

UNAPPROVED MINUTES

MINUTES OF THE BROOKLYN PARK PLANNING COMMISSION Regular Meeting – January 10, 2024



1. CALL TO ORDER

The meeting was called to order at 7:01 PM.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Those present were: Commissioners Cavin, Fraser, Kiekow, Turner, Udomah, and Wako; Planning Assistant Hayes-Regan and Planning Director Mogush.

Those arrived late: None.

Those not present were: Commissioner Borer (with prior notice); Commissioner Gaye-Bai; Councilmember McGarvey; Principal Planner Turnquest and Associate Planner McDermott.

3. EXPLANATION BY CHAIR

4. APPROVAL OF AGENDA

MOTION WAKO, SECOND UDOMAH, TO APPROVE THE JANUARY 10, 2024 AGENDA.

MOTION CARRIED UNANIMOUSLY.

5. ORGANIZATIONAL MEETING

5.1. ELECTION OF OFFICERS

Planning Director Mogush stated that the Commission elects its officers annually and once that is done the Commission would need to adopt the bylaws. He noted that there are no proposed changes to the bylaws. He reviewed the duties of each of the officer positions. He noted that Commissioner Kiekow will be leaving the Commission after his term expires in March. He also noted that the Business Forward Liaison is no longer a needed position as that group no longer exists.

A. CHAIR

Commission Chair Cavin opened the floor for nominations for the position of Chair.

MOTION KIEKOW, SECOND TURNER, TO NOMINATE COMMISSIONER CAVIN AS CHAIR OF THE PLANNING COMMISSION FOR 2024.

Commission Chair Cavin accepted the nomination.

There were no other nominations.

MOTION CARRIED UNANIMOUSLY.

B. VICE CHAIR

Commission Chair Cavin opened the floor for nominations for the position of Vice Chair.

MOTION CAVIN, SECOND TURNER, TO NOMINATE COMMISSIONER FRASER AS VICE CHAIR OF THE PLANNING COMMISSION FOR 2024.

Commissioner Fraser accepted the nomination.

There were no other nominations.

MOTION CARRIED UNANIMOUSLY.

C. GENERAL OFFICER

Commission Chair Cavin opened the floor for nominations for General Officer.

MOTION TURNER, SECOND CAVIN, TO NOMINATE COMMISSIONER WAKO AS THE GENERAL OFFICER OF THE PLANNING COMMISSION FOR 2024.

Commissioner Wako accepted the nomination.

There were no other nominations.

MOTION CARRIED UNANIMOUSLY.

~~D. BUSINESS FORWARD LIAISON~~

5.2. ADOPTION OF BYLAWS

Commission Chair Cavin asked if there are any proposed changes to the bylaws. He referenced bylaw eight, the second paragraph, which states the Commission is composed of nine resident volunteers. He suggested that be changed to 11 to reflect the two youth members that are outlined in City ordinance.

Planning Director Mogush agreed that would be an appropriate change. He noted that the seats are available although they have not had success in filling those youth positions.

Commissioner Fraser suggested including clarity that two of the 11 are youth members.

Commissioner Udomah asked how youth members would impact the issue of quorum. He asked if the Business Forward Liaison position should also be stricken from the bylaws.

Planning Director Mogush commented that the quorum requirements did not change based on youth members. He agreed that the Business Forward Liaison position could be removed from the bylaws.

MOTION CAVIN, SECOND TURNER, TO STRIKE THE BUSINESS FORWARD LIAISON FROM THE BYLAWS.

MOTION CARRIED UNANIMOUSLY.

MOTION CAVIN, SECOND UDOMAH, TO CHANGE THE NUMBER OF COMMISSION MEMBERS TO 11, REFLECTING THAT TWO MEMBERS ARE YOUTH MEMBERS WITHIN THE BYLAWS.

MOTION CARRIED UNANIMOUSLY.

Commissioner Wako asked if the quorum requirement should be changed in the event that the youth members are added in the future, as a quorum should be slightly more than half of the group.

Commissioner Kiekow commented that the quorum should be a percentage of the available members. He suggested using the formula of the number of filled seats, divided by two, plus one.

Commissioner Udomah agreed, noting that is why he brought that issue up originally.

Planning Director Mogush commented that he agrees that the quorum reflected in the bylaws is not typical, at four members, as with nine members it should be five. He did not foresee any problems changing the quorum requirement and agreed that it should be one more than half. He suggested the language that a quorum would be greater than 50 percent of the seated members.

MOTION CAVIN, SECOND WAKO, TO CHANGE THE QUORUM REQUIREMENT TO STATE THAT A QUORUM SHALL CONSIST OF A MINIMUM OF GREATER THAN 50 PERCENT OF THE APPOINTED AND SEATED COMMISSIONERS WITHIN THE BYLAWS.

MOTION CARRIED UNANIMOUSLY.

MOTION UDOMAH, SECOND TURNER, TO ADOPT THE BYLAWS FOR 2024 AS AMENDED.

MOTION CARRIED UNANIMOUSLY.

6. CONSENT AGENDA

A. Minutes – November 8, 2023

MOTION UDOMAH, SECOND KIEKOW, TO APPROVE THE JANUARY 10, 2024 CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

7. PUBLIC HEARING

No items scheduled.

8. OTHER BUSINESS

No items scheduled.

9. DISCUSSION ITEMS

No comments.

10. INFORMATION ITEMS

A. Council Comments

No comments.

B. Commission comments

Commissioner Fraser commented that the business forum was a great event.

C. Staff Comments

Planning Director Mogush commented that the officers will begin their new roles in April, as that allows overlap for the newly appointed officers to learn the positions. He stated that there will be a worksession on January 24th and noted that it will be likely that worksessions will continue over the next several months as they continue to review proposed updates to the zoning and zoning map.

11. ADJOURNMENT

Commission Chair Cavin adjourned the meeting at 7:37 PM.

Respectfully submitted,

Paul Mogush
Planning Director