

PLANNING COMMISSION MINUTES - CITY OF INVER GROVE HEIGHTS

Wednesday, December 18, 2012 – 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
Paul Hark
Pat Simon
Tony Scales
Harold Gooch
Dennis Wippermann
Victoria Elsmore
Annette Maggi

Commissioners Absent:

Others Present: Allan Hunting, City Planner
Tom Link, Director of Community Development

APPROVAL OF MINUTES

The minutes from the November 20, 2012 meeting were approved as submitted.

There were no public hearings for applicant requests.

OTHER BUSINESS

a) Elections

Motion by Commissioner Gooch, second by Commissioner Wippermann, to nominate Paul Hark to the position of Planning Commission Chair.

Motion by Commissioner Simon, second by Commissioner Elsmore, to nominate Harold Gooch to the position of Planning Commission Vice-Chair.

Motion by Commissioner Wippermann, second by Commissioner Hark, to nominate Pat Simon to the position of Planning Commission Secretary.

Motions carried (9/0)

b) Electronic Packet Distribution Process

Allan Hunting, City Planner, reminded Commissioners that the delivery of packets has been discontinued. He advised Commissioners they had the option of electronically accessing the packets from the City's website, picking up a printed copy at City Hall during business hours, or picking up a printed copy at The Grove.

Commissioner Elsmore asked if Commissioners would receive an email advising them that the packets were ready.

Mr. Hunting replied that a reminder email could be sent for the first couple packets to help with the transition. After that it would be the Commissioners' responsibility to pick up or electronically

access the packets the Friday prior to a Planning Commission meeting.

Commissioner Lissarrague asked what time the packets would be available on Fridays.

Mr. Hunting replied approximately 3:00 PM.

Commissioner Simon asked if Commissioners should notify the Planning Secretary if they planned to pick up their packet at City Hall.

Mr. Hunting replied in the affirmative.

Commissioner Hark asked when the packets would be available at The Grove.

Ms. Fox advised she would drop them off at 4:30 at The Grove.

Chair Bartholomew asked how late The Grove was open.

Mr. Hunting replied 8:00 PM or 10:00 PM, depending on the day.

Commissioner Maggi asked if bringing an electronic device to the meetings would cause microphone interference.

Mr. Hunting replied he was unsure.

Commissioner Hark asked if Commissioners should notify the Planning Secretary if they planned to pick up their packet at The Grove.

Mr. Hunting replied in the affirmative, stating the packets would be at the main desk.

Chair Bartholomew noted the concerns raised by Planning Commissioners at their last meeting, and asked if there had been additional discussion regarding resuming the delivery of packets.

Mr. Link replied that he had a follow-up discussion with the City Administrator; however, because the budget was established with no delivery of packets, the decision remained the same. He noted that packet delivery was stopped for all City commissions.

Chair Bartholomew stated he was concerned that this change would make finding volunteers more difficult in the future.

Mr. Link replied that he hoped this would not affect someone's decision to serve, and he encouraged Commissioners to contact the City Administrator or Councilmembers if they continued to have concerns.

Commissioner Wippermann requested that an email with a link to the City's website be sent to Commissioners when the packets were ready.

Mr. Hunting replied that would be possible.

Chair Bartholomew suggested that Commissioners provide the Planning Secretary with all email addresses they would like to be notified at.

Mr. Link stated for those that want them, paper packets would be available at City Hall until 4:30 p.m., and any remaining packets would be brought to the VMCC after that.

Commissioner Gooch stated his concern was that Commissioners may not have the technology at home to print off the colored or oversized maps/blueprints, and that reducing them to 8 ½" x 11" would make them difficult to read.

Commissioner Hark asked if the paper copies that would be picked up would include full-sized color maps.

Mr. Hunting replied in the affirmative, stating they would be identical to the packets the Commissioners were currently receiving.

Mr. Link noted that staff could provide Commissioners with paper copies of maps or visuals on the night of the meetings.

Commissioner Hark questioned how much money would actually be saved by implementing this new policy, and stated it made it harder for volunteers to participate.

c) Summary of 2013 Planning Projects

Mr. Hunting discussed some of the projects Planning staff would be working on in 2013, including amending the City's Road Access Management Ordinance, establishing a front yard parking ordinance and rental regulation program, setting up an electronic application system, Zoning Ordinance clean up revisions, transferring files into permanent file storage, acting as a City liaison in regard to the South St. Paul Airport Master Plan update, and working with Dakota County on their greenway master plan.

d) Meeting Cancellation

Mr. Hunting advised that the January 2, 2013 Planning Commission meeting has been cancelled. The next meeting is scheduled for January 15, 2013.

Chair Bartholomew thanked staff for their help throughout his term on the Planning Commission and commended Commissioners on their professionalism.

Commissioner Simon asked when Chair Bartholomew's position would be filled.

Mr. Hunting replied he was unsure.

The Commission thanked Chair Bartholomew for his leadership during his term as Chair of the Planning Commission.

ADJOURNMENT

Chair Bartholomew adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Kim Fox
Recording Secretary