



LE SUEUR PLANNING COMMISSION
Go to Meeting Webinar

MEETING AGENDA
Thursday, August 13, 2020
6:00 P.M.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – June 11, 2020
4. New Business
 - 4.1. Comprehensive Plan Amendment Process
5. Other Business
 - 5.1 City Council Report
6. Miscellaneous
7. Adjournment

*For members of the public who wish to participate, please register for Le Sueur Planning Commission Regular Meeting being held on August 13, 2020 at 6:00 PM CDT at:

<https://register.gotowebinar.com/register/111184124075000592>

After registering, you will receive a confirmation email containing information about joining the webinar.



LE SUEUR PLANNING COMMISSION
MEETING MINUTES
Thursday, June 11, 2020

A meeting of the Planning Commission was held on Thursday, June 11, 2020 at 6:00 p.m. via virtual meeting with the following Planning Commissioners in attendance: John Dieball, Colleen Johnson, Andrea Faches, Julie Sheehy, Jack Roberts, and Dan Ryerson. Commissioners absent: Melissa Huntington. Samantha DiMaggio, Community Development Director, and Newell Krogmann, Council Liaison, were also in attendance.

A **motion** was made by Commissioner Ryerson, seconded by Commissioner Johnson, to approve the agenda as written. Commissioners Voting in favor: Sheehy, Faches, Roberts, Ryerson, Johnson, and Dieball. Commissioners Voting no: None. Motion carried.

A **motion** was made by Commissioner Ryerson, seconded by Commissioner Roberts to approve the minutes from the April 9, 2020 meeting. Commissioners Voting in favor: Sheehy, Faches, Roberts, Ryerson, Johnson, and Dieball. Commissioners Voting no: None. Motion carried.

Item 4.1, Downtown Mall Redevelopment: Staff reviewed the 2016 Comprehensive Plan and 2016 Downtown Master Plan with the Planning Commission. Changes were made to the Zoning Code in 2019 to reflect the recommendation outlined in these plans. A developer is now looking to acquire Valleygreen Sq. Mall, so staff reviewed the tentative redevelopment plans with the Commissioners. As this was a presentation, no formal motion was required.

Item 4.2, CSAH 22 ROW Amendment: On December 9, 2019, the Le Sueur City Council approved 'ROW Plat Number 2' on their consent agenda. Since that adoption, there have been some amendments to that plat related to negotiated terms for right of way acquisition by Le Sueur County. The updated plat included a signature line for the Planning Commission, prior to signing the mylars, staff wanted to review this plat with the Planning Commission. A **motion** was made by Commissioner Ryerson, seconded by Commissioner Dieball to approve amendments, and authorize signature of the mylar. Commissioners Voting in favor: Sheehy, Faches, Roberts, Ryerson, Johnson, and Dieball. Commissioners Voting no: None. Motion carried.

Item 5.1, City Council Report: Council Member Krogmann reported that the amendments to Chapter 4 of the Comprehensive Plan adopted by the City Council and that the Planning Commission's work on this was appreciated.

Item 6, Miscellaneous: Staff gave an update on the land development at Kingsway. Unfortunately, since the developer and the landowner couldn't reach terms on an extension, the contract has been canceled.

A **motion** by Commissioner Johnson, seconded by Commissioner Sheehy to adjourn the meeting. Commissioners Voting in favor: Sheehy, Faches, Roberts, Ryerson, Johnson, and Dieball. Commissioners Voting no: None. Motion carried.

Respectfully submitted,
Samantha DiMaggio, Community Development Director



Planning Commission Item 4.1

TO: Planning Commission
FROM: Samantha DiMaggio, Community Development Director
SUBJECT: Comprehensive Plan Amendment Process
DATE: Thursday, August 13, 2020

PURPOSE/ACTION REQUESTED

Discuss the process for making Amendments to the Comprehensive Plan.

