



## Planning Commission Agenda

Wednesday, April 3, 2024

6:30 PM

City Council Chambers

*(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)*

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Review of Minutes**
  - a. Review March 6, 2024 Minutes
5. **Communications and Recognitions**
6. **Public Hearing**
  - a. Consider an ordinance transferring the procedures for preparation, adoption, and amendment of the Comprehensive Plan from Title 2, Chapter 202 to Title 10, Chapter 1024
7. **Business**
  - a. Annual Organizational Business
8. **Commission Direction on Commission Member Initiated Agenda Items**
  - a. 2024 Advisory Commission Rules of Procedure
9. **Adjourn**

  
**REQUEST FOR COMMISSION ACTION**

Date: **4/3/2024**  
Item No.: **4.a.**

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Department Approval

Agenda Section  
Review of Minutes

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**Item Description:** Review March 6, 2024 Minutes

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**Application Information**

N/A

**Background**

N/A

**Staff Recommendation**

N/A

**Requested Planning Commission Action**

Review the March 6, 2024 minutes and make a motion to approve subject to requested corrections.

**Alternative Actions**

N/A

**Prepared by:**

**Attachments:**    1.    March 6, 2024 Minutes



**Planning Commission Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Draft Minutes – Wednesday, March 6, 2024 – 7:12 p.m.**

1 **1. Call to Order**  
2 Acting Chair Bjorum called to order the regular meeting of the Planning Commission  
3 meeting at approximately 7:12 p.m. and reviewed the role and purpose of the Planning  
4 Commission.  
5

6 **2. Roll Call**  
7 At the request of Acting Chair Bjorum, City Planner Thomas Paschke called the Roll.  
8

9 **Members Present:** Commissioners Michelle Kruzel, Tammy McGehee, Pamela  
10 Aspnes, Matthew Bauer and Erik Bjorum  
11

12 **Members Absent:** Chair Michelle Pribyl and Vice-Chair Karen Schaffhausen  
13

14 **Staff Present:** City Planner Thomas Paschke, and Community Development  
15 Director Janice Gundlach  
16

17 **3. Approve Agenda**  
18

19 Member Bauer asked if an item could be put at the end of the agenda, follow up to the  
20 Joint City Council meeting about adding a line item for Commissioner Items to be  
21 Discussed.  
22

23 Acting Chair Bjorum thought that was already under item 7, Other Business.  
24

25 Community Development Director Gundlach indicated there is one issue and may not  
26 have been clear in the email sent to the Commission, which was an item that was  
27 discussed at the Joint Planning Commission/City Council meeting and the City Council is  
28 in the process of updating the City Code regarding the roles and responsibilities of the  
29 Commissions. There will be an opportunity for Commission members to add items to an  
30 agenda for discussion, however those changes have not officially occurred yet. She would  
31 recommend that the Commission wait to start that until after the Council actually  
32 formally changes the roles and responsibilities.  
33

34 Member Bauer indicated he was not asking for an item to bring forward to the City  
35 Council, he was merely looking to bring an item forward for Commission discussion.  
36 What he was proposing is the Commission discuss having a standing thing on the agenda,  
37 same as the Council has right now.  
38

39 Ms. Gundlach indicated that is what she is referring to and what the Council is working  
40 on for all Commissions. She noted the Council has not officially added that to the  
41 Commission's roles and responsibilities yet.

42  
43 Acting Chair Bjorum indicated for now the Commission will maintain the agenda as  
44 presented.

45  
46 **MOTION**

47  
48 **Member Aspnes moved, seconded by Member McGehee, to approve the agenda as**  
49 **presented.**

50  
51 **Ayes: 5**  
52 **Nays: 0**  
53 **Motion carried.**

54  
55 **4. Review of Minutes**

56  
57 **a. January 3, 2024 Planning Commission Regular Meeting**

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59 **MOTION**

60 **Member McGehee moved, seconded by Member Bauer, to approve the January**  
61 **3, 2024 meeting minutes.**

62  
63 **Ayes: 5**  
64 **Nays: 0**  
65 **Motion carried.**

66  
67 **5. Communications and Recognitions:**

68  
69 **a. From the Public:** *Public comment pertaining to general land use issues not on this*  
70 *agenda, including the 2040 Comprehensive Plan Update.*

71  
72 None.

