

BRAINERD PLANNING COMMISSION

Wednesday, March 15, 2017
Workshop - 5:30 p.m. | Regular Meeting - 6:00 p.m.
City Hall Council Chambers

1. **5:00 P.M. Workshop - City Hall 2nd Floor Conference Room**
Workshop to discuss Sober Houses and possible regulations for the use in the community

Documents:

[MEMO TO PLANNING COMMISSION-SOBER HOUSE WORKSHOP ON 3-15-17S.PDF](#)

2. **Call To Order**
3. **Approval/Amendment Of Agenda**
4. **Approval Of Minutes Of The Regular Meeting Held On February 15, 2017**

Documents:

[2017-02-15.PDF](#)

5. **New Business**

- 5.a. **Public Hearing - Zoning Ordinance Amendment**
Amend Zoning Ordinance to add the term "Boarding School" to Section 515-2 Definitions and Amend Sections 63-2 and 63-6 B-4 (General Commercial) District to add Boarding Schools as a Permitted Use or as a Conditional Use in the District

Documents:

[MEMO TO PLANNING COMMISSION-BOARDING SCHOOLS HEARING RECOMMENDATION OPTIONS.PDF](#)

6. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Planning Commission - time limits may be imposed

7. **Old Business**

- 7.a. **Sober Houses**

- 7.b. **Bee Keeping In The City**

Documents:

[MEMO TO PLANNING COMMISSION-BEE KEEPING.PDF](#)
[CASS-CLAY-BLUEPRINT-BEEKEEPING.PDF](#)

- 7.c. **Community Survey**

Documents:

[MEMO TO THE PLANNING COMMISSION REGARDING SURVEY 4.PDF](#)

8. Commissioners' Questions/Comments

9. City Planner's Report

9.a. Articles

Documents:

[MARCH_2017_NEWSLETTER.PDF](#)

Any individual needing special accommodations please call 218-828-2309

MEMO

TO: Mayor and City Council

FROM: Mark Ostgarden, City Planner

DATE: March 7, 2017

RE: Sober House Workshop

At the request of the Planning Commission at its February 15, 2017 meeting, the Planning Department has invited several individuals involved in the recovery process to meet with the Planning Commission to discuss sober houses and their role in the recovery process. Invitees are:

- Sam Anderson, Minnesota Adult and Teen Challenge Executive Director
- Nathan Bertram, PHR Program Coordinator for Adult Mental Health, Chemical Dependency and Adult Protection Teams
- Doreen Loomis, Consultant For Licensed Sober Housing & Ex-Offender Re-Entry Placement
- Peter Charpentier, sober house operator
- Sheila Haverkamp, sober house operator
- Brainerd Police Department representative

Having a conversation with and hearing from representatives involved in the recovery process, specifically sober houses and sober house living, can provide additional perspectives which should be helpful in the Planning Commission's deliberation about whether to recommend sober house regulations.

Workshops, such as this, are an opportunity for the Planning Commission to gather information, with a less formal public meeting setting, to learn more about an issue. Decisions or recommendations about an issue are not made in the workshop setting. The March 15th regular agenda has an item for the Planning Commission discussion about whether sober house regulations should be recommended.

Should the majority of members think regulations are needed, discussion about what should be considered would be the next step in the process. Please review the sober house memo from the February 15th packet, which describes a municipality's ability to regulate sober houses and for information about the types of regulations that can be considered. Should regulations be recommended, it is hoped that direction on what they should include can be made so the Planning Department can draft an ordinance to consider at an April public hearing.

PLANNING COMMISSION
Wednesday, February 15, 2017

Election of Chairman and Vice Chairman

City Planner Ostgarden asked for nominations for Chair of the Planning Commission for 2017.

Commissioners Marohn and Headley were nominated for Chair.

The Commission elected Commissioner Headley as Chair of the Planning Commission for 2017.

Commissioner Marohn was nominated for vice-chair.

The Commission elected Commissioner Marohn as Vice-Chair of the Planning Commission for 2017.

Call to Order

Planning Commission Chair Headley called the meeting of the Brainerd Planning Commission to order at 6:07 p.m. in the City Hall Council Chambers.

Noted present were Commissioners Headley, Turner, Gorham, Burslie, Marohn, and Lambert. Noted absent was Commissioner Antolak. Also present were City Planner Ostgarden and City Administrator Thoreen.

#2 Approval/Amendment of Agenda

MOTION AND SECONDED BY COMMISSIONERS MAROHN AND LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#3 Approval of minutes of the regular meeting and workshop held on January 18, 2017

MOTION AND SECONDED BY COMMISSIONERS MAROHN AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES OF THE JANUARY 18, 2017 REGULAR PLANNING COMMISSION MEETING AND WORKSHOP AS PRESENTED.

#4 NEW BUSINESS

a) Zoning Ordinance Text Amendment – Request to Consider Boarding Schools

City Planner Ostgarden provided information regarding the request to repurpose the former hotel and conference center on South 6th Street for a boarding school. He noted boarding schools are currently not a use listed in the Zoning Code, therefore an amendment to the Zoning Ordinance will be required in order to allow boarding schools.

City Planner Ostgarden also reviewed the zoning text amendment process and the different options available for this request.

- Amend the current B-4 District text to allow boarding schools as a use permitted by right (permitted use)
- Amend the current B-4 District text to allow boarding schools as a conditional use
- Amend a residential zoning district text to allow boarding schools as a use permitted by right (permitted use)
- Amend a residential zoning district text to allow boarding schools as a conditional use

City Planner Ostgarden mentioned he has information from five other cities in Minnesota that currently have boarding school zoning information.

