

Proposal to Provide:

# Planning Services

for the

# City of Ramsey

April 7, 2011





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Mr. Tim Gladhill, Senior Planner  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, Minnesota 55303

Re: Proposal to Provide Planning Services for the City of Ramsey

Dear Mr. Gladhill:

The City of Ramsey has established a vision that states *“without compromising private property rights and needs of future generations, Ramsey will evolve through citizen driven, collaborative processes that respect the balance and connectivity between its unique urban, rural and natural environments.”* Often times, planners working for communities seem to get trapped in a “small window view” or “project window” and forget to look out and see how these things create and shape the larger image. They seem to focus on the puzzle pieces and not the picture on the puzzle box. By establishing this vision for collaboration and sustainability, your community has already begun to look at the picture on the puzzle box. ***A partnership with WSB & Associates, Inc. will assist you in establishing long-range plans to ensure that current planning and development projects have a positive impact for the future of your community.***

In preparing the information provided in this proposal, we have highlighted a few clear differentiators between WSB and our competition.

- **WSB is a planning and engineering company focused on the needs of municipalities.**  
WSB currently serves more than 50 communities, the State of Minnesota, and numerous counties in varying planning and engineering capacities. The service areas that we have added to WSB over the past 15 years have all been related to expanding our expertise, and to providing more complete services to the municipalities we serve. Through this, we have developed the people and processes required to provide better ideas and the best solutions to municipal planning issues. You are our focus and you will see that in our attention to your needs.
- **Our proposed Planner, Kelsey Johnson, is the right fit to assist the City of Ramsey.**  
We are confident that Kelsey is the right fit to assist the City of Ramsey’s planning staff, based on our understanding of your needs. Kelsey’s experience working with Cities both as a staff City planner and as a consultant City planner have provided her with the unique skills to ensure that planning decisions can be practically applied. Kelsey has provided successful leadership in communities experiencing growth, those concerned with the preservation of natural/cultural amenities, and those focused on areas of redevelopment, all of which are issues facing the City of Ramsey and its residents.

- **WSB has a diverse support staff which allows us to effectively consider all sides of an issue.**  
Based on the expansive knowledge and experience that exists at WSB, Kelsey and our planning team will have the ability to efficiently determine any and all planning tasks. Her recommendations will be thoughtful and will be thoroughly vetted through communications with WSB's support staff.
- **WSB is committed to 'finding a way' regarding economic development.**  
We are creative in finding solutions with a 'can do' attitude. Our approach to developing projects focuses on determining how a project or a task can be completed, as opposed to why it can't be done. We have developed a corporate culture that values creativity, long-lasting relationships, and high technical standards. This culture allows us to offer our clients expertise that delivers cost effective, thoughtful, and successful projects.


We are excited about the prospect of developing a lasting, collaborative, and trustworthy relationship with you and your staff. Thank you for the opportunity to illustrate our planning capabilities. Please contact either of us at 763.541.4800 to discuss our next steps together.

Sincerely,

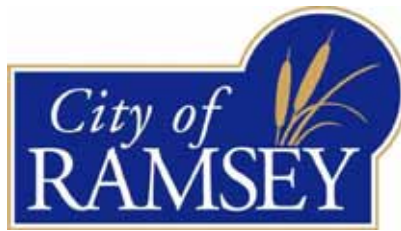
**WSB & Associates, Inc.**



Kelsey Johnson  
Proposed Planner/Project Manager



Anthony Heppelmann, PE, Vice-President  
Contract Negotiation/Resource Facilitation



Proposal to Provide  
**PLANNING SERVICES**  
For the City of Ramsey

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# ORGANIZATION

## Firm Profile

WSB & Associates, Inc. is a Minnesota based and multi-disciplined consultant planning and engineering firm that is ideally suited to provide planning services to the City of Ramsey. WSB provides municipal planning, engineering, transportation, structural, water resources, environmental, GIS, right of way, construction engineering, and other planning services to governmental agencies.

We have developed a corporate culture that values creativity, long-lasting relationships, and high technical standards. This culture allows us to offer our clients expertise that delivers cost effective, thoughtful, and successful projects.

Currently, WSB represents numerous Cities on a variety of planning activities. Recent planning projects completed include a series of concept land use design layouts associated with the Bailey Lake Sewer Extension project for the City of Woodbury, and environmental and land use reviews of future developable acres for the Cities of Minnetrista and Rogers.

In addition, WSB represents the City of Mahtomedi as their City Planner. Like the City of Ramsey, the City of Mahtomedi strives to maintain a collaborative community process that respects balance and connectivity between the City's urban, rural and natural environments. Our work in the planning field has allowed us to develop a strong understanding of the needs of community stakeholders and issues the City faces. We understand the opportunities that are available for developing communities like Ramsey related to redevelopment.

We have also established solid working relationships with regulatory agencies affecting the City including but not limited to, Mn/DOT, MnDNR, Met Council, Anoka County, MPCA, City of Anoka, City of Andover, and the Lower Rum River Watershed Management Organization.

We hope that the following proposal will provide you with the information and understanding of how WSB is different from other planning firms and why we are the ideal firm to assist the City of Ramsey with their upcoming planning service needs.

## Key Personnel

WSB has developed a team of highly qualified staff to provide all of the services requested by the City of Ramsey. Our experience providing similar services to other communities within the metropolitan area has made us extremely well versed and skilled in providing planning services to communities such as Ramsey. WSB has strategically hired and trained our staff so that we are highly skilled, diverse, and possess a wealth of knowledge for providing the services you seek.



