



SPECIAL PLANNING COMMISSION/BOARD OF ADJUSTMENT - ZONING CODE CONSULTANT INTERVIEWS

Tuesday, May 07, 2024 at 4:30 PM

City Hall 8319 Co. Rd. 11 Breezy Point, MN 56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | cityadmin@cityofbreezypointmn.us

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ZONING CODE CONSULTANT INTERVIEWS

[Staff](#) Report

[4:30](#) - Bolton & Menk

[5:00](#) - HKGi

[5:30](#) - Landform

[6:00](#) - WSB

5. ADJOURN

TO: Planning Commission/Board of Adjustment
FROM: David Chanski, City Administrator/Clerk
RE: Zoning Code Update Consultant Interviews
DATE: May 7, 2024



Zoning Code Update RFP Responses

The City received 4 responses to the Zoning Code Update RFP (attached for reference). The responding firms were (in alphabetical order):

- Bolton & Menk
- HKGi
- Landform
- WSB

Each proposal is attached.

Consultant Interview Process

As discussed at the April 9 Planning Commission meeting, consultants will be given 15 minutes to make a presentation on their firm and their approach to the City's requested zoning code update. After each presentation is complete, the Planning Commission and staff will have a follow-up, 10-to-15-minute Questions & Answer period.

At the April 9 meeting, the Planning Commission discussed interviewing 2-3 consultants and appointed Commissioner Theis to work with staff to select which consultants to interview. However, as the City received 4 proposals, the determination was made to just interview all 4. Interviews will be held in the same alphabetical order as above at the following approximate times:

- 4:30: Bolton & Menk
- 5:00: HKGi
- 5:30: Landform
- 6:00: WSB

Once all interviews are complete, the Planning Commission may deliberate and either immediately make a recommendation to the City Council or table such decision until the May 14 regular Planning Commission meeting.

THE CITY OF BREEZY POINT, MN



REQUEST FOR PROPOSALS (RFP)
FOR
ZONING CODE UPDATE

CONTENTS:

1. ORGANIZATIONAL INFORMATION
2. SCOPE OF SERVICES AND DELIVERABLES
3. SCHEDULE
4. COMPENSATION FOR SERVICES
5. GENERAL REQUIREMENTS FOR PROPOSALS
6. PRE-CONTRACT COSTS
7. EVALUATION CRITERIA

ORGANIZATIONAL INFORMATION

The City of Breezy Point is a statutory city under Minnesota State Statute and is located in the heart of lakes country in Crow Wing County, Minnesota. The City received a 2022 population estimate of 2,780 residents from the Minnesota State Demographer’s Office, has seen 184% growth since 2000, and continues to be one of the fastest growing communities in Crow Wing County year over year.

The City is a bedroom community whose primary industry is tourism. According to the Crow Wing County Assessor’s Office, 56.3% of the properties in the City are classified as residential, 40.1% as seasonal, 3.2% as commercial, and 0.4% as agricultural.

The City’s Zoning Code can be found here: <https://www.breezypointmn.gov/ordinance/chapter-153-zoning>

The City’s Zoning Map can be found here: <https://www.breezypointmn.gov/media/141>

The City’s Comprehensive Plan can be found here: <https://www.breezypointmn.gov/planning-zoning/page/comprehensive-plan>

SCOPE OF SERVICES AND DELIVERABLES

The City of Breezy Point (the “City”) is seeking professional planning services (the “Consultant”) to lead the City in updating its zoning code. The City desires an approach that takes its more traditional zoning standards and updates them in a way that specifically speaks to the City’s character and shifts the focus from primarily the use of development to the physical character of development. The final product must be an innovative, intuitive, highly-illustrative, and user-friendly code that will implement the vision of the City’s comprehensive plan.

In addition to a complete revision of the City’s zoning code, proposals should include a detailed review and necessary updates to the Comprehensive Plan to support a revised zoning code.

SCHEDULE

The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in this document.

Response to Proposals Due/RFP Receival:	April 26, 2024
Consultant Interviews:	May 14, 2024
Final Consultant Selection:	June 3, 2024
Notice to Proceed:	June 4, 2024

COMPENSATION FOR SERVICES

It is the intention of the City of Breezy Point to enter into a professional service contract for the scope of work provided in this document. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City of Breezy Point reserves the right to administer and issue all notices to proceed in a manner that is in the best interest of the City.

GENERAL REQUIREMENTS FOR PROPOSALS

I. Inquiries and Submittal

Please submit final RFP documentation and direct questions regarding this proposal to:

Peter Gansen
Planning & Zoning Administrator
8319 County Road 11
Breezy Point, MN 56472
(218) 562-4441
pgansen@cityofbreezypointmn.us

All firms submitting a proposal shall identify a single point of contact to correspond with the City. The preferred method of communication is by email.

II. Contractual Responsibility

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation:** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability:** A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$500,000 per claim and \$1,500,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount no less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability:** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount no less than \$500,000 per accident or

property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

III. Addenda and Supplements to this RFP

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

IV. Owners' Rights

The City of Breezy Point reserves the right to reject any or all proposals if deemed (under its sole discretion) to be in the best interest of the City.

V. Proposal Content

Please submit one electronic copy of the proposal no later than April 26, 2024, by 4:00 p.m. The City reserves the right to request hard copies of proposals at any time in the review process. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objects, goals, and sub-tasks for all deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed fee amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technology and/or innovative strategies within these tasks to provide additional quality to this project.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

PRE-CONTRACT COSTS

All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City of Breezy Point. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

EVALUATION CRITERIA

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the Scope of Services defined in this document. All respondents will be graded on a 100-point scale to determine the best overall value for this project. Project manager and team members experience in providing similar services or projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objectives:	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of technology/innovation:	20%
3. Experience and qualifications of the project manager and team members:	20%
4. Quality of the work plan and project schedule:	20%
5. Overall not to exceed cost:	20%
<hr/>	
Total	100%

The City of Breezy Point will not automatically award a contract to the respondent with the lowest overall cost. The City reserves the right to interview any, all, or none of the respondents at its discretion.



**BOLTON
& MENK**

Real People. Real Solutions.

April 26, 2024

Proposal for

ZONING CODE UPDATE

Contact:

Mojra Hauenstein, AICP, LEED AP ND, Architect
507-740-0121 | Mojra.Hauenstein@bolton-menk.com

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com





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Peter Gansen, Planning and Zoning Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472
pgansen@cityofbreezypointmn.us

April 26, 2024

RE: Proposal for Zoning Code Update

Dear Peter:

The City of Breezy Point has initiated the Zoning Code Update project to develop a more modernized approach to the city's development. The city is looking for an innovative, user-friendly, and visual code that focuses specifically on Breezy Point's physical character shifting from the more traditional zoning approach. Bolton & Menk, Inc. understands what needs to be accomplished to successfully update your zoning code. As such, we are also including the subdivision code update in our scope of work as both should be addressed to ensure regulations align with the comprehensive plan. We believe we can do this concurrently in an efficient manner.

MULTIDISCIPLINARY TEAM

This project will require planners that have a design focus with an understanding of how the comprehensive plan translates into zoning regulations. We have an experienced and multidisciplinary planning team that regularly works together on zoning updates. With more than 950 employees and specialists in rural planning, natural resources, sustainability, GIS data analysis, and project management, we offer the expertise of a national firm but our project leadership is local. Our in-house services allow us to better allocate resources, keep our fees in check, and spend more time creating solutions customized for you.

Our planners are part of a deep bench and will tailor our approach based on your needs. We can lead the way, fill in any gaps, review staff work, or simply act as a voice of reason, facilitating any challenges. We can offer virtual or in-person meetings—we stand ready to serve with you as one cohesive team. We are offering you a highly experienced, qualified, thoughtful, and collaborative team that can support your success in updating the zoning code.

ZONING AND SUBDIVISION EXPERTISE

Bolton & Menk has successfully led or supported zoning and subdivision code updates for more than 100 of our client communities. Our services range from playing a technical expert role—supporting the client/land use attorney in the zoning process—to leading the development team through applications and neighborhood meetings, as well as board and city council approvals. We understand the statutory requirements of a zoning and subdivision ordinance and the need for it to be both legally defensible and user-friendly. Our experts will apply their solid understanding of local ordinances, comprehensive plans, and other guiding documents to ensure our deliverable is grounded in modern principles, yet innovative, illustrative, and easy to administer and use.

Our team is currently working on the Crow Wing County Comprehensive Plan (70 percent complete) and Becker County Comprehensive Plan and Zoning Code Update (65 percent complete), which gives us an in-depth understanding of the needs of your region, especially striking the balance between competing interests related to the preservation of natural resources and economic drivers.

INNOVATIVE TOOLBOX

Our approach leverages state-of-the-art technologies such as our gamified INPUTiD™ engagement mapping tool and Story Map interactive project website. We combine these cutting edge tools with in-person workshops and pop-ups to reach people in a variety of ways. The approach is cooperative and interactive, and focuses on a user-centric code in a digital format. These tools can be easily modified with updates to keep the document current. In addition, we have engineers, architects, urban designers, rendering experts, and graphic designers ready to help visualize your wants and needs. These experts have strong backgrounds in illustrative deliverables, combined with technical expertise in engineering and planning to provide design suggestions that actually work in the real world.

In continued service to the City of Breezy Point, we are excited at the opportunity to complete the Zoning Code Update. I will serve as your project manager. Please contact me at Mojra.Hauenstein@bolton-menk.com or 507-740-0121 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Mojra Hauenstein, AICP, LEED AP ND, Architect
Senior Planner | Project Manager

Our experienced group of planners and urban designers have been providing comprehensive planning and zoning expertise to hundreds of communities throughout the Midwest and Southeast for more than 30 years. We've recently provided zoning code reviews and updates to the following communities:

- Boone County, Iowa
- Chisago County, Minnesota
- City of Annandale, Minnesota
- City of Brooklyn Center, Minnesota
- City of Chisago City, Minnesota
- City of Dassel, Minnesota
- City of Heron Lake, Minnesota
- City of Landfall Village, Minnesota
- City of Lanesboro, Minnesota
- City of Mandan, North Dakota
- City of New Brighton, Minnesota
- City of Pella, Iowa
- City of Spring Valley, Minnesota
- City of Taylors Falls, Minnesota
- City of Van Meter, Iowa
- City of White Bear Lake, Minnesota
- City of Worthington, Minnesota
- Town of West Pelzer, South Carolina

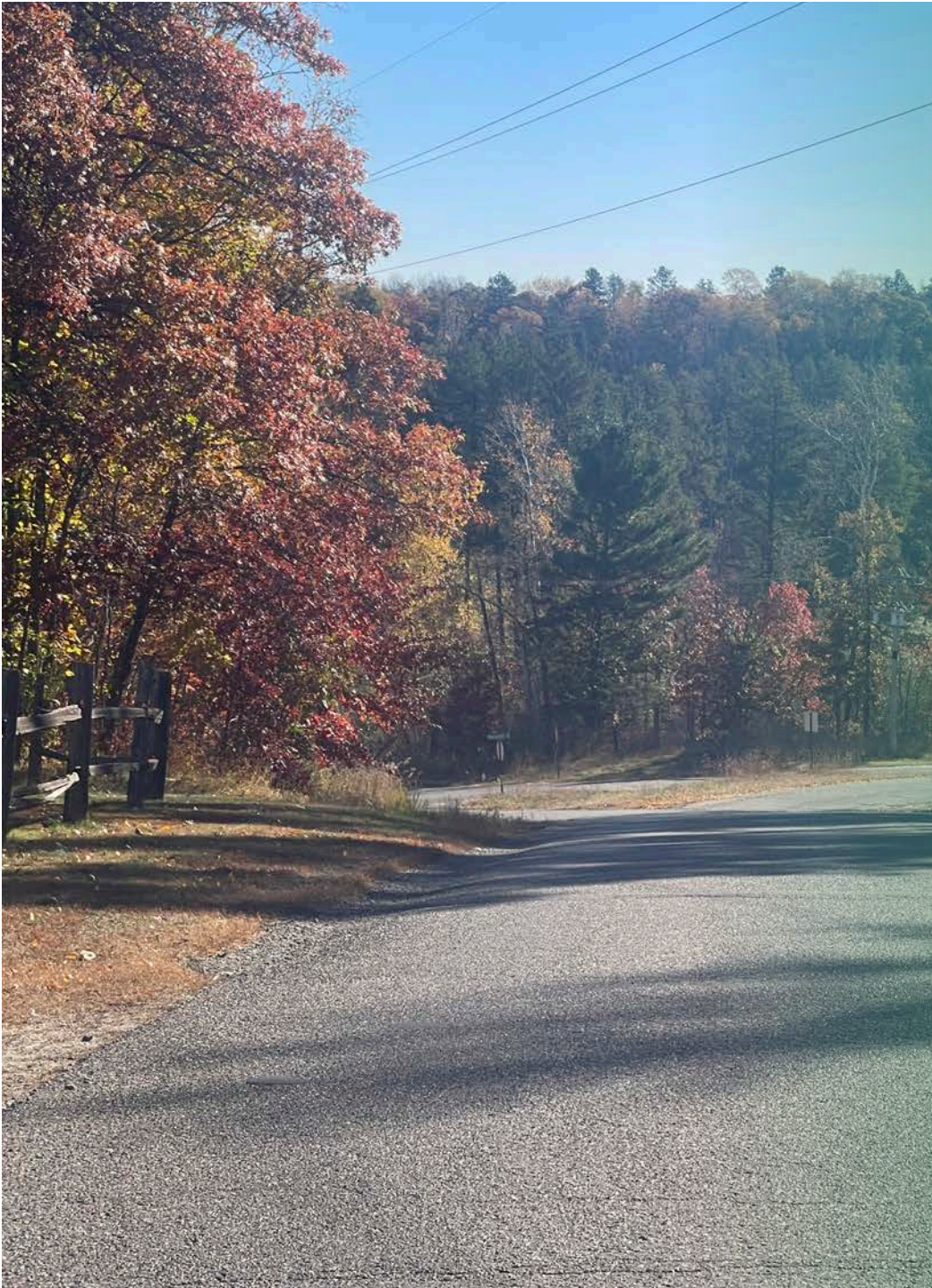


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FIRM QUALIFICATIONS

FIRM OVERVIEW

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has more than 950 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

Our planners have prepared more than 60 comprehensive land use plans in the last six years using a highly integrated multidisciplinary approach to engineering and planning. We have expert knowledge of zoning for counties, cities, and small towns and have experience with planning highway corridors, road networks, housing, natural resources, and infrastructure as well as in engaging

diverse and difficult to reach communities. From advocating for our clients to designing their dreams to finding funding; we take pride in our work because we live in these same communities.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. At the end of the day, we're **Real People** offering **Real Solutions**.



Our team is conveniently located in Baxter, Minnesota, allowing us to respond to concerns quickly, conduct in-person meetings, and address any issues in a timely manner.

SOLUTIONS PROVIDED:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services



PROJECT TEAM

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.



Phil Martin, PE
Principal-in-Charge/Client Service Manager



Mojra Hauenstein, AICP, LEED AP ND, Architect
Project Manager



Dylan Edwards
Planner and Engagement Lead



David Sandberg, GISP
GIS Specialist



Peter Crandall
Architectural Renderings and Design Advisor



Nichole Fischer
Graphic Designer and Communication Lead



**MOJRA HAUENSTEIN, AICP,
LEED AP ND, ARCHITECT**
SENIOR PLANNER

PROJECT MANAGER AND PLANNER

Mojra will serve as project manager and lead planner for the Zoning Code Update project.

Mojra is a senior planner at Bolton & Menk who began her career in 1998 as an architect. Her experience includes comprehensive planning, zoning, and architecture. Mojra’s expertise spans the areas of neighborhood development and architecture as a practicing architect for over a decade and as a regulator in

government for an additional decade. While she was director of planning and building for Washoe County, Nevada, she led the short-term rental ordinance currently being used as a model code in the West. Mojra has been on “both sides of the counter” and understands how development works.

MOJRA’S WORK EXPERIENCE

- Short-Term Rental Ordinance, Washoe County, Nevada
- Zoning and Subdivision Ordinance, Chisago County, Minnesota
- Comprehensive Plan and Zoning Update, City of Chisago, Minnesota
- Planning and Zoning Administration, City of Wabasha, Minnesota
- Comprehensive Plan Update, Crow Wing County, Minnesota
- Zoning Ordinance Update, City of Spring Valley, Minnesota
- Comprehensive Plan and Zoning Code, City of St. Augusta, Minnesota
- Opportunity Site Master Plan, City of Brooklyn Center, Minnesota
- Comprehensive Plan and Zoning Code Update, Becker County
- Zoning Code Update, City of Plainview, Minnesota



PHIL MARTIN, PE
PRINCIPAL ENGINEER

PRINCIPAL-IN-CHARGE/CLIENT SERVICE MANAGER/ENGINEERING ADVISOR

Phil will serve as principal-in-charge and engineering advisor relating to infrastructure capacities for the Zoning Code Update. Phil routinely acts on behalf of cities as a liaison with the public, residents, and other interested parties. He enjoys the relationships that are developed while helping a client solve their issues. Phil began his career in 1992, and as the Baxter civil work group leader has managed the planning and design of various civil engineering projects in the Baxter area. He has been

involved with state and federal aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north central Minnesota communities. He has prepared numerous assessment rolls and presented at preliminary and final assessment hearings as part of the Statute 429 process.

PHIL'S WORK EXPERIENCE

- Cooperative Community Enhancement Project, City of Breezy Point, Minnesota
- Comprehensive Plan Update, Crow Wing County, Minnesota
- Crosslake Pedestrian and Intersection Improvements, Crow Wing County, Minnesota



DYLAN EDWARDS
PLANNER

PLANNER AND ENGAGEMENT LEAD

Dylan will serve as planner and engagement lead. He will support Mojra in planning efforts and community outreach.

Dylan is a planner on the Bolton & Menk team who began his professional career in 2020. He is responsible for working with a collaborative team to assist communities with their planning needs through public engagement, comprehensive and land use planning, as well as other specialized services. His expertise lies in land use and development policy, ordinance writing, and community engagement. Dylan

is dedicated to helping communities achieve their goals and making sure all voices are heard.

DYLAN'S WORK EXPERIENCE

- Comprehensive Plan Update, Crow Wing County, Minnesota
- Comprehensive Plan and Zoning Code, City of St. Augusta, Minnesota
- Short-Term Rental Ordinance, City of Brainerd, Minnesota*
- Parking Ordinance, City of Brainerd, Minnesota*

*Completed while with previous employer



PETER CRANDALL
SENIOR URBAN DESIGNER

ARCHITECTURAL RENDERINGS AND DESIGN ADVISOR

Peter will contribute architectural sketches and design ideas for the Zoning Code Update.

A senior urban designer on the Bolton & Menk team, Peter began his career in 2009. He is responsible for providing design expertise, visual communication assistance, and general support for our planning and urban design work group. His background in architecture, planning, and urban design with an emphasis on transit-oriented development, public

realm design and enhancement, small area planning, and municipal code development make him an expert and a great addition to any team. Peter’s drive stems from his love of creating spaces that help communities grow—“I am passionate about building communities through the implementation of safe, equitable, and thriving urban spaces. I believe in the ability of public space to bring people together and think that urban design can be an effective tool for community-centered visioning and equitable urban growth.”

PETER’S WORK EXPERIENCE

- Zoning and Subdivision Code Update, City of White Bear Lake, Minnesota
- Unified Development Code, City of Brooklyn Center, Minnesota
- Historic Preservation Design Manuals Update, City of St. Cloud, Minnesota



DAVID SANDBERG, GISP
GIS SPECIALIST

GIS SPECIALIST

David will lead all GIS mapping services for the project.

As a GIS specialist, David provides GIS support on various projects, including data collection, data management, spatial analysis, and map creation. He is especially experienced with designing and creating online interactive maps. David began his GIS career in 2016. He supports Bolton & Menk’s transportation, planning, and project communication work groups. David uses new technology and researches products and software to provide the best solutions for

our work groups and clients. He excels at creating map figures, performing data analysis, and online interactive maps and applications. He is passionate about providing spatial analysis and tools to help make better decisions within the communities we serve.

DAVID’S WORK EXPERIENCE

- Comprehensive Plan and Zoning Update, City of Chisago, Minnesota
- Planning and Zoning Administration, City of Wabasha, Minnesota
- Comprehensive Plan Update, Crow Wing County, Minnesota
- Comprehensive Plan and Zoning Code, City of St. Augusta, Minnesota



NICHOLE FISCHER
 GRAPHIC DESIGNER

GRAPHIC DESIGNER AND COMMUNICATION LEAD

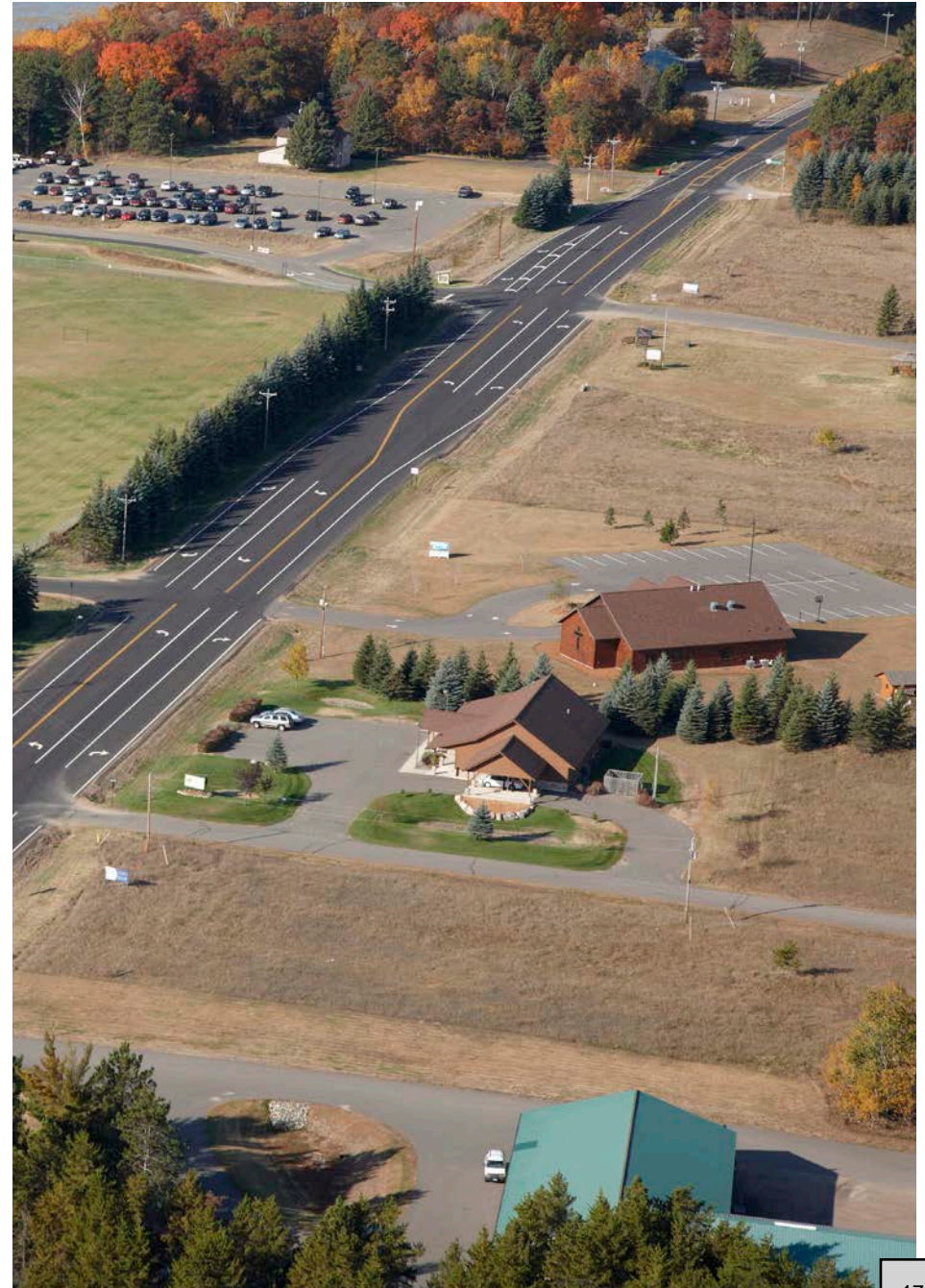
Nichole will produce graphical elements and communication material for the Zoning Code Update.

A graphic designer on Bolton & Menk’s Creative Studio team, Nichole began her career in 2005. She is an expert in all aspects of Adobe Creative Suite including Illustrator, Photoshop, InDesign, and WordPress web creation.

Nichole is responsible for developing graphic visualizations and other graphic elements for Bolton & Menk proposals, interviews, and marketing materials. Nichole loves being creative and thinks outside the box.

NICHOLE’S WORK EXPERIENCE

- Water Treatment Plant Asset Inventory, Brainerd Public Utilities, Minnesota
- Historic Preservation Design Manuals Update, City of St. Cloud, Minnesota
- Wastewater Treatment Facility Improvements, City of Aitkin, Minnesota



PROJECT EXPERIENCE

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of Breezy Point. Below are several examples of our recent work, highlighting the relevant experience of key team members.

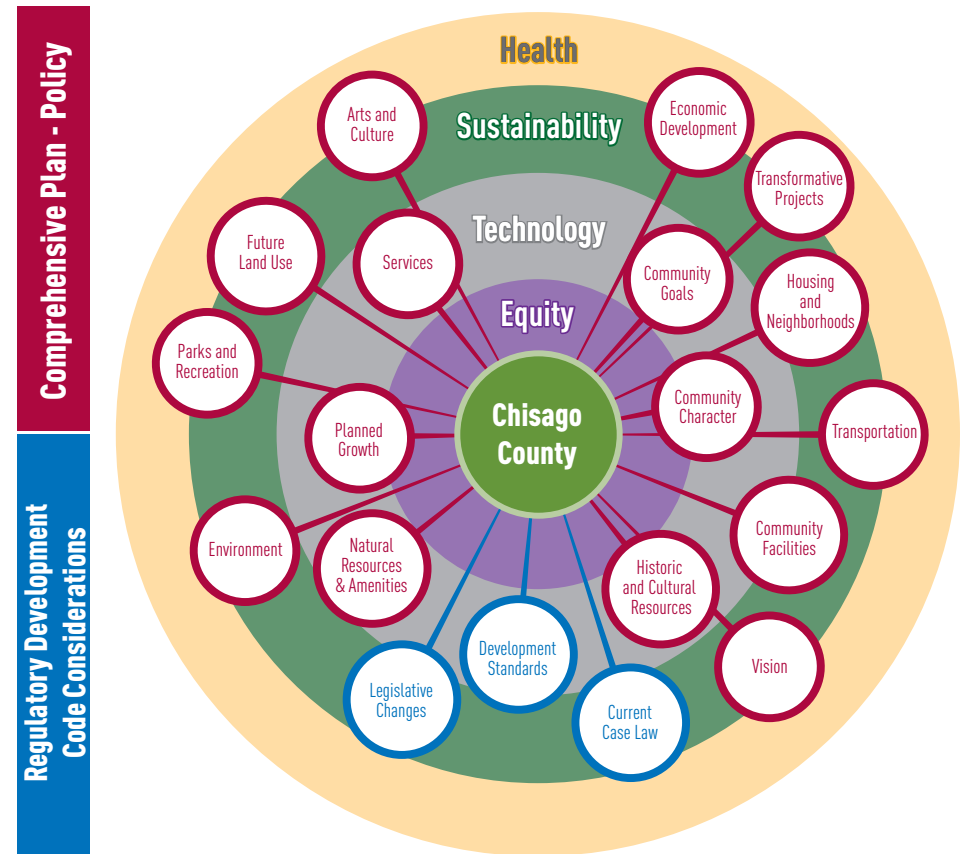
ZONING AND SUBDIVISION ORDINANCE CHISAGO COUNTY, MINNESOTA

Chisago County wanted to update its zoning and subdivision ordinances to streamline processes and reflect current development needs. The update process was coordinated with county staff and relied on including the planning commission as a steering committee and working group. The content update was approached from a practitioner viewpoint, ensuring a usable and enforceable final product. The code is both legally defensible and user-friendly.

Bolton & Menk has a solid understanding of the process and with our in-house ordinance experts, we ensured that the ordinance is not only grounded in modern legal principles but also written in a way that can be easily administered and understood by the public.

REFERENCE

Beth Gervais, Land Services Coordinator
Beth.Gervais@chisagocounty.us | 651-213-8379



ZONING CODE UPDATES, CITY OF WABASHA, MINNESOTA

Bolton & Menk has been working with the City of Wabasha since 2014, providing a full spectrum of planning consulting services. In that time, we have completed numerous zoning, subdivision, and other city code section updates as needed. In the past five to six years we assisted the city in a complete reorganization of all their city codes for inclusion in the American legal system for online accessibility. Earlier this year, we helped the city write up numerous subdivision and zoning ordinance process sheets to be included on their website to help developers and homeowners understand the process for the most common subdivision and zoning ordinance requests, timelines, applications, and fees more clearly.

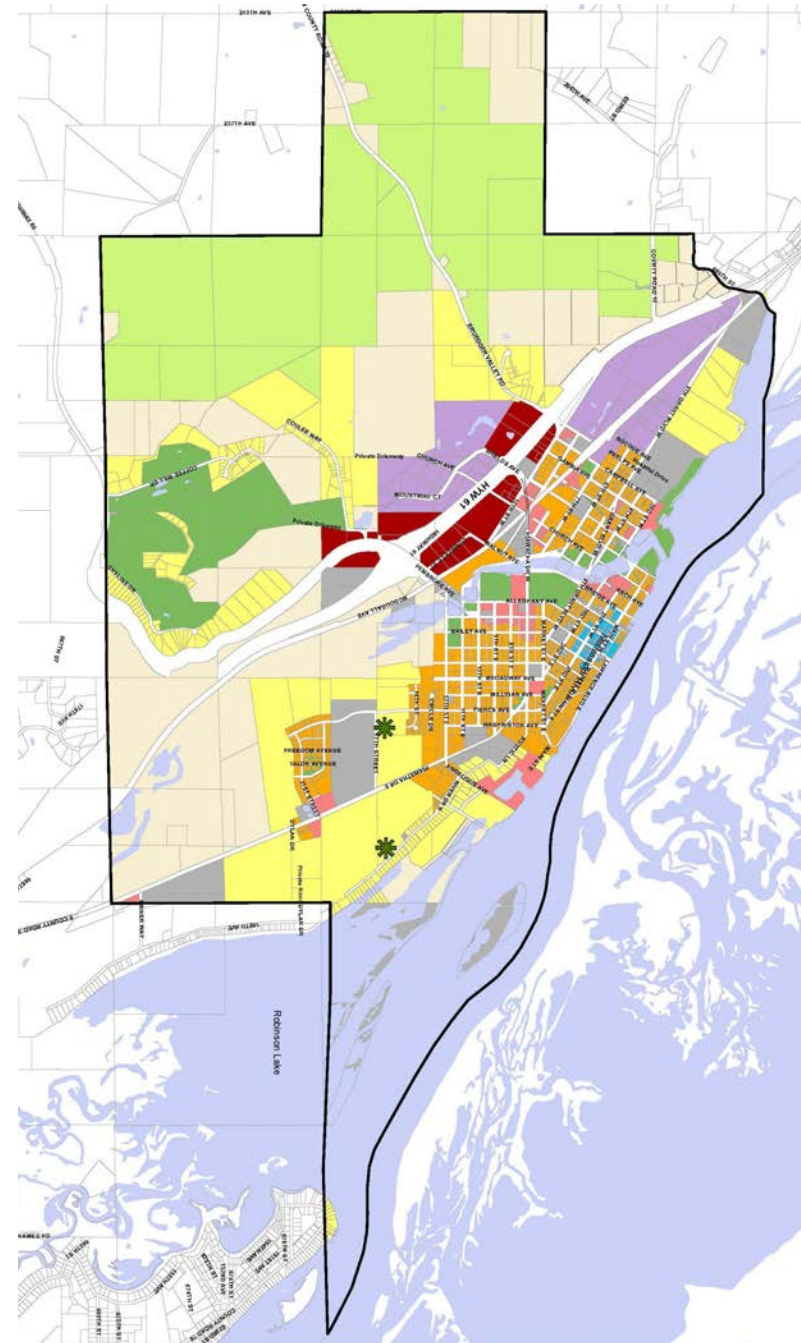
We are currently working on an updated downtown parking study and will be working on the city’s first cannabis ordinance as state statute language becomes available later this year.

