

**MINUTES
CITY OF ELKO NEW MARKET
PLANNING COMMISSION MEETING
January 5, 2017
7:00 PM**

1. CALL TO ORDER

Chairman Thompson called the meeting of the Elko New Market Planning Commission to order at 7:01 pm.

Commission members present: Thompson, Smith, Hartzler, Kruckman, Vetter and ex-officio member Larson

Members absent and excused: None

Staff Present: Community Development Specialist Christianson, City Planner Kirmis and City Engineer Revering

2. PLEDGE OF ALLEGIANCE

Chairman Thompson led the Planning Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

A motion was made by Smith and seconded by Kruckman to approve the agenda as presented. Vote for: Thompson, Smith, Hartzler, Kruckman and Vetter. Against: None. Vote 5-0. Motion carried.

4. PUBLIC COMMENT

There were no public comments.

5. ANNOUNCEMENTS

There were no announcements.

6. APPROVAL OF MINUTES

A motion was made by Hartzler and seconded by Smith to approve the minutes of the following meetings as written:

1. Special Planning Commission meeting on September 22, 2016
2. Regular Planning Commission meeting on October 6, 2016

Vote for: Thompson, Smith, Hartzler, Vetter and Kruckman. Against: None. Abstained: None. Vote 5-0. Motion carried.

7. PUBLIC HEARINGS

There were no public hearings.

8. GENERAL BUSINESS

A. 2040 Comprehensive Plan

Planner Kirmis provided an overview of the 2040 Comprehensive Plan Update, highlighting information included in his memorandum dated January 5, 2017. Kirmis specifically made note of the following:

Comprehensive Plan Background Information

Definition of a Comprehensive Plan

- A Comprehensive Plan is a document that describes a community’s vision of itself in the future.
- The Plan is a compilation of policy statements, goals, standards and maps which guide development.
- MN Statutes give cities the authority to plan and manage land use to accomplish objectives.
- A Comprehensive Plan contains the following:
 - Policies, goals, standards
 - Land Use Plan
 - Community Facilities Plan
 - Transportation Plan
 - Sanitary Sewer Plan
 - Water Plan
 - Storm Sewer Plan
 - Recommendations for plan execution (implementation)

Purpose of a Comprehensive Plan

- Guide growth and development
- Document goals and values
- Serves as a communication device
- Provides a legal basis for ordinances and decisions

Mandatory Update

- State Law requires metro area cities and counties to submit a comprehensive plan every 10 years.
- Periodic update ensures consistency with regional system plans.
- Metropolitan Council reviews and approves City plan.
- Plan must be updated by the end of 2018.

Plan Components

The Plan must address the following areas:

- Land Use
- Natural Environment
- Transportation
- Parks & Trails
- Wastewater
- Water Supply
- Stormwater Management

Introduction Chapter

Planner Kirmis then summarized the content of the Plan's "Introduction" chapter as provided to the Planning Commission in draft form. He noted that the intent is to provide background information related to Comprehensive Plan Update work effort and that the chapter is primarily informational.

Kirmis noted that the Introduction summarizes the purpose of the Plan, the Plan update process, the history of the City of Elko New Market and regional planning directives as provided by the Metropolitan Council.

Planning Tactics Chapter

Kirmis then summarized the content of the Plan's "Planning Tactics." Kirmis noted that the chapter involved the collection of input from various City stakeholders with an intent of defining the community's perspective and approach to planning and land use issues. It was noted that, as part of this effort, individual interviews were conducted with local business owners, local developers, residential neighborhood representatives, Chamber of Commerce and school district representatives. Kirmis also stated that surveys were also completed by the Park Commission, Planning Commission and City Council. Further, Kirmis indicated that an online survey, available to Elko New Market residents, was also conducted.

Kirmis noted that survey/interview results were organized in the Plan text by the following topics:

- General perceptions
- Opportunities & Strengths
- Issues & Weaknesses
- Challenges
- Land Uses

- Residential
- Commercial
- Industrial
- Transportation
- Parks & Trails

Planner Kirmis summarized the most common survey/interview responses as provided in the draft Comprehensive Plan text.

Kirmis specifically indicated that a common theme of the received comments was that community stakeholders and residents are fond of Elko New Market's "small town" feel and believe that efforts should be made to retain such feature while accommodating future community growth.

In terms of community issues, Kirmis stated that most interview/survey respondents cited a lack of local commercial goods and services as the most significant concern.

Kirmis asked the Planning Commission if there were any issues identified in the survey/interview results which they feel should be made a community priority. The Commission acknowledged the highlighted concerns but did prioritize various issues. The Commission did however, express specific concern over Xerxes Avenue and questioned its ability to safely and efficiently accommodate increased vehicular and pedestrian traffic associated with future City growth.

Following Planner Kirmis' presentation, Chairman Thompson questioned Planning Staff regarding desired Planning Commission action on the presented Comprehensive Plan materials. Community Development Specialist Christianson stated that the following actions are requested:

1. The forwarding of the draft "Introduction" and "Planning Tactics" chapters of the 2040 Comprehensive Plan Update to the City Council.
2. Distribution of the online survey (Survey Monkey) results to the City Council.

A motion was made by Smith and seconded by Hartzler to forward the preceding materials to the City Council. Vote for: Thompson, Smith, Hartzler and Kruckman. Against: None. Abstained: None. Vote 4-0. Motion carried.

Note: Commissioner Vetter excused herself from the meeting prior to Planning Commission action on the preceding item.

9. MISCELLANEOUS

A. Scott County Housing Needs Analysis

Community Development Specialist Christianson presented her memorandum dated January 5, 2017 which summarized the recently completed Housing Needs Assessment authorized by the Scott County Community Development Agency. Christianson highlighted findings of the assessment which pertained specifically to the City of Elko New Market.

B. Staff Updates

Community Development Specialist Christianson presented her memorandum dated January 5, 2017 which provided a summary of pending development projects in the City. These projects included the following:

- Avant senior housing project
- Old Town commercial building
- Christmas Pines
- Boulder Heights
- Barsness commercial project
- Sylvester Meadows
- Pete's Hill
- Park I-35
- City branding project

C. 2017 Meeting Calendar

Community Development Specialist Christianson described the 2017 meeting calendar which was included the Planning Commission meeting packet for Commission member use/reference.

D. Additional Planning Commission Meetings

In recognition of the volume of anticipated development projects, Chairman Thompson questioned whether additional Planning Commission meetings may be necessary to provide ample time to devote to the Comprehensive Plan Update effort. The Commission concluded that the need for additional meetings will be discussed at a later point when more details are known related to pending development project status and timelines.

10. ADJOURNMENT

A motion was made by Smith and seconded by Hartzler to adjourn the meeting. Vote for: Thompson, Smith, Hartzler and Kruckman. Against: None. Abstained: None. Vote 4-0. Motion carried.

The meeting ended at 8:56 pm.

Submitted by:

Bob Kirmis, City Planner