

**Minutes for a Special Meeting
Of the Winthrop Planning Commission
Monday, May 22nd, 2017**

A Special meeting of the Winthrop Planning Commission was called to order at 5:00 pm on Monday, May 22nd, 2017, in the City Council Chambers in City Hall for the purposes of conducting the business of the city.

- I. CALL TO ORDER** The meeting was called to order at 5:00 pm by Chairman Froehlich.

ROLL CALL Commission members Ryan Froehlich, Troy Martin, Pete Schuckert, Bob Rickheim and Rodney Fischer were present. Absent: None. City Staff present: City Administrator Jenny Hazelton, City Clerk Barb Ahlbrecht and City Attorney Don Lannoye. Audience Members present: Darv Turbes (UFC), Bryan Petzel and Bill Goldy (ISG), Shaun Luker and Jane Kansier (Bolten & Menk), Jordan Zeller (JZP).

II. PUBLIC HEARING

a. Extending UFC Conditional Use Permit

Don updated the commission on the conditions of the CUP and that it was now expired and the commission is being asked to make the conditions permanent. Chairman Froehlich opened the discussion up to the public and no one spoke. Commissioners stated that they have gotten no complaints on the diesel fueling island. Froehlich then closed the hearing. Schuckert mad a motion to recommend making the conditions permanent, second by Rickheim. Passed voice vote.

III. APPROVAL OF MINUTES

Motion Martin, second Schuckert to approve the April 17 and May 20 minutes. Passed voice vote.

IV. NEW BUSINESS

a. Extend UFC Conditional Use Permit—see above.

b. Comprehensive Plan RFP Reviews

ISG Presented a brief outline of their RFP. Lannoye asked about how many hours and how they would integrate social media into community involvement regarding the update. They stated that they would utilize social media in getting public input via Winthrop's social media outlets as well as their own. They also stated that any hours in excess of what is bid would not be charged.

Bolten & Menk presented next. Lannoye asked how they would make the document more user friendly. They stated that they would use more pictures, graphics, graphs and less text to help the reader understand the information better. Also, they would use less technical jargon.

JZP presented last. Lannoye asked him if the 110 hours that he bid would be enough to get the job done. Zeller stated that anything over that amount would be on him.

Commissioner Froehlich thanked them all for coming and said that they would like some time to think over their options, they will make a decision at the next Planning Commission meeting.

V. UNFINISHED BUSINESS

None

VI. SCHEDULE NEXT PLANNING COMMISSION MEETING

The next scheduled meeting will be June 26th, 2017.

Motion Fischer, second Schuckert to adjourn. Passed voice vote. Meeting adjourned at 5:51 pm.

Chairman Froehlich

ATTEST:

Administrator