



**Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Minutes – Wednesday, November 4, 2020 – 6:00 p.m.**

*Pursuant to Minn. Stat. 13.D.021, Planning Commission members, City Staff, and members of the public participated in this meeting electronically due to the COVID-19 pandemic.*

**1. Call to Order**

Chair Gitzen called to order the regular meeting of the Planning Commission meeting at approximately 6:00 p.m. and reviewed the role and purpose of the Planning Commission.

**2. Roll Call**

At the request of Chair Gitzen, City Planner Thomas Paschke called the Roll.

**Members Present:** Chair Chuck Gitzen; Vice Chair Peter Sparby, and Commissioners Julie Kimble, Michelle Kruzel, Tammy McGehee, Michelle Pribyl and Karen Schaffhausen.

**Members Absent:** None

**Staff Present:** City Planner Thomas Paschke, Senior Planner Bryan Lloyd, Community Development Director Janice Gundlach, and Community Development Department Assistant Staci Johnson.

**3. Approve Agenda**

**MOTION**

**Member Sparby moved, seconded by Member McGehee, to approve the agenda as presented.**

**Ayes: 7**

**Nays: 0**

**Motion carried.**

**4. Review of Minutes**

**a. October 7, 2020 Planning Commission Regular Meeting**

Staff noted Commissioner McGehee sent changes to staff prior to the meeting.

**MOTION**

**Member Kruzel moved, seconded by Member Pribyl, to approve the October 7, 2020 meeting minutes as amended.**

**Ayes: 6**

**Nays: 0**

**Abstain: 1 (Kimble)**  
**Motion carried.**

**5. Communications and Recognitions:**

- a. From the Public:** *Public comment pertaining to general land use issues not on this agenda, including the 2040 Comprehensive Plan Update.*

None.

- b. From the Commission or Staff:** *Information about assorted business not already on this agenda, including a brief update on the 2040 Comprehensive Plan Update process.*

None.

**6. Public Hearing**

- a. Request for Approval of a Preliminary Plat of an Existing Parcel into Four Lots in Order to Build a Detached Townhome Development at 2442 County Road D (PF20-026)**

Chair Gitzen indicated this item has been pulled from the agenda as far as having a public hearing for this.

Senior Planner Lloyd summarized the request as detailed in the staff report dated November 4, 2020. He indicated the applicant has discovered some costs that are greater than what he anticipated and is considering some modifications to that plan and expects to have materials returned to staff in time for the December Planning Commission meeting.

Chair Gitzen asked if there is an applicant that would like to speak.

Ms. Johnson indicated there is one person in the meeting but does not have their hand raised.

**7. Project File 0037: 2040 Comprehensive Plan Update**

- a. 2021 Variance Board and Planning Commission Meeting Calendar**

Community Development Director Gundlach reviewed the 2021 meeting calendar with the Commission.

**8. Adjourn**

**MOTION**

**Member McGehee, seconded by Member Sparby, to adjourn the meeting at 6:10 p.m.**

**Ayes: 7**  
**Nays: 0**  
**Motion carried.**