

**APPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
FEBRUARY 23, 2021
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for February 23, 2021 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, Kevin Teel, Bryan Murdock, Katie West, and Roger Carr

ABSENT: None

Also Present: Fred Weck Zoning Administrator, City Administrator Robb Linwood, and Council Liaison Brett Ohnstad

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 February 9, 2021

A MOTION WAS MADE BY COMMISSIONER CARR, SECONDED BY COMMISSIONER WEST, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR FEBRUARY 9, 2021 AS SUBMITTED.

Roll Call Vote:

Voting Aye: Murdock, West, Teel, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS: NONE

OLD BUSINESS:

2. Comprehensive Plan Update Review

Chair Lobermeier explained what he and Commissioner Murdock had been working on behind the scenes in order to bring a draft Comprehensive Plan to the Commission. He stated that they had based their draft on both past discussions/minutes and also incorporated ideas from other cities. He suggested that the Commission begin with discussion of the revised vision statement

and the 8 objectives that are listed.

Vision Statement:

Commissioner Murdock stated that he would like to change the word “become” to something slightly different wording of the heading, something along the lines of ‘Developing Us As An Inviting Community’.

Commissioner West thanked Commissioner Murdock and Chair Lobermeier for all the time and effort they have put into the draft Comprehensive Plan. She suggested that for the general public who may be reading this document, she feels it may be a good idea to use bullet formatting, rather than paragraphs. She stated that she thinks the language is great, but would like there to be a way to make the document less visually daunting because it may give the appearance of a novel in its current form.

Commissioner Teel stated that he would agree with Commissioner West. He stated that if he were just a citizen and wanted to learn something new, he would want to just read a few pages in order to get an idea about the community and not a 90-page document. He stated that he thinks bullet formatting will accomplish that and be easier for people to get an idea of where the City is going and what they want to accomplish. He stated that if anyone reads those few pages and wants to dig further, then they have the option, but the initial few pages should give a good synopsis of the City.

Chair Lobermeier stated that he believes that once the Commission gets the full Comprehensive Plan put together, it will be fairly easy to put together a concise 3-page summary. He stated that he completely agrees with the idea of having a quick read up front for people that can almost be detached from the whole document and stand on its own.

Commissioner Carr stated that he would agree with Commissioner West’s suggestion because normally you try to keep a vision statement brief. He stated that putting it into a bullet format as she suggested would give it more of a simple vision statement feel.

Commissioner Murdock noted that the vision statement is only three lines long.

Commissioner Carr noted that he had thought the two pages that had the 8 numbered points was considered the vision statement.

Commissioner West stated that her comments were related to the 8 numbered points and were not just directed at the vision statement. She stated that she does not think the vision statement is overly wordy.

Chair Lobermeier explained that the vision statement is the three-line statement and then the 8 numbered points are objectives that will be listed by chapter, throughout the Comprehensive Plan. He explained that one of the objectives would apply for example, to Land Use, one to Municipal Utilities, and one to Housing. He explained that in an executive summary statement there would be the vision statement and then 3-5 words that summarize the objectives in each of the plan areas. He suggested that perhaps the bullet points could be things like: Pursue a Local Economy; Strengthen the City Center; Diversify Housing Options. He stated that things can get meatier as it gets further into the plan. He stated that if the Commission was in support of the vision statement that the discussion could turn to word-smithing each of the objective points.

City Administrator Linwood expressed his appreciation to Commission Murdock and Chair Lobermeier for the work they have put into the Comprehensive Plan in order to give the City a phenomenal start in updating it.

Chair Lobermeier gave a brief overview of how the Planning Commission had tackled revising the Shoreland Ordinance. He explained that the Commission basically went page by page and made

changes that way, so nothing was missed and suggested that may be the best approach for revising the Comprehensive Plan as well.

Commissioner Murdock gave an overview of the order of the Table of Contents and suggested the Commission begin their discussion with it.

Chair Lobermeier noted that the Plan Overview may be something that ends up in the front of the document and be included in the executive summary.

Commissioner Murdock reviewed what items from the Table of Contents are new sections that the previous version of the Comprehensive Plan did not contain. He stated each of these sections will then begin with goals and objectives for each particular section.

Chair Lobermeier asked if the Commission felt anything was missing from the Table of Contents.

City Administrator Linwood stated that he feels this has made a good start and is pleased with how it is coming together.

Chair Murdock noted that Housing is listed in Community Profile and also in Existing Conditions and asked the Commission to take a closer look to see if this is duplication if it should be in both locations. He stated that he would like to make the Community Profile section particularly strong because that could be the section that gets people interested in the City.

Chair Lobermeier stated that much of what he added regarding housing was what the City heard from the County when they did their housing study in 2018. He stated that he agreed that it is important not to be redundant or confusing to have to look in two places to get the desired information. He noted that under Existing Conditions, there is housing and then it goes onto Kettle River. He explained that Commissioner Murdock had suggested that there be a heading that states 'Challenges'. He stated that he doesn't want the Comprehensive Plan to be confusing to anybody and wants to make sure it is easy to read. He stated that overall, he thinks the City has the contents of a good plan and feels it looks a lot like the metro communities, even though the City is not under the Met Council requirement of having a specific set of content.

Commissioner Carr asked if the Commission could get input from the Economic Development Authority and Park Advisory Commission on the sections of the Plan that apply to them.

Chair Lobermeier stated that this document will need input from other Commissions and Boards. He noted that the appendices that are they are in the packet will not appear in the Comprehensive Plan. He noted that he was also thinking of adding a section on Literature Review that shows where the information came from, such as the County traffic study.

