

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: December 7, 2020
Item No.: 7.h

Department Approval

Janice Gundlach

City Manager Approval

Sam J. Trueman

Item Description: Authorize a Professional Services Agreement with Hoisington Koegler Group Inc. (HKGi) for Professional Services Related to the Zoning Code Update

BACKGROUND

The City of Roseville's 2040 Comprehensive Plan was authorized by the Metropolitan Council on April 22, 2020 and subsequently adopted by the Roseville City Council on May 4, 2020. In order to ensure consistency across the 2040 Comprehensive Plan, Zoning Code and official Zoning Map, the City must now undertake certain amendments to its Zoning Code and official Zoning Map. To that end, City staff provided a Scope of Work to the City Council on October 19, 2020, which summarized the effort that would be undertaken to ensure consistency (see Attachments B & C). That discussion included a rough timeline on the process to solicit proposals, review them, and forward a recommendation to Council for approval.

After finalizing the Scope of Work following City Council feedback on October 19, 2020, City staff sent the proposal to five consultants, including: 1) Hoisington Koegler Group, Inc. (HKGi), 2) Northwest Associated Consultants, Inc. (NAC), 3) Sambatek, Inc., 4) Stantec Consulting Services Inc., and 5) WSB. Four of the five expressed interest in proposing. Staff then held zoom meetings with all four consultants to ensure they understood the Scope of Work and provide opportunities for questions and answers. Following those zoom calls, additional emails were fielded from those consultants prior to the deadline date for proposal submittal. On November 6, 2020 all four proposals were received (see Attachments E – H).

Following receipt of the four proposals, three Community Development staff reviewed them and scored them based on six categories, not including cost (see Attachment D). The scoring was based on 1 thru 10, but in order to lessen the nuance in scoring and to ensure greater differentiation of the final score across all four proposers, staff utilized 1 for "below expectations", 5 for "meets expectations", and 10 for "exceeds expectations". This exercise resulted in HKGi receiving the highest overall score from all three staff reviewers.

In terms of cost, when including both Section 1 and Section 2 of the Scope of Work, the proposals ranged from \$77,500 - \$95,000. HKGi was the second lowest overall cost at \$79,000.

Staff has provided the City's Professional Services Agreement to HKGi and they are prepared to enter into the agreement (see Attachment A).

POLICY OBJECTIVE

To ensure the City's Zoning Code and official Zoning Map are in compliance with the City's 2040 Comprehensive Plan.

31 **BUDGET IMPLICATIONS**

32 The cost related to this professional services relationship is \$79,000 (\$80,000 if \$1,000 of reimbursable
33 expenses are incurred) and will be paid for from the existing fund balance in the Community
34 Development Fund.

35 **STAFF RECOMMENDATION**

36 Review the four proposals and accept the proposal from HKGi for professional services related to the
37 Zoning Code update and authorize a Professional Services Agreement.

38 **REQUESTED COUNCIL ACTION**

39 By motion, authorize execution of a professional services agreement with HKGi for professional
40 services related to the Zoning Code update.

Prepared by: Janice Gundlach, Community Development Director

Attachments: A: Professional Services Agreement with HKGi
B: Scope of Work
C: October 19, 2020 CC Meeting Minutes
D: Evaluation Scorecards (4 sheets in total)
E: HKGi Proposal
F: NAC Proposal
G: Stantec Proposal
H: WSB Proposal

Standard Agreement for Professional Services

This Agreement (“Agreement”) is made on the 7th day of December, 2020, between the City of Roseville, a municipal corporation (hereinafter “City”), and Hoisington Kogler Group, Inc., a Minnesota Corporation (hereinafter “Consultant”).

Preliminary Statement

The City has adopted a policy regarding the selection and retention of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. ***Scope of Work Proposal.*** The Consultant agrees to provide the professional services described in Exhibit “A” attached hereto (“Work”) in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. ***Term.*** The term of this Agreement shall be from December 7, 2020 through December 31, 2021, the date of signature by the parties notwithstanding.
3. ***Compensation for Services.*** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:
 - A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
 - B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

4. ***City Representative and Special Requirements:***

- A. Janice Gundlach, Community Development Director shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.
- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement. The Consultant agrees to perform the Work in accordance with, and this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis commencing on January 1, 2021, an itemized written invoice for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the

City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.

- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.
6. ***Project Manager and Staffing.*** The Consultant has designated Jeff Miller and Brad Scheib (“Project Contacts”) to perform and/or supervise the Work, and as the persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.
7. ***Standard of Care.*** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind to the Work being performed under this Agreement.
8. ***Audit Disclosure.*** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City’s prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
9. ***Termination.*** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.

10. ***Subcontractor.*** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. If subcontracts are approved and entered into, the Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Consultant shall otherwise comply with, the State Prompt Payment Act.
11. ***Independent Consultant.*** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. ***Non-Discrimination.*** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. ***Assignment.*** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. ***Services Not Provided For.*** The City shall not be required to pay for any claim for services furnished by the Consultant not specifically provided for herein.
15. ***Compliance with Laws and Regulations.*** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
16. ***Waiver.*** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.
17. ***Indemnification.*** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs,

judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work and against all losses resulting from the failure of the Consultant to fully perform all of the Consultant's obligations under this Agreement.

18. ***Insurance.***

A. General Liability. Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,500,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.

C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City, which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00. Said policy shall not name the City as an insured.
- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
 - (iii) All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Roseville."
 - (iv) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
 - (v) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City at least 30 days prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise

- Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.
19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
 20. ***Conflicts.*** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
 21. ***Governing Law.*** This Agreement shall be controlled by the laws of the State of Minnesota.
 22. ***Counterparts.*** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
 23. ***Severability.*** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
 24. ***Notices.*** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City: City of Roseville
 Roseville City Hall
 2660 Civic Center Drive
 Roseville, MN 55113
 Attn: Community Development Director

If to Consultant: Hoisington Koegler Group, Inc.
 123 N. 3rd Street
 Suite 100
 Minneapolis, MN 55401
 Attn: Brad Scheib

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

25. ***Entire Agreement.*** Unless stated otherwise in this Provision 25, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: Proposal and Qualifications for Planning Services dated November 6, 2020.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

HOISINGTON KOEGLER GROUP, INC.

By: _____
Brad Scheib

Its: _____
Vice President

EXHIBIT A

Proposal and Qualifications for Planning Services

(Dated November 6, 2020)

EXHIBIT B

COMPENSATION

The City shall pay the Consultant the amount of \$79,000, with an additional \$1,000 allotted toward reimbursables, for the entirety of work described in Exhibit A.

SCOPE OF WORK: Zoning Code Update – summary of revisions and/or requested actions

The City of Roseville’s 2040 Comprehensive Plan was authorized by the Metropolitan Council on April 22, 2020 and subsequently adopted by the Roseville City Council on May 4, 2020. In order to ensure consistency between its 2040 Comprehensive Plan and Zoning Code, the City must now undertake certain amendments to its Zoning Code. The purpose of this document is to identify the range of Zoning Code actions that are *required* to ensure consistency with the 2040 Comprehensive Plan, as well as various revisions that *could* be undertaken as part of the larger update, but are not necessarily required.

SECTION ONE: The following outlines revisions that are *required* in order to ensure consistency with 2040 Comprehensive Plan:

- Develop a BRT (bus rapid transit) overlay zoning district to allow density increases within one (1) mile of Roseville’s two BRT stations (Rosedale Center & Har Mar Mall).
- Ensure the density ranges (minimum/maximum densities) within residential zoning districts is consistent with the Comprehensive Plan.
- Convert and/or rename several existing zoning districts to 1) comply with the mixed use allowances outlined in the Comprehensive Plan, and 2) to re-describe uses focusing on scale and intensity within employment areas, including:
 - Regional Business 1 & 2 (RB) zoning designation to “Core Mixed Use 1 & 2”.
 - Neighborhood Business (NB) zoning designation to “Neighborhood Mixed Use”.
 - Community Business (CB) zoning designation to “Corridor Mixed Use”.
 - Office/Business Park (O/BP) zoning designation to “Employment”.
 - Office/Business Park – 1 (O/BP) zoning designation to “Employment Center”.
 - Formally rezone all affected parcels to the new Zoning District*

<i>Parcel</i>	<i>Existing Zoning District</i>	<i>Proposed Converted Zoning District</i>
Many	Regional Business (RB 1)	Core Mixed Use 1
Many	Regional Business (RB 2)	Core Mixed Use 2
Many	Community Business (CB)	Corridor Mixed Use
Many	Neighborhood Business (NB)	Neighborhood Mixed Use
Many	Office/Business Park	Employment
Many	Office/Business Park -1	Employment Center

- Beyond the rezonings identified in the preceding table, initiate individual parcel rezonings (identified herein as an Attachment) to ensure consistency between the 2040 Comprehensive Plan and the City’s official Zoning Map.*

* It shall be recognized open house discussions on these rezonings occurred during the comprehensive planning process and will not occur again as part of the rezoning actions identified in this Scope of Work as the City is now obligated to proceed. The customary Planning Commission public hearing will be necessary, including mailed public hearing notifications/invitations.

SECTION TWO: The following outlines revisions that *could* be considered as part of the Zoning Code update but are not necessarily needed to ensure consistency with the 2040 Comprehensive Plan:

- Identify incentives for incorporating sustainability measures
- Identify items related to racial equity and inclusion issues
- Address pronoun use throughout Title 10
- Allow increased MDR density by conditional use, like what is allowed in the HDR districts
- Require covered parking for multi-family housing (For example: .5-1 stall / dwelling unit)
- Landscaping & Screening in All Districts (1011.03) – reduce tree requirements for multi-family residential (one tree/dwelling unit too many – multiple variances granted)
- Chapter 1017 (shoreland, wetland and storm water management)
 - Revise wetland setbacks to align with Rice Creek Watershed District regulations
 - Update shoreland ordinance to comply with state/DNR model ordinance – at a minimum we need to add language concerning Shoreland Alteration & Vegetation Alterations in Shoreland Areas, which was inadvertently deleted some time ago
- Definitions – what’s missing/needs revision? Refer to use tables of all zoning districts. Example: “Bed and Breakfast Establishment” definition needs revision so as not to be confused/conflicted with a rental home and/or rental bedroom that is otherwise governed under Title 9 of the City Code. May also need to add a lodging use and/or revise the lodging definition to address home rentals, including prohibition on commercial events within home rentals.
- Consider revising the Conditional Use requirement in the Community Mixed Use Districts regarding multi-family uses of 3 units/building or greater to a higher density threshold
- From the Council’s list of “Items for Future Scheduling”:
 - Consider increased green space requirements for MDR and HDR (caution: must consider balance between the need for green space, its impact on lower overall densities, density commitments made within the Comprehensive Plan, and the demand and affordability of housing units)
 - Are the current minimum residential lot sizes appropriate in all districts?
 - Screening requirements for solar arrays
 - Institutional zoning district amendments to address existing and potential range of housing types (i.e. convent, rectory, day care/Montessori schools, affordable housing)

PROCESS: The City of Roseville’s Community Development Department seeks interested consultants to work collaboratively with City staff to accomplish the above list of Zoning Code Amendments.

The intent under this Scope of Work is for the consultant to research and prepare the necessary code amendment language, with input and feedback provided by City staff, and for City staff to manage/oversee the process and advance such code amendments through the Planning Commission and City Council approval processes. Responses to this Scope of Work should include coordination with City staff for public engagement efforts, including online engagement should in-person meetings not be practical due to the ongoing pandemic. The estimated cost to complete the work outlined herein should be provided in two parts: 1) Section One, and 2) Section Two. The items outlined in Section One are to

be completed first, recognizing there may be some overlap between the amendments in both sections. The timeframe for completion of Section One is May 31, 2021 and Section Two is December 31, 2021.

Questions should be directed to Community Development Director Janice Gundlach at 651-792-7071 or via email to Janice.Gundlach@CityofRoseville.com. Responses to this Scope of Work should be submitted to the City of Roseville, Community Development Department, Attn: Janice Gundlach, 2660 Civic Center Drive, Roseville, MN 55113, **by 4:30pm on Friday, November 6, 2020.**

ATTACHMENTS: Individual Parcel Rezoning
City Code, Title 10, [Zoning](#)
2040 Comprehensive, [Land Use Chapter](#)

Individual Parcel Rezoning
(that are not rezonings solely due to a converted Zoning District)

<i>Parcel</i>	<i>Existing Zoning</i>	<i>Proposed Rezoning</i>
2025 County RD B West	LDR-1	MDR
2533, 2599 & 2609 Snelling Curve	MDR	LDR-1 or LDR-2
1880 Lexington AVE	HDR-1	LDR-1
3040 Old Highway 8	HDR-1	LDR-1
2134 Cleveland AVE N (Midland Gardens Park)	LDR-1	PR
2560 Fry ST	NB	MDR
1380, 1480, 1454, 1450, 1430, 1408 County RD C West	HDR-1	Employment (E-1)
2940 & 2960 East Snelling Service DR	Office	Neighborhood Mixed Use (MU-1)
2797 & 2845 Hamline AVE	HDR-1 & NB	Community Mixed Use (CMU-2)
2959 Hamline AVE & PID 13-29-23-24-0025 (unaddressed parcel off N McCarrons)	LDR-1	PR
3205, 3207, 3209, 3211, 3213, 3215, 3217, 3219, 3221, 3223 Old 8 NW	HDR-1	MDR
2417, 2405, 2395, 2373, and unaddressed parcel ID's #'s 05-29-23-23-0064 & 05-29-23-24-0015 County RD C2 West	HDR-1	Corridor Mixed Use (CMU-3)
161 Elmer ST (only that part E of undeveloped Albemarle ROW)	CB	MDR
2237 & 2245 Dale ST	Institutional	MDR
2360 Lexington AVE N	HDR-1	Neighborhood Mixed Use (MU-1)
2112 Dale ST N	LDR-1	Neighborhood Mixed Use (MU-1)
1700 Hamline AVE N	LDR-1	Neighborhood Mixed Use (MU-1)
1716 Marion ST	HDR-1	PR

Regular City Council Meeting**Monday, October 19, 2020****Page 9**

Councilmember Groff thought the main thing was that the Council needed to discuss this and come to some type of agreement as a Council. He would like to go forward and also have Councilmember Willmus' input on this as well. He would also like to have further input from the community and will need to read further about it. He would like to find out how much actual damage is done to the businesses as Mr. Morris had stated. He thought there should be enough data out there.

Councilmember Laliberte indicated she did receive some information today that she had not had the chance to review. She did not know if she had a feel for exactly what the ordinance should be that staff should bring back, but she was supportive of continuing this conversation and getting the input of Councilmember Willmus. She thought it would be difficult to get data on what the impact is on businesses right now just because there is nothing normal about the statistics and data for businesses today.

Mayor Roe agreed and thought everyone needed to understand more information. He stated Councilmember Groff's motion would provide a starting point for figuring out where the City goes moving forward. He stated he can imagine that at a future Council meeting, a draft may come forward and changes may have to be made after hearing from the public.

Roll Call

Ayes: Laliberte, Etten, Groff and Roe.

Nays: None

c. Discussion Regarding Zoning Code Update

Community Development Director Janice Gundlach briefly highlighted this item as detailed in the Request for Council Action and related attachments dated October 19, 2020.

Mayor Roe explained for clarification, in the packet there is a list of individual parcel rezonings that are not rezonings solely due to a converted district. He asked if those were still related to Comprehensive Plan changes for those parcels in order to make it consistent.

Ms. Gundlach explained the parcels listed in the first attachment are specifically related to the future land use plan map that was adopted with the 2040 Comprehensive Plan.

Councilmember Etten thought the sentence about outreach was important. He would like City staff to be thinking about the G.A.R.E. model in order to get a more even application of how the City connects with the community. He indicated he would like that sentence to be in there and for staff to think about the G.A.R.E. process for any outreach the staff does.

Regular City Council Meeting
Monday, October 19, 2020
Page 10

Councilmember Groff asked if section one included things that needed to be done because of the Comprehensive Plan and changes that are taking place. He noted section two has options or things the City might want to consider, and he wanted to identify a couple that he would like to see in the draft that comes back. Number one would be "Identify incentives for incorporating sustainability measures." He also thought "address pronoun use throughout..." would be an important one, as long as this is being done. Finally, with the revised wetland setback alignment, he would like to get more information on that item.

Councilmember Laliberte indicated she had some major concerns about engagement as she had with the Comprehensive Plan process. She asked by the time the City gets some proposals, what is Ms. Gundlach envisioning to be the timeline for going forward.

Ms. Gundlach outlined a rough timeline in the draft scope of work to keep the consultant on a clear path for when the work needs to be done and what the expectations are to bring it forward to the Planning Commission and Council. In the Scope of Work, section one, staff would like to be complete by the end of April 2021. She thought having an aggressive timeline is important in terms of getting the consultant to prepare the work and bring to staff for comment in a timely fashion. The items in section one are things staff needs to do to ensure there is consistency with the Comprehensive Plan. The items in section two, the Council may choose to do all of them or choose to only do some of them. She indicated the pandemic will affect how the City will be able to engage with the public and will be a huge determining factor on how quickly staff can move through the things in section one, which has a timeline obligation.

Mayor Roe noted Ms. Gundlach reached out to the Council a few weeks ago for input in relation to this process and one of the things he related, was something that came out of the Comprehensive Plan update process which regarded a couple of areas of tension in the community. One was around Har Mar Mall and another was around the Lexington/Larpenteur community mixed use area. Some of the changes were made with respect to density and housing and perhaps other changes to those two areas. One of things he seemed to remember the City communicated to the residents around there, was the ability of those residents to be involved in and engaged in the process, not the future land use decisions, once those have been approved in the 2040 comp plan, but more specifically to some of the things that can be in the Zoning Code about buffers and specifics of uses in the tables. He wanted to make sure that as the City talks about its engagement and the plan for the process with the consultant, staff is aware of that and specifically related to those two areas, so the community is consulted as well for their input and the City continues to engage them in the decision making of those areas.

Ms. Gundlach indicated she was not working for the city during the Comprehensive Plan update and appreciated hearing from the Council about how the engagement

effort went. One expectation she wants to put out there, is that some consultants are really good at writing Zoning Codes but are not really good at engaging with the public and vice versa. She thought it was important to put that sentence in the scope of work so staff can figure that out based on who the City might want to work with and potentially having to use somebody different for the engagement if the City does not think the consultant writing the Zoning Code can do it. She also thought the City should reach out at a neighborhood level and have engagement meetings with them. She would also like to have the Council use Social Pinpoint for engagement because sometimes when people can engage from home from a computer, there seems to be better input and engagement.

Councilmember Groff thought that is an excellent idea and the City could get more input from people with that system.

Mayor Roe agreed and thought the key was understanding what the City wants to get and framing the questions and feedback process to ensure that people are understanding what the Council is asking and can provide meaningful feedback.

d. Consider Responding to a Request to Provide Fire Protection Services to the City of Falcon Heights

City Manager Trudgeon briefly highlighted this item as detailed in the Request for Council Action and related attachments dated October 19, 2020.

Councilmember Etten indicated he exchanged some emails with staff, and he appreciated staff's response. He stated he never wanted to look like he was trying to take over something for Falcon Heights because it is a great city and partner in many things but at the same time, this might be a great way to combine services. He thought this was worth exploring.

Councilmember Groff indicated the Fire Chief and City Manager feel that the City has enough firefighters and equipment to cover this without having to add to the City's costs or long-term costs. He asked if the City had a contract with the City of Falcon Heights for five years, what would happen after five years if Falcon Heights were to decide to go somewhere else. He also asked if the City would be able to use some of their firefighters who wanted to continue on because he certainly did not want to leave people in the lurch that are volunteering and working part-time.

Chief O'Neill explained regarding the part-time staff, as part of the RFI, Falcon Heights had required interest in departments that would allow anybody that is currently on the Falcon Heights Fire Department to continue their career with the department that might take an operational contract. He noted Roseville would be set up to do that and the person could go through the City's hiring process and come on board. Currently, the Falcon Heights Fire Department has around fifteen firefighters and he was not sure how many would be interested in coming on board. In

Totals

<i>Proposer</i>	<i>Sec. 1 \$</i>	<i>Sec. 2 \$</i>	<i>Gen. Understanding</i>	<i>Team Qualifications</i>	<i>Engagement</i>	<i>Equity & Inclusion Exp.</i>	<i>Sustainability Exp.</i>	<i>Timeline</i>	<i>Total</i>
NAC	0	0	15	30	3	3	3	7	61
WSB	0	0	30	15	30	15	15	15	120
Stantec	0	0	15	20	30	11	20	16	112
HKGi	0	0	30	30	30	30	30	25	175

Scoring: 1 thru 10
1=below expectations
5=meets expectations
10=exceeds expectations

NAC Section 1 cost = \$26,500
 Section 2 cost = \$51,000
 Total = \$77,500

WSB Section 1 cost = \$35,000
 Section 2 cost = \$50,000-\$60,000
 Total = \$85,000-\$95,000

Stantec Section 1 cost = \$77,200*
 Section 2 cost = \$10,000*
 *many references to additional services charged at hourly rates
 Total = \$87,200

HKGi Section 1 cost = \$49,200
 Section 2 cost = \$29,800
 Total = \$79,000

Evaluator Name: Janice

<i>Proposer</i>	<i>Sec. 1 \$</i>	<i>Sec. 2 \$</i>	<i>Gen. Understanding</i>	<i>Team Qualifications</i>	<i>Engagement</i>	<i>Equity & Inclusion Exp.</i>	<i>Sustainability Exp.</i>	<i>Timeline</i>	<i>Total</i>
NAC			5	10	1	1	1	5	23
WSB			10	5	10	5	5	5	40
Stantec			5	5	10	1	5	5	31
HKGi			10	10	10	10	10	10	60

Scoring: 1 thru 10
1=below expectations
5=meets expectations
10=exceeds expectations

Evaluator Name: Thomas

<i>Proposer</i>	<i>Sec. 1 \$</i>	<i>Sec. 2 \$</i>	<i>Gen. Understanding</i>	<i>Team Qualifications</i>	<i>Engagement</i>	<i>Equity & Inclusion Exp.</i>	<i>Sustainability Exp.</i>	<i>Timeline</i>	<i>Total</i>
NAC			5	10	1	1	1	1	19
WSB			10	5	10	5	5	5	40
Stantec			5	5	10	5	5	1	31
HKGi			10	10	10	10	10	5	55

Scoring: 1 thru 10
 1=below expectations
 5=meets expectations
 10=exceeds expectations

Evaluator Name: Bryan

<i>Proposer</i>	<i>Sec. 1 \$</i>	<i>Sec. 2 \$</i>	<i>Gen. Understanding</i>	<i>Team Qualifications</i>	<i>Engagement</i>	<i>Equity & Inclusion Exp.</i>	<i>Sustainability Exp.</i>	<i>Timeline</i>	<i>Total</i>
NAC			5	10	1	1	1	1	19
WSB			10	5	10	5	5	5	40
Stantec			5	10	10	5	10	10	50
HKGi			10	10	10	10	10	10	60

Scoring: 1 thru 10
 1=below expectations
 5=meets expectations
 10=exceeds expectations



PROPOSAL AND QUALIFICATIONS FOR PLANNING SERVICES
ZONING CODE UPDATE
ROSEVILLE, MINNESOTA

Contact: Jeff Miller, AICP, Associate; jmiller@hkgi.com; 612-252-7123



Prepared by HKGi
November 6, 2020

UNIFORM DEVELOPMENT CODE (ZONING) REWRITE
WINONA, MINNESOTA

CONTENTS

01 UNDERSTANDING & APPROACH.....2

02 FEE PROPOSAL.....9

03 PROJECT TEAM.....11

04 RELEVANT EXPERIENCE.....18

November 6, 2020



Planning
Landscape Architecture
Urban Design

123 N. 3rd Street, Suite 100
Minneapolis, MN 55401

612-338-0800

www.hkgi.com

Janice Gundlach, Community Development Director
City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

Re: HKGi Proposal for Zoning Code Update

Dear Ms. Gundlach:

We are pleased to submit to you our proposal to provide planning services and assist the City of Roseville in updating its Zoning Code.

HKGi has worked with, and is currently working with, numerous communities in the metro region to update their zoning codes' district standards to better regulate density, housing types, site design, building form/scale, mixing of uses, and transit-oriented development. We also help cities improve their zoning codes to eliminate inconsistent, redundant, and confusing standards in order to create clearer, user-friendly zoning codes. Our firm's breadth of experience also includes translating comprehensive plan guidance into zoning ordinance updates in communities such as St. Louis Park, Maplewood, Stillwater, Shoreview, Farmington, and Lindström. HKGi's planners have also developed zoning ordinances in cities such as Richfield, Eden Prairie, Apple Valley, Golden Valley, Chaska, and Woodbury, and have rewritten entire zoning codes in Winona and Onalaska (WI).

HKGi's planners bring an in-depth and practical understanding of the ways in which zoning codes impact development. Staff members assigned to this project have provided general planning services to numerous municipalities across the Twin Cities region. They have conducted development reviews for dozens, and in many cases, hundreds, of projects during their careers. This experience has provided valuable insight that will aid the HKGi team in conducting an efficient planning process and delivering a set of effective code revisions.

I will serve as Project Manager for this project and Brad Scheib will serve as the Principal in Charge. I have served in a similar role for many of the projects noted above, and Brad has provided planning and zoning services on similar projects throughout his career. If you have any questions about our proposal or would like to discuss this project in greater detail, I can be reached at 612-720-8311 or at jmiller@hkgi.com, and Brad can be reached at 612-252-7122 or brad@hkgi.com. We look forward to hearing from you.

Sincerely,

Jeff Miller, AICP
Associate

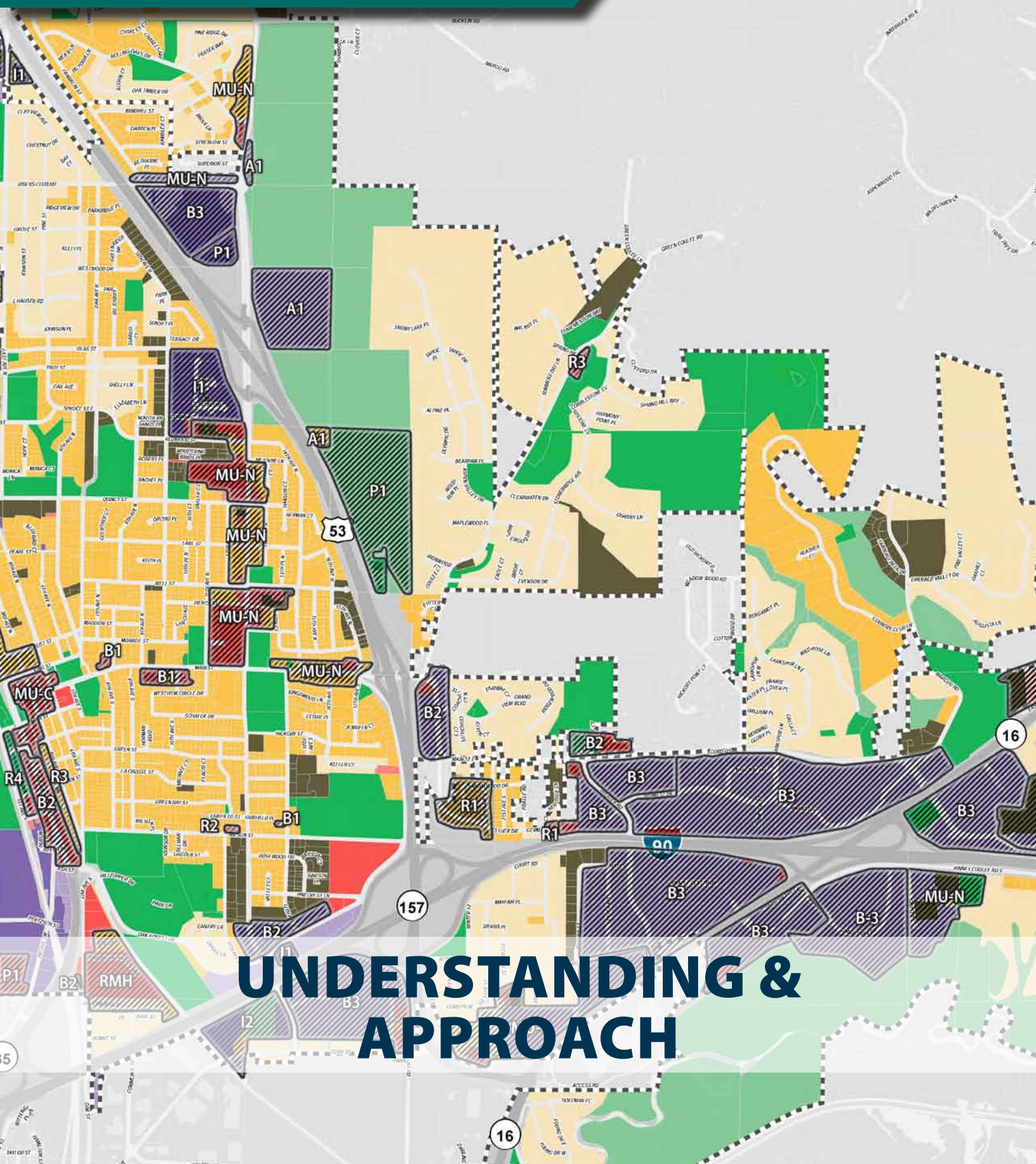
Brad Scheib, AICP
Vice President

A handwritten signature in black ink, reading "Jeff Miller".

A handwritten signature in black ink, reading "Brad Scheib".

COLLABORATE
LISTEN
EXPLORE
CREATE

UNIFORM DEVELOPMENT CODE (ZONING) REWRITE
ONALASKA, WISCONSIN



UNDERSTANDING &
APPROACH

Project Understanding

Two Types of Zoning Updates

As a result of the City's recent adoption of its 2040 Comprehensive Plan, the City is required by State law to update its Zoning Code to bring it into alignment with its Comprehensive Plan. The City's RFP identifies the required updates to achieve consistency with the 2040 Comprehensive Plan, as well as some desired code updates that are not required. The RFP breaks these two types of updates into sections: Section One for required updates and Section Two for desired updates. The City is requesting that consultants' proposals include separate timelines and costs for the two sections.

Key Updates to 2040 Land Use Categories

It is our understanding that a key update to the 2040 Comprehensive Plan was changes to the land use categories. All land use categories (residential, business/mixed use, employment) in the 2040 Comprehensive Plan are now described in terms of density, scale, and intensity.