SUMMARY

The Comprehensive Plan Amendment Process is an opportunity for individuals, groups or the City to propose changes to the City's Comprehensive Plan, which is the primary policy document that governs how the City will respond to the challenges of growth and development over time.. Most land use applications do not require amending the plan, however, if a project is in some way inconsistent with the plan, it cannot proceed unless the project is either changed to be in compliance or the plan itself is amended.

The City of Le Sueur's Comprehensive Plan was originally adopted in 2016. In April of 2020, Chapter 4 of the Comprehensive Plan and revised maps related to Future Land Use, Downtown Subdistricts, and Extra-Territorial Land Use were adopted by the City Council. Additional areas of the Comprehensive Plan will be updated within the next few months, these updates include:

- Parks Open Spaces and Trail Systems
- Transportation and Utility Plan
- Downtown Master Plan (adopted after the Comprehensive Plan was adopted)

Once an amendment has been proposed/drafted, a Public Hearing will be held by the Planning Commission, who will make a formal recommendation to the City Council. The City Council will discuss the amendment and it would need to pass via resolution with a 2/3 majority vote.

The public hearing notice needs to be published in the paper 10 days prior to the hearing. If the hearing is for a re-designation of a specific property, a mailed notice to the properties within 350 feet is required. If it is a City-wide amendment, then this is not necessary. It is usually prudent to take it to both bodies for informal review prior to the public hearing, when City initiated, to ensure that it meets the intent of the City's policy makers. The City retains the right to amend the plan as needed though an internal process, without initiation by an external applicant

RECOMMENDATION

Staff has refined the process for amending the Comprehensive Plan and would like the Planning Commission to review this process and make recommendations on it.

**§ 33.043 POLICIES GOVERNING; GENERAL POWERS AND DUTIES;
COMPREHENSIVE CITY PLAN; OFFICIAL MAP OF STREET EXTENSIONS.**

The following provisions are hereby enacted and adopted for the purpose of outlining, defining and determining the duties, responsibilities and activities of the Planning Commission.

(A) The City Council shall have, maintain and retain control and management of the finances and all of the property including real estate and personal property used for, incident to or in connection with the Planning Commission and shall retain unto itself the obligation, power and authority to establish, enforce, order, modify, amend and repeal all ordinances, rules and regulations for the governing of the Planning Commission whether herein created and established or otherwise defined.

(B) (1) The Planning Commission, upon appointment and the direction of the City Council, shall prepare and adopt a program or work outlining activities proposed to be undertaken in the exercise of its powers and performance of its duties. The program shall include:

(a) An outline of the data and information to be assembled as a basis for the city plan;

(b) An outline of subjects to be covered by the city plan;

(c) An outline of types of procedure necessary to make the city plan effective;
and

(d) An outline of other work and activities as the Commission proposes to engage in.

(2) The Planning Commission may from time to time revise its program of work by appropriate action taken. The work program shall be submitted to the City Council for recommendation and final approval. Priority shall be given to projects referred by or suggestions made by the City Council.

(C) It shall be the function and duty of the Planning Commission to prepare and to submit to the City Council for adoption a proposed comprehensive city plan for the physical development of the city including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds and other similar developments, the use of property, the density of population and other matters relating to the physical development of the city. The plan may be prepared in sections, each of which shall relate to a major subject of the plan, as outlined in the Commission's program of work. Upon preparation and approval by the Commission of the proposed comprehensive city plan or any section or portion thereof, the same shall be referred by the Commission to the City Council for examination and approval. The proposed plan may be referred back by the Council to the Commission for amendment or alteration or other further action as may be required and indicated. On final acceptance of the plan or any section thereof or amendment thereto, the City Council shall hold at least one public hearing thereon pursuant to notice thereof published in the official newspaper of the city once and appearing in the newspaper on a publication day at least ten days prior to the

date of the hearing. At the time of hearing, appropriate changes or alterations to the plan may be made by the City Council upon the advice of the Commission and after hearing the Council may adopt the plan or any section thereof or any amendment thereto by a four-fifths vote of the total members of the City Council.

