



**Planning Commission Work Session
Monday, February 5, 2024 at 6:00 PM
Council Chambers**

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. Election of 2024 Planning Commission Officers
 - B. Review and Approve Updates to the Planning Commission By-Laws
 - C. Review and Approve 2024 Workplan
- 3. Routine Business**
- 4. Future Discussion**
- 5. Adjournment**

Please contact the Departments of Community & Economic Development at 507-334-0100 if you need special accommodations to participate in this meeting.



Planning Commission Work Session Memorandum

TO: Planning Commission
THROUGH: Harry Davis, AICP City Planner
FROM: Peter Waldock, AICP Planning & Zoning Coordinator
MEETING DATE: February 5, 2024
SUBJECT: Election of 2024 Planning Commission Officers

Background:

The Planning Commission By-Laws call for members to elect officers and representatives to other City Boards each year. Planning Commission officers consist of the Chair and Vice-Chair. Officers are elected by a simple majority vote of the commissioners and serve a one-year term. The Chair may serve no more than two consecutive terms. The By-Laws do not limit the number of consecutive terms the Vice Chair may serve. The By-Laws state that the duties of the Planning Commission Secretary are carried out by a designated City staff member.

The Planning Commission typically selects a member as a representative to serve on the Economic Development Authority Board of Commissioners (EDA). Dave Campbell has most recently served in that capacity as well as Chair.

With the departure of Dave Campbell from the Planning Commission, a new Chair and an EDA representative will need to be elected. Sam Temple is the Vice-Chair currently. The Planning Commission is asked to nominate and elect a Commission Chair, Vice-Chair, and EDA representative for 2024.

Attachments:

1. Member Roster-2024

2024 PLANNING COMMISSION MEMBERSHIP

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Name and Address	Current Term
Chuck Ackman	1/23/2024 - 1/31/2027 <i>(Appointed 12/22/2009)</i>
Eric Delgado	1/24/2023 - 1/31/2026 <i>(Appointed 1/24/2023)</i>
Samantha Green	1/23/2024 - 1/31/2025* <i>(Appointed 1/23/2024)</i>
Barton Jackson	1/24/2023 - 1/31/2026 <i>(Appointed 1/28/2021)</i>
Michael Salt	1/23/2024 - 1/31/2027 <i>(Appointed 1/24/2023)</i>
Samuel Temple <i>(2023 Vice Chair)</i>	1/25/2022 - 1/31/2025 <i>(Appointed 1/14/2020)</i>
Steve White	1/24/2023 - 1/31/2026 <i>(Appointed 12/10/1996)</i>

* Mid-Term Appointment



Planning Commission Work Session Memorandum

TO: Planning Commission
THROUGH: Harry Davis, AICP City Planner
FROM: Peter Waldock, AICP Planning and Zoning Coordinator
MEETING DATE: February 5, 2024
SUBJECT: Review and Approve Updates to the Planning Commission By-Laws

Background:

The Planning Commission Enabling Ordinance (Chapter 20 of the City Code of Ordinances), requires the adoption of rules for the transaction of its business. The Planning Commission's By-Laws serve this purpose. The By-Laws were last updated in 2017, and there are some changes that the City Staff are recommending at this time. The list of recommended changes follows:

1. Change the regular meeting starting time from 7:00 pm to 6:00 pm
2. Clarify that the annual meeting is not required to be the first meeting of the year, and will be held during the first quarter of the year.
3. Clarify a meeting quorum may be reduced in consideration of the number of member vacancies, but there will be no less than three members.
4. Clarify recusal procedures when a member feels they have a conflict of interest related to a matter before the commission.
5. Add new provisions for Commission member attendance requirements and recommendations for removal due to absences.
6. Clarify that the City Planner (not the Secretary) is responsible for notifying the City Administrator when a vacancy on the Planning Commission occurs.
7. Change to gender-neutral terms throughout.

The Planning Commission is asked to review the redlined draft showing the recommended changes to the By-Laws, make any further revisions as it deems necessary, and vote to adopt the updated By-Laws for 2024.