Multi-modal connections are also a land use focus in at least two ways: each land use category description identifies transportation considerations and the BRT corridor is designated as a new land use category/overlay to guide redevelopment that is more transit-oriented. To promote more mixed use development in the community, the business land use categories have been redefined as mixed use categories that allow the integration of residential with business uses.

Finally, the business and office/business park land use categories have been renamed. The Zoning Code's districts need to be amended to be consistent with the updated land use categories.

Rezoning Needs

The renaming and redefining of standards of the business and office/business park land use categories will require a large number of rezonings for existing properties located in the business and office/business park zoning districts. In addition, the RFP identifies approximately 40 individual properties that will require rezoning to ensure consistency between the

2040 Comprehensive Plan and the official Zoning Map. It is our understanding from the RFP that these required rezonings were addressed during an open house as part of the 2040 Comprehensive Plan Update, so an additional open house is not necessary as part of the zoning update project.

Desired Code Updates

In addition to the required updates resulting from the 2040 Comprehensive Plan Update, the City's RFP has identified a list of desired code updates to be considered as part of Section Two of this project. These updates include a range of potential updates from "big picture" community initiatives (sustainability/resiliency and racial equity/inclusion) to technical revisions (adding definitions, consistent pronoun use) to the City Council's list of "Items for Future Scheduling."

Coordination of Section One and Section Two Updates

Through our review of the RFP and our preliminary review of the 2040 Comprehensive Plan and Zoning Code, we have laid out a work scope focused on addressing the Section One required updates first and then the Section Two desired updates. We do see that some of the Section One topics are interconnected with Section Two topics, particularly relating to density/scale/intensity standards. Our work scope proposes that all of these standards are addressed together, at least at a high level.

If needed, for timing or cost reasons, drafting of the actual code amendments for the Section Two density topics could occur as part of the other Section Two updates. We also propose to begin the discussion of the "big picture" community initiatives (sustainability/resiliency and racial equity/inclusion) upfront as part of our code diagnosis process. Since these topics have the potential to impact a broad range of zoning standards, we see the need to integrate these Section Two topics early on.

Consultant/Staff Roles

It is our understanding that City staff will be the primary "face" of this project, including managing the project's planning process and facilitating the proposed amendments through Planning Commission and City Council review.

The consultant's role is to analyze, research, and recommend zoning code updates, collaborating with City staff and the Planning Commission to incorporate their input.

The consultant is also expected to collaborate with City staff on facilitating the community engagement efforts that will be important for achieving support for these updates. While we understand that City staff is the primary "face" of the project, our work scope does generally include two HKGi consultants attending meetings to support staff. If this level of consultant participation in meetings is not necessary, our proposed budget could be reduced to reflect the needed level of participation.

Community Engagement

HKGi's planning and design practice emphasizes an inclusive community engagement process that will ensure zoning solutions reflect the community's values and vision, as well as contribute to strengthening the City's relationship and communication with its community members. HKGi brings a wealth of experience and a toolbox of effective, virtual and in-person, public engagement strategies. While our work scope outlines a proposed community engagement approach, we anticipate collaborating with the City to refine outreach as needed to best support the needs of the project and align with the City's overall engagement efforts.

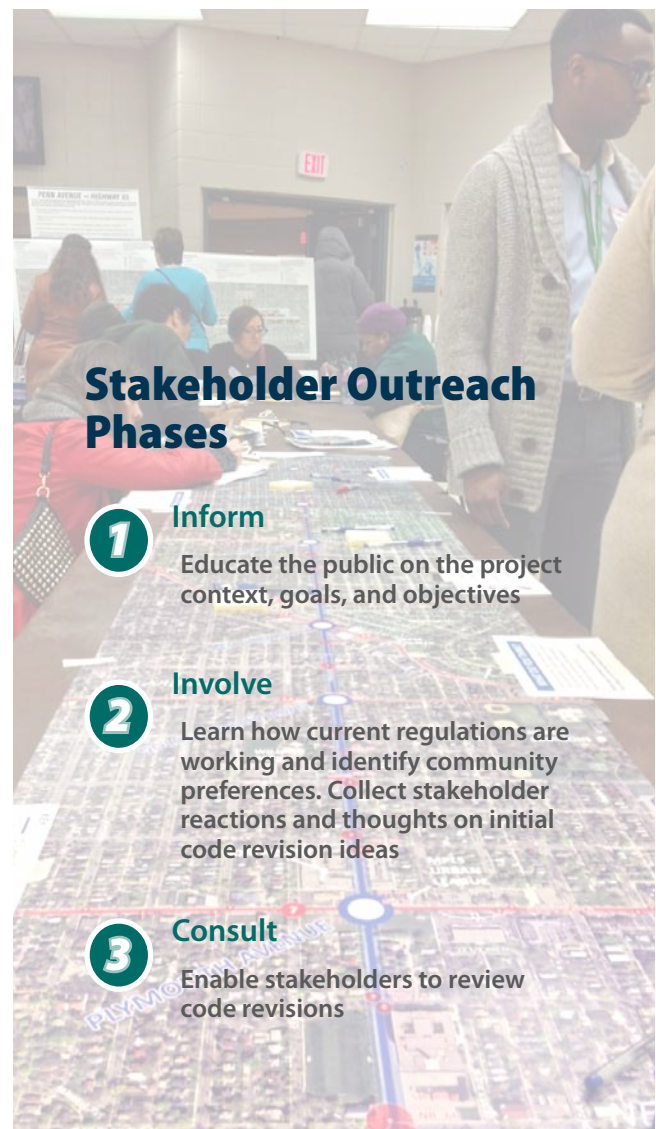
As noted in the work plan, one of the first tasks will be to work with the City to create a community engagement plan to guide the types and timing of engagement activities. The plan is developed by asking these questions: who needs to be engaged, and what is the objective of engagement at each point in the process? Responses to these questions will be used to develop strategies to reach the identified audiences and achieve the engagement objectives.

We envision community engagement occurring throughout the project. At the project onset, the engagement will be primarily to inform the community about the project and summarize helpful background information, such as guidance established in the 2040 Comprehensive Plan.

As the project moves to identifying issues, opportunities, and concerns about key focus areas

of the update, community engagement will become more interactive with input being solicited through the website and virtual stakeholder meetings. Once specific amendments have been drafted, outreach will be conducted to consult with the community about proposed zoning code and zoning map changes. As required, multiple public hearings are also proposed to be held by the Planning Commission.

At this time, we anticipate engagement will primarily involve virtual interactions, including an interactive web page, stakeholder listening sessions, and open houses. As opportunities arise to conduct in-person engagement, the consultant team will work with staff to conduct in-person engagement with all necessary safety precautions in place.

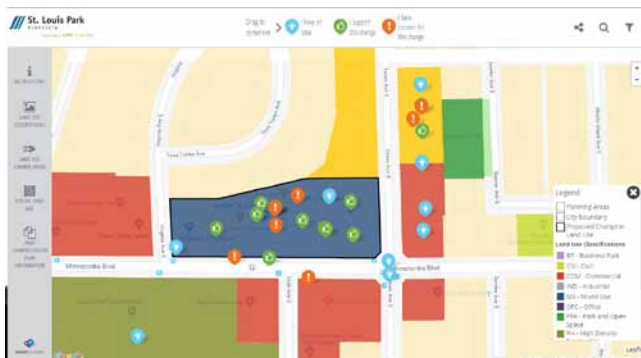


Work Plan

Task 1 - Project Initiation

HKGI will work collaboratively with City staff to initiate the process and roles for this project.

- 1.1 Kickoff meeting with staff to clarify project scope, process, schedule, community engagement, and key code update issues
- 1.2 Consultant site tour with staff focused on mixed use districts, employment districts, BRT station areas, redevelopment areas, and special study areas
- 1.3 Review and analysis of the 2040 Comprehensive Plan updates relevant to the Zoning Code
 - Land use categories updates
 - Clarification of land use categories' density, scale, and intensity definitions and intents
 - Future Land Use Map updates
- 1.4 Develop/finalize community engagement plan
- 1.5 Meeting with staff
- 1.6 Kickoff meeting with the Planning Commission
- 1.7 INFORM the community by creating an interactive website with:
 - Project overview and schedule
 - Excerpts from Roseville 2040 Comprehensive Plan, including housing types, densities, scales, intensities, mixed use



An interactive web page using tools like Social Pinpoint will inform community members about the project, provide them with context from the comprehensive plan, and provide a forum for sharing detailed comments and ideas.

Task 2 - Diagnosis of Zoning Code Update Needs

This task will focus on a comprehensive review of relevant sections of the Zoning Code to diagnose where and what types of updates will be needed. We will incorporate input from staff, stakeholders, the Planning Commission, and the public to assist with identifying zoning code issues and update needs. As part of this diagnosis, we will conduct a high level diagnosis of opportunities for incorporating the City's sustainability/resiliency and racial equity/inclusion objectives into the zoning code.

- 2.1 Review and analysis of the Zoning Code's districts' uses, including housing types, and density standards
- 2.2 Scan of zoning district standards through sustainability and racial equity/inclusion lenses (Section Two in RFP)
- 2.3 Review and analysis of the Zoning Map
- 2.4 Meeting with staff
- 2.5 INVOLVE the community by facilitating community engagement to get input that will contribute to the needs diagnosis
 - Add interactive features to the website to gather issues, opportunities, and concerns on up to four focus areas – such as racial equity and inclusion, sustainability/resiliency, and the proposed BRT overlay district
 - Conduct up to six stakeholder meetings to identify issues and opportunities e.g. Resilient Roseville, Diversity/Equity/Inclusion Consultant, 2040 Comprehensive Plan special study areas, Rice Creek Watershed District, MN DNR
- 2.6 Meeting with the Planning Commission
- 2.7 Complete code diagnosis technical memo

Task 3 - Section One Draft Zoning Code Updates

This task will address the Section One updates to the Zoning Code and the Zoning Map. Since some of the Section Two updates are related to densities, we recommend that these updates be addressed in conjunction with the Section One updates.

- 3.1 Research precedents for addressing needed zoning code updates, e.g. mixed use, housing types, density standards



Precedent imagery can be used for a visual preference survey or can give planners and community members an idea of the potential development character promoted by zoning ordinances.

- 3.2 Complete draft recommendations for Section One required updates, including the following:
- Residential districts' uses, including housing types
 - Residential districts' densities, minimum and maximum
 - Residential districts' lot areas, minimum (Section Two update in RFP)
 - Residential districts' green space requirements (Section Two update in RFP)
 - MDR allowance of higher densities by CUP (Section Two update in RFP)
 - MU and Employment districts' density/scale/intensity standards
 - CMU districts' allowance of higher densities by CUP (Section Two update in RFP)
 - Development of the BRT overlay district

- 3.3 Meeting with staff, including determination of Section Two recommendations that should move forward
- 3.4 Complete draft amendments for Section One required updates and above Section Two topics as determined by staff
- 3.5 Complete draft of Zoning Map property rezonings
- 3.6 Meeting with staff
- 3.7 Meetings (2) with the Planning Commission
- Residential districts
 - MU, Employment, and BRT districts
- 3.8 CONSULT with the community by facilitating community engagement to gauge community support and concerns with draft Section One Zoning Code amendments and Zoning Map property rezonings
- Add interactive features to the website to explain and solicit feedback on concerns related to proposed district amendments and rezonings
 - Conduct virtual meeting for district rezoning property owners
 - Conduct virtual meeting for individual parcel rezoning property owners
 - Conduct virtual meeting for the BRT overlay district
 - Conduct virtual meeting for the community about proposed rezonings
- 3.9 Project Update at City Council Meeting

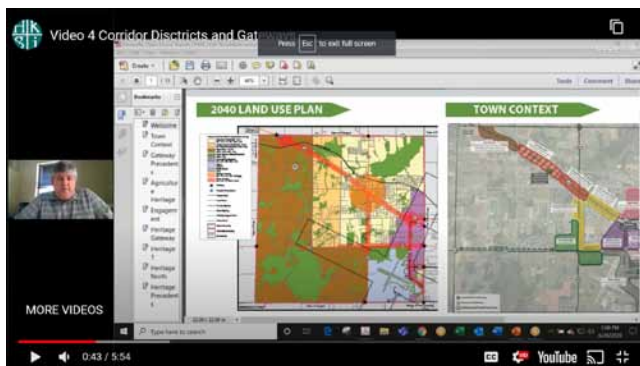


HKGi's use of visual communications will aid the community in exploring and understanding zoning standard options and their potential implications on community and neighborhood character, such as minimum lot area (above).

Task 4 - Final Section One Zoning Code/Map Amendments and Adoption

This task will facilitate production and approvals of the final updated Zoning Code and Zoning Map addressing the Section One updates.

- 4.1 Prepare public hearing draft of Zoning Code amendments
- 4.2 Meeting with staff
- 4.3 Conduct Planning Commission public hearing and recommendation of amendments
- 4.4 Prepare final Zoning Code and Map
- 4.5 Conduct City Council meeting presentation and adoption of amendments



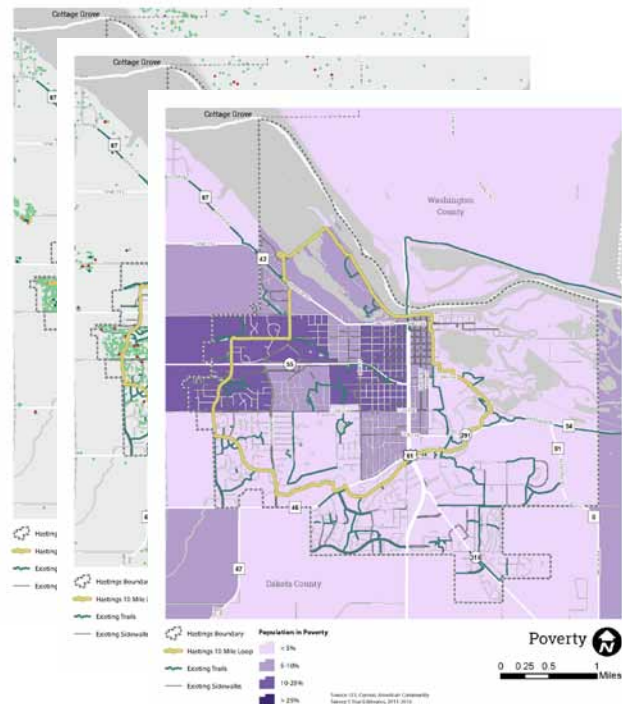
Recent online engagement methods have included live virtual open houses as well as recorded presentations that are useful for providing stakeholders with important contextual information and other considerations as they review zoning options.

Task 5 - Section Two Draft Zoning Code Updates

This task will address the Section Two updates to the Zoning Code, including the potential incorporation of the City's sustainability/resiliency and racial equity/inclusion objectives into the zoning code.

- 5.1 Complete draft recommendations for remaining Section Two desired updates, including the following:
 - Identify incentives for incorporating sustainability/resilience measures
 - Identify items related to racial equity and inclusion issues

- Covered parking requirement for multi-family housing
- Landscaping and screening, including minimum tree requirement and solar arrays
- Existing and potential range of housing types allowed in the Institutional district
- Chapter 1017 specific wetland and shoreland requirements
- Definitions updates based on districts' uses tables
- Address pronoun use throughout Title 10



HKGi's planners have used GIS data to help communities address equity issues on a variety of different projects, including comprehensive plans, parks and recreation plans, connectivity and bike-ped planning. Similar data can be used to inform zoning ordinance revisions.

- 5.2 Meeting with staff
- 5.3 Complete draft amendments for Section Two desired updates
- 5.4 Meeting with staff
- 5.5 Seek input from stakeholders, e.g. Resilient Roseville, Diversity/Equity/Inclusion Consultant, Rice Creek Watershed District, MN DNR

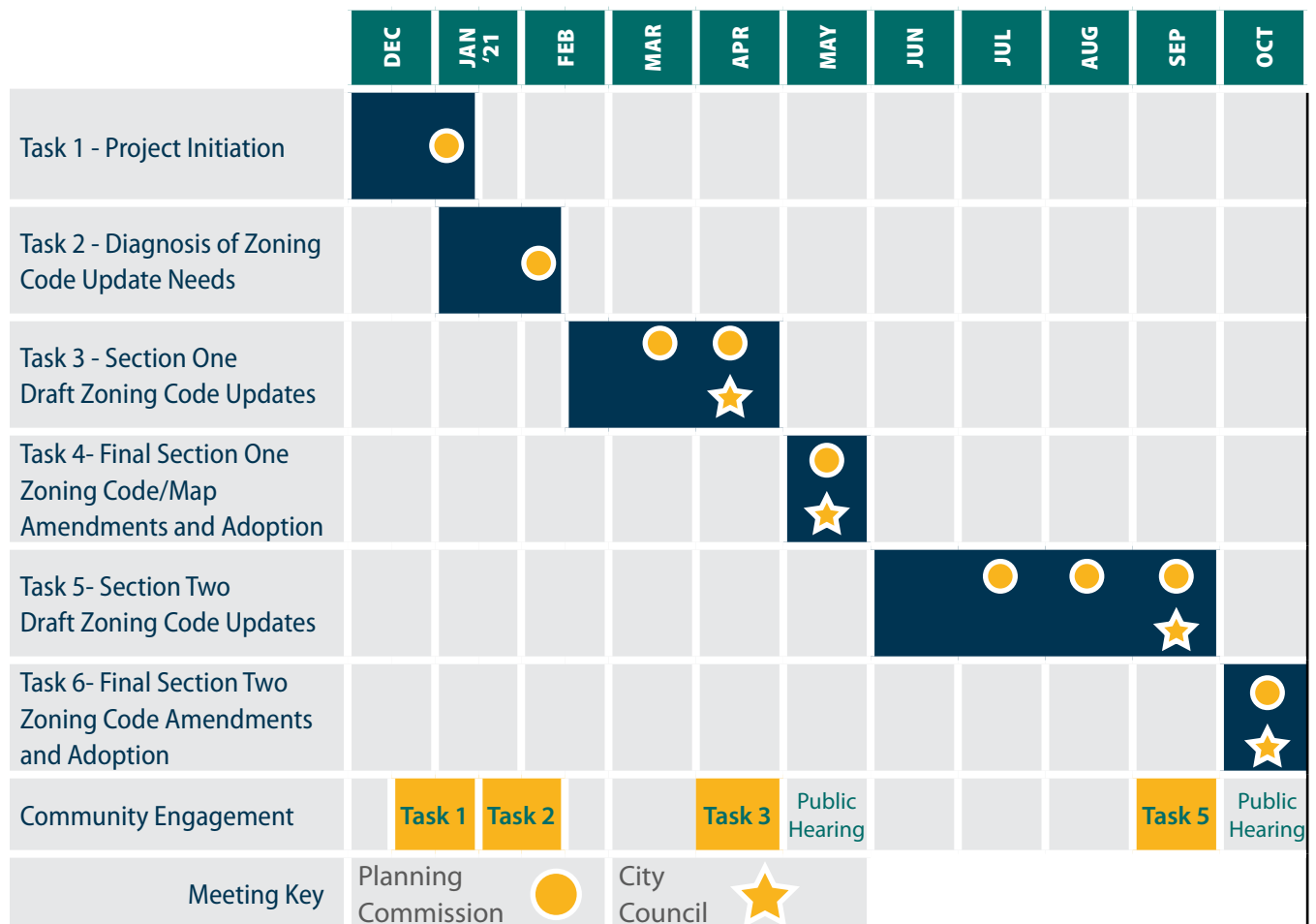
- 5.6 Meetings (3) with the Planning Commission
- Sustainability/resilience
 - Racial equity and inclusion
 - General standards and technical updates
- 5.7 CONSULT with the community by facilitating community engagement to gauge community support or concerns with draft Section Two Zoning Code amendments
- Add interactive features to the website to explain and solicit feedback on proposed amendments
 - Conduct up to three stakeholder meetings on topic areas, such as racial equity and inclusion and sustainability/resiliency
 - Conduct virtual open house on proposed amendments
- 5.8 Project Update at City Council Meeting

Task 6 - Final Section Two Zoning Code Amendments and Adoption

This task will facilitate production and approvals of the final updated Zoning Code addressing the Section Two updates.

- 6.1 Prepare public hearing draft of Zoning Code amendments
- 6.2 Meeting with staff
- 6.3 Conduct Planning Commission public hearing and recommendation of amendments
- 6.4 Prepare final Zoning Code
- 6.5 Conduct City Council meeting presentation and adoption of amendments

Schedule



COMPREHENSIVE PLAN & ZONING CODE UPDATE
MAPLEWOOD, MINNESOTA



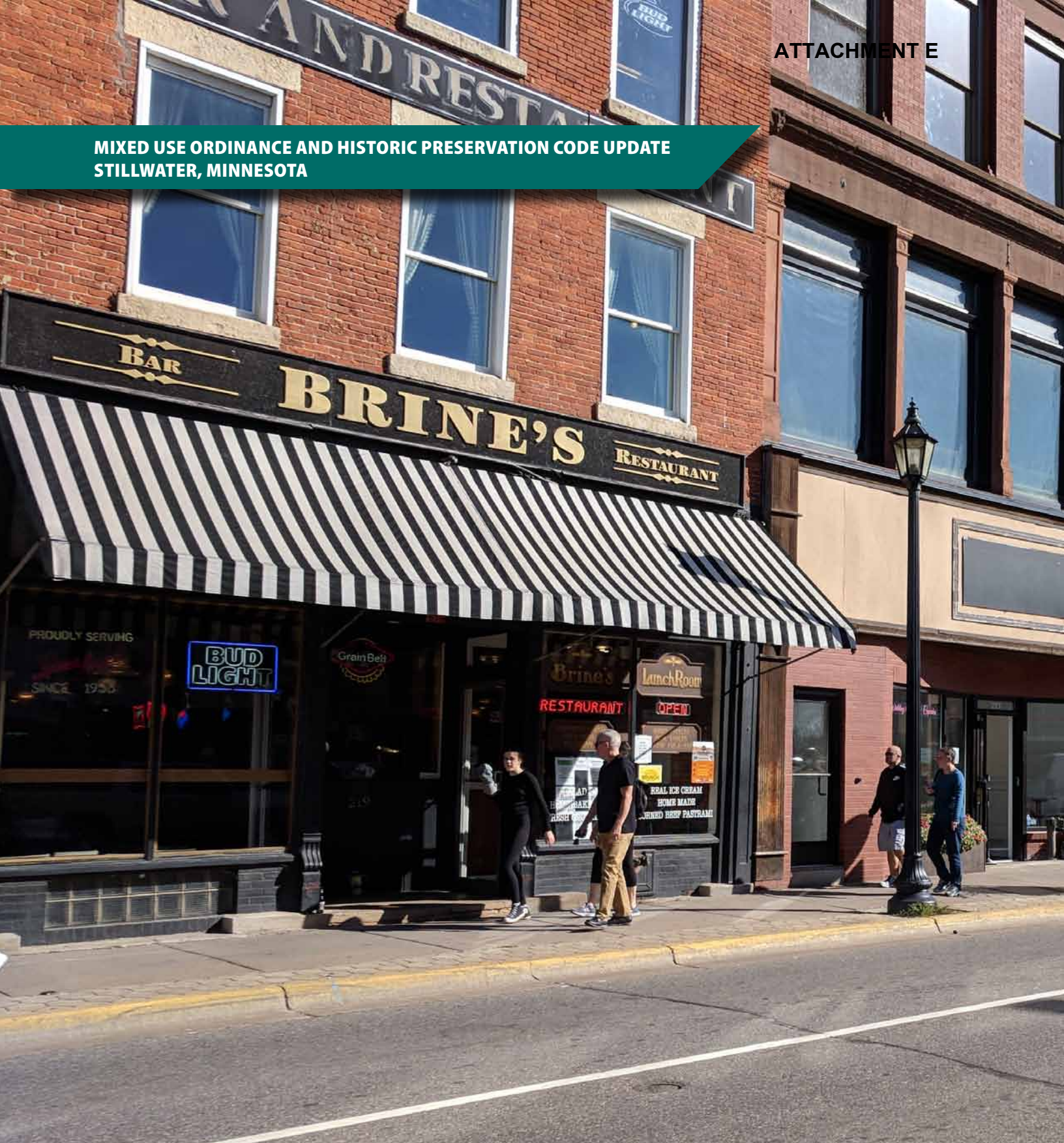
FEE PROPOSAL

Proposed Fee

The table below outlines our proposed fee for conducting the work scope provided earlier in this proposal. The fee table below includes the proposed cost for completing Section One, the required zoning code revisions, which are comprised of Tasks 1-4. Tasks 5 and 6 outline the additional cost for completing Section Two, the non-required revisions as outlined in the RFP for this project.

TASK DESCRIPTION	ANTICIPATED HOURS	SECTION ONE FEE ESTIMATE	SECTION TWO FEE ESTIMATE	TOTAL FEE ESTIMATE
Community Engagement	110	\$9,200	\$4,500	\$13,700
Task 1 - Project Initiation	30	\$4,500		\$4,500
Task 2 - Diagnosis of Zoning Code Update Needs	80	\$8,900	\$2,000	\$10,900
Task 3 - Section One Draft Zoning Code Updates	140	\$18,500		\$18,500
Task 4- Final Section One Zoning Code/Map Amendments and Adoption	60	\$8,100		\$8,100
Task 5- Section Two Draft Zoning Code Updates	110		\$15,100	\$15,100
Task 6- Final Section Two Zoning Code Amendments and Adoption	60		\$8,200	\$8,200
Subtotal	570	\$49,200	\$29,800	\$79,000
Reimbursable Expenses				\$1,000
Proposed Total Fee				\$80,000

MIXED USE ORDINANCE AND HISTORIC PRESERVATION CODE UPDATE
STILLWATER, MINNESOTA



PROJECT TEAM

TOD ZONING OVERLAY ORDINANCE APPLE VALLEY, MINNESOTA

HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

We help our clients build great places for people to live, work, and play by combining our technical skills with the knowledge of local stakeholders and community members. Community members' input about strengths, values, needs and challenges provides the foundation for our planning work. We then leverage our knowledge of planning practice to create plans and ordinances that prepare communities to grow and develop in ways that fit their stakeholders' vision for the future.

This community-based approach has been at the heart of our practice since HKGi's founding. Gathering and responding to community input remains essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents.

Comprehensive Plan and Zoning Services

The staff members assigned to this project collectively bring more than seventy years of urban planning and design experience. The HKGi team assigned to this project have completed nearly seventy comprehensive plans and have provided zoning and regulatory tools planning expertise to dozens of Minnesota communities. Resumes for each staff member are included on the following pages.

CREATING PLACES THAT ENRICH PEOPLE'S LIVES



Planning
Landscape Architecture
Urban Design

O: 612.252.7123

C: 612.720.8311

www.hkgi.com

123 North Third Street, Suite 100
Minneapolis, Minnesota 55401

STAFF

4 Certified Planners

7 Licensed Landscape Architects

6 Planners/Urban Designers

1 Marketing Communications



COLLABORATE
LISTEN
EXPLORE
CREATE



Jeff Miller

AICP

Associate

 612.252.7123

 jmillier@hkgi.com

Years of Experience: 20

Education

Master of Planning, University of Minnesota

B.A., Economics, St. Olaf College, Northfield, MN

Registration

American Institute of Certified Planners,
Certification #025995

Awards

2019 MN APA Excellence in Community
Engagement Award - Red Wing 2040
Community Plan

2017 MN APA Success Stories in
Implementation Award - Chaska Downtown
Master Plan

2017 MN APA Context in Planning Award -
Eliot School Site Reuse Study - St. Louis Park,
MN

2014 MN APA Planning in Context Award
- Chaska Downtown Signage Design
Guidelines

2007 MN ASLA Merit Award for Private
Landscape Design - Chevalle, A Country
Estate - Chaska, MN

2002 MN APA Outstanding Plan Award -
Northwest Corridor Planning and Design
Framework

Jeff will serve as the Project Manager for Roseville's Zoning Code Update project. Jeff has twenty years of planning experience and has worked with zoning ordinances and comprehensive plans as both a municipal planner and a consultant. He understands how to ensure that comprehensive plan direction and zoning ordinance language are consistent with one another, and he also knows how regulatory tools can impact and guide a community's development environment.

He is valued by clients for his listening and communication skills, his thoughtful approach, and outstanding client service he provides. Jeff's leadership qualities and his ability to build trust with community members has enabled him to tackle challenging projects that require effective consensus building. He leverages his problem solving and critical thinking skills to address stakeholder concerns and identify appropriate planning solutions.

Relevant Project Experience

- » Zoning Ordinance Revisions | Maplewood, MN
- » Zoning Ordinance Revisions | St. Louis Park, MN
- » TOD and Town Center Design Guidelines and Zoning Ordinance | Eden Prairie, MN
- » Bus Rapid Transit TOD Zoning District Study | Apple Valley, MN
- » Historic Preservation and Mixed Use Zoning Ordinance Revisions | Stillwater, MN
- » I-494 Corridor Study and Mixed-Use Zoning Ordinance | Richfield, MN
- » Unified Development Code Rewrite | Winona, MN
- » Uniform Development Code/Zoning Ordinance Rewrite | Onalaska, WI
- » 2030 Comprehensive Plan | Roseville, MN



STRENGTHS SUMMARY

Listening & Communication
Problem Solving
Idea Generation & Evaluation



Brad Scheib

AICP

Vice President



612.252.7122



bscheib@hkgi.com

Brad will serve as the Principal in Charge for the Roseville Zoning Code Update project. In this role he will provide quality control oversight and will ensure that the HKGi team has the resources and guidance it needs to deliver an efficient, effective planning process.

As Vice President with HKGi, Brad has provided leadership and service for community planning initiatives throughout his career. He had authored or contributed to well over fifty comprehensive plans, and he is also a leader at HKGi in the innovative use of technology to create community planning solutions. He has been at the forefront of the firm's efforts to monitor and enhance its approach to leverage new technologies and methods.

Brad's experience also includes providing general planning services for several communities throughout the state, assisting them with development application reviews and zoning ordinance interpretation and revision.

