

---

## Lowry Hill East Neighborhood Association

2744 Lyndale Ave S  
Minneapolis, MN  
www.thewedge.org

# Interim Development Proposal Process

## July 2019

**LHENA mission statement:** LHENA's mission is to provide a structure for neighborhood leadership and participation, facilitate the equitable sharing of resources, and advance a vision for the neighborhood.

**Zoning & Planning mission statement:** The Zoning & Planning Committee provides a forum to share information and discuss land use, development, infrastructure improvements, and transportation affecting the Wedge neighborhood; as an advisory body, it often makes recommendations on these issues to the LHENA Board and City of Minneapolis.

### GOALS FOR THIS INTERIM PROCESS

1. To notify LHENA stakeholders of relevant information regarding proposed development plans.
2. To provide a community forum for: Q&A with developers, member discussion, and making recommendations to developers and LHENA board.
3. To empower LHENA stakeholders to submit input to both the developer and city.
4. To give LHENA members *and* board ample material to make informed decisions.

### PROCESS

#### Step I: LHENA Receives Development Notice

- Executive director corresponds with developer to receive as much project information as possible, including: site location, site plans, project application timeline, requested variances.
- Executive director coordinates with Z&P chairs to secure meeting date and agenda placement for project proposal.
- Executive director asks developers to submit LHENA project questionnaire - this is required prior to presenting proposal at LHENA meetings.
- Executive director determines city planner assigned to proposal, if applicable.

#### Step II: Notifying the Community

- 
- LHENA staff creates landing page for project proposal on LHENA website - includes site plans, project questionnaire, visuals, and ways to provide input.
  - LHENA staff creates notification flyer using flyer template.
  - Board members flyer properties and businesses within one-block radius of proposed project site.
  - LHENA staff notifies members via e-news, website, and social media (instagram, facebook, twitter, nextdoor). Info includes: project details, how to submit input/input deadline, and Z&P meeting details.
  - Z&P chairs send meeting notification to their committee mailing list.

### Step III: Z&P Meeting

- LHENA staff reserves adequate meeting space with A/V capabilities.
- Executive director preps Z&P chairs with developer “asks,” (i.e. requested variances, formally seeking LHENA approval, etc.).
- Z&P chairs facilitate meeting, handle question submission, and voting processes (any LHENA member present is a voting member).
- Z&P chairs inform members of next steps.

### Step IV: Feedback Intake

- Z&P chairs provide LHENA staff with meeting minutes, voting outcomes, and Z&P committee recommendations *addressed to the LHENA board*; staff relays these items to board and includes in upcoming board packet.
- LHENA staff compiles digital community feedback and submits to board.

### Step V: Board Recommendations

- Board reviews project plans, Z&P recommendations, and community feedback.
- Board votes on variances and overall project (at the board’s discretion) at subsequent board meeting.

### Step VI: Submitting LHENA Recommendations to Developers & City

- Board president and executive director draft letter addressed to city planner, developer, Ward 10 council member based on board recommendations.
- Executive director sends LHENA letter - plus digital community feedback sans LHENA logo in separate attachment - to city planner, developer, and Ward 10 council member. This letter should be submitted no later than the date of city planning commission meeting where development proposal is discussed.