



Planning Commission Agenda

Wednesday, June 5, 2024

6:30 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Review of Minutes**
5. **Communications and Recognitions**
6. **Public Hearing**
 - a. A request by Northwest Transportation Services, LLC, for a Conditional Use to allow outdoor storage of fleet vehicles at 2277 Highway 36 - TABLE
7. **Commission Direction on Commission Member Initiated Agenda Items**
 - a. Discuss Comprehensive Plan engagement strategies (McGehee request)
8. **Adjourn**


REQUEST FOR COMMISSION ACTION

Date: **6/5/2024**
Item No.: **4.a.**

Department Approval

Agenda Section
Review of Minutes

Item Description: Review April 3, 2024 Minutes.

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Application Information

N/A

Background

N/A

Staff Recommendation

N/A

Requested Planning Commission Action

Review the April 3, 2024 minutes and make a motion to approve subject to requested corrections.

Alternative Actions

N/A

Prepared by:

Attachments: 1. April 3, 2024 Minutes



**Planning Commission Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Draft Minutes – Wednesday, April 3, 2024 – 6:30 p.m.**

- 1 **1. Call to Order**
2 Chair Pribyl called to order the regular meeting of the Planning Commission meeting at
3 approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.
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- 5 **2. Roll Call**
6 At the request of Chair Pribyl, City Planner Thomas Paschke called the Roll.
7
- 8 **Members Present:** Chair Michelle Pribyl, Vice-Chair Karen Schaffhausen, and
9 Commissioners Michelle Kruzel, Tammy McGehee, Pamela
10 Aspnes, Matthew Bauer, and Erik Bjorum.
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- 12 **Members Absent:** None.
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- 14 **Staff Present:** City Planner Thomas Paschke, Community Development Director
15 Janice Gundlach and Senior Planner Bryan Lloyd.
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- 17 **3. Approve Agenda**
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- 19 **MOTION**
20 **Member Bjorum moved, seconded by Member McGehee, to approve the agenda as**
21 **presented.**
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- 23 **Ayes: 7**
24 **Nays: 0**
25 **Motion carried.**
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- 27 **4. Review of Minutes**
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- 29 **a. March 6, 2024 Planning Commission Regular Meeting**
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- 31 **MOTION**
32 **Member McGehee moved, seconded by Member Bauer, to approve the March 6,**
33 **2024 meeting minutes.**
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- 35 **Ayes: 7**
36 **Nays: 0**
37 **Motion carried.**
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- 39 **5. Communications and Recognitions:**
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41 a. **From the Public:** *Public comment pertaining to general land use issues not on this*
42 *agenda, including the 2040 Comprehensive Plan Update.*

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44 None.

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

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50 Member McGehee explained there is going to be a program at the library on Sunday,
51 April 7th regarding the six Rs of recycling.

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53 **6. Public Hearing**

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55 a. **Consider an Ordinance Transferring the Procedure for Preparation, Adoption,**
56 **and Amendment of the Comprehensive Plan from Title 2, Chapter 202 to Title**
57 **10, Chapter 1024**

58 Chair Pribyl opened the public hearing at approximately 6:35 p.m. and reported on
59 the purpose and process of a public hearing.

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61 Community Development Director Gundlach summarized the request as detailed in
62 the staff report dated April 3, 2024.

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64 **Public Comment**

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66 No one came forward to speak for or against this request. Chair Pribyl closed the
67 public hearing at 6:40 p.m.

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69 **MOTION**

70 **Member McGehee moved, seconded by Member Kruzel, to recommend to the**
71 **City Council approval of the ordinance provided as Attachment 1.**

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73 **Ayes: 7**

74 **Nays: 0**

75 **Motion carried.**

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77 **7. Other Business Heading Information**

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79 a. **Annual Organizational Business**

80 City Planner Paschke indicated the Commission is tasked with appointing a Chair,
81 Vice-Chair, Ethics Commission and four members to be on the Variance Board.

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83 Chair Pribyl asked if there were any nominations for Chair of the Planning
84 Commission.

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86 Member Aspnes nominated Chair Pribyl as Chair of the Planning Commission.

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MOTION
Member Aspnes, seconded by Member Bjorum, to appoint Pribyl as Chair of the Planning Commission.

Ayes: 7
Nays: 0
Motion carried.

Chair Pribyl indicated she would like to nominate Member Schaffhausen for Vice-Chair.

MOTION
Member Pribyl, seconded by Member Aspnes, to appoint Schaffhausen as Vice-Chair of the Planning Commission.

Ayes: 7
Nays: 0
Motion carried.

Chair Pribyl asked if there was anyone who wished to serve on the Ethics Commission.

Member Kruzal indicated she would volunteer.

Chair Pribyl asked for three members to volunteer on the Variance Board.

Members Bjorum, Aspnes and Schaffhausen indicated they would volunteer to remain on the Variance Board and Member McGehee indicated she would like to stay on as an alternate.

