



**COMPREHENSIVE PLAN ACTION TEAM  
(CPAT) AGENDA  
Monday, April 5, 2018  
203 South Second Street  
6:00 P.M.**

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from December 18, 2017
4. Regular Agenda
  - A. Review Responsibilities of CPAT
  - B. Update Progress on Comp Plan Group Work Plans
  - C. Discuss Downtown Master Plan
  - D. Discuss "Future of the City Forum"
5. Set Date and Agenda for next Meeting
6. Adjourn

A Regular Meeting of the Comprehensive Plan Action Team (CPAT) was held on Monday, September 18, 2017 at 6pm in the Council Chambers with Council Member Johnson presiding. CPAT Members present: John DePree, Dave Johnson, Henry Endres, John Favolise, Michelle Steiger and Teresa Tebbe. CPAT Members absent: None.

A **motion** by CPAT Member DePree seconded by CPAT Member Steiger approving the agenda as written. Voting in favor: CPAT Members DePree, Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

A **motion** by CPAT Member Tebbe seconded by CPAT Member DePree approving the minutes of the September 18, 2017 meeting. Voting in favor: CPAT Members DePree, Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

CPAT Chairman Johnson introduced regular agenda item 'A', Downtown Master Plan. The group discussed the takeaways from the downtown master plan and what role CPAT should take in its implementation. The CPAT members were asked between now and the March 5, 2018 meeting to review the downtown master plan and to come up with their top five recommendations from the downtown master plan, what needs to be done and by whom.

A **motion** by CPAT Member Steiger seconded by CPAT Member Favolise to adjourn until March 5, 2018. Voting in favor: CPAT Members DePree, Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

Respectfully submitted,  
Samantha DiMaggio, Community Development Director



**Comprehensive Plan Action Team  
Item 4.A**

TO: Comprehensive Plan Action Team (CPAT)

FROM: Samantha DiMaggio

SUBJECT: Review Responsibilities of CPAT

DATE: Monday, April 5, 2018

---

**PURPOSE/ACTION REQUESTED**

Review Responsibilities of CPAT

**SUMMARY**

Clarify the four main responsibilities of CPAT (Refer to attached CPAT By-Laws)

**RECOMMENDATION**

Staff recommends relating CPAT Mission & Responsibilities in regard to upcoming agenda item discussions.

# Le Sueur Comprehensive Plan Action Team (CPAT) Bylaws

May 15, 2017

## Section 1: Introduction

The Comprehensive Plan Action Team (CPAT) was established by the Le Sueur City Council on February 13, 2017 to drive projects and initiatives associated with the “Le Sueur 2040 Comprehensive Plan” (adopted by the City Council on November 14, 2016).

## Section 2: Mission & Responsibilities

The **mission** of the CPAT is to ensure and guide the implementation of the “Le Sueur 2040 Comprehensive Plan” under the authority of the City Council in partnership with the Economic Development Authority (EDA), and the Planning Commission. It is understood that engagement of local businesses and residents will be a priority.

### Responsibilities include:

- Develop proposed amendments based on community input to the 2040 Comprehensive Plan for City Council consideration, establishing the document as a ‘living document’, using the guidelines in Chapter 5: “Implementation” (pp. 63-85).
- Develop an action item completion plan starting in 2017 and including each subsequent year.
- Monitor progress of the action plan and report back to City Council *as needed and* officially on a biannual basis -- first regular meeting in July; last regular meeting in December.
- Plan and facilitate the annual “Future of the City Forum” section outlined in the Implementation Strategy 8 (p. 71) of the 2040 Comprehensive Plan.

## Section 3: Membership & Staff Liaison

- Two (2) Elected City Council Representatives for 2-year terms
- Four (4) Non-elected Community Members vetted thru an application process for 3-year terms. These seats should consist of one Planning Commission, one Economic Development Authority, and two at-large members.
- One Non-Voting Staff Liaison – Community Development Director
- One Non-Voting ex-Officio member– Le Sueur City Administrator

## Section 4: Meetings

Meetings will be scheduled for the third Monday of each month. Meetings may be rescheduled by the team per a majority vote. Meetings will follow notice requirements under Minnesota State Statute regarding the open meeting law.

## Section 5: Officers

At the first meeting of the year in January, the team will appoint a Chairperson and Secretary.

