CITY OF SHOREVIEW
AGENDA
CITY COUNCIL WORKSHOP
Monday March 16, 2026
5:00 PM

Under MN Statutes 13D.02 and city policy, council members may participate remotely.

1. **GENERAL BUSINESS**
   - 1.a Planning Related Discussion Items
   - 1.b Slice of Shoreview Leadership Structure

2. **OTHER ISSUES & LIAISON UPDATES**

3. **ADJOURNMENT**

Memorandum

TO: City Council Workshop

FROM: Niki Hill, AICP , Assistant Community Development Director

DATE: March 16, 2026

SUBJECT: Planning Related Discussion Items

ITEM NUMBER: 1.a

SECTION: GENERAL BUSINESS

REQUESTED MOTION

INTRODUCTION

The purpose of this workshop discussion is to obtain city council input and policy direction on several potential zoning and development process updates. These items were previously discussed with the planning commission and are being brought forward for additional council discussion before any ordinance amendments are prepared for formal adoption.

The topics for discussion include:

- Introducing Administrative Approvals for certain development applications, including:
  - Minor Site and Building Plan Reviews
  - Minor Subdivisions and Boundary Line Adjustments
- Expanding the use of Concept Plan Reviews to allow earlier discussion of development proposals.
- Discussing the future of the Residential Estate (RE) zoning districts, including the previously proposed reduction of the minimum lot size in the RE-40 district from 40,000 square feet to 20,000 square feet, which generated significant neighborhood opposition during the recent public open house.

The intent of the workshop is to discuss the advantages, concerns, and policy considerations associated with these potential changes and receive council guidance on how staff should proceed.

DISCUSSION

Administrative Approvals

Administrative approvals would be a development review process in which staff reviews an application to ensure that it meets all applicable requirements of the zoning and development code. If a proposal fully complies with the established standards and criteria, staff may approve the request without requiring a public hearing or review by the planning commission or city council.

Administrative approvals would be limited to minor modifications or applications that are allowed by right under the zoning code and where the city does not have discretion to deny the request if all requirements are met.

If a proposal requires a variance, exceeds the thresholds established for administrative review, or otherwise involves discretionary decision-making, the application would continue to be reviewed through the city's existing process by the planning commission and city council, as required by the municipal code. The following are being recommended by staff to be an administrative review and approval process as part of the development code update.

Site and Building Plan Review

Staff has been exploring the possibility of allowing certain minor site plan modifications to be approved administratively rather than requiring review by the planning commission and city council. These types of applications typically involve small changes to an existing developed site that already complies with zoning requirements.

Examples of potential administrative approvals could include:

- Patios or small outdoor seating areas
- Pergolas or small accessory structures
- Fences
- Minor parking lot modifications that do not reduce parking counts below requirements.
- Building additions or changes that do not impact more than approximately 10 percent of the existing floor area

Under this approach, projects would still be required to meet all zoning and development code standards. The administrative review would primarily apply to proposals that do not significantly alter site layout, circulation, or have neighborhood impacts. Several considerations were raised during the planning commission workshop discussion, including:

- Ensuring that administrative approvals do not create public notification concerns, particularly when adjacent to residential zoning districts.
- Determining the appropriate threshold for administrative eligibility, such as using percentage of building area versus square footage limits.
- Ensuring that minor modifications do not negatively impact required parking or circulation.
- Retaining flexibility so that applications may still be referred to the Planning Commission if staff determines a proposal warrants broader review.

To maintain transparency, staff discussed providing an Administrative Review Summary at the Planning Commission meeting following any staff approval. This informational update would allow the commission to monitor how the administrative process is being used and serve as a check to ensure the tool is used as intended.

This type of process is commonly used by cities to streamline small projects, while allowing planning commission time to focus on larger or more complex development proposals and land use/planning policy.

Minor Subdivisions and Boundary Line Adjustments

Another proposed administrative approval category would involve minor subdivisions - involving the creation of two to three lots and boundary line adjustments between existing parcels.

