REGULAR MEETING AGENDA
Planning Commission meetings are being conducted in a hybrid format with in-person and remote options for attending, participating, and commenting. The public can make statements in this meeting during the planned public comment sections. Some members of the Commission may attend virtually. Members of the public may attend virtually by following instructions below.

*Commissioner Ruby will be remote in another room at City Hall

Remote Attendance/Comment Options: Members of the public may attend this meeting by watching on cable channel 16, streaming on CCXmedia.org, streaming via Webex, or by calling 1-415-655-0001 and entering access code 2459 848 1747.

Members of the public wishing to address the Commission remotely have two options:

- Via web stream - Stream via Webex and use the ‘raise hand’ feature during public comment sections.
- Via phone - Call 1-415-655-0001 and enter meeting code 2459 848 1747. Press *3 to raise your hand during public comment sections.

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes – April 25, 2022, Planning Commission Meeting

4. Informal Public Hearing – Preliminary Plan for Minor Subdivision of 7324 Harold Avenue South
   Applicant: CityLine Homes

5. Informal Public Hearing – Outdoor Service Area Permit (OSA-1) to Allow for Outdoor Dining at 7345 Country Club Drive
   Applicant: Paul Jacob
   – End of Televised Portion of Meeting –
   To listen to this portion, please call 1-415-655-0001 and enter meeting access code 2459 848 1747.

6. Elections
7. Annual Orientation
8. Council Liaison Report
9. Other Business
   a. Reports on Board of Zoning Appeals and Other Meetings
10. Adjournment
This meeting was conducted in a hybrid format with in-person and remote options for attending, participating, and commenting. 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.

1. Call to Order
   The meeting was called to order at 6:30 pm by Chair Pockl.

   Roll Call
   Commissioners in person: Adam Brookins, Sophia Ginis, Andy Johnson, Lauren Pockl, Mike Ruby, Chuck Segelbaum
   Staff present: Jason Zimmerman – Planning Manager, Myles Campbell – Planner
   Council Liaison present: Denise La Mere-Anderson

2. Approval of Agenda
   Chair Pockl asked for a motion to approve the agenda.
   MOTION made by Commissioner Johnson, seconded by Commissioner Brookins, to approve the agenda of April 25, 2022.
   Motion carried.

3. Approval of Minutes
   Commissioner Brookins noted his absence at the April 11th meeting.
   Chair Pockl asked for a motion to approve the minutes from April 11, 2022, pending edits.
   MOTION made by Commissioner Ruby, seconded by Commissioner Ginis to approve.
   Motion carried.

   Applicant: City of Golden Valley

   Myles Campbell, Planner, reminded the group that the City added mobile food vendors as a temporary use in the zoning code in 2015. Revisiting this topic was prompted by Parks and Rec requesting a greater diversity of uses to be allowed under the code. The most significant change will be the addition of two new uses: Mobile Assistive Services and Mobile Retail/Service Vendors. Staff reviewed these two in more depth.
Staff reviewed an updated permit duration table for the two new uses in different zoning districts. Staff also reviewed some regulation changes around broadening vendor language and updating permit restrictions to apply to only R-1 and R-2 zoning.

Staff recommends approval of the revised zoning ordinance language regarding mobile use permits to allow for additional types of mobile uses in Golden Valley.

**Commissioner Ruby** asked staff to consider flexibility in allowing a food vendor more than 2 events per year. **Commissioner Segelbaum** mentioned the difference between a homeowner hosting more than one party and having a food truck versus a vendor operating in a residential area on their own. **Commissioner Johnson** added that permitting two events a year seems like a good compromise for a residential district. Staff added that this particular situation has not been an issue that’s come up. The group discussed hours of operation ending at 8pm, 9pm, or 10pm, weeknights versus weekends, and difference within different zoning districts. The conversation moved on to overnight parking and storage, public right of way, and vending operations for private parties in the R-1 district.

**Chair Pockl** opened the public comments at 7:01pm
There were no in person commenters.
There were no callers.
**Chair Pockl** closed the public comments at 7:04pm.

**Johnson** added that he’d like to add local assistive services to the Commercial/Light Industrial/Industrial zoning districts, clean up the grid for the R-1/R-2 exceptions. **Commissioner Ruby** added language should be added to allow a vendor to extend a permit request.

**Johnson** added it would be helpful to work with Communications to get the changes communicated.

**MOTION** made by **Commissioner Johnson** and seconded by **Commissioner Brookins** to recommend approval of the revised zoning ordinance language regarding mobile use permits to allow for additional types of mobile uses in Golden Valley and including Commissioner comments from the 4/25/2022 meeting.

Motion carried

5. **Discussion** – Accessory Dwelling Units

**Myles Campbell, Planner**, noted that the team is working with Communications and Community Outreach to communicate the potential changes to R-1 and R-2 with ADUs. Staff reviewed communications thus far, social media pushes, and a survey for residents to obtain initial feedback from residents.
Staff displayed the draft survey and asked for feedback on items not addressed, things that should be expanded on, and general comments.
**Commissioner Ruby** asked if there was a way to have residents list their location in Golden Valley without maybe disclosing their address. This could provide neighborhood interest data points. He added that questions should be split, when and how questions are generally unclear. The conversation moved on to dynamics of consistency in questions on the survey.

**Commissioner Ginis** commented on edits to the survey to accurately capture support for ADUs. **Commissioner Segelbaum** commented on language related to a long-term rental or a short-term rental. The conversation went on to discuss descriptions in the survey or not, participation in the survey, and variety of communications to residents.

The conversation moved on to the difference between being a property owner or the homeowner as well as if the home needs to be owner occupied to add an ADU. The group discussed parameters for the survey as well as likelihood of which direction Council will place support. **Johnson** commented on the nuances of a survey and the results as well as initial understandings compared to detailed descriptions. **Segelbaum** commented on the generalness of the survey comments and staff responded intent was to understand initial responses. Commissioners commented again that it would be beneficial for residents to understand the goal of Council in advance of the survey distribution.

The group went on to discuss the way the responses are listed and what format would solicit the clearest resident responses. The staff reminded the group the survey is an information gathering exercise, to use the feedback to draft language for the zoning code, then move forward with the standard hearing procedure.

The group discussed survey layout, process, other avenues of information, and the website.

**Chair Pockl** ended the televised portion of the meeting at 7:23pm

6. **Council Liaison Report**
   **Council Member La Mere-Anderson** updated the Commission on the most recent Council Work Session and Council Meeting. She informed them the Council reviewed the Annual Report and Work Plan, had approved a fee schedule which included the new Outdoor Service Area permit, and also appointed Ellen Brenna to the Commission. She noted that the Planning Commission and Board of Zoning Appeals were both still in need of youth members. Commissioners were reminded of the upcoming Board and Commission Appreciation Dinner.

7. **Other Business**
   Staff reminded Commissioners that Chair Pockl was the scheduled representative to the next Board of Zoning Appeals meeting and notified everyone that elections would take place at the next regular Planning Commission meeting.
8. **Adjournment**

   **MOTION** by Commissioner Segelbaum to adjourn, seconded by Commissioner Johnson and approved unanimously by roll call vote. Meeting adjourned at 8:44 pm.

   ___________________________________________
   Andy Johnson, Secretary

   ___________________________________________
   Amie Kolesar, Planning Assistant
Date: May 9, 2022
To: Golden Valley Planning Commission
From: Myles Campbell, Planner
Subject: Informal Public Hearing on Preliminary Plan for Minor Subdivision of 7324 Harold Avenue South – CityLine Homes Inc., Applicant

Property address: 7324 Harold Ave  Lot size: 40,909 sq. ft. (0.94 acres)
Applicant: CityLine Homes  Current use: Single-family home
Property owners: CityLine Homes  Future land use: Moderate Density Residential
Zoning District: Moderate Density Residential (R-2) Zoning District  Adjacent uses: Single-family homes, Lion’s Park

2018 aerial photo (Hennepin County)
Summary
CityLine Homes Inc., represented by Eugene Borodin, is proposing to subdivide the property located at 7324 Harold Avenue into two lots. There is one existing single-family home at this address which would be demolished and replaced with two new single-family homes.

Existing Conditions
The subject property is zoned R-2 Moderate Density Residential and allows for both two-family and single-family dwellings and the area is also guided for Moderate Density Residential. The lot is currently 40,909 square feet and has a width of 130.28 feet at the front setback line. It fronts on Harold Avenue to the south and backs up to Olson Memorial Highway to the north. The existing lot is hooked up for sewer and water, although a second service will need to be installed if subdivided. The City has utilities located underneath Harold Ave, so this would not require any new routing for sewer/water service.

