

**CITY OF COHASSET
PLANNING COMMISSION MINUTES
305 NORTHWEST FIRST AVE., COHASSET, MINNESOTA
WEDNESDAY, February 3, 2016 – 6:00 p.m.**

Call Meeting to Order: Co-Chair Steve Otto called the meeting to order at 6:05 p.m.

1. Roll Call

- a. **Voting Members Present:** Josh Casper, John Chell, Johnnie Fulton, Lois Kirschbaum, and Steve Otto
- b. **Absent with Notice:** Steve Brown, and City Council Liaison Jason Tabaka
- c. **Ex-Officio Members Present:** Zoning Officer Greg Tuttle
- d. **Others Present:** Paul Shorma, Gary Wheelock, and Steve Lavalier

2. Elect 2016 Officers:

Chair - A motion was made by Otto/Chell to elect Steve Brown as Planning Commission Chair for 2016. Voting in favor: Casper, Chell, Fulton, Kirschbaum and Otto; voting against: none; absent: Brown. Motion carried.

Vice Chair - A motion was made by Casper/Fulton to elect Steve Otto as Planning Commission Vice-chair for 2016. Voting in favor: Casper, Chell, Fulton, Kirschbaum and Otto; voting against: none; absent: Brown. Motion carried.

3. Review and Approve the Agenda

- a. **Additions:** None
- b. **Deletions:** None

A motion was made by Fulton/Casper to approve the agenda as presented. Voting in favor: Casper, Chell, Fulton, Kirschbaum and Otto; voting against: none; absent: Brown. Motion carried.

4. Resident Input – None

5. Review & Approve Planning Commission Minutes of January 6, 2016: A motion was made by Casper/Chell to approve the January 6, 2016 minutes as written. Voting in favor: Casper, Chell, Fulton, Kirschbaum and Otto; voting against: none; absent: Brown. Motion carried.

6. Planning Commission Vacancy Interviews:

- a. Gary Wheelock
- b. Steve Lavalier
- c. Paul Shorma

The Planning Commission applicants were interviewed and thanked for their time. Tracy Huben was absent due to a work conflict. After a brief deliberation ***a motion was made***

by Casper/Fulton to make a recommendation to City Council that Gary Wheelock be appointed to the Cohasset Planning Commission. Motion carried unanimously.

7. **Rezone/Text Amendment Process:** Discussion ensued regarding the public hearing process, public hearings vs. public forums, and the State statutes regulating them. The Zoning Officer will craft language for earlier neighbor involvement for the next meeting.

8. **Comprehensive Plan Review Process:** Tabled to the next meeting for further discussion.

9. **Update:** Sign Ad-Hoc Committee – Has met and will meet once more to finalize their recommendation to the Planning Commission.

Adjourn: Steve Otto adjourned the meeting at 7:50 p.m.

Submitted by Deputy Clerk Karen Mester

Approved: 3/11/2016