

**APPROVED MINUTES  
PLANNING COMMISSION  
CITY OF WYOMING, MINNESOTA  
MAY 11, 2021  
7:00PM**

**CALL TO ORDER:**

*Vice Chair Murdock called the Regular Meeting of the Wyoming Planning Commission for May 11, 2021 to order at 7:00 PM*

**CALL OF ROLL:**

*On a Call of the Roll the following members of the Wyoming Planning Commission were present: Kevin Teel, Bryan Murdock, Katie West, and Roger Carr*

*ABSENT: Mark Lobermeier*

*Also Present: Fred Weck Zoning Administrator, City Administrator Robb Linwood, Council Liaison Brett Ohnstad, and Mayor Lisa Iverson*

**DETERMINATION OF A QUORUM:**

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM: NONE**

**APPROVAL OF MINUTES:**

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for April 27, 2021**

Commissioner Teel noted a few changes minor changes needed on page 2, 4<sup>th</sup> paragraph and page 3, 7<sup>th</sup> paragraph.

**A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR APRIL 27, 2021 AS AMENDED.**

*Roll Call Vote:*

*Voting Aye: Murdock, West, Teel, and Carr*

*Voting Nay: None*

*Abstain: None*

*Absent: Lobermeier*

**SCHEDULED PUBLIC HEARINGS: NONE**

**NEW BUSINESS: NONE**

**OLD BUSINESS:**

- 2. Comprehensive Plan Update: Parks & Trails, Natural Environment, & Implementation**

Commissioner Teel pointed out some typos that he had found in the Open Space section that he

wasn't sure were caught during the last discussion. He noted the feedback made by the Park Advisory Commission.

Zoning Administrator Weck clarified that the only thing the Park Advisory Commission wanted to change was the statement that the City did not want to take on any more park land.

Commissioner Teel asked about the requirement in #10 regarding a 5-foot concrete sidewalk in all developments and asked if that was truly a requirement and if the City was enforcing it.

Zoning Administrator Weck stated that the City is not requiring it right now in every development.

Commissioner Teel suggested rewording this, so it is accurate.

Vice-Chair Murdock commented on #2, the Ecology and Environment and asked if the City had any examples of actions for this item. He asked if this was something the City was actually doing or if it was merely words in the Comprehensive Plan.

Zoning Administrator Weck stated that the City just hasn't yet had the opportunity to do it, but explained that he would like the statement to remain in the Comprehensive Plan.

Vice-Chair Murdock moved the discussion onto Natural Environment and Sustainability and asked about the highlighting in this section.

Zoning Administrator Weck stated that he believes that the watershed district is updating their plan, so he believes the highlighting was a placeholder to ensure that there are no changes when they have finished their update.

Commissioner West suggested that the year the Shoreland Ordinance was completed be added.

Zoning Administrator Weck stated that it was updated in 2019.

Commissioner Carr noted the portion above this section that states, "Wetland survey is be required" and believes the word 'to' was left out of the sentence.

Vice-Chair Murdock suggested that it be changed to 'Wetland survey is required'. He noted some of the notations and questions that Chair Lobermeier had written in the margins.

Zoning Administrator Weck made a few minor formatting changes.

Commissioner West asked if there was another term that could be used besides 'auto-driving'.

Zoning Administrator Weck suggested changing it to 'automobile'.

Council Liaison Ohnstad suggested that 'vehicle' may be a better word.

Vice-Chair Murdock moved the discussion along to the next section and asked if there was an update on Green Cities.

Zoning Administrator Weck stated that he knew the City was moving forward on it, but wasn't sure where things currently stood and asked City Administrator Linwood to address this question.

City Administrator Linwood stated that there is nothing substantially new and are just small things the City has been going after. He noted that the City is working towards its third step right now. He stated that there is a meeting coming up in May, so he will be able to update the Planning Commission after that time.

Vice-Chair Murdock suggested highlighting this section to make sure it gets updated when there is new information.

Commissioner Teel commented on the More Efficient Use of Land section and suggested that the Commission revisit this area because he isn't sure that it reads the way the Commission wants it to read.

Vice-Chair Murdock agreed because this is one of the more important aspects of what the Commission is doing. He moved the discussion onto the Implementation section and noted that the Commission had touched on some of this section already. He stated that the Commission had questioned if some of the timeframes were conflicting with earlier in the document.

