



## COMMISSION MEMBER ORIENTATION

Steve Grittman, City Planner  
Ashley Morello, Assistant City  
Manager  
February 17, 2026

1

### MISSION STATEMENT



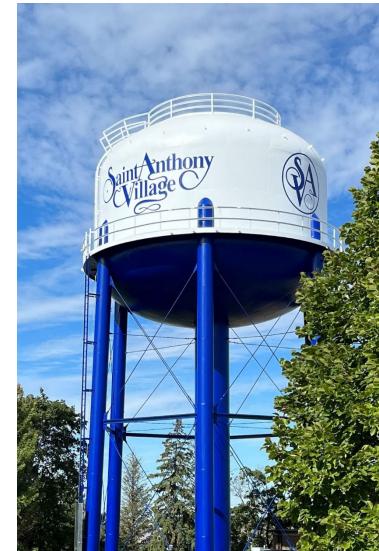
*Our mission is to promote a high quality of life to those we serve through outstanding city services.*



2

## AGENDA

- The City
- City Departments
- Council & Commissions
- Laws and Policies for Commissioners
- Planning Commission Meetings
- Planning & Zoning 101



3

## THE CITY



4

## THE CITY

### Saint Anthony Village

Total Square Miles	2.35 (1,500 Acres)
Population	9,257 Total 20% Seniors / 20% Children
Median Home Value	\$375,000
Breakdown of Use	44% Residential 8% Commercial / Industrial 14% Streets/Utilities/Railroad 34% Open Space/Park/Water

### Demographics

Current Households	46% Single Family Detached 54% Attached
Household "Tenure"	55% Owner-occupied 44% Renter-occupied 1% Vacant
Affordability	65% of all housing affordable to households at 80% of Area Median Income



5

## THE CITY

- Statutory Plan B: Council-Manager
  - Mayor & Council - Policy and Legislative
  - City Manager - Administration and Operations
- 140+ Employees (Full-time, Part-time, Seasonal)



6

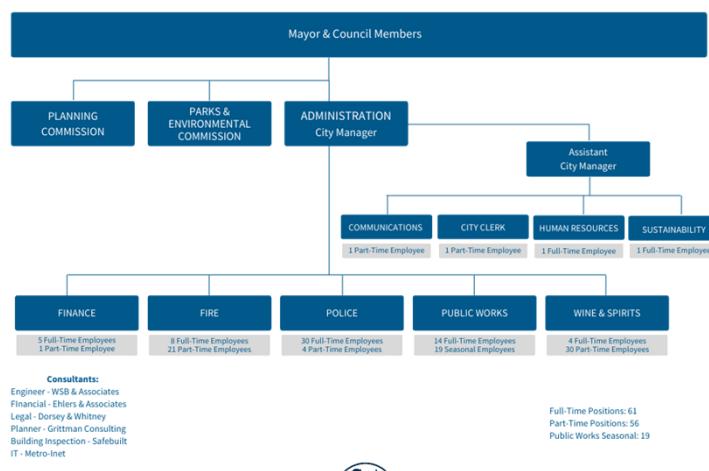
# CITY DEPARTMENTS

Administration  
Finance  
Police  
Fire  
Public Works  
Liquor Operations



7

# ORGANIZATIONAL CHART



8

## ADMINISTRATION

City Manager	The Administration Department administers city government within the guidelines of State law and policies established by the City Council. The City Manager supervises the Administration, City Clerk, Finance, Police, Fire, Public Works and Liquor Departments in addition to the consulting planning, legal, and engineering services.
Assistant City Manager	Collaborates with City Manager to develop and recommend overall operating policies, procedures, and protocols consistent with existing governance structure. Also serves a variety of functions related to planning, zoning review, code enforcement, and economic development and provides planning, and direction to Administration staff.
City Clerk	Provides administrative support to the Assistant City Manager, City Manager and City Council, coordinates City elections with Ramsey County, and maintains official City records and files.
Human Resources Coordinator	Provides professional and advisory support to the Administration Department, Department Heads, and contracted vendors for human resources, benefits, payroll, and labor relations, as well as support and guidance for employees.
Communications Coordinator	Works in conjunction with the Assistant City Manager to handle messaging, produce the quarterly newsletter, and support all departments in their communications and outreach efforts.
City Planner	City contracts with Grittman Consulting to provide all planning-related work for city to be more efficient with the services provided to residents and be conscious of planning expenditures. Also reviews land use and development applications, works with residents on a variety of home improvement projects and advises on long range planning for the City.
Sustainability Coordinator	Responsible for integrating City sustainability and resiliency efforts including but not limited to comprehensive planning, climate plan implementation and public education.