73  
74 **b. From the Commission or Staff:** *Information about assorted business not already on*  
75 *this agenda, including a brief update on the 2040 Comprehensive Plan Update*  
76 *process.*

77  
78 **6. Public Hearing**

79  
80 **a. Request by Troy Miller of Troy’s Automotive LLC in Support of Motor Vehicle**  
81 **Repair, Auto Body Shop, and Motor Fuel Sales as a Conditional Use at 2171**  
82 **Hamline Ave**

83 Acting Chair Bjorum opened the public hearing for PF23-013 at approximately 7:25  
84 p.m. and reported on the purpose and process of a public hearing. He advised this  
85 item will be before the City Council in April 2024.

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87 City Planner Paschke summarized the request as detailed in the staff report dated  
88 March 6, 2024.

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Mr. Troy Miller thanked the Commission for listening to the presentation by staff.

**Public Comment**

No one came forward to speak for or against this request.

Acting Chair Bjorum closed the public hearing at 7:27 p.m.

**MOTION**  
**Member McGehee moved, seconded by Member Kruzel, to recommend to the City Council approval of a Conditional Use supporting motor vehicle repair, auto body shop at 2171 Hamline Avenue, based on the comments and findings of this report, public input, and Planning Commission deliberation. (PF23-013).**

**Ayes: 5**  
**Nays: 0**  
**Motion carried.**

**7. Other Business Heading Information**

**8. Adjourn**

**MOTION**  
**Member Bauer, seconded by Member Kruzel, to adjourn the meeting at 7:30 p.m.**

**Ayes: 7**  
**Nays: 0**  
**Motion carried.**

  
**REQUEST FOR COMMISSION ACTION**

Date: **4/3/2024**  
Item No.: **6.a.**

Department Approval

Agenda Section  
Public Hearing

*Janice Gundlach*

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**Item Description:** Consider an ordinance transferring the procedures for preparation, adoption, and amendment of the Comprehensive Plan from Title 2, Chapter 202 to Title 10, Chapter 1024

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2 **Application Information**

3 Not applicable - City initiated request

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5 **Background**

6 During the first quarter of 2024, the City Council reviewed and updated the Advisory  
7 Commissions chapters of Title 2 of the City Code. Part of this work included direction from  
8 the City Council to relocate the comprehensive planning sections from Title 2, Chapter 202  
9 to Title 10, Chapter 1024. As a component of this relocation, Title 10 is also proposed to  
10 be renamed from "Zoning" to "Zoning and Land Use". No language amendments to the  
11 current comprehensive planning sections are proposed.

12  
13 The City Attorney has drafted the proposed ordinance (Attachment 1) to reflect the  
14 relocation of these sections related to comprehensive planning.

15  
16 Text amendments to the Zoning Code require review by the Planning Commission,  
17 including a public hearing.

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19 **Staff Recommendation**

20 Hold the public hearing, then make a recommendation the City Council approve the  
21 Ordinance provided as Attachment 1.

22  
23 **Requested Planning Commission Action**

24 By motion, recommend the City Council approve the ordinance provided as Attachment 1.

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26 **Alternative Actions**

27 None

28  
**Prepared by:** Janice Gundlach, Community Development Director

**Attachments:** 1. Proposed Ordinance

**City of Roseville  
ORDINANCE NO.**

**AN ORDINANCE ESTABLISHING**

**TITLE 10, CHAPTERS 1024**

**CREATING TITLE 10 CHAPTER 1024 TO TRANSFER THE PROCEDURES  
FOR PREPARATION, ADOPTION, AND AMENDMENT OF THE  
COMPREHENSIVE PLAN FROM TITLE 2, CHAPTER 202 TO TITLE 10  
CHAPTER 1024.**

1  
2 THE CITY OF ROSEVILLE ORDAINS:

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4 **SECTION 1: The Title 10 shall be renamed as follows:**

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6 ZONING AND LAND USE

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8 **SECTION 2: Title 10, Chapter 1024 of the Roseville City Code is hereby created to read as follows:**

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10  
11 **CHAPTER 1024 COMPREHENSIVE PLAN**

12  
13 SECTION:

14  
15 1024.01: Preparation of Comprehensive Plan

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17 1024.02: Procedure for Adoption of Comprehensive Plan