Staff Review
R-2 Lot Requirements
For single-family dwellings in an R-2 zoning district, the minimum lot size is 6,000 square feet and the minimum width is 50 feet at the front setback line. This width must be maintained to a depth of 70 feet from the front lot line. For a two-family dwelling, the City requires a minimum lot area of 10,000 square feet and a width at the front setback line of 100 feet.

The proposed subdivision would create lots of 21,623 square feet and 18,836 square feet and with widths of 70.27 and 60.01 feet respectively. Both lots would maintain those widths to a depth of 70 feet from the front lot line. The dimensions of both of the newly created lots would provide sufficient building envelopes for development of single-family homes in an R-2 district, however due to not meeting the width requirement, neither lot would be viable for a two-family dwelling.

Minor Subdivision Eligibility
In the City’s subdivision code there are three conditions laid out for a request to be considered a minor subdivision action:
1. The land to be subdivided or consolidated must be part of a recorded plat or a recorded registered land survey (RLS)
2. Consolidations may involve any number of parcels, but subdivisions shall be limited to the creation of four or fewer lots from one or more original parcels
3. The subdivision or consolidation shall not necessitate any additional public investment in new roads or utilities to serve the lots.

Sec. 109-119. - Eligibility for Application.

In the case of 7324 Harold, the lot meets all three conditions to be eligible for a minor subdivision action. The existing lot was part of RLS No. 312, Hennepin County, Minnesota. The subdivision will create less than four new parcels (2). And since utility services are located along Harold, it will require no new public investment.

Additional Department Review
As required by the Subdivision Code, a tree inventory was performed in order to document all existing trees. This inventory will be reviewed by the City Forester and used to calculate any required tree replacement as the lots are redeveloped.

The existing sanitary sewer line is currently under review for the City’s Inflow and Infiltration requirements. A deposit agreement and application have already been submitted to the City’s engineering staff prior to this subdivision action. At the completion of construction, the new sewer service to both homes would also be inspected to ensure compliance.

During the review of this project in 2020, the engineering department had requested a hydrologic/hydraulic analysis report for their review prior to the permitting process. This analysis revealed that to the rear of the properties, topography was sloped such that low spots where water might collect would form, as a result, a requirement of the final plat approval was the dedication of an added drainage and utility easement and the construction of an underground storm water pipe to route water back towards the city’s system underneath Harold Ave. A diagram of this system is included in the packet, and the oversized utility easement I shown on the plat. While the pipe would be publicly-owned, the cost for its installation is being provided by the applicant as a security fee.

The Fire Department has reviewed the application and has no comments or concerns.

Qualification Governing Approval as a Minor Subdivision
According to Section 109-121 of the City’s Subdivision Regulations, the following are the regulations governing approval of minor subdivisions with staff comments related to this request:

1. Minor subdivisions shall be denied if the proposed lots do not meet the requirements of the appropriate zoning district. Both of the lots of the proposed subdivision meet the requirements of the R-2 Moderate Density Residential Zoning District, although they would only allow for single family homes, not duplexes.
2. **A minor subdivision may be denied if the City Engineer determines that the lots are not buildable.** The City Engineer finds that the lots are buildable. Any concerns from the hydrology report are addressed by the added storm water system being provided by the applicant.

3. **A minor subdivision may be denied if there are no sewer and water connections available or if it is determined by the City Engineer that an undue strain will be placed on City utility systems by the addition of the new lots.** One additional set of sewer and water connections will be necessary, but without any new extension of city sewer or water lines. Engineering does not feel the addition of the new lots will not place an undue strain on City utility systems.

4. **Approval of the minor subdivision may require the granting of certain easements to the City.** Easements being required by the City are shown on the plat document, and include our typical easements around property boundaries as well as the oversized easement between lots.

5. **If public agencies other than the City have jurisdiction of the streets adjacent to the minor subdivision, the agencies will be given the opportunities to comment.** The Minnesota Department of Transportation has been contacted as the site does abut Highway 55. MnDOT has notified staff that they had no comment on the lot’s subdivision.

6. **The City may ask for review of title if required by the City Attorney for dedication of certain easements.** The City Attorney will determine if such a title review is necessary prior to approval of the Final Plat.

7. **The minor subdivision may be subject to park dedication requirements.** A park dedication fee of $4,440 (6% of the estimated land value with 50% credit for one unit) is required for this subdivision.

8. **The conditions spelled out shall provide the only basis for denial of a minor subdivision. Approval will be granted to any application that meets the established conditions.** All conditions have been met.

**Recommended Action**
Staff recommends approval of the proposed minor subdivision subject to the following conditions:

1. Applicant shall provide securities for the new 12-inch storm sewer pipe and needed easements.
2. The City Attorney will determine if a title review is necessary prior to approval of the Final Plat.
3. A park dedication fee of $4,440 shall be paid before release of the Final Plat.

**Attachments**
Existing Conditions and Preliminary Plat (2 pages)
Tree Inventory (4 pages)
Storm pipe diagram (2 pages)
## Tree Inventory

Identify the **Significant** (S) and **Legacy** (L) trees by ID number, species, size, and type (S or L) and show their locations on the survey or inventory map (see example below). **Significant Trees**: (6 inches diameter or greater for hardwoods such as oak, maple, walnut, birch, black cherry, honey locust, basswood, hackberry; 12 inches diameter or greater for softwoods such as cottonwood, poplar, aspen, ash, box elder, willow, silver maple, elm; 4 inches diameter or greater for conifers). **Legacy Trees**: (30 inches diameter or greater for hardwoods and 24 inches diameter or greater for conifers). If the site has no Significant or Legacy Trees, skip the Tree Inventory and Tree Mitigation sections.

### Example:

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<th>Size</th>
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</table>

**Total number of Significant and Legacy trees on site:**

### Tree Mitigation (complete this section to determine if mitigation is required)

1. Total number of Significant and Legacy trees on site

2. Multiply by: 15% residential development
   - 20% phase one of a two-phase development
   - 30% commercial development

3. Number of tree removals allowed before mitigation is required (round down to the next whole number)

4. Number of Significant and Legacy tree removals necessary to complete the project

If line 4 is greater than line 3, mitigation is required.

| Mitigation not required: Move on to Minimum Landscape Requirements section. |
| Mitigation required: Complete Tree Mitigation and Replacement Requirement sections before moving on to Minimum Landscape Requirements section |

5. Number of Significant tree removals from line 4

6. Subtract allowable removals from line 3

7. Total number of trees needed to mitigate (use this number to complete Replacement Requirement section)
**Tree Inventory**

Identify the **Significant (S)** and **Legacy (L)** trees by ID number, species, size, and type (S or L) and show their locations on the survey or inventory map (see example below). **Significant Trees**: (6 inches diameter or greater for hardwoods such as oak, maple, walnut, birch, black cherry, honey locust, basswood, hackberry; 12 inches diameter or greater for softwoods such as cottonwood, poplar, aspen, ash, box elder, willow, silver maple, elm; 4 inches diameter or greater for conifers). **Legacy Trees**: (30 inches diameter or greater for hardwoods and 24 inches diameter or greater for conifers). If the site has no Significant or Legacy Trees, skip the Tree Inventory and Tree Mitigation sections.

**EXAMPLE:**

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Total number of Significant and Legacy trees on site: ______________

**Tree Mitigation** (complete this section to determine if mitigation is required)

1. Total number of Significant and Legacy trees on site
   
2. Multiply by: 15% residential development
   
3. Number of tree removals allowed before mitigation is required (round down to the next whole number)
   
4. Number of Significant and Legacy tree removals necessary to complete the project
   
If line 4 is greater than line 3, mitigation is required.

- Mitigation not required: Move on to Minimum Landscape Requirements section.
- Mitigation required: Complete Tree Mitigation and Replacement Requirement sections before moving on to Minimum Landscape Requirements section

5. Number of Significant tree removals from line 4
   
6. Subtract allowable removals from line 3
   
7. Total number of trees needed to mitigate (use this number to complete Replacement Requirement section)

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Date: May 9, 2022
To: Golden Valley Planning Commission
From: Jason Zimmerman, Planning Manager
Subject: Informal Public Hearing – Outdoor Service Area Permit (OSA-1) to Allow for Outdoor Dining at 7345 Country Club Drive

Property address: 734 Country Club Drive
Applicant: Paul Jacob
Zoning District: Single-Family Residential (R-1)
Current use: Restaurant
Adjacent uses: Golden Valley Country Club (north); single-family homes (east, south); multifamily residential, office: (west)

Property owner: Ramez Ventures, LLC
Lot size: 1.52 acres
Future land use: Single-Family Residential
Proposed outdoor use: Dining

2020 aerial photo (Hennepin County)
Summary
Paul Jacob is requesting an outdoor service area (OSA) permit to allow for outdoor dining at 7345 Country Club Drive, the location of Schuller’s Tavern. Due to the zoning district in which the restaurant is located, an outdoor patio would not be allowed as a permitted use due to limitations associated with expanding nonconformities. The issuance of an OSA permit would allow this activity to take place on a temporary basis and with regular opportunities to review and extend or terminate the permit.

