

**PROCEEDINGS OF THE MOUNDS VIEW PLANNING COMMISSION  
CITY OF MOUNDS VIEW  
RAMSEY COUNTY, MINNESOTA**

**Regular Meeting  
April 15, 2020  
Mounds View City Hall  
2401 Mounds View Boulevard, Mounds View, MN 55112**

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**1. Call to Order**

The meeting was called to order by Chair Stevenson at 7:00 p.m. for April 15, 2020. Due to the COVID-19 crisis this meeting was held via Zoom.

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**2. Roll Call**

Members Present: Commissioners Farmer, French, Monn, Nelson, Rundle, and Stevenson.

Absent and Excused: Commissioner Klander.

Also Present: Community Development Director Jon Sevald, City Administrator Nyle Zikmund and Council Member Gary Meehlhause.

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**3. Special Order of Business**

None.

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**4. Citizens Requests and Comments on Items *Not* on the Agenda**

None.

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**5. Planning Cases**

**A. PUBLIC HEARING: Resolution 1117-20; Approval of a Variance to Reduce the Front Yard Setback for a Garage located at 3016 Woodale Drive**

Community Development Director Sevald explained the applicant proposes to tear down their home and detached garage, and build a new home with an attached garage, requiring a CUP for an oversized garage, and a Variance to setbacks for the new garage. Within the R-1 Single-Family Residential district, the minimum front yard building setback is 30', with exceptions. The existing garage is set back 25', and is non-conforming. As a non-conforming building, the garage may be replaced where-is, but cannot be expanded such that it increases the non-conformity. The applicant is requesting to expand the footprint of the garage in the northwest corner. The area of the proposed garage specific to the variance is about 2' X 4'. Staff recommended the Planning Commission hold a public hearing and approve the Variance as requested.

Commissioner Monn asked if what the unique circumstance was for the variance requested. Community Development Director Sevald discussed the placement of the home and the proposed garage and stated the proposed design was the most practical. He commented the existing garage was built in 1963 and had non-conforming setbacks that were out of the applicant's control.

Jennifer Oxendale, 3016 Woodale Drive, reported she was working to keep roughly the same foot print for the garage and house noting she would be expanding on their size slightly. She discussed how it had been difficult to find a large garage in the City of Mounds View stating she has been looking for the past seven years. She indicated the setback violation would occur with the new garage because she was asking to maintain the same setback that the existing garage has. She believed it would look odd to have the garage pushed back on the lot even further, especially given the topography of the lot.

Commissioner Monn questioned how close the proposed garage would be to the neighbor's garage.

Commissioner Nelson estimated there would be 12 feet between the two garages at the closest point and over 15 feet at the front of the garages. He commented further on the grade of the property and stated it would be costly to move the garage and home back on the lot.

Councilmember Meehlhause reported the side yard setback for a garage was five feet.

Chair Stevenson opened the public hearing at 7:16 p.m.

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Chair Stevenson closed the public hearing at 7:17 p.m.

MOTION/SECOND: Commissioner Nelson/Commissioner Rundle. To approve Resolution 1117-20, a Resolution Approving a Variance for a Reduced Front Yard Setback for a Garage located at 3016 Woodale Drive.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

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**B. Resolution 1118-20, Recommending Approval of a Conditional Use Permit for an Oversized Garage at 3016 Woodale Drive**

Community Development Director Sevald stated the applicant proposes to tear down their home and detached garage, and build a new home with an attached garage, requiring a CUP for an oversized garage, and a Variance to setbacks for the new garage. Within the R-1 Single-Family Residential District, each lot may have up to three accessory buildings, totaling 1,800 square feet. No accessory building may exceed 952 square feet, unless a Conditional Use Permit is approved. The proposed home will have a walk-out basement. Similarly, the attached garage will have a walk-out lower level. The lower level does not count towards the maximum 1,800 square feet allowed. Staff provided further comment on the request and recommended approval of the Conditional Use Permit.

Chair Stevenson questioned what the proposed height of the garage would be. Community Development Director Sevald reported the garage would be attached to the house.

Commissioner Monn questioned if water runoff was a concern given the fact the garage was so close to the property line. Community Development Director Sevald explained this concern would be addressed during the building permit process. He stated gutters and downspouts would address this concern.

Jennifer Oxendale, 3016 Woodale Drive, indicated she would not be changing the slope of the land in any way. She commented the garage would be 25' x 42' with a small bump out into the house.

MOTION/SECOND: Commissioner Rundle/Commissioner French. To approve Resolution 1118-20, a Resolution Recommending Approval of a Conditional Use Permit for an Oversized Garage located at 3016 Woodale Drive.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

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**C. Resolution 1119-20; Recommending Approval of a Conditional Use Permit for an Oversized Garage at 2520 County Road H2**

Community Development Director Sevald explained the applicant proposes to replace their 24' x 24' detached garage, with a 26' X 46' (1,196 square feet) detached garage for the property at 2520 County Road H2. Within the R-1 Single-Family Residential District, each lot may have up to three accessory buildings, totaling 1,800 square feet. No accessory building may exceed 952 square feet, unless a Conditional Use Permit is approved. Staff provided further comment on the request and recommended approval of the Conditional Use Permit.

Commissioner Nelson stated he supported the proposed garage.

Commissioner Rundle reported the applicant had plenty of space for the proposed garage.

Commissioner Monn questioned if the new garage would match the exterior of the house. Mike Ellefson, 2520 County Road H2, explained the new garage would have the same siding and color as the house. He reported the garage door color would be sandstone in color to match the window trim on the house.