### Kelsey Johnson — Planning and Project Management

Kelsey Johnson is the proposed Planner who will assist the City of Ramsey with planning services. She will be responsible for coordinating with the City's Senior Planner on the administration of zoning and subdivision regulations. This will include amendments to the City's Zoning Code and the review of various land use applications for compliance with the City's Zoning and Subdivision Ordinance on an as needed basis. By utilizing high quality project delivery and respectful communication with staff, City Council, and community stakeholders, Kelsey will develop the trust necessary for an effective City Planning relationship. Providing a high level of customer service and fostering a trusting

work relationship is of extreme importance to Kelsey and will be invaluable to the City. Kelsey is an exceptionally diligent worker, an excellent communicator, and is well respected in the communities she represents.

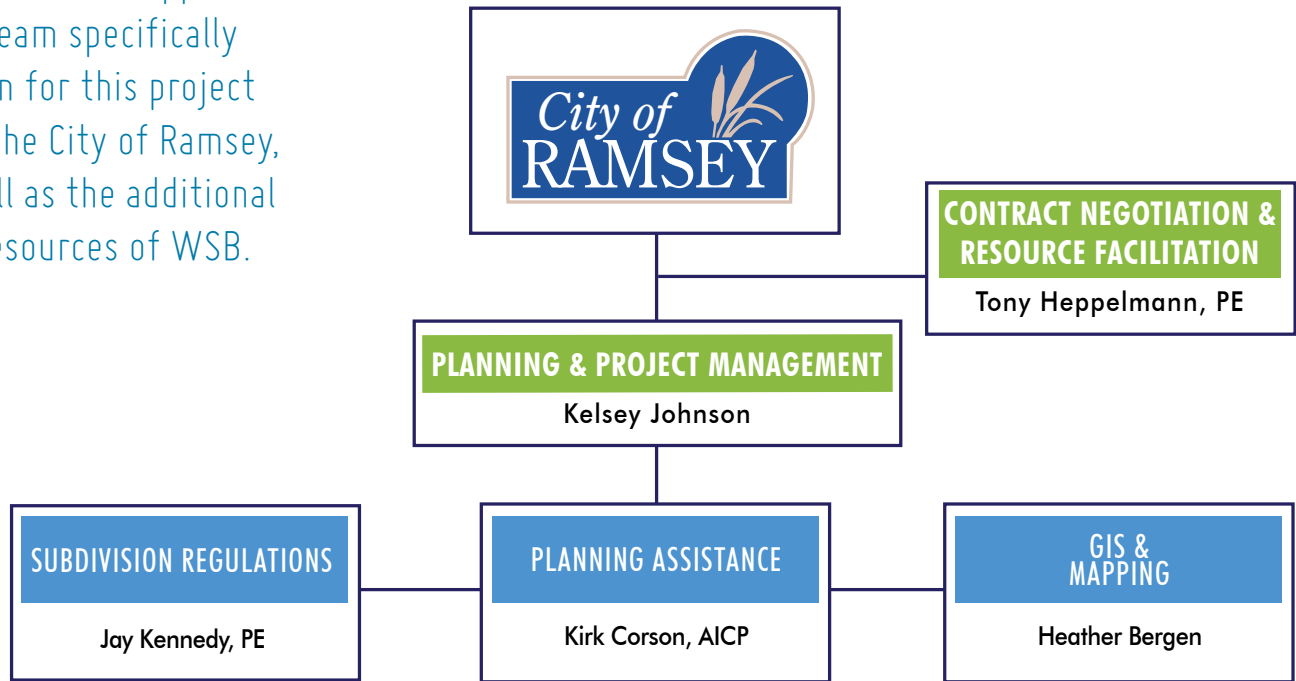
Kelsey has the experience, background, and positive attitude necessary to represent the City in meetings with residents, business owners, and City staff, as well as at Council and Commission meetings as may be required. She has the drive and skills needed to become an effective extension of the City's staff and can enhance the current excellent work environment at City Hall. Additionally, Kelsey has strong knowledge of the grant and funding process for municipal improvement projects.

Kelsey's experience working with the Cities of Mahtomedi, Cloquet, Grey Cloud Island Township, Woodbury, and Ankeny, Iowa has included a wide variety of projects – development plan review, comprehensive plan updates, zoning ordinance updates, subdivision regulation updates, housing action plans, redevelopment planning, and map preparation using GIS software. The knowledge and experience she has developed during the completion of projects in these communities, along with her commitment to getting the job done, will make certain that Kelsey will effectively meet the needs of the City of Ramsey.

A few highlights of Kelsey's work experience include:

- Housing Action Plan 2011-2020 – Mahtomedi, MN
- Zoning Ordinance and Subdivision Regulations Update – Mahtomedi, MN (2010)
- Comprehensive Plan 2008-2030 Update – Mahtomedi, MN
- Zoning Ordinance and Subdivision Regulation Update – Cloquet, MN (2008)
- Comprehensive Plan 2008-2030 Update – Grey Cloud Island Township, MN

Kelsey will be supported by a team specifically chosen for this project with the City of Ramsey, as well as the additional full resources of WSB.



