

**APPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
DECEMBER 22, 2020
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for December 22, 2020 to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Mark Lobermeier, Bryan Murdock, and Kevin Teel

ABSENT: Commissioners Roger Carr, Katie West, and City Council Liaison Lisa Iverson

Also Present: Fred Weck Zoning Administrator

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for November 24, 2020.**

A MOTION WAS MADE BY COMMISSIONER MURDOCK, SECONDED BY COMMISSIONER TEEL, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR NOVEMBER 24, 2020 AS SUBMITTED.

Roll Call Vote:

Voting Aye: Murdock, Teel, and Lobermeier

Voting Nay: None

Abstain: None

Absent: Carr and West

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS: NONE

OLD BUSINESS:

- 2. Comprehensive Plan Update – Review of Introduction and Summary Chapter.**

Chair Lobermeier stated that he would suggest that the Planning Commission take a look at the big things within the Comprehensive Plan before fine tuning the smaller things. He gave examples of his idea of big things: how it is organized, the table of contents, whether the figures should be full page or not.

Commissioner Teel stated that he does not have the big picture of where the City is at, or even what the objective is for the first quarter of 2021 with regard to the Comprehensive Plan. He

stated that he would like to know what Zoning Administrator Weck and the City Council would like the Planning Commission to concentrate on the most.

Zoning Administrator Weck noted that the Planning Commission should have some time on their upcoming agendas to take a closer look at the Comprehensive Plan. He noted that there are a few minor ordinance amendments coming up, but noted that he feels the Council would like to see the Comprehensive Plan completed sooner, rather than later. He explained to Commissioner Teel that the Planning Commission is attempting to update the 2010 Comprehensive Plan in order to reflect the current situation and goals.

Commissioner Murdock stated that he feels it may be helpful to have the Comprehensive Plan laid out as a general description of the planning process, then the community profile of who we are, then an inventory, and an analysis of existing conditions. He noted that he thinks what is missing from the current Comprehensive Plan is a really good analysis of the existing conditions in the City. He stated that one big picture thing that he would like to see be added is a public facilities and capital improvement element.

Chair Lobermeier stated that he thinks that makes sense and the up-front piece just needs to be tweaked a bit. He stated that in his opinion, from an organization standpoint, he thinks they are close, with a few tweaks. He noted that he would like to have the maps a little bit bigger in order to be more readable. He stated that he thinks it is about finding the balance between the small town feel of the City and being a great place to live, work and stay. He stated that this also means finding a way for the land use and public facilities plans to reflect that balance. He stated that as he has said before, he would like the Comprehensive Plan to tell a story with a beginning, middle and end that includes goals and objectives.

Commissioner Murdock stated that he feels the comments received from the public survey were qualitative and he thinks the existing condition section should be the quantitative portion and should include information about the demographics, housing, and an inventory of the number of businesses in town. He suggested some titles of the different sections to be: Community Profile and Analysis of Existing Conditions, which would outline Wyoming today. He stated that this could list our existing conditions, challenges, and potential solutions.

Commissioner Teel stated that he completely agreed because when he was trying to read through this, he was pretty lost. He stated that he agrees with his suggestion for expanding the introduction to include details and referenced a portion that said, "and the house still stands", but doesn't tell him anything else. He stated that if he was a business considering coming to the City, he would want to know what the City is all about and this document does not tell the story nor does it tell what the City needs and gave examples that tied to the fire department.

Commissioner Murdock stated that he agreed that there should be a public facilities portion of the Plan.

Chair Lobermeier stated that roads, sewer and water are typically what would be included in the Comprehensive Plan as far as public facilities.

Zoning Administrator Weck stated that he does not believe the role of the Comprehensive Plan or the Planning Commission is to outline the facility upgrades needed in the City. He stated that all of those decisions would be for the City Council to handle.

Commissioner Teel stated that he agreed with Zoning Administrator Weck but what he is trying to explain is that the current vision for the City is only three or four sentences long in the Comprehensive Plan.

Zoning Administrator Weck stated that he believes creation a vision for the City falls under the role of the Planning Commission. He stated that the Council can change a few things here and there, but overall that is the role of the Planning Commission to create the vision.

