

AGENDA
GRAND MARAIS PLANNING COMMISSION
August 7, 2019, 4:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. ADOPT AGENDA

D. APPROVE MINUTES

E. PUBLIC HEARINGS

-None

F. OLD BUSINESS

-Housing Update

-Community Vision Implementation Plan

G. NEW BUSINESS

-Code Enforcement Engagement Plan

ADJOURN

Grand Marais Community Vision:

“Grand Marais is a thriving community that features locally-grown economic opportunity, housing that meets all family needs, and a wide array of educational opportunities.

Hallmarks of the Grand Marais way of life include active recreation on the North Shore, commitment to community, an ethos of creativity and innovation, and stewardship of the unique natural environment.”

USING THE COMMUNITY VISION PLAN

[The Grand Marais Community Vision Plan](#) is a roadmap to the future, a document of community voices and ideas, and a collective call to action. The vision, values, priorities, and ideas provide a framework for future planning - and serve as a jumping-off point for further discussion, brainstorming, and community investment. This vision plan seeks to inspire solutions and initiatives that will uphold the values of the Grand Marais community and realize an exciting, community-led vision for the future.

THE PURPOSE OF THE PLAN

See the Big Picture:

The Grand Marais Vision Plan presents a wide-angle view of the community, summarizing key assets, challenges, trends, and aspirations across a range of issues impacting the quality of life in the community. The Plan is a resource for residents, businesses, property owners, City staff, and other interested parties wishing to learn more about the community, its current conditions, and future direction.

Set a Course for the Future:

The Plan presents an exciting, community-led vision that describes how Grand Marais will look, feel, and function in the future. The vision is intended to be ambitious, but achievable - and rooted in the existing qualities, character, strengths, and assets of the Grand Marais community.

Guide Future Action + Decision-Making:

The plan establishes a framework of principles and goals for future planning and action. This framework serves as a guide for future decision-making and a jumping-off point for discussion, imagination, and action. Community members, City staff, and community leaders all have a role to play to realize the vision and priorities presented here.

THE PLANS DEVELOPMENT

The Grand Marais Community Vision Plan was developed through an eight-month, community-driven process, involving a range of community stakeholders - residents, businesses, property owners, and community leaders. Community members contributed their own ideas, concerns, and priorities to the development of the Plan through a hands-on community workshop and community survey.

Community input was supplemented by a comprehensive analysis of existing conditions that examined social and economic characteristics, housing, land use, parks, transportation, and other physical conditions. The vision, principles, and goals presented in the Plan represent an in-depth and collaborative effort to understand the forces shaping Grand Marais' future and establish a collective direction for the future.

GRAND MARAIS COMMUNITY GOALS

The following six community goals* are the product of a public process that solicited comments, input, and ideas from a broad cross-section of Grand Marais residents, businesses, and property owners. These goals define community priorities and provide high-level direction for future community action and decision-making.

Support and enhance local business.

Grand Marais is the hub of Cook County, known for locally-owned businesses and livable wages. Land-use and zoning decisions help ensure the long-term economic viability of the community.

Ensure access to affordable, lifecycle housing for all people.

The community is concerned about the growing expense of housing and access to a variety of housing types that can serve all people throughout their lives.

Invest in safe, people-friendly infrastructure that supports active living.

Infrastructure is aesthetically pleasing, enhances Grand Marais' historic character and is safe for people who use a variety of transportation modes.

Enhance the community's deep connection to the outdoors and active engagement with the environment.

Lake Superior and the surrounding area are to be protected and celebrated by the community and the City, to be preserved for active use today and for generations to come.

Encourage the expansion of sustainable energy uses.

Community members recognize the value of their unique natural environment. They value preservation, active use of the natural environment, and sustainability in all community practices.

Expand education for the mind, body, and soul.

Grand Marais treasures arts practices, advancing education in all forms, and opportunities for community education and community development.

*The Grand Marais Community Goals are extracted from [The Grand Marais Community Vision Plan](#) page 8.

Planning Commission
Minutes
June 5, 2019

The meeting was called to order by Chair Tim Kennedy at 4:00 p.m.

