



**PLAINVIEW PLANNING COMMISSION MEETING
AGENDA**

Tuesday December 5, 2023, at 6:00 P.M.

Council Chambers- 241 West Broadway, Plainview, MN 55964

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of Consent Agenda**
 - a. Planning Commission Meeting Minutes – October 3, 2023**
- 4. New Business –**
 - a. Planning/Zoning Commission Minimum Meetings Requirement**
- 5. Updates/Discussion –**
 - a. Discuss – 2023 Annual Report to Council**
 - b. Discuss – Expiring Commission Terms**
 - c. Discuss – January Election of Chair and Vice Chair**
 - d. Other Updates/Discussion from Commissioners or Staff**
- 6. Adjourn**

CITY OF PLAINVIEW PLANNING COMMISSION
OCTOBER 3, 2023
MEETING MINUTES

The October 3, 2023, meeting for the Plainview Planning Commission was called to order at 6:00 p.m. by Commission Chair Holly Reeve.

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

Members absent: Roger Durgin and Don Kuschel.

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

Guests in attendance: Brian Malm with Bolton & Menk, Bob Blanshan, Chuck Coggins, Helen Coggins, Randy Ferguson, Angie Connelly, Roy Johnson, and Ashley Johnson.

Motion by Liebenow-Anttila, second by Kujath to approve the Agenda.
Motion carried unanimously.

Motion by Walkes, second by Liebenow-Anttila to approve the Consent Agenda which included the July 5, 2023, Planning Commission Minutes.
Motion carried unanimously.

PUBLIC HEARING:

CUP Application – Church of Christ – Parking Lot:

Commission Chair, Reeve made a motion, second by Kujath, to open the public hearing at 6:01 p.m. to hear testimony regarding the proposed CUP Application presented by the Church of Christ located at 230 2nd Street NE.

Motion carried unanimously.

City Administrator David Todd gave a summary to the Planning Commission of the CUP Application requesting to construct a parking lot as an accessory use to the Church.

Brian Malm – Provided a memo which was included in the Commission packet.

Bob Blanshan (Applicant) – Wanted to address some of the concerns related to the CUP. The Church is fully on board with privacy for the neighbors, the Church is open to the idea of fences/bushes and is not interested in removing trees if not necessary. Trees will only be removed if they are directly in line with the parking lot. There is no tree being removed within 6 feet of the property line. The issue of runoff was raised and there are curbs in the plan to prevent this. The goal for the parking lot is to have less cars parking on the streets, in turn making the streets safer for everyone.

Connie Johnson – 220 2nd St NE – sent a letter of concern.

(see attached)

Angie Connelly– 220 2nd St NE – Daughter of Connie Johnson, neighbor to the south of the lot in question. Wants the trees saved, as they have been there for fifty years and provide privacy and believes if the trees are taken down it will be detrimental to her 80-year-old mother's health and wellbeing.

Ashley Johnson – 410 8th St SW – Granddaughter to Connie Johnson, neighbor to the south of the lot. The idea of a parking lot is taking a huge toll on her grandmother. Believes constructing a parking lot will damage a lot of the trees in the long run. Trees are a value to the earth. Wondering if it is worth it for just one day a week.

Roy Johnson – 410 8th St SW – Grandson of Connie Johnson, neighbor to the south of the lot. Noticed that there are open parking spots in existing parking lot on Sundays already. If they (the Church goes) would use the parking lot already available, does not see the need for expansion. Would like to see a different use for the space than parking. Has concerns about the trees being removed. Asked the Board if they would like to live beside a parking lot, probably not.

Chuck Coggins – 105 3rd Ave NE – Chuck thinks the world of the Johnson's and would not want to see Connie disturbed at all. Having a parking lot in your backyard turned out to be a personal benefit for the grandkids and neighborhood kids to ride bikes, skate and play in instead of being out on the street. Being a homeowner next to a parking lot has not devalued his property either. Appreciate the protection of trees. Also noted that he talked with another neighbor who was in support of the parking lot. Motion by Nicklay, second by Walkes to close the public hearing.

Motion carried unanimously. The public hearing closed at 6:14 p.m.

Motion by Liebenow-Anttila, second by Nicklay to reopen the Commission meeting.

Motion carried unanimously. Meeting reopened at 6:14 p.m.

CUP Application – Church of Christ – 230 2nd Street NE:

The Church of Christ has applied for a Conditional Use Permit (CUP) to construct a parking lot as an accessory use to the Church on property they own. The location of the requested conditional use is 230 2nd Street NE, zoned as (R1) Residential, of which a CUP for a Church is listed as a conditional use of the property and a parking lot is a reasonable accessory use for the Church.

The Commission discussed at length the concerns the public presented as well as gutter capacity, the throat length before the first parking space, the sidewalk plan, one-way traffic, adding setbacks to help with the privacy issue, and the use of lighting and signage. It was noted that no mention of lighting or signage was on the CUP application.

