

City of Falcon Heights Planning Commission

City Hall
2077 W. Larpenteur Avenue

Tuesday, January 22, 2018
7:00 p.m.

A G E N D A

A. CALL TO ORDER: 7:00 p.m.

B. ROLL CALL: John Larkin _____ Tom Williams _____
 Colin Stemper _____ Matthew Kotelnicki _____
 Hawa Samatar _____ Scott Wilson _____
 Council Liaison Harris _____ Staff Liaison Markon _____

C. APPROVAL OF MINUTES - July 24, 2018, October 3, 2018

D. AGENDA

1. Introduction of New Members
2. Election of Officers
3. Approval of standing rules
4. 2019 Planning and Zoning Schedule

E. INFORMATION AND ANNOUNCEMENTS

1. 2019 Meeting Dates

January 22	February 26	March 26
April 23	May 28	June 25
July 23	August 27	September 24
October 22	November 26	*No December meeting

F. ADJOURN

Next meeting: February 26, 2019

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

**City of Falcon Heights
City Hall
2077 W. Larpenteur Avenue**

**Minutes - Planning Commission
Tuesday, July 24, 2018
7:00 p.m.**

A: CALL TO ORDER: The meeting was called to order by Commission Chair Larkin at 7:00 pm.

B: ROLL CALL:

Present: Larkin, Samatar, Williams, Murphy, Sunderland, Stemper

Staff Liaison: Thongvanh

Council Liaison: Miazga

Absent: Kotelnicki

C. APPROVAL OF MINUTES for June 26, 2018

Approved by unanimous consent.

D. AGENDA

1. Discussion: How To Engage The Community On The Comprehensive Plan
 - a. Chair Larkin asked about including information in the Falcon Heights web newsletter to inform the community about the Comprehensive Plan community engagement.
 - b. Commissioner Williams suggested that the Night to Unite block parties could be a good opportunity to engage neighbors.
 - c. Council Member Miazga summarized the methods of contacting the public concerning the Comp Plan: Falcon Heights Facebook page, weekly Falcon Heights newsletter, other commissions informing people, flyers and article in the Roseville Review and Park Bugle.
 - d. Chair of the Engagement commission Shirley Reider suggested that the two commissions should be coordinating their efforts in engaging the community.

- e. Commissioner Murphy suggested Falcon Heights hold additional community meetings to continue to engage the community in the scope of the Comp Plan.
- f. Chair Larkin suggested that Ryan be tasked with summarizing the Comp Plan in an effort to encourage an easier read of the scope of the plan and have a document that can be shared with other commissions.
- g. The Planning Commission has scheduled September 25th for an open meeting to engage and discuss the Comp Plan with attendees at City Hall.
- h. The sections of the Comp Plan are assigned as follows:

Sunderland	<ul style="list-style-type: none"> I. Background <ul style="list-style-type: none"> 1. Purpose and Scope 2. Vision and Objectives 3. The City of Falcon Heights 4. Demographics, Assumptions and Projections 5. Community Input and Plan Process
Samatar (Kotelnicki)	<ul style="list-style-type: none"> II. Housing <ul style="list-style-type: none"> 1. Introduction 2. Existing Affordable Housing 3. Future Affordable Housing
Larkin	<ul style="list-style-type: none"> III. Land Use
Miazga	<ul style="list-style-type: none"> 1. General Land Use in Falcon Heights <ul style="list-style-type: none"> 2. The Larpenteur and Snelling Corridors 3. Neighborhoods 4. Commercial/Business Areas 5. Agricultural and Institutional Lands
Murphy	<ul style="list-style-type: none"> IV. Community Systems and Services <ul style="list-style-type: none"> 1. Parks and Open Spaces 2. Other Community Facilities and Services
Williams Stemper	<ul style="list-style-type: none"> V. Protecting Special Resource <ul style="list-style-type: none"> 1. Natural Resources 2. Historic and Cultural Resources VI. Economic Development VII. Implementation <ul style="list-style-type: none"> 1. Land Use 2. Zoning and Subdivision Ordinances 3. Housing 4. Storm Water Management Plan 5. Capital Improvements Program

- i. Discussion of changes in Land Use map concerning the Larpenteur corridor in regard to P1 designation vs Mixed use. Community feedback was referenced and a chronology of Falcon Heights City Council decision process.

Current draft reflects P1 designation for University owned lands along the Larpenteur Corridor.

E. INFORMATION AND ANNOUNCEMENTS

1. Chair Larkin wishes to thank Commissioner Sunderland for his article addressing the Comprehensive Plan and community participation in the process that was published in the Roseville Review.
2. Chair Larkin also wishes to thank Commissioner Williams for his efforts in creating a brochure to be used at the Ice Cream social to inform the public about the Comprehensive Plan and encourage questions and participation in the draft process.
3. Ryan was introduced to the commission who will fill the role of Paul Moretto on an interim basis. Ryan works for WSB and has experience with community planning.
4. The Ice Cream social has been rescheduled tentatively for August 14th.