Relevant Project Experience

- » I-494 Corridor Mixed-Use Zoning District | Richfield, MN
- » TOD Zoning District | Eden Prairie, MN
- » Bus Rapid Transit TOD Zoning District Study | Apple Valley, MN
- » Zoning Ordinance Revisions | Kasson, MN
- » Sub-Area Planning and Zoning Code Update | Greenville, WI
- » Zoning Ordinance Revisions | Grand Rapids, MN
- » Comprehensive Plan, Zoning Ordinance Revisions, and General Planning Services | Greenfield, MN
- » Development Services/Plan Review | Inver Grove Heights, MN
- » General Planning Services | St. Louis Park, MN

Years of Experience: 26

Education

B.S., Community and Regional Planning - Iowa State University

Minnesota Real Estate Certificate - Prosource Educational Services

Form-Based Codes Institute Certificate of Completion

Registration

American Institute of Certified Planners - Cert. #013665

Awards

2019 WI APA Innovation in Planning Award - Comprehensive Plan for the City of New Richmond

2019 MN APA Excellence in Community Engagement Award - 2040 Red Wing Community Plan

2015 MI APA Daniel Burnham Award for a Comprehensive Plan - Comprehensive Plan for the City of Ironwood

2015 MN APA Planning in Context Award - Moorhead River Corridor Master Plan

2015 ACEC-MN Engineering Excellence Grand Award - Designing a City for Zero Discharge; Inver Grove Heights

2010 MN Preservation Award and 2010 MN-ASLA Merit Award for Planning and Research - Red Wing Downtown Action Plan



STRENGTHS SUMMARY

Creative Problem Solving
Innovative Use of Technology
Listening & Communication



Rita Trapp

AICP

Associate

 612.252.7135

 rita@hkgi.com

Years of Experience: 18

Education

B.S., Land Use Geography and Economics,
University of Wisconsin-Eau Claire

Registration

American Institute of Certified Planners -
Cert. #021555

Awards

2018 MN APA Excellence in Community
Engagement Award - Chanhassen Parks and
Recreation System Plan

2017 National APA President's Council
Leadership Award

2009 ASLA-MN Honor Award for Planning
and Research - Saint Paul Park and
Recreation Vision Plan

Rita will serve as Lead Planner for the Roseville Zoning Code Update project. For nearly two decades Rita has provided many of HKGi's long-standing clients with general planning services. In this role she has been responsible for revising zoning ordinances and other regulatory tools, conducting development application reviews, writing planning reports, and conducting code analyses.

With her depth of experience and knowledge of a range of planning best practices, Rita is considered one of HKGi's top zoning experts. Not only does she work with zoning ordinances on a daily basis, she has also conducted comprehensive planning for many metro-area communities and is experienced at translating comprehensive plan direction into zoning ordinance language. Her participation in this project will ensure that Roseville benefits from lessons learned on similar projects throughout the metropolitan area.

Relevant Project Experience

- » Zoning Ordinance Revision | St. Louis Park, MN
- » Zoning Ordinance Revision | Maplewood, MN
- » Comprehensive Plan | Maplewood, MN
- » Uniform Development Code/Zoning Ordinance Update | Onalaska, WI
- » Zoning and Subdivision Ordinance Study | Golden Valley, MN
- » Unified Development Code | Winona, MN
- » Zoning Ordinance Update | Shoreview, MN
- » Zoning Ordinance Update and General Planning Services | Lindström, MN
- » 2030 Comprehensive Plan | Roseville, MN
- » General Planning Services | Mound, MN



STRENGTHS SUMMARY

Creative Problem Solving
Innovative Use of Technology
Listening & Communication



Laura Chamberlain

AICP

Planner

 612.252.7126

 laura@hkgi.com

Years of Experience: 7

Education

Master of City and Regional Planning -
Rutgers, State University of New Jersey

B.A., Geography - Macalester College, Saint
Paul, MN

Registration

American Institute of Certified Planners -
Cert. #028530

Laura will provide planning support for this project. She will work with the project leadership to write and revise Roseville's zoning code to ensure that the project deliverables are well-designed and user-friendly.

Laura is a certified planner whose work focuses on providing municipal clients with general planning services, zoning ordinance review and writing, comprehensive planning, grant writing, and environmental review projects. She has contributed to several zoning code update projects and is skilled at translating comprehensive plan direction and strategies into policy and regulatory tools language. Her current or recent work includes updating the zoning ordinance in Farmington, Kasson, Grand Marais, and Stillwater.

Laura is also an experienced GIS and mapping technician and will use those skills to assist in mapping for this project.

Relevant Project Experience

- » Zoning Ordinance Update | Maplewood, MN
- » Zoning Ordinance Update | Shoreview, MN
- » Zoning Ordinance Update | Stillwater, MN
- » Zoning Ordinance Update | Farmington, MN
- » Zoning Ordinance Update | Grand Marais, MN
- » Zoning Ordinance Update | Kasson, MN
- » Zoning Ordinance Update | Stearns County, MN
- » General Planning Services | Greenfield, MN
- » General Planning Services | Lindström, MN
- » General Planning Services | Victoria, MN
- » General Planning Services | Mound, MN
- » Comprehensive Plan | White Bear Lake, MN
- » Comprehensive Plan | White Bear Township, MN



STRENGTHS SUMMARY

Creative Problem Solving
Innovative Use of Technology
Listening & Communication



Jody Rader

ASLA, PLA

Landscape Architect

612.252.7136

jody@hkgi.com

Years of Experience: 10

Education

Master of Landscape Architecture, University of Minnesota

B.S. Architecture, University of Minnesota

Registration

Landscape Architect, Minnesota
License No. 57311

Awards

ASLA Student Honor Award

College of Design Student Excellence and Scholarship Award

HUD Innovation in Affordable Housing
Finalist

Professional Activities

Member of ASLA and Association for Community Design

Bike Walk MN 2018 Conference, Presenter

ASLA-MN Executive Committee, Student Chapter Liaison, Step-Up Chair and WILA (Women in Landscape Architecture) Co-Chair

ASLA-MN Step-Up Intern Program Chair

Represent ASLA-MN at planning, and design related conferences

Guest reviewer for the College of Design at the University of Minnesota and Dunwoody Institute Architecture Department

Jody will provide planning service particularly related to resiliency, sustainability, and connectivity in Roseville. She will also provide community engagement support. Jody's planning experience includes comprehensive planning, transit-oriented development planning, and community-wide multi-modal transportation planning projects. She is committed to conducting community planning and design that promotes healthy living, sustainable ecosystems, and quality of life for all, and she understands the ways in which design can impact and enhance vibrancy, quality of life, connectivity, and accessibility.

Jody excels at developing design solutions that incorporate stakeholder input and address key concerns and project objectives. In recent years she has also provided grant writing services for several clients, helping them secure funding for improvement projects that enhance multi-modal connectivity and provide a safer environment for pedestrians and bicyclists.

Relevant Project Experience

- » Comprehensive Plan and Plan by Neighborhood | St. Louis Park, MN
- » Zoning Ordinance Update | Shoreview, MN
- » North and South Valley Active Living Plan | Inver Grove Heights, MN
- » Pedestrian and Bicycle Plan | Washington County, MN
- » Pedestrian and Bicycle Plan | Farmington, MN
- » Comprehensive Plan | South St. Paul, MN
- » Comprehensive Plan | Maplewood, MN
- » Comprehensive Plan | Inver Grove Heights, MN
- » Active Living and SRTS Grant Writing | Dakota and Anoka Counties, MN
- » Residential Design Guidelines | Medicine Lake, MN



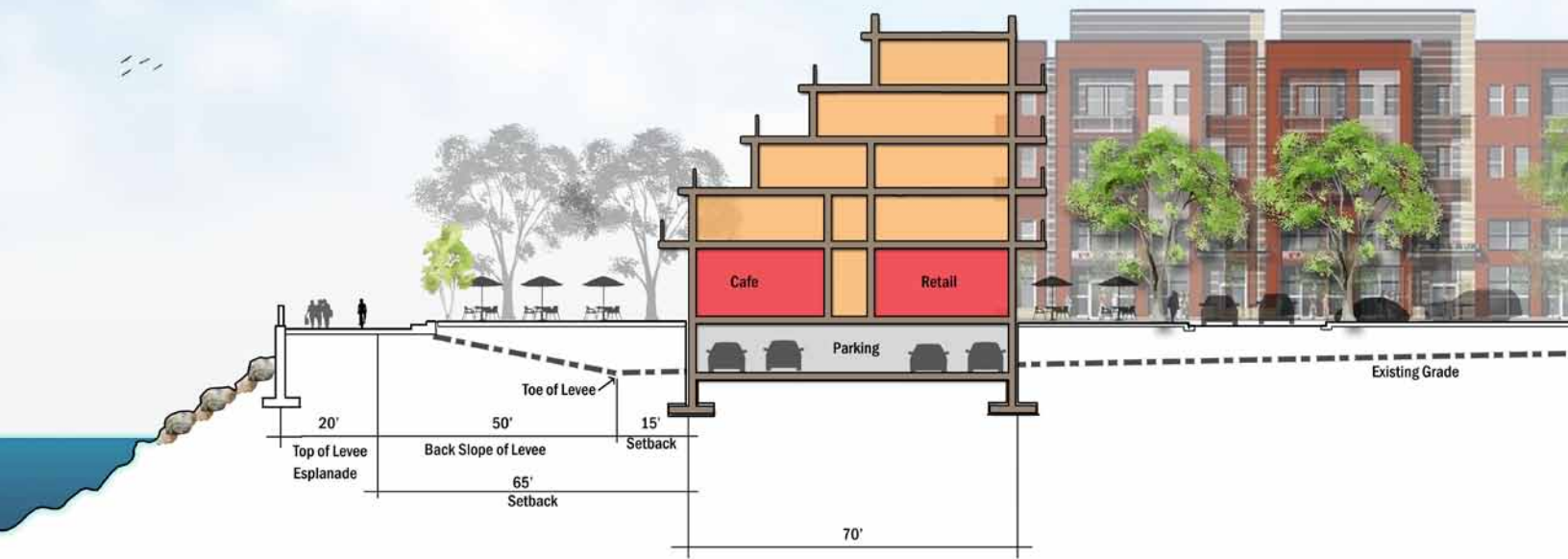
STRENGTHS SUMMARY

Connectivity & Accessibility
Problem Solving
Engagement Communication

**ZONING ORDINANCE REVISIONS
ST. LOUIS PARK, MINNESOTA**



RELEVANT EXPERIENCE



Zoning Ordinance, Design Guidelines & Regulatory Tools

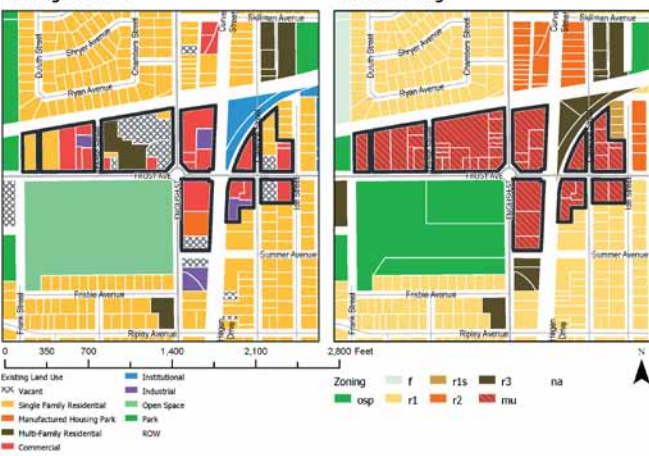
Zoning ordinances and other regulatory tools such as design guidelines translate planning visions and recommendations into enforceable policy language that shapes the physical development of the community. They are essential in determining a community's character, be it the preservation of historic qualities, promoting the use of high-quality building materials, or specifying building massing or density to foster neighborhood livability.

Creation of effective regulatory tools requires a deep understanding of how the shapes, materials and design of the built environment influence a community's unique character. It also requires an ability to engage the community and stakeholders to understand their concerns and develop a shared understanding of the planning process and its desired outcomes. HKGi has provided planning services related to zoning ordinance and development application review to dozens of Minnesota communities and has developed long-term relationships with several of them. Our work has included the creation or revision of zoning ordinances, design guidelines, and regulatory tools. Some of our current or recent similar projects are included at right and on the pages that follow.

- » Zoning Ordinance Revisions; Site Redevelopment Design Guidelines; Historic Walker-Lake Zoning District - St. Louis Park, MN
- » Zoning Ordinance Revisions; Mixed Use Zoning Ordinance and Historic Preservation Ordinance Revisions - Stillwater, MN
- » Zoning Ordinance Revisions - Maplewood, MN
- » Mixed Use Zoning Ordinance Revisions - Shoreview, MN
- » Mixed Use Zoning Ordinance Revisions - Mound, MN
- » Town Center and TOD Zoning Ordinance and Design Guidelines - Eden Prairie, MN
- » BRT TOD Zoning District Study - Apple Valley, MN
- » Uniform Development Code Rewrite - Onalaska, WI
- » Uniform Development Code Rewrite - Winona, MN
- » Zoning Ordinance Update - Lindström, MN
- » Housing Study and Zoning Ordinance Revisions - Grand Marais, MN
- » Historic Downtown Signage Ordinance - Chaska, MN
- » Zoning Ordinance, Design Guidelines, and Regulatory Tools - Greenville, WI
- » Zoning Ordinance Update - Kasson, MN
- » West Side Flats Design Guidelines - Saint Paul
- » North Loop Zoning Ordinance Update and Design Guidelines - Minneapolis
- » Penn Avenue Design Guidelines - Richfield



Mixed Use Area: D
Existing Land Use



Comprehensive Plan and Zoning Ordinance Updates

Maplewood, Minnesota - HKGi is following up their work on Maplewood’s 2040 Comprehensive Plan by assisting in implementation efforts related to zoning code revisions and other design guidelines or regulatory tools. Some of the key changes contained in the Comprehensive Plan include the establishment of three different mixed use land use types as well as an Employment land use. These different land uses will enable flexibility while still achieving development objectives for housing, commercial, and employment at key sites throughout the city. Planning also addressed redevelopment along the Gold and Purple BRT Lines, and revitalization of aging building and residential stock.

HKGi’s is currently addressing zoning revisions in several key areas throughout the city, including development of a new form-based zoning district to regulate potential redevelopment in and around the Maplewood Mall. HKGi’s planners are conducting an analysis for at least nine areas, all of which have a new mixed use designation. Each analysis includes identifying key data and assumptions as well as other factors such as existing transportation infrastructure and surrounding development.

HIGHLIGHTS

- Three new mixed-use land use designations to address housing needs and create a more walkable environment
- Creation of a new form-based zoning district for the Maplewood Mall redevelopment area
- New Employment land use designation to accommodate potential jobs-based redevelopment
- Land use and zoning revisions identified for redevelopment opportunities in BRT station areas and around the Maplewood Mall
- Extensive engagement with neighborhoods to address planning concerns

Legend

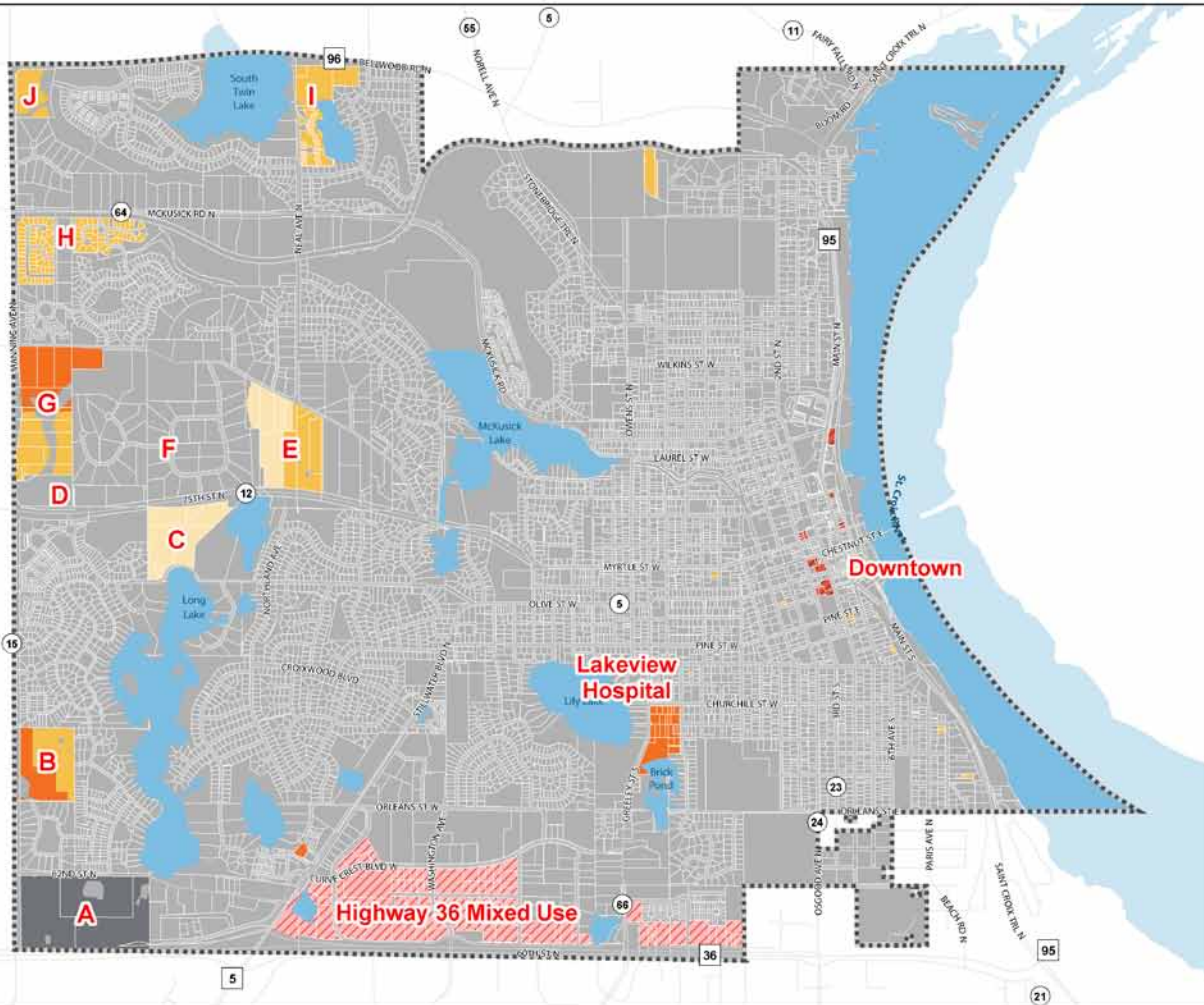
Future Land Use

- Low Density Residential
- Low/Medium Density Residential
- Medium Density Residential
- Downtown Mixed Use
- Highway Mixed Use
- Research, Development Park
- City Limit

Figure 2.4: Land Use Study Areas



PLAN OF STILLWATER



The comprehensive plan for Stillwater addressed several issues including redevelopment concepts for focus areas throughout the city, including the TH36 corridor. HKGi is currently revising the zoning ordinance to create a mixed use district along the corridor.

Mixed Use Zoning Districts, Historic Preservation Ordinance Revision, & Comprehensive Plan

Stillwater, Minnesota - The City of Stillwater marked its 100th year of planning by completing its 2040 Comprehensive Plan, which will usher in the beginning of a new era in the city's history after the closing of the Lift Bridge to automobile traffic. In addition to integrating a new vision for downtown Stillwater, the plan emphasizes redevelopment and development elsewhere in the city. The need to identify additional housing opportunities and establish mixed uses in selected areas resulted in a future land use plan that enables housing and commercial growth without disrupting Stillwater's established low density residential areas.

Since completion of the Comprehensive Plan, HKGi has assisted the City with two key zoning-related implementation initiatives. First, HKGi and the City developed a Highway Mixed Use District to guide new development along one of Stillwater's main corridors. Second, HKGi is implementing Historic Preservation initiatives by revising the Historic Preservation Ordinance, which guides development in the city's historic downtown and residential neighborhoods.

HIGHLIGHTS

Establishment of a Highway Mixed Use District along the Highway 36 corridor

Update the Historic Preservation Ordinance to comply with Comprehensive Plan direction

Redevelopment planning in focus areas in the southern and western edges of the city

Integrate the Downtown Master Plan into the 2040 Comprehensive Plan

Meet Metropolitan Council requirements for land use, resiliency, housing, and infrastructure planning



Open Space

1. Yards and open spaces provide an opportunity for outdoor “active” areas.
2. Seating, shade, art, and events are encouraged within open spaces, especially along the street frontage.
3. Cafe seating and open transitions from indoor uses are also encouraged.

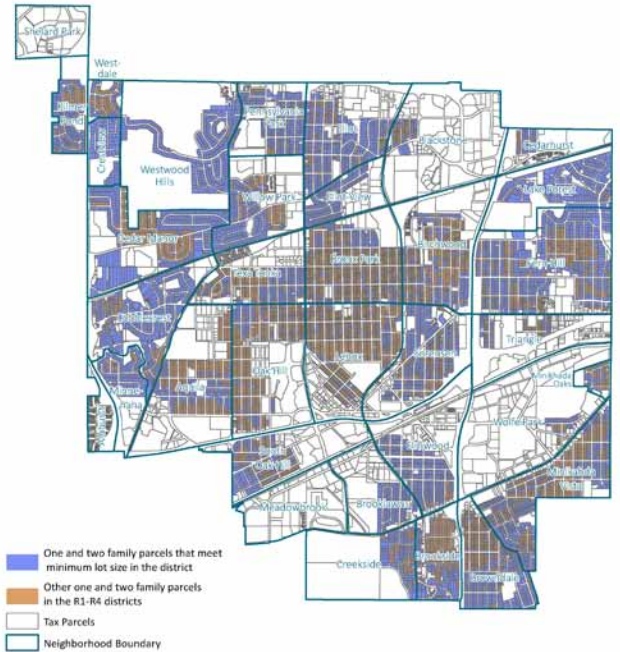


Transportation & Parking

1. Properties should prioritize pedestrians, transit users, and bicyclists in their site design, and placement of buildings and entrances.
2. Existing buildings that update uses will not require additional off-street parking, however, additions/expansions to buildings may trigger additional parking requirements.
3. New off-street parking areas should not be located between the building and the street, and driveway access should be off of secondary streets, when available.

ATTACHMENT E

ADU Analysis



St. Louis Park
MINNESOTA
Experience LIFE in the Park

Comprehensive Plan and Zoning Ordinance Updates

St. Louis Park, Minnesota - HKGi's work on the 2040 Comprehensive Plan Update for the City of St. Louis Park addressed several new initiatives and directions that community members want the City to pursue. These issues included resiliency planning; incorporating the City's then-new Climate Action Plan and racial equity initiative into Comprehensive Plan policies and direction; addressing the need for affordable housing; continued progress on the Connect the Park program to enhance bicycle and pedestrian infrastructure; and redevelopment of several key areas.

Since completion of the Comprehensive Plan, HKGi has assisted the City with implementation initiatives including drafting an Auxiliary Dwelling Unit (ADU) ordinance to help diversify the City's housing stock, and has led zoning updates to assist in implementation of new planning initiatives in the Historic Walker-Lake area. Previously, HKGi worked with the City to develop a vision and development framework for redevelopment in transit station areas, which includes long-term transition of automobile-oriented retail land uses to transit-supportive development that will include a mixture of industrial/employment, office, and residential uses.

HIGHLIGHTS

- Incorporation of transit station area plans that implement form-based zoning
- Zoning ordinance for Historic Walker Lake district that implements form-based zoning
- Parking study for redevelopment area
- Zoning revisions to allow auxiliary dwelling units (ADUs)
- Development of a Climate & Energy chapter in the 2040 Comprehensive Plan including city-wide goals and strategies
- Initiatives address topics such as housing, sustainability and resiliency, and connectivity

HIGHLIGHT

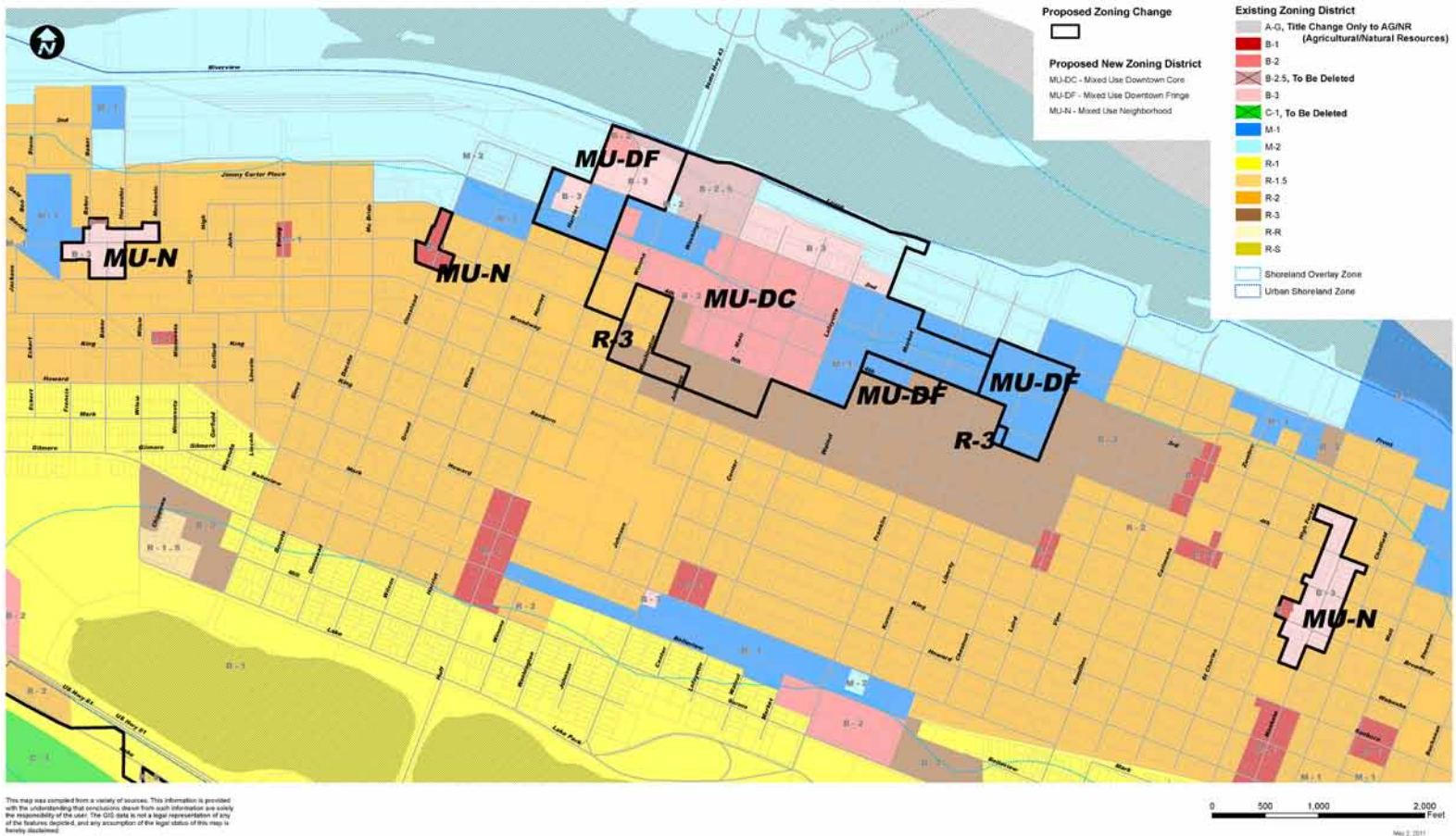
BRT TOD ZONING

HKGi has conducted Transit-Oriented Development planning in several communities and along several Bus Rapid Transit routes. For Apple Valley, HKGi's work also included preparation of a model Transit Oriented Development overlay zoning ordinance. The ordinance was written to be voluntarily applied in the near term, but was developed with enough flexibility to allow it to be applied as a base zoning district in the future as development markets in the station areas mature.





2017 UNIFIED DEVELOPMENT CODE UPDATE PROPOSED ZONING MAP CHANGES



Unified Development Code (Zoning) Rewrite

Winona, Minnesota - HKGi conducted a review and rewrite of the City of Winona's subdivision code, zoning code and map, and site plan ordinance to modernize the code in accordance with the City's most recent comprehensive plan. HKGi worked with City staff over the course of the two year project to combine the different components into a Unified Development Code. In addition to conducting the analysis, writing draft and final code versions, and presenting to the Planning Commission and City Council, HKGi also led an extensive public participation process to ensure that members of the public had a voice throughout the planning process.

Project objectives included the creation of the Unified Development Code; incorporation of form-based and design standard strategies for downtown Winona; inclusion of illustrations and graphics in the code to facilitate a better understanding of code requirements; establishment of mixed-use zoning districts and regulations; and consideration of Winona's natural setting and its impact on greenfield development.

