

City of Ramsey
Agenda
City Council Work Session
Tuesday May 10, 2011
5:30 pm or immediately following Committees
Lake Itasca Room - 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Contract Service for City of St Francis for Fire Dept Management
 2. Interview Planning Services Consultants for Interview with the City Council
- 3. Future Topics for Discussion - *See Attached Calendar***
 1. Review Future Work Session Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 05/10/2011

By: Dean Kapler, Fire Department

Title:

Contract Service for City of St Francis for Fire Dept Management

Background:

Staff has recently been approached by the city of St Francis requesting short term assistance with management of their fire department. Details will be brought to the work session.

Funding Source:

A draft contract is attached to this discussion topic for review. Comments from St Francis may be available at the meeting.

Council Action:

Based on discussion.

Attachments

Contract for Services

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Jo Thieling	05/05/2011 12:28 PM
Form Started By: Dean Kapler		Started On: 05/05/2011 12:14 PM
		Final Approval Date: 05/05/2011

Contract for Services

Interim Fire Chief for City of St Francis

Objectives:

- Stabilize Fire Department both structurally and operationally
- Provide interim leadership/management of all aspects of dept including operations, officer placement/roles and responsibilities, and the 2012 budget
- Conduct a management analysis of Fire Dept in comparison of community needs
- Review/analyze services provided including code enforcement
- Create/implement a sustainable structure within Fire Dept, including how Fire Dept interacts within the cities structure

Strategy and Tactics:

- One on one (mandatory) meetings with each member of Fire Department including those on administrative leave
- Attend most/all internal meetings including Officer Meetings, General Assembly, Training, other misc.
- Review/amend job descriptions for all levels of Fire Dept staff
- Respond to incidents depending on severity
- Town meeting with a select group of business owners and public to discuss view of services provided

Term of Contract:

Contract will run from May xx, 2011 until October xx, 2011. Either party may discontinue the contract at any time following a 2 week notice to Ramsey Fire Chief. Parties may extend contract upon mutual agreement.

Compensation:

The City of Ramsey will be paid a monthly fee of \$xxxx. This number is based on an estimated 8-10 hours per week including dept meetings, incident response, City Administrator updates. Time spent will include evenings and weekends.

During the times spent under this contract the City of Ramsey Fire Chief will be considered a St Francis employee and in turn be covered by applicable liability insurance through the City of St Francis.

At the end of contract a written final report will be given to the City Administrator with observations and recommendations.

CC Work Session

2. 2.

Meeting Date: 05/10/2011

By: Tim Gladhill, Community Development

Title:

Interview Planning Services Consultants for Interview with the City Council

Background:

On February 8, 2011, the City Council approved a reorganization of the City's Community Development Department that resulted in the elimination of one (1) full-time employee in the Planning Division. As part of the reorganization, the City Council authorized the utilization of consulting/contracted services for planning and zoning services and authorized City Staff to issue a request for proposals (RFP). The purpose of the RFP was to seek a consultant to work on an as-needed basis to provide service when the workload exceeds available resources utilizing existing staff. This provides a cost-savings measure that allows the City to utilize this service only when needed. The City received nine (9) responses to the proposal and Staff interviewed five (5) of these firms.

Notification:

No notification required.

Observations:

The City Council chose to utilize consulting services for a portion of the administration of the City's zoning and subdivision ordinance to better match market conditions and subsequent workload in the City's Planning Division. The use of consultant services also provides the City the opportunity to capitalize on additional resources and expertise the firm may have in-house, including but not limited to, site planning, traffic forecasting, and engineering. The chosen consultant is proposed to report to the Senior Planner. They will assist the City in implementation and administration of the City's zoning and subdivision ordinances through amendments to the Comprehensive Plan, amendments to the City Code, and review of land use applications. The selected consultant will work on an as-needed basis at the request of the Senior Planner.

Based on the responses to the RFP and answers to interview questions, Staff recommends forwarding no more than three (3) consultants to be invited to the next stage in the process of selecting a consultant by interviewing/presenting to the City Council. The scoring matrices used to score initial response (Response Scoring Matrix) and interview question response (Interview Scoring Matrix) are attached as background of the process used to review.

The City received responses from Bonestroo, Community Growth Institute, Farr and Associates, Landform, MFRA, NAC, SWB, Weber Community Planning, and WSB. From those responses, Staff interviewed five (5) of these firms. Subsequently, Staff recommends the firms of Bonestroo, Landform, and MFRA be selected to present to the City Council. Planning Commissioners have been invited to attend this Work Session. Responses for all five (5) of the firms interviewed by Staff are attached for review.

Funding Source:

Review of the responses to the RFP are being handled as part of regular Staff duties. Funding for the selected consultant will come from the City's general fund.

Staff Recommendation:

Committee Action:

Based on discussion.

Attachments

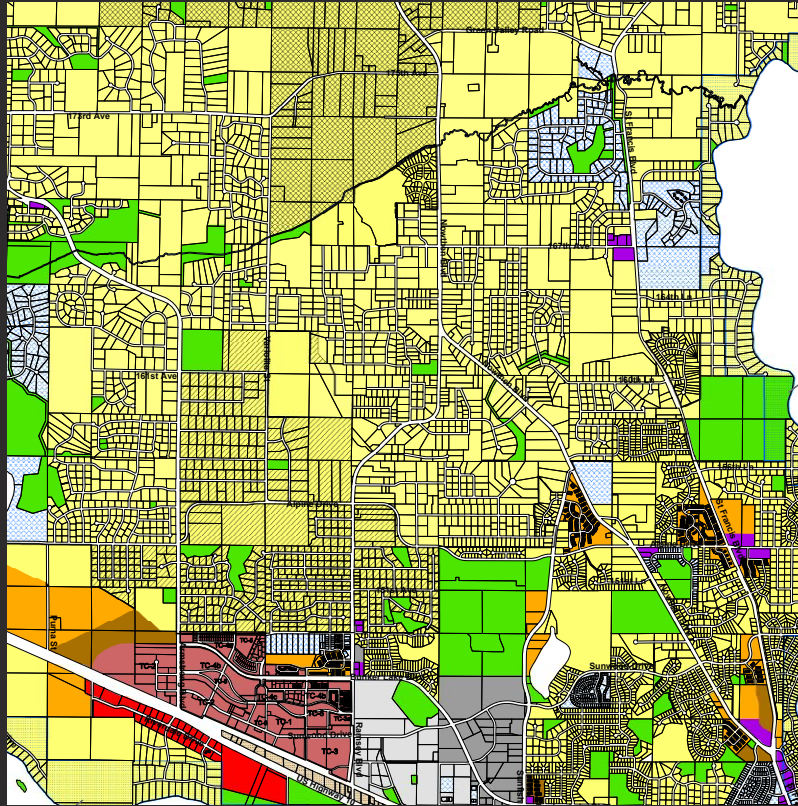
Bonestroo Response

Landform Response

MFRA Response

Form Review

Inbox	Reviewed By	Date
Tim Gladhill (Originator)	Tim Gladhill	05/04/2011 03:05 PM
Aaron Backman	Aaron Backman	05/04/2011 03:30 PM
Form Started By: Tim Gladhill		Started On: 05/04/2011
	Final Approval Date: 05/04/2011	



Proposal

Professional Planning and
Zoning Services

City of Ramsey

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April 8, 2011



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.

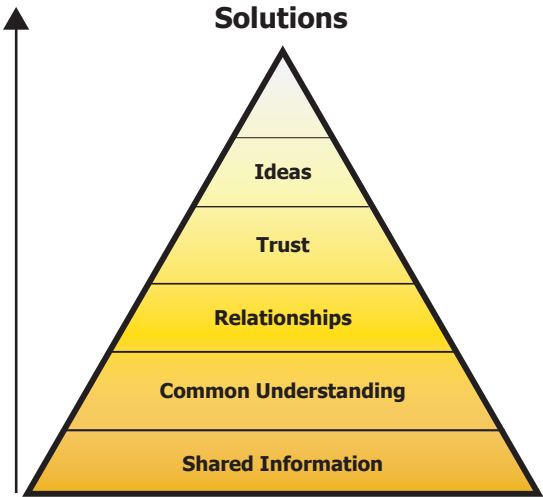
Bonestroo's planners take pride in our ability to communicate the world of planning and zoning to ordinary folks, so that the process can be seen as fair, reasonable and – to the extent possible – predictable.

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).

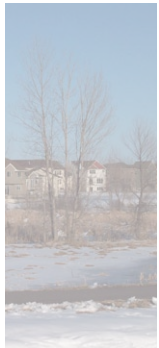
Ramsey Core Planning Team

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

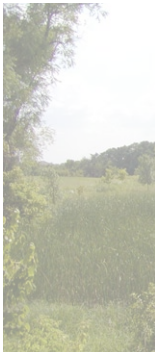
Bachelor of Science - Geography
Master of Urban and Regional Planning

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

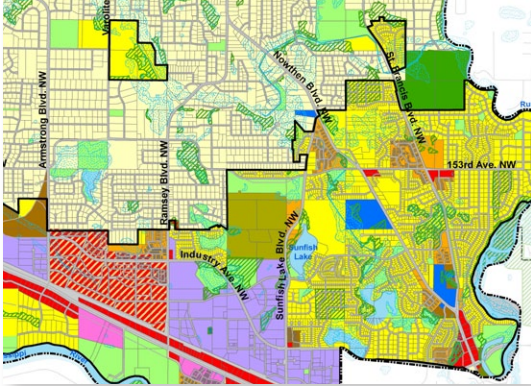
Erin Stwora 763-421-3487
 Assistant to the City Administrator
 12260 South Diamond Lake Road
 Dayton, MN 55372
 estwora@cityofdaytonmn.com

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: $112' / 102' = 85\%$
 $100' / 125' = 80\%$

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.

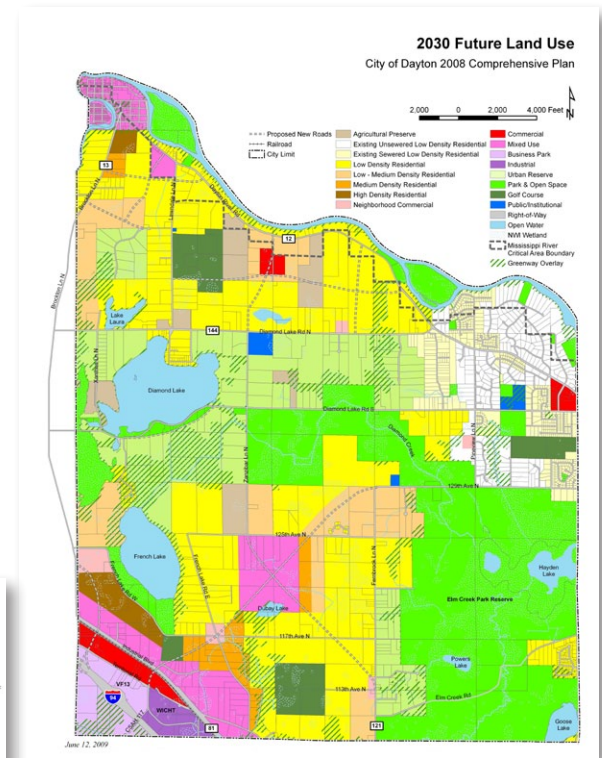
New standards for residential, commercial, and industrial use districts with site and building design standards were developed to ensure the very first sewered development meets the standards set forth in the plan.

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

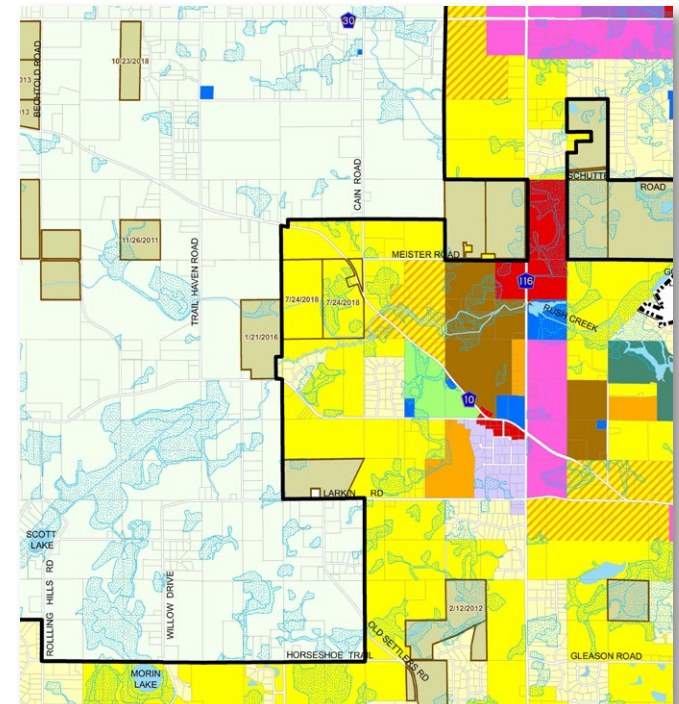
Tina served as project manager for the Comprehensive Plan Update and then prepared key zoning ordinance elements for plan implementation. Zoning ordinance elements focused largely on environmental conservation, integrated tree preservation, open space plat, growth management, and updates to all use districts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

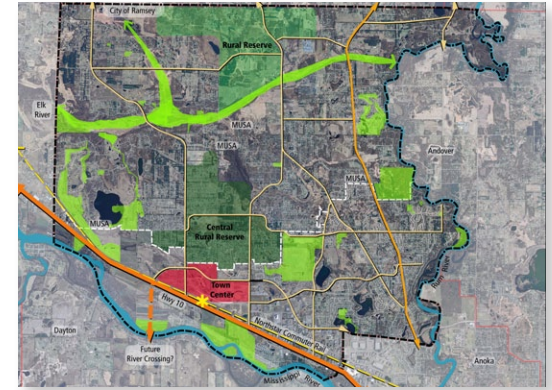
THE BONESTROO ADVANTAGE

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:

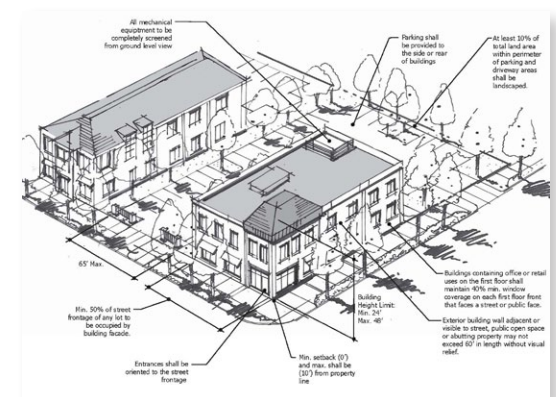
Bonestroo staff will meet with City staff to discuss necessary updates, format, content, etc., and then prepare draft amendments for staff review. Upon review and discussion with city staff, Bonestroo will prepare final drafts and staff reports for review and presentation to the Planning Commission.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

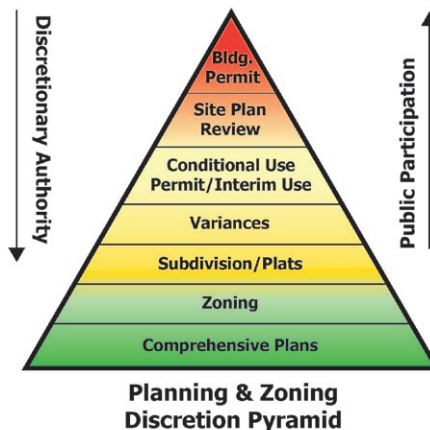
Community involvement in the process will allow our team to identify key issues and concerns early on, develop alternative amendments and evaluate the alternatives in order to develop consensus around a preferred alternative.

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

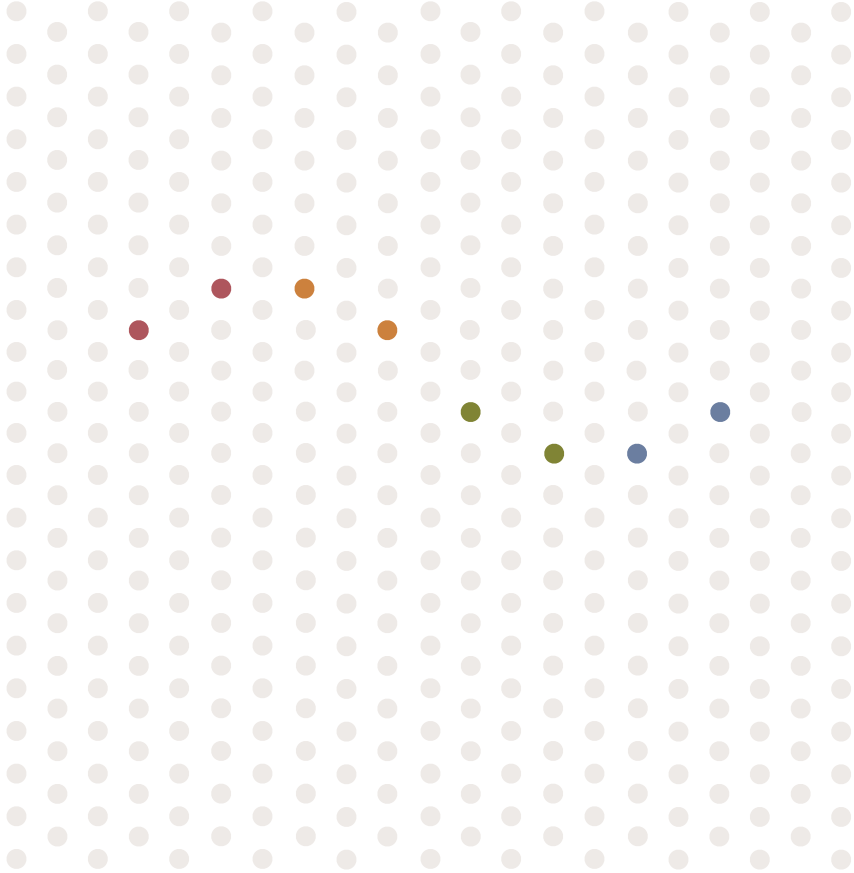
We will charge our time in 0.25-hour increments.

