

PLANNING COMMISSION WORKSHOP

6:00 PM

AUGUST 25, 2015

CITY COUNCIL CHAMBERS

SHOREVIEW CITY HALL

Agenda

1. Review of Meeting Process
2. May 26, 2015 Workshop Minutes
3. June 23, 2015 Workshop Minutes
4. Ex Parte Communications
5. Planning Commission Work Program/Priorities
6. Training
7. Adjournment

DRAFT
SHOREVIEW PLANNING COMMISSION
WORKSHOP MEETING MINUTES
MAY 26, 2015

CALL TO ORDER

Chair Solomonson called the June 23, 2015 Planning Commission meeting workshop to order at 6:45 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson; Commissioners, Doan, Ferrington, McCool, Peterson, Schumer, and Thompson.

DISCUSSION

Accessory Structures

The Commission reviewed options regarding the amendment to the City's accessory structure regulations for residential properties. In general, Commission members were supportive of revised regulations that did have a tiered approach to the permitted size of a structure based on the lot size and size of the dwelling unit. Options were reviewed that increased the permissible square footage by percentage of the dwelling unit foundation area, eliminated a cap, increase permitted areas for second detached accessory structures on larger lots and increase the required structure setbacks.

Commission members were supportive of potentially allowing more square footage on larger properties, increasing required structure setbacks but were concerned about not have a maximum area defined.

Planning Commission Work Program/Priorities

The Commission was asked to think about work programs and priorities to assist staff in prioritizing tasks. Recent discussions with the Planning Commission have addressed accessory structures and building height. Some Commission members have expressed interest in addressing other issues. Prioritizing these items will assist staff in managing workload.

Comprehensive Plan Update

The Metropolitan Council recently revised their policy plans and system statements regarding transportation, housing, parks and water resources. Local communities will be notified later this year of the policy changes and impact on the local community. Once the System Statements are received, they will be used to determine the extent of changes needed Shoreview's plan. The Staff will then begin to work on establishing a process for the Comprehensive Plan update.

received, they will be used to determine the extent of changes needed Shoreview's plan. The Staff will then begin to work on establishing a process for the Comprehensive Plan update.

ADJOURNMENT

The workshop adjourned at 6:55 pm.

DRAFT
SHOREVIEW PLANNING COMMISSION
WORKSHOP MEETING MINUTES
JUNE 23, 2015

CALL TO ORDER

Chair Solomonson called the June 23, 2015 Planning Commission meeting workshop to order at 6:45 p.m.

ROLL CALL

The following Commissioners were present: Chair Solomonson; Commissioners, Doan, Ferrington, McCool and Schumer.

Commissioners Peterson and Thompson were absent.

DISCUSSION

Assistant to the City Manager, Rebecca Olson, presented the Committee/Commission Handbook. The Handbook outlines the roles and responsibilities as well as other items such as the open meeting law, appointment policy and attendance policy. The Commissioners reviewed the handbook and discusses some of its contents including communication with the public.

ADJOURNMENT

The workshop adjourned at 6:57 pm.

Planning Commission Bylaws



the vote was unanimous, the names of those voting for or against the motion). If the motion called for or recommended adoption of an ordinance or resolution, or the acceptance of a report, the minutes shall also include a copy of the ordinance, resolution or report.

SECTION 12. COMMUNICATIONS

(A) Ex Parte Communications.

1. Ex parte communications are contacts, whether oral or written, direct or indirect, which occur outside the public meeting forum between individuals seeking to influence the decisions of the Planning Commission and individual members of the Planning Commission in which such member discusses the merits of any matter which may or will be subject to such Commissioner's vote. Such contacts include, without limitation, meetings with project proponents or opponents, residents, property owners, citizens or other interested parties separate from Planning Commission meetings, and telephone calls or letters which attempt to influence a Commissioner's opinion on a matter which may or will be subject to the Commissioner's vote.
2. Exclusions. Notwithstanding Section 12(A) above, ex parte communications shall not include the following:
 - (a) Written communications delivered to City Staff for distribution to all members of the Planning Commission as part of each member's public meeting packet and which thereby become available to all interested parties and constitute communications within the public meeting forum; or
 - (b) The conduct of site visits by members of the Planning Commission provided that all such members are able to, and do, conduct such visits for the specific purpose of gathering physical facts and data, and without any unnecessary contact with any project proponents or opponents, residents, property owners, citizens or other interested parties, or any of their respective representatives.
3. Ex Parte Communications Prohibited In Connection With Quasi-Judicial Matters. In the interest of avoiding bias or undue influence, or the appearance of bias or undue influence, all Planning Commission members shall refrain from engaging in any ex parte communication related to any Quasi-Judicial Matters. In the event any Planning Commission member is contacted by any project proponents or opponents, residents, property owners, citizens or other interested parties, or any of their respective representatives, under circumstances where the Planning Commission member has reason to believe that an ex parte communication related to a Quasi-Judicial Matter will or may occur, such member shall promptly inform such interested party that the Planning Commission member cannot discuss the matter or have any contact with such interested party on the subject of such matter other than at a Planning Commission meeting. Members are encouraged to recommend to all such interested parties that they attend meetings of the Planning Commission to publicly express their views, or that they otherwise deliver written comments to the office of City Staff for distribution to Planning Commission members.
4. Disclosure of Ex Parte Communications/Abstention. When any ex parte communication occurs, each Planning Commission member participating in such ex parte communication shall promptly notify the Chairperson and City Staff of the occurrence of such ex parte communication, and shall divulge the occurrence and substance of such communication on the record at the commencement of the public

