

MISSION STATEMENT: “The City of Mound, through teamwork and cooperation, provides, at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive and flourishing community.”

**MOUND PLANNING COMMISSION
REGULAR MEETING AGENDA
TUESDAY, JANUARY 7, 2025, 6:00 P.M.
COUNCIL CHAMBERS, MOUND CENTENNIAL BUILDING
5341 MAYWOOD ROAD, MOUND, MN**

- 1. Call to Order**
- 2. Swearing in of Planning Commissioners by City Manager Jesse Dickson***
- 3. Roll Call**
- 4. Discussion/action - Election of Chair and Vice Chair***
- 5. Review and approval of agenda, including any amendments**
- 6. Review and action on December 3, 2024 Planning Commission minutes** **1 - 3**
- 7. Planning Commission Candidate Interview***

6:15 p.m. Sheri Wallace

- 8. Board of Adjustment and Appeals - None**

- 9. Old / New Business**

- A. Discussion/action – 2025 Planning Commission Work Rules*
- B. Discussion/action – possible date for annual concurrent Planning Commission and City Council meeting for discussion of 2024 projects and preparation of 2025 work plan with Staff recommended date of Tuesday, February 18, 2025 at 6:00 p.m.*
- C. 2025 Planning Commission Meeting Dates Cancellation and Scheduling of Special/Rescheduled Meeting Dates*
- D. City Council Liaison and Staff Project Update / Report

**These agenda items are included in the packet under pages 4-16.*

- 10. Information Items - None**

- 11. Adjourn**

The Planning Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters. Mound City Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application. For each agenda item the Commission will receive reports prepared by the City staff, open the hearing to the public, and discuss the action on the application.”

QUESTIONS: Call Sarah Smith at 952-472-0604

MEETING MINUTES
RESCHEDULED PLANNING COMMISSION
DECEMBER 3, 2024

Chair Goode called the meeting to order at 7:00 p.m.

ROLL CALL

Members present: David Goode, Kristin Young, Derek Archambault, Samantha Wacker, Nick Rosener, and Kathy McEnaney.

Members Absent: Jake Savstrom, Jason Baker, and Drew Heal.

Staff present: Sarah Smith, Rita Trapp (Consulting Planner), and Sarah Lenz, Administrative Assistant.

Members of the public: None

APPROVAL OF MEETING AGENDA

Motion by Goode, seconded by Archambault, to approve the agenda. Motion carried.

APPROVAL OF NOVEMBER 19, 2024 SPECIAL/RESCHEDULED MEETING MINUTES

Motion by Goode, seconded by Archambault, to approve the November 19, 2024 special/rescheduled meeting minutes as written. Motion carried.

BOARD OF ADJUSTMENTS AND APPEALS

Planning Commission Review/recommendation on proposed amendments to City Code Chapter 119 (Signage) – *Continued from the November 19, 2024 special/rescheduled meeting.*

Trapp addressed there were revised signage regulations in the packet for review. Trapp said the items under review were alphabetizing, banners and pennants, code definition changes, and a new section related to murals at the end of the document. Trapp asked if there were any further comments or questions regarding the changes from the Planning Commission (PC).

Rosener asked Trapp to review the procedures and next steps for the mural plan.

Trapp explained the mural plan will be review and approved by the City Council, Trapp said there are specific items in the code such as location, size, height, color, lighting and orientation of murals with a design sketch.

Rosener asked about the type of banners which span the width of the street which are reserved for quasi-governmental use only. Trapp said those signs need permission from the owner of the roadway and are reserved for governmental and special event use.

Motion by Goode, seconded by Rosener, to approve the proposed amendments to chapter 119 of the City Code. All voted in favor. Motion carried.

OLD/NEW BUSINESS

- A. Planning Commission review/recommendation regarding reappointment of Planning Commission members Goode, Heal and Rosener (3-year terms).

Goode stated that the three commissioners whose terms are up have expressed interest in serving another 3-year term. Goode said he and commissioner Rosener are going to abstain from voting.

Motion by Archambault, seconded by Young, to recommend approval of commissioners Goode, Heal, and Rosener. Archambault, Young, and Wacker voted in favor. Goode and Rosener abstained. Motion carried.

- B. Planning Commission review/recommendation on proposed amendment to Planning Commission Work Rules to change meeting start time from 7:00 p.m. – 6:00 p.m.

