

**City of Grant
Planning Commission Agenda
September 17, 2012**

A Planning Commission Meeting of the City of Grant will be called to order at 7:00 p.m. on Monday, September 17, 2012, in the Grant Town Hall for the purpose of conducting the business hereafter listed, and all accepted additions thereto.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes, August 20, 2012**
- 5. Public Comment**
- 6. New Business**
- 7. Old Business**
 - A. May 21, 2012 Meeting Minutes**
- 8. Commissioner Reports**
- 9. Set Agenda, October 15, 2012 Planning Commission Meeting**
- 10. Adjournment**

PLANNING COMMISSION MEETING MINUTES

CITY OF GRANT

August 20, 2012

Present: Terry Derosier, Loren Sederstrom, Becky Siekmeier, Larry Lanoux, Bill David and Bob Tufty

Absent: Mark Wojcik

Staff Present: Interim City Planner, Paul Hornby, City Planner Breanne Rothstein and City Clerk, Kim Points

1. **CALL TO ORDER**

Chair Derosier called the meeting to order at 7:05 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

Commissioner Lanoux added the Tractor Parade under public comment.

Chair Derosier added under New Business Staff Report

MOTION by Commissioner Sederstrom to approve the agenda as amended. Commissioner Tufty seconded the motion. MOTION carried unanimously.

4. **APPROVAL OF MINUTES, JULY 16, 2012**

Chair Derosier noted he did not get the Complaint Process draft to review prior to going to the City Council.

Spelling and typographical errors were corrected.

MOTION by Commissioner Lanoux to approve the July 16, 2012 Minutes, as amended. Commissioner Tufty seconded the motion. MOTION carried unanimously.

5. **PUBLIC COMMENT**

Commissioner Lanoux reviewed the Grant Heritage Days poster noting the Grand Marshals, Art and Joyce Welander, are being honored for their years of service in the community. He asked the citizens of Grant if their companies would like to participate and send prizes for the drawings. Everyone and all neighborhoods should put together floats and participate. Got to the GRP website, www.thegrp.org, for more information and brochures are being sent out this week.

Commissioner Lanoux advised the siren did not sound after it was moved. Someone should check on that, either a Council Member or Scott Fogelson. He requested people that cannot hear it should call the City so we know if there are dead spots.

5. NEW BUSINESS

Staff Report – Interim Planner Hornby advised the Council appointment WSB as the City's planning firm. He referred to the staff report and provided an update on the Sprint CUP, Harmony Horse Farm and the clear cutting at Masterman Lake.

Commissioner Lanoux stated he believes what was taken from the Masterman Lake area was just buckthorn and no real trees were cut.

Interim Planner Hornby advised the aerial photos were view and mature trees were in place. The property owners should have come to the City before anything was cleared. There is a CUP for clear cutting but only for agricultural purposes. There has been a clear violation of City Ordinance. The Council may choose not to do anything with it.

Commissioner Lanoux stated residents need to be very clear that taking out some brush or some trees is not clear cutting.

Ms. Breanne Rothstein, WSB, introduced herself and provided her background. She stated she looks forward to working in the City of Grant.

A. LMC Duties of a Planning Commission – Chair Derosier advised information was included in the packets for all Commissioners to read on their own.

B. City Charter and Charter Commission Benefits, John Smith – Mr. Smith came forward and stated he is not prepared for a presentation and was not notified. At the last Council meeting, it was requested that a presentation be made on the Charter form of government. The League of Minnesota Cities does have a presentation, free of charge that the Council can request and be passed by motion. He noted he has ordered some information but does believe it would be more appropriate to review at the City Council meeting.

Commissioner Lanoux stated the Council did not watch the Planning Commission meeting or look at the minutes. The Council spent 35 minutes talking about the grading permit and the Building Inspector. It may be best for the Charter form of government to be addressed at the Council meeting.

7. OLD BUSINESS

A. Complaint Protocol and Communications Process - Chair Derosier noted information was included in the packets. The council did review the draft and he believes some word smiting needs to be done although he is surprised it came back to the Planning Commission.

Interim Planner Hornby agreed there is some word smiting and no action was taken by the City Council. There were concerns relating to timing and the Council asked the PC to review it again.

Chair Derosier reviewed the draft and the following changes and clarifications were made: 1) or governmental agency was added to the first paragraph; 2) all complaints must be submitted in writing; 3) staff or consultants will make phone calls; 3) strike notification and add correction window; 4) add the word Grant may take appropriate actions.

MOTION by Commissioner Siekmeier to recommend approval of the policy to the City Council, as amended. Commissioner David seconded the motion.

Commissioner Lanoux stated now that changes have been made the Chair should get a copy prior to Council review.

Mr. Wally Anderson, 80th Street, came forward and suggested a response to the notification should be required. Some may not answer the phone or respond to a letter.

Chair Derosier stated he believes that is covered with the correction window statement.

Mr. John Smith, 67th Lane, came forward and stated that letters do get disregarded. He suggested a registered letter be sent.

Commissioner David advised he did bring that up previously but decided against it due to costs and the proposed method is friendlier.

