

City of Rice Lake PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
November 20, 2018

The meeting was called to order at 6:00 p.m. by Chair Steve Kossett. Steve welcomed and encouraged all guests to please sign in. The Pledge of Allegiance was recited by those in attendance. Present for the meeting were Chair Steve Kossett; Commission Members Kathy Meyer, John Hegstrom, Bob Whitmyer, and Katie Vukelich; City Zoning Administrator Teresa Koivula, City Council Liaison Suzanne Herstad. Absent; Pete Branca. Guests in attendance were; Warren Koskiniemi and City Council members Robert Quade and Greg Andrews.

Bob W. made a motion to keep the October 16, 2018 minutes as is, with a second by Katie V. All vote in favor, Motion passed. Kathy M. made a motion to approve the November 14, 2018 2018 Government Training Workshop meeting minutes with a second from John H., all vote in favor, motion passed. John H. wants to thank the City of Rice Lake for sponsoring the Government Training Workshop conducted here at City Hall, he indicated the workshop was excellent. Steve K. indicated it held valuable information and it will be valuable to attend additional workshops that may be offered. Teresa K. informed the group that the Government Training Services are talking about having more virtual attendance classes and will provide those opportunities to the Commission as they arise and added that it was nice that the entire Commission could attend the class for a fee of only \$50.00 for our group.

BUSINESS FROM THE FLOOR: Guest Warren Koskiniemi introduced himself and informed the Commission that he resides in the City of Rice Lake on the Schultz Road and is interested in local government. He currently owns a business in Aurora, MN for the last 14 years and has a history of being involved at the local level; 10 years Mesabi East School Board, 4 years Biwabik Township Supervisor, and 2 years Aurora Chamber of Commerce President, as well as fundraisers. Warren indicated he believes in local government, it is where citizens have a chance to be heard and their concerns addressed. Warren stated he is interested in completing an application for consideration to the Planning and Zoning Commission, Board of Adjustment or the Utilities Commission.

CORRESPONDENCE: NONE

NEW BUSINESS: Bob W. nominated Steve Kossett to Chair the Planning and Zoning Commission for the year 2019 and Steve K. accepted. Bob W. nominated Pete Branca as Vice Chair of the Planning and Zoning Commission for the year 2019; Pete is absent, and all agreed Pete's nomination is subject to Pete accepting and to continue the Vice Chair vote to the December 18, 2018 Regular Planning and Zoning Meeting; all vote in favor, motion passed. Bob Whitmyer agreed to remain on the Planning Commission for another 3-year term; 1/2019 – 12/2021.

UNFINISHED BUSINESS: Planning Commission discussed the City's Zoning Ordinance #22 proposed revisions from City Attorney, Mike Couri including the following: Article X, replace section 2.02 with the following; Planning Commission Liaison: A. The city council shall appoint one member of the council to be the primary planning commission liaison. The liaison shall attend the planning commission meetings. B. The planning commission liaison shall not have the right to vote on issues before the planning commission, except during those meetings where a quorum of the planning commission is not present but for the presence of the liaison, in which case the liaison shall be a voting member of the planning commission on all issues coming before the planning commission. This change will make the language consistent with Article IX, Section 2.02 Planning Commission. Article II definitions; keep the original language for Accessory use or structure. Additional changes to Definitions include; Campground, lot area, permitted use, recreational camping vehicle, and added a nuisance definition, and postponed revising the rural industry definition. Revised Article V: Section 5.01 A.4. and C.4; state-licensed facilities, and Section 5.01 D 5., iv, remove the word exterior. Section 5.02 A.5 and C. 4., State Licensed facilities; Section 5.03 A.2 and C. 4.,

State Licensed facilities, and deleting C. 1. Rural industry and forest products processing and C.2, General Borrow Pits; Section 5.04 A.2 and C. 2., State Licensed facilities. Article 5.06 C., 1b all utilities shall be installed according to City Ordinances; m., Site plan shall include, but not limited to; setbacks and dimensions for all road centerline/right of way, structures, lot lines, driveways and utilities; p. a tabulation of the proposed number of bedrooms, bathrooms, kitchens, interior common space and exterior washing stations for auto, boats, etc. State Licensed facilities and delete C. 1. e and f parking space; Section 5.07 A.3 and C. 2., State Licensed facilities. Article 5.09 A. 7; adding Rural Industry and forest products processing. Article 5.10 A. 5; adding Rural Industry and forest products processing. Amending Performance Standards Article VI, Section 8 Recreational Camping Vehicles and to research definition and title of Recreational Camping Vehicles on lots Section 10, Home Business adding all other local, MN State and Federal laws and regulations. Amending Planned Unit Development, Section 6 b. Amending Article VIII Variances and Appeals, Section 5., 2 regarding applications. Mike Couri is also suggesting adding application fees to be contained in the ordinance; Teresa will research and bring back to the Commission for review.

New Agenda line item, "Announcements" is added. Announcements provide an opportunity for City Council Liaison, and the Planning and Zoning Commission Members to address the commission with information and or concerns. Other City Officials may also be placed on the agenda as speakers. This is an area for the exchange of information within our various boards and commission to relay information related to our City. City Council Liaison handed each of the Commission members a map of City Water and Sewer for their use in discussing projects that affect zoning. There is also a Municipal Gas map that displays where Duluth's Comfort System has their gas lines, we are waiting on an electronic version to make these maps available to you.

Teresa stated that the City's 2007 Updated Comprehensive Plan will need updating in the future. Currently Toni Blomdahl, City Clerk and Teresa K. will meet with Planners to discuss cost and available options to updating the City Comprehensive Plan. At this time, the discussions are only to get us in the position to be ready for when the City actually begins the update. Updates to the comp plan can be done around the same time as the Census. At this time, we do not have a specific time the update will begin, this is just a fact finding mission regarding the City's options. We have two dates scheduled to meet with two different Planners; December 11th and December 21, 2018. Teresa will keep the Commission apprised of progress to these meetings and invited members of the Commission to these meetings and to remember that if a quorum is present, the City needs to post those meetings.

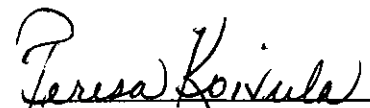
Joint Airport Zoning Board (JAZB): Steve K. stated the next JAZB meeting is Thursday, December 6, 2018; 3:30 PM at the Duluth International Airport, 3rd floor in the Amatuzio Room, all public is welcome.

Next Meeting Date: Next Regular Planning and Zoning Meeting Tuesday, December 18, 2018. Having nothing further to discuss, Katie V. made a motion to adjourn the meeting with a second by Kathy M. All vote in favor. Motion carried, and the meeting was adjourned at 9:00 P.M.

Respectfully submitted,



Steve Kossett, Chair



Teresa Koivula, Zoning Administrator

12-18-18
Date

12-14-18
Date