



Oakdale Planning Commission

Thursday, January 3, 2019

7:00 P.M.

City Council Chambers, Oakdale City Hall

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES – October 4, 2018
4. ELECTION OF PLANNING COMMISSION CHAIR AND VICE-CHAIR
5. OTHER BUSINESS
 - a. Planning and Development Update
6. ADJOURNMENT

**THE NEXT REGULAR PLANNING COMMISSION MEETING WILL BE HELD
February 7, 2019 @ 7:00 P.M. in the Council Chambers**

**REGULAR MEETING
PLANNING COMMISSION
City of Oakdale
October 4, 2018**

The Oakdale Planning Commission held a meeting on Thursday, October 4, 2018 at Oakdale City Hall, 1584 Hadley Avenue North, Oakdale, Minnesota. The meeting began at 7 p.m.

CALL OF ROLL

On a call of roll, the following were present:

Chairperson: Jake Ingebrigtsen
Vice Chairperson: Marty Jurgensen
Dallas Pierson
Lee Stolarski
Mark Skjerven
Corey Purkat

Absent: Bob Boulliane
Others Present: Emily Shively, City Planner
Kathleen Russell, Community Development Intern

APPROVAL OF MINUTES

A MOTION WAS MADE BY COMMISSIONER PIERSON, SECONDED BY COMMISSIONER SKJERVEN, TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 6, 2018.

6 AYES.

REQUEST FOR PRELIMINARY/FINAL PLAT; COMPREHENSIVE MAP AMENDMENT (PUBLIC HEARING); AND REZONING (PUBLIC HEARING) – Mills Second Addition to Oakdale (Washington County)

Planner Shively stated the Hadley interchange project that is planned includes the addition of a new bridge, interchange ramps and the grade separation for the Gateway Trail. She noted the interchange infrastructure will impact the existing parcels north of the existing intersection.

She presented a request for a variance in order to re-plat the area, a comprehensive plan map amendment to re-guide the area and zoning of resulting parcels to accommodate future development adjacent to the planned interchange.

Planner Shively described the reasons staff is recommending approval of a subdivision variance for Lot 1, Block 1 Mills Second Addition in anticipation of the proposed rezoning and a subdivision variance for Outlot A in anticipation of the future re-platting when the vacation of a portion of Hadley Avenue North occurs.

Planner Shively clarified the reasons staff is recommending changing the current zoning of Lot 1, Block 1, Mills Second Addition from I-O Industrial Office to C-2 Community Commercial.

Planner Shively explained why staff is recommending re-guiding Lots 1 and 2, Block 1, Mills Second Addition to Oakdale to Commercial as the appropriate Future Land Use designation for the parcels.

She noted the role of the commission is to review the Preliminary/Final Plat, Comprehensive Plan and Zoning Map amendments per City Code requirements and the 2030 Comprehensive Plan; hold the required public hearings and make a recommendation to City Council.

In response to Commissioner Pierson's question on the land registration system, Planner Shively gave a brief description.

In response to Commissioner Purkat's question on differences between proposed future land use and proposed zoning, Planner Shively gave an explanation.

In response to Commissioner Stolarski's question on what will happen to Hadley Avenue, Planner Shively summarized the changes.

Chairperson Ingebrigtsen presented his concerns about having two round-a-bouts close together.

In response to Commissioner Jurgensen's question on how what is happening at the intersection of Highway 36 and Century Avenue North, Planner Shively explained what is in the future for this area.

County Commissioner Stan Karwoski presented some more information about the future Highway 36 and Century Avenue changes.

In response to Chairperson Ingebrigtsen's question on cost estimate of the project, Planner Shively said that is going through the City Council and the final agreements will be coming on October 23.

In response to some of the commissioner's question on who owns the parcels that would be affected, Planner Shively said Mills Fleet Farm is the owner, who is in full support of the project.

A MOTION WAS MADE BY COMMISSIONER STOLARSKI, SECONDED BY COMMISSIONER PURKAT, TO RECOMMEND THE CITY COUNCIL APPROVE THE PRELIMINARY AND FINAL PLAT FOR MILLS SECOND TO OAKDALE WITH VARIANCES.

6 AYES.

A MOTION WAS MADE BY COMMISSIONER STOLARSKI, SECONDED BY COMMISSIONER PIERSON, TO RECOMMEND THE CITY COUNCIL APPROVE THE 2030 COMPREHENSIVE PLAN MAP AMENDMENT FOR LOT 1 BLOCK 1 AND LOT 2 BLOCK 1, MILLS SECOND ADDITION TO OAKDALE TO RE-GUIDE THE SUBJECT PROPERTIES FROM MIXED USE TO COMMERCIAL.

