

**City of Falcon Heights
Planning Commission Minutes
January 26, 2010**

PRESENT: Commissioners Black, Gustafson, Hasegawa, Minns, Noble, Rodich and Wartick, City Council Liaison Pamela Harris, Staff Liaison Deb Jones.

A quorum being present, the meeting was called to order by Commissioner Rich Rodich, 2009 vice chair, at 7:00 p.m.

Staff Liaison Jones welcomed the new commissioners, Christopher Minns, 1784 Asbury, and Ryan Wartick, 1847 Pascal, who then each said a few words of self-introduction. The returning commissioners re-introduced themselves briefly. Commissioners elected Randall Gustafson to serve as chair and Duane Hasegawa to serve as vice chair.

Planning Commission Policies and Standing Rules – Annual Review

The policies and standing rules were reviewed. The corrections requested in 2009 had been made. Jones reminded the audience that the documents are on the website

Commissioner Rodich asked about the note that the city's administrative manual was in revision. He recalled that it was in revision last year and asked if that process is still going on. Jones said she had not received an updated copy and would inquire about the progress of that project. She noted that some projects have been delayed due to lower levels of staffing.

Noble moved, Hasegawa seconded to approve the standing rules for the following year. The Commission voted unanimously to approve.

Minutes: Approval of the September, 2009, minutes was tabled because the commissioners received them late and had not had time to review them sufficiently before the meeting.

Information And Announcements:

Ms. Jones gave an update regarding the matter of the redevelopment proposed for 1871 Larpenteur avenue, considered at the last Commission meeting. The three requested actions were amendment of the Falcon Heights Comprehensive Plan to allow residential instead of commercial use, rezoning of the parcel and approval of the Planned Unit Development. The Commission had recommended approval of all three, and the City Council subsequently approved all three. In November the Metropolitan Council approved the amendment to the comp plan, so the redevelopment can go forward. The city has not yet received an application for a building permit; it may be too late in the season.

Jones announced an upcoming opportunity to buy rain barrels and compost bins this coming spring. Falcon Heights is going in with Roseville and some other cities on a truckload sale of these popular items on or about May 1. There will be more information and publicity as the day approaches.

Community garden applications will open up (for limited space) the second half of February. The staff contact for the community garden is City Administrator Justin Miller.

The annual Winterfest event is coming up Sunday, January 31, with lots of activities for all ages, entertainment and refreshments. The event is at Community Park, 1 – 4 p.m., and all are welcome.

Councilmember Harris said she also encourages people to come to Winterfest. She recalled her six years on the Planning Commission and said she is glad to be back working with the Commission as Council Liaison.

Ms. Jones reminded commissioners that there are upcoming opportunities for training through Government Training Service, though she had not yet received their mailing. She will forward the information when it arrives. She also offered the loan of a book for beginning planning commissioners owned by the city and available for borrowing if any commissioners are interested.

Jones announced that staff has requested that the commissioners adjourn to a workshop after the evening's official business is completed for the purpose of an orientation on procedures and a refamiliarization with the new comprehensive plan to begin preparing for the implementation phase of the plan. Documents related to the workshop are on the city website. (Workshops are not on camera but are open to the public.)

Adjournment: The meeting was adjourned at 7:28 p.m. to a workshop.

Respectfully submitted,

Deborah Jones, Staff Liaison

PLANNING COMMISSION WORKSHOP

Orientation on Variance Procedures: Staff and commissioners reviewed the steps in the variance process and other zoning actions that require public hearings. Commissioners discussed their responsibilities in depth.

Comprehensive Plan Implementation Preparation: Commissioners reviewed key provisions in the land use and implementations of the Falcon Heights 2030 Comprehensive Plan, which was formally adopted by the City Council in 2009. Because of time spent on the variance orientation, this review will be continued at a future workshop.