

---

**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)**

CLIC Officers: Kathy Fraser, Chair; Kaade Wallace, Vice Chair

CLIC Members: Doneva Carter, Sarah Dettmann, Cory Funk, Etta Gbeizon-Bornor, Tom Hayes, Heidi Heinzl, Devale Hodge, Sheila Iteghete, Yordanos Kiflu-Martin, Amy Meuers, Erik Meyers, Laura Sell, Robin Turner

City: CLIC Council Liaison Terry Parks and CLIC Staff Liaison Jesse Struve

---

***Our Mission: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all***

***Our Goals:***

***Strong Neighborhoods • Adapting to Changing Demographics • Public Safety  
Financial Sustainability • Community Image • Focused Redevelopment and Development***

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF AGENDA

II. CLIC STATUTORY BUSINESS

3. CONSENT

- 3.1 Consider Approving CLIC May 9, 2019 Draft Minutes
- 3.1A May 9, 2019 Draft Minutes

4. GENERAL AGENDA ITEMS

- 4.1 Community Development discussion about Temporary Plaza and Bottineau Wayfinding Projects
- 4.2 CLIC Charter Changes
- 4.2A Redline of Proposed Changes to Charter based on 1/10/19 CLIC meeting

5. STANDING ITEMS

- 5.1 Age Friendly Brooklyn Park
- 5.2 Communications
- 5.3 Housing Continuum
- 5.4 Redevelopment / Development
- 5.5 Future Planning

6. VERBAL REPORTS AND ANNOUNCEMENTS

- 6.1 City Council Report: Council Member Terry Parks
- 6.2 Staff Liaison Update: Jesse Struve
- 6.3 Open Discussion

7. ADJOURNMENT

- 7.1 Adjournment

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	3.1	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	CONSENT	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Consider Approving CLIC May 9, 2019 Draft Minutes		

**Proposed Action:**

Consider Approving CLIC May 9, 2019 Draft Minutes.

**Overview:**

---

**DRAFT**  
**COMMUNITY LONG-RANGE IMPROVEMENT COMMISSION (CLIC)**  
**City of Brooklyn Park**  
**May 9, 2019 CLIC Meeting Minutes**

---

I. ORGANIZATIONAL BUSINESS

1. **CALL TO ORDER:** Acting Chair Funk called the meeting to order at 7:00 p.m.  
ROLL CALL PRESENT: Sarah Dettmann, Cory Funk, Etta Gbeizon-Bornor, Tom Hayes, Heidi Heinzl, Devale Hodge, Amy Meuers, Erik Meyers, Laura Sell, Robin Turner.

**City Staff and Council Present:** Cindy Sherman and Terry Parks  
**Guest:** Scott Meuers

**ABSENT:** Doneva Carter, Yordanos Kiflu-Martin

**EXCUSED:** Jesse Struve, Kathy Fraser, Sheila Iteghete, Kaade Wallace

Roll Call established that a quorum did exist.

2. **APPROVAL OF AGENDA**

MOTION Hayes, SECOND Detmann, TO APPROVE THE AGENDA, MOTION PASSED UNANIMOUSLY APPROVING THE AGENDA as presented.

II. STATUTORY BUSINESS

3. **CONSIDERATION OF MINUTES**

MOTION Heinzl, SECOND Hodge APPROVING THE APRIL 10, 2019 MINUTES with the following edit: City Council Report, second bullet point, change State of the "City" to "Community." MOTION PASSED UNANIMOUSLY with no further edits.

4. **GENERAL AGENDA ITEMS**

4.1 Community Development / Planning Division Communication Update

- City Sherman (Planning Director) served as Staff Liaison and Presented a PowerPoint.
- Sherman presented on Long Range Planning, specifically the recent Comprehensive Plan and Special Use items. Continuing with Current Planning, specific to sites/plots, conditional use permits, city code, and development plans.
- Outreach to residents was of primary concern to CLIC and was identified to include (not a complete listing) website/internet, US Mail (postcards and letters), email (gov delivery), press releases, agendas, presentations, and physical signs on location.
- Funk asked about the mailed items and signage. Both seem to be outdated and inadequate to reach a larger audience and provide proper notice of change. Sherman countered that the City follows State of Minnesota guidelines, and in some cases surpasses them.
- Possible enhancements to the process discussed are:
  - Instead of mailing to only 500 ft radius (State = 350 ft) the city should consider a minimum number of residents like 20-25 households or more and apply even larger areas for those applications that impact a larger neighborhood or multiple neighborhoods.

