

**UNAPPROVED MINUTES  
PLANNING COMMISSION  
REGULAR MEETING  
CITY OF WYOMING, MINNESOTA  
JANUARY 13, 2009  
7:00 PM**

**CALL TO ORDER:**

*Michael Thomas called the Regular Meeting of the Wyoming Planning Commission to order for January 13, 2009 to order at 7:00 P.M.*

**CALL OF ROLL:**

*On a Call of the Roll the following members of the Wyoming Planning Commission were present: Michael Thomas, Frank Storm, Judy Coughlin, Sean Wagner, Ken Meyers and alternate Mark Lobermeier*

*Members Absent: None*

*Also Present: City Council Member and Planning Commission Liaison Roger Elmore and City Staff Member Robb Linwood,*

**DETERMINATION OF A QUORUM:**

*The Planning Commission Chairman determined a Quorum was present.*

**PLEDGE OF ALLEGIANCE:**

**OPEN FORUM:**

*"An opportunity for members of the public to address the Planning Commission on items not on the current Agenda. Items requiring Planning Commission action maybe deferred to staff for research and future Planning Commission Agendas if appropriate."*

**APPROVAL OF MINUTES:**

1. **Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota Planning Commission for December 22, 2008.**

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER COUGHLIN SECONDED BY PLANNING COMMISSION MEMBER WAGNER, TO APPROVE THE "REGULAR MEETING" MINUTES OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR DECEMBER 22, 2008. CONTINGENT ON THE FOLLOWING:**

- **On The Major Plan Implementation Actions on Page I-3 for page for #1 – Remove the last 2 sentences and add to #2 "at which time the property shall be rezoned consistent with the land use plan**
- **For page LU - 7 "mixed use" should apply to all areas and strike "shoreland overlay districts".**
- **On the implementation page portion #4 Transitions to smaller lots – should say large parcels zoned residential or agricultural. Delete the whole last sentence.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*  
*Voting Nay: None*  
*Abstain: None*

## **2. ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR**

- **A MOTION MADE BY PLANNING COMMISSION MEMBER MEYERS FOR PLANNING COMMISSION MEMBER MICHAEL THOMAS FOR CHAIR OF THE CITY OF WYOMING PLANNING COMMISSION.**
- **A MOTION MADE BY PLANNING COMMISSION MEMBER JUDY COUGHLIN FOR PLANNING COMMISSION MEMBER FRANK STORM FOR CHAIR OF THE CITY OF WYOMING PLANNING COMMISSION AND ENDORSED BY SEAN WAGNER**

*Election was held*

*3 votes for Storm*  
*2 votes for Thomas*

- **A MOTION MADE BY PLANNING COMMISSION MEMBER JUDY COUGHLIN FOR PLANNING COMMISSION MEMBER MICHAEL THOMAS FOR VICE CHAIR OF THE CITY OF WYOMING PLANNING COMMISSION, MICHAEL THOMAS DECLINES.**
- **A MOTION MADE BY PLANNING COMMISSION MEMBER MICHAEL THOMAS FOR PLANNING COMMISSION MEMBER KEN MEYERS FOR VICE CHAIR OF THE CITY OF WYOMING PLANNING COMMISSION.**
- **A MOTION MADE BY PLANNING COMMISSION MEMBER SEAN WAGNER AND ENDORSED BY COUGHLIN, FOR SEAN WAGNER FOR VICE CHAIR OF THE CITY OF WYOMING PLANNING COMMISSION.**

*Election was held*

*3 Votes for Wagner*  
*2 votes for Meyers*

## **3. CITY OF WYOMING PLANNING COMMISSION BYLAWS**

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WAGNER, SECONDED BY PLANNING COMMISSION MEMBER THOMAS, TO SUSPEND THE BYLAWS OF THE CITY OF WYOMING PLANNING COMMISSION.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*  
*Voting Nay: None*  
*Abstain: None*

The planning commission suggests using the former township's bylaws. The former township had a section in their ordinances on the planning commission. The City does not have ordinances for there planning commission. The planning commission feels at this time it may be best to slightly amend the bylaws of the City of Wyoming Planning Commission until we are done working on the new ordinances. The planning commission states that we wait on major changes to the bylaws until we totally understand the new ordinances for the city and how it relates to the planning commission's operations. The biggest items in the bylaws that need to be addressed are the alternate member for the commission and to make sure that the meeting time is 7:00pm and dates have changed to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month.