## Section 6: Working Groups *To be determined after Membership is finalized.*

- Purpose is to: (1) expand engagement of community members; (2) delegate project tasks; (3) provide opportunity for new ideas and projects

## Section 7: Communication

*To be determined after Membership is finalized.*

## Section 8: Financial Transactions

*To be determined after Membership is finalized.*

## Section 9: Ethical and Respectful Conduct

*To be determined after Membership is finalized.*



**Comprehensive Plan Action Team  
Item 4.B**

TO: Comprehensive Plan Action Team (CPAT)  
FROM: Samantha DiMaggio  
SUBJECT: Update Progress on Comp Plan Groups' Work Plans  
DATE: Monday, April 5, 2018

---

**PURPOSE/ACTION REQUESTED**

Update Progress on Comp Plan Groups' Work Plans

**SUMMARY**

Community Development Director Samantha DiMaggio and City Administrator Jasper Kruggel will comment on progress toward "Recommended Actions" for the City Council, EDA, and Planning Commission. (Refer to attached Work Plans for CC, EDA, and Planning Commissions)

**RECOMMENDATION**

Staff recommends discussion on Comp Plan implementation progress.

## City Council

No. 1: Volunteerism/Philanthropy (pages 64-65)

No. 2: Capital Improvement Plans (pages 66-67)

No. 3: Trails and Parks (Pages 70-71)

No. 4: Future of the City Forum (page 70)

### Recommended Actions:

- Establish a coordinator of volunteer activities.
- Provide a means to align and connect community members' strengths, skills, passions and assets with the appropriate implementation strategy, project or idea.
- Establish specific targets and goals for volunteerism (i.e. number of new volunteers participating, total estimated volunteer hours logged, projects completed, projects initiated, etc...)
- Strive for a diversity of volunteers (age, gender, income, etc...). Partner with the Le Sueur Henderson Schools, local employers, civic groups, etc.
- Establish a recognition and appreciation program that annually celebrates accomplishments and recognizes contributions, even the small ones.
- Create/advocate for matching contributions from local organizations that seek to benefit by the volunteer activities and efforts.
- Update the CIP to include 3 year, 5 year and long term CIP projects such as trail corridors/improvements, park improvements, trunk/ main infrastructure replacement/maintenance, street maintenance and reconstruction, and major traffic/roadway improvements that help manage traffic flow through downtown Le Sueur. The CIP can also include planning and engineering design services that ultimately lead to capital improvements.
- Evaluate potential for park along the Minnesota River Valley, starting with the yard waste site feasibility study.
- Develop a Master Plan for Mayo Park.
- Evaluate current undeveloped land holdings for putting land back into private ownership.
- Update the park dedication policy.
- Budget for maintenance of existing parks.
- Determine current status of extensions of the Minnesota Valley State Trail (Fort Snelling to Le Sueur).
- Identify opportunities in the 2015 master plan for the Minnesota River State Trail (Franklin to Le Sueur).
- Coordinate with the DNR to promote and advocate for extension of trails to Le Sueur.
- Pursue Greater Minnesota Regional Parks and Trails Commission designation and funding for trail land acquisition and construction.
- Pursue Federal Recreational Trail Program Grants to develop new trail.
- Implement policy that incorporates trails when roads are reconstructed or constructed new.
- Evaluate public owned land for local trail connections.
- Participation in the annual Future of the City Forum.
- Prepare a report template that can be appended gradually over the year documenting issues with plan implementation, actions completed or new actions that should be added. This report template serves as the working agenda for the annual meeting.

## Economic Development Authority

No. 1: Partnerships (pages 65-66)

No. 2: Downtown Master Plan (pages 67 and 75-76)

No. 3: Economic Development & Housing (pages 68-70)

No. 4: Future of the City Forum (page 70)

### Recommended Actions:

- Partner with landowners who control parcels most suitable for new development in the future to provide a coordinated marketing and development plan that reduces development barriers and maximizes consistency with the City's vision and guiding principles. (see North 169 Growth Focus area discussion).
- Partner with major businesses in downtown to strategize land use transition and redevelopment impacts and ultimately an identity for downtown. (see downtown master planning idea).
- Partner with local/regional produce farmers to provide a more substantial and permanent place for the farmers market, integrated with future downtown master planning.
- Partner with local business leaders to explore new business ventures and economic development/growth opportunities. (See Innovation/Technology District idea).
- Facilitate Planned Housing Development.
- Participation in the annual Future of the City Forum.
- Prepare a report template that can be appended gradually over the year documenting issues with plan implementation, actions completed or new actions that should be added. This report template serves as the working agenda for the annual meeting.

