

# City of Edina, Minnesota

## Wooddale and Valley View Small Area Plan

### Small Area Planning Team Charter



#### Project Overview

The Small Area Planning Team will assist with the development of a small area plan for the Wooddale and Valley View commercial area. Small area plans provide guidance on land use, transportation, housing, environmental protection and park/natural spaces within a specific geographic area. Ultimately the goal of a small area plan is to improve the quality of life within the geographic area, while meeting greater goals outlined in the City’s Comprehensive Plan. Small area plans outline a community vision that is intended to be implemented over an extended period of time as opportunities arise. Small area plans do not guarantee the what, when or how redevelopment will occur.

#### Small Area Plan Process

A successful small area plan is the result of an extended effort by a number of parties. In Edina, key contributors to the process include the City Council, Planning Commission, Small Area Planning Team, staff and the consulting organization.



### **Small Area Planning Team Membership**

The Small Area Planning Team serves as a Working Group of the Planning Commission. As a working group, a planning commissioner serves as the chair or co-chair of the Small Area Planning Team. The proposed Planning Team membership for this project is:

- Two planning commissioners
- Approximately four neighborhood residents
- Approximately two property or business owners

Actual membership may vary depending on the volunteer applications received. It is desirable that that one member be a member of, and serve as a liaison to, the Concord Neighborhood Association. The Planning Commission will approve the team members. If there are more volunteers than spots available, it will be the responsibility of the Planning Commission to select the members of the working group. This may be done through the review of applications or interviews.

### **Member Responsibilities**

*Planning Team members should be committed to advocating for the process over individual preferences.* Members of the Planning Team have the following responsibilities:

- Advise on the best methods to achieve public participation and champions the project with the local area
- Work with consultant and staff to develop project work plan
- Identify and engage neighborhood stakeholders
- Help to identify issues and concerns in the area
- May lead or assist with the coordination and facilitation of public meetings
- Clarify themes from information gathered during the public input process and ensure that plan reflects those themes
- Brainstorm solutions when conflicts exist between neighborhood goals and larger community goals
- Present updates to planning commission after the public participation is completed and when then the draft plan is finished
- Ensure that projects remains on schedule

While hours may vary throughout the project, members should anticipate a time commitment of 4-8 hours a month with the most intensive work occurring during the month of October.

### **Project Timeline**

The City is anticipating a six-month timeframe for the project. However, the project may extend to February if public review of the draft plan cannot be completed prior to December 15.

<b>Kickoff Meeting</b>	June
Identify Planning Team and Consultant	July
Develop Work Plan and Prepare for Engagement	Aug-Sept
Public Input Meetings	Oct
Develop and Review Draft Plan	Nov-Dec
Planning Commission Review	Jan
City Council Review	Jan

**Application Information**

Individuals interesting in serving on the Small Area Planning Team should complete a brief application by June 25. The application can be found at:

To stay abreast of the project, residents and businesses are encouraged to sign up for the Wooddale Valley View CityExtra list: