

**CITY OF WORTHINGTON**  
**PLANNING COMMISSION MEETING AGENDA**

**July 2, 2024; 7:00 p.m.**

**COUNCIL CHAMBERS, CITY HALL**

**A. CALL TO ORDER**

**B. AGENDA ADDITIONS/CHANGES AND CLOSURE**

1. Additions/changes
2. Closure

**C. APPROVAL OF MINUTES –**

- **May 7, 2024; Regular Meeting**

**D. PLANNING COMMISSION BUSINESS**

1. **ELECTION OF VICE CHAIR**
2. **COMPREHENSIVE PLAN DISCUSSION**

**E. OTHER BUSINESS**

- **Next Meeting, August 6, 2024**

**ADJOURNMENT**

**CITY OF WORTHINGTON  
PLANNING COMMISSION MEETING  
Tuesday, May 7, 2024; 7:00 p.m.  
COUNCIL CHAMBERS, CITY HALL**

Members Present: Andy Berg, Jason Gerdes, Micheal Hoeft, Chris Kielblock, Erin Schutte Wadzinski, Mark Vis

Members Absent: Michael Hoeft, Lizbeth Lerma

Staff: Matt Selof, Director of Community Development/Planning & Zoning; Meredith Vaselaar, Administrative Assistant

Others Present: Patrick Musegades, New Dawn; Sam Martin, The Globe

**CALL TO ORDER**

Jason Gerdes called the meeting to order at 7:00 p.m.

**AGENDA ADDITIONS/CHANGES AND CLOSURE**

Matt Selof introduced an addendum to the agenda. Chris Kielblock moved to approve the agenda, with the addition of the addendum; seconded by Andy Berg. Motion was approved unanimously.

**APPROVAL OF MINUTES – April 2, 2024, Meeting**

Mark Vis moved to approve the Minutes; seconded by Erin Schutte Wadzinski. Motion was approved unanimously.

**PLANNING COMMISSION BUSINESS**

**PUBLIC HEARING AND BOARD OF ZONING APPEALS ACTION  
Variance – 1941 Summit Avenue**

Matt Selof continued the hearing from April 2, 2024. He recapped the variance request:

New Dawn Incorporated has a submitted an application for a variance to allow for the replacement of permeable pavers with concrete at 1941 Summit Avenue. The pavers are required as a condition of a variance issued in 2008, which allowed for the paver system to be constructed and counted as 1/3 impervious. The applicant is seeking a variance to exceed the maximum 35% impervious coverage requirement on the property in order to replace the paver system with concrete.

During the discussion at the meeting on April 2, 2024, board members asked Selof to check with the DNR as to its stance on permeable concrete, as well as to look into estimates on what would be gained if plastic were removed underneath the landscaping and how much existing driveway would need to be removed to meet impervious surface coverage requirements.

Selof said that the Tom Kresko, the DNR's Area Hydrologist for this region, stated that the "pervious concrete experiment has proven to be completely unreliable." He advised that the DNR does not have any standards (per this issue) and does not currently support the use of permeable concrete as a work around to the impervious coverage limits in shoreland areas.

In regard to shrinking impervious areas on the property, Selof said that, along with removing the plastic under landscaping and the sandbox, the only other two options were to shrink the size of the patio and the driveway. After review with the property owner, Staff concluded that, aside from the landscaping, the total additional green space to be gained by the above measures was only 116 square feet.

Staff recommended, at a minimum, removal of the plastic under the landscaping, and altering the roof drains to outlet into the yard; other options included narrowing the driveway and/or reducing the size of the patio.

Schutte Wadzinski asked what it would take to make the property within regulation, without a variance. Selof estimated that it would take an additional 307 square feet of impervious coverage. (Removal of current non-impervious greenspace.)

Kielblock moved to open the hearing; seconded by Mark Vis.

The applicant, Patrick Musegades, New Dawn, addressed the group. He said that they would like to do the changes due to mobility issues for residents of the property.

Vis moved to close the Public Hearing; seconded by Kielblock. The motion passed unanimously.

Schutte Wadzinski expressed concerned about setting a precedence that would not be conducive to the current regulation. She felt that this was not justified under the current circumstance.