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](#)

L A N D F O R M



City of Ramsey Planning Services

Planning

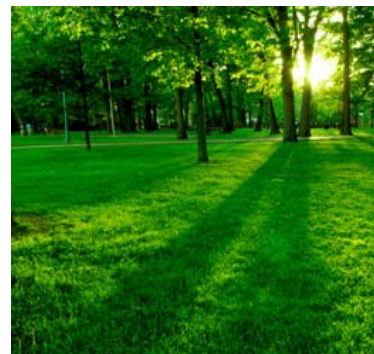
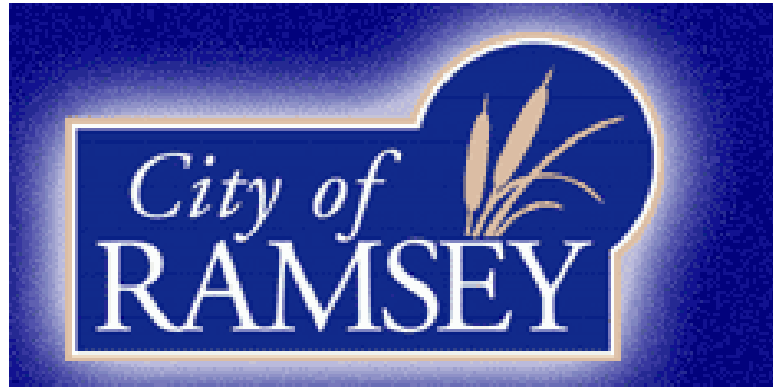
Zoning

Plan Review

Ordinance
Updates

City Meetings

Respond to
Residents



April 8, 2011

Prepared for:
Tim Gladhill
Senior Planner
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Prepared by:
Kendra Lindahl, AICP
Landform
105 South Fifth Avenue, Suite 513
Minneapolis, MN 55401
Phone: 612-252-9070
Email: klindahl@landform.net



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Approach to the Scope of Services



It is vital to address Ramsey's land use challenges, growth trends and development issues to better establish planning goals for the community in its current and future development needs.

The City of Ramsey faces a number of planning challenges as growth continues and the community works to balance the rural and urban elements within the City. In the current marketplace, consulting planning staff can supplement the city planning team and help to balance the inevitable peaks and valleys of the development cycle.

We understand that the City is looking for professional planning assistance to provide support for day-to-day planning activities, development review and ordinance preparation. Our Landform team is experienced and committed to providing excellent service and helping you meet these planning demands.

Landform is dedicated to interweaving the broader issues of the urban landscape with the intimate scale of our community, neighborhood spaces and natural environment. We understand the value of design and planning at any scale and the need for a thoughtful, innovative and sustainable design process. Our work is based on an in-depth understanding of the uniqueness of a place. We believe that by uncovering and building upon the unique qualities of a place in a restorative manner, we will ensure its long-term success.

A major component of place is the natural environment and its resources. We strive to responsibly achieve harmony with the earth's land and resources in projects of all scales. Our SensiblyGreen® initiative is the result of a focus on both resource management and economic viability. Our sensible approach provides economical solutions, cost-saving opportunities and a sensitive use of natural resources.

Community -Based Planning Solutions

We take a community-based approach to the planning process and are dedicated to tailoring a planning approach that meets the needs of your community. We would also provide planning staff for Planning Commission and City Council meetings as needed. We work at your direction and look forward to working with you to set priorities and establish ordinances, policies and procedures to help you accomplish your goals.



We employ a SensiblyGreen® approach to planning and design and can help you understand and discover new ways to improve and expand upon sustainability in your community.

We look forward to once again working with Ramsey. Our principal planner, Kendra Lindahl, began her planning career as a planning intern for the City of Ramsey which created a strong foundation for her planning career. Our Landform team is currently working as the Development Manager for the City of Ramsey HRA for The COR, which gives us an immediate understanding of the issues and challenges facing the City.

Our ultimate goal is to provide approachable, knowledgeable planners that are available to answer questions and provide professional planning support to staff as needed. We would be able to schedule regular office hours at City Hall if desired. This would allow us to be available for staff meetings and meetings with residents or developers as scheduled by staff.

Approach to the Scope of Services



You will gain a team experienced in both the public and private sectors – a design team that has in-depth and successful experience with the policy portion of community plans and studies as well as the development realities of the plans.

Our company is unique in that we have experience with both public and private sector clients. This helps us incorporate market realities into the planning we do for cities and helps us to better understand the resident and developer positions, while ensuring that the city's goals are met. This is especially valuable for the City when we are working on ordinance updates as we can anticipate challenges and opportunities and draft language to address those issues up front to minimize conflicts.

Planning & Zoning and Economic Development are two separate but related City activities. We believe that planning and zoning tools put in place by the City should encourage the type of development you wish to see and clearly define expectations. However, these ordinances must leave enough flexibility for developers to respond to market changes that allow development that is consistent with the City's overall vision.

Our firm has extensive experience working with cities to develop and implement ordinances and development policies. We have a solid understanding of the opportunities and challenges new developments present for communities.

We can help the City Council, Planning Commission and City Staff make appropriate decisions regarding City zoning and land use policies. We understand that the needs of a community like Ramsey are different than other cities, but we can apply our experience from working in other communities to help create solutions that work for you. We can help you with plan review for new development, be present at meetings and create ordinances and maps to implement the goals and the objectives of the City. We will create tools to assist you in preserving the historic characteristics of your City while responding to new influences and other impacts. We can create ordinances that meet the specific needs of Ramsey and will be readable and understandable to the public and the Council. We pride ourselves on our ability to communicate effectively with people both verbally and in writing and we relish the opportunity to work with you this year as you finalize your code updates.

Our firm is uniquely qualified to help you implement these plans as we have a solid understanding of the market realities and professional planning principles. We can capitalize on these skill sets to benefit the City of Ramsey as you review development proposals.

General Planning Services



We are experienced in the public policy and planning side of municipal projects as well as the design realm. We have completed park master plan options for the City of Oak Grove, MN.



Shoreview Town Center master planning design process created a master plan and preliminary design standards for area redevelopment.

Landform has the experience and staff available to provide the planning services requested by Ramsey. Specifically, Landform will:

- Prepare Ordinance Updates. The City is in the process of implementing the 2030 Comprehensive Plan and must prepare a number of ordinance amendments and updates. Our staff has experience developing ordinances to implement the Comprehensive Plan and currently leading a similar exercise in the City of Corcoran. We can lead the process to develop Residential Architectural Standards, create a new Office Park Zoning District, update other zoning districts, update the Sign Ordinance, evaluate form-based codes, etc.
- Review Land Use Applications. We will review applications for consistency with City adopted Zoning Ordinance and Comprehensive Plan, city policies and relevant laws, rules and regulations and develop appropriate findings.
- Prepare Planning Reports and Technical Correspondence. We will prepare planning reports for the Planning Commission and City Council with supporting documentation. We will work with the city to ensure that the format and style of these reports meets your needs. We will present the information at public meetings as directed.
- Attend City Meetings. We understand that the planner is typically asked to attend the planning commission meeting and the Council meeting where applications are being presented. Additionally, we would attend staff meetings as requested by the city.
- Provide Office Hours. We will work with city staff to provide office hours when needed. We often find that these office hours provide great opportunities to learn from each other and improve the planning process.
- Planning Resource. Our experienced planning staff will support city planning staff and provide a resource for planning process and policies. Our experience gives us insight into how to create and maintain a Community Development Department that is open and transparent. Landform is currently formalizing our "market-readiness" assessment tools to help cities determine their perception in the marketplace and help them be more user-friendly.
- Professionalism. We will consistently maintain a courteous and professional manner. We believe that we work for the community and pride ourselves on providing exceptional service every day.

Timing/Schedule

Our team is available to begin work on this project immediately. Our first step would be to meet with City staff to identify priorities for the ordinance updates and present these recommendations to the City Council for approval. Updates to the zoning ordinance can vary greatly depending on the scope of work and public process. We believe that several of the required ordinance updates can be completed concurrently and, therefore, reduce the amount of time needed. Several of the ordinance updates

General Planning Services

are very simple updates that will likely not involve significant public interest, but other like the residential architectural standards will create interest. We believe that a combination of open houses and workshops with key stakeholders will be required for some of the updates (like residential builders to discuss proposed architectural standards). Other more simple ordinance update may be adequately addressed through the public hearing process. We would work with staff to develop the process for each of the ordinance updates and believe all of the specific ordinances identified in the RFP can be completed by the fall of 2011.

60-day Review

We have reviewed the City's current application schedule and believe that we can work within that schedule, which will ensure compliance with the 60 day review period. We would ask that when we are to be assigned a land use application, city staff notify us of the submittal and we will complete the required review for completeness so that we can notify the applicant of the review schedule and any missing information. We would then prepare public hearing notices as required and schedule the application for Commission and Council review.

Landform Planning Services

Our Planning & Infrastructure Studio focuses 100% on public sector clients. Our public work represents approximately 50% of the firm's overall revenues. Due to the recent required Comprehensive Plan updates, our planning work is now split evenly between ordinance updates and development review.

Planning & Economic Development

We believe that well-written ordinances and policies are a critical component of economic development. City that have been thoughtful about their vision for the community and have developed the tools to make that vision a reality are the cities that are experiencing economic development. Our planning philosophy is that cities need to make it easy for landowners and developers to do the right thing. When cities are clear about what they want to see and outline a process that is easy for developers to understand and complete, development follows. This is why we believe that ordinances need be developed to meet the City objectives and vision and need to be clearly written so that staff, developers, residents and City officials all understand what is expected.



This Land Use Plan and recommendations for Highway 7 Corridor Study in Hutchinson, MN, is relevant because of the similarity between Hutchinson's and Ramsey's growth along significant Highway and river corridors.

We have experience implementing regulations and ensuring compliance with local, regional, state and federal regulations. Our team understands the important of relationships between neighboring communities, the County, the Metropolitan Council, the State and Ramsey. Our team has experience working with all of these entities and creating successful outcomes for our clients. We are passionate about helping our clients reach their goals!

Identification & Qualifications of Assigned Personnel

Our team possesses the talent and expertise to provide city planning services to Ramsey. At Landform, we look to build relationships with communities where we believe our team is well-suited to the needs of the specific community. We create solutions for your community that are as unique as you are. You can be assured that Ramsey is a significant client for our studio and will be given our full commitment. The team members identified will be available immediately and will be committed to this team for the duration of this project.

Quality + Experience = Value

Kendra Lindahl will be the primary Landform contact for Ramsey. Other staff members will be available to provide planning services should additional staff time be required. Our staff members have experience with a number of municipalities and will be available to support Ms. Lindahl and the City.

Your Planning Team

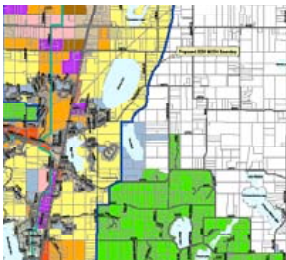
Leadership

Ms. Kendra Lindahl and Mr. Robert Schunicht lead the Planning & Infrastructure Studio. This group is focused exclusively on serving our municipal clients. We make it our business to understand the public process, the development process, the current market climate and conditions, and the pressures you face. With that solid understanding as a foundation, we help shape the project approach, production and delivery processes to anticipate those needs. Our proactive approach means we can be as fully responsive and flexible while still meeting demanding city schedules and challenging budgets.

Ms. Kendra Lindahl, AICP, Project Principal and Planner

Ms. Lindahl will be the primary city contact. Her knowledge of the area and professional planning experience will be an asset to the City of Ramsey. She will be responsible for committing firm resources and assuring performance and overall client satisfaction. Ms. Lindahl's experience with both public and private sector clients has provided her with an understanding of the big-picture concepts and the expertise to ensure that details are addressed. Relevant experience is as follows:

- Ramsey Town Center Re-Visioning (now "The COR"), Ramsey, MN
- Village of Hardwood Creek, Lino Lakes, MN
- Big Lake Downtown Framework Plan, Big Lake, MN
- Highway 7 Corridor Study, Hutchinson, MN
- Corcoran Planning Services; Zoning and Subdivision Ordinance; Area Plans and Design Guidelines, Corcoran, MN
- Hugo Comprehensive Plan Update; Downtown Plan and Design Guidelines; and Multi-Family Design Guidelines, Hugo, MN Corcoran Planning Services, Corcoran, MN
- Hanifl Fields Athletic Park Shelter, Hugo, MN



At Landform, we look to build relationships with a limited number of communities where we believe our team is well-suited to the needs of the specific community.

Identification & Qualifications of Assigned Personnel



Highway 7 Corridor Study in Hutchinson, MN, involved working with City staff and residents to shape the corridor plan for area growth due to the expansion of Highway 7.

Mr. Robert Schunicht, P.E., Vice President

Mr. Schunicht has over 30 years of diverse experience in all aspects of infrastructure planning and design for both the public and private sectors. His broad experience includes working for a variety of government units ranging from small townships to large metropolitan agencies and the federal government. In the course of his career, he has completed infrastructure plans for approximately 40 communities, including one third of the developing communities in the 7-County Metropolitan Area. He is adept at public facilitation and specializes in developing collaborative, multi-jurisdictional agreements. He has provided consulting engineering services to the City of Maple Grove for over 30 years and has been involved in the planning and design of the infrastructure that allowed the City to grow from a population of 10,000 to over 60,000. In late 2007 and 2008 he stepped in to an interim role as Sartell's client service manager and led the development and construction support services of a \$30 million capital improvement program. Relevant experience is as follows:

- Maple Grove Gravel Mining Area Master Plan, Maple Grove, MN
- Sartell Brookwood Area Reconstruction, Sartell, MN
- Elm Creek Interceptor Master Plan

Mr. Steve Sabraski, Designer III

Mr. Sabraski will provide planning and graphic design support on this project. He has worked closely with Ms. Lindahl on a wide range of projects. His design talent combined with his strong technical and analytical skills make him invaluable to our team. Mr. Sabraski will be responsible for maintenance of the GIS database for the City of Ramsey and preparation of supporting graphics as requested. He will be assisting Ms. Lindahl in daily planning operations as well.

Experience



We have completed projects such as Ordinance updates, Comprehensive Plan updates and planning studies that involve extensive public participation processes.

Landform has a wide range of experience on similar municipal planning projects. Details of several of our most current, relevant projects are summarized below:

City of Corcoran

Landform served as the City Planner for the City of Corcoran from 2003-2007 and again beginning in 2009-present providing plan review and other daily planning services. We also led the following City projects during that time:

Zoning and Subdivision Ordinance, 2010

Zoning and Subdivision Ordinance, 2004

Area Plans and Design Guidelines for three distinct areas in the City, 2004

City of Hugo

Landform has served as the City Planner for the City of Hugo since 2001, providing plan review and other daily planning services. We were also the lead on the following City projects during that time:

Hanifl Fields Athletic Park Shelter (design & construction administration), 2010

Comprehensive Plan Update, 2008

CSAH 8 Streetscape Plan, 2008

Downtown Plan and Design Guidelines, 2007

Multi-Family Design Guidelines, 2006

Rural Preservation Program Ordinance, 2005



Our planning services for the City of Hugo included Comprehensive Plan and Ordinance updates that involved extensive public process coordination and participation.

City of Medina

Landform served as the City Planner for the City of Medina 2004-2009, providing plan review and other daily planning services. We were the lead on the following City projects during that time:

Comprehensive Plan Update (including a number of mapping elements), 2008

Miscellaneous Ordinance Updates, 2004-2008

City of Hutchinson

Landform completed a Corridor Study for the City of Hutchinson, MN, that included recommended changes to the City's zoning map and ordinance:

Highway 7 Corridor Study, 2007

Additional Work Experience

Many of our other planning and urban design projects are also very applicable to our work with the City of Ramsey for planning services and we would be happy to provide additional work examples upon request.

Firm Profile



Our experience in the planning and design of active, healthy places will benefit you with more thoughtful, unique planning services.