Under current practice, these applications are reviewed by the planning commission and approved by the city council even when the proposal fully complies with all zoning and subdivision standards. In these cases, the city does not have discretion to deny the application if all code requirements are met.

Allowing administrative approvals for these types of applications could improve efficiency and reduce processing timelines when proposals are allowed by right under the zoning code.

Key considerations discussed include:

- If both resulting lots meet all zoning requirements, the city may have limited discretion to deny the request.
- Maintaining the appearance of a discretionary review process when none exists can create confusion for applicants and neighbors.
- An approval notice could be sent to neighbors that clearly states the subdivision meets all applicable requirements and is therefore permitted. This notification would provide information about the property split and identify a city contact for questions. This requirement would only apply to minor subdivisions, not simple boundary adjustments.
- Appeal process for administrative decisions and what the appropriate timeframe would be. Options could include maintaining the current five-day appeal period or extending the timeframe if formal notice requirements are included.

Some planning commission members noted that while administrative approvals may improve efficiency, public meetings can provide valuable transparency and discussion, even when a proposal is largely administrative in nature.

Additionally, staff will need to consider whether other potential zoning changes—such as changes to minimum lot sizes—could affect how administrative subdivision approvals function in practice.

Concept Plan Reviews

Staff is also seeking direction the use of Concept Plan Reviews within the development process.

Currently, concept plan discussions are primarily used for certain development proposals using the Planned Unit Development - Concept Stage process. Expanding to allow a general concept plan review option could allow applicants, the planning commission, the city council and city staff to discuss potential development proposals for rezoning or major subdivisions/plats at an earlier stage before significant resources are invested in detailed plans.

Benefits of expanding concept plan review could include:

- Allowing the city to provide early feedback on development concepts
- Helping applicants understand potential concerns before submitting formal applications
- Creating a more proactive and collaborative planning process

If expanded, this will clear up any confusion whether a project is truly going the PUD route in the future and whether or not they will have that inherent flexibility. It will also be important to clearly communicate that concept plan reviews are informational only and do not constitute approval of a project.

Residential Estate District(s)

Staff is also seeking council guidance regarding the proposed updates to the Residential Estate (RE) zoning districts.

Earlier discussions with the planning commission and city council included eliminating the RE-60 and RE-80 districts and reducing the minimum lot size in the RE-40 district from 40,000 square feet to 20,000 square feet to have one Residential Estate District. The intent was to simplify the zoning code and allow development patterns more consistent with other single-family districts.

During the recent public open house, residents from affected neighborhoods attended the meeting and expressed strong opposition to reducing the minimum lot size from the RE40 minimum of 40,000 square feet. Many residents indicated that the larger lot sizes and lower density were a primary reason they chose to live in the area. Concerns were raised that reducing the lot size could encourage subdivision of existing properties, alter neighborhood character, and potentially affect property values.

Some residents also indicated they did not see a clear benefit to the proposed change and suggested that if zoning changes were considered in the future, the city should maintain or increase minimum lot size requirements to preserve the existing character of the neighborhood.

During staff discussions, broader policy questions were raised regarding the long-term role of the Residential Estate districts. While maintaining large-lot districts can preserve neighborhood character, it may also limit housing opportunities and shift density pressures to other areas of the city.
The city council is being asked for direction moving forward. You can do one of two things:

1. Move forward with original proposed changes to the Residential Estate District, removing the RE 80, 60, and 40 districts and setting the minimum lot size to 20,000 square feet.
2. Remove the RE80 and RE60 references in the code as they are currently not in use, and keep the RE40 and RE20 districts in place.

Staff does want to note, that if the city council is not interested in pursuing changes to the RE-40 District at this time, one option would be to give staff direction to revisit the future of the Residential Estate districts as part of the city's upcoming Comprehensive Plan update. Addressing the issue within that process would allow the district to be reviewed in the broader context of long-term growth, land use planning, and housing needs. This approach would pause consideration of the proposed change as part of the development code update while ensuring the topic is evaluated more comprehensively as part of the city's long-range planning efforts rather than being set aside indefinitely.