9

## FINANCE DEPARTMENT



Deborah Maloney,  
City Finance Director

### Mission Statement

Ensure that City resources and assets are managed effectively to provide residents with the City services desired and to sustain the City's infrastructure for current and future residents.

### Responsibilities

<ul style="list-style-type: none"> <li>• Budget Preparation and Administration</li> <li>• Manages Annual Audit</li> <li>• Accounts Payable and Receivable</li> <li>• Debt Management/Bond Issuance</li> <li>• Utility Billing</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed Asset Oversight</li> <li>• Investments</li> <li>• Payroll</li> <li>• Licenses &amp; Permits</li> </ul>
--	---



10

## POLICE DEPARTMENT



Jeff Spiess,  
Police Chief

### Mission Statement

To improve the overall quality of life by preserving the peace and safety of the community.

### Safety through Service

The St. Anthony Police Department takes pride in our high quality service. Our emphasis is on arresting offenders, preventing crime, solving problems, and increasing the overall quality of life for those we serve. In addition to providing police services for the City of Saint Anthony Village, we provide services to the City of Lauderdale and the City of Falcon Heights.

- 28 full-time Police Officers
- 2 part-time cadets
- 1 volunteer Reserve Officer



11

## FIRE DEPARTMENT



Izzy Diaz,  
Fire Chief

### Vision Statement

Our vision is to build a safer, stronger community by fostering trust, collaboration, and unwavering commitment to service. We strive to protect and support every individual through responsive action, prevention, and education, ensuring a safer future for all.

### Demand the Best

The St. Anthony Fire Department is committed to excellent service to our community. We demand the best from ourselves and others while minimizing the loss of life, loss of property, and environmental damage from the adverse effects of fires, medical emergencies, and hazardous conditions. The Fire Department is responsible for the House Code, Code Compliance and Emergency Management.

- 9 full-time Firefighters – 24 hours a day
- 20 Paid-On-Call Firefighters
- Responds to all medical and fire calls



12

## PUBLIC WORKS DEPARTMENT



Jeremy Gumke,  
Public Works  
Director

### Mission Statement

To provide effective and efficient design, construction, operation and maintenance of the City's infrastructure. The Public Works Department is organized into five divisions. These divisions work together to coordinate services and enhance the quality of life to our residents, businesses and visitors by providing safe, reliable and effective service consistent with the vision and goals of the community.

### Livable and Sustainable

We deliver superior design, construction, operation and maintenance of the City's infrastructure. From quality roads to clean water, and by continually improving our efficiency and effectiveness, we strive for a more livable and sustainable village.

- 14 full-time employees
- 5 Divisions
  - Building Maintenance
  - Parks Division
  - Streets Division
  - Vehicle Maintenance
  - Water/Sewer Division



13

## LIQUOR OPERATIONS DEPARTMENT



Mike Larson  
Liquor Operations  
Manager

### Mission and Values

Our mission is to foster exceptional service in a trusted environment for our customers and community. Through integrity-driven operations, we aim to ensure public safety while generating sustainable revenue that supports the vitality and well-being of our entire community. We are committed to the responsible sale of federally, state, county, and locally regulated consumables – actively preventing access to minors and intoxicated individuals.