Existing Conditions/Background
Schuller’s Tavern is located south of the Golden Valley Country Club at the intersection of Country Club Drive and Glenwood Avenue. The property is just over 1.5 acres and consists of the restaurant, a large parking lot, and a grassy lawn just to the west of the building. It is surrounded by single-family homes to the east and south, as well as a multifamily building providing senior care to the west and other office uses to the northwest. The property is zoned Single-Family Residential (R-1), but contains a commercial use making it nonconforming. State statute, as well as City Code, do not allow for the expansion of a nonconforming use, making the desire to install an outdoor patio for dining infeasible.

In response to a denial by the City Council of a request to rezone the property to Commercial in recent years, Mr. Jacobs asked the City to explore other tools which could allow him to install a patio. At a Council Work Session late in 2021, staff discussed with the City Council the idea of allowing outdoor dining and/or retail at locations throughout the city on a temporary basis with a newly created outdoor service area permit. The Council supported the idea and staff subsequently worked with the Planning Commission to draft zoning text that outlined the requirements for reviewing and obtaining such a permit. The City Council approved this language in March of 2022.

Proposed Use
The applicant proposes to install landscaping, pavers, and other site features to the lawn immediately west of the existing building in order to create a space in which outdoor dining could take place. Many of the elements on the submitted plan would be permitted by-right in a single-family residential zoning district, while others would need to be allowed as part of the approved permit. In order to remain consistent with the temporary nature of the permit, the additional site features would need to be able to be removed should the permit not be renewed at a future date. Staff have worked with the City’s Building Official as well as Engineering and Public Works staff to review the plans and provide feedback.

As shown, the patio – constructed with pavers – would be roughly 1,200 square feet and would need to incorporate a raised area, to make the patio accessible when exiting the building, and a lower area for seating. It is estimated the patio would have a capacity of approximately 50 people. A berm would be added to the south and planted with trees and other vegetation in order to help shield the nearby single-family properties from visual impacts as well as noise. A four-foot fence is proposed to be installed to provide an additional buffer. Due to the location in a front yard, the fence would be limited to four feet by code. As a condition of approval, the OSA
permit could allow additional height – the applicant is requesting a total height of six feet. Per staff’s direction, any portion above four feet would need to be able to be removed should the permit be terminated in the future.

Access to the patio would also be provided from the sidewalk along the north side of the property, facing the golf course. An ADA compliant ramp is being proposed as a primary entrance/exit with a secondary exit shown as required by code. The applicant proposes to install a pergola over a portion of the patio, which would contain tables and chairs. A fire pit is also being considered as a potential amenity. Finally, a small detached server station would be constructed near the building entrance which could also be easily removed.

Patio hours would end at 10 pm, at which time any outdoor lighting would also be extinguished. The applicant is requesting the option to allow live music to be performed. While the permit is being requested for a full year, it is unlikely the patio would be utilized in the winter (though early spring and late fall use could be extended through the use of portable heaters).

Zoning Analysis
In reviewing the proposed patio, staff examined both the elements that would normally be allowed in a single-family zoning district, as well as any additional features that would be called out specifically under the OSA permit.

Patio
Under the usual regulations of the R-1 zoning district, up to 50 percent of a lot may covered with impervious surfaces when. Currently, the Schuller’s lot contains a large paved surface parking lot which appear to put it over this amount (and creating a nonconformity with respect to this regulation). While the pavers associated with the patio would technically be temporary in nature, staff acknowledges that they could remain in place for a lengthy period of time. To address this, staff will recommend that as part of the grading proposed to create a berm, a rain garden be added to help contain and address stormwater runoff.

Fencing
Fences in front yards of single-family properties may be constructed up to four feet in height. The applicant proposes have the portion of the fencing that would buffer the patio use from the adjacent single-family neighborhood be extended to six feet in height. Staff will require that this additional fence height be constructed through an extension that could be removed should the permit be terminated or not renewed at some point in the future.

Pergola
As a garden structure, as defined in the zoning code, the proposed pergola would be allowed by-right if it were no taller than 10 feet and set back at least five feet from any property line. No additional conditions would need to be created around this site feature.
Landscaping
Other landscaping – including perennials, shrubs, and trees – would be allowed by-right. The only area of attention is the proposed planting bed adjacent to the sidewalk along the north property line. Public Works staff has some concerns regarding potential damage to perennials or grasses from winter snow storage. Staff will require that the applicant or landscaper work with the City to design a planting plan that is satisfactory to all parties.

Evaluation
The findings and recommendations for an OSA permit are based upon any or all of the following factors (which need not be weighed equally):

<table>
<thead>
<tr>
<th>Factor</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consistency with the Comprehensive Plan</td>
<td><strong>Standard met.</strong> The proposed use is consistent with objectives in the Land Use Chapter of the 2040 Comp Plan, which include “Providing contemporary and flexible regulations that allow for new concepts in retail and service” and “Supporting non-residential growth opportunities while respecting adjacent properties.”</td>
</tr>
<tr>
<td>2. Effect upon Property Values</td>
<td><strong>Standard met.</strong> The proposed use is not anticipated to affect property values in a substantial way. If anything, the site amenities, including landscaping, would improve the appearance of the property and help create value in the area.</td>
</tr>
<tr>
<td>3. Effect on Traffic Flow and Congestion</td>
<td><strong>Standard conditionally met.</strong> Traffic flows are expected to be typical for a commercial (restaurant) use, with minimal increases anticipated. A majority of the trips would utilize Country Club Drive which would not impact adjacent single-family properties. The site is well-positioned to be accessed via bicycle and on foot. Staff recommends incorporating a bike rack into the site plan.</td>
</tr>
<tr>
<td>4. Increase in Noise Levels</td>
<td><strong>Standard conditionally met.</strong> The proposed use is not anticipated to generate excessive noise. A berm with landscaping and a fence with extended height is intended to buffer adjacent single-family homes from any noises associated with the patio. Staff will require</td>
</tr>
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<td>Factor</td>
<td>Finding</td>
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<tr>
<td>that the additional fence height be constructed in a way that make it removable, and that no amplifier be used in associated with any live music performed on the patio.</td>
<td></td>
</tr>
<tr>
<td>5. Generation of Odors, Dust, Smoke, Gas, or Vibration</td>
<td><strong>Standard met.</strong> The proposed use is not anticipated to generate excessive odors, dust, smoke, gas, or vibrations.</td>
</tr>
<tr>
<td>6. Any Increase in Pests or Vermin</td>
<td><strong>Standard met.</strong> The proposed use is not anticipated to attract pests.</td>
</tr>
<tr>
<td>7. Visual Appearance</td>
<td><strong>Standard met.</strong> The proposed improvements to what is otherwise an open lawn would enhance the appearance of the site.</td>
</tr>
<tr>
<td>8. Other Effects upon the General Public Health, Safety, and Welfare</td>
<td><strong>Standard conditionally met.</strong> In order to help address additional stormwater runoff that would be generated by the new paved patio, staff recommends the inclusion of a rain garden on the west lawn. In addition, to avoid issues related to snow storage along the public sidewalk, the design of the planting bed must be coordinated with City staff.</td>
</tr>
</tbody>
</table>

The plans for the proposed patio have been reviewed by the City’s Building Official, as well as Engineering and Public Works staff. While supportive of the outdoor dining use, specific conditions related to stormwater management and snow storage have been recommended below. The installation of the patio will trigger the need for application to the Metropolitan Council for new Sewer Availability Charge units, which will also be used to calculate City Sewer Access Charges (SAC) and Water Access Charges (WAC).

**Recommended Action**
Based on the findings above, staff recommends approval of Outdoor Service Area Permit 1, allowing for outdoor dining at 7345 Country Club Drive, subject to the following conditions:

1. The initial term for the outdoor service area permit shall be for one year from issuance, at which time application must be made for an extension or else the use shall be discontinued.
2. A bicycle rack able to accommodate at least eight bicycles shall be installed and made available to the public.
3. In exchange for a fence height of two feet over the allowed four feet within a portion of the front yard, the applicant must construct the fence in a manner which allows the additional section to be removed if the outdoor service area permit is terminated or not renewed.

4. No amplifier or outdoor speaker system may be used in association with the patio or any live music performance.

5. Use of the patio must conclude by 10 pm, at which time all patio lighting must be extinguished.

6. The applicant shall work with City staff to design a rain garden on-site to address stormwater runoff, and shall proceed with installation if feasible.