The Planning Commission determined it would be up to staff as to whether or not a registered letter would be sent.

MOTION carried unanimously.

B. May 21, 2012 Meeting Minutes – Chair Derosier stated the Council did not think too much of the unapproved minutes.

Commissioner Tufty stated the Council indicated the minutes do have to be approved. They need to be amended until they are passed.

Commissioner David stated he believes we have fallen victim to the electronic world. There is too much fall back on the meeting DVD so good meeting notes are not being taken. He suggested taking all the script out of the minutes and just say there was a meeting.

Commissioner Tufty stated the minutes have to reflect the actions of the meeting. Minutes are not a transcript of the meeting. The draft minutes do show the actions and every vote taken was reflected in the minutes.

Interim City Planner Hornby advised the minutes have to reflect the action taken at meetings. Any discussion within the minutes is for future Councils. From a legal standpoint, minutes are only required to identify action taken.

Commissioner David stated he can't say if all the actions are included in the minutes because he can't remember.

Chair Derosier advised he believes all the action are in the minutes. All the discussion held is not important to the meeting minutes.

MOTION by Commissioner Siekmeier to approve the May 21, 2012 Minutes. Commissioner Tufty seconded the motion.

Chair Derosier corrected the spelling of Mr. Kyle Axtell and suggested a statement noting there is no audio or video recording of the meeting be added.

Commissioner Tufty stated the Council meeting minutes are very similar to the PC minutes and they are always approved.

Commissioner David stated that if back up meeting DVD's are not needed, the City should not be paying for the video tech.

MOTION failed with Commissioners Lanoux, David and Sederstrom voting nay.

8. COMMISSIONER REPORTS

There were no reports from Commissioner's.

9. SET AGENDA, SEPTEMBER 17, 2012 PLANNING COMMISSION MEETING

The next Planning Commission Meeting is scheduled for Monday, September 17, 2012, 7:00 p.m.

No agenda items were noted.

10. ADJOURNMENT

MOTION by Commissioner Sederstrom to adjourn the meeting at 9:43 p.m. Commissioner Siekmeier seconded the motion. Motion carried unanimously.

Respectfully submitted,

Kim Points
City Clerk

PLANNING COMMISSION MEETING MINUTES

CITY OF GRANT

May 21, 2012

Present: Terry Derosier, Loren Sederstrom, Becky Siekmeier, Larry Lanoux, Bill David, Bob Tufty and Mark Wojcik

Absent: None

Staff Present: City Clerk, Kim Points

1. **CALL TO ORDER**

Chair Derosier called the meeting to order at 7:08 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

Commissioner Lanoux moved Item 6A, Discussion of Grading Permit Process, City of Grant, Watershed Districts and Building Inspector to Item 7A noting it is old business.

The agenda was approved as amended.

4. **APPROVAL OF MINUTES, APRIL 23, 2012**

MOTION by Commissioner Siekmeier to approve the April 23, 2012 Minutes, as presented. Commissioner Wojcik seconded the motion. **MOTION** carried unanimously.

5. **PUBLIC COMMENT**

MOTION by Commissioner Lanoux to allow public comment to opened up after every agenda item. Commissioner Sederstrom seconded the motion.

Chair Derosier made a friendly amendment to include that it is up to the discretion of the Chair. Commissioner Lanoux and Sederstrom agreed to the friendly amendment.

Mr. Bob Englehart, Joliet Avenue, came forward and asked that the Planning Commission take into consideration that he wanted to talk at one of the previous meeting and the Chair would not let him. The Planning Commission should listen to the citizens.

MOTION carried with Commissioner Tufty voting nay.

6. NEW BUSINESS

There was no new business.

7. OLD BUSINESS

A. Discussion of Grading Permit Process, City of Grant, Watershed Districts and Building Inspector

Ms. Karen Kill, Administrator for Brown's Creek, came forward and stated she is not sure what kind of information the Planning Commission is looking for.

Commissioner Wojcik advised he attended a meeting of the Brown's Creek Watershed District to learn more about the grading permit process. He stated that the City is looking at their process and there may be an opportunity to streamline the entire process.

Ms. Kill provided the background relating to grading permits noting the concern for Brown's Creek is erosion and moving 50 cubic yards or more is the trigger for a permit. Any amount less than that is handled administratively. She reviewed the current fees for permits and deposits relating to site visits, inspections, etc. She explained the erosion control permits in detail noting all their rules are posted on their website. She advised that adding to an existing gravel driveway does not trigger a permit from Brown's Creek and she also believes there are opportunities to streamline the procedure as it is currently done in the City of Hugo.

Mr. Kyle Axtell, Rice Creek Watershed District, came forward and advised erosion control permits can be triggered by itself or due to other rules or guidelines. He stated the fee schedule is on the website. The City of Hugo has accepted all the rules of the watershed and they administer all erosion control permits for the watershed district. He noted the minimum fee is \$1,000 for one acre and residential has a flat fee of \$150-\$250.00.

