

**City of Falcon Heights
City Hall
2077 Larpenteur Avenue West**

**Minutes
Planning Commission Meeting
Tuesday, January 22, 2019
7:00 PM**

A. CALL TO ORDER: The meeting was called to order by John Larkin at 7:00 PM.

B. ROLL CALL:

Present: Larkin, Williams, Stemper, Kotelnicki, Wilson

Absent: Samatar and Council Liaison Harris

Staff Liaisons: Markon

Larkin thanked former members Murphy and Sunderland for their time and service to the Planning Commission. Both Commissioners stepped down in late 2018.

C. APPROVAL OF MINUTES: July 24, 2018, October 3, 2018
The minutes were approved as presented by unanimous consent.

D. AGENDA

1. Introduction of New Members

Scott Wilson introduced himself and gave a brief background. Joel Gerich, to be appointed as a Commissioner by the City Council at their January 23, 2019 meeting, also spoke about his background. Markon also shared that Councilmember Pamela Harris will be the liaison to the Commission in 2019.

2. Election of Officers

The following officers were nominated for 2019:

Chair – John Larkin

Vice Chair – Colin Stemper

Secretary – Tom Williams

The election of officers was approved by unanimous consent.

3. Approval of Standing Rules

Markon gave a brief introduction of the standing rules, which are approved each year. Commissioners debated the need for formality versus less formal decision making. Commissioners concluded that formal motions would remain in place for matters during a public hearing, but other business could be conducted with unanimous consent. Larkin suggested a change to the standing rules regarding the end time of Commission meetings. As currently read, Commission meetings will extend beyond 10:00 PM only by unanimous vote, and Public Hearings cannot extend beyond 9:30 PM. Larkin suggested these times be changed to 9:00 PM for adjournment and 8:30 PM for the end of Public Hearings.

The Standing Rules were approved with changes to the meeting end time provisions by unanimous consent.

4. 2019 Planning and Zoning Schedule

Markon briefly described the 2019 Planning and Zoning Schedule. This document is a means to show dates for Planning Commission meetings as well as deadlines for Planning Applications and posting Public Hearing notices. The Schedule will be posted on the City's website for the public and applicant's view. Copies will also be available in City Hall.

E. INFORMATION AND ANNOUNCEMENTS

1. 2019 Meeting Dates

The 2019 meeting dates are available on the meeting agenda. No meeting is scheduled for December 2019.

Larkin asked Markon to summarize the progress with the 2040 Comprehensive Plan. Markon shared that the City Council approved the Plan at their January 9, 2019 meeting. WSB submitted the Plan to the Metropolitan Council for their review and approval. The City Council will make a final approval in the spring.

Kotelnicki asked for a summary of the approval for the adult day center to be located at 1550 Larpenteur Ave W. Markon shared that the City Council approved the code amendment and conditional use permit for this project at their January 9, 2019 meeting. The center is now completing their license with the State and will soon apply for building permits to renovate the interior of the space.

F. ADJOURN

Adjourned at 7:32 PM.