Attachments:

1. 2024 DRAFT Bylaws REDLINE

FARIBAULT PLANNING COMMISSION BY-LAWS

Section 1. Regular Meetings

The Planning Commission shall hold regular meetings on the first and third Monday of each month at ~~7:00~~6:00 p.m. or as otherwise established by the Planning Commission. ~~at the first meeting of the year.~~ At such meetings, the Commission shall consider all matters properly brought before it. Notice of meetings shall be in the form of an agenda packet, either mailed, hand-delivered, or electronically delivered to all members of the Commission and the media. Notice of such meetings shall be in the form of published notice in the official newspaper of the City and posting on the City Hall bulletin board. A regular meeting may be canceled or rescheduled by the Commission at a prior meeting. A regular meeting may also be continued to a later date at the discretion of the Commission. All meetings shall be held in the City Hall unless otherwise determined by the Commission.

At the first meeting of the year, the Planning Commission shall set forth a schedule of meetings for the upcoming year, including the annual meeting of the Planning Commission. The annual meeting is not required to be the first meeting of the year and shall take place within the first quarter of the year.

Section 2. Special Meetings

The Chair of the Commission or a majority of the Planning Commission may call a special meeting. Such meeting shall be called with a three-day notice to all Commission members and members of the media. Notice of meetings shall be in the form of an agenda packet, either mailed, hand-delivered, or electronically delivered to all members of the Commission and the media. Notice of such meeting shall be posted on the City Hall bulletin board. If time will allow, there shall also be published notice in the official newspaper of the City. All meetings shall be held in the City Hall unless otherwise determined by the Commission.

Section 3. Annual Meeting

The Planning Commission shall hold an annual meeting each year as set at the first meeting of the year. Said meeting shall be ~~for the purpose of electing officers and representatives for the year, reviewing to elect officers and representatives for the year, review~~ the annual report from the previous year, ~~setting~~ goals for the upcoming year, and any such other business as shall be scheduled by the Planning Commission.

Section 4. Quorum

A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business. No official action may be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. Vacancies on the Planning Commission, as outlined in Section 13, shall be taken into consideration when determining the number of members needed for a quorum and may reduce the number required accordingly. In no case shall the number of members required for a quorum be less than three.

Section 5. Voting

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice unless a roll call vote is requested by any member of the Commission. The affirmative vote of a majority of the Planning Commission members shall be necessary for the adoption of any recommendation or action.

In the event that any member of the Planning Commission shall feel that ~~he/she~~they ~~has~~have a conflict of interest in any matter that is on the agenda, ~~he/she~~they shall ~~voluntarily excuse~~recuse himself/herselfthemselves from discussing and voting on said item. The member ~~may remain seated with the Planning Commission; however, if said member wishes to address the Commission as a resident, the member~~ must vacate ~~his/her~~their seat on the Planning Commission prior to ~~speaking in this capacity~~the Planning Commission's discussion of the matter. The Secretary shall record in the minutes that such member(s) ~~refrained-recused themselves~~ from discussion because of a conflict of interest ~~and abstained from voting on the item.~~ The ~~voluntary removal~~recusal of any member for conflict of interest shall not result in the lack of a quorum when one existed prior to the voluntary removal of the member.

Section 6. Order of Business

The Chair or presiding officer of the Commission shall preserve order and decorum, act as parliamentarian, and decide questions of order. A designated member of City staff shall prepare a written agenda in advance of all regular meetings. The order of business shall be 1) Call to Order; 2) Approval of Minutes; 3) Public Hearings; 4) Requests to be Heard; 5) Items for Discussion; 6) Routine Business; and 7) Adjournment. Any other item of business shall be placed on the agenda in an order deemed prudent by the designated staff member.

Section 7. Minutes

A designated member of City staff shall prepare written copies of the minutes of each meeting and shall distribute copies of the minutes to the Planning Commission members prior to the next meeting of the Planning Commission. One or more copies of the minutes shall be available at the office of the City Administrator for review by the public. Upon the appearance of a quorum at a Planning Commission meeting, the Chair shall inquire of the Commission whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the Commission as prepared by the Secretary. Any error or omission in the minutes may then be corrected by the Commission. The designated City staff member shall also keep a permanent record of all minutes of all meetings of the Planning Commission.

Section 8. Rules of Procedure

All meetings of the Planning Commission shall be conducted in accordance with the rules of parliamentary practice as included within Robert's Rules of Order, except as otherwise contained herein.

