

Planning Commission

Welcome!

The Basics

- ▶ Intent
 - ▶ Very broad overview
 - ▶ Identify needs for additional focused, specialized future training
- ▶ Resources
 - ▶ League of Minnesota Cities Zoning Guide for Cities
 - ▶ Metropolitan Council Local Planning Handbook
 - ▶ GTS (Government Training Services)-John Shardlow and Joel Jamnik

Overview

- ▶ The Planning Process
- ▶ Planning Commission and Board of Adjustment roles and responsibilities
- ▶ Planning Division Staff
- ▶ Comprehensive Plan
- ▶ Zoning
- ▶ Subdivision
- ▶ Review Timeframe
- ▶ Legalities
- ▶ Meeting Format
- ▶ Other resources

Planning & Zoning Discretionary Pyramid



Source: GTS; Jaminek and Shardlow

Planning Commission

- ▶ Advisory/Recommending body to the City Council
- ▶ "The Planning Commission recommends..."

Board of Adjustment

- ▶ Quasi-judicial authority
- ▶ "The Board of Adjustment approves..."
- ▶ Subject to appeal to the City Council

Community Development

- ▶ Development Services Manager
 - ▶ Planning Division
 - ▶ Associate Planner/Environmental Coordinator, Community Development Secretary
 - ▶ Also Includes Environmental Services
 - ▶ Building Division
 - ▶ Building Official [Contracted], Permit Technician, Building Inspections [Contracted], Electrical Inspections [Contracted]
- ▶ Coordination with Economic Development Division
 - ▶ Economic Development Manager [Future], City Administrator, Assistant to the City Administrator

Planning Division [Pre-Development Activities]

- ▶ Tim Gladhill-Development Services Manager
 - ▶ Planning Commission/Board of Adjustment Liaison, coordinate planning and zoning activities
- ▶ Chris Anderson-Associate Planner/Environmental Coordinator
 - ▶ Assist in implementation of zoning and subdivision ordinance
 - ▶ Coordinate environmental policy review
- ▶ JoAnn Shaw, Community Development Secretary
 - ▶ Administrative support for division
 - ▶ Minutes for PC/BOA and EDA
 - ▶ Agendas
- ▶ Patrick Brama, Assistant to the City Administrator
 - ▶ Assist with review and studies
- ▶ Consulting Services
 - ▶ Supplement existing staff as needed
- ▶ Economic Development Manager [Current recruitment]
 - ▶ Business and Economic Development

Building Division [Construction Activities]

- ▶ Tim Gladhill/Development Services Manager
 - ▶ Leadership of Division
- ▶ Lee Gladitsch/Building Official [Contracted]
 - ▶ Building Code Administration
- ▶ Katy Okerstrom/Permit Technician
 - ▶ Administration of Permit process
- ▶ Rick Jarson/Building Inspector [Contracted]
- ▶ Peter Tokle/Electrical Inspector [Contracted]

Vision and Values Statement

- “Without compromising private property rights and needs for future generations, Ramsey will evolve through citizen driven, collaborative processes that respect the balance between its unique urban, rural, and natural environments.”
- ▶ This vision is accompanied by seven (7) values and a checklist to review zoning alternatives and future planning

2013 Strategic Planning-“A New Day, A New Beginning”

- ▶ 3-5 Year Vision and Mission
- ▶ Surveys
- ▶ Strategic Initiatives
- ▶ Strategic Imperatives
- ▶ Department Work Plan
- ▶ Metrics for Success



Authority to Plan and to Zone

- ▶ US Constitution
- ▶ State Enabling Statutes
- ▶ Local Zoning Ordinances

Source: GTS; Jaminek and Shardlow

US Constitution

- ▶ Gives Police Powers to states
 - ▶ Due Process
 - ▶ Procedural
 - ▶ Substantive
 - ▶ Equal Protection
- ▶ Other Federal mandates

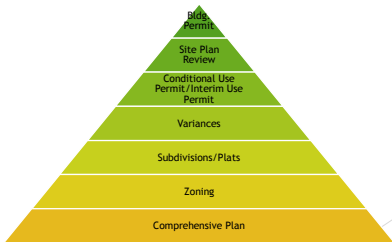
Source: GTS; Jaminek and Shardlow

Authority for Zoning & Subdivision

- ▶ The "Planning Statute"-Enabling Statute
 - ▶ MN Chapter 462
 - ▶ Gives cities authority to zone
 - ▶ Comprehensive planning requirement
 - ▶ How to handle non-conforming uses
- ▶ Zoning for Cities
 - ▶ [MN Statute Section 462.357](#)
- ▶ Subdivision of Land
 - ▶ [MN Statute Section 462.358](#)