### Tony Heppelmann, PE – Contract Negotiation & Resource Facilitation

Tony will provide contract negotiation and resource facilitation for the City of Ramsey. He will make certain the necessary resources are available for the project team. He will be responsible for contract management and also provides a second point of contact for the City, should they desire it.

Tony is a Vice President and Transportation Group Manager with over 25 years of experience in the field of transportation planning and design. Tony has been the project manager on a wide variety of transportation projects, including highway corridor studies, environmental impact studies, and preliminary design studies. His technical responsibilities on these projects have included traffic forecasting, traffic impacts and needs assessments, alternatives analysis, and preliminary geometric design. Through his work on these projects, Tony has developed a thorough knowledge and understanding of the project development process for both federal and state aid projects, as well as the keys for successful implementation of a project.

Tony’s recent projects in and around the City of Ramsey include the interchange study at TH 10/CSAH 83, road design at CSAH 116/CSAH 83, the TH 47 study, CSAH 116 and CSAH 7, and traffic forecasting in Anoka County.



### Jay Kennedy, PE — Subdivision Regulation Assistance

Jay will serve as an advisor to Kelsey as needed. He will review and provide comments relating to zoning ordinance and subdivision regulations. Jay is a registered professional engineer with nearly 20 years of experience in municipal and civil engineering projects including streets, utilities, site grading, park improvements, and development review. His current responsibilities include management of planning, coordination, design, and construction administration of a wide variety of municipal projects. Jay has broad experience updating and applying zoning and subdivision regulations in urban and rural settings. He has been involved in numerous zoning ordinances and subdivision regulation rewrites and updates, including the City of Mahtomedi and the City of Hugo, MN.



### Kirk Corson, AICP — Planning Assistance

Kirk will support Kelsey in her role as City Planner assistant, providing additional availability of services, should the City of Ramsey need it. Kirk is a planner (AICP), certified general real estate appraiser, and real estate broker with almost thirty years of experience in development planning and review, municipal planning, construction, and right of way acquisition, documentation, and valuation. Kirk gained his experience from serving in the City planning capacity for the cities of Milwaukee, WI; Mound, MN; Anoka, MN; and Blaine, MN.



### Heather Bergen — GIS and Mapping

Heather will assist Kelsey in the preparation of the Zoning Map and other maps and graphics for the City of Ramsey. Heather has four years work experience in the Geographic Information Systems field using ArcGIS. She specializes in cartographic map design, building and managing databases and developing customized GIS education courses. Heather has worked closely with City staff to develop cartographic display of zoning classifications for many municipalities including Champlin, Monticello and Minnetrista, Minnesota. She has managed and edited these and other cities zoning GIS databases. In addition to map and database design Heather has lead several ArcGIS education courses which support City staff in utilizing GIS data. These education courses are tailored to the specific needs of each client.





## EXPERIENCE

### Community Planning, Zoning, Development Review and WSB

Planning, engineering, and design related to municipal land use and infrastructure systems are the primary areas of service for WSB, and has been since our inception in 1995. Over the past several years, many of our clients have asked us to formalize our Community Planning offering. To that end, WSB added Kelsey Johnson to our team in 2010. Kelsey is leading our efforts related to Community Planning and Zoning, which currently accounts for approximately 1% of our firm's business. However, based on the synergy between engineering and planning and the ongoing work that we perform for more than 50 communities, we envision this percentage to increase in the near future.

Although Community Planning is a newer service offering at WSB, prior to 2008 the firm's business related to zoning code and development review accounted for between 20%-30% of the firm's total revenues. This large percentage was directly attributable to the large amount of residential and commercial development that was occurring in the communities that we represent. WSB has extensive experience related to zoning code and development plan review.



### Firm's Philosophy

WSB understands that economic development is vital to the success in any community and in 2011 we are committed to 'finding a way'. We are keenly aware of how our recommendations related to zoning, subdivision code, land use, planning, or engineering matters impact economic development. Therefore, we are thoughtful in our recommendations with regard to how they may impact existing residents and businesses, as well as proposed development opportunities. **While we do not advocate for changing regulations to accommodate individual developments, we do recognize that there are situations that should be evaluated against existing circumstances in order to arrive at a recommendation.** No regulation can be written for every situation and reasonableness is critical to successful projects.

Additionally, WSB is comfortable with using the zoning and subdivision code to foster and enhance economic development and residential growth. We believe in looking at the regulations to see if the past land use and zoning assumptions are acceptable in light of the new economic realities. In some communities, we are evaluating lot size and street/right-of-way widths. In other communities, we have been involved with creating flexible design standards associated with low impact (environmental) developments. Everything in the zoning and subdivision code should be on the table for discussion. We don't believe that you can regulate quality development. **Rather, you get quality development from understanding what the regulations are intending to accomplish and then by adapting them to support a plan that best meets the goals and culture of the community.**



## Similar Experience

WSB currently provides planning and engineering services to more than 50 municipalities, the state of Minnesota, and several Counties. We provide planning services to small rural townships, developing suburban communities, and fully developed urban Cities.

Specifically, WSB currently provides day-to-day planning services to the City of Mahtomedi, MN, and has provided ordinance and code preparation assistance to over 15 communities. Recently, Kelsey Johnson has assisted the Cities of Mahtomedi, MN and Cloquet, MN in complete zoning ordinance and subdivision regulation updates. Additional ordinance work performed by the WSB includes but is not limited to, planned unti developments (PUD), mixed use developments, updates to the stormwater utility, floodplain, natural resources, erosion control, surface water management, and illicit discharge ordinances for the Cities of Hastings, Shakopee, Grant, Excelsior, Hanover, Inver Grove Heights, Wyoming, Champlin, Monticello, Coon Rapids, and St. Anthony.