7. The applicant shall coordinate the landscaping plan for the north planting bed with City staff to address any concerns regarding snow storage.

Attachments
Applicant Narrative (1 page)
Landscape plan dated April 15, 2020 (1 page)
Hi Jason,

Schullers patio is planned to have pavers which will be removable if needed, we will plant new trees, bushes, rocks and more landscaping that will add a nice visual for our property as well as help with sound mitigation. Our fence will be 4’ with an added extension on top that can be removed if need be but also to help with privacy and sound mitigation. We plan on having a bar/server station to help with quicker service but will also be built to be removed if needed. We also feel that structure will help with sound staying towards the golf course instead of neighboring houses. The plans we have in place for this patio should be an appealing add to the building and to the neighborhood. We want it to be visually welcoming and pleasing to all guests that might be driving by, walking by, biking by or golfing by! (Our plans may also include a bike rack)

The patio would be no change affected to value for all houses in and around the neighborhood after asking a few realtors. We don’t anticipate too much added traffic and congestion in the summer months. We feel the congestion wont be affected because in summer months our business is generally down 30% in the summer compared to winter so we plan to just balance out that number. We don’t hear of any complaints about our winter business traffic so we feel this should be the same affect when we add this patio. Our first trial of a patio during the covid expansion of outdoor premises was a success for sound and for the congestion worries. We did not hear anyone that might have a complaint on either but we did hear a ton of positivity from neighbors and guests with an outdoor seating option!

The only odors we anticipate will be our regular odors as we don’t see any change at any of our other locations so we don’t think anything will change at Schullers. We will be expanding our pest control services when the patio is up and running. Pests are not usually an issue at our other locations as we are confident with our pest control service!

Our lighting is planned to be string lighting across the patio that will be turned off immediately when we close down the patio (10pm).

As always we will be happy to answer any questions or concerns and we appreciate this opportunity to have outdoor seating at Schullers!

Thank you,

Paul Jacob
Hello, and welcome to the City of Golden Valley as a new Board/Commission member. We are thrilled to have you join us. This packet includes important information to help you navigate your new role. When you arrive for your first meeting you will receive a new member orientation, where we will go over a lot of the information in this packet, and you will have an opportunity to ask any questions.

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Guidelines for Advisory Boards and Commissions ........................................ pages 11-16
The “Guidelines” were developed to help board and commission members with the structure and procedures of City Boards and Commissions. Topics include “terms of office,” “attendance,” and more!

Minnesota Government Data Practices Act ..................................................... page 18
The Data Practices Act presumes that all government data are public. This one page guide shares the “who, what, where, when, why, and how” of the Data Practices Act.

Open Meeting Law ............................................................... page 19
All of the City’s meetings abide by the State of Minnesota’s Open Meetings Law. This one-page gives the “who, what, when, and why” of the open meeting law. It is crucial that board and commission members understand that this law applies to all types of “meetings” including phone calls, emails, and texts!

Robert’s Rules of Order............................................................ pages 20-21
The City conducts business at Council meetings and Board/Commission meetings using Robert’s Rules of Order. This “cheat sheet” should help you understand the structure, including how to handle a motion, and how conduct business during meetings.
Council, Board, and Commission
Guiding Principles
GUIDING PRINCIPLES

I. General Policy Statement & Objective

The purpose of this document is to establish guiding principles for the Golden Valley City Council (the “Council”) and Golden Valley City Boards and Commissions. These principles apply to the members of the Council and the Mayor as well as the appointed members of the City’s Boards and Commissions, each of the foregoing being referred to in this document as a “Member.”

II. Values

The City of Golden Valley has determined the following as our core set of values:

- Communication
- Community
- Inclusion
- Integrity
- Respect
- Innovation
- Courage
- Accountability

III. Standards of Conduct

1. A Member must not use his or her official position to secure special privileges or exemptions for the person or others.

2. A Member must not act as an agent or attorney for another before the Council or a board or commission in a matter where a conflict of interest exists or may exist.

3. A Member must not knowingly accept or solicit, directly or indirectly, a gift or loan for himself, herself, or another if this is prohibited by law.

4. A Member may accept compensation or expense reimbursement for the performance of the person’s public duties only from the sources listed below. A Member must not solicit or accept compensation or expense reimbursement for the performance of the person’s public duties from any sources other than:

   a. compensation and expenses paid by the City;
   b. compensation and expenses from other employment, if the person happens to conduct public business while being paid for the other employment and if the other employment does not interfere with, influence, or compromise the person’s public position; or
   c. compensation and expenses paid by another governmental agency or municipal association to a Member who serves as a City representative for that agency, but only if the City does not also pay the person for the same activity.
5. A Member must not use public money, time, personnel, facilities, or equipment for private gain or political campaign activities except when:
   a. the use is required or authorized by law; or
   b. the use is not greater than that allowed for members of the general public.
   This paragraph does not prohibit correspondence at any time to individual residents in response to the resident’s specific inquiries.

6. A Member must not disclose to the public, or use for the private gain of self or others, information that was gained by reason of the official’s public position and that is not public data or was discussed at a closed session of the Council. Further, a Member must not disclose information received, discussed, or decided in conference with the City Attorney that is protected by the attorney/client privilege, unless a majority of the Council has authorized that disclosure.

7. A Member must not enter into a contract with the City, unless in accordance with law. A Member who has a proprietary interest in an agency or company doing business with the City must make known that interest in writing to the Council and the City Clerk.

8. A Member must not intentionally violate a provision of the City Code or the City ordinances.

9. Council Members are expected to be prepared for Council meetings and Council/Manager meetings by reading agenda packets and requesting further research in advance of the meetings.

10. The Mayor and Council Members direct City staff, contract employees, and consultants only through the City Manager, as established by the requisite majority vote. At Council meetings, the Council may express concerns and may provide staff specific direction, provided that the direction is the consensus of the Council. The City Manager will request further clarification if he/she feels it is required so there is a clear understanding of what the Council’s expectations are in terms of the actions to be taken by staff.

11. Members shall conduct themselves in such manners as to obey and adhere to Minnesota Statutes Chapter 13D, the Open Meeting Law.

12. Members’ duties shall be performed in accordance with the process and rules of order established by the Council or the City Code.

13. Public resources that are not available to the general public (e.g., City staff time, equipment, supplies and/or facilities, etc.) shall not be used by the Members for private, personal, or political purposes.
14. It is the responsibility of Council Members to publicly share, with all other Council Members, information they have received from sources outside of the public decision-making process, which pertains to a topic under consideration. Whenever possible, new information or data obtained by Council Members, pertinent to a topic being discussed, will be distributed through the City Manager to other Council Members.

IV. Communications

As elected officials, Council Members have a responsibility to communicate information to the public. Communicating accurate, timely, and professional information is important to ensuring the quality and credibility of information being provided to the public.

Public Record: Communications (electronic or written) involving Members are public records (with a few exceptions as stated by the Minnesota data practices act—www.house.leg.state.mn.us/hrd/pubs/dataprac.pdf). Communications not considered public record may still be public information (i.e., email, text messages). Those interested in copies of these items must file a public disclosure request. Requests for private data or information outside of the scope of a Member's role should be routed to the City Manager.

Align With Minnesota Open Meeting Law: Information posted or responded to should be done in alignment with the open meeting law: (See www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf). Members should generally act with caution when using electronic means to communicate with one another. Members who wish to share information with other Members should do so through the City Manager. Materials relating to agenda items for City business (including email) must be provided to the public at the meeting. Email or social media communications shared among three or more Members should take place at an open meeting. Example of a violation: A Member posts a comment on a Facebook page about a proposed ordinance. A second Member comments that they agree and a third Member clicks the “like” button.

Citizen Questions, Comments, and Concerns: It’s important that Members direct citizen questions, comments, and concerns to staff. Doing so ensures requests are routed to the appropriate staff person and holds accountability that proper follow-up is made and the task is completed. In addition, since some requests cover multiple departments there may be a request history that will be useful as staff works to resolve the issue.

Electronic Communications: Generally, the Golden Valley City Council receives agenda materials, background information, and other meeting information via email and/or the list serve. Contact the City Manager if there are questions about these items.

Social Media: Since social media is an effective and frequently chosen communication tool among the public, the City of Golden Valley has its own official social media pages.
**Communication Tips for Email and Social Media Public Perception:** Members are public officials representing the City of Golden Valley and its policies and perspectives.

**Official Versus Individual Perspectives:** Since the public connects City officials to the City of Golden Valley, it’s important to clarify official perspectives from individual perspectives.

**Public information:** Any published content, written or electronic (email, for example), may be considered public information or considered covered under the Minnesota data practices act. Informal messages not related to a public official’s role, such as meeting notices, reminders, telephone messages, and informal notes, are not public record.

