

Planning Commission
City Hall
Council Chambers

1. Call To Order/Roll Call

1.A. 1. Agenda

Documents:

[1. AGENDA.PDF](#)

2. Approve Minutes

2.A. 2A Minutes

Documents:

[2A MINUTES 11-20-17.PDF](#)

3. Public Hearings

4. Work Session

4.A. 4A Election

Documents:

[4A. 2018 ELECTION OF OFFICERS.PDF](#)

4.B. 4B 2018 Schedule

Documents:

[4B. 2018 MEETING SCHEDULE.PDF](#)

4.C. 4c By-Laws

Documents:

[4C. PC BY-LAWS.PDF](#)

5. Work Session

Documents:

[WORK SESSION AGENDA.PDF](#)

6. Adjourn

FARIBAULT PLANNING COMMISSION

AGENDA

Monday, January 08, 2018 City Hall, 3rd Floor Conference Room 6:00 PM

1. **CALL TO ORDER - 6:00 PM**
2. **APPROVAL OF MINUTES**
 - A. Minutes of November 20, 2017
3. **PUBLIC HEARINGS**

None
4. **ROUTINE BUSINESS**
 - A. Election of Officers – Term of one year with no member serving more than two full consecutive terms as Chair.
 1. Chair
 2. Vice-Chair
 - B. Approval of 2018 Meeting Schedule
 - C. By-Laws – Information only
5. **SHIP Presentation – Josh Ramaker - no report**
6. **Update**
 - A. 2040 Comp Plan consultant results - verbal
7. **ADJOURN**

*Please contact the City Planning Division (507.333.0387) if you need special accommodations related to a disability to attend this meeting.
The Public Hearings are broadcast live on FCTV.*

FARIBAULT PLANNING COMMISSION
MINUTES
November 20, 2017

1. CALL TO ORDER

Chair Ackman called the meeting to order at 7:00 PM in the City Council Chambers. Commissioners present: Chuck Ackman, Dave Albers, Dave Campbell, Mike Schendel, Tom Spooner, and Steve White

Commissioners Absent: Ann Vohs

Staff present: City Planner David Wanberg, Planning Coordinator Peter Waldock, and Administrative Assistant II Sandi Tidemann

2. APPROVAL OF MINUTES

Commissioner Albers made a motion to approve the Minutes of November 6, 2017, as presented. Commissioner Schendel seconded the motion. Motion carried (6/0).

3. PUBLIC HEARINGS - Continued from October 16 2017.

- A. 1. PP 21-17 Preliminary Plat approval for MCD Addition
- 2. VAC 23-17 Vacation of a portion of a City Roadway easement that extends along the west side of the proposed MCD Addition subdivision plat
- 3. FP 22-17 Final Subdivision Plat approval for MCD Addition

Waldock noted Staff received revised plans meeting all Ordinance Standards, and all requests/recommendations by Staff. The South lot was enlarged so the East property lot matches the center lot creating an "L" shape. Lot 1 will be the trucking operation and the south Lot 2 is the rental house. All three parcel now meet minimum Ordinance standards and provisions asked by Staff of the applicant. The City Engineer is working with the land surveyor to work out a minor geometry issue, so a condition was added to the plat approval requiring City Engineer approval.

Staff is recommending approval of all three requests, with the final plat upon the City's Engineer's approval. Chair Ackman asked if all the small incendiary issues have been resolved. Staff agreed they have.

Tim Peterson was ill and not able to represent the applicant. Chair Ackman continued the public meeting, but with no public comment, Ackman closed the public hearing and brought it back to the Commission.

With no further discussion Chair Ackman asked for a motion. Commissioner Albers made a motion to approve Preliminary Plat 21-17 as presented. Commissioner Campbell seconded the motion. Motion carried (6/0).

A motion was made by Commissioner Albers to approve Vacation 23-17 as presented. Commissioner Campbell seconded the motion. Motion carried (6/0).

A motion was made by Commissioner Albers to approve Final Plat 22-17 as presented. Commissioner Campbell seconded the motion. Motion carried (6/0).