The following list identifies specific city code updates we have worked on for the City of Wabasha:

- Downtown parking analysis, completed in 2018
- Revisions to official zoning map and district language, numerous updates and rezoning, and a comprehensive plan update
- Zoning and subdivision code enforcement
- Assistance in preparing the entire Wabasha city code for inclusion in the American legal system
- Write-ups for website inclusion of the following processes for the City of Wabasha’s Planning and Zoning website: administrative lot splits, minor, preliminary and final plats, PUD development, CUP’s/IUP’s, variances and zoning amendments
- Updates for the following sections of code: conditional and interim use permit process, building height analysis, shoreland overlay zone, liquor ordinance, brew pubs, hookah bars, mining and small/limited mining, subdivision ordinance, lot frontage, parkland dedication, planned unit development, signs, site visibility triangles, short-term rentals, solar gardens/farms, accessory dwelling units, and yard definitions

REFERENCE

Wendy Busch, City Clerk/Planning Assistant
 clerk@wabasha.org | 651-565-4568



ZONING ORDINANCE, CITY OF MARSHALLTOWN, IOWA

The City of Marshalltown undertook a corridor study of Highway 14. The Highway 14 corridor is a major piece of infrastructure that provides access to local businesses and neighborhoods.

The purpose of the study was to arrive at a redevelopment concept that would provide better pedestrian linkages, improve the safety and condition of the roadway network, and encourage redevelopment of the underutilized and/or vacated properties located adjacent. Following completion of the study, Bolton & Menk was hired to continue the implementation work identified in the study. One component of the implementation was to develop a mixed-use zoning district for use along the corridor that would still be applicable in other locations throughout the city. The project evolved once more when the city decided to adopt a new form-based code community-wide.

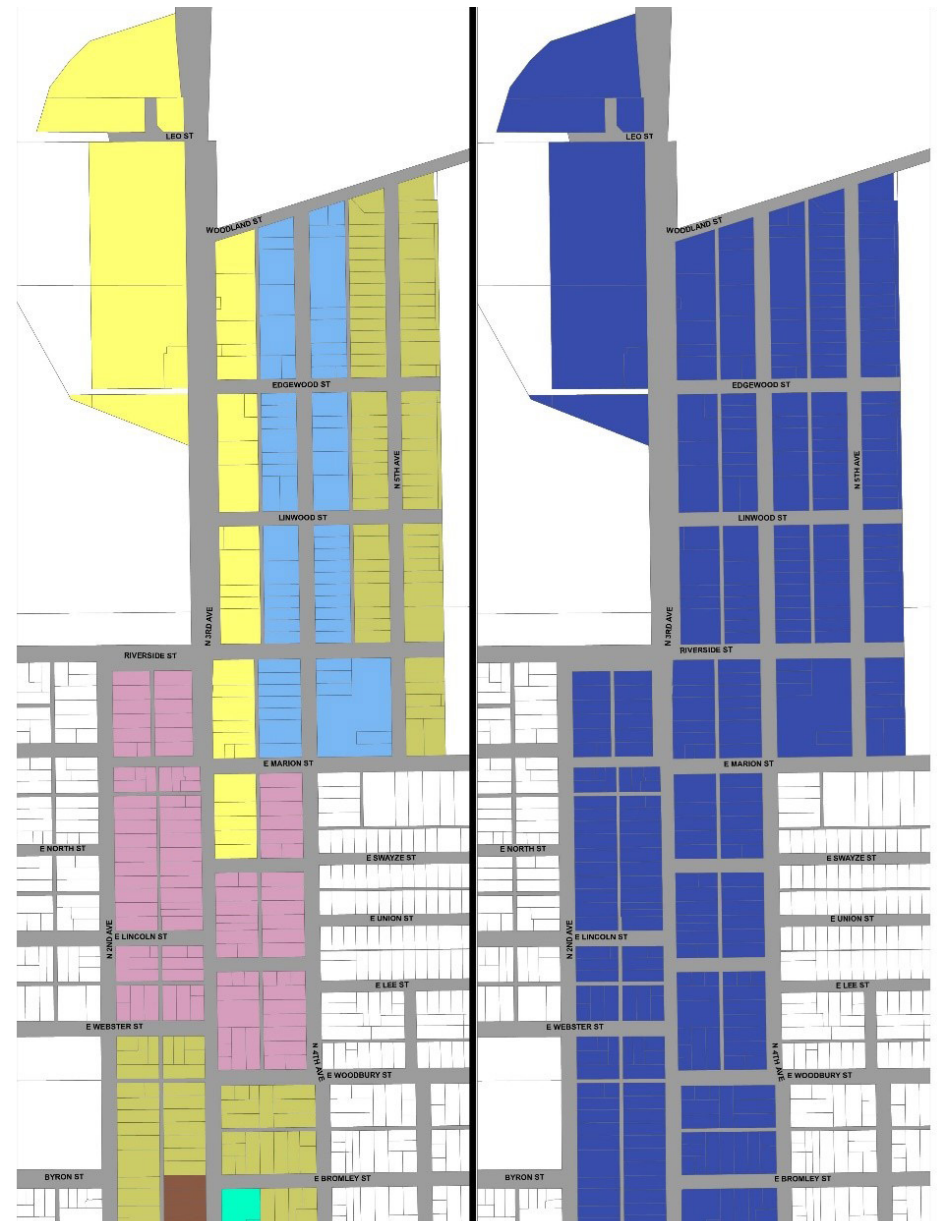
The work completed on the mixed-use district was incorporated into the newly overhauled form-based code. Bolton & Menk participated as a partner in the larger effort, providing local engagement support and further development of concepts for use in the downtown and along the Highway 14 corridor.

REFERENCE

Jessica Kinser, City Administrator
 jkinser@marshalltown-ia.gov | 641-754-5799

LINK

<https://bit.ly/3HJeEr1>



Legend	
	Central Business District (CBD)
	Light Industrial (M-1)
	Mixed Use (MU)
	Medium Density Residential (R-3)
	High Density Residential (R-5)
	Other Parcels
	Community Commercial (CC)
	Heavy Industrial (M-2)
	Office Park (OP)
	Medium Density Residential (R-4)
	Traditional Neighborhood (TN)

Source: City of Marshalltown, Marshall County

LAND USE AND ZONING CODE REVIEW, CITY OF WINDOM, MINNESOTA

The City of Windom wanted to update its subdivision and zoning codes. The previous codes and associated map were enacted in 2003 and had been amended many times. The intent was not to draft a completely new set of regulations; it was intended to modernize the existing Chapters 151 and 152 of the city code. In addition to ensuring the code was up to date and modernized as it relates to planning best practices, the updates resulted in a simplified, enforceable code.

Bolton & Menk worked with city staff to provide a series of updated changes that were presented to the planning commission incrementally for consideration and review. Each set of recommended edits built on the previous work submittal.

REFERENCE

Andrew Spielman | Building Official, Planning and Zoning
andrew.spielman@windommn.com | 507-831-6125



NARRATIVE

PROJECT UNDERSTANDING

The Zoning Code Update will revise industry standards and use types and align intensities set by the comprehensive plan. The update will be innovative with illustrations and will ensure legal compliance.

In order to do a thorough job addressing the issues you are trying to resolve, **we should update the subdivision code in tandem with the zoning code.**

We believe this is the **most efficient way to provide a real solution** to the development issues you are facing. To remedy these issues, we will

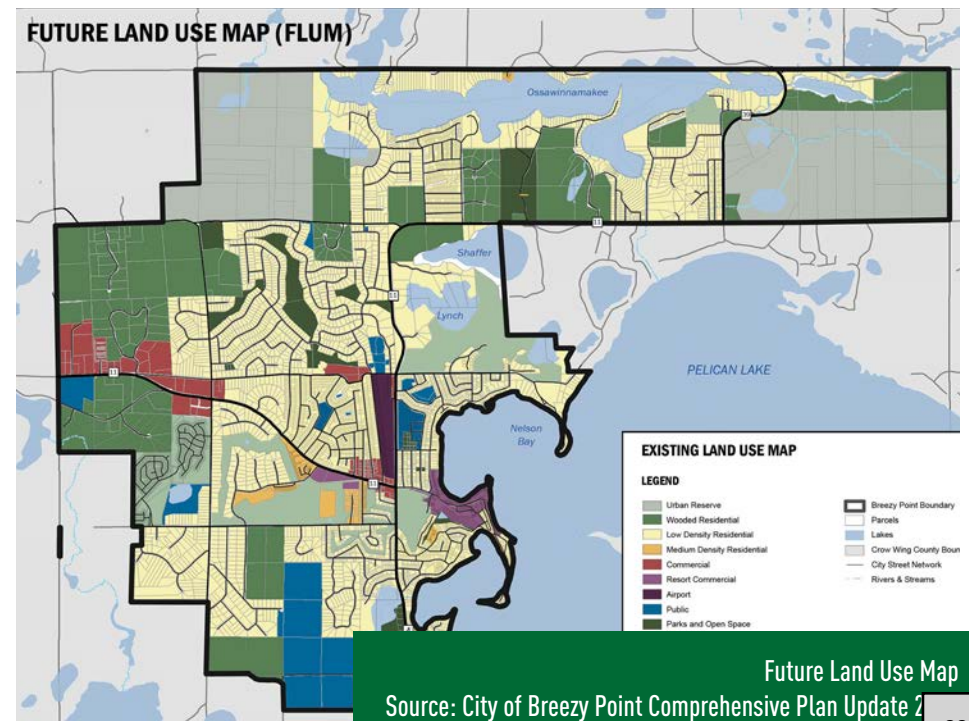
- Examine standards that no longer work well for development such as lot sizes, substandard roads, public right-of-way elements, etc.
- Remove code redundancies
- Update definitions per new uses and per statute
- Accommodate emerging uses like home-based occupations and update short-term rentals
- Consider potential for revising districts (i.e., mixed-use)
- Revise permit types and procedures by reducing CUP's and using administrative approvals
- Align the zoning and subdivision codes to the comprehensive plan

This project will modernize, simplify, and streamline the zoning and subdivision codes to accommodate the type of redevelopment, greenfield development, and land annexations the city desires. This is a highly collaborative project working very closely with city staff to produce one complete code update for adoption. The new codes will be user-friendly, well-organized, and incorporate illustrations to aid in the usability of the document. **We will also ensure the document is ADA complaint for accessibility.**

KNOW THE COMMUNITY AND TAKE THE LEAD

Our team uses the **latest innovative data tools** to research demographics, spending habits, commute patterns, employment, and trends combined with **in-person activities** to get to know the community where they are.

Our team is prepared to take the lead from the onset. We will provide our analysis of existing conditions, recommend changes, and address any issues identified by the staff and city officials. We will be in regular communication, listen with care, and provide solutions—**we are committed to helping you complete your goals.**



DATA ANALYSIS

AT RISK POPULATION

 **234**
Households with Disability
Total Population: 2,507

 **547**
Population Over 65

 **0**
Households without Vehicle


POPULATION AND BUSINESSES

 **2,961**
Daytime Population

 **81**
Total Businesses

 **1,756**
Total Employees

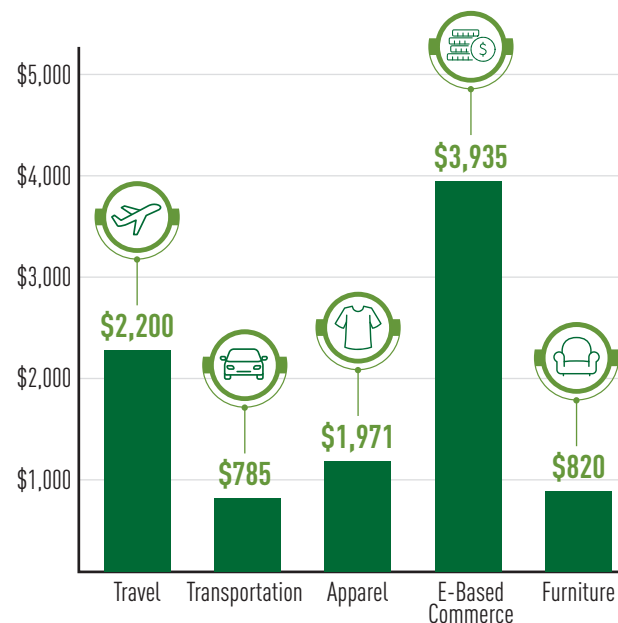
POVERTY AND LANGUAGE

 **9%**
Households Below the Poverty Level

 **0**
Population Over 65 Speak Spanish and No English

Our initial research reveals that Breezy Point has an older-than-average median age of 44.4 (versus 38 for the state) indicating a need for retail, services, and local commerce tailored for this cohort. Currently, data shows a minor decrease in population growth for 2028 with a projected increase toward 2030. With nine percent of households being below the poverty level, this signals a need to provide more attainable housing, as well as goods and services aligned to accommodate this cohort. Perhaps encouraging renewable energy and efficient construction can help alleviate utility costs as a driving expense. Having 23 percent of households with a disability leads to a need to develop single-level homes in well-connected neighborhoods that are more accessible. Development standards can encourage this type of development.

A daily increase in population by more than 400 individuals suggests a significant influx of visitors, presenting both economic and cultural opportunities for the city. The spending patterns observed reflect a notable demand for goods and services in the travel and entertainment sectors, indicating avenues for commercial, residential, and public development. The zoning code update can accommodate these trends.




KEY FACTS

 **2,507**
Total Population


 **\$362,642**
Median Home Value


 **2,961**
Daytime Population

 **81**
Businesses

 **44.4**
Median Age

 **-0.81%**
2020-2023 Population Growth Rate

 **\$76,455**
Median Household Income

 **2.5**
Average Household Size

 **\$40,937**
Per Capita Income

COORDINATION

We will provide monthly check-in meetings (in-person or remote) with staff to review progress and confirm direction. We will discuss the specific provision being worked on and email redline versions before the meeting for your review. We also envision some impromptu communication and meetings on specific topics to keep the project moving forward in a timely manner. **The schedule on page 23 proposes the order in which we recommend reviewing various sections of the zoning code.**

ENGAGEMENT

We will work with you to confirm an effective engagement plan. **Our proposed engagement plan table is on page 20.**

We know that your city council and planning commission members are veterans of the zoning code and we recommend them to be the steering committee for this update. We also know that the business and development community uses the code and has valuable insights into how to improve it, so we plan on conducting focus groups to discuss specific topics of interest with them.

SUBJECT MATTER EXPERTS

As we review the issues and prepare the update, we will involve our subject matter experts for their insights. Our planners boast decades of experience not only in Minnesota but also nationally. Drawing from this extensive background, we've developed zoning codes that address emerging trends like tiny homes, short-term rentals, pollinator gardens, and new legislative initiatives. Moreover, our in-house architects have firsthand experience in designing and executing real-world projects, providing valuable insights into the practicalities of development. With a track record of working in communities of all sizes, we'll collaborate closely with our internal experts to ensure that our solutions are tailored precisely to your requirements. Our experts can weigh in on

- Architectural and design
- Short-term rentals
- Lot standards
- Landscaping
- Sign code
- Low-salt design
- Historic preservation
- Sustainability
- Planning and zoning processes
- Code enforcement
- Best practices

PROJECT GOALS AND OBJECTIVES



Conduct outreach to focus groups and the community to understand the issues that the zoning code can address



Keep items that work well, remove items that don't, and update items that no longer serve the community



Reinvent the current traditional zoning standards with a shift from the use of development to the physical character of development



Provide a highly-illustrative, easy-to-use document that is accessible online ("digital twin")

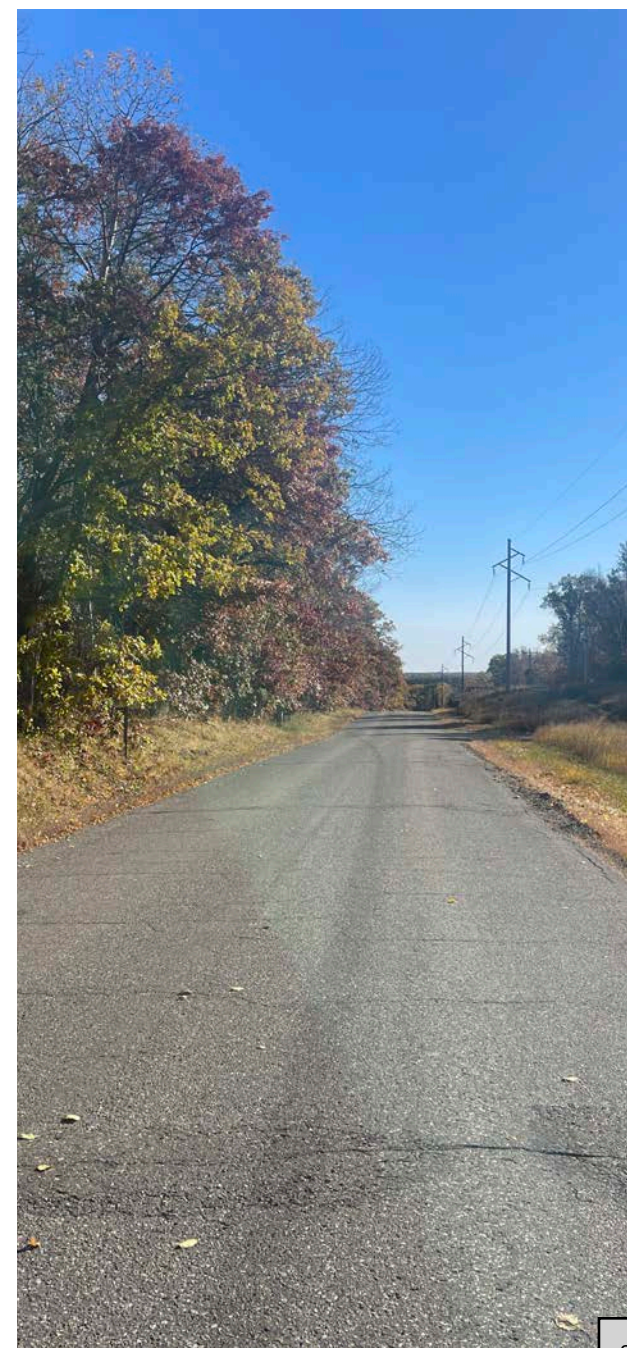


Review and suggest updates to the comprehensive plan to support a revised zoning code

CHALLENGES

Based on a quick analysis of Breezy Point’s 2018 (2020 update) comprehensive plan, we can update the zoning code to:

- Balance population growth with housing diversity, availability, and attainability
 - Address the projected 44 percent increase in population by 2030 while avoiding a housing crunch
 - Ensure housing developments are diverse and accessible to all income levels, cohorts, and abilities
- Update districts to reflect community values and long-term growth goals
 - Update the zoning map and code to integrate community feedback
 - Provide innovation and flexible alternative options to standard base code
 - Develop form-based options to strengthen the physical aesthetic of the city
- Update standards to accommodate competing interests in development
 - Integrate commercial growth for seasonal tourism demands, while maintaining the city's walkability, amenities, and resident land uses
 - Balance between development goals and preserving the city's natural resources, water quality, and scenic views with best practices zoning standards
 - Update subdivision code lot standards
- Mitigate seasonal occupancy impacts
 - Address the strain on infrastructure caused by seasonal fluctuations in population with better standards and procedures
 - Optimize the location of uses during peak tourist seasons
 - Ensure the needs of both seasonal and permanent residents are met effectively
- Improve city planning processes
 - Revise approval procedures, shifting from conditional use permits to administrative approvals where appropriate
 - Produce an easy-to-use code for all users
 - Find common ground on procedures, districts, and standards
- Preserve and promote community identity and character
 - Incorporate community input and values into design standards and procedures
 - Provide standards that promote renewable practices and preserve heritage, while allowing flexibility for growth
 - Offer a non-traditional approach with flexible or alternative options for development that align with city development goals



DETAILED WORK PLAN

Bolton & Menk’s approach to this project is to understand where the community issues intersect the zoning code and what opportunities can elevate your current way of developing. Our experienced staff knows the importance of ordinance language for successful implementation. We also are sensitive to budget constraints and can be flexible along the way, identifying areas where city staff can provide additional help for efficiencies. **You can find cost breakdowns per task, as well as hours per teammate in the Fee section of this proposal.**

TASK 1: PROJECT MANAGEMENT

Bolton & Menk will manage staff, resources, and budget to successfully meet project objectives. **Mojra Hauenstein** will serve as project manager, working closely with Breezy Point staff to ensure clear and consistent communication. **Phil Martin** will serve as the principal-in-charge and will provide quality control to ensure the project meets your expectations. We are prepared to host one in-person kickoff meeting to review the project expectations, deliverables, timeline, and make budget adjustments to fit your needs. This will serve to finalize the project scope and ensure activities are focused on high-priority areas.

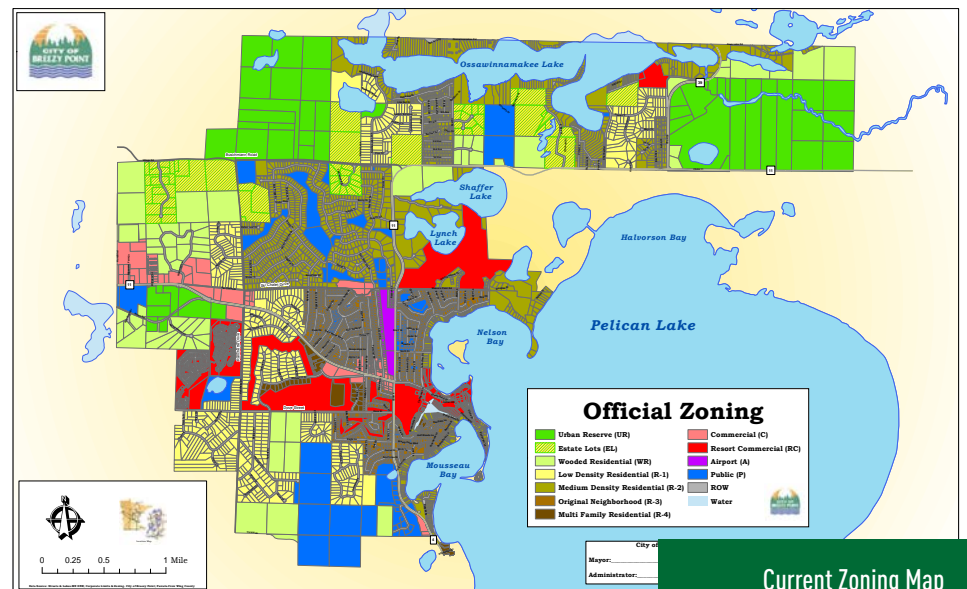
Mojra and Dylan Edwards will meet regularly behind the scenes to discuss issues and options. Our team will manage the project through scheduled monthly meetings with city staff throughout the course of the project. Mojra will attend each check-in meeting. We anticipate impromptu meetings in-between monthly meetings to address specific issues and keep the project moving forward. We will ensure any issues are identified early and addressed effectively.

CITY STAFF EXPECTATIONS

- Attend kickoff and provide general direction
- Provide word document of current zoning ordinance and GIS zoning map layers
- Attend monthly check-in meetings and comment on redline work

TASK 1 DELIVERABLES

- Meeting: Staff kickoff
- Monthly check-in meetings with city staff
- Meeting notes, project tracking, and invoicing



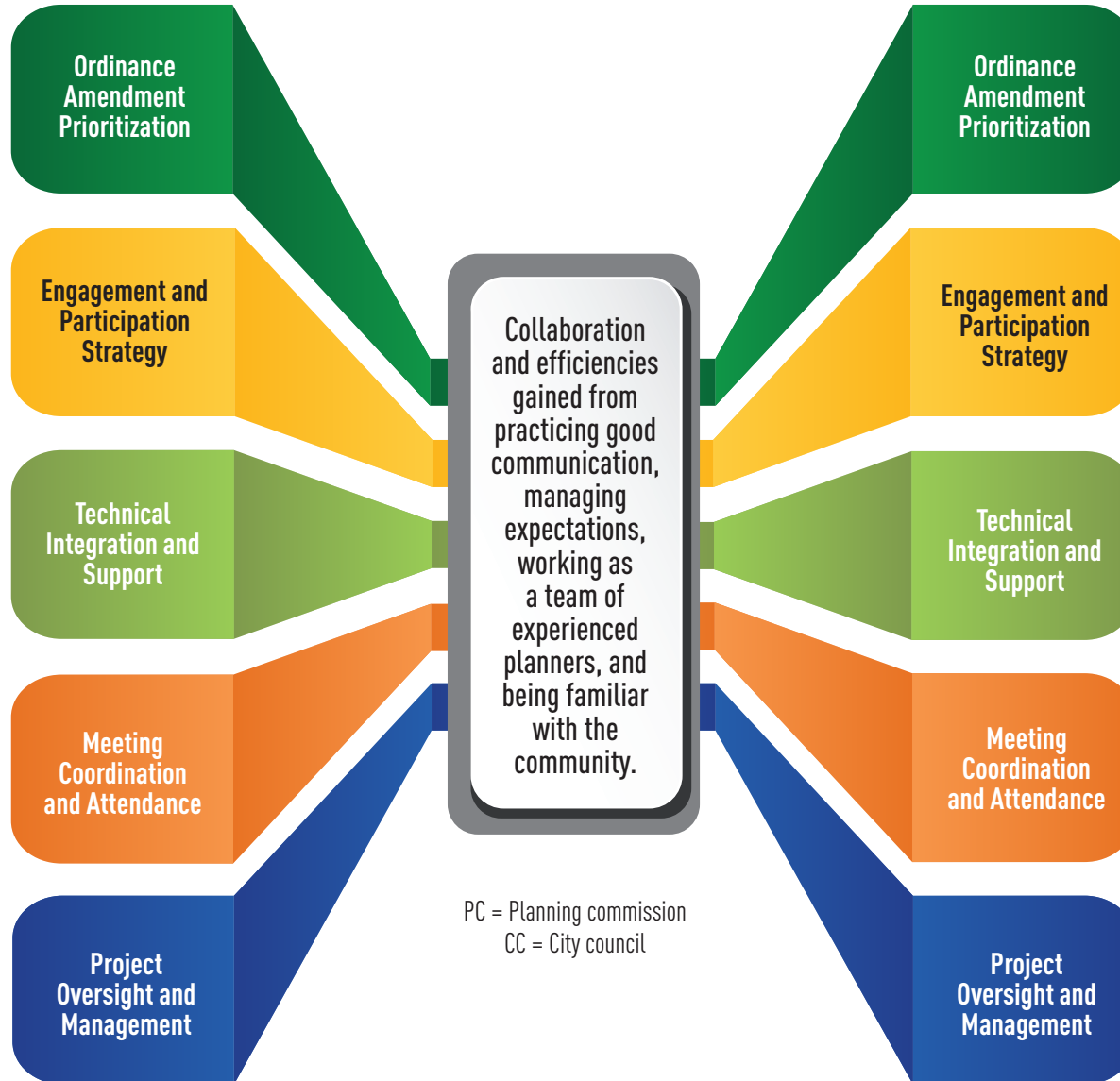


ROLES AND RESPONSIBILITIES



Real People. Real Solutions.

- Provide background and priorities for ordinance updates
- Review ordinance amendments prepared by Bolton & Menk
- Implement city staff items identified in the engagement plan
- Provide support for identified engagement items
- Review and comment on our redlines
- Provide insights into administration
- Provide direction on illustrations and tables
- Assist with cross-referencing the codes
- Review notices and materials for PC and CC meetings
- Attend PC and CC meetings to support our efforts
- Project management
- Attend monthly check-in meetings



- Review and diagnose zoning and subdivision ordinance
- Prepare zoning code amendments
- Create a public engagement plan
- Prepare communication materials
- Create and maintain website
- Conduct engagement
- Summarize what we heard
- Create illustrations as needed
- Review ordinance consistent with statutes and case law
- Attend PC and CC meetings
- Project management
- Monthly check-ins with city staff

TASK 2: COMMUNITY ENGAGEMENT

Bolton & Menk will create a community engagement plan identifying tasks that engage residents, businesses, and other key stakeholders (developers, etc). There is a presumed priority to be creative, engage underrepresented persons, and focus on areas of high public interest or impact. Dylan will work with city staff and our planning team to craft the plan.

We are prepared to meet either in-person or virtually to review the engagement expectations, options, parameters, resources available, and timeline to efficiently maximize feedback. This will serve to solidify the direction of engagement to create a plan to ensure activities are focused with the resources available.

At a minimum, and provided for within this scope of work, are two in-person community pop-up events. We are also proposing a project website called “Story Map” which can function as the main digital platform for project information, progress, feedback, and event sharing. We also recommend two online surveys to share and gain feedback on proposed zoning issues and a second survey to gain consensus on aesthetic/design preferences with visual graphics. In addition, we also have an innovative tool that gamifies community input in a very visual and interactive manner to locate issues geographically—INPUTiD™.

We believe that having conversations with subject matter users of zoning code is key to updating the code in a useful and effective manner, so we propose **four in-person workshops with three focus groups.**

- 1. Developers—Builders, contractors, and developers
- 2. Business/tourism/recreation establishments—local business owners, golf course, boating, camping, and resorts owners
- 3. Two workshops with city council/planning commissioners—this group could function as the steering committee for the update and provide direction on proposed drafts

Our scope includes the following tools:

1 ONLINE SURVEYS

Having a digital presence allows those who cannot or would not attend in person to be engaged and informed. The surveys will showcase proposed subdivision standards and zoning districts/standards with graphics for public feedback. The surveys would include illustrations to explore design standards such as lighting, streetscapes, façade treatments, and architectural design standards. We can provide visual graphics to gather community choices and develop design standards.

