

A community-based planning process for the Public Works Site Small Area Guide



Focus

- Attention is directed to areas of the community identified as **“Potential Area of Change” in the Comprehensive Plan** —an area of the community that amounts to less than ten percent of the total acreage of land in the community
- Small Area Plans can be initiated by the request of community groups, the Planning Commission, or city staff; **the authority to initiate a Small Area Plan resides with the City Council**
- **No statutory requirements** for the composition of a Small Area Plan or the process used to achieve a Small Area Plan



Focus

- The **Comprehensive Plan highlights principles** that might be applied to areas being studied:
 - Area or neighborhood land use pattern and design that encourages walking and transit use;
 - High degree of connectivity to existing and new public (and active private) spaces to encourage physical activity, social interaction, and optimal land use;
 - Smaller parking footprints;
 - Reduction in impervious surfaces and associated storm water runoff;
 - Water quality-water conservation measures- reuse of graywater, wastewater management;
 - Potential for creating lifecycle housing; and
 - High quality of community design, with a system for measuring excellence, not just compliance with design guidelines.



Approach

- A general idea for conducting a portion of the Small Area Planning **process that would engage residents and stakeholders**
- Not a complete Small Area Plan, but **a tool that defines principles for the evolution of the planning area** that would **guide** further planning and development
- A process founded in **interaction with the community** and **lead by community volunteers**
- A **short, but intensive initial planning period** —maybe no more than one month



Typical Small Area Guide Process

Schedule				Activity	Description	Involvement			
Week One	Week Two	Week Three	Week Four			TAG	CAT	P	DT
S · M · T · W · T · F · S	S · M · T · W · T · F · S	S · M · T · W · T · F · S	S · M · T · W · T · F · S						
■				1	"Kick-off" meeting		■	■	
	■			2	Coordination meeting	■	■		
		■		3	Site investigation	■	■		■
			■	4	Developer roundtable	■	■		
				5	Site tour	■	■		■
	■			6	Focus group session		■	■	
		■		7	Community meeting		■	■	
			■	8	Design charrette	■	■		■
		■		9	Open house		■	■	■
			■	10	Refinement charrette		■		■
			■	11	Planning Commission	■	■	■	
			■	12	City Council	■		■	



Involvement

- **Direct involvement of residents and affected stakeholders** in the process of framing aspects of a Small Area Guide
- Resident experts—the Design Team—are involved in shaping the Small Area Guide
- Expectations of the city and other agencies are incorporated through the involvement of a **Technical Advisory Group**
- **Process is short** —about one month in duration, with a focus on laying the foundation for future planning work
- Process is driven by community volunteers keeping costs low; but more important, **key directions are determined through the efforts of people who are invested in the Edina community**



Involvement

Technical Advisory Group (TAG)

- City staff (Administration)
- City staff (Planning)
- City staff (Engineering)
- Watershed district representative
- Transportation agency representative
- School district representative



Involvement

Community Advisory Team (CAT)

- CAT Convener
- Planning Commission representative
- Transportation Commission representative
- Energy and Environment Commission representative
- Heritage Preservation Board representative
- Park Board Representative
- School Board member
- Property Owner Representative
- Business Owner Representative
- Community representatives (residents from each of four quadrants)
- Other community representatives (two members)



Involvement

CAT Convener

- The CAT Convener will be selected by the Planning Commission Chair and the City Administration TAG representative
- The CAT Convener will:
 - Assist with the development of the Small Area Guide Process schedule
 - Assist with the selection of the Design Team leader
 - Help define the Small Area Guide study area
 - Help select the Property Owner and Business Owner representatives for the CAT
 - Facilitate the Public Kick-off Meeting
 - Convene the first CAT coordination meeting (the CAT Leader will be determined by the CAT)



Involvement

Design Team

- Design Team Leader
- Architect(s)
- Landscape architect(s)
- Land use planner
- Transportation planner
- Market/real estate specialist
- Other specialists



Involvement

Public

- Public attendance will be encouraged at all meetings and events, with time established on the agenda by the CAT for public comment at the end of each meeting's agenda.
- Some meetings, including the kick-off meeting, community meeting and open house, will be focused entirely on soliciting input from the general public.



Involvement



Selection of Community Advisory Team

- Representatives from commissions and boards

seven members

- Business/property owner representatives selected by Planning Commission Chair, CAT Convener and a representative of the TAG

two members

- Community representatives selected during the kick-off meeting

six members



Selection of Design Team

- Selection of Design Team Leader by Planning Commission chair, CAT Convener, and a representative of the TAG
- Design Team selected by Planning Commission chair, CAT Convener, a representative of the TAG, and the Design Team Leader
- Participation on the Design Team will be solicited at least 45 days prior to the Kick-off Meeting, and will be defined at least two weeks prior to the Kick-off Meeting; members will be introduced during the Kick-off Meeting



Definition of the Small Area Guide study area

- Planning for a small area will include definition of a **primary study zone** –the area where change might be anticipated as a result of the study, and **an influence zone** —where actions might be taken to mitigate the impacts of change in the primary study zone
- The study area will be defined by the Planning Commission chair, the CAT Convener, and a representative of the TAG; **the study area may be refined by the Design Team and the CAT as a result of input from the community during the Kick-off Meeting**



Public Works Site Small Area Guide Schedule

No.	Event	Day	Date	Estimated Times	Attendance required			
					TAG	CAT	P	DT
1	Kick Off Meeting	Thursday	4/08/2010	6:30pm - 8:30pm	Blue	Red	Yellow	Green
2	Coordination Meeting	Saturday	4/10/2010	8:00am - 9:00am	Blue	Red		
3	Site Tour	Saturday	4/10/2010	9:00am - 11:00am	Blue	Red		Green
4	Debrief	Saturday	4/10/2010	11:00am - 12:30pm	Blue	Red		Green
5	Developer Roundtable	Monday	4/12/2010	7:00 pm - 9:00pm		Red		
6	Focus Group--property and business owners	Wednesday	4/14/2010	8:00am - 10:00am		Red	Yellow	
7	Community Meeting	Wednesday	4/21/2010	7:00 pm - 9:00pm		Red	Yellow	
8	CAT Summary Meeting	Thursday	4/22/2010	7:00 pm - 9:00pm		Red		
9	Design Charrette	Friday	4/23/2010	2:00 pm - 7:00pm	Blue	Red		Green
9	Design Charrette	Saturday	4/24/2010	8:00 am - 5:00pm	Blue	Red		Green
10	Open House	Monday	4/26/2010	7:00 pm - 9:00pm		Red	Yellow	Green
11	Refinement Meeting	Tuesday	4/27/2010	6:00 pm - 9:00pm	Blue	Red		Green
12	Planning Commision--Update	Wednesday	4/28/2010	7:00 pm - 8:00pm		Red	Yellow	
13	Joint City Council/Planning Commission Work session	Tuesday	5/18/2010	5:00 pm - 7:00pm		Red	Yellow	



Results

- Articulation of principles that would guide further planning and development efforts
- Demonstration of development directions that conform to the principles
- Patterns and demonstrations are concepts!—not explicit directives for change

