

Proposal

Professional Planning and
Zoning Services

City of Ramsey

April 8, 2011



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CITY OF RAMSEY

Tim Gladhill
Senior Planner
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Tim:

Thank you for the opportunity to present our professional planning services to Ramsey. We are prepared to assist your staff as needed with an experienced team of planners. We understand the need to be efficient with the City's resources, responsive to the City's needs, and yet thorough and thoughtful in our assistance on planning and zoning issues.

We are very familiar with Ramsey, having assisted with the most recent Comprehensive Plan, and we understand the issues and forces that have shaped the community. Ramsey deserves to have first-rate advice and assistance on planning matters, and Bonestroo is recognized as a leader in municipal planning and engineering. Our planners are among the most experienced and respected in the region.

We bring not just a day-to-day planner to handle the zoning applications, but a team of only experienced, seasoned professionals with specialties in zoning law, urban design, economic development, market research, redevelopment, environmental review, sustainable regulations, GIS mapping and analysis, and many other specialties.

Bonestroo's planners offer Ramsey our wealth of experience helping communities achieve their goals and build quality environments. Our team is excited about the opportunity to meet Ramsey's planning needs with our skill, enthusiasm, and diligence, and we have proposed what we believe are competitive rates for your consideration.

All cities are faced with limited resources. We take seriously the challenge to stretch those resources and deliver quality services and advice to Ramsey. We are eager to work with you again, and demonstrate how the breadth and depth of Bonestroo's expertise will benefit the City.

Sincerely,

BONESTROO, INC.

Christina E. Goodroad
City Planner

Philip J. Carlson, AICP
Director of Planning

Organization & Planning Team

FIRM INFORMATION

Ranked 197th among design firms nationally in *Engineering News Record's* list of Top 500 Design Firms, Bonestroo is one of the Midwest's largest full-service planning, engineering, and environmental science firms. We provide innovative, practical solutions for our municipal clients.

CONTACT INFORMATION

Bonestroo, Inc.

2335 West Highway 36

St. Paul, MN 55113

Phone: 651-636-4600

Fax: 651-636-1311

Website: www.bonestroo.com

COMMITMENT TO SUSTAINABILITY

Dedicated to improving places and improving lives, Bonestroo is committed to sustainable practices internally and externally. As a builder of communities, an employer, and a corporate citizen, we are conscious of the environmental, economic, and social impacts of our actions. We strive for steady and meaningful progress toward a sustainable future as purposeful stewards of the environment.

BROAD KNOWLEDGE AND EXPERIENCE WITH NUMEROUS PLANNING ACTIVITIES

Our planners have extensive experience inside city halls handling day-to-day zoning applications, including variances, conditional use permits, site plan reviews, and planned unit developments.

Because we also have experience with private sector development, we can speak the developer's language. This results in clear, consistent communication and the ability to create development scenarios that are mutually beneficial.

Many zoning applications, however, are not from sophisticated developers, but rather from modest contractors or ordinary citizens simply trying to get a small project going to improve their corner of the world.

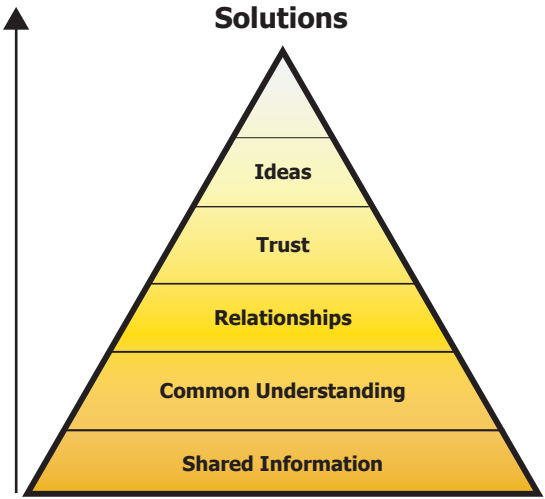
Bonestroo's planners take pride in our ability to communicate the world of planning and zoning to ordinary folks, so that the process can be seen as fair, reasonable and – to the extent possible – predictable.

Our planning group also has significant experience working with communities to:

- Develop application procedures and improve record keeping
- Draft zoning ordinance and comprehensive plan amendments
- Conduct planning education and training workshops
- Prepare environmental reviews, special studies, or master plans



Our core planning team is supported by more than 300 Bonestroo professionals, including engineers, ecologists, and landscape architects with the capabilities and the skills to help Ramsey build its future.



COMMUNICATION IS CRITICAL

Bonestroo believes the ability to communicate is critical to our work. Effective communication begins with understanding your audience and developing a means to clearly convey the message. Our employees are taught the key elements of communication: listening, writing, public speaking and listening again!

Good communication leads to collaborative, sustainable solutions as shown in the solutions pyramid to the left. This pyramid describes a people-driven process, which starts with shared information and common understanding and leads to relationships

and trust. Unleashing the power of relationships and trust leads to shared vision and sustainable solutions.

