



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

1. Call to Order

Chair Pribyl called to order the regular meeting of the Planning Commission meeting at approximately 6:30 p.m. and reviewed the role and purpose of the Planning Commission.

2. Roll Call

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

Members Present: Chair Michelle Pribyl, Vice-Chair Karen Schaffhausen, and Commissioners Michelle Kruzel, Tammy McGehee, Pamela Aspnes, Matthew Bauer, and Erik Bjorum.

Members Absent: None.

Staff Present: City Planner Thomas Paschke, Community Development Director Janice Gundlach and Senior Planner Bryan Lloyd.

3. Approve Agenda

MOTION

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

Ayes: 7

Nays: 0

Motion carried.

4. Review of Minutes

a. March 6, 2024 Planning Commission Regular Meeting

MOTION

Member McGehee moved, seconded by Member Bauer, to approve the March 6, 2024 meeting minutes.

Ayes: 7

Nays: 0

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.*

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

6. Public Hearing

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

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

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

Public Comment

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

MOTION

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

Ayes: 7

Nays: 0

Motion carried.

7. Other Business Heading Information

- a. **Annual Organizational Business**

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

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

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

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.

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.