Planning Commission Bylaws



hearing to which such communication pertains. In doing so, each member shall disclose, if known, the name of the party or parties participating in such communication, the substance of such communication, and whether, in the opinion of such member, such communication has caused such member to become biased in connection with any public vote on such matter. If, in the opinion of that member, an ex parte communication has caused such member to become biased in connection with any public vote on a matter, such member shall refrain from participation in any discussion of such matter, and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that such member refrained from all such participation and that no vote was cast by such member.

5. "Quasi-Judicial Matters" Defined. For purposes of this Section 12, "Quasi-Judicial Matters" shall mean such matters as to which the Planning Commission determines the legal rights, duties or privileges of specific parties in a public hearing or other contested case proceeding over which the Planning Commission has jurisdiction. By way of example only, Quasi-judicial matters do not include legislative actions recommending, adopting, amending or revising comprehensive plans, zoning ordinances, other land use planning documents, or other similar matters.

(B) Communication between Members Outside of Meetings. Planning Commission-related communication between members when a quorum of voting members is present constitutes a violation of open meeting laws if it takes place outside of publicly-noticed meetings. Members are prohibited from discussing Planning Commission business in such a situation. Since email communication is common outside of meetings, the following email protocol is adopted:

1. Any email communication intended for a majority of Planning Commission members should go through the City Staff Liaison so that an appropriate record can be established.
2. Members should not respond "reply all" to group messages.
3. Members should not blind copy (bcc) other members.

Members must not engage in a serial discussion of Planning Commission business. A serial discussion occurs when members discuss official business with a majority of voting members through successive communications. Serial communication can occur through a combination of communication methods such as "face to face," email, telephone or on a social media site.

(C) Public Announcements and Press Releases

The City's Communications and Marketing Department will approve and coordinate any public announcements, press releases or other media contact desired by the Planning Commission.

SECTION 13. RULES OF PROCEDURE FOR PLANNING COMMISSION MEETINGS

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rule of Order of Standard Parliamentary Procedure 10th Edition, or such later edition as may then be in effect ("Robert's Rules").

- Submit budget requests for the Committee/Commission members to attend training sessions or other events.

Section 3.04 Relationship with City Council

Members serve an important role in extending the reach of the democratic process into the community. The City Council relies on the work of City Committees and Commissions, however, members should be aware of and sensitive to the Council's need to balance priorities and goals for the entire city.

Members of Committees/Commissions should:

- Think of themselves as advisors to the City Council and ambassadors of the City.
- Make their decisions based on their collective judgment and not try to predict what action the City Council may take.

Section 3.05 Communications and Media Relations

As a Committee/Commission member, you will sometimes be asked to communicate information to the public or media. Communicating accurate, timely and professional information is important to the quality and credibility of this information. Things to remember as a member include:

- You are an ambassador of the city. You represent the interests of the City and your words and actions reflect that role.
- If you are asked to be interviewed as a Committee/Commission member, it is generally recommended that you first talk with your staff liaison.

Section 3.06 Social Media

Members of city Commissions and Committees are increasingly called upon to communicate with the general public and stakeholders via a wide variety of channels. Social media such as Twitter, Facebook or professional networks like LinkedIn are becoming one of the busiest media platforms where citizens are spending more and more time.

Many members use social media in various ways. However the 'personal' style of social media can make it difficult to draw the line between public/professional and private use. As an ambassador of the City, it is important to remember that your statements and opinions must remain personal and cannot be regarded as representing the City's nor your Committee/Commission's official position. Please consider this when posting on social media on topics that could be related to your work with the City and do not give the impression that you are speaking on behalf of the City, or Committee/Commission. Exercise good judgment and remember that even when you write in your personal capacity, you are still a Commission/Committee member.