8. Commission Direction on Commission Member Initiated Agenda Items
a. 2024 Advisory Commission Rules and Procedure

Community Development Director Gundlach reviewed the new Advisory Commission Rules and Procedures with the Commission. She noted the City Council amended the rules to allow Planning Commissioners to initiate new items to be presented at the Commission level.

Chair Pribyl thought it made sense when reading through the information but asked for verification from staff on the item.

Ms. Gundlach indicated that if a Commissioner would like to have an item put on a future agenda the Commissioner would need to discuss that item during the Commission Direction on Commission Member Initiated Agenda Items portion of the meeting and then a majority of Commissioners would need to be in favor of the item being put onto a future agenda for discussion.

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Member McGehee thought this was a nice approach. She would like, at a future meeting, the Commission to spend some time talking about how the City could get the public more involved in the Comprehensive Plan process.

Member Bauer thought that was a good idea and a good opportunity for the Commission to take a look at Envision Roseville for ideas and ways to involve the residents.

9. Adjourn

MOTION

Member Schaffhausen, seconded by Member Bjorum, to adjourn the meeting at 6:57 p.m.

Ayes: 7

Nays: 0

Motion carried.



REQUEST FOR COMMISSION ACTION

Date: **6/5/2024**

Item No.: **6.a.**

Department Approval

Agenda Section

Janice Gundlach

Public Hearing

Item Description: A request by Northwest Transportation Services, LLC, for a Conditional Use to allow outdoor storage of fleet vehicles at 2277 Highway 36 - TABLE

Application Information

Applicant: Northwest Transportation Services, LLC

Location: 2277 Highway 36

Application Submission: April 30, 2024

City Action Deadline: June 29, 2024, will be extended an additional 60 days given the applicant request to table to August

Zoning: Employment Center (E-2)

Background

The applicant and minority owner requested this item be tabled to August 7, 2024 (see Attachment 1). The tabling request was received by the Planning Division after the public hearing notices were mailed, but before staff created the written Request for Planning Commission Action. Since the public has been notified of the meeting, public comment should be accepted, but only after notification the item will be considered on August 7, 2024. Public hearing notices will not be re-mailed. The Commission should refrain from discussing the item in detail given the applicant will not be present nor has staff provided the customary zoning analysis. Staff will provide the written report with the August 7, 2024 Planning Commission meeting materials.

Staff Recommendation

Table consideration of the request to the August 7, 2024 Planning Commission meeting. If members of the public are present and wish to provide testimony, the Commission should open the public hearing, allow testimony, but continue the hearing to August 7, 2024.

Requested Planning Commission Action

Table consideration of the request to the August 7, 2024 Planning Commission meeting. If members of the public are present and wish to

31 provide testimony, the Commission should open the public hearing, allow
32 testimony, but continue the hearing to August 7, 2024.

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34 **Alternative Actions**

35 None

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Prepared by: Thomas Paschke, City Planner

Attachments: 1. Letter of Meeting Postponement

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Dear Thomas Paschke and City Council,

I'm the leasing agent for the current owner of 2277 MN-36 W, Roseville, MN 55113. I'm writing to you on behalf of the owner and in regards to requesting a postponement of the Conditional Use Permit discussion for Northwest Transportation Services, LLC until August 7, 2024. The property is currently under contract for sale, and the current owner is requesting that this meeting to be held after the slated closing date of July 15, 2024. Please table this discussion for now and resume it on August 7, 2024.

Thank you.

Sincerely,

Andrei Bortnov

Obsidian Group

612-702-6867

andrei@obsidiangroup.com



REQUEST FOR COMMISSION ACTION

Date: **6/5/2024**

Item No.: **7.a.**

Department Approval

Janice Gundlach

Agenda Section

Commission Direction on
Commission Member Initiated
Agenda Items

Item Description: Discuss Comprehensive Plan engagement strategies
(McGehee request)

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Application Information

Commissioner McGehee requested this item be placed on the Commission's agenda.

Background

Per the Advisory Commission Rules of Procedure, Commission members may make a request for an item to be placed on a future agenda. At the last Planning Commission meeting, Commissioner McGehee requested a discussion surrounding Comprehensive Plan engagement strategies. As of publication of this item, Commissioner McGehee did not provide any background information or supporting materials concerning her request. The next step is for the Commission to vote on whether or not to discuss the topic at a future meeting.

Staff Recommendation

Vote on whether or not to discuss Comprehensive Plan engagement strategies at a future meeting. If the vote is affirmative, the Commission should provide direction on a timeframe for this discussion.

Requested Planning Commission Action

By motion, vote on whether or not to discuss Comprehensive Plan engagement strategies at a future meeting. If the vote is affirmative, the Commission should provide direction on a timeframe for this discussion.

Alternative Actions

None

Prepared by: Janice Gundlach, Community Development Director

Attachments: None