Goode said the PC needs to formally change its work rules to reflect the meeting start time of 6:00 p.m. The PC discussed amending the mandatory end time of the meeting from 11:00 p.m. to 10:00 p.m. Rosener asked if the PC needs an end time and the reason why there is one. Goode said it sets a frame work for the meeting and encourages the Chair to keep things moving.

Motion by Goode, seconded by Wacker, to approve the PC meeting time frame from 6:00 p.m. to 10:00 p.m. unless waived by the majority. All voted in favor. Motion carried.

- C. Council liaison and staff report/update

Smith said staff are gearing up for special events in 2025, Smith listed the following;

- Polar plunge
- Tree lighting over
- Two new housing starts
- New building applications coming in
- Demo permit and foundation permit application for the Minnetonka Flats project

Goode mentioned a newspaper article regarding the recruitment of PC members. Smith said the PC will be moving forward with interviews in January.

- D. Upcoming meeting date: Tues. January 7, 2025 Regular Meeting at 6:00 p.m. Smith mentioned this was Archambault's last PC meeting.

ADJOURNMENT

Motion by Rosener, seconded by Archambault to adjourn the meeting at 7:19 p.m. All voted in favor. Motion carried.

Submitted by Sarah Lenz.

Memorandum

To: Planning Commission
From: Sarah Smith, Community Development Director
Date: January 3, 2025
Re: Staff Memorandum for the Tuesday, January 7, 2025 Planning Commission Meeting

Agenda Item No. 2 - Planning Commission Reappointments. The City Council, at its December 10, 2024 meeting, reappointed David Goode, Drew Heal and Nick Rosener to new terms on the Planning Commission. City Manager Jesse Dickson will be present at the January 7th meeting to swear in the members for their new terms.

Agenda Item No. 4 - Election of Chair and Vice Chair. As required by the Planning Commission Work Rules, the Planning Commission will elect a Chair and Vice Chair for 2025 from its members and is to be done by written ballot. A ballot has been included as an attachment to the Staff Memorandum for the January 7, 2025 meeting.

Agenda Item No. 7 - Planning Commission Vacancies and Candidate Interview. Due to the resignation of 2 Planning Commission members, there are 2 vacancies on the Planning Commission. These terms expire on December 31, 2025. . The candidate appointed to the Planning Commission will fill out the remaining portion of the term. The original deadline for application submittal was Fri., Nov. 22nd. However, the submittal date was extended to Fri., Dec 27th due to an error in title of the notice that was published in the Laker newspaper.

Planning Commission Interview and City Council Attendance. The City received 2 applications. However, 1 candidate notified Staff on December 30th that they would be withdrawing from the application process. The Planning Commission is scheduled to interview Ms. Sheri Wallace at 6:15 p.m. as part of its regular meeting on Tuesday, January 7, 2025.

A copy of the *Applicant Information Volunteer Commission Form* for the candidate was provided under separate cover and is not part of the Planning Commission agenda packet for the January 7th meeting as some of the information in the application is not public data. Therefore, members are requested to not share information contained in the candidate application materials. After the interviews, Planning Commission members are respectfully requested to turn in any printed application materials to Staff.

A public notice was posted on the City Hall bulletin board and website so that the City Council, including a quorum of body, could attend the Tuesday, January 7, 2025 meeting for the interviews and the Planning Commission's discussion and recommendation.

Interview Procedure and Planning Commission Voting. The interview is scheduled for 10 minutes. Planning Commissioners are requested to develop one question to be asked of the candidate. Following the completion of the interview, a written ballot method of voting will be used by the Planning Commission. The ballot is being included as an attachment to the Staff Memorandum for the January 7th regular meeting. Ballots are kept in the journal of the Planning Commission containing meeting minutes. The candidate who receives the lowest number is the top candidate to be recommended by the Planning Commission for City Council appointment. The Planning Commission's recommendations for appointment will be forwarded to the City Council for consideration at its Tuesday, January 14, 2025 meeting.

Agenda Item No. 9A - Annual Review of Planning Commission Work Rules. Review of the work rules is an annual task of the Planning Commission. Staff will further comment at the January 7th meeting.

Agenda No. 9B - Date for Annual Concurrent Planning Commission and City Council Special Meeting/Workshop. Staff requests discussion/action on a proposed date for the annual concurrent special meeting workshop of the Planning Commission and City Council and recommends a suggested date of Tues., February 18, 2025 at 6:00 p.m. for the annual projects review and preparation of the 2025 work plan for the Planning Commission.