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19 1024.03: Procedure for Consideration of Requested Amendment to Comprehensive Plan

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21 1024.04: Adoption or Amendment of Comprehensive Plan by City Council

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23 1024.05: Means of Executing Plan

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25 **1024.01: PREPARATION OF COMPREHENSIVE PLAN**

26  
27 It shall be the function and duty of the Planning Commission to prepare and recommend a  
28 Comprehensive City Plan for the development of the City, including proposed public buildings,  
29 street arrangements, public utility services, parks, playgrounds and other similar developments,  
30 the use of property, the density of population and other matters relating to the development of the  
31 City. Such Plan may be prepared in sections, each of which shall relate to a major subject of the  
32 plan, as outlined in the Commission's program of work.

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36 **1024.02: PROCEDURE FOR ADOPTION OF COMPREHENSIVE PLAN**

37 The Planning Commission may, at any time, recommend to the City Council the adoption of the  
38 City Comprehensive Plan, any section of it or any substantial amendment thereof. Before making  
39 such a recommendation to the City Council, the Planning Commission shall hold at least one public  
40 hearing, as provided for in Chapter 108 of this Code. The recommendation by the Planning  
41 Commission to the City Council shall be by a resolution of the Commission, approved by the  
42 affirmative votes of not less than 5/7<sup>th</sup>s of its total membership. The Commission may from time  
43 to time recommend minor amendments to the City Comprehensive Plan or any section thereof  
44 without the public hearing mentioned herein providing that a majority of its members are of the  
45 opinion that such hearing is not necessary or in the public interest.

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47 **1024.03: PROCEDURE FOR CONSIDERATION OF REQUESTED AMENDMENT TO**  
48 **COMPREHENSIVE PLAN**

49  
50 If an amendment to the Comprehensive Plan Future Land Use Map is requested by a property  
51 owner, the applicant shall hold an open house meeting with residents and property owners in the  
52 vicinity of the affected property prior to submitting an application for the amendment. Open  
53 House: Requirements for such an open house are as follows:

- 54  
55 A. Purpose: To provide a convenient forum for engaging community members in the  
56 development process, to describe the proposal in detail, and to answer questions and solicit  
57 feedback.  
58  
59 B. Timing: The open house shall be held not more than 30 days prior to the submission of an  
60 application for Comprehensive Plan Future Land Use Map Amendment approval and shall  
61 be held on a weekday evening beginning between 6:00 p.m. and 7:00 p.m. and ending by  
62 10:00 p.m.  
63  
64 C. Location: The open house shall be held at a location in or near the neighborhood affected  
65 by the proposed amendment, and (in the case of a site near Roseville's boundaries)  
66 preferably in Roseville. In the event that such a meeting space is not available the applicant  
67 shall arrange for the meeting to be held at the City Hall Campus.  
68  
69 D. Invitations: The applicant shall prepare a printed invitation identifying the date, time, place,  
70 and purpose of the open house and shall mail the invitation to the recipients in a list  
71 prepared and provided in electronic format by Community Development Department staff.  
72 The recipients will include property owners within 500 feet of the project property,  
73 members of the Planning Commission and City Council, and other community members  
74 that have registered to receive the invitations.  
75  
76 E. Summary: A written summary of the open house shall be submitted as a necessary  
77 component of an application for Comprehensive Plan Future Land Use Map Amendment  
78 approval.



82 **1024.04: ADOPTION OR AMENDMENT OF CITY COMPREHENSIVE PLAN BY CITY**  
83 **COUNCIL**

84  
85 Upon receiving a recommendation from the Planning Commission for the establishment or  
86 amendment of a plan, the City Council shall follow procedure as set forth in Chapter 108 of this  
87 Code. The City Council may adopt such plan or amendments by a majority vote of its members or  
88 by a larger majority if required by statute.

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90 **1024.05: MEANS OF EXECUTING PLAN**

91  
92 Upon the adoption of the City Plan or any section thereof, it shall be the duty of the Planning  
93 Commission to recommend to the City Council reasonable and practicable means for putting into  
94 effect such Plan or section thereof in order that the same will serve as a pattern and guide for the  
95 orderly physical development of the City. Such means shall consist of a zoning plan, the control of  
96 subdivision plats, a plan for future street locations, etc.  
97

**SECTION 3: Effective Date.**

This ordinance shall take effect upon its passage and publication.