PLANNERS PARTNER WITH COMMUNITIES TO ACHIEVE VISION

At its core, Bonestroo is a municipal consulting firm. We train and develop our people to understand the workings of communities and to partner with our communities to achieve their vision. We take pride in mentoring and training our professionals beyond their required technical expertise and growing their understanding of each individual city.



We know the importance of community engagement and education, the need to support decision-makers with the right information, and the results of effective participation.

Our training supports the concept that four primary elements need to be addressed to develop sustainable solutions for our clients:

- Technical – Solutions must be technically sound.
- Environmental – We understand the impact of our work on the environment and look for opportunities to enhance the natural environment. Because sustainability is an important element of everything cities do, we keep our clients up-to-date on the latest thinking and advances.
- Financial – Total costs and cash flow are extremely important to maintaining healthy communities. We treat our clients’ resources the same way we would treat our own.
- Social/Political – A small group of people can have a strong voice in representative government. We firmly believe you don’t have a solution until you have consent (not necessarily consensus).

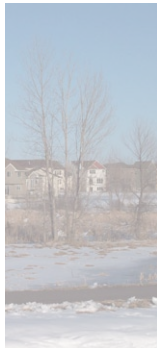
Ramsey Core Planning Team

RAMSEY PLANNING TEAM

We are pleased to offer the City of Ramsey experienced and collaborative staff members who can help staff administer land use application reviews, and process City zoning and subdivision amendments. Bonestroo’s planners are among the most well-known and respected in the region. We have a reputation for delivering practical and implementable results that effectively guide communities.

Tina Goodroad

CITY PLANNER



EDUCATION

St Cloud State University

Bachelor of Arts - Local and Urban Affairs

AFFILIATIONS

American Planning Association (APA)

Minnesota Chapter of the American Planning Association (MnAPA)

Sensible Land Use Coalition (SLUC)

Urban Land Institute (ULI)

Tina will manage the City’s zoning code updates and serve as the primary point of contact with Ramsey for day-to-day assistance with development review as needed and requested by the City.

With 18 years of planning experience and 12 years serving municipalities as city planner, Tina brings the necessary skills and consistency in service and professionalism needed to assist Ramsey. Her clients have consistently given her rave reviews for her knowledge, energy, dedication and professionalism.

Tina’s experience working as a city planner provides her the skills necessary to provide a precise level of service to applicants. She has responded to hundreds of phone calls and conducted “planning counter” conversations with residents and developers,

effectively assisting them through the often unknown planning review process.

Tina has also prepared hundreds of staff reports for planning commissions, park commissions, and city councils. She has built trust and rapport with each planning commission and city council she has had the opportunity to serve. Tina is committed to providing a friendly, consistent, and professional level of service in Ramsey.

Tina’s consulting experience focuses on comprehensive planning, zoning studies, and full ordinance updates. She completed three major updates as part of the implementation efforts of recently completed Comprehensive Plans. Tina also serves municipal clients in day-to-day planning services, sustainability planning and ordinance development.

Phil Carlson, AICP
 PLANNING DIRECTOR



EDUCATION

University of Minnesota
 Bachelor of Architecture

CERTIFICATIONS

American Institute of Certified Planners (AICP)

AFFILIATIONS

American Institute of Certified Planners (AICP)
 American Planning Association (APA)
 Minnesota Chapter of the American Planning Association (MnAPA)
 Sensible Land Use Coalition (SLUC)

Phil was project manager for Ramsey’s recent Comprehensive Plan Update and is intimately familiar with Ramsey’s planning and zoning issues.

Phil and his planning team have provided municipal planning services to dozens of metro area communities. He brings the knowledge, understanding, and talent to address Ramsey’s distinct needs and opportunities. Phil will oversee the project team and serve as a resource to Tina.

Phil has extensive experience working with cities to deliver day-to-day planning services and prepare comprehensive plan updates. He is adept at collaborating with City staff, various commissions, and the public to achieve a community vision that stakeholders can support.

Along with his comprehensive planning expertise, Phil has more than 30 years of experience working on zoning studies, master plans, redevelopment projects, environmental reviews, and designing mixed use, residential, retail, office, and industrial projects. He is frequently called as an expert witness in land use and zoning cases.

ZONING ORDINANCE PREPARATION

Phil has experience designing and implementing mixed-use town centers with form-based codes that encourage increased

density, pedestrian traffic and conservation practices. He worked with the City of Owatonna on low impact development codes, the City of Burnsville on the mixed use 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, and many others.

EDUCATION AND OUTREACH

Phil has served on the faculty of Government Training Services for more than 25 years, conducting seminars on comprehensive planning, zoning, tax increment financing, and shoreland regulation to city staff and decision-makers.

COMPREHENSIVE PLANNING

Phil has assisted with dozens of comprehensive plans for Minnesota communities in his 33-year career, including St. Cloud, Roseville, Burnsville, Blaine, Mendota Heights, Dayton, Minnetrista, Spring Lake Park, Sauk Centre, Sauk Rapids, Alexandria, Little Falls, and others.

Jay Demma

MARKET RESEARCH



Jay is well known for his knowledge and experience in researching land use, housing, and economic development in the upper Midwest. In his 16 years in market research, Jay has held a variety of staff and executive positions at leading market research firms in the Twin Cities and Philadelphia, and has worked on hundreds of research and consulting assignments throughout the United States.

