



**January 17, 2019**

**NOTICE**

You are hereby notified of the Rochester's Committee on Urban Design & Environment meeting to be held **THURSDAY, JANUARY 17, 2019 AT 11:30 AM IN ROOM 104, CITY HALL 201 FOURTH STREET SE, ROCHESTER, MN 55904.**

**A. Administrative Business**

1. Call the Meeting to Order
2. Election of 2019 Officers
  1. Chair
  2. Vice Chair
3. Approval of Meeting Minutes
  1. Meeting Minutes December 20, 2018

**B. Old Business**

1. Preparation for COW meeting on the Urban Forest Master Plan (scheduled for 2/11/19)
2. Follow up on Rochester Public School District's Facilities Task Force
3. Update from Awards subcommittee
4. Review CUDE Bylaws
  1. CUDE bylaws
  2. New Section

**C. New Business**

A. As may be brought up by members

**D.** Adjourn



Rochester's Committee on Urban Design & Environment · 2122 Campus Drive SE, Suite 100 · Rochester, MN 55904

The Committee on Urban Design and Environment (CUDE) met at 11:30 AM on Thursday, December 20, 2018, in Conference Room 104, City Hall, 201 4<sup>th</sup> Street SE, Rochester, MN.

**MEMBERS PRESENT-** Paul Sims, Nicholas Dibble, Alex Nelson, Penny Peterson, Barb Hudson, Angela Gupta, Nick Queensland, Shruthi Naik(arrived at 12:30)

**MEMBERS ABSENT** –James Keller, Olivia Peavler, Blaire Landon, Marilyn Hansmann, Hasan Mir

**STAFF ADVISORS PRESENT:** Sandi Goslee; Jeff Haberman, City Forester; Mark Engel, Current Planning Supervisor; Ben Griffith, Director of Planning Department;

**GUESTS:** Michael Wojcik, Council Representative; Mark Bilderback, Council; Representative; Patrick Keane, Council Elect; Kim Norton, Mayor Elect

#### **PRESENTATION -**

A presentation of the final incentive plan for Civic on First was given. Presenters were: Leslie McGillivray-Rivas with WSB & Associates; Kim Sannes with WSB & Associates; Ebbie Nakhjavani, developer (via phone) and Mr. Tom Sprinkle with HKS (via phone). A power point was displayed along with a review of the project details of the final plan.

Feedback from CUDE members was provided to the consultant and developer. Mr. Sims thanked the developer for presented to CUDE.

#### **ADMINISTRATIVE BUSINESS**

The meeting was called to order by Paul Sims at 12:30 pm.

Ms. Gupta made the motion to approve the November 28, 2018 CUDE meeting minutes. Ms. Hudson seconded. The motion carried unanimously.

#### **OLD BUSINESS –**

1. Update on the Urban Forest Master Plan –Ms. Hudson presented a copy of the draft letter. A PowerPoint was presented by Ms. Gupta. There was agreement among the committee to present at an upcoming COW meeting the information on the UFMP. Mr. Svenby will get the item on the February 11<sup>th</sup> COW Meeting. A meeting with Mr. Rymer will be scheduled with Mr. Sims, Ms. Gupta and Ms. Hudson to attend.

2. CUDE Awards – There was general agreement to move the CUDE awards to 2020. A subcommittee of Ms. Hudson, Ms. Gupta and Ms. Amadio was created to review the categories of CUDE awards.

**NEW BUSINESS –**

1. The Civic on First presentation was discussed among the CUDE committee. There was a consensus of support for the project. Ms. Hudson agreed to create a draft letter of support to be routed for review by the CUDE members.
2. Mr. Griffin presented an update on the transition of the consolidated City-County planning department.
3. The bylaws for CUDE will be reviewed at the January meeting.
4. The mission of CUDE was reviewed with Mayor Elect Norton in attendance.

**Adjourn –** Ms. Hudson made the motion to adjourn. Seconded by Ms. Gupta. Motion carried. The meeting adjourned at 1:06 pm.

# ROCHESTER COMMITTEE ON URBAN DESIGN AND ENVIRONMENT BY-LAWS

## ARTICLE I

### Name

Section 1: This organization shall be the Committee on Urban Design and Environment of the City of Rochester, Minnesota.

## ARTICLE II

### Mission

Section 1: Mission Statement: The mission of the Committee on Urban Design and Environment is to maintain and improve the appearance, function and environmental quality of the community through investigation and development of appropriate policies and strategies.