Landform is a multi-disciplinary consulting firm, founded in 1994 and based in Minneapolis, Minnesota. In 2009, we corporately restructured and brought in Robert Schunicht, who joins Darren Lazan in partnership of the firm. We offer a full range of site design, planning and engineering services. Our professional resources include landscape architects, planners, urban designers, civil engineers and land surveyors for a total of nearly 20 professional staff. We are committed to client service, design quality, principles of sustainability and an innovative approach to site design.

Landform is organized into studios, each with their own expertise and area of specialization and experience. We shape our project design and delivery process to anticipate the needs of our clients based on an in-depth understanding of their project type or market. Each studio offers a fully integrated and interdisciplinary design process from Site to Finish®. Within the studios, project teams bring together the professionals with the specific expertise and the experience needed to meet their clients' project objectives. Professional services include:

- planning
- landscape architecture
- sustainable design
- LEED® design/management
- development management
- urban design and architecture
- civil engineering
- land survey
- environmental coordination
- master planning

Our team offers you:

- a team leader with proven experience working in communities to address their unique needs.
- a team leader with personal knowledge of Ramsey and the surrounding area.
- a team experienced in leading public processes to gather meaningful and significant input.
- a team which has demonstrated success in keeping projects moving forward while maintaining a high level of stakeholder and community involvement.
- a team with strong analytical skills.
- a team with strong graphic, mapping and GIS skills.

Conflict of Interest/ Multiple Roles

Landform is currently working for the City HRA as the Development Manager for The COR. We believe that this experience is an advantage to the City because our team is already familiar with the City process, City Code and Comprehensive Plan. We do not believe that the planning services anticipated by the RFP create any conflict of interest. However, we do know that it is important to ensure transparency in the process. Therefore, we would recommend that any land use application for a development proposal in The COR be reviewed by City staff rather than the Landform consulting planner. While the review of a land use application must be based only on the facts of the application and does not give the planner discretion in their review, we believe this separation would be important to maintain transparency and avoid any perception of impropriety.

Basis for Compensation

If our work plan does not meet your goals, we will work with you to make the adjustments needed to tailor our proposal to meet your needs.



Our team possesses the talent and expertise to help you realize your vision and develop policies, plans and documents for the City of Ramsey, your residents and developers.

We understand that municipalities face many budgetary challenges--providing essential services to its citizens while maintaining the budget without overburdening citizens. We provide cost-effective solutions to your planning challenges.

We would provide daily planning services (such as review of applications) on an hourly basis (in 15 minute increments) but would propose a flat rate (\$200) for attendance at regularly scheduled Planning Commission and City Council meetings.

For ordinance updates and amendments, we can work with the City to develop a scope of work and can complete the work on an hourly or a fixed fee basis. We find when the scope of work and process can be clearly defined, a fixed fee works very well, but when outcomes and process are still undefined, an hourly agreement works best. We will work with you and tailor our proposal to meet your needs.

We could provide staffed office hours should the city desire staffed hours, but we would always be available via email and phone for questions. Based on our experience in other communities, we believe that telephone and email correspondence can be a cost-effective and efficient method of handling simple questions and requests.

Our fee schedule is attached. If our plan does not meet your goals in terms of fees and expenses, we will work with you to make the adjustments needed to tailor our proposal to meet your needs. We believe that, together, we can ensure that the City's investment in our quality planning services remains a cost-effective service.

Standard 2011 Hourly Billing Rates (\$/hr)

Standard Rates

Principal Planner	\$115.00
Associate	\$120.00
Project/Senior Planner	\$106.00
Planner III	\$78.00
Planner II	\$73.00
Planner I	\$69.00
Senior Principal	\$130.00

Reduced 2011 Ramsey Rate

Ramsey Rates

Landform values our existing relationship with the City of Ramsey. We evaluated our history with the City and have adjusted our rates to provide Kendra Lindahl as the consulting City Planner at a reduced rate of **\$78.00/hour**. Ramsey would benefit from working directly with a firm principal who is experienced in management of a planning department and the public process at a significant reduction from our standard municipal rates.

List of References

We are proud of our record of professional, quality service and our ongoing relationships with our clients. We encourage you to speak to them about our team.

Mr. Ken Guenthner
Mayor, City of Corcoran
Ph: 612-710-0734

kenguenthner@aol.com

Mr. Bryan Bear
Community Development Director, City of Hugo
Ph: 651-762-6320

bbear@ci.hugo.mn.us

Ms. Rebecca Bowers
Director of Community, Economic, and Housing Support, Scott-Carver-Dakota CAP
Agency (Former Community Development Director, City of Hutchinson)
Ph: 651-322-3513

Rebecca.Bowers@capagency.org



Resumes

Kendra Lindahl, AICP

Principal



Ms. Lindahl leads the Planning and Infrastructure Studio. Ms. Lindahl's experience with both public and private sector clients has provided her with an understanding of the big picture concepts and the expertise to ensure that the details are addressed. This client mix keeps her on the cutting edge which allows her to be creative and successful in managing the increasingly complex approval process. Ms. Lindahl brings a complete understanding of the review and permitting process and is a valuable addition to your development team. In addition to solid writing skills, her strengths include effective presentation skills at public hearings and meetings.

Education	Master of Arts in Public Administration, Hamline University Bachelor of Arts, University of Minnesota-Morris
Registration	American Institute of Certified Planners (AICP)
Municipal Experience	Landform, Planner Consulting City Planner, Hugo, Minnesota Consulting City Planner, Corcoran, Minnesota Hanifl Fields Athletic Park Shelter, Hugo, Minnesota Hugo Comprehensive Plan Update, Hugo, Minnesota Dunlop Park, Oak Grove, Minnesota Highway 7 Corridor Study, Hutchinson, Minnesota Shoreview Town Center Plan and Design Guidelines, Shoreview, Minnesota Hugo Downtown Redevelopment Plan and Design Guidelines, Hugo, Minnesota Big Lake Downtown Framework Plan, Big Lake, Minnesota City of Plymouth, Senior Planner, Plymouth, Minnesota City of Elk River, Zoning Assistant, Elk River, Minnesota
Skills	Prepare updates to city ordinances, codes and comprehensive plans Prepare environmental review documents (EAW, EIS, AUAR) Coordinate development plan reviews Organize and facilitate neighborhood, task force and public meetings and workshops Lead strategic goal-setting sessions with City Councils and Planning Commissions Respond effectively to public inquiries about development projects and procedures Understand and interpret government regulations and procedures Facilitate the development process
Affiliations	American Planning Association (APA) Minnesota Chapter of American Planning Association (MnAPA) Sensible Land Use Coalition (SLUC) Board Member Economic Development Association of Minnesota (EDAM)

Robert G. Schunicht, PE

Vice President



Mr. Schunicht has more than 30 years of experience in all aspects of infrastructure planning and design for both the public and private sectors. His broad experience includes working for a variety of government units ranging from small townships to large metropolitan agencies and the federal government. In the course of his career he has completed infrastructure plans for approximately 40 communities, including one third of the developing communities in the Seven County Metropolitan Area. He is adept at public facilitation and specializes in developing collaborative, multi-jurisdictional agreements. He applies his institutional and regional knowledge to pursue meaningful relationships that help his clients achieve their desired future. Bob has successfully completed several mergers/acquisitions using a relationship-based integration process that he developed.

Education Master of Science in Civil Engineering, University of Minnesota
Bachelor of Science in Civil Engineering, University of Minnesota

Registration States of Minnesota, Wisconsin and Michigan

Experience City of Maple Grove, MN:
Consulting engineering services for 30+ years
Developed Maple Grove's original sanitary sewer, water and storm water plans
Discovered, defined and developed Maple Grove's unique drift aquifer into the most cost-effective source of water in the Metro Area
Led the preparation of Maple Grove's Gravel Mining Area Plan which set the stage for the reclamation of four square miles of gravel pits and the development of the highly successful Arbor Lakes commercial area

Metropolitan Council Environmental Services (MCES), St. Paul, MN:
Consulting services to the MCES for 30+ years
Planned and designed the interceptor system in Eden Prairie, Chanhassen and Shorewood
Led the preparation of the master plan for the MCES's interceptor system
Led an advisory team of eight communities and the MCES to a collaborative solution for the Elm Creek gravity interceptor system that will serve over 100,000 people

City of Sartell, MN:
Recently served as interim City Engineer in Sartell for 12 months
Successfully developed and implemented a \$30-million capital improvement program that included street reconstruction, a water treatment plant, two County Road reconstructions (with roundabouts) and a variety of utility projects.

Affiliations City Engineers of Minnesota
Minnesota Public Works Association
American Council of Engineering Companies (ACEC)

Steven E. Sabraski, PE
Designer



Mr. Sabraski is a Designer for the Retail & Commercial Design Studio. His dedication to project success and attention to detail is unmatched. His expertise in grading design, stormwater modeling, and drafting provide the essential tools necessary for successful project development. The experience he has gained through work on large commercial projects has given him broad exposure to the complexities related to the site development process, and has a clear understanding of what it takes to bring a project from Site to Finish®.

- Education** Bachelor of Civil Engineering, University of Minnesota
- Registration/
Certification** State of Minnesota
Erosion and Sediment Control Specialist/Design of SWPPP Certification, University of Minnesota
- Experience** Minneapolis Public Schools Headquarters, Minneapolis, Minnesota
Radisson BLU at Mall of America, Bloomington, Minnesota
Costco, Burnsville, Minnesota
Target Corporation, Multiple Nationwide Locations
The Residence at the COR, Ramsey, Minnesota
The COR at Ramsey, Ramsey, Minnesota
The Foundry, South Strabane Township, Pennsylvania
Bridgewater Falls, Fairfield Township, Ohio
Parkway Village, Goodyear, Arizona
Church of South Mountain, Phoenix, Arizona
Applebee's International, Multiple Minnesota Locations
Chipotle, Multiple Nationwide Locations
McDonald's Restaurants, Multiple Midwest Locations
Wendy's, Multiple Minnesota Locations
Suite Living, Multiple Minnesota Locations
Brookdale Chevrolet / BG, Brooklyn Center, Minnesota

2008 Comprehensive Plan Update for City of Hugo

Hugo, Minnesota



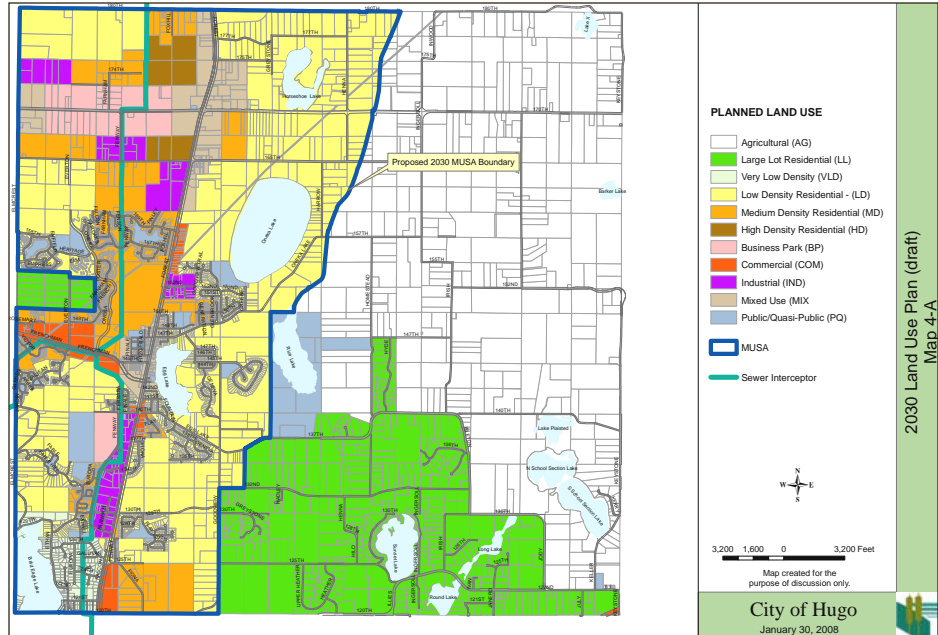
Hugo City Hall

Project involves several phases including establishing a project background, a vision, goals and strategies.

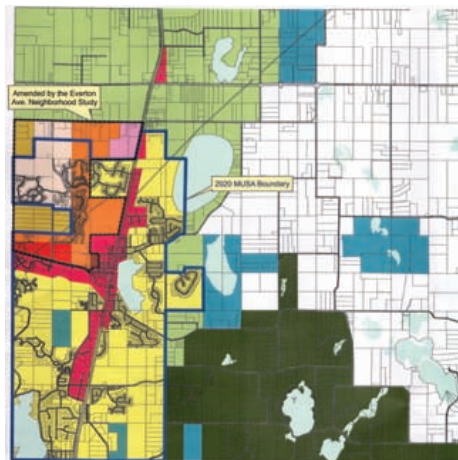
Comprehensive Plan options for alternative development, land use and growth, developing land use options, growth scenarios and the plan development and final draft (to be completed in Spring 2008).

Process of the project includes a series of community workshops, public open houses, meetings with City staff and other project team consultants.

2008 Estimated Completion



Current draft of the Hugo Land Use Map



1998 Hugo Land Use Map

2008 Land Use Plan (draft)
Map 4-A

CSAH 8 Landscape Plan for City of Hugo Hugo, Minnesota



Victor Square in Hugo



Feel of redevelopment plans along CSAH 8



Landscape plan and gateway into downtown Hugo along CSAH 8 and its re-alignment that is changing the traffic flow through downtown Hugo.

Worked directly with City Council and Planning Commission throughout the design process.

Created trail linkages, pedestrian-friendly streetscapes, improved traffic flow, better access to existing businesses and homes and scenic linkages to and from downtown Hugo. Landform also designed the Hugo Downtown Plan.

2008 Plan Completion



Hugo Downtown Plan & Design Guidelines

for City of Hugo
Hugo, Minnesota



Landmark feed mill



New Hugo City Hall

Plan for the redevelopment of the downtown area based on a new County Road 8 alignment that changed the traffic flow through Hugo.

Determine for retail and commercial opportunities to attract new businesses to downtown.

Plan creates trail linkages, pedestrian-friendly streetscapes, improved traffic flow, access to existing businesses and linkages to the lake front from downtown.

Project is the recipient of a 2004 Livable Communities Opportunity Grant.

2005 Plan Completion



City of Corcoran
Planning Services
 Corcoran, Minnesota

for City of Corcoran

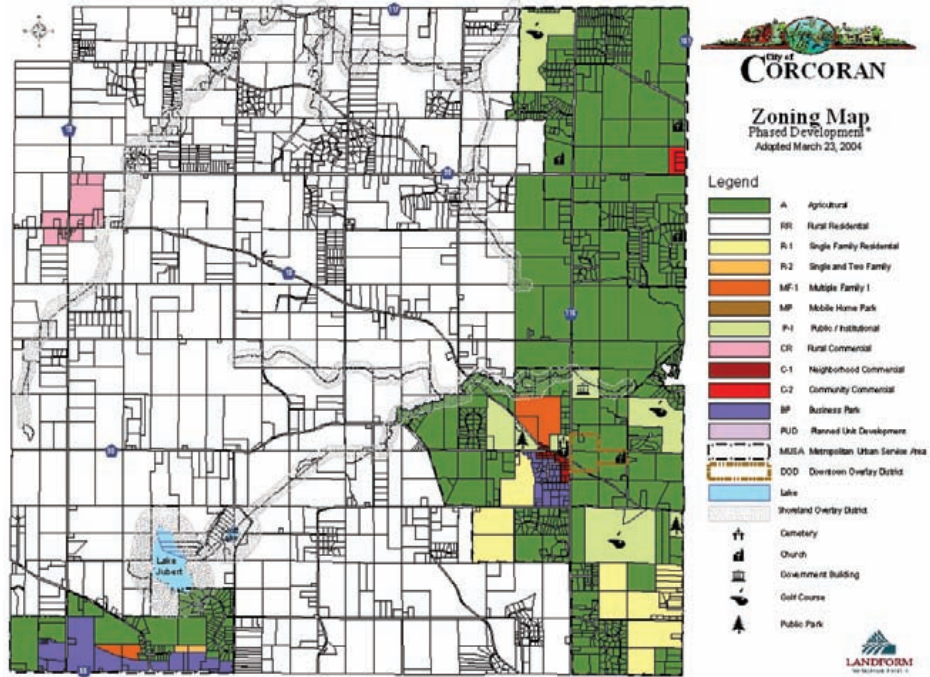


Landform provides general planning support, including development review and responding to resident inquiries as well as developing the City Zoning and Land Use maps in ArcGIS format.

