
CITY OF MOTLEY

PLANNING COMMISSION

MEETING PACKET FOR
April 23, 2013



CITY OF MOTLEY
PLANNING AND ZONING COMMISSION
AGENDA
April 23, 2013
5:30pm – Motley City Hall

1. Call to Order
2. Roll Call
3. Election of Officers
 - a. Chair (currently Rob Sampson)
 - b. Vice-Chair (currently Amy Hutchison)
 - c. Secretary (currently Ben Oleson, Hometown Planning)
4. Public Hearings
(NOTE: members of the public wishing to comment on a particular public hearing will be given an opportunity during the appropriate public hearing)
 - a. None
5. Additions or Deletions to Agenda
6. Open Forum
(NOTE: the open forum is an opportunity for members of the public to comment on any item not related to a specific agenda item, but relating to land use regulations or planning within the City)
7. Approval of Minutes
 - a. November 7, 2012
8. Planning and Zoning Administrator's Report
9. Other Business
 - a. Approval of 2013 Planning Commission Meeting Schedule
 - b. 2013 Planning Commission Work Plan
 - i. Comprehensive Plan update?
 - ii. Land use matrix (permitted uses) update?
 - iii. Other zoning/subdivision ordinance updates?
 1. Update variance criteria to meet recent MN Statute amendments
 2. Other updates mandated by state statute
 3. Interpretation/Definition of "Accessory Apartment"
 - iv. Planning Commission/Board of Adjustment Policy?
10. Adjournment

This agenda is not exclusive. Other business may be discussed as deemed necessary.

Members of the public:

Please see the next page for the City of Motley's policy regarding "Standards of Conduct at Public Meetings".

**CITY OF MOTLEY
STANDARDS OF CONDUCT AT PUBLIC MEETINGS**

The City Council encourages good-faith testimony from its citizens and desires to provide an environment based on respect and civility. In order to do so, the City Council of the City of Motley has established the following Standards of Conduct at Public Meetings, based on the norms of acceptable and courteous business behavior:

1. Members of the audience wishing to address the Council shall first secure the permission of the Chairperson.
2. Members of the audience will refrain from disruptive actions such as hand clapping, stamping of feet, whistling, cheering, yelling or similar demonstrations, which conduct disturbs the peace and good order of the meeting and which conduct might have an intimidating effect upon members of opposing viewpoints.
3. Persons addressing the City shall also refrain from slurs against race, creed, color, religion, national origin, gender, sexual or affectional orientation, marital status, familial status, age, disability, or status with regard to public assistance.
4. Profanity, slander, false statements, violence, or the threat of violence in any form shall not be tolerated.
5. City Officials shall also comply with these **STANDARDS OF CONDUCT**, the City of Motley's **CODE OF ETHICS FOR PUBLIC OFFICIALS** and the **CITY OF MOTLEY CONFLICTS OF INTEREST POLICY**.

Violations of these **STANDARDS** shall be determined by the opinion of the Chairperson of the meeting or, absent such opinion, by the opinion of the majority of the members of the deliberating body.

1. Any person violating these standards shall be called to order by the Chairperson of the meeting. If such conduct continues, said person may, at the discretion of the Chairperson, lose the floor. With the exception of Elected Public Officials (e.g. City Council) at City Council meetings, said person may be denied further audience before the City for that meeting.
2. If said person refuses to come to order and obey the directives of the Chairperson of the meeting, the Chairperson may request that said person leave the building. An exception to this is made for Elected Public Officials at City Council meetings as protected by law.

AGENDA ITEM 9 - OTHER BUSINESS

a. Approval of 2013 Planning Commission Meeting Schedule

See the enclosed draft meeting schedule for the remainder of 2013. This schedule is based on the new meeting time that was decided on at the last City Council meeting for the 4th Tuesday of each month at 5:30pm. Application deadlines would be three weeks prior to the meeting, to allow for time to prepare any necessary staff reports and publish required notices of public hearings in the newspaper.

