March 2, 2016 in the City Council Chambers at City Hall. The following members were present: Donald Smith, Dave Hanifl, Linda Larson, Patty Dockendorff and Jerry Steffes. Ex-officio member Shawn Wetterlin was in attendance. Richard Wieser, Mani Edpuganti and Ex-officio member Brian Krenz were not present.

1. The meeting was called to order by Chairman Smith. The meeting minutes of February 2<sup>nd</sup> were approved as distributed by consensus of the Planning Commission Members.

All members present voted in favor of the motion as proposed.

2. The Planning Commission discussed an approach that would allow the Commission to present the Comprehensive Plan to the City Council at the first meeting in September allowing the city Council time to prepare for budget and staffing needs to implement the Comprehensive plan.

All members present voted in favor of the motion as proposed.

3. The Planning Commission reviewed the following draft integrated schedule for Planning Commission and Comprehensive Planning.

March

+ March 2 Planning Commission

- Agenda: Houston County and Winona County Comp Plan
- Unfinished projects one year after building permit is issued.
- Annual Monitoring and evaluation of Comprehensive Plan

+ March 2 End of Survey window

+ March 14 [Plan for March 11] receipt of material for 17th.

+ March 17 Task Group Meetings with MSA: Natural Systems, Transportation, Infrastructure, Land Use.

+ March 28th [Plan on March 25th] receipt of materials for 31st

+ March 31 Task Group Meetings with and with/out MSA: W/Natural Systems and Land Use. w/o Transportation and Infrastructure

+ March 31 comments from meeting need to be transmitted after the meetings for Infrastructure and Transportation.

## April

- + April 1 Receipt of material for meetings of the 5th and 6th
- + April 5 Plan Commission public meeting with Natural Systems and Land Use
- + April 6 Plan Commission public meeting with Infrastructure and Transportation
- + April 11 Detailed minutes of meeting to MSA and chairs.
- + April 11 Planning Commission Chair to accept questions or comments at the Council meeting on the Task Group report draft which will be included in their board packets.
- + April 13 Review of outlines/drafts of other chapters of Comprehensive Plan by Logistics committee. Changes quickly sent to MSA. Meeting 10:30 to 12:30.
- + April 28 Distribution of materials to Logistics Group and Plan Commission.

## May

- + May 3 Plan Commission Meeting
- Agenda: Review of "other chapters" of Comprehensive Plan
- + May 25th receipt of the draft plan from MSA
- + May 31 Special Joint Planning Commission, Council, Logistic Committee and Task Group Chairs to discuss draft of plan. MSA present.

## June

- + June 1-6 Prepare poster boards.
- + June 7 Community Meeting Celebration and Poster Presentations.  
Community, Task Groups, Council, Planning Commission, City Committees, City Staff. Brief meeting where the Vision Statements are shared and then committee chairs and members are by posters board highlighting their plans and public can focus on areas of interest. Each group will have a scribe. Ice Cream and music. MSA present. 7PM
- + June 14 Planning Commission public meeting
- Agenda: review of public input from meeting of the 1st task chairs invited; regular meeting. MSA not present.

## July

- + July 5 Planning Commission meeting. Receipt and recommendation of adoption of Comprehensive Plan to Council. MSA not present.
- + July 25 adoption of Comprehensive Plan by Council. MSA not present.

## August

- + August 2 Planning Commission Meeting
- Agenda: Request for funds for integrating Shoreland zoning and general zoning manual; Review of Plan Commission By-laws.

## September

+ September 6 Planning Commission Meeting

- Agenda: Adoption of Plan Commission by-laws and referral to City Council; First review of comp plan implementation.

October

+ October 4 Planning Commission Meeting

- Agenda: Review of Shoreland zoning update and call for public meeting;

November

+ November 1 Planning Commission

- Agenda: Public Hearing and adoption of Shoreland updates to zoning;

Schedule was approved as distributed by consensus of the Planning Commission Members.

4. Houston County Zoning Administrator, Aaron Lacher and Houston County Planning Commission Chairman, Dan Griffin discussed and presented the Houston County Comprehensive Plan.
5. The Planning Commission discussed reviewing the rules and bylaws. Patti Dockendorff will take the lead on reviewing the rules and regulations and also consider coming up with an application process, job description, expectations and training. The Commission will review the possible changes at the August Planning Commission meeting.
6. The Planning Commission discussed creating possible regulation that would place time limits on building permits and getting the exterior of buildings completed in a timely manner. Don Smith and Shawn Wetterlin will report findings and a recommendation back at a future meeting.

Meeting adjourned at 7:15 p.m.

Respectfully, Shawn Wetterlin.