## City of Mahtomedi

WSB staff has developed a strong relationship with the City of Mahtomedi. Like the City of Ramsey, the City of Mahtomedi also values maintaining a facilitated citizen involvement process that allows the community flexibility to meet future needs without compromising the needs and interests of current residents. Kelsey's planning work has earned her recognition and highlights the nature of our working relationships. Kelsey currently serves as the City's consulting staff planner. Through this experience, Kelsey has gained considerable skills that allow her to advise the City on planning issues.

In addition to the day-to-day planning tasks that Kelsey provides to the City (staff reports, building permit review for zoning compliance, code enforcement, meeting with developers and residents, etc.), Kelsey has worked on a number of specific projects for the City including:

### *Zoning Ordinance / Subdivision Regulation Update 2010*

Kelsey served as the Project Manager and Lead Planner on the update to the Zoning Ordinances and Subdivision Regulations for the City of Mahtomedi. The previous ordinance was a compilation of many patches that were prepared over many years.

As a result, it was important that the City update the ordinance to eliminate conflicting language, to provide consistency with the recently updated Comprehensive Plan, and to respond to pertinent changes in the Minnesota State Law. In addition to the language of the ordinance, Kelsey prepared an updated Zoning Map using GIS software.

“Kelsey is very organized and thorough and works exceedingly well with our City staff. We feel she is a valuable, supplementary asset to our City.”

Judson Marshall  
Mayor  
City of Mahtomedi

### *Housing Action Plan 2011 – 2020*

The Housing Action Plan was prepared for the City of Mahtomedi in association with the City’s participation in the Local Housing Incentives Account Program (LCA LHIA) under the Metropolitan Livable Communities Act. The Plan provides the City with a reference to guide planning efforts, financial initiatives and strategies, and direction to the City regarding the approach it should take; the types of housing opportunities the City should promote; and the roles in providing those opportunities.

### *Comprehensive Plan Update 2008-2030*

Kelsey worked on a major update of the City’s Comprehensive Plan, identifying goals, objectives, policies, and plans to guide the City well into the future. The Comprehensive Plan brought together various elements of Mahtomedi into a comprehensive ‘big picture’ plan that provides a basic framework to guide other planning efforts in the City and to guide the relationship between the City and the metropolitan area. The plan had an emphasis on the City’s desire to maintain and enhance its ‘small town’ character. The plan also emphasizes the City’s desire to become a sustainable community that meets the needs of present generations without compromising the ability of future generations to meet their needs.



### **City of Cloquet, Minnesota**

#### *Zoning Ordinance/Subdivision Regulation Update 2008*

In 2008, Kelsey worked with the City of Cloquet to prepare a complete rewrite of the Zoning Ordinance and Subdivision Regulations. To ensure consistency between the Ordinance and the recently updated Comprehensive Plan, Kelsey created new zoning districts and updated language throughout the Zoning Ordinance. As part of the rewrite, Kelsey created the City’s first digital Zoning Map. The update resolved confusing language and numerous inconsistencies that existed in the former Zoning Ordinance and Zoning Map.

The City of Cloquet, like the City of Ramsey, has excellent schools, healthcare, community services, and parks and recreation that provide residents with a high quality of life. Much like the City of Ramsey, as Cloquet looked toward the future and worked through the Zoning Ordinance updates, the underlying concept of providing for sustainable growth that does not adversely affect the City’s small town charm or its natural and social resources was a key ingredient.



## Grey Cloud Island Township, Minnesota Comprehensive Plan Update 2008-2030

Kelsey was the Project Manger and consulting author of the Grey Cloud Island Comprehensive Plan/Critical Area Plan (Mississippi River Critical Corridor Area) Update. Grey Cloud Island Township is a diversified rural community at the edge of advancing development. Kelsey skillfully dealt with many complicated issues and coordinated with diverse stakeholders to develop this well throughout the plan.

Kelsey prepared an amendment to the Critical Area Plan for the Township because most of the Township falls within the defined boundaries of the Critical Area. A key component of this update was to ensure the Mississippi River Critical Corridor Area/MNRRRA update was maintaining the wants and needs of the Grey Cloud Island Township, as well as the policies and requirements as outlined in Executive Order 79-19. Both the Critical Areas within the Township and within the City of Ramsey are designated as 'Rural Open Space'. Understanding that the City feels this designation is inconsistent with the City's Comprehensive Plan, which guides this area as Low Density Residential (LDR), a suburban-type density, both still share the underlying characteristics of preserving and protecting the existing and potential scenic, natural, and historic resources for the enjoyment of the surrounding region. Both districts also express the need to maintain and protect the existing transportation function of the river.

By understanding the purpose and the intent of the MRCCA, WSB can make certain that planning and development/redevelopment in the area achieves development as a multi-purpose resource; resolves the conflicts of use of land and water; preserves and enhances its natural, aesthetic, cultural, and historical value for the public use; and protects its environmentally sensitive area, all of which are clearly defined as high values in Executive Order 79-19.

This experience, coupled with our relationships established with the US Fish and Wildlife Service, US Parks Department, Met Council, MPCA, MnDNR, BWSR and representatives of neighboring communities, makes us an excellent resource for the development of comprehensive solutions for your community as it relates to the MRCCA.

