

- I. Call to Order at 7:07 PM by Sunny Bjorklund Schultz, City Administrator
- II. Roll Call:
 - a. Present: Commissioners Jim Phillips, Jim Richards, Wendy Phillips, and Colleen Fried, City Administrator Sunny Bjorklund Schultz, and Consulting Planner Phil Carlson
 - b. Absent: Kathy Brandt-Rucker
- III. Approval of Agenda
 - a. Motion by: Colleen
 - b. Second by: Jim P
 - c. Vote: unanimously approve
- IV. Approval of Minutes – tabled as commissioners had not received minutes
- V. Public Hearing: Application for Street/Alley Vacation, Vacation of Right-of-Way, for portion of 4th Street SW (on west side of Minnesota Avenue).

Applicant: Barbara Shain, adjacent property owner at 415 Minnesota Avenue

 - a. Open Public Hearing at 7:08 PM through motion by Jim P. and second by Jim R.
 - b. Public Comment: Phil (Carlson) called the commissioners attention to his report and noted that perhaps the city didn't need to vacate the property to meet the objectives of Barbara. One potential solution would be to approve a variance to allow a larger accessory building on the lot. The current lot is 42,069 sq ft whereas an acre is 43,560 sq ft. so it is just slightly less than 1 acre. Per our code, lots of less than one acre are allowed up to a total of 1000 sq feet of accessory buildings while those lots at 1-2 acres are allowed up to 2000 sq feet of accessory buildings. The historical division of parcels and the allotment of some land to Right-of-Way created a situation where it might be better to consider eventually reworking the code so that we use 40,000 sq ft instead of 1 acre as the division for accessory building sizes.

Commissioners asked whether the proposed compromise would be acceptable.

Barbara: It would be better if the lot were bigger so that the building should be further away from the house; the owners would prefer vacation of the street. She was asked about the status of the current garage on the property and indicated that the current garage needs to be torn down. In terms of where to locate a new workshop/garage, the back of the lot is a large garden that they don't want to disturb. The owners would also prefer not to have to drive all the way to the back of the lot to a garage. Barbara is willing to accept the planner's recommendation if the commission wants to go that way.
 - c. Close Public Hearing at 7:17 by motion of Jim P. and second by Jim R.
 - d. After a discussion of the recommendation and a consideration of everything presented in the report by Phil Carlson, the commission was leaning towards rejecting the proposal to vacate the city street, but expressed openness to allowing a variance to building size once the application for that variance was properly submitted.
 - e. Applicant Barbara Shain will withdraw the request, and will propose a variance at a later date.
- VI. New Business

- a. Update: Application(s) Received
 - 1. Lot split application has been completed for Tilly's – Motion by Colleen – The Planning and Zoning Commission shall schedule a public hearing for the lot split of Tilly's property for our February meeting. Second by Jim P.
- b. Discussion: Membership and Meetings
 - 1. We currently have one, perhaps two openings on the Planning and Zoning Commission. At our November 2022 meeting we recommended that Scott Sorenson be reappointed to the committee and were under the impression that he would like to remain on the committee. If he chooses to not renew his membership on the commission, we will have two openings. Sunny reported that we have one applicant for the opening on the Commission. This person is someone with quite a bit of leadership experience in other venues, but someone who has not been involved in city governance. There was another person at the meeting who expressed an interest in joining the commission.
Motion by Wendy: We interview potential candidates at our February meeting and make a recommendation for council at that time. Second by Jim².
- c. Discussion: Special Council Meeting re: EDA on January 24th - 6:30~
 - 1. EDA is advisory, but some of their work will overlap and complement our work, and we are all encouraged to attend this special meeting
- d. Discussion: Annual Report to Council (per Code 31.15 (D))
 - 1. Last report was 2019 – Sunny can share this one with us so we know how to proceed with the 2022 Report. Sunny will also reach out to Paul Jannetto (past P&Z Chair) to see if he has anything prepared.
- e. Discussion: Orientation and Training

Commissioners are eager to participate in further training. Sunny will explore potential options for us.

VII. Old Business

- a. Continue discussion of previous city materials (FLUP PPT, 2016 study, etc.) and determine what information may need updating or is missing.
- b. Update on Code Revisions – this will be an ongoing part of our agenda for example, one person recently turned in a discrepancy in our parking ordinances
 - 1. *Code Text Amendment to change Use Chart (§ 151.040) to align with text pertaining to Home Occupations (§ 151.062); Public Hearing set for January 17 at Council Meeting. Sunny took the initiative and made the necessary adjustments to the code language so that these two portions of the code aligned. This will be presented to the Council for approval at their January 17th Meeting. The P&Z Commission approved of Sunny's work and felt it was very appropriate that she take the initiative in these types of issues.
 - 2. Separating zoning matters from administrative matters within the City Code (Kathy/Sunny)
 - 3. Determining recommendation(s) and potentially drafting new code for updating the minimum lot requirements in Oronoco
- c. Continue discussion of ROW issues and responsibility of tree trimming, grass, and weed maintenance – currently leaving to Cain to try to keep things as safe as possible. Who is

at fault, the city, or the homeowner if it is in the right-of-way? The right-of-way belongs to the city, does that mean that the obligation to maintain the property also belongs to the city.

d. Update on RFP for Planning Services – close to being ready for review

VIII. Adjourn to Annual Meeting: Motion by Colleen, Second by Wendy

Annual Meeting

I. Call to Order: At 8:10 PM by Sunny

II. Roll Call: Present: Commissioners Jim P., Jim R., Wendy, and Colleen and City Administrator Sunny. Absent: Kathy

III. Nomination and Election of Officers

a. Chair: Motion by Jim R, second by Jim P to nominate Wendy as chair. She would be willing to serve

b. Vice-Chair: Motion by Jim P, second by Wendy to nominate Kathy as vice-chair. She indicated in December she would be willing to continue as the Vice-Chair.

c. Secretary: Motion by Jim R, second by Jim P to nominate Colleen as secretary. She indicated she would be willing to continue to serve in that capacity.

d. Motion by Jim R, second by Jim P to accept the slate as stated above. All members were in favor

IV. New Business

a. Conflict of Interest Disclosure: Forms will be coming

b. Bylaws: we need to review these in the future

V. Adjournment at 8:20 with a motion by Jim P and a second by Jim R