



**MINUTES
PLANNING COMMISSION WORK SESSION
OF THE CITY OF WHITE BEAR LAKE, MINNESOTA
7:00 P.M., MONDAY, MARCH 25, 2024
IN THE CITY HALL BOARD ROOM**

Planning Commission Vice Chair, Pam Enz, opened the meeting at 7:00 p.m. Planning Commissioners in attendance included: Ken Baltzer, Jim Berry, Scott Bill, Pam Enz, Joy Erickson, and Mark Lynch; Mike Amundson was excused. Councilmember Andrea West was also present. Staff present included: City Attorney Troy Gilchrist, Community Development Director Jason Lindahl, City Planner Ashton Miller, Housing and Economic Development Coordinator Tracy Shimek, and Planning Technician Shea Lawrence.

1. Legal Training

City Attorney Troy Gilchrist provided legal training to the Planning Commission in regards to procedure, constitutional limits, federal laws and Minnesota state statutes that regulate zoning. Gilchrist provided an overview on zoning authority, the role of the Planning Commission, how zoning works, types of permits, conducting business and other specific issues. These topics included information on conducting public hearings, the fiduciary duties of the commissioners, Roberts Rules, the 60 day rule, the open meeting law and the difference in standards for various land use requests.

Throughout the training, the Planning Commissioners asked questions and had discussions about various topics. The group discussed state legislation and inquired how new state laws related to zoning get implemented at a local level and what guidance is provided for local officials. There was discussion about when the Planning Commission has voted against staff's recommendations and City Attorney Gilchrist emphasized the importance of including the Planning Commission's findings in the resolution when voting against staff's recommendations, so the findings are a part of the official record. There was also conversation about the appeals process and how PUDs and development agreements are drafted and implemented. The group discussed how best to handle when the public questions staff's application of the code during the public hearing and City Attorney Gilchrist added that the commissioners can refer back to staff for clarification in these situations.

Member **Baltzer** moved to adjourn the meeting, seconded by Member **Lynch**.

Meeting adjourned at 9:11p.m.