6 AYES.

A MOTION WAS MADE BY COMMISSIONER STOLARSKI , SECONDED BY COMMISSIONER PIERSON, TO RECOMMEND THE CITY COUNCIL APPROVE THE REZONING FOR LOT 1 BLOCK 1, MILLS SECOND ADDITION TO OAKDALE TO REZONE THE SUBJECT PROPERTY FROM INDUSTRIAL OFFICE TO COMMUNITY COMMERCIAL.

6 AYES.

OTHER BUSINESS- Planning and Development Update

Planner Shively noted that Twin City Hardware is still under construction with a lot of work being done inside the building.

She said there will probably not be a Planning Commission meeting in November but if an application comes in, she will contact them.

ADJOURNMENT

**THE OCTOBER 4, 2018 MEETING OF THE OAKDALE PLANNING COMMISSION
ADJOURNED AT 7:31 PM.**

6 AYES.

Respectfully submitted,

Cathy Hannigan

MEMORANDUM

TO: City of Oakdale Planning Commission
FROM: Emily Shively, Planner
DATE: December 27, 2018
RE: Election of 2019 Planning Commission Chair and Vice-chair



INTRODUCTION

Section 16-5 of the city code states that the Planning Commission shall elect from its membership a Chairperson and Vice-chairperson annually at its first meeting of the year. All commission members are eligible to serve as Chair or Vice-chair in 2019 as neither the code nor the Planning Commission by-laws specify term limits with regards to serving in these positions (*attached for reference*).

ROLES AND RESPONSIBILITIES OF THE CHAIR & VICE-CHAIR

The primary role of the Chair, and in their absence, the Vice-chair, is to run an effective and efficient meeting. While the Chair votes on motions, prior to taking action the Chair serves as a facilitator of the discussion with the focus on ensuring that procedures are followed, public comment is well managed, and decisions are deliberated fairly. A strong knowledge of the legal foundations for planning and basic rules of order for meeting procedures is desirable. Staff is prepared to provide assistance and additional training to the Chair and Vice-chair so that they feel comfortable and equipped to serve in those roles.

PROCESS

Election of 2019 Planning Commission Chair

Step 1. Nominate candidates for the Chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Commissioner _____ for the position of Chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Chair"

Step 3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Chair requires a motion and a second.

"Motion to elect Commissioner _____ for the position of Chair of the Planning Commission for a period of one (1) calendar year".

PLANNING COMMISSION MEMORANDUM

Election of 2019 Planning Commission Chair and Vice-chair

Meeting Date: January 3, 2019

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Election of 2019 Planning Commission Vice-chair

Step 1. Nominate candidates for the Vice-chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Commissioner _____ for the position of Vice-chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Vice-chair"

Step 3. Election using the ballot provided. Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Vice-chair requires a motion and a second.

"Motion to elect Commissioner _____ for the position of Vice-chair of the Planning Commission for a period of one (1) calendar year".

Assumption of the roles of Chair and Vice-chair may commence immediately following the vote.

ATTACHMENTS

- A. Planning Commission By-Laws
- B. Excerpt from Chapter 16, Article I: Planning Commission (Oakdale City Code)
- C. Ballot for 2019 Planning Commission Chair
- D. Ballot for 2019 Planning Commission Vice-chair

**BYLAWS
OAKDALE PLANNING COMMISSION**

PREAMBLE. It is the intent of these bylaws to constitute advisory guidelines for the internal management of the Planning Commission meetings and procedures. Failure of the Planning Commission, the City staff, or any other person to abide by any provision of these bylaws shall not have an adverse effect upon any action taken by the Commission, the City Council, or the City Commission support staff pursuant to recommendations made by the Commission.

Article I Origin and Powers

1.1 Origin and Powers. The city authorized a Planning Commission by the provisions of Chapter 16 of the City Code of Ordinances and by the provisions of MSA 462-354. The Oakdale Planning Commission was created in an advisory capacity by action of the Oakdale City Council on March 27, 2007.

Article II Commission Expenditures

2.1 Compensation of Commission. The members of the Planning Commission shall be paid for each meeting attended at an amount determined by council resolution. Such remuneration shall be paid by the city, and it shall be the duty of the Planning Commission staff liaison/recording secretary to prepare a record of attendance to present to the Finance Director.