2 SOCIAL MEDIA POSTS AND PROJECT FLYER

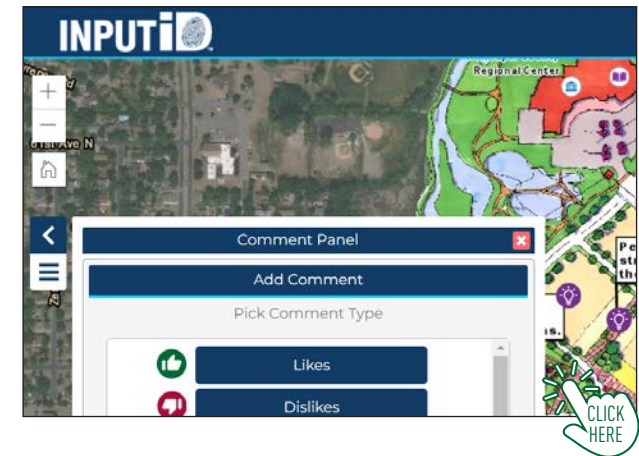
This will engage those that prefer to communicate on social media channels. We would create the content and work with staff for posting on various platforms like: Facebook, Instagram, X, YouTube, NextDoor, etc. We will promote the project website as well. We propose eight social media posts throughout the project. We will also create a one-page project informational flyer with a QR code that leads to the project web page which can be emailed or hand-delivered with paper copies at various community locations.

3 ONLINE ENGAGEMENT INPUTiD™

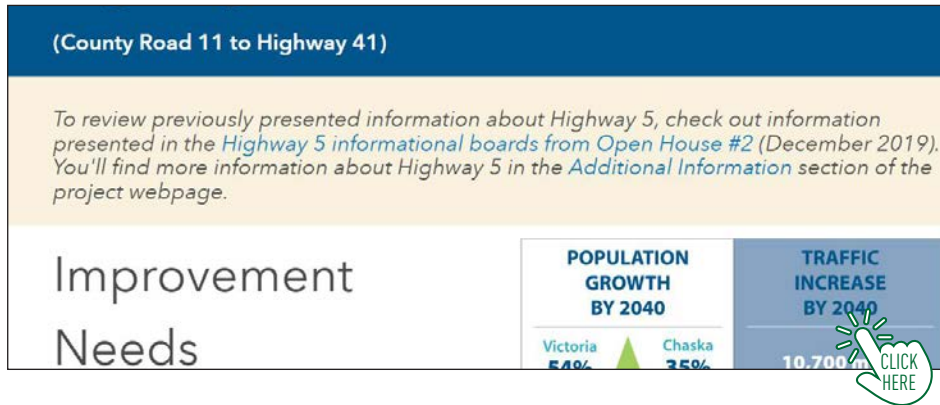
INPUTiD™ is an interactive survey created by Bolton & Menk that has been very successful in allowing community members to comment on issues in specific geographic areas while allowing participants to see others comments. This tool can harness community buy-in in a visual and easy-to-understand way. Users can upload attachments such as photos and documents, and add points, lines, or polygons as needed.

We used INPUTiD™ to collect public feedback for the Brooklyn Center Zoning Code Update:

<https://gis.bolton-menk.com/inputid/?app=opportunitiesite>



Check out this example of a Story Map our team created for Carver County: bit.ly/3UcyAcv



4 DESIGN GUIDELINES

We anticipate addressing design standards in the zoning code, but an alternative option we would like to offer is to create a separate booklet for design guidelines. As we go through this process, it's possible the site design expectations, architectural styles, and materials may be better suited for a design booklet. We can work with you to determine if this is appropriate or desired.

As noted in the RFP, the engagement plan will be determined in collaboration with city staff at kickoff.

CITY STAFF EXPECTATIONS

- Attend kickoff meeting and provide general direction
- Provide calendar of meetings and community events
- Provide review and approval of engagement plan deliverables
- Collaborate to provide links of surveys and/or Story Map on city website
- Participate in identified engagement activities
- Participate in focus group/workshops

TASK 2 DELIVERABLES

- Engagement plan
- Deliverables as listed in the engagement table and as finalized with city staff

Activity	Roles and Goals	Frequency
Project Kickoff	<ul style="list-style-type: none"> • Discuss strategy and coordination • Confirm scope, budget, schedule, targets, and deliverables 	June 2024
Virtual Check-ins with Staff	<ul style="list-style-type: none"> • Provide project updates • Review tasks and work product • Seek feedback on drafts 	Monthly
Engagement Plan	<ul style="list-style-type: none"> • Identify stakeholders, key messages, schedule • Identify engagement goals and metrics/analytics that will be measured throughout the project • Detail online and in-person engagement and communication • Address barriers to involvement 	Draft within the first month of contract
Project Website Story Map	<ul style="list-style-type: none"> • General project information using a graphics-based Story Map including upcoming events, and options for public comment 	Create website and three updates
Pop-ups (2)	<ul style="list-style-type: none"> • Engage people at community events that wouldn't typically attend a public meeting • Gather input on issues, concerns, and feedback on plans • Take the visual preference survey- provide prints of design standards to gather community choices 	June 2024: Rhythm and Blues Cruise - Breezy Belle August 2024: Pequot Lakes - Breezy Point Lions Events
Focus Groups (3) Workshops (in-person) (4)	<ul style="list-style-type: none"> • Facilitate two discussions with stakeholders such as developers and business/tourism/recreation establishments • Two workshops with city council/planning commission (steering committee) <ul style="list-style-type: none"> ◦ Workshop No. 1: Issues and opportunities ◦ Workshop No. 2: Districts and uses, development standards process, definitions, and general provisions 	Per project schedule
Open House	<ul style="list-style-type: none"> • Share input and how it was used in the update • Share drafts for community feedback • Visual preference design boards to confirm design standards 	January/February 2025
Online Surveys (2)	<ul style="list-style-type: none"> • One survey to gather input on development standards • Second survey as a visual preference survey to create design standards or guide by using graphics and illustrations • Provide paper copies to cohorts or locations where residents may have limited access to internet 	Per project schedule
Social Media Posts and Project Flyer	<ul style="list-style-type: none"> • Promote project on social media, prepare article content • One-page informational project flyer with QR code 	Per project schedule
Online Engagement INPUTiD™	<ul style="list-style-type: none"> • Use Bolton & Menk's interactive, gamified, online comment and mapping tool INPUTiD™ to gather input on geographical issues 	June launch, updated per project schedule

TASK 3: SUBDIVISION AND ZONING CODE DIAGNOSIS

Led by Mojra and Dylan, we will thoroughly review the city’s updated 2020 Comprehensive Plan, the current zoning and subdivision codes (with associated maps), and other planning documents for consistency and issue identification. Our team will lead a discussion with staff to review the issues and goals of any necessary updates.

Hot topics we would like to address:

- Update Subdivision code
 - Substandard lots
 - Road standards
- Resolve redundancies of current zoning code
 - Reduce repetitions
 - Reduce conditional use permits
 - Suggest administrative procedures
 - Provide alternative compliance options
- Short-term rentals - update for impacts
- Home-based occupations
- Address form, style, and design aesthetic
- Promote with code diversity of housing and increase commercial development

To understand where we are starting from, the Bolton & Menk team will

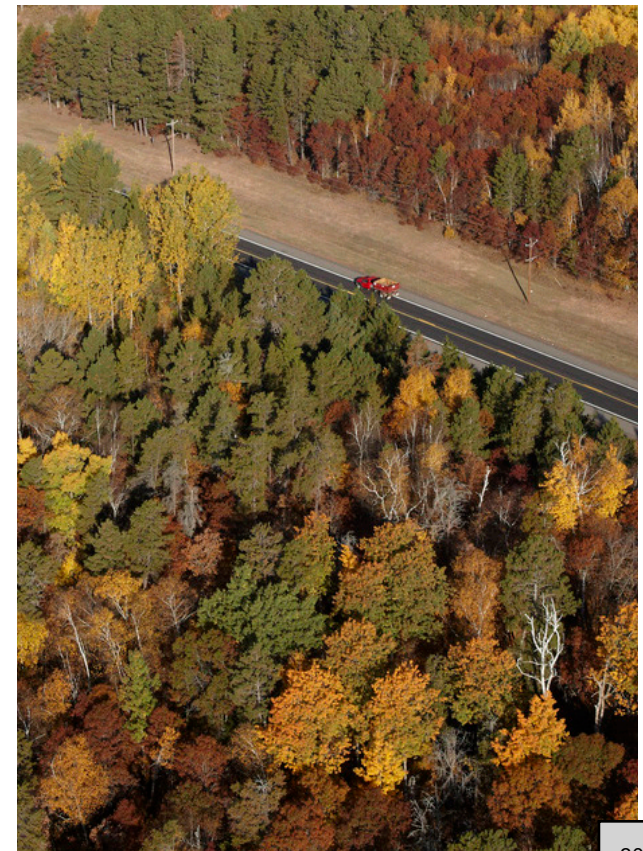
- Review the comprehensive plan for guidance on community vision, goals, land use, and densities
- Align zoning and subdivision codes with comprehensive plan
- Review the community plans, subdivision ordinance, zoning code, land uses, and districts with an eye for modernization, illustrative upgrades, and compliance with statutes and case law
- Begin engagement efforts per engagement plan to get initial stakeholder input
- Three focus groups and four workshops
 - 1.) Developers (one workshop)
 - 2.) Tourism/recreation/businesses (one workshop)
 - 3.) Steering committee (two workshops)
 - » Issues and opportunities
 - » Districts and uses
 - » Development standards
 - » Process, definitions, and general provisions

CITY STAFF EXPECTATIONS

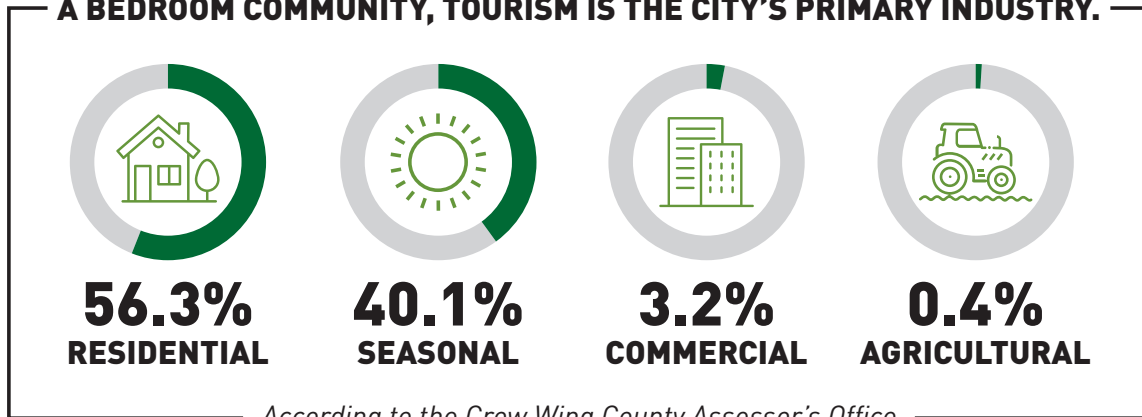
- Review diagnosis, issues report, and design standards; provide feedback
- Participate in workshops

TASK 3 DELIVERABLES

- Diagnosis and issues report, including subdivision code
- Steering committee workshops and summaries: workshop no. 1
- Focus group workshops and summaries
- Identification of potential conflicts, gaps, or duplication from the review of other studies



A BEDROOM COMMUNITY, TOURISM IS THE CITY’S PRIMARY INDUSTRY.



TASK 4: INITIAL DRAFT OF ORDINANCE REVISIONS

After identifying the issues and needed updates in Task 3, our team will begin to rewrite or update code sections.

We also think it is important to update the Subdivision Code. It is most efficient to work on both subdivision and zoning codes in tandem. This will allow us to address the non-confirming lots and roads.

We will work closely with city staff throughout this process to create a redline ordinance for a completely updated zoning code. We have budgeted for specific review and updates on each high priority section to get it just right. Priority items include:

- Current zoning districts and propose changes to uses, standards, densities, and potentially reclassification and/or reorganization of zoning districts
 - Potential new and consolidations of districts like mixed-use district or overlay
- Definitions and uses to be consistent with proposed zoning districts
- Remove redundancies, duplications
- Performance standards
- Planned residential development ordinance
- Landscape provisions
- Design standards integrated into zoning code or as a separate guide booklet
- Inclusion of figures and graphics to clearly explain the code(s)

To that end we will

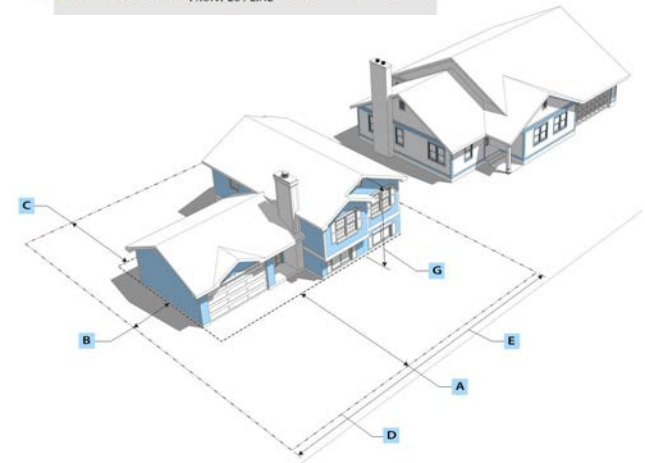
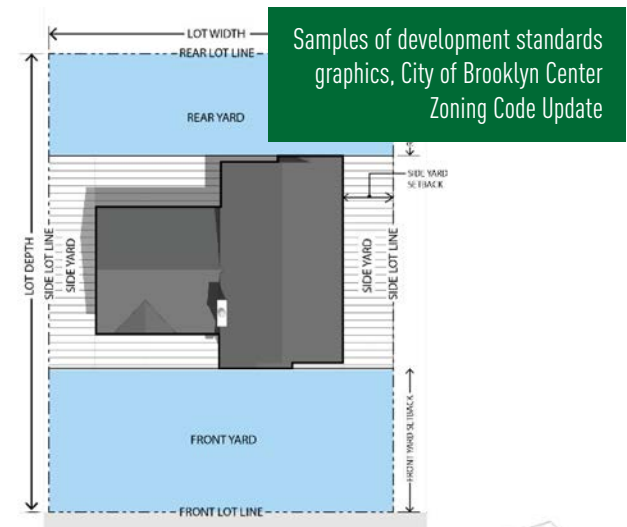
- Draft revisions to the zoning provisions
- Draft revisions to subdivision code
- Reorganize sections to be user-friendly
- Create a cohesive redline ordinance that includes city staff and our recommended updates
- Steering Committee Workshop No. 2 review:
 - Districts and uses
 - Development standards
 - Process, definitions, and general provisions
- Identify graphic or illustrations needed
- Collaborate with city staff to create a draft ready for review by the planning commission
- Develop design standards or guide
- Present drafts to the planning commission

CITY STAFF EXPECTATIONS

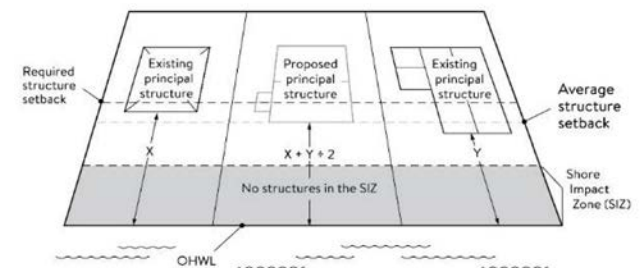
- Review and comment on our redline ordinance work
- Participate in workshops with steering committee
- Provide direction and comments on figures and illustrations and design standards
- Attend monthly check-in meetings
- Coordinate with planning commission

TASK 4 DELIVERABLES

- Steering committee workshop no. 2 and summary
- Draft redline and final ordinance
- Figures and illustrations
- Updated zoning code
- Updated zoning map
- Updated subdivision code
- Design standards



Structure Setback Averaging



The scale and bulk of a proposed principal structure must be consistent with existing principal structures.

TASK 5: CODE ADOPTION AND PUBLIC HEARING

We will present a final ordinance for adoption, as described below:

- Prepare the final ordinance amendments and summary ordinance for final adoption
- Assist city staff with staff report
- Prepare presentation materials
- Present at the planning commission or city council meetings

CITY STAFF EXPECTATIONS

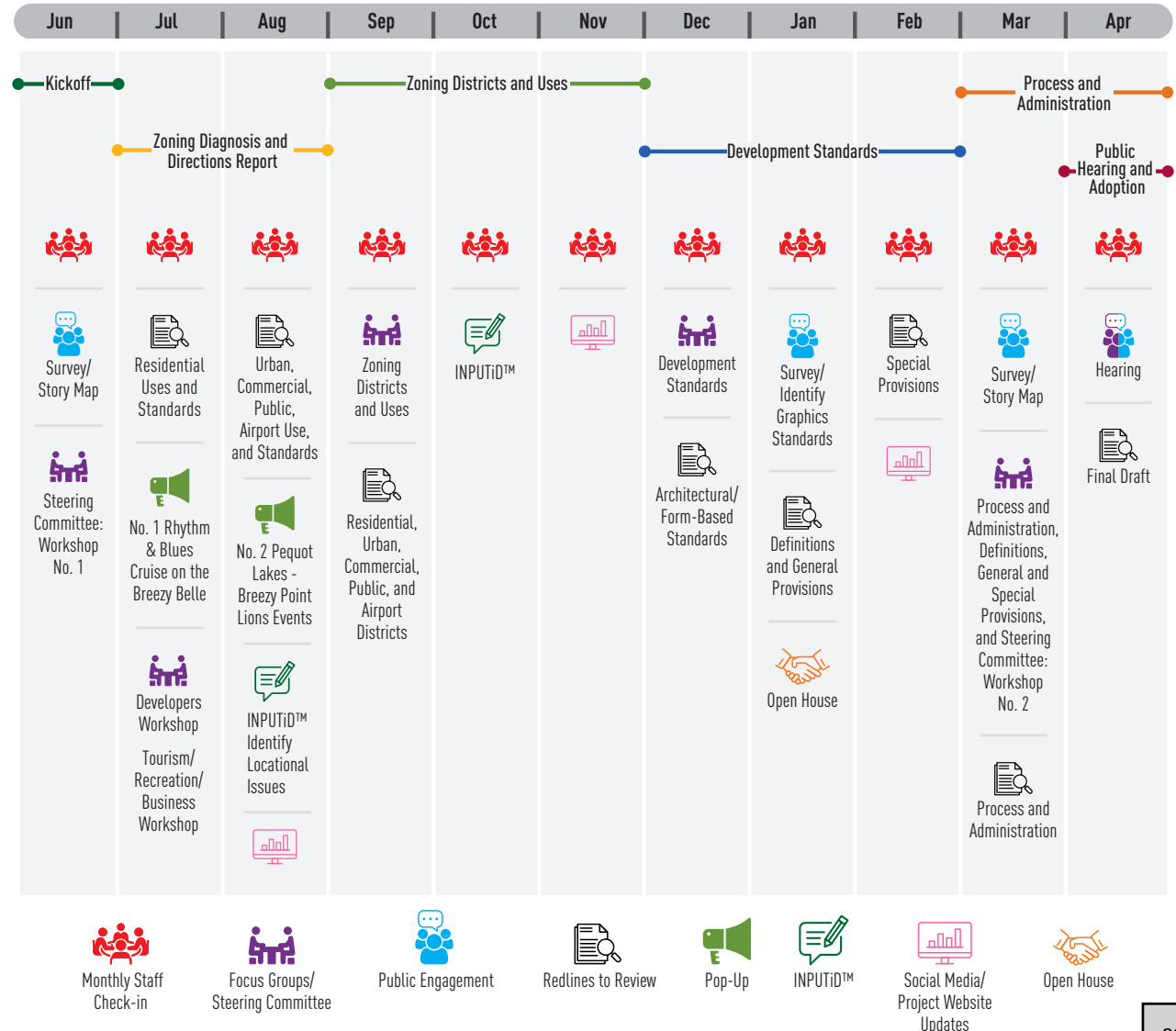
- Review final ordinance
- City attorney to provide legal review
- Prepare public hearing notice
- Review staff report materials
- Review PowerPoint for presentation
- Provide support for planning commission and city council meeting

TASK 5 DELIVERABLES

- Final updated ordinance documents and map(s)
- Final design standards or guide
- Staff memorandum for planning commission and council review
- **Planning commission meeting presentation:** public hearing for code adoption
- **City council meeting presentation:** Ordinance review and adoption by the city council

PROJECT SCHEDULE

We have developed a schedule detailing the anticipated work tasks and deliverable due dates. This schedule is based on our review of the project background, description, and scope of services included in the RFP and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff to revise and update this schedule as needed to ensure successful delivery of this project.



FEE

Bolton & Menk will provide the scope of services as described for an estimated fee of \$124,971. We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

City of Breezy Point, Minnesota Zoning Code Update		Bolton & Menk, Inc.							
Task No.	Work Task Description	Project Manager/Senior Planner	Principal-in-Charge/Engineering Advisor	Planner/Engagement	Architectural Renderings/Design Advisor	GIS Specialist	Graphic Designer	Total Hours	Total Cost
1.0	Project Management	20	5	24	0	0	1	50	\$8,151
2.0	Community Engagement	56	9	44	34	44	37	224	\$35,917
3.0	Subdivision and Zoning Code Diagnosis	63	6	107	29	0	28	233	\$35,885
4.0	Initial Draft of Ordinance Revisions	72	8	92	16	22	20	230	\$36,206
5.0	Code Adoption and Public Hearing	12	4	20	6	6	8	56	\$8,712
Total Hours		223	32	287	85	72	94	793	
Average Hourly Rate		\$199.00	\$209.00	\$125.00	\$179.00	\$151.00	\$126.00		
Subtotal		\$44,377	\$6,688	\$35,875	\$15,215	\$10,872	\$11,844		
Total Not-to-Exceed Fee									\$124,871

OPTIONAL SERVICES

We have provided our project fee above with optional tasks listed below, should Breezy Point value our proposed additional services. Once selected, we will work closely with city staff to identify a final contract of what's in and what's out. This will help us refine our cost estimate for you and provide the absolute best value for your taxpayers' hard-earned funds.

Additional pop-up	\$2,500
Additional survey	\$1,600
Additional INPUTiD™	\$4,000
Additional social media article	\$200
Additional open house/ community meeting	\$4,500
Additional focus group	\$3,600

ZONING CODE UPDATE

Breezy Point, Minnesota

Prepared by



Planning | Landscape Architecture | Urban Design

Proposal for Planning Services

April 26, 2024



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800 Washington Ave. N.
Suite 103
Minneapolis, MN 55401
612-338-0800
www.hkgi.com

April 26, 2024

Peter Gansen, Planning & Zoning Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, Minnesota 56472

RE: Proposal for Planning Services to Update the Breezy Point Zoning Code

Dear Mr. Gansen and Members of the Selection Committee:

We are pleased to submit our proposal to assist the City of Breezy Point in updating its Zoning Code. The HKGi team brings tremendous depth and breadth of experience in zoning and comprehensive planning to this project. Our team has provided planning services for nearly every phase of the municipal planning, zoning, and development application processes. The firm has completed more than eighty comprehensive plans for municipal clients in its forty-year history; has helped communities implement their comprehensive plans through zoning ordinance revisions, redevelopment and corridor studies, and other planning and design initiatives; and has performed hundreds of development application reviews to determine whether or not a proposed development will be in compliance with a community's development regulations.

Our breadth and depth of experience means we understand how to translate comprehensive plan guidance into regulatory tools, and we know how to apply those regulations to real-world development projects. We believe this experience gives us the knowledge and skills needed to create effective regulations that help communities achieve the vision and objectives expressed in their comprehensive plans.

Jeff Miller will serve as the Project Manager for HKGi's planning & zoning team. His experience includes conducting major updates or rewriting development codes in communities such as Grand Marais, Winona, Onalaska (WI), Roseville, Golden Valley, Farmington, and St. Louis Park. Rita Trapp will serve as the Principal-in-Charge for the HKGi team. She brings more than twenty years of experience providing day-to-day planning services to many of HKGi's long-term clients. She works with development codes and applications on a daily basis and in recent years has led zoning revision and rewrite projects in a variety of communities. Jason Zimmerman, who will serve as the Lead Planner on this project, brings more than 25 years of planning and zoning experience and recently managed planning operations for the City of Golden Valley, where he oversaw several zoning and subdivision ordinance amendments. All three staff members also have a significant amount of experience conducting comprehensive planning and with bringing zoning codes into alignment with community comprehensive plans.

We believe that the unique set of qualifications the HKGi team can bring to this project positions us to conduct an efficient, effective update process and, just as importantly, deliver a set of planning and land use regulations that will best achieve the City of Breezy Point's vision and objectives for this project. We appreciate the opportunity to be considered for this project, and we look forward to serving City staff and stakeholders on this critical planning initiative. If you have any questions about our proposal or would like to discuss this project in more detail, don't hesitate to contact us. We look forward to speaking with you.

Sincerely,



Jeff Miller, AICP
Project Manager
612-720-8311 | jmillers@hkgi.com



Rita Trapp, AICP
Vice President
612-252-7135 | rita@hkgi.com

**Collaborate.
Listen.
Explore.
Create.**

UNDERSTANDING & APPROACH



UNDERSTANDING & APPROACH

INTRODUCTION

HKGi's approach to the Zoning Code Update project begins with our belief that the qualities of a community's landscape and built environment, along with the community's values and identity, are the essential foundations for successful community planning. HKGi will work collaboratively with the City to craft regulations that proactively guide development that reflects the City's current needs and future goals while honoring its history and character. Our approach places HKGi's four core principles at the center of our practice: collaborate, listen, explore, and create. HKGi's work plan as proposed on the following pages is guided by these principles and is designed to keep the focus on the community's unique needs, insights, and opportunities.

UNDERSTANDING

Breezy Point is continuing to experience high growth in its population, both year-round and seasonal residents, and the corresponding development needed. As a city that highly values its unique identity and sense of community, the city seeks to update its zoning code to meet market demand and emerging development trends, including considerations around expanded housing options, diversifying business and employment opportunities, mixing of uses, and planning for long-term sustainability (e.g. energy efficient building and site design, EV charging). The City desires an updated zoning code that moves away from its traditional use-based standards toward more of a focus on the physical character of development.

Similar to other communities that HKGi has worked with, elements of Breezy Point's zoning regulations have become outdated, inconsistent, and challenging to use. A primary objective of the zoning code update project is to update and reorganize the code to

establish a user-friendly format that includes graphics to better communicate regulations. Graphics can include tables, lot/site diagrams, building illustrations, and example photos. HKGi will analyze the existing zoning districts and create tables to improve communication of allowed uses and dimensional standards. New administrative processes may be needed to allow City staff to provide efficient and timely responses to land use and development applications. The City recognizes that significant updates are necessary to produce a modern and user-friendly code.

The City is also requesting that its Comprehensive Plan be reviewed and updated to bring it into alignment with the updated zoning code. We anticipate the primary chapters to be updated will be the Land Use and Housing chapters.

APPROACH

HKGi proposes a four-phase approach to guide the process for the Zoning Code Update project that includes reviewing the City's comprehensive plan (adopted in 2020) and other relevant plans and studies; evaluating the current zoning code structure and regulations; analyzing the zoning districts' uses and dimensional standards via tables, preparing a draft code structure and summary of recommended update approaches; and updating the various code sections in a set of modules. We have used this module approach for updating code sections with great success in our recent rewrite projects in Rosemount, MN, Winona, MN, Johnston, IA, and Onalaska, WI.

Engagement with your Community

HKGi is experienced conducting engagement to collect feedback from many perspectives within a community. At the onset of a project we work with the client to create a customized engagement plan that best suits their community and the project's objectives. For a project such as zoning ordinance revisions, we anticipate a higher degree of engagement targeted at specific stakeholder groups directly impacted by zoning changes.

PROJECT MANAGEMENT

HKGi approaches all of its code update projects as a collaborative process between HKGi and the community. We recommend monthly, or even bi-weekly, meetings with City staff to ensure the City's vision and practices are being implemented and that the project is progressing on schedule. These regular meetings with City staff will be led by Jeff Miller, the project manager for the project. Each meeting will have an agenda that outlines the current areas of discussion and looks ahead to future meetings and deadlines that need to be met. Draft materials will be provided to City staff in a manner which allows for easy review and comment. For example, draft code sections will be sent in Word using the "Track Changes" function and presentations will be sent in PDF.

In addition to City staff, it is important for members of the Planning Commission and City Council to be involved throughout the project. The work plan proposes regular meetings with the Planning Commission, as well as joint City Council and Planning Commission meetings at key points in the process. HKGi has found these joint meetings to be particularly helpful for elected and appointed officials to discuss and reach consensus on strategic or complex topics, thus easing the review and adoption process at the end of the project.

In order to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, HKGi's approach includes the following project management measures:

- » Work with staff upfront to identify code sections and sub-sections that do not need updating;
- » Creation of analysis tables at the beginning of the project, during code diagnosis, to enable the evaluation of the districts' uses and dimensional standards, as well as development procedures, more efficient;
- » Regularly scheduled meetings with City staff throughout the duration of the project (bi-weekly

ONLINE TOOLS



IN-PERSON EVENTS



OUTREACH



or monthly) will help keep the project stay on schedule;

- » Use of HKGi’s project management software which tracks actual hours and costs project-to-date versus planned hours and costs on daily basis;
- » HKGi team includes both a Project Manager and a Principal-in-Charge role to oversee the project’s status in terms of schedule and budget.

MODULAR APPROACH

Another key component of HKGi’s approach will be the sequencing of the code update process into multiple modules that address the various components of the new zoning regulations. Breaking down this major effort into logical modules allows for a detailed review of the updated code sections without overwhelming City staff and elected and appointed officials. This approach also helps the project team identify the key components that should be presented to the public during the community review process. Once all of the modules have been reviewed, entire drafts of the zoning code are prepared for review by City staff, elected and appointed officials, and the community. After input is received and revisions made, the adoption process – including public hearings – can begin.

PUBLIC OUTREACH

As noted in our proposed scope of services, HKGi will work with City staff to create a community engagement strategy and schedule that will use the more efficient and effective ways to involve internal and external stakeholders in this project, which can be technical and intimidating for the public.

HKGi brings a wealth of experience and a tool box of effective community engagement strategies. We anticipate that outreach will involve strategies for both face-to-face and virtual interactions, including stakeholder listening sessions/interviews, virtual engagement, and a public hearing. HKGi will help City staff identify the appropriate stakeholder groups to involve in the project, as well as the most effective

times and methods for outreach to the general public. Examples of the types of stakeholder groups the City could consider are developers/designers, chamber of commerce, and representatives from geographic areas such as neighborhoods, lake associations or business/resort areas. HKGi has found that an online website is a valuable way to keep the community informed of the project’s progress. HKGi is able to create and maintain a Storymap (ESRI GIS) or can provide content for the City to update its own website.

Examples of the types of stakeholder groups the City could consider are developers/designers, chamber of commerce, and representatives from geographic areas such as lake associations or corporate campuses. HKGi has found that an online website is a valuable way to keep the community informed of the project’s progress. HKGi is able to create and maintain a storymap or can provide content for the City to update its own website.



WORK PLAN

Phase 1: Defining Project Process and Context

Phase 1 is intended to define the project process and gain an understanding of the city’s current conditions related to the zoning code. Understanding the context of this project will provide a solid foundation for the code update process. City staff and the consultant team will confirm the project’s scope, process, and schedule, including ensuring the process will sufficiently engage stakeholders and address the City’s priority topics and issues. Background information from the City and other sources will be gathered and reviewed by the consultant team to help define the project’s goals and efforts for evaluating the current zoning code.