**Large Outreach:** Information posted on social media is public and is online for a long time. Both email and social media posts can be quickly shared with other audiences, making it important to post professional messages and avoid political comments.

**Discoverability:** Generally, email is removed from the system every three years. Email is discoverable in litigation, making it important to use it cautiously. When seeking legal advice or to discuss matters of pending litigation or other “confidential” City business, ensure emails are sent to only those intended because the attorney-client privilege protecting the document from disclosure may be waived.

**Media Relations - Media Inquiries:** Members are strongly encouraged to refer all media inquiries to the City Manager prior to Council discussion and vote on an item. After a vote has been taken, individual Members may comment on their decision. It’s understood that individual Member decisions may not be reflective of the Council’s majority vote. Following these guidelines is important to the democratic process because it helps avoid creating the public perception that a vote or decision has been made on a topic. That perception may discourage the public from engaging in the democratic process.

**City Manager’s Role:** The City Manager communicates on the City’s behalf in interviews, publications, news releases, on social media sites, and related communications. The City Manager is in the best position to provide a response because many issues involve multiple departments or work may already be in progress. Many times, a department director will handle interviews and communications on behalf of the City Manager.

When the media calls about:

1. **Upcoming agenda items, issues, or discussion topics:** Wait to provide information until the topic is voted on. This communicates that a decision has not been made and allows the public process to work by keeping the topic open for citizen input. If a Member discusses the issue with media before a decision is made, there is potential that the public may be confused about the Council’s direction. This may create a public perception that a vote or decision has been made on a topic and discourage the public from engaging in the democratic process.
2. Routine or public information (i.e., a meeting time or agenda): Provide media with the information and notify City Manager.

3. Other information: About potential litigation, controversial issues, an opinion about a City matter, or if unsure of the type of question, it’s strongly recommended to work with the City Manager on these topics. The City Manager typically works with staff on these issues and can present the discussion scope or topic.

V. Identifying and Addressing Conflicts of Interest

So that citizens may have the utmost confidence and trust in the integrity of their City government, and to protect the City’s interest and its citizen’s interests, Members must disclose and avoid conflicts of interest that arise in performing their official duties. To this end, the below principles provide Members guidance for identifying, addressing, and disclosing conflicts of interest. This guidance supplements, not supplants, the responsibilities Members have under law with regard to conflicts of interest. Members should consult with the City Manager and/or City Attorney with questions or concerns they may have regarding conflicts of interest (whether the conflicts are real or perceived, potential or in existence), and not participate in or take any official action on a matter until such questions or concerns are resolved with the City Manager or City Attorney.

1. Identifying Legal Conflicts of Interest

A “legal conflict of interest” exists when, in the discharge of official duties, a Member participates in a governmental decision, action or transaction that:

a. affects the person’s financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation; or

b. affects the financial interests of an organization in which the person participates as a member of the governing body, unless the person serves in that capacity as the City’s representative.

2. Identifying Financial Interests

A financial interest is any interest, including loans, which may yield, directly or indirectly, a monetary or other material benefit to the Member (other than monetary or material benefits authorized by the City in accordance with law). A financial interest of a Member or Member’s employer (other than the City), his or her associated business, or his or her spouse, domestic partner, parent, sibling or child, and their employers or associated businesses shall also be considered a financial interest of the Member. The following assets shall not be considered a financial interest for purposes of this section:

a. ownership of shares in a diversified mutual fund;

b. membership in a pension plan or employee benefit plan;
c. ownership of bonds or publicly traded securities; and

d. ownership of a whole life insurance policy.

3. Addressing Legal Conflicts of Interest

a. When a legal conflict of interest exists, except as permitted by law, a Member must disclose the potential conflict of interest for the public record, in the manner described in Section VI below, and refrain from participating in the discussion and from voting on the matter. To participate or participation, for the purposes of this document, means making the decision, taking action, entering into a transaction, providing advice or a recommendation, introducing, sponsoring, debating, voting on, approving, and investigating the decision, action, or transaction.

b. A Member shall not participate in making, or attempt to use his or her position to influence, any City governmental decision, action, or transaction in which the Member knows or has reason to know that he or she has a legal conflict of interest.

4. Non-Legal Conflicts of Interest

a. Members may face situations in performing their official duties that raise, or are perceived to raise, a conflict of interest but which do not fall within the above description of a legal conflict of interest and are otherwise not a conflict of interest regulated by law. These types of conflicts are referred to, for purposes of this document, as “non-legal conflicts of interest.”

b. While non-legal conflicts of interest may be different in nature or degree from a legal conflict of interest and other conflicts of interest regulated by law, they can nevertheless impair, or give the appearance of impairing, a Member’s independence of judgement and/or harm the City’s interests and the interests of the citizens.

c. The significance of non-legal conflicts of interest often depends on the facts and circumstances involved in each situation, and thus it is difficult to establish bright-line rules regarding when such conflicts must be disclosed and necessitate a Member to refrain from participating in a matter. Therefore, Members are entrusted to use their best judgement regarding such situations with the aim of upholding the principles established under this document and the highest possible standards of ethical conduct, and with the understanding that public disclosure of non-legal conflicts of interest, by itself, helps maintain citizens’ trust and confidence in the integrity of City government.

d. To this end, if a Member recognizes that his or her participation may create a non-legal conflict of interest, he or she should (i) discuss the matter in advance (to the extent possible) and in confidence with the City Manager and/or City Attorney regarding the appropriate action to take; and/or (ii) disclose the conflict in accordance with Section VI below and, if necessary, refrain from participating in the matter.
e. Without limiting the foregoing, a Member may participate in a City governmental decision, action, or transaction involving an organization or entity that the Member, or his or her partner, spouse, partner, domestic partner, sibling, or child is an officer, director, board member, or trustee of, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her affiliation with the organization or entity as though it were a legal conflict of interest, in the manner described in Section VI below.

f. Similarly, a Member may participate in a City governmental decision involving a person related by family to the Member, other than his or her parent, spouse, domestic partner, sibling, or child, if the Member does not have a legal conflict of interest in the governmental decision, action, or transaction. However, the Member must disclose his or her relationship with the related person as though it were a legal conflict of interest, in the manner described in Section VI below.

VI. Disclosure of Conflicts of Interest

If a Member, in the discharge of his or her official duties, recognizes that his or her participation in a matter would create a legal conflict of interest, or a non-legal conflict of interest that should or must be disclosed, the Member shall disclose the conflict of interest as follows:

a. The Member shall disclose the conflict of interest to the City Manager and his or her fellow Members as soon as he or she becomes aware of the conflict. If a Member becomes aware of a conflict during a meeting of the Council or a committee or board, the Member shall immediately disclose the conflict of interest orally.

b. In the case of a legal conflict of interest, a Member must also prepare, on a form prescribed by the City Clerk, a written statement describing the matter requiring action or decision and the nature of his or her conflict of interest, or as otherwise required by law. In the case of a Council Member, the written statement shall be distributed to the other Council Members and Mayor and filed with the City Clerk. Likewise, in the case of a Member of a board or commission, the written statement shall be distributed to the other Members of the board or commission and filed with the City Clerk. After the first time the Member has orally disclosed a conflict of interest and filed the disclosure form, the Member may subsequently orally disclose a conflict by referring to the filed form. Because Members may not attend all meetings, oral disclosure may consist of the written statement being read into the record by the presiding Member at the first regular meeting after the form has been filed. All written statements shall be filed and distributed within one week after the Member becomes aware of the legal conflict of interest. In the case of non-legal conflicts of interest that a Member discloses, the Member may file a written statement regarding the conflict.
c. If a Member does not participate in any discussion or vote on a matter due to a conflict of interest, he or she shall be counted present for the purposes of establishing a quorum to carry on the business of the Council, board, or commission, but shall be considered disqualified for the purpose of establishing the number of votes necessary to pass motions or resolutions.

VII. Hearing

Any person may file a written complaint with the City Clerk questioning a Member’s adherence to the principles stated in Section III through VI above. After reviewing the complaint, the Council may hold a public hearing only if: (1) a neutral third-party designated by the City Attorney, advises the Council that the allegations state a legally-recognized violation of the law or a legally-recognized conflict of interest; or (2) a neutral third-party designated by the City Attorney, advises the Council that the complaint has been lodged in good faith and that the alleged violation is related to the accused Member’s role as a Member.

Prior to the hearing, a letter will be sent to the accused Member stating the alleged complaint. At the hearing, the accused Member shall have the opportunity to be heard.

If, after the hearing, the Council finds a violation of the principles stated in Section III through VI above, the Council may, by a majority vote, censure the accused Member. The accused Member shall not participate in the Council’s decision to censure.