- Planning Dept. letter used mainly instead of postcard should contain a QR code or website bity link to allow easier access to specific details.
- Current signage with just a phone number and voice mail could be enhanced with QR codes to go directly to the website, or text message codes to receive a direct link in return.
- Planning Dept. should consider using the NextDoor social media platform for messaging to a wider area like other City groups are doing.
- The actual Planning Dept. process step by step was reviewed in detail, including other departments involved (i.e. Fire, Police, Engineering, Operations & Maintenance, etc. and that it is a 60-day process with possible extension. Planning Commission and City Council approvals, Implementation through full time Development Coordinators, and potential Grand Opening invitations were all discussed.
- Councilmember Parks commented that the City has about 12% of undeveloped land remaining, some without sewer or water services.
- Meyers asked about job creation minimums as part of the application process. Sherman responded that the City strives for 1 job per 1000 sq ft if feasible.
- Sherman concluded by talking a little about the Transit Oriented Development Areas moratorium enacted by the City Council around the LRT stations and how that 1-year stoppage on development planning has expired. Meyers spoke about the need for more bus routes east/west and Sherman noted that Metro Transit has that as a key feeder element to the LRT extension.

#### **4.2 CLIC Charter Changes**

- Funk led the discussion on the possible changes presented by the Charter Commission. Comments on the April 1<sup>st</sup> date as part of the B. Term of Office section and it was noted this is the same for all Commissions. Heinzl had issues with D. Contents of Reports section and how it was worded – even how it works along with E. Response by Council. Councilmember Parks indicated he has not seen communications work this way.
- CLIC recommends that Staff take a deeper look at sections D and E for clarification.
- CLIC also requests that an invitation be made to Commissioner Simmons, Charter Commission Chair, to return to a future CLIC meeting, or have a CLIC Officer attend the September Charter Commission Meeting to discuss the City staff comments on sections D and E.

### **5. STANDING ITEMS**

#### **5.1 Age Friendly Brooklyn Park**

- Discussion on Age Friendly events and the increase in offerings.

#### **5.2 Communications**

- Sherman covered this topic in detail with the Planning Dept. and Redevelopment communications discussions – see recommendations under 4.1.
- New website to come online in late May or early June.
- Meyers commented that the City seems to be using a lot of email and social media and should consider offering more text message communications.
- Water tower re-painting is underway – no visual progress to report yet.

### 5.3 Housing Continuum

- Human Rights Commission (HRC) is beginning discussions on this topic but to date, nothing was noted in monthly meeting minutes for 2019 as of this meeting.
- Vice Chair Wallace to work with Struve to reach out to Assistant City Manager and HRC Chair.
- Housing Policy Update will be presented to City Council in the future.

### 5.4 Redevelopment / Development

- Question of the City buying the old Hennepin County Library site is just discussion.
- Website shows new restaurants added to north of 610 area around Zane Ave. N.
- Applebee's is closing. CVS has closed. Tim Hortons is closed in the entire Metro.
- No further discussion on Hwy. 252 reconstruction and timeline. Next group meeting is in July.
- No further discussion on LRT and railroad - remains an issue. Project startup in 2022?
- Village Creek discussion centered on the Federal program Opportunity Zones where it is expected a lot of interest will happen in June/July. Discussion still exist about housing in the area, the Devon George Group potential project, and that a new owner took over the shopping center on Zane and Brooklyn Blvd.

### 5.5 Future Planning

- 2040 Comprehensive Plan submitted to the Met Council for final evaluation – no new discussions.
- CIP and CEP plans – no new discussions.
- BP2025 – 2 Year Anniversary celebrations coming up.
- Citywide Park System Plan – planning continues. Park Center turf and dome approvals. Construction has begun on selected locations. Recreation and Parks to have video updates available soon.
- Facility Naming and Memorial Donation Policy – no items to discuss
- Resilient Communities Project (RCP) – City department updates as needed, UMN to conduct **Five** Year Review in 2022. Group wants to update standing items document for 5-year review.

## **6. VERBAL REPORTS AND ANNOUNCEMENTS**

### 6.1 City Council Report:

- Councilmember Terry Parks spoke about The Brooklyns at Edinburgh USA opening, the City Hall Remodel, Parking and Towing policy results, Mayor Lunde's State of the Community presentations, the solar farm installation at the CAC and Armory, and the pending discussions on pigs-goats-chickens kept in the City.
- Funk asked CM Parks what the #1 comment or question he receives from residents in the East district. His answer was violations.
- Dettmann asked about the Fire Department closing of the East Station and CM Parks indicated that it happened around the transition to new Fire Chief and that the Council was unaware. CM Parks also noted that as a whole, the Fire Dept. is 15 people short. A full report to Council is pending.

6.2 Staff Liaison Update: Cindy Sherman

- New CLIC Public Directory sheet handed out.
- Commissions Guidelines booklet handed out to those who haven't received.
- Instructions for those not signing the Code of Conduct to please do so.