Passes by the City Council of the City of Roseville this \_\_\_\_ day of \_\_\_\_\_ 2024.

**Signatures as follows on separate page:**

*Ordinance – Title of Ordinance* \_\_\_\_\_

(SEAL)

CITY OF ROSEVILLE

BY: \_\_\_\_\_  
Daniel J. Roe, Mayor

ATTEST:

\_\_\_\_\_  
Patrick Trudgeon, City Manager



REQUEST FOR COMMISSION ACTION

Date: 4/3/2024

Item No.: 7.a.

Department Approval

Agenda Section

Janice Gundlach

Business

Item Description: Annual Organizational Business

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Application Information

Not applicable

Background

In accordance with City Code Section 201.03.A, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one-year, as well as appoint a member to serve on the Ethics Commission. The Planning Commission shall also appoint three members, and one alternate, to serve on the Variance Board.

Staff Recommendation

Appoint members to serve as chair and vice-chair of the Planning Commission, appoint one member to serve on the Ethics Commission, and appoint three members and one alternate to the Variance Board.

Requested Planning Commission Action

By motion, appoint members to serve as chair and vice-chair of the Planning Commission, appoint one member to serve on the Ethics Commission, and appoint three members and one alternate to the Variance Board.

Alternative Actions

None

Prepared by: Janice Gundlach, Community Development Director

Attachments: None

  
**REQUEST FOR COMMISSION ACTION**

Date: **4/3/2024**  
Item No.: **8.a.**

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Department Approval

*Janice Gundlach*

Agenda Section

Commission Direction on  
Commission Member Initiated  
Agenda Items

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**Item Description:** 2024 Advisory Commission Rules of Procedure

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**Application Information**

Not applicable

**Background**

The City Council recently approved updated Advisory Commission Rules of Procedure (see Attachment 1). As a component of the updated procedures, Commission members are now able to initiate agenda items. See lines 73 and 87-108. Once an item is initiated by a Commission member, a motion as to whether, how, and when the agenda item will be taken up must receive majority support from the Commission. Once an item has received majority support, staff will expend time and resources towards advancing the topic.

**Staff Recommendation**

Receive updated Rules of Procedure.

**Requested Planning Commission Action**

Receive updated Rules of Procedure.

**Alternative Actions**

None

**Prepared by:** Janice Gundlach, Community Development Director

**Attachments:** 1. 2024 Revised Rules of Procedure

1 Revised February 12, 2024  
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4 **Roseville City Council**  
5 **and Advisory Commission**  
6 **Rules of Procedure**  
7

8  
9 **Rules Pertaining to Both the City Council and Commissions:**  
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11 **Rule 1 Rosenberg’s Rules of Order**

12 The City adopts Rosenberg’s Rules of Order for all meetings.  
13

14 **Rule 2 Electronic and/or Paper Agenda Packets**

15 In an effort to reduce the amount of paper generated, documents will be made available  
16 electronically, when feasible.  
17

18 **Rule 3 Public Comment**

19 The City will receive public comment at meetings in accordance with the following guidelines:  
20

- 21 a. Public Comment at the beginning of a meeting and not pertaining to an agenda  
22 item is for the purpose of allowing the public the opportunity to express their  
23 viewpoints about policy issues facing their City government. Comments will  
24 be limited to 3 minutes per speaker or a different amount of time at the  
25 discretion of the chair.  
26
- 27 b. Public Comment pertaining to agenda items is for the purpose of allowing any  
28 member of the public an opportunity to provide input on that item. These  
29 public comments will generally be received after the staff presentation on that  
30 agenda item and before discussion and deliberation. These public comments  
31 are also limited to 3 minutes per speaker or a different amount of time at the  
32 discretion of the chair.  
33
- 34 c. Members of the public are always free, and encouraged, to reduce to writing  
35 their comments about city business and to submit written comments before,  
36 during, or after a meeting.  
37
- 38 d. Signs may be held and displayed during meetings but only at the back of the  
39 Council Chambers so that the view of the seated audience is not obstructed.  
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- 41 e. Public comment, like staff and Council or commission member comments,  
42 will pertain to the merits of an issue; personal attacks will be ruled out of  
43 order.  
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- 46 f. The Mayor or presiding officer may make special time-length arrangements  
47 for speakers representing a group.  
48

