

**TOWN OF EDGEWOOD  
PLANNING & ZONING COMMISSION  
MEETING MINUTES**

Planning & Zoning Minutes		
June 11, 2019	6:30 p.m.	171 A State Rd 344
1. CALL TO ORDER/ROLL CALL	<p>Chairman Glenn Felton opened the meeting at 6:30 p.m.</p> <p>In attendance: Commissioner Janelle Turner  Commissioner Steven Foxe  Commissioner Cheryl Huppertz  Commissioner Jim Lee  Commissioner Stephanie Herrera</p> <p>Absent: Staff in attendance: Tawnya Mortensen  Tim Dvorak  Mayor Bassett</p> <p>Public in attendance/Signed in: Linda Holle</p>	
2. APPROVAL OF AGENDA	<p>Chairman Glenn Felton entertained a motion for approving the Agenda.</p> <p>MOTION: Commissioner Herrera  SECOND: Commissioner Foxe  DISCUSSION: None  VOTE: All aye  ACTION: The motion to approve the Agenda carried.</p>	
3. APPROVAL OF MINUTES 4/23/2019	<p>Chairman Glenn Felton entertained a motion for approving the Minutes from 5/28/19.</p> <p>DISCUSSION: Commissioner Huppertz wanted specific language added to the minutes regarding deleting Objective 2 from Goal C: Plan for long-range water needs of the community. Objective 2 states: Town will identify current and future water needs of commercial areas.</p> <p>MOTION: Commissioner Huppertz: Motioned to approve the minutes with the changes that were discussed.</p> <p>SECOND: Commissioner Foxe  VOTE: All aye  ACTION: The motion to approve the Minutes with the chages from 6/11/19 carried.</p>	

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**4. DISCUSSION ITEM**

<b>Industrial Zone</b>	
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	<p>Chairman Felton introduced the next item and asked Tawnya Mortensen to take them through the changes. Ms. Mortensen took the Commissioners through the additional language regarding master planning. A brief discussion ensued, and some additional changes were made. Ms. Mortensen will look into the State Statute for solar farms where cooperatives are concerned and will also seek additional information from MRCOG for height restrictions in industrial zoning. This section will be revisited on 6/25/19. No action was taken.</p>
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**5. ACTION ITEM**

<b>Commercial Zones</b>	<b>C1 &amp; C2</b>
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	<p>Chairman Felton introduced the next item and Tawnya Mortensen explained that she moved “Light Industry” from a Permissive Use to a Conditional Use in both C1 and C2. She explained that by requiring a Conditional Use Permit there would be better regulations on traffic and any other environmental impact in areas around the town. Chairman Felton added additional language in both sections which will now read: Light Industry (See uses in Section 23 M1- Light Industrial Zone) Proposals will be reviewed by the Technical Advisory Committee. Adherence to the Town of Edgewood Wastewater Ordinance is expected. Chairman Felton entertained a motion.</p> <p><b>MOTION:</b> Commissioner Turner: Move forward with suggested changes for light industry in both C1 &amp; C2 Sections of the Zoning Ordinance and send to Town Council for consideration.</p> <p><b>SECOND:</b> Commissioner Foxe</p> <p><b>DISCUSSION:</b> None</p> <p><b>VOTE</b> – All aye</p> <p><b>ACTION</b> – The motion to move forward with suggested changes for light industry in both C1 &amp; C2 Sections of the Zoning Ordinance and send to Town Council for consideration carried.</p>
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<b>6. DISCUSSION ITEM</b>	
<b>Appeal of Record</b>	
	<p>Chairman Felton introduced the next item and explained that this method of appeal will be an appeal of record both in the Subdivision Ordinance and the Zoning Ordinance. This would mean that if an application is appealed to Town Council, it would be an appeal from the records from the Planning &amp; Zoning record, not a de novo. Tawnya Mortensen explained that there is a copy of an email from the Town's attorney stating that he is suggesting that we do not have language for Town Council to remand an application back to P&amp;Z due to the 35 day state statute. Mayor Bassett approached the podium and explained that it would be a problem for an appeal for a Final Subdivision but not for an appeal at Preliminary Subdivision. A brief discussion ensued, and it was decided to list this as an action item at the next Planning &amp; Zoning Commission meeting.</p> <p>No action was taken.</p>
<b>7. DISCUSSION ITEM</b>	
<b>Reference Guide</b>	
	<p>Chairman Felton introduced the next item. Tawnya Mortensen explained that the first half of the Reference Guide is in the packet and the second half will be coming soon. She went on to say that she is retyping the document due to formatting issues. The Commissioners discussed changes and updates that need to be added and this document will be a work in progress.</p> <p>No action was taken.</p>
<b>8. PUBLIC COMMENT</b>	
	<p>Linda Holle spoke about a parliamentary workshop with the Town Council in July. July 12<sup>th</sup> was the preliminary date that was agreed on.</p>
<b>8. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS</b>	
	<p>None</p>
<b>9. MATTERS FROM THE STAFF</b>	



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Slide Presentation from Economic Dev.

Parliamentary Procedure Training Friday 11-5? July 12 - tentative date

July 23<sup>rd</sup> David Campbell Training

**10. CALENDAR UPDATE**

Next P&Z Meeting will be on 6/25/2019

Town Council 6/19/2019

Discussion/Action Item - Industrial Zone

Discussion Item - Reference Guide

Discussion/Action - Appeal of Record

Discussion - Development Review

Public Hearing - CUP Secondary Quarters

**11. ADJOURN**

Chairman Felton entertained a motion to adjourn.

MOTION: Commissioner Huppertz; Motion to adjourn

SECOND: Commissioner Foxe

VOTE: All voted aye

ACTION: Meeting adjourned at 8:06 p.m.



Glenn Felton, Chairman



Cheryl Huppertz, Commission Secretary