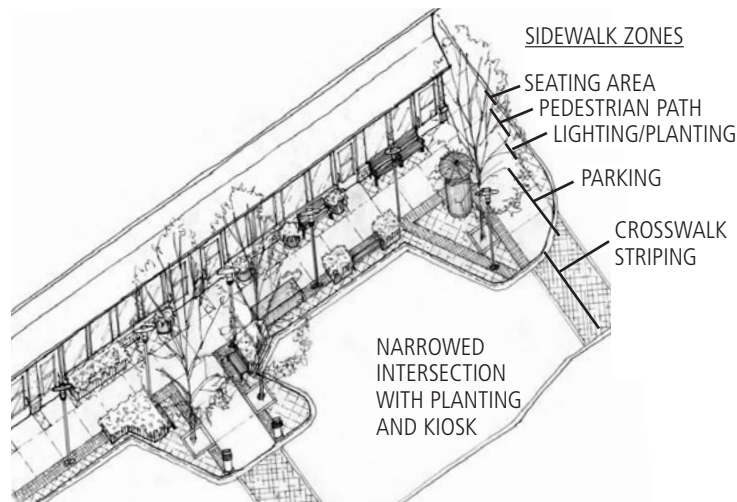
Monitor other programs such as Agricultural Preserve status and Development Rights counts, and process the requests for changes to all of the above.

In addition to the on-going review of development applications, Landform also prepared a new Zoning Ordinance and Subdivision Ordinance for the City.

The Zoning Ordinance contained many new elements including design guidelines for the urban areas of the community. The intent of the design guidelines for the City of Corcoran is to assist in creating high-quality development while preserving the City's rural character.



*Within the MUSA boundary and the Potential Future Urban Service Area, the purpose of the Agriculture zoning district is to preserve areas where urban services are planned but not yet available. This zoning district will preserve land in the MUSA until sanitary sewer, municipal water, streets and other necessary public infrastructure is available. These lands may be re-zoned to a district compatible with the Land Use Plan within 2 years of the scheduled date of extension of urban services.



Design Guidelines illustration

County Road J Gateway Master Plan for the City of Lino Lakes
Lino Lakes, Minnesota



Master plan for the area surrounding County Road J and Hodgeson Road, which is a gateway into Lino Lakes Road and water/sewer improvements will create new opportunities for mixed-use development.

Plan goal was to identify road connections, trail linkages and create guidelines to shape pedestrian-friendly streetscapes to access businesses.

Preserve and protect wetland areas and plan for ponding and stormwater treatment.

2006 Plan Completed



Akin Riverside Historic Promenade Master Plan
Anoka, Minnesota

for City of Anoka

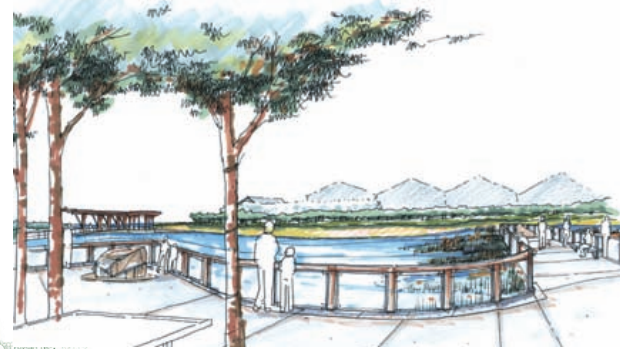
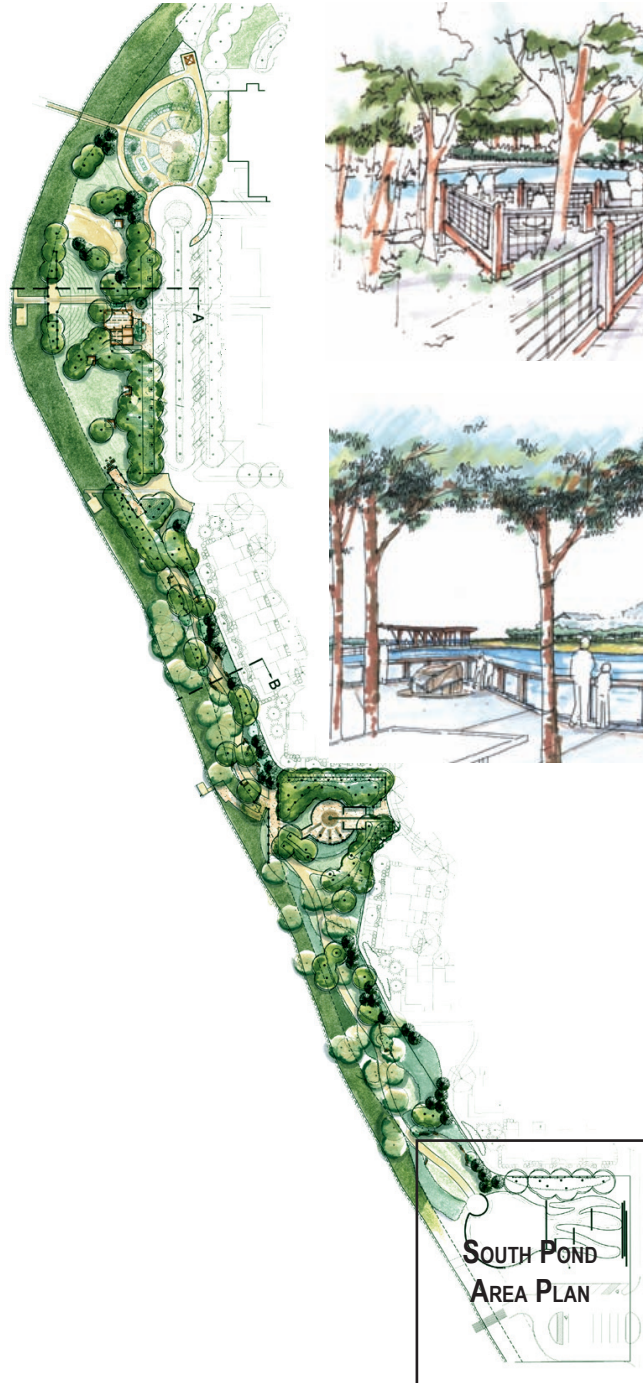


The Riverside Park Master Plan was developed in a public planning process in which residents attended workshops and indicated priorities for improvements to the historic riverfront area.

Improving the Rum River water quality while filtering the existing storm sewer outlet was a high priority.

Other priorities included restoration of riverfront vegetation, public trails, overlooks, park pavilion and picnic areas and expression of Anoka's history on the river.

2001 Plan Completed



Akin Riverside South for City of Anoka
Pond Area Plan
& Interpretive Walk
 Anoka, Minnesota



Riverside Park improvements included native grasses and curvilinear forms to create a naturalistic setting along the Rum River. Meandering multi-use trail reflects river movement.

A new trailhead marks the start of the walk. Here, South Pond provides stormwater treatment for 57 acres of surrounding development with an on-site grit chamber and stormwater basins.

Landform designed interpretive graphics for signage used in key places along the Rum River trail. The City of Anoka and the Anoka County Historical Society received a Certificate of Commendation from the American Association for State and Local History in 2004 for being an excellent outdoor learning environment.

2003 Project Completion



(Courtesy of Minnesota Historical Society)



Landform's graphics for interpretive signage

**Dunlop Property
Master Park Plan**
Oak Grove, Minnesota

for City of Oak Grove



Existing wetlands on portion of site

Master park plan, phasing plan and cost estimate of a new park with pavilion, wetland boardwalks, skating pond, sledding hill, playground, restored prairie and sports fields.

Protected natural resources by improving wetlands and restoring prairie.

Improved quality of life by creating a more centralized park for the community.

Landform designed the master park plan and provided landscape architecture services as part of this larger, regional park improvements project.

2009 Plan Completion



Master plan



Site analysis

Medina Comprehensive Plan Update for City of Medina

Medina, Minnesota

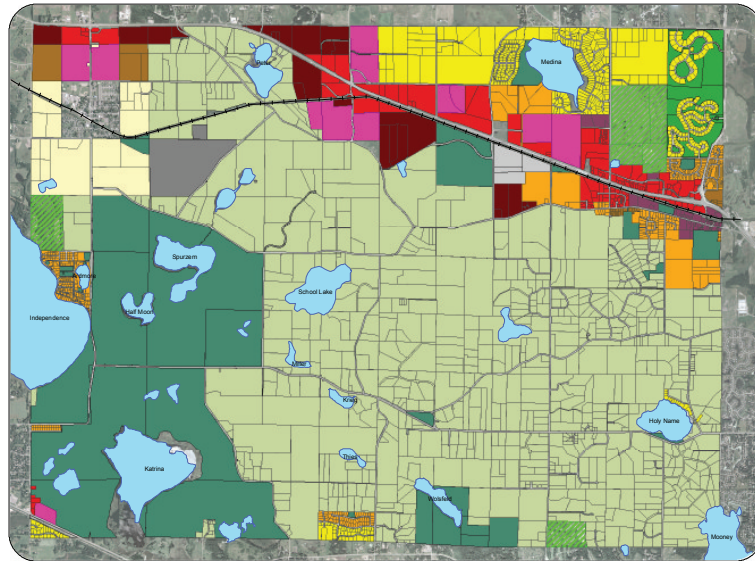
The Comprehensive Plan will focus on a balanced land use plan that integrates natural resource preservation, compact urbanized growth, and rural development.

Plan includes infrastructure, land use, and open space planning to comprehensively address the future needs of the community.

Public participation was encouraged in the process by offering a series of public open houses, a community survey, and opening all Advisory Panel worksessions for feedback and input.

The Plan is being updated as mandated by the Metropolitan Council's 2008 directive.

2008 Completion



Approved by City Council for distribution in February 2008



Highway 7 Corridor Study Hutchinson, Minnesota

for City of Hutchinson



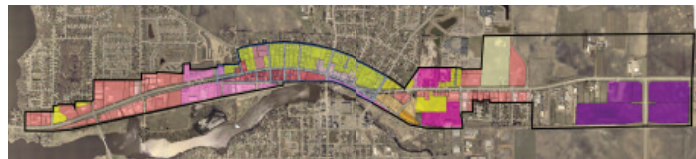
Evaluated current conditions, zoning and land use maps associated with area along Highway 7.

Created zoning, land use and development recommendations for Overlay District to serve as a gateway into Hutchinson.

2007 Study Completed



Zoning Recommendations



Existing Zoning



Land Use Recommendations



Existing Land Use

Highway 7 Corridor Study

Hutchinson, Minnesota

for City of Hutchinson



Hutchinson power plant

Worked with Advisory Panel to develop conceptual site plans within new overlay district.

Throughout series of Advisory Panel Workshops and Community Workshops, created a framework for changes to zoning and land use strategies in order to accomplish goals of city and community.

2007 Study Completed



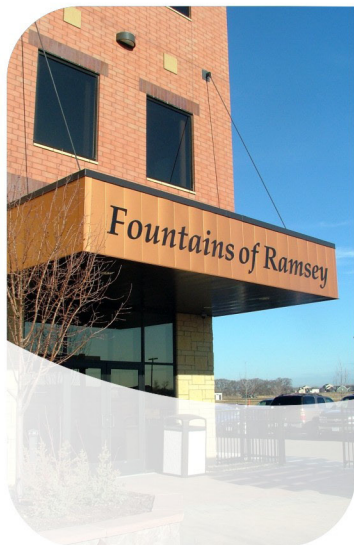
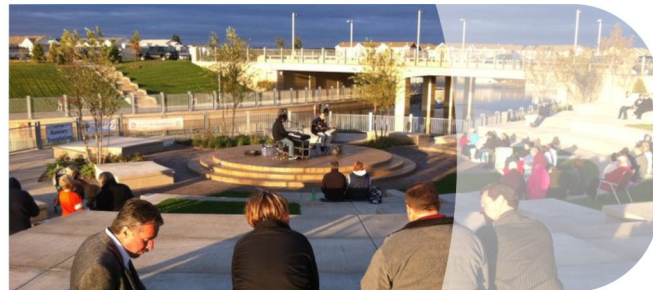
Contemporary Development Recommendations



Mixed-Use Development Recommendations

City of Ramsey

Proposal to Provide Professional Planning Services
4-7-11



Proposal by Ben Gozola
763-746-1650
bgozola@mfra.com

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SECTION 1: LETTER OF INTEREST

April 7, 2011

Tim Gladhill
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303



RE: Proposal to Provide Routine Professional Planning Services

Dear Mr. Gladhill,

MFRA, Inc. sincerely appreciates the opportunity to introduce ourselves and our planning service qualifications to the City of Ramsey. We believe that our past experiences providing general planning and zoning support make us an ideal candidate to help the City achieve its visions and goals.

MFRA is a multi-disciplinary consulting firm that has served the private and public sectors for nearly 50 years. We currently act as the primary City Planner for the cities of North Oaks, Tonka Bay, Aitkin Hampton, St. Mary's Point and Maple Plain; and provide as-needed planning consultation to full-time planning staff in Orono, Monticello and Lake Elmo. We believe that our services cannot be matched in terms of quality and affordability, and we stand apart from our competition in many ways:

- MFRA has three municipal planners with experience working as City Planners. Having past City experience distinguishes us from other consultants who have only worked for private developers and not for a City and its residents. We've stood in your shoes and understand what commissions and Councils are seeking from their staff.
- Our planning staff has years of experience reviewing development applications, building permits, and all other application types.
- Having two landscape architects and an environmental specialist on staff provides our clients with added benefit through comprehensive reviews which take into account possible alternative designs that are more environmentally sensitive and/or visual pleasing.
- We are planners that represent the City's direction for development; not planners that direct cities how to develop.

The City of Ramsey deserves special attention and a strong commitment from the most qualified individuals in the consulting industry. We at MFRA are ready to meet with you and would sincerely appreciate the opportunity to present our qualifications in person. If you have any further questions or concerns, please feel free to contact me at **(763) 476-6010** or email me at **bgozola@mfra.com**.

Sincerely,

Ben Gozola, AICP
Senior Planner

Consultants focused on
service, quality and innovation.

MFRA, Inc. (MFRA) is a professional consulting firm with nearly 50 years of experience serving clients throughout the United States. We offer cities a single source for planning, civil engineering, surveying, and landscape architecture which can ensure your community's goals and visions become a reality.

BACKGROUND:

Since 1966, MFRA has been providing professional consulting services in the public and private sectors throughout Minnesota and beyond. Our more than 40 professionals and support staff are industry leaders in the consulting field, and each can bring you a diverse background of skills and experience to overcome the challenges you face.

The hallmarks of MFRA's success stem from our dedication to professional integrity, strong client advocacy and client satisfaction. We strive to instill an atmosphere of mutual trust with our clients by providing responsive, high-quality service that emphasizes innovation and technical expertise. We will always represent you without conflicts of interest, and will endeavor to address your needs with creative, practical and visionary solutions that do not overlook the important factors of safety, functionality and cost effectiveness. Such an approach gives our communities exactly what they seek: a unique sense of place that is cognizant of economic realities.

MFRA addresses the public's needs--and by extension a City's goals--through a firm grasp of advocacy and public participation techniques. We strive to engage all stakeholders and provide support and assistance to all parties throughout the course of a project. Importantly, we make sure to communicate all of the gathered feedback and facts to the City's decision makers so they can make the best and most educated decisions on behalf of the community.

Professionals by Discipline
Professional Engineers: 13 (39%)
Registered Surveyors: 1 (3%)
Landscape Architects: 2 (6%)
Planners: 3 (9%)
Survey Crews: 6 (18%)
Technical Staff: 8 (24%)

As a consulting city planner for communities large and small, we bring with us a broad spectrum of experiences and knowledge that will be of significant value to the City of Ramsey. Whether we are warning you about issues being faced by a similar community or drawing from successful solutions we've implemented elsewhere, Ramsey will reap the benefits of being part of our family!

WHY MFRA?

The remainder of this proposal supports the following reasons to select MFRA for your planning needs:

- **Extensive background providing the specific services you are seeking**
- **Tailored & economical service**
- **Demonstrated experience in ordinance writing including park dedication ordinances, office park zoning districts, and transitional regulations.**
- **Our planning services approach**
- **Ability to save the City money by utilizing similar efforts as a template in Ramsey**
- **Our strong references**

“Through the hard work and dedication of our employees, MFRA will continue to grow and position itself as the preeminent full-service consulting firm within the Twin Cities over the next five years. We see no reason to doubt this vision given our combined experience and the high-quality work products we produce!”

- Sirish Samba, President, MFRA, Inc.



SECTION 3: PROFESSIONAL STAFF

The key to excellent service is exceptional people. MFRA prides itself on hiring leaders within their field who understand the importance of clear communication and second to none customer service. For each of our prospective clients, we carefully suggest those staff members whom we believe will be a great fit for your needs. We are committed to providing the City of Ramsey with the following team.

Proposed Lead Staff Member

Ben Gozola, AICP

Ben Gozola, AICP, is our firm's primary contact for supplying day-to-day planning assistance for communities just like the City of Ramsey. **Ben has over twelve years of experience in the planning field** and has worked for communities both large and small.