EDUCATION

University of Minnesota

Bachelor of Science - Geography
Master of Urban and Regional Planning

AFFILIATIONS

Sensible Land Use Coalition (SLUC)
American Planning Association (APA)
Urban Land Institute (ULI)
Economic Development Association of Minnesota (EDAM)

Hongyi Duan

GIS COORDINATOR



A specialist in mapping and GIS, Hongyi will make sure the team's data is properly recorded in Ramsey's GIS system. Hongyi has worked on a wide variety of projects in her role as GIS Coordinator including comprehensive plans, zoning studies, and urban design. She also serves as a day-to-day mapping consultant for a number of cities in Minnesota.

EDUCATION

Beijing Polytechnic University

Bachelor of Science - Architecture

Iowa State University

Master of Science - Planning

AFFILIATIONS

Urban Land Institute (ULI)

COMPUTER EXPERIENCE

Adobe Suite
ArcInfo
ArcView
AutoCAD
CorelDraw Suite
Microsoft Suite

Experience

EXPERIENCE PROVIDING PLANNING SERVICES

Bonestroo provides professional consulting services in engineering, planning, and environmental science. Our staff includes planning, landscape architecture, and urban design professionals who respond to our clients' community planning, zoning code development or development plan review needs on a project basis or combined with day-to-day planning assistance.

Planning and related services represent about 5% of Bonestroo's total services. *Among the seven key members of the Bonestroo planning team, all types of community planning and zoning work are about 90% of our work, with about 30% of that work devoted to zoning code and development review.*



Bonestroo planners are familiar with Ramsey's planning history.

PHILOSOPHY

Our philosophy on the balance between economic development and zoning regulation is rooted in our understanding of the foundations of planning and zoning in our American form of government. The Constitution establishes a government with limited and clearly delineated powers.

There are key functions government must perform – regulation of land for the community's health, safety and welfare is among them – but we must guarantee everyone the right to enjoy and invest in their individual properties as long as they pose no harm to their neighbors.

Bonestroo planners are leaders in education on planning and zoning issues. We stress to the attendees of the seminars we teach that we must be clear regarding the intent of any regulation, be sure that has a rational basis, and that it is the minimum necessary requirement to achieve a desired end result.

With this background in mind, communities come together to craft a shared vision in a comprehensive plan and then implement that plan with regulations, such as the zoning code and subdivision code.



A varied mix of business types is essential to Ramsey's future success.

MARKET RESEARCH IS KEY

In Ramsey's plan, and in all recent comprehensive planning efforts by the Bonestroo planning team, there is a market research component – a community market overview – that indicates what the market demand is likely to be in terms of the type and scale of residential and commercial development in the future.

Translating this market information into zoning code standards, reflecting the various types of development at the right scale in the right locations, will help create community that can succeed in the marketplace.



Bonestroo supports its planning work with market research to help achieve real world success.

COMMUNITY CHARACTER CONSIDERATIONS

We believe it is vitally important to understand the character of the community as it exists today together with goals set forth for future development when preparing zoning codes that may affect not only future development but current property owners. We do not believe in a one-size-fits-all approach to zoning.

We will create specific standards that provide a balanced approach to residential development that supports rural areas that may remain rural for some time, while preparing new standards for developing or soon-to-be developing areas of the community.

CREATIVE APPROACHES TO ZONING

Zoning can be very creative with customized approaches to fit with and adapt to unique character of the land or to meet specific density objectives.

Codes should be reasonable with clear standards to meet the City’s objectives. We will look for solutions that help current property owners see economic return on their property (allow expansion or other needs), while also creating clear standards for new residential development that meet the density and design objectives set forth in the plan.

This combined approach will result in balance between promoting development of any scale, while also employing the correct level of regulatory tool to meet city’s objectives.

HOW TO FOSTER GROWTH

The single most important thing a community can do to support and encourage development (whether it’s a small business expansion, single family home expansion, or 100+ unit residential subdivision) is to manage and reduce the applicant’s risk and provide as much certainty as possible about

the ultimate outcomes of the development review and approval process. This can only happen when regulatory standards are clear, concise, and usable by any applicant.

Bonestroo believes creative standards based on flexibility using best management practices, incentives, and other methods provides the greatest opportunity for each project to meet the City’s vision without an overly cumbersome process resulting from over regulation. We will achieve this through the use of graphics/illustrations, strong definitions, and clear requirements and built in flexibility where appropriate to meet the goals for each land use.



Our ability to produce quality graphics illustrates concepts for decision makers.

PLANNING SERVICES CLIENTS IN THE LAST THREE YEARS

Bonestroo works for a wide variety of communities with vastly different planning needs. We follow the evolution of our municipal clients and their needs at each stage.

Bonestroo has helped many of our long-term clients, which were once facing similar challenges as Ramsey, develop comprehensive plans, zoning ordinances, special studies, and assist with day-to-day planning activities to help achieve their vision for the future.

Most recently (in the past three years), these clients include:

- Stacy
- Harris
- Dayton
- Forest Lake
- Corcoran
- Brooklyn Park
- Lauderdale
- Oakdale
- LaCrescent
- Albany
- Melrose
- Victoria
- Princeton

REFERENCES

We welcome you to contact the following clients for whom we have provided planning services.

CITY OF DAYTON

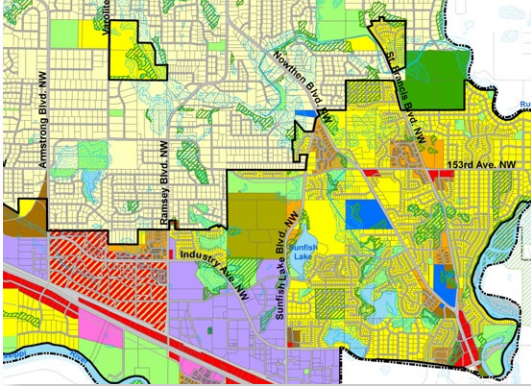
Erin Stwora 763-421-3487
 Assistant to the City Administrator
 12260 South Diamond Lake Road
 Dayton, MN 55372
 estwora@cityofdaytonmn.com

CITY OF FOREST LAKE

Doug Borglund 651-209-9734
 Community Development Director
 21350 Forest Boulevard
 Forest Lake, MN 55025
 doug@ci.forest-lake.mn.us

CITY OF BROOKLYN PARK

Cindy Sherman 763-493-8051
 Planning Director
 5200 85th Avenue North
 Brooklyn Park, MN 55443
 cindy.sherman@brooklynpark.org



The Land Use Plan and its goals are the basis for current and future planning decisions.

2030 Comprehensive Plan Update, Zoning Ordinance Update, Form Based Design Requirement Manual

FOREST LAKE, MN

Completed 2009

2010 MN APA MERIT AWARD

Tina served as project manager for preparation of the City's 2030 Comprehensive Plan Update, and immediately after completed a full update to the Zoning Ordinance that included new downtown and general mixed use districts, new business park district and a form based design requirement manual for all commercial, industrial and mixed use zoning districts.

tool to illustrate the site, building and sustainability design standards required within the ordinance.

Throughout the update process, Tina worked closely with staff and the Planning Commission with periodic reviews, input and final adoption.

Mixed use districts were created to allow for increased residential density along Highway 61 within city's downtown and major commercial corridor. This increased density coupled with strong design standards intensified an area with existing infrastructure rather than extending growth prematurely.

The form-based design requirement manual serves as an effective regulatory

Site Design:
Building Frontage: At least 65% of the street frontage of any lot shall be occupied by building facades at the property line. In addition, a minimum of the first 50 feet of the lot frontage on either side of a street intersection must be occupied by buildings set at the property line. Parking or other space open to the sky is not allowed within this first 50 feet.

At least 65% of the street frontage of any lot shall be occupied by building facades at the property line. In order to meet this requirement, the following formulas should be used:

building lot frontage / total lot frontage = 65% or greater

All lots shown in this example meet the 65% building street frontage requirements. Lots 1 and 4 have met the requirements on both sides that front the street.

Lot 1: $125' / 120' = 100\%$
 $130' / 155' = 84\%$

Lot 2: $75' / 92' = 78\%$

Lot 3: $85' / 82' = 103\%$

Lot 4: $112' / 102' = 65\%$
 $100' / 125' = 80\%$

Lots 1 and 4 also meet the required building possession within the first 50' of the property line on either side of the street intersection.

4-2 City of Forest Lake

- a) On lots with more than one street frontage, the building shall be located to meet the 65% street frontage requirement on both streets.
- b) The building frontage requirement may be met either with an enclosed building or an arcade constructed with a permanent roof of the same materials as the remainder of the building.
- c) At least the first and second floor must meet the building frontage requirement. Arcades at street level and terracing of building facades above the second floor are encouraged.

- d) Wherever a surface parking area faces a street frontage, such frontage shall be screened with a decorative wall, railing, hedge, or a combination of these elements to a minimum height of 2 1/2 feet and a maximum height of 3 1/2 feet above the level of the parking lot at the build to line.
- e) Drive-through or drive-in lanes are not allowed within the build-to-line or in front of any buildings; they must be located to the side or rear of a building.
- f) To provide linkages to parking and the lakefront, all business shall provide a primary entrance at both the front and the rear of the building.
- g) Rear facing windows and doors shall be provided on all structures to promote use of off-street parking lots and create connections to the Handwood Creek Trail and the lakefront.

Bonestroo

Mixed Use Guideline example

d) Landscaping

- Use best management practices for tree plantings in order to encourage maximum canopy growth. This can include adequately sized planting beds, CU Structural Soil, Silva cells, or other methods to allow healthy root development. See Section 153.230 for additional Landscaping requirements. Use best management practices for tree plantings in order to encourage maximum canopy growth. This can include adequately sized planting beds, CU Structural Soil, Silva cells or other methods to allow healthy root development.
- Landscaping shall be designed to provide shading and cooling during the summer months while minimizing reduction of solar heat penetration during the winter months. See Section 153.230 for additional Landscaping requirements.
- Landscaping is to be environmentally sensitive and should include native drought resistant plants and turf, and a reduced need for chemical fertilizers and pest control. See Section 153.230 for additional Landscaping requirements.
- Where irrigation is required in Section 153.230 use recycled gray water, roof water, collected site run-off or an irrigation system that will deliver up to ninety-five (95) percent of the water supplied.