City Planner Ostgarden also noted a definition of a boarding school will need to be added to the definitions section of the Zoning Ordinance.

Mr. Headley Williamson, Chairman of Exodus Boys Academy, gave a review of why he started the academy and the philosophy behind the school. He discussed why a hotel with land is a good option and how it would be setup.

The Commission asked Mr. Williamson questions about the size of the school, where the students will be from, and concerns with a tax exempt status. Mr. Williamson explained the purpose behind the school and that it will bring jobs to the area in many different ways.

Discussion was held regarding the conditional use permit process and which option would work best for this site.

Additional discussion was held with Mr. Williamson regarding the timeline for the school opening and how that would fit into the process.

The Commission agreed to have a public hearing at the March meeting to consider amending the Zoning Ordinance definitions to include a “boarding school” and to consider amending the B-4 (General Commercial) District to permit boarding schools as either a permitted use or a conditional use.

b) Zoning Text Amendment – Sober Houses – Consider Regulations

City Planner Ostgarden stated this is being brought forth because there is a new sober house being opened in the community. He stated there most likely are other sober homes in the community but it is somewhat of a “protected” use.

City Planner Ostgarden reviewed how other cities are handling regulations where some do not get involved in the regulatory part whereas other cities do get involved in the regulations of sober houses.

City Planner Ostgarden reviewed the federal fair housing act and how it relates to disability, which recovery is considered.

City Planner Ostgarden discussed the regulations that could be imposed and the items the Planning Commission should discuss such as number of occupants, parking, etc.

Discussion was held by the Commission including having discussion with people that are involved in these types of facilities along with the Police Chief.

Ms. Sheila Haverkamp, owner of proposed sober house, discussed their plan and what is involved in setting up a sober home.

Discussion was held regarding how the Commission would like to move forward on this issue. The Commission agreed to hold a workshop prior to next Planning Commission meeting at 5:00 PM to have discussion with individuals involved in these types of uses.

#5 PUBLIC FORUM - None

#6 OLD BUSINESS - None

#7 COMMISSIONERS' QUESTIONS/COMMENTS

Commissioner Burslie stated he would like to open discussion on the South 6th Street project regarding the design to see if it can be reevaluated.

City Administrator Thoreen provided a summary of the concerns that have been brought forth regarding the South 6th Street project including the editorial that was in the local paper, the process of the plan approval in 2015, status of the design, and what can be done regarding the project at this time.

Commissioner Marohn stated the new Council should at least be asked where they stand on the project since it's been over a year since municipal consent was given and the Council membership has changed.

Discussion was held regarding the concerns with the South 6th Street project and what can be done regarding the concerns.

MOTION AND SECONDED BY COMMISSIONERS BURLIE AND GORHAM, DULY CARRIED, TO ASK THE CITY COUNCIL TO CONSIDER REEVALUATING THE SOUTH 6TH STREET DESIGN AND DISCUSS WITH MNDOT THE PROCESS NEEDED TO MAKE CHANGES TO THE DESIGN BECAUSE OF THE CHANGES TO THE CITY COUNCIL ALONG WITH ADDITIONAL INFORMATION RESEARCHED BY THE WALKABLE BIKEABLE COMMITTEE, AND THE CHANGE IN OWNERSHIP IN THE CORE DOWNTOWN PROPERTIES.

Commissioner Burslie stated he feels the information and research done by the Walkable Bikeable Committee was not considered during the City Council's decision. He stated this is good reason to reopen the discussion on the design.

Additional discussion was held regarding the approval process in 2015.

City Administrator Thoreen asked if the motion should be brought to the next City Council meeting. The Commission agreed they would like to see it before the Council at the next meeting.

City Planner Ostgarden clarified to the Commission that direction will come from the Council on how they will be involved in this process.

Commissioner Marohn suggested discussion be held in the next couple months, prior to discussion on the comprehensive plan, regarding the difference between form based and use based codes.

City Planner Ostgarden suggested the Commission receive direction from the Council on whether or not this change is something they would support.

#8 CITY PLANNER'S REPORT - None

#9 ADJOURN

AS THERE WAS NO FURTHER BUSINESS, WITH A MOTION BY LAMBERT AND SECOND BY TURNER, DULY CARRIED, THE MEETING ADJOURNED AT 8:09 PM.

Respectfully submitted,

Mark Ostgarden AICP, City Planner

MEMO

TO: Planning Commission

FROM: Mark Ostgarden, City Planner

DATE: March 6, 2017

RE: Zoning Ordinance Text Amendment Hearing – Boarding Schools

At its February meeting, the Planning Commission directed staff to prepare a Zoning Ordinance public hearing notice to consider allowing boarding schools in the community. Based on the Planning Commission discussion, the public hearing will be to consider adding a “boarding school” definition to the Zoning Ordinance and to consider adding the use as one allowed by right or by conditional use in B-4 (General Business) Districts.

Following is the definition that would be included in Zoning Ordinance Section 515-2 Definitions:

“Boarding School – a school at which the pupils receive board and lodging during the school term.”

The B-4 (General Business) District amendment options in the notice are Zoning Ordinance Section 515-63:

63-2: Permitted Uses.

AA. BOARDING SCHOOLS

Or

63-6: Conditional Uses.

R. BOARDING SCHOOLS

If approved, attached is a copy of each section depicting how the amendments would be added to Section 2 and Section 63.

Amending the B-4 District is the most practical change to permit the use. Should the amendment be approved and the boarding school does not come to fruition, the property retains its B-4 zoning for future commercial use.