### Goals

- Section 1: The Committee shall have the following goals:
- A. Support highest design standards in all public and private architecture, site and urban design improvements.
  - B. Support community awareness of issues and problems regarding environmental quality.
  - C. Recommend action to the Common Council and the Boards, Commissions, officials of the City of Rochester and private enterprise with respect to plans, policies and actions which affect or involve the purposes for which the Committee is established.
  - D. Act as a referral agency for the Common Council and the Boards, Commissions, officials of the City of Rochester and private enterprise with respect to plans, policies and actions which affect or involve the purposes for which the Committee is established.
  - E. Make studies and investigations which will provide a basis of research and fact for the Committee's programs and policies.
  - F. Act as a linking, referral and advocacy agency for the following groups and organizations:
    1. Rochester City Council
    2. Rochester Planning Commission
    3. Olmsted County Board
    4. Chamber of Commerce
    5. Rochester Downtown Alliance
    6. Arts and Cultural Trust
    7. Mayor's Council on Neighborhoods
    8. Rochester Olmsted County Council of Government (ROCOG)

9. Transportation Technical Advisory Committee (TTAC)
  10. Minnesota Department of Transportation (MN/DOT)
  11. Historical Preservation Committee
  12. Olmsted County Environmental Commission
  13. Rochester design community
  14. Rochester Area Builders
  15. Education Community
  16. Other similar groups, organizations and agencies
- G. Sponsor such meetings, institutes, forums and other educational programs as will lead to a clear understanding of and improvement in the areas of its concerns.
- H. Publish and distribute such factual materials as it may deem necessary.
- I. Keep proper records of proceedings and comply with budgets and established city procedures relating to finances and the accounting thereof.

## ARTICLE III

### Membership

Section 1: The Committee shall be composed of no more than 14 members. Appointments shall be by the Common Council upon recommendation by the Mayor.

The composition of the Committee shall be as follows:

- A. Seven members shall be selected from the following agencies and organizations:
1. Board of Park Commissioners and/or Staff
  2. Chamber of Commerce
  3. Arts and Cultural Trust
  4. Minnesota Department of Transportation
  5. Historical Preservation Commission
  6. Rochester Design Community
  7. Rochester Area Builders
  8. Rochester's Education Community

Such members must be residents, business proprietors or employees in Rochester or Olmsted County

- B. Seven members shall be selected from the community at large and shall be residents of Rochester
- C. In addition to the full Committee memberships listed above, the Rochester-Olmsted Planning Director, or designee, and the Rochester City Administrator, or designee, shall be standing members on this Committee and shall provide staffing and administrative support services. These members shall not have voting privileges.

## ARTICLE IV

### Term of Office

Section 1: Appointed members shall be appointed for three-year terms and until their successor is qualified and appointed. A maximum of two consecutive terms may be served in accordance with the City Charter.

## ARTICLE V

### Vacancies

Section 1: Attendance – see Chapter VII; Section 7.021 (Limitations of Continued Service).

Section 2: Should any member of the Committee die, resign or otherwise vacate his/her position, the Common Council shall fill the vacancy for the unexpired term in the same manner as the appointment was made and such Council may, at any time, remove its appointee from the Committee in the same manner as the appointment was made.

## ARTICLE VI

### Officers

Section 1: The officers of the Committee shall be a Chair and a Vice-Chair.

Section 2: The Chair shall preside at business meetings of the Committee and perform the duties customarily associated with the office of Chair.

Section 3: The Vice-Chair shall act in the absence or disability of the Chair and shall perform such duties as may be assigned by the Chair.

Section 4: Officers shall serve a two-year term, beginning immediately following their election.

Section 5: Officers shall be elected at the first full Committee meeting of the calendar year. Their election shall require a majority vote of those members present and voting.

## ARTICLE VII

### Subcommittee

Section 1: Subcommittees may be established as needed and deemed appropriate by the Committee to allow greater focus and investigation on specific issues.

Section 2: Each Subcommittee established shall be comprised of at least two members selected from the general membership of the Committee.

## ARTICLE VIII

## Meetings

- Section 1: The full Committee shall meet monthly at a predesignated date, time, and location. Notice of such meetings shall be sent to all members at least seven days prior to the meeting.
- Section 2: Subcommittees shall meet at times and locations as established by the Subcommittee.
- Section 3: A majority of the current membership shall constitute a quorum at all meetings of the Committee.

## ARTICLE IX

### Parliamentary Authority

- Section 1: The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## ARTICLE X

### Amendments

- Section 1: The Committee may amend these by-laws as necessary. Amendment shall be proposed by any voting member of the Committee.
- Section 2: A copy of an amendment shall be sent to each member prior to the meeting at which it will be read the first time. An amendment shall be adopted when at least the majority of the membership have voted for approval.