

PLANNING COMMISSION MINUTES - CITY OF INVER GROVE HEIGHTS

Tuesday, October 18, 2011 – 7:00 p.m.
City Hall Chambers - 8150 Barbara Avenue

Chair Bartholomew called the Planning Commission meeting to order at 7:00 p.m.

Commissioners Present: Tom Bartholomew
Armando Lissarrague
Mike Schaeffer
Tony Scales
Paul Hark
Dennis Wippermann
Pat Simon
Victoria Elsmore

Commissioners Absent: Harold Gooch

Others Present: Allan Hunting, City Planner
Heather Botten, Associate Planner

APPROVAL OF MINUTES

The minutes from the October 4, 2011 meeting were approved as submitted.

There were no applicant requests or public hearings.

OTHER BUSINESS

Census Update

Heather Botten, Associate Planner, summarized the 2010 census data and the American Community Survey. She advised that the population of Inver Grove Heights has increased 14% from the 2000 census and, like most communities, is an aging community. The population of IGH has increased at almost double the rate of the Twin Cities seven county metro region and the state as a whole. The minority population has doubled every 10 years since 1990 and there has also been a shift in household type, with the number of households with married families with children dropping to 26%.

Commissioner Simon questioned the data on the graph on Page 2 of the report.

Ms. Botten explained that the graph showed the actual population compared to the forecasted population.

Chair Bartholomew asked for clarification of the number of vacant homes that were for sale versus in foreclosure, etc.

Ms. Botten replied that she did not have the specific breakdown.

Commissioner Schaeffer asked how IGH compares to neighboring communities regarding vacant housing units and whether that rate has changed significantly from the 1990's.

Ms. Botten replied that she was unsure, but thought IGH's vacancy rate was fairly typical compared

to neighboring cities.

Chair Bartholomew advised the last time he checked IGH was right in the middle in regards to vacancies.

Commissioner Elsmore stated her understanding was that vacant housing units included apartment units as well as vacant homes.

Ms. Botten stated that was correct.

Review of Planning Application Procedure

Allan Hunting, City Planner, explained the various steps involved in the planning application process as detailed in the report. He advised that staff is obligated to complete this process in 60 days.

Commissioner Wippermann asked if the City deeming an application incomplete would trigger a new 60 day clock.

Mr. Hunting replied that staff has 10-15 business days to review an application and send written notice to the applicant if it is incomplete. If this is done, the clock has not yet started. Staff tries to avoid this situation, however, and work with the applicant.

Commissioner Hark asked what the consequences were of missing the 60 day window.

Mr. Hunting replied that if the City does not take action within 60 days the application is then deemed approved. He advised that in addition to City Council taking action, staff must also send something in writing to the applicant within that 60 day timeframe or it is considered approved with no conditions.

ADJOURNMENT

Chair Bartholomew adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Kim Fox
Recording Secretary