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5 **1. CALL TO ORDER** – Chair Barbara Ronningen called the meeting to order at 7:00 p.m.

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7 **2. PLEDGE OF ALLEGIANCE** – was recited.

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9 **3. Oaths of Office**

- 10 A. Administrator Moorse administered the oath of office to Sally Doherty and Scott Patten for the
11 reappointment of each to an additional three year term on the Planning Commission.

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13 **4. ROLL CALL** – Present: Doherty, Nelson, Wroblewski, Patten, Langan and Chair Ronningen. **Quorum**
14 **present.** Excused Absence: Kopitzke, Seeberger, Bowman.

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16 **ALSO IN ATTENDANCE** – Mayor Bend and Council members Nelson, Ross, Richter and Palmquist, and City
17 Administrator Ron Moorse.

18
19 **5. APPROVAL OF AGENDA** –

20 **Motion/Second: Patten/Wroblewski. To approve the March 6, 2017 Planning Commission agenda as**
21 **presented. Motion carried 6-0-0.**

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23 **6. APPROVAL OF MINUTES** –

- 24 A. February 6, 2017 Planning Commission Meeting Minutes – There were no minutes from the February 6,
25 2017 meeting, because the meeting was not held due to the lack of a quorum. Commissioner Patten reminded the
26 Commission that the minutes of the January 9, 2017 meeting have not been approved due to the February 6
27 Commission meeting not being held.

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29 **6. ELECTION OF OFFICERS** –

30 Chair Ronningen suggested the election of officers begin with the Secretary position.

31
32 **Motion/Second: Ronningen/Doherty. To nominate Kris Kopitzke for the position of Secretary. Motion**
33 **carried 6-0-0.**

34
35 **Motion/Second: Nelson/Doherty. to nominate Scott Patten for the position of Vice-Chair. Motion carried**
36 **5-0-1 (Patten).**

37
38 **Motion/Second: Doherty/Nelson. To nominate Barbara Ronningen for the position of Chair. Motion**
39 **carried 5-0-1 (Ronningen).**

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42 **8. NEW BUSINESS** –

- 43 A. Joint work session with the City Council regarding goal setting and work planning for 2017- Moorse
44 outlined the planning and zoning-related goals that were developed by the City Council for discussion with the
45 Planning Commission. The outline was as follows:

46 Zoning Code

- 47
48 ○ Better facilitate communication between the City Council and the Planning
49 Commission
50 ○ Develop procedures to fully and clearly communicate Afton’s zoning requirements to
51 developers at the administrative level, and improve early administrative zoning
52 review
53 ○ Identify preferred uses for the Industrial zones

- 54 ○ Proactively identify parcels that could qualify for Preservation and Land
- 55 Conservation Developments (PLCD's) and identify the optimal access points and
- 56 connections to other potential developments and natural resource areas
- 57 ○ Proactively identify infrastructure alignment for future development
- 58 ○ Proactively identify open space corridors for protection and future connections
- 59 ○ Integrate Minimal Impact Design Standards (MIDS) into the City's land use/ surface
- 60 water management ordinances as appropriate

61 Comprehensive Plan Update

- 62 ○ Obtain a grant for resilience planning

63 Natural Resources Inventory:

- 64 ○ Update the City's Natural Resources Inventory to enable it to be more practical and
- 65 useful for planning activities related to land use and the protection of natural
- 66 resources, including providing mapping capabilities.

67
68 Commissioner Nelson indicated the Resiliency section of the Comprehensive Plan includes climate change
69 planning; it was also suggested that sustainability of water supply is an item for the Comp. Plan.

70
71 Ronningen asked for a clearer definition of Resiliency.
72 Mayor Bend responded that Resiliency also includes disaster planning and recovery. He also indicated a consultant
73 would be hired only if there was a specific element to be addressed vs. a broader planning effort.

74
75 Patten suggested the development of an environmental scorecard to provide a baseline for tracking environmental
76 improvements, vs. for example, the current language on page 19 of the Comprehensive Plan that calls for reducing
77 nutrient loading by 20%.

78
79 Ronningen suggested it is important to identify the correct staff at the Met Council who can provide necessary data
80 for the Comprehensive Plan update, such as data by Traffic Analysis Zone.

81
82 Doherty asked for clarification regarding the identification of uses for the Industrial zone.

83
84 Council member Nelson indicated desired uses would provide quality jobs and attractive buildings.

85
86 Ronningen suggested it is necessary to be specific about the desired uses and about the criteria used to evaluate
87 uses.

88
89 It was suggested that a meeting be scheduled with the County Economic Development Director to identify the types
90 of uses that would want to locate in Afton

91
92 Patten suggested the first step is to define the "box"-the criteria for uses and what the industrial zone offers- then
93 identify quality businesses that fit in the box.

94
95 Ronningen indicated that all of the natural resource-related goals are really mapping goals and not in the purview
96 of the Planning Commission. They should be addressed by the Natural Resources and Groundwater Committee.

97

98 Ronningen indicated the Planning Commission does not receive any information regarding the activities of other
99 committees. She requested that the Planning Commission receive copies of the minutes of all other committees as
100 hardcopies in their agenda packets.

101
102 Ronningen indicated the Council is tending to ask the Planning Commission to do research, which is the job of
103 staff. Staff should do the research and bring information to the Planning Commission for feedback.

104
105 Richter indicated there is a need to clarify the role of the Planning Commission by reviewing the ordinance that sets
106 out the duties and operation of the Commission. He suggested a copy of the ordinance be provided to the Planning
107 Commission and the Council in their next agenda packets.

108
109 The Council and Planning Commission discussed the misunderstandings and frustrations between the Council and
110 the Commission regarding the MIDS ordinance process.

111
112 Mayor Bend suggested the Planning Commission and Council should select the top three priority goals to focus
113 their efforts in 2017.

114
115 Ronningen indicated a top priority goal should be the completion of a draft of the Comprehensive Plan update by
116 the end of 2017. The two other priority goals that were identified were as follows: Identify criteria for selecting
117 uses to be permitted in the Industrial zones and identify specific uses to be permitted; and facilitate improved
118 communication between the City Council and the Commissions/Committees.

119
120 Mayor Bend suggested that another joint work session should be scheduled to do implementation planning and
121 scheduling regarding the top three goals.

122
123 **OLD BUSINESS -**

124
125 Due to the joint work session running until 9:00 p.m., the meeting was adjourned without addressing the items
126 of Old Business.

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128 **10. ADJOURN –**

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130 **Motion/Second: Ronningen/Wroblewski. To adjourn the meeting at 9:00 p.m. Motion carried 6-0-0.**

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132 Respectfully submitted by:

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134
135 _____
136 Ronald J. Moore, City Administrator

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138 **Approved on April 3, 2017 as (check one): Presented: _____ or Amended: X**