You will find in contacting our references that Ben comes highly recommended for the planning services you are seeking. His experience in a wide variety of city types and political settings allows him to quickly integrate himself into the flow of City business and to begin addressing your needs from day one. The following is a brief overview of what he will bring to your City:

- Outstanding ability to craft ordinances tailored to specific community goals and desired outcomes – rewrote all zoning codes for both New Ulm and Monticello
- Thorough knowledge of comprehensive planning and the relation to city code requirements
- Exceptional in writing and interpreting city codes
- Skilled in developing new processes and procedures for organizations
- Extensive experience reviewing and presenting land use applications to city councils and boards
- Personable and well suited for interacting with residents as a representative for the community
- Excellent communication skills and an understanding of how to involve the public from the beginning of a project
- Detail oriented organizational skills to ensure all applications and/or tasks are reviewed and completed by the anticipated deadline
- Proficient in GIS and cartography for all your mapping needs



Education

Bachelor of Arts in Geography
University of Minnesota,
Duluth, MN (1995)

Professional Associations

The American Institute of Certified
Planners (AICP)

American Planning Association (APA)

Professional Experience

Over 12 years of municipal and
regional planning experience

4 years with MFRA

4 years as City Planner for the City of
Minnetrista

1 year as Zoning Administrator for the
City of Minnetrista

4 years as a transportation planner
with ARDC

City of Robbinsdale Charter Commis-
sion Member

Supplementary Planning Staff

Tom Goodrum, Director of Planning Services

Mr. Goodrum oversees all planning work performed by MFRA, and would assist Ben when necessary to provide the City of Ramsey with the highest degree of service. In the event Ben is unavailable to attend a meeting, Tom would be the City's back up planner. Tom understands the dynamics which exist in a suburban developing community like Ramsey thanks to his experiences in Minnetonka and Shakopee. Additionally, his experiences as a City Planner for Carver County, Independence, Maple Plain, and St. Bonifacius gives him a broad perspective in development types and methodologies.



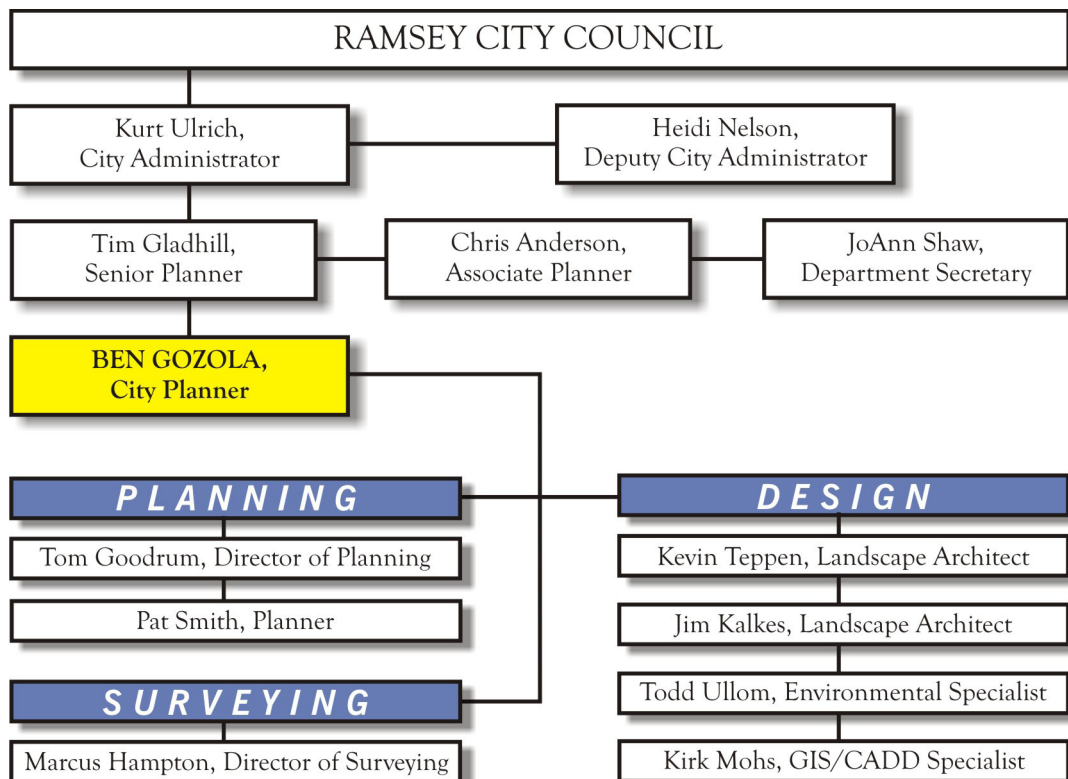
Pat Smith, AICP

Mr. Pat Smith is an accredited planner with over 11 years of municipal planning experience. He would be a secondary backup planner for Ramsey in the unlikely event that Ben or Tom would not be available. His experiences in the suburbs of Richfield and Chaska would benefit any projects in Ramsey, as would his background in historic preservation and economic development.



Organizational Chart

Ben Gozola is proposed to be the City's main contact for all services provided by MFRA and will report directly to Mr. Gladhill. Additional team members available to provide supplementary services as requested are also shown.



SECTION 4: EXPERIENCE

What percentage of the Firm's Business is related to Planning/Zoning?

MFRA is a multi-disciplined small company providing primarily engineering, surveying and planning services to our clients. Within the company, 18% of our professional staff (three planners, two landscape architects and one environmental scientist) focus their talents on planning related issues.

What percent of the Firm's Business comes from Zoning Code and Development Review?

For the planners at our firm, zoning code and development review makes up roughly one half of yearly income. Importantly, the proposed main planner for the City of Ramsey, Ben Gozola, devotes 100% of his time and yearly income specifically focusing on writing ordinances and providing exactly the type of services you seek. He has written entire zoning ordinances for the Cities of New Ulm and Monticello, and assists his other client cities with ordinance updates on an as-needed basis.

Philosophy on Zoning as it Relates to Economic Development

First and foremost, MFRA approaches all ordinance writing with a City's underlying goals in mind. For example, an ordinance we write to regulate hardcover in Orono (a city extremely focused on water quality above all other goals) will be far different than a set of hardcover regulations we'd craft for the City of Monticello (a city striving to be business friendly that does not want to create any unnecessary impediments to their growth). MFRA will work with your local staff to gain a deep understanding of what you want to accomplish, and will provide you with an ordinance tailored to meet your needs. We believe our broad spectrum of experiences is invaluable to meeting our clients goals.

How can Zoning be used to Foster Economic Growth & Residential Development

Easy to read, easy to understand, and easy to comply. Developers all understand there are certain things they will need to do in every community when plying their trade. What can set your community apart though is a straightforward set of regulations and clean process time lines. If a developer knows that $1 + 1$ always = 2 in your community (and there won't be any surprises), you'll already have a leg up on most of your competition.



Client List

MFRA's municipal clients for whom we've provided similar planning services to include:

- Monticello -- full zoning ordinance re-write
- New Ulm -- full zoning ordinance re-write
- Aitkin -- acting city planner
- Lake Elmo -- as-needed services to assist full-time staff
- Orono -- as-needed services to assist full-time staff
- North Oaks -- acting city planner
- St. Paul Park -- as-needed planning services
- Tonka Bay -- acting city planner
- St. Paul Park -- as-needed planning services
- St. Mary's Point -- acting city planner
- Maple Plain -- acting city planner
- Hampton -- acting City planner

References

The following is a brief list of references who can speak directly to MFRA's experience related to Routine Professional Planning Services. We strongly encourage you to contact all of our references as our clients can best inform you of the services you'll receive from MFRA. Additional references can also be provided upon request.

Angela Schumann, Community Development Director, City of Monticello
(763) 271-3224
angela.schumann@ci.monticello.mn.us

Jessica Loftus, City Administrator, City of Orono
(952) 249-4601
jloftus@ci.orono.mn.us

Joseph Kohlmann, City Administrator, City of Tonka Bay
(952) 474-7994
jkohlmann@cityoftonkabay.net

Susan Hoyt, Sector Representative, Metropolitan Council Sector Representative
(former City Administrator in Lake Elmo)
(651) 602-1330
susan.hoyt@metc.state.mn.us

Dean Lotter, City Administrator, City of New Brighton
(former supervisor of Ben Gozola with the City of Minnetrista)
(651) 638-2100
dean.lotter@newbrightonmn.gov



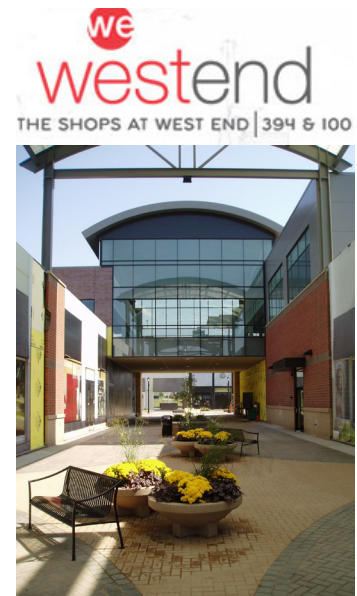
SECTION 5: PLANNING PROJECTS

MFRA understands that the COR development is vital to the economic prosperity of the City of Ramsey. Our planners and engineers have been involved with the design and development of the region's most significant development projects and are familiar with the economic impact that they bring to a community. Our most recent relevant projects are listed here:

REDEVELOPMENT PROJECTS

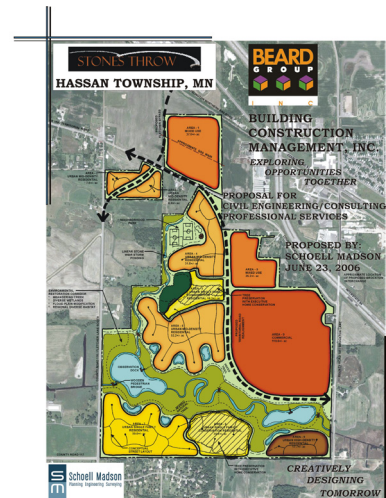
The Shops at West End..... St. Louis Park, MN

MFRA provide the site design and engineering for this class "A" urban office and lifestyle center. The Shops at West End is the first phase of a new regional destination mixed-use retail and office development with 375,000 square feet of retail and 33,000 square feet of office space. Open in late 2010, the upscale project has taken off and is currently leased at approximately 70% in spite of the down economy. MFRA's design for the development included upscale streetscaping, site furnishings, banners, lighting, public art, and gathering spaces which worked in harmony to create a vibrant and attractive setting.



Stones Throw Rogers, MN

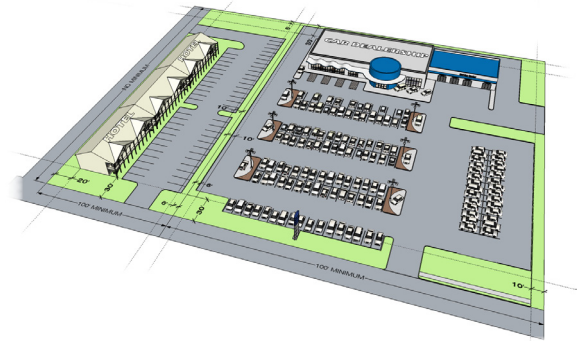
MFRA provide the planning and engineering design for this 619-acre master planned community consisting up to 1,361 units of life-cycle housing plus 183 acres of commercial retail, office, industrial and mixed uses with two hundred acres of public open space and 14 miles of trails. While all parties were excited to see this plan come to fruition, the downturn in the economy coupled with delayed implementation of a new interchange with I-94 has put this project on-hold.



Other Redevelopment Projects:

MFRA was also involved in the following redevelopment projects:

- Arbor Lakes, Maple Grove, MN
- Excelsior & Grand, St. Louis Park, MN
- Red Rock Territory, Woodbury, MN
- Tamarack Hills, Woodbury, MN

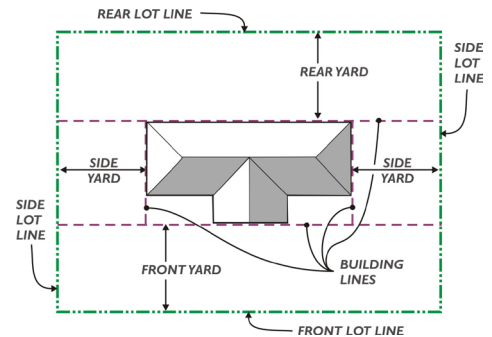


ZONING CODE UPDATE PROJECTS

City of Monticello Zoning Code

MFRA led an 18 month effort to fully revise and rewrite the City of Monticello's zoning ordinance which included multiple avenues for public input including:

- A Kick-Off Open House Meeting
- Twelve (12+) Steering Committee Meetings
- IEDC Meetings (4 meetings/2 agenda items)
- Chamber of Commerce Meetings (2)
- Usage of an Email Distribution List
- One-on-one meetings with residents
- Direct email responses to those with questions
- Newsletter & Website Updates
- Concluding Comments Open House
- and a Joint Planning/Council workshop



The end result of the process was a new code that encapsulated the community's vision outlined in their comprehensive plan, addressed old code deficiencies and inaccuracies, and is easy to read and user friendly thanks to the use of graphics, tables, and other communication tools. Additionally, the final document was formatted in a web-friendly manner so as to allow for easy use on the City's website. We strongly encourage you to view the final results on the City's website (www.ci.monticello.mn.us).



City of New Ulm Zoning Code

MFRA completed a similar zoning code update project for the City of New Ulm but utilizing a different process. In this effort, MFRA was simply asked to draft a new draft ordinance that the City would then use/rework utilizing in-house staff. Local work on this project is still on-going as of the writing of this proposal, so final results cannot yet be viewed.



DOWNTOWN REVITALIZATION PROJECTS

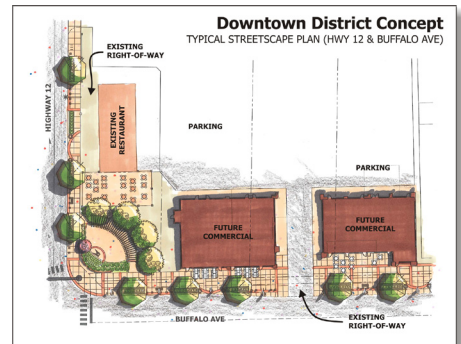
Downtown Master Plan.....Maple Plain, MN

As the City's planning consultant, MFRA along with a City task force created three distinct plans for revitalization of the City's Downtown and Gateway districts. The plans included design guidelines and new zoning standards for each area which invited redevelopment. Since its adoption, the plan has led to the establishment of a new park-and-ride from metro transit that was initially proposed to be located outside of town, a proposed redevelopment of a city block for a mixed-use project which includes a new City Hall, and has invited new businesses such as ACE Hardware to locate within the City. Like Ramsey, Maple Plain needed new zoning regulations to govern a new Office Park designation in their comprehensive plan, so this effort also addressed that need.



Highway Corridor Plan.....Montrose, MN

The City of Montrose hired MFRA to prepare a downtown and highway corridor plan to proactively address a planned MnDOT project through their community. The planners at MFRA worked with a City task force in capturing their vision and devising plans to make that vision a reality. Since the plans adoption, the City has begun to implement the suggested improvements starting with pedestrian friendly street reconfigurations and the installation of municipal banners. Local business leaders have also embraced the plan and are actively implementing the proposed design elements as part of their private growth initiatives.



Eau Claire Central Area Plan.....Eau Claire, WI

MFRA lead an effort in the City of Eau Claire to prepare a master plan for the city's educational and medical districts with a focus on developing a sense-of-place and acceptance by a diverse group of land owners. The plan assessed the current conditions and major planning issues facing the area including the existing land use patterns, automobile circulation issues, alternative transportation options, natural features, the pattern of property ownership, adopted development plans and city zoning regulations. The end product was widely accepted by the community as it addressed the needs of a diverse range of interests and represented a win-win for all parties involved.



MFRA's top priority is client satisfaction. More than half of our yearly workload is derived from repeat clients who appreciate our commitment to timely service and quality products. If selected to provide you with services, the city will have one main contact at our company who would be responsible for your satisfaction and through whom all communication would go. This approach ensures clear communication between both parties, and delineates who at MFRA will be responsible for your satisfaction. Our employees thrive in this environment, and we are anxious to put our team to work for you.

Approach to General Planning Services.

MFRA's approach to providing planning services is to serve the community as a member of the City staff and not be simply an outside resource. In general, the following items exemplify the approach and/or services we provide to our municipal clients.

- Be knowledgeable of the requirements of the City's comprehensive plan, zoning ordinances, subdivision regulations and other codes and policies.
- Lead efforts to identify short and long-range planning/economic goals, and establish plans to bring such goals to fruition.
- Be available to meet with potential applicants to explain the City review process, provide feedback on proposed plans, and to do whatever is necessary to ensure the land use process is user friendly.
- Provide thorough reviews of land use applications by analyzing requests in relation to City codes, and to do so in a timely manner which allows the applicable commissions and the City Council ample time to consider the facts surrounding a case well before the night of a meeting.
- Conduct special project research as directed by City Staff.



SECTION 6: PROCESS AND SERVICES



- Track and manage all land use applications to ensure the City is always in compliance with state mandated deadlines for application review. This includes the coordination of reviews by internal staff, other consultants and outside governmental agencies.
- Attend meetings as directed by the City to present our reports and recommendations.
- Be available to knowledgeably answer questions that arise during the review.
- Attend staff meetings as requested to provide a planning perspective on current issues and to receive direction on needed services.