TASKS

- 1.1 Meet with Staff to:
 - » Finalize the project’s scope, process, schedule
 - » Discuss the current code’s issues and opportunities
 - » Discuss City policies, processes, or practices that are currently unwritten, but that should be incorporated into zoning code regulations
 - » Confirm code sections with recent updates that don’t warrant evaluation and updating as part of this project
 - » Identify how information about the project will shared with the public, e.g. City’s website, newsletter, etc.
- 1.2 Complete a reconnaissance tour of the city led by City staff to gain an understanding of the existing community character, visit areas with issues that may could be addressed by zoning code updates, and visit areas that are planned or anticipated for future development.
- 1.3 Review the Comprehensive Plan and any other relevant plans or studies to identify goals, objectives, and recommendations that may be achieved through the updated zoning code regulations.
- 1.4 Assemble current zoning code document in editable format and zoning map GIS data

- 1.5 Prepare and refine with City staff a community engagement strategy, including key stakeholders and schedule.
- 1.6 Prepare materials, such as online information, that introduce the project to the public.

DELIVERABLES

- » Summary of consultant’s review of relevant portions of the Comprehensive Plan to the zoning code update
- » Community engagement strategy and schedule
- » Online information for project introduction to the public

CITY RESPONSIBILITIES

- » Coordinate meeting scheduling
- » Attend project kick off meeting and lead tour of the City
- » Assemble and share background materials, including current zoning code document in editable format and zoning map GIS data
- » Review and comment on draft summary material
- » Assist with website updates if City is hosting the project information



The initial kick-off meeting and reconnaissance tour will give City staff the opportunity to brief the planning team on key issues.

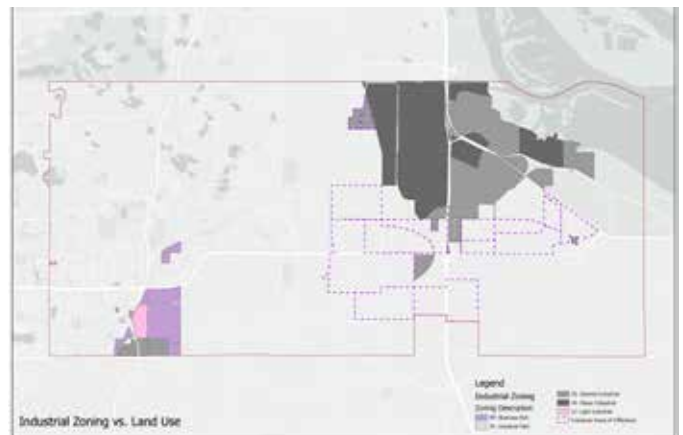
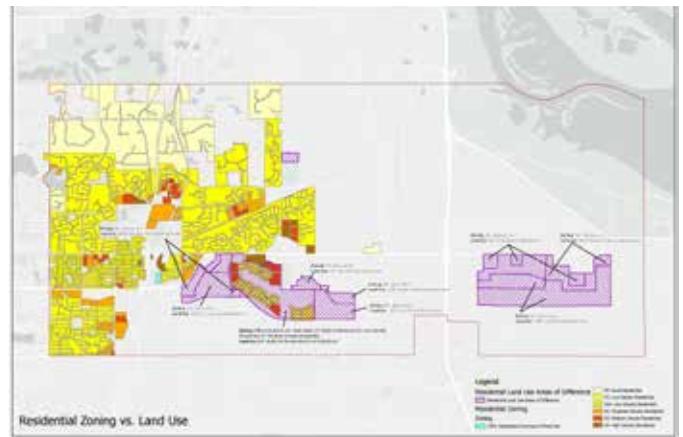
Phase 2: Diagnose the Current Zoning Code and Frame Update Approach

The purpose of phase 2 is to understand the issues with the existing zoning code, to reach general consensus on priorities for the update process, and to frame the approach for code sections where significant change is anticipated. While City staff and the consultant team will lead the identification of issues, it is also important to gather input from elected and appointed officials, stakeholders, and the general public. The findings from phase one and the code diagnosis will be used to identify a proposed code structure that includes a description of the intent and components of each code section.

TASKS

- 2.1 Complete a detailed diagnosis of the current zoning code for deviations from best practices and trends based on HKGi's experiences working with and updating zoning codes. This diagnosis will include:
- » Evaluation of the current code structure, including whether there are too few or too many sections and subsections, and the organization of each code sections.
 - » Completing tabular analysis of all districts, uses, and dimensional standards. Analyzing uses as well as lot and building/site dimensional standards to identify inconsistencies, gaps, organizational issues, and ease-of-use improvements. As part of this analysis, we will explore the potential for modernizing, synchronizing, streamlining, and simplifying uses across all districts to improve consistency and understanding of which uses are allowed across all districts.
 - » Evaluation of regulations to determine updates needed to align with current state and federal requirements and recent court decisions.

- » Conducting GIS analysis of the current Zoning Map to evaluate the effectiveness of the current zoning map's application of districts. This step will explore how much and where each district is used, whether there are districts that are not used, and whether there are any inconsistencies between the Comprehensive Plan and zoning map.
- » Evaluating development procedures to identify inconsistencies between the types of development requests and potential approaches to streamline the development review process.



GIS analysis and mapping will aid the planning team in identifying discrepancies between current and future land uses and current zoning regulations.

- 2.2 Prepare a proposed code structure for the updated regulations, explaining the purpose and scope of each code section.
- 2.3 Identify potential approaches to address changes to code sections identified in the diagnosis.
- 2.4 Meet with City staff to discuss the proposed code structure and potential update approaches.
- 2.5 Conduct a first round of community engagement in accordance with the community engagement plan to introduce the project, identify issues, and begin identification of areas where context-sensitive regulations may be needed. In addition to a general opportunity for the public to provide input, it is recommended that this round of engagement include stakeholder meetings, such as property owners, developers, design professionals, and/or in neighborhoods where updates may be targeted.
- 2.6 Conduct a joint meeting of the City Council and Planning Commission to present initial findings of the code diagnosis, and seek input on issues, opportunities, and priorities.

DELIVERABLES

- » Zoning Code Diagnosis Report
- » Meeting materials as needed, including agendas, packet materials, and presentations
- » Community engagement meeting materials such as marketing materials, agendas, and presentations
- » Summary of community engagement input
- » Online content/website update

CITY RESPONSIBILITIES

- » Coordinate meeting scheduling
- » Attend City staff, joint CC/PC work session, and community engagement meetings
- » Coordinate input from other City departments
- » Take formal minutes at official meetings if required to meet City policies
- » Review and comment on the draft meeting and summary materials
- » Assist with website updates if City is hosting the project information

Phase 3: Prepare Draft Code Sections

Phase 3 is when the technical updating and drafting of regulations occurs. The draft zoning code updates are proposed to be reviewed in modules by City staff and the Planning Commission. It is also recommended that at least one joint meeting of the City Council and Planning Commission occur in this phase of the project.

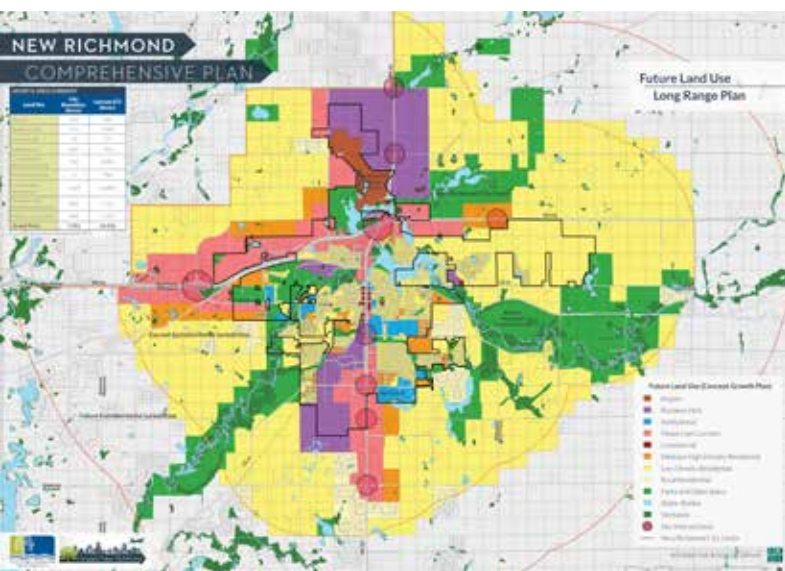
TASKS

- 3.1 Prepare the draft regulations in a series of modules. Based on our past experience, logical modules for grouping of code sections include:
 - » Base zoning districts (purposes, uses, lot dimensions, site dimensions) and zoning map
 - » Use specific standards and general development standards (parking, landscaping, fencing and screening, signs, etc.)
 - » Development procedures (variances, conditional use permits, site plan review, etc.), general/special provisions
- 3.2 Conduct review of the modules with City staff, including staff from other departments as appropriate.
- 3.3 Meet with the Planning Commission to review the updates for each module.
- 3.4 Prepare first draft of the entire revised zoning code document.
- 3.5 Prepare first draft of updates to the zoning map
- 3.6 Conduct a joint meeting of the City Council and Planning Commission to present the draft updated code and map

DELIVERABLES

- » Meeting materials as needed, including agendas, packet materials, and presentations
- » Draft zoning code updates by module
- » Draft of updates zoning map
- » First full draft of the updated zoning code
- » Prepare City's website for online review of the complete draft of the zoning code and map

- » Assist with community engagement efforts, including coordination with other advisory commissions or committees if needed
- » Take formal minutes at official meetings if required to meet City policies
- » Assist with community engagement efforts
- » Assist with website updates if City is hosting the project information



Updates to the zoning code will be used to update the zoning map & Comprehensive Plan's future land use map. Aerial photos can be effective for showing people the character of the community.

Phase 5: Final Adoption of Zoning Code, Zoning Map, and Comprehensive Plan

The final phase is the adoption process of the updated zoning code, zoning map, and Comprehensive Plan, which includes a public hearing at the Planning Commission and adoption by the City Council.

TASKS

- 5.1 Facilitate public comment on the draft zoning code, zoning map, and Comprehensive Plan.
- 5.2 Prepare and present the proposed code, map, and Comprehensive Plan at a public hearing with the Planning Commission.
- 5.3 Present the proposed code, map, and Comprehensive Plan to the City Council.
- 5.4 Make any final changes to the zoning code, zoning map, and Comprehensive Plan and provide to the City in Word, PDF, and GIS formats.

DELIVERABLES

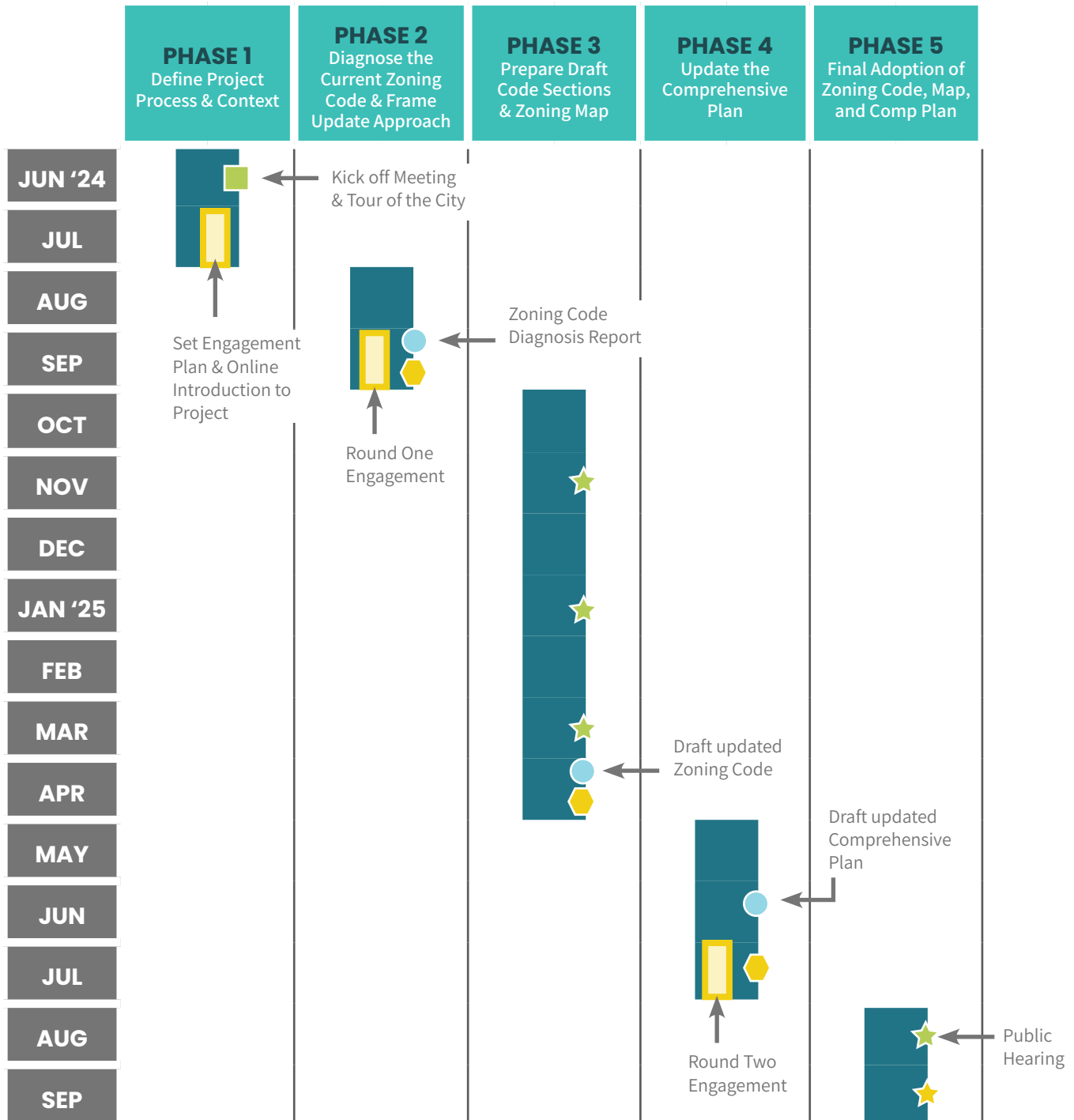
- » Meeting materials as needed, including agendas, packet materials, and presentations
- » Complete drafts of the proposed zoning code, zoning map, and Comprehensive Plan
- » Online content/website

CITY RESPONSIBILITIES

- » Coordinate meeting scheduling
- » Attend at City staff, Planning Commission, and City Council meetings
- » Take formal minutes at meetings if required to meet City policies
- » Review and comment on drafts
- » Assist with website updates if City is hosting the project information
- » Assist with website updates if City is hosting the project information







SCHEDULE

If the HKGi team is selected to conduct this project, one of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs for this project. We will also work with City staff to add detailed dates, as appropriate, for project milestones.



MEETINGS*

*Recurring Staff Meetings Held Monthly or bi-weekly as needed (not shown)

-  Kick-Off Meeting w/Staff
-  Joint PC/CC Meeting
-  CC Meeting/Consider Approval
-  Other Deliverable (Labeled)
-  Engagement
-  PC Meeting

PROJECT TEAM



FIRM PROFILE



HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. Our objective is to help clients build great places for people to live, work, and play.

ZONING ORDINANCE EXPERIENCE

The staff members assigned to this project work with zoning ordinances, planning regulations, and development applications on a daily basis. These staff members provide day-to-day planning services to small- and mid-sized communities, and through this work they understand the impact that planning direction and regulations can have on a community's development.

This practical, real-world experience means that they bring insights and critical knowledge about how to

write zoning ordinances that will best generate the desired results and mitigate the potential for unintended outcomes. Combined with HKGi's dedication to providing superior client service, our team's depth of experience will enable us to create an effective updated zoning ordinance that will enable the City of Breezy Point to achieve its objectives for this project.

KEY PERSONNEL AND AVAILABILITY

Resumes for HKGi staff assigned to this project are included on the following pages. Staff availability listed below is based on the percentage of time available to conduct this project based on current and projected workloads:

- » Jeff Miller - 40%
- » Jason Zimmerman - 45%
- » Rita Trapp - 35%
- » Kendra Ellner - 60%
- » Mia Colloredo-Mansfeld - 70%

LOCATION

800 Washington Ave. N., #103
Minneapolis, MN 55401
www.hkgi.com
612-338-0800

ORGANIZATION

Minnesota S-Corp

PRINCIPALS

- Paul Paige, PLA (MN), President
- Brad Scheib, AICP, Vice President
- Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
- Gabrielle Grinde, PLA (MN), Vice President
- Rita Trapp, AICP, LEED AP, Vice President

ASSOCIATES

- Jeff Miller, AICP

STAFF

- 6 Certified Planners
- 7 Licensed Landscape Architects
- 7 Planners/Urban Designers
- 2 Marketing Communications



EXPERIENCE

SERVICES AND DEPTH OF EXPERIENCE

Planning regulations translate planning visions into enforceable ordinance language that shapes the physical development of the community. They are essential in determining a community's character and growth. While many planning consultants specialize in writing zoning ordinances and development codes, HKGi is a full service planning and design firm. Our planning services include:

- » Comprehensive planning
- » Ordinance and regulatory tools development
- » Development application reviews
- » Design regulations review
- » Redevelopment and development planning
- » Landscape architecture

Our depth of experience means that we understand how to create comprehensive plan guidance at the beginning of the planning process, and how regulations impact development on the back end of the process. Because of this experience we create planning regulations that help communities achieve their development objectives while minimizing the unintended consequences that regulations can sometimes have.

HKGi has a long history of providing day-to-day planning services to municipal clients. These services have often involved zoning and subdivision ordinance revisions as well as the development of design guidelines and other regulatory tools. Beginning on the next page we have included detailed information about some of our recent ordinance rewrite and revision projects. A small sampling of other recent ordinance and regulation work conducted by HKGi is listed in the sidebar to the right. Details for a selection of these projects are included in the Experience section beginning on page 20.



Relevant Experience

- Zoning Code Update - Rosemount, MN
- Zoning Ordinance Update - Johnston, IA
- Uniform Development Code Rewrite - Winona, MN
- Zoning Ordinance Update - Roseville, MN
- Zoning Ordinance Update - Farmington, MN
- Zoning Ordinance Update - Byron, MN
- Zoning Ordinance Update - St. Francis, MN
- Zoning Code Rewrite - Lindström, MN
- Uniform Development Code Rewrite - Onalaska, WI
- Zoning Code Audit and Revisions; Site Redevelopment Design Guidelines; Historic Walker-Lake Zoning District; Accessory Dwelling Unit Ordinance - St. Louis Park, MN
- Zoning Code Audit and Update; Historic Downtown Signage Ordinance - Chaska, MN
- Zoning Ordinance Revisions - Maplewood, MN
- Zoning and Subdivision Ordinance Update - Golden Valley, MN
- Housing Study and Zoning Ordinance Revisions - Grand Marais, MN
- Zoning Ordinance Revisions - Savage, MN
- Short-term Rental Housing Ordinance; Zoning Ordinance Revisions; Mixed Use Zoning Ordinance and Historic Preservation Ordinance Revisions - Stillwater, MN
- Zoning Ordinance Audit - Edina, MN



Jeff Miller AICP
Project Manager
jmiller@hkgi.com

Years of Experience: 24

Education

Master of Planning,
University of Minnesota

Bachelor of Arts in Economics,
St. Olaf College, Northfield, MN

Registration

American Institute of Certified Planners,
Certification #025995

Awards

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

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

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

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

Introduction

Jeff will serve as the consultant Project Manager, providing leadership for the process and directing the work of the planning team. In this role he will be the primary point of contact for the City and will lead stakeholder engagement. Jeff has more than twenty years of experience and has provided leadership and planning expertise for a wide variety of projects, including several development code rewrites.

Jeff's experience includes work as both a municipal planner and as a consultant. He understands how to ensure that comprehensive plan direction is enacted in zoning ordinance language, and he also brings an understanding of how regulatory tools can impact and guide a community's development environment. He is valued by clients for his listening and communication skills, his thoughtful approach, and for the outstanding client service he provides.

Relevant Project Experience

- Unified Development Code Rewrite | Onalaska, WI
- Grand Marais Housing Study and Zoning | Grand Marais, MN
- Unified Development Code Rewrite | Winona, MN
- Zoning Ordinance Update | Rosemount, MN
- Zoning Ordinance Update | Roseville, MN
- Zoning Ordinance Revision | Farmington, MN
- Comprehensive Plan and Zoning Ordinance Revisions | St. Louis Park, MN
- Historic Preservation and Mixed Use Zoning Ordinance Revisions | Stillwater, MN
- Downtown Signage Design Guidelines and Downtown Business Entry Design Guidelines | Chaska, MN
- Zoning and Subdivision Ordinance Revisions | Golden Valley, MN
- Zoning Ordinance Revisions | Maplewood, MN



Rita Trapp AICP, LEED AP
Principal in Charge
rita@hkgi.com

Years of Experience: 21

Education

Bachelor of Science in Land Use
Geography and Economics, University of
Wisconsin-Eau Claire

Registration

American Institute of Certified Planners
Certification #021555

Awards

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

2017 National APA President's Council
Leadership Award

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

Introduction

Rita will serve as Principal in Charge for this project. In this role she will provide quality control services and will play an active role in guiding the planning team through the planning process. Her guidance will enable the team to conduct an efficient planning process that achieves the City's objectives for the project.

Rita has twenty-plus years of experience, and for much of her career she has worked with planning regulations on a daily basis. She has provided day-to-day planning services for dozens of communities and has led several zoning ordinance revision or rewrite projects. She is also experienced at writing comprehensive plans and translating comprehensive plan direction into zoning ordinances, regulations, and policies.

Her insight into all phases of the planning process, from comprehensive planning to writing zoning ordinances and then applying those ordinances to real-world development applications enables her to write effective ordinances that achieve the city's objectives while minimizing unintended outcomes.

Relevant Project Experience

- Unified Development Code Rewrite | Winona, MN
- Unified Development Code Rewrite | Onalaska, WI
- Zoning Ordinance Update | Chaska, MN
- General Planning Services | Marine on St. Croix, MN
- Comprehensive Plan and Zoning and Subdivision Ordinance Rewrite | Lindström, MN
- Comprehensive Plan and Zoning Ordinance Update | Byron, MN
- Zoning Ordinance Rewrite | Johnston, IA
- Comprehensive Plan & Zoning Ordinance Revision | Maplewood, MN
- Zoning and Subdivision Ordinance Revisions | Golden Valley, MN
- Zoning Ordinance Revisions and Development Code Audit | St. Louis Park, MN



Jason Zimmerman AICP

Lead Planner

jason@hkgi.com

Years of Experience: 25

Education

Master in City Planning,
Massachusetts Institute of Technology

Bachelor of Arts in Economics,
Carleton College

Registration

American Institute of Certified Planners
Certification #030829

Professional Activities

Past President, American Planning
Association, Minnesota Chapter

Board of Directors, American Planning
Association, Minnesota Chapter, 2017-
2023

Introduction

Jason will serve as a Lead Planner for the HKGi team. In this role he will provide leadership for the planning team and consult to city staff, he will serve as the primary planner throughout the project.

Jason has twenty-five years of experience in community planning and urban design. Before joining HKGi he served for a decade as a municipal planner and planning manager with the City of Golden Valley, where he worked with zoning ordinances and members of the development community on a daily basis. He has a thorough understanding of the day-to-day operations of city planning departments and knows what kinds of tools can be most helpful in implementing and administering development codes. He also knows firsthand the impact that zoning ordinances have, not only on development activity, but also on the lives of residents and business owners. His insights will assist the HKGi team in providing ordinance revisions that will help the City of Arden Hills achieve its community development goals and address areas of need and concern in an efficient, effective manner.

Relevant Experience

- *Zoning and Subdivision Ordinance Updates | Golden Valley, MN
- Zoning Code Update | Chaska, MN
- Zoning Code Update | Savage, MN
- Comprehensive Plan Update | Farmington, MN
- Comprehensive Plan Update | Hermantown, MN
- Comprehensive Plan Update | Ironwood, MI
- *Comprehensive Plan Update | Golden Valley, MN
- *Downtown Redevelopment Framework Plan | Golden Valley, MN
- General Planning Services | Lindstrom, MN
- Purple Line BRT Station Area Planning | Ramsey County, MN

*Prior to joining HKGi



Kendra Ellner AICP
Planner
kendra@hkgi.com

Years of Experience: 2

Education

Master of Science in Urban and Environmental Planning (Accelerated Program), Arizona State University

Bachelor of Science, Urban Planning, Arizona State University

Registration

American Institute of Certified Planners Certification #35611

Accomplishments

Team Leader - 2021 ULI Hines Student Urban Design Competition and American Planning Association's Outstanding Planning Student Organization Runner-Up

Introduction

Kendra will provide planning services for all aspects of this project. In this role she will assist with ordinance analysis and writing, background data collection and research, engagement, and other work plan tasks as needed.

Kendra is a multifaceted planner who is committed to facilitating and creating equitable and livable communities. She has experience facilitating community engagement events, activities, and online marketing for planning processes, and her professional and academic experience has cultivated strong skills in policy research, data analysis and visualization, site plan and design work, grant writing, and manuscript development.

Kendra is a relatively new staff member at HKGi, but in a short time she has demonstrated outstanding planning, research, and communication skills. She has provided day-to-day planning services for several of HKGi's clients and has been involved in many of the firm's most recent zoning ordinance-related projects. Her previous experience includes serving as a planner and GIS technician for the City of River Falls (WI), so she also brings an understanding of the tools needed from city staff perspectives.

Relevant Project Experience

- Planning Services and Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | Lindström, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Marine on St. Croix, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- General Planning Services | Kasson, MN
- Zoning Code Update | Fridley, MN
- Zoning Ordinance Audit and Update | St. Louis Park, MN
- General Planning Services | Rogers, MN
- Comprehensive Plan | Sherburne County, MN



Mia Colloredo-Mansfeld

GIS/Planning

mia@hkgi.com

Years of Experience: 2

Education

Bachelor of Arts, Geography and Environmental Studies,
University of North Carolina-Chapel Hill

Awards

McNally Award for Excellence in Geography

Douglas Eyre Award for Outstanding Leadership

Activities

Volunteer Ambulance Driver - North Haven, Maine EMS

Introduction

Mia will provide GIS data collection and mapping services to this project. Mia is new to HKGi, where she provides GIS and planning support on comprehensive plans and zoning projects. She comes to HKGi from North Haven, Maine, where she served for two years as the sole planner for a small island village. Her work for North Haven included collecting GIS data to build a database that the village could use to support future planning. The village did not have any GIS data, so she had to start the database build from scratch, which gave her some valuable insights into GIS best practices.

She has an affinity for working with GIS data and has developed her collection and analysis skills, both in her work in Maine as well as in her college research work, which consisted of mapping and cataloguing land use management practices for agriculture in the Galapagos Islands.

Engagement has been a significant component of her work. She has been able to connect and build strong relationships with stakeholders and community members. Her ability to facilitate meetings and engage with residents and farmers has been a key to her success.

Relevant Project Experience

- Zoning Code Update | Fridley, MN
- Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Maplewood, MN
- General Planning Services | Greenfield, MN
- *Community Vision Process Facilitation | North Haven, ME
- *Housing Working Group Facilitation & Planning | North Haven, ME
- *Economic Diversification & Resilience Planning | North Haven, ME
- *GIS Database Collection and Organization | North Haven, ME

*Projects completed for previous employer

EXPERIENCE & REFERENCES

A photograph of a man in a light-colored shirt and jeans pushing a child on a swing at a park. The scene is set on a grassy area with a gravel playground surface. In the background, there are several houses and trees. The image is overlaid with a semi-transparent dark blue filter.

Housing Study & Zoning Ordinance Revisions

GRAND MARAIS, MINNESOTA

HOUSING TYPES: ACCESSORY DWELLING UNIT (A.D.U)

DRAFT 6.18.2020



HOUSING TYPES: ROWHOUSE / TOWNHOUSE

DRAFT 6.19.2020



RESIDENTIAL BUILDING TYPES

<p>ROWHOUSE - SMALL (2 to 4 units/lot)</p>	<p>ROWHOUSE - LARGE (5 to 8 units/lot)</p>	<p>MULTI-PLEX - LARGE (7 to 18 units/lot)</p>	<p>COURTYARD APARTMENT (12 to 40 units/lot)</p>	<p>LIVE/WORK (2 units/lot)</p>	<p>MAIN STREET MIXED USE (3 to 8 units/lot)</p>

HKGi conducted a housing study to help the City of Grand Marais and its residents identify strategies to encourage a more diversified housing stock and led a subsequent zoning ordinance revision project to implement the study’s findings and recommendations. For the study HKGi inventoried the City’s current land use and housing regulations, researched housing best practices, and led two community workshops in which stakeholders shared ideas and concerns and helped brainstorm strategies and establish priorities for implementing the Housing Plan.

Following completion of the housing study, HKGi worked with the City to

revise the Grand Marais zoning code to provide greater flexibility and more clear guidance for the development of new housing and a greater diversity of housing types to meet the city’s unique seasonal and year-round housing needs. Recommended zoning revisions include reduction in minimum lot sizes; allowance for ADU’s and other housing types in residential areas currently restricted to single-family homes only; new lot and building standards for each new housing type, and illustrations to make the code more user friendly to a broad scope of stakeholders.

CLIENT

City of Grand Marais

HIGHLIGHTS

- Establishment of new Design Standards to ensure new housing types will fit in existing neighborhoods
- Land use guidance for a variety of housing types
- Recommended changes to zoning ordinance include reduction in minimum lot sizes; allowance for ADU’s and other housing types; new lot and building standards for each new housing type

REFERENCE

Mike Roth, City Administrator
City of Grand Marais
218-387-1848

Subdivision & Zoning Ordinance Amendments

GOLDEN VALLEY, MINNESOTA



After enacting a six-month moratorium on new residential subdivisions in response to residents' continuing concerns about the impact new subdivisions were having on their existing neighborhoods, the City of Golden Valley initiated a Subdivision Study to explore potential changes to the zoning and subdivision regulations relative to single-family residential subdivisions. The City hired HKGi to conduct a public process aimed at clarifying the issues, exploring potential solutions, and recommending effective subdivision/zoning ordinance amendments.

HKGi facilitated this intensive public process, which involved community-wide input meetings, joint City Council/Planning Commission workshops, and public hearings. The study's recommended ordinance amendments addressed the following concerns with recent new residential subdivisions: tree preservation, lot size, irregular lot shape, house-to-lot relationship, and planned unit developments. The key study recommendation was the creation of a larger minimum lot area requirement for new subdivisions in large lot neighborhoods.

CLIENT

City of Golden Valley

HIGHLIGHTS

Revisions included:

- Revision of R-2 district to allow for small lot single-family homes
- Revision of R-3 district to allow for row houses
- Modernization of the Office district
- Modernization of the Institutional district
- Revision of the Mixed Use district
- Addition of Accessory Dwelling Units
- Architectural and Material Standards
- Update to the Planned Unit Development regulations
- Updates to the Off-street Parking standards

Zoning Code Rewrite

LINDSTRÖM, MINNESOTA



HKGi led the development of Lindström’s Comprehensive Plan and subsequently has provided implementation assistance, which has included rewriting the City’s zoning ordinance and regulatory tools. HKGi’s work on the zoning code rewrite project has been geared towards helping the City accomplish several of its comprehensive plan goals.

These goals include creating regulations that will help the community develop high quality housing stock that will meet the needs of residents at all stages of life and various income levels. HKGi also

worked with city staff and community stakeholders to explore and identify zoning policies and practices that will promote and encourage sustainability on public property.

