



---

# PLANNING COMMISSION

## CITY OF WELLS, MINNESOTA

---

Wells Planning Commission Membership:  
Carol Aske, Chair; Steve Nowak, Vice-Chair; Crystal Dulas, Larry Majeski,  
Commissioners; Ashley Seedorf, Council Representative.

### MINUTES

**Regular Meeting – 5:00pm**

**Monday, October 4, 2010**

Conference Room, Wells City Hall

125 S. Broadway Wells, MN 56097

**I. Call to Order / Roll Call**

Chair Aske called the meeting to order at 5:02 pm.

Members present: Chair Aske; Commissioners Dulas and Majeski; Council Representative Seedorf.

Members absent: Vice-Chair Nowak.

Staff present: Chris Elvebak, Community Development Director

**II. Approval of Agenda**

Commissioner Majeski moved to approve the agenda. The motion was seconded by Commissioner Dulas and passed unanimously.

**III. Approval of Minutes**

Commissioner Dulas moved to approve the minutes. Commissioner Majeski seconded and the motion passed unanimously.

**IV. Notices & Communications**

- a) United Board Meeting
- b) SHIP Workshop Invitation

The commission briefly discussed the items that were distributed as informational only and required no action. The members also received some legislative and case law updates from staff.

## **V. New Business**

### **a) Planning Commission Policy (LMC Model handout)**

The Board received a model Planning Commission Policy published by the League of Minnesota Cities. The members discussed its potential application for the Wells Planning Commission. By consensus the board approved a general model that will continue to be discussed at the next meeting.

### **b) Digital Recorder (Managing Video & Recordings handout)**

Dir. Elvebak presented a review from a recent American Planning Association conference he attended related to recording planning commission meetings. The presenting attorneys suggested recording meetings due to the number of land use lawsuits the insurance trusts face each year and adopting a change in the record retention schedule for the legal elimination of these recordings in due time.

Commissioner Majeski moved to approve the purchase of a digital recorder seconded by Rep. Seedorf. The membership discussed the information presented and suggested to Dir. Elvebak to first check with the City Administrator if purchasing a new digital recorder could be used and split between various departments and if any other existing devices could be used. The motion passed.

### **c) Revised Land Use Application**

The commissioners reviewed a revised application as presented by staff. The revised application would be used for most land use items that require a public hearing. By consensus, it was determined to make some minor adjustments to the form including “as applicable” language inserted.

Commissioner Dulas moved to approve the revised form. Commissioner Majeski seconded and the motion passed unanimously.

### **d) Sidewalks, Paths & Trails Plan (SHIP Grant review and map handouts)**

Director Elvebak informed the board of continuing discussions with the county volunteer committee associated with the State Health Improvement Program. As a part of this program, the Planning Commission has been asked to consider a sidewalks and trails plan to assist in facilitating the “complete streets” and “safe routes to school” initiatives.

The commission discussed the applicability and by consensus decided to assist by crafting a sidewalks plan. Chair Aske asked staff to look into the city's current assessment policy for streets projects on whether or not sidewalks are included. Representative Seedorf volunteered to bring the idea to the City Council.

The commission agreed to begin studying the idea and move towards crafting a plan at their next meeting.

**VI. Public Forum**

No one came forward to address the board.

**VII. Adjournment**

Representative Seedorf moved to adjourn. Commissioner Majeski seconded the motion and it passed unanimously at 6:12 pm.

Respectfully Submitted,

Christopher Elvebak  
Community Development Director