

# New Commission Formation:

Provide comments and direction

# Summary:

- In 2021, a Diversity, Equity & Inclusion (DEI) Task Force was created by the city council. The taskforce conducted advisory meetings about our DEI readiness through 9 sessions, and held its last meeting on June 15, 2022.
- On March 2, 2022, Minnetonka city council participated in a robust diversity, equity and inclusion conversation. Leading to a shared vision statement and support for creating a permanent city commission.
- At the Aug. 1, 2022, regular city council meeting, the city council provided preliminary comments regarding a new commission formation.

# Comparable Cities

- 5 of the 12 comparable cities in the metro area have similar commissions
- Names, focus, duties, and membership structures vary from community to community.

Comparable Cities	Human Rights Race&Equity Diversity Group?
Apple Valley	No
Bloomington	Yes
Brooklyn Park	Yes
Burnsville	No
Eagan	No
Eden Prairie	Yes
Edina	Yes
Lakeville	No
Maple Grove	No
Plymouth	No
St. Louis Park	Yes
Woodbury	No
<b>Total</b>	<b>5 out of 12</b>

### Proposed New Commission Ordinance details

Name	Purpose	Duties and Responsibilities	Member Composition, Requirements	Terms	Meetings	Procedure and Staff Liaison
<p>Proposed commission name:</p> <ul style="list-style-type: none"> <li>Human Rights and Diversity, Equity and Inclusion (DEI) Commission</li> </ul>	<p>Serves as an advisory commission to the city council</p> <p>Promote safe, informative and inclusive engagement and partnership with the community</p> <p>Does not investigate or resolve individual claims of discrimination or human rights violations.</p>	<p>City Organization</p> <ul style="list-style-type: none"> <li>Advise, recommend, and assist the council in matters relating to diversity, equity, inclusion, civil rights and equal opportunity.</li> <li>The commission shall advise the city council on strategies to improve outreach, and increase engagement, equity and inclusiveness in the city's efforts to build an inclusive and equitable city for all</li> <li>Create an annual report of matters evaluated</li> </ul> <p>Community</p> <ul style="list-style-type: none"> <li>Serve as ambassador to the community</li> <li>Participate and engage in outreach efforts</li> <li>Provide community feedback on DEI initiatives</li> <li>Cultivate relationships with community groups</li> </ul>	<p>Total members:</p> <ul style="list-style-type: none"> <li>7 at large</li> </ul> <p>Membership Requirements:</p> <ul style="list-style-type: none"> <li>Must be Minnetonka resident</li> <li>Must be appointed by the mayor and confirmed by the city council</li> <li>Members should have a professional, volunteer, or personal experiences with healing marginalized communities</li> <li>One member with professional experience representing Minority and/or Women Business Owners</li> <li>One member with a connection to multi-family, rental, or group housing; and</li> <li>One member of a community group that has demonstrated commitment to the values of racial equity, inclusion, social justice, and equal opportunity.</li> </ul>	<p>At large members</p> <p>Staggered <del>two</del> three-year terms</p> <p>Term begins on Feb. 1</p> <p>Term max: 8 years</p> <p>Addition of student(s) in the future</p>	<p>Hold meetings at least once every other month (6 per year) or up to 12 times per year</p> <p>Time and place determined by the chairperson or majority of the commission</p>	<p>The commission shall appoint a member as chairperson and vice-chairperson</p> <p>May hold subcommittee meetings as appropriate</p> <p>May adopt bylaws or rules</p> <p>Staff Liaison shall be appointed by the city manager</p>

# Next steps/timeline

Action	1 <sup>st</sup> Option	2 <sup>nd</sup> Option	3 <sup>rd</sup> Option
Receive preliminary comments and direction	May 15, 2023	May 15, 2023	May 15, 2023
Introduction of Ordinance	June 5, 2023	July 17, 2023	Aug. 14, 2023
Adoption of Ordinance	June 23, 2023	July 31, 2023	Aug. 28, 2023
Recruitment	Aug. – Sept.	Sept. – Oct.	Nov. – Dec.
Tentative Interviews	October	November	January 2024
Commission orientation	November	January 2024	February
Tentative first commission meeting	January 2024	February	March

# Discussion Questions

- 1. What specific commission details regarding structure and roles and responsibilities does the council want to discuss?
- 2. Is the city council interested in continuing the initiative to create a new commission?
  - If yes, council will need to direct staff to draft an ordinance for consideration.
  - If no, staff considers no other action will be taken unless further directed by council.



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# CONCEPT PLAN REVIEW PROCESS

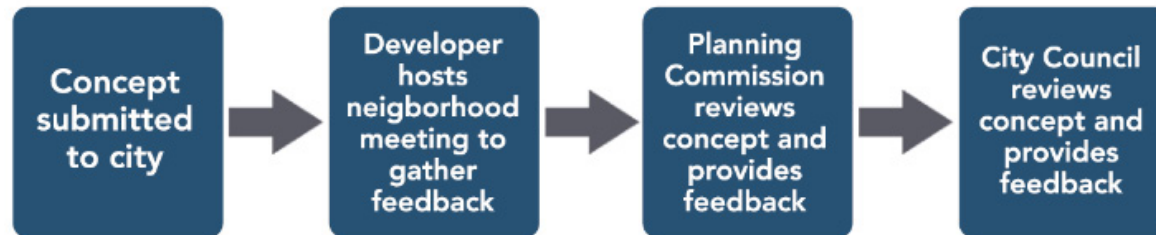


# CURRENT PROCESS



## Public Review Process

### Step 1: Concept Plan Review Process



### Step 2: Formal Application Review Process



This handout summarizes the general public review process for large development projects. Please contact a planner at 952-939-8290 with questions regarding the process for specific projects.

