

**MINUTES OF THE REGULAR MEETING
PLANNING COMMISSION
LITTLE CANADA, MINNESOTA**

FEBRUARY 10, 2022

Pursuant to due call and notice thereof a regular meeting of the City Council of Little Canada, Minnesota was convened on the 10th day of February, 2022 in the Council Chambers of the City Center located at 515 Little Canada Road in said City.

Chair Chris Kwapick called the meeting to order at 5:30 p.m. and the following members of the Planning Commission were present at roll call:

PLANNING COMMISSION: Johnson, Kulousek, Kwapick, Mitchell, Thorson, and Quarles.
Absent: Buesing.

ALSO PRESENT: Community Development Director/ Planner Corrin Wendell

ADOPT AGENDA

The agenda was adopted as presented.

MINUTES

Commissioner Johnson made a motion to approve the December 9, 2021 Planning Commission minutes as submitted. Commissioner Thorson seconded the motion. The motion was unanimously approved.

OPEN TO THE PUBLIC

No comments.

PUBLIC HEARING

None.

COMMISSION BUSINESS: NEW CHAIR – CHRIS KWAPICK

Chair Kwapick introduced himself.

COMMISSION BUSINESS: NEW COMMISSIONER – ISAAC MITCHELL

Commissioner Mitchell and the other members of the Commission and staff introduced themselves.

MINUTES

PLANNING COMMISSION

FEBRUARY 10, 2022

**COMMISSION BUSINESS: APPOINTMENT OF VICE-CHAIR – NOMINATIONS
OPEN**

Chair Kwapick opened the floor for nominations for the position of Vice-Chair.

Commissioner Thorson commented that he would be willing to serve.

Commissioner Quarles nominated Commissioner Johnson.

Chair Kwapick closed the nominations and allowed the nominees to make a statement.

Commissioner Thorson commented that he would be happy to serve as Vice-Chair, should the Commission deem him fit to do so.

Commissioner Johnson commented that she would be happy to serve as Vice-Chair as well and believes that the Commission would be served well by either nominee. She stated that perhaps it is time for a female to hold an officer role.

Commissioner Johnson was unanimously elected as Vice-Chair of the Planning Commission.

COMMISSION BUSINESS: 2022 PLANNING COMMISSION MEETING CALENDAR

The Community Development Director reviewed the meeting calendar for 2022.

Commissioner Thorson asked if there are any planned workshops with the Commission and City Council.

The Community Development Director noted that she will determine if there would be an appropriate time for a joint meeting.

Chair Kwapick asked and received confirmation that the Commission will continue with its start time.

COMMISSION BUSINESS: PLANNING COMMISSION TRAINING OPPORTUNITIES

The Community Development Director stated that she will be looking to identify available training opportunities for the Commission. She also provided an update on the Sign Committee that was formed and the purpose of that group.

Chair Kwapick encouraged the Commission to take advantage of the training opportunities as they have helped to provide additional knowledge.

Commissioner Johnson stated that she has also found the courses helpful, specifically Planning 101, which helps to explain the purpose of a planning commission and its role.

**MINUTES
PLANNING COMMISSION
FEBRUARY 10, 2022**

The Community Development Director stated that there will a national conference hosted in Minneapolis in two years that may bring training opportunities for Commission members.

COMMISSION BUSINESS: DRAFT ZONING MAP UPDATE

The Community Development Director commented that the next step in updating the Zoning Code is to update the zoning map with the related changes. She noted that a draft should be ready next week that she would bring to the Commission for review at its March meeting. She highlighted some of the changes that will be incorporated into the zoning map.

Commissioner Kulousek asked for an update on the ADU discussion.

The Community Development Director noted that ADU's were separated from the update of the Code in order to gather more input on that topic. She stated that they will be gathering additional feedback through public engagement and will then bring that back to the Commission for review.

Commissioner Johnson asked if there was additional discussion on duplexes.

The Community Development Director confirmed that would also be a part of the community engagement process.

Commissioner Mitchell asked for more information on the role of the Commission and community engagement.

The Community Development Director provided background information on previous community engagement processes that the City has gone through, using the example of parks master planning.

Commissioner Quarles commented that the parks process was a great model but acknowledged that perhaps those interested in the concept of ADUs may be smaller than parks. She suggested including an insert in the utility billing would be another method to reach residents.

The Community Development Director stated that the City has partnered again with the University of Minnesota Resilient Communities Program (RCP) students who will be looking at transportation within Little Canada. She reviewed the scope of the project the students will be working on and noted that once complete, the students would make a presentation to the Commission.

REPORTS FROM STAFF

The Community Development Director stated that staff is working with a few applicants that will come forward in the near future.

**MINUTES
PLANNING COMMISSION
FEBRUARY 10, 2022
REPORTS FROM COMMISSIONERS**

No comments.

There being no further business, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Amanda Staple
TimeSaver Off Site Secretarial, Inc.