Amending the B-4 District will permit boarding schools in any B-4 District in the community. While this is a possibility, the probability is low that another boarding school will locate in Brainerd.

Permitting the use as a conditional use is a better method to allow the use. Doing so will permit the neighborhood and community an opportunity to learn more about this type of use and its operations. Because the use has a residential element, it will provide an opportunity to address compatibility with adjacent uses (presumably commercial) and surrounding neighborhoods (presumably residential). The community has the ability to require standards beyond what might already be in the Zoning Ordinance to protect community health, safety and welfare.

Should the Planning Commission recommend the use be permitted by right, the use would be approved through the staff administrative review process. The Zoning Ordinance does include a number of standards with which the use would be required to comply. They include:

Exterior Building Materials. Exterior Building Materials - B-1, B-2, B-4, B-5 and B-6 Zoning Districts.

All exterior wall surfaces shall be a combination of materials including brick, dimensioned stone, or their replicas, rock face block, decorative concrete panels, stone, stucco, wood, glass, or Exterior Finish Installation (EFIS). Material such as metal panels, window trim, flashing, accent features and the like that make up the exterior of a building shall not exceed twenty-five (25) percent.

Building additions of less than fifty (50) percent of the gross floor area of the existing structure may use the same as the existing structure. Building additions, remodeling, replacement or reconstruction of fifty (50) percent or greater, shall conform to the standards in this section.

Greenspace.

New developments shall designate a minimum of fifteen (15) percent of the total site area for green space.

Screening.

A six (6) foot high fence or landscaped screen, providing eighty (80) percent year around opacity, shall be required wherever a non-residential use abuts directly upon land zoned or used for residential purposes or is across an alley from land used or zoned for residential purposes.

All exposed parking areas of ten (10) or more required spaces in a front and side street yard shall be screened with landscaping not less than three (3) feet or more than four (4) feet in height. The landscaping shall maintain a year round fifty (50) percent opacity.

Screening of Equipment.

Ground mounted mechanical equipment, such as air compressors, pool pumps, transformers, sprinkler pumps, air conditioners, and similar equipment shall be screened on all sides except those facing a building. An eighty (80) percent opacity visual screen

*shall exceed the vertical height of the equipment being screened by at least six (6) inches.
A three (3) foot open area shall be maintained around such equipment to facilitate repairs.*

Off street parking is no longer a requirement in the B-4 District Permitted Uses. The Zoning Ordinance specifies the following minimums:

Schools, Elementary and Junior High.

One (1) space for each classroom plus one (1) additional space for each three hundred (300) students, plus one (1) space for each employee, plus one (1) space for each four (4) seats in auditorium.

School, High Schools, Colleges and Universities.

At least one (1) parking space for each two (2) students based on the design capacity plus one (1) space for each classroom. Auditorium or event space shall be subject to separate, additional calculations.

Should the use be recommended as a permitted use, the recommendation may want to include a minimum off street parking standard. An example from a city that does regulate boarding schools is:

One car space for each teacher and/or employee plus one car space for every four students/residents.

A copy of the published hearing notice is attached.

SECTION 2 RULES AND DEFINITIONS

Auto or Motor Vehicle Wrecking Yard. A lot or yard where one (1) or more unlicensed motor vehicle(s), or the remains thereof, are kept for the purpose of dismantling, wrecking, crushing, repairing, rebuilding, sale of parts, sale as scrap, storage, or abandonment. (See also "Junk Yard".)

Awning. A roof like cover, often of fabric, plastic, metal or glass designed and intended for protection from weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk or the like. Any part of an awning which projects over a door shall be counted as an awning.

Basement. Any area of a structure, including crawl spaces, having its floor or base sub grade (below ground level) on at least three sides, regardless of the depth of excavation below ground level.

Best Management Practices (BMPs). Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm water conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

Bluff. A topographic feature such as a hill, cliff, or embankment having all of the following characteristics:

1. Part or all of the feature is located in a shoreland area.
2. The slope rises at least twenty-five (25) feet above the ordinary high water level of the water body.
3. The grade of the slope from the toe of the bluff to a point twenty-five (25) feet or more above the ordinary high water level averages thirty percent (30%) or greater.
4. The slope must drain toward the water body.

Board of Zoning and Appeals. Brainerd City Council.

Boarding House (Rooming or Lodging House). A building other than a motel or hotel where, for compensation and by pre-arrangement for definite periods, meals or lodgings are provided for three (3) or more persons, but not to exceed twenty (20) persons.

BOARDING SCHOOL - A SCHOOL AT WHICH THE PUPILS RECEIVE BOARD AND LODGING DURING THE SCHOOL TERM.

Brew Pub – A restaurant and brewery that brews less than 3,500 barrels of beer per year for sales on the premises provided the beer is sold for consumption on the premises and not sold to other bars, restaurants or wholesalers, except that an establishment licensed under Minnesota Statutes 304A.301, Subdivision 6D may sell “growlers” off-sale with appropriate City licenses.

SECTION 63

B-4, GENERAL BUSINESS DISTRICT

515-63-1: Purpose and Intent. The purpose of the General Business District is to allow more intensive commercial uses that require extensive highway access for customer contact.

515-63-2: Permitted Uses.

