



LE SUEUR PLANNING COMMISSION

MEETING AGENDA

July 8, 2021

6:00 P.M.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – April 8, 2021
4. New Business
 - 4.1. 2021 Work Plan Review
 - 4.2. Comprehensive Plan Action Team Discussion
5. Other Business
 - 5.1 City Council Report
6. Miscellaneous
7. Adjournment



**LE SUEUR PLANNING COMMISSION
MEETING MINUTES
Thursday, April 8, 2021**

A meeting of the Planning Commission was held on Thursday, April 8, 2021, at 6:00 p.m. virtually via Go to Meeting with the following Planning Commissioners in attendance: John Dieball, Colleen Johnson, Jack Roberts, and Julie Sheehy. Commissioners absent: Melissa Huntington Andrea Faches, and Dan Ryerson. Samantha DiMaggio, Community Development Director, and Leah Mahoney, City Council Liaison, were also in attendance.

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

A **motion** was made by Commissioner Dieball, seconded by Commissioner Johnson, to approve the minutes from the March 11, 2021, meeting. Commissioners Voting in Favor: Roberts, Dieball, Sheehy, and Johnson. Commissioners Voting no: None. Motion carried.

Item 4.1., Future of the City Forum: Staff utilized the 2040 Comprehensive Plan to develop a 2021 Planning Commission Work Plan. The Work Plan was adopted by the City Council on January 11, 2021. One of the Planning Commissions goals for 2021 was to lead the development of the Future of the City Forum. The Planning Commission had an initial discussion at the February 11, 2021 meeting and determined they would like to do a survey of the residents. Staff put a list of potential questions together and the Planning Commission discussed the questions and made recommendations on the survey. They recommended the survey be open for the month of July. Staff will take their recommendations back to Administration for consideration.

Item 5.2., City Council Report: The City Council had the first reading of the update to Chapter 153, and they also approved the 2021-2022 City Council Goals.

Item 6., Miscellaneous: Commissioner Dieball asked if the city was going to put up a sign for community events in the future. Staff reminded the Commission of the electronic sign that will be installed in the downtown as part of the Main Street reconstruction.

Item 7., Adjournment: A **motion** was made by Commissioner Dieball, seconded by Johnson, to adjourn. Commissioners Voting in Favor: Roberts, Dieball, Sheehy, and Johnson. Commissioners Voting no: None. Motion carried.

Respectfully submitted, Samantha DiMaggio, Community Development Director



**Planning Commission
Item 4.1**

TO: Planning Commission
FROM: Jasper Kruggel, City Administrator
SUBJECT: 2021 Work Plan Discussion
DATE: Thursday, July 8, 2021

PURPOSE/ACTION REQUESTED

Revisit the Planning Commission's 2021 Work Plan.

SUMMARY

Staff utilized the 2040 Comprehensive Plan to develop a 2021 Planning Commission Work Plan. The Work Plan was adopted by the City Council on January 11, 2021. With the current staffing transition, it seems prudent to revisit the plan.

RECOMMENDATION

Staff recommends the Planning Commission review the 2021 Work Plan.

PLANNING COMMISSION



OVERVIEW

The Planning Commission has developed the following 2021 Work Plan to be used as a reference and tool for developing priorities, budgets, goals, and initiatives derived from the city's 2040 Comprehensive Plan.

COMPREHENSIVE PLAN

The Planning Commission is responsible for preparing the plan and any subsequent amendments and submitting these to the City Council for adoption.

1. Strategy 3 – Official Controls:

Official controls are key tools for implementing the Comprehensive Plan. Official controls generally refer to the ordinances and regulations that control the physical development of a city such as a zoning ordinance, subdivision ordinance, building codes and official maps. These controls need to be consistent with the comprehensive plan. The Comprehensive Plan provides the broad policy framework and basis for the more detailed zoning ordinance. The following topic areas need to be addressed and updated:

- ✓ A full review of the zoning code as it pertains to state laws that need to be integrated with local zoning laws
 - ✓ Incorporation of renewable energy standards and uses such as wind, solar, or geothermal. Where should they be allowed and what form? What standards should be applied and what is the process for getting approvals?
 - ✓ Revisit the uses and design standards of the B-1 (central business district) and B-2 (fringe downtown) district. This should be done as part of the downtown master planning effort
 - ✓ Are there certain land uses such as micro-breweries, wineries, or other emerging uses that should be considered in certain districts?
- **Action Steps**
 - ✓ Conduct a thorough review of the zoning and subdivision ordinance confirming purpose and objective statements, use regulations and bulk standards.
 - ✓ Revise the zoning and subdivision ordinance to incorporate updates.

- ✓ Adopt a new and updated zoning map

2. Strategy 8: Future of the City Forum:

Establish a “Future of the City Forum” or similar event to review the plan on an annual basis and facilitate a community dialogue about what has worked well and what has maybe not worked so well. This evaluation should lead to identifying a need for amendments or updating the “to do list” on an annual or every other year basis. This can occur through regular survey mechanisms or through a process designed to “take the pulse of the community” and celebrate community accomplishments.

○ Action Steps

- Schedule a recurring “Future of the City Forum” to occur December of each year after plan adoption.
- Prepare a report template that can be appended gradually over the year documenting issues with plan implementation, actions completed or new actions that should be added. This report template serves as the working agenda for the annual meeting.

2021 GOALS:

- A partial update of the zoning code including but not limited to sections:
 - § 153.076 SWIMMING POOLS
 - § 153.049 FENCES
 - § 153.044 YARD AND YARD REQUIREMENTS
 - § 153.020 GENERAL ADMINISTRATION
- Review and make recommendations on the Transportation and Utility Plans looking for consistence with the Comprehensive Plan and the Future Land Use Map.
- Recommend streetscape and signage that defines the downtown district as part of the Main Street Redesign.
- Participate in the “Future of the City Forum” annual basis and facilitate a community dialogue about what has worked well and what has maybe not worked so well.
 - This evaluation should lead to identifying a need for amendments or updating the “to do list” on an annual or every other year basis.
 - This can occur through regular survey mechanisms or through a process designed to “take the pulse of the community” and celebrate community accomplishments.

2020 ACOMPLISHMENTS:

- Reviewed the CSAH 22 Improvement Project.
- Re-examined the Planning Commission Policy and Procedure Manual.
- Training on the Basics of Planning and Zoning.
- Modified Chapter 4 of the Comprehensive Plan along with the Future Land Use/Extra Territorial Land Use, Downtown Sub-district, and Priority Growth Area Maps.
- Examined the Downtown Master Plan.
- Developed a Comprehensive Plan Amendment Process.
- Reviewed sections of the Zoning Code that need to be updated in 2021.
- Preparation on the Transportation Planning Process.
- Reviewed the proposed Main Street Plan and recommended it's approval by the City Council.



Planning Commission Item 4.2

TO: Planning Commission

FROM: Jasper Kruggel, City Administrator

SUBJECT: Comprehensive Plan Action Team Discussion

DATE: Thursday, July 8, 2021

PURPOSE/ACTION REQUESTED

Discuss the Comprehensive Plan Action Team per City Council direction.

SUMMARY

At the June 28, 2021, City Council meeting, staff was directed to discuss the Comprehensive Plan Action Team's future with the Planning Commission. The City Council is looking for direction as to if the Comprehensive Plan Action Team should be dissolved. Below is a summary of the history of the Comprehensive Plan Action Team provided to City Council.

The Comprehensive Plan Action Team was established in March of 2017 by City Council with specific tasks related to the Le Sueur 2040 Comprehensive Plan. The Le Sueur 2040 Comprehensive Plan is a document that guides long-term planning exercise within the city.

[Section 33.042](#) of the Le Sueur City Code talks about the "Comprehensive City Plan" and gives authority to the Planning Commission to manage the document and recommend amendments to the comprehensive plan.

Vacancies on the Comprehensive Plan Action Team have led to the group not meeting since February 4, 2019. To date, staff has received no applications for candidate to fill these vacancies.

Staff feels that the Comprehensive Team Action Team can be dissolved as they served their purpose of helping to guide the City to use the Le Sueur 2040 Comprehensive Plan in daily operations, and long-term planning. Also, the Planning Commission is the designated body in Le Sueur City Code that maintains the Le Sueur Comprehensive Plan and, filling vacancies on the Comprehensive Plan Action Team has been difficult and the group has not met in over two years.

RECOMMENDATION

Staff is requesting the Planning Commission engage in a discussion and make a recommendation to City Council related to the Comprehensive Plan Action Team.

Le Sueur Comprehensive Plan Action Team (CPAT) Bylaws

May 15, 2017

Section 1: Introduction

The Comprehensive Plan Action Team (CPAT) was established by the Le Sueur City Council on February 13, 2017 to drive projects and initiatives associated with the “Le Sueur 2040 Comprehensive Plan” (adopted by the City Council on November 14, 2016).

Section 2: Mission & Responsibilities

The **mission** of the CPAT is to ensure and guide the implementation of the “Le Sueur 2040 Comprehensive Plan” under the authority of the City Council in partnership with the Economic Development Authority (EDA), and the Planning Commission. It is understood that engagement of local businesses and residents will be a priority.

Responsibilities include:

- Develop proposed amendments based on community input to the 2040 Comprehensive Plan for City Council consideration, establishing the document as a ‘living document’, using the guidelines in Chapter 5: “Implementation” (pp. 63-85).
- Develop an action item completion plan starting in 2017 and including each subsequent year.
- Monitor progress of the action plan and report back to City Council *as needed and* officially on a biannual basis -- first regular meeting in July; last regular meeting in December.
- Plan and facilitate the annual “Future of the City Forum” section outlined in the Implementation Strategy 8 (p. 71) of the 2040 Comprehensive Plan.

Section 3: Membership & Staff Liaison

- Two (2) Elected City Council Representatives for 2-year terms
- Four (4) Non-elected Community Members vetted thru an application process for 3-year terms. These seats should consist of one Planning Commission, one Economic Development Authority, and two at-large members.
- One Non-Voting Staff Liaison – Community Development Director
- One Non-Voting ex-Officio member– Le Sueur City Administrator

Section 4: Meetings

Meetings will be scheduled for the third Monday of each month. Meetings may be rescheduled by the team per a majority vote. Meetings will follow notice requirements under Minnesota State Statute regarding the open meeting law.

Section 5: Officers

At the first meeting of the year in January, the team will appoint a Chairperson and Secretary.

Section 6: Working Groups *To be determined after Membership is finalized.*

- Purpose is to: (1) expand engagement of community members; (2) delegate project tasks; (3) provide opportunity for new ideas and projects

Section 7: Communication

To be determined after Membership is finalized.

Section 8: Financial Transactions

To be determined after Membership is finalized.

Section 9: Ethical and Respectful Conduct

To be determined after Membership is finalized.