



**PLAINVIEW PLANNING COMMISSION MEETING
AGENDA**

Tuesday, March 1, 2022 at 6:00 P.M.

Church of Christ – 205 1st Street NE Plainview, MN 55964

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Consent Agenda**
 - A. January 4, 2022 Minutes**
- 4. New Business**
 - A. Comprehensive Plan Review Process**
- 5. Adjourn**

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Regular Meeting: March 1, 2022

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 3.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the January 4, 2022 Planning Commission Regular Meeting Proceedings.	

CITY OF PLAINVIEW PLANNING COMMISSION
JANUARY 4, 2022
MEETING MINUTES

The January 4, 2022 meeting for the Plainview Planning Commission was called to order at 6:01 p.m. by Chairperson Holly Reeve.

Members present: Holly Reeve, Ben Jacobs, Ann Liebenow-Anttila, Roger Durgin, Jim Walkes, Scott Kujath and Aaron Nicklay.

Members absent: None

Staff members present: City Administrator David Todd, City Clerk Carol Kujath and Deputy Clerk Kayla Hall.

Guests in attendance: Harry Davis, Les Conway, Tony Montgomery, Steve Sawyer, Tammy Sawyer, Scott Bennett, Steve Frein, and Greg Speedling.

Motion by Jacobs, second by Walkes to approve the Agenda.
Motion carried unanimously.

Motion by Jacobs, second by Kujath to approve the Consent Agenda which included the October 5, 2021 Planning Commission Minutes.
Motion carried unanimously.

Skye View Development - Preliminary Plat:

Motion by Jacobs, second by Walkes to open the public hearing at 6:02 p.m. to hear testimony regarding the proposed Preliminary Plat for the Skye View Development located south of Highway 42 and between 255th Ave and 3rd St SW. This property is zoned SD for the Skye View Special District and overlay. The property totals approximately 9.19 acres.

-Tony Montgomery – 630 2nd St NW – Co-owner of the Golf Course – Concerned about water hydraulics so that the golf course doesn't get flooded. He is not interested in deferring any of the easement for the 26-foot road in the future.

-Les Conway – WSE – Engineer for the Developer- Is in agreement with the staff report, everything is doable. Explained there are quite a few moving parts to this development. Highway 42 access is preliminary agreed upon with MnDOT. The water will come from the north of Highway 42 at 7th Street SW, in piping under the highway, which will have to be approved by MnDOT. The storm water will be easily contained and will continue down the normal path to the east under County Road 4. The plat shows a future roadway, which cannot be constructed until future development to the south, or an agreement is obtained along the easement. So will keep as an outlot and will keep the gravel road as an easement and connect to the roadway to north side and put it into a public

right of way and reconnect to the gravel road. The Developer along with WSE are acceptable of the staff report and would like Planning Commission to recommend approval to City Council for Skye View Preliminary Plat.

-Scott Bennett – 415 E. Broadway – Property owner to the west of the development – The easement is not clear or defined as far as if we would allow for future use. Is working with the developer for temporary use for construction use.

-Commissioner Roger Durgin – Asked if Scott Bennett is selling land to the State of MN for a turn off lane.

-Scott Bennett – Has not been approached about the land for a turn off lane as of yet, so possibly, but can't say yes or no at this time.

-Steve Sawyer – 740 2nd St NW – Co-owner of the Golf Course – Agrees with Tony Montgomery, and has water concerns, which he has brought up at PADCO meetings in the past. Potentially worse from the north. Connectivity to city services, consider this as the City puts in this development and use money for a box culvert, so pedestrians can walk under Highway 42 to access city parks and the bike path.