- A. Government and public buildings, utilities and/or structures.
- B. Financial institutions such as banks and credit unions.
- C. Hospitality businesses limited to hotels, motels, conference/convention/reception facilities. Extended stay hotels and motels provided that:
- D. Liquor sales, on and off sale.
- E. Office business – clinic such as general medical clinics, medical labs, mental health providers, chiropractors, dentists, orthodontia, oral surgeons, opticians, physical therapy and other out-patient treatment.
- F. Office business – general such as professional administrative or clerical service operations such as attorneys, financial advisors, insurance, travel and real estate.
- G. Personal services such as barber shops, beauty salons, nail salons, tanning salons, therapeutic massage and tattooing.
- H. Recreational businesses - indoor.
- I. Restaurants – sit down, take out or delivery (Drive-up window requirements are listed in Accessory Uses).
- J. Retail businesses contained within a principal building.
- K. Business or trade school when conducted entirely within a building.
- L. Places of worship and related buildings.
- M. Theaters – except drive-in.
- N. Cultural facilities such as museums, art centers, or art institute.
- O. Repair services limited to jewelry and radio and television/household appliance repair shops.
- P. On-site service businesses limited to tailoring/alterations, dry cleaners, self-service laundry and copy centers.

- Q. Pawn shops.
- R. Music, art, decorating, photography and dance studios.
- S. Taxi or bus dispatch sites.
- T. Adult Uses as regulated by Section 33 of this Ordinance.
- U. Essential services as regulated by Section 36 of this Ordinance.
- V. Equipment rental (indoor).

W. BOARDING SCHOOLS (IF RECOMMENDED AS USE BY RIGHT)

515-63-3: Accessory Uses.

- A. Uses incidental to the principal uses such as off-street parking as regulated by Section 17 of this Ordinance.
- B. Loading and unloading areas subject to the provisions of Section 23 of this Ordinance.
- C. Signs as regulated by Section 37 of this Ordinance.
- D. Fences as regulated by Section 19 of this Ordinance.
- E. Commercial accessory buildings shall not exceed thirty (30) percent of the gross floor space of the principal building.
- F. Drive-up service facilities provided that:
- G. Outside services, sales, and equipment rental accessory...
- H. Radio and television receiving antennas, satellite dishes,...

515-63-4: Uses by Administrative Permit.

- A. Temporary outdoor promotional events and sales...
- B. Seasonal Non-Agricultural Merchandise Sales
- C. Personal wireless service antennas as regulated by Section 35 of this Ordinance.

515-63-5: Interim Uses.

None.

515-63-6: Conditional Uses.

- A. Armories provided that:
- B. Automobile and truck repair - major and minor (including body shops) provided that:
- C. Commercial car washes (drive-up, mechanical and self-service) provided that:
- D. Hospitals provided that:
- E. Motor vehicle fuel sales provided that:
- F. Outdoor sales and/or rental lot limited to lumber yards, motor vehicle and boat sales/rental, construction and landscaping sales/rental and farm implement sales/rental provided that:
- G. Planned Unit Development (PUD) (including shopping centers) as regulated by Section 11 of this Ordinance.
- H. Outdoor dining facilities accessory to a restaurant provided that:
- I. Small engine and boat repair provided that:
- J. Animal hospital or clinic and kennels provided that:
- K. Light manufacturing.
- L. Radio and television studios.
- M. Outdoor storage as an accessory use provided that:
- N. Colleges and universities provided that:
- O. Auto dealership provided that:
- P. Commercial day care facilities are regulated by Section 29 of this Ordinance.
- Q. Department of Human Services (DHS) licensed Drug and Alcohol Treatment and Recovery Facilities and Unlicensed Drug and Alcohol Treatment and Recovery Facilities that are substantially the same in character as a DHS licensed program of longer duration but not to exceed eighteen (18) months.

R. BOARDING SCHOOLS (IF RECOMMENDED AS A CONDITIONAL USE)

515-63-7: Lot Area and Setbacks Requirements.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Brainerd Planning Commission has initiated a public hearing to consider input on adding the following definition to Zoning Ordinance Section 515-2 Definitions:

“Boarding School – a school at which the pupils receive board and lodging during the school term.”

And to consider the following options to allow boarding schools as a use allowed in Zoning Ordinance Sections 515-:

63-2: Permitted Uses.

AA. BOARDING SCHOOLS

Or

63-6: Conditional Uses.

R. BOARDING SCHOOLS

A copy of the proposed Zoning Ordinance amendments can be obtained by contacting the City of Brainerd Planning Department at 218-828-2309.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, March 15, 2017 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider amending the Zoning Ordinance.

Any individual needing special accommodations please call (218) 828-2309.

Dated this 1th day of March, 2017

Mark Ostgarden AICP
City Planner

Publication Date: March 3, 2017

MEMO

TO: Mayor and City Council

FROM: Mark Ostgarden, City Planner

DATE: March 8, 2017

RE: Bee Keeping

Attached are draft regulations to permit bee keeping in the City of Brainerd. The draft is modeled after ordinances in St. Paul and Stillwater. Edina and Duluth are larger cities that permit bee keeping. The draft has been reviewed by an individual very knowledgeable in bee keeping.

Attached is bee keeping information prepared by the Cass Clay Food Systems Initiative. Its mission is to impact all levels of the food system to assure that residents have access to safe, nutritious, and affordable food through a collaborative effort of Extension & Public Health in Cass County North Dakota (Fargo) and Clay County Minnesota (Moorhead).

The Planning Department will review the draft at the March 15, 2017 meeting. Should the Planning Commission think that bee keeping in the City of Brainerd should be allowed and the regulations are appropriate, it should make those recommendations to the City Council. Should it agree, bee keeping regulations would be added to City Code Section 900 - Animals.

Modelled after St. Paul and Stillwater Ordinances

Sec. 27-3. – Keeping of bees.

Definitions.