6.3 Open Discussion

- Kathy Fraser and Cory Funk both appointed to the METRO Blue Line Extension Community Advisory Committee. Meetings are TBD at this time. More info to come.
- Possible Month off in summer discussed – continue at June meeting.
- Remote meeting location was discussed because of remodeling of City Hall – continue at June meeting for August Meeting.
- Youth Liaison for appointment to CLIC needs to be taken up with Mayor Lunde.
- Possible cancelation or moving of June meeting because of Tater Daze startup?
- Possible invitation for Chief Cunningham to attend a future CLIC meeting.

**7. ADJOURNMENT**

7.1 Adjournment:

MOTION Meyers, SECOND Gbeizon-Bornor, TO ADJOURN. MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 9:11 p.m.  
Respectfully Submitted,  
Cory Funk

# City of Brooklyn Park Citizen Long-Range Improvement Committee

<b>Agenda Item:</b>	4.1	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	GENERAL AGENDA ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Community Development Discussion about Temporary Plaza and Bottineau Wayfinding Project		

**Proposed Action:**

**Overview:**

Jen Jordan will be discussing the temporary plaza located at the intersection of 85<sup>th</sup> Avenue and West Broadway and the Bottineau wayfinding project.

**Attachments:**

# City of Brooklyn Park Citizen Long-Range Improvement Committee

<b>Agenda Item:</b>	4.2	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	GENERAL AGENDA ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	CLIC Charter Changes		

**Proposed Action:**

Discuss potential changes to Charter as discussed on 1/10/19. There was one discussion about section B and the appointments. Jesse talked with staff and it was determined all commission had this language, so it allowed for staggered terms. It was decided to keep this in the charter to provide a historical perspective of how the staggered terms began.



*Commission*

SECTION 9.04 CAPITAL LONG-RANGE IMPROVEMENT COMMITTEE

Section 9.04 amended by Ordinance #1975-178(A) Effect. 4/13/75.; Section 9.04 repealed by Ordinance #1986-518(A) Effect. 5/20/86; Section 9.04 added by an Election held 11/8/94 Effect. 12/8/94.

SECTION 9.04 COMMUNITY LONG RANGE-IMPROVEMENT COMMISSION (Amended by Ordinance #1998-866 Effect. 5/27/98; Ordinance #2006-1053 Effect. 4/26/06; Ordinance #2006-1066 Effect 3/7/07; Ordinance 2018-1229 Effect. 7/4/18)

A. ORGANIZATION. There shall be a Community Long-Range Improvement Commission which shall consist of fifteen (15) members appointed by the Mayor with the approval of the City Council and up to two (2) non-voting city staff members recommended by the City Manager. The Mayor may appoint one additional non-voting youth liaison. Of the fifteen (15) members, a minimum of three (3) shall be from each district at all times. The Mayor shall also appoint a member of the City Council as liaison to the Commission who shall not be considered a member of the Commission. The Commission shall select its own officers, establish procedural rules and conduct as many meetings as necessary to perform its duties. The Commission shall be able to establish any subcommittees deemed necessary from time to time in order to more effectively perform its duties. The Commission may appoint a task force(s) as they deem necessary to facilitate investigations and research for the Commission. These task force members serve in an advisory capacity only to the Commission. Community Long-Range Improvement Commission members may be members of a task force(s) as deemed necessary.

B. TERM OF OFFICE - VACANCIES. The Mayor shall appoint the Commission with the approval of the City Council with the following staggered terms of office from Brooklyn Park residents who have applied for Commission appointment. Five (5) members shall be appointed to serve one (1) year, five (5) members shall be appointed to serve (2) years, and five (5) members shall be appointed to serve three (3) years. Thereafter, five (5) members shall be appointed annually to serve three (3) year terms as terms of previous appointees expire. Terms of members shall expire on April 1st of the last year of their appointed terms. Any vacancy shall be filled by the Mayor with the approval of the Council. Appointments to the Commission replacing members whose terms are expiring shall be made by the Mayor with the approval of the City Council by April 1 of each year.

C. DUTIES. The Commission shall study all improvements consistent with the present and future needs and requirements of the City where improvements are defined as items that involve future development or redevelopment or that constitute significant budgetary changes proposed for future fiscal years. Commission study shall not be limited to proposed improvements, but shall exercise investigative functions, soliciting and taking inventory of community needs as necessary to perform and the duties whereby community-initiated requests for improvements are heard and considered. The Commission shall serve in an advisory capacity to the Council, and may also advise other committees, commissions, and task forces where their studies or projects involve long-range improvements. The Commission shall establish priority ratings of improvements, taking into consideration the following factors:

1. Public reaction as determined from informal public meetings or surveys.
2. Desired development direction for the City.
3. Proper usage of public monies and/or collected fees.

the end of the 1st quarter

Annual Work Plan

- 4. Any other factors necessary or helpful in determining improvements for the City. The Commission shall submit reports on projects it has studied to the City Council as well as other committees deemed appropriate. In addition to such reports, the Commission shall prepare and submit an Annual Long-Range Improvement Plan to the City Council by July 1 each year for consideration for the following years budget. The recommendations of this Commission to the City Council shall be advisory. The Commission shall receive the full cooperation and support of all City officials (elected and non-elected) in the performance of their duties and preparation of their reports.

