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

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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 to approve the agenda, SECOND Dettmann, 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 as edited to fix a typo. City Council Report, second bullet points, changed 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

- Cindy 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 Both seem to be outdated and inadequate to reach a larger audience and provide proper notice of change.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 Department should consider using the NextDoor social media platform for messaging to a wider area like other City groups are doing.
- The actual Planning Department 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 as a min. but wants more.
- 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 1yr 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 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.
- Applebees 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.
- BP2015 – 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. \*\*\*Note: need 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