Agenda No. 9C - Planning Commission Meeting Dates Cancellation and Scheduling of Special Meeting Dates. To accommodate the annual Night to Unite special event, it is recommended the Tuesday, August 5, 2025 meeting be cancelled and a special/replacement meeting be set for Tuesday, August 19, 2025 at 6:00 p.m. Additionally, due to the Westonka school board election, it is recommended the Tuesday, November 4, 2025 meeting be cancelled and a special/replacement meeting be scheduled for Tuesday, November 18, 2025 at 6:00 p.m.

**PLANNING COMMISSION
BALLOT FOR CHAIR**

Chair

(write in name)

Initials

**PLANNING COMMISSION
BALLOT FOR VICE CHAIR**

Vice Chair

(write in name)

Initials

CITY OF MOUND PLANNING COMMISSION WORK RULES

A. Organization

1. The Planning Commission Officers shall be:
 - a. Chair
 - b. Vice-Chair
2. Special assignment areas shall be:
 - a. Subdivisions
 - b. Zoning and Variances
 - c. Conditional Use Permits
 - d. Other areas of assignment
3. Duties of the Officers:
 - a. Chair:
 - 1) The Chair shall preside at all meetings of the Commission.
 - 2) The Chair shall preserve order and decorum and shall decide questions of order
 - 3) The Chair shall appoint all assignment areas unless otherwise requested by a majority.
 - 4) The Chair may call special meetings stating the purpose of such meetings and be posted in accordance with State Statute.
 - 5) The Chair shall be responsible to have the staff report on the status of previous recommendations made to the Council, stating the Planning Commission's recommendation and Council action.
 - 6) The Chair will be responsible for identifying and resolving performance issues (including attendance) with Planning Commissioners. In the event the Chair determines a Planning Commissioner may need to be removed from his (her) position, the Chair will be responsible to recommend removal actions to the City Council.
 - b. Vice-Chair:

The Vice-Chair shall preside at all meetings in the absence of the Chair.
4. The Mound Planning Commission acts only as an advisory group to the Council to make recommendations in the best interest of the citizens and the City.

B. Work Rules

1. The first Tuesday shall be considered the regularly scheduled official meeting night.
 - a. In the event that there are more board of appeals cases than can reasonably be concluded by 10:00 p.m., the Chair and the Planning Staff shall be empowered to schedule a second meeting for another day during the same month to take care of the overload.
 - b. The Chair shall have prerogative to cancel or postpone any regularly scheduled meetings. So as to confirm that a quorum of the Planning Commission is available to hold a meeting, members are required to contact the Chair and the Community Development Director, both by email and telephone, not later than 9:00 a.m. the day before the scheduled meeting, if they are not able to attend.
2. All meetings and public hearings shall be held at the Centennial Building unless an alternate format (*i.e., electronic or remote meeting, etc.*) or location is determined to be necessary. All meetings shall be called at 6:00 p.m and shall conclude at 10:00 p.m. unless waived by the majority. All Planning Commission meetings are videotaped. Any business unfinished at the scheduled closing time shall be taken up at a subsequent meeting designated by the Chair.
3. The Commission, at the first regular meeting of the new year, shall elect from its group, a Chair and a Vice-Chair. After nominations, voting on the Chair and Vice Chair positions shall be done by written ballot. The votes for the Chair and Vice Chair positions shall be tallied and read aloud by the Planning Commission Secretary. Ballots will be kept in the journal of the Planning Commission containing meeting minutes.
4. A majority of members shall constitute a quorum. In the absence of a quorum, the minority shall adjourn any item of business requiring official Commission action, to a specified time.
5. A member may be excused from an individual meeting for reason of illness, work, or out-of-town trips.
6. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair. The nomination process and procedures identified above Section B (3) above shall be used.
7. The Chair shall call the meeting to order and the Secretary to the Commission shall call the roll and announce a quorum.

8. The order of business shall be as follows unless amended by the Chair:

- a. Call to order
- b. Roll call
- c. Approval of the agenda with any amendments
- d. Approval of meeting minutes
- e. Board of appeals and public hearings
- f. Old and new business
- g. Information items
- h. Adjournment

9. The following statement shall be printed on all agendas:

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"The Planning Commission is an advisory body to the City Council. One of the Commission's functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters."

Mound City Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application.

For each agenda item the Commission will receive reports prepared by the City Staff, open the hearing to the public, and discuss and act on the application.

10. All recommendations shall be sent to the Council by means of written minutes, and shall include the record of the division of votes on each recommendation.

