

**MINUTES OF THE WORKSHOP MEETING
CITY COUNCIL
LITTLE CANADA, MINNESOTA**

JULY 14, 2021

Pursuant to due call and notice thereof a Workshop meeting of the City Council of Little Canada, Minnesota was convened on the 14th day of July, 2021 in the Conference Room of the City Center located at 515 Little Canada Road in said City.

Mayor John Keis called the meeting to order at 6:00 p.m. and the following members of the City Council were present at roll call:

CITY COUNCIL: Mayor Keis, Council Members Fischer, Torkelson, McGraw & Miller. Absent: None.

ALSO PRESENT: Finance Director Brenda Malinowski, Public Works Director Bill Dircks, Parks & Rec/Community Services Manager Bryce Shearen, Community Development Director Corrin Wendell, and City Administrator Chris Heineman (arrived at 6:25 pm)

ZONING CODE UPDATES

The Community Development Director stated that this is a continued discussion from the last couple of workshops, and Council wanted to continue the discussion of Accessory Dwelling Units (ADU's) and duplexes. The Community Development Director gave a short presentation of the practices of the surrounding communities relating to ADU's and duplexes. She noted that none of the items are mandatory or necessary, and the Council can decide if they want to include the include ADU's and duplex language in the updated zoning code.

Keis questioned what happens to the ADU after the person living in the unit moves out. He thought that not enough surrounding communities were doing the ADUs.

Fischer questioned what happens when an owner moves out of a property with an ADU. The Community Development Director pointed out that that code could tie the ADU to the owner and not to the property.

McGraw asked if the owner could move and then rent both the house and the ADU. The Community Development Director replied that the Zoning Code could state the owner has to live in either the house or the ADU.

Keis and McGraw wanted to know what happens to the renter if the owner decides to sell. Would the renter be forced to move out? McGraw wanted further research on how this should be handled.

McGraw wanted to know why Vadnais Heights was not allowing ADUs. The Community Development Director said that Vadnais Heights has plans to discuss them, but had not yet addressed the topic.

There was discussion of the parking requirements. Fischer stated that the City could require enough off-street parking on an improved surface.

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The Community Development Director thought that a financial arrangement would trigger the ADU classification. Fischer wanted to know if it would it apply whether it was a financial arrangement or not a financial arrangement.

Discussion ensued on whether to do draft language for the zoning code or to use a conditional use permit for an ADU or duplex.

Keis wants to wait until more cities add this into their zoning codes, and see how they address it. Miller would like to see the language before deciding whether to include in the code.

Discussion regarding the difference between an ADU and a duplex.

Draft Zoning Code language will be brought back to Council.

STRATEGIC PLAN UPDATE

City Administrator Heineman provided an overview of the 5-year Strategic Plan and stated that it has been heavily utilized as a guiding document for staff over the past two years. It was utilized extensively as part of the budgeting process for both 2020 and 2021, and staff is incorporating several of the remaining strategic goals and initiatives into the proposed 2022 budget. Based on the strategic initiatives that were identified in 2019, the City Administrator estimated that we are about 75% complete in the Strategic Plan.

Fischer commented that if we are already at 75% completion, we should be planning for a revision and update of the Strategic Plan in the near future. There was additional discussion on whether the Strategic Plan should be updated in 2021 or at the beginning of 2022. Due to the remaining strategic initiatives and the amount of time that a strategic plan update will require, staff is recommending the first quarter of 2022.

There was additional discussion about adding local youth on the Planning Commission and Parks & Recreation Commission. City staff commented that we have already begun reaching out to local schools and further efforts to connect with the appropriate contacts will occur this fall. We are anticipating that applications will distributed this fall, and candidates will be selected and begin in January 2022.

The City Administrator also informed Council that a facility maintenance plan would be presented to Council in August. If the City Council concurs with the plan, the recommended items will be added to the Capital Improvement Plan. In addition, the Pavement Management Plan will be brought back for City Council review at the next City Council meeting.

The City Administrator asked for further feedback from Council regarding the Strategic Plan. Torkelson requested an update on the defined town square initiative. This topic was discussed extensively in 2020, and it was determined that the primary focus should be a gathering space, which was initially included in the Pioneer Park Master Plan. In February of 2021, the City Council determined that a gathering space should not be included in Phase I of the Pioneer Park Master Plan. It may be reconsidered in Phase 2 if additional land is acquired.

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There was additional discussion regarding City entrance signs. Parks & Recreation / Community Service Manager provided an update on the new signage for each of the City's parks which is planned for 2021, however no further action has been taken related to entrance signs.

Torkelson also wanted to know if the railroad bridges could be painted with art. These bridges are not City of Little Canada property, but staff will touch base with the appropriate contacts and inquire about this. Additional questions were asked about the Heinel property, former A&W property, Sculley property, and Rice Street road reconstruction, and staff provided general updates.

There being no further business, the meeting was adjourned at 7:26 p.m.

John T. Keis, Mayor

Attest:

Christopher Heineman, City Administrator