Source: GTS; Jaminek and Shardlow, League of Minnesota Cities

Planning & Zoning Discretionary Pyramid



Source: GTS; Jaminek and Shardlow

Comprehensive Plan

- ▶ Minnesota Statute Chapter 473
 - ▶ "Metropolitan Land Planning Act"
- ▶ Administered by the Metropolitan Council
 - ▶ Other areas of state divided into other Regional Planning Organizations (RPO)
- ▶ System Statement
- ▶ 20 Year Land Use Plan
- ▶ Current Plan
 - ▶ 2030 Comprehensive Plan
- ▶ Will dive into more detail at future date

Source: Metropolitan Council

Regional Plans

- ▶ Transportation Policy Plan (TPP)
- ▶ Water Resources Management
- ▶ Regional Parks
- ▶ Comprehensive Plan must be in harmony
 - ▶ System Statements

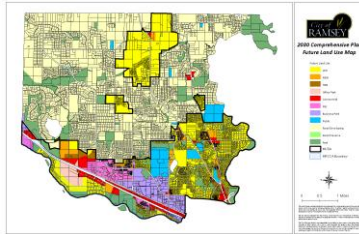
Source: Metropolitan Council

Comprehensive Plan Components

- ▶ Land Use Plan
- ▶ Transportation Plan
- ▶ Regional Parks and Open Space
- ▶ Water Resources
 - ▶ Water
 - ▶ Waste Water
 - ▶ Surface Water
- ▶ Implementation

Source: Metropolitan Council

Future Land Use Map [Sample]



Questions on Comprehensive Plan?

From Comp Plan to Zoning Ordinance

- ▶ Zoning Code is tool to implement the Comprehensive Plan

Zoning

- ▶ MN Statute Section 462.357
 - ▶ Planning Commission
 - ▶ City Council has delegated this authority to you
 - ▶ Zoning Administrator
 - ▶ Planning Department
 - ▶ Specific standards as listed in Zoning Guide pg. 13
- ▶ City Code Chapter 117 Article II

Source: League of Minnesota Cities

Purpose of Zoning

- ▶ Divide community by land use types or 'zones'
- ▶ Guiding private development
- ▶ Health, safety, welfare

Source: Metropolitan Council

Types of Zoning Regulations

- ▶ Building location, height, width, bulk
- ▶ Type of building foundation
- ▶ Number of stories, size of buildings and other structures
- ▶ The percentage of lot space which may be occupied
- ▶ The size of yards and other open spaces
- ▶ The density and distribution of population
- ▶ Soil, water supply conservation
- ▶ Conservation of shorelands
- ▶ Access to direct sunlight for solar energy systems
- ▶ Flood control

Source: Metropolitan Council

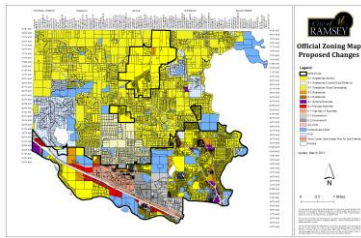
Ramsey's Zoning Code

- ▶ Definitions
- ▶ Administration
- ▶ Zoning Districts
- ▶ Performance Standards

Zoning Districts

- ▶ Permitted Uses
- ▶ Conditional Uses
- ▶ Accessory Uses
- ▶ Bulk Standards
 - ▶ Lot Size, lot width, lot depth, setback, building coverage, building height, floor areas, etc.

Zoning Map [Sample]



Ramsey's Zoning Districts

- ▶ R-1 Residential (MUSA, Rural Developing)
- ▶ R-2 Residential
- ▶ R-3 Residential
- ▶ The COR
- ▶ B-1 General Business
- ▶ B-2 Highway Business
- ▶ H-1 Highway 10 Business
- ▶ E-1 Employment
- ▶ E-2 Employment
- ▶ E-3 Employment (pending)
- ▶ Planned Unit Development; Mixed-Use PUD
- ▶ Public/Quasi-Public
- ▶ Park (pending)

Ramsey's Overlay Districts

- ▶ Critical Area Overlay
- ▶ Wild and Scenic River Overlay
- ▶ Shoreland Overlay
- ▶ Floodplain Overlay
- ▶ Tower
- ▶ Closed Landfill (pending)
- ▶ Official Map

Questions on Zoning Code?