Section 9. Officers

The officers of the Planning Commission shall consist of a Chair and Vice-Chair elected by the Commission at the annual meeting for a term of one year. The election procedure shall be by a vote of the simple majority. No member may serve more than two full consecutive terms as chairman.

Section 10. Duties of Officers

The duties and powers of the officers of the Planning Commission shall be as outlined herein. The Chair shall preside at all meetings, call special meetings in accordance with these by-laws, sign all documents of the Commission, see that all actions are properly taken, and to review all agendas prior to the meeting. In the absence, resignation, or disqualification of the Chair, the Vice Chair shall perform all the duties and be subject to all the responsibilities of the Chair. A designated City staff member shall serve as Secretary and keep a permanent record of the minutes of all meetings, serve notice of meetings as required by law or these by-laws, prepare the agenda for all meetings, be the custodian of all records, and handle funds allocated to the Commission.

Section 11. Representatives

The Planning Commission may select representatives to serve on other committees, task forces, or boards.

Section 12. Attendance

Each member of the Planning Commission who ~~has knowledge of~~ knows the fact that ~~he/she/they~~ will not be able to attend a scheduled meeting of the commission shall notify the designated City staff member at the earliest possible opportunity and, in any event, ~~prior to~~ before 4:30 p.m. on the day of the meeting. The City Planner shall notify the Chair and all members of the Commission ~~in the event that~~ if projected absences will produce a lack of quorum.

Commission member attendance is vital to Planning Commission business. As such, regular attendance by all members is necessary. Therefore, the commission is authorized to consider recommending the removal of a member to the City Council if:

- A commissioner fails to attend two regularly scheduled monthly meetings in a calendar year without providing prior notice to the Chair or City Planner, or
- A commissioner fails to attend four regularly scheduled monthly meetings in a calendar year with or without providing prior notice to the Chair or City Planner.
- Any member missing three consecutive meetings without prior discussion and agreement by a majority of the commission will be subject to review.

Section 13. Vacancies

Should any vacancy occur among the members of this Planning Commission by any reason, immediate notice thereof shall be given to the City Administrator by the ~~Secretary~~City Planner. Should any vacancy occur among officers of the Commission, the vacant office shall be filled in accordance with Section 9 of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur. If the office of Chair is vacated, the Vice-Chair shall become the Chair.

Section 14. City Code Recognized

Chapter 20 of the Faribault Code of Ordinances establishing this Planning Commission is hereby recognized.

Section 15. Amending By-Laws

These By-Laws may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

These By-Laws shall take effect upon adoption and all prior rules and By-Laws are rescinded.

Adopted this ____ day of _____, ~~2024~~2017.

Chair~~person~~



Planning Commission Work Session Memorandum

TO: Planning Commission
THROUGH: David Wanberg, Community & Economic Development Director
FROM: Harry Davis, City Planner
MEETING DATE: February 5, 2024
SUBJECT: Review and Approve 2024 Workplan

Background:

At the November 20th Planning Commission Work Session, city staff met with the commissioners to develop a list of topics of interest, action items, and projects to work on in 2024. Commissioners then ranked each of the topics by attaching votes and providing a method of prioritization. City staff reviewed the votes and used a weighted average to determine projects or items to address first. Between November 2023 and February 2024, city staff refined and expanded the list of topics from the Planning Commission based on long-term Planning & Zoning administrative issues and current or near-current events. At the February 5th Planning Commission, city staff will present a recommended work plan for Planning Commission to tackle part of the long list of interests and topics.

Attachments:

1. 2024 Staff Report and Workplan



Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: David Wanberg, Community and Economic Development Director
FROM: Harry Davis, City Planner
MEETING DATE: February 5, 2024
SUBJECT: 2024 Planning Commission Workplan

Background:

At the November 20th Planning Commission Work Session, city staff met with the commissioners to develop a list of topics of interest, action items, and projects to work on in 2024. Commissioners then ranked each of the topics by attaching votes and providing a method of prioritization. City staff reviewed the votes and used a weighted average to determine projects or items to address first. The following topics are listed in order, starting from the highest level of interest and priority to the lowest level of interest and priority:

- MN DOT 10-yr Plan Discussion
- Transitional Zoning Districts for Existing Neighborhoods
- Increasing Zoning Allowances to Encourage or Provide a Path to Home Ownership
- Transition Plans for Neighborhoods Surrounding Industrial Uses
- Hwy 60 and Lyndale Zoning District and Small Area Plan
- City Engineer Report on Water Treatment Plant and Future Capacity for Expansion
- Transition Areas Between Low Density and High density Residential
- Simplification of Existing Processes (Where Possible) to Not Require a Public Hearing
- Solar Code Update for Ground-Mounted Retail Systems Size and Location
- I-35 and Hwy 60 Commercial Planning Study
- Roundabout at 20th and Hwy 3
- Addressing Graveyards Within Zoning Districts and Uses

City staff presented this list at the December 4 Planning Commission Work Session for feedback.

Discussion:

Topic List

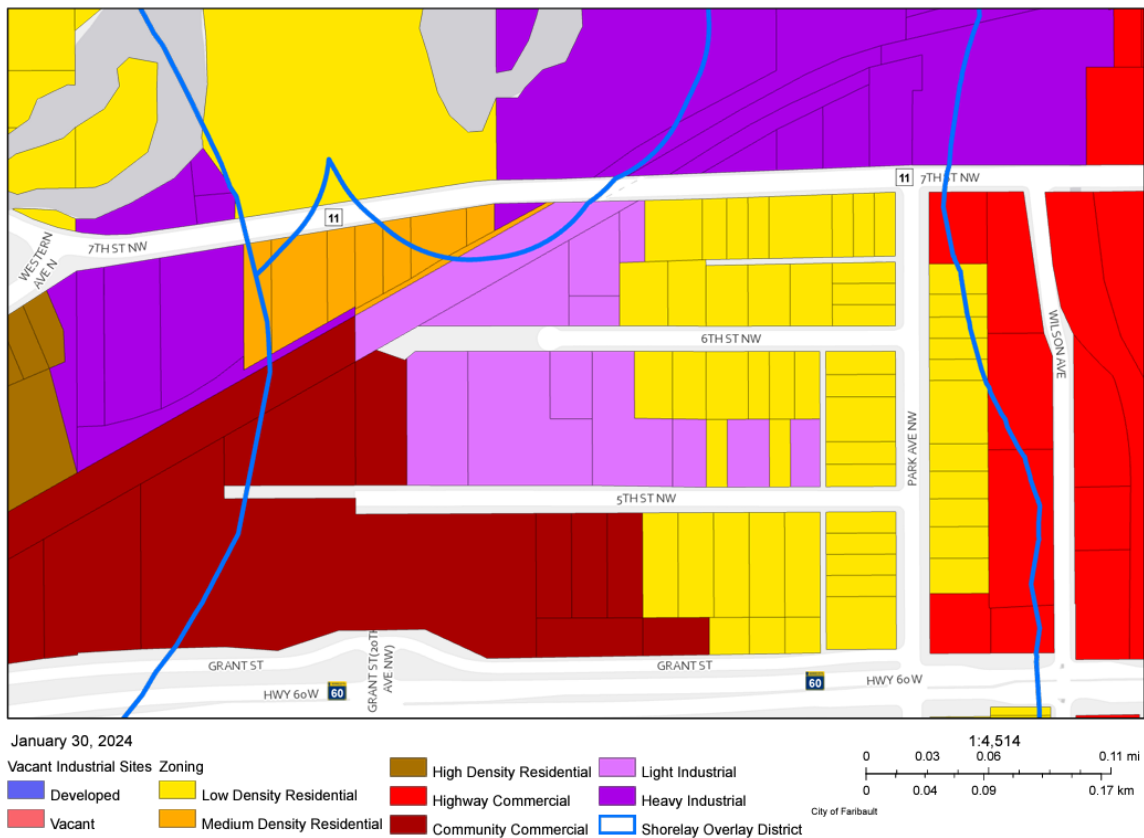
City staff reviewed the topics suggested and prioritized by the Planning Commission and added some additional topics along with descriptions for each item:

- MN DOT 10-yr Plan Discussion

This topic is suggested by the Planning Commission seeking information from MN DOT regarding future plans and projects in and around Faribault.