49 **Rule 4 Issue and Meeting Curfew**

50 The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings  
51 should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the  
52 City Council or commission members present, but at no time will a meeting run past 11:00 p.m.  
53 If business remains on the agenda, the Council or commission may continue the meeting to a  
54 future date or table such items until the next meeting, if needed.  
55

56 **Rule 5 Recording of Meetings**

57 Except for closed executive sessions authorized under state law, all meetings of the City Council  
58 and commissions shall be shown live when technically possible and recorded in their entirety for  
59 replaying on the municipal cable channel and for web streaming except when the City Council  
60 directs by motion otherwise.  
61

62 **Rule 6 Agenda**

63 The following shall be the order of business of the City Council. Items marked with an asterisk  
64 apply to Commissions (with item numbers adjusted accordingly):  
65

- 66 1) Roll Call\*
- 67 2) Pledge of Allegiance
- 68 3) Approve Agenda\*
- 69 4) Public Comment\*
- 70 5) Recognitions and Donations
- 71 6) Items Removed from Consent Agenda
- 72 7) Business Items\*
- 73 8) Council (or Commission) Direction on Member Initiated Agenda Items\*
- 74 9) Approval of Minutes\*
- 75 10) Consent Agenda
- 76 11) Future Agenda Review, Reports, and Announcements - Council and City  
77 Manager
- 78 12) Adjourn\*  
79  
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81 Business Items may include Presentations, Discussions, Public Hearings, Work Session Items,  
82 and/or other Actions, as appropriate.  
83

84 The Council or Commission will schedule a 10-minute break approximately two hours after the  
85 start of the meeting.

86

87 Councilmembers and Commissioners are encouraged to introduce new items including  
88 background information and supporting materials for discussion and possible action.  
89 Councilmembers and Commissioners have the right to place items on the agenda as follows:

90

91 1. A Councilmember or Commissioner may, at a meeting, request that an item be placed  
92 on a future agenda, or;

93

94 2. A Councilmember or Commissioner may make a request for an agenda item outside  
95 of a meeting by submitting an email request to the city manager or staff liaison, no  
96 later than noon of the Wednesday preceding the meeting.

97

98 An agenda item submitted per 1 or 2 above will be included on the agenda for the next meeting  
99 under the heading “Council (or Commission) Direction on Councilmember (or Commissioner)  
100 Initiated Agenda Items” at which time the Council, (or Commission) on consideration of any  
101 preliminary material provided by the initiating Councilmember (or Commissioner) for  
102 inclusion in the meeting packet, will by motion provide direction as to whether, how, and when  
103 the agenda item will be taken up at a subsequent meeting, or;

104

105 Additionally, a Councilmember (or Commissioner) may request the addition of an agenda item at  
106 the same meeting at which the item is proposed to be addressed. However, the addition of such an  
107 agenda item shall require the approval of a majority of the Councilmembers (or Commissioners)  
108 present.

109

110 **Rule 7 Remote Participation**

111 Members of Council and Commissions will attend all meetings in person and may only attend  
112 remotely when permitted to do so by the Open Meeting Law and must follow all notice and other  
113 requirements of the Open Meeting Law.

114

115 All staff reports, consultant reports, and citizen testimony will be in person, unless remote  
116 participation is required due to unforeseen circumstances or situations outside of the control of  
117 the individual. Remote participation should be coordinated with the City Manager at least one  
118 business day in advance of the meeting.

119

120 **Rule 8 Suspension of Rules**

121 Pursuant to Rosenberg’s Rules of Order, these Rules may be suspended in specific situations  
122 upon a 2/3s vote of the members present.

123

124 **Rule 9 Effective Date**

125 These Rules shall become effective upon adoption by a majority of the City Council and shall  
126 remain in effect until amended or repealed by subsequent vote of the Council.

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**Rules Pertaining to the City Council Only**

**Rule 10 Timing of Council Packet Formation and Delivery**

Every effort will be made to send draft agendas and supporting documents to Councilmembers four days in advance of an item appearing on a Council agenda. This time will give Councilmembers adequate time to study an issue and seek answers to questions.

**Rule 11 City Council Task Force or Subcommittee Formation**

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address, and the task force will report its findings or recommendations by a specific deadline established by the Council.