



**Planning Commission Work Session
Monday, November 18, 2024 at 6:00 PM
Council Chambers**

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. 2024/2025 Work Plan Discussion
- 3. Routine Business**
- 4. Future Discussion**
- 5. Adjournment**

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Staff Report to the Planning Commission

TO: Planning Commission
THROUGH: David Wanberg, Community & Economic Development Director
FROM: Harry Davis, City Planner
MEETING DATE: November 18, 2024
SUBJECT: 2024/2025 Work Plan Discussion

Request:

Review the following information and come to a consensus on next steps.

Background:

In late 2023 and early 2024, the Planning Commission provided input on a work plan for 2040. This input included a list of potential projects for Planning Commission to research, write, and recommend approval of new policies or ordinances. Staff presented a work plan in early 2024 for discussion and as a guide for future activity (see attached). However, due to changes in CED, city staff could not provide support to the work plan. Toward the end of 2024, Planning Commissioners requested to bring back and adjust the work plan due to new members and shifting priorities. On bringing back the work plan, the Planning Commission discussed tackling residential within the zoning code- what barriers are currently in code to promote more residential construction and provide more opportunities for home ownership and investment.

Discussion:

Before the Planning Commission starts to research and address housing, city staff recommend the Planning Commission establish focuses, a timeline, and other key parts typically included in project management. Some things to consider:

- Goal and Purpose
Sets the *why* and becomes a grounding viewpoint for “is researching/discussing X topic useful to the larger discussion?”
- Methodology
Establishes what tools and methods are in play for the project, such as:
 - Public Engagement
 - Open House? Survey? Stakeholder meetings?

- Meetings with other boards/commissions?
- Research and Analysis
 - Section by section review of UDO?
 - Identify and collect codes from other communities for ideas/reference?
 - Use findings from previous housing studies?
- Tasks

Defines the different actions or phases of the project. Possible tasks could be:

 - Engagement
 - Preliminary Analysis and Understanding of Current UDO
 - Research & Data Collection
 - Analysis and Preliminary Recommendations
 - Recommendation Application
 - Final Recommendations
- Project Schedule

Takes tasks and other milestones and plots their beginning and end along a timeline. Gantt charts are popular to depict a project schedule.
- Deliverable/Outcome

What you think the Planning Commission will recommend to City Council at the end of the project.

 - New/revised unit density limits?
 - Revised building envelope regulations for residential zones?
 - New/revised residential uses?

Recommendation:

The City Planner recommends the Planning Commission review and discuss the 2024 work plan and:

1. Set the final list of long-range work plan topics for 2024/2025, even if the list is focused on residential development and zoning.
2. Establish a timeline for researching and discussing topics and sub-topics within 2024/2025

Attachments:

- Example RFPs, Proposals, and Final Projects of Housing Studies / Housing Studies for Downtown and Faribault
 - https://drive.google.com/drive/folders/1OkScezRxIZ-q2iM02zdPt_4H0yUtkG2a?usp=drive_link
 - List of Planning Resources for Ideas

Planning Resources for Ideas

Professional Organizations

- American Planning Association (APA) Knowledge Center
<https://www.planning.org/knowledgecenter/>
The national, professional organization for planners in the USA. Reach out to the City Planner for access to some of the services/ documents.
 - Planning Action Service (PAS) Reports, Memo, and Quick Notes Guidance on important planning issues and innovative practices.
 - Zoning Practice - Guidance on writing and administering smart development codes.
- Urban Land Institute (ULI)
<https://uli.org/>
Well-respected and diverse organization for planners, developers, policymakers, and others internationally.
 - Knowledge Finder - Available only to members, but contains research and best-practices for various development-related topics.

Media

- Planetizen
<https://www.planetizen.com/>
Combination of news and academic knowledge for planners and planning topics.
 - News, Blog, Planopedia, Videos - Good sources for finding out what's topical and cutting-edge in planning topics.
 - Educational and Training Courses - Good source for finding out more about and digging into a variety of topics.
- Article titled "Ten Actions Cities Can Take to Improve Housing Affordability" from the Bipartisan Policy Center
<https://bipartisanpolicy.org/blog/10-actions-to-housing-affordability/#:~:text=10.,of%20color%E2%80%94to%20build%20wealth.>
- Article titled "Zoning changes to allow for higher residential density" from the Local Housing Solutions through the National Community of Practice on Local Housing Policy
<https://localhousingsolutions.org/housing-policy-library/zoning-changes-to-allow-for-higher-residential-density/#:~:text=Cities%2C%20towns%2C%20and%20counties%20seeking,align%20housing%20supply%20with%20demand.>