

**City of Oronoco**  
**Thursday, March 9, 2023**  
**P&Z Zoom & In-person Meeting**  
**7:00 p.m. CST**

<b>REGULAR MEETING</b>
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**I. CALL TO ORDER** at 7:07 by Wendy Phillips, Chair

**II. ROLL CALL**

Present: Commissioners Wendy Phillips, Chair; Kathy Brandt-Rucker, Vice Chair; Colleen Fried, Secretary; Jim Richards; Jim Phillips; Scott Sorenson

Staff: Sunny Bjorklund Schultz, City Administrator;

Absent: None

**III. APPROVAL OF AGENDA** (as is or as amended) Motion by Jim R, 2<sup>nd</sup> by Jim P to approve the agenda as amended:

1. Adjournment should be item VII. Not item VIII
2. Add an EDA update – Sunny can give us a brief update

All approved

Jim P. asked to add another item to the agenda, and was told that we would need to rescind the original motion to approve the agenda to add another item.

Jim R: (As the originator of the original motion) Motion to revisit the agenda

Jim P: Asked to allow comments on a variance application submitted this week.

After further discussion of the different natures between P&Z Meetings and Council Meetings, it was decided that we typically don't have a time for public comment until city staff have the chance to work with an applicant wanting action on a P&Z matter. Jim P rescinded his proposal, and Jim R rescinded his motion to revisit the agenda.

**IV. APPROVAL OF MINUTES** (as is or as amended) Motion by Jim P, 2<sup>nd</sup> by Jim R to approve the minutes of February 9, 2023, as amended:

1. On page 4, in notes about candidate Paul Pendergrass, the minutes state “has previously served on council and on P & .” It should be “P & Z”.

All approved

**V. NEW BUSINESS**

**A. Candidate Recommendation to Council**

Two stellar candidates interviewed for the vacancy on P & Z, Christa Keehr and Paul Pendergrass. Each of the candidates would bring an important voice to the committee, and there seemed to be agreement that either one would be a strong addition. Christa would bring a fresh voice to city governance having never previously served on an Oronoco committee. She does have extensive experience in serving on the board of local non-profits. As a resident in one of the newer developments on the east side of Highway 52, she could bring that perspective to the board. Paul has previous experience not only on Oronoco's P & Z, but also on Oronoco City Council, and his experience would benefit a committee with mostly newer members. Paul is a resident in the Historic Downtown of Oronoco and would bring that important constituent voice to the committee.

Vote was by secret ballot with Sunny tallying the votes:

Four in favor of Paul, two in favor of Christa.

Motion by Jim R with a second by Kathy to forward Paul Pendergrass's name to council for appointment to the Planning and Zoning Commission.

All in favor

B. Schedule Workshop for following discussion topics (training session)

1. Role of a Commissioner
2. Acronyms – What do the various acronyms mean.
3. Definitions – How does one legally apply a definition?
4. Easements versus Rights-of-Way (ROW) – What rights are associated with each of these? What obligations are associated with each of these?
5. Resources (internal including maps and external including State Statutes) – What resources to we have available? Is there information from the MN League of Cities that might be useful?
6. Planner's Reports – What goes into the planning report and how do they work? How should commissioners and the committee be using these reports?
7. Understanding Findings of Fact – Why are these important?

Kathy suggested adding two more topics to the workshop agenda:

8. What are conditions, and how do we put conditions on the approval of applications to P & Z?
9. Budgetary considerations, making sure we are using taxpayer money responsibly.

We all need to start with the same information and level of understanding for all nine of these areas, and hopefully a workshop will help us get there. In terms of how to proceed, Sunny can provide some of the training, and Kathy can talk about code. Do we need an outside person to take part in the workshop or to lead the workshop?

A discussion on when we might be able to hold a workshop ensued. Weekends were difficult, if not impossible, for some committee members. After consideration of travel plans, and other commissioner obligations a workshop was set for 6 PM on April 12<sup>th</sup>. The workshop will go until 8 PM, and any unfinished work will be carried forward to another workshop. Kathy will work with Sunny to prioritize the above list so that the items most critical to our work as commissioners gets covered first.