- Transitional Zoning Districts for Existing Neighborhoods; Transition Plans for Neighborhoods Surrounding Industrial Uses; Hwy 60 and Lyndale Zoning District and Small Area Plan

These three topics are suggested by the Planning Commission, a similar level of priority, and are related as they apply to various neighborhoods in Faribault experiencing transitioning land uses. One neighborhood in particular is northwest of Highway 60 and Lyndale Ave.



The neighborhood (for ease of discussion, the Fair Park-Cooks neighborhood) is a mixture of commercial, industrial, and residential with some limitations on the periphery through shoreland regulations.

- Increasing Zoning Allowances to Encourage or Provide a Path to Home Ownership

This topic is suggested by the Planning Commission as a lens for

viewing the UDO with the goal of improving people's access to home ownership through making code changes that remove barriers to creating new lots, townhomes, or other forms of housing.



- City Engineer Report on Water Treatment Plant and Future Capacity for Expansion

This topic is suggested and prioritized by the Planning Commission seeking information from Engineering regarding utility capacity and the potential for expansion.

- Transition Areas Between Low-Density and High-Density Residential; Residential Densities and Chapter 10 Overhaul

These two topics (the former a Planning Commission priority, the latter a staff item) are related as Faribault, and many other cities across the US, struggle with infill development and 'Missing Middle' housing. The Planning Commission suggested and prioritized transition areas between different residential densities as the experience from apartment buildings to single-family homes can be jarring. Staff suggests the inclusion of revisiting density caps in all residential zoning districts with the goal of creating consistent and steady intensity from low-density to high-density residential.



- Simplification of Existing Processes (Where Possible) to Not Require a Public Hearing

This topic is suggested and prioritized by the Planning Commission as a lens for reviewing current city processes and removing the

necessity for public hearings where possible. City staff is working on a development handbook to help establish a baseline for current city processes with the intent to outline steps from "A to Z".

- Solar Code Update for Ground-Mounted Retail Systems Size and Location

This topic is suggested and prioritized by the Planning Commission to review the UDO regarding ground-mounted solar systems (retail, not wholesale). There is interest in allowing larger, retail, ground-mounted solar systems by-right.

- I-35 and Hwy 60 Commercial Planning Study

This topic is suggested and prioritized by the Planning Commission to review the new Highway 60 and I-35 Small Area Plan. A draft of this plan will come before the Planning Commission on February 6 at a joint meeting with City Council. Further iterations of the plan will appear before Planning Commission for recommendation before going to City Council.

- Roundabout at 20th and Hwy 3

This topic is suggested and prioritized by the Planning Commission to request the appropriate jurisdiction(s) review the intersection of 20th and Highway 3 for a roundabout to help control and disperse traffic.

- Addressing Graveyards Within Zoning Districts and Uses; Public Institutional Zoning District and Adaptive Reuse; Airport Ordinance and Zoning District; Parkland Zoning District

The first topic is suggested and prioritized by the Planning Commission to address cemeteries and graveyards as uses within the UDO and zoning districts, which is a lingering concern from when the Public Institutional zoning district was passed. Staff suggests revisiting the Public Institutional zoning and adaptive reuse sections to round out the general topic. In addition to the Public Institutional zoning district and cemeteries, staff would like to tackle creating an ordinance and/or zoning for the airport along with a district for parkland. Both parkland and the airport run into similar administrative issues: how does the UDO interpret and allow development

- CBD Apartments and Mixed-Use

This topic is from city staff and prompted by administering recent developments in Downtown Faribault and project in the CBD zoning district. There is some inconsistency across the code regarding requirements for apartments in CBD zoning and discussion amongst staff and the development community regarding limitations on apartments in mixed-use buildings and minimum unit sizes.

- Tree Preservation Ordinance and Landscape Requirement Overhaul

This topic is from city staff and reflects efforts from the Environmental Commission to preserve mature strands of trees from

new development and encourage planting native, hardy trees and other foliage instead of invasive or at-risk plantings. In addition, staff would like to assess the landscape chapter for improvements, such as clarity, simplification, and intent/purpose.

- Electric Vehicle (EV) Parking Ordinance and Parking Minimum Overhaul

This topic is from city staff and reflects efforts from the Environmental Commission to encourage and have guidelines for accommodating electric vehicles in the parking code. In addition, staff would like to revisit the parking minimums and evaluate them against current best practices and parking standards in Minnesota peer cities.