VIII. Shared Values Statement

I affirm that I believe in and am committed to upholding the values as stated in this City of Golden Valley Guiding Principles.

Signature _____________________________ Date: ______________

Printed Name: ___________________________

Refusal to sign City of Golden Valley Guiding Principles:

Signature _____________________________ Date: ______________

Printed Name: ___________________________
Guidelines for Boards and Commissions
Guidelines for Boards and Commissions

Introduction
The City Council wishes to express its appreciation to the many citizens who take time away from their personal and professional lives to serve the community through their membership on the Council’s advisory groups. Golden Valley has had a history of extensive citizen involvement. At present approximately 60 advisory commission, board, and committee members participate in providing specialized expertise so that Council decisions can be made with more complete background and knowledge than would otherwise be possible. The Council and the entire community benefit from this invaluable service.

Golden Valley is a statutory city. The legislature established it as a city in the early 1970’s. The State Statutes provide: “In any such city, there shall be...no administrative board or commission...the Council shall itself perform the duties and exercise the powers and shall govern and administer the functions for which no independent boards are authorized by statute. The Council, may, however, create boards or commissions to advise the Council with respect to any municipal function or activity or to investigate any subject of interest in the City.” This Council, and others before it, recognizes the many advantages to be gained from this approach.

The purpose of this document is to provide guidance to the Council’s advisory boards and commissions. The Council is directly responsible for the actions of its advisory boards and commissions. It is hoped that through these guidelines the expectations of the Council will be clearly understood and followed. The Mayor and Council Members welcome any request for discussion or clarification of information that is contained in these guidelines. The goals of the Council are better communication with its advisory commissions and better service to the citizens of Golden Valley.

Current Golden Valley Boards and Commissions
The Golden Valley City Council currently has seven standing advisory commissions. They are:
- Board of Zoning Appeals
- Police Employment, Accountability, and Community Engagement Commission
- Environmental Commission
- Diversity, Equity, and Inclusion Commission
- Human Services Commission
- Open Space and Recreation Commission
- Planning Commission

Short term advisory committees are appointed as needed.

These Guidelines for Advisory Boards and Commissions apply to each of these groups as appropriate and as permitted by the laws and ordinances which establish them.

I. Legal Basis of Advisory Boards and Commissions
Boards and commissions are authorized to exercise all duties which the Council has legally assigned to them. They are frequently authorized to conduct research and make recommendations. It should be remembered, however, that advisory boards and commissions may not make decisions on behalf of the Council. In many cities, it is routine practice for the Council to accept an advisory recommendation if the
commission has done a thorough and competent job. It must be emphasized, however, that it is the Council's final decision on the matter and not simply the commission recommendation which is effective to bind the municipality. No recommendation of any advisory commission takes effect unless it has been adopted by formal action of the Council. These advisory commissions may be organized in any manner deemed appropriate by the Council. The City Council may create and dissolve them, appoint persons to serve on them, and exercise powers of general supervision over them.

II. Open Meeting Law
All meetings of all public bodies in Golden Valley must be open to the public. There can be no such thing as a “closed”, “private”, or “executive” meeting or session. The only exceptions that have been recognized in the past are certain disciplinary actions conducted by the Police Civil Service Commission and some personnel and legal matters before the Council.

The Minnesota Statute requiring City Council meetings to be open to the public has been in existence for many years. A 1973 amendment and court decisions and rulings by the Minnesota Attorney General have made commissions, subcommittees, and other public bodies subject to the statute. Any person violating the open meeting requirement is subject to civil penalty.

Commissions and committees should be careful to observe the requirements of holding all meetings in public places and posting notices of meeting dates and times at the City Hall. Scheduling of meetings with the Manager’s Office will help prevent conflict with other groups over meeting times when public participation is particularly desired. Commission, board, and committee meetings will not be held on designated legal holidays or recognized religious holidays.

Any questions regarding the meaning or application of the Open Meeting Law should be directed to the staff liaison. The staff liaison will seek such advice from the City Manager, in conjunction with the City Attorney as may be necessary.

III. Commission Organization and Procedures

A. Term of Office: Appointments to commissions are made effective May 1 of each year. The length of each appointment is provided in the governing ordinance or resolution and is designated by the Council at the time of the appointment. Each permanent advisory commission should elect officers no later than its second meeting after May 1 in each year. Chairpersons of special committees may be appointed by the Council. Voluntary resignations from a commission should be communicated by letter or email from the person resigning to the Staff Liaison.

Chair and Vice Chair: The Chair and Vice-Chair shall be elected from the Commission membership by its members at its regular Annual Meeting. Members may only serve two consecutive years as the chair and vice-chair of any board or commission.

B. Meetings: Meeting times and locations are set according to each commission's bylaws. Each commission should defer to the Council's meeting policy for meetings which occur on or near recognized holidays. A quorum of the board is made up of a majority of members currently
appointed. All meetings will be conducted in accordance with the Minnesota Open Meeting Law and the City Code. The proceedings of meeting should be conducted using standard parliamentary procedure.

C. Attendance: Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager’s office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City’s boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member’s attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

D. By-Laws or Rules of Procedure: Each commission shall follow By-Laws or Rules of Procedure governing its work. Proposed amendments to By-Laws or Rules of Procedure should be submitted to the Council for review and approval prior to implementation.

E. Orientation: Staff liaisons, in conjunction with the City Manager’s department, will provide orientation for new board and commission members. The staff Liaison for each Board or Commission will provide the new member with meeting information, discuss expectations, and review pertinent issues with them prior to the next meeting of the Board or Commission.

F. Acting as a Private Citizen: A commission member testifying before the Council as a private citizen should clearly note before testimony that he/she is testifying as a private citizen.

G. Expenditures: Each Commission is authorized to incur those specific expenditures included in its final budget, as adopted by the Council. Any other expenditures require specific Council approval prior to the time the obligation is incurred. Council approval is necessary prior to solicitation of funding from outside sources for any purpose.

H. Minutes: A person will be provided by the City to take minutes for the advisory boards and commissions. Minutes serve the dual function of making an historical record of commission proceedings and of informing the Council regarding the commission’s activities. The minutes should, therefore, contain an accurate report of the sequence of events and names of citizens who appear and are heard. In addition to the formal action of the commission, a summary of the reasoning underlying such action should be included in the minutes.

I. Staff Liaison: A staff liaison is assigned to each commission. The purpose of this is to provide direct information to each commission regarding City policy and practices within its area of interest. Duties of the staff liaison are, in general, to facilitate or assist in the meetings, record
attendance, provide information and direction as requested by the commission, and to serve as a conduit for information and assignments from the City Council and the City Manager. Staff liaisons shall communicate all requests from a board or commission to the City Manager, appropriate Department Head, and the Council, as requested. It is also the responsibility of the staff liaison to inform the City Manager of any problems or issues that may arise.

The City operates under the “Plan B City Manager” form of government, in which all employees are hired and supervised by the City Manager, who in turn is responsible to the Council. Neither the Council nor any commission member has the authority to direct staff personnel. Any commission recommendations for modification of City policy and practices should be directed to the Council. The liaison will periodically inform the Chair on the members’ attendance, particularly when warnings must be sent as provided in Section III.C, and copy to the City Manager to forward to the City Council.

J. Council Liaison(s): Each year, at its organizational meeting, the Council shall assign one or more liaisons to each Board or Commission. The Council Liaison(s) will meet at least annually with the Board or Commission to which he or she is assigned. These meetings can serve as an informal means for the exchange of information between the Council and the Board or Commission, but all formal communication shall follow procedures as outlined in Section IV.

K. Subcommittees: From time to time, the Council may appoint subcommittees of certain commissions in order that special attention be concentrated in specified areas. At the same time, the Council also wants the opinion of the commission regarding each subcommittee’s recommendations.

Each subcommittee should submit any report or recommendations intended for the Council, first to the Commission for review and comment. Such review and comment should take place at the next regularly scheduled meeting of the Commission. If it does not, the report or recommendation of the subcommittee shall be forwarded to the Council without Commission consent.

The subcommittee report or recommendation, together with the commission’s comments, should be submitted to the Council at its next regularly scheduled meeting. As in the case of commission presentations, a spokesperson for the subcommittee should attend the Council meeting and be prepared to make a presentation and answer questions.

The Commission is free to appoint subcommittees of their membership as the commission sees a need.

IV. Communications To and From Commissions
A. Council Requests to Commissions: From time to time, the Council will refer items to commissions for recommendation. The purpose of such a referral is to assist the Council in gathering all pertinent facts and sharpening the issues. The referral will be communicated to the board or commission by the staff liaison. The Council would request a written report from each commission with regard to each such referral. The report should set forth all the pertinent facts
and detailed recommendations from the commission. The report should be submitted to the City Manager the Wednesday before the Council meeting so that it may be included in the agenda.

