



City of Greenfield
7738 Commerce Circle
Council Work Session Meeting Minutes
February 21, 2023
5:30 p.m.

1. Call Meeting to Order

2. Roll Call

Members Present: Mayor Johnson, Councilors Kyal Klawitter, Mark Workcuff, Corey Bronczyk and Nick Roehl(arrived at 5:31pm)

Staff Present: City Administrator Margaret Webb, City Planner Brad Scheib and Zoning Coordinator Tori Leonhardt

3. Fee Schedule

Leonhardt updated Council on the proposed Administrative Penalties of \$100, \$150, \$200 for repeat violations within the same year and amending Chapter 10 – General Provisions with added language from the city attorney and outlining the notification process. Leonhardt also informed the council that the ordinance currently in place, already gives the city the capabilities of applying administrative penalties for city code violations. Bronczyk felt it was a broad issue that should start with a broad discussion. Does not like the idea of the city imposing fines. Feels there is a need to revisit the ordinances. Does not support what is presented. Felt that complaints should come before the council. Johnson stated complainants are not public information and noxious weeds are governed by state statute. Klawitter agrees with Bronczyk that ordinances must be clear and helpful so staff can enforce the ordinances. Roehl agrees with Bronczyk and Klawitter that there are problems with the city's ordinances. Feels they are too restrictive. Until the city's ordinances get reevaluated, he won't support the administrative fee. Workcuff felt that if people use respect and common sense, we wouldn't need ordinances.

4. Tax Increment Financing (TIF), Tax Abatement or Other Public Assistance Tools

Scheib and staff would like council to discuss this topic and consider directing staff to prepare a policy. Staff expects future public assistance requests to be asked for. A written policy would provide the following benefits.

1. Guide staff in forming recommendations regarding the use of certain public assistance tools and negotiating contract terms with developers; and
2. Provide a framework within which the City Council and Mayor can evaluate and compare proposed uses of certain public assistance tools; and
3. Inform the public of the City's position on the use of certain public assistance tools, and the process through which decisions regarding their use are made; and
4. Inform developers and investors of the types of projects and general purposes that certain public assistance tools would be acceptable for.

Staffs estimate to prepare a policy would be \$2000. Johnson said if there is an interest of Council, the planner could bring something back to a workshop for a deeper discussion. Klawitter agreed with Johnson. He said that if Council would consider a subsidy it would have public benefit. Roehl said policy is good to have for Council, Staff and Developers. Bronczyk agreed if using public funds there has to be public benefit. Workcuff doesn't like subsidizing anything but it could be nice to have a policy to follow. Roehl asked if the City's TIF Council

could come to the workshop discussion as well to educate everyone of the details of TIF in general. Council directed staff to get started and bring back to a future workshop.

5. Accessory Dwelling Units (ADU)/Multi-Generational Housing

ADU – Scheib explained the current zoning code is silent on these uses, but because residential districts only allow one dwelling unit and do not allow living within an accessory building, this is prohibited. Scheib gave an overview of the primary reasons residents would request an ADU- better way to care for aging parents, affordable housing, usually urban or suburban lots (not Greenfield). Cons- parking, short term rentals, licensing. This requires research, public input, zoning ordinance amendment, drafting of the mechanism, establishing a permitting process to implement it. This would be a zoning ordinance process so it would go through the planning commission. Staff estimates five to ten thousand for this process. Johnson if council wants to pursue this idea, it would have to be a budgeted item. Klawitter noted that only 20% of the population can afford senior living. People are planning ahead. If the City doesn't address it, it may be forced upon us. Roehl asked staff if there had been inquiries. Leonhardt answered a few. Something to consider but not urgent. Scheib said he could watch for grants. Bronczyk stated this is a conversation that is not just for "mother-in-law" living but a lot more. He is in support of the discussion and agrees with Klawitter, it may be forced upon us. Workcuff agrees this is something to consider and it would need to be budgeted for. Bronczyk asked about the cons. Scheib stated there are items people complain about regularly. Parking, short-term rentals, parties, noise and administrative time. Roehl asked if there are rental properties in Greenfield now. Staff said the City does not regulate rentals.

6. Transfer of Development Rites (TDR)

The purpose of TDR is to allow for the ability to 'transfer' development entitlements from a location that is desired to be preserved—such as a wetland buffer, area of significant habitat or biodiversity, or mature woodlands—to an area that is more suitable for development. The receiving areas will increase density. Soils and wetlands in Greenfield do not allow property owners to maximize density so they could sell those lost lots elsewhere within the City. Developers have inquired about this. The following are some of the key steps in exploring this topic:

1. Research to define the elements, namely where can/should those rights be transferred from and where can/should they be transferred to. In the TDR world, this is often referred to as sending and receiving zones. Staff has high-level mapping data to use on this, but would want to collect additional on the ground data from the professionals doing the field work (septic system designers and wetland delineators) as possible. It is expected that there would be some need to pay these professionals for lending their time, data, and expertise on the development constraints.
2. Define the parameters that communicate to the public and development world what the conditions are to enable the 'receipt' of development rights (i.e. site constraints, greatest development potential, accessible/feasible infrastructure such as roads, utility, fiber etc.). Much of this is already outlined as policy in the comp plan and regulations in the zoning code.
3. Define the process for how the transfer happens or the market. This is where it gets complicated. What is the mechanism? Do we create a bank? Who owns/manages/administers the bank? Is it a case by case basis or do we create some kind of opportunity for people to participate? What role does the city play vs. the private market?
4. Draft the proper mechanism – an ordinance amendment is likely but it is likely that application forms, establishment of the bank, covenant templates, etc will be required.
5. Facilitate a public process to bring people along, understand and address concerns, and fine tune the tool and program.
6. Facilitate a public process to amend the code and adopt the tools



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Scheib noted that this process is very difficult and a lot of work with a lot of moving parts with a team of professionals. Staff estimates fifty to one hundred thousand and takes at least a year. Met Council's regional policy is one unit per ten acres. Greenfield has been approved for one unit per five acres. Scheib is looking for direction. If Council is supportive, he will look for other funding and do some research. Johnson has been in support of this for years. Schieb will keep his eyes and ears open and will bring any research information back to council.

Bleck property broker and Elden Belck would like to have an informational meeting with the City Council and Planning Commission to talk about what's out there, fees, details of the site and give a presentation. Staff will schedule a workshop sometime in April.

7. Adjourn

MOTION by Bronczyk, seconded by Klawitter to adjourn the meeting. All voted in favor. Motion carried 5-0. Meeting adjourned.



Mayor Brad Johnson



Attest: Margaret Webb, City Administrator