



City of Duluth
Planning Division

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City of Duluth
Planning Commission
March 4, 2015 Meeting Minutes
ANNUAL MEETING

I. Call to Order

President David Sarvella called to order the Annual Meeting of the City Planning Commission at 6:04 pm on Wednesday, March 4, 2014, in the Mayor's Reception Room in the fourth floor of City Hall.

Roll Call

Attending: Drew Digby, Terry Guggenbuehl, Tim Meyer, Garner Moffat, Patricia Mullins, David Sarvella, Luke Sydow, and Zandra Zwiebel.

Absent: Marc Beeman,

Staff Present: John Kelley, Steven Robertson, Jenn Reed Moses, Kyle Deming, Nate LaCoursiere, Keith Hamre, and Charles Froseth

Other Visitors: Jeff Borling (Duluth Port Authority), John Ramos (Reader), and Jay Schlichte (Planning Intern)

II. Planning Commissioner's Code of Conduct

Charles Froseth presented background information related to the Code of Conduct, mentioning that some changes were made to the draft document after the brown bag meeting of Wednesday, January 21. Commissioner Digby asked how to handle conversations between commissions and city council persons; when approached by a city council person, what is appropriate to share and what isn't. Keith Hamre responded that he thought discussion on the actual voting results was fine, but he thought a commissioner should not try to represent why the commission voted the way it did.

Commissioner Zwiebel had questions about #8 and #9, adding that sometimes city council members approach her about items on the agenda. Commissioner Meyer and Sydow also added that they also get approached by citizens on items that are coming up on the Planning Commission agenda. Charles Froseth stated that he thought it was fine to listen to people give their opinion, but was important to refrain from answering how you make likely vote on an issue, as commissioners are supposed to refrain from making absolutely conclusions until they hear relevant testimony from the applicant or the general public at the official public hearing.

Keith Hamre stated that unless otherwise established by the Planning Commission, it is presumed that the President or Vice President have the authority to speak for the Commission on items that have been voted on. Commissioner Mullins thought it would be appropriate for a commissioner to speak for themselves, as long as it was clear that they were speaking as a citizen, not on behalf of the Planning Commission.

Motion to approve the code of conduct, with revisions to #8 and #11, by Digby, second by Meyer. Motion passed unanimously (8-0).

III. Planning Commission Bylaws

Commissioner Digby asked about the ability of the President to review the agenda, as right now it appears the Land Use Supervisor is the sole authority for the agenda. Keith Hamre stated that Commissioners can always add items to be discussed at the following meeting.

Motion to approve the bylaws to add language allowing input from the President when setting the agenda in Section 8.1, by Zwiebel, second by Sydow. Motion passed unanimously (8-0).

IV. Election of 2015 Officers

Commissioner Digby reported that the nominating committee recommend Zwiebel for President, and Moffat for Vice President.

Motion passed unanimously (8-0).

V. Zenith City Awards

Jenn Moses gave background on the Zenith City Awards, and suggested some candidates.

Commissioner Digby made a motion to recommend Chester Garden Apartments and the College Street and London Road Bike Lane Restriping for the Zenith City Awards. Second by Moffat. Motion passed unanimously (8-0).

VI. Lincoln Park Small Area Plan

John Kelly gave a presentation on the progress of the Lincoln Park Small Area Plan.

VII. 2006 Comprehensive Plan 10 Year Update

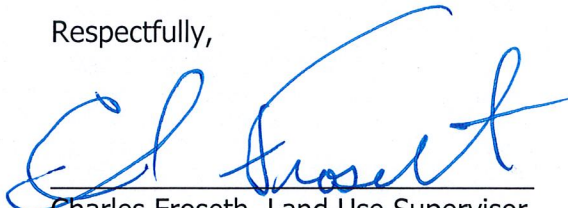
Keith Hamre gave an update on the impending 10 year update to the 2006 Comprehensive Land Use Plan.

VIII. Adjournment

Motion to adjourn by Mullins, second by Sydow. Motion passed unanimously.

Meeting adjourned at 8:01 p.m.

Respectfully,



Charles Froseth, Land Use Supervisor