Click here to register online.

(Payment methods accepted are credit card, check and purchase order.)

Click here to download the 2015 Land Use Workshops brochure.

2015 Workshop Schedule

May 21, 2015 8:00 a.m.- 12:00 noon	Community Solar Gardens Shoreview Community Center 4580 Victoria Street North, Shoreview, MN Fee: \$70
May 27, 2015 9:00 - 4:30 p.m.	Basics of Planning & Zoning Initiative Foundation 405 First Street SE, Little Falls, MN Fee: \$135 (includes lunch)
June 9, 2015 9:00 - 4:30 p.m.	Beyond the Basics Planning & Zoning Initiative Foundation Community Room 405 First Street SE, Little Falls, MN Fee: \$135 (includes lunch)
June 10, 2015 6:00-9:00 p.m	Your Role as Planning Commission Member League of Minnesota Cities 145 University Ave. W., St. Paul, MN Fee: \$50
July 15, 2015 4:00 - 6:00 p.m.	Understanding Groundwater: An Invisible Yet Critical Resource Southwest State University 1501 State Street, Marshall, MN Fee: none
July 23, 2015 8:30 a.m. - 12:30 p.m.	Emerging Issues for Professional Planners (Advanced Zoning for Staff) League of Minnesota Cities 145 University Ave. W., St. Paul Fee: \$70
July 29, 2015 4:00 - 6:00 p.m	Understanding Groundwater: An Invisible Yet Critical Resource Thumper Pond Resort 300 Thumper Lodge Trail, Ottertail, MN Fee: none
August 13, 2015 4:00 - 6:00 p.m	Understanding Groundwater: An Invisible Yet Critical Resource Cascade Meadow Wetlands 2900 19th Street NW, Rochester, MN

Each year GTS Educational Events presents a series of Land Use Planning workshops in various Minnesota locations designed especially for citizen planners & staff. These sessions provide opportunities for in-depth study of current topics and hands-on applications. These workshops are offered in full-day and half-day formats and provide attendees with practical content and extensive handouts guaranteed to help in all phases of land use planning. Presenters have extensive backgrounds in both planning and

instruction. **Core Programs** cover basic issues related to all cities, counties and townships regardless of size or location. As they have been designed to build upon each other, participants are encouraged to attend them in sequence.

Special Focus Programs cover specific topics of interest to jurisdictions addressing particular situations or issues. Co-sponsors for the 2015 series are: APA Minnesota, Association of Minnesota Counties, Initiative Foundation, League of Minnesota Cities, Metropolitan Council, Minnesota Association of Townships and National Joint Powers Alliance.

Looking for information on the Groundwater: Managing an Invisible Resource workshop? (designed for Soil and Water Conservation District employees)

[click here to access the workshop webpage](#)

	Fee: none
August 19, 2015 4:00 - 6:00 p.m	Understanding Groundwater: An Invisible Yet Critical Resource Stearns County Service Center 3301 County Road 138, Waite Park, MN Fee: none
Sept. 10, 2015 9:00 a.m. - 4:30 p.m.	Basics of Planning & Zoning Shoreview Community Center 4580 Victoria Street North, Shoreview, MN Fee: \$135(includes lunch)
Sept. 23, 2015 8:00 a.m. - 12:00 p.m.	Basics of Planning & Zoning (condensed session) <i>in conjunction with 2015 APA Minnesota Conference</i> Sanford Convention Center 1111 Event Center Drive NE, Bemidji, MN Fee: \$70
Oct. 22, 2015 1:00-5:00 p.m.	A Practical Guide to Variances in Shorelands and Floodplains Best Western Kelly Inn 100 4th Avenue S., St. Cloud, MN Fee: \$70
Oct. 28, 2015 9:00 a.m. - 4:30 p.m.	Comprehensive Planning - It's Not the Same Old, Same Old Doubletree by Hilton 7800 Normandale Blvd., Bloomington, MN Fee: \$110 (includes lunch)
Nov. 4, 2015 1:00 - 5:00 p.m.	Your Role as Planning Commission Member Initiative Foundation 405 First Street SE, Little Falls, MN Fee: \$70
Nov. 19, 2015 9:00 a.m. - 4:30 p.m.	Beyond the Basics Planning & Zoning Shoreview Community Center 4580 Victoria Street N., Shoreview, MN Fee: \$135 (includes lunch)