Landscaping should include native drought resistant plants and a reduced need for chemical fertilizers and pest control.

Where irrigation is required, use collected site runoff for water supply.

5-2 City of Forest Lake

Bonestroo

Sustainability Guideline example

2030 Comprehensive Plan Update & Zoning Ordinance Update

DAYTON, MN

Completed 2010

Tina served as project manager for all aspects of the Comprehensive Plan Update and Zoning Ordinance Update. As Dayton is just now extending municipal services, the comprehensive plan update required extensive public education to educate and inform residents and the Steering Committee about their options for land use, staging of growth, and growth management.

A strong connection for future land use planning was tied to natural resource planning and protection. With so many changes made to land use and creation of new land use categories, the Zoning Ordinance was completely updated.

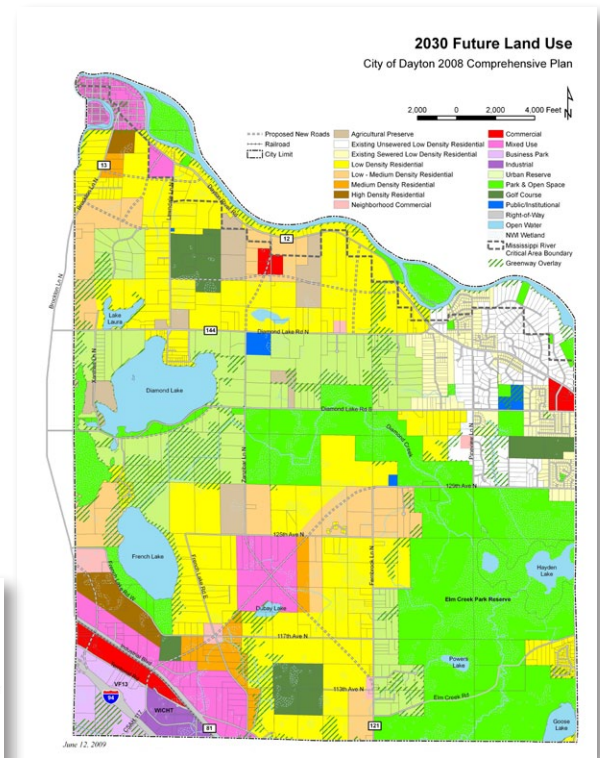
New standards for residential, commercial, and industrial use districts with site and building design standards were developed to ensure the very first sewered development meets the standards set forth in the plan.

In addition, Tina created three new Mixed Use Districts and form based design requirements to respond to new growth areas including the Historic Village. New landscaping, parking, and growth management ordinances were also created.

Tina divided the ordinance update in the phases and worked closely with staff and the Planning Commission for review, public hearing and recommendation after each phase.



Historic Village Concept Plan



2030 Future Land Use Plan

2030 Comprehensive Plan Update & Zoning Ordinance Update

CORCORAN, MN

Completed February 2011

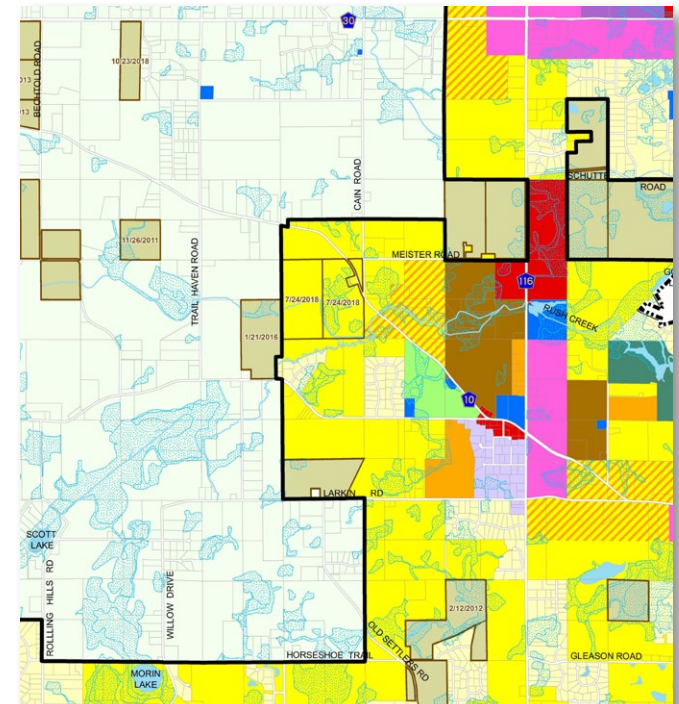
Tina served as project manager for the Comprehensive Plan Update and then prepared key zoning ordinance elements for plan implementation. Zoning ordinance elements focused largely on environmental conservation, integrated tree preservation, open space plat, growth management, and updates to all use districts with preparation of new mixed use districts including building and site design standards for all districts.