Types of Land Use Applications

- ▶ Subdivisions/Plats (Planning Commission)
- ▶ Conditional/Interim Use Permits (Planning Commission)
- ▶ Site Plan Review (Planning Commission)
- ▶ Zoning Amendment (Planning Commission)
- ▶ Variances (Board of Adjustment)

Public Hearing Requirements

- ▶ Zoning Ordinance Adoption and Amendment
- ▶ Conditional and Interim Use Permits
- ▶ Home Occupation Permits (processed as CUP)
- ▶ Major Plat

Site Plan Review

- ▶ Commercial
- ▶ Industrial
- ▶ Multi-family
- ▶ Streamlined process

Conditional Use Permit

- ▶ Acceptable use with certain conditions
 - ▶ Attach reasonable conditions
- ▶ Conforms to Comprehensive Plan
- ▶ Compatible with adjacent neighborhoods
- ▶ Periodic review
- ▶ Revocation for violation
- ▶ Perpetual in duration
- ▶ Nexus requirement
 - ▶ Cure tied to problem

Source: League of Minnesota Cities

Interim Use Permit

- ▶ Similar to CUP
- ▶ Time limit (up to five [5] years)
- ▶ Allow for particular use for limited time when not provided for in Comp Plan
- ▶ Acceptable use currently; not compatible with future/anticipated development

Source: League of Minnesota Cities

Home Occupation Permit

- ▶ Home based businesses
- ▶ Commercial/retail activity in residential zoning district
- ▶ Level I Permit
 - ▶ Customers, clients, non-resident employees
- ▶ Level II Permit
 - ▶ Exterior evidence
 - ▶ Motor vehicles
 - ▶ Excessive traffic
- ▶ Home Occupations not requiring permit
 - ▶ Home offices
 - ▶ Minimal traffic
 - ▶ No exterior evidence

Zoning Amendment

- ▶ Change in Official Zoning Map (change zoning district)
- ▶ Change in Zoning Ordinance text
- ▶ Rezoning residential property
 - ▶ 2/3 majority vote of City Council

Source: League of Minnesota Cities

Variance

- ▶ Board has Quasi-judicial authority
 - ▶ Subject to appeal to City Council
 - ▶ Beware of 60 day rule (more info later)
- ▶ Area Variance vs. Use Variance
- ▶ Undue Hardship
- ▶ Reasonable Use
- ▶ *Krummenacher v. City of Minnetonka*
 - ▶ Changed long-standing interpretation of statute
- ▶ Recent Legislative Changes

Source: Jaminek and Shardlow; League of Minnesota Cities

Questions on Applications?

Subdivision

- ▶ MN Statute 462.358
- ▶ City Code Chapter 117 Article III
- ▶ Minor Subdivision
 - ▶ 3 lots or less
 - ▶ No public infrastructure
- ▶ Major Subdivision
 - ▶ 4 or more lots
 - ▶ Public infrastructure
- ▶ Administrative Subdivision
 - ▶ Re-aligning common lot lines

Source: League of Minnesota Cities

Subdivision Code

- ▶ Process
- ▶ Required data
- ▶ Required improvements
- ▶ Sureties and development impact fees
- ▶ Subdivision design standards
 - ▶ Better place for lot size, width, and depth?
 - ▶ Density?

Subdivision Review Process

- ▶ Sketch Plan
 - ▶ Conceptual
 - ▶ Reviewed by PC
- ▶ Preliminary Plat
 - ▶ Public Hearing at PC
 - ▶ Reviewed by PC and CC
 - ▶ Vested rights
- ▶ Final Plat
 - ▶ Reviewed by CC
 - ▶ Substantial compliance with Preliminary Plat
 - ▶ Submit within one (1) year of Preliminary Plat approval
 - ▶ Record within two (2) years of Final Plat approval

Questions on Subdivision Standards

60 Day Rule

- ▶ MN Statute Section 15.99 states that a City must act within 60 days of receiving application
- ▶ Extensions
 - ▶ 1 administrative
- ▶ Exhaust all City processes
 - ▶ Appeals included
 - ▶ Include written findings within 60 days
- ▶ For subdivisions...
 - ▶ 120 days

Source: League of Minnesota Cities

Questions on 60 Day Rule?

Findings of Fact

- ▶ Document reason for decision
 - ▶ When entering into agreement
 - ▶ For all denials of requests
- ▶ Future training opportunity
 - ▶ League of Minnesota Cities Attorney

Robert's Rules of Order

- ▶ Presiding Officer
- ▶ Motion, Second
 - ▶ Simple majority vote
- ▶ Motion stops discussion until second
- ▶ Call the question
- ▶ Amending the motion
 - ▶ Friendly
 - ▶ Motion to amend
- ▶ Public Hearings

Other Resources

- ▶ [League of Minnesota Cities Land Use Loss Control](#)

Agendas and Minutes

- ▶ AgendaQuick
- ▶ www.cityoframsey.com
- ▶ 'Agendas & Minutes'
 - ▶ NOTE: LaserFiche is for archive purposes. Use AgendaQuick for quality navigation

City Meetings Televised on Web

- ▶ www.qctv.org
- ▶ Archive of most recent
- ▶ Live stream

Questions?