Other topics covered during the planning process include creating a Complete Streets policy; creating ordinances that allow for smaller scale wind and solar power generation systems; establishing a process or design guidelines that would aid in crime prevention; and maintain an up-to-date park dedication policy. HKGi also explored the creation of a housing code/rental licensing program.

CLIENT

City of Lindström

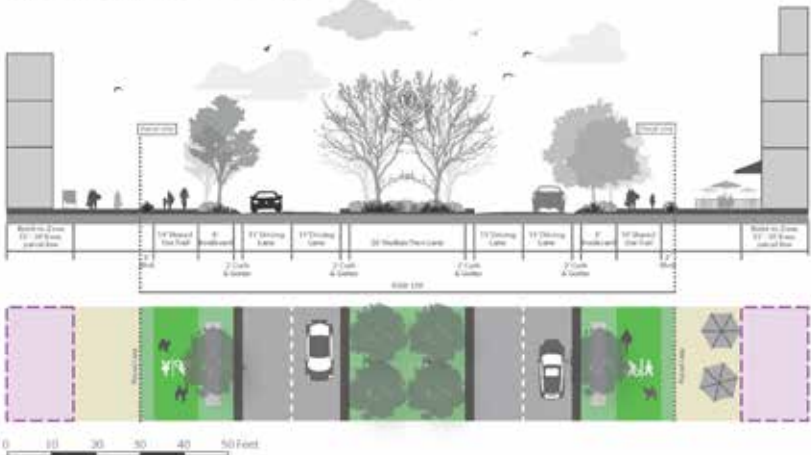
HIGHLIGHTS

- Addresses several topics related to shoreline development
- Revisions to diversify the community’s housing stock
- Updates to bring development code in compliance with Comprehensive Plan and new land use designations

Zoning Ordinance Updates

MAPLEWOOD, MINNESOTA

Minor Arterial / Major Collector- 120' ROW



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

HKGi addressed zoning revisions in several key areas throughout the city, including potential redevelopment in and around the Maplewood Mall. HKGi’s planners also conducted an analysis for at least nine areas, all of which have a new mixed use designation. Each analysis includes identifying key data and assumptions as well as other factors such as existing transportation infrastructure and surrounding development. These analyses were used to determine zoning changes needed to achieve the City’s development objectives for each area.

CLIENT

City of Maplewood

HIGHLIGHTS

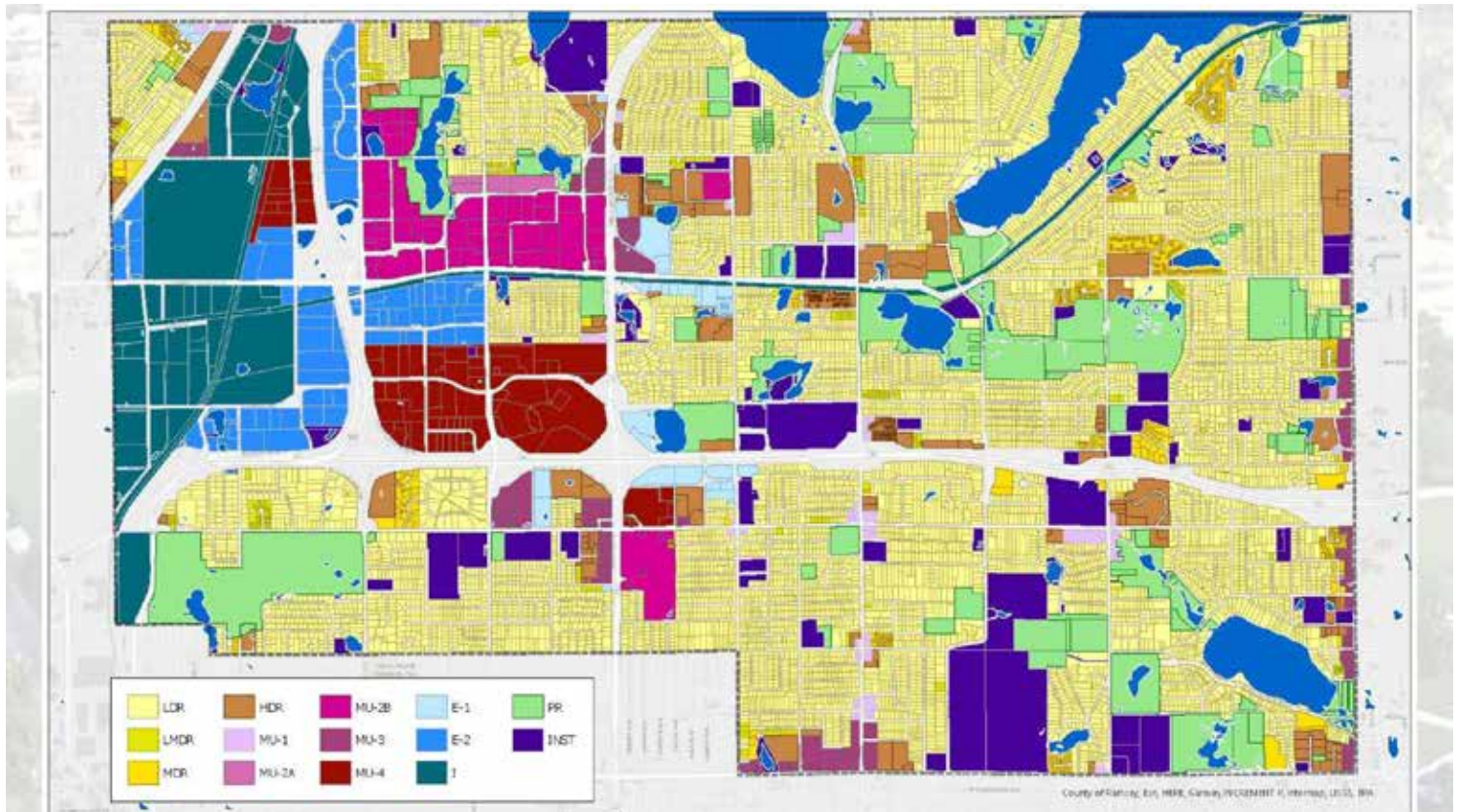
- Three new mixed-use land use designations to address housing needs and create a more walkable environment
- Final plan report includes reader-friendly summaries for each chapter (see graphic above)
- Creation of new mixed use zoning district to support redevelopment near Maplewood Mall and transit station

REFERENCE

Mike Martin, Economic Development Director
651-249-2303
michael.martin@maplewoodmn.gov

Zoning Code Update

ROSEVILLE, MINNESOTA



HKGi was retained to implement key land use and policy changes from the City’s 2040 Comprehensive Plan. Plan initiatives that HKGi is codifying via ordinance include residential land use policies to change allowable housing densities in selected areas of the city; allow for new housing types; create new land use categories; revise mixed-use requirements; and transition business districts to mixed-use districts.

HKGi’s planning process includes extensive stakeholder engagement with residents, business-owners, and land-owners throughout the city as well as for the Rice Street, Lexington/Larpenteur, and the Bus Rapid Transit (BRT) focus areas and

with representatives from Roseville’s Business Council. Engagement for this project also has a special focus on achieving the City’s goals related to Racial Equity and Inclusion (REI) and Sustainability and Resilience (SR). To that effect, HKGi facilitated public workshops for each of the focus areas as well as two for the REI/SR goals.

Other key Comprehensive Plan goals include creating a more walkable city, redeveloping existing retail districts, protecting existing neighborhoods, supporting high-density residential development around the BRT station, and creating a “downtown” type retail center.

CLIENT

City of Roseville

HIGHLIGHTS

- Focus areas include the Rice Street Corridor, Larpenteur/Lexington, and the Har Mar Mall BRT Station Area
- Engagement regarding Racial Equity and Inclusion collected information regarding barriers, which will be used to inform ordinance revisions
- Sustainability and Resilience strategies address electric vehicle charging stations, wind and solar energy, leveraging stormwater BMPs to improve water quality, and incentivize green building and retrofitting

REFERENCE

Janice Gundlach, Community Development Director
651-792-7071
janice.gundlach@cityofroseville.com

Zoning Code Update

JOHNSTON, IOWA



Following completion of Thrive 2040, Johnston’s most recent Comprehensive Plan, HKGi was retained to lead one of the first Thrive 2040 implementation projects: rewriting the City’s development code. Over the course of a two-year long process, HKGi’s planners worked closely with Johnston’s planning and economic development staff to engage the public and key stakeholders, such as members of the development community, to evaluate the current code and identify ways to reorganize, streamline, and revise it to reflect the City’s current planning direction.

Revisions to the code provide new standards related to site design; creation of new residential types and new employment and mixed-use districts; and address a host of sustainability issues such as EV charging, solar energy, tree preservation, stormwater, and stream protection. Streamlining the code included reorganizing the code to make it less unwieldy and more user-friendly and creating new materials such as graphics and precedent photos to help developers and community members understand visual intent of design ordinance changes and to more quickly identify significant changes to the code.

CLIENT

City of Johnston

REFERENCE

Dave Wilwerding
Community Development Director
515-727-7775
dwilwerding@ci.johnston.ia.us

Zoning & Subdivision Code Update

ROSEMOUNT, MINNESOTA



HKGi is in the process of updating the City of Rosemount’s zoning and subdivision code to align with the 2040 Comprehensive Plan and address a host of other key objectives.

In order to modernize the code and make it easier to use, HKGi simplified the code language and generally reorganized and reformatted it. The zoning districts were streamlined by reducing them down from 96 pages to 5-6 pages and 8 tables. In the process HKGi’s planners relocated standards to more appropriate sections, adding a new chapter to collect use-specific standards in one place and reorganized all standards into general, district, and use-specific categories.

Another issue being addressed in this update is to address code inconsistencies, ensuring that different elements of the code don’t contradict one another and are also consistent with the current comprehensive plan.

Modernizing the code is intended to reflect current and future market and development trends and better position the city for future economic development and growth. The code includes updated zoning districts and a reduction in the number of districts from 21 to 13. As part of this process, HKGi’s planners also explored development concepts for a series of mixed-use nodes along the Highway 42 corridor and created accompanying zoning standards for those areas.

CLIENT

City of Rosemount

HIGHLIGHTS

- Significant streamlining and reorganizing of the code to improve user-friendliness
- Modernized zoning districts and standards
- Address new mixed-use nodes along Highway 42 corridor

REFERENCE

Adam Kienberger
Community Development Director
adam.kienberger@rosemountmn.gov
651-322-2020

Uniform Development Code Rewrite

WINONA, MINNESOTA



HKGi conducted a review and rewrite of the City of Winona’s subdivision code, zoning code and map, and site plan ordinance to modernize the code in accordance with the City’s 2007 Comprehensive Plan. HKGi worked with City staff over the course of the two year project to combine the different components into a Unified Development Code. In addition to conducting the analysis, writing draft and final code versions, and presenting to the Planning Commission and City Council, HKGi also led an extensive public

participation process to ensure that members of the public had a voice throughout the planning process.

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

CLIENT

City of Winona

HIGHLIGHTS

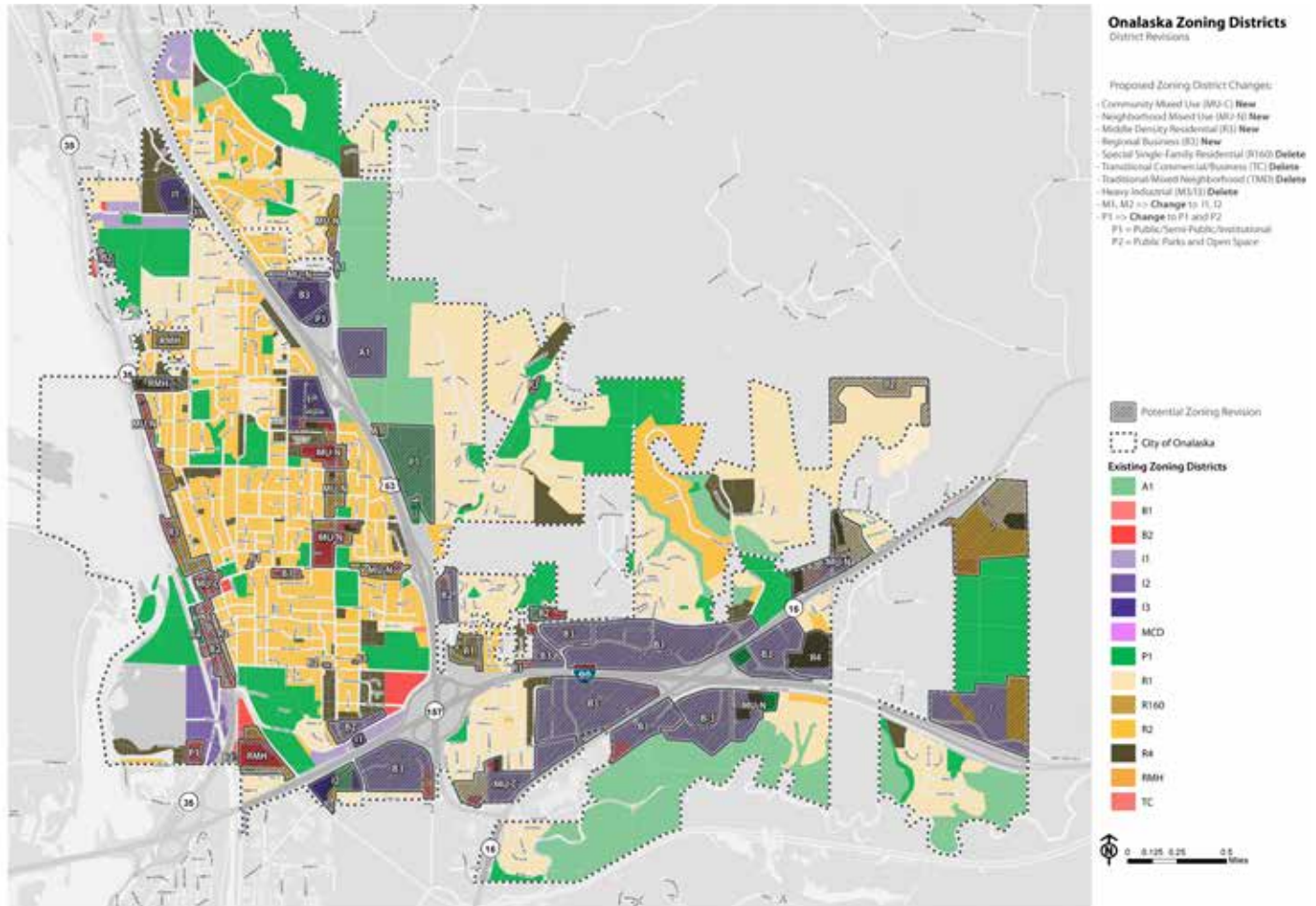
- Uses a graphics-based approach to illustrate and demonstrate a variety of topics such as building design and site standards.
- Executive summary provides a user-friendly tool to communicate key topics and revisions to the general public, developers, and city leaders

REFERENCE

Carlos Espinosa, City Planner
City of Winona
cespinosa@ci.winona.mn.us
507-457-8250

Unified Development Code Rewrite

ONALASKA, WISCONSIN



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

After completing the initial phases of the project, including reviewing the existing code, conducting a diagnostic, and creating an annotated outline for consideration and review by the Plan Commission, HKGi drafted

the new code in modules to facilitate an effective review by the public and municipal boards and commissions.

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

CLIENT

City of Onalaska

HIGHLIGHTS

- Public involvement included Stakeholder Listening Sessions, Public Meetings, Open Houses. Presentations to Plan Commission and City Council, Online Engagement
- Example of a hybrid zoning code
- New code allows more mixed-use development and facilitates creation of new housing and new housing types in the community

REFERENCE

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

PROPOSED COST



FEES AND HOURS PER TASK

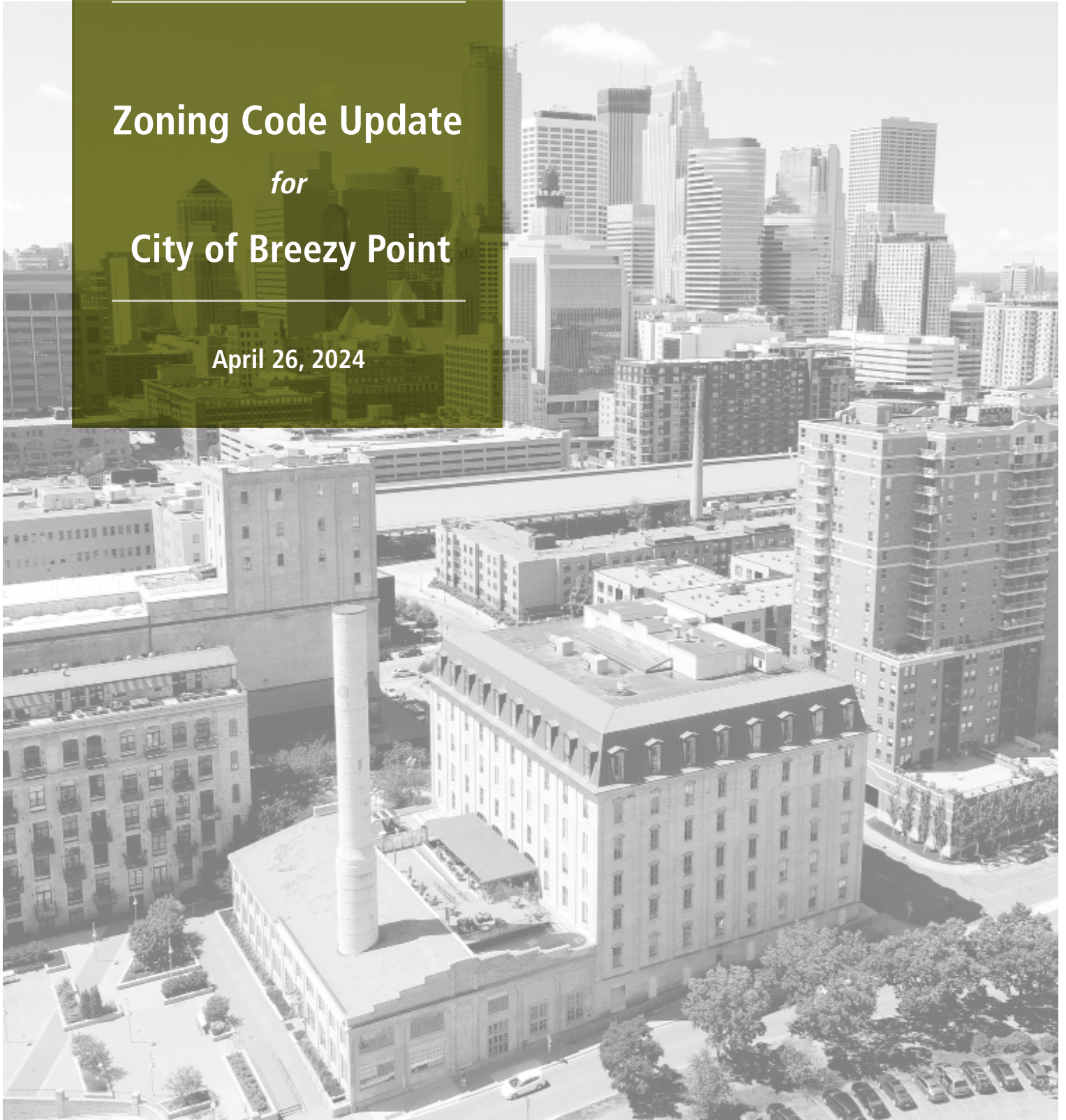
The table contains our proposed fees and hours per task to conduct the work plan contained in this proposal.

	MILLER PROJECT MANAGER \$180/HR.	TRAPP PRINCIPAL IN CHARGE \$195/HR.	ZIMMERMAN PLANNER \$150/HR.	ELLNER LEAD PLANNER \$110/HR.	COLLOREDO-MANSFELD PLANNER \$85/HR.	TOTAL HOURS	FEE
PHASE 1 DEFINING PROJECT PROCESS & CONTENT	16	2	24	7	6	55	\$8,150
PHASE 2 CONDUCT CODE DIAGNOSIS	39	2	57	14	6	118	\$18,010
PHASE 3 PREPARE DRAFT CODE SECTIONS	98	2	176	60	24	360	\$53,070
PHASE 4 UPDATE COMPREHENSIVE PLAN	48	2	88	36	6	180	\$26,700
PHASE 5 FINAL ADOPTION OF CODE AND PLAN	22	2	30	8	4	66	\$10,070
SUBTOTAL	223	10	375	125	46	779	\$116,000
REIMBURSABLE EXPENSES (TRAVEL, PRINTING, PLOTTING)							\$4,000
NOT-TO-EXCEED TOTAL FEE & EXPENSES							\$120,000



Zoning Code Update *for* City of Breezy Point

April 26, 2024



PREPARED FOR

Peter Gansen, Planning and Zoning Administrator - City of Breezy Point
8319 County Road 11, Breezy Point, MN 56742
Phone: (218) 562-4441

PREPARED BY

Landform Professional Services, LLC
105 5th Ave S, Minneapolis, MN 55401
Phone: (612) 638-0225, E-mail: klindahl@landfo



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Web: landform.net

April 26, 2024

Peter Gansen, Planning and Zoning Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472

RE: Request for Proposals for City of Breezy Point's Zoning Code Update

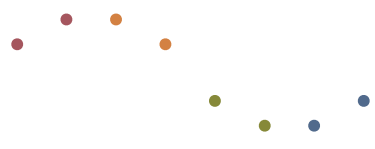
Dear Mr. Gansen,

We are excited to submit our proposal for the City of Breezy Point's Zoning Code Update. This is an exciting time for Breezy Point. The Comprehensive Plan was recently adopted, and we can help you develop regulations to help implement that plan. We are excited to collaborate with you to update the zoning code to implement the vision of the City. It is an opportunity to provide land use regulations that are easy to understand and implement and facilitate development that is consistent with the community's vision.

You will find our approach results in a user-friendly, implementable code with the innovation that Breezy Point deserves. We are well suited to be your project partner for the following reasons:

Building upon previous relevant experience in similar-sized communities. Landform team members have the technical experience and creative analysis skills a project like this needs. Our team members focus on public sector work but also bring a solid understanding of the market to ensure plans that lead to action. This partnership between planning and urban design has proven its value in communities like yours when we link the technical aspects of policy with performance-based standards. The result is innovative, effective code translated into everyday language with a solid graphic component to improve usability. We have recently completed similar projects in other communities and will bring this experience to help you develop codes that work for your community.

Aligned project objectives and synergistic team. We will work with you to develop an code that aligns with your community goals. We love our work and see the potential for fantastic positive energy when our two teams (yours and ours) sit side by side to accomplish a common goal. We look forward to working with you to solve your community's most challenging issues through planning and design tools that can be used to guide decision-making. We believe that plans must be developed with an understanding of our client's vision and insights into their stakeholders. Our experience with the public and private sectors makes our team uniquely qualified to help you implement your vision.



Utilizing a workable approach to your project. We create the criteria, methods, and language for municipal codes incorporating sensible planning practices and innovative ideas. For Breezy Point, we would build on the work we did on a similar effort for the City of Rogers, City of Lino Lakes, MN and Big Lake, MN. This will allow us to meet your schedule and budget with tools that have been proven to be effective.

You will find that this proposal package demonstrates our understanding of your project goals and showcases our portfolio of relevant work, making us a strong project partner. If you find the qualifications meet your needs and expectations, we will be happy to finalize the scope of work and prepare a contract for services. Please call Kevin Shay at 612.638.0228 with any questions concerning our services. We look forward to working with you.

Sincerely,

Landform

Kendra Lindahl, AICP
Principal

Landform

Kevin Shay, AICP
Associate, Planning Lead

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Project Overview

Proposed Approach/Work Program

Landform Professional Services, LLC (Landform) is a multi-disciplinary consulting firm with the specialized experience to implement a robust and creative process that results in a well-supported, executable plan. Landform planners have more than 35 years of combined experience delivering planning services to communities. The Landform team will work with the City to update and streamline the Zoning Code to be consistent with current law. The Landform team will work closely with staff to modify the zoning districts and regulations to help achieve the new goals and character desired while not losing sight of other Comprehensive Plan goals. We understand the importance of a thorough update of the Breezy Point zoning code that is illustrative and is designed for the digital age. We have successfully completed projects like this in the past, and we understand the effort it takes to accomplish these tasks. We have prepared a scope of work that responds to the critical elements in the RFP.



Community open house

After analysis of your community and its current code and Comprehensive Plan, we will work with you to create land use regulations that combine all these chapters into a comprehensive document. Our team will use clearly written language and graphic techniques to show how the regulations will implement the vision of the City.

Landform understands that community engagement and public outreach are essential to rewrite the zoning code. We are proposing community engagement through an open house and stakeholder meeting. We think this is the best option to allow us to reach a wide audience and encourage participation from people with a variety of backgrounds.

We expect to meet with City staff each month to discuss key points in the effort to gather information or provide materials for staff review. Our planners will work with city staff, understanding the importance of clear regulations as we look forward to developing a new document for Breezy Point.

Our proposed work plan for this project is based on the scope of work you have defined. Each task is outlined below with anticipated meetings and task deliverables. For clarity purposes, we have divided this work into four significant tasks (although some tasks will overlap):

- Task 1: Project Management and Engagement
- Task 2: Zoning Update
- Task 3: Adoption

Proposed Work Plan

Task 1: Project Management and Engagement

1.1 Kickoff Meeting

Facilitate a Kickoff Meeting with the City Planning Staff to review the project scope and schedule, define deliverables and project communication criteria, establish priorities, and set the framework for upcoming meetings and open houses.

1.2 CODE ANALYSIS

Analyze existing code, zoning map and comprehensive plan.

1.3 Open House

Facilitate a public open house to present the draft code and encourage feedback on the draft code.

1.4 Stakeholder Meeting

Hold interviews with key stakeholders in the process which may include residents, business owners and community leaders.

1.5 Staff check-in meetings.

The Landform staff will hold virtual monthly meetings to track progress and to have a discussion on specific code topics. These project management meetings help ensure the project stays on time and on budget.

Task 1 Deliverables:

- Project and Work Plan Schedule
- Meeting agendas and presentation materials



Breezy Point, MN

Public Process: The community should be involved in every step of the process and have the same information available to help them meaningfully contribute to the planning process. Landform will work closely with City staff to ensure that meeting agendas, code drafts and other materials are easily accessible to the general public and interested parties. We will work with City staff to provide the material to the City to post on the website, make copies for public distribution and provide information to print in other publications.

Task 2: Zoning Rewrite

We will prepare draft language for the Zoning Code, incorporating graphics and illustrations to support the Code's legibility and ease of use. The preliminary Zoning Code will address the goals and program frameworks as outlined in the RFP. We will develop the code following the schedule outlined in the schedule and budget included in this proposal. We will also identify approaches to implement the goals and objectives of the Comprehensive Plan and the specific goals noted by Staff.

Our work will focus on a handful of key code issues at a time. For each topic, the process of developing the codes through the Planning Commission and City Council will follow a similar format.

Step 1:

We will draft an code based on the work plan created as part of the kick-off meeting. Each draft will encompass a portion of the code broken into manageable portions.

Step 2:

We will send the draft code to city staff for review and edits.

Step 3:

We will incorporate the edits from city staff and prepare a packet to send to the Planning Commission for review.



New Richmond Code

Statute and Case Law Compatibility Analysis: Throughout the process, we will be cognizant of statutory requirements and case law that could shape the code language. We will coordinate with the City Attorney and city engineer to ensure that the new code is not in conflict. We anticipate approximately 16 hours total for these other city consultants to review any critical issues.

Task 2 Deliverables:

- Preliminary Zoning Code
- Digital meeting packets
- Refined Zoning Code

Task 3: Adoption

3.1 We will compile the complete document from previous review sessions for city review.

3.2 We will send the draft code to the city attorney for their review of the code.

3.3 We will prepare a packet to send to the Planning Commission for their review of the entire code.

3.4 Preparing and presenting the final code to the Planning Commission at a public hearing.

3.5 Preparation and presentation of the final code for adoption by the City Council

Task 2 Deliverables:

- Draft Zoning Code
- Digital meeting packets
- Final Zoning Code

Proposed Fee

1) The Basic Services described under the Scope of Services shall be completed on a fixed fee basis as detailed below and in the attached spreadsheet on the following page:

TASKS	BILL TYPE	ASSOCIATED FEE
Task 1 - Project Management and Engagement	Fixed Fee	\$18,875.00
Task 2 - Zoning and Subdivision Rewrite	Fixed Fee	\$70,275.00
Task 3 - Adoption	Fixed Fee	\$9,620.00
Total		\$98,770.00

Standard Internal reimbursable expenses associated with prints, plots, and scanning are included in our hourly rates. Deliverable plots and prints will be charged at internal rate.

Internal reimbursable expenses are priced as follows:

Mileage Based on current IRS rates†

Plotting on Bond	0.50 per square foot
Plotting on Vellum	1.10 per square foot
Plotting on Mylar	2.50 per square foot
Color Printing	1.00 for 8.5 x 11
	2.50 for 8.5 x 14, 11 x 17
Foam Core	25.00 per sheet
Scanning	1.50 per scan
CD/DVD/Thumb drive	10.00 per cd/DVD/thumb drive

†Trips to the site by the Survey Crew are not subject to mileage reimbursement

External reimbursable expenses shall be billed at cost.