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WAGNER, SECONDED BY PLANNING COMMISSION MEMBER COUGHLIN, TO ACCEPT THE CHANGES TO THE BYLAWS OF THE WYOMING PLANNING COMMISSION.**

- **CHANGING OF THE MEETING TIMES TO 7:00PM ON THE 2<sup>nd</sup> and 4<sup>th</sup> TUESDAY OF EVERY MONTH.**
- **ADDING AN ALTERNATE MEMBER TO THE PLANNING COMMISSION AND DEFINITION OF HIS OR HER ROLE.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*

*Voting Nay: None*

*Abstain: None*

**A MOTION TO AMMEND THE BYLAWS WAS MADE BY PLANNING COMMISSION MEMBER MEYERS, SECONDED BY PLANNING COMMISSION MEMBER COUGHLIN, TO ACCEPT THE CHANGES TO THE BYLAWS OF THE WYOMING PLANNING COMMISSION.**

- **TO CHANGE SECTION 1 MEMBERSHIP IN PART (D) CHANGE THE SECTION THAT THE CITY COUNCIL "MAY" INVITE CANDIDATE TO AN INTERVIEW PROCESS.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*

*Voting Nay: None*

*Abstain: None*

## **FINAL MOTION**

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WAGNER, SECONDED BY PLANNING COMMISSION MEMBER COUGHLIN, TO ACCEPT THE CHANGES TO THE BYLAWS OF THE WYOMING PLANNING COMMISSION.**

- **CHANGING OF THE MEETING TIMES TO 7:00PM ON THE 2<sup>nd</sup> and 4<sup>th</sup> TUESDAY OF EVERY MONTH**
- **ADDING AN ALTERNATE MEMBER TO THE PLANNING COMMISSION AND DEFINITION OF HIS OR HER ROLE.**
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*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*  
*Voting Nay: None*  
*Abstain: None*

Discussion continues on the Planning Commission's Bylaws including striking section "d" in the membership section altogether. The attendance item is also being discussed by the park board. The Planning commission reviewed the excused and unexcused absences and the dismissal policy for absences. The appeals section in the bylaws was discussed as well. Members did not totally understand its use and found it unnecessary. It was finally suggested to move forward with the original motion made on the bylaw changes (alternate member, meeting dates, and "may" interview candidates") and leave the rest of the bylaws alone for now and see how the re-organization of the ordinances for the new city may affect them.

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WAGNER, SECONDED BY PLANNING COMMISSION MEMBER THOMAS, TO RE-INSTATE THE BYLAWS OF THE CITY OF WYOMING PLANNING COMMISSION.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*  
*Voting Nay: None*  
*Abstain: None*

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER WAGNER, SECONDED BY PLANNING COMMISSION MEMBER MEYERS, TO SEEK CITY COUNCIL APPROVAL AND ADOPTION OF THE AMMENDED BYLAWS AS RECOMMENDED BY THE CITY OF WYOMING PLANNING COMMISSION.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*  
*Voting Nay: None*  
*Abstain: None*

The planning commission asks that the bylaws be sent to the January 20, 2009 City Council meeting. Staff will make sure the pc bylaws are an agenda item for the city council.

### **Alternate member for Planning Commission**

The Planning Commission discussed some of the expectations of the alternate member. They would expect alternates to attend meetings, keep current on items and receive the same compensation as the other planning commission members.

### **Compensation for meetings**

The Planning commission suggests using the former township's compensation method of an amount per meeting attended. The City currently uses a flat rate for the year. PC believes the issue is not the amount of money paid, only that a member should be paid for every meeting he or she attends. The old rate of \$300.00 dollars a year for the city also took into consideration that the planning commission only met once a month. The planning commission now meets

twice a month for normally scheduled meetings. It is suggested that a flat rate may be easier for the city to administer. The Planning Commission believes that they should adopt the former township's method of compensation for each meeting attended by city commission and board members.

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER THOMAS, SECONDED BY PLANNING COMMISSION MEMBER WAGNER, TO MAKE A FORMAL RECOMMENDATION TO THE CITY COUNCIL TO ADOPT THE FORMER TOWNSHIP'S COMPENSATION OF A PER MEETING PAYMENT AMOUNT FOR THE CITY OF WYOMING BOARD AND COMMISSION MEMBERS.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*

*Voting Nay: None*

*Abstain: None*

**A MOTION WAS MADE BY PLANNING COMMISSION MEMBER THOMAS, SECONDED BY PLANNING COMMISSION MEMBER MEYERS, TO ADJOURN THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR JANUARY 13, 2008 AT 8:12 P.M.**

*Voting Aye: Thomas, Meyers, Wagner, Storm, and Coughlin*

*Voting Nay: None*

*Abstain: None*