- 1. Neighborhood Meeting.** The developer hosts a neighborhood meeting to review a concept plan and solicit resident feedback. Comments received during the meeting may help inform/influence future plans if the developer chooses to proceed with a formal development application. City officials attended the neighborhood meeting, but only to observe the dialog between the developer and neighborhood and answer "procedure" questions.
- 2. Planning Commission Concept Plan Review.** The planning commission Concept Plan Review is intended as a follow-up to the neighborhood meeting. The objective of this meeting is to identify major issues and challenges in order to inform subsequent review and discussion. The meeting includes a presentation by the developer of conceptual sketches and ideas, but not detailed engineering or architectural drawings. No staff recommendations are provided, the public is invited to offer comments, and planning commissioners are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.
- 3. City Council Concept Plan Review.** The city council Concept Plan Review is intended as a follow-up to the planning commission meeting and would follow the same format as the planning commission Concept Plan Review. No staff recommendations are provided, the public is invited to offer comments, and council members are afforded the opportunity to ask questions and provide feedback without any formal motions or votes.
- 4. Formal Application.** If the developer chooses to file a formal application, notification of the application is mailed to area property owners. Property owners are encouraged to view plans and provide feedback via the city's website. Through recent website updates: (1) staff can provide residents with ongoing project updates, (2) residents can "follow" projects they are particularly interested in by signing up for automatic notification of project updates; (3) residents may provide project feedback on projects; and (4) staff can review resident comments.
- 5. Council Introduction.** The proposal is introduced at a city council meeting. At the time, the council is provided another opportunity to review the issues identified during the initial Concept Plan Review meeting, and to provide direction about any refinements or additional issues it wishes to be researched, and for which staff recommendations should be prepared.
- 6. Planning Commission Review.** The planning commission holds an official public hearing for the development review and recommends action to the city council.
- 7. City Council Action.** Based on input from the planning commission, professional staff and the general public, the city council takes final action to approve or deny the proposed development.

# OPTIONS

1. A more focused approach to the current process.
2. Remove the review from regular meetings – use Minnetonka Matters.
3. Subcommittee of PC, CC, and EDAC.
4. Rework current process with public input via Menti-Meter or just-in-time feedback.

# OPTION #1 – REWORK CURRENT PROCESS

## 1. A more focused approach to the current process:

- Create a project page for the concept plan (*same*)
- In-person/virtual neighborhood meeting (*same*)
- Planning commission and city council staff report (*more focused*)
  - Staff report to better focus and frame the policy questions (examples):
    - *“The project proposes a comprehensive plan change from low-density residential to commercial. Would the [planning commission/city council] be receptive to considering such an amendment?”*
    - *“The project proposes a rezoning from R-1 Low-Density Residential District to B-2 Limited Business District. Would the [planning commission/city council] be receptive to considering a rezoning?”*
  - Staff identifies the **“Three Questions”** to be discussed at the meeting.
- Unlike the current process, the planning commission and city council meetings would not include public input. Public input would occur only at the neighborhood meeting. The goal is to better focus input from each of the three groups.
- **“Three Questions”** for the planning commission and city council:
  - Is there merit for this project to proceed to a formal development review?
  - If yes, why? If not, why?
  - What would make the project better?

## OPTION #2 – REMOVE FROM MEETINGS – USE MINNETONKA MATTERS

- Create a project page for the concept plan.
- In-person/virtual neighborhood meeting.
- Use the platform for all input – neighbors, PC, CC. (Need to investigate open meeting law compliance further.)
- Allow comments for a certain period of time, then close input. Incorporate a template for comments on identified topics.
- Partition comments of each individual?
- Summary after comment period ends. Report provided on website or staff report to PC and CC.
- Continue to allow emails and phone calls to incorporate into the input.

## OPTION #3 – SUBCOMMITTEE APPROACH

- Neighborhood meeting in advance of the subcommittee meeting.
- Have one meeting where council and commission members attend/self-select.
- (Not more than three members of each body.)
- Comments provided by all subcommittee members.
- Report out after the meeting and post to the project page on the website.
- Option to incorporate Minnetonka Matters for comments.
- Is this important to the council to be meeting?

## OPTION #4 – MENTIMETER OR JUST-IN-TIME APPROACH

- Rework current process with public input via Menti-Meter or just-in-time feedback to allow public participation without lengthening the meeting.

# DISCUSSION QUESTIONS

1. Does the city council agree the concept plan review process needs revisions?
2. Which process is a better approach for concept plan review?

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