## References

WSB not only prides itself in completing quality work in a timely manner, we also find great satisfaction in the connections we develop and maintain with our clients. We continually strive to strengthen our partnership with each client, to bring successful conclusion to the project at hand, and to build strong relationships for future mutual benefit. We encourage you to call our references and talk with them directly about our collaboration.

### **Scott Neilson, City Administrator**

City of Mahtomedi, MN  
651.426.3344  
sneilson@ci.mahtomedi.mn.us

### **Breanne Rothstein, AICP, Senior Planner**

City of Minnetrista  
952.241.2522  
brothstein@ci.minnetrista.mn.us

### **Brian Fritsinger, City Administrator**

City of Cloquet, MN  
218.879.3347  
bfritsinger@ci.cloquet.mn.us

### **John Peterson, Director of Community Development**

City of Ankeny, IA  
515.965.6425  
jpeterson@ankenyiowa.gov



## PROCESS AND SERVICES

### Staffing Commitment

WSB monitors workload on a weekly basis utilizing Deltek project management software, and we are constantly aware of staff commitments. WSB assures the City of Ramsey that the staff identified in this proposal is available and have the capacity to meet your project schedules. Our workload/staffing review process makes certain that team members in each area of discipline are not over-committed to other projects that would prevent them from fulfilling the duties to which they are assigned. As the proposed planner to assist the City, Kelsey will have the majority of the contact with the City. She is immediately available to work with the City of Ramsey.

The following process and service descriptions represent our understanding of your needs.

#### On-Site Office Hours and Response to Inquiries

WSB understands that the City anticipates utilizing a consultant for an average of 15-20 hours per week. We also understand that, depending upon the workload, the number of hours could increase or decrease. We anticipate that majority of this work will be done from the WSB office; however, Kelsey will be available to work at the Ramsey City Hall as needed.

Additionally, WSB staff will always be available any time during the week, by telephone, email, or fax to address questions from residents, businesses, developers, and City Staff related to planning issues. It is WSB's policy to respond to telephone calls or emails within 24 hours. If complete answers to inquiries take longer to develop, we will follow up with a telephone call or an email to let the concerned individual know that we are working to find an answer to their question or a solution to their problem.

Regarding planning project related inquiries, Kelsey has the solid commitment from her team to meet any reasonable deadline. Depending on the nature of the inquiry, a schedule is established to make certain that all parties expectations related to project delivery are met or exceeded.

## Zoning Ordinance and Subdivision Regulations Update

WSB has the experience and know-how to assist the City of Ramsey with planning support. Our proposed team consists of skilled professionals that have the necessary expertise to assist the City in its effort to balance thoughtful, orderly development, as well as assist the Planning Division in updating and administering the City's Zoning and Subdivision Ordinance.

WSB has grown to over 150 staff members consisting of licensed land use planners, licensed engineers, environmental planners, construction administration staff, and surveyors. Because of this diversity of staff and expertise in a variety of service areas, **WSB will perform all elements requested by the City of Ramsey with in-house staff and will not require contract services with sub-consultants.**

WSB is familiar with the City of Ramsey; however, we understand that your background knowledge will provide the foundation for this planning collaboration. As consultants, we recognize that City Staff has limited time and resources available. At the start of any assigned planning tasks, we will work with you to clearly define the roles of the consultant and the roles of City Staff.

The below detailed scope of services corresponds to the City's objectives as described in the Request for Proposals. By combining the City's background knowledge with the WSB team's enthusiasm, management skills, and many years of experience, together we will produce an exceptional Zoning and Subdivision Ordinance document. In consultation with the City, we will gladly adapt and adjust our scope of services to best meet your needs.

### Task 1: Project Launch

WSB staff will put a significant effort into ensuring that all parties have a clear understanding of the specific work to be completed, the schedule for completing the work, the budget for completing the work, and the roles and responsibilities of all involved in this planning effort. Our goal will be to clearly define the planning process so that it runs smoothly and efficiently. We will work closely with City Staff to complete the following tasks:

- Refine the goals and objectives desired;
- Identify what is working well within existing Ordinances and what opportunities for improvements exist;
- Refine the proposed work program, work schedule, and the roles and responsibilities of all that will be involved in this planning effort;
- Refine the public participation plan; and
- Obtain pertinent background data from the City and other applicable jurisdictions/agencies.

## Task 2:

### Public Participation Process

The City of Ramsey has a strong history of public participation and citizen involvement. During the update of the Comprehensive Plan, the City established values to *'embrace a people-centered, long-term perspective'* and established a desire to *'involve all citizens in decisions that impact their lives, property, and neighborhoods through the use of a facilitated process such as collaborative decision-making'*. WSB will maintain this tradition by promoting public participation and stakeholder involvement throughout this planning effort.

WSB will work with City Staff to develop a meaningful public participation plan. The following describes techniques that WSB is proposing to use to seek community involvement in this planning process.

#### Key Interviews

WSB understands that many residents and business owners within the City have a great deal of passion and ideas to contribute to the Zoning Ordinance and Subdivision Regulations Update. We also understand that some people may not have the time to be intimately involved in the planning effort. Consequently, WSB will interview a number of key people to gather input on what they perceive to be the issues with the existing code, and what opportunities exist. Key people include governmental officials, property owners, developers, City Staff, and other organizations the City feels could contribute to this process.

