

**REGULAR MEETING  
OF THE  
VADNAIS HEIGHTS PLANNING COMMISSION  
JANUARY 26, 2021**

**OPEN MEETING**

Chairperson Evan Cordes called the Regular Meeting of the Vadnais Heights Planning Commission to order at 7:02 p.m. on January 26, 2021.

**ROLL CALL**

Evan Cordes, Chairperson	Present
Linda Bigelbach	Absent
Edward Caillier	Present
Curt Cooper	Present
Martin Jokinen, Vice Chairperson	Present
Joseph Stumph	Present
Jerry Moynagh	Present
Terri Dresen, First Alternate	Present
VACANT, Second Alternate	N/A

Also present: Nolan Wall, Planning/Community Development Director; Jeff Melcoch, Cable Producer; and Council Liaison Steve Rogers.

**APPROVAL OF AGENDA**

Upon motion by Commissioner Cooper, seconded by Commissioner Jokinen, it was

“RESOLVED, to approve the January 26, 2021, Regular Meeting Agenda as presented.”

Ayes – 7                      Nays – 0

The motion carried.

**APPROVAL OF MINUTES**

Upon motion by Commissioner Jokinen, seconded by Commissioner Cooper, it was

Commissioner Moynagh referred to a correction needed on Line 272 that should show Commissioner Cooper made the statement.

“RESOLVED, to approve the minutes of the November 24, 2020, Regular Meeting as corrected.”

Ayes – 7                      Nays – 0

The motion carried.

49

50 **OPEN TO THE PUBLIC**

51

52 Chairperson Cordes opened the floor to the public at 7:06 p.m. for questions and comments  
53 on items not on the agenda.

54

55 As no one wished to address the Commission, Chairperson Cordes closed the meeting to  
56 the public at 7:06 p.m.

57

58 **PUBLIC HEARINGS**

59

60 A. Planning Case 20-023 – Five Star Mobile Estates, LP – Zoning Code Amendment  
61 for Residence Four District.

62

63 Planning/Community Development Director Wall provided a presentation with  
64 background information stating the applicant is proposing amendments to City Code  
65 Chapter 38, Article III, Division 5, concerning the Residence Four (R-4) District. The  
66 applicant owns and operates Five Star Mobile Estates, which is located on 36 acres in the  
67 southwest corner of the City, south of Vadnais Boulevard and north of Twin Lake  
68 Boulevard. The manufactured home park contains 250 home-sites under a license issued  
69 by Ramsey County and is the only property zoned Residence Four (R-4) in the City. Each  
70 home is privately-owned and the site is rented. The park is served by a private well,  
71 municipal sewer, and private streets. The park was originally developed in 1965 and fully  
72 developed by 1970. The applicant has owned the park since 1983. DRAFT Ordinance 748  
73 contains staff's recommended amendments to the existing Code section, which is limited  
74 to setback standards. In effect, the ordinance brings local standards largely into  
75 conformance with State Statute and existing conditions in the park. The applicant's  
76 proposed amendments encompass standards outside of setbacks and address specific  
77 setback issues with several home-sites. Staff recommends drafting a Development  
78 Agreement that memorializes many of the existing conditions while acknowledging  
79 existing non-conformities and allowing certain flexibilities for specific home-sites. The  
80 applicable setback standards addressed in this case are as follows. Staff does not  
81 recommend the 3-foot separation distance from manufactured homes parked end-to-end,  
82 even though it is permitted by State Statute. Local ordinances can be stricter and, in staff's  
83 opinion, the 3 feet does not allow adequate fire or maintenance separation. In addition, staff  
84 does not recommend codifying the 3-foot setback for only the southern property boundary  
85 line. Rather, flexibility can be addressed in the Development Agreement and only  
86 applicable to specified home-sites according to a map. This would allow for new homes to  
87 replace existing homes without requiring variances, as has been past practice, but not  
88 memorialized appropriately. The applicant has expressed concurrence with staff's  
89 recommended ordinance amendments, conditioned on a Development Agreement that  
90 provides for limited flexibility and additional specific standards applicable to the park's  
91 operations.

92

93 Commissioner Caillier asked about impacts of not recommending the 3-foot separation.  
94 Wall responded this direction would not affect the project and could occur with 10 feet on  
95 all sides but any new unit would have to be compliant with the new standards. He said  
96 staff does not want to include as part of the Development Agreement as we know these are

97 existing conditions and are comfortable specifying them specifically in a development  
98 agreement, adding other homes were probably not that close.

99

100 Commissioner Moynagh asked if the applicant had wanted to arrange something differently  
101 and we could not respond because of the current version of code. Wall said we are trying  
102 to address existing setbacks within R-4 zoning to make it consistent over time and allow  
103 for new units moving in, adding that direction is largely included in State Statute.

104

105 Jim Guidry, Five Star Mobile Estates Ltd Partnership, introduced Vicki Wilson, Property  
106 Manager, then shared that they have been in existence since 1993 but first acquired the  
107 community in 1983. He said they are not seeking to increase the number of homes in the  
108 community but that the size of homes have increased over time and old ones are being  
109 replaced with newer larger models. He said, if approved, this would better reflect existing  
110 conditions and the City's approval of placement of newer homes in the complex, preserve  
111 affordable housing, and continue reinvestment in Five Star.