### About Our Operations

- Two Locations: Marketplace and Silver Lake Village
- 100% of our store profits go back to the City
- Over past 10 years, operation has contributed nearly \$3.5 million to City's General Fund



14

## COUNCIL AND COMMISSIONS



15

## MAYOR AND CITY COUNCIL

### City Council

Council is led by a Mayor and four-member non-partisan City Council elected at-large

#### City's Authority

- Authority to act must be found expressly in Minnesota law or be inferred from such law
- City's authority may be pre-empted by state or federal law

#### Councilmember's Authority

- Council must approve contracts and other significant actions of the City by a vote of the Council as a whole

Role of Mayor	Role of Councilmember
<ul style="list-style-type: none"> <li>• Official head of city</li> <li>• Signs official documents</li> <li>• Presides over and preserves order at council meetings</li> <li>• Votes as member of council</li> <li>• Represents all residents</li> <li>• Chair of the Housing Redevelopment Authority (HRA)</li> </ul>	<ul style="list-style-type: none"> <li>• Community leadership At-large: represent all residents</li> <li>• Legislating for city</li> <li>• Stewards of city assets</li> <li>• Member of the Housing Redevelopment Authority (HRA)</li> </ul>



16

## COMMISSIONS

### Role of a Commissioner

- Review and recommend to the council
- Represent all residents

### Planning

- Review and support the comp plan
- Regulation related to planning and zoning
- Regulation related to subdivisions and plats
- Review and hold public hearings for conditional use permits
- Review variances
- Respond to other land use issues

Staff Liaison: Steve Grittman

### Parks & Environmental (PEC)

- Support implementation of climate plan, energy action plan, and active transportation plan
- Review considerations related to park usage
- Review considerations related to Sustainability

Staff Liaison: Minette Saulog



17

## ROLES AND RESPONSIBILITIES

### CITY COUNCIL

- Define policy
- Serve as liaisons between City and public
- Establish future vision of the City
- Review and approve modifications to ordinances and resolutions
- Authorizing the city's financial operations (such as levy, budget, etc.)

### COMMISSIONS

- Advisory body to City Council
- Review and provide recommendations to City Council related to policies, priorities and proposals
- Recommend prioritization to Staff/City Council related to policies, priorities and proposals
- Develop proposed annual work plan for the upcoming year

### STAFF

- Manage day-to-day operations of City services
- Develop and publish materials for Commission and City Council meetings
- Provide technical expertise related to policies, priorities and proposals



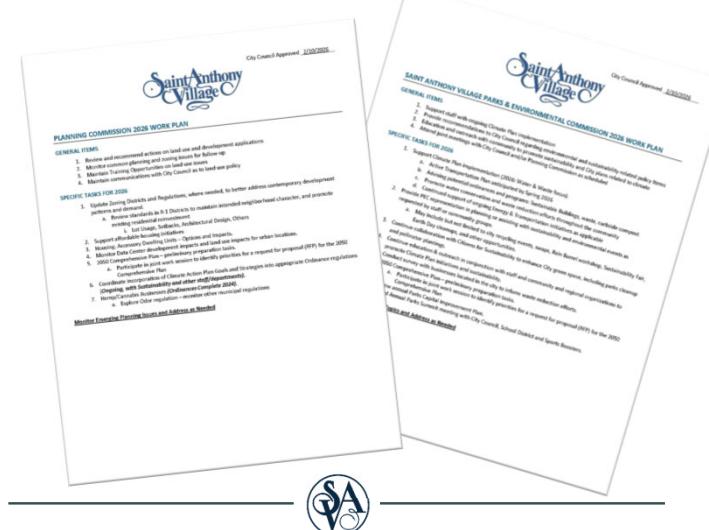
18

## ANNUAL STRATEGIC PLANNING



19

## ANNUAL COMMISSION WORK PLANS



20

## STAY CONNECTED



1. Visit [savmn.com](http://savmn.com)
2. Click TEXT & EMAIL ALERTS icon.
3. From Notify Me page, sign in or create an account
4. Click the icons for text or email next to each category you want to receive news and notices. You will see a green check mark.
5. You will receive email confirmations for each category you select.



21

## LAWS AND POLICIES FOR COMMISSIONERS

- Open Meeting Law
- Ordinance vs Resolution vs Motion
- City's Policies
- Gift Law
- Conflicts of Interest
- Contract Authority
- Data Practices

Office of the Revisor of Statutes

2025 Minnesota Statutes

Minnesota Statutes is a compilation of the general and permanent laws of the state. [Read more...](#)

Search by Keyword:  Search

Advanced Search

Table of Chapters

Chapters	Title
1-2A	JURISDICTION, CIVIL DIVISIONS
3-3C	LEGISLATURE
4-5	CONSTITUTIONAL OFFICES AND DUTIES
18-12B	GOVERNMENT MISC. LAW
13-13C	DATA PRACTICES
13D	MEETINGS OF PUBLIC BODIES
18-15A	STATE AGENCIES
15B	CAPITOL AREA
15C-19	FRAUDULENT STATE CLAIMS
16A-16E	ADMINISTRATION AND FINANCE

Resources

- Search Minnesota Statutes
- About Minnesota Statutes
- 2025 Statutes New, Amended or Repealed
- 2025 Table of Chapters
- 2025 Statutes Topics (Index)
- Printed Material (PDFs)
- Preface
- Comments
- Table II
- Index I

Revisor.mn.gov



22

## OPEN MEETING LAW

### What is the Open Meeting Law?

A requirement that public meetings must be open to the public.

A “meeting” means a quorum of elected officials where City business is discussed. Some meetings may be closed, and certain meetings must be closed.

Rule	Notice Requirements
A meeting of a public body must be open to the public and can only be held after advance notice of the meeting has been given unless an exception applies	<ul style="list-style-type: none"> <li>Notice must be provided three days in advanced</li> <li>Meeting materials</li> <li>Meeting agendas and materials are posted ahead of time</li> <li>Meetings are public and recorded</li> </ul>



23

## MOTIONS, RESOLUTIONS, AND ORDINANCES – WHAT'S WHAT?

### Ordinance

- The highest and most authoritative form of action a City may implement.
- An ordinance is intended to be a permanent law, although it can be repealed.

### Resolution

- Less formal than an ordinance and do not have same enforcement provisions as an Ordinance.
- Resolutions are used for administrative or executive matters or for statements of policy.

### Motion

- Used to provide acknowledgements or for giving direction.



24

## POLICIES

### Use of Email

- City-issued email address only for City business
- City email will be used as main correspondence with City
- Do not “Reply All”
- Public nature of e-mail
- Retention of e-mail
- Public right to inspection



25

## GIFT LAW

### Explanation of Law

Elected and local officials, including employees, may not receive a gift from any “interested” person.

An interested person is one who has a direct financial interest in a decision that a local official is authorized to make.

### Exceptions

- Campaign contributions
- Food or beverage at a meeting where a person is presenting
- Other exceptions (that mostly relate to items with insignificant value)



26

## CONFLICTS OF INTEREST

### Explanation of Law

A conflict of interest (COI) occurs when an individual has a personal interest (direct or indirect) in a Council decision (or another decision made in his or her official capacity).

### Three Categories of Potential Conflicts

- Contractual
- Incompatible offices
- Self-interest in non-contractual matters

In addition to conflicts of interest, note that perceived conflicts of interest may have an impact. Staff recommends that commissioners disclose a true or perceived conflict of interest during meetings.



27

## DATA PRACTICES ACT

### Explanation of Act

Government data" means all data collected, created, received, maintained or disseminated by state or local government, regardless of its physical form, storage media, or conditions of use. Paper documents, email, CD-ROMs, videotape, and computer files are all forms of "government data."

### Rules

- Commission Members typically receive information that is public.
- Correspondence and email could contain private or confidential data – most are public.
- Limited personnel data is public.
- An individual who is the subject of data has limited access to data regarding him/herself.
- Commission members are not delegated by the City with the authority to determine how data is characterized or respond to data practices act requests.
- All requests for data should be directed to the City Manager.