Commissioner Murdock stated that he would like to make sure that however this document is written that when the City looks at it again in 5 years that each section will be somewhat measurable.

Chair Lobermeier asked Commissioner Murdock to remind the Commission of this at every meeting because he feels this is a great position from which to approach the document.

Commissioner Murdock asked if the Commission could ask Zoning Administrator Weck and City Administrator Linwood to find graphics or photos that are already out there that could be added to this document.

City Administrator Linwood noted that there is pertinent information that they may have access to that the Commission wouldn't know about such as the recent study Chisago County EDA recently did regarding commute times. He stated that there may also be statistical or graphical information that he and Zoning Administrator Weck can contribute.

Commissioner Murdock asked if the Commission should start reviewing the plan or if some of

these other key components should be brought in before the review begins.

Zoning Administrator Weck stated that he feels the Commission should review what is already in place now and then they can point out places where there is missing information or graphics that they would like to include.

Chair Lobermeier noted that he had put together a proposed schedule for review of the Comprehensive Plan. He stated that in order to do this right, it will take months of review and not just a few meetings. He suggested that the Commission may want to ask former Commissioner Judy Coughlin if she would come back and do a final edit because she is especially gifted in this area.

Zoning Administrator Weck stated that it wouldn't hurt to ask Ms. Coughlin and see if she may be interested in helping out in that way.

Commissioner Teel stated that he loves the objective list that Chair Lobermeier put together and asked if the outline was in the order of the Comprehensive Plan.

Chair Lobermeier clarified that the objectives as they are presented, are not list in the order of the Comprehensive Plan. He noted that they were edited in the order that they were within the existing Comprehensive Plan. He stated that he had included notations of where each item can be found and suggested that the Commission go by the order in the Comprehensive Plan.

Commissioner Murdock reiterated that the objectives that Chair Lobermeier put together will be placed in the front of each of the sections that they belong to.

Zoning Administrator Weck asked for the reasons that various portions of the text had been highlighted in the draft Comprehensive Plan that Chair Lobermeier and Commissioner Murdock had put together.

Chair Lobermeier explained that he believes that may have been left over formatting and doesn't think it has a valid reason.

Commissioner Teel asked how to turn the background blue off in order to print the Comprehensive Plan.

Commissioner Murdock noted that he would take out the background color and re-send it to the Commission so they have a clean copy.

Chair Lobermeier asked if there could be draft printed copies made of the draft Comprehensive Plan for the Commission.

Zoning Administrator Weck confirmed that could be done.

Chair Lobermeier gave a brief overview of the proposed schedule for reviewing the Comprehensive Plan and when the Commission would invite other Commission input. He noted that WSB will need to be involved in putting together the maps and some of the other details but noted that he believes they still have a bit of money left in their contract. He explained that he would like to give the Council an update on the progress, and solicit written comments and hold some sort of public meeting before the official public hearing.

Commissioner Murdock stated that he supports the idea of taking the Comprehensive Plan in small pieces because it can always be sped up if the Commission would like.

Commissioner Teel stated that he agrees and feels the proposed schedule outlines what needs to be accomplished and a path to go down.

Commissioner Carr stated that he also likes how it is broken up in the proposed schedule. He noted that he is a paper person so he plans to print out each section and jot notes in the margins

if one is not provided by the City.

Commissioner West stated that she thinks the schedule looks great and agreed with the other Commissioners comments about taking it piece by piece.

Commissioner Murdock asked if the Commission wanted to review each section, make changes, and then review those changes at the next meeting while it was still fresh in their heads, or just wait until all the sections have had their changes made and then look at them all.

Zoning Administrator Weck stated that it is probably a good idea to review it while it is fresh in their minds as long as they don't get too bogged down in going back over everything again.

City Administrator Linwood suggested that the document could be up on the screen being shared and the recommended changes could be made as they go.

Zoning Administrator Weck stated that he would need someone else to be able to do the typing if it were to be done that way.

Chair Lobermeier cautioned the Commission that there may be some long meetings while they are working on the Comprehensive Plan because they will still need to be handling regular Commission business. He stated that the plan for the March 9, 2021 meeting will be to review Chapters 1 through 5. He stated that he had noticed that the list of people that are receiving the meeting packets is quite long and asked if the City should narrow down the group and be a bit more careful with who is receiving this information.

Zoning Administrator Weck explained that everyone on the list are all people who have asked to receive copies of the Planning Commission packet as a public information request.

Council Liaison Ohnstad stated that he feels this information is an interesting read and was quite enjoyable. He stated that he is looking forward to the development of the updated Comprehensive Plan and can tell that there has already been a lot of great work that has gone into it.

COMMUNICATIONS: NONE

UPDATES:

Commissioner Carr noted that he will be out of town on March 9, 2021 but will get his notes and feedback to the Commission before he leaves.

Chair Lobermeier stated that if any of the Commission members cannot make a meeting, he would encourage them to do what Commission Carr plans to do and get their notes and comments to the Commission. He noted that if they cannot do that, they will still be able to provide comments after the meeting because of the way they will be reviewing the document.

A MOTION WAS MADE BY COMMISSIONER TEEL, SECONDED BY COMMISSIONER CARR, TO ADJOURN THE FEBRUARY 23, 2021 "REGULAR MEETING" OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 8:05 PM.

Roll Call Vote:

Voting Aye: Murdock, West, Teel, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None