

**APPROVED**

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

**Regular Meeting  
January 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 January 15, 2020.

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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 and Council Member Gary Meehlhause.

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**3. Special Order of Business**

**A. Oath of Office for Commissioner Gary Rundle**

Community Development Director Sevald administered the Oath of Office to Planning Commissioner Gary Rundle.

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**B. Resolution 1112-20, a Resolution Recommending Appointment of a Chairperson and Appointment of Vice-Chairperson**

Community Development Director Sevald requested the Commission make a recommendation to the City Council for a Chairperson and Vice-Chairperson for the Planning Commission.

Chair Stevenson opened the floor for nominations.

Commissioner Rundle nominated Gary Stevenson as Chair.

Hearing no further nominations, Chair Stevenson closed the floor.

Chair Stevenson then opened the floor for Vice-Chair nominations.

Chair Stevenson nominated Gary Rundle as Vice-Chair.

Hearing no other nominations, Chair Stevenson closed the floor for nominations.

MOTION/SECOND: Chair Stevenson/Commissioner Nelson. To approve Resolution 1112-20, a Resolution Recommending Appointment of a Chairperson (Gary Stevenson) and Appointment of Vice-Chairperson (Gary Rundle).

Ayes – 6

Nays – 0

Motion carried.

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

None.

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**5. Planning Cases**

**A. Resolution 1113-20, Recommending Approval of Ordinance 972, Amending Title 1200, Chapters 1201, 1202, 1203, and 1205 of the Mounds View City Code**

Community Development Director Sevald stated since 2018, Staff has been working with the City Attorney to update the City Code from Chapter 100 (Administration) to Chapter 1400 (Franchises). The goal is for the Code to be consistent with Minnesota Statutes; common best practices; and to be codified into a web-based searchable format. The current topic is Chapter 1200; Land Subdivisions. Staff reviewed the proposed changes to Chapter 1200 regarding Minor and Major Subdivisions with the Commission and recommended approval.

Commissioner Nelson asked if the proposed changes were in alignment with surrounding cities and the County. Community Development Director Sevald stated he was not certain but noted City staff was working to align City Code with State Statute.

Commissioner Nelson inquired if the Planning Commission could make a request to review a final plat prior to receiving approval by the City Council. Community Development Director Sevald indicated the Planning Commission could make this request but noted the intent would be to only bring plats back that have been significantly altered.

Commissioner Monn questioned if the City would still plan to send out public notifications. Community Development Director Sevald stated public notifications would be sent and reported notification would also be printed in the City's official newspaper which was the *Shoreview Press*.

Council Member Meehlhause discussed why the City Council had elected to use the *Shoreview Press* as its official newspaper. He indicated it was becoming an issue because the smaller local newspapers were going out of business.

Community Development Director Sevald commented one option for the City to consider would be to post yard signs for properties requesting a conditional use permit, variance or subdivision. He noted if the City wanted to pursue these type of yard signs, a policy could be written.

Commissioner Farmer asked if public notices are on the City's website. Community Development Director Sevald reported public notices were not easy to find as they were included in meeting packets.

Commissioner Farmer recommended the City Council look into more modern forms of public notifications in order to eliminate the antiquated methods that are currently being used.

Commissioner French suggested a subcommittee be formed to brainstorm ideas on how to improve communication between the City and the public.

Chair Stevenson stated at this time, the City cannot eliminate the mailing practice. The Commission was in agreement.

Commissioner Farmer requested further information on how the City defines an outlot. Community Development Director Sevald provided the Commission with how the City defines an outlot.

**MOTION/SECOND:** Commissioner Farmer/Commissioner Rundle. To recommend the City Council retaining the language in Subdivision 8 to read: and shall cause a notice to be mailed 10 days before the hearing.

Ayes – 6

Nays – 0

Motion carried.

MOTION/SECOND: Commissioner Nelson/Commissioner Farmer. To approve Resolution 1113-20, a Resolution Recommending Approval of Ordinance 972, Amending Title 1200, Chapters 1201, 1202, 1203, and 1205 of the Mounds View City Code as amended.

Ayes – 6

Nays – 0

Motion carried.

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**6. Other Planning Activity**

None.

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**7. Reports**

**A. Upcoming Planning Cases & Activity**

Community Development Director Sevald discussed upcoming planning cases with the Commission.

**B. Staff Updates**

Community Development Director Sevald provided the Commission with an update from staff. He explained staff continues to work on finalizing the Comprehensive Plan and was going to be having a discussion with the Council regarding affordable housing. He noted construction began on Gray Stone Flats.

**C. Council Updates**

Council Member Meehlhause provided the Planning Commission with an update from the City Council. He commented further on the potential plans for the Skyline Motel site and noted the City would be recouping all \$1.8 million that was invested in this property. He said the developers were proposing to construct 96 units of workforce housing and 100 units of assisted living with memory care. He discussed the lateral sewer line program the City Council approved. He noted Officer Ben Zender was promoted to Deputy Police Chief and Officer Brian Schultes was promoted to Sergeant. He reported NYFS would be holding their annual Service to Youth Awards Ceremony on Thursday, February 13<sup>th</sup> at 5:30 p.m. He commented further on the Mounds View residents that would be honored at this event.

**D. Planning Commissioner Reports**

Commissioner Farmer reported the EDC would be meeting on Thursday, January 16<sup>th</sup> at 7:30 a.m. He noted this group changed its meeting day from Friday to Thursday.

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**8. Approval of Minutes**

December 4, 2019.

MOTION/SECOND: Commissioner Rundle/Commissioner French. To approve the Minutes of the December 4, 2019 regular Planning Commission meetings as presented.

Ayes – 6

Nays – 0

Motion carried.

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December 18, 2019.

MOTION/SECOND: Commissioner Nelson/Commissioner Monn. To approve the Minutes of the December 18, 2019 regular Planning Commission meetings as presented.

Ayes – 6

Nays – 0

Motion carried.

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**9. Next Planning Commission Meeting:**

- A. Wednesday, February 5, 2020**
  - B. Wednesday, February 19, 2020**
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**10. Adjournment**

There being no further business before the Planning Commission, Chair Stevenson adjourned the meeting at 7:55 p.m.

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Respectfully submitted,

Jon Sevald  
Community Development Director

Transcribed by:  
Heidi Guenther  
*Minute Maker Secretarial*