28

## PLANNING COMMISSION MEETINGS



29

## MEETING SCHEDULE

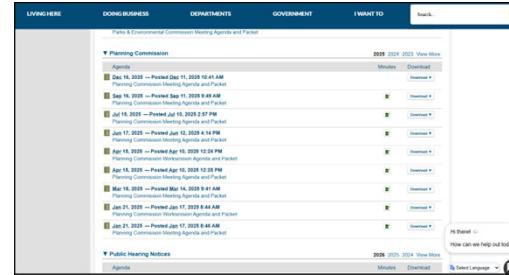
- Planning Commission meets on the third Tuesday of the month on as needed basis
- In the event of cancellation, commissioners will be sent an email and the online calendar on the city website will be updated
- Meetings are in-person in the Council Chambers and start at 7pm
- Meetings are recorded and broadcast live
- Quorum is required to conduct official city business
- Additional meetings (such as work sessions or joint work sessions) are posted at least three days prior to the meeting and commissioners will be emailed if meetings are added
- Work sessions typically start at 5:30pm



30

## AGENDAS AND PACKETS

- Staff posts agendas and meeting packets online by Friday end of day prior to a meeting the following week
- Agendas, minutes and packets are found in the agenda center at [savmn.com/AgendaCenter](http://savmn.com/AgendaCenter)
- Commissioners should review agenda and related materials prior to meetings
- Commissioners are responsible for bringing their own packet materials to meetings (print or digital).

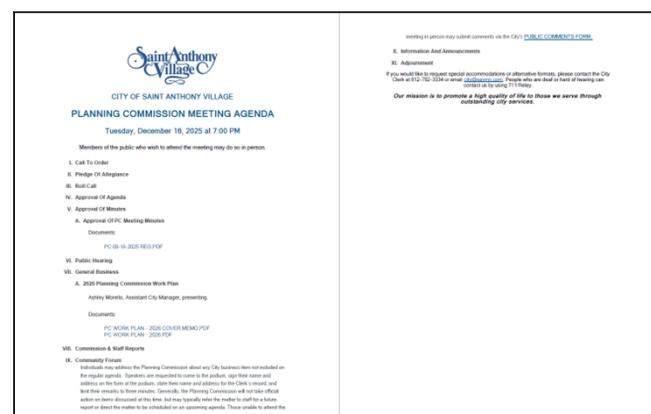


31

## MEETING STRUCTURE

### A Typical Agenda Includes:

- I. Call To Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Hearing
- VI. General Business
- VII. Commission and Staff Reports
- VIII. Community Forum
- IX. Information and Announcements
- X. Adjournment



32

## MEETING CONDUCT – ROBERTS’ RULES OF ORDER

- Roberts’ Rules govern the conduct of meetings
- The objective of the rules is to run a fair, open meeting and get the best information
- Most meetings are run informally, where the chair has latitude to vary the process to run efficiently, while maintaining fairness



33

## ROLES IN THE ROOM

### Commission Members

- Objective reviewers
- Ask clarifying questions
- Evaluate consistency with policy and code
- Formulates a recommendation

### Chair / Vice Chair

- Manages the meeting
- Keeps discussion focused and fair
- Clearly states the recommendation being considered

### Staff

- Provides analysis and context
- Explains code and policy implications
- Drafts recommended motions



34

## MAKING RECOMMENDATIONS TO COUNCIL

### Most Commission items are recommendations to the Council

- Focus on the question being asked
- When considering recommendations, consider:
  - Applicable plans and policies
  - Identifies areas of agreement or concern
- Commission recommendation may include conditions
  - Need to be clearly stated

### Staff

- Provides a cover memo describing topic
- Typically includes a recommendation based on legal standing



35

## MEETINGS SUMMARY

### Before

- Review Packet
- Prepare Questions

### During

- Participate through the Chair

### After

- Avoid discussion of city business
- Maintain Open Meeting Law
- Direct any questions to city staff



