
COMMITTEE OF THE WHOLE SUBMISSIONS

The Planning Commission typically meets twice monthly in an informal setting called Committee of the Whole (CoW). This meeting is designed to give City staff, applicants, and commissioners the chance to discuss proposals prior to taking formal action at a subsequent public hearing. While the meeting is open for the public to attend and observe, public testimony is not accepted at CoW meetings.

MEETING GUIDELINES

- A City staff-prepared memo is published on the [City website](#) one week prior to the meeting.
- Each discussion topic is allotted up to 20 minutes per agenda item. City staff and applicants are asked to limit their presentations to a total of **5 minutes** so that the remainder of the time can be used for feedback and questions from the Commissioners. To assist the committee, applicants are asked to focus their presentations on the key points of the project and aspects that they would like feedback on.

SUBMISSION REQUIREMENTS

All electronic and hard copies shall be submitted to the assigned planner no later than **3:00 p.m. on Thursday**, two weeks in advance of the scheduled CoW meeting, unless an alternate deadline is agreed upon between the planner and applicant. The following list of submission guidelines has been developed to ensure that the materials provided allow for a meaningful dialogue about the proposed project. If any of the items are missing at the time of submittal, staff may delay scheduling the item for CoW until the remaining materials are received.¹

- A concise description of the project** that outlines anticipated land use applications, lists all parcels within the development site, and includes a matrix summarizing bulk (GFA), height, number of dwelling units, the size of any commercial spaces, and number of parking spaces.
- Photos** of the property and existing structures.
- A site plan/landscaping plan** (scaled and dimensioned) with property lines, required and proposed building setbacks, and building footprints identified.
- Floor plans.**
- Elevations** (scaled and dimensioned) with materials identified and calculations provided regarding material percentages on each elevation.
- Color renderings** showing perspectives of all sides of the building and interaction with the public realm. Renderings should represent the existing context and public realm.
- Context studies:**
 - The study should include an area within approximately 350 feet of the subject site showing streets and buildings. Appropriate contextual labels should be provided. Aerial photos should also be included at different scales. If possible, include projects approved within the last 12 months. Staff may request that the context study cover a broader area based on circumstances unique to the area in question.
 - In general, it should show an oblique aerial view of surrounding buildings. It is also helpful to show profile or side views of the building and adjacent structures.
- Section drawing** of the building, if it would assist with the discussion of the project.
- Shadow studies** should also be included, as applicable.
- 8 hard copies (11"x 17")** of the above. Copies should be collated, unbound and include page numbers.
- 1 pdf copy** of the above (files should be reduced to a size that is optimal for viewing).

¹ Materials provided for Committee of the Whole do not constitute the submittal of a formal land use application and are not subject to [Minnesota Statutes section 15.99](#).