RECOMMENDATION

This item is presented for discussion and policy guidance. Staff is seeking city council input on the following questions:

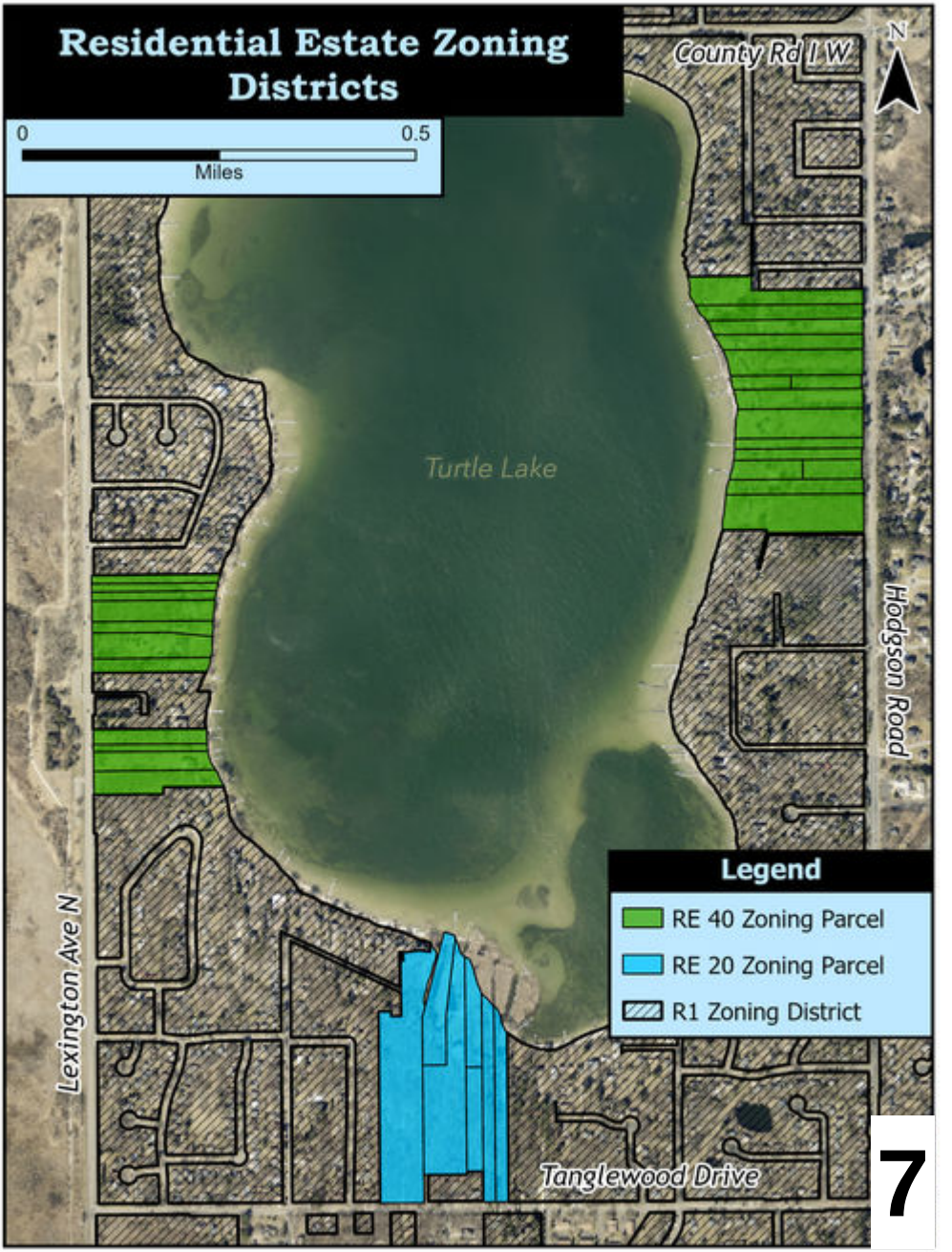
- Does the council support introducing administrative approvals for minor site plan modifications and minor subdivisions when all code requirements are met?
- Does the council support expanding concept plan review opportunities to include plats and rezoning requests?
- Does the council wish to continue pursuing changes to the RE-40 minimum lot size?
    - If not, should the Residential Estate districts be evaluated as part of the

Comprehensive Plan process?