2.2 Commission Expenditures. The expenditures of the Planning Commission shall be within the limitations set forth by the City Council and all expenditures must be in compliance with normal purchasing procedures approved by the city Administrative staff.

Article III Commission Meetings

3.1 Meeting Location. All regular meetings of the Planning Commission shall be held in the Oakdale City Hall, 1584 Hadley Avenue North. The Chair may, with proper notice, announce a change in the location for any meeting or meeting cancellation.

3.2 Meeting Time. The regular meetings of the Planning Commission shall be held at 7:00 p.m. on the First Thursday of each month. The Chair may, with proper notice, announce a change in the time or date for any meeting or cancellation of meeting.

3.3 Meetings Open to the Public. All meetings of the Planning Commission and of committees thereof shall be open to the public, except as provided for in the state open meeting statutes.

3.4 Meeting Agenda. The Planning Commission support staff shall arrange a list of such matters according to the order of business and prepare an agenda for the Commission. A copy of the agenda and supporting materials shall be prepared for Commissioners, City Staff, the public, and the press preceding a regular Commission meeting. The Commission shall have the option of adding or deleting any item(s) from the agenda or deferring an item(s) on the agenda to a subsequent Commission meeting. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or two-thirds vote of the entire membership.

3.5 Conflict of Interest. Prior to any formal action, each Commissioner should consider whether a conflict of interest exists. When a conflict exists, the Commissioner should declare it and recuse themselves during the discussion and voting on the matter.

3.6 Special Meetings. A special meeting may be called by the Presiding Officer. Written notice shall be prepared by Commission Support Staff and contain the following information: time, place, and purpose of special meeting. The notice shall be provided to each Commissioner and posted at City Hall at least twenty-four (24) hours prior to the meeting.

3.7 Study Sessions. The Presiding Officer may designate informal Study Sessions where no official action is to be taken.

3.8 Commissioner to Attend Council Meetings. The Planning Commission shall assign one or more of its members to attend all pertinent City Council meetings.

3.9 Commission Staff Liaison. The city shall provide a staff liaison to act as the Planning Commission Support Staff. This liaison or their designee shall attend all meetings of the Commission unless excused by the Presiding Officer or City Council. The Commission Support Staff may take part in the Commission's discussion on all matters on the agenda, and otherwise concerning the welfare of the city. In the event that the Commission Support Staff is unable to attend a Commission meeting, the Commission Support Staff shall appoint another qualified staff member to attend the meeting on behalf of City Management. Commission Support Staff shall also arrange for a recording secretary to keep the minutes and perform other duties as may be required by the Commission Support Staff.

Article IV Meeting Procedures

4.1 Rules of Order. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order. The Planning Commission Support Staff or their designee shall serve as parliamentarian and shall advise the Presiding Officer as to correct rules of procedure or questions of specific rule application.

4.2 Presiding Officer. The Chair shall preside at all meetings of the Planning Commission, and be recognized as the head of the Commission for all ceremonial purposes. The Chair has no regular administrative or executive duties. In case of the Chair's absence or temporary disability the Vice-chair shall act as Chair during the continuance of the absence. In case of the absence or temporary disability of the Chair and Vice-chair, an Acting Chair selected by members of the Planning Commission shall act as Chair during the continuance of the absences or disabilities. The Chair or Vice-chair are referred to as "Presiding Officer" from time to time in these bylaws.

4.3 Seating Arrangement. Planning Commission Members shall occupy the respective seats in the meeting room assigned to them by the Chair.

4.4 Order of Business. The business of all regular meetings of the Planning Commission shall be transacted as follows; provided, however that the Presiding Officer may, during a Commission meeting, re-arrange items on the agenda to conduct the business before the Commission more expeditiously.

- I. Call to Order
- II. Call of Roll
- III. Approval of Minutes of the Previous Meeting

- IV. Open Forum
- V. Public Hearings
- VI. Informational Items
- VII. Reports of Commission Members
- VIII. Projects, Plans, Other Currently Under Discussion
- IX. Adjournment

4.5 Voting -The votes during all meetings of the Planning Commission shall be transacted as follows:

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Commissioner, the Recording Secretary shall take a roll call vote. The Presiding Officer shall determine the order of the roll call vote.
- (b) In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (c) Every member who was in the meeting chambers when the question was put shall give their vote unless the Commission, for special reasons, shall excuse the member by motion or unless the Commissioner is excused in accordance with the Fairness Doctrine. If any Commissioner declines to vote "aye" or "nay", their vote shall be counted as an "aye" vote.