## 2018 Initiatives & Program Planning

Initiative	Program Planning
Historic Downtown	<ul style="list-style-type: none"> <li>• The Downtown Master Plan will be finalized in November 2017. Future programs will be spun off of the findings of this study. <input type="checkbox"/></li> <li>• Implementing a Façade Program (aka. Awning &amp; Signage Program). <input type="checkbox"/></li> </ul>
Entrepreneurship	<ul style="list-style-type: none"> <li>• Pending REV Grant Program Application (SMIF) <input type="checkbox"/></li> <li>• Establish independent programs for Entrepreneurs. <input type="checkbox"/></li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Establishment of a Downtown Promotions Committee (Fall 2017). <input type="checkbox"/></li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Council has set aside \$15,000 in their budget to update the study and the EDA should look at programs/funding options to spur housing growth in Le Sueur. <input type="checkbox"/></li> <li>• Continue SAC/WAC program funding (\$3,000/new home). <input type="checkbox"/></li> <li>• Partner with the Chamber, Local Schools and Community Center for 2018 Realtor Open House. <input type="checkbox"/></li> </ul>
Policies & Procedures	<ul style="list-style-type: none"> <li>• Create/update policies and procedures for the EDA relating to incentives and business subsidies. <input type="checkbox"/></li> </ul>

## PLANNING COMMISSION

No. 1: Official Controls (page 66)

No. 2: Downtown Master Plan (pages 67 and 75-76)

No. 3: Economic Development & Housing (pages 68-70)

No. 4: Future of the City Forum (page 70)

### Recommended Actions:

- Conduct a thorough review of the zoning and subdivision ordinance confirming purpose and objective statements, use regulations and bulk standards.
- Revise the zoning and subdivision ordinance to incorporate updates.
- Adopt a new and updated zoning map.
- Facilitate Planned Housing Development.
- Participation in the annual Future of the City Forum.
- Prepare a report template that can be appended gradually over the year documenting issues with plan implementation, actions completed or new actions that should be added. This report template serves as the working agenda for the annual meeting.

## 2018 Initiatives & Program Planning

Initiative	Program Planning
Housing	<p>The Planning Commission will work with the EDA and City Council to grow and diversify the housing stock in the City of Le Sueur. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• The Capital Improvement Plan includes \$10,000 to update the 2014 Housing Study.</li> <li>• City Staff will partner with the Chamber, Local Schools and Community Center for 2018 Realtor Open House.</li> </ul>
Downtown Le Sueur	<p>The Planning Commission will work with the EDA, City Council and staff on the implementation of the 2017 Downtown Master Plan. <input type="checkbox"/></p>
Future of the City Forum	<p>The Planning Commission will Participate in the 2018 Future of the City Forum. <input type="checkbox"/></p>
Zoning Code	<p>The Planning Commission will lead a comprehensive update of the Zoning Code. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• The City Council has allocated up to \$15,000 in the 2018 budget for this update.</li> </ul>





**Comprehensive Plan Action Team  
Item 4.C**

TO: Comprehensive Plan Action Team (CPAT)

FROM: Samantha DiMaggio

SUBJECT: Discuss Downtown Master Plan

DATE: Monday, April 5, 2018

---

**PURPOSE/ACTION REQUESTED**

Discuss Downtown Master Plan

**SUMMARY**

- Consider CPAT “Top 5 Takeaways and/or Recommendations” from DMP
- Consider “takeaways” from Sam and Jasper
- Determine what group(s) are responsible for prioritizing follow-up actions.
- Discuss engaging community in a DMP “debriefing” as part of a City of the Future Forum

**RECOMMENDATION**

Staff recommends CPAT identify potential implementation strategies and what needs to be done by whom.

