

**LONG RANGE PLANNING COMMISSION MINUTES**  
**October 28, 2013**

The meeting of the City of Baxter Long Range Planning Commission was called to order at 6:00 p.m. by Chair Kevin Donnay.

MEMBERS PRESENT: Kevin Donnay, Bob Ryan, Lori Rubin, Mark Cross, Jim Kalkofen, Rock Ylimeini and Council Liaison Todd Holman

MEMBERS ABSENT: Cathy Clark

STAFF PRESENT: City Administrator Gordon Heitke and CD Director Josh Doty

**Approval of Minutes**

Motion by Commissioner Ryan, second by Commissioner Cross to approve the minutes of the September 23, 2013 meeting. Motion carried unanimously.

**Street and Utility Improvements on Franklin Dr., Wildflower Dr. and Woida Rd.**

Chair Donnay turned the floor over to CD Director Doty. CD Director Doty stated that the city is in the initial stages of a capital improvement project for the Franklin Dr., Wildflower Dr. and Woida Rd. The reason this is before this Commission is there are statutory requirements that state that a capital improvement project must have findings that show the improvements are consistent with the comprehensive. The staff report and resolution presented show that this project is consistent with the comprehensive plan. CD Director Doty reviewed the findings with the commission and noted that staff is requesting approval of this project.

**Motion** by Commissioner Ylimeini, seconded by Commissioner Rubin to approve the resolution for findings of fact for street and utility improvement Project Number 4062 (Franklin Dr., Wildflower Dr. and Woida Rd.). Motion carried unanimously.

**Comprehensive Plan-Introduction and summary of Community Forum Information**

Chair Donnay turned the floor over to Mr. Phil Carlson of Stantec who gave the Commission a brief review of what would take place at the Community Forum following this meeting. The room was set up with 6 tables and a specific item that was going to be discussed at each table. He asked that the Commissioners circulate among the tables to get better feedback from the residents.

Mr. Carlson then reviewed the slide show presentation quickly with the Commission. The review incorporated agenda item No. 5, the six table topics.

Commissioner Cross asked if City services were included on the map, currently it is not, but could be added. The Commission discussed the feasibility of city water and sewer in relation to locations.

Commissioner Kalkofen asked what a conservation overlay district was, CD Director Doty asked Commissioner Holman to explain as he worked with coordinating the overlay district with the former Long Range Planning Commission. Commissioner Holman explained that Fort Ripley had created a buffer zone and made that area a preservation area from residents. This was also an area that utilities

would be very costly to run service to, therefore the conservation overlay made this area low density. Commissioner Holman stated that the overlay district was not completed and therefore is not in the current ordinances. Mr. Carlson stated that if the intent is to keep that area as an overlay district it should be zoned that way.

Mr. Carlson reiterated that it would be very helpful if the Commissioners could encourage the residents and themselves to write down any comments and concerns throughout the forum. After the forum, Mr. Carlson and CD Director Doty will review the comments/suggestions.

Commissioner Ryan asked if the land use guide plan map that CD Director Doty had seen and used in the past could be incorporated into this comprehensive plan. The map would guide an existing lot that is an outlot towards the uses surrounding the lot. CD Director Doty stated it would be a very helpful guide, the Commission agreed. It was asked if the guide map could be modified, CD Director Doty stated that it could be amended similar to a zoning amendment only it would be a guide map amendment. Mr. Carlson stated that a land use guide plan would be established with the comprehensive plan update.

The Commission agreed that the next meeting would stay on November 25<sup>th</sup>, however the Commission agreed to move the December meeting from the 23<sup>rd</sup> to the 16<sup>th</sup>, provided Mr. Carlson had information to share with the Commission.

### **Adjournment**

Motion by Commissioner Cross second by Commissioner Kalkofen to adjourn the meeting at 6:38 p.m.

Approved by:

Respectfully submitted,

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Chair Kevin Donnay

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Shanna Newman  
CD Technical Clerk