



PLANNING COMMISSION ANNUAL MEETING AGENDA

COUNCIL CHAMBERS

TUESDAY, JANUARY 17, 2023

6:00 PM

1. Call to Order
2. Election of Planning Commission Officers for 2023
3. Approve Planning Commission 2023 Regular Meeting Schedule
4. Summary of Planning Commission 2022 Actions
5. Approve 2023 Planning Commission Goals and Work Plan
6. Adjournment

Please contact the Departments of Community & Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.



TO: Planning Commission
THROUGH: Dave Wanberg, AICP Community and Economic Development Director
FROM: Peter Waldock, AICP Planning and Zoning Coordinator
MEETING DATE: January 17, 2023
SUBJECT: Election of Planning Commission Officers for 2023

Background:

The Planning Commission By-Laws provide for an annual meeting each year 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.

The Planning Commission By-Laws require the selection of a Chair and Vice Chair annually. A commissioner can serve as Chair for up to two years in a row and is not eligible to serve as Chair again, until after a one-year hiatus from this role.

A. Chair

By a simple majority vote, the Planning Commission will elect a chair for a one-year term. A Chair cannot serve more than two consecutive one-year terms. Chuck Ackman served as Chair in 2022 and has served his second consecutive one-year term.

B. Vice-Chair

By a simple majority vote, the Planning Commission will elect a Vice-Chair for a one-year term. There is no term limit for a Vice-Chair. David Campbell served as vice-chair in 2022.

We would like to acknowledge Commissioner David Albers for his extensive length and depth of service to the City of Faribault. Commissioner Albers has served as a member of the City Council, Economic Development Authority, Charter Commission and Planning Commission over the past 20+ years. Commissioner Albers will be retiring from the Planning Commission this year. We greatly appreciate his service and thank him for the time, knowledge, expertise and thoughtfulness he has shared with this community.

Recommendation:

The Planning Commission is asked to nominate and vote on the selected Commission members as Chair and Vice Chair for 2023.

Attachments:

1. Planning Commission By-Laws

FARIBAULT PLANNING COMMISSION
BY-LAWS
January 18, 2011

Section 1. Regular Meetings

The Planning Commission shall hold regular meetings on the first and third Tuesday 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 or 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 or 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 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 18th day of January, 2011.



Brian Haefner, Chair



Planning Commission Annual Meeting Memorandum

TO: Planning Commission
THROUGH: David Wanberg, AICP Community & Economic
Development Director
FROM: Peter Waldock, AICP Planning & Zoning
Coordinator
MEETING DATE: January 17, 2023
SUBJECT: Approve Planning Commission 2023 Regular
Meeting Schedule

Background:

The Planning Commission By-Laws require that 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. The proposed meeting schedule is provided for reference.

Recommendation:

The Planning Commission is asked to adopt the proposed meeting schedule for 2023.

Attachments:

1. Proposed Planning Commission Schedule for 2023

PLANNING COMMISSION – Chapter 20, City Code of Ordinances, M.S. § 462.354, subd. 1. (Ord. A-405, 75-2, Ord 95-19 - 7 members); Makes recommendations to the City Council on land use related issues: variances, conditional use permits, subdivisions and zoning changes.

		<u>Appointed</u>	<u>Term</u>	<u>Expiration</u>
1.	Steve White	12/10/96	3 yrs.	1/31/2023
2.	Barton Jackson*	01/26/21	3 yrs.	1/31/2023
3.	Chuck Ackman	12/22/09	3 yrs.	1/31/2024
4.	David Albers	01/13/14	3 yrs.	1/31/2024
5.	David Campbell	10/11/16	3 yrs.	1/31/2025
6.	Sam Temple	01/14/20	3 yrs.	1/31/2025
7.	VACANT			

*Appointed to partial term to fill vacancy due to resignation

Meetings: First & Third Monday of the month, City Hall, 6:00 pm
City Staff & Agenda Contact: David Wanberg, City Planner

2023 MEETING SCHEDULE

January 3, 2023 (Tuesday)

January 17, 2023 (Tuesday)

February 6, 2023

February 21, 2023 (Tuesday)

March 6, 2023

March 20, 2023

April 3, 2023

April 17, 2023

May 1, 2023

May 15, 2023

June 5, 2023

June 19, 2023

July 3, 2023

July 17, 2023

August 7, 2023

August 21, 2023

September 5, 2023 (Tuesday)

September 18, 2023

October 2, 2023

October 16, 2023

November 6, 2023

November 20, 2023

December 4, 2024

December 18, 2023



Planning Commission Annual Meeting Memorandum

TO: Planning Commission
THROUGH: Dave Wanberg, AICP Community and Economic Development Director
FROM: Peter Waldock, AICP Planning and Zoning Coordinator
MEETING DATE: January 17, 2023
SUBJECT: Approve Annual Report / Summary of Planning Commission 2022 Actions

Background:

A list of planning and zoning cases that were handled by the Commission and City Staff during 2022 is provided for your information as the annual report of the activities during the year.