Downtown Le Sueur - Implementation Actions Matrix					
ACTION ITEM	RESPONSIBLE PARTIES	COST RANGE	YEARS	FUNDING OPTIONS	
Form a Downtown Business Association	Private groups	\$	1 - 3	Member Dues; Potential contributions from General Fund	
Membership in the Minnesota Main Street Program	City of Le Sueur	\$	1 - 3	General Fund	
Streamline and Update Regulatory Procedures	City of Le Sueur	\$	1 - 3	General Fund	
Establish Potential Performance Targets and Metrics	City of Le Sueur	\$	1 - 3	General Fund	
Explore New Events for Programming Downtown	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Offer Grants to Improve Facades on Storefronts and Alleys	City of Le Sueur	\$	1 - 3	General Fund	
Complete Signage and Wayfinding Plan	City of Le Sueur	\$	1 - 3	General Fund	
Review development regulations to allow for outdoor seating areas, artistic signage, and rooftop patios	City of Le Sueur	\$	1 - 3	General Fund	
Explore National Register Historic District designation for Downtown area	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Implement historic walking tours or an Art Walk program	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Install public art pieces and murals Downtown	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Encourage temporary or "pop up" public art pieces and performances	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Explore creation of a fund or incentives to support temporary art performances during specific times (such as festivals)	Downtown Business Association, Private groups, City of Le Sueur	\$	1 - 3	General Fund; Private fundraising	
Provide criteria to guide the design and placement of public art in the Downtown	City of Le Sueur	\$	1 - 3	General Fund	
Reconstruction of Bridge Street bridge under rail line to enhance safety and better accommodate biking and walking	MnDOT, Union Pacific Railroad	\$\$\$	10 - 15	State Highway Capital Improvement Program, Federal Grants	
Enhanced signage / monuments along US 169, directing motorists to Downtown Le Sueur	MnDOT, City of Le Sueur	\$	1 - 3	State Highway Capital Improvement Program, City General Fund, Private Donations (for enhanced monument options)	
Reconnecting Main Street from Bridge Street to Ferry Street (including streetscape)	City of Le Sueur, Le Sueur County	\$\$	1 - 3	General Fund, TIF, Property Tax Abatement, Special Service District	
Streetscape Enhancements to Main Street (North of Bridge Street) - part of MN 112 turnback to County	Le Sueur County	\$	3 - 5	MnDOT funds (as part of transfer of road to Le Sueur County)	
Streetscape Enhancements to Bridge Street, East of Main Street (to 2nd Street) - part of MN 112 turnback to County	Le Sueur County	\$	3 - 5	MnDOT funds (as part of transfer of road to Le Sueur County)	
Streetscape Enhancements to Other Downtown Streets (2nd Street, Ferry Street, South Main Street)	City of Le Sueur	\$	5 - 7	General Fund, TIF, Property Tax Abatement, Special Service District	
Alley Improvements (various locations Downtown)	City of Le Sueur	\$	5 - 7	General Fund, TIF, Property Tax Abatement, Special Service District	
Bike Trail to Mankato (including portion within Downtown Le Sueur)	City of Le Sueur, Minnesota DNR	\$\$	7 - 10	DNR grants (Federal Recreational Trail Program, Regional Trail Grant Program)	
Local Bike Connections to Minnesota Valley Trail	City of Le Sueur	\$\$	7 - 10	DNR's Local Trail Connections Program	
Parking Lot Enhancements (Landscaping, aesthetics, etc.)	City of Le Sueur	\$	5 - 7	General Fund, TIF, Property Tax Abatement, Special Service District	
Downtown Urban Parks space	City of Le Sueur	\$\$	7 - 10	General Fund, TIF, Property Tax Abatement, Special Service District	
Riverfront Park (to the west of Union Pacific rail line)	City of Le Sueur, Minnesota DNR	\$\$	10 - 15	General Fund, TIF, Property Tax Abatement, Special Service District, DNR grants	
Snowmobile Trail in Downtown Area and along the Minnesota River	City of Le Sueur, Minnesota DNR	\$	7 - 10	General Fund, TIF, Property Tax Abatement, Special Service District, DNR grants	
Establish a recurring Farmers Market	City of Le Sueur, private groups	\$\$	5 - 7	General Fund, TIF, Property Tax Abatement, Special Service District	

Cost Range: \$-Low \$\$-Medium \$\$\$-High



**Comprehensive Plan Action Team  
Item 4.D**

TO: Comprehensive Plan Action Team (CPAT)

FROM: Samantha DiMaggio

SUBJECT: Discuss "Future of the City Forum"

DATE: Monday, April 5, 2018

---

**PURPOSE/ACTION REQUESTED**

Discuss "Future of the City Forum"

**SUMMARY**

- Review purpose of the Future of the City Forum.
- Identify possible agenda for Future of the City Forum.
- Set tentative date for Future of The City Forum

**RECOMMENDATION**

Staff recommends setting a date and agenda for the "Future of the City Forum."