



**PLAINVIEW PLANNING COMMISSION
SPECIAL MEETING
AGENDA**

Wednesday, January 10, 2024

(Immediately following the Joint Special Meeting Work Session)

City Hall, 241 W Broadway, Plainview, MN 55964

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Consent Agenda**
 - A. December 5, 2023 Minutes**
- 4. New Business**
 - A. 2023 Annual Report to City Council**
 - B. Select Chair for Planning & Zoning Commission**
 - C. Select Vice Chair for Planning & Zoning Commission**
- 5. Adjourn**

CITY OF PLAINVIEW PLANNING COMMISSION
DECEMBER 5, 2023
MEETING MINUTES

The December 5, 2023, meeting for the Plainview Planning Commission was called to order at 5:58 p.m. by Chair, Holly Reeve.

Members present: Holly Reeve, Don Kuschel, Scott Kujath, Roger Durgin, and Jim Walkes.

Members absent: Aaron Nicklay and Ann Liebenow-Anttila.

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

Guests in attendance: None.

Motion by Kuschel, second by Kujath to approve the Agenda. Motion carried.

Motion by Kujath, second by Durgin to approve the Consent Agenda. Motion carried. The October 3, 2023, minutes were approved without any corrections or amendments.

Planning/Zoning Commission Minimum Meetings Requirement:

Per Plainview City Code, the Planning Commission, "...shall hold at least six (6) regular meetings each year." The Commission discussed the reasons for this, and if it was necessary to hold six (6) meetings if there isn't a need to have a meeting. It was noted that in years past the Commission only held meetings when needed. Reeve would like to bring this to Council to amend City Code to remove the requirement to have a minimum of meetings per year.

Motion by Reeve, second by Kuschel to recommend Council amend City Code pertaining to the Planning Commission minimum meetings requirement. Motion carried.

Updates/Discussion:

Discuss – 2023 Annual Report to Council – Chair Reeve explained one of the tasks as a Commission is to report to the Council a summary of the past year's activities. This report will be brought forward at the January Planning/Zoning Commission meeting for approval to be forwarded to Council.

Discuss – Expiring Commission Terms – The Planning/Zoning Commission is a three (3) year term. Commissioners Jim Walkes and Roger Durgin have terms that expire on December 31, 2023. Both Jim and Roger agreed to another 3-year term. This will go before Council for approval at the December City Council meeting.

Discuss – January election of Chair and Vice Chair – Reeve stated that in January the Planning/Zoning Commission votes for Chair and Vice Chair for the year.

Discuss – Commission Absences – It was brought to the Commissions’ attention that a member has missed four (4) of the six (6) meetings this year. It states in the Plainview City Code of Conduct, “...Fully participate in meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.” There is no language in City Code on how many meetings can be missed in a year. Reeve offered to reach out to this commissioner to discuss the absences.

Update – MnSpect – City Staff along with roughly nine other cities in the area had a zoom meeting with MnSpect to see if they would consider coming to the area to do building inspections. Scott Qualle, a MnSpect Building Official, came to Plainview and had a meeting with the City Administrator and the City Clerk, to discuss our wants/needs/expectations if MnSpect was to come into the area. The meeting went very well. MnSpect will send Administrator Todd a Bid for Services to bring before the Planning Commission and then to Council. It was noted that CMS’s prices will be increasing as of the first of the year. Some of the pricing will be increasing by 300% or more. CMS has also purchased software to improve turnaround times and help with inspections. CMS is passing the cost of the new software onto the city. The cost to the city will be \$2,400 annually.

Update – 600 Code Updates – Brian Malm with Bolton & Menk met with staff for a first review of the 600 Code updates. Staff made modification requests after the first review. Malm will bring the modified 600 Code back to staff before bringing it to the Commission. Malm would like a joint meeting with the Planning Commission and City Council to go over the updated 600 Code. Administrator Todd is hopeful that the meeting with staff will be the second week in January.

Motion by Kuschel, second by Walkes to adjourn.

Motion carried unanimously. Meeting adjourned at 6:25 p.m.

Planning and Zoning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning/Zoning Commission Meeting: January 10, 2024

AGENDA ITEM: 2023 Annual Report to Council	AGENDA SECTION: New Business
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 3.A.
ATTACHMENTS: 2023 Report to City Council of the Plainview Planning Commission	APPROVED BY:
RECOMMENDED ACTION: Motion to approve the 2023 Report of the Planning Commission to be submitted to City Council.	

Summary:

Planning/Zoning Commission meetings were held on the following dates:

January 10, 2023 – Annual 2022 Report to Council, Select Chair and Vice Chair for 2023.

February 7, 2023 – Public hearing for the Rezoning request from R1 to Transitional for Annie Jurrens, Refill Goods shop.

March 7, 2023 – Public hearing for CUP Application for Seth and Annie Jurrens. The possible interest from MnSpect Inc. to provide Plainview with building inspection services.

July 5, 2023 – Church of Christ Quick Plat Application. Bolton & Menk and staff have been working on revising the 600 Code.

October 3, 2023 – Public hearing for the Church of Christ CUP Application, Development Services Coordinator Resignation.

December 5, 2023 – Request Council to remove the minimum meeting requirement for the Planning Commission.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Special Meeting: January 10, 2024

AGENDA ITEM:	Select Chairperson for Planning & Zoning Commission	AGENDA SECTION:	New Business
PREPARED BY:	Carol Kujath	AGENDA NO.	4.B.
ATTACHMENTS:	none	APPROVED BY:	cjk
RECOMMENDED ACTION: Motion to select and approve a Chairperson for the Planning & Zoning Commission for 2024.			

SUMMARY

The commission shall elect a chairperson and vice-chairperson from among its appointed members for a term of one (1) year. The commission may create and fill such other offices as it may determine. The committee shall hold at least six (6) regular meetings each year. It shall adopt rules for the transaction and findings, which records shall be a public record. On or before the second regular City Council meeting in January of each year, the commission shall submit a report to the Council of its work during the preceding calendar year. Expenditures shall be within the amount appropriated for the purpose by the City Council.

Planning/Zoning Members: **Term Expiration Dates:**

Roger Durgin	(Term Expires: 12/31/2026)
Jim Walkes	(Term Expires: 12/31/2026)
Ann Liebenow-Anttila	(Term Expires: 12/31/2024)
Scott Kujath	(Term Expires: 12/31/2024)
Holly Reeve	(Council Member)
Don Kuschel	(Council Member)

**Aaron Nicklay decided to step down from the Planning Commission.*

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Special Meeting: January 10, 2024

AGENDA ITEM:	Select Vice-Chairperson for Planning & Zoning Commission	AGENDA SECTION:	New Business
PREPARED BY:	Carol Kujath	AGENDA NO.	4.C.
ATTACHMENTS:	none	APPROVED BY:	cjk
RECOMMENDED ACTION: Motion to select and approve a Vice-Chairperson for the Planning & Zoning Commission for 2024.			

SUMMARY

The commission shall elect a chairperson and vice-chairperson from among its appointed members for a term of one (1) year. The commission may create and fill such other offices as it may determine. The committee shall hold at least six (6) regular meetings each year. It shall adopt rules for the transaction and findings, which records shall be a public record. On or before the second regular City Council meeting in January of each year, the commission shall submit a report to the Council of its work during the preceding calendar year. Expenditures shall be within the amount appropriated for the purpose by the City Council.

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