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

1. **CALL TO ORDER** – Vice Chair Doherty called the meeting to order at 7:03 PM.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Present: Doug Parker, Roger Bowman, Sally Doherty, Kuchen Hale, Christian Dawson. Justin Sykora (arrived late). Absent were: Scott Patten, Kris Kopitzke, James Langan, A quorum was present.  
**ALSO IN ATTENDANCE** – City Administrator Ron Moore.
4. **APPROVAL OF AGENDA** –  
Add item to Old Business “8c virtual attendance”  
**Motion/Second Parker/Hale To approve the agenda for the August 29, 2022 Planning Commission meeting. Roll call: all aye, Passed 5-0.**
5. **APPROVAL OF MINUTES** –  
Hale correct line 20, abstained from the vote.  
Discussion was held over the specifics of the minutes from August 1. It was recommended to include more discussion detail when a recommendation is made to the council, to inform how the decision was made. Also see if the meeting video can be marked to show a time stamp when items are discussed, to allow easier viewing.  
**Motion/Second Hale/Bowman To approve the minutes of the August 1, 2022 Planning Commission meeting with change noted. Roll call: all aye, Passed 5-0-1 (Parker abstain due to absence).**
6. **REPORTS AND PRESENTATIONS** – none
7. **PUBLIC HEARINGS**
8. **NEW BUSINESS**
  - A. Tim Rivas/Brown Trout LLC Minor Subdivision Application for Lot Line Rearrangements at 15901 Putnam Boulevard South, 2573 Stagecoach Trail, and the parcels with PID #s 15.028.20.14.0003 and 15.028.20.41.0014  
**Motion/Second Doherty/Parker to move item to #7 “Public Hearing”. All aye, Passed 6-0.**  
Public hearing opened at 7:14 pm  
Administrator Moore provided a summary of the application: Tim Rivas, representing Brown Trout LLC, has applied for a Minor Subdivision to rearrange lot lines on the parcel at 15901 Putnam Boulevard South (shown as PID# 15.28.20.14.0001 on the survey), the parcel at 2573 Stagecoach Trail (shown as PID# 15.028.20.41.0015 on the survey), and the parcels with PID #s 15.028.20.14.0003 and 15.028.20.41.0014; all of which are owned by Brown Trout LLC. The application does not create any additional lots. The application reduces the number of lots from four to three.  
Tim Rivas, applicant, stated they’ve had the non-conforming lot as long as they have lived there and have wanted to fix for a long time.  
No other comments  
**Motion/Second Parker/Bowman to close public hearing. All aye, Passed 6-0.**  
Public hearing closed at 7:23 pm  
Bowman wants to be sure there will be no use on the steep slope area  
Tim stated the Valley Creek Watershed district won’t allow; no plans to do anything there.  
Doherty asked about the driveway on parcel a, does it cross the slope area  
Tim replied yes when house was built  
Administrator Moore stated the shared driveway was approved 2017 in that location. This is not changing the approval, just that is where the access to parcel b is.  
Parker stated that this cleans up some of the irregular property lines.

57 Sykora stated this is a simple lot line change.  
58 **Motion/Second Sykora/Parker to recommend approval of the Tim Rivas/Brown Trout LLC Minor**  
59 **Subdivision application for lot line rearrangements; with friendly amendment noting these are three**  
60 **individual lots under one owner. All aye, passed 6-0.**  
61

62 **9. OLD BUSINESS –**

63 A. Groundwater protection

64 Vice Chair Doherty stated that at the last meeting the commission discussed having a scoring method for key  
65 actions that could be taken. Chair Kopitzke developed spreadsheet for scoring. It was suggested we  
66 collaborate with the NRG (Natural Resources & Groundwater Committee).

67 Bowman stated he liked suggestion made last month to start with items more easily accomplished.

68 Parker would like to discuss the list with NRG as they may have ideas also.

69 Sykora rather than “commercial well” call it “high-draw well”. This list is a good first step. There are items  
70 that are more homeowner related vs city ordinance related – maybe worth separating. City can set example for  
71 some of these such as the native plantings.

72 Hale stated its important to educate where we can

73 Sykora testing related items. Small items like best farming practices

74 Vice Chair Doherty suggested grouping groundwater into similar categories such as education, ordinance,  
75 testing. High volume wells should trigger something. Some are quick items such as education on plantings.

76 Parker would like to know if items are enforceable to be able to score. Do items get evaluated from a  
77 homeowner or city perspective?

78 Vice Chair Doherty stated she is trying to look at the ideas and see what is actionable.

79 Sykora stated the city cost perspective should be taken into account.

80 Vice Chair Doherty recommended adding columns “cost to city”, “cost to homeowner”. Would like to have a  
81 joint session with the NRG or a work session to discuss.

82 Bowman stated the U is running a study in a St Paul park on the impact of trees in urban setting, evaporation  
83 effect and how stormwater percolates if there is a tree v.s. no tree. There may be a way to measure runoff  
84 difference.  
85

86 B. Update on City Council actions

87 Mayor Palmquist provided a summary of the August 16, 2022 City Council meeting.  
88

89 C. Use of virtual options for Planning Commission meetings.

90 Administrator Moose explained that if there are members attending via Zoom, their location has to be  
91 published in the agenda notice. Currently, a physical address that the public can access needs to be included.

92 Mayor Palmquist stated the address has to be public for city commissions and councils. Attorney is looking  
93 at the requirement for committees. As it stands now, a physical address is required.  
94

95 **10. ADJOURN**

96 **Motion/Second Parker/Bowman To adjourn. All aye, Passed 6-0.**

97 Meeting adjourned at 8:19 pm.  
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100

101 Respectfully submitted by:

102 JY  
103 \_\_\_\_\_

104 Julie Yoho, City Clerk  
105  
106

107 To be approved on October 3, 2022 as (check one): Presented: \_\_\_\_\_ or Amended: \_\_\_\_\_ X  
108  
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