Project Work Plan and Fees

		2024						2025						Principal	Planning Lead	Planner I	TOTAL	TOTAL				
		June	July	August	September	October	November	December	January	February	March	April	May	June	\$200	\$165	\$100	HOURS	FEE/EST			
Task 1. Project Management and Engagement														17	55	64	136	\$18,875.00				
1.1	Kickoff meeting to review scope, schedule, and deliverables	★													8	8		16	\$2,920.00			
1.2	Analyze existing zoning ordinance, zoning map and comprehensive plan		■												2	16	16	34	\$4,640.00			
1.3	Open House									★					4	10	10	24	\$3,450.00			
1.4	Stakeholder Meeting			◀▶												10	16	26	\$3,250.00			
1.5	Check in with staff via teleconference			■	■	■	■	■	■	■	■	■	■	■	3	11	22	36	\$4,615.00			
Task 2. Zoning and Subdivision Rewrite														10	135	460	605	\$70,275.00				
2.1	Develop Zoning Code Template		▶												1	2	16	19	\$2,130.00			
2.2	Modify template following city staff review			▶												2	8	10	\$1,130.00			
2.3	Draft Zoning sections - Administration				▶										2	6	32	40	\$4,590.00			
2.4	City staff review and edits					▶										2	10	12	\$1,330.00			
2.5	Planning Commission review						★									8	8	16	\$2,120.00			
2.6	Draft Residential Zoning Districts and Standards					▶									1	12	64	77	\$8,580.00			
2.7	City staff review and edits							▶								2	10	12	\$1,330.00			
2.8	Planning Commission review								★							8	8	16	\$2,120.00			
2.9	Draft commercial standards									▶					1	12	40	53	\$6,180.00			
2.10	City staff review and edits										▶					2	10	12	\$1,330.00			
2.11	Planning Commission review											★				8	8	16	\$2,120.00			
2.12	Draft performance standards												▶		1	12	64	77	\$8,580.00			
2.13	City staff review and edits															2	10	12	\$1,330.00			
2.14	Planning Commission review															8	8	16	\$2,120.00			
2.15	Draft Sign Ordinance															8	32	40	\$4,520.00			
2.16	City staff review and edits															2	10	12	\$1,330.00			
2.17	Planning Commission review															8	8	16	\$2,120.00			
2.18	Draft Definitions															3	32	35	\$3,695.00			
2.19	City staff review and edits															2	10	12	\$1,330.00			
2.20	Planning Commission review															8	8	16	\$2,120.00			
2.21	Compile draft ordinance															4	8	40	\$6,120.00			
2.22	Council Review of Draft Zoning and Subdivision Ordinance															8	8	16	\$2,120.00			
2.23	Reorganize document after Council review and approval															2	16	18	\$1,930.00			
Task 3. Adoption														3	28	44	75	\$9,620.00				
3.1	Compile complete document for city review															1	4	16	\$2,460.00			
3.2	Review all sections with City Attorney and make edits															1	4	8	\$1,660.00			
3.3	Complete one round of edits and finalize document															1	4	12	\$2,060.00			
3.4	Planning Commission Public Hearing															8	4	12	\$1,720.00			
3.5	City Council															8	4	12	\$1,720.00			
																	Total				605	\$98,770.00

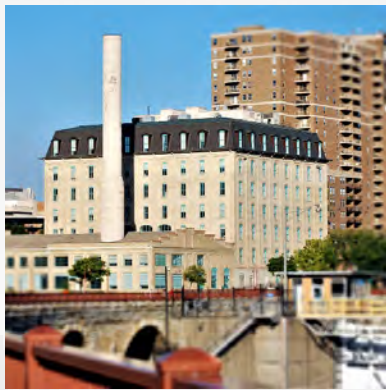


Profile

FirmProfile

Landform Professional Services, LLC is a multi-disciplinary consulting firm based in Minneapolis, Minnesota. We offer a full range of site design, planning and civil engineering services backed with more than 25 years as an organization. Our professional resources include landscape architects, planners, civil engineers, land surveyors and development managers. 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 clients' project objectives. Professional services include:



Our team possesses the talent and expertise to help you realize your vision of creating an outdoor space that is functional, sustainable and aesthetically pleasing.

Total staff:
33

Contact:
Landform Professional Services, LLC
Kendra Lindahl, AICP
Principal
105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Direct: 612-638-0225
klindahl@landform.net

- Planning
- Civil Engineering
- Land Survey
- Environmental Coordination
- Landscape Architecture
- Sustainable Design
- Development Management

Our Landform team offers you the following:

- An experienced team that can draw on our wide range of experience in the planning and design of public spaces, mixed-use development, parks, retail, commercial and residential facilities.
- A group with both design and project management experience in urban design, landscape architecture and community studies so that your project is well informed, well designed, on time and within the budget.
- An association that has a strong reputation for creative approaches to planning and design and blends development realities with the best practices of sustainable design.
- An organization that is extremely efficient and that has demonstrated success in keeping projects moving forward.
- A company that is committed to providing a plan that can be used to create your next great place. We believe that plans must be developed with vision and an understanding of the marketplace. Our experience with the public and private sectors makes Landform uniquely qualified to help you implement your vision.

ProjectTeam

Our team possesses the talent and expertise to develop successful site redevelopment plan for the City of Breezy Point. You can be assured that this project will be given our full commitment and that the team members identified will serve as your partners for the duration of this project.



Kevin Shay, AICP
Associate, Planning Lead

Kevin will serve as the Primary contact for this project. Kevin has served as the city planner for Dayton, Burnsville, Big Lake and Clearwater carrying out plan review, presenting at city meetings, completing ordinance updates and responding to resident requests. He has recently worked on the zoning and subdivision ordinance updates for Lino Lakes and Big Lake along with several smaller ordinance revisions and worked on several ordinance updates.

His experience in Civil Engineering and GIS brings a unique perspective into creating sites that are meaningful and unique. He has a firm grasp of code development and is skilled at investigating sites and finding potential impacts to development. Kevin's attention to detail ensures that any new code is consistent with state law and ready to implement.



Zeke Peters
Planner

Mr. Peters' impressive qualifications make him a perfect fit for any project. As a highly accomplished Urban Planner & Designer with a dual Master's degree from the University of Utah, he boasts a proven track record in development-adjacent commercial real estate. Beyond his technical expertise, Mr. Peters is a skilled leader with a strong work ethic, deeply passionate about creating sustainable and livable communities. This passion is evident in his extensive experience working with local and state governments on environmental policy, planning, and transportation design.

In short, Mr. Peters is a results-oriented professional with a unique blend of technical knowledge and a deep commitment to building a better future for our cities. His expertise in navigating the complexities of local government and his dedication to sustainable development make him a valuable asset to any project shaping the future of our urban landscape.



Maryse Lemvi
Planner

Ms. Lemvi's strong motivation and results-oriented approach, combined with her diverse skillset in research, technology, and digital marketing, make her a valuable asset for your project.

Her proven ability to overcome obstacles, exceptional communication and teamwork skills honed through experience with culturally diverse teams, and talent for data-driven strategies ensure she will be a key contributor.

With a passion for local government, Ms. Lemvi is eager to collaborate and leverage her skills to achieve the project's goals.



Kendra Lindahl, AICP
Principal, Landform

Kendra will be responsible for ensuring client satisfaction through quality work and appropriate staffing. Kendra leads the Planning & Urban Design Studio at Landform and has served as the city planner for Hugo since 2002 and Corcoran since 2003. She has worked as the principal on a number of projects including the New Richmond Zoning and Subdivision Ordinance Update, the Rogers Unified Ordinance, the Corcoran Southeast District Plan and Design Guidelines and the 2040 Comprehensive Plans for Corcoran, Hugo and Lino Lakes. Her experience with public and private sector clients spans more than 25 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Her strengths include advanced code writing skills, project management and effective presentation skills at public meetings and hearings.

Planning & Urban Design Studio



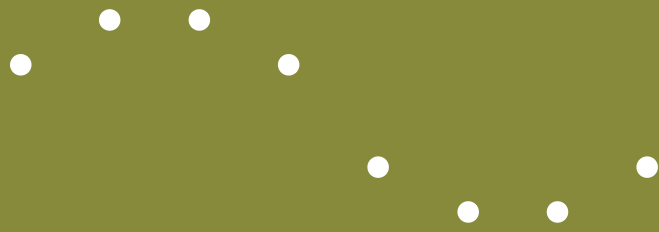
We work with local communities and government agencies to develop and implement your vision. From focused planning and design efforts to full integration with your staff as consultant planners and designers, we will work with you to find the right fit. Our expert staff understands today's complex regulatory environment and is focused on helping you successfully navigate the process. Whether we are assisting your current staff or acting comprehensively as your team leader, we are your partners at each step on the path that leads to a successful project.

We make it our business to understand the public process, the current market climate and conditions, and the pressures you face.

With that solid market 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 project schedules and challenging budgets.

Memorable places don't just happen. We work with local communities and government agencies to develop their vision and provide the research and support to guide decision-making. Our planners, engineers and landscape architects work with these clients to develop the plans and ordinances to implement these goals and design infrastructure projects that make the vision a reality. We understand the regional planning and site development issues and we help our clients understand the market conditions to develop successful projects.

We build enduring relationships with our clients by taking responsibility for their success. These relationships are founded on communication and trust. Effective communication begins with an understanding of the audience and developing a means to clearly convey the message. Good communication leads to collaborative solutions. The process begins with shared information and common understanding and leads to relationships and trust, which then leads to shared ideas and sustainable solutions.



Projects

Lino Lakes 2040 Comprehensive Plan Update

Location Lino Lakes, MN

Client City of Lino Lakes

Date Completed 2020

In 2017 Landform was asked to lead the 2040 Comprehensive Plan Update for the City of Lino Lakes. Landform worked with City Staff, the City's consulting engineer, Council members, board members and community members to identify strengths, weakness, opportunities and obstacles that stand in the way of the community achieving their goals.

The direction from the Council was that no major changes were desired and the Council directed staff use the Planning & Zoning Board as the working group to develop the update. Landform held three outreach events and used the City newsletter, postcards, the City webpage and My Sidewalk to engage the community.

The Comprehensive Plan is the vision for development in Lino Lakes. It is a reflection of the community's social and economic values. These values are translated into the type of land use the City desires and programs regarding economic development, housing, parks, transportation and other key areas.

The resulting document is graphically robust, contains interactive links, and incorporates text updates that will shape the future of the City. The 2040 Comprehensive Plan was adopted by the City in 2020.

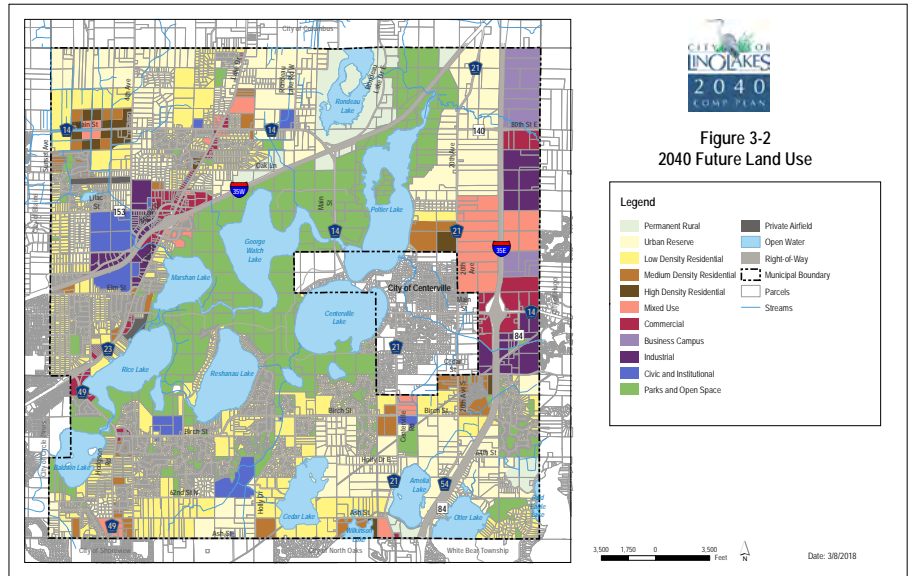


Figure 5.5 Average Travel Time to Work (Minutes)

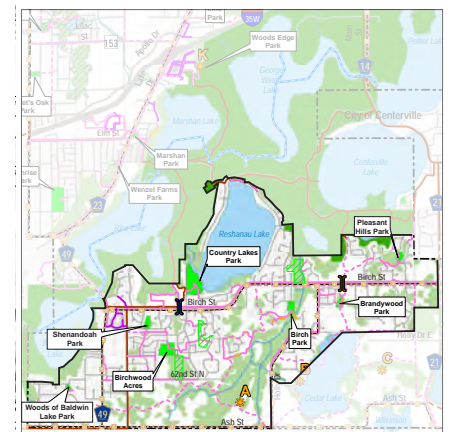
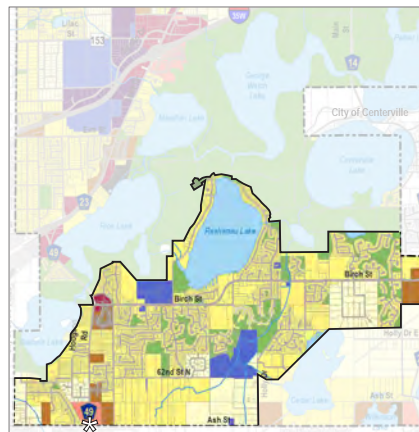
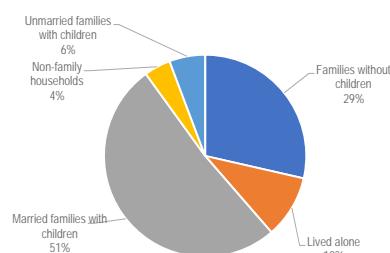


Figure 2-8. Lino Lakes Households 2000 Census



New Richmond Ordinance Update

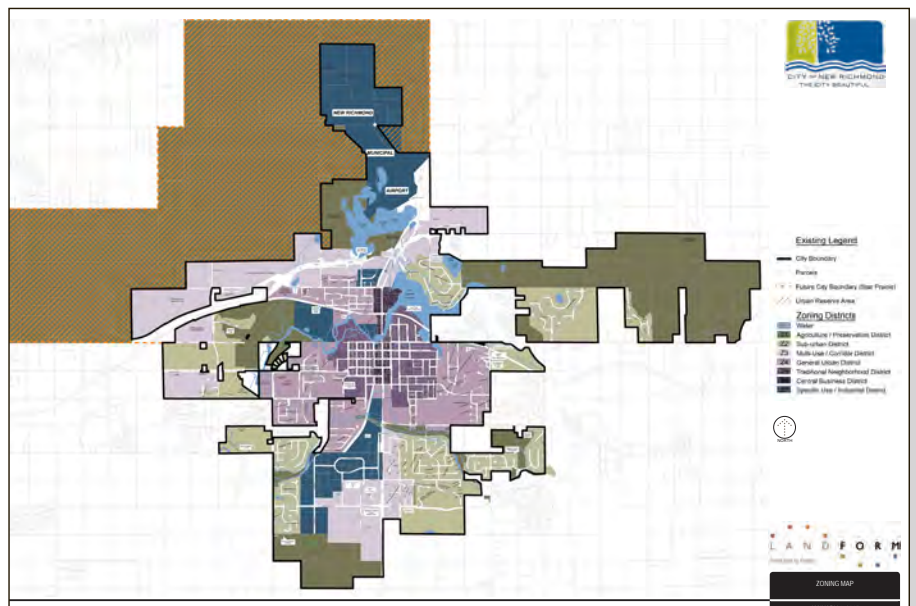
Location New Richmond, WI
Client City of New Richmond
Date Completed 2014

Landform was selected to help the City of New Richmond prepare new Zoning and Subdivision Ordinances. The City wanted to update these ordinances; make them easier to read, understand and implement. The City was interested in developing a form-based code. Landform worked with the community to develop a hybrid code that incorporates many form-based elements.

We used this opportunity to update the City ordinances to be consistent with recent State law changes, including how variances and non-conformities are addressed. Graphics, tables, and procedural icons were used wherever possible to convey the policy language in concise terms.

We also worked with the City to develop area master plans for the City's gateway corridors to provide direction to landowners and developers about the City's vision for these neighborhoods.

A subcommittee of key stakeholders met throughout the project advising the project team on ordinance content, and sharing project information with the larger community.



City of Big Lake Planning Services

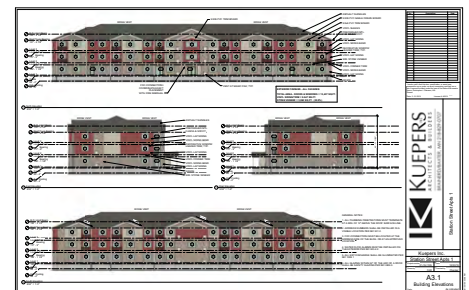
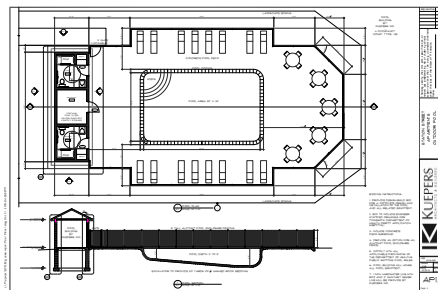
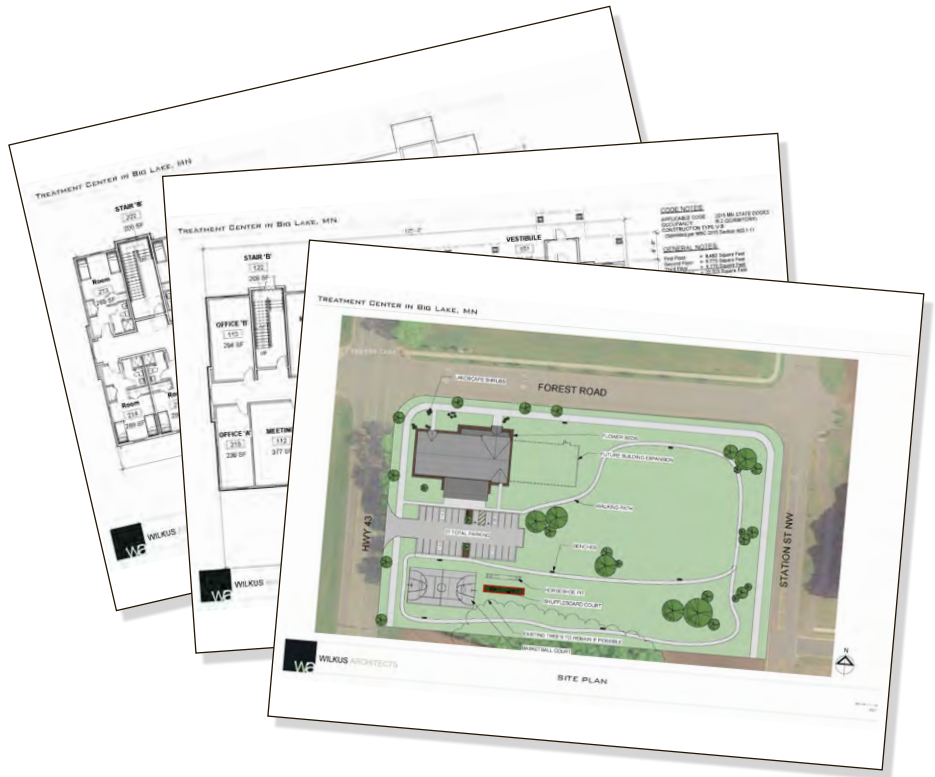
Location Big Lake, MN

Client City of Big Lake

Landform provides professional planning services to the City of Big Lake, including both on-site and as-needed planning support. This support includes development review, report preparation and zoning permit review. Our efforts ensure a timely review of applications and ensures that information is delivered to the Planning Commission and City Council in a manner sensitive to developer schedules and in compliance with statutory review deadlines.

The combination of office hours and remote support allows Landform to provide the City with the highest level of assistance required while accommodating the ebb and flow of planning and zoning applications. The planner assigned to the City of Big Lake also attends Planning Commission, City Council and other meetings as directed to present applications.

In addition to these planning services, Landform is contracted to provide code enforcement services as requested.



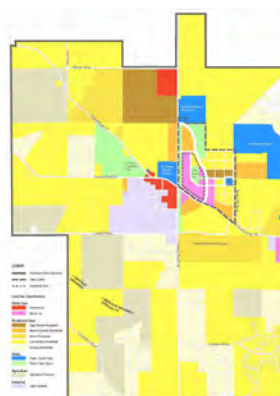
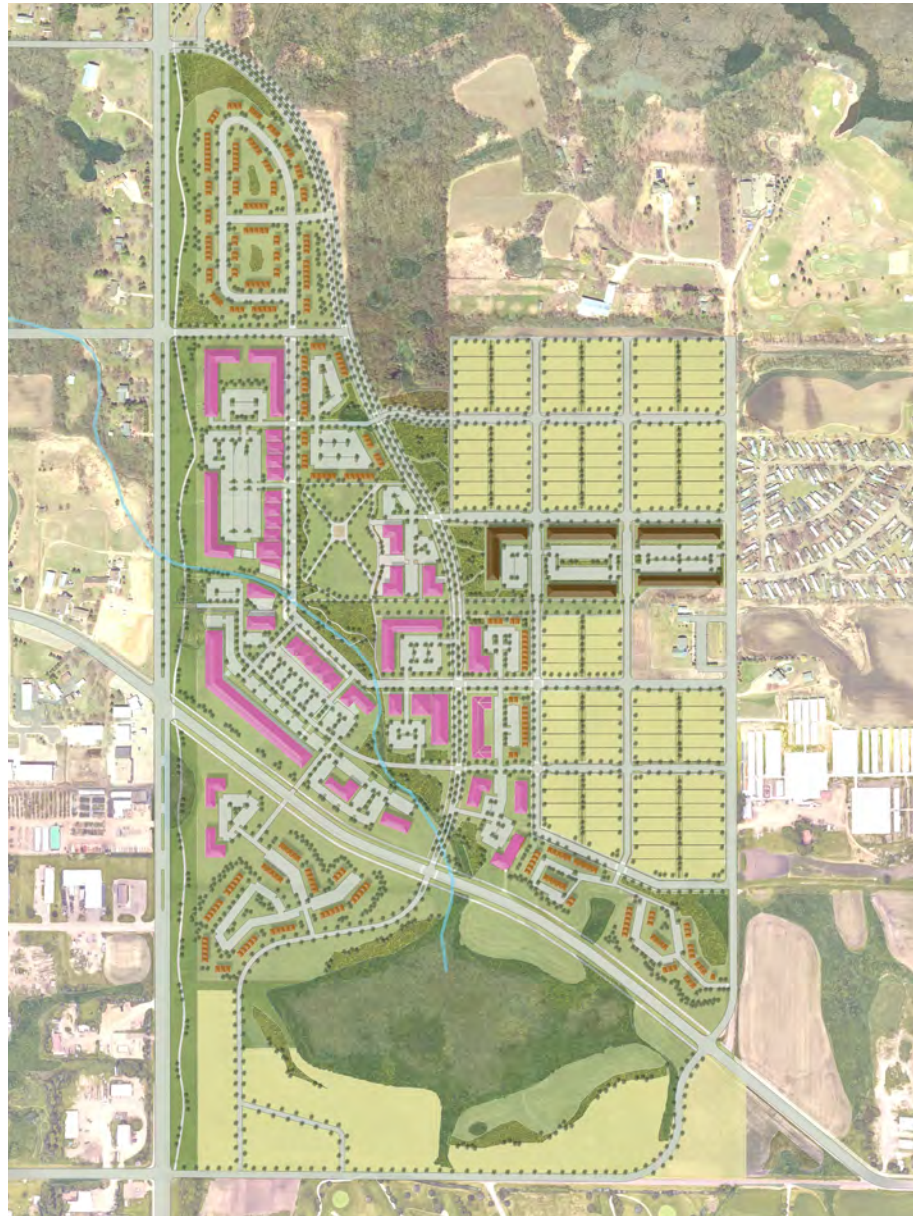
Southeast District Plan and Design Guidelines

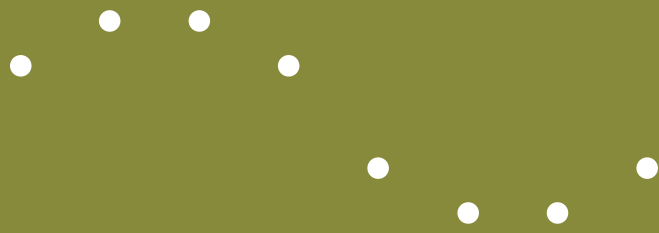
Location Corcoran, MN
Client City of Corcoran
Date Completed 2019

The City updated the Southeast District Plan and Design Guidelines in response to the planned policy changes in the City's 2040 Comprehensive Plan. The most significant changes involved the planned future alignment of existing County Roads 10 and 50 in Corcoran.

As part of the update, the City reanalyzed the mix of uses in the Town Center and modified the plan to better reflect the City's vision for this area. Key changes included:

- A modification of the Town Center boundary based on the new street alignment
- A more defined village green as a priority in the Town Center
- A modified land use plan for the Town Center to respond to market conditions
- The addition of grade-separated pedestrian crossing alternatives
- Modifications to the street network plan
- A more refined stormwater management concept





Resumes



Kendra Lindahl, AICP Principal

PROFILE

Ms. Lindahl leads the Planning & Urban Design Studio at Landform. Her experience with public and private sector clients spans more than 30 years. In that time, she has formed a solid sense of big-picture concepts and the details necessary for turning concepts into successful projects. She has also mastered creative, effective management skills in the increasingly complex approval process arena. Ms. Lindahl possesses a complete understanding of the municipal review and permitting process, allowing her to be a valuable addition to your development team.

EDUCATION

Master of Arts in Public Administration
Hamline University

Bachelor of Arts in Political Science
University of Minnesota - Morris

REGISTRATION / CERTIFICATION

American Institute of Certified
Planners (AICP)

AFFILIATIONS

American Planning Association

Minnesota Chapter of American
Planning Association

Sensible Land Use Coalition

Economic Development Association of
Minnesota

KEY PROJECTS

- Consulting Planner \ *Big Lake, MN*
- Consulting Planner \ *Corcoran, MN*
- Consulting Planner \ *Dayton, MN*
- Consulting Planner \ *Hugo, MN*
- Consulting Planner \ *Lino Lakes, MN*
- Consulting Planner \ *North Oaks, MN*
- 2040 Comprehensive Plan Update \ *Corcoran, MN*
- 2040 Comprehensive Plan \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Zoning, Subdivision and Sign Ordinance Updates \ *Big Lake, MN*
- Zoning Ordinance and Map Update \ *Lino Lakes, MN*
- Corcoran Northeast District Plan & Design Guidelines \ *Corcoran, MN*
- Comprehensive Housing Study & Needs Analysis \ *Sherburne County, MN*

AWARDS

Top Projects of 2015

Received for Webber Park Natural Swimming Pool \ Minneapolis, MN
Finance & Commerce

STRENGTHS

Kendra has completed one or more Gallup Strengths Workshops and these are her CliftonStrengths®: Achiever®, Competition®, Consistency®, Harmony®, Responsibility®



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Kevin Shay, AICP Associate, Planning Lead

PROFILE

Mr. Shay is a Planner for the Planning & Urban Design Studio. As a graduate from Minnesota State University with experience in Planning, Civil Engineering and GIS, he brings a unique perspective to the Planning & Urban Design Studio. His experience with Habitat for Humanity has created his passion for creating sites that are affordable, meaningful, and have a design unique to the stakeholder. He has a firm grasp of project management and is skilled at investigating sites and finding potential impacts to development. Mr. Shay is a committed hard-working individual with great attention to detail, who strives to deliver high-quality planning services.

EDUCATION

Bachelor of Science in Urban & Regional Studies
Minnesota State University - Mankato

REGISTRATION / CERTIFICATION

American Institute of Certified Planners (AICP)

AFFILIATIONS

American Planning Association
Minnesota Chapter of the American Planning Association

KEY PROJECTS

- Consulting Planner \ *Big Lake, MN*
- Consulting Planner \ *Clearwater, MN*
- Consulting Planner \ *Corcoran, MN*
- Consulting Planner \ *Dayton, MN*
- Consulting Planner \ *Vadnais Heights, MN*
- 2040 Comprehensive Plan Update \ *Corcoran, MN*
- 2040 Comprehensive Plan \ *Hugo, MN*
- 2040 Comprehensive Plan \ *Lino Lakes, MN*
- Zoning, Subdivision and Sign Ordinance Revisions \ *Big Lake, MN*
- Zoning Ordinance and Map Update \ *Lino Lakes, MN*
- Code Enforcement \ *Corcoran, MN*
- Corcoran Northeast District Plan & Design Guidelines \ *Corcoran, MN*
- Comprehensive Housing Study & Needs Analysis \ *Sherburne County, MN*
- Chisago County Housing Toolkit \ *Chisago County, MN*

STRENGTHS

Kevin has completed one or more Gallup Strengths Workshops and these are his CliftonStrengths®:

Adaptability®, Consistency®, Harmony®, Maximizer®, Relator®



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Zeke Peters Planner

PROFILE

Mr. Peters is an accomplished Urban Planner & Designer with a dual Master's degree in Planning and Public Administration from the University of Utah and has a proven track record in development-adjacent commercial real estate. Skilled leader with a strong work ethic, deeply passionate about fostering sustainable and livable communities. Expertise in local and state government administration, environmental policy and planning, and transportation design.

EDUCATION

Masters in City & Metro Planning
University of Utah

Bachelor of Arts in Political Science
Brigham Young University

EXPERIENCE

- Urban Planner \ *Township & Range Community Planning, Salt Lake City, UT*



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Maryse Lemvi Planner

PROFILE

Ms. Lemvi is a highly motivated and results-oriented professional with a demonstrated ability to manage diverse responsibilities and excel in research, technology, presentation, and digital marketing software. Proven track record in identifying and overcoming obstacles to achieve project goals. Extensive experience working and mentoring within culturally diverse teams, fostering exceptional communication (written, oral, interpersonal), teamwork, and leadership skills. Skilled in data analysis and organization, leveraging these strengths to drive impactful digital marketing strategies. Aspiring to leverage these skills in a local government role, collaborating with stakeholders to develop sustainable regulations and plan the future of towns, cities and metropolitan regions.

EDUCATION

Master of Arts, Urban Planning
Minnesota State University, Mankato

Bachelor of Science, Construction Mgmt.
Minnesota State University, Mankato

EXPERIENCE

- Planning Field Intern \ *City of Minneapolis, MN* *
- Land Use Plan \ *City of Eagle Lake, MN* *
- Construction Inspector \ *Minnesota DOT*



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*Individual experience gained at prior associations



**Thank
You!**



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LANDFORM
From Site to Finish



A PROPOSAL FOR

Planning and Land Use Regulations Update

FOR THE CITY OF BREEZY POINT

April 26th, 2024

Peter Gansen, Planning & Zoning Administrator
8319 County Road 11
Breezy Point, MN 56472
pgansen@cityofbreezypointmn.us



Re: Zoning Code Update for the City of Breezy Point

Dear Peter,

On behalf of WSB, we are writing to express our gratitude for the opportunity to present our qualifications for the Zoning Code Update for the City of Breezy Point. The City of Breezy Point stands poised to harness its planning efforts to facilitate growth in line with the evolving development dynamics within the community. As the city's planning consultant, WSB offers a unique perspective rooted in our team's extensive planning background.

Experience with Growing Communities | The WSB Team has the experience and knowledge to assist the City of Breezy Point in achieving its zoning ordinance and Comprehensive Plan goals. Team members possess multiple years of experience drafting ordinances tailored to the unique circumstances of varied communities. Our work in writing ordinances that implement the City's Comprehensive Plan ensures successful completion of the RFP tasks.

Plans that Work | WSB does not create ordinances or plans that sit on a shelf. We craft custom ordinances that are actionable, realistic, and unique to the specific needs, vision, and character of each community. These ordinances are highly illustrative and prepared with the general public in mind, ensuring they are easily understandable and implementable.

We know and Appreciate Small Communities | Many of our clients, including those undergoing ordinance rewrites, are roughly the same size as the City of Breezy Point. Our understanding of the policies and programs vital for the prosperity of smaller communities ensures that our work enhances and sustains community principles.

WSB values the opportunity to establish a deep relationship with the City of Breezy Point. We encourage you to contact our existing and past clients to gain insight into our commitment to technical excellence, customer service, and integrity in our work. If you have any questions, please feel free to contact me at klindquist@wsbeng.com or at 612.670.2790.

Thank you for considering WSB for this significant project. We eagerly anticipate the opportunity to contribute to the advancement of the City of Breezy Point's planning initiatives.