Selof said pavers do not always hold their permeability over time. A catch basin in the backyard (such as a rain garden) is not feasible to address the issue at hand.

Vis said he would be in favor of changes to the driveway and patio, just to bring the property closer to being in compliance. Complete compliance is not feasible.

Vis made a motion that the property owner remove plastic under landscaping and sandbox, as well as reduce the width of the driveway to 10 feet wide, reduce the patio, and out-letting the roof drain into the front yard; Seconded by Gerdes.

The motion passed: Yay: Kielblock, Vis, Gerdes; Nay: Schutte Wadzinski, Berg.

### **PLANNING COMMISSION DISCUSSION (Addendum) Comprehensive Plan Implementation Steps Outline/Format**

Selof introduced the item, a draft, explaining that a major component of the 2045 Comprehensive Plan would be the implementation steps by Action Type, Complexity, Benefit, Lead Department, and Partners. He outlined what was included in each step:

#### Action Type

- Regulatory
- Program
- Planning
- Guidance
- Infrastructure

#### Complexity

- How complex is the implementation of the action?

#### Benefit

- What is the overall benefit of the implementation of the action?

#### Lead Department

- Which city department will take the lead on completing the action?

#### Partners

- What partners can assist in carrying out the action?

Selof showed examples from other cities' comprehensive plan steps.

Selof asked the board members for their opinions as to the steps and outline of implementation, and asked for suggestions.

Schutte Wadzinski asked about complexity and benefit. She felt that an additional element could be scope of the project, clearly establishing benefit and complexity. Another thing missing is a timeline - whether a project is short-term or long-term. She suggested creating another category that included time. Categorizing some of the steps into phases might be another way to implement the plan. Schutte Wadzinski asked if there would be goals incorporated into the implementation, so that there would be action and movement in a given step.

Who will decide what projects are implemented? Selof said that it could be lead committees, or city staff, to get things going, or other boards within the city.

Selof said that everything is a draft until it is voted on.

### **OTHER BUSINESS**

There was no additional business.

### **ADJOURNMENT**

Kielblock moved to Adjourn; seconded by Berg. The motion passed unanimously.

Next meeting: June 4, 2024; 7:00 p.m.

Gerdes adjourned the meeting at 7:40 p.m.

Meredith Vaselaar, Administrative Assistant

## **1. ELECTION OF VICE CHAIR**



Commissioner Lerma has resigned her position with the Planning Commission due to some on-going scheduling conflicts. Staff is thankful for her time and commitment to the City. With Commissioner Lerma's resignation, the Commission must now select a new vice-chair to serve through March, 2025. In accordance with the bylaws, Commissioners Berg and Kielblock are ineligible to serve as an officer for this term. Planning Commission action is requested.

## **2. COMPREHENSIVE PLAN DISCUSSION**

Staff will present the Commission with an update of the Comprehensive Plan, current status, and present a draft of the plan element objectives and implementation plan. For Commissioner's review, the draft implementation plan is included as Exhibit 1. The remaining items will be presented at the meeting.

Please note, the draft implementation plan has been recently updated based on Steering Committee input, City Council input, and further consideration by City Staff and our consultants. It may undergo additional updates based on feedback received from the Commission.

## Implementation Plan Format

Category	Description	How is this displayed?
<b>Action Type</b>	<p>Identifies the general action type from the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Regulatory:</b> development of policy or ordinance</li> <li>• <b>Program:</b> creation or maintenance of program</li> <li>• <b>Planning:</b> action that require additional planning or exploration for implementation</li> <li>• <b>Guidance:</b> general guidance to be considered during the decision-making process</li> <li>• <b>Infrastructure:</b> construction of infrastructure improvements</li> </ul>	<p>Notation of the type of action: Regulatory, Program, Planning, Guidance, or Infrastructure</p>
<b>Complexity</b>	<p><b>How complex is the implementation of the action?</b></p> <p>This category identifies the overall complexity for achieving success for each action. Factors that inform a low, medium, or high rating of complexity include cost, coordination with partners, and the completion of additional studies.</p>	<p>The level of complexity is provided on a scale of low, medium, and high, identified by the number of circles.</p> 
<b>Benefit</b>	<p><b>What is the overall benefit of the implementation of the action?</b></p> <p>This category identifies the overall level of benefit of the action for the community. Factors that inform a low, medium, or high benefit rating include those that directly support progress towards the identified goals and objectives.</p>	<p>The range of benefit complexity is provided on a scale of low, medium, and high, identified by the number of circles.</p> 
<b>Lead Department</b>	<p><b>Which Worthington city department will take the lean on completing the action?</b></p> <p>While other departments can assist, the lead department will take responsibility for completing and implementing the identified actions.</p>	<p>List of Departments</p>
<b>Partners</b>	<p><b>What partners can assist in carrying out the action?</b></p> <p>This category identifies partners that may support the implementation of this action. This is not meant to be an exhaustive list.</p>	<p>Potential partners have been identified by name.</p>

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
Land Use	Update the zoning ordinance to reflect land use category changes, including density and district modifications.	Regulatory			Community Development	Planning Commission, City Council
Land Use	Update and reorganize residential zoning districts, including dimensional standard updates to promote a variety of housing types.	Regulatory			Community Development	Planning Commission, City Council
Land Use	Explore and pursue amendments to the zoning ordinance to support the commercial land uses and goals identified in the plan, including dimensional standards and allowed use updates.	Regulatory			Community Development	Planning Commission, City Council
Land Use	Utilize the phasing plan to guide growth in an efficient manner.	Guidance			Community Development	City Council
Land Use	Prioritize infill, reuse, and redevelopment within commercial land use areas.	Guidance			Community Development	City Council
Land Use	Integrate open space, trails, and greenways into development projects to promote a connected and walkable community.	Guidance			Community Development	Parks
Land Use	Evaluate connections between residential, commercial, and parks as new development is proposed to promote community connection.	Program			Community Development	Engineering
Land Use	Develop zoning category and process fact sheets to educate the public and property	Guidance			Community Development	Administration













Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
	owners on regulations and processes. Create in English and Spanish					
Land Use	Consider the development of a Downtown Plan to establish specific goals and implementation actions to enhance the downtown area.	Planning			Community Development	Administration, City Council
Land Use	Maintain active collaboration with Nobles County regarding future growth planning outside of City Limits.	Planning			Community Development	Administration
Land Use	Review the Comprehensive Plan every 5 years and assess minor Updates. Develop a full update every 10-years	Planning			Community Development	Administration
Land Use	Define city's role in development by creating a toolkit for supporting housing development	Planning			Community Development	Administration
Housing	Establish a city managed housing maintenance funding and assistance programs.	Planning			Community Development	Finance
Housing	Explore and consider adopting regulations that allow the development of alternative housing options, including tiny homes, accessory dwelling units (ADU), etc.	Planning/ Regulatory			Community Development	Planning Commission, City Council
Housing	Explore programs that support maintenance of rental housing in a state of good repair.	Program			Community Development	
Housing	Pursue housing maintenance education opportunities.	Planning			Community Development	

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
Housing	As residential development is proposed, assess access to goods and services and identify the need to promote other development.	Guidance			Community Development	
Housing	Implement the recommendations of the housing study.	Program			Community Development	
Housing	Coordinate with local and regional housing agencies to support housing development and access to all.	Planning			Community Development	City Council
Housing	Explore and implement development incentives including financial incentives (building height increase, lot coverage reduction, etc.) that could support the development of housing developments.	Policy			Community Development	Planning Commission, City Council
Housing	Develop a plan that encourages higher-density development options near existing infrastructure and amenities.	Planning			Community Development	
Economic Development	Maintain and enhance commercial building grant programs.	Planning			Community Development	Finance
Economic Development	Explore cultural barriers to business growth and expansion.	Planning			Community Development	Administration, City Council
Economic Development	Maintain the commercial building assessment maps and metrics to serve as a siting tool for future development.	Planning			Community Development	Administration
Economic Development	Monitor market changes within downtown and commercial corridors to understand market needs and opportunities.	Planning			Community Development	

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
<b>Economic Development</b>	Support new business creation and existing business expansion.	Program			Community Development	Administration
<b>Economic Development</b>	Support the redevelopment and reuse of existing commercial spaces.	Guidance			Community Development	
<b>Economic Development</b>	Explore the creation of a business incubator or co-working space.	Program			Community Development	
<b>Economic Development</b>	Invest in high-speed internet access.	Program			Community Development	Public Works
<b>Economic Development</b>	Maintain economic development tools and strategies that support growth and enhancement and regularly assess new tools and opportunities.	Planning			Community Development	Administration
<b>Economic Development</b>	Study the approach of shovel ready development program to promote investments in commercial spaces	Planning			Community Development	Administration
<b>Transportation</b>	Explore and establish pavement preservation tools and planning guidance to maintain the existing network.	Program			Engineering	
<b>Transportation</b>	Actively collaborate with MnDOT and Nobles County regrading regional transportation improvements.	Planning			Engineering	Community Development
<b>Transportation</b>	Implement the recommendations of the airport master plan.	Infrastructure			Public Works	Administration
<b>Transportation</b>	Create a sidewalk and trail implementation plan to support new growth areas and infill system gaps.	Planning			Engineering	Community Development
<b>Transportation</b>	Analyze the future of the causeway.	Planning			Engineering	Community Development

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
Transportation	Explore impacts of transportation changes through pilot programs.	Planning			Community Development	Engineering
Transportation	Explore funding opportunities and studies to identify transportation improvements (safety routes to school, Safety Action Plans).	Planning			Community Development	Engineering
Transportation	Conduct safety assessments for high-crash corridors and develop improvement plans.	Planning			Community Development	Engineering
Transportation	Expand and improve bikeway network.	Infrastructure			Engineering	Community Development
Transportation	Develop a Complete Streets Policy that considers safety of all road users into future projects.	Policy			City Council	Engineering, Community Development
Parks and Recreation	Explore the creation of additional gathering spaces.	Planning			Parks	Community Development
Parks and Recreation	Continue to monitor and adjust recreation field and programming offerings in alignment with population trends and usage.	Planning			Parks	Community Development
Parks and Recreation	Support opportunities to incorporate recreation with economic development efforts.	Guidance			Parks	Community Development
Parks and Recreation	Develop an acquisition plan to identify and prioritize sites for new parks and recreation facilities in areas with high demand or limited access.	Planning			Parks	Community Development

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
<b>Parks and Recreation</b>	Expand all-seasons youth and adult programming.	Planning			Parks	Community Development
<b>Parks and Recreation</b>	Study opportunities to incorporate economic development opportunities within recreational areas, especially near the lake.	Planning			Parks	Community Development
<b>Utilities</b>	Utilize the comprehensive plan to inform utility extension.	Guidance			Engineering	Community Development
<b>Utilities</b>	Explore broadband/fiber grant programs.	Planning			Engineering	Community Development
<b>Utilities</b>	Monitor system usage and explore facility investment and expansion needs.	Planning			Engineering	Administration
<b>Utilities</b>	Develop an asset management inventory and identify facility needs and investments.	Program			Engineering	Administration
<b>Public Buildings</b>	Complete an ADA assessment of existing city buildings to identify access improvements.	Program			Community Development	Administration
<b>Public Buildings</b>	Develop educational and reference materials in multiple languages.	Program			Administration	All
<b>Public Buildings</b>	Explore sustainability investments at public buildings, including electric vehicle charging stations, solar panels, etc.	Infrastructure			Administration	Engineering
<b>Public Buildings</b>	Monitor facility and service needs through the community to ensure that all community members can access public services.	Planning			Administration	Community Development

Plan Element	Action	Action Type	Complexity	Benefit	Lead Department	Partners
Natural Resources	Maintain and implement programs and policies for the preservation of natural and cultural resources.	Planning			Parks	
Natural Resources	Maintain active collaboration with Nobles County, the Minnesota DNR and other agencies to identify collaboration opportunities.	Planning			Community Development	Administration
Natural Resources	Emphasize opportunities to connect people and destinations to the lake and create education and interaction opportunities.	Planning			Parks	Community Development
Natural Resources	Develop a stormwater management plan that minimizes runoff and protects water quality	Planning			Engineering	
Natural Resources	Utilize best management techniques to manage runoff to protected water bodies.	Program			Engineering	Community Development