

Steering Committee Agendas and Summaries

URBAN AGRICULTURE TOPICAL PLAN

Steering Committee Meeting #1

Jan 26, 2010

9:00 – 10:30AM

Public Service Center

AGENDA

1. Introductions
2. Background about Homegrown Minneapolis and why the plan is being undertaken
3. Role of a “topical plan” (handout: topical plan overview)
4. Scope of work for the plan (handout: scope of work with notes)
 - Topics to be addressed
 - Other inputs and outreach – tech team, focus groups
5. Steering committee role (handout: “roles and responsibilities”)
 - Selection of a Chair
 - Best ways to communicate/e-mail protocol
6. Next steps
 - Staff tasks:
 - Draft Chapters 1, 2, and 3
 - Solicit consultant for the land capacity analysis
 - Committee task:
 - Review the scope of work in detail and add any comments/questions/thoughts
 - Possible topics for next meeting:
 - Thoughts on scope of work
 - Review of definitions
 - Discussion of public participation
 - Future meeting times/locations

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #1
Jan 26, 2010
9:00 – 10:30AM
Public Service Center

MEEETING SUMMARY

In attendance:

Nick Jordan for Maggie Ademek, Joanne Berkenkamp, Kristen Saylor, JobyLnn Sassily James, Jeff Ricker, David Nicholson, Valerie Martinez, Bob Patton, Patty Bowler, Robin Garwood, Amanda Arnold

Introductions

Each person introduced themselves and explained their background/interest in urban agriculture

Background about Homegrown Minneapolis and why the plan is being undertaken

Amanda explained why the plan is being undertaken and handed out information about Homegrown Minneapolis.

Role of a “topical plan”

Amanda discussed what a topical plan is and handed out an overview of a typical topical plan. The group suggested that it would be helpful to have be given a “Planning and Zoning 101” presentation at a later date.

Scope of work for the plan

Amanda discussed the scope of work for the plan and handed out an annotated outline of the document. The group suggested that it would be helpful to take a step back and outline major topics together. Amanda suggested that the group do this at the next meeting.

Steering committee role

Amanda discussed what CPED is seeking from the steering committee and handed out a summary of roles and responsibilities”. Amanda suggested that Robin Garwood, Council Member Cam Gordon’s Policy Aide, serve as Chair of the Committee and the group agreed.

Next steps

Amanda explained that she’s drafting Chapters 1, 2, and 3 of the plan, but the content will remain quite flexible. Amanda will share all drafts with the Committee.

Amanda explained that CPED is planning to solicit a consultant to conduct a land capacity analysis. The purpose of this work would be to understand what demand there is for various land uses and what amount of land might be available into the future for urban agriculture. The group asked that Amanda provide more information about this and she agreed.

Amanda asked the group to review the draft scope of work before the next meeting in order to be prepared with comments/questions/thoughts.

There was a discussion of meeting times and places. The group seemed to prefer places with free parking and day time meetings (either at the beginning or end of the day).

The group considered the following topics for the next meeting,

Thoughts on scope of work

Review of definitions

Discussion of public participation

but decided that the scope of work discussion might take a while and thus a discussion of public participation should be moved to a later meeting.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #2
March 3, 2010
3:00 – 4:30
Sabathani Community Center, 310 E. 38th St.
Room J

AGENDA

1. Introductions
 - a. Welcome David Motzenbecker, Planning Commission Chair
 - b. Introduce a substitute for Kirsten Saylor of Gardening Matters
2. Overview of Planning and Urban Agriculture Context
 - a. Description of Sabathani Urban Ag project (Art Seratoff)
 - b. Planning 101 (Amanda Arnold)
3. Discuss scope of work
4. Review Definitions
5. Agenda for next meeting
 - a. Discussion of public involvement
 - b. Discussion of land capacity analysis

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #2
March 3, 2010
3:00 – 4:30PM
Sabathani Community Center

MEEETING SUMMARY

In attendance:

Jeff Ricker, Joanne Berkenkamp, David Motzenbecker, David Nicholson, JobiLynn Sassily James, Kirsten Saylor, Mary Hourigan (alternate for Kirsten Saylor) , Bob Patton, Patty Bowler, Robin Garwood, Amanda Arnold

Introductions

Robin welcomed David Motzenbecker, Planning Commission Chair, who will be joining the committee. This is particularly helpful since the plan will need to be adopted by the Planning Commission. Robin also welcomed Mary Hourigan who will be a back up for Kirsten Saylor of Gardening Matters

Overview of Planning and Urban Agriculture Context

Kristen Saylor describe a project proposed by Art Seratoff. The project is the Sabathani Urban Ag project and could perhaps serve as a case study for the recommendations that will be included in the Urban Ag Plan.

Amanda gave an overview of City policy and zoning as it related to urban agriculture activities. There as a conversation about zoning and community gardens. David suggested the group have a similar discussion about zoning and farmers markets in the future.

Discuss scope of work/ Review Definitions

Amanda attempted to break down the scope of work that had been presented at the first meeting into topic areas. She also handed out a list of definitions of terms that will likely be used in the plan. The group had an extensive conversation about both the scope and the definitions and their inter-relationships.

The group decided consensus building brainstorming session might be a better approach. Kirsten offered to facilitate an exercise at the next meeting.

Agenda for next meeting

More brainstorming and discussion of the scope of work.

Discussion of public involvement - postponed

Discussion of land capacity analysis – postponed

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #3
April 6, 2010
3:00 – 4:30
Sabathani Community Center, 310 E. 38th St.
Room J

AGENDA

1. Introductions
2. Scope facilitation process, led by Kirsten Saylor
3. Identify regular meeting date
4. Future meeting topics
 - a. Any necessary follow up from scope discussion
 - b. Wrap up of discussion of definitions
 - c. Discussion of public involvement
 - d. Discussion of land capacity analysis
 - e. Review of existing conditions chapter of the plan

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #3
April 6, 2010
3:00 – 4:30PM
Sabathani Community Center

MEEETING SUMMARY

In attendance:

Joanne Berkenkamp, David Motzenbecker, David Nicholson, Kirsten Saylor, Bob Patton, Patty Bowler, Robin Garwood, Amanda Arnold

Scope facilitation process, led by Kirsten Saylor

Kirsten led an exercise in which people posted ideas on a sticky board. The ideas were then sorted and combined into topic areas. The results are listed below.

Identify regular meeting date

Amanda explained that finding a meeting date each month has proven challenging. The group decided that meeting the second Wednesday afternoon of each month would work.

Future meeting topics

- a. Any necessary follow up from scope discussion
- b. Wrap up of discussion of definitions
- c. Discussion of public involvement
- d. Discussion of land capacity analysis
- e. Review of existing conditions chapter of the plan

What Are Key Elements for Urban Agriculture in a Topical Plan?

Local Food System	Animals	Available Land	Equal Access	Economic Opportunity	Innovative Design	Regulation	Ecological Sustainability
<ul style="list-style-type: none"> • Have partnerships support urban agriculture (work in partnership?)* • Have a connection between growing and processing • A completely interdependent local supply chain • Connect to the Per-Urban • 	<ul style="list-style-type: none"> • Issues associated with animals (good and bad) • Bees • Chickens 	<ul style="list-style-type: none"> • Inventory of public land for Urban Agriculture, #1* • Inventory of private land for urban agriculture, #1* • Affordable Land, #2* • Permanent Community Gardens and Farmers' Markets • Permanency* • Land availability, #4* • Solid Inventory of land • Local food in new development, #6* • Land match-making mechanism, #8* 	<ul style="list-style-type: none"> • Consumers have transport and access to markets • Equitable special distribution* • Equity of access to Land for growing • Identify food deserts • Access to Food, #14* • Promote nutrition strategies for all* • Equity of Access to resources for gardening • 	<ul style="list-style-type: none"> • Educational/Workforce training opportunities in urban ag • Incentive Programs, #1* • Equity of Access to Education for growing/selling • Growth and Development of local business* • Make a living in urban farming • Support growing and selling in city 	<ul style="list-style-type: none"> • Edible Landscapes, #6* • Ease of farmer participation • Precedent setting farming/distribution and mixed-use infrastructure for urban agriculture • Design Ideas i.e. vertical farms • Green roofs for food, #9* • Growing in and on buildings 	<ul style="list-style-type: none"> • Remove zoning obstacles to growing • Identify issues on the ground – conflicts • Have policy distinguish between commercial vs "recreational" gardens • Design guidelines for incorporating ag into the city • Urban Ag zoning district, #12* • Identify critical barriers to goals (bumps in the road) • Integration into plans, #5* • Update code for hoop houses, fencing, etc "structures" that would be involved in urban agriculture, #11* • Property Taxes, #3* • Liability insurance, #3* • Removing zoning obstacles to processing 	<ul style="list-style-type: none"> • address pesticide/fertilizer use • soil quality • bees • close the waste cycle (don't let any of that good stuff get away!) • ecological corridors • yard waste, #15* •

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #4
May 5, 2010
3:00 – 4:30
Sabathani Community Center, 310 E. 38th St.
Room J

AGENDA

1. Introductions
2. Review of brainstorming process and Chapter 1
3. Discussion of public involvement
 - a. Steering committee participation
 - b. Web site and e-mail list
 - c. Focused topical discussions
 - d. Check backs with Homegrown Task Force
4. Future meeting topics
 - a. Wrap up of discussion of definitions
 - b. Discussion of land capacity analysis
 - c. Review of existing conditions chapter of the plan

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #4
May 5, 2010
3PM – 4:30 PM
Sabathani Community Center

MEEETING SUMMARY

In attendance:

JobyLnn Sassily James, Bob Patton, Patty Bowler, David Nicolson, Robin Garwood, Madeline from IATP (sub for JoAnne), Amanda Arnold, Chris Mefford and Michael Forsyth (consultants)

Introductions

Robin asked for a round of introductions since we had a few guests present.

Review of brainstorming process and Chapter 1

Robin asked people to review the chart summary of the brainstorming session from the previous meeting. JobyLynn asked that goats be addressed when animals are discussed. Robin explained that they could be discussed, but the group should be aware that the plan is primarily a land use plan and animals are regulated by other City ordinances.

Robin also asked group if they had comments on Chapter 1. It was suggested that in Chapter I, should include a longer review of the urban agriculture related efforts that have taken place over the past couple of years, particularly the increase in demand for urban agriculture related uses (ie more land for growing). Amanda said she'd look at that. Some of it may be better captured in the existing conditions chapter.

Discussion of public involvement

a. Steering committee participation

Amanda observed that participation in the committee has dropped off since the first meeting, and explained that two people have asked to join the committee. The group discussed the pros and cons of adding new people at this point. Amanda explained that the group would need to establish some parameters (For example, how would the group decide who to include and who not to? Would we continue to add people through out the process if they asked?)

The group then talked about upcoming opportunities for other people to be involved. Amanda suggested holding a series of topical discussions over the summer. The group decided not to add people new people to the committee, but instead to invite a variety of people to the topical discussions.

b. Web site and e-mail list

Amanda explained that a website for the plan effort has been established (http://www.ci.minneapolis.mn.us/cped/urban_ag_plan.asp). Kristen Klinger will send out the link to all of the Homegrown stakeholders so people can be aware of what's happening.

c. Focused topical discussions

There was more discussion about the format and content of the topical discussions. Amanda said she'd work on outlining them further and send out an overview to the group.

d. Check backs with Homegrown Task Force

There was a general discussion about other public involvement efforts which will include check backs with the Homegrown Task Force, a community meeting when the draft plan is complete, a 45 day public comment period, and a public hearing.

Future meeting topics

The next meeting will focus on a presentation from Community Attributes International, the firm that is conducting a land capacity analysis that will inform the urban agriculture plan.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #5
June 16, 2010
3:00 – 4:30
Sabathani Community Center, 310 E. 38th St.
Room J

AGENDA

1. Introductions
2. Presentation from Community Attributes re: land capacity analysis
 - a. Review general findings from study
 - b. Discuss opportunities for informing Ag Plan decisions
 - c. Discuss local food system concerns pertaining to study findings
3. Next steps
 - a. Decide if we need to discuss existing conditions chapter as a group
 - b. Topical discussions in July. So far these include:
 - Garden roofs
 - Market gardens and other commercial efforts
 - Food production in new development
 - Farmers Markets
 - Economic Impact of urban ag
 - c. August agenda – tentatively review of results of topical discussions

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #5
June 16, 2010
3PM – 4:30 PM
Sabathani Community Center

MEEETING SUMMARY

In attendance:

Maggie Adamek, Joanne Berkenkamp, Kirsten Saylor, JobyLynn Sassily James, David Nicholson, Bob Patton, Robin Garwood, David Motzenbecker, Amanda Arnold, Chris Mefford and Michael Forsyth (consultants)

Introductions

Robin asked for a round of introductions since we had a few guests present.

Presentation from Community Attributes re: land capacity analysis

Chris Mefford and Michael Forsyth handed out a summary of their study. They looked at under-utilized land in city and market demand and found that enough land capacity exists to accommodate demand through 2030. They looked at the demand for residential and employment related uses under two scenarios. The first one analyzed demand based on development trends (densities) since 2000. The second one analyzed land demand based on a development being built out to the level allowed by the zoning code. Both show surplus land availability. The primary finding of the study in relation to urban agriculture is that enough land capacity exists for both urban agriculture and new development to be accommodated.

A general discussion followed about how the study could inform urban agriculture decisions and address local food system concerns. The following points were made: soil quality should be considered when thinking about the proper location for urban agriculture facilities; the closing of schools presents the city with some opportunity sites, mobile farming is concept that lends itself well to scattered land availability; and incentives for offering up land for growing are still needed. There was a brief discussion about the maps. Maggie asked for the title of one of the maps to be changed and mentioned that she has a list of CSA drop off sites if needed.

Next Steps

- a. Existing Conditions chapter
Robin asked if there was a need to discuss the existing conditions chapter (which was e-mailed out earlier) as a group. It was decided that people could just e-mail their comments to Amanda.
- b. Topical Discussions
Amanda explained that she was planning topical discussions on: rooftop gardens, market gardens and other commercial efforts, food production in new development, farmers markets, and the economic impact of urban agriculture. David asked that innovative design/public produce be a topic. Others suggested liability insurance and taxed need to be discussed. Kristen mentioned that she has concerns about parking and signage and wondered if those could be discussed. There was also a discussion about whether or not we should have a discussion about animals. Robin expressed concern about that since the topical plan wont be able influence animal regulations and because this discussion can become very broad and heated.
- c. August agenda
Amanda will schedule an August meeting. The primary agenda item will be a discussion about how the topical discussions went.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #6
August 25, 2010
3:00 – 4:30
Sabathani Community Center, 310 E. 38th St.
Room J

AGENDA

1. Welcome
2. Review of topical discussions
 - a. Major themes/possible recommendations
 - b. Next set of discussions
 - i. Discussion with chefs/other food producers set for Sept. 1 at 1:30
 - ii. More to be scheduled
3. Review of timeline for project completion
4. Next Steps
 - a. Still e-mail comments on the first two chapters to Amanda
 - b. Amanda will send out dates of next topical discussions
 - c. Set date for September meeting – Agenda will be a discussion of recommendations.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #6
August 25, 2010
3PM – 4:30 PM
Sabathani Community Center

MEEETING SUMMARY

In attendance:

Robin Garwood, Bob Patton, JoAnne Berkenkamp, Patty Bowler, David Nicholson, David Motzenbecker, Amanda Arnold

Welcome

Robin thanked people for coming

Review of Topical Discussions

Amanda handed out a sheet that summarized the issues discussed at the topical discussions held so far. The sheet also included potential recommendations which were discussed item by item by the group.

There was also a discussion about topical discussion that still needed to be held. David Motzenbecker expressed interest in having a discussion with chefs. Other topics suggested were animals, land availability, and economic issues.

Timeline for Project Completion

Amanda outlined the proposed schedule for completion of a draft by November. She handed out a schedule of tasks completed to date and tasks to be completed to complete the planning process. Robin reminded attendees to still give Amanda comments on the first two chapters received earlier.

Next Steps

a. Topical Discussions

Amanda will send out dates for the next topical discussions

b. Next meeting

Amanda suggested that at the next meeting the group might want to review draft maps to be included in the plan. JoAnne offered to host the next meeting at IATP.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #7
September 29, 2010
3:00 – 4:30
Institute for Agriculture and Trade Policy

AGENDA

1. Welcome
2. Review of maps to be include in the plan
3. Discussion of the public comment period for the plan
4. Discussion of initial recommendations (handout to take back)
5. Upcoming meetings
 - A topical discussion about the role animals can play in the local food system will be held Oct. 4th at 2:30PM at Sabathani Community Center
 - Tentative date for a topical discussion about economic opportunities and urban agriculture: Oct. 21st at 2:00PM.
 - Suggested date for next steering committee meeting: Wednesday, Oct. 27th at 3:00PM.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #7
September 29, 2010
3PM – 4:30 PM
Institute for Agriculture and Trade Policy

MEEETING SUMMARY

In attendance:

Robin Garwood, Bob Patton, JoAnne Berkenkamp, Patty Bowler, David Nicholson, David Motzenbecker, Kirsten Saylor, Madeline Kastler, Amanda Arnold, Aly Pennucci, June Mathiowetz

Welcome

Robin welcomed everyone and thanked IATP for the space.

Review of Maps

Aly projected a series of maps and the group discussed them. Various layers of information were turned on and off and combinations of information were discussed. Conversations focused on what constitutes access to food. There was a discussion about the role community gardens play in providing food verses other sources of food like farmers markets. The point was made that farmers' markets don't provide consistent access because of limited hours and the seasonal nature. Someone mentioned that CSAs are not steady sources of fresh food because they can move around (changing access).

Discussion of the Public Comment Period

Amanda asked for input about on the design of community meetings to be held during the comment period. The group felt there should be more than one meeting and that the meeting should be geographically different.

Discussion of Initial Recommendations

Amanda handed out a table of the initial recommendations. This table was an evolution of the table passed out at the previous meeting. Because time was limited, attendees were asked to take the table home and e-mail Amanda with comments.

Upcoming Meetings

Amanda announced the dates of the next two topical discussions, and the next steering committee meeting was set for the end of Oct (this was later changed).

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #8
November 15, 2010
2:00 – 4:00PM
Public Service Center, B14

AGENDA

1. Welcome and introductions
2. Discussion of project schedule/status
 - a. Community Meetings
3. Discussion of recommendations table
4. Next Steps
 - a. Distribution and advertising of the plan
 - b. Next meeting(s)

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #8 (combined meeting with Technical Advisory Committee)
November 15, 2010
2PM – 4:00 PM
Public Service Center

MEEETING SUMMARY

In attendance:

Robin Garwood, Bob Patton, JoAnne Berkenkamp, Patty Bowler, David Nicholson, Kirsten Saylor, Joby Lynn Sassily James, Amanda Arnold, Aly Pennucci, June Mathiowetz, Betsy Wieland, Clyde Cane, Courtney Tchida, Tim Jenkins

Welcome

Robin welcomed everyone and asked for a round of introductions since this was a joint meeting.

Discussion of Project Schedule/Status

The project schedule had changes since the committees had last met, so Amanda explained the plan to release the document for public review in conjunction with a Homegrown Minneapolis event on Dec. 9th. Amanda asked for more input on plan centered community meetings that would follow the Homegrown event. The group was comfortable with two meetings, one on the north side and one on the south side. A suggestion was made to have them on different weeks.

Discussion of Recommendations Table

Amanda had sent committees drafts of Chapters 1, 2, 3, and 4. In the interest of time the group focused on a table that would translate into Chapter 5 – Recommendations. Robin provided suggestions related to trellises, hoop houses, and the planting space in new development. There was a longer discussion about hoop house and whether or not they create water run-off. Two steering committee members expressed concern that the recommendations didn't go far enough in supporting urban agriculture land uses equally with development. Robin explained that he felt the recommendations to review the City's land inventory and to make urban agriculture part of the land sale process did that.

Next Steps

Amanda reviewed how the plan will be distributed. Robin asked attendees to participate in January meetings. It was decided that another joint meeting would be held in the beginning of February to discuss the comments received and the adoption.

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #9
February 7, 2011
2:00 – 4:00PM
City Hall, Room 333

AGENDA

1. Welcome and introductions – Robin
2. Thanks - CM Cam Gordon
3. Project status and next steps - Amanda
4. Review of comment received and staff response – Robin
5. Wrap up - Robin

URBAN AGRICULTURE TOPICAL PLAN
Steering Committee Meeting #9 (combined meeting with Technical Advisory Committee)
February 7, 2011
2PM – 4:00 PM
City Hall

MEEETING SUMMARY

In attendance:

Robin Garwood, Amanda Arnold, Aly Pennucci, June Mathiowetz, Patty Bowler, Jennifer Ringold.

Welcome

Robin welcomed everyone.

Project Status and Next Steps

Amanda reviewed the timeline for adoption and there was a discussion about how to keep others up to speed. It was decided that Amanda would send out two e-mail announcements about the adoption process. One would go to the steering committee and technical advisory committee. This one would be more detailed. A briefer announcement would be sent to the larger Homegrown Minneapolis stakeholder list and would be coordinated with June.

Discussion Comments Received

The group reviewed a table that Amanda and Aly had prepared that summarizes the comments received and offers a staff response to each. Several edit were suggested. Amanda will update the document, send it out to committees. It will also go to the Planning Commission and City Council along with the actual letters received.

Wrap Up

Robin thanked everyone for their time. Additional follow up will happen through e-mail.