Recommendation:

The Planning Commission is asked to receive and file the annual report for 2022.

Attachments:

2022 PLANNING COMMISSION ANNUAL REPORT

The following people served on the 2022 Planning Commission:

- Chuck Ackman (Chair)
- David Campbell (Vice-Chair)
- David Albers
- Faysal Ali (Resigned)
- Barton Jackson
- Samuel Temple
- Steve White

The Planning Commission held public hearings and made recommendations on the following:

Planned Unit Development / Planned Unit Development Amendment

- Farmer Seed and Nursery Redevelopment – PUD
- Divine Mercy Catholic School Subdivision – PUD
- 17th St and Willow Apts – Rezoning – PUD, PFP
- Allina Health – PUD Amendment
- DMCC PUD Amendment – Farmstead

Interim Use Permits

- None.

Conditional Use Permits

- Faribault Woolen Mill Loading Dock – CUP Shoreland Development
- Rice County Public Safety Center - CUP- Shoreland Development, PFP
- Jeanes – CUP for Residential Use in a Commercial District
- Taco Johns – Site Improvements – CUP Shoreland Development
- 310 Lind – CUP for House Move In
- 610 4th Ave SW – CUP for 25% increase in garage size
- Riverchase - CUP Shoreland Development, RZ, VAC, PFP
- Midwest Recovery - CUP for a Residential Care Facility and CUP Amendment
- Kwik Trip 793 CUP for Shoreland Development
- Malecha Auto Body – CUP for Shoreland Development

Variances

- Paradise Center Marquee Variance Amendment
- Bauer Restoration Parking Setback – Variance
- Jirik Residential Garage, 2518 14th St NE – Variance
- Tinaglia Setback Variance - Withdrawn

Rezoning and Zoning Amendments

- C&S Vending – PFP, Rezoning
- 17th St and Willow Apts – Rezoning, PUD, PP
- Riverchase PFP, CUP, Rezoning, Vacation of Easements
- KGN Enterprises LLC (vacant lot north of 1520 17th St) – Rezoning
- 1001-1101-1105 Division St W - Rezoning
- Divine Mercy School – Rezone, PFP

Subdivisions

- Willow Street Apartments
- RSA Properties (C&S)
- Kwik Trip 793
- Divine Mercy
- Riverchase Addition
- MAB Addition

Vacations

- Kwik Trip 793
- Riverchase Addition
- MAB Addition

DRC and Administrative Reviews:

- B & B Expansion 15770 Acorn Trail - SPR
- Rice County Law Enforcement Center Block Redevelopment - SPR
- Russ Kennedy East View – Preliminary Concept Plat
- Harley Davidson – SPR
- Jeff Jandro – SPR
- Borchert Motors – Annexation
- HyVee Isles Online – SPR
- Stormwater Ordinance
- Anytime Fitness – SPR
- Subway Restaurant – SPR
- Jefferson School – SPR
- Sakatah Signing Hills – DRC / HPC Review
- Bethlehem Academy Parking Lot Resurface and Lighting- SPR
- 1308 Willow Street (Front Building) - SPR



Planning Commission Annual Meeting Memorandum

TO: Planning Commission
THROUGH: Dave Wanberg, AICP Community & Economic Development Director
FROM: Peter Waldock, AICP Planning & Zoning Coordinator
MEETING DATE: January 17, 2023
SUBJECT: Approve 2023 Planning Commission Goals and Work Plan

Background:

The Planning Commission is asked to discuss desired goals and work plan for the year. Among the highest priority projects that will need to be carried out are the following:

1. Implementation of the Journey to 2040 Comprehensive Plan
 - Amend the zoning districts to co-inside with the comprehensive plan.
 - Commence the comprehensive update of the City Unified Development Ordinance.

2. Update the Zoning Maps to rezone the institutional properties citywide to implement the institutional zoning district regulations adopted in 2022. Public Hearings are planned for February.

Recommendation:

Discuss and approve goals and a work plan for 2023.

Attachments: