AGENDA
PLANNING COMMISSION
COUNCIL CHAMBERS
6:00 P.M.
DECEMBER 4, 2019

STUDY SESSION

1. Arts and culture strategic framework focus group (20-30 minutes)
2. Annual report and 2020 work plan (20-30 minutes)

(Informal social to follow the study session at Bunny’s Bar and Grill.)

If you cannot attend the meeting, please call the Community Development office: 952.924.2575.

Auxiliary aids for individuals with disabilities are available upon request. To make arrangements, please call the administration department at 952.924.2525 (TDD 952.924.2518) at least 96 hours in advance of meeting.
1 Focus Group for Arts and Culture Strategic Framework

**Background:** Friends of the Arts and the city of St. Louis Park are undertaking the creation of a Strategic Framework for arts and culture in the community. The purpose is to look into the future and develop a blueprint for arts and culture to continue to grow and thrive in our city.

Part of the process of developing this Strategic Framework includes conducting focus groups in the community. We are asking the Planning Commission to be a focus group to give input from your valuable perspective as community planners.

Staff will ask a few questions for discussion among the group about arts and culture in the community. It should take about 20-25 minutes to complete.

We appreciate your help in this project!

**Prepared by:** Meg McMonigal, Principal Planner
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2  Planning commission annual report and 2020 work plan

**Recommended action:** Review draft work plan and annual report and provide comments.

**Summary:** Every year, planning commission reports the past year’s activities and accomplishments to city council through an annual report and presentation. Tonight staff would like to discuss the 2020 work plan and review the 2019 executive summary of planning commission activities.

**Next steps:** Staff will finalize the annual report based on feedback received from the planning commission and prepare the presentation to be made to the council on a later date. A representative from the planning commission will make the presentation to the city council.

**Supporting documents:** 2019 annual report executive summary, draft 2020 work plan

**Prepared by:** Jacquelyn Kramer, Associate Planner  
**Reviewed by:** Sean Walther, Planning and Zoning Supervisor
2019 annual report executive summary

The Planning Commission is a seven member advisory group of citizen volunteers appointed by the city council. The 2019 members included Matt Eckholm (chair), Jessica Kraft (vice chair), Jim Beneke, Lynette Dumalag, Courtney Erwin, Claudia Johnston-Madison, and Carl Robertson. Commissioners pride themselves in their thoughtful consideration of applications. Commissioners review detailed staff reports, conduct fair and civil public hearings, discuss complex issues in study sessions, and make sound recommendations in a timely fashion.

I. 2019 Accomplishments:
   a. Key duties:
      i. Review development projects, and planning studies and zoning amendments.
      ii. Hold public hearings and make recommendations to the city council.
   b. 2019 activities: The commission reviewed 22 applications in 2019, including:
      i. Development review of Best Cleaners, Bridgewater Bank PUD amendment, Via Luna & Fairfield Hotel, Benilde-St. Margaret’s, Parkway Residences, and Holy Family Academy.
      ii. Amend the zoning map and rezoned over 70 properties based on the 2040 Comprehensive Plan future land use map.
      iii. Review of code amendments related to the mixed use zoning district, C-1 retail and service size requirements, small cell wireless ordinance, home occupations, accessory dwelling units, ground floor window transparency, inclusionary housing, and parking in Historic Walker Lake.
      iv. Review of planning studies for the Historic Walker Lake, Texa-Tonka, and Sam’s Club areas.

II. 2020 Work Plan:
   a. Review development applications. Hold study sessions and hearings in order to make informed recommendations to city council.
   b. Long range planning activities. Review and provide input on several studies.
      i. Land use study of former Sam’s Club property.
      ii. TexaTonka Neighborhood Commercial Node small area plan
      iii. Historic Walker-Lake revitalization plan
      iv. Food access study
   c. Zoning code studies
      i. Accessory dwelling unit requirements and adopt ordinance revisions
      ii. Home occupation zoning requirements
      iii. Billboard ordinance revisions
      iv. Single family building scale
      v. Form-Based Code for Transit Oriented Development District
      vi. Architectural materials requirements and adopt ordinance revisions
      vii. Transitional industrial zoning district
III. **Racial equity and inclusion**
   a. Identify strategies to broaden participation and reduce barriers to public participation. Review notification methods, online opportunities to submit input, and consider when providing translation services, transportation or child care may be warranted.
   b. Participate in racial equity training, possibly jointly with other boards and commissions like ESC and police advisory commission.

IV. **Opportunities for collaboration**
   a. If commissioner training occurs, include other bodies like the Environment and Sustainability Commission.