D. CONTENTS OF REPORTS. The Community Long-range Improvement Commission report shall include the following, if applicable:

- 1. A concise summary of the report.
- 2. A list of all improvements which were considered by the Commission with appropriate supporting information concerning the need for such improvements.
- 3. A priority rating for each listed improvement.
- 4. An advisory opinion on any significant changes to the Capital Improvement Plan and Capital Equipment Plan (CIP/CEP).
- 5. General impact of the improvements in terms of community development.
- 6. Any matter about which the City Council has requested information.

E. RESPONSE BY COUNCIL. A written review by the City Council of the Long-Range Improvement Report shall be returned to the Commission within sixty (60) days after the submission of the report.

remove

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.1	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Age Friendly Brooklyn Park		

**Proposed Action:**

No Action Required

**Overview:**

Discuss steps the city is doing to become a more age friendly city. Items identified on CLIC's 2018 work plan include:

- Formation of Advisory Group to work with staff.
- Ways to keep this in front of the City Council.
- Have a designated employee to lead projects.
- Work toward Brooklyn Park to be designated as an Age Friendly City by the World Health Organization.
- Review the Park System Plan to make sure age friendly items are being incorporated.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.2	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jesse Struve
<b>Item:</b>	Communications		

**Proposed Action:**

No action required.

**Overview:**

CLIC has been interested in ways the City communicates both internally and externally. This is an opportunity for CLIC to discuss ways the City can be more effective in this communication and provides CLIC an opportunity to weigh-in on how the City can incorporate branding into projects. Items called out on CLIC's 2019 work plan include:

- Review and comment on website redesign.
- Review, comment, and provide recommendations on how communication is used and presented internally and externally.
- Discuss the design and branding presented for the water tower by Brookdale Dr.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.3	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Housing Continuum		

**Proposed Action:**

No action required.

**Overview:**

CLIC is looking for ways for Brooklyn Park to meet the housing needs of a wide range of people. Items included in CLIC's 2019 work plan include:

- Review City's newly adopted policy on housing.
- Form a task force to look at housing affordability.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.4	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Redevelopment / Development		

**Proposed Action:**

No action required.

**Overview:**

CLIC has expressed interest at looking how zoning drives redevelopment and development. Items included in CLIC's 2019 work plan include:

- Review and recommend a layout for proposed 252 Reconstruction.
- Look at long term effects of light rail, gentrification, effects on rent levels, and connection to the system (east-west mobility).
- Village Creek and redevelopment of the area.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	5.5	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	STANDING ITEMS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Kathy Fraser
<b>Item:</b>	Future Planning		

**Proposed Action:**

No action required.

**Overview:**

CLIC would like to review and comment on long range planning for the City. Items in CLIC's 2019 work plan include:

- Review and Comment on 2040 Comprehensive Plan.
- Review and comment on Capital Improvement Plan (CIP) and Capital Equipment Plan (CEP).
- Keep updated with progress of BP 2025.
- Review and Comment on Park System Plan.
- Facility Naming and Memorial Donation Policy.
- 1-year Review of Resilient Communities Project.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.1	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Council Member Terry Parks
<b>Item:</b>	City Council Report: Council Member Terry Parks		

**Proposed Action:**

Hear Council Report.

**Overview:**

Each month the Committee will receive an update from the Council Liaison.



# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.2	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A		
<b>Item:</b>	Staff Liaison Update: Jesse Struve		

**Proposed Action:**

Hear Staff Liaison Update.

**Overview:**

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	6.3	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	VERBAL REPORTS AND ANNOUNCEMENTS	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Kathy Fraser
<b>Item:</b>	Open Discussion		

## Proposed Action:

Open Discussion.

## Overview:

Allow for discussion about future agendas topics and what other CLIC members would like more information about.

# City of Brooklyn Park Community Long-Range Improvement Commission

<b>Agenda Item:</b>	7.1	<b>Meeting Date:</b>	June 13, 2019
<b>Agenda Section:</b>	ADJOURNMENT	<b>Originating Department:</b>	Staff Liaison
<b>Resolution:</b>	N/A	<b>Prepared By:</b>	Jesse Struve
<b>Ordinance:</b>	N/A		
<b>Attachments:</b>	N/A	<b>Presented By:</b>	Jesse Struve
<b>Item:</b>	Adjournment		

**Proposed Action:**

MOTION \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO ADJOURN THE JUNE 13, 2019 MEETING OF CLIC.

**Overview:**