#### Social Media

WSB will provide the City with information relating to meetings dates, agendas, progress updates and documents that can be posted on the City's website or Facebook Page. This data will be provided in PDF format. Additionally, if requested by the City, WSB can provide text on the Zoning Ordinance and Subdivision Regulations Update for the City's 'Ramsey Resident' newsletters. We can also provide the City with project related boards that can be displayed at key locations throughout the community.

#### Zoning Task Force

WSB proposes to work with a broad based Zoning Task Force throughout this planning process. This committee will help guide the development and provide critical feedback and recommendations regarding the direction of the update. We will work with the City to determine the members of the Zoning Task Force. Based on our experience, we recommend that the Task Force include the Planning Commission, at least one representative (liaison) from the City Council, appropriate City Staff, key property owners/developers, and other key community stakeholders. We anticipate meeting with the Zoning Task Force once a month throughout this process.

#### Technical Review Committee

The Technical Review Committee includes the City Planner, City Engineer, a representative from Public Works, the City Attorney, and others that can provide feedback on the technical aspects of the Ordinance and Subdivision Regulations. WSB will submit materials electronically to the Technical Review Committee on a monthly basis for review and comment. Meetings with the Technical Review Committee will occur on an as needed basis. This incremental approach to review allows the Technical Review Committee ample time to review each major topic one at a time, rather than reviewing the entire update all at once. Using this incremental method helps make certain there are no surprises. We have found that this provides our clients with a smooth Zoning Ordinance and Subdivision Regulation update process.





### **Public Open Houses**

Working with the Zoning Task Force and City Staff, WSB proposes to conduct two open houses. We envision that the first open house will provide residents with an opportunity to learn about the Update process and to express their needs and concerns. The second open house will provide an opportunity for the community to review a draft of the Zoning Ordinance and Subdivision Regulation Update and discuss options for addressing the previously expressed needs and concerns.

### **Commission and Council Updates**

WSB will work with City Staff to provide written and oral updates on the planning process to pertinent commissions and the City Council as needed.

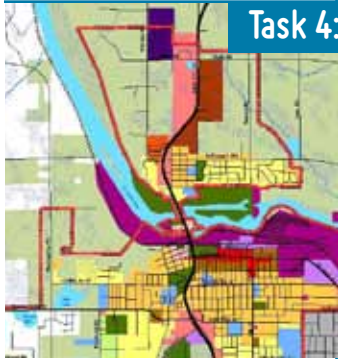
### **Public Hearings and Ordinance Adoption**

WSB will be available to present the Draft Zoning Ordinance, Subdivision Regulations, and Zoning Map to the Planning Commission and the City Council.

## **Task 3: Inventory and Analysis**

- 3.1 Obtain the existing Zoning Ordinance and Subdivision Regulations and review for consistency with the updated Comprehensive Plan and applicable Minnesota State Statutes, Rules, and Regulations.
- 3.2 Identify the key conflicts between the updated Comprehensive Plan and the existing Zoning and Subdivision Regulation Ordinances.
- 3.3 Tour the City of Ramsey with City Staff to gain a better understanding of what is working well with the existing Ordinances and what opportunities might exist for improvements.
- 3.4 Summarize in written and graphic form the key issues and opportunities associated with the Ordinance, including:
  - Necessary changes to bring the Ordinances into conformance with the updated Comprehensive Plan
  - Opportunities to streamline the administrative process while ensuring development is consistent with the Ordinances
  - Opportunities to promote an understanding of the development process and the relationship between Ordinances and the City’s vision as expressed in the updated Comprehensive Plan
  - Opportunities to integrate residential architectural standards requirements
  - Evaluate the possibility of integrating form-based codes or other flexible zoning techniques
  - Language, illustrations, and formatting options and recommendations

## Task 4: Zoning Districts and Zoning Map



As a result of the Comprehensive Plan Update, the City has identified a need for significant revisions and updating the Zoning Code. This process will require revising some existing zoning districts, as well as creating some new districts.

- 4.1 Create new zoning districts and revise the existing zoning districts to be consistent with the updated Comprehensive Plan. As identified in the Plan Update, the following revisions should be considered at a minimum:
  - Create a new zoning district to correspond to the new Office Park designation
  - Revise ordinances dealing with density transitions between new and existing residential lots
  - Review draft zoning district language with the Zoning Task Force and City Staff
  - Revise and refine draft zoning district language
  
- 4.2 Revise the existing Zoning Map as necessary to be consistent with the updated Comprehensive Plan, if necessary, including:
  - Gathering the existing GIS data resources from City Staff including future land use, parcel, and digital orthophotography and assemble the information into a project GIS
  - Meet with City Staff to gather zoning information
  - Develop a draft Zoning Map consistent with the Comprehensive Plan
  - Deliver draft hard copy maps to the Zoning Task Force and City Staff for review
  - Make final changes to the Zoning Map
  - Supply digital and/or hardcopy maps to the Zoning Task Force and City Staff for final review
  - Develop an interactive .pdf document that ties the Zoning Map to the Zoning Ordinances. When users click on a location on the map, they will immediately be taken to the Zoning Ordinances that apply to that location
  - Provide the City with a number of hard copy and digital maps including the zoning shapefile, geodatabase layer files, zoning map documents, .Jpg of the Zoning Map, and an interactive .pdf document of the Zoning Map tied to the Zoning Ordinance

## Task 5: Revision of Zoning Ordinance Sections

WSB will review and refine pertinent sections of the existing Zoning Ordinance as needed. It will be important to:

- Replace antiqued language;
- Remove obstacles that conflict with the goals and policies of the updated Comprehensive Plan
- Remove obstacles that conflict with the Minnesota State Statutes, Rules, and Regulations
- Introduce and address residential architectural standards
- Additional items to be considered and discussed with City Staff include, but are not limited to, form-based codes or other flexible zoning techniques, and the sign ordinance.