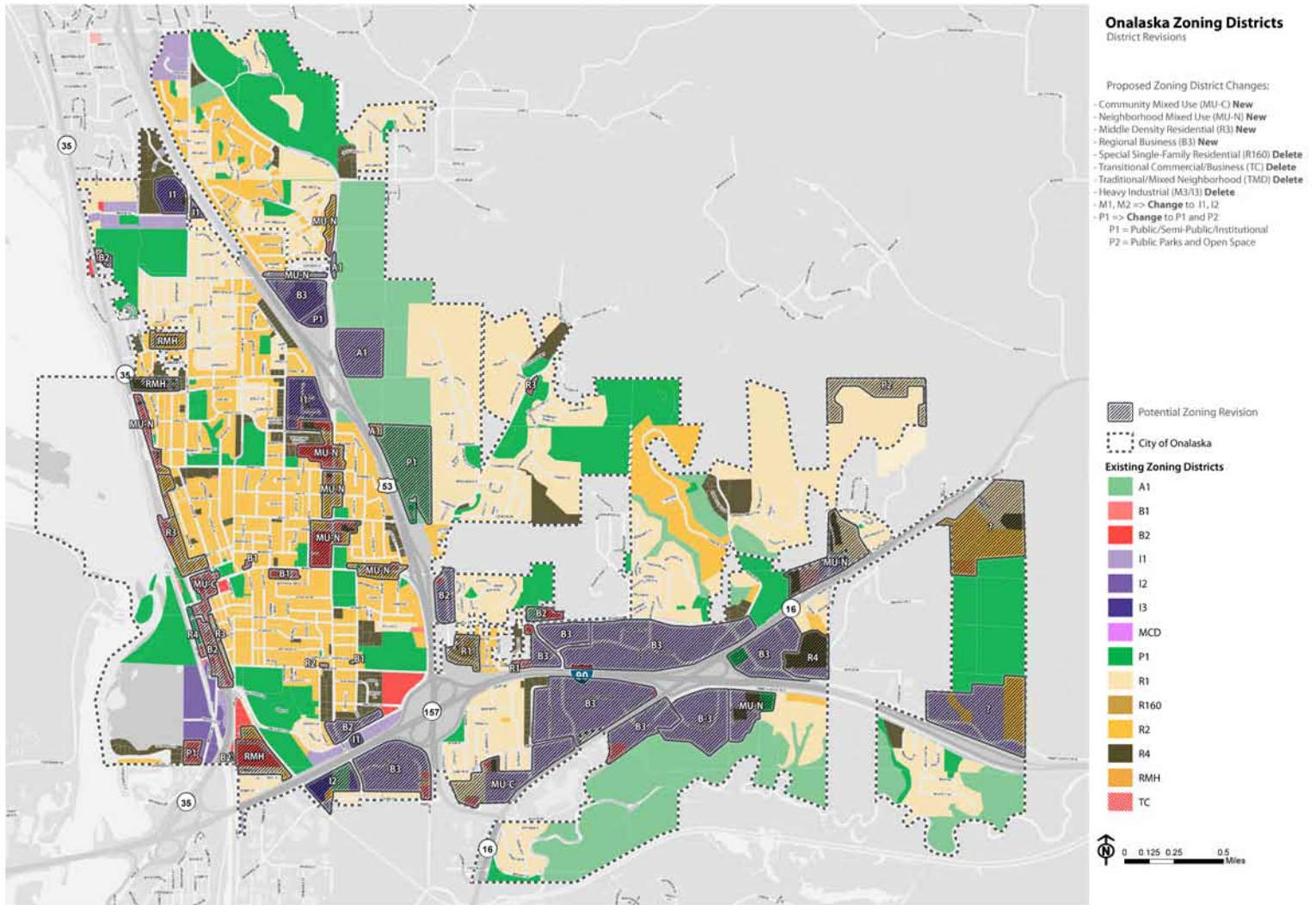
HIGHLIGHTS

Use of a graphics-based approach to illustrate and demonstrate a variety of topics such as building design and site standards

Executive Summary provides a user-friendly tool to communicate key topics and revisions to the general public, developers, and city leaders

Created new mixed use districts and form-based zoning standards

Rezoning of downtown core and edge areas to new mixed use districts



Unified Development Code (Zoning) Rewrite

Onalaska, Wisconsin - HKGi recently completed a rewrite of the City's Unified Development Code. The project's objectives included making the UDC easier to understand and use; ensuring that the code meets state statutes and reflects the direction of the 2016 comprehensive plan; and includes a modernization of development standards to encourage high-quality, context-sensitive development.

After completing the initial phases of the project, including reviewing the existing code, conducting a diagnostic, and creating an annotated outline for consideration and review by the Plan Commission, HKGi drafted the new code in modules to facilitate an effective review by the public and municipal boards and commissions.

Stakeholder feedback indicated a strong desire to simplify the UDC and streamline procedures. Input also indicated a desire to allow more mixed-use development, evaluate parking requirements to ensure adequate parking in a reinvigorated downtown, allow for more food trucks, regulate exterior lighting more effectively, and address a host of residential issues to allow for more affordable housing and an expansion of the housing types available in the city.

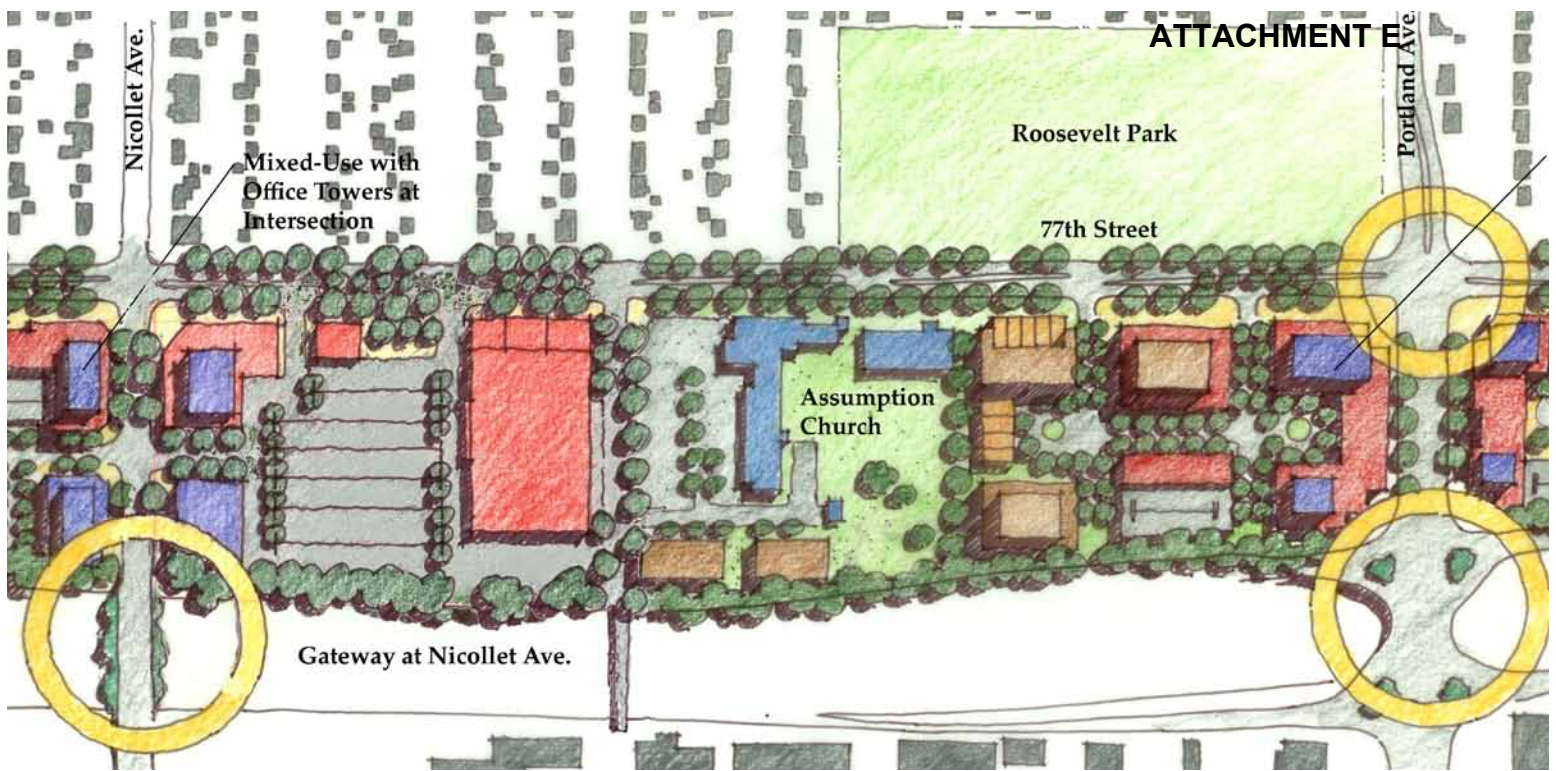
HIGHLIGHTS

Public involvement included Stakeholder Listening Sessions, Public Meetings, Open Houses. Presentations to Plan Commission and City Council, Online Engagement

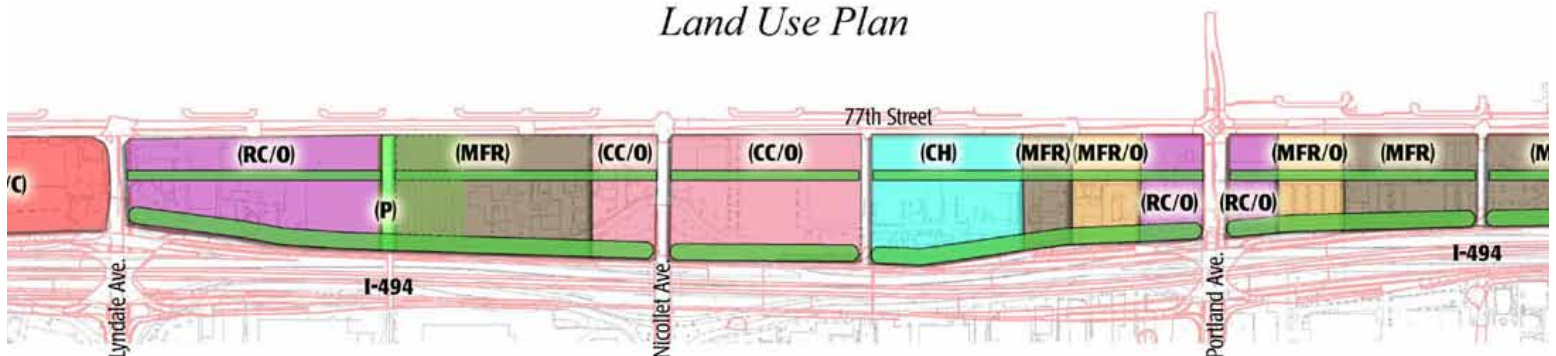
Example of a hybrid zoning code

New code allows more mixed-use development and facilitates creation of new housing types and areas in the community

Reduced the Unified Development Code from more than 400 pages to under 200 pages



Land Use Plan



I-494 Corridor Master Plan & Zoning Ordinance

Richfield, Minnesota - HKGi provided leadership for an extensive effort to define a future vision for Richfield's I-494 Corridor, an area characterized by high volume, high speed traffic, and aging building stock. HKGi led the community, including elected officials, city staff, business people, and residents through a planning process that defined a future vision for the area and established a regulatory framework to make the vision a reality. The project involved the preparation of a master plan for the Corridor, an update of the City's Comprehensive Plan, and the creation of new zoning classifications and regulations for the project area.

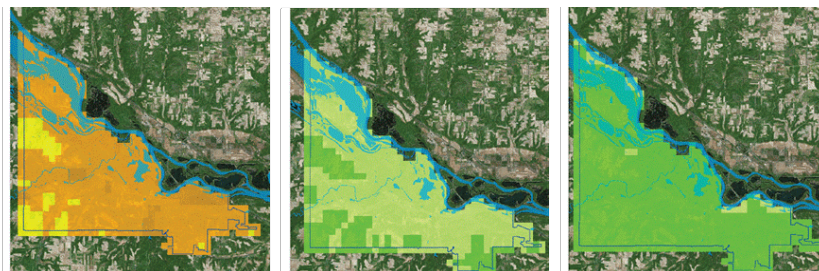
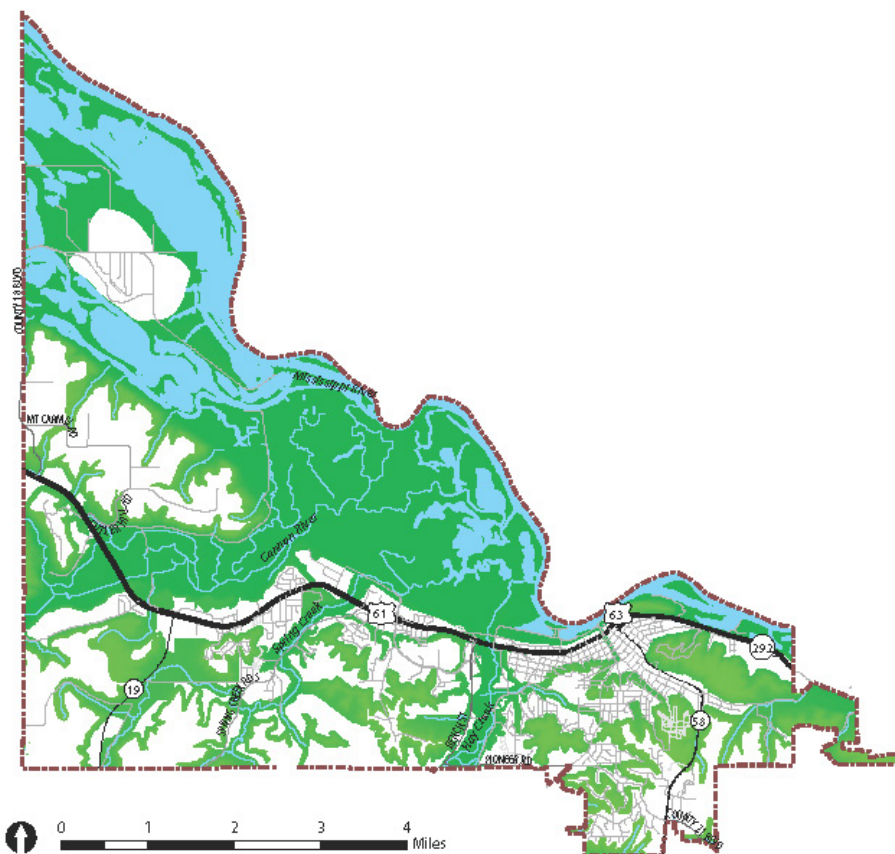
The overall project vision will reshape the corridor's development pattern by establishing new urban neighborhoods that contain housing and commercial diversity; vibrant, pedestrian-friendly street fronts; a dominant linear open space element; and a new "green" edge along I-494 consistent with Richfield's heritage as a garden community. New zoning provisions require multi-story buildings, the mixing of residential and non-residential uses, and building placements that are tight to front setback lines.

HIGHLIGHTS

Establishes strategies to transform highway corridor commercial development into mixed use districts featuring a variety of residential and commercial uses

Draws inspiration from Richfield's garden community heritage to encourage creation of a "green" edge along the corridor

Identifies strategies to create a more attractive gateway to the city from its southern edge



2040 Community Plan

The 2040 Community Plan for Red Wing is filled with action items that will help the community address a variety of challenges related to land use, economic development, redevelopment, and housing. The community's extensive vision also enabled the planning team to address wide-ranging issues such as lifelong learning, public health, and connectivity and accessibility.

In addition to an award-winning engagement campaign programmed and conducted by the City and HKGi, the planning process featured an intense 4-day design charrette in which HKGi's staff members created redevelopment plans for opportunity sites across the city. Concepts addressed downtown redevelopment, residential and commercial redevelopment for several sites across the community, and ideas for reinvigorating and updating some of the city's parks and public spaces.

Since adoption of the Community Plan, the City has made progress on key implementation initiatives related to sustainability and resiliency by passing a five-year Climate Action Plan intended to make an immediate impact on the City's goal to reduce its carbon emission impacts.

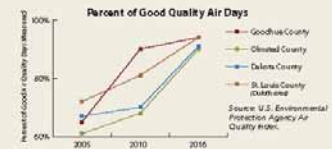
ATTACHMENT E Red Wing 2017 Report Card

Red Wing has a history of being environmentally active and is working toward becoming a more sustainable city.

How can we best measure and track our metrics to ensure we're moving in the right direction?

Air Quality

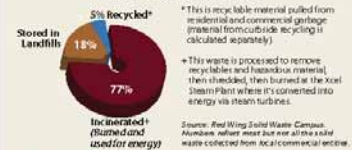
Our county's percent of good quality air days increased 45% since 2005, following a nationwide trend of lower air pollution emissions.



Solid Waste

RW is a regional hub for managing solid waste and recyclables. In 2016 the RW Solid Waste Campus handled just over 19,000 tons of garbage, with RW producing an estimated 8,000 tons. Here's where the garbage went:

What Happens to Solid Waste



Recycling

The city's curbside recycling program collects between 2,500 and 4,000 tons of recycled material annually.* That equals roughly 1/4 to 1/3 the total solid waste collected in Red Wing.

65% of residents use the curbside recycling program all or some of the time.

What would make more of us recycle regularly?

Source: Red Wing Solid Waste Campus. * These numbers are estimates. Red Wing measurements are not currently calculated separately.



Sustainability-related Information compiled during the planning process included mapping of the City's existing green infrastructure (top left); wind power generation potential (bottom left); and a sustainability report card to help identify areas of success and areas in need of improvement.

HIGHLIGHTS

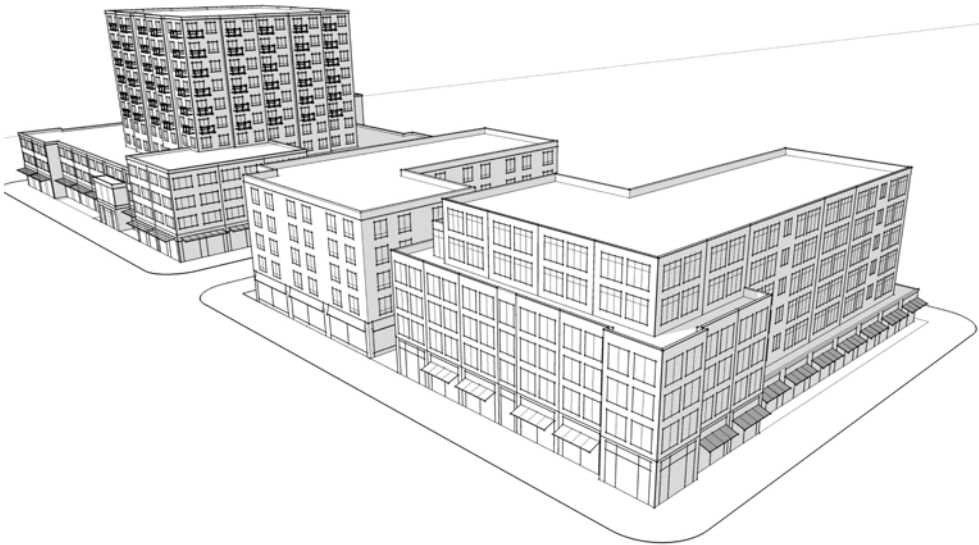
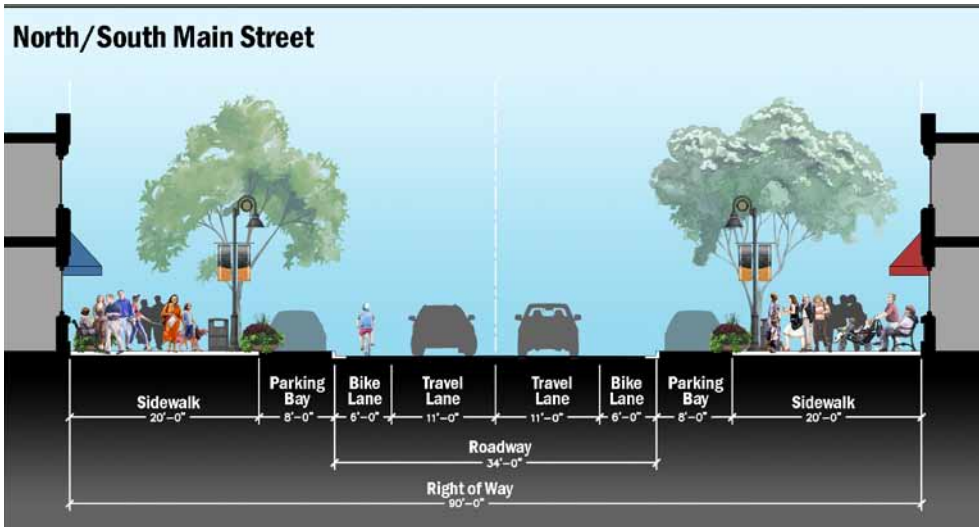


2019 MN APA Award for Excellence in Engagement

Strong focus on community issues related to public health, sustainability, resiliency, accessibility, and equity

4-day design charrette focused on creating redevelopment concepts for key sites throughout the city

Engagement activities included TED-style talks focused on community development topics



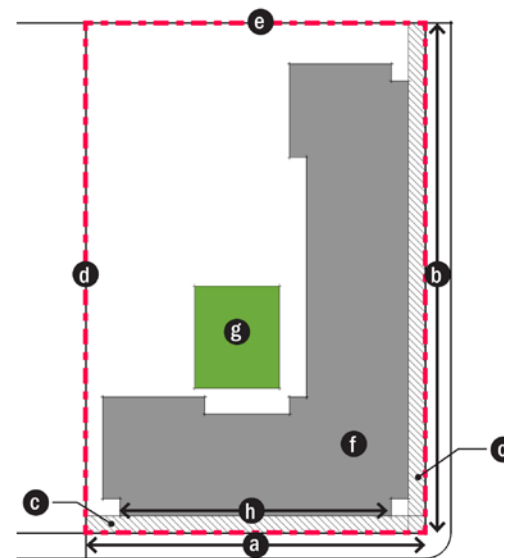
Town Center Design Guidelines/TOD Zoning District

Eden Prairie, Minnesota - HKGi worked with the City of Eden Prairie to create a Town Center Zoning District and Design Guidelines to guide and regulate redevelopment in the 120-acre live/work/play Town Center area. Best practices from precedent town center developments around the country and community member preferences provided guidance to the design team for crafting regulations guiding site design, architecture, streetscapes, public space and zoning standards.

HKGi also worked with the City to develop three transit-oriented development (TOD) zoning districts for the city's LRT station areas: TOD-Mixed Use, TOD-Residential, and TOD-Employment. The zoning districts will guide the creation of attractive, pedestrian-friendly, environmentally and economically sustainable transit-supportive development patterns that feature a complementary mix of land uses. Each district features unique development standards and the extensive use of tables, site plan diagrams, and illustrative building elevations results in a more user-friendly ordinance.



Figure 32: Incorporate open spaces with flexible programmed uses.



HIGHLIGHTS

Transit-supportive zoning for three districts, each with different development characteristics

Extensive use of preference survey and precedent imagery to inform community input

GRAND MARAIS, MN

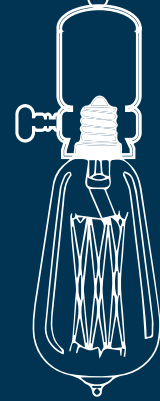
The Grand Marais Zoning Ordinance has the following types of lot dimensional standards for the residential zoning district: minimum lot area, width, and depth; minimum yard setbacks (front, side, rear and corner); and maximum lot coverage %. Many other cities typically have multiple residential districts with varying lot dimensions. Some precedents from other cities, both in Minnesota and elsewhere, of smaller lot dimensional standards are shown below.

2 LOW/MEDIUM DENSITY RESIDENTIAL DISTRICTS: R1 & R2

	Unsewered	Sewered
Minimum Lot Area	70,132 sf	10,000 sf
Minimum Lot Width	200'	75'
Minimum Lot Depth	350'	120'
Maximum Lot Coverage	30%	30%

3+ LOW DENSITY RESIDENTIAL DISTRICTS: R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17, R18, R19, R20, R21, R22, R23, R24, R25, R26, R27, R28, R29, R30, R31, R32, R33, R34, R35, R36, R37, R38, R39, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51, R52, R53, R54, R55, R56, R57, R58, R59, R60, R61, R62, R63, R64, R65, R66, R67, R68, R69, R70, R71, R72, R73, R74, R75, R76, R77, R78, R79, R80, R81, R82, R83, R84, R85, R86, R87, R88, R89, R90, R91, R92, R93, R94, R95, R96, R97, R98, R99, R100

Large Lot
Suburban
Urban R
Small Lot



HIGHLIGHT

RESIDENTIAL ZONING - PRECEDENT RESEARCH AND SURVEYS

For a housing study and zoning ordinance revision project in Grand Marais, HKGi conducted research and assembled community education materials to help community leaders and residents understand how their design and zoning standards compare with other peer and model communities.

These materials provided useful information that enabled stakeholders to make decisions about how they wanted their community to look and feel and better understand the potential impacts of zoning decisions on future development.

SMALLER LOT PRECEDENTS

DENVER, CO: M-RH-3

MINIMUM LOT AREA:

3,000 SF

MINIMUM LOT WIDTH:

25 FT

MINIMUM LOT DEPTH:

NONE

MAX BUILDING COVERAGE:

75%



DULUTH, MN: R-2

MINIMUM LOT AREA:

4,000 SF

MINIMUM LOT WIDTH:

30 FT

MINIMUM LOT DEPTH:

NONE

MAX BUILDING COVERAGE:

DETERMINED BY SETBACKS



CROSBY, MN: R-2

MINIMUM LOT AREA:

5,000 SF

MINIMUM LOT WIDTH:

50 FT

MINIMUM LOT DEPTH:

NONE

MAX BUILDING COVERAGE:

40%



GRAND RAPIDS, MN: R-1A

MINIMUM LOT AREA:

6,000 SF

MINIMUM LOT WIDTH:

44 FT

MINIMUM LOT DEPTH:

NONE

MAX BUILDING COVERAGE:

40%



References



Katie Aspenson, Planning/Zoning Inspector
City of Onalaska
608-781-9590
kaspenson@onalaskawi.gov

Sean Walther, Planning/Zoning Supervisor
City of St. Louis Park
952-924-2574
swalther@stlouispark.org

Mike Martin, Economic Development Coordinator
City of Maplewood
651-249-2303
michael.martin@maplewoodmn.gov



**CREATING
PLACES
THAT ENRICH
PEOPLE'S
LIVES**



Zoning Ordinance Updates

Proposal of:

Northwest Associated Consultants, Inc.

4150 Olson Memorial Hwy, Suite 320

Golden Valley, MN 55422

763-957-1100

www.nacplanning.com

November 6, 2020



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

November 6, 2020

Ms. Janice Gundlach
Community Development Director
2660 Civic Center Drive
Roseville, MN 55313

RE: Roseville Zoning Ordinance Update

FILE NO: 802

Dear Ms. Gundlach:

This letter responds to the City of Roseville's request for consulting assistance with an update of its zoning regulations, as described in the Scope of Work and requested by Friday, November 6, 2020. As requested in the Scope narrative, NAC staff, led by Stephen Gritman and Nate Sparks, propose to complete the work described in Section One and Section Two, in accordance with the timeline identified in the Scope (May 31, 2021 and December 31, 2021, respectively).

As noted in the following text, NAC staff, and in particular, Steve and Nate, have worked with scores of communities on literally hundreds of zoning ordinance updates and issues. While we routinely write those regulations for our municipal clients, our primary source of understanding flows from our core experience, which is applying regulations on a day-to-day basis for our zoning administration communities.

This experience has informed our understanding of how these regulations are used by property owners, city staff, and city officials – our regulations are written

to work for all parties based on this experience, not merely borrowed from some other code.

We look forward to the opportunity to work with you, your staff, Roseville's public officials, and the community in creating development regulations that respond to the goals you have identified in your Comprehensive Plan, and the needs of those who will use the codes and illustrations, whether that is a daily job, or a one-time interaction.

Thank you for the opportunity to introduce NAC and our work to your community, and we would welcome the chance to assist you with this project.

Sincerely,

NORTHWEST ASSOCIATED CONSULTANTS, INC.



Stephen Grittmann, Principal



Nate Sparks, Senior Planner

Introduction to NAC

Northwest Associated Consultants, Inc. was established in 1973 and is a multi-disciplinary planning and zoning consulting firm with a strong concentration of work experience in municipal zoning and subdivision ordinances, both in their preparation and application.

Our Principal Staff. NAC has a staff of seven professional planners. Our staff's range of background includes planning and zoning administration, architectural and landscape architectural design and land use law. The firm is owned by Alan Brixius and Stephen Gritman. Alan and Steve have each been with the firm for more than 35 years, and have each worked with scores of cities throughout the region on every kind of zoning-related project.

Our Clients. Our client base consists almost exclusively of local governments, currently including more than two dozen communities in and around the Twin Cities Metro Area, and throughout Central Minnesota. For the vast majority of those communities, NAC's current staff have been a part of the preparation of the zoning and subdivision regulations, if not in their entirety, then almost certainly in part. In addition to full ordinance updates for scores of communities, we have helped prepare hundreds of ordinance amendments addressing specific zoning issues.

Our Work. Beyond the writing of the development regulations, NAC is routinely involved in the application of these regulations through zoning administration consulting in most of our client communities. We serve as, or in direct support to, the planning staff for these communities, reviewing on a daily basis the development and subdivision requests, applying the regulations that we (or others) have helped write.

In this way, we have been able to refine our ordinance work to know what kinds of issues that ordinances may raise, understanding how cities and landowners use those ordinances, how they are enforced by city staffs and how they are applied by planning commissions and city councils. We can confidently say that NAC has perhaps the broadest and deepest range of experience in this area to offer the City of Roseville.

Moreover, we have often engaged in full ordinance revisions and/or special district design to implement specific (or general) aspects of the City's Comprehensive Plan. Bridging the gap that often exists between Plan and implementing Ordinance is a particular specialty of NAC's work experience.

Our experience and client community base is extraordinarily broad and includes freestanding out-state communities, large Twin Cities suburban communities and first ring or fully-developed suburbs similar to Brooklyn Center. We have provided examples of similar work later in this document, but especially encourage your contact with our current clientele. It is here that you will find the depth and value of our experience – development regulations that are clear, expressive of the City's land use objectives, and written to creatively solve land use issues without creating unexpected new ones.

Finally, since a major aspect of our work relates to on-going zoning administration, we are committed to working with City staffs in applying, critiquing, and enforcing development regulations. We firmly believe that this experience is unequalled, and a key aspect of the quality of the ordinance work in which we are involved.

Firm Contact Information

Stephen Grittman, JD, Principal
Phone: 651-726-7293 (direct)
Email: sgrittman@nacplanning.com

Nate Sparks, Senior Planner
Phone: 651-726-7297
Email: nsparks@nacplanning.com

Within just the past few years, Steve and Nate have assisted Sartell, Buffalo, St. Anthony Village, Burnsville, Le Sueur, and Monticello just to identify a few, in comprehensive and/or targeted updates of zoning regulations. We have included a few examples of that work, as well as some project descriptions as a part of this proposal.

Currently, Stephen is working with City staff on finalizing a full revision of the Sartell Zoning Ordinance and Zoning Map, and recently completed a complete rewrite and redesign of Monticello's "CCD", Central Community District, a mixed-use district developed to accommodate a variety of traditional and non-traditional downtown redevelopment.

Nate was the staff member primarily responsible for the Le Sueur Zoning Ordinance update, and has recently assisted May Township, Dellwood, and St. Paul Park with a variety of development regulations projects.

In addition to comprehensive re-writes, we have participated in special zoning projects, including sign ordinances, specific regulations such as Transit-Oriented Design zoning districts, Mississippi River Critical Area overlay zoning, Shoreland and Wild and Scenic regulations, as well as numerous special-topic ordinance work such as small-cell wireless services, buffer and form-based zoning approaches, and myriad others. Finally, we have worked with scores of communities in updating Subdivision Ordinances and platting codes to ground them in contemporary review criteria and meet the City's development expectations.

NAC's recent zoning work has included the following zoning-related projects:

- Comprehensive Plan Implementation Planning
- Preparation of Development Regulations
- Zoning Administration – Development Review

- Assistance to Planning Commissions and City Councils
- Subdivision and Plat Review
- Central Business District Architectural Guidelines
- Shoreland Overlay Zoning
- Floodplain Overlay Zoning
- Planned Unit Development District and Overlay Zoning
- Adult Use Regulations
- Sign Regulations
- Site Plan Review
- Park System and Dedication Studies
- Special Zoning/Land Use Issues Studies

Development Regulation Experience

NAC has extensive experience in writing and updating development regulations for a wide spectrum of Minnesota communities – probably more than any other consulting firm in the region over the past several years. Since the early 2000s, our staff has assisted in the updating or rewriting of development regulations in more than 30 different communities. In addition, we serve these and many other communities with planning and zoning services, interpreting, applying, and reporting on zoning and subdivision regulation impacts on a daily basis.

The writing and application of zoning and subdivision ordinances is the central core of NAC's business. As a part of our ongoing daily duties, we make note of ordinance issues that the City may wish to address. Working with the City officials, we also assist in analyzing a community's regulations to determine the areas of regulation most needed by the community.

We would highlight again that, while we have a deep background in the preparation of zoning and subdivision regulations for a broad array of client communities, our zoning expertise is honed by daily work applying the ordinances (both those we have written and those written by others) to real-world development proposals in each of our client communities. This experience has helped us develop a keen sense of how zoning ordinances are used and applied by local officials and staff. We use this experience to ensure that the regulations developed for Roseville will be relevant and tailored for use in your community.

We would also note that our experience in so many communities has given us a profound appreciation for the differences between cities and the uniqueness of each place. Thus, while zoning ordinances have many common elements from city to city, each community is trying to accomplish something different with its own regulations, requiring that their zoning ordinance be distinctively and individually written. As such, we strive to ensure that the format of the ordinance is useful to the community, that its standards are designed to accomplish the specific goals that the City has laid out in its other planning documents and that its organization is meaningful to the staff, officials, developers and property owners who will be using it.

NAC Staff Assignments

Steve Grittmann and Nate Sparks will comprise the primary NAC staff team. Other staff members would likely be involved as specific aspects of the project require.

Stephen Grittmann, JD, Principal will serve as the NAC principal in charge of the Zoning Ordinance and Zoning District aspects of the project. Steve joined NAC in 1983 and is one of the company's two principals. He has worked on planning projects in more than 40 communities throughout Minnesota, Iowa, Wisconsin and North Dakota. Throughout the years, Steve has served a broad range of communities in the preparation of comprehensive plans, zoning and/or subdivision regulations, development plans, annexation and specialized studies. In addition to these projects, Steve currently serves as the day-to-day planner for the cities of Buffalo, St. Anthony Village, and Monticello, and consults with the community development staff in Sartell. His educational background includes degrees in urban land use, business, and law.

Nate Sparks, Senior Planner will serve as the second senior level planner on the Roseville Zoning Ordinance Update. Nate has a Bachelor's Degree in Political Science and a Master's Degree in Community and Regional Planning from Mankato State University and has more than 20 years of experience in the planning field, more than fifteen of which have been with NAC. Nate has an extensive range of experience in the preparation of comprehensive plans, zoning and subdivision ordinances, and a long list of specialized land use studies. Nate currently serves as the day-to-day Planner for the cities of St. Paul Park, Dundas, May Township, and consults with the community development staff in Le Sueur and Medina.

Resumes for Steve and Nate are attached to this submission.

Work Program

The development of a zoning ordinance is unique to the individual community. We strive to understand existing development patterns (both successes and failures); the City's future land use goals; and the various competing interests within the community (economic development, planning, environment, historic, and private property interests) in order to draft regulations that achieve consensus among these parties and help the community reach its planning goals and objectives as defined by its Comprehensive Plan.

The following work program outlines a conceptual process that we would anticipate for undertaking the update of the Roseville zoning ordinance and the new zoning districts, subject to further discussion with the City.

Scope Refinement and Orientation

Start-Up Meeting. Prior to conducting a detailed review of the existing Zoning Ordinance, it is suggested that the scope of the project be discussed/refined through a start-up meeting City staff. In this meeting, we would discuss the schedule and process for undertaking the Zoning Ordinance Update as well as identifying the land use and zoning issues that must be addressed. We would suggest that the start-up meeting include City staff that would be responsible for implementation or enforcement of City development regulations. This would include planning, economic development, building inspection, engineering, police, fire, public works, and attorney. Through this meeting, we hope to discuss the following scope of work:

- a. Ordinance format/sections/pagination
- b. Zoning issues, concerns, problems, strengths, enforcement issues
- c. Current Ordinances related to zoning
- d. Comprehensive Plan and Economic development goals
- e. Outreach methods for informing the community of the ongoing work, advisory committees, City website, newsletter, etc.

The start-up meeting will define the scope of work and begin the issue identification efforts. NAC will prepare a summary of the start-up meeting discussion, defining the process and outlining identified zoning issues.

Public Process/Engagement

Zoning Workshops. A key component of NAC's approach will be a series of workshop meetings and open houses to identify specific aspects of the Zoning Ordinance that are necessary to address issues unique to Roseville and its newly adopted Comp Plan. In addition, we would expect to raise additional zoning strategy options for the City's consideration that may be common to fully-developed suburban communities. We would expect to hold the following workshops, and may add more as the process requires:

- Zoning Issues Workshops with Planning Commission and City Council. We have found that conducting a chapter-by-chapter discussion with City officials is one of the most effective and efficient ways of identifying those issues which have faced the community from a zoning perspective. In this setting, we are also able to test alternative ideas and gain an understanding as to their applicability to the community. We would expect to hold at least one such workshop near the beginning of the process, and one or more as we develop code alternatives for City discussion.
- Zoning Issues meeting with City staff, including Code Enforcement, City Administrative staff that often deal with phone calls or in-person questions at City Hall, and other staff that have encountered zoning issues affecting their areas of responsibility. While many zoning issues rise to the level of application and public meeting agendas, many more are dealt with at City Hall that never reach

the public forum. This workshop meeting is intended to provide an opportunity for the staff members who deal with zoning questions on a day-to-day basis to ensure that those common – or unusual – issues are properly addressed in the new ordinance.

- Zoning Issues Workshops with members of the public. We would expect to hold at least two of these workshop meetings to discuss zoning issues that affect the public. One would be focused on zoning issues that impact residential land owners, while the second would be clustered around commercial/industrial zoning issues. Specific invitations to these workshops would be provided to the residents and businesses as appropriate. The timing of these workshops would be midway through the process, with an expectation that we would have presentable ideas to discuss with the attendees. It has been our experience that members of the public participate more actively when they have an opportunity to respond to ideas and options that are presented for discussion.

These workshops also need to emphasize the adopted land use goals of the Comprehensive Plan as a baseline. The purpose of the workshop will be to identify methods to make zoning regulations relevant to the users in the broadly defined land use categories, and provide an opportunity to build a line of communications with members and representatives of those communities to City Hall.

- Zoning Ordinance Open House. Before the ordinance and new districts are ready for consideration at a public hearing, we would expect to conduct an open house meeting for all interested members of the community to consider the proposed changes, provide input on the approaches being discussed, and identify any outstanding concerns or issues that may require additional attention. The intent would be to ensure that we have closed any unforeseen gaps, and are able to bring complete drafts to the public hearing without concern over unanticipated issues or surprise comments. This is not to say that the draft zoning ordinance will make everyone happy – but we are dedicated to being certain that we have addressed the items that are important to the community, and can defend the rationale for the language proposed.
- Zoning Ordinance Public Hearing. The Planning Commission would conduct the formal public hearing on consideration of the ordinance, with an expectation that a recommendation would then be forthcoming to the City Council. Due to the scope of these projects, it is not uncommon that consideration of the full ordinance spans more than one meeting of the Planning Commission – we will be prepared to participate in the discussion as necessary to ensure that the ordinance gets a full hearing and consideration as part of the adoption
- Other community engagement efforts would be undertaken in consultation with staff and public officials. We anticipate that at minimum, presentation opportunities at community events would be included, and as noted in the RFQ,

additional outreach ideas would be welcome. Given the city's recent focus on increasing engagement opportunities, we would expect to build on those efforts utilizing the expertise and objectives now in place. We would also expect to coordinate with other community members in cross-engagement activities during the preparation of the site-specific strategy plans.

Zoning Code Text

To prepare the proposed regulations, we would follow a process that presents the identified issues, proposes a narrative solution, then prepare draft amendment language in redline for internal staff review. In some cases, alternative approaches may be proposed for discussion, and presented to the public and/or public officials for consideration, depending on the nature of the update topic. A format similar to those below is expected (these examples are taken from the recent Sartell, MN zoning ordinance update).

Code Section	Topic and Comment	Existing and Proposed Language
<u>10-20-5</u>	Land Disturbance Permits	<u>10-20-5 F.</u> Unless otherwise exempted by this ordinance, projects that create ½ acre or more of new impervious surfaces and/or <u>is</u> redeveloped OR <u>more than 0.1</u>
<u>11-6-7</u>	Issue: Relatively large Grading activities can result in significant impacts without adequate protection of public drainage ways or other private property. Proposed solution: <u>(a)</u> Reduce threshold for permitting from 1 acre or disturbed area to .1 acre; (b) Reference any subdivision, rather than only platted lots as subject to drainage and erosion control requirements.	<u>11-6-7</u> . . . No building permits will be issued within a <u>plat-subdivision</u> until the preliminary grading of the drainage ways and building pads within the <u>plat subdivision</u> have been completed as approved within the Preliminary and/or Final Plat review, <u>or administrative subdivision review</u>, and an as-built grading plan is provided to the City.
<u>10-16-5</u>	Variance Review Time Issue: The lead time for variance applicants between application and public official review is extensive, currently 3 weeks. Proposed solution: Reduce application deadline date for variances to 12 days prior to Planning Commission meeting, which would be a Thursday, giving adequate time for staff review prior to preparation of Planning Commission agenda packets. Also noted – the process language includes a review by the Planning Commission for appeals, but not technically for variance requests as written. Thus, the proposed language	A. Request for Variance: Request for a variance shall be filed with the Clerk-Treasurer and shall be accompanied by the required fee as set by Council resolution. <u>The request shall be made by the owner of the property on an official application form supplied by the City. The application shall include the material in this section, and be submitted no less than twelve (12) days prior to the Planning Commission meeting at which the item is to be considered.</u> C. Public Hearing: The City Council upon receipt of a proper application for a variance, <u>and upon receiving the recommendation of the Planning Commission</u>, shall set a time and place for a public hearing before the board on such application. At least ten (10) days in advance of any such hearing, notice of the time, place and purpose of the hearing shall be published in the official newspaper of the City. B. Information Required: The Clerk Treasurer or City Council may, at their option,

10-5F-5: LOT, YARD, AREA AND HEIGHT REQUIREMENTS: According to Table One: Residential Lot Requirements.

A. Lot Area;

1. Efficiency Unit: 2,420 square feet per unit.
2. One Bedroom: 2,500 square feet per unit.
3. Two Bedroom: 3,000 square feet per unit.
4. Three or more bedrooms: 3,500 square feet per unit.
5. Required lot area as established in this section may be reduced by twenty five percent (25%) where one-half of the required parking is provided underground or under the principal building.

The presentation in this manner permits reviewers to understand the general issue, and the proposed solution, both in narrative and code form. This process has proven very successful and efficient for developing proposed changes. It should be noted that where there are specific Comprehensive Plan policies or directions that are driving a proposed change, those would be cited in the table format to help readers understand the purpose of the proposed change.

Once language is agreed upon, NAC would assist in preparation of the formal Ordinances to effect the amendments, both for text and map amendments as appropriate.

Budget and Timeline

The Scope of Work outlines the proposed timeline, with “Section One” amendments to be complete by May 31, 2021, and “Section Two” amendments to be complete by December 31, 2021. NAC would commit to preparing all materials for staff, public, and official review within that timeline.

With regard to budget, we estimate consultant costs as follows:

Section One: \$26,500

Section Two: \$51,000

Both estimates are inclusive of all costs and expenses, and are intended to fully address each of the identified components in the Scope of Work. Because it is expected that the Section One tasks are more direct, in that they have been specifically identified to implement adopted requirements of the Comprehensive Plan, we expect fewer unknowns in that portion of the work. As a part of Section Two, there are a number of topics that are likely to incorporate several levels of discussion and analysis, including what we presume to be the majority of the additional community engagement, and as such, Section Two is expected to entail greater time and costs.



STEPHEN GRITTMAN, J.D., AICP

Principal

EDUCATION

William Mitchell College of Law
 ▪ Juris Doctor
 Cardinal Stritch University
 ▪ Bachelor of Science in Management
 University of Minnesota
 ▪ Bachelor of Science, Urban Studies
 California State Polytechnic University
 ▪ Urban Planning

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
 American Planning Association
 Minnesota Chapter of American Planning Association
 American Bar Association
 Sensible Land Use Coalition

EXPERIENCE

1983-Present

Principal, Northwest Associates Consultants, Inc.
 Consulting City Planner: Buffalo, MN;
 Little Canada, MN; Mendota Heights, MN; Monticello, MN

1981-1983

Land Use Planner, K. Bordner Consultants, Inc.,
 Bloomington Minnesota

1978-1981

Landscape Designer, Braeger Construction,
 Upland, California

AREAS OF SPECIALTY

Community Planning

Comprehensive community planning. Policy planning and analysis, strategic planning and goal setting, community needs analysis, growth management strategy planning.

Representative Projects: Comprehensive Plans in Buffalo, MN; Watertown, MN; Monticello, MN; Thief River Falls, MN; Rockford, MN; Little Canada, MN; Excelsior, MN.

Expert Testimony

Testimony, analysis, and report preparation on behalf of cities and private property owners for condemnation commissions. Minnesota Municipal Board hearings and District Court.

Representative Projects: Condemnation – Cities of Minneapolis, MN; Ramsey, MN; Monticello, MN; Victoria, MN.

Annexation – Cities of North Branch, MN; Alexandria, MN; Monticello, MN; Winona, MN; District Court – Various.

Rural Development

Land use policy planning, agricultural preservation, rural residential zoning, annexation and incorporation analysis, rural environmental planning.

Representative Projects: Comprehensive Plan in Goodhue County, MN; Land Use Plan in Stearns County, MN; Annexation Analyses in Alexandria, MN; Winona, MN; Monticello, MN.

Downtown Planning

CBD development and redevelopment design, pedestrian and vehicular circulation system analysis and design, streetscape/storefront design, and historic preservation.

Representative Projects: Downtown Plans in Buffalo, MN; Wayzata, MN; Excelsior, MN. Design Guidelines in Little Canada, MN; Excelsior, MN.

Land Use Planning

Master land use planning, municipal zoning and subdivision ordinance preparation, technical assistance and project review, shoreland zoning preparation.

Representative Projects: Zoning and Subdivision Ordinance in Little Canada, MN; Goodhue County, MN; Rockford, MN; Elko, MN; Stearns County, MN. Technical Assistance in multiple communities.

Park, Trail, and Open Space Planning

Planning and design of parks and open space systems, park use and needs analysis, park/trail system surveys, park site design.

Representative Projects: Parks System Master Plans in Buffalo, MN; Monticello, MN; Parks Planning in Lakeville, MN; Glenwood, MN; Rockford, MN; Monticello, MN.



NATE SPARKS

Senior Planner

EDUCATION	
Minnesota State University Mankato, MN	
▪ Masters of Urban and Regional Planning	
Macalester College	
▪ Bachelor of Arts in Geography	
PROFESSIONAL AFFILIATIONS	
American Planning Association	
Minnesota Chapter of American Planning Association	
National Main Street Center	
National Trust for Historic Preservation	

EXPERIENCE

2005-Present

Planner, Northwest Associated Consultants, Inc.
Consulting City Planner: Annandale, MN; Bethel, MN; Dellwood, MN; Dundas, MN; Howard Lake, MN; LeSueur, MN; May Township, MN; Medina, MN; St. Paul Park, MN

2002-2005

Zoning Administrator/Assistant Planner, Minnetrista, MN

2000-2002

Community Development Assistant, Norwood Young America, MN

2000

City Management Internship, Blue Earth, MN

AREAS OF SPECIALTY

Comprehensive Planning

Work with communities in the preparation and implementation of comprehensive plans. Formulate plans addressing land use, housing, transportation, and environmental protection. Create area improvement plans targeted to specific parts of cities. Identify and project community demographic patterns. Organize community participation and interest group involvement in the planning process with innovative and effective methods.

Representative Projects: Bethel; Big Lake; Howard Lake; Linwood Township; May Township; Minnetrista; Orono; St. Francis

Technical Assistance

Provide expertise and consultation to municipalities in the review of development applications, citizen requests, inter-jurisdictional plans, annexation requests, and economic development proposals. Preparation and presentation of reports and studies to Commissions and Council to assist decision-makers in evaluations. Preparation of findings and resolutions. Representation of decisions to public and applicants.

Representative Projects: Annandale; Big Lake; Blue Earth; Dellwood; Dundas; Howard Lake; LeSueur; May Township; Medina; Minnetrista; Norwood Young America; St. Francis; St. Paul Park

Zoning Administration/Code Enforcement

Assist communities in developing zoning administration and code enforcement policies and programs. Provide technical leadership on complex code enforcement cases and abatement procedures. Create enforcement resolution procedures related to nuisances and hazardous buildings. Provide testimony for cases.

Develop rental housing and vacant building programs. Answer questions from citizens and the general public on planning and zoning issues.

Representative Projects: Bethel; Blue Earth; Dundas; Howard Lake; May Township; Minnetrista; Northfield; Norwood Young America; Otsego; St. Francis; St. Paul Park

Economic Development and Downtown Planning

Development of promotional materials, create small business loan program, development of downtown plans and design guidelines, creation and implementation of revitalization programs, redevelopment planning, prepare economic development plans, industrial park plans, grant writing, and economic development technical assistance. Assist communities in identifying business assistance programs that fit their needs.

Representative Projects: Annandale; Bethel; Big Lake; Howard Lake; Norwood Young America; St. Francis

Park and Trail Planning

Development of cost-effective and coordinated park, trail, and open space system plans. Develop park capital improvement budgets. Implement a municipal greenway initiative. Assist in park site design. Create park site selection criteria for recreational elements.

Representative Projects: Dundas; Howard Lake; Minnetrista; Norwood Young America; St. Francis

Ordinance Preparation and Research

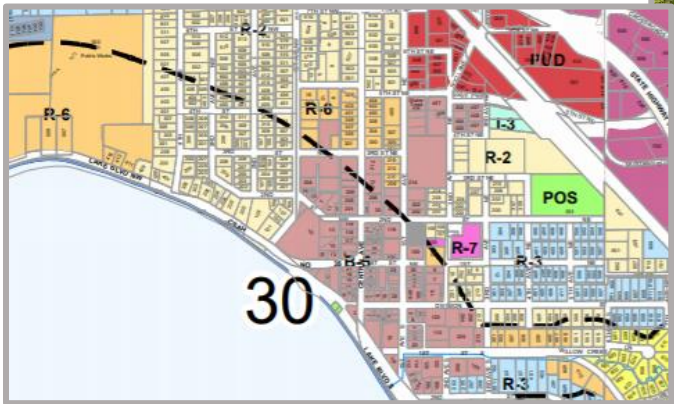
Provide ordinance rewrites and specialized ordinance research and preparation including such topics as alternative energy, business licensing, adult uses, nuisances, utilities, and subdivisions. Assist City staff in research, development, and implementation of programs related to ordinance updates.

Representative Projects: Big Lake; Dundas; Howard Lake; May Township; St. Francis; St. Paul Park



**Buffalo, Minnesota
Zoning Regulations Revision
2016**

The City of Buffalo updated its Comprehensive Plan in 2006, re-envisioning how the Wright County community had evolved from a small rural center to a rapidly growing regional hub of more than 15,000 residents. Fundamental to Buffalo’s sense of place was a continued focus on its downtown area and traditional small-town character in the face of new development pressures, both in scope and type.



Following adoption of the Plan, however, economic conditions changed dramatically with the housing crisis and the onset of

the “Great Recession”. By 2014, the landscape was beginning to change, and redevelopment opportunities began to revive, particularly in housing around the downtown area. NAC, led by Stephen Gritman and the City’s Planning Commission, undertook a complete update of the City’s zoning regulations, with a special concentration on housing districts that would accommodate the changed residential marketplace.

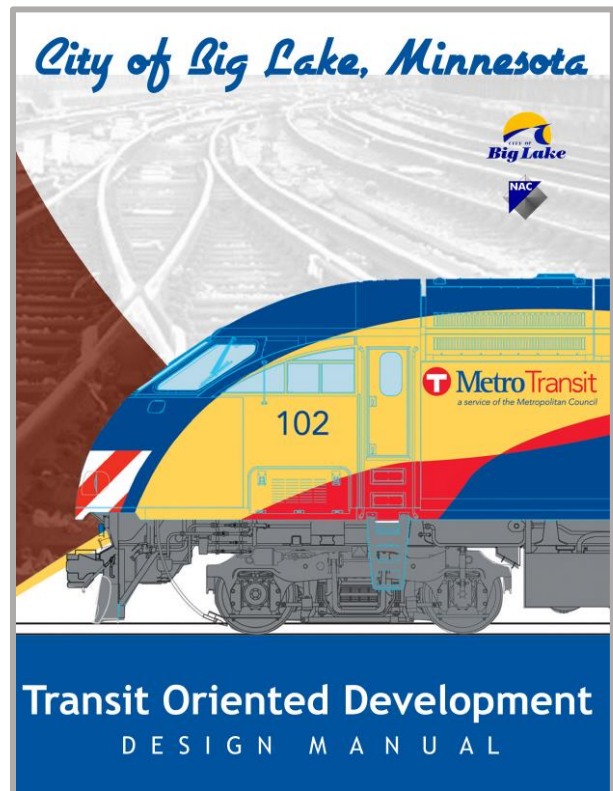
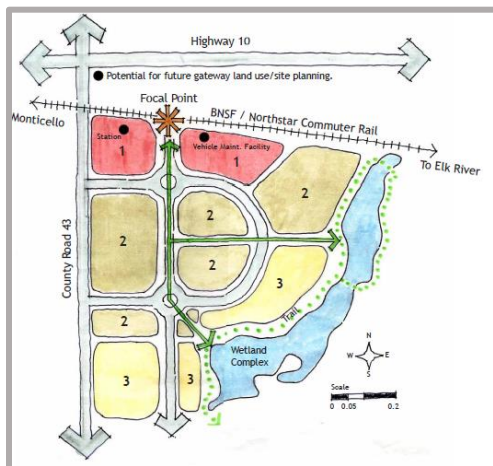
The revised regulations, adopted in 2016, incorporated updated approaches to small-lot single family districts, higher density housing in the mixed-use downtown, and increased density and design standards for new multi-family projects throughout the community. Combined with an overall revision to ensure contemporary zoning standards, the new ordinance serves as an effective tool to implement the goals of the City’s Comprehensive Plan and housing objectives into the future.





Big Lake, Minnesota Transit-Oriented Design Zoning/Design Manual - 2007

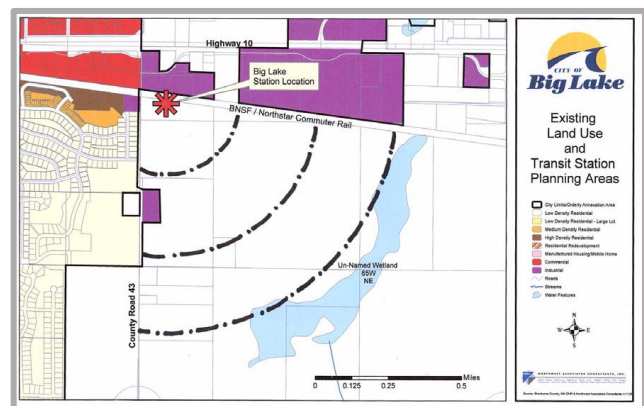
By the early 2000s, the routing and station locations for the proposed Northstar commuter rail service were being settled. Big Lake was designated as the western-most station location, with the chosen site on the east side of the community, outside of the traditional developed area of the city. Big Lake officials were concerned about how to approach all aspects of land use and development for this new major infrastructure investment.



Working with NAC staff, the City's Council, Planning Commission, and Economic Development Authority undertook a major effort to identify appropriate land

use patterns for the station area, zoning regulations that would establish the basis for a new urban form for the small town, and design and performance standards that laid out the framework for transit-oriented development resulting from the commuter rail terminus.

The unique challenge for Big Lake was responding to the transit-based demand for development styles that were not common in the rural community. The Northstar was an opportunity for innovative economic development, but also one that could be lost if not properly planned and managed. NAC helped the community work through the competing demands, and in the end, the City arrived at a vibrant mix of commercial and housing near the station site, with business-park uses at the edge, taking advantage of the changes in the industrial environment brought by the introduction of new business.





Monticello “CCD” Central Community District Zoning Regulations - 2018

The City of Monticello updated its Comprehensive Plan with a small-area plan for the downtown. This new plan incorporated a new focus on mixed uses in the downtown area, and restructured how the City saw the downtown role in the community, as well as within its specific geography.

To implement the goals and concepts of the downtown plan, NAC worked with City staff and an ad hoc steering committee to frame the objectives of the new plan in zoning terms, and create a clear path for the implementation of those objectives.

As with most zoning projects, the challenge is to find the sweet spot between flexibility and rigidity. Flexibility invites the broadest range of

development or redevelopment opportunities, but can lose focus on the community goals for the area. Rigidity is predictable and easier to apply, but can unnecessarily limit projects that would otherwise be welcome additions to the area.



development or redevelopment opportunities, but can lose focus on the community goals for the area. Rigidity is predictable and easier to apply, but can unnecessarily limit projects that would otherwise be welcome additions to the area.

TABLE 5-1A: CENTRAL COMMUNITY DISTRICT (CCD) USES						
	Riverfront (A)	Broadway (B)	SUB-AREA Walnut/ Cedar (C)	Pine (D)	Other CCD	Notes
Use Types	Entertainment and open space, supported by retail	Retail, supported by entertainment; Housing 2nd	Retail, supported by housing and services	Office, large space retail users, and retail service	Housing, supported by limited retail and services	
Permitted						
Conditionally Permitted						
Prohibited						
Uses:						
Residential						
Single Family	No	No	No	No	CUP	
Two Family	No	No	No	No	Permitted	
Townhouse	CUP	CUP*	CUP	No	Permitted	Townhouses on Broadway east of Pine only
Multi 4-12 du	CUP	CUP	CUP	No	CUP	
Multi 13+ du	CUP	CUP	CUP	CUP	CUP	
Ground-Floor	No	CUP	Yes	No	Yes	Allowed on ground floor for townhouses on Broadway east of Pine
Commercial						
Brew Pub <10,000 sq. ft.	Permitted	Permitted	Permitted	Permitted	No	
Brew Pub >10,000 sq. ft.	CUP	Permitted	CUP	Permitted		
Commercial Day Care	No*	No*	CUP	CUP	Permitted	*Some

NAC's approach, led by Stephen Gritman, was first to seek consensus on the appropriate level of flexibility, then to re-work the various land uses for the downtown called for in the small-area plan, block by block.

Accompanying the land use aspect was a focus on refining performance standards consistent with the direction of the



Stantec Consulting Services Inc.

733 Marquette Avenue, Suite 1000, Minneapolis, MN US 55402-2309

November 6, 2020

Attention: Janice Gundlach, Community Development Director, City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Ms. Gundlach and Review Committee,

Reference: Roseville Zoning Code Update

The Stantec Planning Team is eager to assist you, your staff, and the Roseville community with the Zoning Code Update. We bring to this effort our own experience with the City of Roseville, having seen it grow and develop firsthand over many decades and having been a part of its planning history. We bring our experience with dozens of cities in the region and around the country crafting comprehensive plans and the zoning ordinances that implement those plans. We bring the resources of our Stantec network across the continent with innovative perspectives on planning and zoning issues. We bring our commitment to sustainable communities, having helped shape many compact, walkable environments. And we bring our promise to help create an inclusive community in Roseville, supporting and enhancing the City's ongoing efforts.

Our reasons for wanting to assist with this effort – why we do this work – are straightforward: **Stantec is committed in its core values to putting people first and doing what is right.** This compels us to consider the people and communities we are serving and to do right by them, which in this case involves the codes that will shape the Roseville community for the next generation. Our approach – how we do this work – involves listening and studying, then responding with care and attention to detail. We will handle the process of updating the Zoning Code with confidence. Our work plan – what we do in this effort – blends the City's requested scope with our experience working with the nuts and bolts of City codes. We have outlined the specific steps and materials needed to update the codes in a process that is inclusive, fair, and legal.

Roseville has put considerable effort into becoming a more sustainable and equitable community, with its recent advancement to Step 4 as a Green Step City and its pursuit of policies and programs on equity and inclusion. The Zoning Code updates are one small part of this ongoing effort to reshape Roseville into that hoped-for community, but an important one. We are proud and eager to be part of this effort and look forward to working with you.

Sincerely,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in dark ink, appearing to read "John W. Shardlow".

John W. Shardlow, FAICP, Principal
(612) 712-2127
john.shardlow@stantec.com

A handwritten signature in dark ink, appearing to read "Phil Carlson".

Phil Carlson, AICP, Senior Planner
(612) 712-2028
phil.carlson@stantec.com

November 6, 2020

Page 2 of 18

Reference: Roseville Zoning Code Update

PROJECT UNDERSTANDING

Stantec will assist the City of Roseville (City) in updating the Zoning Code in two sections, as outlined in the Request for Proposals.

Section 1 involves changes coming from the recently updated 2040 Comprehensive Plan, including creation of a new BRT overlay zoning district, adjusting residential densities to be consistent with the Comprehensive Plan, renaming several zoning districts, and processing the rezoning of a number of individual parcels. During the Comprehensive Plan process, there were open house discussions of these changes, but the actual changes to the wording and details of the zoning amendments will require community engagement and a full legal process. This includes notice, publication, public hearings, and action by the Planning Commission and City Council.

Section 2 involves possible changes related to sustainability issues, racial equity and inclusion, and several other issues and standards in the Zoning Code. The process for initial identification, discussion, and definition of these changes is included in our proposal. A full understanding of how many issues are to be addressed and how they will be carried forward is discussed in concept only and will be detailed more fully in discussion later with the City.

The City is committed to true community engagement, moving beyond informing and consulting to collaboration and empowerment of the people and communities impacted by the proposed changes. Stantec will work with City staff, including the new Diversity, Equity and Inclusion consultant, to identify the communities, organizations, and individuals who are likely to be impacted by the proposed changes and to develop an engagement process appropriate for each. Our team will work with City staff to identify steps within the IAP2 process that we can incorporate into the review of the various steps in the Zoning Code Update. We have not detailed this engagement in our proposal so that we might develop the plan together in the future. As an organization, Stantec is committed to inclusion and diversity in our internal workplace, as well as human resource practices with our public engagements.

PROJECT APPROACH

Stantec approaches this Zoning Code Update as a collaborative effort between Stantec staff and City staff at the core, but also the residents, business owners, and property owners most affected, the neighborhoods and communities impacted, and the City's appointed and elected leaders on the Planning Commission and City Council.

Stantec planners bring to this effort our personal experience and knowledge of the Roseville community; our decades of experiences in the planning and zoning process; our expertise in sustainability, transit-oriented development, and other pertinent zoning issues; the larger Stantec network of innovative planners and urban designers whom we can call on for peer review and ideas from across the continent; and our commitment to empowering the Roseville community to improve the places and lives of its residents.

Our approach to the specifics of this work is to take each part as articulated by Roseville in the 2040 Comprehensive Plan and lay out a path to implement those parts efficiently and effectively. Having served dozens of communities in the region and across the country and having taught the essentials of planning and zoning to City staff and leaders for decades, we have the confidence and expertise to complete this update.

November 6, 2020

Page 3 of 18

Reference: Roseville Zoning Code Update

Stantec Team

Phil Carlson will serve as Project Manager and be the main contact with City staff throughout the project. John Shardlow will serve as Principal-in-Charge, consulting with the Stantec team and City staff on process, community engagement, sustainability, transit-oriented development, and other specific zoning issues within his experience. Planners Lauren Walburg and Amanda Schaefer will support the effort with research, writing, report preparation, GIS mapping, and other efforts as needed. The scope and schedule identifies Lauren and Amanda having roughly equal shares of the work supporting Phil's lead role. This also staggers the schedule so that neither the Stantec team nor City staff are overwhelmed at any given time by the various pieces in play. Planner Joe Polacek will provide graphic and internet engagement expertise in producing materials for online communications.

Community Engagement

We anticipate that for the next several months – the time frame when most of this work will be completed – that there will be restrictions in place on in-person gatherings due to the Covid-19 pandemic. We will work with City staff to plan effective communication and engagement and take into account the appropriate precautions at the time. Stantec has successfully engaged communities during the pandemic with various safety approaches. We bring this experience to Roseville for the Zoning Code Update process.

Community engagement during the time of COVID-19 is different than normal times, but this project is not less important, less creative, and less inclusive. Instead, as city builders and designers, we need to challenge ourselves to be *more* innovative. It is our responsibility to remove barriers to participation, meaningfully and effectively use participants' time, and involve people who are traditionally underrepresented in planning and development. With COVID-19 guidance evolving, the City needs a creative team that can customize all interactions with its partners and the community – whether it be virtual meetings, online ArcGIS StoryMaps, study area scavenger hunts, or small and larger group meetings later on in the process.

Our engagement process can call on traditional, targeted, innovative, and virtual outreach tools and methods to reach a broad and inclusive audience. With our ideas below, we will work with City staff to select the right tools for a public engagement plan. These tools might include:

- **Traditional** – conventional methods that most planning processes already use. This would include in-person public meetings to coincide with major points in the process as well as stakeholder coordination meetings. These may be done virtually to start and then progress to in-person meetings as restrictions allow.
- **Targeted** – outreach to specific groups that may not otherwise participate in the planning process. Groups in different parts of Roseville might include concentrations of immigrants, students, businesses, and renters. Examples of targeted outreach include: listening sessions (virtually or in-person), piggybacking on other meetings or gatherings (go to them vs. them coming to us), seeking out individuals within a community to act as both interpreter and go-between, or providing stipends to community-based organizations to partner in our outreach efforts.

November 6, 2020

Page 4 of 18

Reference: Roseville Zoning Code Update

- **Innovative** – creative and unconventional outreach methods to help collect information, increase awareness of the planning process, and boost participation. We partner with a film maker who prepares videos that include drive and street-level footage, stakeholder interview clips, infographics, and animations. Other examples we might include are bike or walk audits to collect impressions by photo or video, pop-up events, or demonstration projects. These activities can be socially distanced but still encourage interactions in the area involved.
- **Virtual** – Internet-based outreach to increase awareness and participation while helping to reach people who may not otherwise participate. StoryMaps have worked well recently as an “online equivalent” for public meetings since they bring participants through a story of the project that may include narrative, interactive and static maps, survey questions, videos, infographics, and more. Other virtual tools such as online live polling and surveys are preferable in these unprecedented times.

Steps in the Process

Most of the proposed changes within the Zoning Code Update will involve one or more of the following steps:

- 1) **Background research.** Stantec will research the Comprehensive Plan and Zoning Code to understand the context and details involved in each proposed change.
- 2) **Discuss process.** Stantec will meet with City staff to discuss the process to be followed for each proposed change.
- 3) **Prepare draft language and maps.** Stantec will prepare draft language and maps as needed for ordinances or map changes based on the particulars of each change.
- 4) **City staff review meeting.** Stantec will meet with City staff to review the draft ordinance language and maps and to discuss the appropriate community engagement for reviewing the draft ordinances and maps.
- 5) **Community engagement.** Stantec will facilitate community engagement with affected communities and individuals on the proposed change, to be developed in collaboration with City staff.
- 6) **Draft planning report.** Stantec will prepare a draft report to the Planning Commission and City Council on each change or set of changes.
- 7) **Draft notice materials.** Stantec will prepare draft ordinances for publication, public hearing notices, and notices to surrounding property owners as needed for each change.
- 8) **City staff review meeting.** Stantec will meet with City staff to review the planning report and draft notice materials.
- 9) **Planning Commission meeting(s.)** Stantec will attend Planning Commission meetings for review and recommendation on the proposed changes. Within each of the major parts of the work we propose one workshop meeting first to introduce and discuss the items informally, then a hearing to make a recommendation. Given the Planning Commission’s schedule and the complexity of the various changes, we will discuss with City staff how many meetings might be needed to process all the requested changes.
- 10) **City Council meeting(s.)** Stantec will attend City Council meetings as needed for adoption of the proposed changes. Given the City Council’s schedule and the complexity of the various changes, we will discuss with City staff how many meetings might be needed to process all the requested changes.

November 6, 2020

Page 5 of 18

Reference: Roseville Zoning Code Update

PROJECT SCOPE

SECTION 1

- 1.1 Kickoff meeting with City staff. Stantec will meet with City staff to discuss the process, approach, roles and responsibilities, schedule and communications involved in the Zoning Code Update.**
- 1.2 Research Comprehensive Plan and Zoning Code. Stantec staff will research the pertinent sections of the Comprehensive Plan and Zoning Code to understand the various pieces involved in the update.**
- 1.3 BRT overlay district and residential density ranges.**
 - 1.3.1 BRT overlay zoning district language. Stantec will draft language for the BRT overlay district to implement the intent of the district as envisioned in the Comprehensive Plan.
 - 1.3.2 Residential density ranges. Stantec will review the standards in the current Zoning Code and the designations in the Comprehensive Plan to make sure they align, suggesting revisions, as necessary.
 - 1.3.3 Review meeting with City staff. Stantec will meet with City staff to review the draft language for the BRT overlay and density ranges.
 - 1.3.4 Community engagement. Stantec will work with City staff to develop an engagement plan and materials appropriate for communicating the BRT overlay district and residential density standards. We understand the general outlines of these changes have already been discussed in a community engagement process within the Comprehensive Plan, so an in-depth, large-scale is likely not warranted. But communication of these details will be shared with the community and their input gathered. We do not know in advance the extent of interest in these issues or the level of detail and amount of effort required to fully engage the community on these changes. We have allotted a certain number of hours in our cost estimate for this engagement. If more effort is needed, this will be negotiated as an additional service above the cost estimate in this proposal.
 - 1.3.5 Prepare draft Zoning Code amendments. Based on our review with City staff and input from the community engagement efforts Stantec will prepare draft Zoning Code amendments in proper legal form for action by the City on the BRT overlay district and revisions as needed for the residential density ranges.
 - 1.3.6 Prepare draft Planning Commission report. Stantec will prepare a report to the Planning Commission on the BRT overlay and density ranges revisions.
 - 1.3.7 Prepare notices. Stantec will prepare public hearing notices for the official newspaper and notices for surrounding property owners in a form acceptable to the City. We assume the City will prepare the list of property owners and deliver or mail the notices.
 - 1.3.8 Review meeting with City staff. Stantec will meet with City staff to review the planning report on these items before it is submitted as part of the Planning Commission packet.

November 6, 2020

Page 6 of 18

Reference: Roseville Zoning Code Update

- 1.3.9 Planning Commission workshop and revisions. Stantec will attend a Planning Commission workshop meeting to discuss the BRT overlay district and residential density standards before taking up the matter in a public hearing. Stantec will then make revisions to the Zoning Code amendments based on Planning Commission input before the public hearing.
- 1.3.10 Planning Commission hearing. Stantec will attend a Planning Commission hearing for review and recommendation on the BRT overlay district and residential density standards. If more than one hearing meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.
- 1.3.11 City Council meeting. Stantec will attend a City Council meeting for review and adoption of the BRT overlay district and residential density standards. If more than one meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.

1.4 Conversion and renaming zoning districts:

- 1.4.1 Prepare draft conversion and renaming language. Stantec will prepare draft zoning ordinance language to implement the following changes:
 - Regional Business 1 & 2 (RB) to “Core Mixed Use 1 & 2”
 - Neighborhood Business (NB) to “Neighborhood Mixed Use”
 - Community Business (CB) to “Corridor Mixed Use”
 - Office/Business Park (O/BP) to “Employment”
 - Office/Business Park – 1 (O/BP) to “Employment Center”
- 1.4.2 Prepare draft map revisions. Stantec will assist the City in preparing draft zoning map revisions for the affected areas, or at the City’s direction, Stantec will prepare the map revisions in GIS. We have identified a few hours in the cost estimate for this mapping work, which we believe will be sufficient, but additional hours if needed beyond this will be an additional service charged on an hourly basis.
- 1.4.3 Review meeting with City staff. Stantec will meet with City staff to review the draft language and map revisions for the areas involved in the conversion and renaming.
- 1.4.4 Community engagement. Stantec will work with City staff to develop an engagement plan and materials appropriate for communicating the conversion and renaming of the areas involved. We understand the general outlines of these changes have already been discussed in a community engagement process within the Comprehensive Plan, so an in-depth, large-scale is likely not warranted. Communication of these details will be shared with the community and their input gathered. We do not know in advance the extent of interest in these issues or the level of detail and amount of effort required to fully engage the community on each of these zoning changes. We have allotted a certain number of hours in our cost estimate for this engagement. If more effort is needed, this will be negotiated as an additional service above the cost estimate in this proposal.

November 6, 2020

Page 7 of 18

Reference: Roseville Zoning Code Update

- 1.4.5 Prepare draft Zoning Code amendments. Based on our review with City staff and input from the community engagement efforts Stantec will prepare draft Zoning Code amendments in proper legal form for action by the City on the conversion and renaming of the areas involved.
- 1.4.6 Prepare draft Planning Commission report. Stantec will prepare a report to the Planning Commission on the conversion and renaming of the areas involved.
- 1.4.7 Prepare notices. Stantec will prepare public hearing notices for the official newspaper and notices for surrounding property owners in a form acceptable to the City. We assume the City will prepare the list of property owners and deliver or mail the notices.
- 1.4.8 Review meeting with City staff. Stantec will meet with City staff to review the planning report on these items before it is submitted as part of the Planning Commission packet.
- 1.4.9 Planning Commission workshop and revisions. Stantec will attend a Planning Commission workshop meeting to discuss the conversion and renaming before taking up the matter in a public hearing. Stantec will then make revisions to the conversion and renaming materials based on Planning Commission input before the public hearing.
- 1.4.10 Planning Commission hearing. Stantec will attend a Planning Commission hearing for review and recommendation on the conversion and renaming of the areas involved. If more than one hearing meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.
- 1.4.11 City Council meeting. Stantec will attend a City Council meeting for review and recommendation on the conversion and renaming of the areas involved. If more than one meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.

1.5 Rezoning individual parcels

- 1.5.1 Prepare draft zoning map revisions. Stantec will prepare draft zoning ordinance language to implement the individual parcel rezonings identified by the City in the Request for Proposals.
- 1.5.2 Prepare draft Zoning Map amendment resolutions. Stantec will prepare draft Zoning Map amendment resolutions in proper legal form for action by the City for the individual parcels to be rezoned.
- 1.5.3 Prepare planning report to Planning Commission. Stantec will prepare a report to the Planning Commission on the individual parcel rezonings identified.
- 1.5.4 Prepare notices. Stantec will prepare public hearing notices for the official newspaper and notices for surrounding property owners in a form acceptable to the City. We assume the City will prepare the list of property owners and deliver or mail the notices.

November 6, 2020

Page 8 of 18

Reference: Roseville Zoning Code Update

- 1.5.5 Review meeting with City staff. Stantec will meet with City staff to review the planning report on the individual parcel rezonings before it is submitted as part of the Planning Commission packet.
- 1.5.6 Community engagement. Stantec will work with City staff to develop an engagement plan and materials appropriate for communicating the individual parcel rezonings. We understand the general outlines of these changes have already been discussed in a community engagement process within the Comprehensive Plan, so an in-depth, large-scale is likely not warranted. But communication of these details will be shared with the community and their input gathered. We do not know in advance the extent of interest in these issues or the level of detail and amount of effort required to fully engage the community on each of these rezonings. We have allotted a certain number of hours in our cost estimate for this engagement. If more effort is needed, this will be negotiated as an additional service above the cost estimate in this proposal.
- 1.5.7 Planning Commission workshop and revisions. Stantec will attend a Planning Commission workshop meeting to discuss the individual parcel rezonings before taking up the matter in a public hearing. Stantec will then make revisions to the rezoning materials based on Planning Commission input before the public hearing.
- 1.5.8 Planning Commission hearing. Stantec will attend a Planning Commission hearing for review and recommendation on the individual parcel rezonings. If more than one hearing meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.
- 1.5.9 City Council meeting. Stantec will attend a Planning Commission meeting for review and recommendation on the individual parcel rezonings. If more than one meeting is needed to review all the changes, Stantec will charge this as additional services on an hourly basis above the cost estimate in this proposal.

SECTION 2

- 2.1 Kickoff meeting with City staff. Stantec will meet with City staff to review the issues to be explored in Section 2 to ensure consistency with the Comprehensive Plan, organizing and prioritizing them for further research and discussion. The issues listed in the Request for Proposals are included at the end of this section.
- 2.2 Research issues. Stantec will research the 2040 Comprehensive Plan, the current Zoning Code, to understand how the selected issues are addressed, or not, in the current Code, working with City staff to catalog the issues. Stantec will also research other ordinances and resources for guidance on these issues to share with the City.
- 2.3 Memorandum on Issues and options. Based on the above background research and our meeting with City staff, Stantec will prepare a memorandum to the City summarizing the selected issues and options for moving forward.
- 2.4 Review meeting with City staff. Stantec will meet with City staff to review the memorandum and decide a course of action for pursuing the selected issues. From this review there may be

November 6, 2020

Page 9 of 18

Reference: Roseville Zoning Code Update

additional work involving information gathering, ordinance revisions, or other services which the City and Stantec will negotiate before proceeding.

- 2.5 Next steps. The next steps in the process and associated budget will be negotiated as we understand the full extent of the City's wishes.

Issues to be reviewed in Section 2:

- Identify incentives for incorporating sustainability measures
- Identify items related to racial equity and inclusion issues
- Address pronoun use throughout Title 10
- Allow increased MDR density by conditional use, like what is allowed in the HDR districts
- Require covered parking for multi-family housing (For example: .5-1 stall / dwelling unit)
- Landscaping & Screening in All Districts (1011.03) – reduce tree requirements for multi-family residential (one tree/dwelling unit too many – multiple variances granted)
- Chapter 1017 (shoreland, wetland and storm water management)
 - Revise wetland setbacks to align with Rice Creek Watershed District regulations
 - Update shoreland ordinance to comply with state/DNR model ordinance – at a minimum we need to add language concerning Shoreland Alteration & Vegetation Alterations in Shoreland Areas, which was inadvertently deleted some time ago
 - Definitions – what's missing/needs revision? Refer to use tables of all zoning districts. Example: "Bed and Breakfast Establishment" definition needs revision so as not to be confused/conflicted with a rental home and/or rental bedroom that is otherwise governed under Title 9 of the City Code. May also need to add a lodging use and/or revise the lodging definition to address home rentals, including prohibition on commercial events within home rentals.
- Consider revising the Conditional Use requirement in the Community Mixed Use Districts regarding multi-family uses of 3 units/building or greater to a higher density threshold
- From the Council's list of "Items for Future Scheduling":
 - Consider increased green space requirements for MDR and HDR (caution: must consider balance between the need for green space, its impact on lower overall densities, density commitments made within the Comprehensive Plan, and the demand and affordability of housing units)
 - Are the current minimum residential lot sizes appropriate in all districts?
 - Screening requirements for solar arrays
 - Institutional zoning district amendments to address existing and potential range of housing types (i.e. convent, rectory, day care/Montessori schools, affordable housing)

November 6, 2020
Page 10 of 18

Reference: Roseville Zoning Code Update

COST OF SERVICES

Stantec will provide the services described in this proposal on an hourly basis for a cost not to exceed summarized in the attached Scope, Budget & Schedule table. **We estimate the cost of Section 1 services to be \$77,200 and the cost of Section 2 services to be \$10,000, with reimbursable expenses of \$1,000, for a total cost not to exceed of \$88,200.** We will not exceed these estimates without specific authorization from the City. The cost estimates for individual tasks and sub-tasks in the Scope, Budget, & Schedule table are estimates only and Stantec agrees only to the total not-to-exceed cost.

Stantec will also charge the City for reimbursable expenses which may include mileage, copies, printing, supplies, and other typical and necessary expenses associated with this type of work. We estimate these expenses to be \$1,000.

SCHEDULE

Stantec proposes to complete the work described in this proposal in ten months from the date we are under contract, as illustrated on the Scope, Budget, & Schedule table below. This is a general estimate only and we will work with City staff to establish a firm schedule of deadlines and meeting dates, which may differ from the illustrated schedule. We show the Planning Commission meetings early in the month according to their typical first Wednesday meeting schedule, then City Council meetings later in the month, which may be their regular second, third, or fourth Monday meeting schedule.

Our proposal notes that in each of several parts of this work there is a workshop meeting with the Planning Commission, then a Planning Commission public hearing, then a City Council meeting. The items in each part are assumed to be completed in these three meetings. Depending on schedules, agendas, staff availability, and other factors this suggested meeting schedule may be different and more meetings may be needed by either or both the Planning Commission and City Council for each section of the work. Additional meetings beyond what is described in the proposal and the schedule will be charged on an hourly basis as an additional service. Stantec will endeavor to work efficiently to provide the services in this proposal and to meet the City's expectations, but we do not guarantee a specific completion schedule.

The suggested schedule proposes to start work first on the BRT overlay district and residential density issues, bringing them to the Planning Commission and City Council in months 5 and 6 after the start of work. The conversion and renaming of the various zoning districts would start in month 3 and go to the Planning Commission and City Council in months 7 and 8. The rezoning of the various individual parcels would begin in month 6 and be completed in months 9 and 10. Section 2 work would be in months 9 and 10.

This schedule spreads the various sections and task of work across several months so as not to overload the City staff or Planning Commission with numerous detailed items, and not to burden one month's agenda with more than could be easily handled. The review meetings with City staff are similarly staggered about once a month, although we expect to be in frequent contact in between these meetings.

This schedule is open for discussion and negotiation with City staff if there is a need to either expedite or delay any of the items in the scope of work or to alter the order in which they are taken up.

November 6, 2020

Page 11 of 18

Reference: Roseville Zoning Code Update

PERSONNEL



Phil Carlson, AICP, Project Manager

Phil has been with the firm since 1976 and is involved in a wide variety of planning and design projects, including comprehensive plans, zoning studies, master plans, redevelopment projects, environmental reviews, and the design of residential, retail, office, mixed use and industrial projects. He is frequently called as an expert witness in land use and zoning cases. Comprehensive Planning. Phil has managed numerous comprehensive plans throughout the Upper Midwest in his 40-year career. Among the communities he has helped plan in Minnesota are St. Cloud, Burnsville, Roseville, Blaine, Ramsey, Alexandria, Little Falls, Sauk Rapids, and many others.

Planning Experience, Minnesota

Phil has served as the primary planning consultant for several Minnesota communities, including Vadnais Heights, Roseville, Burnsville, Newport, and Minnetonka Beach. In this capacity, he has been responsible for reviewing development proposals and zoning applications; comprehensive planning; and zoning amendments.

Community Engagement

In many communities on numerous projects, Phil has developed communications and outreach plans to engage stakeholders. This includes meeting facilitation using standard techniques such as SWOT exercises, visioning exercises, visual preference surveys, and prioritization techniques. For the Marshalltown Plan he used his fluency in Spanish to work with a focus group from the large Hispanic community. He has done targeted business community forums, as well as meetings with classes of school children. He has facilitated numerous design charrettes and is also trained in the innovative Open Space Technology facilitation approach.

Mixed-Use Planning and Design, Minnesota

Phil has experience designing and implementing mixed-use town centers that encourage efficiency and active living. He worked with the City of Burnsville on the Heart of the City development, Maple Grove on the Arbor Lakes area, West St. Paul on the Robert Street Corridor design guidelines, Mankato on the Downtown Mankato Urban Design Guidelines, New Brighton on the Northwest Quadrant, Eagan on the Cedar Grove area, and many others.

Zoning Ordinance Preparation

Phil has written zoning ordinances for many Midwest communities. He has studied special issues such as sign regulations, commercial-industrial guidelines, adult use regulations, and low impact development. He has designed and implemented mixed-use town centers with form-based and hybrid codes that encourage density, pedestrian traffic, and conservation. He worked with the cities of La Crescent, Newport, and Spring Lake Park on complete ordinance updates, Burnsville on the Heart of the City code, Maple Grove on the Arbor Lakes area, West St. Paul on the Robert Street Corridor design guidelines, Mankato on the Downtown Mankato Urban Design Guidelines, and others. He has completed the full-day training on form-based codes at the national APA conference.

November 6, 2020

Page 12 of 18

Reference: Roseville Zoning Code Update

Education and Outreach

An expert in his field of practice, Phil has served on the faculty of GTS Educational Events for more than 30 years conducting seminars on the foundations of planning, comprehensive planning, zoning ordinances, shoreland regulation, tax increment financing, and municipal government. He has also served as adjunct faculty to the University of St. Thomas Real Estate Department in Minneapolis.

John Shardlow, FAICP, Principal-in-Charge



John has extensive and wide-ranging project experience, serving clients in both the public and private sectors. He has frequently lead multi-disciplinary teams of consultants in completing large, complicated planning projects. John's skills include project planning for residential, commercial, mixed-use, industrial, and institutional developments; comprehensive and community planning; and preparing redevelopment plans, tax-increment financing plans, subdivision regulations, and environmental assessments. He is a highly experienced facilitator and an expert on innovative community engagement programs. John also frequently provides expert testimony on matters related to planning and zoning and has been involved in planning and zoning education for lawyers, planners, and elected and appointed officials for 38 years.

John has a long history of planning in Roseville, having served as the City's planning consultant for many years. He helped lead many of the largest development and redevelopment projects in the City and administered the zoning ordinance and reviewed planning applications for many years. For this project, he will also provide knowledge and expertise on sustainability and resilience. He is a past chair and current member of both the ULI Sustainable Development Council and the Resilient Communities Council.

Among his directly relevant project experience are Silver Lake Village, the award winning urban in-fill redevelopment of the former Apache Plaza Shopping Center in St. Anthony and Burnsville's Heart of the City town center, which has been twice voted one of the Twin Cities great places.

Lauren Walburg, Planner



Lauren is experienced in zoning and municipal planning, environmental planning, community engagement, research and analysis, and report writing. She has experience researching and writing land use reports and presenting to planning commission and city council. As an outreach coordinator at a solar development nonprofit, she engaged with a variety of audiences to help bring solar to communities in need. At Stantec, she is involved in a wide variety of planning projects including land use reports, comprehensive plans, redevelopment projects, and parking studies.

Lauren was responsible for updating several chapters of the 2040 Comprehensive Plan for Cottage Grove, Minnesota, including land use, housing and parks, and open space to ensure that the plan met standards set by the Metropolitan Council. Lauren also provides technical support to staff, Planning Commissions and City Councils on land use applications and zoning issues for clients including Centerville, Spring Lake Park, and Minnetonka Beach. She specializes in thoughtfully researching and writing staff reports to assist City staff and decision makers with complex zoning issues.

November 6, 2020
Page 13 of 18

Reference: Roseville Zoning Code Update



Amanda Schaefer, Planner

Amanda offers over 15 years of planning and urban design experience with a focus on community planning, project entitlement, master planning, and community engagement. She has both developed and managed complex planning studies, comprehensive plans, zoning code rewrites, and analyses that support effective planning initiatives. In her recent past role as an on-staff municipal planner, Amanda successfully collaborated with applicants, elected & appointed officials, and local and regional entities to implement innovative solutions related to the development review process. Amanda has experience with community planning and public outreach for the town of Grafton and Newberg, Wisconsin. She also assisted with zoning code rewrites for the town of Saukville, Wisconsin, and a zoning code implementation for the town of St. Joseph, Wisconsin.



Joe Polacek, Planner

Joe has worked on a wide variety of planning and urban design projects in Minnesota and across the country including comprehensive plans, master planning, zoning updates, research and analysis, report writing, hand drawing and digital rendering. He specializes in communicating complex urban issues in ways that are approachable and understandable so more people can get involved in shaping their cities. Joe assisted in the Downtown Master Plan for Moorhead, Minnesota where he built and branded a project website, wrote content, and created graphics for social media. He created surveys, and designed engagement materials to get at the heart of what residents love most about Moorhead and how they want to shape downtown moving forward.

As part of a long-range plan to transition an underutilized corridor to a community Main Street, Joe conducted research and analysis of existing conditions for the City of Bloomington, Minnesota, and designed multiple activities and event to engage with community members on their top priorities and to develop a vision. Joe's additional experience includes engagement strategies to support the Minnesota Department of Transportation to execute an engagement plan in Winona, Minnesota. These strategies supported reconstructing a major corridor through a developing portion of town. Joe built a social media following and advertised project information through paid Facebook posting and led pop-up events, including walking- and bike-audits that brought public officials and community members together to discuss existing conditions on the ground and plans for moving forward.

PROJECT EXPERIENCE

Stantec planners have been partnering with communities in the region throughout their careers. We believe in active partnerships with strong communication, capacity-building, education of decision-makers and residents, and a direct connection between policy and regulations. We have worked as on-call planners for Roseville, Mendota Heights, Burnsville, Vadnais Heights, and others. Our current clients include Minnetonka Beach, where Phil Carlson serves as Zoning Administrator handling all day-to-day zoning questions, reviewing building permit and zoning applications, and advising on zoning code amendments. In Spring Lake Park and Centerville, Phil and Lauren Walburg assist with zoning applications, attend Planning Commission meetings, and advise on planning and zoning issues, including numerous amendments to the zoning code.

Stantec planners have prepared numerous zoning code amendments for many cities, including complete zoning code rewrites for Minnetrista, Spring Lake Park, and Newport. For other cities we have written

November 6, 2020

Page 14 of 18

Reference: Roseville Zoning Code Update

significant chapter or major portions of the Zoning Code, including Burnsville's Heart of the City zoning code, sign regulations for Roseville, St. Cloud's West St. Germain design standards, Eagan's Cedar Grove Mixed Use district, New Brighton's Northwest Quadrant Mixed Use district, and others.

BURNSVILLE HEART OF THE CITY MASTER PLAN AND FORM-BASED CODE

Burnsville, Minnesota



John Shardlow and Phil Carlson worked with the City of Burnsville on the Heart of the City (HOC), one of the most innovative and successful suburban town center projects in the region, which incorporated one of the first form-based codes in Minnesota. HOC encompasses former blighted suburban commercial uses transformed into a thriving mixed-use, pedestrian-friendly area with a popular town square, restaurants, shops, offices, vertically integrated commercial and residential uses, a performing arts center, transit center, and public parking ramp.



This bold departure from suburban development patterns builds upon neo-traditional principles to transform a tired commercial strip into the 200-acre Heart of the City town center. Stantec led the project team to deliver a master plan that illustrated the community's vision and market opportunities. A Design Framework Manual was prepared to define streetscape, architectural and site planning guidelines based on a hierarchy of street types. Zoning ordinance language was also provided to support the design framework. This award-winning plan transformed Burnsville's community planning process and its vision for the future.

Through an informative participatory process, this fully developed community made a complete paradigm shift in planning for its future and adopted smart growth, placemaking principles. The City made significant investments to improve its tax base, enhance infrastructure and public spaces, acquire land, and provide incentives to develop the town center. The Heart of the City is recognized as a regional model for smart growth and placemaking.

Reference:

Elizabeth Kautz, Burnsville Mayor
Elizabeth.kautz@burnsvillemn.gov
 612-834-0600

Ask Mayor Kautz about working with John Shardlow and Phil Carlson on many of Burnsville's most important planning issues in the last 30 years.

November 6, 2020

Page 16 of 18

Reference: Roseville Zoning Code Update

CITY OF SPRING LAKE PARK ZONING ORDINANCE UPDATE

Spring Lake Park, Minnesota, 2015

The City of Spring Lake Park is a fully-developed suburban community in Anoka and Ramsey Counties. Redevelopment pressure and land use changes led to a need for a clear and modern zoning code. Stantec worked closely with City Staff and the Planning Commission on a small budget to revise the City's zoning code to simplify the regulations, streamline the organization of the code and address new zoning and land use related challenges coming up in the community.

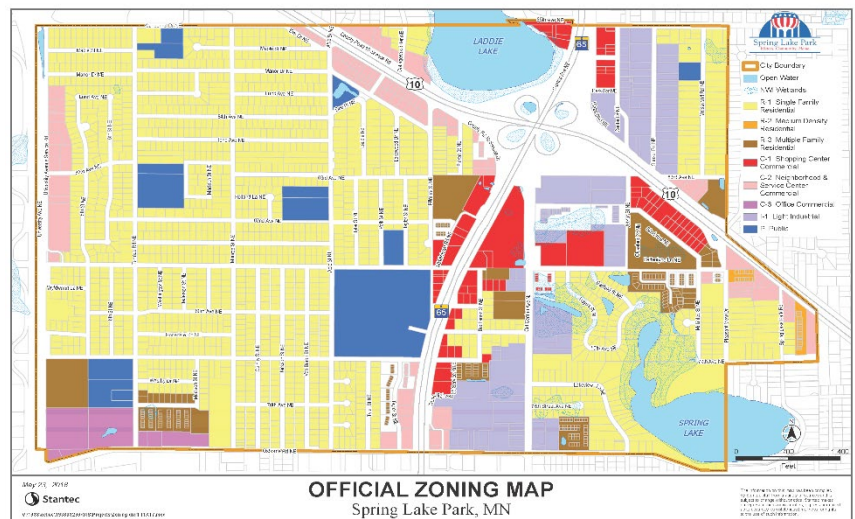
From backyard chickens and honeybees to new taprooms, micro-breweries, and distilleries, Spring Lake Park, like many communities, faces new and interesting land use opportunities. Revising the City's zoning code not only streamlined existing regulations but addressed these burgeoning topics as well. By researching neighboring communities and working with City Staff and elected officials, the Stantec team was able to explore and develop code language for an array of topics including cell towers, digital signage, breweries and distilleries, and accessory dwelling units.

By identifying and addressing these issues during the code revision process, the City of Spring Lake Park has been able to respond to new land use issues decisively and apply conditions fairly across the community. Stantec continues to assist the City by providing technical assistance to develop the 2040 Comprehensive Plan and by reviewing land use and development applications. The revised zoning code serves as a tool to implement the City Staff and elected officials' critical planning work.

Reference:

Dan Buchholtz
City Administrator
dbuchholtz@slpmn.org
(763) 784-6491

Ask Dan about working with Phil Carlson to revise and implement the City's zoning code through effective and cost-efficient collaboration with City Staff, Planning Commission members, and the consultant team.



November 6, 2020

Page 17 of 18

Reference: Roseville Zoning Code Update

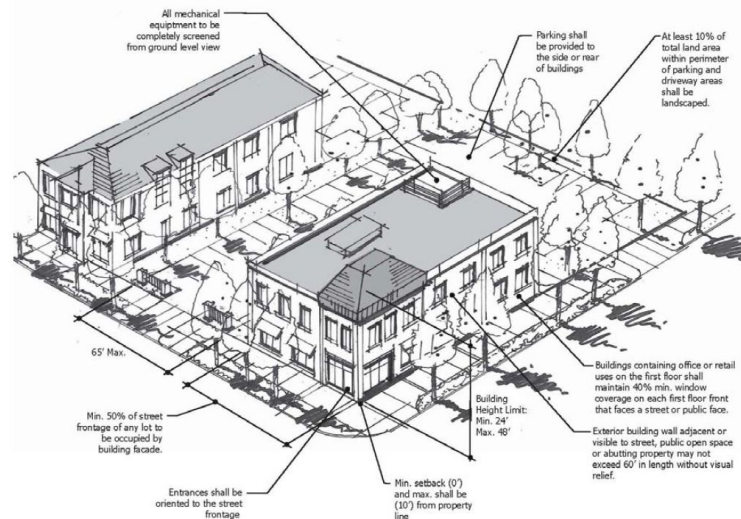
LA CRESCENT ZONING CODE UPDATE

La Crescent, Minnesota, 2010

The City of La Crescent is a river community in southeastern Minnesota. In 2010 the City worked with Stantec in a unique way to update the entire Zoning Code in an efficient and cost-effective process. The code had become outdated and difficult to administer. The City was missing opportunities to bolster its downtown and older neighborhoods with development that would enhance its traditional character and charm.

The City needed the ordinance updated – almost completely rewritten and reorganized – but did not have the budget for a full process involving the typical time and cost. Stantec planner Phil Carlson worked with the Planning Commission Chair, the City Administrator, and the Building Official in concentrated sessions in Stantec's office over the course of three full days to review the entire ordinance and suggest changes. Stantec drafted the new ordinance for Planning Commission review, which was handled in several Planning Commission meetings over several months.

Among the key features of the new Zoning Code is the downtown CBD District which is a hybrid form-based code, requiring build-to lines to anchor the street fronts and corners with buildings, minimum two-story height, parking to the side and rear, upgraded exterior materials, and landscaping in the parking lots. A Traditional Residential district was created with standards that would more closely mimic the older existing neighborhood pattern. A New Urban Residential district was created to encourage a more dense, urban style of development near the downtown. Graphics were included in the ordinance to illustrate these principals.

**Reference:**

Donald Smith, former Planning
Commission Chair

prodonald@aol.com

(608) 792-9897

November 6, 2020

Page 18 of 18

Reference: Roseville Zoning Code Update

METROPOLITAN COUNCIL SWLRT DEVELOPMENT ASSISTANCE

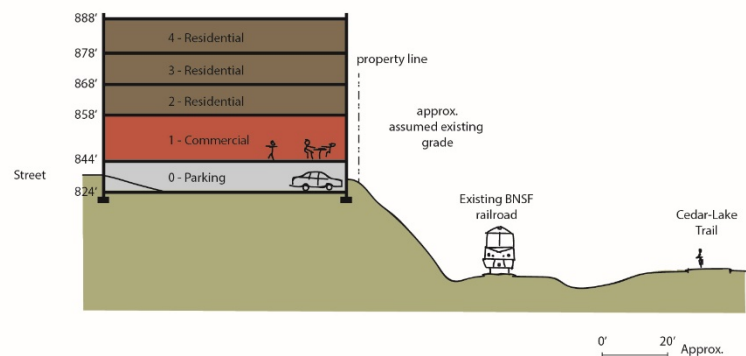
Minneapolis, Minnesota



The Metropolitan Council of the Twin Cities is building the Southwest Light Rail Transit (SWLRT) corridor that will run from downtown Minneapolis to Eden Prairie. As part of its work to construct the line and stations, the Metropolitan Council retained Stantec to assist in analyzing properties being acquired along the corridor. Stantec's analysis is being used by the real estate appraisers to establish the highest and best use and fair market value of the properties.

Stantec's analysis focuses on the real-world details of zoning and transit-oriented development impacting these properties. How exactly can these properties develop under the zoning rules in place? What will the impacts be on access, parking, and future development of the properties? Our reports on these properties have involved parking, vehicular access, access to sidewalks and trails, visibility, noise impacts and other issues.

Before
Site Section



Stantec

Parcel 821 Land Use Analysis

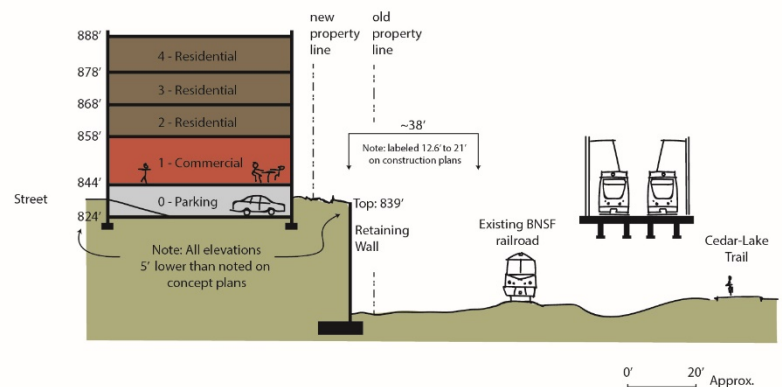
Reference:

Matt Aguirre, Metro Transit

Matthew.Aguirre@metrotransit.org

(612) 373-3809

After
Site Section



Stantec

Parcel 821 Land Use Analysis

Scope, Budget & Schedule

[illegible]



A PROPOSAL FOR

Zoning Code Update

FOR THE CITY OF ROSEVILLE

November 6, 2020

Janice Gundlach, Community Development Director
2660 Civic Center Drive
Roseville, MN 55113



RE: Proposal for City Zoning Update

Dear Ms. Gundlach,

WSB is pleased to submit a proposal to complete a comprehensive Zoning Code Update for the City of Roseville. Our firm has the unique experience, expertise, and people necessary to meet the City's planning needs as it undertakes this complex and very important process.

UNIQUE UNDERSTANDING & VISION

The City of Roseville is well positioned to leverage recent planning efforts to foster redevelopment and change in a manner consistent with the newly established vision for its future. Using the robust public engagement process from the Comprehensive Plan as a touchstone, we will create zoning regulations that are easy to understand, use, and implement. Our unique understanding of the community's priorities will help us lead you through an efficient and meaningful process. Engaging stakeholders and educating the public during each step of the process is essential and a great investment to foster their support of new zoning concepts such as form-based codes, design standards, and the value of mixing compatible land uses in urban areas. We applaud the City for establishing a vision for its future code which is accessible, equitable, and transparent.

PARTNERSHIP & DEDICATION

Our team is fully prepared and excited to partner with city staff, elected and appointed leaders, and the community in completing these ordinance updates. Updating a zoning code is a complicated process requiring careful and strategic planning, targeted public engagement, clear communication, and content knowledge. While a lot of time and energy are required, the benefits of an updated, modernized zoning code are endless. We promise to bring our enthusiasm and passion for high-quality, innovative, and progressive planning to our work with you.

WSB appreciates the opportunity to deepen our relationship with the City of Roseville and assist you in implementing the bold goals of the Comprehensive Plan. We encourage you to contact our existing and past clients to get a better understanding of our level of knowledge, expertise, and efficiency in providing these types of services. We see opportunity in every project and are enthusiastic about the opportunity to work with you. If you have any questions, please feel free to contact me directly at 763.287.8316.

Sincerely,

WSB

A handwritten signature in black ink, appearing to read "Erin Perdu". The signature is fluid and cursive, with a large, stylized "E" and "P".

Erin Perdu, AICP, GISP

Project Manager



ATTACHMENT H

TABLE OF CONTENTS

Firm Overview.....	1
Understanding	3
Scope of Work/Approach	5
Key Personnel	10
Project Experience	16
Project Schedule	22
Proposed Budget	22

FIRM OVERVIEW



Forge ahead.



WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Our staff of over 450 improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our coast-to-coast client base is served from 14 offices in four states.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

450+
STAFF

25+
SERVICE AREAS

14
OFFICES

4
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Who We Are

PASSIONATE:

We're invested in our clients, people, work, and the communities we serve.

Planning and economic development are not our jobs, they are our calling. We are energized by helping improve people's lives by building strong, vibrant, and livable communities.

VISIONARY:

We think big and take the lead to inspire change.

As planners, we address the issues of today and look to the future. We approach our work by thinking big. We facilitate conversations from the 30,000-foot level, in a comprehensive and holistic manner. We explore and identify connections. We are continually learning and evolving.

OPTIMISTIC:

We're resilient and excited about a project's potential, even when barriers stand in our way.

We believe in the power of community. We believe that when people come together, conversations are sparked, great things happen, problems are solved, and plans for the future are made.

OUR VALUES

BOLD:

We are ambitious and unafraid to have a point of view.

We value and prioritize equity not only because it makes business sense but because it's the right thing to do. All people deserve the right to live in a safe, healthy, and welcoming place. We strive to create livable, walkable and vibrant places that everyone can enjoy. We're not afraid to dream big and encourage others to set high expectations.

AUTHENTIC:

We're approachable and straightforward, while understanding our client's challenges.

We're invested in your community and its success. We believe in customer-centric work by adapting to the needs of our clients, the community, and the market. We work to create connections between people and places.

Understanding

Goals

The WSB Team understands that the City is seeking technical assistance in updating its zoning ordinance for a couple of key purposes:

1

Ensure compliance with the newly adopted Comprehensive Plan

2

Implement other updates identified by staff, the Planning Commission and the City Council to tackle during the zoning update process.

We bring a deep understanding of the goals and priorities expressed in the Comprehensive Plan in addition to the work style and priorities of both Planning Commission and City Council. We also bring knowledge of hot button issues that will require extra research, benchmarks and best practices. We know that completion of the requested zoning changes will require discipline, focus, and attention to detail so that elected and appointed officials can make the best decisions. Because of our work on the 2040 Comprehensive Plan, we also bring a rapport with staff who will serve as the lead and “face” of this project as we move the updates through the planning process.



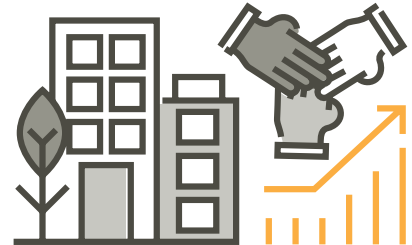


Roseville is a unique and evolving community in the heart of the Twin Cities metro area, facing many of the issues of our largest cities but with the population and size of a small inner-ring suburb.



POPULATION

36,400

INCREASING
DENSITY & DIVERSITY

1^{IN}10

LIVE IN
POVERTY

ASSETS AND
OPPORTUNITIES

- New vision & comprehensive plan
- Redevelopment of Rosedale Mall
- Population and job growth
- Highly educated population
- Growing diversity
- Regional access via nearby highway

COMMUNITY
ISSUES

- Housing for an aging & diversifying population
- Poverty concentrated among non-white populations
- Aging housing stock
- Average annual wage lower than Ramsey County
- Legacy of racially restrictive covenants



Scope of Work/Approach

The WSB team's approach to specific items outlined in the RFP Scope of Work is described in the concise framework below:

PHASE 1:

Comprehensive Plan Required Changes

Updates in phase 1 were anticipated in the Implementation element of the Comprehensive Plan. The underlying direction was thoroughly discussed and supported during the Comprehensive Plan adoption process. We will begin each of these tasks with a short recap of the policy decisions that were made so that everyone is on the same page and previous direction is not rehashed.

BRT OVERLAY

- Define the boundaries of the Overlay
- Develop building and site design standards of the BRT overlay
- Scale of density bonus
- Safe connections to BRT stations
- Paths
- Lighting
- Wayfinding
- Signal priority at intersections
- Pedestrian and bicycle facilities
- ADA compliance
- Bike racks and lockers
- Calculate residential development potential within overlay and refine density standards accordingly
- Collaborate with City, County, and Transit agency staff

DENSITY RANGES

- Refine densities of various residential districts to ensure that projected population calculated in comprehensive plan can be supported and to determine need for services and complementary non-residential uses

MIXED USE DISTRICTS

- Review goals and direction from Comprehensive Plan land use chapter
- Analyze existing districts for potential to re-name/edit or replace
- Incorporate required minimum percentages of residential and non-residential uses as prescribed in the Comprehensive Plan (including explanation and mechanism for tracking the mix of uses as the districts are developed)
- Provide specific standards and measurements for scale and intensity which may include activity minimums/maximums
- Include necessary design and/or performance standards to ensure compatibility between uses
- Explore the possibility of Form-Based elements

ASSISTANCE WITH REZONINGS

- Rely on neighborhood meetings done as part of the Comprehensive Plan process; consolidate public engagement on rezonings to one mailing and public hearing
- Provide informational handout for use on the City's website and/or via email if questions arise explaining the rationale laid out in the Comprehensive Plan
- Provide mapping, public hearing notice and public hearing support to staff while conducting batch rezonings

PHASE 2:

Items to Consider But Not Required

We understand that while this list has been vetted with the Planning Commission and City Council, there may be some changes to the scope of Phase 2 as we work our way through it. The approach descriptions below assume that the City desires to move ahead with all of these items but can be modified along the way per the direction from Staff.

INCENTIVES FOR INCORPORATING SUSTAINABILITY MEASURES

Provide a set of best practices for incentivizing sustainability measures, such as appropriate measures from the Population Vulnerability Assessment and Climate Adaptation Framework. Topics to examine should include (but not be limited to):

- Installation of solar and/or wind energy infrastructure
- Construction of LEED certified buildings
- Tree replacement and preservation
- Protections for access to direct sunlight

RACIAL EQUITY AND INCLUSION

We will identify areas that do not promote racial equity and inclusion and offer suggestions to enable greater racial equity and inclusion.

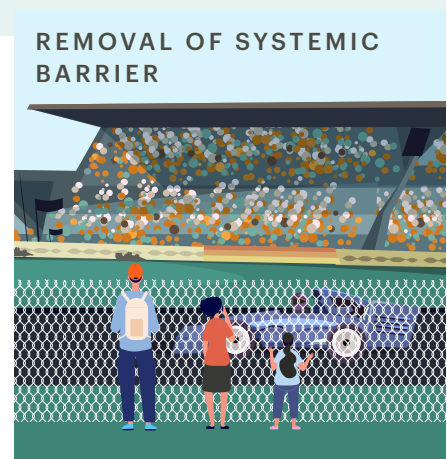
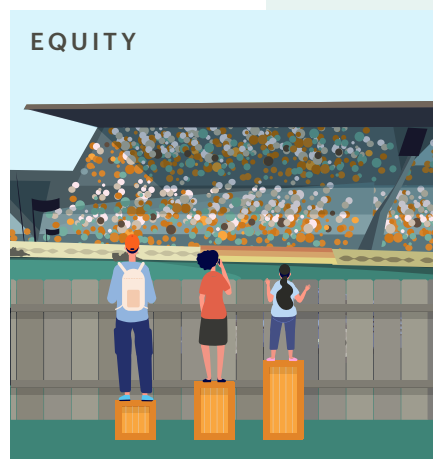
Provide a set of best practices based on national research for zoning practices that can increase equity. These may include amendments to:

- Residential design standards
- Use of yards in residential areas
- Accommodations for multi-generational house holds
- Parking standards
- Home occupations

ZONING FOR EQUITY

Zoning impacts on racial equity and inclusion are vast. They may include but are not limited to: cost-prohibitive large minimum lot sizes for single-family housing (most land is zoned SF); predominance of low-density residential zones; separation of uses; performance standards; parking regulations; aesthetic standards to maintain “community character”; definitions of family and standards for the number of “unrelated” people occupying a dwelling unit; home occupations and more. These portions of the ordinance can have tremendous impacts on economic opportunities, environmental justice, use and enjoyment of public spaces and opportunities to live in ways that are culturally appropriate.

Planning and zoning for equity need not stifle growth or serve as an impediment to development. Instead, it should create and extend opportunities to each member of the community.



Miscellaneous Updates

Correct pronouns	Pronouns are words used in place of nouns. Improper or misuse of pronouns can lead to an incorrect interpretation of the code. We will identify instances of improper use of pronouns in the code.
Increased MDR density via Conditional Use	Provide recommendations for allowing increased density on a case-by-case basis, utilizing the Conditional Use Permit process. The approved density could not exceed the Comprehensive Plan Future Land Use designation.
Covered parking for multi-family housing	Provide recommendations on minimum allocation for covered parking for multi-family housing developments on a percentage of total parking and on a per-unit basis.
Landscaping and screening	Respond to large number of approved variances by adjusting standards for trees in multi-family developments.
Shoreland, Wetland and Stormwater management	Provide recommendations to bring these provisions into conformance with relevant statutes, model codes, and best practices.
Definitions	Review the code and identify terms not defined, conflicting definitions, dated definitions/terms, and missing definitions.
Revised CUP requirement in Community Mixed Use	Provide recommendations related to increasing the unit-threshold for triggering the requirement for a CUP in the Community Mixed Use zoning district.

Future Scheduling Items from City Council

Green space requirements for MDR and HDR	- Examine green space requirements for those two multi-family residential districts and if increasing those requirements would be counterproductive to residential production and affordability - Consider alternate arrangements for providing green space that don't negatively impact access or the provision of affordable housing
Analysis of residential lot sizes	- Refine lot size standards based on existing conditions and revised purpose statements for each residential district - Using GIS, survey existing lot sizes - Recommend appropriate lot sizes that reflect city policy and districts purpose statements and create as few legal nonconforming lots as possible
Screening for solar arrays	Recommend best practice options for context sensitive screening of solar arrays.
Institutional zoning district requirements for range of housing types	Institutional uses must often coexist as neighbors with single-family housing. A wider range of housing types may be appropriate, depending on the scale and intensity of the institutional use. Provide recommendations for a more gradual use and scale transition from institutional uses to single-family housing.

Community Engagement

Community engagement surrounding zoning regulations is challenging given the technical nature of writing ordinance language. For this process we recommend using tools generally at the “Consult” level of the Spectrum of Public Participation (IAP2). There has been significant engagement on many of the topics that are the subject of the requested update during the Comprehensive Planning Process. To build on those efforts, avoid “engagement fatigue”, and ensure that the feedback provided is relevant and useful, our recommended process includes the following:



Host small conversations with key stakeholders to gather feedback, ideas, concerns, and aspirations on specific topics. These may include (depending on the topic):

- Real Estate Developers
- Major Land Holders in key areas
- Other Boards & Commissions (Port Authority, Housing & Redevelopment Authority, Human Rights, Inclusion and Engagement Commission, Sustainability Task Force, Home Ownership Board)
- Targeted Business Owners
- Representatives suggested by the Human Rights, Inclusion and Engagement Commission



Provide online engagement opportunities:

- Project website utilizing an ArcGIS Hub or Social Pinpoint to solicit input
- Targeted “quick poll” questions for specific topics where input is needed
- Blog format set up for targeted questions and answers with interested parties
- Hosting small group conversations via Zoom and live streaming on YouTube and/or Facebook
- Translation into a set of languages determined with City Staff to ensure accessibility

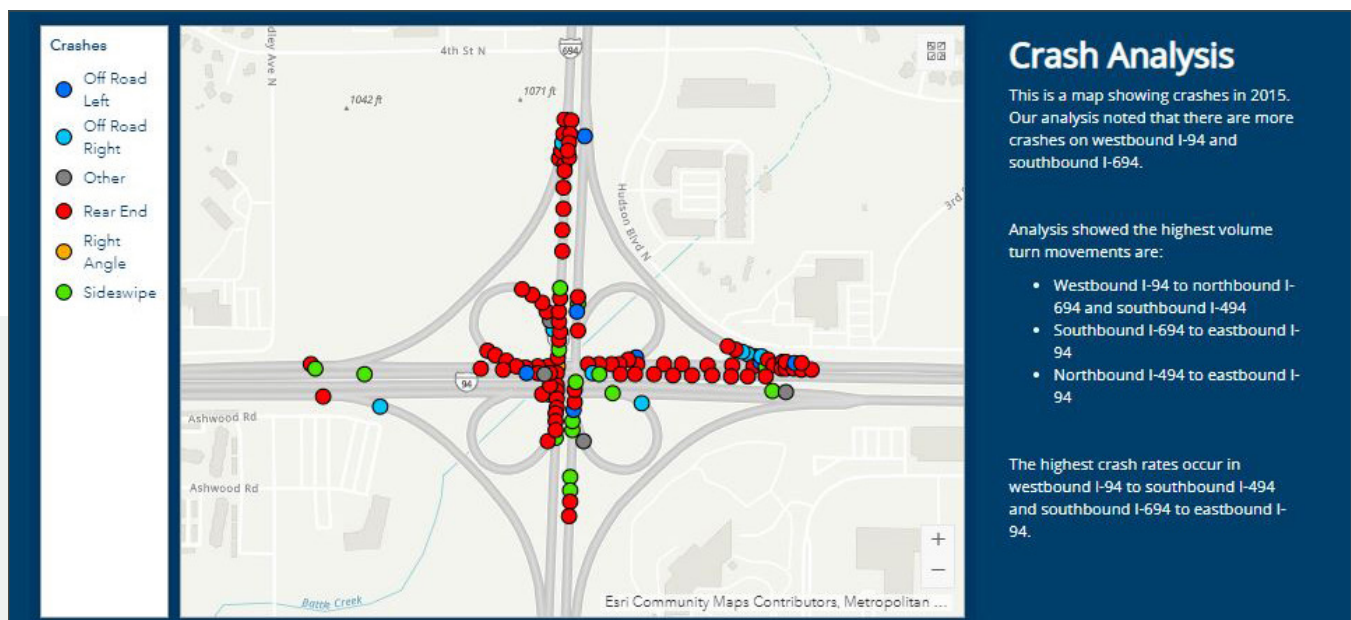
Where a more traditional “task force” approach is needed, recruit participants from the Comprehensive Plan effort to serve as allies and focus the education and engagement effort and increase the likelihood of buy-in.



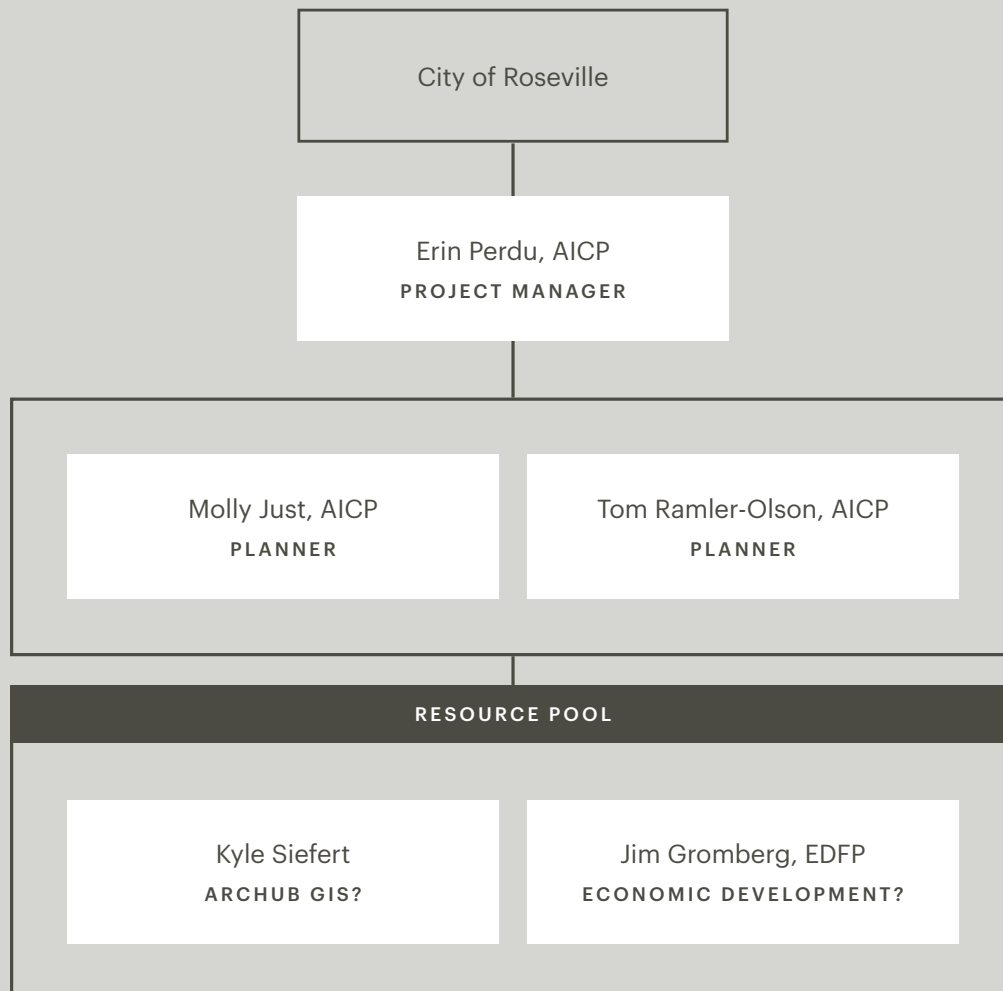
ArcGIS Engagement

ArcGIS Hub is Esri's engagement and information sharing platform which allows for the combining of data, visualization, and collaboration technology all in one place. Hub gives the ability to have all project related documents, data, maps, applications, etc to be in a centralized location for all stakeholders to have access using secured logins all while being open to the general public to view and interact with. ArcGIS Hub is also part of ESRI's Geospatial Cloud environment which allows for the use of the robust mapping and engagement tools (i.e. Crowdsense Reporter and Survey123) and the sharing of data.

Our digital engagement will actively seek out interested community members and stakeholders to participate in in-person or digital focus group meetings to share their lived experiences. We have also planned and budgeted for engagement activities at local community gathering spaces or community events should restrictions on public meetings lift. These allow the team to engage community members where they are already located in the community.



Key Personnel





Erin Perdu, AICP

PROJECT MANAGER

Erin has over 22 years of professional planning experience in both the public and private sectors. She has worked as a staff planner and Community Development Director for multiple municipalities, including the City of Howell, Michigan where she served as Community Development Director for seven years. In this role, Erin has served as liaison to Planning Commissions, Boards of Zoning Appeal, Historic District Commissions and Downtown Development Authorities, providing reviews on all applications. Erin served as the project manager and lead planner on comprehensive plans, zoning ordinances and small area studies. She works under the philosophy of “planner as partner,” helping residents and community leaders articulate what they want, and then providing the tools to help them get there.

SERVICE GROUP:
Community Planning &
Economic Development

REGISTRATION:
American Institute of
Certified Planners

EDUCATION:
Master of Urban and
Regional Planning,
University of Michigan,
1998

Master of Science, Natural
Resources, University of
Michigan, 1997

Bachelor of Science,
Earth Systems, Stanford
University, 1995

MEMBERSHIPS &
RECOGNITIONS:
AICP Commission, Region
IV (2020-2024)

Form Based Code Institute
National Charrette Institute

2040 Comprehensive Plan and Zoning Updates | Mahtomedi, MN

CLIENT: CITY OF MAHTOMEDI | PROJECT DURATION: 2010 - PRESENT

Erin served as project manager and lead author for the most recent Comprehensive Plan and is leading the zoning revisions that follow from the Plan. In her role as project manager and senior City Planner, Erin has worked with the city over the last five years to engage the public on planning and zoning efforts and incorporate their input into the final products. The 2040 Comprehensive Plan was recognized by the Metropolitan Council for its leadership in sustainability. Erin is now leading the Planning Commission and City Council to update the zoning ordinance in accordance with those goals. That process began with a comprehensive zoning diagnosis, identifying major issues with the ordinance and linking solutions to the adopted goals and policies of the City.

Roseville 2040 Comprehensive Plan | Roseville, MN

CLIENT: CITY OF ROSEVILLE | PROJECT DURATION: 2017 - MAR 2020

Erin was the project manager for this project where public engagement included open houses, pop-up events, meetings in a box, online tools, and one-on-one interviews. The resulting plan, covering land use, housing, economic development, transportation, parks, sustainability and infrastructure, also includes a decision-making rubric to ensure that local officials are consistently working toward the City’s goals. Land use districts were rewritten to include a mix of uses and to re-focus on scale, intensity, and design of development in each district.

