



PLANNING COMMISSION AGENDA

COUNCIL CHAMBERS

MONDAY, FEBRUARY 2,
2026

6:00 PM

1. Call to Order/ Approve Agenda
2. Elections of Officers
3. Review and Approval of By-Laws
4. Approval of the Minutes
5. Public Hearings - NONE
6. Requests to be Heard - NONE
7. Items for Discussion - NONE
8. Routine Business - NONE
9. Board & Commissions Updates & Reports
10. Adjournment

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

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REQUEST FOR PLANNING COMMISSION

TO: Planning Commission
THROUGH: David Wanberg, Community and Economic Development Director
FROM: Harry Davis, City Planning Manager
MEETING DATE: February 2, 2026
SUBJECT: Elections of Officers

Background:

Every year, the Planning Commission must nominate and elect a Chair and Vice Chair.

Chair

1. Preside over the meetings. (Call the meeting to order, introduce items for discussion, entertain motions, call votes, etc.).
2. Ensure meeting protocols are followed. Maintain meeting decorum and order.
3. Encourage the participation of all Commissioners.
4. Coordinate with City Staff as needed on issues such as upcoming agendas, attendance of commissioners, and other issues affecting the Commission.

Vice Chair

1. Fulfill the responsibilities of the chair if the chair is unable to do so.

Recommendation:

Nominate and elect commission members to fill the Planning Commission Chair and Vice Chair positions.

Attachments:



REQUEST FOR PLANNING COMMISSION

TO: Planning Commission
THROUGH: David Wanberg, Community and Economic Development Director
FROM: Harry Davis, City Planning Manager
MEETING DATE: February 2, 2026
SUBJECT: Review and Approval of By-Laws

Background:

The Planning Commission should review its by-laws annually and make any changes as needed. If changes are made, staff will draft the amendments and return to the next Planning Commission meeting.

Recommendation:

Review the by-laws and approve or recommend by-law changes, if needed.

Attachments:

1. 2025 Planning Commission Bylaws

FARIBAULT PLANNING COMMISSION BY-LAWS

Section 1. Regular Meetings

The Planning Commission shall hold regular meetings on the first and third Monday of each month at 6:00 p.m. or as otherwise established by the Planning Commission. At such meetings, the Commission shall consider all matters properly brought before it. Notice of meetings shall be in accordance with law. 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. The annual meeting is not required to be the first meeting of the year and shall take place within the first quarter of the year.

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, hand-delivered, or electronically 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 to elect officers and representatives for the year, review the annual report from the previous year, set 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 and may reduce the number required accordingly. In no case shall the number of members required for a quorum be less than three.

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.

If any member of the Planning Commission has a conflict of interest in any matter that is on the agenda, they shall follow the steps for recusal listed below:

1. Advise the City Planner of the conflict as early as possible. The City Planner may consult the City Attorney when necessary.
2. Disclose the interest as early as possible (orally and in writing).
3. Do not attempt to influence others.
4. Do not participate in any discussions, when possible, leave the room when the Planning Commission is discussing the matter.
5. Follow the statutory procedures provided for the contracting exceptions.
6. Abstain from voting or taking any other official actions unless the City Attorney determines that there is no prohibited conflict of interest.

The Secretary shall record in the minutes that such member(s) recused themselves from discussion because of a conflict of interest. The recusal 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 may select representatives to serve on other committees, task forces, or boards.

Section 12. Attendance

Each member of the Planning Commission who knows that they 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, before 4:30 p.m. on the day of the meeting. The City Planner shall notify the Chair and all members of the Commission if projected absences will produce a lack of quorum.

Commission member attendance is vital to Planning Commission business. As such, regular attendance by all members is necessary. Therefore, the commission is authorized to consider recommending the removal of a member to the City Council if:

- Any member of a board or commission established by the Council who fails to attend three consecutive regular meetings, or who fails to attend at least 70% of the regular scheduled meetings in any calendar year shall be deemed to have resigned as a member of the commission. Attendance at special meetings shall not be considered in the overall total attendance tally.
- Extraordinary circumstances such as serious illness will be considered a waiver of these requirements.
- Attendance record keeping is the responsibility of the planning staff. Should a member miss two consecutive meetings, planning staff will contact the member by email and/or phone informing them of their attendance record. Contact will take place upon conclusion of the second missed meeting.
- Any actions, such as a formal resignation shall be brought to the next commission meeting.
- Members may be removed prior to the expiration of their term of office by a majority vote of the City Council.

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 City Planner. 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 ___ day of _____, 2025.

Chair



PLANNING COMMISSION MINUTES

COUNCIL CHAMBERS

MONDAY, JANUARY 5, 2026

6:00 PM

Meeting Items

1. Call to Order/ Approve Agenda

A regular meeting of the Planning Commission was called to order by Chair Chuck Ackman at 5:59 p.m. Commissioners in attendance were Samantha Green, Barton Jackson, Ed Miglio, Michael Salt, Steven White, Tina Wilson, and Chair Chuck Ackman. Also in attendance were the City Planner I, Leslie McGillivray-Rivas, and Kari Casper, Administrative Assistant. No motion was made to approve the agenda.

2. Approval of the Minutes

A motion was made by Michael Salt, seconded by Tina Wilson, to approve the meeting minutes as presented. The motion passed unanimously.

3. Public Hearings

A. Jailhouse Junction LLC/2119 Hwy 60 W - Comprehensive Plan Amendment, Zoning Map Amendment

Leslie McGillivray-Rivas presented this action on behalf of the applicant, who is requesting a zoning map amendment to guide the property at 2119 Hwy 60 from Public/Institutional to C-3. With that being said, they are also requesting an amendment to the Zoning Map for this property as well.

Following her presentation, Chair Ackman asked if there was any discussion. With none, Chair Ackman opened up the public hearing at 6:09 and no one came forward, and he closed the public hearing at 6:09 p.m. He then asked if there was any further discussion, and Samantha Green made a motion, seconded by Michael Salt, to recommend approval of Resolution 2026-XXX to Approve a Comprehensive Plan Amendment to Guide Certain Property at 2119 Hwy 60 W for Commercial, as presented. With no further discussion, the vote was carried unanimously.

1. Resolution 2026-XXX Approve a Comprehensive Plan Amendment to Guide Certain Property at 2119 Hwy 60 W for Commercial

2. Ordinance 2026-XX Approve a Zoning Map Amendment for 2119 Hwy 60 W

Tina Wilson then made a motion, seconded by Samantha Green, to recommend approval of Ordinance 2026-XXX Approving a Zoning Map amendment for 2119 Why 60 W as presented. Chair Ackman added that this makes perfect sense. The motion carried unanimously.

4. Requests to be Heard - NONE

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5. Items for Discussion - NONE
6. Routine Business - NONE
7. Board & Commissions Updates & Reports
None.

8. Adjournment

Motion by Tina Wilson, seconded by Michael Salt, to adjourn the meeting at 6:15 p.m. The motion passed unanimously.

By: _____