-Harry Davis – Bolton & Menk – Discussed things to change, in regard to the zoning: there are incorrect setbacks and lot sizes/lot widths that need to be addressed. Have been working through easements, to have appropriate drainage, also collaborating with the developer regarding utilities. The easement that is currently in use by the golf course: staff is still trying to get the details on that. The future road connection does serve quite a few purposes, it gives the golf course access to a public street instead of the private easement. Also working through the access to this property, with the developer getting access off of Highway 42 as the primary access, the City is not pushing for access off of 255th Ave. However, people will still use the easement. All streets are according to City Code roadway sections. Will need to continue talking about sidewalk under Highway 42. The sewer and water will be realigned and brought through at the developer's expense.

-Roger Durgin – Asked who pays for water and sewer, and who pays for Highway 42.

-Les Conway- The water and sewer will be at the Developer's expense with matched funds from other sources.

-Harry Davis – Unsure who is responsible for the Highway 42 expense, as he has been removed from these conversations. But will find out.

Motion by Liebenow-Anttila, second by Jacobs to close the public hearing at 6:27 p.m.

Motion carried unanimously.

Motion by Liebenow-Anttila, second by Jacobs to recommend to City Council to approve Skye View Development with conditions as listed:

1. The applicant shall make the following revisions prior to approval to be compliant with code:
 - a. Adjust Lots 1 and 2 to be at least 60 feet in width.
 - b. Adjust Lots 3, 6, and 9 to have correct setbacks for an exterior townhouse.
2. A recommendation that the proposed preliminary plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the preliminary plat is appropriate.
3. The preliminary plat shall generally be consistent with the Skye View Special District.
4. Public roadway connection to Highway 42 shall be required as a part of the first phase of the proposed development.
5. Formal MnDOT approval for Highway 42 access shall be required prior to final plat approval.
6. Highway 42 right-of-way shall be dedicated to MnDOT as a part of the Final Plan
7. Final plat and construction plans shall show that access to Parcel No.'s 14.00110.00 and 14.00109.06 is maintained through the special district property during construction of the improvements and after the improvements are made.
8. A traffic impact study shall be completed prior to approval of the Final Plat.
9. A method for accomplishing the needed watermain extension for the development will need to be determined, including cost allocation, prior to approval of the Final Plat.
10. Plans and specifications and all applicable permits for the required infrastructure improvements shall be submitted for City review and shall be approved by the City prior to Final Plat approval.
11. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.
12. Easements included on the final plat shall conform with those shown on the preliminary plat, as well as any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.
13. The parkland dedication cash in lieu of land amount shall be determined and finalized as a part of the development agreement.

14. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.

15. Unless earlier rescinded by the City Council, approval of a preliminary plat is limited to a period of one year, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat. In the event the developer does not submit a final plat for approval within this time limits listed herein, the preliminary plat approval in this resolution shall expire.

Roll Call Vote:

Aye: Reeve, Jacobs, Durgin, Walkes, Liebenow-Anttila, Kujath, Nicklay

Nay: None

Abstain: None

Motion carried unanimously. 7-0-0

2021 Annual Report to City Council:

The Planning Commission is required to submit an annual report of activities to the City Council by the January council meeting each year.

January: No meeting

February: Public hearing for Marshman Addition Preliminary Plat; recommend approval with conditions.
Tom Wiener and Jim Walkes agreed to 3-year term as planning commissioners.

March: Marshman Addition Final Plat; recommend approval with conditions.
Voted to request City Council to approve Planning Commission Meeting time change from 7:00 p.m. to 6:00 p.m.

April: No meeting

May: Orchard Hills 7th Final Plat; recommend approval
Voted to recommend City Council direct staff to explore the potential for adding Special District language to City Code.

June: Adam Daschner resigned his positions on the City Council and Planning Commission.

Public Hearing for Pleasant Acres Preliminary Plat; voted to recommend denial due to a conflict with the Land Management Ordinance and an undue burden on the City's traffic system.

Voted to recommend the City Council allow staff to develop language for a code amendment allowing a Special District.

July: Public Hearing to consider an amendment to City Ordinance to allow Special District Zoning; voted to recommend approval.

Tom Weiner stepped down from the Planning Commission.
Holly Reeve was appointed to the Planning Commission to fill the position previously held by Daschner.

- August: Reviewed application for a Conditional Use Permit for Occupation submitted by Kaitlin and Justin Bauer; voted to recommend approval.
Pleasant Acre Development Preliminary Plat and GDP; voted to recommend a 60-day extension.
Reviewed applications for two open seats on the Planning Commission; voted to recommend Aaron Nicklay and Scott Kujath.
- September: Appointed officers for the remainder of 2021; Holly Reeve as Chair; Ann Liebenow-Anttila as Vice Chair.
Informational binders were distributed to all Planning Commission members.
- October: Skye View Development application for a Special District Zone; voted to recommend denial due to being incomplete.
- November: No meeting
- December: No meeting
- Motion by Reeve, second by Walkes to approve the 2021 Annual Report of the Planning Commission to be forwarded to City Council.
Motion carried unanimously.

Commissioner Term Expired:

The Plainview Planning and Zoning Commission is a seven-member commission appointed by the City Council as an advisory board to oversee zoning, development, and City Code related to the same. The Commission has two Council Members who serve on the board and the rest are made up of appointed members from the community. Ann Liebenow-Anttila's three (3) year term expired December 31, 2021.

Motion by Nicklay, second by Jacobs to recommend City Council to approve the reappointment for Ann Liebenow-Anttila to the City of Plainview Planning & Zoning Commission for another 3-year term to expire December 31, 2024.
Motion carried unanimously.

Select Chair for Planning Commission:

According to city code, which states in part, *"The commission shall elect a chairperson and vice chairperson from among its appointed members for a term of one (1) year."*

Liebenow-Anttila nominated Holly Reeve as Chairperson, second by Nicklay.

Aye: Jacobs, Liebenow-Anttila, Durgin, Kujath, Nicklay and Walkes

Nay: None

Abstain: Reeve

Motion carried.

Select Vice Chair for Planning Commission:

According to city code, which states in part, *“The commission shall elect a chairperson and vice chairperson from among its appointed members for a term of one (1) year.”*

Walkes nominated Nicklay as Vice Chairperson, second by Liebenow-Anttila.

Aye: Reeve, Durgin, Jacobs, Liebenow-Anttila, Kujath and Walkes

Nay: None

Abstain: Nicklay

Motion carried.

Motion by Walkes, second by Durgin to adjourn.

Motion carried unanimously. Meeting adjourned at 6:34 p.m.

Planning and Zoning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Regular Meeting: March 1, 2022

AGENDA ITEM: Comprehensive Plan Review Process	AGENDA SECTION: New Business
PREPARED BY: Holly Reeve	AGENDA NO. 4.A.
ATTACHMENTS: None	APPROVED BY:
RECOMMENDED ACTION: Motion to discuss and plan for a review of the Comprehensive Plan	

SUMMARY

City Code tasks the Planning Commission with review and revision of the Comprehensive Plan as follows:

"After the commission has prepared and adopted a comprehensive plan, the commission shall periodically, but at least once every three (3) years review the plan, as well as any Ordinances and any capital improvement program the Council has adopted to implement the plan. After such review, it shall to the extent it deems necessary, revise the comprehensive plan, adopt the amendments or the new comprehensive plan and recommend it to the Council in accordance with law. Similarly after such review, it shall recommend to the Council any amendments it deems desirable to the capital improvement program and any Ordinance implementing the plan."

The Comprehensive Plan itself addresses amendments to the plan as follows:

"The Comprehensive Plan cannot be an effective guide over a long period of time unless it is flexible. It must respond to changing conditions and changing ideas from the citizens. A review and amendment process should occur at least every five years. Amendments and revisions should be approved by the same process used in creating the plan itself. Input should be received from community representatives and changes approved by the City Council."

Plainview's Comprehensive Plan was developed in 2019. According to city code, the Planning Commission needs to develop a process to review and revise it, as needed, in 2022.