Zoning Ordinance Re-Writes | Various Locations

Erin has managed and performed the work of partial and complete zoning ordinance re-writes for several communities in the Midwest including:

COMMUNITY

- North St. Paul, MN
- Tonka Bay, MN
- Grand Forks, ND
- Ypsilanti, MI
- Howell, MI
- Webster Township, MI

ORDINANCE WORK HIGHLIGHTS

- Planned Unit Development, parking, accessory structures, beekeeping and chickens
- Complete ordinance audit and up-date, short-term rentals
- Mixed Use Districts, Corridor Over-lays
- Complete ordinance rewrite and con-version to Form-Based Code
- Form Based Code for commercial corridor, historic limited overlay district
- Complete ordinance rewrite, pur-chase of development rights, subdi-vision ordinance, lakefront residential overlay



Molly Just, AICP

PLANNER

Molly has been a planner at the local and regional levels and in the private sector for nearly 20 years. Molly is driven to reveal and promote the benefits of planning for all stakeholders in a project. Whether negotiating development agreements that benefit the public, writing new zoning codes to address changing local conditions, or writing comprehensive plans, Molly plans with all stakeholder groups in mind. Molly is recognized for considering all aspects of a community in her planning from schools to utility infrastructure and she prides herself in working collaboratively with professionals from other disciplines to get the job done right.

SERVICE GROUP:

Community Planning &
Economic Development

REGISTRATION:

American Institute of
Certified Planners

EDUCATION:

Master of Arts, Urban &
Environmental Planning,
University of Virginia,
2001

Bachelor of Arts,
International Relations,
Salem College, 1997

Village Review Overlay Zone | Westbrook, ME*

CLIENT: CITY OF WESTBROOK

PROJECT DURATION: 2008 - 2015

Molly administered the City's historic overlay zone. She negotiated with landowners and contractors to incorporate building renovations, additions, and signage that were compatible with the historic character of the district. She managed the committee that reviewed new development in the zone.

Relevant Zoning and City Code Amendments

CLIENT: MUNICIPAL CLIENTS AND MUNICIPAL EMPLOYER

PROJECT DURATION: ONGOING

A sample of relevant and context-sensitive code changes developed by Molly.

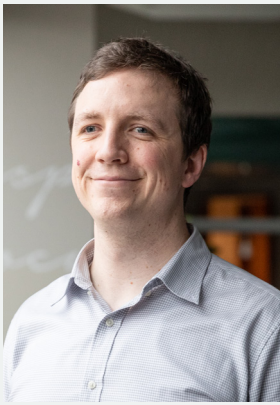
- Accessory Dwelling Units: Modernized the ADU ordinance to allow for un-related persons to live in ADUs and developed scalable standards to respond to a range of circumstances.
- Industrial Overlay District: Enabled use of underutilized road frontages in the industrial zone without compromising the watershed or intersection improvements. Codified the ability to add development on newly created frontage parcels in a developed area with little in the way of service businesses to support the surrounding light industrial corridor.
- Design Standards in Gateway Corridor. Flexibility in uses, setbacks, form and height to enable redevelopment
- Flexibility in Provision of Green Space. Created alternatives in areas with conflicting goals
- Outdoor Seating in Public Space. Plans promoted outdoor dining, but there was none. Diagnosed the problem and developed context-sensitive standards, process, and fees to enable private use of public property for outdoor seating

Austin Zoning and Subdivision Ordinance Update | Austin, MN

CLIENT: CITY OF AUSTIN

PROJECT DURATION: OCT 2019 - PRESENT

Molly serves as project manager and primary client contact. She manages all aspects of a comprehensive rewrite of the zoning and subdivision code. The City was seeking a zoning and subdivision code which is modern, aspirational, accessible, and implementable. Molly works within the city's existing land use framework to write language that meets their smart growth goals. She works with the client to design and facilitate a stakeholder engagement plan that is adaptable to stakeholder needs at each phase of the project.



Tom Ramler-Olson, AICP

PLANNER

Tom is a certified community planner with over eight years of professional experience that includes work in land use, urban design, zoning, and transportation. He has worked as both a public servant and private consultant helping communities across the country manage their growth and plan for their development. His broad experience includes award-winning work at levels of the state, metropolitan region, city, and neighborhood. With the aid of his architectural training and technical expertise, he enjoys helping communities visualize their goals and draft the policies and actions to achieve them.

SERVICE GROUP:

Community Planning &
Economic Development

REGISTRATION:

American Institute of
Certified Planners

EDUCATION:

Master of Urban and
Regional Planning,
University of Minnesota,
2012

Bachelor of Arts,
Architecture, University
of Minnesota, 2006

Gravel Mining Area (GMA) South Master Plan | Maple Grove, MN

CLIENT: CITY OF MAPLE GROVE

PROJECT DURATION: DEC 2018 - OCT 2019

This Plan is one of several that the City of Maple Grove identified in their latest comprehensive plan. With the cessation of gravel mining activities within its boundaries, the GMA South site is expected to begin redevelopment within the next year. Tom helped master plan the area to prepare for that redevelopment. Goals included fostering a mix of large-scale employment uses, encouraging high-quality design along major corridors, establishing a rational interior road network, and developing a green corridor serving dual purposes as an amenity for site visitors and storm water management tool.

TOD Ordinance | Burnsville, MN

CLIENT: CITY OF BURNSVILLE

PROJECT DURATION: AUG 2019 - PRESENT

The City of Burnsville is updating its zoning code to include a transit-oriented development (TOD) ordinance that builds off the success of its Heart of the City district and takes advantage of the expected bus rapid transit Orange Line to spur more development and foster a built environment that aligns with the City's vision. In addition to assisting in the drafting of the TOD ordinance language, Tom's role includes visualizing site and building standards in 3D to test development possibilities and provide visual guidance to code users in order to improve usability and customer service.

Alexandria Comprehensive Plan Update

CLIENT: CITY OF ALEXANDRIA

PROJECT DURATION: AUG 2018 - MAY 2019

After nearly 20 years, Alexandria updated their comprehensive plan. This update engaged the City's stakeholders to identify their vision for the community and develop implementable projects that improve the City's quality of life to retain existing residents and attract new ones. With the assistance of city planning staff, Tom helped write the plan and engage community members at various outreach events. An opportunity addressed in the comprehensive plan was preservation of historic buildings as a strategy to retain affordable housing units and celebrate the historic character of the City's downtown.



Kyle Seifert

GIS SUPPORT

Kyle has two years of experience as a GIS Specialist. He received his bachelor's degree in GIS and Urban Planning from the University of Minnesota-Duluth in 2016 where he focused on spatial information, community sustainability and environmental applications of GIS. Through his experiences he has developed skills in all manner of qualitative and quantitative data collection, geospatial field collection, plan and site review, as well as critical desktop analysis.

SERVICE GROUP:

GIS

EDUCATION:

Bachelors in GIS &
Urban-Regional Studies,
University of Minnesota-
Duluth, 2016

Asset Inventory | Scott County & Stewartville, MN

CLIENT: SCOTT COUNTY/STEWARTVILLE

PROJECT DURATION: JUN 2018 - OCT 2019

The Community of Stewartville and Scott County reached out to WSB to provide GIS survey work for their various utility assets. In both regions, Kyle inspected various BMPs for Stormwater assets. In the City of Stewartville, Kyle inventoried various water and sewer assets, working closely with City staff to ensure that their Data requirements were met. In total, the two projects included over 7,000 features directly inspected and catalogued.

Data Processing and App Development | Princeton, MN

CLIENT: CITY OF PRINCETON

PROJECT DURATION: JUN 2019 - OCT 2019

The City of Princeton needed a solution for organizing their public cemetery documents, as well as a way to track purchasing for cemetery plots owned by the City. Kyle organized a data model to be used in application development, performed the required survey of the cemetery, and managed the collected information. Over 10,000 plots were accounted for and rolled into an effective application for both the City, and the public to make use of.

Manhole Scanning | Shoreview, MN

CLIENT: CITY OF SHOREVIEW

PROJECT DURATION: MAY 2020 - JUL 2020

The City of Shoreview was looking for a solution that would allow them to model and verify aspects of their utility structures without confined space entry. To accomplish this end, Kyle scanned 120 manhole and catch basin structures throughout a defined project area, and processed the data to make it usable to the City.

Utility Operations | Eden Prairie, MN

CLIENT: CITY OF EDEN PRAIRIE

PROJECT DURATION: MAY 2014 - AUG 2017

Kyle worked for the City of Eden Prairie's utility department where he helped maintain sanitary and storm sewer assets. Included in his responsibilities were I&I Inspections, GIS Inventory & Maintenance, Manhole Rehabilitation projects and feature identification and general maintenance.



Jim Gromberg, EDFP

ECONOMIC DEVELOPMENT/GRANTS & FUNDING SPECIALIST

Jim has over 25 years of experience in economic development, including both redevelopment and greenfield development projects. In addition, Jim has worked with communities to acquire grant funding for an number of grants including rail infrastructure, water and sewer infrastructure, public facilities and small cities redevelopment grant implementation. Most recently, Jim was the State of Minnesota's Business Development Representative for the Twin Cities metro area, responsible for attracting new businesses to the State and assisting businesses in expanding their current locations. In addition, he managed the State's Shovel Ready Certification Program which prepares a community for projects that are interested in locating or expanding in their community. Jim lead the State's Data Center Attraction Program which promotes Minnesota as a site for new data center development using tax credits and incentives.

SERVICE GROUP:

Community Planning &
Economic Development

CERTIFICATIONS:

Certified Economic
Development Finance
Professional

EDUCATION:

Master of Business
Administration (MBA), St.
Cloud State University, 1997

Bachelor of Arts in Public
Administration, St. Cloud
State University, 1988

Economic Development Services | Monticello and Maple Lake, MN

CLIENT: CITIES OF MONTICELLO AND MAPLE LAKE

PROJECT DURATION: ONGOING

Jim currently provides Economic Development services to these communities for the expansion of local businesses, new development projects, development of marketing strategies, strategic planning services, community interaction, and implementation of economic development goals. These activities included meeting with businesses and economic development authorities.

Strategic Economic Development Plans | Various Locations, MN

CLIENT: CITIES OF WYOMING, MAPLE LAKE, WAVERLY, MONTICELLO, AVON, HASTINGS

PROJECT DURATION: ONGOING

Jim leads the development and implementation of economic development strategic plans for several communities. These plans allow the communities to develop and implement plans for their continued growth. The process includes meetings with the key stakeholders, City staff, City Council, and EDAs. They include goals that improve awareness and identity of the City, develop the community's resources, enhance quality of life, and contribute to the realization of the community's economic development aspirations. The efforts exhibit participatory, wide-range, and inclusive partnering process which encourages the coming together of ideas, perspectives, and opinions. Efforts resulted in consensus on industrial park and housing need and identifying of funding sources.

Albert Lea Small Cities Grant | Albert Lea, MN

CLIENT: CITY OF ALBERT LEA

PROJECT DURATION: AUG 2018 - PRESENT

Jim provided the daily administration of Albert Lea's Small Cities Development Program grant for the rehabilitation of historical buildings in the central business district. The administration included the tracking of the expenditures, labor requirements, project coordination and the development of loan documents for projects. The program allowed for completion of 6 projects in the community stabilizing 5 buildings.

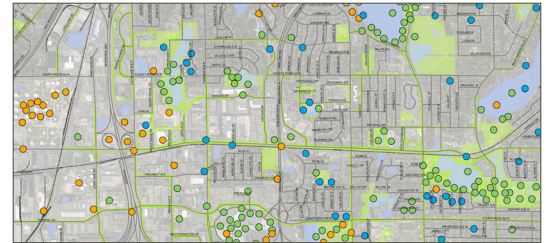
Project Experience



Roseville 2040 Comprehensive Plan Update

CLIENT: CITY OF ROSEVILLE, MN

DURATION: NOV 2016 - AUG 2019



Roseville is a nearly built-out, first-ring suburb located adjacent to both Minneapolis and St. Paul, with a 2014 population of 35,319. The focus of Roseville's Comprehensive Plan is redevelopment, economic development, and a wide spectrum of life-cycle housing opportunities. WSB was hired to complete the Land Use, Housing, Parks, Resilience, and Implementation portions and to work with City staff on the required infrastructure elements. In addition, WSB completed an Economic Development Strategic Plan, which was identified as a priority to position the City for sustainable future growth. The most important component involved a robust community engagement plan to interact with as many people as often as possible throughout the process. Innovative strategies included a dedicated project website, pop-up engagement to reach people during existing community meetings and events, coordination with the Early Childhood and Family Education Program, and specific outreach through the City's Human Rights Commission to engage typically under-represented communities.

KEY WSB STAFF: ERIN PERDU

SUBCONSULTANT: LHB (PUBLIC ENGAGEMENT)

COST: \$140,000 (\$100,000 WSB PORTION)

NATURE OF PUBLIC INVOLVEMENT: MEETINGS IN A BOX, INTERCEPTS, PUBLIC WORKSHOPS, LISTENING SESSIONS, INTERVIEWS

REFERENCE: KARI COLLINS | COMMUNITY DEVELOPMENT DIRECTOR | 2660 CIVIC CENTER DR, ROSEVILLE, MN 55113 | KARI.COLLINS@CITYOFROSEVILLE.COM | 651.792.7071

LINK:

<https://www.cityofroseville.com/3005/2040-Comprehensive-Plan-Update>



Zoning Code and Subdivision Code Update

CLIENT: CITY OF AUSTIN, MN

DURATION: 2019 - PRESENT

WSB was hired to work with the City of Austin, Minnesota to update their zoning and subdivision codes to implement the vision of their recently adopted comprehensive plan. The project objectives included modernization, a broad public engagement effort, and making the code accessible to users. The zoning code was intended to be permissive, with no height limit in the downtown, but the unintended consequences of nesting zoning districts allowed incompatible uses to coexist. Updating allowed uses enabled modern uses and eliminated dated uses that no longer occupy the City. WSB engaged with the public on what is zoning, what it can and cannot do, and how zoning is a tool to guide how a community develops.



KEY WSB STAFF: MOLLY JUST, KRISTIN MOEN, TOM RAMLER-OLSON

REFERENCE: HOLLY WALLACE | PLANNING & ZONING ADMINISTRATOR | 500 4TH AVENUE NE | AUSTIN, MN 55912 | 507.437.9952 | HOLLYW@CI.AUSTIN.MN.US

Austin, MN Zoning & Subdivision Code Update

ABOUT THE UPDATE

- Vital to implementing current Comprehensive Plan

The City's Comprehensive Plan sets forth guiding principles based on the decision that it will grow smart. Using smart growth principles, Austin will grow in a manner that promotes efficient and sustainable land development and encourages redevelopment patterns that optimize past infrastructure investments. Austin's guiding principles for growth describe how development should use land efficiently, be environmentally and economically sustainable, and reinforce the quality and character of Austin.

- Will address emergent opportunities and issues related to
 - ▷ Modern land uses (live/work, microbrewery, urban agriculture, etc.)
 - ▷ Development trends (reduced brick-and-mortar from online alternatives, coworking spaces, micro-units, etc.)
 - ▷ Community preferences
 - ▷ Aesthetic tastes
- Will utilize best practices to create a well-organized, user-friendly zoning ordinance that includes
 - ▷ Plain, well-defined language that reduces potential for unintended interpretation
 - ▷ Complimentary graphics and illustrations to ease understanding and interpretation
 - ▷ Uses and standards reflective of today's world

ZONING IS...

- A set of laws regulating land uses, the development process, and the size and location of structures on lots
- Composed of written regulations and a map showing the zoning designation of each property within the municipal boundaries
- A way to balance rights of the greater good and those of the individual

WHAT IT CAN DO

- Allows type of development envisioned in Comprehensive Plan
- Describes what uses are permitted and where
- Establishes confines of development related to
 - ▷ Lot size, width, depth
 - ▷ Setbacks
 - ▷ Building coverage
 - ▷ Building height and size
 - ▷ Landscaping requirements
 - ▷ Parking standards
 - ▷ Design guidelines

WHAT IT CAN'T DO

- Ensure development
- Take away allowed uses
- Act as a building code
- Act as a property maintenance code
- Control behavior

For more information please contact Holly Wallace, Planning and Zoning Administrator at hollyw@ci.austin.mn.us or (507) 437-9940

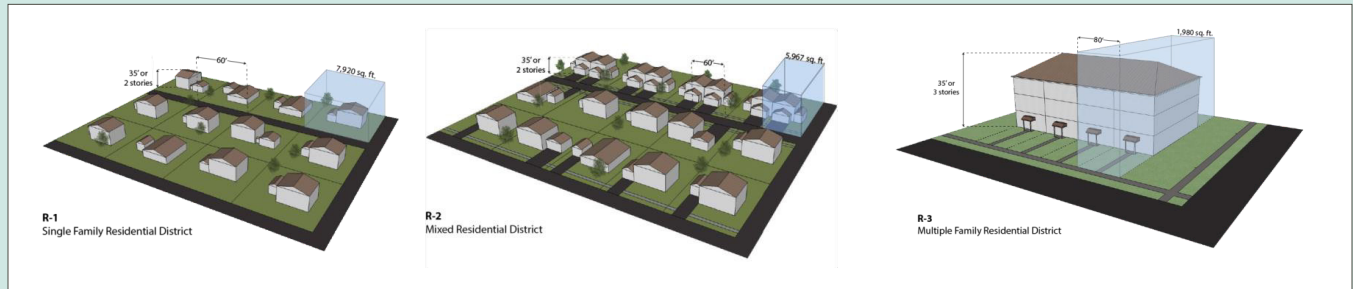




North St. Paul Zoning Ordinance

CLIENT: CITY OF NORTH ST. PAUL, MN

DURATION: MAY 2015 – MAY 2016

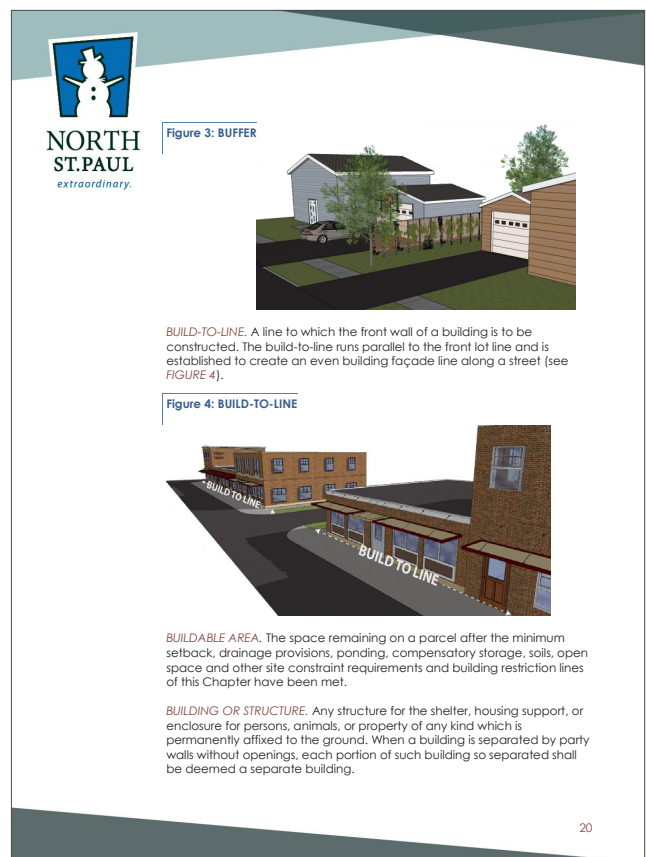


WSB has worked with the City of North St. Paul on several zoning ordinance updates. Starting 2015 we worked with City Staff to update their 1999 zoning ordinance to reduce duplication and make the ordinance easier to use. The full Zoning Code update process included informing, involving, and engaging North St. Paul residents, business owners, the Planning Commission, Environmental Advisory Commission, Parks and Recreation Commission, Design and Historical Review Commission, Neighborhood Stability Task Force, the Business Association, City Council and various City departments. The revised code was adopted in 2015 and has reduced duplication, included enhanced visuals, more intuitive navigation, and has been simplified for ease of use.

In 2020 WSB began a second set of updates with North St. Paul to bring the ordinance into compliance with the 2040 Comprehensive Plan. The amendments related to this include:

- Density changes,
- Modifications to districts to accommodate new housing types
- Assistance with rezonings

The City is also taking this opportunity to address other long-standing issues with the ordinance including parking, signage and more.



REFERENCE: SCOTT DUDDECK, CITY MANAGER

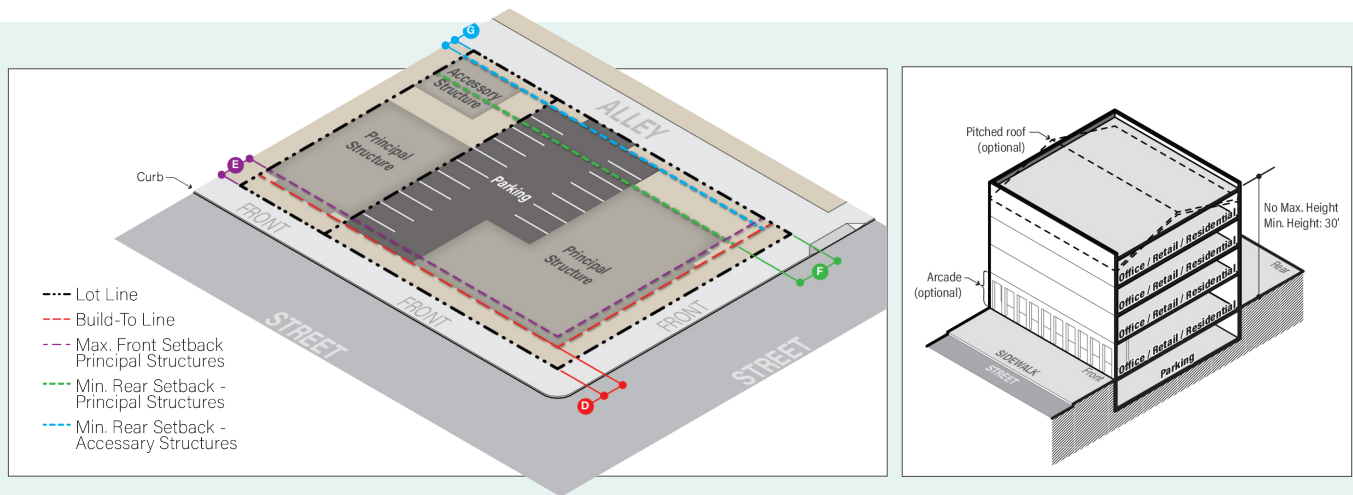
BUDGET (OVERALL): \$30,000



Transit Oriented Development Form-Based District

CLIENT: CITY OF BURNSVILLE

DURATION: AUG 2019 - FEB 2020



WSB created a Transit Oriented Zoning District in response to bus-rapid-transit coming to 3 stations in the City. The form-based code was developed for the Heart of the City area, which had been developing with its own distinct character for the past 20 years. The new TOD district capitalizes on the successes of Heart of the City, but also creates more opportunity for a wide range of uses and simplifies the development process. The district includes a regulating plan based on street types and building types allowed based on the street frontage for the project. Emphasis is placed on the form of development, including bulk, placement and design standards. Regulations are illustrated for clarity. Uses are described in a series of “use groups” rather than in a laundry list of specific uses that often does not include innovative and potentially beneficial uses. After adoption, WSB created a series of informational handouts for each building type, so that residents and developers can see all of the applicable regulations for particular building types all on one page.



KEY WSB STAFF: ERIN PERDU, TOM RAMLER-OLSON

COST: \$50,900

REFERENCE: REGINA DEAN | ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR | 100 CIVIC CENTER PARKWAY | BURNSVILLE, MN 55337 | 952.895.4453 | WWW.BURNSVILLEMN.GOV



Brooklyn Park Zoning Diagnosis

CLIENT: CITY OF BROOKLYN PARK, MN

DURATION: NOV 2019 - MAR 2020

WSB conducted a full diagnosis of the Brooklyn Park Zoning Ordinance as a precursor to a full ordinance update. The diagnosis assessed the City's current zoning and subdivision regulations and identified areas in which the code supports or hinders the City's vision. Specifically, we reviewed the code for:

- Organizational structure
- Out-dated terms and regulations
- Conflicts within the code
- Zoning districts that comply with the future land use districts in the 2040 Comprehensive Plan
- Sections that are often the subject of variances or exceptions granted within the Planned Community Development District
- Opportunities to consolidate regulations

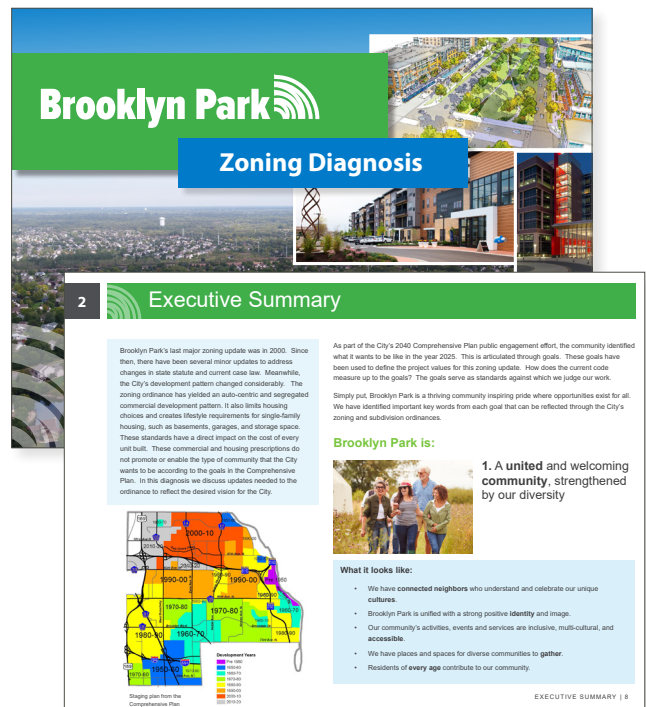
We then identified specific tools and opportunities to improve the code through a variety of strategies and tools. The zoning diagnosis incorporated the staff's input and is centered around core values and themes from the Comprehensive Plan. The diagnosis identified important themes and principles for our team to follow during the code drafting phase, including:

- Create a more user-friendly document
- Modernize zoning districts to align with community's vision for the future
- Support a diverse mix of businesses and housing types
- Align land use with transportation, parks, community design, and economic development

KEY WSB STAFF: ERIN PERDU, MOLLY JUST

COST: \$40,000

REFERENCE: CINDY SHERMAN | PLANNING DIRECTOR |
BROOKLYN PARK | CINDY.SHERMAN@BROOKLYNPARK.ORG
| 763.493.8051



THE FINAL PRODUCT INCLUDES:

- A proposed reorganization structure for the ordinance
- Compilation of sections that require changes
- Tasks to bring the zoning ordinance into compliance with the future land use, housing, economic development and other sections of the Comprehensive Plan
- Necessary changes to the zoning map to bring it into compliance with the future land use districts in the Comprehensive Plan
- A work plan for accomplishing these changes within the required 9 month timeframe from adoption of the Comprehensive Plan

ORDINANCE EXPERIENCE	ALBERT LEA	AUSTIN	BURNSVILLE	VILLAGE OF HOLLY (MI)	HOWELL (MI)	LENT TOWNSHIP	LONG LAKE	MAHTOMEDI	MINNETRISTA	NEW BRIGHTON	NORTH ST. PAUL	OSSEO	RAMSEY	RICHFIELD	ROCHESTER TOWNSHIP	SHARON TOWNSHIP (MI)	ST. ANTHONY	WABASHA	WEBSTER TOWNSHIP (MI)	YPSILANTI (MI)
RE-CODIFICATION/ZONING CODE RE-WRITE		●			●			●	●						●			●	●	●
ZONING CODE PROFESSIONAL REVIEW		●									●	●								
ACCESSORY STRUCTURES				●				●	●				●			●	●		●	●
ADULT USES					●			●												
AIRPORT ZONING	●														●					
COMMERCIAL PERFORMANCE STANDARDS	●	●										●	●						●	
E-CIGARETTE REGULATIONS																	●			
FENCE ORDINANCE				●	●			●								●	●			
FORMED-BASED ZONING		●			●						●									●
GUEST HOMES (ADUS)								●	●											●
INTERIM USES	●	●					●	●	●								●	●		
LANDSCAPING		●		●															●	●
LIGHTING		●		●															●	●
MINING REGULATIONS																		●		
MIXED-USE DISTRICT												●								
NONCONFORMING PROVISIONS		●						●								●	●		●	●
OUTSIDE STORAGE REGULATIONS	●	●			●								●			●			●	
PARK DEDICATION ORDINANCE								●			●									
PARKING STANDARDS		●		●	●							●				●			●	●
PERMITTED/CONDITIONAL USES		●		●	●			●	●			●				●		●	●	●
PLANNED UNIT DEVELOPMENTS ORDINANCE		●							●							●	●		●	
RLIUPA AMENDMENTS		●							●								●			
SETBACKS		●										●								
SHORELAND OVERLAY DISTRICTS		●						●		●	●			●				●		
SIGNS	●			●	●			●					●			●	●	●	●	●
SOLAR ENERGY		●				●						●								
SPECIAL OVERLAY DISTRICTS		●	●		●				●						●	●		●	●	●
SUBDIVISION ORDINANCE		●																		
TOWERS																		●		
WETLAND BUFFER REGULATIONS								●											●	
WIND TURBINES		●						●	●									●		

Project Schedule



	TASK	'20	2021											
		DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PHASE 1	Project Management													
	BRT Overlay													
	Density Ranges													
	Mixed Use Districts													
	Rezoning assistance													
	Engagement													
	ArcGIS Hub or Social Pinpoint													
	Planning Commission Meetings													
	City Council Adoption													
PHASE 2	Project Management													
	Planning Commission Meetings													
	Sustainability													
	Equity													
	Pronouns, Definitions													
	Parking, Landscaping													
	Shoreland, Wetland, Stormwater													
	CUP in CMU, Green Space, MDR Density													
	City Council Adoption													

Proposed Budget



Erin Perdu: \$152
Molly Just: \$137
Tom Ramler-Olson: \$109

For Section 1, WSB proposes a not-to-exceed fee of \$35, 000. While the full scope of Section 2 is not yet known, we anticipate that to complete all items listed in the RFP the cost range would be between \$50,000 and \$60,000.