

**APPROVED**

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

**Regular Meeting  
February 5, 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 February 5, 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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| <b>Resolution 1114-20 Approval of a Variance to reduce the side yard setback for a parking lot at 5500 Quincy Street</b> | <b>2</b>    |
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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. Resolution 1114-20 Approval of a Variance to reduce the side yard setback for a parking lot at 5500 Quincy Street (Pinewood Elementary School)**

Community Development Director Sevald stated ISD 621 will be making improvements to Pinewood Elementary School, including a small building addition, and reconfiguration of its parking lots, necessitating a Variance to reduce the side yard setback for the south parking lot. The building addition will be in the Northeast corner, consisting of two classrooms and resource space (3,114 square feet). A Development Review is required if the addition exceeds 10,000 square feet, or 10%. Because of the addition's small size, a Development Review is not required, but a Variance is for the south parking lot. Currently, bus parking is in the west parking lot, as is parent pick-up/drop off. As proposed, the south parking lot will be expanded to accommodate bus parking. Parent pick-up/drop off will be on Quincy Street. The west parking lot will be removed, except for ADA parking stalls. To accommodate busses, the south parking lot will expand south and east. A ballfield will be removed, and a storm water infiltration basin added. It was noted the parking lot would be six feet closer to the property line than it is today. Staff recommended the Planning Commission hold a Public Hearing and approve the Variance with conditions.

Chair Stevenson opened the Public Hearing at 7:05 p.m.

Commissioner Farmer asked if the bus movement was requiring the parking lot expansion. Community Development Director Sevald reported this was the case.

Paul Aplikowski, Wold Architects & Engineers, explained he was a representative for the school district. He reported the parking lot expansion would allow for greater separation between bus and parent traffic. He stated there was a growing trend for parents to pick up their kids from school. He stated there was limited access on the site given the fact the school was built so close to the road. For this reason, a parking lot expansion was being proposed in the current spot so as not to have to remove the playground.

Chair Stevenson requested further information on how the busses would flow through the site. Mr. Aplikowski described how busses would enter and exit the school property.

Chair Stevenson requested staff read the three conditions for approval. Community Development Director Sevald read the conditions for approval for the requested variance. He reported the applicant will install additional screening along the south parking lot to buffer headlights from adjacent residents. The buffer shall consist of a coniferous hedge row three feet in height or an alternative approved by staff. The buffer will be installed within one year after direction is provided by the City.

Commissioner Monn asked if the northwest driveway would be closed. Community Development Director Sevald reported this was the case. Chris Ghormley, Anderson Johnson

Associates, commented further on the entrance and exits from the school and stated he was not proposing any turn control at the north drive.

Commissioner Monn requested further information on the snow removal plan stating she did not want the adjacent neighbors to be impacted by the schools snow and water runoff. Mr. Ghormley reviewed the snow removal plan noting the snow would be pushed to the east towards the pond. He explained the entire parking lot was sloped to the east and the catch basins would discharge to the drainage pond. He commented further on the slope of the parking lot.

Commissioner Monn questioned why the water runoff did not flow to the south. Mr. Ghormley discussed the slope of the property and indicated the runoff had to be properly treated which meant the water had to flow through the stormwater pond.

Commissioner Monn asked who was responsible for filtering the water. Mr. Ghormley stated the infiltration basin met all Rice Creek Watershed District requirements. He reported maintenance of the infiltration basin would be the school's responsibility.

Commissioner Monn inquired where emergency vehicles would park when coming to the school. Mr. Ghormley reported fire lane access was located along the front curb adjacent to the school building. Community Development Director Sevald noted the plans had been reviewed the SBM Fire Department.

Gary Meehlhause, 7400 Park View Drive, stated the whole idea of separating busses from parent drop off was a common theme occurring at all schools for safety purposes. He indicated this type of realignment was occurring at all schools in the district.

Chair Stevenson closed the public hearing at 7:23 p.m.

MOTION/SECOND: Commissioner Rundle/Commissioner Farmer. To approve Resolution 1114-20, a Resolution Recommending Approval of a Variance for a Reduced Side Yard Setback from 30 feet to 20 feet for a Parking Lot at 5500 Quincy Street; Planning Case No. VR2020-001.

Ayes – 6

Nays – 0

Motion carried.

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## **6. Other Planning Activity**

### **A. Annual Review of Planning Commission Bylaws**

Community Development Director Sevald requested the Commission review and approve the Planning Commission Bylaws. It was noted the last significant change made to the Bylaws occurred in 2017.

Commissioner Farmer recommended the name of the City Administrator be updated. He suggested the language within the bylaws be updated to reflect staff can telephone and/or other

communication in the event a meeting has to be canceled. The Commission supported this change.

Commissioner Monn asked if the Commission would consider meeting on another day of the week. She stated she had other obligations on Wednesday nights. Community Development Director Sevald stated Mondays were out and Tuesdays were difficult. He reported Thursday could be an alternative.

Chair Stevenson stated he and Commissioner Rundle would not be available to attend meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday because this would conflict with his Lions Club meetings.

Community Development Director Sevald recommended the Commission approve the bylaws as amended and that the Commission have further discussion about meeting dates at a future meeting. The Commission supported this recommendation.

MOTION/SECOND: Commissioner Nelson/Chair Stevenson. To approve the Planning Commission Bylaws as amended.

Ayes – 6

Nays – 0

Motion carried.

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## **7. Reports**

### **A. Upcoming Planning Cases & Activity**

Community Development Director Sevald reported staff had no upcoming planning cases at this time.

### **B. Staff Updates**

Community Development Director Sevald provided the Commission with an update from staff. He reviewed a picture of the Skyline Motel redevelopment noting staff was working through this project with the developers. It was noted this site would have two different types of housing, assisted senior living and affordable units.

### **C. Council Updates**

Council Member Meehlhause provided the Planning Commission with an update from the City Council. He explained staff was directed by the Council to draft a developers agreement for the Skyline Motel redevelopment. He reported the Council understood there would be a delay in the affordable housing portion of the project because the State had run out of funding, which meant MWF would have to apply for these funds again in 2021. This meant the City would have a slight delay in recovering the sale price for the Skyline Motel property. He discussed the high quality projects MWF has completed in the community and hoped they would be successful in getting funding in the coming year. He stated Augusta, the developer of the assisted living

portion of the project, still wanted to be in the ground in 2020. He reported the Council approved the appointment of Gary Stevenson as the Planning Commission Chair and approved the 2020 Street Project. He stated the Council approved the Police Department Patrol and Sergeant labor agreements. It was noted the Council was discussing the potential of adding a fourth Sergeant to the Police Department. He commented the Annual Town Hall Meeting would be held on Monday, April 20<sup>th</sup> at the Community Center. He noted the Daddy Daughter Dance sponsored by the Mounds View Police Foundation would be held on Saturday, February 8<sup>th</sup> at 5:30 p.m. at the Community Center.

**D. Planning Commissioner Reports**

None.

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**8. Approval of Minutes**

None.

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**9. Next Planning Commission Meeting:**

- A. Wednesday, February 19, 2020**
  - B. Wednesday, March 4, 2020**
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**10. Adjournment**

There being no further business before the Planning Commission, Chair Stevenson adjourned the meeting at 7:52 p.m.

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Respectfully submitted,

Jon Sevald  
Community Development Director

Transcribed by:  
Heidi Guenther  
*Minute Maker Secretarial*