Chair Lobermeier stated that he would agree, in part, but without buy-in and input from the Council

to ensure that they are on board with the direction the Planning Commission is heading, it is hard to complete a plan. He stated that his concern is that they would spend time creating a vision and when it is brought to the Council, there are three Council Members who don't agree with the vision statement. He stated that he knows of some councils who have done a full visioning process to determine what they want to be when they "grow up". He stated that prior to the pandemic, there was discussion about holding a joint workshop meeting with the Council to talk about the vision and discuss the feedback and how to grow in the right way. He suggested that the Commission complete the vision section and then get Council feedback before moving any further with the revisions. He stated that the Council is elected and the Planning Commission is appointed and, in his opinion, the Commission responds to developers and plans as they come in and should not necessarily be the ones that set the framework and vision for the City. He stated that he thinks the Comprehensive Plan needs more information about who we are, what we look like today, what we want to look like, what the challenges moving forward, and how they can be addressed. He stated that he thinks much of the information in this plan was put together about 12 years ago and there has not been much new analysis of the information and suggested that the document borrow from the EDA document.

Commissioner Murdock stated that he would support moving at a pace that gets it right and lets everyone participate. He stated that there is no incentive for us to get it done quickly because the City is outside of the 7-county metro area. He reiterated that he would like to see it contain some vision, existing conditions, and the City's biggest challenges. He suggested these topics be discussed at a future work group meeting.

Commissioner Teel stated that he would like to see a nice map included that represents the entire City. He stated that since the City has hired WSB to put this document together, he would think the City would just give them a list of bulleted points and they take care of the details.

Chair Lobermeier stated that WSB is drafting all the text, but noted that they are working within budget constraints. He stated that they are trying to use some of what has included before which is why he thinks some of the language is disjointed. He noted that the land use map was one of the big efforts that the Commission worked on to show what we thought the City was going to look like, even if they didn't use the work "vision". He stated that the land use map may be a jumping off point, but he feels it would still require a statement that clearly says, here is what we want to look like. He asked how much dialogue Zoning Administrator Weck had with WSB on this topic.

Zoning Administrator Weck stated that working on the text has only been him. He asked if the Commission would want to just work on the vision statement so there is something to show the Council and get their feedback.

Commissioner Murdock stated that coming up with a vision and an outline for the document would be a good update for the Council. He stated that there is a lot of existing information in the document, but he would like to reorganize it so it is readable and understandable. He stated that right now there is not a single specific action or task included in the document.

Chair Lobermeier stated that the current vision statement feels a bit like a marketing line and doesn't feel like it is enough.

Commissioner Teel asked if the Comprehensive Plan was supposed to have action items or if it was just supposed to be a big picture type of document.

Zoning Administrator Weck stated that he believes it is supposed to be more of a big picture type document and does not think it needs to have action items.

Commissioner Teel asked if that meant that everything in the document needed to be generalization of what direction the City is planning on heading.

Zoning Administrator Weck confirmed that, for the most part, this is what the document should

include. He gave the example of a developer coming in that finds a piece of land that he wants to do something with. That developer should be able to look at the Comprehensive Plan and see what the vision is for that parcel and area of the City, what infrastructure is in the area and be able to plan accordingly.

Commissioner Murdock stated that the larger cities spend much more time talking about their goals and objectives in their Comprehensive Plan. He stated that in his opinion, a good Comprehensive Plan will include some goals and objectives and specific things that the City hopes to accomplish because it is trying to affect the direction of the City.

Chair Lobermeier stated that the Comprehensive Plan will affect the zoning. He gave the example of the City Center where they really want to see it developed in a particular way, however, it is not rezoned. He noted that in that case, the City cannot prevent, for example, additional residential development even though they said they wanted higher density or mixed use. He explained that there are action items, in his mind, surrounding zoning. He noted that there is an implementation section, but it is pretty generic. He gave examples of adding more details with traffic studies in parts of the City that they think may develop, high priority areas for development and creation of a small area plan.

Commissioner Murdock suggested that there be goals, objectives, and then the implementation plan along with a time frame for how they can be accomplished.

Chair Lobermeier noted that he has served on the Planning Commission for many years and they do not pull out the Comprehensive Plan very often. He stated that they work with the zoning ordinances, but rely on staff to make sure that things coming in are consistent with the zoning plan and the Comprehensive Plan.