Mr. John Hanson, Valley Branch Watershed District, came forward and provided the background noting there are fourteen different communities within their district. The top permits include erosion control and impervious surface. For residents the fee is typically waived but the fee is based on the project itself.

Mr. Jim Shaver, Carnelian-Marine Watershed District, came forward and distributed the fee schedule and district rules. He noted the rules are similar to Brown's Creek as they were modeled after them.

Mr. Jack Kramer, Building Inspector, came forward and stated he always tells developers and contractors to contact the watershed district. It is beneficial if they go to the watershed district before coming to the City for permitting. He indicated that a resident could go to their specific watershed district to take care of those requirements and then he could review the plan and could determine if additional escrow is necessary.

MOTION by Commissioner Siekmeier to compare the City's ordinance to the Watershed Districts rules to get an understanding and see if the process can be simplified. Commissioner Tufty seconded the motion.

Commissioner Lanoux stated he believes the issue should be tabled until both the City Engineer and City Planner are present.

Commissioner Siekmeier and Commissioner Tufty withdrew the motion and the second.

MOTION by Commissioner Lanoux to table the grading permit discussion until the City Planner and City Engineer are present at the June meeting. Commission Wojcik seconded the motion. Motion carried unanimously.

Ai. Complaint Protocol and Communication Process – Chair Derosier advised the packet that went out was fairly large and asked that the Planning Commission focus on recent complaints. He inquired about the current complaint process.

Commissioner Lanoux advised the State Electrical Inspector emailed the City regarding his electrical license. He stated he did not receive a phone call from the City Clerk. He provided the background of this incident noting a phone call would have been sufficient. Because he did not receive a phone call he filed a Freedom of Information Act that has cost the City a lot of money.

Chair Derosier stated he would like to discuss the incident and then put it to rest.

Commissioner David stated the City received a phone call from the League of Minnesota Cities. The complaint was not documented so he inquired as to how it got to the City Attorney.

Commissioner Wojcik stated there are issues within the City that need certain protocol. The scope of those issues needs to be broadened and a specific protocol needs to be followed at all times.

Commissioner David stated he had the understanding that all complaints need to be documented. Acting on a complaint based on only a phone call is wrong. Tax dollars are being spent on this. What the City Clerk did regarding the League of Minnesota Cities incident is very wrong and he does not want to see it happen again.

Commissioner Sederstrom stated there is no direction at all from the Mayor. An outline of how to deal with these things is needed.

Commissioner Tufty stated there is a huge difference between citizen complaints and the two issues with Mr. Lanoux.

Commissioner Lanoux stated that at the January Council meeting he could have picked up his toys and gone home. But he did not do that, he is still volunteering within the City and citizen participation is very important.

Chair Derosier went through the complaint model that was included in the packets. Suggested revisions to the documents were made.

Mr. Jack Kramer, Building Inspector and Zoning Enforcement, came forward and explained the current complaint process advising it works very well.

Commissioner Wojcik whether it is a simple dog barking issue or an issue with a resident's electrical license there needs to be a policy broad enough to give direction to the City Clerk and the City Inspector so as to avoid unnecessary actions and letters taken by the City's legal counsel that could be handled with a phone call to the resident involved to alert them to the issue and help out more regarding the issue.

MOTION by Commissioner Lanoux that the City of Grant will have a written complaint policy in place to follow of who, what, where and when and applied equally to all citizens and it will start with a phone call. Commissioner Sederstrom seconded the motion and added a friendly amendment that the complaint policy will apply to all complaints and situations. Commissioner Lanoux agreed to the amendment.

Commissioner Siekmeier stated written policy is a great idea but complaints need to be separated from situations as they are very different.

MOTION carried with Commissioners Siekmeier, Tufty and Derosier voting nay.

Chair Derosier directed staff to draft a written complaint/situation policy for the Planning Commission to review at the June meeting.

B. City Job Descriptions – MOTION by Chair Derosier to table the City Job Descriptions item to the June meeting. Commissioner Sederstrom seconded the motion.

Commissioner Lanoux added a friendly amendment to include that the Planning Commission look at the advantages and disadvantages of having a City Administrator who has more authority to take care of things in between Council meetings.

Chair Derosier did not accept the friendly amendment to the motion stating the Planning Commission is just starting the process of looking at job descriptions.

MOTION carried unanimously.

7. COMMISSIONER REPORTS

Commissioner Lanoux stated he spoke to the City Engineer after the road tour was completed. Many roads are beyond repair within the City and sealcoating will not help. He stated he would have liked to attend the road tour but did not get enough notice.

Chair Derosier thanked Mr. Glenn Larson for his many years of service on the Planning Commission.

8. SET AGENDA, JUNE 18, 2012 PLANNING COMMISSION MEETING

The next Planning Commission Meeting is scheduled for Monday, June 18, 2012, 7:00 p.m.

Agenda items will include Grading Permits, Complaint Process and Job Descriptions.

9. ADJOURNMENT

MOTION by Commissioner Sederstrom to adjourn the meeting at 9:43 p.m. Commissioner Siekmeier seconded the motion. Motion carried unanimously.

Respectfully submitted,

Kim Points
City Clerk

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