## Task 6: Revision of Subdivision Regulations



In addition to modifications to the chapters of the Zoning Ordinance, changes to the City's Subdivision Ordinance to bring it into conformance with the City's recently updated Comprehensive Plan include:

- Review the park dedication requirements for consistency
- Review procedures for the review and approval of subdivisions
- Review the requirements for submission by a subdivider to ensure accurate and complete base information used
- Encourage data to be submitted in electronic format for inclusion in the City base map data
- Review the street design requirements for consistency

## Task 7: Adoption of the Zoning Ordinance, Zoning Map, and Subdivision Regulations

If requested, WSB will attend public hearings with the Planning Commission and review meetings with the City Council to review and adopt the Zoning Ordinance, Subdivision Regulations, and the Zoning Map. We will gladly assist City Staff in presenting the updates, or we are more than happy to take the lead in the adoption process.

Upon adoption of the updated Zoning Ordinance and Subdivision Regulations, WSB will provide the City of Ramsey with the updates in both Microsoft Word and in .pdf format. One other step we like to take is to create a report that summarizes and documents the issues, findings, and recommendations for the updates to the code (summary of changes). We find this helpful to track the changes made to the City code and explain the reasons for the changes.



# TIMING

## Zoning Code Amendment and Planning Assistance

WSB is prepared to start assisting the City with planning services immediately upon direction from the City to start. Based on the schedule outlined in the City's RFP, we anticipate a start date of June 2011 and will have the final Zoning Ordinance, Subdivision Regulations and Zoning Map updates ready for City Council approval in December 2011. The following table outlines the proposed process for meeting this schedule. WSB would be happy to work with the City during Project Launch to refine our proposed planning process.

| Project Task   | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|--|-----|-----|-----|------|-----|-----|-----|
| <b>Task 1: Project Launch</b>  |     |     |     |      |     |     |     |
| 1.1 – Refine goals and objectives  | ■   |     |     |      |     |     |     |
| 1.2 – Identify strengths and opportunities   | ■   | ■   |     |      |     |     |     |
| 1.3 – Refine work program  | ■   | ■   |     |      |     |     |     |
| 1.4 – Refine public participation plan   | ■   | ■   |     |      |     |     |     |
| 1.5 – Obtain background data   | ■   | ■   |     |      |     |     |     |
| <b>Task 2: Public Participation Process</b>  |     |     |     |      |     |     |     |
| 2.1 – Key Interviews   | ■   | ■   |     |      |     |     |     |
| 2.2 – Social Media   | ■   | ■   | ■   | ■    | ■   | ■   | ■   |
| 2.3 – Zoning Task Force  | ●   | ●   | ●   | ●    | ●   | ●   |     |
| 2.4 – Technical Review Committee   | ●   | ●   | ●   | ●    | ●   | ●   |     |
| 2.5 – Public Open Houses   |     | ●   |     |      |     | ●   |     |
| 2.6 – Commission and Council Updates   |     |     | ●   |      |     | ●   |     |
| 2.7 – Public Hearings and Ordinance Adoption   |     |     |     |      |     |     | ●   |
| <b>Task 3: Inventory and Analysis</b>  |     |     |     |      |     |     |     |
| 3.1 – Obtain existing Zoning Ordinance and Subdivision Regulations and review for consistency with the updated Comprehensive Plan and Minnesota State Statutes, Rules, and Regulations | ■   | ■   |     |      |     |     |     |
| 3.2 – Identify key conflicts   | ■   | ■   |     |      |     |     |     |
| 3.3 – Tour the City of Ramsey with City Staff  | ■   | ■   |     |      |     |     |     |
| 3.4 – Summarize key issues and opportunities   |     | ■   | ■   |      |     |     |     |
| <b>Task 4: Zoning Districts and Zoning Map</b>   |     |     |     |      |     |     |     |
| 4.1 – Create new zoning districts  |     | ■   | ■   |      |     |     |     |
| 4.2 – Revise existing Zoning Map   |     | ■   | ■   |      |     |     |     |
| <b>Task 5: Revision of Zoning Ordinance Sections</b>   |     | ■   | ■   | ■    | ■   | ■   |     |
| <b>Task 6: Revision of Subdivision Regulations</b>   |     |     |     | ■    | ■   | ■   |     |
| <b>Task 7: Adoption of the Zoning Ordinance, Zoning Map, and Subdivision Regulations</b>   |     |     |     |      |     |     | ●   |

## Land Use Application Review



An important part of the Zoning Ordinance is to establish application procedures, internal review procedures, public notice and hearing procedures, and approval criteria for the processing of land use applications and actions that affect the development and use of property within the City of Ramsey. Typically, the following categories define the review and approvals associated with development – public hearings, informational meetings, and administrative review and approval.