Each of these elements considered the effect of new regulations on existing property owners with creation of alternative ways owners can benefit from economic return now prior to extension of sewer into the City or reaching its western limits.

Creative approaches to residential use districts were developed to meet densities called forth in the plan, but with built-in flexibility and choice of elements that allows range in lot sizes in a single district without the added requirement of a PUD but still providing PUD level benefits.

These tools allow the City to work with applicant on innovative developments within the ordinance provisions resulting in better developments but without the added time a PUD often requires.

Tina completed the open space plat ordinance work in conjunction with efforts of a Greenway Committee. Remaining ordinances were prepared and reviewed by staff and joint Planning Commission and City Council review meetings.



Process & Services

UNDERSTANDING RAMSEY'S PLANNING NEEDS

The City is looking for day-to-day assistance in development review in addition to project specific work to create amendments to the City's Zoning Ordinance that will fully implement the 2030 Comprehensive Plan.

Bonestroo is a valuable resource for the City of Ramsey in supporting staff in day-to-day planning duties and in implementing the goals and policies of the City's Comprehensive Plan.

The City wants to amend its Zoning Code to comply with the Comprehensive Plan. This effort will result in new residential architectural standards, creation of a new Office Park Zoning District and potential revisions to the signage ordinance.

We will review existing use districts and update as needed and provide recommendations and options for development of form-based codes or other flexible zoning techniques that support the type, scale, and design desired in the City.

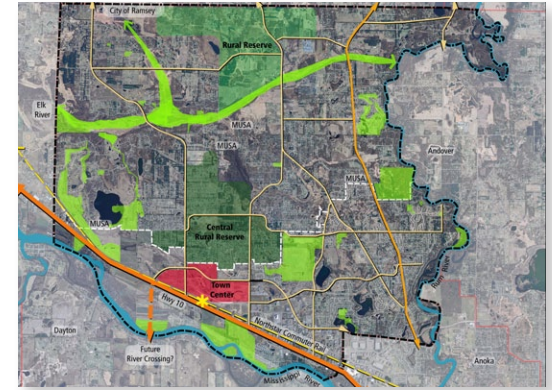
THE BONESTROO ADVANTAGE

Bonestroo planners assisted the city in preparing the current Comprehensive Plan, starting in 2007, working within the Ramsey3 process. We assisted the community in a unique, day-long, hands-on charrette workshop to create the land use plan for Ramsey. We are familiar with many of the issues that are important to various parts of the Ramsey community and with many of the people who have helped shape the plan.

Our planning group has in-depth experience providing municipal planning services. We have worked with numerous developing and fully developed communities in the metropolitan area to manage both growth and redevelopment and achieve their vision for a successful future.



Bonestroo worked with the Ramsey3 process in developing the Comprehensive Plan



Bonestroo planners are familiar with the planning issues facing Ramsey

With a team that includes some of the region's most experienced and respected planners, our experience includes working on a few of the area's most complex and interesting planning projects as well as decades of experience working with many communities on the smallest zoning applications.

We bring not just a day-to-day planner to handle the zoning applications, but a team of experienced, seasoned professionals with specialties in market research, zoning law, urban design, economic development, redevelopment, environmental review, sustainable regulations, GIS mapping and analysis, and many other specialties.

APPROACH TO SERVING RAMSEY

The RFP divides the effort into two parts. Bonestroo has full in-house capability for all aspects of the work including development review, preparation of zoning ordinance amendments, creation of form-based design elements or other flexible zoning techniques identified throughout the process. No subconsultants are needed.



Housing choices are an important part of Ramsey's appeal.

DEVELOPMENT REVIEW:

If desired Bonestroo can provide on-site office hours to assist staff in review of selected land use applications and preparation of staff reports for Planning Commission and City Council.

Benefits of on-site office hours would include convenient pre- and post-application meetings with applicants and staff and ability to assist in resident calls or inquires.

We believe strongly in face-to-face discussion of planning projects and proposals and in site visits to understand the issues. Once these initial contacts are made we can continue to meet face-to-face or communicate via phone or email on many issues.

CITY ZONING CODE AMENDMENTS:

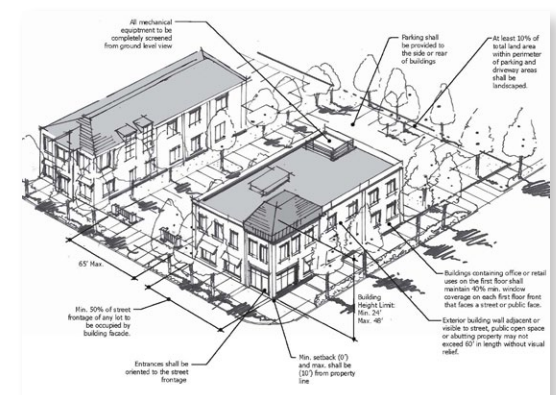
Bonestroo staff will meet with City staff to discuss necessary updates, format, content, etc., and then prepare draft amendments for staff review. Upon review and discussion with city staff, Bonestroo will prepare final drafts and staff reports for review and presentation to the Planning Commission. Bonestroo will attend all necessary Planning Commission public hearings and City Council meetings for final adoption.