11. Minutes of the meetings shall be recorded and kept by the Planning Staff.

12. All meetings shall be public.

13. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or call the previous questions, shall be reduced to writing if requested by the Chair.

14. Any resolution or motion may be withdrawn at any time before action is taken on it.

15. When a question is under debate, no other motion shall be entertained except to table, or to call for the question, action on the question, postpone, refer to committee, or

amend. Motions shall take precedence in that order and the first two shall be without debate.

16. All motions shall be carried by a majority vote of the members present, except call for the question. Any member of the Commission may call for a roll call vote on any issue.
17. Motions can only be made by members recognized by the Chair.
18. Speaking without recognition of the Chair shall be cause for another member to call "point of order" and the member speaking out of turn must relinquish the floor.
19. "Call for the question" or "previous question" is a motion and must be seconded. It is not debatable and must be voted upon immediately. A two-thirds majority is necessary to call the previous question. If the two-thirds majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.
20. "Question" is not a motion but only an indication to the Chair that the person making statement is ready to have the motion or question put to a vote.
21. The Chair may direct that a motion be divided if requested by a member.
22. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair; however, all members shall be allowed to speak in their turn.
23. All members are expected to attend meetings and perform any pre-work required for these meetings. Members who have four or more absences in a calendar year will meet with the Chair, the City Council Liaison to the Planning Commission and Staff to discuss the matter to include the member's schedule and ability to continue as a member of the Commission. On-going absences of a member may be subject to discharge from the Commission by the City Council.
24. Any member having a direct financial and/or direct personal interest in an individual action under consideration by the Commission shall excuse himself/herself from the Commission and not vote on that particular matter. Said member will have the same rights as any citizen who has an interest in any action being considered by the Planning Commission.
25. These rules shall not be repealed or amended except by a majority vote of the Commission.
26. Robert's Rules of Order or standard parliamentary procedure shall govern any rule of order not covered by the work rules.

C. Candidate Selection/Interview Procedures (see Exhibit A: Res. #89-139 and Exhibit B: Res. #92-136).

1. It is the intent of the Commission to interview applicants and vote at the same meeting. The Mayor and City Council are to be included in the interviewing process. The vote will be conducted by the Commission and will not include visiting Council member. (Rev. 1/8/96)
2. In the event there are (6) applicants or more, a preliminary review of applications may be scheduled, at the Chair's discretion, to reduce the number of interviews for formal consideration. The prescreening process will be undertaken in cooperation with the City Manager and/or his/her designee. The prescreening criteria will be based on, but not limited to, previous work experience in either the public or private sector, relevant training and education, past volunteer activities, and the candidate's submitted application materials. At its option, the prescreening team of the Chair and City Manager or designee may opt to hold a prescreening interview(s). The Chair, in cooperation with the City Manager or designee, will recommend the slate of candidates to the Planning Commission for the formal interview process to be undertaken in accordance with the City's established procedures. Nothing shall prevent the Planning Commission from interviewing all or a selection of candidates if deemed appropriate by the Chair and City Manager or designee following completion of the prescreening process.
3. The applicant is to be advised of the interview at least ten (10) days prior to the date of the interview.
4. If the applicant is unable to attend the scheduled interview, the Planning Commission may make the recommendation based on the information provided.
5. Following the interviews and at the same meeting, a written ballot method of voting will be used (see Exhibit C). The secretary will have the candidate's names typed on the form and the form will be sent to Planning Commissioners in their packet. Ballots will be kept in the journal of the Planning Commission containing meeting minutes.
6. The Planning Commission shall forward to the City Council, at their next regular meeting, a list of the candidates and the number of votes they received.
7. Every seated member shall be eligible to vote.

D. Planning Commission Policy Regarding Use of Surveys for Land Use Applications

1. City policy requires the submittal of an updated survey including all necessary information and proposed improvements as part of its land use application requirements. The Planning Commission will allow administrative approval for use of an existing survey for a future land use application by Staff related to the follows:

- a. Use of an existing survey which depicts the current location of a structure related to the affected property lines for applications which are within the building footprint or do not affect the setback. This includes but is not limited to, a request to allow “use” of an existing structure (i.e. CUP) which does not involve building and/or site alteration activities.
 - b. For applications related to placement of structures on the property line(s), an existing survey can be used as long as survey irons are evident in the field and depicted on the survey.
 - c. If the survey shows existing structures and its relationship to affected property lines and an addition is proposed to be constructed and/or added, the existing survey can be used as long as irons are evident and/or are found in the field so as to evaluate proposed/final placement.
2. Staff reserves the right to forward any request to the Planning Commission for review and determination of survey acceptance due to extraordinary or unique circumstances.
 3. In the event an existing survey is used as part of a land use application, the Planning Commission reserves the right to require the submittal of additional information as necessary including but not limited to the submittal of an updated survey.