Staff will use council feedback from this workshop to determine whether to incorporate the changes discussed into the draft development code.

ATTACHMENTS

LargeREMap


Residential Estate Zoning Districts
0
0.5
Miles
N
County Rd I W
Turtle Lake
Hodgson Road
Lexington Ave N
Tanglewood Drive
Legend
RE 40 Zoning Parcel
RE 20 Zoning Parcel
R1 Zoning District

Memorandum

TO: City Council Workshop

FROM: Steve Benoit , Parks and Recreation Director

DATE: March 16, 2026

SUBJECT: Slice of Shoreview Leadership Structure

ITEM NUMBER: 1.b

SECTION: GENERAL BUSINESS

REQUESTED MOTION

N/A

INTRODUCTION

The Slice of Shoreview is a three-day city festival operated under the management of the parks and recreation department. A contractual event coordinator works in collaboration with parks and recreation leadership to oversee the volunteer committee and event logistics. The city council is being asked to review a proposed restructure to the event's leadership model.

DISCUSSION

The Slice of Shoreview began in 1989 as a one-day festival held in conjunction with the Turtleman Triathlon at Turtle Lake County Park. In 1990, the festival was moved to the new city hall and community center grounds, to commemorate the opening of the new facility. In 1991, local community groups were invited to participate in the festival. In 1993, the festival moved to the newly renovated Island Lake County Park. At this time, the event expanded into a three-day event. Since then, the Slice of Shoreview has continued to feature family-friendly activities, a car show, a carnival, exhibitors, and entertainment.

The Slice of Shoreview planning committee is led by an event coordinator that the city hires on a contractual basis. The contract for this position is reviewed annually and approved by the city council. The event coordinator works in collaboration with a recreation program supervisor from the parks and recreation department to manage the event. In addition to oversight of the entire event, the contractual event coordinator is responsible for recruitment and leadership to a group of volunteers that organize the event details.

The current contractual Slice of Shoreview event coordinator has served in this role for over 30 years and is nearing retirement from this position. In addition, many of the volunteer committee members have expressed their tenure with the committee will likely cease upon the retirement of the coordinator. The parks and recreation department is preparing for a succession plan involving a restructuring of the current leadership model for the event.

Beginning with the planning for the 2027 Slice of Shoreview event, staff are proposing the event will operate under the direction and leadership of the recreation program supervisor and the contractual event coordinator position will be eliminated. Additional parks and recreation

staff will also be assigned on a 2 year rotational basis to provide support for the planning of the event.

Community feedback is essential to the long-term success of the event, and to ensure continued involvement from the community, a new Slice of Shoreview advisory group will be formed as a sub-component of the parks and recreation commission. This advisory group will provide guidance and insight on key aspects of the festival, including main stage entertainment and additional family-friendly activities. The group will meet three times throughout the year and be expected to volunteer on-site for a minimum of six hours during the Slice of Shoreview event weekend.

Staff will develop an advisory group that includes the following representatives:

- Shoreview Parks and Recreation Commission (1 or 2 representatives)
- Shoreview residents (6 residents)
- Shoreview high school students: Mounds View and Roseville school district (2-4 students)
- Members of the existing Slice of Shoreview planning committee will also be invited to participate in the advisory group

The local civic groups listed below will be invited to send a representative to each of the three meetings:

- Shoreview/Arden Hills Rotary Club
- Shoreview/Arden Hills Lions Club
- Shoreview Community Foundation
- Gallery 96
- SESCA

The parks and recreation program supervisor will work also continue to work closely with Ramsey County Sheriff's Department and Lake Johanna Fire Department.

This new structure was reviewed by the parks and recreation commission at the February 23, 2026 meeting.

Staff is requesting the city council review the proposed restructure to the Slice of Shoreview leadership model.

RECOMMENDATION

N/A

ATTACHMENTS