V. **Strategic Priorities:** How is the commission’s work supporting the strategic priorities?

   Because so much of planning commission’s work deals with development and the built environment, the commission primarily promotes strategic priority #3: *St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.* Through review of development projects and new city policies, our work also supports strategic priorities 1: *St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all;* and 5: *St. Louis Park is committed to creating opportunities to build social capital through community engagement.*
<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Initiative</th>
<th>Strategic Priorities</th>
<th>Purpose (see page 2 for definitions)</th>
<th>Outcome (fill in after completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>Identify strategies to broaden participation and reduce barriers to public participation. Review notification methods, online opportunities to submit input, and consider when providing translation services, transportation or child care may be warranted.</td>
<td>☐ New Initiative ☒ Continued Initiative ☒ Ongoing Responsibility</td>
<td>☐ Commission Initiated Project ☐ Council Initiated Project ☒ Report Findings (council requested) ☒ Formal Recommendation (council requested)</td>
<td>N/A</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Review development applications, hold study sessions and hearings in order to make informed recommendations to city council.</td>
<td>☐ New Initiative ☒ Continued Initiative ☒ Ongoing Responsibility</td>
<td>☐ Commission Initiated Project ☐ Council Initiated Project ☒ Report Findings (council requested) ☒ Formal Recommendation (council requested)</td>
<td>N/A</td>
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<tr>
<td>Ongoing</td>
<td>Hold planning commission meetings at off-site locations to foster community relationships (high school, HACER, etc.).</td>
<td>☒ New Initiative ☐ Continued Initiative ☒ Ongoing Responsibility</td>
<td>☒ Commission Initiated Project ☐ Council Initiated Project ☒ Report Findings (council requested) ☒ Formal Recommendation (council requested)</td>
<td>N/A</td>
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<tr>
<td>Q1</td>
<td>Texa-Tonka Neighborhood Commercial Node small area plan</td>
<td>☐ New Initiative ☒ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☐ Commission Initiated Project ☐ Council Initiated Project ☒ Report Findings (council requested) ☒ Formal Recommendation (council requested)</td>
<td>N/A</td>
</tr>
<tr>
<td>Q1-Q2</td>
<td>Racial Equity training. Possibly joint training with other boards and commissions like ESC and police advisory commission.</td>
<td>☒ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☐ Commission Initiated Project ☐ Council Initiated Project ☒ Report Findings (council requested) ☒ Formal Recommendation (council requested)</td>
<td>N/A</td>
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<tr>
<td>Q1-Q2</td>
<td>Accessory dwelling unit ordinance</td>
<td>☐ New Initiative ☒ Continued Initiative</td>
<td>☐ Commission Initiated Project ☒ Council Initiated Project ☒ Report Findings (council requested)</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Q1-Q2 | Historic Walker-Lake zoning district | ☒ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☑ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A | ☐ Commission Initiated Project  
☒ Council Initiated Project  
☒ Report Findings (council requested)  
☐ Formal Recommendation (council requested) |
| Q1-Q2 | Billboard ordinance | ☒ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☑ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A | ☐ Commission Initiated Project  
☐ Council Initiated Project  
☐ Report Findings (council requested)  
☒ Formal Recommendation (council requested) |
| Q1-Q3 | Food security and access study | ☐ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☒ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A | ☐ Commission Initiated Project  
☐ Council Initiated Project  
☐ Report Findings (council requested)  
☐ Formal Recommendation (council requested) |
| Q1-Q3 | Single family building scale | ☒ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☒ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ N/A | ☐ Commission Initiated Project  
☐ Council Initiated Project  
☐ Report Findings (council requested)  
☒ Formal Recommendation (council requested) |
| Q2-Q3 | Transit Oriented Development District | ☒ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A | ☒ Commission Initiated Project  
☐ Council Initiated Project  
☐ Report Findings (council requested)  
☒ Formal Recommendation (council requested) |
| Q4 | Architectural materials requirements | ☒ New Initiative  
☐ Continued Initiative  
☐ Ongoing Responsibility | ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ N/A | ☒ Commission Initiated Project  
☐ Council Initiated Project  
☐ Report Findings (council requested)  
☒ Formal Recommendation (council requested) |
City of St. Louis Park Strategic Priorities
1. St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.
2. St. Louis Park is committed to continue to lead in environmental stewardship.
3. St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.
4. St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.
5. St. Louis Park is committed to creating opportunities to build social capital through community engagement
OR Other

Parking Lot
Items that are being considered by the board/commission but not proposed in the annual work plan. Council approval is needed if the board/commission decides they would like to move forward with an initiative.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water conservation and water recycling</td>
<td>Explore ways to encourage reduced water use, capture and reuse of storm water, and protect ground water resources.</td>
</tr>
<tr>
<td>Housing analysis</td>
<td>Explore setting policy targets for different housing types in the city based on present inventory and unmet demand, and for the ratio of owned vs. rental housing units.</td>
</tr>
</tbody>
</table>
Purpose: definitions

**Commission Initiated Project**
- Project initiated by the board or commission

**Council Initiated Project**
- Project tasked to a board or commission by the city council

**Report Findings**
- Initiated by the city council
- Board and commission will study a specific issue or topic and report its findings or comments to the city council in writing
- No direct action is taken by the board/commission

**Formal Recommendation**
- Initiated by the city council
- Board and commission will study a specific issue or topic and makes a formal recommendation to the city council on what action to take
- A recommendation requires a majority of the commissioners’ support

**Modifications:**
Work plans may be modified, to add or delete items, in one of three ways:
- Work plans can be modified by mutual agreement during a joint work session.
- If immediate approval is important, the board or commission can work with their staff liaison to present a modified work plan for city council approval at a council meeting.
- The city council can direct a change to the work plan at their discretion.