

Rochester-Olmsted Planning Department

2122 Campus Drive SE, Rochester, MN 55904
Ph: 507-328-7100

A regular meeting of the Planning Administrative Services Committee will be held at **10:30 a.m. Friday April 12, 2019**, in **Conference Room A**, located at 2122 Campus Drive SE, Rochester, MN 55904.

A G E N D A

A. ADMINISTRATIVE BUSINESS

1. Call the meeting to order
2. Set the order of agenda
3. Approve the minutes of January 18, 2019

B. DISCUSSION ITEMS

1. Community Development Department Update
2. County Planning Department Update
3. Future of PASC

C. OTHER BUSINESS

1. As may be brought up by members

D. ADJOURNMENT

PLANNING ADMINISTRATIVE SERVICES COMMITTEE

Minutes of the Planning Administrative Services Committee meeting held on **Friday, January 18, 2019** in Conference Room A located at 2122 Campus Drive SE, Rochester, Minnesota 55904.

Members Present:

Mr. Ken Brown, Olmsted County Board
 Mr. Nick Campion, Rochester City Council
 Ms. Annalissa Johnson, Rochester City Council
 Mr. Jim Schumann, Townships
 Ms. Mary Blair-Hoeft, Small Cities

Members Absent:

Mr. Jim Bier, Olmsted County Board

Staff Present:

Mr. Ben Griffith, Olmsted County Planning Director
 Ms. Jan Chezick, GIS Division Supervisor
 Mr. Jeff Ellerbusch, Analysis Planning and Policy Supervisor
 Mr. Mark Engel, Current Planning Supervisor
 Ms. Jennifer Garness, Executive Support Supervisor
 Ms. Camy Iverson, County Finance
 Mr. Dave Pesch, Transportation Planning Coordinator
 Mr. Michael Sheehan, Deputy County Administrator

Others Present:

Ms. Heidi Welsch, County Administrator
 Ms. Cindy Steinhauser, Community Development Director
 Mr. Aaron Parrish, Assistant City Administrator
 Mr. Randy Peterson, Rochester Post Bulletin

ADMINISTRATIVE BUSINESS:

Acting Chairman Mr. Schumann called the meeting to order at 10:30 a.m.

Ms. Blair-Hoeft moved to approve the agenda with addition of election of officers. Mr. Brown seconded the motion. The motion carried unanimously.

Mr. Campion moved to nominate Ms. Johnson as Chair. Mr. Brown seconded the motion. The motion carried unanimously.

Ms. Johnson entered the meeting.

Mr. Brown moved to nominate Mr. Bier as Vice Chair. Mr. Campion seconded the motion. The motion carried unanimously.

Mr. Campion moved to approve the September 21, 2018 minutes. Mr. Brown seconded the motion. The motion carried unanimously.

Communication: Approve the minutes of January 18, 2019 (ADMINISTRATIVE BUSINESS)

ITEMS TO BE PRESENTED:

1. Planning Services Update

Mr. Parrish stated that Cindy Steinhauser was hired as the new Community Development Director and would address the committee regarding transition status. He stated that he believes they are “on track” on putting a new team together and reviewing technology needs. He expressed his gratitude to the county team for their assistance and Mr. Griffith’s compiling of points that need to be addressed at their bi-weekly meetings. He stated that the meetings help to set the tone for how they will continue to work and develop relationships to continue a partnership. He clarified that Community Development Department would be taking over City of Rochester Current Planning Division responsibilities from the Rochester-Olmsted Planning Department and that they would continue to partner with Olmsted County regarding GIS and long-range planning.

Ms. Steinhauser stated that she was in the process of scheduling time to meet with the team of the Rochester-Olmsted Planning Department to gain a better understanding of current processes. She explained that the City of Rochester’s vision is to be recognized as America’s most innovative development services team. She discussed a services wheel diagram which is on-file at the Rochester-Olmsted Planning Department. She stated that, while some of the services would be transitioned to Community Development Department, it was critical to maintain the partnership. She indicated that they would have the department “up and running” by July 1, 2019 but have a long-term goal of a “one stop shop” in the future.

