

**WEST ST. PAUL JOINT MEETING
CITY COUNCIL, PLANNING COMMISSION
2040 Comprehensive Plan Kick Off Meeting and Interactive Visioning Session**

The joint meeting was called to order by Mayor Halverson on Tuesday, January 17, 2017, at 5:00 p.m. in the Lobby Conference Room, 1616 Humboldt Avenue, West St. Paul, Minnesota, 55118.

ROLL CALL

City Council Present: Mayor Jenny Halverson, and Councilmembers Dick Vitelli, Anthony Fernandez, Ed Iago, and Dave Napier.

Planning Commission Present: Commissioners Morgan Kavanaugh, Chris Hubert, Dan McPhillips, Hillery Shay, Derek Leuer, and John Ramsay.

Also Present:

Community Development Director Jim Hartshorn, Asst. Community Development Director/Zoning Administrator Ben Boike, and Erin Purdue and Korina Heim with WSB

**2040
COMPREHENSIVE
PLAN**

Introductions of each member occurred. The agenda was reviewed in terms of process, Met Council involvement, City's scope, schedule, key meetings, milestones, community engagement opportunities, community data review, homework for city officials, vision and goals and visioning exercises.

Ms. Purdue explained what a comprehensive plan was and the statutory requirements for local governments to complete a comprehensive plan. She also provided some background into the Met Council's Comprehensive Plan called ThriveMSP 2040. Ms. Purdue discussed the highlights of the 2015 System Statement for WSP stating this statement starts the basis for the City's future as well as what is required for the City's comprehensive plan. She noted that the checklist of requirements differs between each municipality based on various aspects. Ms. Purdue added that the requirement for the City is to enable forecasts to happen, not that they actually are required to happen. She went into further detail regarding components that are required and optional as well as the City's scope and the sections contained within a comp plan. It was explained that the comp plan forms the basis for the zoning code and land use relies on the zoning code which reflects the comp plan. As far as hierarchy, the comp plan is the main base in a pyramid, then zoning, subdivision, variances, etc. She also explained that the future land use is not the same thing as the zoning map but the city will consult both maps for future visions.

Clpn. Fernandez asked whether any municipalities were non-compliant. Ms. Purdue stated there are but once Met Council releases their plan, municipalities have three years to update and comply. Consequences for

noncompliance include withholding grant funding for infrastructure and development, not approving comp plan amendments, etc. but there isn't a criminal aspect.

Comm. McPhillips asked how the Renaissance Plan fit in. Asst. Dev. Dir. Boike explained that the existing Renaissance Plan was adopted as an amendment to the 2008 Comp Plan. Because the Comp Plan is vaguer, so amendments to zoning are needed to allow the Renaissance Plan goals.

New for comp plans is the regional bicycle transportation network with the focus on regional trail connections as well as more focus on growth, investment, transportation, and increase in urban centers and changes related to water. The plan schedule was distributed noting it would be a 12 month process which began in October 2016 with data gathering, mapping, and reviewing existing documents. The process schedule was reviewed including future meetings with various city bodies and neighborhood meetings. The draft plan is currently anticipated for public hearing at the Planning Commission in December but subject to change. If approved, Met Council will have a 6 month review period to approve and the final plan must be adopted by the City by the end of 2018.

Clpn. Fernandez asked about Met Council's participation in the process. Ms. Purdue explained that they provide most of the data gathering and mapping. Asst. Dev. Dir. Boike added that the Met Council has an area representative to help throughout the process and that the County and police department help with data gathering through the process.

Clpn. Iago inquired about community engagement. Ms. Purdue stated there would be ward-based neighborhood meetings, use of existing meetings, online presence with the City's webpage and social media, an open house, public hearings, and tying into existing City events. Some other suggestions for community involvement included the City open house in mid-May, WSP Days, and any other events.

Mayor Halverson and Ms. Purdue discussed phone surveys and how they do not help much since planning is more visual but that they could be done for a polling of effectiveness of city services. They also discussed direct mailings but because many questions are open-ended, it becomes difficult to tally results as well as direct mailings being costly and labor intensive.

Comm. Kavanaugh suggested using the City Newsletter since it is already mailed out.

Clpn. Napier suggested including an informational piece in the newsletter about what the Comp Plan is and why it is important.

Other discussion ensued with recommendations to publish information on social media for the neighborhood meetings and linking to the specific web page for the project, as well as the importance of public participation and making it known that anyone can attend any neighborhood meeting that is convenient; it doesn't have to be ward specific. Ms. Purdue stated WSB was contracted to conduct a certain number of neighborhood meetings and staff may be able to assist with any additional meetings. The discussion continued with review of various community data highlights, historic information and projections for future populations.

There was a homework assignment provided to joint meeting members prior to their meeting which was a matrix of goals from the last Comp Plan and was intended to offer a checklist of keep, remove, new ideas, already implemented, etc.

The meeting moved into visioning exercises. The first question for members was to describe the city as it exists today in three words. After collection of input, results included: the city was full of potential but not quite there, location is convenient, quiet, safe, community, affordability, small-town feel and neighborly, place for families.

The second question was to describe the city how you would like to describe it in 20 years. Results included: thriving, walkable with connections, family-friendly, affordable, schools.

Question three was to name the top three things you would like to preserve. Some results included: sense of safety and community, affordability (low-taxes), parks (Dodge Nature Center), convenient and connected.

Question four was to name the top three things you would like to change. Increased business opportunities and more business, take advantage of the city, walkability and ease for pedestrians, housing stock and need for more single-family housing, lack of community center and need for improved parks were all top contenders.

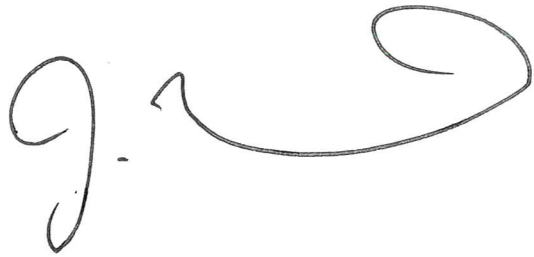
The final question was to name three reasons you love living here. Members provided location, sense of community, neighbors, small-town feel, senior housing, sense of community, feelings of safety neighborhood watch as answers to the question.

Ms. Purdue and Ms. Heim stated that these same questions will go up on the web and sets the city on the direction of figuring out the vision. In response to questions regarding comparison to other cities, there are common themes but people describe their cities differently.

The final exercise for meeting members was a map dot exercise where members were asked to put a green dot on places they loved and a red dot on areas of concern. The same exercise will also be done with the community.

ADJOURN:

Mayor Halverson adjourned the meeting at 6:30 p.m.

A handwritten signature in black ink, appearing to be 'J. Halverson', with a large, stylized flourish extending to the right.

Mayor
west st. Paul