PARTICIPATION BY CITY STAFF AND OFFICIALS:

Bonestroo staff will complete development review and preparation of staff reports under direction of the Senior Planner. It is anticipated that the Senior Planner will review staff reports prior to presentation

to Planning Commission and City Council. Bonestroo will be available to attend meetings as requested. Participation by officials would be limited their respective meetings.

Bonestroo will coordinate review of Zoning Code Amendments in a similar way with staff. We will coordinate scheduling of meetings and venues with City Staff but facilitate the various meetings throughout the amendment and adoption process. It is anticipated that the Planning Commission would have a greater role in reviewing drafts throughout the six-month process.



Communicating graphically is an important part of Bonestroo's work in creating special places that foster community identity.

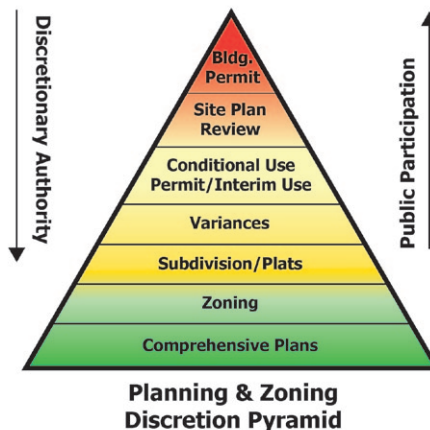
Community involvement in the process will allow our team to identify key issues and concerns early on, develop alternative amendments and evaluate the alternatives in order to develop consensus around a preferred alternative.

By promoting public involvement, a community can tap into the concerns, expectations, and creativity of its residents to produce innovative solutions.

Bonestroo promotes and encourages city's to consider a high level of public participation with ordinance updates similarly to the comprehensive plan as the city's highest level of discretionary authority lies in these two tools.

The right plan for public participation will be determined along with City staff, but some options we like to consider include:

- **Utilize the Planning Commission as a working group for all draft reviews.** Hold special workshop meetings with the Planning Commission at the onset of the project to determine the final scope of amendments; during key points of the drafting to educate and share drafts; final draft reviews; and all necessary public hearings.



- **Focus groups meeting(s):**
 - Engage the local business community to discuss changes to commercial, industrial districts and related ordinances that will affect them such as site/building design and signage.
 - Meet with local residents regarding proposed changes to residential districts. Identify current needs for expansion that might result in changes to ordinances or flexible zoning techniques that support improvements without a need for a variance.
 - Other groups identified through initial staff and Planning Commission efforts.

- **Open Houses:** An open house style meeting will be utilized prior to the public hearing to unveil the draft amendments to the public. Summaries of each draft ordinance will be prepared to help residents understand the changes, how it may affect them or others through future developments. Feedback forms will be available to solicit input from the public. Bonestroo will coordinate preparation materials for display on the City's website.



Recognizing that community involvement happens in a variety of ways, Bonestroo planners are experienced in many techniques and approaches to maximize participation and input.

DELIVERABLE:

Final ordinance documents in current ordinance format for codification.



Maple Grove, MN – Arbor Lakes

RELATED SERVICE CAPABILITIES

REDEVELOPMENT MASTER PLANS

Community planning evolves and redevelopment is a key component. We base our approach on real market conditions and traditional urban design principles to create plans that build economic value, as well as a sense of place overtime.

We have a strong track record for creating award-winning redevelopment plans that build memorable places through thoughtful, artful, high-quality design that respects, reinforces, and enhances a communities’ unique characteristics and builds economic value.

STREETScape AND PLAZA DESIGN

Streetscape projects must balance the functional needs of vehicles with safety and aesthetic considerations to improve pedestrian comfort and create a fresh identity. Human scale improvements and pedestrian friendly environments are the focus of these projects. Calming traffic through narrowing of roads and landscaping and creating open spaces that invite people to interact are critical to successful public spaces.

Our team has experience working with communities to define objectives, review alternatives, and prepare designs that reinforce their ultimate vision and create a sense of community pride.

CORRIDOR PLANNING AND DESIGN

Urban corridors can be challenging for their diverse land use, stakeholders, and street characteristics. The key is to create a cohesive design throughout the entire corridor that expresses a sense of place. Streetscape treatments such as monumentation, lighting, and signage to building architecture and the setbacks play key roles in defining the character along any corridor.

URBAN DESIGN GUIDELINES AND FRAMEWORK MANUALS

A key component to implementing a community’s vision is to document the design into definitive components that can be used to guide future development. Design guidelines and frameworks plans are tools the community can use, once adopted, to do just that. They set aesthetic and design principles that must be followed when new development is proposed.



Excelsior, MN – Streetscape Framework

SITE MASTER PLANNING AND DESIGN

Planning can offer the structure vision and guidance for successful creation of places and the implementation of multiple project types.