C. Meeting Time (Revisiting as staff is unclear whether discussion occurred earlier)

Most city meetings are moving to an earlier start time. After a discussion of when we could reasonably expect to be present, the commission decided on a 6:30 meeting time

Motion by Scott and a second by Jim P to move the P & Z meeting start time to 6:30 PM

All in favor.

## VI. OLD BUSINESS

A. Continue discussion of previous city materials (FLUP PPT, 2016 study, etc.) and determine what information may needed or in need of updating.

Everyone will get paper copies at the workshop, and there will also be a digital copy housed in the cloud or on a website so that commissioners can access the documents.

B. Update on Code Revisions

1. Separating zoning matters from administrative matters within the City Code (Kathy/Sunny)

Kathy has combined every page of city code and combined it into a single 500+ page document. Some of the code is zoning code, but not all of it is. Along with her work on creating this new

Word document, Kathy has built a Table of Contents which will automatically update with an updating of the contents. Furthermore, the document has the date of the latest update on all pages so that everyone (Commissioners, Council, City Employees, Residents, etc.) can be sure they are accessing the latest documents and not mixing different versions of the document.

What needs to happen next:

- a. Commissioners and Council Members will need to decide if the information is the most current information/code or if there are mistakes that should be corrected.
- b. Either Council or P & Z will need to hold a public hearing to notify all about the change in the location of the code, and the change in formatting for the code.
- c. The old individual pages will need to be removed from the web site.
- d. P & Z can decide what text corrections we want to make or what zoning changes we would like to suggest.

Wendy – Thank you, Kathy, for all the wonderful work you’ve done. This is great, not only for us but for council as well. Also, thank you to Sunny for your continued work on improving the city code and community access to the code.

2. Determining recommendation(s) and potentially drafting new code for updating the minimum lot requirements in Oronoco

Sunny is finalizing an RFP for planning services. We probably need to decide on planning services before we begin to make decisions about lot sizes and other adjustments to the code. Whoever we decide to bring in for planning services may have ideas for us to consider.

- C. Continue discussion of ROW issues: responsibility for tree trimming, grass and weed maintenance.

This will go back to the workshop – Sunny has some solid ways to think of it as a commissioner, not as a resident – not just my parcel. We also need to know that if we remove the responsibility from the resident, the cost will come to the city and be covered by taxpayer money.

- D. RFP for Planning Services

Again, Sunny is finalizing the RFP and hopes to send it out to potential bidders the week of March 13<sup>th</sup>. Maybe we could aim for the May meeting to make a recommendation to Council on which planning service we prefer. In terms of choosing a Planning Service, we should be reviewing these things on a regular basis which may be every two years or every five years, but we want to make sure that the city is getting good service at a reasonable price.

We should keep a rolling budget, so that members of P & Z know what is being spent. A rolling budget will ensure that Council knows what to expect from P&Z in terms of our monetary needs. It could be that as commissioners become more experienced, we may need fewer services from external contractors.

- E. EDA Update

Eight candidates applied for five seats on the EDA. There will also be two from council – Ryland and Dana. One of the eight candidates withdrew for personal reasons Council did interview the other seven. There are no guidebooks for how the EDA will work, but it will be a very exciting endeavor. It is likely that the five non-Council members for the EDA will be formalized at the Council meeting on March 21<sup>st</sup>. The appointment is made by the mayor with the support by the council, and it will be by resolution. Sunny has put together for a ranking sheet for each council person which should help the commissioners and the mayor make the decision. Members of the EDA have six-year terms, but the first group will be staggered end dates. The council members term on the EDA ends when their

seat on council ends. City council decided how to structure the EDA under the state statute, and all powers given to the EDA are subject to oversight by the Council. In terms of filling vacancies on the EDA, Sunny's recommendation will be that in the future openings will be handled the same way that openings at P & Z are handled.

Meetings of the EDA will be public, and any member of P & Z can attend. We can also get minutes from their meetings so that we can better coordinate with their work. Finally, we should also have a joint meeting EDA, P&Z, and Council so that we can all decide on the best way to make sure we are all sharing the same vision.

There was a question about whether the EDA would have a non-voting member, for example an appointed member from P & Z so that items up for discussion could be more cohesive between EDA and P&Z.

**IX. ADJOURNMENT** at 8:30

Motion by Jim R, and second by Scott.

All in favor