
The meeting was held in-person, with participation via Zoom also available.

1. **CALL TO ORDER** – Chair Kopitzke called the meeting to order at 7:00 pm.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Present: Jacob Edwards, Doug Parker, James Langan, Justin Sykora, Kris Kopitzke, Kuchen Hale, Christian Dawson, Marc Porupsky, Sally Doherty. Absent was Doug Parker (excused). A quorum was present.
ALSO IN ATTENDANCE – City Administrator Ron Moore, Mayor Bill Palmquist
4. **APPROVAL OF AGENDA** –
Motion/Second Porupsky/Doherty To approve the agenda for the April 3, 2023 Planning Commission meeting. All aye, passed 7-0.
5. **APPROVAL OF MINUTES** –
Motion/Second Porupsky/Sykora To approve the minutes of the March 6, 2023 Planning Commission meeting. All aye, passed . 6-0-1 (Doherty abstain).
6. **REPORTS AND PRESENTATIONS**
 - A. Middle St Croix Regional Trail Master Planning Process
Administrator Moore provided the following information: Over the past year, Washington County has been leading a master planning process for a future regional trail that will run from the north side of downtown Stillwater to the south side of downtown Afton. The process has included all cities along the trail corridor, as well as other jurisdictions and organizations, including the DNR, the watershed districts and Belwin, and the general public. The process has included the evaluation of multiple corridor segment options, each with their pros and cons.
The city will continue to be involved in the planning process. The county ideally would like to have a separated trail, not just an expanded road shoulder.
7. **PUBLIC HEARINGS - none**
8. **NEW BUSINESS**
 - A. Roles & Responsibilities of the Planning Commission
Administrator Moore stated that the recent appointment of two new Planning Commission members, makes this an opportune time to review the roles and responsibilities of the Planning Commission, as well as training opportunities for Planning Commission members.
The following materials were provided related to the roles and responsibilities of the Planning Commission:
 - Planning Commission Duties and Powers as set out in City Ordinance
 - Statutory Municipal Planning and Development Policy Statement and Definitions of Planning Terms
 - Variance application review requirements
 - Information regarding an on-line Land Use Regulation course offered by the League of Minnesota Cities for Planning Commission members.
Members shared experiences in reviewing applications and variances. Most felt their primary role is to guide applicants in their applications.
9. **OLD BUSINESS -**
 - A. Election of Vice Chair
Motion/Second Doherty/Hale to nominate Justin Sykora to serve as Vice Chair. All aye, passed 8-0.

- 57 B. Groundwater Protection
- 58 Sykora attended the council meeting. They liked the general direction of completing the education and
- 59 easier tasks first.
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- 61 C. Update on City Council Actions –
- 62 Mayor Palmquist provided a summary of the March council meeting.
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64 **10. ADJOURN**

65 **Motion/Second Hale/Doherty To adjourn. All aye, Passed 8-0.**
66 Meeting adjourned at 8:11pm

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70 Respectfully submitted by:

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72 JY
73 Julie Yoho, City Clerk

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76 To be approved on
77 May 1, 2023 as (check one): Presented: X or Amended: _____

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