- Write or amend City codes as needed to implement necessary regulations to ensure the City continues to build towards its vision.
- Manage code enforcement activities by conducting investigations as directed, tracking complaints from beginning to end, and rectifying identified non conformities through an orderly and consistent process.
- Provide administrative support to Commissions and Councils, and recommend new policies or procedures to proactively address future concerns.
- Represent the City in a friendly, respectful, and efficient manner; and make reasonable estimates on the cost of requested services.



- Provide detailed maps and graphics as needed utilizing our Geographical Information System (GIS) and other professional graphics software.
- Maintain detailed records of projects and service time to ensure that costs and fees are accurately assessed.

“

I have been very pleased with MFRA's planning services for the City of Tonka Bay. [MFRA has] consistently provided the City with excellent work while navigating through the intricate planning issues that Lake Minnetonka cities consistently face.

- Joseph Kohlmann
City Administrator,
City of Tonka Bay

”

Distribution of Work

MFRA's is comfortable doing as-much or as-little of a project depending upon the City's needs. With some of our clients, MFRA is asked to complete projects from stem to stern; with others, we may only provide graphical assistance. Whatever the task, MFRA will be there to help. Unless we are asked to do work outside of our expertise (and we have received authorization from the City), we will not sub-contract any work requested of us.

The above holds true with regards to the specific ordinance updates outlined in the RFP. In our experience, a code update process using a steering committee made up of commission members and council members is an excellent way to tackle goals the public has already established in the comprehensive plan. That said, "process" is not a one-size-fits-all endeavour. MFRA will work with local staff to identify not just the problems to be solved, but also the outside challenges that need to be considered. Is there a deadline to complete the update? Is the issue publicly contentious thereby requiring significant public involvement, feedback and input? Are there special groups that need to be directly consulted to ensure all voices are heard?



Public Participation

People are very busy in today's world, so convincing them to participate in a planning process can be difficult. MFRA therefore recommends certain principles be followed:

- **Make it Personal:** Tell them how the outcome may affect their lives or property.
- **Make it Significant:** Tell them how the process may have great impact on their community.
- **Make it Easy and Fun:** Provide various ways to participate. Overcome any literacy barriers. Encourage individual expression without criticism. Make it hands-on.

Again, in working with your City staff, we will identify the specific public involvement procedures that will ensure a successful outcome on a project-by-project basis. Options we have found to be successful include:

Newsletters: Newsletters could be mailed to every address in the city and include summaries, schedules and contact names.

Post Cards: Post cards could be used to announce meetings and lead people to the project Website.



SECTION 6: PROCESS AND SERVICES

Mobile Display: A display of project graphics with “word boards” could be set up in libraries, City Hall, Chamber of Commerce office, banks, etc.

Website: A page can easily be established on the Website of the City of the consultant, or an individual site can be created.

Radio Call-In Show: City staff and consultant could participate in a local radio talk and call-in show.

Cable Television Show: City staff and the consultant could be video taped while discussing the draft plan with project graphic boards. The local cable TV provider will gladly produce and distribute the thirty minute program.

Televised Meetings: Meetings of the advisory committee could be video taped by the local cable television franchisee.

Newspaper Articles: Newspapers are often hungry for local content. Build a relationship with a reporter and help him or her find ways to find human-interest angles for the story. In Green Bay, the local paper won a National APA award for their coverage of the comprehensive plan.

Newspaper Editorial Support: Seek editorial support for the draft plan by involving the editor and reporter throughout the process.

“Open House” Presentations: Provide opportunities for people to casually learn about the plan and provide comments at convenient times through City staff and consultants.

Citizens Advisory Committee: The most effective single method of receiving public opinion. Representatives of various local “groups” can be involved from beginning to end, thus building understanding of the intricacies of the issues. They serve as liaisons to their constituencies.

Product(s) to be Delivered

MFRA will complete all draft ordinances in a style and format consistent with the City’s current practices. We are very experienced in notice requirements for public hearings and can assist with all administrative steps as needed. Additionally, we have in-house expertise to take care of any graphics needs (CADD, GIS, Sketch-up, Photoshop, etc). In choosing MFRA to provide planning services, the City will receive exactly what it is looking for on a project-by-project basis.



Schedule of Work

MFRA would strongly recommend the City focus its energies during this process to find the consulting group your staff is most comfortable working with and that you believe will best represent the City. We believe our proposal clearly demonstrates our strong qualifications, and we know our references will confirm that MFRA is an ideal choice. Furthermore, it is our belief that telling the City what you should specifically do prior to having all of the facts and input from your staff and local officials is contrary to MFRA's way of doing business.

In updating the City code to be compliant with the comprehensive plan, there will be some tasks that can likely be accomplished in a quick time frame (i.e. application submittal requirements review) while other implementation issues may require a more lengthy process (i.e. park dedication process updates). Once selected as your consultant, MFRA will sit down with city staff and local officials to develop a schedule that meets any state mandated deadlines for comprehensive plan implementation, and prioritizes the remaining issues (residential architectural standards, creation of an office park zoning district, other district updates, etc) as the City sees fit.

Importantly, MFRA already has experience completing the specific work you are seeking. In the City of Maple Plain, we assisted with Comp Plan implementation efforts which included the creation of a new office park zoning district, creation of architectural guidelines for redevelopment areas, and reworked the City's park dedication ordinance.

Because you are seeking a consultant to provide services on an hourly basis, we will work closely with your staff to understand your budgetary constraints and assist in prioritizing how the limited dollars available can best be spent given all identified needs. Based on our past experiences, we find that the final process to be used will have a major impact on how drawn out the update process becomes. The following are estimated time frames for updates using different methodologies:

<u>TASK</u>	<u>LANGUAGE DRAFT ONLY</u>	<u>USE OF TASK FORCE</u>
Compliance with the 2030 Comp Plan	3 to 5 weeks.....	2 to 4 months
Residential Architectural Standards	6 to 8 weeks.....	3 to 5 months
Office Park Zoning District.....	2 to 4 weeks.....	2 to 4 months
Revisions to existing zoning districts.....	2 weeks per section	1 to 4 months
Form based codes	6 to 8 weeks.....	3 to 5 months
Sign Ordinance.....	2 to 4 weeks.....	2 to 4 months



Standard Review Process

MFRA has assisted many communities with updating their internal procedures to ensure the community can always adhere to Minnesota Statute 15.99. The following pages depict a process checklist we've used in other communities.

Lake Elmo City Process Handbook

Last Updated 11.1.07

Chapter 1: Processing New Land Use Applications (in general)

Each month, the city may receive new land use applications which require review by the Planning Commission and City Council. The date applications are submitted will dictate the resulting review timeline as staff must ensure the City Council is provided with adequate time to make a decision. Regardless of the type of application, the following procedure should be followed to ensure the application is complete and is sent to the appropriate commenting agencies.

- STEP 1: Administrative staff will take in and date stamp all new land use applications and associated materials when submitted by an applicant. Of greatest importance at this time is to ensure the required fee was paid and the application is signed. Each application must be placed in a file, and then be provided directly to the Planner for processing. The transfer of the file to the Planner should occur on the same business day the application was submitted (and no later than the next business day if circumstances dictate such).
- STEP 2: The Planner will assign the file(s) a unique land use number to indicate the year and order in which the application was received (i.e. 2007-11 would indicate the eleventh application received in the year 2007). All applications shall be given such a unique number (using subdivision as an example; the phases of concept plan, preliminary plat, and final plat would each have their own separate file even though all focus on the same issue). The Planner shall log each new application into a tracking spreadsheet stored in the folder {S:/Land Use} on the City's server. It is critical that all information is entered at this time (application date, review expiration date, etc.)
- STEP 3: The Planner shall review the provided information, and make a determination on whether the application is complete according to the City's submittal requirements outlined in code. Note that state statute currently gives the City 15 business days to complete this application review to determine whether it is complete.
 - If an application is incomplete, the Planner shall send a letter to the applicant explaining what information was missing, and provide instructions on how to "complete" the application so that it may be reviewed ([Appendix A](#)). The Senior Planner shall be copied on all such letters. Sending of an "incomplete" letter will end all review on the submitted application, and will close the applicable file. One copy of all submitted materials along with the City's "incomplete" letter should remain in the file. All other paperwork can be set aside for pick up by the applicant by a specified time. If the paperwork is not picked up, it should be recycled. Note that any future resubmission will require a new land use application, and will receive a new unique file number.¹ <END REVIEW>

¹ Closing out incomplete files and requiring a new application with resubmittals will ensure the City adequately documents the beginning and end dates of all applications, thereby ensuring adherence to MN State Statute 15.99.

- If an application is deemed complete, the Assistant Planner shall continue to Step 4.
- STEP 4: The Planner will begin by placing all items on the appropriate future agenda(s). This will differ based on the type of application submitted.
- Most land use items will need to be placed on both a Planning Commission and City Council agenda. Begin by placing the item on the Planning Commission agenda for the fourth Monday of the following month (which should be approximately 30 days out).
 - Next, the item is to be placed on the next available City Council agenda (the first Monday of the following month).
 - If the application is for... (will be updated to include only those items which go to council) only City Council review will be necessary. As such, the item should be placed on the first available agenda only once the item is ready for presentation. Planning staff will track such items on the land use spreadsheet administered by the Planner.
- STEP 5: The Planner must then ensure that all required public hearings are properly noticed. Begin by placing all items which require a public hearing on a notice to be published in the paper of record ([Appendix B](#)). Once prepared, the Planner should email the notice to the paper for publication (be sure the notice is provided three weeks prior to the Monday of the scheduled Planning Commission meeting in order to meet the 10 day notification requirement²). Then you must prepare two forms of public hearing notices for each application: one to send to surrounding neighbors ([Appendix C](#)), and one to send directly to the applicant (see [Appendix D](#)). Once prepared, provide all notices to administrative staff for mailing. Be sure to clearly communicate the date by which the notices MUST be sent³.
- STEP 6: The application(s) then need to be organized and relevant information sent to interested agencies for comment. Fill out a review request sheet ([Appendix E](#)) by identifying the new applications and agencies to which the information is to be sent⁴. Then go through each application and identify which information other agencies may want to review (the consultant planner, legal council, and consultant engineer should receive copies of all submitted information). Provide the review request sheet and identified information for each application to the administrative staff for mailing.

² The publication deadline at the _____ is _____ p.m. every _____.

³ All materials must be sent to the appropriate parties a minimum of ten days prior to the public hearing. **It is always recommended to complete the mailings as soon as possible to avoid missing a time deadline.**

⁴ If you are unsure of whether an agency will be interested in a given item, be sure to send them the information; better to go the additional mile than regret not having provided the information.



SECTION 7: TIMING

- STEP 7: The lead planner on the application is now responsible for preparing the staff report(s) for the applicable meeting(s).
- STEP 8: Once the City Council takes action on the application, the lead planner on the application shall prepare any applicable resolutions approving the request. It is recommended to have the City Attorney draft all resolutions of denial as these are the documents most likely to be scrutinized in court if a lawsuit ensues. The resolution should then be placed on the consent agenda for the following City Council meeting. Once the resolution has been approved by the Council, Administrative staff shall mail one copy to the applicant(s), and file one copy in the appropriate land use file. Administrative staff should take this opportunity to organize the materials in the file for future reference (i.e. removing duplicate pieces of information, putting items in a consistent order with other land use applications, etc).
- STEP 9: As a final step, the Planner shall update the land use tracking spreadsheet to indicate whether an application was approved or denied, and to signify the application is no longer active. <END REVIEW>

MFRA can easily amend this and other “planning department handbook” items we’ve previously created. Doing so will not only address the City’s review issues, but also conserve your limited planning dollars as we will not be recreating the wheel,

MFRA is open to negotiating a compensation schedule that works for both parties, and we offer the following proposal for your consideration. Please note that we understand the budgetary concerns that currently exist for all cities and therefore offer the City of Ramsey the minimum hourly rate for our planners and the elimination of some reimbursable costs typically included in consulting services.

MFRA proposes to be compensated at an hourly rate for services provided. If the City would like us to complete a specialty study (e.g. a park study or a neighborhood redevelopment plan), that can either be completed at our agreed upon hourly rate or be subject to a separate negotiated contract per the City's preference. For the City of Ramsey, we are proposing the following fees for our planners:

- **Ben Gozola, Proposed consulting planner for the City of Ramsey – \$110/hour**
- Tom Goodrum, Backup Planner – \$135/hour
- Pat Smith, Planner / Secondary Back-up – \$70/hour

We believe these rates for our planners will meet the City's goal of securing a professional planner at the best possible price. Please know that we are open to locking in these rates and/or exploring alternative compensation rates provided both parties can agree to a win-win compensation schedule.



Planning Commission And City Council Meetings

MFRA proposes to cap hourly fees for Planning Commission or City Council meetings at four (4) hours for any commission or council meeting we are asked to attend (this price is INCLUSIVE of travel time).

Mileage

Mileage will be charged to the City at the standard rate adopted by the State of Minnesota yearly.

Reimbursable Expenses

MFRA will not invoice the City for the following expenses:

- Invoicing (accounting time)
- Copies (unless budgeted as part of a specialized project)
- Faxes
- Mailings

Fee Schedule

All services not specifically discounted by this proposal will be billed using the 2011 MFRA Fee Schedule shown on the following page.

Sample Invoice

A sample MFRA invoice is provided herein. We believe the level of detail we provide when documenting our time is a great asset to our client communities as they allow a municipality to recoup its costs in a fair and transparent manner.

“ [MFRA] has been extremely helpful assisting the City through numerous planning issues including a city-wide rezoning effort and adoption of an updated Zoning Ordinance. [Ben Gozola] is very professional and has displayed excellent communication skills when dealing with controversial or complicated issues, both with the Planning Commission and with the public.

- **Kathy Brophy**
City Clerk,
City of Aitkin

”

MFRA, Inc.
Hourly Fee Schedule **
(Effective 01/01/2011)

The hourly charges are in the following ranges, depending on the associates involved:

Principal Engineer/Land Surveyor/Planner	\$ 135.00 - 151.00/Hour
Registered Engineer/Land Surveyor	\$ 100.00 - 140.00/Hour
Supervisory and Senior Technician	\$ 95.00 - 125.00/Hour
Certified Planner	\$ 95.00 - 125.00/Hour
Landscape Architect	\$ 100.00 - 126.00/Hour
Engineer	\$ 90.00 - 95.00/Hour
Soil Scientist	\$ 105.00 - 112.00/Hour
CADD/Technician	\$ 85.00 - 95.00/Hour
Construction Technician	\$ 95.00 - 100.00/Hour
Survey Technician/Surveyor (Crew Chief)	\$ 99.00 - 103.00/Hour
GPS-GEOXH Crew	\$ 126.00/Hour
Survey Crew	\$ 125.00 - 200.00/Hour
Clerical	\$ 62.00 - 77.00/Hour

** Subject to annual adjustment.

S:\MAINFILE\MFRA\Hourly Rates\Hourly Fees -2011.DOC





Sample Invoice

Invoice

Invoice Number: 66445
February 01, 2010

To: City of XXXXXXXX
Attention: XXXXXXXX
4901 Address
XXXXXX, MN XXXXXX

Project: 16907 General Planning Services

Project Manager: Benjamin Gozola
Professional Services thru: 1/31/2010
Billing Group: 001

Hours worked, charge rate, and final billing per item is clearly denoted

Professional Services

Each entry clearly denotes the project that was completed

**Project Administration
Senior Planner**

70 WEST PT PL (1-4-09)
-- discussing upcoming meeting with Jeff , identifying alternative engineer if needed
-- reviewing MCWD delineation with Jeff

Senior Planner

70 WEST POINT PLACE (1-5-09)
-- organizing new information received to date
-- email to Rose regarding updated narrative
-- communication with City on latest submittals from both sides
-- conversation with Jim on legal concerns
-- revisions to the report
-- emails from Rose and Charles
-- email response to Charles regarding table request

Senior Planner

70 WEST POINT PLACE (1-6-09)
-- conversation with Charles regarding request to table
-- conversation with Jim on options
-- draft email and letter penned for attorney review
-- email to Charles describing options
-- final email to City staff on application withdrawal

Senior Planner

165 LAKEVIEW (1-6-10)
-- conversation with the City Attorney regarding applicant's procedural complaint
-- email to Jessica requesting she send an email to the applicant
-- beginning initial review of application

<i>Bill Hours</i>	<i>Rate</i>	<i>Charge</i>
0.25	105.00	26.25
2.50	105.00	262.50
1.50	105.00	157.50
1.50	105.00	157.50

Detailed notes on how the time was used are also provided

An Equal Opportunity Employer

TERMS: Due on



MFRA, Inc
Project: 16907

Monday, February 01, 2010
Invoice: 66445

Invoice date is shown at the top of each page

Professional Services

	<u>Bill Hours</u>	<u>Rate</u>	<u>Charge</u>
Senior Planner 165 LAKEVIEW (1-6-10) -- full code review of application -- notations for quick discussion with the City Attorney	2.00	105.00	210.00
Senior Planner 165 Lakeview (1-8-09) -- conversation with Jim on my findings -- discussion with Jeff on engineering concerns -- phone conversation with Steve regarding problems and needed plan changes	1.75	105.00	183.75
Senior Planner 165 Lakeview (1-12-10) -- VM from applicant on new plan sets -- drafting report for DRC review -- DRC meeting -- travel	6.25	105.00	656.25
Senior Planner 165 LAKEVIEW (1-13-10) -- call to Scott regarding application review and meeting date	0.13	105.00	13.65
Senior Planner 165 LAKEVIEW AVE (1-20-10) -- public hearing notice creation -- report update (still need engineering comments)	0.50	105.00	52.50
Senior Planner 165 LAKEVIEW (1-25-10) -- 60 day review extension letters -- completing report for delivery to city -- executive summary creation -- area map creation	2.00	105.00	210.00
Senior Planner 165 LAKEVIEW (1-26-10) -- completing area map -- delivering packet materials to City Hall for review -- sending materials to DNR and MCWD for review	0.50	105.00	52.50
Senior Planner 165 LAKEVIEW (1-27-10) -- call from mortgage company regarding 60-day extension -- review of application/discovery of two addresses -- informing attorney of ownership/application issue; decision to send out letter to applicant as well -- preparation of applicant extension letter / sending	0.50	105.00	52.50

Reimbursables are clearly denoted and organized

Professional Services Totals: \$2,034.90⁽¹⁾

Reimbursables

	<u>Date</u>	<u>Bill Units</u>	<u>Unit Bill Rate</u>	<u>Charge</u>
Mileage	1/12/2010	30.00	0.50	15.00
Mileage	1/21/2010	30.00	0.50	15.00
Reimbursables Totals:				\$30.00

Project Totals:

***** Total Project Invoice Amount: \$2,064.90**

The final total due is clearly shown as the final invoice item

14800 28th Avenue N - Suite 140 ~ Plymouth, Minnesota ~ 55447
phone 763/476-6010 ~ fax 763/476-8532 ~ e-mail: mfra@mfra.com
TERMS: Due on receipt. Past due accounts subject to finance charge of 1% per month (12% APR).