Zoning Administrator Weck noted that Updating the Zoning Ordinance section refers to the township, so that will need to be updated and revised to ensure it is the current plan and not the old, combined plan.

Vice-Chair Murdock stated that this references the Zoning Map and asked if there was a timeframe for those updates.

Zoning Administrator Weck stated that as soon as the Commission is done with the text, then they will be looking at the Comprehensive Plan map because it will also be adopted along with the Comprehensive Plan. He explained that the Zoning Map would be updated after the Comprehensive Plan is adopted.

Vice-Chair Murdock asked where the Guidelines for Adjusting the Zoning Map came from.

Zoning Administrator Weck stated Chair Lobermeier had found it somewhere because the City didn't have a good implementation plan with the old Comprehensive Plan.

Vice-Chair Murdock stated that Zoning Administrator Weck had more experience adjusting zoning maps than the Commission and asked what he thought about the comments.

Zoning Administrator Weck stated that he doesn't see a problem with any of it.

Vice-Chair Murdock asked about the Annual Report and how they have been handled in the past.

Zoning Administrator Weck stated that there has been a building report, but not a zoning report.

Vice-Chair Murdock asked if Zoning Administrator Weck thought the City needed one.

Zoning Administrator Weck explained that would be a policy decision for the Commission to make.

Vice-Chair Murdock stated that he isn't sure it needed to be something as formal as an annual report. He stated that it would be nice if there was a list of conflicts or anything contentious that came up about the Comprehensive Plan during the year that could be revisited once a year.

Commissioner Teel asked if it would also include everything the City had done for the year too so they can see where things sit with regard to land usage.

City Administrator Linwood stated that most cities that do these will have things like permit components as well as Comprehensive Plan amendments, conditional use permits, variances, ordinance changes, and zoning violations. He stated that it just depends on the depth that they would like to include.

Commissioner West suggested that rather than a report it just be a meeting.

Vice-Chair Murdock stated that he doesn't think an annual report is necessarily needed at this point in time. He asked Zoning Administrator Weck if he would even have time to put an annual report together and whether Wyoming was a big enough city to do it.

Zoning Administrator Weck stated that he thinks it should be left in and noted that the term 'subdivision' should be taken out and Planning Commission inserted.

Commissioner Teel asked if the City really notifies the nearby cities and counties if Wyoming makes a change to the Comprehensive Plan.

Zoning Administrator Weck confirmed that the City does notify nearby entities.

Vice-Chair Murdock moved the discussion onto Criteria and Priority Actions.

No changes were recommended.

Vice-Chair Murdock moved the discussion onto Major Plan Implementation Actions.

Zoning Administrator Weck stated that he believes this is something that Chair Lobermeier came up with and suggested that the Commission hold off on their discussion until he can explain his intent and ideas.

Vice-Chair Murdock asked if any of the information was out of date, for example the feasibility studies.

Zoning Administrator Weck stated that he believes these are all things that the City should still do other than perhaps, the Paxmar/Greenwood reference.

Commissioner Teel suggested that another column be added to the Mayor Plan Implementation Actions that lists a date of when things may be started or if it has already been started.

Vice-Chair Murdock suggested stopping the Comprehensive Plan discussion at this point. He suggested that the Commission discuss the action items at the next meeting and set timeframes and assignments for them. He suggested that this table may become part of the annual report that the Commission was discussing.

Zoning Administrator Weck stated he thinks including the table in the annual report is a good idea.

**COMMUNICATIONS: NONE**

#### **UPDATES:**

Zoning Administrator Weck gave an overview of what will be coming up at the next meeting.

Zoning Administrator Weck suggested that Vice-Chair Murdock finish making the edits for what the Commission had already discussed within the Comprehensive Plan so it can move onto looking at the second draft as soon as possible.

Vice-Chair Murdock noted that he should be able to get the edits done by the end of next week.

**A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER TEEL, TO ADJOURN THE MAY 11, 2021 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 7:53 PM.**

*Roll Call Vote:*

*Voting Aye: Murdock, West, Teel, and Carr*

*Voting Nay: None*

*Abstain: None*

*Absent: Lobermeier*