Commissioner Teel stated that he agreed with Commissioner Murdock regarding action items and noted that he had highlighted some things when he was reading through the document. He stated that the Wyoming Today section talks about parks, open space and trails, but does not talk about anything to do with businesses or what will make it have a thriving economy. He stated that he thinks there needs to be action items that outline how the City can become that “thriving” community it references in the existing Comprehensive Plan. He stated that he would like it to outline how much land there is for industrial development and what kind of action items and ideas are there to bring businesses into the City. He stated that being from the outside and reading the Comprehensive Plan, he does not understand the direction.

Commissioner Murdock stated that he had sent an e-mail to Chair Lobermeier that shows what the City of Rochester did with existing conditions. He stated that he is not proposing that the City be this in depth, but could perhaps find a way to boil it down to our size community.

Chair Lobermeier stated there are things that can be included like the housing study that was put together by the County HRA/EDA.

Zoning Administrator Weck noted that there are some numbers for this type of thing listed towards the end of the Comprehensive Plan.

Commissioner Murdock noted that he would like to see some of those types of things moved to the front of the document.

Zoning Administrator Weck reminded the Commission that one of their earlier conversations was that they did not want the introduction to become so large that it was no longer an introduction.

Commissioner Murdock stated that he is sure the Commission did say that, but as things evolve, he has come to the conclusion that most Comprehensive Plans are simply file drawer fillers, and would like to see the City’s make sense. He stated that any new person picking it up would benefit from a nice existing conditions summary.

Chair Lobermeier stated that he agrees that the summary would just be a summary and what

Commissioner Murdock is referencing is a section unto its own that gives details.

Commissioner Murdock stated that he is envisioning 1-2 pages that includes 3 pictures that show existing conditions.

Chair Lobermeier asked what considerations there may be regarding the budget cycle with WSB.

Zoning Administrator Weck noted that the City had signed a contract with WSB and are paying them to do this and doesn't know how much more is remaining in the budget.

Commissioner Murdock asked if this was something the City could do itself rather than WSB. He suggested that a few Commissioner sit down with City Administrator Linwood and pull out some of these documents and come up with some of the existing conditions and pass the information along to WSB.

Chair Lobermeier suggested that perhaps there could be a conference call between himself, Commissioner Murdock and City Administrator Linwood.

Zoning Administrator Weck stated that he thinks City Administrator Linwood would be open to meeting with members of the Planning Commission.

Chair Lobermeier stated that he believes about 80% of the existing content is usable and just needs to be reworked and edited.

Commissioner Murdock expressed concern that trying to communicate anything with WSB will blow the budget and reiterated his suggestion that the City do some of these things ourselves and then shoot it back to WSB.

Zoning Administrator Weck asked if the Commission had a list of information they want to compile and noted that he has a lot of information but without knowing what they want to include, he would not know what to pull for inclusion.

Chair Lobermeier discussed including some of the existing information regarding things like sanitary sewer limitations in the City and where urban services can be extended. He asked Zoning Administrator Weck to check with City Administrator Linwood and see what his schedule may look like for this discussion.

Zoning Administrator Weck stated that he will check with City Administrator Linwood but noted that there are also open meeting laws that will limit participation to just two Commissioners. He suggested that if the Commission has an idea for the vision statement that would be good to pass along to WSB.

Commissioner Murdock stated that he thinks that is a good idea and thinks the City will need to come up with the "meat" on its own and give it to WSB. He noted that this is a challenging environment to develop well and the focus needs to be how we can take advantage of what the City actually has and make sure the vision matches that.

Chair Lobermeier stated that it would help if a map could show the actual developable part of the City. He gave the example of completing cutting out Carlos Avery because nothing will happen there.

Zoning Administrator Weck thanked the Commission for giving him some good direction for moving the Comprehensive Plan forward.

COMMUNICATIONS: NONE

UPDATES:

City Council approved the CUP for Planned Unit Development of Summer Fields and the Final Plat for Summer Fields 1st Addition on December 8, 2020.

A MOTION WAS MADE BY COMMISSIONER TEEL, SECONDED BY COMMISSIONER MURDOCK, TO ADJOURN THE DECEMBER 22, 2020 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 8:07 PM.

Roll Call Vote:

Voting Aye: Murdock, Teel, and Lobermeier

Voting Nay: None

Abstain: None

Absent: Carr and West