We provide context sensitive solutions to site issues and explore multiple alternatives for how the site can be utilized. We conduct aspects from inventory to implementation, including goals and objectives, public facilitation, technical analysis, creative design, and feasibility of improvements.

TRAIL AND GREENWAY DESIGN

When properly designed and developed, these corridors can provide a wide range of benefits to people, habitats, and wildlife. Each corridor can uniquely express the cultural and natural features of the area.

Our knowledgeable staff is ready to solve the technical, environmental, and political challenges posed by your project. We can help at every step, including feasibility analysis, master planning, cost estimation, phasing, public involvement and funding strategies.



Burnsville, MN – Nicollet Commons Park

PARKS, OPEN SPACE, AND AMENITY DESIGN

Ranging from parks, monuments, to rain gardens, our services can enhance communities by combining public green space and high quality design standards. People are looking more and more for ways to be distinguished as a community, to have places to socialize with others in their neighborhoods, and promote the preservation of significant natural features.

Our staff has assisted a wide range of communities in making these ideals reality. We can create meaningful and expressive designs that will enhance the overall quality of living.

GOLF COURSE DESIGN

Our golf course designers provide clients with a full range of in-house services to support the creation or renovation of a golf course. From initial site analysis, land survey, or design to guiding the project through the approval process, our staff is equipped to address any issues that may arise.

Approval for golf course design is particularly challenging in areas that are considered environmentally or culturally sensitive. With our knowledge of federal, state, and local guidelines, our staff brings you the expertise needed to obtain approvals without substantial modifications.

Timing

MEETING YOUR SCHEDULE

To meet with timelines desired by the City, to update the Zoning Code in compliance with the Comprehensive Plan, Bonestroo proposes a start date no later than June 1, 2011 and completion by December 1, 2011 using the following schedule for drafting, focus groups, open house and key City meetings:

	2011									2012
	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN
Draft Code Amendments			JUNE - AUGUST							
Draft Review					AUGUST - OCTOBER					
Public Participation			JUNE		AUGUST - OCTOBER					
Final Review & Adoption							OCTOBER - DECEMBER			

SAMPLE PLANNING TRACKING TABLE

MANAGEMENT SYSTEMS

Whether it's planning and zoning processes and procedures, inspection, or information to manage the City's infrastructure, Ramsey's systems needs to be easily explained and easy to use.

The planning systems Bonestroo will manage with the City include:

- Clear ordinances that implement your comprehensive plan goals.
- Consistent and equitable procedures for reviewing and processing development applications so developers, business owners, and residents receive fair treatment in the City's approval process.
- Application forms, submittal schedules, summaries and checklists for the various applications will be provided in a user-friendly format so individuals using them understand what is expected, the timing of the process, and why and how things will be accomplished.
- Procedures for tracking applications to maintain the 60-day rule and any other statute requirements.
- Streamlined planning procedures for specific applications related to existing residents and existing development.
- Record-keeping related to planning policies, zoning ordinances, and development applications – organized filing systems, policy tracking, ordinance tracking, and consistent file structures.

APPLICANT NAME	APPLICANT ADDRESS	PERMIT ADDRESS	STAFF	DATE APPLICATION SUBMITTED	COMPLETION LETTER DEADLINE	DATE INCOMPLETE LETTER SENT
Smithson	1140 Green Ave N	1140 Green Ave N - Administrative Variance	Whitney	April 26, 2010	May 11, 2010	N/A
Olson	7810 44th St North	7810 44th St North - Oversized Building	Whitney	April 20, 2010	May 3, 2010	N/A
Rogers	720 5th St North	720 5th St North	Whitney	October 25, 2010	December, 23 2010	N/A

DATE APPLICATION COMPLETE	60 - DAY DEADLINE	60 - DAY EXTENSION	APPLICANT EXTENSION	RESIDENT LETTER MAILED	DATE OF PUBLIC HEARING NOTICE SENT TO OFFICIAL NEWSPAPER	DATE OF PUBLICATION OF PUBLIC HEARING NOTICE
April 20, 2010	June 19, 2010			April 26, 2010	May 11, 2010	N/A
April 15, 2010	June 14, 2010			May 21, 2010	June 3, 2010	
N/A	N/A					

PLANNING COMMISSION		CITY COUNCIL		RESOLUTION # RECORDED	INSPECTION COMPLETED
PUBLIC HEARING	ACTION	REVIEW	ACTION		
Administrative	Approved		Denied	2010-38	Not Started
June 15, 2010	Tabled				
N/A	N/A	Administrative	Approved		

(Prepared for the City of Oakdale)

Compensation

BILLING RATES

Bonestroo will provide the planning services in this proposal on an hourly basis at the following rates:

- Tina Goodroad\$93/hour
- Phil Carlson \$104/hour
- Jay Demma \$90/hour
- Hongyi Duan \$85/hour

Rates for other staff if needed will be quoted on request

We will charge our time in 0.25-hour increments.

In addition to the hourly rates for staff we will charge the City for typical expenses, such as mileage, copies, plots, supplies, or other necessary materials for requested planning work.



[BACK](#)