An Equal Opportunity Employer

SECTION 9: ADDITIONAL INFORMATION

Avoiding Conflicts of Interest

If hired as your consultant, MFRA will represent Ramsey without conflicts. While we do represent private clients who develop land throughout the state, we will refrain from taking any new planning or engineering work in the City to avoid even the appearance of a conflict of interest while we act as representatives for the City. We also pledge to disclose to the City if an application includes a client that we had served in the past, and will recuse ourselves when requested to do so by the City.

At this time, MFRA is working with OPUS on a potential project at St. Thomas Academy. We do not anticipate this to cause a conflict, but will recuse ourselves if/when the project moves forward, and can offer suggested secondary service providers if needed.

Sample Report

On the following pages, we have provided a sample report prepared by Ben Gozola for the City of Tonka Bay. We believe this report exemplifies the thorough reviews done by MFRA. Please note that all code criteria for approving the specific application type(s) are listed along with staff's recommendations as to whether or not the requirement has been met. Full findings are provided at the end of the report as are recommended Council options.

City of Tonka Bay Planning Department
Variance & Conditional Use Permit Report

To: **City Council**
From: Ben Gozola, City Planner
Meeting Date: **11-11-08**
Applicant: **James & Catherine Gray**
Owner: Same
Location: **115 Clay Cliffe Drive**
Zoning: **R1-A**

Introductory Information

Proposed Project: The applicant is seeking to build a “lanai” [lah-nah-ee, luh-nahy] on the northeast side of the home. “Lanai” is a Hawaiian term for porch or veranda. The proposed structure will essentially be a roofed porch that will include retractable screens (please see the attached exhibit for a rendering of the lanai).

Variance Request(s): The proposed lanai will require an 18-foot variance from the required 50-foot lakeshore setback from Lake Minnetonka.

CUP Request(s): The proposed changes will require approval of a Shoreland Impact Plan CUP for total hardcover in the amount of 41.08%.

Applicable Codes: **Section 1017.06. Lot Area and Setback Requirements.** Requires that all principal structures in the R1-A zoning district be at least 50 feet from the front property line (the lakeshore), and at least 8 feet from all side lot lines.

1070.09 Minimum Setback Requirement. Requires that all principal structures in the shoreland district be at least 50 feet from the ordinary high water mark.

Section 1070.11 Impervious Surface Coverage. Requires that a shoreland impact plan and conditional use permit be obtained if the proposed impervious surface on a lot is proposed to be between 35% and 45%.



SECTION 9: ADDITIONAL INFORMATION

Variance: 115 Clay Cliffe Drive
City Council Report; 11-11-08

Findings

Site Data:	Lot Size – 24,630 square feet Existing Use – Residential Existing Zoning – R1-A Property Identification Number: 28-117-23-21-0009
Building Height:	<ul style="list-style-type: none">▪ The proposed lanai will not exceed the allowable height in the R1-A zoning district.
Flood Plain Buffer:	<ul style="list-style-type: none">▪ The elevations within 15’ of the proposed lanai are all conforming to the required floodplain buffer elevation.
Floor Area Ratio:	<ul style="list-style-type: none">▪ The proposed structure will essentially be a porch / entryway with a roof that includes retractable screens, and will be open to the elements throughout the year. An exterior door will be used to separate the lanai from the remainder of the home. These features lead us to conclude the proposed structure is not part of the floor area of the home and therefore the addition would have no bearing on the existing FAR for this lot. <p>If Council disagrees with staff’s interpretation of the lanai and finds that it should be included in the calculation, there is still no problem as the FAR. Including the lanai square footage as part of the floor area would increase the FAR from 24.1% to 25.0% according to calculations provided by the applicant.</p>
Hardcover Analysis:	<ul style="list-style-type: none">▪ The existing impervious surface on the property covers 10,393 square feet (or 42.2% of the lot).▪ The proposed impervious surface coverage following construction of the lanai will be 10,118 (or 41.08% of the lot). Note that the applicants are proposing to remove significant areas of stone walkway to ensure that even though a covered porch is being built, the overall hardcover will still be going down as part of this project.▪ In accordance with section 1070.11 of City Code, a proposal that creates impervious surface totals between 36% and 45% requires approval of a shoreland impact plan and a conditional use permit by the City Council. Reviews of both requests are included herein.

Application Review:

Applicable Code Definitions:	Building. Any structure built for the support, shelter or enclosure of persons, animals, chattel or movable property of any kind, and includes any structure.
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Page 2

Variance: 115 Clay Cliffe Drive
City Council Report; 11-11-08

(cont.)

Building Setback. The minimum horizontal distance between the building and the lot line.

Conditional Use. Those occupations, vocations, skills, arts, businesses, professions, or uses and/or related building/structures, or improvements specifically designated in each zoning use district or by this Ordinance, which for the respective conduct or performance may require reasonable, but special, peculiar, unusual or extraordinary limitations, facilities, plans, structures, conditions, modification, or regulations for the promotion or preservation of the general public welfare, health, convenience and the integrity of the City Comprehensive Municipal Plan and this Ordinance.

Deck. A horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site.

Floor Area, Gross. The sum of the gross horizontal areas of all floors of the building or portion thereof devoted to a particular use, including accessory storage areas located within selling or working space such as activities, to the production or processing of goods, or to business or professional offices. However, the floor area shall not include basement or cellar floor area other than area devoted to retailing activities, the production or processing of goods, or to business or professional offices. The floor area of a residence shall not include the cellar area.

Floor Area Ratio (FAR). The floor area of a building or buildings on any lot divided by the area of such lot, or in the case of planned developments by the net site area. The floor area ratio requirements, as set forth under each zoning district, shall determine the maximum floor area allowable for a building or buildings (total floor area of both principal and accessory buildings) in direct ratio to the gross area of the zoning lot.

Impervious Surface. Any structure or surface which interferes to any degree with the direct absorption of water into the ground, including but not limited to, roofs, sidewalks, paved driveways and parking areas, patios, tennis courts, swimming pools, or any other similar surface.

Lot, Frontage. The front of a lot shall be, for purposes of complying with this Ordinance, that boundary abutting a public right-of-way. For lots abutting on two streets, the front shall be the boundary with the shortest length. For lakeshore lots, the boundary abutting the lakeshore shall be considered the front.

Setback. The minimum horizontal distance between a building and street or lot line. Distances are to be measured from the most outwardly extended portion of the structure at ground level.

SECTION 9: ADDITIONAL INFORMATION

Variance: 115 Clay Cliffe Drive
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(cont.)

Variance. A variance is a relaxation of the terms of the Zoning Ordinance where such deviation will not be contrary to the public interest and where, owing to conditions unique to the individual property under consideration and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship.

**Variance
Criteria:**

By state statute, there are three definitive criteria that all variances must address. The three criteria are as follows, along with staff's analysis of the applicant's request.

A. *Is the variance request reasonable? The hardship requirement does not mean that a property owner must show the land cannot be put to any reasonable use without the variance. Rather, the property owners must show that they would like to use their property in a reasonable manner that is prohibited by the ordinance.*

Staff Comments: Staff finds this request is reasonable as the proposed lanai is conforming to all setbacks specific to the lot lines defining this lot; most notably it meets the two eight (8) foot setback requirements from the northwestern and northeastern property lines. The nonconformity relates to the required OHW setback from the lakeshore *on the adjacent lot*. This lakeshore setback cuts into the otherwise buildable area on the northeastern side of the home, making it difficult to locate a porch off the back of the home. **Staff finds this criteria is met.**

B. *Does the application present unique circumstances?*

Staff Comments: The lot in question presents a unique circumstance in that it must comply with an additional setback not related to the lot lines defining this lot. This additional setback limits the landowners ability to construct a porch off the rear of the home that would otherwise be allowed. **Staff finds this criteria is met.**

C. *If approved, would the variance alter the essential character of the locality?*

Staff Comments: Granting of the requested lakeshore setback variance would not impact the character of the neighborhood. Please note that the Clay Cliffe Homeowners Association architectural control committee has reviewed the proposed lanai and has approved the plans. It is the Homeowners association that owns the adjacent lakeshore, so they would be the only party potentially impacted by the proposed construction. **Staff finds this criteria is met.**

The applicant must also establish and demonstrate compliance with the variance criteria set forth in Tonka Bay City Code Section 1004.02 Subd 3. before an exception or modification to city code requirements can be granted by the City Council. The following are the nine additional criteria established by code, along with staff's analysis of the applicant's request(s).

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Variance: 115 Clay Cliffe Drive
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(cont.) In considering all requests for a variance and in taking subsequent action, the City Council shall make a finding of fact that proposed action will not:

A. Impair an adequate supply of light and air to adjacent property.

Staff Comments: The requested variance will have no if any impact on the availability of light and air to adjacent properties. **Staff finds this criteria is met.**

B. Unreasonably increase the congestion in the public street.

Staff Comments: The addition of a lanai to this home will have no impact on traffic. **Staff finds this criteria is met.**

C. Increase the danger of fire or endanger the public safety.

Staff Comments: The addition of a lanai to this home will have no impact on fire danger related to a single family dwelling, nor will it pose a danger to public safety. **Staff finds this criteria is met.**

D. Unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of this Ordinance.

Staff Comments: Improvements to properties such as this will typically (if anything) increase surrounding property values rather than have a negative impact. With regards to fulfilling the intent of the ordinance, the unique location of this home and the unique configuration of the lakeshore ensure that no lakeshore views will be impacted. And provided the City finds the resulting hardcover and shoreland impact plan is acceptable, then the other reasons for meeting lakeshore setbacks will also be fulfilled. **Provided the requested CUPs are granted, staff finds this criteria is met.**

E. Violate the intent and purpose of the Comprehensive Plan.

Staff Comments: The Comprehensive Plan calls for this area of the City to be used for single-family dwellings, and for development to occur in an orderly fashion in a manner best for the community. **Provided the requested CUPs are granted, staff finds this criteria is met.**

F. Violate any of the terms or conditions of 1004.02 Subd 4.

1004.02 Subd 4. Conditions. A variance from the terms of this Ordinance shall not be granted unless it can be demonstrated that:

a. *Undue hardship will result if the variance is denied due to the existence of special conditions and circumstances which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district.*

1. *Special conditions may include exceptional topographic or water conditions or, in the case of an existing lot or parcel of record, narrowness, shallowness, insufficient area or shape of the property.*

SECTION 9: ADDITIONAL INFORMATION

Variance: 115 Clay Cliffe Drive
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(cont.)

2. *Undue hardship caused by the special conditions and circumstances may not be solely economic in nature, if a reasonable use of the property exists under the terms of this Chapter.*

Staff Comments: The home at 115 Clay Cliffe Drive was the original home around which the Clay Cliffe development was platted. As such, it was not originally constructed with current codes and setbacks in mind which results in the existing home being nonconforming to lakeshore setbacks on both sides of the point. The age of the home, the narrowness of the point, and the fact that the proposed addition meets all setbacks specific to the lot lines defining the parcel work together to define a special set of circumstances for construction on this lot. **Staff finds this criteria is met.**

- b. *Literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance or deny the applicant the ability to put the property in question to a reasonable use.*

Staff Comments: Construction of a porch or deck off the rear of a home is commonplace throughout the City. Because of the unique lakeshore configuration *on the adjacent lot*, constructing a useable rear facing deck on this home would be difficult given the homes configuration. As we have also found the request is reasonable, we do find **this criteria is met.**

- c. *The special conditions and circumstances causing the undue hardship do not result from the actions of the applicant.*

Staff Comments: As previously noted, this was the original home on the point around which the Clay Cliffe development was established. The current owners did not build the home and are not responsible for the existing nonconformities or difficulties that arise for construction of the proposed lanai. **Staff finds this criteria is met.**

- d. *Granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures or buildings in the same district under the same conditions.*

Staff Comments: Construction of a porch off the rear of a home is normal and customary throughout the city. Provided the CUPs for hardcover and the shoreland impact plan are granted, there are no identified impacts being created by the proposed lanai. We find no reason to believe that a special privilege would be granted to the property owner given the facts outlined in our analysis. **Staff finds this criteria is met.**

Variance: 115 Clay Cliffe Drive
City Council Report; 11-11-08

**Shoreland
Impact Plan
CUP:**

For applications proposing to have between thirty-five (35) and forty-five (45) percent hardcover, code requires an applicant obtain a shoreland impact CUP. Essentially, the applicant's plan must "...set forth proposed provisions for sediment control, water management, maintenance of landscaped features, and any additional matters intended to set forth proposed changes requested by the applicant and affirmatively disclose what, if any, change will be made in the natural condition of the earth, including loss of change of earth ground cover, destruction of trees, grade courses and marshes. The plan shall minimize tree removal, ground cover change, loss of natural vegetation, and grade changes as much as possible, and shall affirmatively provide for the relocation or replanting of as many trees as possible which are proposed to be removed. The purpose of the Shoreland Impact Plan shall be to eliminate potential pollution, erosion and siltation." For these types of CUPs, the following criteria are to be reviewed:

- a. *The projects shall be analyzed to determine the impact of impervious surfaces, storm water runoff, floodplain, and water quality implications. Only those projects shall be allowed where the adverse impacts have been mitigated through approved means to the extent possible.*

The city engineer has fully reviewed the proposed plans and has found the proposed reduction in hardcover is being done responsibly and in a manner than will not impact the adjacent property. Authorization of this project would actually reduce overall hardcover and benefit the property. Please see the attached memo and the associated findings of the engineer. **Staff finds this criteria is met.**

- b. *Storm water treatment measures including, but not limited to, sediment basin (debris basins), desilting basins or silt traps, installation of debris guards, and microsilt basins on storm water inlets, oil skimming devices, etc. shall be required subject to the review of the City Engineer and Minnehaha Creek Watershed District on projects where applicable.*

None of the listed BMPs are reasonable to require given the small changes proposed by this project. The applicant's willingness to eliminate existing hardcover in conjunction with this project, however, will provide benefits to this and the adjacent lot. **Staff finds this criteria is met.**

- c. *Projects shall be analyzed by the City in terms of provisions for maintenance and enhancement of landscape features, change in the natural condition of the soil, removal of trees, grade courses and marshes. The plan shall also minimize tree removal, ground cover change, loss of natural vegetation, and grade changes as much as possible. It shall further provide for the relocation or replanting as many trees as possible which are proposed to be removed.*

There will be little vegetation removal in the area of the proposed lanai, and no elevation changes where existing hardcover will be removed. Unlike many projects, the overall impacts created by construction will be very minimal and will be outweighed by the resulting benefits of additional plantings and hardcover removal. **Staff finds this criteria is met.**

SECTION 9: ADDITIONAL INFORMATION

Variance: 115 Clay Cliffe Drive
City Council Report: 11-11-08

- (cont.) d. *Projects shall be analyzed by the City in terms of the appearance of the structure when viewed from the lake's surface. Building materials, and color shall be analyzed to determine which facade and roof materials minimize the appearance and blend the structure into the shoreland and vegetation.*

The lanai is proposed to blend in with the existing structure by utilizing the same materials and colors. Additionally, because of the unique configuration of this lot and the surrounding lakeshore, the lanai will not impede any lakeshore views. **Staff finds this criteria is met.**

- e. *Lot coverage on a project basis shall be restricted to the provisions for maximum impervious surface coverage as provided for in this Ordinance.*

Tonka Bay city codes allows for requests of hardcover up to 45% without the need for a variance. As this request does not exceed this threshold, and is not subject to a variance review, **staff finds this criteria is met.**

- f. *Residential densities on a project basis shall not be allowed to exceed the maximum allowed density of the base zoning districts for which the project is proposed.*

As this proposal does not include subdivision of the parcel, **this criteria does not apply.**

- g. *All projects shall be in conformance with the Shoreland Management Plan, Comprehensive Plan, and Zoning and Subdivision Ordinances of the City of Tonka Bay.*

Provided all needed variances and conditional use permits are approved, the proposal would be in line with the noted documents. Engineering has conducted a full review of the proposed plans and is recommending approval. **Staff finds this criteria is satisfied.**

- h. *All projects shall be subject to the review by the Minnehaha Creek Watershed District and the City Engineer.*

As always, staff would propose to make any approval contingent upon the acquisition of all necessary permits from the MCWD. Additionally, the plan has been reviewed and is recommended for approval by the City engineer (review memo is attached). **As such, staff finds this criteria is satisfied.**

Resident Concerns: Staff is not aware of any resident concerns surrounding the requested variances. As noted, the Clay Cliffe Homeowners Association is aware of the project, and their architectural review committee has already approved the plans.