4. ADJOURN

A motion to adjourn was made by Commissioner Campbell and seconded by Commissioner Schendel to adjourn. The meeting was adjourned at 7:06 p.m. Motion carried (6/0).

Respectfully Submitted,

Sandi Tidemann, Administrative Assistant II

MINUTES APPROVED:

Chuck Ackman, Chair



PLANNING AND ZONING

MEETING DATE: January 8, 2018
TO: Planning Commission
FROM: David Wanberg Planning Coordinator
SUBJECT: Election of Officers

According to the Planning Commission By-laws, officers are to be elected annually, with no officer serving more than two consecutive terms. The officers of the Planning Commission shall consist of a Chair and Vice-Chair elected by the Commission at the annual meeting for a term of one year. The election procedure shall be by a vote of the simple majority.

ATTACHMENTS: None

Planning Commission 2018 Meeting Date

Monday, January 2, 2018 changed to Monday, January 8, 2018

Tuesday, January 16, 2018

Monday, February 5, 2018

Tuesday, February 20, 2018

Monday, March 5, 2018

Monday, March 19, 2018

Monday, April 2, 2018

Monday, April 16, 2018

Monday, May 7, 2018

Monday, May 21, 2018

Monday, June 4, 2018

Monday, June 18, 2018

Monday, July 2, 2018 – Cancelled by consensus

Monday, July 16, 2018

Monday, August 6, 2018

Monday, August 20, 2018

Tuesday, September 4, 2018

Monday, September 17, 2018

Monday, October 1, 2018

Monday, October 15, 2018

Monday, November 5, 2018

Monday, November 19, 2018

Monday, December 3, 2018

Monday, December 17, 2018

Monday, January 7, 2019

Tuesday, January 22, 2019

FARIBAULT PLANNING COMMISSION BY-LAWS

Draft amendments for review, revision, and action by the Planning Commission. ~~Strikethrough~~ text is text proposed to be deleted. Underlined text is proposed text proposed to be added.

Section 1. Regular Meetings

The Planning Commission shall hold regular meetings on the first and third ~~Tuesday~~ Monday of each month at 7:00 p.m. or as otherwise established by the Planning Commission at the first meeting of the year. At such meetings, the Commission shall consider all matters properly brought before it. Notice of meetings shall be in the form of an agenda packet, either mailed, hand delivered, or electronically delivered to all members of the Commission and the media. Notice of such meetings shall be in the form of published notice in the official newspaper of the City and posting on the City Hall bulletin board. A regular meeting may be canceled or rescheduled by the Commission at a prior meeting. A regular meeting may also be continued to a later date at the discretion of the Commission. All meetings shall be held in the City Hall unless otherwise determined by the Commission.

At the first meeting of the year, the Planning Commission shall set forth a schedule of meetings for the upcoming year, including the annual meeting of the Planning Commission.

Section 2. Special Meetings

The Chair of the Commission or a majority of the Planning Commission may call a special meeting. Such meeting shall be called with a three day notice to all Commission members and members of the media. Notice of meetings shall be in the form of an agenda packet, either mailed, hand delivered, or electronically delivered to all members of the Commission and the media. Notice of such meeting shall be posted on the City Hall bulletin board. If time will allow, there shall also be published notice in the official newspaper of the City. All meetings shall be held in the City Hall unless otherwise determined by the Commission.

Section 3. Annual Meeting

The Planning Commission shall hold an annual meeting each year as set at the first meeting of the year. Said meeting shall be for the purpose of electing officers and representatives for the year, reviewing the annual report from the previous year, setting goals for the upcoming year, and any such other business as shall be scheduled by the Planning Commission.

Section 4. Quorum

A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business. No official action may be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. Vacancies on the Planning Commission, as outlined in Section 13, shall be taken into consideration when determining the number of members needed for a quorum.

Section 5. Voting

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice unless a roll call vote is requested by any member of the Commission. The affirmative vote of a majority of the Planning Commission members shall be necessary for the adoption of any recommendation or action.