Motion by Liebenow-Anttila, second by Nicklay to recommend City Council approve a CUP for the Church of Christ for a parking lot as an accessory use to the Church.

Motion by Reeve, second by Liebenow-Anttila to amend the motion to include the conditions requiring screening either vegetation that is tall enough and dense enough

to provide adequate screening at the time of planting while not spreading beyond the property line as it grows or a 6-foot privacy fence sufficient to block head lights and have staff research a need for reviewing future lighting and signage in the CUP Conditions.

Motion by Reeve, second by Walkes to amend the amended motion to include a minimum of 8 feet side yard setback on each side.

Aye: Reeve, Liebenow-Anttila, Nicklay, Kujath, and Walkes.

Nay: None.

Absent: Durgin and Kuschel.

Motion carried 5-0

Updates/Discussion:

Administrator Todd – Update on the 600 Code changes. The first review for changes is about halfway through. This is a work in progress. Is hopeful to have the changes before the commission at either November or December meeting. The plan is to have the 600 Code changes complete before the next construction season.

Walkes – Asked about blighted property and what is in the city code, as there have been comments around town regarding some properties that are in disrepair.

Malm – The city code is a mess and would like to see the city follow state rules.

Todd – The city code has many conflicting parts in it that staff are trying to change.

Todd – Development Services Coordinator Richard Baker has resigned, his last day of employment will be October 6, 2023.

Motion by Kujath, second by Walkes to adjourn.

Motion carried unanimously.

Meeting adjourned at 7:07 p.m.

Planning and Zoning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning/Zoning Commission Meeting: December 5, 2023

AGENDA ITEM:	Planning/Zoning Commission Minimum Meetings Requirement	AGENDA SECTION:	New Business
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO. 4.a.	
ATTACHMENTS:	None	APPROVED BY:	dt
RECOMMENDED ACTION: Motion to recommend Council amend City Code pertaining to the Planning Commission minimum meetings requirement.			

SUMMARY

Per Plainview City Code:

207.3 Organization, Meetings, Etc. 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.

The P&Z Commission is an advisory board to the Council. Most communities have a P&Z Commission meet “as needed.” Planning Commissions should meet commensurate with the amount of development projects and other Planning Commission related activities as needed.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning/Zoning Commission Meeting: December 5, 2023

AGENDA ITEM:	Discuss – 2023 Annual Report to Council	AGENDA SECTION:	Updates/Discussion
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO.	5.a.
ATTACHMENTS:		APPROVED BY:	
RECOMMENDED ACTION: None.			

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

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning/Zoning Commission Meeting: December 5, 2023

AGENDA ITEM:	Discuss – Expiring Commission Terms	AGENDA SECTION:	Updates/Discussion
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO.	5.b.
ATTACHMENTS:		APPROVED BY:	
RECOMMENDED ACTION: None.			

Summary:

The three (3) year terms for Jim Walkes and Roger Durgin expire on 12/31/2023.

Planning Commission:

The Planning Commission consists of seven members with three-year terms. The Planning Commission serves as the Board of Adjustments and Appeals and has such powers as assigned to it in Minnesota Statute and the Plainview City Code. The City Council *may* appoint two members of the board from its own membership, who shall serve during their Council term and/or until their successors are appointed.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning/Zoning Commission Meeting: December 5, 2023

AGENDA ITEM:	Discuss – January Election of Chair and Vice Chair	AGENDA SECTION: Updates/Discussion
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO. 5.c.
ATTACHMENTS:		APPROVED BY:
RECOMMENDED ACTION: None.		

Summary:

According to City Code 207.3 The Commission is to elect a chairperson and vice chairperson for a one (1) year term.

PLANNING COMMISSION – CITY CODE

207 PLANNING COMMISSION. A City Planning Commission for the City of Plainview is hereby continued. The commission shall be a City Planning Agency authorized by Minnesota Statutes Section 462.354

207.1 Membership. The City Planning Commission shall consist of seven (7) members. The City Council may select up to two (2) members of the Planning Commission from its own membership. The members shall be appointed and may be removed by the Council.

207.2 Terms, Vacancies, Oath. Each member of the Board shall serve for three (3) years. Appointees shall hold their offices until their successors are appointed and qualified. Every appointed member shall before entering upon the discharge of his duties, take an oath that he will faithfully discharge the duties of his office.

207.3 Organization, Meetings, Etc. 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.

207.4 Powers and Duties. The Planning Commission shall have the powers and duties given planning agencies generally by law. The commission shall also exercise the duties conferred upon it by the City Code and by the Council. 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.

207.5 Zoning Ordinances, Public Hearings. No Zoning Ordinance or amendment shall be adopted by the Council until a public hearing has been held thereon by the Planning Commission upon notice as provided in Minnesota Statutes Section 462.357 Subdivision 3.

207.6 Approval. Any subdivision plat, conditional use permit, or variance submitted to the Council for approval shall be referred to the Planning Commission for review and recommendation as required by State Statutes.