Additional Information: None.

Variance: 115 Clay Cliffe Drive
 City Council Report; 11-11-08

Conclusion:

The applicants are seeking approval of the following:

1. An 18-foot variance from the required 50-foot lakeshore setback from Lake Minnetonka for construction of a lanai of the northeastern side of the existing home.
2. A Shoreland Impact Plan CUP to authorize total hardcover in the amount of 41.08%.

Variance Findings:

Based on our analysis of the review criteria in state statute and in City Code, **staff would recommend approval of the requested lakeshore setback variance** based on the following:

- The request is reasonable as construction of a porch off the rear of a home is a normal and customary improvement on homes in Tonka Bay.
- The lot in question presents a unique circumstance in that construction must comply with an additional setback not related to the lot lines defining this lot.
- The lanai will be conforming to all setbacks specific to the lot lines defining this lot, and is only nonconforming to the required OHW setback from the lakeshore on the adjacent lot.
- The lanai will not impair an adequate supply of light and air to adjacent property, will not increase street congestion, and will not pose a fire or safety danger.
- The lanai will not impair surrounding property values, and its construction would not generate impacts designed to be avoided by city codes and the comprehensive plan.
- The age of the home, the narrowness of the point, and the fact that the proposed addition meets all setbacks specific to the lot lines define a special set of circumstances for construction on this lot.
- The current owners did not build the home and are not responsible for the existing nonconformities or difficulties that arise for construction of the proposed lanai.
- Granting of the variance will not confer a special privilege upon the landowner.

Shoreland Plan CUP Findings:

Based on our analysis of the review criteria in City Code, **staff would recommend approval of the requested shoreland impact plan CUP** based on the following:

- The proposed reduction in hardcover is being done responsibly and in a manner than will not impact the adjacent property.
- There will be little vegetation removal in the area of the proposed lanai, and no elevation changes where existing hardcover will be removed.
- The lanai will blend in with the existing home and will not impede any lakeshore views.



SECTION 9: ADDITIONAL INFORMATION

*Variance: 115 Clay Cliffe Drive
City Council Report; 11-11-08*

***Council
Options:***

The City Council has the following options:

- A) DIRECT STAFF TO PREPARE A RESOLUTION APPROVING one or more of the requests based on the applicant's submittals and findings of fact.
- B) DIRECT STAFF TO PREPARE A RESOLUTION DENYING one or more of the requests (based on the applicant's submittals and findings of fact).
- C) TABLE THE ITEMS and request additional information

By code, a 4/5 vote of the City Council is necessary to approve these requests. The 60-day review period for this application expires on 12-9-08, but can be extended an additional 60 days if more time is needed.

***Recommended
Conditions:***

Staff would recommend the following conditions be placed on any approvals granted by the City:

- 1. The applicant shall obtain all necessary permits and approvals from the City and other applicable entities with jurisdiction prior to any construction.**
- 2. Proof of securing an MCWD permit shall be required prior to the City issuing a building permit for the proposed construction.**
- 3. Additional conditions as listed in the City Engineer's memo.**

***Denial Motion
Template:***

I move that we direct staff to prepare a resolution of denial for the requested variance (and/or) CUP based on the following findings of fact...

***Approval
Motion
Template:***

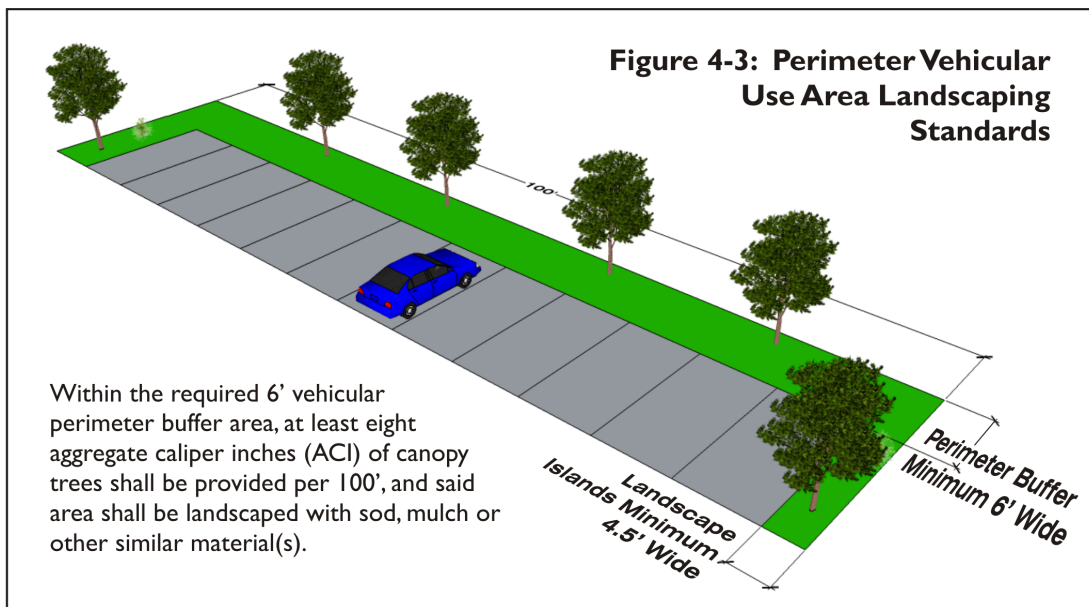
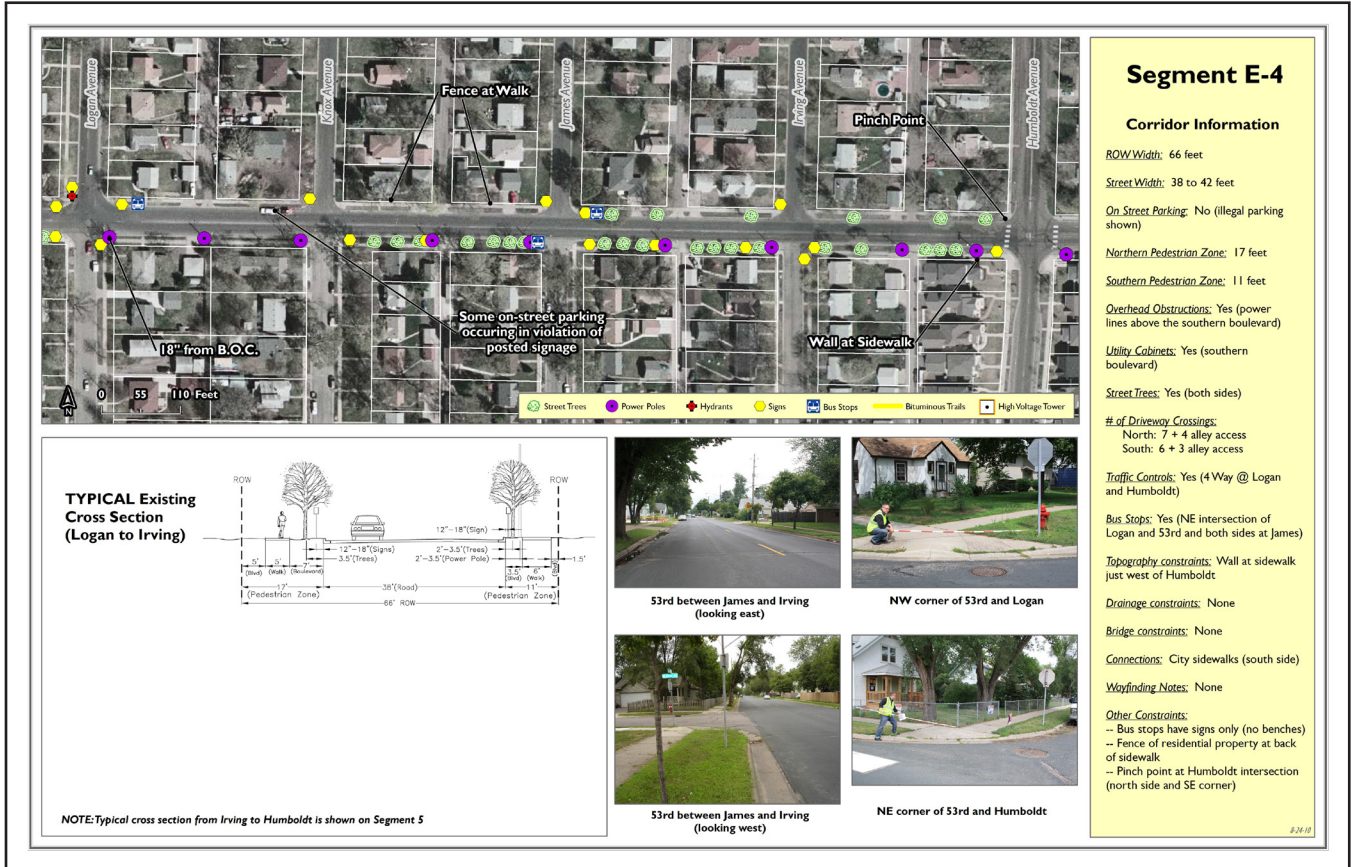
I move that we direct staff to prepare a resolution of approval for the requested variance and CUP based on the following findings of fact...

...with the following conditions:

cc: James and Catherine Gray, *Applicants*

Graphics

The example images on this page (and those found throughout this proposal) illustrate the strong graphic abilities MFRA can bring to the City of Ramsey





Education

Bachelor of Elective Studies (BES),
1987, St. Cloud State University, St.
Cloud, MN

Planning Internship, City of Shakopee

Professional Associations

American Planning Association

Sensible Land Use Coalition

Met Council Natural Resource Task
Force

Local Government Unit (LGU)

Representative for Carver County, MN
and City of Minnetonka, MN

Professional Experience

24 Years Total

7 Years consulting

15 Years of City, County and
Regional Planning:

Metropolitan Council
City of Minnetonka
Carver County
St. Bonifacius
Northwest Consultants

Primary Backup Planner Full Resume

Tom Goodrum, Director of Planning Services

Mr. Goodrum is the Director of Planning Services at McCombs Frank Roos Associates. His experience covers Commercial Development, Residential Development, Urban Planning, and Re-development, Conservation Development, Rural Planning, Parks and Recreation Planning and Design, Regional Policies, Streetscapes and many other specialties. Duties performed within these projects include Project and Construction Management, Site Design, Government Liaison, Code and Regulation Interpretation, Coordination with special interest groups and municipalities, Public Presentation, Report and Summary Writing.

His experiences have provided comprehensive knowledge in planning and development implementation in the following areas:

- A planner for the full-spectrum of residential and commercial development with previous employment in rural, urban and regional units of government, including consulting services.
- Preparing comprehensive reports with a detailed analysis of the proposed project and providing recommendations to assure a quality project.
- Drafting and administering environmental sensitive ordinances (wetland, shore-land, floodplain and erosion control) within land use plans as they relate to specific projects.
- Guiding cities through conservation developments that used alternative planning practices to create harmonious developments within environmentally sensitive sites.
- Thorough knowledge in developing a comprehensive plan that best suites the goals of the community and the strategies of the regional plans.
- Focal person in gathering information from communities, outside government agencies, consultants, affected parties, neighborhood meetings and other resources to effectively explain the facts of a project and to provide appropriate measures in resolving issues.
- Lead in overseeing projects, from initial contact through final approval, providing guidance throughout the planning process to create a favorable project.

Secondary Backup Planner Full Resume

Pat Smith, AICP

Mr. Smith is a Community Planner with MFRA. His experience as a Municipal planner for multiple communities has prepared him to be a consulting planner providing general city services. He is highly skilled in analyzing local ordinances, writing detailed reports, and presenting difficult information to elected bodies and members of the public. His understanding of statutory requirements coupled with his experience in tracking and administering application reviews will ensure your City complies with all regulations while providing exemplary service to your citizens.

Mr. Smith brings to the table a comprehensive knowledge in the planning and development field. The following is a brief overview of what he will bring to your City:

- Extensive experience leading neighborhood redevelopment projects
- Skilled in bringing different interest groups together to provide public input on difficult projects
- Thorough knowledge of comprehensive planning and economic development
- Strong design and site plan review skills
- Excellent communication skills and able to lead quality, professional presentations
- Ambitious team player who is willing to take on difficult challenges
- Outstanding ability to craft ordinances tailored to specific community goals and desired outcomes
- Exceptional in writing and interpreting city codes
- Personable and well suited for representing a city in any venue
- Detail oriented organizational skills to ensure all applications and/or tasks are reviewed and completed by the anticipated deadline



Education

Master of Science in Urban & Regional Planning
University of Wisconsin, Madison

Bachelor of Science in Economics
University of Wisconsin, Eau Claire

Post Graduate Study of Historic Preservation, Real Estate Finance, and Architectural Drawing

Professional Associations

The American Institute of Certified Planners (AICP)

American Planning Association (APA)

Professional Experience

Over 10 Years of Municipal and Regional Planning Experience

1 Year with MFRA

5 Years as a City Planner for the City of Chaska, MN

4 Years as a City Planner for the City of Burien, WA

2 Years as the Community Development Manager for Richfield, MN





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CC Work Session

3. 1.

Meeting Date: 05/10/2011

By: Jo Thieling, Administrative Services

Title:

Review Future Work Session Topics/Calendar

Background:

Attached is the list of Future Topics/Calendar for Council review and information.

Funding Source:

N/A

Council Action:

No formal action necessary - for review and informational purposes only.

Attachments

Future Topics/Calendar

Form Review

Form Started By: Jo Thieling

Started On: 05/05/2011

Final Approval Date: 04/21/2011

**Work Session Calendar
2011**

Month	Date	Topics for Discussion
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> ● LRRWMO Administrative Services (KU) ● Look at pilot programs (e.g. volunteer programs – low maintenance) ● Proactively recruit residential development and seek builders input ● Review Outside Storage in Industrial Areas – Slated for Joint CC & Planning – June 2 ● Seek feedback from developers re process, regulations, standards & fees - research our fees vs. other cities’ fees – Slated for Joint CC & Planning – June 2 ● Review development fees and standards regarding construction ● Develop TIF tracking plan with regard to fiscal disparities impact ● Establish fund reserve policy ● Review City-owned lands and create plan for it ● Review park programming and potential reallocation of parks ● Construct boat landing at River’s Bend ● Build on outdoors/sportsmen’s market (e.g. stock pond/lake) ● Develop Office/Industrial Park west of Armstrong and South of U.S. Highway #10 – Slated for Joint CC & Planning – June 2 ● Coordinate COR marketing and City marketing ● Create Master Plan 167th Avenue/Highway 47 – plan for redevelopment – Discuss after Joint Meeting between CC & EDA ● Develop community center/indoor sports complex ● Old Town Hall relocation ● Review & revise Development Management contract and manage COR expenditures ● Seek grant funding for transportation projects and service delivery ● Complete US 10/ County Road 83 interchange design – pursue funding ● Establish position on TH #47 South of Bunker to Highway #10 ● Consider creation of a Transportation Taxing District ● Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp ● Review Dirt Road Elimination Policy (DREP) ● Create opportunities for snowmobile, four-wheeler & golf cart use ● Review sidewalk plowing policy ● Review of New Office Park Zoning Standards ● Review of Escrow account Collection Procedure – to be discussed at April 26 Finance Committee <ul style="list-style-type: none"> ○ Delinquent Accounts – Part of Finance Committee discussion – 4/26 ○ Updating Billable Time Procedure – Part of Finance Committee discussion – 4/26