F. ADJOURN

Adjourned at 8:52 pm

John Larkin, Chair

Dated this 24th day of July, 2018

Steve Sunderland, Secretary

**City of Falcon Heights
City Hall
2077 W. Larpenteur Avenue**

**Minutes - Planning Commission Special Meeting
Wednesday, October 3, 2018
7:00 p.m.**

A: CALL TO ORDER: The meeting was called to order by Commission Chair Larkin at 7:00 pm.

B: ROLL CALL:

Present: Larkin, Kotelnicki, Stemper, and Williams

Council Liaison: Miazga

Staff Liaisons: Krzos and Markon

Absent: Murphy, Samatar, and Sunderland

D. PUBLIC HEARING

1. Variance Application from 1411 Larpenteur Ave

Chair Larkin invited the applicant, Carl Richardson, 1411 Larpenteur Ave, to the podium to discuss his proposed project. Mr. Richardson shared that after moving in a year ago, began thinking about his yard. They wanted to develop a space to host people and events for a nice space to gather with some privacy. The request is for a fence to have screening to block bright lights from the neighboring business.

Larkin asked for clarification about the location of the fence. Mr. Richardson noted that the fence will not run along the entire backyard, but only about half of the east side and up to the pergola. There was further clarification about the continuous height of the fence, which will be eight feet for the entire fence and level along the top.

Krzos summarized the staff report and what the commission would be acting on. Because of the unique topographical features of the fence, a variance is warranted. He reiterated that the planning commission approve a motion recommending approval of the variance, which the City Council would consider at the October 10 meeting.

Chair Larkin opened the public hearing.

There were no further comments.

Chair Larkin closed the public hearing.

Kotelnicki moved, Stemper seconded to recommend approval of the variance for 1411 Larpenteur Ave; motion carried.

E. INFORMATION AND ANNOUNCEMENTS

Deborah Alexander, 1700 Albert St N, addressed the Planning Commission regarding the dry cleaners and further discussion about greater information regarding property changes in the city. Larkin clarified that during the comprehensive plan planning, the Commission did not recommend any changes to the existing zoning along Larpenteur Ave between Snelling and Hamline.

Ms. Alexander asked for clarification for increased density and well-designed affordable housing and aging in place. Councilmember Miazga noted that there are limited changes to land use because of the lack of developable land and that the city does have the ability to control land use changes during the planning commission process.

Ms. Alexander reiterated that she would like to see more information from the city. Krzos shared that the city does not become involved in private real estate discussions unless there is a proposal for different use. Kotelnicki shared that the Ramsey County GIS services is the best way to research property ownership.

Miazga asked for clarification about changes to land use. Krzos noted that any changes regarding rezoning do require a public hearing noticed published in the Roseville Review and a letter mailed to nearby property owners. Williams asked about information published online, and Markon noted there is a page on the Planning Commission section of the website where public hearing notices are added.

F. ADJOURN

Adjourned at 7:40 PM.

John Larkin, Chair

Dated this 23rd day of October, 2018

Justin Markon, Recorder



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 22, 2019
Agenda Item	D2
Attachment	N/A
Submitted By	Justin Markon, Community Development Coordinator

Item	Election of Officers
Description	<p>The Commission must nominate and elect officers for 2019. Historically, most Commissions consist of a Chair, Vice Chair, and Secretary. Brief descriptions of these positions are as follows:</p> <p>Chair - Conducts the meeting, opens/closes public hearings, calls for votes, consults with staff regarding agenda topics</p> <p>Vice Chair - fills duties in the Chair's absence</p> <p>Secretary - takes official minutes during meetings and sends to staff for review and approval at next meeting</p>
Budget Impact	No impact
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2019.



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REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 22, 2019
Agenda Item	D3
Attachment	N/A
Submitted By	Justin Markon, Community Development Coordinator

Item	Approval of Standing Rules
Description	<p>Introduction to the current Planning Commission Standing Rules:</p> <p>In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.</p> <ol style="list-style-type: none"> 1. In general, free and open discussion by all interested parties should be an essential part of the decision making process. 2. The commission process should have as little procedural overhead as possible. 3. Time is better spent on substantial matters rather than pro forma matters. <p>The Standing Rules have not been revised since 2011. They must be approved each January. Included is Sikkink's Seven Motion System, which will apply if the Standing Rules are suspended.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> • City of Falcon Heights Planning Commission Standing Rules, Revised 2011 • Sikkink's Seven Motion System
Action(s) Requested	Staff recommends approving the standing rules for 2019.

FALCON HEIGHTS PLANNING COMMISSION

PLANNING COMMISSION STANDING RULES

February 26, 2008; Revised June 28, 2011

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than pro forma matters.