The following words and terms shall have the meanings ascribed in this section unless the context of their usage indicates another usage:

1. "Apiary" means the assembly of 1 or more colonies of bees at any 1 location.
2. "Beekeeper" means a person who owns or has charge of one or more colonies of bees.
3. "Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.
4. "Colony" means an aggregate of bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.
5. "Hive" means the receptacle inhabited by a colony that is manufactured for that purpose.
6. "Honey bee" means all life stages of the common domestic honey bee, *apis mellifera* (African subspecies and Africanized hybrids are not allowed).
7. "Lot" means a contiguous parcel of land under common ownership.

Purpose of Ordinance.

The purpose of this section is to establish certain requirements for beekeeping within the city, to avoid issues that might otherwise be associated with beekeeping in populated areas.

1. Compliance with this section shall not be a defense to a proceeding alleging that a given colony constitutes a nuisance; however such compliance may be offered as evidence of the beekeeper's efforts to abate any proven nuisance.
2. Compliance with this section shall not be a defense to a proceeding alleging that a given colony violates applicable ordinances regarding public health; however such compliance may be offered as evidence of the beekeeper's compliance with acceptable standards of practice among hobby beekeepers in the State of Minnesota.

Standards of practice.

1. Honey bee colonies shall be kept in hives with removable frames, which must be kept in sound and usable conditions.
2. Each beekeeper must ensure that a convenient source of water is available within 10' of each colony at all times that the colonies remain active outside the hive.
3. Each beekeeper must ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other vermin-proof container.
4. Each beekeeper shall maintain beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling or flaking and securing unused equipment from weather, potential theft, vandalism and occupancy by swarms.
5. Nee colonies may be kept on the single-family residential lots in the following residential zoning districts:
 - a. R-R (Rural Residential) District
 - b. R-E (Single Family Estate Residential) District
 - c. R-1A (Single Family) Residential
 - d. R-1 (Single Family) Residential
 - e. R-2, (Medium Density) Residential

One exception to the single-family residential standard is that honeybee colonies may be kept on a 2-family property if it is zoned R-2 and a resident owner of the property is the beekeeper.

Hives.

Hives are permitted in accord with the following:

1. Not permitted in a front yard or in a street side yard.
2. Shall be located at least 10' from all interior property lines and 10' from an alley right of way.
3. Shall be at least 25' from a principal building on an abutting lot.
4. In each instance where a colony is kept less than 25' from a property line of the lot upon which the apiary is located, the beekeeper shall establish and maintain a flyway barrier 6' in height as follows:

- a. Flyway barriers must be installed if the colony is less than 25' from the property line. The flyway barrier must extend 10' in either direction from the hive along the property line.
 - b. Barriers may be made of a wall, fence, or dense vegetation. A combination of these things is permissible.
- 5. A permit is required to install a fence. Information on fencing permits can be obtained through the Brainerd Planning Department at 218-828-2309.
- 6. Each beekeeper is allowed to make in person sales of honey and hive products from the beekeeper's residence as long as the following standards are met:
 - a. The beekeeper must live on the apiary lot.
 - b. The honey and hive products are from hives owned by the property owner.
 - c. No outside storage or display of products or merchandise.
 - d. No traffic that is greater than the residential level of the neighborhood
 - e. No separate business entrance.
 - f. One sign, located on the apiary lot, with a dimension not exceeding 4 sq. ft.
 - g. Not more than 15% of the total gross floor area of the residence is devoted to making, storing and selling honey.
 - h. No activity or equipment may be used that creates noise, vibration, glare, fumes, odor, or electric or television interference is permitted if it is detectable by adjacent neighbors.
 - i. No nonresident employees are permitted.
 - j. In any instance in which a colony exhibits unusually aggressive behavior, it shall be the duty of the permit holder to promptly take appropriate action to address the behavior.

Colony Density.

The following numbers of colonies are permitted on any lot within the city:

- 1. Lots less than 21,780 sq. ft. (½ acre): 2 colonies
- 2. Larger than ½ acre: 4 colonies

Rooftop Hives.

Roof top hives are permitted on flat roofs subject to:

- 1. The layout of the roof should show the location of the hives, stair access, and guard rails.
- 2. Access to hives must be provided by a permanent stair system, meeting applicable building code standards. Ladders or other similar devices may not be used in place of stairs.
- 3. A guard is required if the hive is within 10' of the roof edge.

4. A layout for a walkway to the hive, depending on the type of roof surface.
5. A strapping system to ensure the lid to the hive is kept secure.

Beekeeper Training.

Training is required for the beekeeper prior to issuance of an initial beekeeping permit by the city by:

1. Either providing a letter or a certificate of completion to verify completion of a honeybee keeping course from the University of Minnesota or other educational institution offering similar beekeeping courses that states that the permit applicant has gained through other means a substantially similar knowledge base to one that could be gained through appropriate beekeeping courses at the University of Minnesota.
2. Requesting consideration for substituting equivalent experience for the honeybee keeping course.

Permit Required.

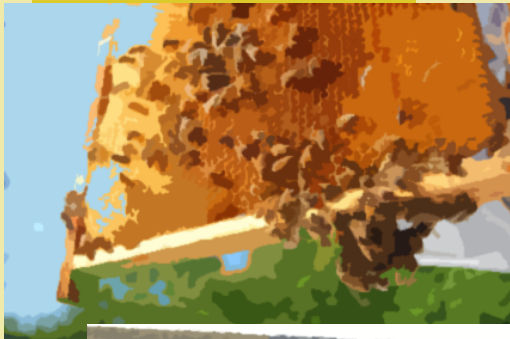
No beekeeping may occur on any property in the city unless the city issues a permit to the beekeeper on that specific property. The permit will be valid for ____ growing seasons.