In the event that any member of the Planning Commission shall feel that he/she has a conflict of interest in any matter that is on the agenda, he/she shall voluntarily excuse himself/herself from discussing and voting on said item. The member may remain seated with the Planning Commission; however, if said member wishes to address the Commission as a resident, the member must vacate his/her seat on the Planning Commission prior to speaking in this capacity. The Secretary shall record in the minutes that such member refrained from discussion because of a conflict of interest and abstained from voting on the item. The voluntary removal of any member for conflict of interest shall not result in the lack of a quorum when one existed prior to the voluntary removal of the member.

Section 6. Order of Business

The Chair or presiding officer of the Commission shall preserve order and decorum, act as parliamentarian, and decide questions of order. A designated member of City staff shall prepare a written agenda in advance of all regular meetings. The order of business shall be 1) Call to Order; 2) Approval of Minutes; 3) Public Hearings; 4) Requests to be Heard; 5) Items for Discussion; 6) Routine Business; and 7) Adjournment. Any other item of business shall be placed on the agenda in an order deemed prudent by the designated staff member.

Section 7. Minutes

A designated member of City staff shall prepare written copies of the minutes of each meeting and shall distribute copies of the minutes to the Planning Commission members prior to the next meeting of the Planning Commission. One or more copies of the minutes shall be available at the office of the City Administrator for review by the public. Upon the appearance of a quorum at a Planning Commission meeting, the Chair shall inquire of the Commission whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the Commission as prepared by the Secretary. Any error or omission in the minutes may then be corrected by the Commission. The designated City staff member shall also keep a permanent record of all minutes of all meetings of the Planning Commission.

Section 8. Rules of Procedure

All meetings of the Planning Commission shall be conducted in accordance with the rules of parliamentary practice as included within Robert's Rules of Order, except as otherwise contained herein.

Section 9. Officers

The officers of the Planning Commission shall consist of a Chair and Vice-Chair elected by the Commission at the annual meeting for a term of one year. The election procedure shall be

by a vote of the simple majority. No member may serve more than two full consecutive terms as chairman.

Section 10. Duties of Officers

The duties and powers of the officers of the Planning Commission shall be as outlined herein. The Chair shall preside at all meetings, call special meetings in accordance with these by-laws, sign all documents of the Commission, see that all actions are properly taken, and to review all agendas prior to the meeting. In the absence, resignation, or disqualification of the Chair, the Vice Chair shall perform all the duties and be subject to all the responsibilities of the Chair. A designated City staff member shall serve as Secretary and keep a permanent record of the minutes of all meetings, serve notice of meetings as required by law or these by-laws, prepare the agenda for all meetings, be the custodian of all records, and handle funds allocated to the Commission.

Section 11. Representatives

~~The Planning Commission shall select representative of the Planning Commission to serve on the City's Economic Development Authority (EDA).~~ The Planning Commission may also select representatives to serve on other committees, task forces, or boards.

Section 12. Attendance

Each member of the Planning Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the commission shall notify the designated City staff member at the earliest possible opportunity and, in any event, prior to 4:30 p.m. on the day of the meeting. The City Planner shall notify the Chair and all members of the Commission in the event that projected absences will produce lack of quorum.

Section 13. Vacancies

Should any vacancy occur among the members of this Planning Commission by any reason, immediate notice thereof shall be given to the City Administrator by the Secretary. Should any vacancy occur among officers of the Commission, the vacant office shall be filled in accordance with Section 9 of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur. If the office of Chair is vacated, the Vice-Chair shall become the Chair.

Section 14. City Code Recognized

Chapter 20 of the Faribault Code of Ordinances establishing this Planning Commission is hereby recognized.

Section 15. Amending By-Laws

These By-Laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

These By-Laws shall take effect upon adoption and all prior rules and By-Laws are rescinded.

Adopted this ___ day of _____, 2014.

FARIBAULT PLANNING COMMISSION

WORK SESSION AGENDA

January 8, 2018	City Hall – 3 RD Floor Conference Room	6:00 PM
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NO WORK SESSION