4.6 Committees. The Planning Commission will promote the use of subcommittees within the Commission to assist in the accomplishment of its goals. Also, the Planning Commission may request that the City Council appoint other members of the community to ad hoc Commission Committees, which may be created by the Commission for specific purpose and duration. At least one (1) voting member of the Commission also shall be appointed to each such committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before the Commission takes action. The Committee Chair may present the recommendations of the committee during the discussion of the item of business. Minutes need not be taken of committee meetings.

CHAPTER 16

PLANNING AND DEVELOPMENT

Article I	Planning Commission
Article II	Reimbursement of Consultant Development Fees
Article III	Environmental Review Program

ARTICLE I. PLANNING COMMISSION

Sec. 16-1. Commission Established. A Planning Commission for the city is hereby established. The Commission serves as an advisory board for the City Council and City Administrator. All conclusions reached by the commission shall serve as recommendations and powers of execution shall be vested in the City Council.

Sec. 16-2. Functions and Duties of Commission. The Planning Commission shall act in an advisory capacity to the City Council and City Administrator in all matters pertaining to planning, development, and redevelopment. Specific responsibilities of the commission shall be:

- (1) To establish plans, policies, and procedures in matters relating to planning, development, and redevelopment.
- (2) To assist the City Council in developing, reviewing, and analyzing planning programs, development proposals, and redevelopment programs.
- (3) To educate the City Council on planning, development, and redevelopment issues.
- (4) To interview and review work of the planning consultant.
- (5) To assist in the collection of background data to assist the City Council to determine goals, policies, and programs for future development of the community.
- (6) To assist with the preparation and updating of the comprehensive plan.
- (7) To assist in the preparation of development controls.
- (8) To review development proposals and proposed changes to city ordinance.
- (9) To assist in preparation of a Capital Improvements Program.
- (10). To make recommendations on proposed boundary changes.

Sec. 16-3. Composition of Commission; Appointment to Commission. The Planning Commission shall consist of seven (7) regular members, appointed by the City Council. A simple majority of the serving members shall constitute a quorum. Vacancies shall be filled by City Council appointment for the remainder of the unexpired term. Resignation of Planning Commission members shall be submitted in writing to the City Council. At their discretion, the City Council may appoint up to two (2) student representatives to serve on the commission; such individuals shall serve in an advisory role without voting privileges and do not need to meet the age or residency requirements for a commissioner.

Sec. 16-4. Terms of Members. Members of the Planning Commission shall be appointed by the City Council for three (3) year terms. Terms, in general, begin July 1 of each year. Members may not serve more than three (3) consecutive terms on the Planning Commission. Upon completion of three (3) consecutive terms on the Planning Commission, members may either (a) seek appointment to a different commission or (b) wait a period of one (1) year before applying to serve on the Planning Commission. The initial term for appointments to the commission shall be staggered so that only three (3) new appointment or reappointments need to be made in any one year.

Sec. 16-5. Organization of Commission. The Planning Commission shall elect from its membership, a Chairperson and Vice-Chairperson annually at its first meeting of each year. The election of Chairperson is subject to veto by the Mayor. The Planning Commission shall adopt its own Rules of Order and Bylaws for the purpose of governmental procedure.

Sec. 16-6. Commission Meetings and Records. The Planning Commission shall hold regular meetings as established in the bylaws. These meetings shall be open to the public. The Planning Commission shall submit copies of its meeting minutes to the City Council following each scheduled meeting and shall submit periodic reports when requested by the City Council.

Sec. 16-7. Removal of Commission Members. Commission members may be removed, at will, by action supported by a majority of the City Council. Also, given that the City Council expects diligence in attendance by the members of the Planning Commission at commission meetings, excessive absences will be considered as grounds for removal from the commission.

Sec. 16-8. Residency Requirement. No person appointed to represent the residents shall continue to serve on the commission once that member has taken residence outside of the corporate limits of Oakdale. A written resignation shall be submitted to the City Council in this instance.

BALLOT



Election of 2019 Planning Commission Chair

January 3, 2019

Please write in your choice for Chair from those nominated tonight:

Chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.

BALLOT



Election of 2019 Planning Commission Vice-chair

January 3, 2019

Please write in your choice for Vice-chair from those nominated tonight:

Vice-chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.