



**PLAINVIEW PLANNING COMMISSION
SPECIAL MEETING
AGENDA**

**Tuesday, January 10, 2023 at 5:00 P.M.
City Hall, 241 W Broadway, Plainview, MN 55964**

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Consent Agenda**
 - A. December 6, 2022 Minutes**
- 4. New Business**
 - A. 2022 Annual Report to City Council**
 - B. Select Chair for Planning & Zoning Commission**
 - C. Select Vice Chair for Planning & Zoning Commission**
- 5. Adjourn**

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Special Meeting: January 10, 2023

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 December 6, 2022, Planning Commission Regular Meeting Proceedings.	

SUMMARY

(See attached draft minutes from the December 6, 2022, Planning Commission meeting.)

CITY OF PLAINVIEW PLANNING COMMISSION
DECEMBER 6, 2022
MEETING MINUTES

The December 6, 2022, meeting for the Plainview Planning Commission was called to order at 6:00 p.m. by Chair, Holly Reeve.

Members present: Holly Reeve, Aaron Nicklay, Scott Kujath, Roger Durgin, and Jim Walkes.

Members absent: Ben Jacobs and Ann Liebenow-Anttila.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, Deputy City Clerk Kayla Hall, and Public Works Director Shane Loftus.

Guests in attendance: None.

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

Motion by Walkes, second by Kujath to approve the Consent Agenda. Motion carried. The July 25, 2022, minutes were approved without any corrections or amendments.

Development Updates:

Administrator Todd gave the Commission an update on all the different developments. *(see attached document)*

- Marshman Development – Lucas Marshman – The City is waiting on a couple verifications, but this development is essentially done. Brian Malm will be reaching out to Lucas Marshman to get the certificates we need to start the warranty period.
- Orchard Hills 7th – Fran Fox is finalizing infrastructure in roadway and gutter. Has been selling lots for houses.
- Orchard Hills 8th – Pete Meyer has completed a few things and as of today the City received a letter of credit which was reduced to \$61,000.
- Skyerview Development – Tom Weiner has exhausted all his funding resources and is no longer able to carry the development through. HMFA will hold the grant open until spring of 2023 to see if Tom can find some way to close the funding gap.
PADCO is waiting for Weiner to submit a letter divesting himself from Skyerview, so it can be opened to other developers. PADCO has not received this yet. There is still the question of Kenneth Bush, who still has stake in this development, and if the City would still receive the grant money if Bush was not a part of the development.
- Pleasant Acres – Tony Montgomery is not moving forward with his development, nor is he willing to sell his property at this time.

No motion made.

Updates/Discussion:

Discuss – 2022 Annual Report to Council – Chair Holly Reeve explained one of the tasks as a commission is to report to the Council a summary of the past year's activities. Reeve will type the report and bring to the January Planning/Zoning meeting for approval to be forwarded to Council.

Update – The new City of Plainview Code of Conduct – The City Council desired to craft a code of conduct policy for all boards, committees, and commission as well as the City Council. Council believes this is essential for the public affairs of the City. By eliminating conflicts of interest and providing standards for conduct in City matters, the City Council hopes to promote the faith and confidence of the citizens of Plainview in their government and to encourage its citizens to serve on its council and commissions. It was noted that the City of Plainview is the only city within 25 miles that does not have a Code of Conduct policy on record.

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.

Memo from Construction Management Systems (CMS) – CMS and WSE Engineering Services, Ltd will be merging as of January 1, 2023. This brings up a unique set of challenges for the City of Plainview. Administrator Todd has reached out to the City's attorney and the City's engineer on this matter to discuss the City's options.

Motion by Nicklay, 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 Commission Special Meeting: January 10, 2023

AGENDA ITEM:	2022 Report of the Plainview Planning Commission	AGENDA SECTION:	New Business
PREPARED BY:	Holly Reeve, Chairperson/ Carol Kujath, City Clerk	AGENDA NO. 4.A.	
ATTACHMENTS:	2022 Report to City Council of the Plainview Planning Commission	APPROVED BY:	hr
RECOMMENDED ACTION: Motion to approve the 2022 Report of the Planning Commission to be submitted to City Council.			

SUMMARY

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

2022 Report to City Council
Plainview Planning Commission
Summary of Activities

January 4, 2022:

Held a public hearing to consider Skye View Development's Preliminary Plat; Voted to recommend approval with conditions.

Approved the 2021 annual report of the Plainview Planning Commission.

Appointed officers for 2022: Holly Reeve as Chair; Aaron Nicklay as Vice Chair

February 1, 2022:

No meeting

March 1, 2022:

Planned a review of the Comprehensive Plan as indicated in City Code.

April 5, 2022:

Held a public hearing to consider Skyevue Development's amended Preliminary Plat; Voted to recommend approval subject to conditions and contingencies.

Reviewed an application for Orchard Hills 8th Final Plat; Voted to recommend approval with conditions.

Discussed Comprehensive Plan and future 600 code updates.

May 3, 2022:

No meeting

June 7, 2022:

No meeting

July 5, 2022:

No meeting

July 25, 2022 (Special Meeting):

Held a public hearing to consider modification to Skyevue Special District; Voted to recommend approval with conditions.

Reviewed an application for Skyevue Development's Final Plat; Voted to recommend denial due to unmet conditions of the preliminary plat.

August 2, 2022:

No meeting

September 6, 2022:

No meeting

October 4, 2022:

No meeting

November 1, 2022:

No meeting

December 6, 2022:

Reviewed development updates and the new City of Plainview Code of Conduct.

Planned required actions for the January meeting.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

Planning Commission Special Meeting: January 10, 2023

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 2023.			

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: 12/31/2023)
Jim Walkes	(Term Expires: 12/31/2023)
Aaron Nicklay	(Term Expires: 12/31/2024)
Ann Liebenow-Anttila	(Term Expires: 12/31/2024)
Scott Kujath	(Term Expires: 12/31/2024)
Holly Reeve	(Council Member)
Ben Jacobs	(Council Member)

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CITY COUNCIL ACTION



Executive Summary

Planning Commission Special Meeting: January 10, 2023

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 2023.			

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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Holly Reeve	(Council Member)
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