(D) Upon the adoption of the city plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect the plan or section thereof in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for the efficient expenditure of the funds thereof relating to the subjects of the city plan. The means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets, coordination of the normal public improvements of the city, a long-term program of capital expenditures and other matters as will accomplish the purposes of this section.

(E) The Planning Commission may, and upon instruction of the City Council shall, prepare an official map of the platted and unplatted portions of the city and adjoining territory, or portions thereof, indicating upon the map the proposed future extension or widening of streets of the city within the existing platted or developed territory or across the unplatted territory. After the map has been prepared, it shall be referred to the City Council. The City Council, before approving the map, shall hold one public hearing thereon pursuant to notice thereof published in the official newspaper of the city once and appearing in the newspaper on a publication day at least ten days prior to the date of the hearing. After hearing, the Council may adopt the map and plan or any amendment thereof or addition thereto by a four-fifths vote of the total membership of the City Council. After the map has been adopted by the Council and filed with the Register of Deeds of the county, whenever any existing street or highway is widened or improved, or any new street is opened, or lands for other public purpose are acquired by action of the city, the city shall not be required in the proceedings to pay for any building or structure placed without a permit or in violation of conditions of a permit after the filing of the map within the limits of the mapped street, outside of any building line that may have been established upon the existing street, or within any area thus reserved for public purposes.

(1973 Code, § 2-52) (Ord. 264, passed 9-19-1961)



City of Le Sueur, MN
Comprehensive Plan Amendment Application
 TBD

This application is subject to review and acceptance by the City of Le Sueur. Applications will be processed only if all required items are submitted and the document has been signed by the owner/applicant.

APPLICANT INFORMATION	
Name:	
Street Address:	City/State/Zip:
Phone:	Email:
DEVELOPER INFORMATION	
Name:	
Street Address:	City/State/Zip:
Phone:	Email:
COMPREHENSIVE PLAN AMENDMENT REQUEST	
Identify the type of amendment requested (check all that apply):	
<input type="checkbox"/> Text: _____ <input type="checkbox"/> Land Use: _____ <input type="checkbox"/> Other: _____	
PROPERTY INFORMATION	
Site Address:	PID #:
Current Designation:	Proposed Designation:
Identify All Adjacent Land Uses:	
Is this site served with Utilities (check all that apply): <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Electric <input type="checkbox"/> Other:	

THE FOLLOWING INFORMATION IS REQUIRED FOR A COMPREHENSIVE PLAN LAND USE AMENDMENT:

SUBMITTAL CHECKLIST:

1. ____ Location map showing existing conditions of the property and adjacent land uses.
**Note that property owners within 350 feet of the subject parcel will be notified of the requested Comprehensive Plan change prior to the Planning Commission Public Hearing.*
2. ____ Complete legal description of the property.

***Continued on the next page**

City of Le Sueur, MN
Comprehensive Plan Amendment Application
TBD

3. _____ A written narrative explaining the proposed Comprehensive Plan Amendment and the requested change to the Comprehensive Plan, along with information supporting why the changes is requested, including:
- a) Reference the section of the Comprehensive plan in your narrative that you’re requesting be amended.
 - b) Any new information that has become available since the Comprehensive Plan was adopted that supports revision of the plan.
 - c) If the amendment affects a site, whether or not the change is needed to allow reasonable development of this site.
 - d) The relationship of the proposed amendment to the supply and demand for particular land uses with the City.
 - e) The possible impacts to infrastructure, such as sewer, water, storm water drainage and water quality, transportation, and parks and open space.
 - f) If the proposed change is related to an increase in density designated by the Comprehensive Plan Land Use Plan, provide in the number of units and total acreage proposed for the density of development.

NOTES TO APPLICANT

I hereby acknowledge the following:

By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 366.012 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may also be collected but by may not cover actual expenses; any additional fees will be billed.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant(s) _____ Date: _____

Owner(s): _____ Date: _____

OFFICE USE ONLY

Date Received:

Amount Paid:

Date Approved:

Approved By: