
COMMITTEE OF THE WHOLE SUBMITTAL GUIDELINES

The Planning Commission typically meets twice monthly in an informal setting called Committee of the Whole. 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 Committee of the Whole meetings.

The following is a list of recommended materials for a Committee of the Whole submittal. This list has been developed as a guide 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 Committee of the Whole until the remaining materials are received.¹

- 1) A statement of proposed use and concise description of the project. The project description should outline anticipated land use applications as well as include a matrix summarizing bulk (GFA), height, number of dwelling units, the size of any commercial spaces and number of parking spaces.
 - 2) Photos of the property and existing structures.
 - 3) A site plan/landscaping plan with property lines, required and proposed building setbacks and building footprints identified.
 - 4) Floor plans.
 - 5) Scaled and dimensioned elevations with materials identified and calculations provided regarding material percentages on each elevation.
 - 6) 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.
 - 7) Context studies that include the following:
 - a. 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.
 - b. 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.
 - 8) Section drawing of the building, if it would assist with the discussion of the project
 - 9) Shadow studies should also be included as applicable.
 - 10) 6 hard copies (11"x 17") of the above. Copies should be collated, unbound and include page numbers.
 - 11) 1 pdf copy of the above on a CD or flash drive.
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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](#).