1. A beekeeping permit will only be issued if:
 - a. The permit application documents the satisfaction of all applicable items found in Section ____ of the City Code.
 - b. Notices have been mailed to all property owners within __' of the applicant's property lines.
 - c. If there are objections received within 10 days of mailing the notices, then the permit application must be considered by the city council.
3. If there are no objections received within 10 days of mailing the notices, then the permit application will be processed by city staff. It will not be referred to the city council for consideration.
4. Permits are non-transferable and do not run with the land.
5. A permit constitutes a limited license granted to the beekeeper by the city and in no way creates a vested zoning right.
6. By signing the permit, the beekeeper acknowledges that he or she shall defend and indemnify the city against any and all claims arising out of keeping the bees on the premises.

7. The fee for the initial permit shall be as established by the city council. For each subsequent permit, there shall be no fee for the permit, unless there are substantial changes to the apiary or there is a new beekeeper.
8. All standards of practice and colony density standards must be met in order to issue a permit.
9. If the standards of practice are not maintained subsequent to issuance of a beekeeping permit, the permit may be revoked by the city.
10. Any beekeeper wishing to make in person sales of honey from their home according to the standards of practice section must so indicate on the annual permit.

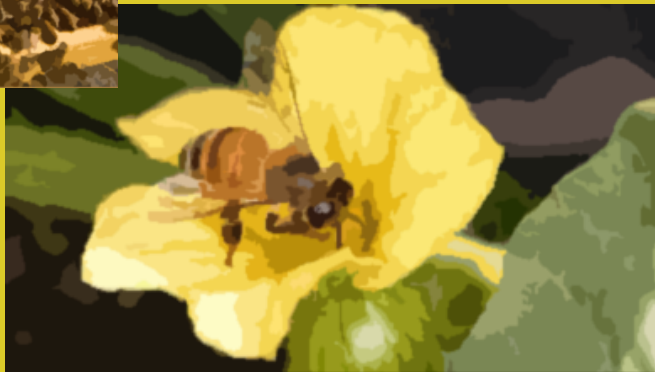
Penalty for Violation of Section.

Any person who shall violate the provisions of this section shall be guilty of a misdemeanor.



Urban Agriculture and

Backyard Beekeeping



A Blueprint Developed by the Cass Clay Food Systems Initiative

Backyard Beekeeping

This issue brief will provide background information related to urban beekeeping, and address the common concerns and benefits from a health, environment, social, and economic standpoint. The brief will also address how each concern can be remedied through ordinance language and education. Appendices have been provided to share how regional jurisdictions are addressing backyard beekeeping, example policy language from other jurisdictions, and educational material on bee stings.

Background

In 2014, the USDA issued a report declaring we are in a “critical time for efforts” to support our honey bee populations, since these populations have been in decline for decades. The bee colonies in the U.S have decreased from 6 million in 1947 to 2.5 million today.¹ No one knows the reason for the sharp decline, although some suspect colony collapse disorder (CCD) caused by a combination of environmental stressors such as bacteria, viruses, parasites, and pesticides.²

Beekeepers and citizens are concerned about colony collapse since bees are responsible for up to one-third of the food eaten by U.S. consumers.³ With concerns about CCD, encouraging new research suggests that bees are thriving in urban environments due to the diversity of plants in urban areas compared to farmland, where much of it consist of large swaths of a single crop (known as monocropping).⁴

The popularity of urban beekeeping has grown rapidly, and in the past few years, cities such as Chicago, Denver, Salt Lake City, and Duluth, MN have begun issuing permits for backyard hives.

The following are common issues addressed in local ordinances:

- Number of hives permitted
- Permit and fee process
- Hive restrictions
- Location on the lot (e.g. backyard)
- Removal of beekeeping equipment and bee combs from apiary* grounds to prevent robbing**
- Equipment requirements (e.g. hives with removable frames and in sound condition)
- Flyway barriers***
- Source of fresh water
- Setback distances
- Minimum lot size
- Rooftop considerations
- Nuisance clause
- Re-queening an aggressive colony
- Hive clearly marked with owner's contact information/permit number
- Hive disposal
- Educational requirements (e.g. beginner beekeeping class)

¹ USDA [online]. 2014. USDA Provides \$8 Million to Help Boost Declining Honey Bee Population. Accessed 2015 January 21. <http://www.usda.gov/wps/portal/usda/usdahome?contentid=2014/06/0130.xml>

² Bartholomew, D. 2014. Los Angeles Daily News [online]. Accessed 2015 January 21. <http://www.dailynews.com/environment-and-nature/20140308/los-angeles-may-join-other-cities-allowing-backyard-beekeeping>

³ Roach, J. 2004. Bee Decline May Spell End of Some Fruits, Vegetables. National Geographic [online]. Accessed 2015 January 21. http://news.nationalgeographic.com/news/2004/10/1005_041005_honeybees.html

⁴ University of Bristol. 2015. Study shows urban habitats provide haven for UK bees [online]. Cabot Institute. Accessed 2015 Feb 23. <http://www.bris.ac.uk/cabot/news/2015/urban-haven.html>

- Violation or penalty
- If honey and other products can be bought/sold or only consumed by owner

**Apiary: place where honey bee hives or colonies are kept*

***Robbing: pilfering of honey from a weak colony by other honey bees or insects*

****Flyway barrier: an obstacle like a fence, wall, or vegetation used to force bees to fly upwards when they leave the hive to avoid contact with people and reduce the risk of stinging*

Table 1. Summary of beekeeping approval in local jurisdictions (as of March 2015)