Members present: Stacey Hawkins, Tim Kennedy and Michael McHugh
Absent: Hal Greenwood and Michael Garry
Staff Present: Patrick Knight and Mike Roth

Motion by Hawkins, seconded by McHugh to approve the proposed agenda. Approved unanimously.

Motion by Hawkins, seconded by McHugh to approve the minutes of the May 1, 2019 meeting. Approved unanimously.

Mike Senty has requested a variance from the public street access requirement to divide an existing 100' x 770' lot located in the R-1 Permanent Residential zone, PID 80-021-1157, into three lots. Two of the proposed lots will be accessed via driveway and utility easement

The Planning Commission found that:

1. The variance is in harmony with the purpose and intent of the ordinance.
2. The variance is consistent with the comprehensive plan.
3. The proposal seeks to use the property in a reasonable manner not permitted by the zoning ordinance.
4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
5. The variance, if granted, will not alter the essential character of the locality.

Motion by McHugh, seconded by Hawkins to approve the variance request as presented contingent receipt of a driveway maintenance agreement for the easement along the east 20 feet of the Senty property. Approved Unanimously.

Planning staff scheduled a meeting Wednesday, June 19th to review housing study maps. After this meeting, HKGi will begin an ordinance review and start generating a list of things for the planning commission to work on.

This May City staff conducted a follow-up survey. 18 Trailers were documented. 10 are clearly in violation, including 7 that were previously documented. A draft cease and desist letter is enclosed and proposed to be sent. 5 are located in questionable areas. 2 were determined to be located legally. On May 29, the City Council reviewed the trailer survey results and examined some situations where the existing ordinance language did not fit with their expectations of how enforcement should be conducted. The Council agreed to a two-part response:

- (1) Council asked the Planning Commission to prepare an ordinance revision that allowed for enforcement of those trailers that are clearly parked in undesirable areas.
- (2) Council will let the upcoming discussion with the community on code enforcement determine if additional work on this issue is needed.

The Planning commission reported to the City Council that drafting an ordinance will require further research and community involvement, and the commission will continue to work on code enforcement.

There being no further business, the meeting adjourned at 5:28 p.m.

City of Grand Marais

MEMO

TO: Grand Marais Planning Commissioners
FROM: Mike Roth
DATE: August 1, 2019
SUBJECT: Housing Update

Housing Project Update

HKGi met with planning commissioners on June 19 to review the data collection results. Maps are available [here](#). The review and analysis of our existing regulations is in draft form. I will provide it for your review when I have a final draft. HKGi is preparing a list of housing ideas from other communities to research and report. The final step of the project will be to hold a workshop to review the data and select our top priority strategies to work on. We are looking at the first week in September, and may want to hold the workshop the day of the regular Planning Commission meeting. At your meeting, we will discuss the group we would like to have participate in the workshop.

City of Grand Marais

MEMO

TO: Grand Marais Planning Commission
FROM: Patrick W. Knight, Communications Director
DATE: August 2, 2019
SUBJECT: Community Vision Implementation Plan

[The Grand Marais Community Vision Plan](#) presents a wide-angle view of the community, summarizing key assets, challenges, trends, and aspirations across a range of issues impacting the quality of life in the community.

Attached is a draft Community Vision Implementation Plan for discussion at your August 7th meeting.

Draft Grand Marais Community Vision Plan Implementation

The process to develop the Grand Marais Community Vision Plan engaged hundreds of residents, businesses, and visitors in a broad and deep conversation about the future of the community. Once the Vision Plan is finalized and approved, the work of implementing its recommendations will become the key component for success.

This chapter of the plan provides a process and direction for:

- Establishing accountability for implementation
- Monitoring progress towards implementation goals
- Updating the plan's contents and recommendations
- Developing regulations and procedures when needed
- Involving the community in the work of making the plan a reality

The chapter includes the following sections:

- Using this plan in the city's daily business: Summary of basic actions to ensure the plan is being used as part of the city's process of decision-making and action.
- Updating the plan: Outline of a process to be used to help the plan stay responsive to changing trends and circumstances, including criteria to consider when evaluating potential changes to the plan.
- Implementation actions: Recommendations for goals and actions to setup the framework for implementation of the plan.
- Implementation matrix: A set of tables listing implementation goals and strategies, as well as priorities and involved parties, for each of the recommendation subject areas of the plan.

