

PLANNING COMMISSION MEETING MINUTES

Tuesday, March 6, 2018

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Planning Commission was held at Cambridge City Hall, 300 – 3rd Avenue NE, Cambridge, Minnesota.

Members Present: Chair Mike Stylski, Vice Chair Chad Struss, Julie Immel, Monte Dybvig, Arianna Weiler, and Jim Godfrey (City Council Representative).

Members Absent: Marisa Harder-Chapman (Unexcused)

Staff Present: Community Development Director Marcia Westover

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Westover called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

ORGANIZATIONAL MEETING

Council's Appointment of Monte Dybvig (3-year term), Arianna Weiler (1-year term), and Marisa Harder-Chapman (3-year term)

Westover welcomed Monte Dybvig, Arianna Weiler, and Marisa Harder-Chapman (who was not present) as new members of the Planning Commission. City Council voted to appoint these three applicants. Westover thanked them for their interest and future service to the Commission.

Council's Appointment of Jim Godfrey as Council Representative

Westover welcomed Jim Godfrey as the Council Representative to the Commission.

Election of Chairperson and Vice Chairperson

Westover opened the floor for nominations for Chairperson. Struss nominated Stylski for the Planning Commission Chairperson. Stylski accepted the nomination. No other nominations were received. The Commission confirmed Stylski as the Planning Commission Chairperson.

Westover opened the floor for nominations for Vice Chairperson. Immel nominated Struss for the Planning Commission Vice Chairperson. Struss accepted the nomination. No other nominations were received. The Commission confirmed Struss as the Planning Commission Vice Chairperson.

APPROVAL OF AGENDA

Immel moved, seconded by Struss to approve the agenda as presented. Motion carried 6/0.

APPROVAL OF MINUTES

January 2, 2018 Regular Meeting Minutes

Godfrey moved, seconded by Dybvig to approve the January 2, 2018 meeting minutes as presented. Motion carried 6/0.

PUBLIC COMMENT

Stylski opened the public comment period at 7:03 pm and without any comments, closed the public comment period at 7:04 pm.

NEW BUSINESS

Public Hearing: Preliminary and Final Plats of Oak Terrace Plat 3 (Watson Property)

Westover explained staff received a request by Steve and Jane Watson, 510 and 530 25th Ave SW, Cambridge, MN 55008 for a preliminary and final plat of Oak Terrace Plat 3.

Westover explained the Watsons have requested to re-plat the property in an effort to create a new property boundary that better meets (building) setback requirements. The two parcels will be independent of one another and can be sold separately. The buildings on site are considered existing non-conformities and can remain as-is. The existing property line runs right through an existing building; the new plat moves the line and creates a conforming side yard setback.

Westover stated staff has reviewed the preliminary plat and final plat and finds they are consistent. The surveyor was working with staff prior to submittal and all of our comments have already been met. Westover explained since no new infrastructure is a requirement of this plat at this time, the preliminary and final plat can be reviewed together. City ordinance requires a Public Hearing for a preliminary plat. The preliminary and final can be voted on together since there are no changes required.

Stylski opened the public hearing at 7:06 pm. Without any public comment, Stylski closed the public hearing at 7:07 pm.

Godfrey confirmed the new property line and existing building locations.

Struss moved, seconded by Dybvig to recommend City Council approve the preliminary and final plats of the Oak Terrace Plat 3. Motion carried unanimously.

Review Planning Commission Member List Information

Westover distributed the member list to assure all information was correct and up to date.

2018 Planning Commission Meeting Schedule

Westover reviewed the 2018 meeting schedule. It was noted there is a 3:30 pm City Council meeting and a 7:00 pm Planning Commission meeting on Tuesday, September 4, 2018.

Commission Bylaws

Westover stated the Bylaws were included in the packet and asked if there were any questions. There were none.

Comprehensive Plan – Review of Chapters 4, 5 and 6 Goals

Westover explained as part of the updated 2017 Comprehensive Plan process, it was determined that staff and the Planning Commission would review the goals of the plan on a regular basis. Westover reviewed each of the general goals for each chapter and asked Commissioners to give a thumbs up on each goal.

Godfrey stated he would like the word “objectives” in Policy 1.4 to be more definitive. The Commission agreed to replace the word “objectives” with the words “vision (see Chapter 4, Transportation Vision section).”

Godfrey questioned why there was nothing regarding the airport in the Chapter 4 Transportation goals. Westover will check with City's engineering firm SEH regarding the airport. Westover said a reference statement could be added to the Chapter 4 goals addressing the airport.

Godfrey suggested deleting the word “have” in Chapter 5, Policy 2.4 for ease in reading.

Dybvig suggested adding the words “way finding signage and” after the word “achieve” in Chapter 5, Policy 3.3.

Godfrey suggested including mention of brownfields in Chapter 6, Policy 1.1.d. After discussion, the Commission decided to delete the word “natural”.

Godfrey suggested splitting Chapter 6, Policy 1.1.f after “recharge areas” and making the remainder into Policy 1.1.g, adding “The City will” before the word “mitigate”. The previous Policy 1.1.g would then become Policy 1.1.h.

Godfrey asked how the City would inventory, rank and prioritize the community's historic resources as described in Policy 2.1. After some discussion, the Commission agreed to mark this section to be re-evaluated in next year's review of the Comp Plan.

Godfrey suggested changing the word historical to "historic" in Policy 2.2.

The Commission completed the review of the goals for Chapters 4, 5 and 6 of the Comprehensive Plan.

OTHER BUSINESS / MISCELLANEOUS

City Council Update

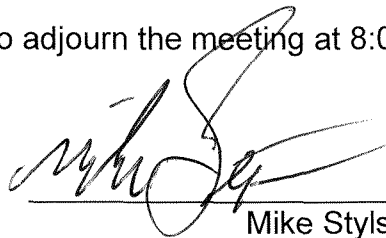
Westover updated the Commission on the previous City Council meeting.

Parks, Trails, and Recreation Commission Update

Westover updated the Commission on the previous Parks, Trails, and Recreation Commission.

ADJOURNMENT

Godfrey moved, seconded by Immel, to adjourn the meeting at 8:03 pm. Motion carried unanimously.



Mike Stylski
Cambridge Planning Commission Chair

ATTEST:



Marcia Westover
Community Development Director/City Planner