Moorhead	Dilworth	Clay County	Fargo	West Fargo	Cass County
Not addressed*	Not addressed	Not addressed	Not addressed*	Not addressed	Not addressed

**City ordinances were reviewed by a city attorney who ruled that bees are not allowed in the city since they are not addressed*

Table 2. Framework for evaluating urban beekeeping

DOMAIN	BENEFIT	CONCERN
Health	Increases easy access to nutritious food source	Allergies to bee stings
Environment	More fruitful gardens and plants due to increased bee pollination Increase in biodiversity Helps support dwindling honeybee populations	
Economic	Furnish individuals and families with honey, wax and other useful products Potential for individuals to sell honey Increased pollination of food crops	Cost of permitting fee, setting up a hive and the equipment may be cost prohibitive for low-income families Jurisdiction cost of monitoring and addressing issues
Social	Increased awareness of the food cycle and connection to agriculture Provide a positive family activity	Fear of getting stung Nuisances include occasional stinging when they feel threatened, swarming, and gravitating to nearby shallow bodies of water

Table 3. Common urban beekeeping concerns addressed

CONCERN	MORE INFORMATION	POSSIBLE SOLUTIONS
Bee sting	One of the key concerns regarding urban beekeeping is the fear of being stung. See Appendix C for a handout that addresses common misconceptions about bee stings and may be a useful resource for citizens and beekeepers. Yellow jackets are the most aggressive and prone to stinging. Honey bees, by contrast, are the least likely to attack because honey bee strains have been bred for traits like gentleness and reduced swarming. A majority of individuals are allergic to yellow jackets, not honey bees.	Public education is crucial to minimizing the fear of stinging. Most ordinances require a six-foot tall flyway barrier at the hive exit which forces bees to fly up and away, reducing their contact with humans. Many ordinances have requirements, such as: 1. The barrier be located a certain number of feet from the hive (e.g. 3-5 ft.) 2. It extends anywhere from 2-10 feet on either side of the colony 3. No barrier required if the hive is a certain number of feet (e.g. 15-30 ft.) from the property line or located on porches or balconies at least 10 feet high and five feet from the property line.
Cost for low-income families		Part of the Metropolitan Food Systems Plan is addressing issues of food access. Possible barrier reduction could include funding and management from outside sources, like a non-profit, to cover the startup costs.
Gravitating toward bodies of water		Most ordinances require urban beekeepers to provide a water source for their colonies during the non-dormant period to minimize the nuisance to surrounding property owners.

Resource

If you have questions, please contact Kim Lipetzky with the Fargo Cass Public Health Office at 701-241-8195 or klipetzky@cityoffargo.com.

Appendix A: Backyard Beekeeping in Regional Jurisdictions

Bismarck, ND

Beekeeping is not addressed in their zoning code, so it is not permitted.

Duluth, MN

Urban beekeeping is permitted. See appendix B for ordinance language.

Grand Forks, ND

Urban beekeeping is not addressed in any city ordinance, so it is currently allowed unless there is a nuisance complaint (stinging, swarming, etc.). Beekeepers must follow the state beekeeping code and have their hives registered with the state. (See Appendix B for the ND state beekeeping code.)

Lincoln, NE

Allows for urban beekeeping with common restrictions (setbacks, flyway barrier, number of hives, etc.).

Mankato, MN

Urban beekeeping is prohibited.

Rochester, MN

Urban beekeeping is not addressed, therefore not permitted.

Sioux Falls, SD

Beekeeping is only allowed in agricultural districts and not permitted residentially.

Appendix B: Example Ordinances

Boston, MA (population 645,966)

SECTION 89-10. Accessory Keeping of Honey Bees.

1. Use Regulations. For proposed ground level or roof level Hives, see Underlying Zoning for applicable use regulations.

(a) For all areas covered under the Base Code, see Article 8 – Use No. 76.

(b) For all other areas not covered under the Base Code, see Use Regulation Table in specific Article.

(c) Where the Accessory Keeping of Animals is a Conditional Use in the applicable Underlying Zoning, the Board of Appeal shall not grant a Conditional Use Permit for the Accessory Keeping of Honey Bees unless the following conditions are met.

2. Maximum Number of Hives.

(a) The maximum number of Hives on any given Lot or roof for personal consumption of Honey Bee products shall be two (2).

3. Maximum Height and Size.

(a) No Hive shall exceed five (5) feet in height and twenty (20) cubic feet in size on any Lot or roof.

4. Specific Ground Level Beekeeping Requirements.

(a) Setbacks.

i. Where there is a wall, fence or similar barrier between the subject property and adjacent property, no setback from the property line is required. Where there is no wall, fence or similar barrier between subject property and adjacent property, Hives shall be set back five (5) feet from the property line.

ii. Hives shall not be located in the front yard or in a side yard that abuts a street in all residential and commercial Districts and Subdistricts.

iii. No Hive shall be located closer than ten (10) feet from a public sidewalk.

(b) Hive Placement and Flyways.

i. For any ground level Hive that is within twenty (20) feet of the doors and/or windows of the principal building on an abutting Lot, either of the following conditions must exist:

a. The Hive opening must face away from doors and/or windows; or

b. A flyway of at least six (6) feet in height comprising of a lattice fence, dense hedge or similar barrier must be established in front of the opening of the Hive such that the Honey Bees fly upward and away from neighboring properties. The flyway shall be located within three (3) feet of the entrance to the Hive and shall extend at least two (2) feet in width on either side of the Hive opening.

5. Specific Rooftop Beekeeping Requirements.

(a) Setbacks.

i. Hives shall be set back six (6) feet from the edge of the roof.

