

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
February 6, 2020

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, February 6, 2020 in Meeting Room 150B County Board Room of the Government Center.

Staff Present: Jessica Jagoe; Land Services Coordinator, Diane Sander; Land Services & Parks Specialist, and Jeff Fuge; Assistant County Attorney.

The Coordinator Jagoe called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Board members was taken. Commission members present: Frank Storm, John Sutcliffe, Shellene Johnson, Dave Whitney, Jim Froberg, and Chip Yeager. Absent: Jim McCarthy. Ex Officio: County Commissioner Chris DuBose. A quorum was established with members present.

NOMINATIONS OF OFFICERS – Coordinator Jagoe called for nominations for Chair for 2020. Shellene Johnson nominated Jim McCarthy for Chair and John Sutcliffe for Vice Chair. Second by Chip Yeager. Discussion followed to determine if the nominations should be separate for Chair and Vice Chair. Shellene Johnson withdrew the combined motion for nomination. Shellene Johnson nominated Jim McCarthy for Chair. Second by Chip Yeager. Upon multiple calls, no other nominations were made. The motion passed with John Sutcliffe, Shellene Johnson, Dave Whitney, Jim Froberg, and Chip Yeager in favor, and Frank Storm voting against.

Coordinator Jagoe called for nominations for Vice Chair for 2020. Jim Froberg nominated John Sutcliffe for Vice Chair. John Sutcliffe declined the nomination. Frank Storm nominated Shellene Johnson for Vice Chair. Second by Chip Yeager. Upon multiple calls, no other nominations were made. Motion carried unanimously.

Vice Chair Shellene Johnson called for approval of the agenda. Motion to amend the meeting agenda with the addition of Previously Distributed Materials: 2020 Rules of Order and Operating Policies. Old Business: Continued Review on Zoning Ordinance Review and Update (Time permitted) by Dave Whitney. Second by John Sutcliffe. Motion carried unanimously.

APPROVAL OF MINUTES – Motion to approve the December 5, 2019 minutes, December 19, 2019 Work Session minutes, and January 23, 2020 Work Session minutes by Jim Froberg. Second by Dave Whitney. Motion was approved.

ADOPTION OF MATERIALS AND SUBMITTALS INTO THE RECORD - Motion that all applications, submittals, reports, and other materials were adopted into the record by reference made by Chip Yeager. Second by Frank Storm. Motion carried unanimously. Meeting materials distributed in advance to the Planning Commission for their review included: Staff Reports - Commission Appointment, Review of 2020 Meeting Dates, Year End Recap, and 2020 Rules of Order and Operation Policies. Copies of all correspondence and meeting materials were made available on a table at the entrance to the hearing room.

New Business:

Review of 2020 Meeting Dates

Coordinator Jagoe reviewed the 2020 meeting and tour schedule. The 2020 schedule will be posted in the display board across from the County Board Room. It was noted the meeting schedule did not conflict with any federal holidays. Motion to approve the 2020 Meeting Dates for the Planning Commission made by Dave Whitney. Second by Jim Froberg. Motion carried unanimously.

Year End Recap of 2019 Activity

Coordinator Jagoe reviewed the map and table of applications the Planning Commission has reviewed in 2019. A 2019 recap was also done for the Board of Adjustments and Appeals (BOA). Staff is reviewing a five

year history of BOA applications to check for common requests that could be considered by the Planning Commission during the zoning ordinance review and update. Board members noted the recap was interesting and helpful to visually see where all the applications were located throughout the county.

Rules of Order and Commission By-Laws

Coordinator Jagoe indicated the zoning ordinance states the Rules of Order and By-Laws are to be reviewed annually by the Planning Commission. This is not a new policy, just one that has not been reviewed on an annual basis by the Planning Commission. Since the BOA has similar meetings the BOA was incorporated into the policy. The BOA has reviewed and commented on the policy at their January 30, 2020 meeting. After review and comment by the Planning Commission, the policy will move forward to the County Board for approval. The policy document has been reviewed by the County Attorney. Edits noted in red were done by staff and edits noted in blue were suggested by the BOA. Many edits included the addition of the BOA into the document; however staff included two new sections, Section 17 - Member Attendance and Section 18 - Remote Attendance Policy. It was noted the staff report had listed ordinance 8.03 Functions of the Planning Commission. There are some inconsistencies with the policy document and will be addressed during the zoning ordinance review and update.