I did not notice any conflicts with holidays, but please review the draft schedule and let me know if you see any conflicts or problems.

b. 2013 Planning Commission Work Plan

The Planning Commission has previously discussed working with the City Council to develop a work plan to guide its work. The idea of the work plan would be to prioritize the activities that the Commission works on, how the time of Hometown Planning is spent and ensure that the Commission is working on tasks that the Council has directed.

Of course, since this discussion was begun, the Planning Commission has changed to include City Councilpersons as members. As such, the Commission will essentially be setting its own work plan – if it deems it desirable to do so.

- As a good starting point for these discussions, please refer to pages 16-24 of the City of Motley 2003 Comprehensive Plan (see attachment from April 3 staff report or your copy of the Comprehensive Plan). There is a list of goals and recommendations there that identifies things the City desired to have done at that time.

We have identified a few questions that might help as the City considers a work plan:

1. Planning Documents
 - a. Is there a desire to update the 2003 Comprehensive Plan during 2013? Are the current goals and recommendations still valid? Updated 2010 Census data is now available.
 - b. One alternative would be to break a potential Comprehensive Plan update into several parts – some of which might be started or completed in 2013 and others which may take place in 2014 or even 2015. This is a strategy that might help to move forward while keeping costs down.
 - c. One of the goals in the 2003 Comprehensive Plan was to develop a future land use map. This is a map that shows how the city would like to guide the use of land in the future. It is different from the zoning map in that it is showing essentially how the City would *eventually* like the City to be zoned – not how it is zoned now. Would the City find value in developing such a map?

2. Ordinances

- a. Are there any sections of the ordinances that should be updated/clarified? Some of the sections that we've had discussions about in the past, or that we've seen as potential problem areas, include:
 - i. Defining certain phrases or words that are not currently well-defined (i.e. "accessory apartment" that is being discussed by Mr. Flansburg earlier on the agenda)
 - ii. There was some discussion of whether the City should try and identify as many uses as possible to include within its "Land Use Matrix" (see Section 5.11 of the Zoning Ordinance) or if it should use another strategy known as "Form-Based" coding that regulates the form and appearance of buildings, rather than how they are used.
 - iii. The MN Legislature updated the criteria applicable to variances in 2011 and the City will need to update its ordinances to reflect these changes. Staff already prepared a proposed amendment consistent with the legislative changes in March 2012 and it should essentially be ready to adopt whenever the City deems it appropriate to hold the required public hearing (which could include other ordinance amendments the City may find desirable).
 - iv. The Recommendations section of the 2003 Comprehensive Plan outlines a number of other areas where specific ordinances might be desirable.

3. Plan Implementation

- a. Are there any other portions of the Recommendations section of the 2003 Comprehensive Plan that are a top priority for implementation? Some of these have to do with zoning and land use and others are only indirectly related.

4. Public Education and Outreach

- a. Are there any efforts that you'd like to make to reach out to the public on certain issues? The recommendations in the 2003 Comprehensive Plan outline some efforts along these lines.
- b. Would you like to make more use of either the City's or Hometown Planning's website to communicate information to the public?

5. Policies and Procedures

- a. The City has been discussing a draft Planning Commission policy and procedures manual. Is this something the City would like to finalize after making any additional edits?
- b. Are there other areas of how zoning is administered now that are not working as well as they could? Does the City need more fact sheets on certain topics? Does it need to update application forms?

6. Internal Education and Training

- a. Are there certain issues that the City would like to educate itself on? Hometown Planning has a number of training sessions available and can create others on a customized basis. Also, various other organizations provide training throughout the year (i.e. League of MN Cities, Government Training Services, etc...).

The discussion in the past has been that the City Council is to set the direction of the Planning Commission, likely with input from the Commission. Even now that the Council will be representing the majority of the Commission's membership, Hometown Planning would advise establishing a formal work plan that can apply regardless of the actual membership of the Commission in the future.

If a work plan is adopted, it can also be amended as needed. There is no need to "set it in stone." The benefit is largely the act of discussing, writing down, and prioritizing the activities to be taken in the coming months. As conditions or situations warrant, the plan can always be adjusted.