

**City of Falcon Heights  
Planning Commission Minutes  
February 22, 2011**

**PRESENT:** Commissioners Black, Brown, Gustafson, Minns, Noble and Wartick;  
Council Liaison Harris, Staff Liaison Jones.

A quorum being present, the meeting was called to order by the Commissioner Gustafson, Chair, at 7:03 p.m. The chair announced a change in the order of the agenda. Approval of the minutes of the last meeting was moved up to item 3, and review of standing rules moved back to item 4.

This being the first Planning Commission meeting of 2011, participants introduced themselves to the viewing audience. Staff Liaison Jones noted that there are only six commissioners at present and that the City is still seeking a seventh commissioner. Interested residents are invited to contact City Administrator Justin Miller.

The Commission elected David Black as chair and Wendy Noble as vice-chair for 2011. Outgoing chair Commissioner Gustafson turned the meeting over to Commissioner Black.

The minutes for August 24, 2010, last formal meeting of the Planning Commission, were approved unanimously.

**Annual Review of Planning Commission Policies and Standing Rules**

Ms. Jones offered a brief introduction of the material being reviewed. The Chair asked for any questions or concerns from commissioners. Commissioner Noble pointed out an awkwardness in the wording of Item 2, under Process – Public Hearings, saying it would be more clear if things were laid out in chronological order in the paragraph. Jones offered to draft a rewording for Commission review at the next meeting, which was acceptable to all.

Commissioner Black pointed out that, although there is a mandatory ending time for hearings (9:30 p.m.) and meetings (10:00 p.m.) there is no provision for meeting start times. Jones said she did not know why it was omitted and asked if the Commission would like to add such a provision. Black commented that it might not be necessary. Commissioner Gustafson said that with the starting time of hearings receiving official publication, he did not see a necessity for adding it to the standing rules.

Commissioners voted to approve the standing rules provisionally with the intention of looking at a staff re-write of Public Hearing Item 2 at the next meeting.

**Information And Announcements:**

Council Member Harris added her welcome to the Commissioners and thanked them for their service to the City.

Ms. Jones reminded Commissioners of training opportunities coming up in the spring. She also outlined the material the Commission would be covering after adjourning to

workshop. Every year staff puts together an orientation on procedures – a review for returning commissioners and an orientation for new commissioners – for the first meeting of the year. This year the workshop will include a check-on on the status of comprehensive plan implementation.

**ADJOURNMENT:** The meeting was adjourned to workshop at 7:30 p.m.

Respectfully submitted,

Deborah Jones, Staff Liaison

### **Workshop Minutes**

The workshop was led by Staff Liaison Deb Jones. The following topics were covered.

1. General procedures for hearings and other planning actions requiring Planning Commission recommendations to the Council.
2. A review of last year's Minnesota Supreme Court decision on variances and the impact that decision has had on cities' ability to grant variances.
3. The steps the City took in 2010 to begin implementation of its 2030 Comprehensive Plan, approved in 2008.
  - a. Falcon Heights has now met the state requirement for designating sufficient land to provide for forecast housing needs, including moderate income housing, to 2030, in the rezoning of four larger properties to allow mixed use multi-family housing at the same average density as existing multi-family housing in the city.
  - b. The most significant task remaining is to formulate a clearer ordinance for public lands. A few minor parcel rezonings are also planned.