### *Pre-Application Meeting*

Prior to submission of an application required by the City's Ordinance, WSB typically likes to set up a pre-application meeting between a potential applicant and City Staff. This meeting is an opportunity for the applicant(s) to describe what application is being considered, and for City Staff to indicate which application is appropriate and what criteria will be used to determine whether the application should be approved. Participation in a pre-application meeting does not imply or assume subsequent approval, approval with conditions, or denial of an application.

### *Establishing an Application Deadline*

To ensure compliance with Minnesota State Statutes, Rules, and Regulations, it is helpful for both Applicants and City Staff to establish an Application Deadline. A suggested deadline for applications to be complete and submitted to the City would be 30 days prior to the next regular meeting of the Planning Commission, unless otherwise determined by City Staff. This allows City Staff to determine if the applicant is complete or to request additional information as may be needed as required by Minnesota State Statute §15.99: Time Deadline for Agency Action.

### *Clear Application Process*

Each section of the Zoning Ordinance (i.e. Site Plan Review, Conditional Use Permits, Interim Use Permits, Variances, Preliminary Plats, Final Plats, etc.) will have a detailed explanation of the roles and responsibilities of each reviewer. Tasks to be performed and timelines to be followed are clearly outlined for City Staff, the Planning Commission, and the City Council. References to pertinent Minnesota State Statutes, Rules, and Regulations are included in the ordinance text. Having these processes clearly identified in the pertinent sections of the Zoning Ordinance will make certain that Minnesota State Statutes are followed.



# COST

## Basis for Compensation

We recognize that compensation for services is one of the critical components to a successful planning relationship with the City of Ramsey. We also recognize that, in order to reduce administrative overhead costs, to streamline the development review process, to increase the focus on encouraging and supporting economic growth, and to improve technical effectiveness, the City has reorganized the Community Development Department. As such, we have carefully considered the following:

General planning services are based on the *hourly rates* depicted on the Rate Schedule shown on the next page. Additional services agreed upon by the City and WSB will also be based on the hourly rates depicted on the next page. ***The fee for Kelsey’s attendance and participation at City Council and Planning Commission meetings as may be necessary will be billed at a flat rate of \$80 per meeting.***

WSB always maintains an open door/open communication policy with our clients and ***we do not charge for general telephone calls.*** We feel it is important for our clients to be able to call our staff for general information or advice without the anxiety of getting invoiced for a ten minute call. WSB’s policy has been and will continue to be that we will invoice for time actually spent on a project and not round up to the nearest quarter or half hour.

## Proposed Hourly Rates for the Project Team

|                      |       |
|----------------------|-------|
| Kelsey Johnson ..... | \$72  |
| Kirk Corson.....     | \$96  |
| Jay Kennedy.....     | \$134 |
| Heather Bergen ..... | \$68  |

Following our rate schedule, we have attached a sample invoice for your information.

## 2011 Rate Schedule

*Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in our hourly rates.*

*Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.*

*Rate Schedule is adjusted annually.*

|   | Billing Rate/Hour |
|---|-------------------|
| Principal   | \$134.00          |
| Associate   | \$126.00          |
| Sr. Project Manager/Sr. Project Engineer                                    | \$121.00          |
| Project Manager II/Project Engineer III                                     | \$112.00          |
| Project Manager/Project Engineer II/Engineering Specialist III              | \$105.00          |
| Project Engineer/Registered Land Surveyor/<br>Engineering Specialist II     | \$96.00           |
| Graduate Engineer II/Engineering Specialist I/<br>Sr. Construction Observer | \$86.00           |
| Graduate Engineer/Engineering Technician V/<br>Construction Observer        | \$76.00           |
| Planner   | \$72.00           |
| Engineering Technician IV/Scientist III                                     | \$68.00           |
| Engineering Technician III/Scientist II                                     | \$62.00           |
| Engineering Technician II/Scientist I                                       | \$56.00           |
| Engineering Technician I  | \$49.00           |
| Office Technician II  | \$62.00           |
| Office Technician I   | \$33.00           |
| Survey (Two-Person Crew/GPS Crew)   | \$140.00          |
| Survey (Three-Person Crew/Expanded GPS Crew)                                | \$167.00          |

## Sample Invoice

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

June 1, 2011  
 Project No: xxxx-xxx  
 Invoice No: 1

**Professional Services from May 1, 2011 to May 31, 2011**

**Professional Personnel**

|                    |                    |      | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |
|--------------------|--------------------|------|--------------|-------------|---------------|
| Ordinance Review   |                    |      |              |             |               |
| Johnson, Kelsey    | 4/20/11            | 1.50 | 72.00        | 108.00      |               |
| Plan Review        |                    |      |              |             |               |
| Johnson, Kelsey    | 11/10/10           | 2.00 | 72.00        | 144.00      |               |
| Review Application |                    |      |              |             |               |
| Johnson, Kelsey    | 11/04/10           | 1.00 | 72.00        | 72.00       |               |
|                    | Totals             | 4.50 |              | 324.00      |               |
|                    | <b>Total Labor</b> |      |              |             | <b>324.00</b> |

| <b>Billing Limits</b> | <b>Current</b> | <b>Prior</b>              | <b>To-Date</b>  |
|-----------------------|----------------|---------------------------|-----------------|
| Total Billings        | 324.00         | 144.00                    | 468.00          |
|                       |                | <b>Total this Invoice</b> | <b>\$324.00</b> |

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved by: \_\_\_\_\_

Reviewed by: Tony Heppelmann  
 Project Manager: Kelsey Johnson