Ms. Steinhauser provided the below updates:

- Hiring the following positions:
 - Communications and Engagement – evaluating applications
 - Planning Supervisor – conducting interviews soon
 - Two Clerical – posted for 1 position today
 - Planners and Zoning Enforcement – hire in February/March
- Technology:
 - Accela
 - Provide online applications July 1, 2019
 - Reviewing technology enhancements
 - Development files currently being digitized
- Facilities:
 - Ms. Steinhauser located in Rochester Public Works Department
 - Building Safety will move first to the North Station at end of 2019
 - Community Development Department and part of Public Works development team will move to North station sometime in 2020
- Agreements:
 - GIS and long-range planning will remain with Olmsted County
 - ROCOG will remain under Olmsted County
- Metrics Assessment:
 - 87% of Rochester resident taxpayers believe that the City of Rochester is heading in the right direction.
 - County leadership believe that this transition opens opportunity to focus on other projects that lacked resources.

Mr. Brown asked how large the department would be.

Ms. Steinhauser responded eleven (11) individuals.

Discussion ensued regarding City Council approval of phased design changes to North Station.

Mr. Brown questioned what metrics would be defined.

Mr. Parrish responded that the development services leadership team is putting together baseline metrics into the budget. He explained that some transactional measurements would be built in.

Ms. Steinhauser stated that performance measures are critical for transparency. She discussed additional technology they are reviewing that can be used with existing technology to track measurements to be held accountable.

Mr. Campion discussed the need for evaluating service times to be result oriented and articulating expectations.

Mr. Schumann discussed the need for the City of Rochester to include the townships before decisions are being made and not just Olmsted County as there are townships that do their own planning processes.

Mr. Griffith stated the department is providing planning services for both City of Rochester and Olmsted County through June 30, 2019. Staff is currently working with County Administration to discuss what additional job responsibilities will begin on July 1, 2019. He explained that there have been department-wide efforts in discussing ideas and implementation. With the changes that will be occurring, he indicated that a new department name will be considered.

Mr. Griffith gave progress updates regarding:

- Long-range planning on transit-oriented development and R-2x zoning district for the City of Rochester
- 5-year update to the County Land Use Plan
- ROCOG 2045 Long Range Transportation Plan update
- Strengthening relationships with townships and small cities
- GIS Division is now fully staffed
- GIS Division leading countywide GIS enterprise license effort
- New Principal Transportation Planner to replace ROCOG Coordinator due to future planned retirement
- Researching permitting software options
- Packaging and digital inventory of the City of Rochester development records to EO Johnson
- Countywide department needs where assistance could occur

Ms. Welsch stated that there were questions by the Chamber of Commerce regarding an organizational chart that was discussed at the previous meeting. She explained that the September 21, 2018 meeting minutes reflected a draft organizational chart of what the department could look like after the City of Rochester functions move to the new Community

Development Department. She explained that many of the positions are current today and would continue to be needed. There would not be changes to the GIS Division, Environmental Safety Division, and Planning Analysis Division. Only certain functions from the Current Planning Division would be transitioned to the Rochester Community Development Department. There are still 18 townships and small cities and there is overall countywide planning work that is involved. When individuals retire in certain positions there will be an evaluation whether the position needs to be filled. There is hope that the department will have extra capacity to do other initiatives.

Mr. Griffith discussed possible future retirements that could affect the department model.

Ms. Blair-Hoeft stated that she appreciated maintaining positions for staff.

2. Future Meetings

The next scheduled meeting will occur on April 12, 2019 at 10:30 a.m.

OTHER BUSINESS:

1. As may be brought up by members

No discussion items were brought forward.

ADJOURNMENT:

Mr. Champion made a motion to adjourn the meeting. Mr. Brown seconded the motion. The motion carried unanimously.

The meeting adjourned at 11:10 a.m.

PLANNING ADMINISTRATIVE SERVICES COMMITTEE

 Ms. Annalissa Johnson, Chairperson
 jlg

 Mr. Ben Griffith, Olmsted County Planning Director