Sincerely, WSB

Kim Lindquist, AICP
Project Manager

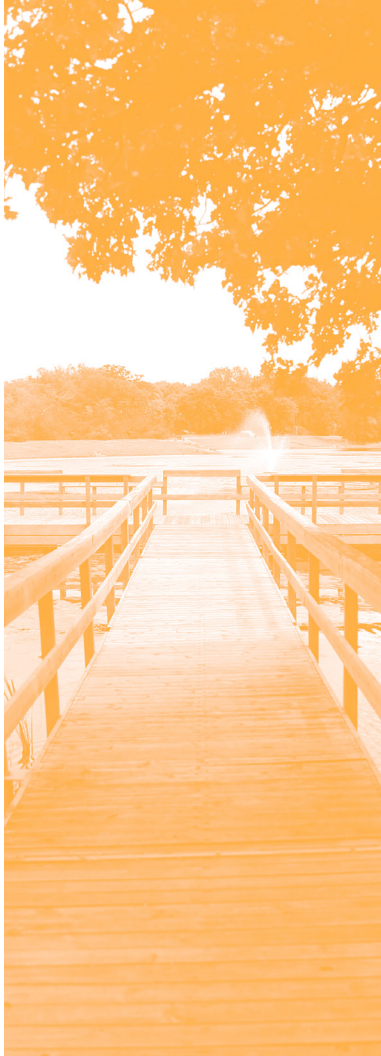


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Business Organization and History



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

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

1,250+
STAFF

50+
SERVICE AREAS

47
OFFICES

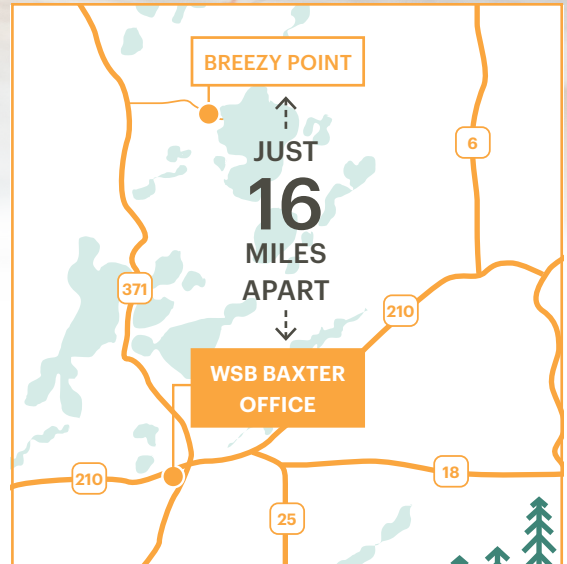
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STATES

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

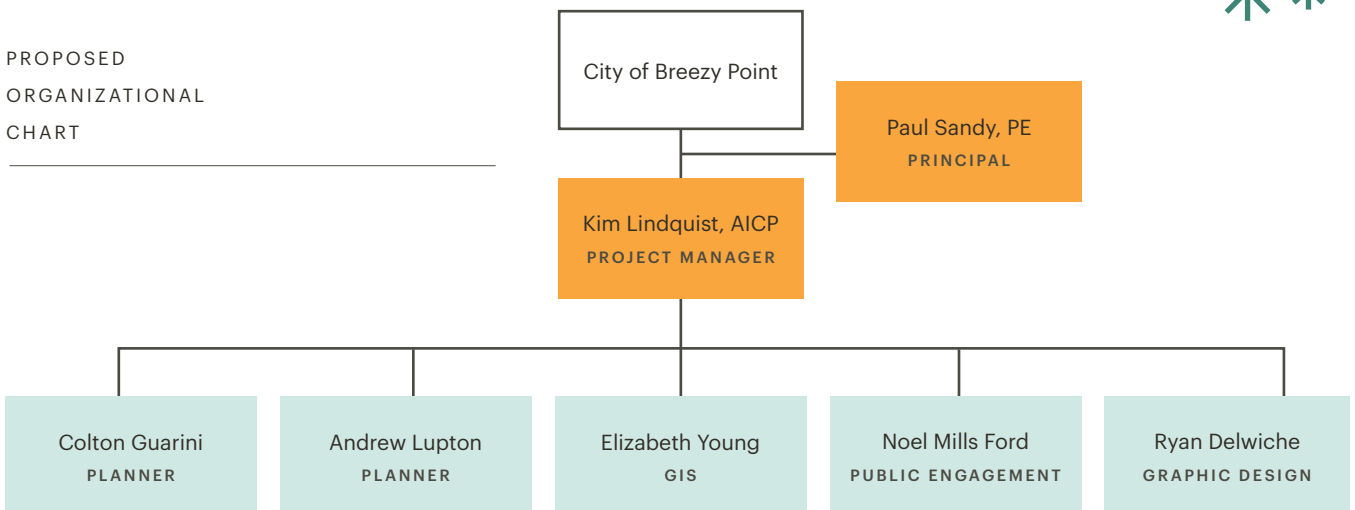
Past Involvement in Similar Projects and Key Staff



Our team is fully prepared and excited to partner with city staff, elected and appointed leaders, and the community in completing this project. Updating a zoning code is a complicated process requiring careful and strategic planning, public engagement, clear communication, and content knowledge. The resumes below will allow you to see why our team is the right fit for this important project. We promise to bring our enthusiasm and passion for high-quality, innovative, and progressive planning to our work with the City of Breezy Point.



PROPOSED ORGANIZATIONAL CHART





Paul Sandy, PE



PRINCIPAL

Paul is a highly skilled and dedicated professional with 13 years of industry experience delivering municipal and transportation projects across multiple states. Paul possesses a robust background in both the public and private sectors that brings a unique perspective to the consulting industry. Paul’s expertise spans various facets of engineering including State Aid and Federal Aid design and delivery guidelines, municipal infrastructure, and asset management. Serving as Client Representative for multiple northern Minnesota communities, Paul brings his proven track record in capital improvement planning for streets and utility infrastructure and a deep understanding of communities needs in the outstate regions of Minnesota.

SERVICE GROUP:

Municipal

REGISTRATION:

Professional Engineer
Minnesota #53635

EDUCATION:

Bachelor of Science in Civil
Engineering, North Dakota
State University, 2011

MEMBERSHIPS:

American Public Works
Association (APWA) -
Outstate Committee Chair

City Engineers Association
of Minnesota (CEAM) - Past
President

Minnesota Society of
Engineers and Surveyors

South Industrial Park Feasibility Study | Benson, MN

CLIENT: CITY OF BENSON

PROJECT DURATION: SEPT 2021 - FEB 2023

Paul was the project manager for a comprehensive analysis and feasibility study for a future industrial park on the south side of Benson. The City of Benson owned a piece of raw farmland on the south side of the community and within City limits and is in need of more industrial park lots to spur additional industrial and commercial commerce in the City. Paul’s team analyzed the feasibility of extending public utilities to the site, reviewed stormwater considerations for a fully developed parcel, looked at potential grant funding sources, and provided conceptual layouts and cost estimates to the City. The feasibility study will be utilized on future grant applications as the City tries to secure the funding for the future buildout of the industrial park.

2023 Street Improvement Project | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

PROJECT DURATION: SEPT 2022 - NOV 2023

Paul was the project manager in charge of project design, bidding, and construction for the City of East Gull Lake’s 2023 street improvement program, including securing funding through the Local Road Improvement Program (LRIP) for the relocation of Gull Lake Lane in East Gull Lake. Due to realignments of the County roads in East Gull Lake, access would have been cut off to Gull Lake Lane, which provided access to 3 homesteads and Gull Lake Resort on the east side of Gull Lake. Paul’s design team designed the new Gull Lake Lane to State Aid standards to be eligible for LRIP funding, and subsequently managed construction and the grant agreement with the State of Minnesota to reimburse the City for a portion of their construction costs. The project also included safety improvements on Gull Point Road along with the addition of a ‘share the road’ trail in East Gull Lake that will become a future portion of the Gull Lake Trail.

Mississippi Landing Trailhead Park | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: OCT 2021 - NOV 2022

This project consisted of a \$2.85 million city park development on East River Road that utilized LCCMR funds. Paul led a project management team of Park Board, Riverfront Committee, City Council, consultant, and staff members in the development of park amenities approved as part of the work plan submitted to the LCCMR Commission. The park includes a promenade, loop sidewalks and trails, canoe/kayak launch, river overlook structure, amphitheater, and restroom facilities. Located on the banks of the Mississippi River, the park had sensitive environmental considerations to consider during plan development.



Kim Lindquist, AICP



PROJECT MANAGER

Kim is a planning professional with over 30 years of experience overseeing a variety of complex planning projects that are similar to projects in many local communities. Kim worked in high growth communities working with developers and the public on entitlements for residential development and business attraction to the city. She was project manager for Rosemount Downtown redevelopment projects which were public/private partnerships that resulted in construction of over 250 new multi-family units and creation of 16,000 square feet of new commercial space. She is very familiar with processing of applications and the entitlement process and has assisted communities in processing cost recovery.

SERVICE GROUP:

Community Planning & Economic Development

EDUCATION:

Master of Science, Urban and Regional Planning, University of Wisconsin-Madison, 1986

Bachelor of Arts, Political Science, University of Wisconsin-Madison, 1984

CERTIFICATIONS:

Planning AICP Certification

NDC Economic Development Finance Professional Certification

MEMBERSHIPS & RECOGNITIONS:

Economic Development Association

American Planning Association

Zoning Ordinance Update | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

Kim is overseeing the updating of the East Gull Lake Zoning Ordinance. Specific issues such as short-term rentals, accessory structure sizes, and impervious surface standards are being investigated and modified to reflect the goals of the Council and community. She is working closely with the Planning Commission to gain input and provide feedback. There has also been opportunities for public engagement, so the community can understand potential changes and voice their concerns over existing standards.

Zoning Ordinance Updates and Rewrites | Various Locations

CLIENT: INVER GROVE HEIGHT, RED WING, BURNSVILLE, DOUGLAS TOWNSHIP

Kim is currently working with four communities to update and modernize sections of their ordinances. Most are changing their ordinances in response to specific community issues such as short-term rentals, or changes to comprehensive plan implementation. Kim works with each community to understand their regulatory goals. After an analysis of potential changes, various alternative language options are provided, allowing each community to choose which is appropriate. Care is taken to ensure changes do not adversely impact other sections in the ordinance. Kim provides redlines and background information to each client so the decision makers can follow along with the proposed changes. Research into new techniques and strategies are proposed to address community concerns. Drafting of the ordinances and presentation at the Planning Commission and City Council is conducted to achieve final adoption.

Larpenteur & Snelling Corridor Development Study | Falcon Heights, MN

CLIENT: CITY OF FALCON HEIGHTS

PROJECT DURATION: AUG 2023 - CURRENT

Kim is the project manager for a study within the city, evaluating economic and redevelopment opportunities along the two prominent transportation corridors, Larpenteur and Snelling Avenues. Individual properties were identified as opportunity sites and will be assessed for future land uses consistent with the goals and objectives of the community. Community involvement included a community survey, community input map, and two in-person public meetings. Long term plans will be determined and implementation strategies investigated to meet community development goals.



Colton Guarini



COMMUNITY PLANNER

Colton has experience working in a variety of communities from day-to-day planning to long-range planning projects. He has been instrumental in helping communities with complex land use projects and calculating future development. Colton emphasizes communication and public engagement opportunities during his planning activities, strengthening the relationship between stakeholders, applicants, and the project team. He thrives on interpreting city codes for cities and townships to make sure homes, businesses, and properties are following proper procedures to mitigate risks. When Colton is not working on long-range projects, he analyzes various land use and project proposal/applications to ensure projects are maintaining the city’s integrity and culture, meeting community goals and regulations, and striving for a brighter and cleaner tomorrow.

SERVICE GROUP:
Community Planning and
Economic Development

EDUCATION:
Bachelor of Environmental
Design and Urban Planning,
University of Colorado-
Boulder, 2019

MEMBERSHIPS:
American Planning
Association

Dundas Comprehensive Plan | Dundas, MN

CLIENT: CITY OF DUNDAS

PROJECT DURATION: AUG 2022 - CURRENT

Colton is currently a consulting City Planner for Dundas. The City has a growing population with heightened demand for development/redevelopment projects as the Twin Cities suburbs encroach southward. Colton supports growth development projects for the city and developer by making informed decisions on land use applications that benefits the applicant while keeping the best interest in mind for the City. Colton is working with the community to update their zoning ordinance to address new issues that arise due to community growth.

Howard Lake Comprehensive Plan | Howard Lake, MN

CLIENT: CITY OF HOWARD LAKE

PROJECT DURATION: OCT 2022 - CURRENT

Colton is assisting with updating the zoning and future land use plans for the City of Howard Lake. He has been conducting research and analysis of the city’s current zoning ordinance and identifying areas to be modernized and updating areas that have been developed. His zoning update is crucial to the success of future development by determining areas for improvement and keeping their information current. Colton enjoys modernizing a city’s zoning as it addresses internal discrepancies, makes it more user friendly, and creates a clear and credible city review process.

Day-to-Day Planning | Various Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: JUL 2022 - CURRENT

When Colton is not working with Dundas and Howard Lake, he helps with research and data analysis for various planning projects and reviews land use applications for WSB municipal clients. Colton provides in depth analysis of land use applications to make the best recommendation for both the city and applicant. He makes strong connections with developers and residents in handling day-to-day planning inquiries.



Andrew Lupton



GRADUATE COMMUNITY PLANNER

Andrew has experience performing traditional planning work such as analyzing land use applications and drafting long-range comprehensive plans. He knows that successful planning is based on respect for clients and listening to community input. Andrew possesses a rich background in organizational funding from his experience as a grant writer. He has performed grant services in the fields of education, utilities, renewable energy, and human services. His skills in the funding and philanthropic world supplement his planning ability with a multi-faceted approach to new challenges.

SERVICE GROUP:
Community Planning and Economic Development

EDUCATION:
Masters - Urban and Regional Planning Concentrating in Environmental Planning, University of Minnesota 2022

MEMBERSHIPS:
American Planning Association

Planning and Grant Writing Specialist | Otter tail County, MN

CLIENT: OTTER TAIL COUNTY

PROJECT DURATION: OCT 2023 - CURRENT

Andrew functions as the grant manager for Otter tail County, ensuring that community grants are addressing programmatic requirements. He is also seeking out new opportunities for The County relating to all County functions including economic development, workforce development, infrastructure and environmental programs. Andrew will be the primary contact for grant writing and implementation for Otter tail County.

Day-to-Day Planning | Various Minnesota Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: OCT 2023 - CURRENT

Andrew works with WSB's roster of clients zoning and land use. He researches city, county, and state ordinances to process applicant site plans and draft new conforming plans. Andrew analyzes planning applications, provides written feedback for review by Planning Commissions and City Councils. He drafts small area plans, Comprehensive Plans and corridor studies and assists in public engagement activities. He includes text, mapping, and graphic illustrations to make products accessible and informative.

Grant-writing Assistant | Indianapolis, IN*

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: JAN 2023 - SEPT 2023

Andrew was a grant writing assistant at Hedges – a consulting firm specializing in funding and organizational management for small and mid-size Indiana nonprofits. He worked with five client organizations, researching and writing 3-4 grants a month. Andrew was responsible for obtaining a \$50,000 grant from 16Tech on behalf of Girls Inc. Indy. He also created digital templates to streamline the grant writing process to assist Hedges clients. Andrew managed grant submission timelines through client and funder software.

*Work performed at a previous firm
*Work done prior to WSB



Elizabeth Young



GIS SPECIALIST

Elizabeth has three and a half years of GIS experience. Her work in the field began at the West Virginia GIS Technical Center while she was an undergraduate student at West Virginia University. Upon graduating, she went to work at the West Virginia Division of Highways. She has worked on a variety of projects relying on her skills of digitizing and georeferencing roads and trails, creating and maintaining geodatabases, and producing shapefiles for private and public use. Elizabeth’s diligence assures clients receive the highest quality of work that is simple to maintain upon the project’s completion.

SERVICE GROUP:
GIS

EDUCATION:
Bachelor of Arts in History & Geography, West Virginia University, 2018

Masters of Arts in History, University of Oklahoma, 2023

Wetland Figures | Various Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

Elizabeth creates on-demand wetland maps related to soil composition, public waters, and the National Wetland Inventory, as a few examples, as environmental assessments for potential solar sites. For a different project, Elizabeth created a web map for point collection of a wetland boundary in Chouteau, Oklahoma in relation to an environmental remediation project.

Lead Service Line Inventory | Various Locations, MN

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

The Minnesota Department of Health requires all cities to identify any lead based water lines. Elizabeth aids in creating web applications that cities utilize to catalog the material of pipes connected to building throughout the given city’s boundary. Before the web application launches Elizabeth first works in ArcGIS Pro to configure the fields and values necessary for the inventory.

Comprehensive Plan Updates | Various Locations, MN

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

Elizabeth has created various maps for multiple comprehensive plans throughout Minnesota. Some types of maps include Land Use, Housing, and Economic Development. For the Land Use maps, these benefit cities by showcasing their existing land use to determine future use. Altogether, comprehensive planning maps present cities with vital information to promote economic growth.

* Work completed at previous employer



Noel Mills Ford



PUBLIC ENGAGEMENT COORDINATOR

Noel has seven years of experience in public engagement in civil engineering, city government and higher education. She is a resource in working with diverse audiences, planning community engagement events and creating accessible communications. Noel’s experience includes hosting open houses, neighborhood meetings and pop-up events, managing task groups, creating and reporting on public surveys, and writing project newsletters and updates.

SERVICE GROUP:
Public Engagement

EDUCATION:
Master of Public Affairs,
University of Iowa, 2022

MEMBERSHIPS:
International Association
for Public Participation
(IAP2)

Rethinking I-94 | St. Paul and Minneapolis, MN

CLIENT: MNDOT

PROJECT DURATION: NOV 2018 - CURRENT

Noel is responsible for documenting news and social media content related to the project in monthly media reports and attending pop-up events promoting and gathering feedback on the project. Rethinking I-94 is a long-term effort to improve MnDOT’s engagement and relationships with the communities in a 15-mile study area between St. Paul and Minneapolis. With a focus on easier, safer travel in the corridor, Rethinking I-94 intends to reconnect neighborhoods, revitalize communities, and ensure residents have a meaningful voice in transportation decisions that affect their lives. As a member of the project team, Noel supports client delivery of public opinion monitoring and analysis.

Manitou Road Watermain Improvement | Tonka Bay, MN

CLIENT: CITY OF TONKA BAY, MN

PROJECT DURATION: MAY 2022 - CURRENT

Noel is the communications lead on this project with consists of improving a watermain in Tonka Bay that affects nearly 700 residents. Communication efforts include weekly newsletters and regular updates to email subscribers, a project-specific website and coordination with city staff. Noel works with the project team to respond to resident questions and concerns in a timely and respectful manner.

Interceptor Sites Landscape Restoration | Mound, MN

CLIENT: MET COUNCIL ENVIRONMENTAL SERVICES

PROJECT DURATION: AUG 2022 - CURRENT

Metropolitan Council Environmental Services (MCES) is undertaking sustainable landscape restoration projects at four interceptor sites in Bayport, Brooklyn Park, Eden Prairie and Mound. Work includes replacing high-maintenance lawn and invasive plants with native plants and trees friendly to birds, pollinators and water quality. This project helps fulfill MCES’s environmental and sustainability goals and guidelines for the region. As part of the project’s public engagement team, Noel supports client delivery of in-person stakeholder meetings and both print and digital communication.



Ryan Delwiche



SR. GRAPHIC DESIGNER

Ryan is a senior graphic designer at WSB with over ten years of design experience that includes print, digital, production and web. He is proficient in using Adobe Creative Suite, as well as Squarespace and WordPress. Ryan’s recent public engagement projects include interactive PDFs, project websites, printed mailers, and web graphics. He works with WSB staff and clients to efficiently produce a variety marketing and communication materials from concept to execution.

SERVICE GROUP:

Marketing

EDUCATION:

Bachelor of Fine Arts,
University of Wisconsin –
Oshkosh, 2013

MEMBERSHIPS:

AIGA Minnesota

Hwy 19 Corridor Study Communications | Winthrop, MN

CLIENT: MNDOT

PROJECT DURATION: MAR 2023 - CURRENT

Ryan created a variety of printed and digital content for the Hwy 19 Corridor Study project. The material included a presentation, project staging maps, social media campaign graphics, and postcard mailers.

Burnsville Zoning & Subdivision Update | Burnsville, MN

CLIENT: CITY OF BURNSVILLE

PROJECT DURATION: JAN 2021 - OCT 2022

Ryan worked with WSB’s project manager for the City of Burnsville to produce a project website detailing the city’s zoning ordinance update. Ryan used Squarespace to create a clean and modern website that was accessible to everyone with the option for multiple languages. The website was also built with the option for users to subscribe for updates.

Year in Review | Minneapolis, MN

CLIENT: WSB & ASSOCIATES, INC.

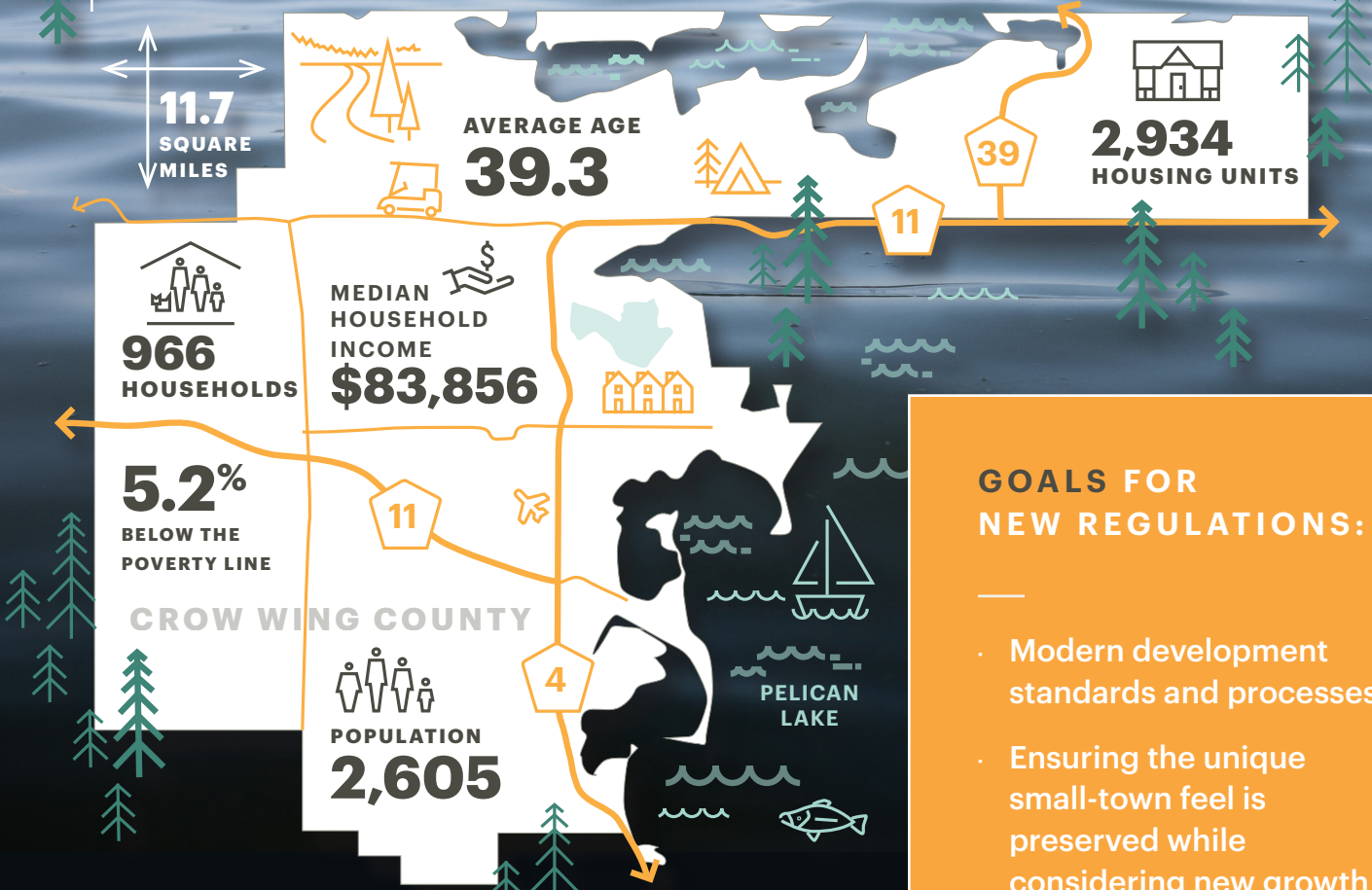
PROJECT DURATION: 2017 - CURRENT

The goal of Year in Review is to recap the accomplishments and key news of the previous year for our staff and external partners. The approximately 40-page document has won the Zweig Group Marketing Excellence Award for three consecutive years, winning first place in 2020 and 2022 and third place in 2021.

Approach & Work Plan



BREEZY POINT AT-A-GLANCE



RELEVANT ISSUES:

Increase in tax base | Tax forfeited land | Short-term rentals

GOALS FOR NEW REGULATIONS:

- Modern development standards and processes
- Ensuring the unique small-town feel is preserved while considering new growth and development.
- Regulations that are clear and concise and easy for residents to understand
- Highly illustrative and easily accessible

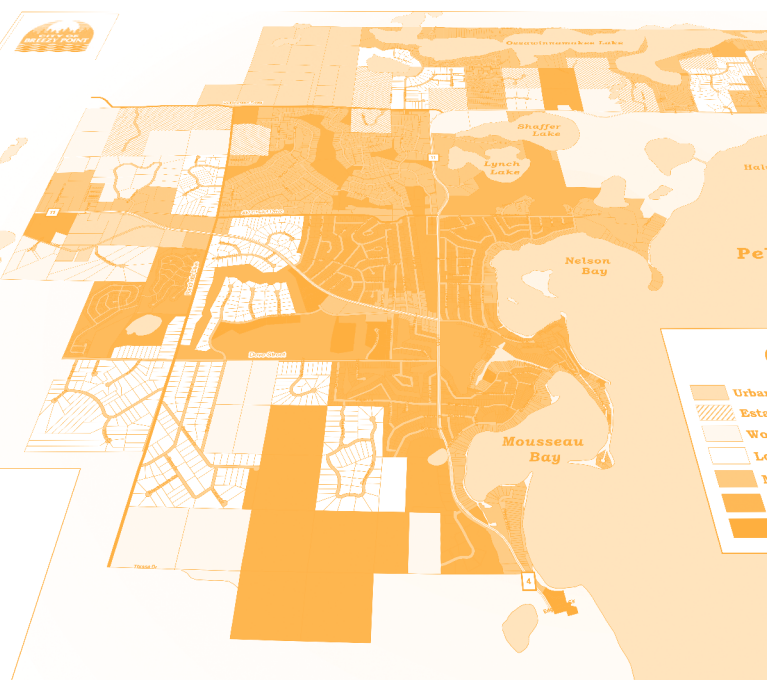


Task 1: Plan Review

The activities listed under Task 1 signify the beginning of the rewrite process with an emphasis on framing the final scope of the project and engagement process. We believe it is important to establish a Steering committee for these types of projects so the residents of the City can be sure that this process is not reflective only of staff or consultant ideas and goals. Often the Steering Committee is the Planning Commission members, who have a lot of experience using the zoning code in their deliberations. WSB will work with the City to identify the appropriate composition of the Steering Committee. City staff will be included in all Steering Committee meetings.

This task includes a kick off meeting with staff and a tour of the city to educate WSB about the community and its landscape. It also includes a joint meeting with the City Council and Planning Commission and Steering Committee, if different from the Planning Commission, to understand the issues and goals of the project from all perspectives. Furthermore, WSB will undertake its review of the following documents and conduct all background research:

- City Zoning Map
- City of Breezy Point Comprehensive Plan and Future Land Use/Map
- City Code
- Shoreland and Flood Information Documents
- Any other documents identified by city staff



SPECIFICS:

- Kick-off tour/in-person meeting with staff
- Review of existing plans and studies and documents (city staff will be asked to provide all plans, studies, and GIS information that is available to WSB)
- Joint meeting with the City Council and Planning Commission and Steering Committee, if applicable
- Final design of the public engagement plan
- One WSB internal meeting

Task 2: Current Zoning Ordinance Diagnosis

The diagnosis will assess the city’s current zoning and subdivision regulations and identify areas in which the code supports or hinders the city’s vision. Tools and opportunities will be identified to improve the code through a variety of strategies. The diagnosis will also include a review of the zoning map and the zoning districts for redundancies, inconsistencies, and conformance with the Comprehensive Plan. During this task, WSB will meet with city staff and the Steering Committee twice (virtually) to discuss potential priority changes and discuss findings and recommendations.

SPECIFICS:

- Two online meetings with city staff/Steering Committee
- Two internal WSB meetings

Task 3: Public Outreach

WSB believes that reaching stakeholders and community members early and throughout any planning process is critically important. Doing so will help to raise awareness and increase understanding of the importance of land use and zoning for a community. We understand zoning is not necessarily one of the most engaging topics; however, it is important that we acknowledge the issues we hear from the community and identify how that input is driving the update process. Our engagement will be thoughtful, inclusive, and intentional to the unique circumstances of Breezy Point.

From start to finish, we will work collaboratively with project leaders to execute an inclusive and accessible engagement process that meets Breezy Point residents where they are at. The tools WSB will use to engage residents can be found in the “specifics” box to the right and are further discussed on the following page.



SPECIFICS:

- Two community meetings and one pop up event to be attended by WSB staff
- Visual Preference Survey
- Two internal WSB meetings regarding public engagement
- Two city staff/Steering Committee meetings (one in-person meeting and one virtual meeting)
- Creation of project website
- Engagement Summary Report

■ Community Meeting

WSB will coordinate two open house meetings. We will provide design support for meeting invitations, produce event displays, presentations and collect feedback. WSB will support creation of social media content and posts to promote the open house on various social media platforms as directed by the Steering Committee. This information can also be posted on the City's website. WSB will assist with the creation of newspaper advertising. Advertising costs not included.

The format of the meeting will be decided upon by the Steering Committee with format options provided by WSB. The intention of the meeting is to educate citizens on how a zoning ordinance works, and provide opportunities for the public to provide input on how they would like their city to look and function in the future.

A second meeting will occur later in the process to introduce the community to the recommended changes in the zoning ordinance and highlight where some modifications are necessary to the adopted Comprehensive Plan. This meeting will aid the public in understanding the connection between the two documents and also service to flag upcoming changes to the Comprehensive Plan prior to the required formal public hearing.

■ Pop-Up Event

To build awareness and gain insight from community stakeholders, WSB recommends participation in one community event where WSB will be present with a booth or a table. The Steering Committee will be given the opportunity to decide which event to use for community engagement. Community events provide the opportunity for project staff to interact directly with community members, share project information, ask questions and receive feedback. Event sponsorship costs or attendance fees are not included in our cost estimate, but they may not be needed depending on the type of event chosen by the Steering Committee.

■ Community Preference Survey

WSB will create a preference survey which will use plain language and visual examples. This type of feedback opportunity will serve a dual purpose of informing participants about the tangible impacts zoning and land use regulations can have in their community while also gathering input from the public. These easy-to-use surveys can be utilized at a community event as well as being linked to from the City's webpage.

■ Project Website

Throughout the project, WSB will provide background, packet information, public meeting notices and the community survey to the City for posting on the City's website. The website will allow residents to follow the process and be engaged without having to attend in person meetings. Access to the project information may also result in additional public comment.



■ Informational Takeaway

WSB will provide engagement materials which are visually appealing and easily understandable. In particular, a takeaway piece will provide a quick overview of the land use and zoning codes, offer context for why Breezy Point is engaging in the process and why residents should consider being involved. A link and QR code will easily direct people to an online preference survey and/or the City's website where they can learn more or provide feedback. These materials can be shared at public meetings and the pop up event.

