

City Council Joint Committee

1. Call To Order

Documents:

[1. 2020-04-21 CC - PC WORK SESSION AGENDA.PDF](#)

2. Final Review Of Comprehensive Plan

Documents:

[2. FINAL REVIEW OF COMPREHENSIVE PLAN.PDF](#)

3. Future Discussion

4. Adjourn

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



**Joint City Council/Planning Commission
Work Session Meeting
Tuesday, April 21, 2020 at 6:00pm**

Meeting by Telephone or Other Electronic Means; Conditions - Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

Zoom Meeting

Meeting ID: 969 9110 1410

Dial-In Information: 1 312 626 6799

AGENDA

1. Call to Order
2. Final Review of Comprehensive Plan
3. Other Discussion
4. Adjourn

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Council Committee/Planning Commission Memorandum

TO: Joint Council Committee/Planning Commission
THROUGH: Tim Murray, City Administrator
Deanna Kuennen, Community & Economic
Development Director
FROM: David Wanberg, City Planner
MEETING DATE: April 21, 2020
SUBJECT: Final Review of Comprehensive Plan

Background:

Over the past two years, the City and its planning consultant have been working on Journey to 2040 – a planning process that includes the development of a Downtown Master Plan, a Parks, Trails, and Open Space Plan, and a Comprehensive Plan. In 2019, the City Council adopted the Downtown Master Plan and the Parks, Trails, and Open Space Plan. In the next few weeks, the City intends to adopt the Comprehensive Plan.

The Planning Commission and the City Council play important roles in the preparation, adoption, and application of the Comprehensive Plan. Both bodies provide a wealth of experience related to the use of the Comprehensive Plan. Therefore, both bodies should be comfortable and united with the content and direction of the Comprehensive Plan. This joint meeting provides an opportunity for the two bodies to work together to provide unified direction on completing and adopting the Comprehensive Plan.

Organization of the Comprehensive Plan:

The draft Comprehensive Plan covers the topics addressed in the 2003 Comprehensive Plan and it addresses a few additional topics dealing with human, social, and cultural assets in the community. The Plan includes the following:

1. Forward and introduction. Provides an overview of the Journey to 2040 process, the role of community participation in the planning process, the integration of Community 2040, and the application of our community values and guiding principles.

2. Community profile. Provides general community background (including demographics and historical trends) pertinent to all topics in the Plan.
3. Built assets. Provides an inventory, goals, policies, and plans for our built assets, including land use, transportation, utilities, community facilities, parks, and housing. This is the heart of a traditional comprehensive plan.
4. Economic assets. Provides an inventory, goals, policies, and plans for strengthening our economy.
5. Human assets. Recognizes the importance of our human assets (education, healthcare, etc.) to the future of our community. Provides an inventory, goals, policies, and plans for strengthening our human assets.
6. Cultural assets. Recognizes the importance of our history, diverse cultures, and governance. Provides an inventory, goals, policies, and plans for strengthening our cultural assets.
7. Natural assets. Provides an inventory, goals, policies, and plans for the protection and restoration of our natural environment.
8. Strategic development areas. Identifies strategic areas in the community where the City may place special emphasis on addressing development issues and opportunities.

Level of Detail in the Journey to 2040 documents and the Comprehensive Plan:

As per the direction of the Journey to 2040 Project Oversight Committee, the Journey to 2040 documents are intended to provide three levels of detail:

1. Marketing/promotional detail. The City's planning consultant prepared a user-friendly brochure with pictures, diagrams, and key text that provide an overview of the City's Journey to 2040 planning efforts, including a brief overview of the Comprehensive Plan. The planning consultant has also prepared a five-minute video that the City can use to market the community to those outside (and inside) the community. The Planning Commission and City Council have already reviewed and commented on the brochure and video.
2. General planning level detail. The Comprehensive Plan has a general level of detail that provides the Planning Commission, City Council, and others with concise direction on community planning issues and opportunities. The final version of the Plan will look and read similar to the Downtown Master Plan, and the Parks, Trails, and Open Space Plan.

3. Strategic actions and implementation level detail. The City does not intend to have the Comprehensive Plan “sit on the shelf”. After the Council adopts the Comprehensive Plan, City Staff (in consultation with the Planning Commission and City Council) will develop strategic actions and implementation priorities. A high priority will be to update the zoning map and zoning districts to be consistent with the Comprehensive Plan. This document will identify specific actions, responsible parties, timelines, priorities, and probable costs.

Key discussion items:

The Planning Commission and Council should feel free raise any questions or provide any comments on the draft Comprehensive Plan. The following suggests some topics the two bodies may wish to discuss.

1. Separately, the Planning Commission and the City Council have already reviewed the built assets section of the Comprehensive Plan (specifically, the land use section of the plan). Both bodies support the Plan. Nevertheless, you may wish to jointly discuss and confirm that adoption of the Comprehensive Plan will set in motion the implementation of the Plan. This means that the City will rezone properties to be consistent with the vision of the Comprehensive Plan. Some older industrial areas, for example, will become nonconforming properties that can continue as-is, but that will not be allowed to expand.
2. The Planning Commission and City Council have already reviewed the goals and policies of the Comprehensive Plan. However, now that you have a complete draft of the Plan, you may wish to jointly discuss the sections dealing with economic, human, social, and natural assets.
3. The Comprehensive Plan provides a general description of strategic development areas in the city. The Planning Commission and Council may want to share their thoughts on these areas. After the Comprehensive Plan is adopted, City Staff plans to prepare small area studies of key areas in the city, for example, the Highway 60 West area.

Opportunities for public comment:

Throughout this planning process, the City has worked hard to encourage public participation in this process. The public can review the draft Plan on the City’s website at the following link:

<http://www.ci.faribault.mn.us/616/Draft-Journey-to-2040-Comprehensive-Plan> . The public is encouraged to contact the City Planner with any comments they may have.

Comments received to date:

Some members of the Planning Commission, City Council, Comprehensive Plan Steering Committee, Project Oversight Committee, and City Staff have provided the City Planner with their comments regarding the Plan. The City Planner will comply all comments and will have the planning consultant make the appropriate revisions to the Plan.

Schedule for adoption of the Comprehensive Plan:

Depending on the amount of revisions required, City Staff anticipates the following schedule for adoption of the Comprehensive Plan:

- April 21: Receive final input from the Planning Commission and the City Council on the draft Comprehensive Plan
- April 23: City Planner forwards all required revisions to the planning consultant as directed by the Planning Commission and City Council
- April 27: City Planner forwards all additional clarifications and minor revisions (if any) to the planning consultant
- May 11: Planning consultant completes all required revisions and formats the final Comprehensive Plan to match the Downtown Master Plan and the Parks, Trails, and Open Space Plan
- May 18: Planning Commission conducts public hearing and makes a recommendation to the Council
- May 26: Council takes action on adoption of the Comprehensive Plan

Attachments:

(None) Refer to the PDF of the draft Comprehensive Plan that you received through email earlier this month – the draft Plan is also available at the following link: <http://www.ci.faribault.mn.us/616/Draft-Journey-to-2040-Comprehensive-Plan>