MEMBERSHIP

The formal commission membership consists of seven to nine appointed commissioners. All seven to nine have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there will be audience and possibly cable TV viewers not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process - Regular and Special Planning Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city planner and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. The meeting will be electronically recorded and the recording will be retained for at least 6 months following approval of the minutes for that meeting and shall, if possible, be made accessible on the city website during that period. The standard retention can be extended if in the judgment of the city planner such action is warranted.
8. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No commission meeting will extend beyond 10:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process - Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation and before public input is taken, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard. The chair will then open the hearing to input from the public.
3. At the discretion of the chair, all individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The commission may take up to 15 minutes to review written statements presented at the meeting. If the commission decides to not act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day no later than 1 week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be business-like, to-the-point and courteous. Anyone not abiding by these rules will be considered out-of-order.
5. The commission will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These 'point of information' requests should be held to a minimum.
6. Once the public testimony phase is complete the chair will announce the public hearing to be closed and the commission will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the commission.
7. Voting on any motion that results from a public hearing may be by roll call if requested by a commissioner.
8. It shall be the intent of the commission to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
9. No public hearing will extend beyond 9:30 p.m.
10. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
11. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 10:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

History

- *Annual review by the Commission on 2/24/09 – No changes*
- *Annual review by the Commission on 1/26/10 – No changes*
- *Annual review by the Commission on 2/22/11 – Change recommended to clarify sequence of events in Process – Public Hearings, Item 2. Change approved 6/28/2011*

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



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REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 22, 2019
Agenda Item	D4
Attachment	2019 Planning Schedule
Submitted By	Justin Markon, Community Development Coordinator

Item	2019 Planning Schedule
Description	City Staff created a planning schedule to lay out the timeline for Planning Commission and City Council hearings for projects. This schedule will be used for all planning applications that require a public hearing, such as variances, conditional use permits, and code amendments.
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> • 2019 Planning Schedule
Action(s) Requested	No action necessary.

**City of Falcon Heights
2019 Planning and Zoning Schedule**

Planning Commission Meeting Date	Planning Application Due	Staff Plan Review	Legal Notice Newspaper Submission Deadline	Notice of Public Hearing Mailed	Legal Notice Newspaper Publication	Planning Packets Distributed	Planning Commission Review	City Council Review
	<i>22 days prior (Monday)</i>	<i>As scheduled</i>	<i>19 days prior (Thursday)</i>	<i>18 days prior (Friday)</i>	<i>2 Weeks Prior (Tuesday)</i>	<i>Friday Prior to Meeting</i>	<i>4th Tuesday of the Month</i>	<i>2nd Wednesday of the Next Month</i>
JANUARY 22	Monday, December 31		Thursday, January 3	Friday, January 4	Tuesday, January 8	Friday, January 18	Tuesday, January 22	Wednesday, February 13
FEBRUARY 26	Monday, February 4		Thursday, February 7	Friday, February 8	Tuesday, February 12	Friday, February 22	Tuesday, February 26	Wednesday, March 13
MARCH 26	Monday, March 4		Thursday, March 7	Friday, March 8	Tuesday, March 12	Friday, March 22	Tuesday, March 26	Wednesday, April 10
APRIL 23	Monday, April 1		Thursday, April 4	Friday, April 5	Tuesday, April 9	Friday, April 19	Tuesday, April 23	Wednesday, May 8
MAY 28	Monday, May 6		Thursday, May 9	Friday, May 10	Tuesday, May 14	Friday, May 24	Tuesday, May 28	Wednesday, June 12
JUNE 25	Monday, June 3		Thursday, June 6	Friday, June 7	Tuesday, June 11	Friday, June 21	Tuesday, June 25	Wednesday, July 10
JULY 23	Monday, July 1		Wednesday, July 3	Friday, July 5	Tuesday, July 9	Friday, July 19	Tuesday, July 23	Wednesday, August 14
AUGUST 27	Monday, August 5		Thursday, August 8	Friday, August 9	Tuesday, August 13	Friday, August 23	Tuesday, August 27	Wednesday, September 11
SEPTEMBER 24	Monday, September 2		Thursday, September 5	Friday, September 6	Tuesday, September 10	Friday, September 20	Tuesday, September 24	Wednesday, October 9
OCTOBER 22	Monday, September 30		Thursday, October 3	Friday, October 4	Tuesday, October 8	Friday, October 18	Tuesday, October 22	Wednesday, November 13
NOVEMBER 26	Monday, November 4		Thursday, November 7	Friday, November 8	Tuesday, November 12	Friday, November 22	Tuesday, November 26	Wednesday, December 11
NO MEETING IN DECEMBER	NO MEETING IN DECEMBER		NO MEETING IN DECEMBER	NO MEETING IN DECEMBER	NO MEETING IN DECEMBER	NO MEETING IN DECEMBER	NO MEETING IN DECEMBER	NO MEETING IN DECEMBER
JANUARY 28, 2020	Monday, January 6		Thursday, January 9	Friday, January 10	Tuesday, January 14	Friday, January 24	Tuesday, January 28	Wednesday, February 12