- Commercial Districts Overhaul

This topic is from city staff and stems from administration of the various commercial districts in Faribault. Two commercial districts, C-2 Highway Commercial and C-3 Community Commercial are very similar in regulations and there is an opportunity to consolidate. In addition, this would give staff and the Planning Commission time to review and assess the purpose and intended intensity of each zoning district to ensure compatibility across the city.

- Subdivision Ordinance Overhaul

This topic is from city staff across Planning & Zoning, Engineering, and the City Attorney regarding improving administration and processes around the Subdivision part of the UDO. City staff would like to streamline and clarify requirements and processes to make it easier for applicants to meet plat requirements and for staff to review submittals.

- Downtown Sign District (DSD) Boundary

This topic is partly from city staff and City Council and linked to the Heritage Planning Commission's recent efforts to review and potentially reconcile the differences between the National Historic District and local Heritage Preservation district boundaries. The Downtown Sign District impacts areas beyond the historic district boundaries and there is interest in exploring if that is appropriate or if the two boundaries should match.

Adding topics to the long-range planning list is welcome and encouraged.

Topic Schedule

To encourage making progress on the above items, the Planning Commission should adopt a reasonable schedule for assessing, researching, proposing, and adopting amendments or policies. See staff's recommended schedule below. The schedule does not address all the topics above, as staff anticipates some topics may be very involved and require more time. Staff and commissioners may add or remove items from the schedule during the year. Commissioners may work on a topic independently, if desired.

Recommendation:

City staff recommend adopting the following workplan guiding long-range planning items for the Planning Commission in 2024.

PC Meeting Dates	Long-Range Workplan Topics
2-Jan	
16-Jan	
5-Feb	Annual Meeting
20-Feb	Apartments in CBD and Mixed-Use Buildings
4-Mar	
18-Mar	
1-Apr	
15-Apr	Airport Ordinance/Zoning District; Cemetery Uses and Public Institutional Zoning; Parkland Zoning District
6-May	
20-May	
3-Jun	
17-Jun	
1-Jul	Residential Density and Chapter 10 Review; Transitioning Low-Density to/from High-Density Residential
15-Jul	
5-Aug	
19-Aug	
3-Sep	
16-Sep	Transitional Zoning District; Small Area Plans for Transitioning Neighborhoods; Hwy 60 & Lyndale Neighborhood Zoning District and Small Area Plan
7-Oct	
21-Oct	
4-Nov	
18-Nov	
2-Dec	
16-Dec	

Other possible items to be addressed this year: EV Parking Ordinance and Parking Minimums; Tree Preservation Ordinance and Landscape Requirement Overhaul; Commercial Districts Overhaul; DSD Boundary; Simplification of Existing Development Processes

Attachments:

- Workplan Worksheets

K:\-CED Department\COMMISSIONS\PC\PACKETS\2024\2024-02-05 WS Agenda Packet\Workplan

Long-Range Workplan Topics
MN DOT 10-yr Plan Discussion
Transitional Zoning Districts for Existing Neighborhoods
Transition Plans for Neighborhoods Surrounding Industrial Uses
Hwy 60 and Lyndale Neighborhood Zoning District and Small Area Plan
Increasing Zoning Allowances to Encourage or Provide a Path to Home Ownership
City Engineer Report on Water Treatment Plant and Future Capacity for Expansion
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I-35 and Hwy 60 Commercial Planning Study
Roundabout at 20th and Hwy 3
Addressing Graveyards Within Zoning Districts and Uses
Public Institutional Zoning District and Adaptive Reuse
Airport Ordinance and Zoning District
Parkland Zoning District
CBD Apartments and Mixed Use
Tree Preservation Ordinance and Landscape Requirement Overhaul
Electric Vehicle (EV) Parking Ordinance and Parking Minimum Overhaul
Commercial Districts Overhaul
Downtown Sign District (DSD) Boundary

PC Meeting Dates	Long-Range Workplan Topics
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18-Mar	
1-Apr	
15-Apr	
6-May	
20-May	
3-Jun	
17-Jun	
1-Jul	
15-Jul	
5-Aug	
19-Aug	
3-Sep	
16-Sep	
7-Oct	
21-Oct	
4-Nov	
18-Nov	
2-Dec	
16-Dec	