MOTION/SECOND: Commissioner Rundle/Commissioner Farmer. To approve Resolution 1119-20, a Resolution Recommending Approval of a Conditional Use Permit for an Oversized Garage at 2520 County Road H2.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

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**6. Other Planning Activity**

**A. Resolution 1116-20, Amending Planning Commission Bylaws (continued)**

Community Development Director Sevald stated during the Commission's annual review of its Bylaws (February 5th meeting), the Commission discussed; (1) a minor text amendment; and (2) if Regular Commission meetings should be moved to a different night of the week. The minor text amendment relates to allowing Staff to use "other means of communication" (e.g. email) to communicate with Commissioners when canceling meetings. As-is, staff is only permitted to use a telephone. This amendment is included in the proposed Resolution.

Community Development Director Sevald explained the bigger discussion is changing meeting dates. Wednesday nights conflict with many religious activities. Staff reviewed the 2020 calendar of evening City meetings and stated if the Commission were to change nights, the least conflict is the second and fourth Tuesdays. If those nights were chosen, there would be times where this conflicts with City Council meetings, where a Holiday bumps a Council meeting from Monday to Tuesday (e.g. Memorial Day and Labor Day). In this case, the Council would take

precedence, and the Planning Commission would not meet. The Planning Commission has 24 scheduled Regular Meetings per year, and typically cancels half of these for lack of agenda items. It was noted Thursdays are also an option. However, this night conflicts with the Mounds View Lions Club (1st & 3rd Thursdays). A number of Commissioners are Lions. Staff requested the Commission discuss this matter further and provide direction on how to proceed.

Commissioner Monn supported holding just one Planning Commission meeting each month on the second Thursday of every month.

Commissioner Nelson questioned if this would impact Planning Cases. Community Development Director Sevald stated this should not be a problem. However, he did like the option of meeting every other week.

Commissioner Monn commented another alternative would be to hold Planning Commission meetings on the second and fourth Tuesdays of every month.

Commissioner Nelson indicated he could support meeting on Tuesdays.

Community Development Director Sevald suggested if the Commission were to change days and there was a conflict with the City Council that the Planning Commission meeting be canceled for that week.

Commissioner Nelson supported this recommendation.

Commissioner French stated Wednesday was a better night for him.

Commissioner Farmer questioned when the bylaws would be revisited. Community Development Director Sevald stated the bylaws would be revisited again in December.

Commissioner Rundle supported the Commission revisiting the bylaws again in December.

Commissioner Farmer stated he would rather see the Commission voting on this item versus tabling action until December.

**MOTION/SECOND:** Commissioner Rundle/Commissioner Stevenson. To approve Resolution 1116-20, a Resolution Recommending Approval of the Planning Commission Bylaws, with the Planning Commission revisiting the meeting date issue in December of 2020.

A roll call vote was taken.

Ayes – 5

Nays – 1 (Monn)

Motion carried.

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**7. Reports**

**A. Upcoming Planning Cases & Activity**

Community Development Director Sevald stated the City had no upcoming planning cases at this time.

**B. Staff Updates**

Community Development Director Sevald provided the Commission with an update from staff. He reported Tommy Car Wash was a week or two from receiving a building permit with the hope of being operational late this summer. He stated work has begun on framing at Grey Stone Flats. He commented work continues on the Mounds View schools and work on Quincy Street would begin in the coming weeks. He updated the Commission on the Skyline Motel property noting work on this development has stalled at this time.

City Administrator Zikmund updated the Commission on how City staff was working remotely during the COVID-19 crisis. He explained a limited number of staff members were still working from City Hall. He discussed how the Police Department was operating during this crisis and described how officers would be deferring medical calls to Allina. He commented further on how the Public Works Department was being staffed at this time.

Community Development Director Sevald discussed how the Community Development Department was functioning at this time and noted permits were on the rise. He stated with residents spending more time at home staff was seeing an increase in the requests for permits.

City Administrator Zikmund commented on the improvements that were occurring at City Hall and noted best practices for social distancing were being followed during this time. He stated it was his goal to have all of this work completed yet this fall.

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**C. Council Updates**

Council Member Meehlhause provided the Planning Commission with an update from the City Council. He reported the City Council met this past Monday and approved an oversized garage along with the 2020 Street Improvement Project. He commented on the repairs that would be made to the Ground Reservoir and one of the City's well houses. He discussed the HOPP program with the Planning Commission. He noted the Council had declared a local state of emergency and would be holding its meetings virtually during this time. He provided further comment on the issues the Council addressed at the March worksession meeting which included a discussion regarding the SBM Fire Department. He reported the Annual Town Hall Meeting has been postponed indefinitely. Further discussion ensued regarding Long Lake Woods.

**D. Planning Commissioner Reports**

None.

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**8. Approval of Minutes**

January 15, 2020.

MOTION/SECOND: Commissioner Nelson/Commissioner Farmer. To approve the Minutes of the January 15, 2020 regular Planning Commission meetings as presented.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

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February 5, 2020.

MOTION/SECOND: Commissioner Rundle/Commissioner French. To approve the Minutes of the February 5, 2020 regular Planning Commission meetings as presented.

A roll call vote was taken.

Ayes – 6

Nays – 0

Motion carried.

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**9. Next Planning Commission Meeting:**

- A. Wednesday, May 6, 2020**
  - B. Wednesday, May 20, 2020**
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**10. Adjournment**

There being no further business before the Planning Commission, Chair Stevenson adjourned the meeting at 8:26 p.m.

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Respectfully submitted,

Jon Sevald  
Community Development Director

Transcribed by:  
Heidi Guenther  
*Minute Maker Secretarial*