36

# INTERMISSION



37

# PLANNING AND ZONING 101



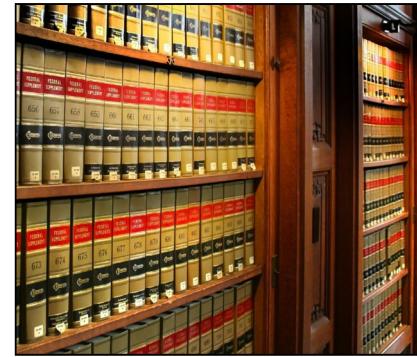
38

19

# PLANNING AND ZONING INTRODUCTION

## Definition

- Land Use Planning is an activity permitted to local governments by the State – MN Stat 462 governs planning and zoning.
- Prior to our current zoning process, land use was regulated by nuisance law.
- Nuisances are infringements on property rights held by another person.
- Property rights include the right to use one's property for one's own benefit, and not to be unreasonably interfered



39

# INTRODUCTION CONTINUED

## Definition Continued

- Nuisance law is notoriously difficult to manage – expensive, uncertain, inconsistent from place to place.
- Public zoning took the place of private nuisance lawsuits in the early 1900s. The theory was that a consistent set of land use expectations could be written and defended, and people could make more predictable investments in real estate, under a public scheme.
- Zoning was tested as a "taking" of private property rights by the public government in violation of 5th Amendment requirements for "just compensation". US Supreme Court validated the public interest.
- Public land use regulation acknowledges that the public has a stake in how property is developed, since the public will be asked to maintain the infrastructure and public safety to preserve it – the "police powers."



40

# COMPREHENSIVE PLAN

## About the Plan

- The fundamental planning document – required in the 7-County metro area. Updated every 10 years (next one due in 2028).
- Most recognizable portion – the Future Land Use Plan.
- The most critical – statement of Goals and Policies.
- **Everything** done as a part of land use regulation (zoning, subdivision, etc.) should relate to implementation of the City's land use goals and policies.

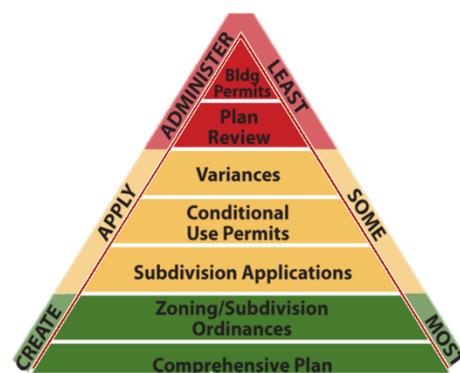


41

# COMP PLAN, CONTINUED

## The Plan Continued

- The City has a great degree of discretion in setting the terms of its Comprehensive Plan.
- As one works from the bottom of this pyramid to the top, discretion lessens, until at the top, the City is functioning in what is referred to as a "clerical" role only.
- Therefore, the City has most broad discretion for adopting Comp Plan and Ordinances – these are "legislative" acts.
- Less discretion for application of code to permit requests – these are "quasi-judicial" acts.



42

## ZONING AND ORDINANCES

## Definition

- Zoning and Subdivision regulations are by far the most common implementation tools of Comprehensive Plan policy.
- Zoning amendments consist of two types: Text Amendments and Map Amendments (commonly called “rezoning”).
- Both adopted by ordinance.
- Regulated by statute according to City class size – large cities (like Minneapolis and cities in other states) can often do things Saint Anthony Village can not!



43

## ZONING AND SUBDIVISION, CONTINUED

Zoning Amendments are regulated by the following basic criteria:

*Whether the proposed amendment is consistent with achieving the goals and objectives outlined in the comprehensive plan.*



44

## ZONING AND SUBDIVISION, CONTINUED

### Other Common Considerations

- i. Traffic levels capable of being handled on existing roadways.
- ii. Utility demands capable of being served with existing utility capacity.
- iii. Land Use compatibility with adjoining property.
- iv. Consistency with Land Use guide plan.
- v. Environmental concerns (air, soil, water) and potential hazards to the public.
- vi. Impacts on Schools, Parks or Open Space.