112

113 Chairperson Cordes opened the public hearing at 7:18 p.m. and reviewed the public  
114 comment process.

115

116 As no one wished to address the Commission, Chairperson Cordes closed the public  
117 hearing at 7:18 p.m.

118

119 Upon motion by Commissioner Caillier, seconded by Commissioner Stumph, it was

120

121 "RESOLVED to recommend approval of staff's recommendation for approval of  
122 DRAFT Ordinance 748, as proposed with any additional revisions recommended  
123 by the Planning Commission, with the condition that a Development Agreement is  
124 established and approved by the City Council as presented."

125

126 Commissioner Dresen noted she lived near this community and that providing this  
127 affordable housing option is very important to the City.

128

129 Commissioner Cooper said the proposed amendment reflected current conditions and  
130 needs to be current with City Code.

131

132 Ayes – 7

Nays – 0

133 The motion carried.

134

### 135 NEW BUSINESS

136

137 Planning/Community Development Director Wall said staff recommended the  
138 Commission take action on the following items as required by City Code to elect/appoint  
139 members to the following positions: Chairperson, Vice Chairperson, and two EDA  
140 Representatives as well as accept the 2021 Expense Allowance. He noted per Code that  
141 Commissioner Cordes has served as Chairperson from 2019-2020 and cannot be elected to  
142 another term. Commissioner Jokinen has served as Vice Chairperson from 2019-2020 and  
143 could assume the role of Chairperson in 2021, if interested and elected, as has been past  
144 practice. He then outlined the Vadnais Heights Economic Development Authority (EDA)

145 was comprised of all City Council members, Vadnais Heights Economic Development  
146 Corporation representative, and one representative and alternate from the Planning  
147 Commission. He said the EDA meets on an as-needed basis but has not met in a while.  
148 He shared that, the Planning Commission has passed a motion accepting the annual  
149 expense allowance at the first meeting of the year and any recommended changes to the  
150 expenses would require a City Code amendment to be approved by the City Council. Wall  
151 referred to the Commission's duties and rules contained in City Code and shared an  
152 executive summary of the Minnesota Open Meeting Law and an article on ethics for  
153 commissioners.

154

155 Chairperson Cordes called for nominations for Chairperson. Nominations closed.

156

157 Upon motion by Commissioner Cooper, seconded by Commissioner Caillier, it was

158

159 "RESOLVED, to appoint Commissioner Jokinen as Chair for 2021."

160

161 Ayes – 7

Nays – 0

162

163 The motion carried.

164

165 Chairperson Cordes called for nominations for Vice Chair. Nominations closed.

166

167 Upon motion by Commissioner Jokinen, seconded by Commissioner Cooper, it was

168

169 "RESOLVED, to appoint Commissioner Cooper as Vice Chair for 2021."

170

171 Ayes – 7

Nays – 0

172

173 The motion carried.

174

175 Chairperson called for volunteers to be representation and alternate representative to the  
176 EDA.

177

178 Upon motion by Commissioner Jokinen, seconded by Commissioner Caillier, it was

179

180 "RESOLVED, to appoint Commissioner Moynagh as EDA representative and  
181 Commissioner Stumph as alternate for 2021."

182

183 Ayes – 7

Nays – 0

184

185 The motion carried.

186

187 Upon motion by Commissioner Cooper, seconded by Commissioner Dresen, it was

188

189 "RESOLVED, to accept the 2021 annual expense as presented."

190

191 Ayes – 7

Nays – 0

192

**PLANNING COMMISSION**

January 26, 2021

193 The motion carried.

194

195 Chairperson Dresen suggested moving the December 28 meeting to December 14 due to  
196 the holidays.

197

198 Upon motion by Commissioner Cooper, seconded by Commissioner Dresen, it was

199

200 “RESOLVED, to accept the 2021 meeting calendar as amended.”

201

202 Ayes – 7

Nays – 0

203

204 The motion carried.

205

**OLD BUSINESS**

206

207 None.

208

**REPORTS**

209

A. Council Liaison

210

211 Council Liaison Rogers shared his background and reasons for service that included  
212 contributing to democracy and thanked the Commission for their work. He said this was a  
213 very important Commission and that he looks forward to working with Commission  
214 members.

215

B. Planning Commissioners

216

217 Chairperson Cordes stated Commissioner Carnes did not seek reappointment and thanked  
218 Carnes for his service and guidance, adding a vacancy for second alternate was available  
219 as Commissioner Moynagh moved up to full member. Planning/Community Development  
220 Director Wall said the City was advertising the vacancy on the website and social media  
221 and applications are due February 7.

222

C. Staff

223

224 None.

225

**NEXT MEETING**

226

227 The next Planning Commission meeting will be held on February 23, 2021.

228

**ADJOURN MEETING**

229

230 Upon motion by Commissioner Carnes, seconded by Commissioner Jokinen, the meeting  
231 was adjourned at 7:36 p.m.

232

233 Respectfully submitted,

234

- 241 Cathy Sorensen
- 242 *TimeSaver Off Site Secretarial, Inc.*

DRAFT