What do the plan's Goals and Strategies mean?

Goals are the short and long term aims that a plan sets out for a city to achieve. Each goal is a broad statement that encompasses a desired outcome in general terms.

Strategies are the projects, programs, or policies that are needed to achieve each goal.

Each goal in this plan includes a list of potential strategies that should be considered in working to achieve each goal.

The purpose of each goal and strategy? To help achieve the vision and dreams of the Grand Marais community.

Using the plan in the city's daily business

The Community Vision Plan is meant to be a living document. To help it fulfill its role in guiding the city's future actions, it needs to be included in the city's daily work.

The Plan is meant to be used on a daily basis as decisions are made regarding land use, development / redevelopment / intensification, capital improvements, and other situations affecting the community.

The Plan can be used in the following ways:

Budgets and work programs

City departments and administrators should consult the plan when preparing work programs and budgets. Many of the plan's strategies can be implemented through this process.

Development approvals

Development approval of proposals, such as rezoning and subdivision plats, are a central means of implementing the Vision Plan.

Capital Improvement Plan (CIP)

The Capital Improvement Plan should align with the goals of the plan's land use policies and infrastructure recommendations.

Economic incentives

Economic incentives considered as part of other plans and initiatives should be reviewed to ensure that they are consistent with the land use recommendations.

Private development decisions

Property owners should have an understanding of the Community Vision Plan when submitting proposals to the city. City decision-makers will be using these documents to guide their deliberations and approvals.

Future interpretation

In the event that a major item of the Plan is not clear, the Planning Commission will provide a written interpretation of the item. The Planning Commission can call upon outside experts for their advice.

Updating the Community Vision Plan

The purpose of the Community Vision Plan is to guide the evolution of the city over the next ten to twenty years. Although much care has been taken to respond to community ideas and anticipate trends, it is likely that as the city evolves and conditions change the plan will require some modifications over its intended lifespan.

The following recommendations are presented to help make the process of update and modification easier and more transparent and accessible.

Key parties

- City Administrator
- City Planning Commission (PC)
- City Council

Process

The Vision Plan should be reevaluated every two years to ensure that implementation of its recommendations is proceeding as planned, and to review opportunities for making updates or improvements to its recommendations. The City Administrator and the Chair of the Planning Commission should maintain responsibility for this process, and determine the appropriate level of response to requests for potential changes.

Generally, three main processes are contemplated for updating the Vision Plan:

- Updates resulting from the plan's periodic re-evaluation
- Updates recommended or requested by the Planning Commission
- Updates recommended or requested by city residents or business owners

Decision-making and incorporation into plan

Depending on the origin of the recommendations as described above, these are the steps that are recommended for gaining approval and adopting changes to this document:

Updates resulting from the plan's periodic re-evaluation

The Planning Commission (PC) manages the process of re-evaluation of the entire plan every two years. If the PC determines that an update may be needed, it brings the proposed changes to a vote within its body. If approved, the proposed changes are brought to the City Council for their consideration and approval. If the City Council approves, the changes are made to the plan and included as an Addendum.

Updates recommended or requested by the Planning Commission

The Planning Commission agenda for all future meetings will include a recurring item for "Updates to the Community Vision Plan." Changes to the plan can be brought forward by any member of the Planning Commission. The proposed change is introduced and discussed at the initial meeting, and the discussion and vote are finalized at the next meeting of the Planning Commission. If approved, the proposed change is brought to the City Council for their consideration and approval. If the City Council approves, the change is made to the plan and included as an Addendum.

Updates recommended or requested by residents

The Planning Commission reviews the change proposed by the public. After research and deliberation, it brings the proposed change to a vote within its body. If approved, the proposed change is brought to the City Council for their consideration and approval. If the City Council approves, the change is made to the plan and included as an Addendum.

