

CITY OF HERMANTOWN
PLANNING & ZONING COMMISSION
June 21, 2016 Meeting Summary
7:00 PM

1. ROLL CALL

Members Present: Chairman Joe Peterson; Dwayne Haapanen; Greg Zimmerman; Chad Scott; Brent Malvick; Mike Lundstrom; Phil Zastrow; John Geissler, Councilor; Josh Bergstad, City Planner; Eric Johnson, Community Development Director

Members Absent: None.

Others Present: None.

2. APPROVAL OF AGENDA

Motion made by Chad Scott to approve the June 21, 2016 agenda as presented. Seconded by Mike Lundstrom. Motion carried.

3. APPROVAL OF MINUTES

Motion made by Phil Zastrow to approve the May 17, 2016 regular meeting minutes as presented. Seconded by Chad Scott. Motion carried.

4. PUBLIC DISCUSSION

There was no one present for public discussion.

5. PUBLIC HEARINGS

5A. An Amendment to the Zoning Ordinance Section 1025- Procedure and 1115 – Application Procedure requiring that any applicant for a Subdivision, Planned Unit Development (PUD) or Rezoning be required to post a notification sign listing the public hearing date and pertinent information regarding the proposed action. Eric Johnson, Community Development Director, presented the staff report to the Planning Commission.

Eric Johnson, Community Development Director – He stated that over the past several months, the public's general concern with not being aware of a project happening (either Re-Zoning, PUD, or Plats) the City always sends out mailings to property owners who reside within 350 feet of a proposed project. He noted, however, the staff does not inform the public who reside outside of the 350 foot radius. The suggestion was made to have an actual physical posting of a sign at the specified project property that would indicate when a public meeting would be taking place.

Research was conducted with other communities in the area to see how they have handled this. According to Johnson, the City of Duluth currently has a policy in place where they are posting a 24" x 30" sign for each proposed project. The sign gives information such as the developer; the applicant's information; what is going to be happening on the particular property; the date and time of the public hearing meeting; and the contact person's name and information associated with the project. The public can either contact City staff or they can contact the developer for further information. The sign would be required to be posted on the property two weeks prior to the actual planning and zoning meeting.

PLANNING & ZONING COMMISSION

June 21, 2016 Meeting Summary

Discussions have been taking place at a staff level and City Council. The staff is looking for approval of implementing this procedure in the City of Hermantown.

Mike Lundstrom – He complimented Eric and Josh for their work on this, as well as the City Council and John Geisler. He believes it will make the Commissions’ job a lot easier as a result of implementing this procedure.

Chairman Joe Peterson – He agreed with Mr. Lundstrom. He asked, “How do you prove that the signs were put up?”

Johnson – He stated that staff would be required to take a photograph of the sign(s) to make sure it is in place as well as provide documentation to the City.

Lundstrom – He asked if there has been any push back.

Johnson – He said no, and that there have been no comments on this at all.

Peterson – He asked about sign postings when a multiple road project is involved.

Johnson – He stated that signage would be posted on each road frontage.

Lundstrom – He stated this is key to keeping the public informed.

Councilor Geisler – He stated that the City Council has asked the City staff make a map readily available at City Hall so that the public can either review the plan details at the City Hall, or request a copy (with copy fee charges applied).

Lundstrom – He asked if this would in any way change the prior procedures in place by the City staff as to notifying the public via individual mailings via affidavits.

Johnson – He commented that no, the other procedures would still apply and would continue to be followed.

Motion made by Mike Lundstrom to approve the Amendment to the Zoning Ordinance Section 1025- Procedure and 1115 – Application Procedure requiring that any applicant for a Subdivision, Planned Unit Development (PUD) or Rezoning be required to post a notification sign listing the public hearing date and pertinent information regarding the proposed action as presented. Seconded by Chad Scott. Motion carried.

6. CONTINUING BUSINESS

There was no continuing business to report.

7. NEW BUSINESS

There was no new business to report.

8. COMMUNICATIONS

There was some communications. However, it is relationship to one of the work session items. It will be brought forward to the work session at that point.

PLANNING & ZONING COMMISSION

June 21, 2016 Meeting Summary

9. COMMISSION MEMBER REPORTS

Greg Zimmerman – No report

Phil Zastrow – No report

Joe Peterson – No report

Mike Lundstrom – He had an update on the Essentia Health Regional Wellness Center and that it is all about the State Legislative process if the Governor calls a Special Session. The Essentia project is in the final bill and if there is a Special Session called, there is a very high probability the City will get the funding. He indicated that we should know by the end of June, 2016.

Chad Scott – No report

Dwayne Haapanen – No report

John Geissler – He welcomed Mr. Malvick. He also stated that the City Council is always looking at ways to save the City money and that the City has refinanced some bonds.

Brent Malvick – He stated that he is happy to be a part of the Planning and Zoning Commission and that he is looking forward to working with everyone.

10. RECESS (5 MINUTES)

PLANNING COMMISSION WORK SESSION (City Hall Large Conference Room)

ADJOURN

Motion made by Phil Zastrow to adjourn the meeting. Seconded by Brent Malvick. Meeting adjourned at 7:15 pm.

Officiated by:

Transcribed by:

Joe Peterson, Chairman

Mary Melde, Administrative Assistant