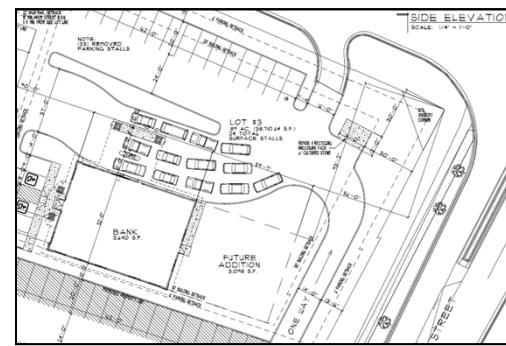


45

## CONDITIONAL USE PERMITS

### Definition

- Uses that are presumed to be allowed but require special conditions to address special impacts of the use.
- Difficult to deny – the City should be able to identify specific issues that need changing to meet the intent of the City's land use goals.
- The most common generator of conditions of approval, and the conditions must address an impact created by the proposed use.



46

## INTERIM USE PERMITS

### Definition

- Just like a Conditional Use Permit, but with a specific timeline attached.
- Expiration may be a date or an event.
- Should be accompanied by a written statement of agreement from the applicant verifying the expiration of the permit.
- New permits are new, technically not “renewals” – there is no inherent right to continue a use after the termination date.

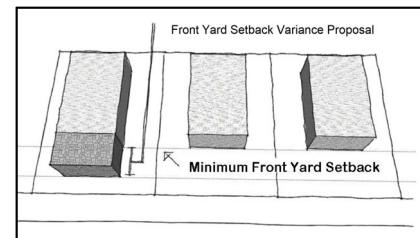


47

## VARIANCES

### Definition

- An approved variation to a (usually) dimensional standard, such as a setback, or lot coverage, or numbers of required parking spaces, etc.
- Requires a finding that there is a specific, unique “practical difficulty” in putting the property to what would otherwise be a reasonable way to use the property.
- Designed to be somewhat difficult to get – there is a presumption that the City’s general ordinances do a thorough job of addressing the most common conditions.



48

## DECISION-MAKING, FINDINGS

### Finding of Fact is Critical to Good Decision-Making

- The Commission or Council should be able to state the reasons, based in the City's land use goals/policies, why a decision is being made, pro or con.
- Should be made at the time of the decision, in writing.
- Should be based on evidence presented to the public body – not some outside knowledge the Council or Commission has.
- Solid findings protect the City from future litigation – a court will rarely overturn clear findings, and will presume those facts.
- Staff's practice will be to build findings into the resolution, but the Commission should add findings it deems relevant.



49

## “60-DAY RULE”

### Administrative Responsibility from MN Statute 15.99

- Ensure zoning decisions are made promptly, within 60 to 120 days.
- The date is from the date of complete application to the final Council decision.
- The City has 15 days to determine whether a land use application is “complete” for review. Once complete, the 60-day clock starts ticking.



50

## SUBDIVISIONS AND PLATS

### Separate Responsibility of City Land Use Regulation

- Typically, the City should try to imagine how the design of the subdivision will create neighborhoods that are consistent with the City's land use objectives.
- Not a significant issue for SAV, given full development. Subdivisions will usually be functions of other zoning requests.



51

## PLANNED UNIT DEVELOPMENT

### Definition

- PUD is considered a single project on a single parcel of real estate, even though it may be many of both.
- PUD is used to coordinate large complex developments or manage smaller projects that use unique planning techniques – the lower threshold in SAV is 3 acres.
- At all times, the threshold for a PUD proposal is whether it does a better job of meeting the City's land use objectives than straight zoning.
- Silver Lake Village is the largest PUD District in SAV – now controlled by its long-established pattern of uses.



52

## NONCONFORMITIES

### Definition

- Land uses that were once legal under the then-existing code, but which now no longer meet the requirements or uses allowed in the zoning district.
- A nonconformity owner may continue the use or structure into the future if it is continuous, including reconstruction (but not expansion), but the code is designed to bring the use of the property into conformance eventually.
- The City has only limited authority to eliminate lawful nonconformities.



53

## CONTACT

### For More Information

Steve Grittman  
City Planner  
612-409-6503  
[steveg@grittmanconsulting.com](mailto:steveg@grittmanconsulting.com)  
[planner@savmn.com](mailto:planner@savmn.com)

Ashley Morello  
Assistant City Manager  
612-782-3313  
[ashley.morello@savmn.com](mailto:ashley.morello@savmn.com)



54