



MEMORANDUM

COMMUNITY DEVELOPMENT

Planning & Sustainability Division

763-593-8095

Date: October 27, 2025

To: Golden Valley Planning Commission

From: Jacquelyn Kramer, Senior Planner

Subject: Ordinance Amending Chapter 109 - Subdivisions

Planning Analysis

City Code Section 113-29 governs the process for amending the zoning code. Zoning text amendments may be initiated by the City or by an outside applicant. Planning Commission holds a public hearing, reviews the application, and makes a recommendation to City Council.

Level of Discretion in Decision Making

The City has a high level of discretion when considering changes to the zoning code. Zoning text amendments are considered a legislative action, which gives City Council broad authority to amend the zoning code in the interest of the general health, safety, and welfare of the community.

Proposed Ordinance

Staff proposes amending Division 4, which governs Minor Subdivisions and Consolidations, by allowing these applications to be approved administratively rather than by City Council. State statute strictly defines the criteria cities must use when considering these applications. These actions are considered quasi-judicial and cities have very little discretion when considering these applications. Staff proposes an administrative review process that uses the same criteria as the current code and state statute. Section 109-122 would be amended to describe the administrative review and approval process.

Staff also proposes adding Section 109-124 which would allow lot line adjustments to be approved administratively. Currently, City Code does not have a process for property owners to adjust interior property lines between two lots, which has created confusion and additional cost for residents who would like to buy or sell a small piece of land to their neighbor. Lot line adjustments would have additional approval standards and this process could not be used to create a nonconforming or unbuildable lot.

Staff recommend the following minor changes as part of this code update:

1. Adding a new definition “lot line adjustment” to Section 109-1 Definitions.
2. Adding Section 109-93(c) which would allow preliminary and final plats to be filed, processed, and approved concurrently.
3. Extending the deadline to record approved final plats from 60 days to 120 days.
4. Miscellaneous formatting corrections.

Public Notification

To comply with State law and the City’s public hearing notice requirements, the City published a public hearing notice in the Sun Post Newspaper. At the time of this report staff has received no comments on the proposed ordinance.

Next Steps

City Council will take action on the proposed code amendments on November 18, 2025

Staff Contact

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