Criteria to consider when evaluating potential changes to the plan

- The change is consistent with the goals and objectives of the Community Vision Plan.
- The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire and parks.

- Development that would result from the proposed change does not create an adverse impact that cannot be mitigated on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve the area.
- The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
- The change does not create a significant adverse impact on the natural environment including trees, slopes and groundwater that cannot be mitigated by improvements on the site or in the same vicinity.
- There is a change in city policies or neighborhood characteristics that would justify a change.
- The change corrects an oversight or error made in the original plan.
- There is a community or regional need identified for the proposed land use or service change.
- The change helps the city meet its life-cycle and affordable housing objectives.
- The change does not create adverse impacts on landmarks or other historically significant structures or properties that cannot be mitigated.

Implementation tasks and timeline

Implementing the plan will require setting up committees and task groups to help prioritize goals and build community participation and momentum.

Goal 1: Engage a broad cross-section of residents, business owners, and visitors as part of the implementation process

- Strategy 1.1: Establish a “Plan Implementation Committee” made up of local residents, businesses, employees, advocates, young people and seniors to advise the city on implementation priorities and phasing.
- Strategy 1.2: Establish an ongoing communication program to provide information to the public about the Plan. The public should have opportunity to become familiar with ongoing opportunities to implement the Plan and understand their role in the process. The City’s website, Facebook and other social media pages can be excellent channels for information.
- Strategy 1.3: Ensure that copies of the final Community Vision Plan are available online, at the public library and at community destinations. The purpose is to make the plan available to residents and businesses so property owners can familiarize themselves with the plan elements and recommendations, and tailor their proposals to better fit the community’s vision.

Goal 2: Monitor and evaluate the implementation process

- Strategy 2.1: Prepare annual reports that summarize the implementation actions completed. City staff prepare the report, highlighting key strategies completed over the course of the year. Reports can also identify areas of delay that need to be addressed. Any potential changes or additions to the plan can also be identified in this report.
- Strategy 2.2: Provide a summary of the annual report to the general public. Information regarding the status of plan elements will be summarized and available for the public on the city’s website.
- Strategy 2.3: Create press releases and social media blasts that highlight and acknowledge significant accomplishments relative to the plan and its strategies.

Goal 3: Provide resources to implement the Plan

- Strategy 3.1: Update the Capital Improvement Plan to ensure that it matches the recommendations outlined in the Plan.
- Strategy 3.2: Prepare departmental budgets and programs that reflect the goals and strategies of the Plan.
- Strategy 3.3: Secure funds for the strategies listed as high-priority. Funding can come from, but does not have to be limited to, the City, external agencies or other governmental sources, taxes, or private sector investment. This strategy should take place alongside annual budget cycles and should maximize non-municipal resources.

Goal 4: Require future decisions in the community regarding development, capital improvements, and budgeting to coincide with the Vision Plan

- Strategy 4.1: Require approvals of zoning requests to follow the policies in the Vision Plan.
- Strategy 4.2: Include reference to the plan in all staff reports related to policy, programs, and budgets.
- Strategy 4.3: Establish a line of communication between the Planning Commission and the City Council regarding the Vision Plan. Communication must be clear and frequent. Ensuring that interpretation of the plan is consistent will be critical to the plan's implementation.

Goal 5: Update the Plan if needed

- Strategy 5.1: Use the process outlined in Section ___ of this plan to update the Vision Plan. Provide support to the Planning Commission as needed to gather and allocate the necessary resources for completing plan updates.
- Strategy 5.2: Convene a "Vision Plan Update" task force as needed to focus on addressing specific topics or initiatives not currently included in the plan.
- Strategy 5.3: Update the entire Community Vision Plan every ten years.

City of Grand Marais

MEMO

TO: Grand Marais Planning Commission
FROM: Patrick W. Knight, Communications Director
DATE: August 2, 2019
SUBJECT: Code Enforcement Engagement Plan

The Grand Marais City Council has identified city code update and enforcement as a [priority](#).

At your August 7th meeting, planning staff will present the code enforcement public engagement plan and demonstrate the information-gathering tools that will be used.