

# Planning Commission

April 27, 2020 – 7 pm

## REGULAR MEETING MINUTES

This meeting was held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. In accordance with that declaration, beginning on March 16, 2020, all Planning Commission meetings held during the emergency were conducted electronically. The City used Webex to conduct this meeting and members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on CCXmedia.org, or by dialing in to the public call-in line. The public was able to participate in this meeting during public comment sections, by dialing the public call-in line.

### 1. Call to Order

The meeting was called to order at 7:00 by **Chair Blum**.

#### Roll Call

Commissioners present: Rich Baker, Ron Blum, Adam Brookins, Andy Johnson, Lauren Pockl, Ryan Sadeghi, Chuck Segelbaum,

Commissioners absent: Ari Prohofsky

Staff present: Jason Zimmerman – Planning Manager, Myles Campbell – Planner

Council Liaison present: Gillian Rosenquist

**Jason Zimmerman, Planning Manager**, announced the original agenda stated a public hearing for Schuller's Tavern but due to a delay, that hearing will be at the next meeting on May 11, 2020.

### 2. Approval of Agenda

**Chair Blum**, asked for a motion to approve the agenda.

**MOTION** made by **Commissioner Baker**, seconded by **Commissioner Sadeghi** to approve the agenda of April 27, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

### 3. Approval of Minutes

**Chair Blum** asked for a motion to approve the minutes from April 13, 2020.

**MOTION** made by **Commissioner Johnson**, seconded by **Commissioner Brookins** to approve the meeting minutes from April 13, 2020, as submitted. Staff called a roll call vote and the motion carried unanimously.

### 4. Presentation of 2019 Planning Commission Annual Report

**Jason Zimmerman, Planning Manager**, displayed the presentation on the screen and introduced the report as well as the next step for reviewing the draft 2020 work plan.



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The 2019 report started with an overview of the year and that the number of applications sent to the PC dropped again, creating a five-year low. Almost all applications reviewed were Conditional Use Permits, CUPs, and ranged in degree.

A large number of meetings were taken up with the discussion of three new zoning text amendments. The Commission recommended approval of firearms sales restrictions, approval of architectural and materials standards for projects in most zoning districts, and approval of a revised Mixed-Use Zoning District.

**Zimmerman** went on to display a number of graphs illustrating the number and types of applications reviewed by the Planning Commission in 2019.

The presentation went on to review staff led discussions and presentations, as well as a number of PUD amendments that were not reviewed by the Planning Commission. These PUD Amendments were either administrative, or reviewed directly by Council.

There were eight major projects reviewed in 2019 and two previously approved projects that began construction in 2019.

**Zimmerman** moved on to the 2020 Proposed Work Plan:

- 2040 Comprehensive Plan
  - Phase III of the Downtown Study
    - completion of the City's Bicycle and Pedestrian Network
    - framework for future redevelopment of key properties
  - Adjust Institutional Subdistricts to align with new categories
  - Rezone properties to be consistent with the Future Land Use Map
  - Update the Medium density Residential Zoning District
- Zoning Code Amendments/Updates
- Planning Application Review and Evaluation
- Commissioner Training and Education

**Zimmerman** finished the presentation and the Chair opened for Commissioner questions and comments. **Commissioner Johnson**, thanked staff and commented on if there were more items for the Commission to address in a shorter amount of time than the 2040 plan. **Johnson** also mentioned the process for managing and measuring projects/tasks and if staff should report back to the Commission. **Zimmerman** responded that a lot of the items discussed are ones on staff radar and items tracked, however a process for reporting progress can be looked in to.

**Chair Blum** added that identifying what success looks like is ideal. Ensuring effectiveness is measured is a conversation that can be had in advance of a project. **Baker** echoed these statements and added creating metrics now may be premature. **Johnson** brought up tobacco sale restrictions and the unintended consequences of not addressing other health dangers. **Zimmerman** reminded the Commission that Council directed them to address tobacco sales only.

**Blum** addressed Commission attention to page two on the report, highlighting the mission statement of the group. He mentioned the possibility of editing language or shifting items to highlight the work the group does for the people, not ~~public agencies~~ private entities.

This led the Commissioners and staff in to a conversation about continuity in purpose and mission statements. The conversation continues on a possible statement focused on meeting the needs of the people as well as meeting the needs of the environment. **Commissioner Segelbaum** reminded the group that the language stems from the bylaws and changing that process will be layered. He went on to state that if there were changes to the bylaws, mission, or purpose, it should be done looking forward into 2020, not on the 2019 report. **Baker** agreed with this statement.

**Councilmember, Gillian Rosenquist**, informed the group that City Council has spent a long time creating a mission and vision and the Planning Commission operates under that purview.

**Blum** stated that he will summarize notes on the conversation and submit them to the City Council when giving the annual report at their meeting.

#### 5. Presentation of the 2019 Board of Zoning Appeals Annual Report

**Myles Campbell, Planner**, presented the BZA annual report to the Planning Commission. The report started similar to the Planning Commission one with an introduction to staff, mission, purpose. **Campbell** went on to review the BZA requests, 33 variances were heard and 30 of those were in a residential zoning district. **Campbell** went in greater depth on variance type by utilizing graphs, he showed approval and denials, as well as a breakdown of project type. Utilizing the same categories, **Campbell** showed historical trends in the last five years as well as a map to illustrate locations. **Commissioner Segelbaum** asked for clarification on the approved-modified item and what the standards are to meet that qualifier. **Campbell** responded that generally those items have a request from the applicant, and after a discussion with BZA or staff, the request is modified. There has been a request for a setback and after discussion, the setback distance was modified and then approved. Staff offered to review metrics and ensure consistency year over year.

**Commissioner Pockl** asked if staff knew the rate of Golden Valley's approval rating for variances compared to other, similar sized, cities. **Campbell** responded that he didn't have that information but staff could look into it. He followed up by stating that it's impossible to predict requests made, one can't predict approvals or denials. The variables are great and often dependent on the applicant doing their own research throughout the application.

**Television portion of the meeting concluded at 7:59 pm**

#### 6. Council Liaison Report

- Council Member Rosenquist** and **Planning Manager Zimmerman** recapped the three items that were approved by the HRA at its last meeting: A Housing Strategic Plan which will guide the City's housing efforts in the next five years, a Fair Housing Policy to help address housing complaints, and a preliminary notification to Hennepin County that the City is considering adopting an HRA levy in 2021. **Rosenquist** stressed that a final decision on a levy will not need to be made until later in the year and will be dependent on many factors including state of the local economy. She also summarized the items on the agenda for the City Council meeting of April 21.

**8. Reports on Meetings of the Housing and Redevelopment Authority, City Council, Board of Zoning Appeals, and other meetings**

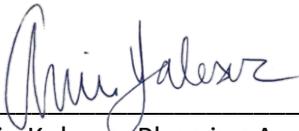
**Planning Manager Zimmerman** told the Commissioners that the Board of Zoning Appeals would have two new members in 2020.

**9. Other Business**

**Planning Manager Zimmerman** reviewed the Public Hearing Protocol for Planning Commission document that had been discussed at an early meeting. Staff had made the requested changes but agree to one more adjustment to provide the Chair with the flexibility to address individual questions from those speaking during the public hearing immediately or to wait until after the public hearing is closed. The document will be updated on the City website.

**10. Adjournment**

**MOTION** made by **Commissioner Pockl**, seconded by **Commissioner Baker** and the motion carried unanimously to adjourn the meeting at 8:45 PM.



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Amie Kolesar, Planning Assistant



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Adam Brookins, Secretary