Task 4: Evaluation of Existing Neighborhoods, Community Character, and Individual Zoning Districts

The Steering Committee will be used to identify areas within the city that require special attention due to their unique characteristics. Once these areas are identified, WSB will work on context-specific regulations for these areas. These subjects will help direct WSB to determine areas for more specific zoning guidelines and also highlight areas which should include more illustrations into the zoning ordinance.

SPECIFICS:

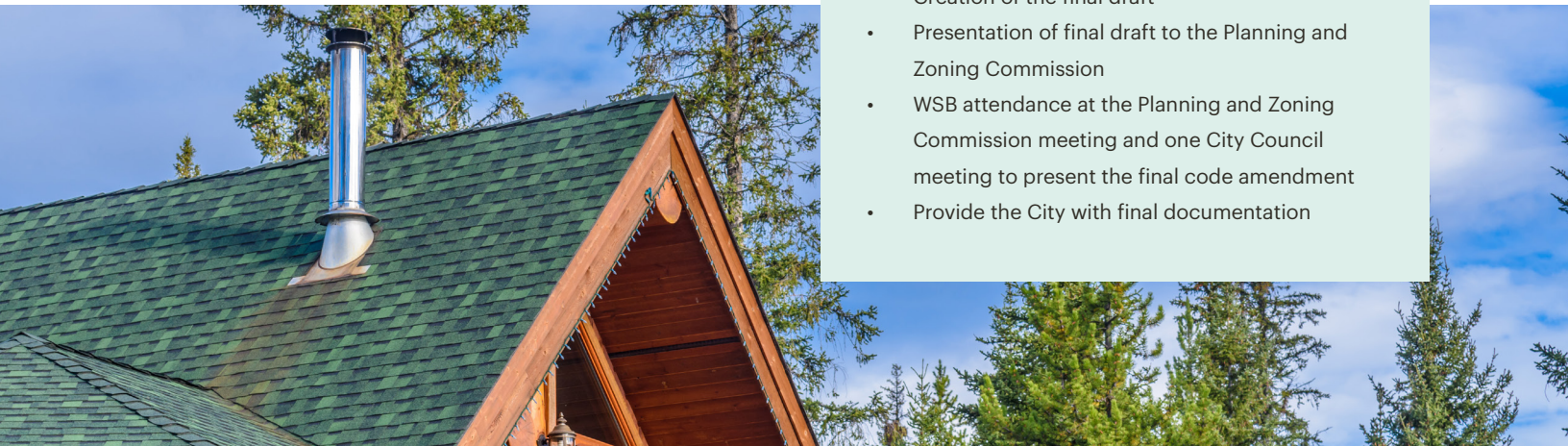
No additional meetings are required for this task, as this topic will be covered in initial Steering Committee meetings.

Task 5: Drafting the Document

Task 5 will involve the creation of the first, second, and final drafts of the new Zoning Ordinance and it will take the City through the approval process for the new ordinance. This code will be drafted with the input of the Steering Committee and the results of the community engagement effort. It will also be based on the existing code diagnosis that was performed in Task 2. WSB will work with staff to present the final code amendment at a joint meeting of the Steering Committee, Planning Commission and City Council. The final document will be taken to the Planning Commission for public hearing and the City Council for final approval. It is the expectation of WSB that city staff will publish all public hearing and meeting notices.

SPECIFICS:

- Create Draft 1 of the new zoning ordinance and zoning map
- Steering Committee meeting in person to discuss Draft 1
- Create Draft 2 of the new zoning ordinance and zoning map
- Steering Committee virtual meeting to discuss draft 2
- One WSB internal meeting
- One in person joint meeting with city staff, the Planning and Zoning Commission, and City Council to discuss Draft 2
- Creation of the final draft
- Presentation of final draft to the Planning and Zoning Commission
- WSB attendance at the Planning and Zoning Commission meeting and one City Council meeting to present the final code amendment
- Provide the City with final documentation





Task 6: Integration of the New Code into User-Friendly Formats

HOW WILL THE NEW CODE BE INTERACTIVE, READABLE AND ACCESSIBLE TO THE PUBLIC?

Modern and accessible codes use a variety of visual tools and aids to improve readability, simplification, and usability. WSB will work to incorporate photographs, tables, flowcharts, illustrations, and page layout to provide a more user-friendly document. The final document will:

- Reformat the code to include more visual aids
- Enhance page layout
- Reorganize the code for consistent logic and navigation
- Update the zoning map to be visually appealing and comprehensible
- Use language for the average person
- Use consistent definitions
- Identify processes and workflows in a visual manner
- Condense text into tables
- Pair narrative with images, photos and graphics

R-1 Single Family Residential
FULL DETAILS IN SECTION 01.01.01 OF THE ZONING ORDINANCE

PERMITTED:
 Single family detached dwellings, group family daycare, residential care facilities

ACCESSORY:
 Garages, accessory buildings, swimming pools, two boarders or roomers, commercial daycare associated with churches or schools, 6 hen chickens, ADU

CONDITIONAL:
 Boarding houses, churches, schools, golf courses, home occupations, more than two garages/ accessory buildings, accessory building space of more than 1,000 sf., ADU

SETBACKS

A. Front: 30 ft.
 B. Side: 10 ft. (corner 20 ft.)
 C. Rear: 30 ft.
 D. Garages: 5 ft. (if less than 120 sf.—1 ft.)

OTHER STANDARDS

E. Minimum lot size: 10000 sf.
 F. Minimum lot width: 80 ft.
 G. Minimum Depth: 125 ft.
 H. Max building height: 2 1/2 stories or 30 ft.

This is meant to be an illustrative guide to the zoning ordinance.

SPECIFICS:

One WSB meeting with an internal graphic designer, insertion of graphics into all drafts

Task 7: Comprehensive Plan Amendments

While finalizing the draft zoning ordinance is being undertaken, WSB will itemize areas where the zoning ordinance outcome may not fully align with the existing adopted Comprehensive Plan. These areas will be noted throughout the zoning ordinance drafting process and will be examined in closer detail during this step. With review and discussion by the Steering Committee, WSB will provide language for potential Plan amendments to bring the two documents, the Plan and zoning ordinance into compliance. It is anticipated that this process will take at least two additional virtual Steering Committee meetings. As noted in the public engagement section, prior to the zoning ordinance public hearing, a second public meeting will be held which will include the draft ordinance and introduce potential Comprehensive Plan amendments. Modifications to both documents will be made due to public feedback prior to bringing the final zoning ordinance draft to the public hearing and the amended Comprehensive Plan to a joint meeting with the Steering Committee, Planning Commission and City Council.

Final adoption of the Comprehensive Plan amendment will take place after a joint discussion with the Commission and Council, after consensus by the Steering Committee is reached. Final approval can be held with approval of the zoning ordinance or can follow slightly behind the final zoning ordinance depending upon the desire of the City. Additional updates will be provided for the City's website throughout this process.





Project Examples and Supplemental Information

A clear, consensus-based vision serves as the foundation for a promising and bright future. Planning helps communities make balanced decisions that are efficient, effective, and practical while remaining aspirational. Strategic, community-led plans guide the day-to-day operations of a community.

Through plans, studies, and ordinances, a community can protect and leverage its unique assets while promoting the future it seeks. WSB has completed several projects that will be of interest to you as you approach your code update and Comprehensive Plan amendment process.

Zoning Ordinance Update and Day to Day Planning

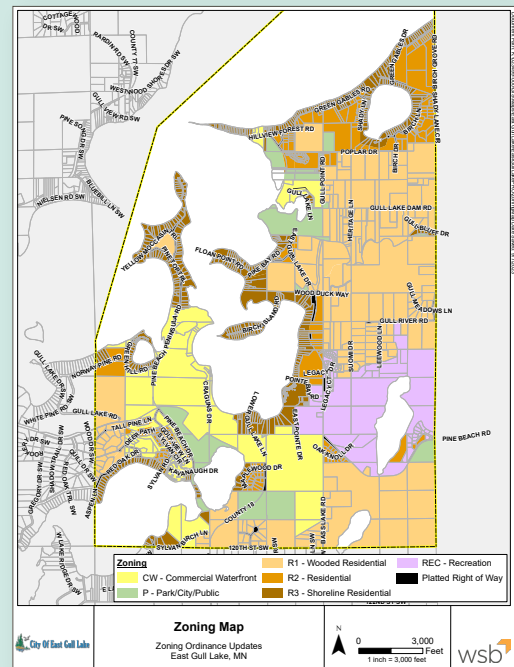
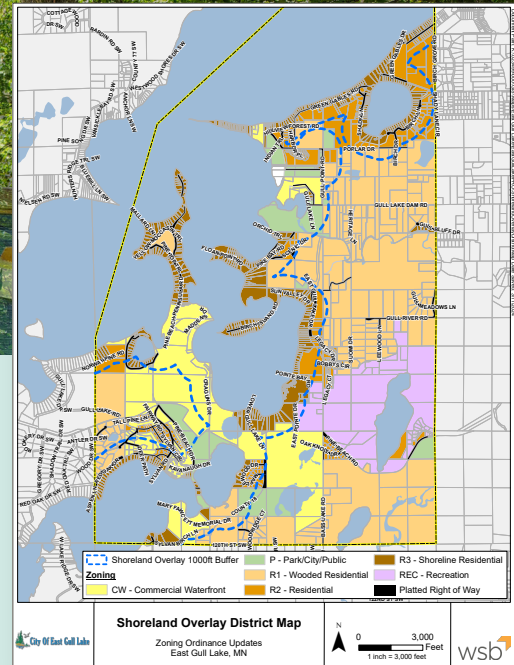
CLIENT: CITY OF EAST GULL LAKE
LOCATION: EAST GULL LAKE, MN
DURATION: JULY 2022 - CURRENT



WSB is working to complete an entire rewrite of East Gull Lake’s zoning and subdivision ordinance. Currently, our team provides public engagement opportunities and works with the Planning Commission to address specific areas of concern and interest, including the addition of a shoreland overlay district, regulations for short-term rentals, and updating development performance standards. WSB also serves as the city planner, reviews planning applications, and provides customer service to the public regarding zoning issues.

KEY WSB STAFF: KIM LINDQUIST, COLTON GUARINI

REFERENCE: LAURA CHRISTENSEN | CITY ADMINISTRATOR/
 PLANNING AND ZONING ADMINISTRATOR | 218.828.9279 |
 LAURA@EASTGULLLAKE.US

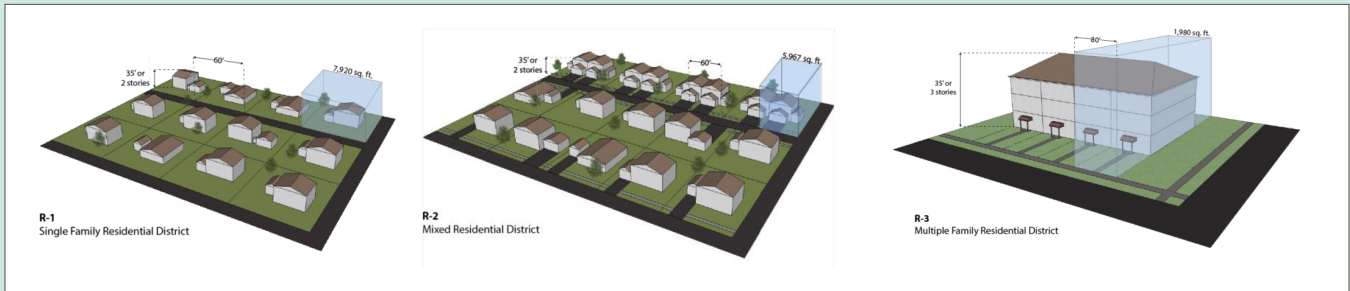


North St. Paul Zoning Ordinance

CLIENT: CITY OF NORTH ST. PAUL

LOCATION: NORTH ST. PAUL, MN

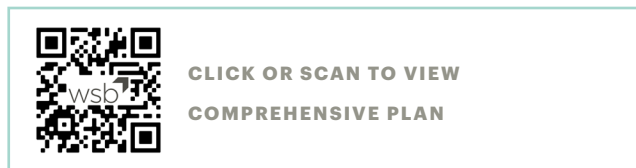
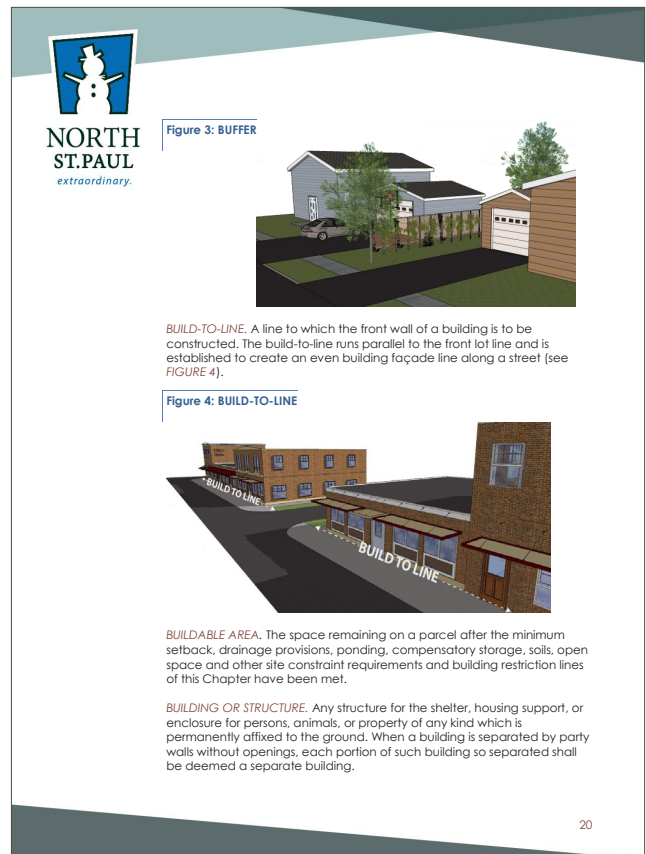
DURATION: MAY 2015 – MAY 2016, MAY 2020 - MAY 2021



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

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

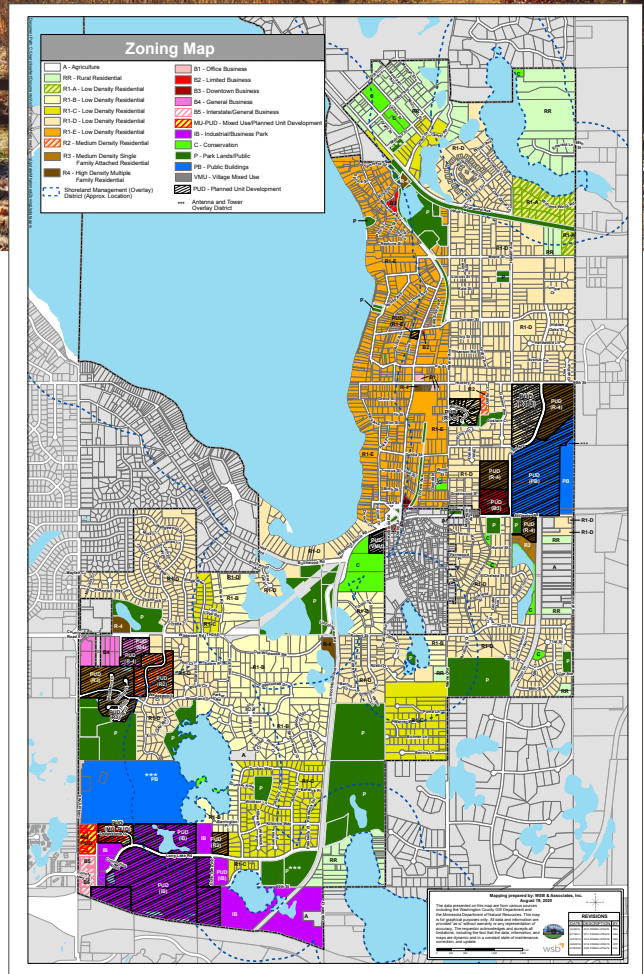
- Density changes
- Modifications to districts to accommodate new housing types
- Assistance with rezonings



REFERENCE: BRIAN FRANDLE | CITY OF NORTH ST. PAUL | 651.747.2436 | BRIAN.FRANDLE@NORTHSTPAUL.ORG

Zoning Ordinance/Subdivision Update

CLIENT: CITY OF MAHTOMEDI
LOCATION: MAHTOMEDI, MN
DURATION: 2020-2022



WSB staff served as the Project Manager on an update to the Zoning Ordinance and Subdivision regulations for the City of Mahtomedi. The update eliminated conflicting language, provided consistency with the recently updated Comprehensive Plan, and responded to pertinent changes in the Minnesota State Law.

KEY WSB STAFF: HANNAH RYBAK

REFERENCE: SCOTT NEILSON | CITY ADMINISTRATOR
| 600 STILLWATER RD, MAHTOMEDI, MN 55115 |
651.426.3344 | SNEILSON@CI.MAHTOMEDI.MN.US


Commercial and Residential Zoning Ordinance Updates

CLIENT: CITY OF WAYZATA
LOCATION: WAYZATA, MN
DURATION: OCT 2020 - MAY 2023

WSB has worked with the City of Wayzata on Zoning Ordinance updates of their commercial and residential zones. The updates are intended to comply with the 2040 Comprehensive Plan, to streamline processes and make the ordinance more user friendly to read. The work includes updating permitted, accessory and conditional uses into a common table for all zoning districts. The amendments included assisting City Staff in creating an updated accessory dwelling unit (ADU) standards including an informational graphic. The Zoning Ordinance update process included collaborating with the Zoning Ordinance Task Force and the Planning Commission. The revised commercial and residential Chapters of Zoning Ordinance has conducted the Public Hearing in March of 2022 and is expected the City Council will consider its adoption in May of 2022. During the creating of these revisions, WSB also assisting the review of the Design Standards updates performed by Van Meter Williams Pollack (VMWP). It is expected that the second phase of Zoning Code updates will include the reviewing of the parking and loading standards, definitions and the planned unit development regulations.

KEY WSB STAFF: LORI JOHNSON, ERIC ZWEBER, KIM LINDQUIST
REFERENCE: EMILY GOELLNER | COMMUNITY DEVELOPMENT DIRECTOR | 600 RICE STREET EAST | WAYZATA, MN 55391 | 952.404.5312 | EGOELLNER@WAYZATA.ORG





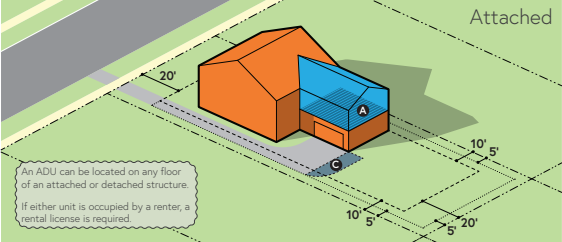
ACCESSORY DWELLING UNIT
Zoning Regulations

Standards

- ADU limited to 33% of the residence habitable space **A**
- Minimum size of the ADU is 300 square feet; Maximum size no greater than 960 square feet* **A**
- Maximum height for detached ADU is 20' in all zoning districts except for R-1 and R-1A which has a height of 25' or two stories whichever is less **B**
- A parking stall is required for the ADU over and above the 2 parking stalls required for the residence **C**
- Only one ADU per property
- The residence or ADU must be owner-occupied

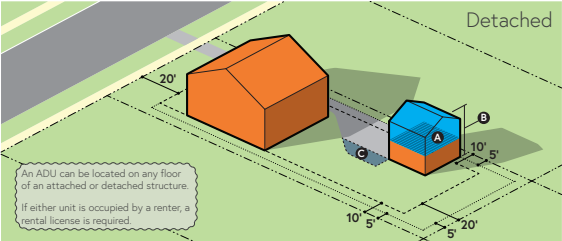
An ADU — also known as a granny flat, mother-in-law suite, or carriage house — is a small unit with its own entrance, kitchen, and bathroom located on the same lot as the primary house.

An ADU can be located on any floor of an attached or detached structure. If either unit is occupied by a renter, a rental license is required.



Attached

An ADU can be located on any floor of an attached or detached structure. If either unit is occupied by a renter, a rental license is required.



Detached

■ Principal Structure
 ■ Accessory Dwelling Unit (ADU)

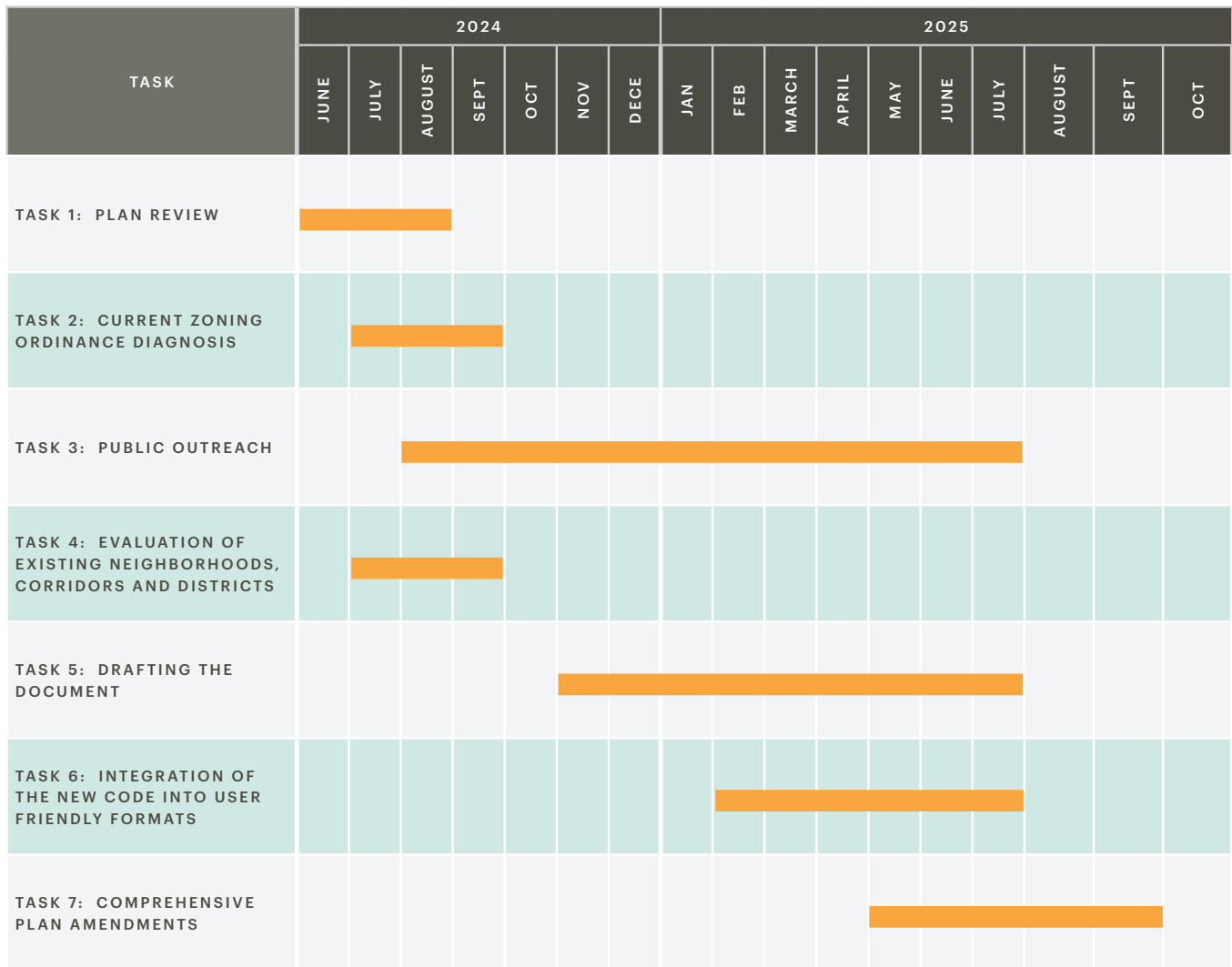
Project Matrix

Code Writing Experience	ALBERT LEA	ADREN HILLS	BROOKLYN PARK	BURNSVILLE	CHATFIELD	CLOQUET	EDINA	GRAND FORKS (ND)	INTL. FALLS	LENT TOWNSHIP	LONG LAKE	MAHTOMEDI	MINNETRISTA	NEW BRIGHTON	NORTH ST. PAUL	PRIOR LAKE	RAMSEY	RICHFIELD	ROCHESTER TOWNSHIP	ROSEMOUNT	ST. ANTHONY	ST. AUGUSTA	ST. PAUL	WABASHA	WAYZATA
RE-CODIFICATION/ZONING CODE RE-WRITE			●	●	●	●			●			●	●		●				●	●					●
ZONING CODE PROFESSIONAL REVIEW				●											●										
ACCESSORY STRUCTURES										●		●	●				●				●	●			
ADULT USES												●									●				
AIRPORT ZONING	●																		●						
CHICKENS (AND OTHER URBAN AGRICULTURE)												●									●				
COMMERCIAL PERFORMANCE STANDARDS	●			●													●				●				
DANCE CLUBS																					●				
DOWNTOWN REGULATIONS	●											●					●				●				●
E-CIGARETTE REGULATIONS																						●			
ESSENTIAL SERVICES											●	●													
FENCE ORDINANCE												●									●	●			
FORMED-BASED ZONING		●						●							●										
GUEST HOMES (ADUS)												●	●												
INSTITUTIONAL/HIGHER EDUCATION		●																							
INTERIM USES	●			●							●	●	●								●	●			●
LANDSCAPING								●																	
MASSAGE THERAPY												●													
MINING REGULATIONS																					●				●
NONCONFORMING PROVISIONS												●										●			
OUTDOOR SEATING	●																				●				
OUTSIDE STORAGE REGULATIONS	●																●				●				
PARK DEDICATION ORDINANCE												●			●										
PARKING STANDARDS								●													●				
PERMITTED/CONDITIONAL USES				●					●			●	●				●				●				●
PLANNED UNIT DEVELOPMENTS								●					●			●						●			
RLIUPA AMENDMENTS													●									●			
SHORELAND OVERLAY DISTRICTS	●								●			●		●	●			●		●	●				●
SIGNS	●											●					●				●	●	●		●
SOLAR ENERGY										●		●													
SPECIAL OVERLAY DISTRICTS				●				●				●	●						●	●					●
STORMWATER/MS4/ILLCIT DISCHARGE							●				●	●	●									●		●	
SUBDIVISION ORDINANCE					●				●												●				
SWIMMING POOL REGULATIONS												●													
TREE PRESERVATION																					●				●
TOWERS/CELLULAR																					●				●
WETLAND BUFFER REGULATIONS												●									●				
WIND TURBINES												●	●												●

Tentative Project Timeline and Fee Schedule



Tentative Project Timeline



Fee Schedule

TASK DESCRIPTION	KIM LINDQUIST, PROJECT MANAGER	LORI JOHNSON, SENIOR PLANNER	NOEL MILLS FORD, PUBLIC ENGAGEMENT	COLTON GUARINI, COMMUNITY PLANNER	ANDREW LUPTON, COMMUNITY PLANNER	PAUL SANDY, CITY ENGINEER	ELIZABETH YOUNG, GIS	RYAN DELWICHE, MARKETING/ GRAPHICS	ADMIN.	TAYLOR REH, PROJECT CONTROLS	TOTAL
TASK 1: PLAN REVIEW											
TOUR AND KICK-OFF MEETING WITH STAFF (IN PERSON)	13					6					
REVIEW OF EXISTING PLANS, STUDIES AND DOCUMENTS	8			8	12	2	10			5	
STEERING COMMITTEE, PLANNING COMMISSION & CITY COUNCIL WORK SESSION (IN PERSON)	18		13			6					
FINAL DESIGN OF PUBLIC ENGAGEMENT PLAN	2		10								
ONE WSB INTERNAL MEETING	1	1	1	1	1	1					
TASK 2: CURRENT ZONING ORDINANCE DIAGNOSIS											
TWO WSB INTERNAL MEETINGS	10	7	1	10	10		1				
TWO VIRTUAL MEETINGS WITH CITY STAFF/STEERING COMMITTEE	5			3.0	5						
TASK 3: PUBLIC OUTREACH											
TWO COMMUNITY MEETINGS	25		25			8		3			
POP UP EVENT	4		15		15						
COMMUNITY VISUAL PREFERENCE SURVEY	5	5		20				4			
INFORMATIONAL TAKEAWAYS AND PROJECT WEBSITE	4		2					10			
TWO WSB INTERNAL MEETINGS	2	2	2	2	2	2					
DRAFTING ENGAGEMENT SUMMARY REPORT	2		14								
TWO CITY STAFF/STEERING COMMITTEE MEETINGS (ONE IN PERSON AND ONE VIRTUAL)	15		2		15						
TASK 4: EVALUATION OF EXISTING NEIGHBORHOODS, CORRIDORS AND DISTRICTS											
ADDITIONAL RESEARCH ONLY, NO MEETINGS	2			6	6						
TASK 5: DRAFTING THE DOCUMENT											
CREATE DRAFT 1 OF THE NEW ZONING ORDINANCE AND ZONING MAP (INCLUDES ANY INTERNAL WSB MEETINGS THAT ARE NECESSARY)	20	7		30	20		10	3	15		
CITY STAFF/STEERING COMMITTEE MEETING IN PERSON TO REVIEW DRAFT 1	10				10						
CREATE DRAFT 2 OF THE NEW ZONING ORDINANCE AND ZONING MAP (INCLUDES ANY INTERNAL WSB MEETINGS THAT ARE NECESSARY)	4	4		15	10		7	5	8		
CITY STAFF/STEERING COMMITTEE MEETING (VIRTUAL) TO DISCUSS DRAFT 2	3				3						
CREATION OF THE FINAL DRAFT	6			8	8		5	2	5		
PRESENTATION OF FINAL DRAFT TO THE PLANNING COMMISSION	10										
PRESENTATION OF THE FINAL DRAFT TO THE CITY COUNCIL (ONE MEETING)	10										
PROVIDE THE CITY WITH FINAL DOCUMENTATION				4							
TASK 6: INTEGRATION OF THE NEW CODE INTO USER-FRIENDLY FORMATS											
ONE WSB MEETING WITH INTERNAL GRAPHIC DESIGNER	1				1			1			
CREATION OF AND INSERTION OF GRAPHICS INTO ORDINANCE	3			3				15			
TASK 7: COMPREHENSIVE PLAN AMENDMENTS											
FINAL REVIEW OF COMP PLAN	4				4						
DRAFT AMENDMENTS	12				15				5		
TWO VIRTUAL STEERING COMMITTEE MTGS	4				4						
PLANNING COMMISSION PUBLIC HEARING AND CITY COUNCIL ADOPTION (IN PERSON)	18										
TOTAL HOURS	213	26	85	107	133	25	33	43	33	5	703
HOURLY RATES	237	184	115	93	106	220	90	123	123	118	
TOTAL COST	\$50,481	\$4,784	\$9,775	\$9,951	\$14,098	\$5,500	\$2,970	\$5,289	\$4,059	\$590	\$107,497

TOTAL PROJECT COST **\$107,497**

ADDITIONAL COST SAVINGS COULD OCCUR WITH THE ADDITION OF MORE VIRTUAL MEETINGS OR COMBINING IN PERSON MEETINGS WHEN POSSIBLE



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