Coordinator Jagoe reviewed each section of the policy document. During review of Section 6, general discussion was held about open meeting law with regard to the Planning Commission tours. Assistant County Attorney, Jeff Fuge provided guidance for members on discussion during the tour and proper communication that would not violate the open meeting law.

Discussion was held in Section 11 with the use of paper ballots used for Planning Commission applications and officer nominations. Jeff Fuge indicated ballots could be used for officer positions, but ballots used for applications would have the Planning Commissioner's name on the ballots. **Motion by** Dave Whitney to the following changes in Section 11. Second by Jim Froberg. Motion carried unanimously.

- Section 11(B) When a ~~motion question~~ is under debate, no other motion shall be entertained except one to call the question, postpone for consideration to a date certain, or amend. Motions shall take precedence in that order.
- Section 11 (I) "Vice voce" means voice vote. All votes shall be taken by voice vote or a show of hands, rather than by paper ballot, except that a ballot vote may be called for at the discretion of the Chair.

Discussion was held on enforcing removing hats during a meeting in Section 12. Shellene Johnson suggested an addition to (D). **By Consensus** the board approved the following addition:

- Section 12(D) All electronic communication devices shall be turned off or silenced during meetings.

Discussion was held by members when a public hearing could be reopened in Section 13. Jeff Fuge reviewed different scenarios and when it would be appropriate to reopen a hearing.

Extensive discussion was held by members on Sections 16 and 17 on the determination of an excused/unexcused absence. John Sutcliffe questioned if this pertained to just board meetings or if it included special work sessions or tours. Coordinator Jagoe indicated this would pertain to just board meetings. An attendance section are commonly found in surrounding governmental policies. Dave Whitney commented this whole section was demeaning since the Planning Commission has never had a problem with attendance. Coordinator Jagoe indicated the intent with some of the wording being added to the policy was to let staff know at least three hours in advance of a meeting to know if a quorum would be present or not. If not, then it would provide time to update the website and notify applicants for lack of a quorum. Frank Storm commented the expectation is for members to make the monthly meetings. Jim Froberg commented there have never been any problems and seems minor. Motion by Frank Storm to approve Section 17 with further discussion on vacation. Motion failed for lack of second. Further discussion was held on unexcused absences and the need of a rewrite for flexible absences. **Motion by** John Sutcliffe to the following changes

in Section 16. Second by Chip Yeager. The motion passed with John Sutcliffe, Shellene Johnson, Frank Strom, Jim Froberg, and Chip Yeager in favor, and Dave Whitney abstaining.

- Section 16 (A) An ~~unexcused~~ absence from three or more regular meetings in one calendar year ~~will~~ may be considered grounds for removal by the county board.
- Section 16 (B) If a member arrives after the start of any agenda item, they shall abstain from participating in the consideration or the ~~voting~~ on that pending matter.

Based on discussion it was apparent a revision to Section 17 was required. Coordinator Jagoe indicated staff would rewrite Section 17, but would still include the best practice of having a three hour advance notice of being absence, repeat late meeting attendance that delays a quorum, and County Board would review any issue with meeting absences. **Motion by** Frank Storm to table Section 17 until March so staff can rewrite Section 17. Second by Dave Whitney. Motion to amend by Shellene Johnson to table Section 17 until March for staff rewrite and incorporate all the Remote Attendance into Section 18. Second by Dave Whitney. Motion carried unanimously. Coordinator Jagoe reiterated ordinance 8.03 Functions of the Planning Commission will reflect the changes during the zoning ordinance review and update.

Old Business:

Continued Review on Zoning Ordinance Review and Update

Review of the zoning ordinance update will continue at the February 20, 2020 Special Work Session.

ADJOURNMENT: There being no further business, motion by Frank Storm and second by John Sutcliffe to adjourn. Meeting was adjourned at 8:53p.m.