



Planning Commission Meeting Tuesday February 3, 2026 Lakeland City Offices, 6:30 p.m.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MEETING MINUTES –
4. CUP & COC DISCUSSION
5. LIFECYCLE OF A VARIANCE REQUEST
6. NAME BADGES
7. MEMBER REPORTS
8. ADJOURN

Join Zoom Meeting

<https://us06web.zoom.us/j/4805586882>

Meeting ID: 480 558 6882

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Planning Commission Meeting 5:00 p.m.
Tuesday, January 6, 2026
Lakeland City Offices

PLANNING COMMISSION MEETING MINUTES

PLANNING COMMISSION PRESENT: Diane Wirth, Paul Patterson, Nancy Millard & Via Zoom Craig Morris

STAFF PRESENT: Emily Herold, Zoning Consultant, Mayor Craggs & Michelle Elsner

OTHERS PRESENT: Chris White

1) Get to Know the PC Members – Everyone introduced themselves and talked about why they were interested in joining the planning commission. All the members agreed that city email boxes, name plates and ID Badges would be necessary.

2) Purpose and Duties of PC

*** As stated by Council** – Mayor Craggs came to thank everyone for their service and support to the council and the city of Lakeland. Terms of service were touched on. Mayor Craggs also spoke to the assistance to the council with the decision-making processes for variance applications and amendments to the CUP's

*** As noted in State Statute** –

• Meeting time and place, including provisions for calling special meetings. • Quorum requirements. • Voting and making official recommendations. • Order of proceedings for both regular meetings and public hearings. • Creating, ordering and submitting items to an official agenda. • Minute taking and record keeping requirements. • Appointment and duties of officers, such as chairperson.

The 60-Day Rule For more information on the 60-Day Rule see the LMC information memo, Zoning Guide for Cities Section V-A, The 60-Day Rule. Cities generally have only 60 days to approve or deny a written request relating to zoning, including rezoning requests, conditional use permits and variances. This requirement is known as the "60-Day Rule."

The 60-Day Rule is a state law that requires cities to approve or deny a written request relating to zoning within 60 days or it is deemed approved. The purpose of the rule is to ensure government agencies act on applications in a reasonable amount of time. Minnesota courts have generally demanded strict compliance with the rule.

Findings of fact LMC information memo Taking the Mystery out of Findings of Fact. In addition to minutes, whenever a planning commission makes an official recommendation related to a matter referred to it by council or on a land use application submitted to the city (for example, a conditional use permit, zoning amendment, variance or subdivision application), it should create written findings of fact supporting the recommendation. Findings of fact from the planning commission serve three important roles:

• They articulate to the city council the planning commission's recommendations on issues before the commission, including its basis for making its recommendations. • They communicate to an applicant the reasons for a planning commission's decision.

• They articulate a city's ultimate decision and reasoning should the city's decision be challenged in court.

3) Various State Statutes regarding Meetings and Discussions – Open meeting laws were discussed and quorum and what exactly that means. Serial meetings were also a topic of discussion.

The Open Meeting Law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission of a public body. Thus, the law applies to meetings of all city planning commissions and any city or commission advisory boards or committees.

4) Selecting a Chair – Moved to February meeting

5) Setting monthly dates/times 1st Tuesday at 6:00 PM, however since we are going to be meeting at the Afton Lakeland media center it is preferable to meet at 6:30 on the nights we are using that facility and it will allow for the school activities to have ended for the day.

6) Agendas – The Clerk will put together the agendas and the packets

7) Minutes – The Clerk will be responsible for the minutes of the meeting.

Meeting was adjourned at 6:15 PM