Adopted December 10, 1984
Revised December 14, 1987
Revised January 23, 1989
Revised June 10, 1991
Revised March 25, 1992
Revised January 11, 1993
Revised January 8, 1996
Revised January 26, 1998
Adopted March 4, 2002
Revised February 24, 2003
Adopted March 1, 2004
Adopted January 24, 2005
Adopted May 14, 2007
Adopted May 5, 2009
Adopted April 6, 2010
Adopted May 3, 2011
Adopted May 14, 2012
Adopted June 2, 2015
Adopted March 15, 2016
Adopted March 7, 2017
Adopted April 16, 2018
Adopted June 4, 2019
Adopted April 7, 2020
Adopted February 2, 2021
Adopted May 3, 2022
Adopted March 7, 2023
Adopted December 3, 2024

Exhibit A

October 24, 1989

RESOLUTION #89-139

RESOLUTION APPROVING A POLICY ON APPOINTMENTS
AND REAPPOINTMENTS TO ADVISORY COMMISSIONS

BE IT RESOLVED, that the City Council of the City of Mound, Minnesota, hereby establishes the following policy:

Definitions of "Vacancy": A vacancy occurs when a term expires and the commissioner holding that term does not desire reappointment. A vacancy also occurs when a commissioner resigns his/her position prior to the term expiring.

1. When a vacancy occurs, the City Manager is directed to advertise in the City's official newspaper that there are positions to be filled on a commission(s). Such advertising shall be done in the form of a "news release".
2. Such news release shall include, but not be limited to, the number of vacancies, the length of the term, or request for letter of interest and/or resume, application deadline date, etc. The news release shall also state that prospective applicants will be required to interview with the city Council and respective commission jointly. Such interviews will be conducted as soon as possible following the application deadline. Each commission will formally recommend appointments following the joint interviews. The City Council will review those recommendations and will be responsible for making the appointments.
3. Current commission members who wish to be reappointed must indicate such and the reasons for being reappointed in writing a minimum of sixty (60) days prior to their term expiring.
4. If a member resigns during his/her term, such resignation must be in writing and submitted to the City Manager.
5. In the case of member resigning with less than ninety (90) days remaining, on his/her term, the City Council, at its discretion, may delay filling the vacancy until the term officially expires."

The foregoing resolution was moved by Councilmember Jessen and seconded by Councilmember Johnson.

The following Councilmembers voted in the affirmative: Jensen, Jessen, and Johnson.

The following Councilmembers voted in the negative: Ahrens And Smith.

Steve Smith

Mayor

Francene C. Clark

Attest: City Clerk

Exhibit B

October 13, 1992

RESOLUTION NO. 92-136

RESOLUTION ESTABLISHING THE
PROCESS OF INTERVIEWING CANDIDATES

FOR ADVISORY COMMISSION APPOINTMENTS

BE IT RESOLVED, that the City Council of the City of Mound, Minnesota, hereby establishes the following policy as it pertains to the interviewing of candidates for advisory commission appointments:

Candidates for appointment to advisory commissions will be interviewed jointly by the applicable commission and the city council at a regularly scheduled commission meeting. Following the interviews and at the same meeting, the commission will establish a ranking of the candidates, listing the candidates and the number of votes they have received. The results will then be submitted to the Council at the next regular Council Meeting. The Council will then make official appointments at that Council Meeting.

BE IT FURTHER RESOLVED, that if candidates who wish to be considered for appointment cannot be present for the interviews that the commission and the city Council will base their decisions on the resumes submitted.

The foregoing resolution was moved by Councilmember Smith seconded by Councilmember Jensen.

The following councilmembers voted in the affirmative: Ahrens, Jensen, Jessen, Johnson and Smith.

The following councilmembers voted in the negative: None.

Skip Johnson
Mayor

Francene C. Clark
Attest: City Clerk

Exhibit C

**PLANNING COMMISSION
BALLOT**

NAME OF CANDIDATE

CHOICE #

Sherri Wallace

CHOICE #: 1 – First Choice; 2 – Second Choice; etc.

The secretary will collect the ballots and total the choice points. The Candidate with the least amount of points is your choice.

Only ballots containing the initials of the voting member will be counted.

Initials