Any time a commission report comes before the Council, one representative of the commission should be present to make a presentation and answer questions. In the event there is a difference of opinion on the commission, a minority report may be presented in the same manner.

B. **Commission Requests to Council:** Any commission request or recommendation for Council action or legal opinion should be communicated from the staff liaison to the City Manager, giving a full explanation of the background of the matter. Along with the request, the commission should submit or refer to the pertinent portion of its minutes on the subject.

The request should be delivered to the City Manager on the Wednesday before the Council meeting. A presentation for the commission should be made by a representative from the commission. A minority report may also be presented.

C. **Communications with Those Other Than City Council:** Based upon past experience, the Council believes that there is some potential for misunderstanding regarding communications with persons and governmental units or agencies other than the City Council of Golden Valley. It is essential that members of commissions understand and observe appropriate policies and practices in this regard.

The essential principle involved is that the Council alone has the responsibility and authority to adopt the decisions, policies, and recommendations of the City of Golden Valley. The Council values the opinions and advice of its commissions and invites the communication of the same to the Council. The Council will take such opinions and advice into account in formulating the City’s official position.

This method of proceeding does not preclude a commission from gathering such information as may be pertinent to its activities. Commissions are free, without prior Council approval, to gather information consistent with their annual work plan or other direction given by the Council.

The matter of distribution of information to the public is one that is not capable of specific rules of practice. In general, any such communication which purports to, or has the effect of communicating an official City position or decision, should be submitted to the Council for prior approval. Other types of communications, which are purely informational and do not involve unresolved questions of City policy, may be disseminated without prior Council approval.
Minnesota Data Practices Act

Minnesota Open Meeting Law

Robert's Rules of Order Cheat Sheet
The Data Practices Act (Minnesota Statues, Chapter 13) presumes that all government data are public. State or Federal law must specifically classify data for the government to limit access. The Act also describes government’s duty to respond to data requests made by a member of the public or by the subject of the data.

**WHO?**
- The Data Practices Act applies to government entities in Minnesota, but does not apply to the Legislature or to the courts. Anyone can make a request to view or receive copies of government data. Public data are available to anyone for any reason, and private or non public data are available if the requestor is the subject of the data being requested. Confidential or protected non-public data are available only to those government employees who require access to it for work-related reasons.

**WHAT?**
- “Government data” means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Paper documents, email, CD-Roms, videotape, and computer files are all forms of “government data.”

**WHY?**
- The Act seeks to balance three principles: 1) Government’s need to have data to do its work; 2) The need to maintain an accountable and transparent government; and 3) The need to protect individual privacy rights.

**WHEN?**
- Government must respond to a request of public data within a reasonable amount of time. Government must respond to requests for data immediately or within ten business days.

**HOW?**
- **Step 1:** A person submits a data request to the Responsible Authority for the government entity that maintains the data. If the request is for private information, the government entity may ask for proof of identity.
- **Step 2:** The government entity retrieves the responsive data, if it has any.
- **Step 3:** The entity reviews the requested data. If the government entity denies access to any of the requested data, it must inform the requestor of the specific law that justifies the denial.
- **Step 4:** The government entity provides access to the data and collects copy costs, if copies are requested.

**HOW MUCH?**
- Government may charge limited amounts for copies. Inspection of government records is always free. Government may never charge for the cost of separating public and not public data (i.e. redaction).

  **For members of the public:** If the request is for 100 or fewer printed black and white pages: no more than $0.25 per page.

  **For all other requests (including electronic data):** Actual cost of searching and retrieving the data, and for making the copies.

  **For data subjects:** For all requests: Only the actual cost of making the copies. Government may not charge for search and retrieval time.
The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires meetings of public bodies to be open to the public. The law also identifies limited times when a public body may or must hold a closed meeting, and the requirements for doing so. The Open Meeting Law does not address administrative concerns like agendas, meeting minutes, or parliamentary procedure (such as Roberts Rules). There may be other laws public bodies have to follow that affect how they conduct their meetings.

--- WHO? ---

**Public bodies:** public bodies are defined in the law and included State-level public bodies and local public bodies (such as county boards, city councils, and school boards). State public bodies and local public bodies have different requirements. The law also applies to committees, subcommittees, boards, departments, or commissions of public bodies.

**The public:** The public has the right to attend open meetings to observe the decision-making process of its governing bodies. The Open Meeting Law does not require that public bodies allow public participation at the meetings, but it does not prohibit public participation, either.

--- WHAT? ---

A public meeting occurs whenever a quorum (majority) of the public body is present and discusses official business. There are three types of meetings: regular meetings, special meetings, and emergency meetings. A meeting or a portion of a meeting may be closed if the circumstances allow or require closure. Those meetings must be recorded (except those closed for discussions protected by attorney-client privilege).

--- WHEN? ---

Every public meeting must be properly noticed. The Open Meeting Law has different requirements for notifying the public regarding when and where meetings are to take place depending on the type of meeting to be held:

**Regular meetings:** Public bodies must have a schedule of regular meetings.

**Special meetings:** Any meeting not on the regular schedule or that takes place at a different time, date, or location, than a regular meeting requires a special meeting notice.

- The notice must include time, date, location, and purpose of the special meeting
- The public body must post the notice at least three days before the meeting
- A public body may only discuss matters related to those listed on the notice.

**Emergency meetings:** Special meetings urgent circumstances do not allow for the three-day notice, such as in the event of a natural disaster. No additional notice is required, except that public bodies must make a good faith effort to notify media that have requested notice.

--- WHY? ---

The Minnesota Supreme Court has stated that the purpose of the Open Meeting Law is to:

- Prohibit public bodies from holding secret meetings where they may hide their decision making process from the public
- To allow the public to be informed
- To allow the public to present its views to their public bodies
ROBERTS RULES CHEAT SHEET

<table>
<thead>
<tr>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess</td>
<td>&quot;I move that we recess until…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Suspend further consideration of something</td>
<td>&quot;I move that we table it&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>&quot;I move we postpone this matter until…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move that this motion be amended by…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>&quot;I move that…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

<table>
<thead>
<tr>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object to procedure or personal affront</td>
<td>&quot;Point of order&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>&quot;Point of information&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Ask for vote by actual count to verify voice vote</td>
<td>&quot;I call for a division of the house&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None unless someone objects</td>
</tr>
<tr>
<td>Object to considering some undiplomatic or improper matter</td>
<td>&quot;I object to consideration of this question&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Take up matter previously tabled</td>
<td>&quot;I move we take from the table…&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of</td>
<td>&quot;I move we now (or later) reconsider our action relative to…&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Only if original motion was debatable</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>&quot;I move we suspend the rules and consider…&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>&quot;I appeal the Chair’s decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).
PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor
• The chair recognizes the member by name

How the Motion is Brought Before the Assembly

• The member makes the motion: I move that (or “to”) ... and resumes his seat.
• Another member seconds the motion: I second the motion or I second it or second.
• The chair states the motion: It is moved and seconded that ... Are you ready for the question?

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: The question is on the adoption of the motion that ... As many as are in favor, say ‘Aye’. (Pause for response.) Those opposed, say ‘Nay’. (Pause for response.) Those abstained please say ‘Aye’.

The chair announces the result of the vote.

1. The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
2. The nays have it and the motion fails

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite
City of Golden Valley
Board and Commission Member Orientation
Agenda

- Commitment to Community
- City of Golden Valley Structure
- City Boards and Commissions Structure
- Board and Commission Member Roles & Responsibilities
Commitment to Community
All Are Welcome

The City of Golden Valley believes in and stands for the values of social equity, inclusion, and justice.

We embrace diversity and recognize the rights of individuals to live their lives with dignity, free of discrimination, fear, violence, and hate.

We welcome individuals to Golden Valley regardless of race, color, creed, religion, national origin, immigration status, gender, gender identity, marital status, age, disability, economic status, sexual orientation, familial status, or cultural background.

We strive to provide fair and unbiased services and programs, giving opportunities for all.

We are dedicated to being a supportive and united community, strengthened by the diversity of our residents and visitors.
Vision & Mission

Vision
Golden Valley strives to creatively connect people and places, preserve and enhance community resources, and nurture opportunities for all.

Mission
The City of Golden Valley delivers high-quality, responsive services to ensure the community remains a vibrant and welcoming environment in which to live, work, and play.
Our Values

Why And How We Work

Communication  Respect
Community  Innovation
Inclusion  Courage
Integrity  Accountability
Golden Valley Commitment to Equity

• Provides free legal and title services to help property owners find discriminatory covenants and discharge them from their property titles.

• Provides education opportunities to help communities acknowledge this racist history and pursue reconciliation and anti-racist solutions.

• Take action to dismantle the racist systems that deny opportunities to communities of color, and by investing in solutions that create equity.

Equity and Inclusion Manager

Kiarra Zackery

Community Connection and Outreach Specialist

Airrion Williams

• Directs and develops initiatives in policy, practice and community engagement to develop equitable outcomes internally and externally;

• Develops and facilitates staff training and professional development;

• Manages and updates the City’s Equity Plan;

• Collaborates with staff in all departments; and

• Staff Liaison to the Diversity, Equity and Inclusion Commission.

• Build partnerships within the Community to increase engagement and connections.

• Building trust and establishing collaborative relationships with underrepresented communities

• Assist with data collection to improve outreach and education

• Assist with developing and implementing civic engagement strategies to increase participation among diverse populations

• Staff Liaison for the Police Employment, Accountability, and Community Engagement Commission in collaboration with the Police Department.

GOLDEN VALLEY JUST DEEDS

3 City Council meeting & Planning Commission meeting minutes show a requirement for racially restrictive covenants

15% Higher value on homes with Racially Restrictive Covenants

1,604 Golden Valley properties have racially restrictive covenants

33 YEARS OF RACIALLY RESTRICTIVE COVENANTS IN GOLDEN VALLEY

Disparities that exist today: household income, school funding, access to health care, police, green spaces and neighborhood parks, public transportation, convenient & affordable grocery stores and other retail, and nearby jobs that pay living wages.

61 City-owned properties with racially restrictive covenants
City Demographics

- Population – 22,552
- Location – 10.5 square miles, located five miles west of downtown Minneapolis
- Median Age – 45.6
- Race – White 80%, Persons of Color 20%
- Median Household Income - $98,100
- Plan B form of Government
Current City Council

Shep Harris
Mayor (2023)

Kimberly Sanberg
Council Member (2023)

Denise La Mere-Anderson
Council Member (2025)

Maurice Harris
Council Member (2023)

Gillian Rosenquist
Council Member (2025)
City Staff **Leadership Team**

- City Council point-of-contact
- Administers City business – including hiring and directing City staff
- Assists Council with developing policies
- Implements policies and directives of the Council

Tim Cruikshank  
City Manager

Kirsten Santelices  
Deputy City Manager/Human Resources Director

Maria Cisneros  
City Attorney

Cheryl Weiler  
Communications Director

Rick Birno  
Parks and Recreation Director

Sue Virnig  
Finance Director

Tim Kieffer  
Public Works Director

Marc Nevinski  
Physical Development Director

Virgil Green  
Chief of Police

John Crelly  
Fire Chief
Organizational Priorities

- Strategic Development & Redevelopment
- Effective Governance
- Infrastructure Maintenance & Enhancement
- Financial Wellness
- Community Affairs
How Everyone Works Together

**Community Role**
- Elect Council and Mayor
- Participate in community input – which may include Board/Commission and Task Force initiatives

**Mayor and Council Role**
- Make decisions based on provided input

**Board/Commission/Task Force Role**
- Study issues and provide input to City Council
- Council makes final decisions that may or may not reflect the recommendations of the advisory body.

**Process**
- The process includes discussions and debates; and may result in split votes, and dialogue is open and respectful.

**Staff Role**
- Study issues and provide professional recommendations to the Council and Boards, Commissions, and Task Forces
- Carry out policy and directives from City Council
Board and Commission Structure

Ordinance
- Laws passed by the City Council creating and setting rules for City commissions

Bylaws
- Commission governing document – approved by Council

Quorum
- Majority of seated members required to vote on business items
- Meetings can be held without a quorum, but cannot conduct business by taking votes on motions.

Roberts Rules
- Procedure used to run Commission meetings

Officers
- Chair (1 year)
- Vice Chair (1 year)
- Max 2 consecutive years and Chair and Vice Chair

Types of Meetings
- Regular
- Special

Meeting Packet
- Agenda
- Minutes
- Additional Supporting Documents
# Work Flow Calendar

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March-April</th>
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<tbody>
<tr>
<td>● New member recruitment begins</td>
<td>● Joint Board, Commission, and City Council Meeting</td>
<td>● Boards/Commissions begin submitting annual work plans to Council (Example)</td>
</tr>
<tr>
<td>● City Council hosts annual strategy session</td>
<td></td>
<td>● Reappointment Process Begins</td>
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<td></td>
<td>● City Manager’s Office reviews attendance for the previous year (April-March)</td>
</tr>
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<tr>
<td></td>
<td></td>
<td>● Reappointments and new member appointments effective May 1</td>
</tr>
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<td></td>
<td></td>
<td>● Boards/Commissions conduct ongoing regular business</td>
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<tr>
<td></td>
<td></td>
<td>● Policies and initiatives that were not included in the Council’s action steps or Board and</td>
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<tr>
<td></td>
<td></td>
<td>Commission annual work plan become recommendations for Council consideration at the next</td>
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<tr>
<td></td>
<td></td>
<td>annual strategy session.</td>
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<tr>
<td></td>
<td></td>
<td>● Other initiatives may take priority as the Council and Commissions work to be responsive</td>
</tr>
<tr>
<td></td>
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<td>to community needs.</td>
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<tr>
<td></td>
<td>● Review Commission bylaws (first meeting in May)</td>
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<td></td>
<td>● Annual Board/Commission Appreciation Dinner</td>
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</tbody>
</table>
### Current City Board and Commissions

<table>
<thead>
<tr>
<th>Board of Zoning Appeals</th>
<th>Diversity, Equity and Inclusion Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet to hear requests for variances from the zoning code (which is the City’s main form of land use regulation).</td>
<td>Advises, recommends, and assists Council in matters relating to diversity, equity, inclusion, and human rights. The mission of the Golden Valley DEIC is to promote and nurture a safe and welcoming community dedicated to the values of social equity, inclusion, and justice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Commission</th>
<th>Human Services Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advises and makes recommendations to the Council in matters that affect the environment.</td>
<td>Plans and holds fundraisers and events to help raise money to meet previously identified human service needs in the community. Advises City Council on allocation of funds.</td>
</tr>
</tbody>
</table>
Police Employment, Accountability and Community Engagement (PEACE) Commission

Help the Golden Valley Police Department innovate and transform its provision of public safety services based on community input and needs, and to assure that the department provides inclusive, community-centered service.

Planning Commission

Advises, recommends, and assists Council in matters relating to planning and growth of the City, including issues relating to the social, economic, and physical environment.

Open Space and Recreation Commission

Advises, recommends, and assists Council in policies and plans relating to open space needs, parks and recreation programs, trail systems, and Brookview Golf Course.
Board and Commission Members
Roles and Responsibilities
# Board/Commission Roles

<table>
<thead>
<tr>
<th>Role of Board/Commission</th>
<th>Not Role of Board/Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss matters within the scope of the board/commission, as defined by Council-approved work plan, bylaws and City Code, or as directed by City Council.</td>
<td>Boards/Commissions do not direct the work of City staff.</td>
</tr>
<tr>
<td>Conduct research, including gathering community input and subject matter expert advice.</td>
<td>Cannot direct the use of City funds With the exception of Board/Commission’s Council-approved budget.</td>
</tr>
<tr>
<td>Advise the Council on topics within the scope of the Board/Commission’s work, and submit recommendations as voted upon by the Board/Commission.</td>
<td></td>
</tr>
</tbody>
</table>

We will not always agree, but we share the same end goals:

- Provide Council with the best information possible
- Result in smart outcomes for the City!
Member Expectations

- **Prepare** by reading agenda and previous meeting minutes prior to meeting
- **Attend** meetings & events
- **Participate** during meetings and planned events
- **Monitor** emails on a regular basis.
- **Communicate** with staff liaison
- **Respect** all
- **Follow** the Guidelines and Guiding Principles

¡OJO!

- Members are expected to attend all meetings & the joint meeting
- Staff liaisons track attendance at each meeting
- Virtual attendance is allowed in limited circumstances under virtual attendance policy
Open Meeting Law

Purpose
- Prohibits secret meetings
- Ensures the public’s right to be informed
- Gives the public an opportunity to participate

Rules
- Meetings must be open to the public and noticed in advance
- Violations occur when a quorum of members meet and decide business in private

This law pertains to emailing, phone calls, social media and texting!
Written Records and Communication Methods

• How Council Gets Board/Commission Updates:
  • Meeting Minutes
  • Staff Report (written by Staff)
  • Annual Report/Work Plan
  • Joint Council, Board, and Commission meeting

• Official City Communications – City Staff and Council
  • Media Requests
  • T.V. Spots
  • Social Media
  • City Website
  • Marketing and Graphics
Thank you for your service!