(b) Hive Placement and Flyways.

i. For any roof level Hive that is within twenty (20) feet of the doors and/or windows of the principal building on an abutting Lot, either of the following conditions must exist:

a. The Hive opening must face away from doors and/or windows; or

b. A flyway of at least six (6) feet in height comprising of a lattice fence, dense hedge or similar barrier must be established in front of the opening of the Hive such that the Honey Bees fly upward and away from neighboring properties. The flyway shall be located within three (3) feet of the entrance to the Hive and shall extend at least two (2) feet in width on either side of the Hive opening.

6. Compliance with State and Local Laws.

(a) All beekeeping shall comply with applicable State and local laws and regulations.

Duluth, MN (population 86,128)

Sec. 6-80.1. Keeping of honeybees.

(a) Each person holding a license to keep honeybees within the city of Duluth shall comply with the following

(1) No more than five hives may be located on a lot;

(2) No hive shall exceed 20 cubic feet in volume

(3) A constant supply of water shall be provided for all hives, except during the dormant period;

(4) No ground hive shall be located closer than five feet from any property line;

(5) No ground hive shall be located closer than 15 feet from a public sidewalk or 30 feet from a principal building on an abutting lot;

(6) A flyway barrier at least six feet in height shall shield any part of a property line that is within 30 feet of a ground hive. The flyway barrier shall consist of a wall, fence, dense vegetation or combination thereof and it shall be positioned to transect both legs of a triangle extending from an apex to each end point of the part of the property line to be shielded;

(7) Rooftop apiaries are allowed but shall not be located closer than 15 feet from a principal building on an abutting lot.

Minneapolis, MN (population 400,070)

74.80. - Keeping of honeybees.

(a) No person shall keep, maintain, or allow to be kept any hive or other facility for the housing of honeybees on or in any property in the City of Minneapolis without a permit.

(b) The number and location of hives, colonies and/or facilities for the housing of honeybees permitted by this section shall be determined by a permit issued by Minneapolis Animal Care and Control. The permit shall specify any restrictions, limitations, conditions or prohibitions required by Minneapolis Animal Care and Control as necessary to safeguard public health and the general welfare. Subject to a hearing to be held by a committee of the council or other designated hearing examiner, if requested within five (5) days of the notification, Minneapolis Animal Care and Control may deny, suspend, or revoke any permit applied for or granted pursuant to this section if any condition or requirement is violated or if the keeping of honeybees becomes a public nuisance.

(c) Minneapolis Animal Care and Control may grant a permit pursuant to this section only after the applicant has met any educational requirements as established and published by the manager and has provided evidence of notification

to all immediately adjacent property owners, in a format supplied by or approved by and to the satisfaction of Minneapolis Animal Care and Control. If the applicant is a renter, approval from the property owner will be required. Neighbor notification will be the responsibility of the property owner, though it may be carried out by the applicant.

(d) Any person desiring a permit for the keeping of honeybees shall make application to Minneapolis Animal Care and Control. Approval of the application is subject to reasonable conditions prescribed by Minneapolis Animal Care and Control. All permits issued shall expire on January thirty-first of the year following issuance unless sooner revoked. The application fee for such permit shall be one hundred dollars (\$100.00) which shall be paid at the time of application. There shall be no fee for annual renewal but the permit must be renewed annually for administrative tracking and notification purposes in a format supplied by or approved by Minneapolis Animal Care and Control. Failure to provide such renewal may result in an inspection and penalties including citation and revocation of permit. Minneapolis Animal Care and Control shall inspect the premises as deemed necessary. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by Minneapolis Animal Care and Control.

(e) Minneapolis Animal Care and Control shall enforce the provisions of this section.

(f) Definitions. As used in this section:

- (1) Apiary means the assembly of one (1) or more colonies of honeybees at a single location.
- (2) Beekeeper means a person who owns or has charge of one (1) or more colonies of honeybees.
- (3) Beekeeping equipment means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.
- (4) Colony means an aggregate of honeybees consisting principally of workers, but having, when perfect, one (1) queen and at times drones, brood, combs, and honey.
- (5) Hive means the receptacle inhabited by a colony that is manufactured for that purpose.
- (6) Honeybee means all life stages of the common domestic honeybee, *Apis mellifera* species of European origin.
- (7) Lot means a contiguous parcel of land under common ownership.
- (8) Nucleus colony means a small quantity of honeybees with a queen housed in a smaller than usual hive box designed for a particular purpose.
- (9) Undeveloped property means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human occupancy and the grounds maintained in associations therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.

(g) Standards of practice. Any person obtaining a permit pursuant to this section shall comply with the following standards of practice:

- (1) Honeybee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.
- (2) Each beekeeper shall ensure that a convenient source of water is available to the colony prior to and so long as colonies remain active outside of the hive.
- (3) Each beekeeper shall ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.
- (4) For each colony permitted to be maintained under this article, there may also be maintained upon the same apiary lot, one (1) nucleus colony in a hive structure not to exceed one (1) standard nine and five-eighths-inch depth ten-frame hive body with no supers.
- (5) Each beekeeper shall maintain his beekeeping equipment in good condition, including keeping the hives painted, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall be a violation of this section for any beekeeper's unused equipment to attract a swarm, even if the beekeeper is not intentionally keeping honeybees.
- (6) Each beekeeper shall enclose their property and/or the apiary with a latching fence. A fence shall not be required if the hives are approved to be located on a rooftop so as to be inaccessible to the general public so that bee movements to and from the hive do not interfere with the ordinary movements of persons on adjacent properties or the public right-of-way.
- (7) Each beekeeper shall, if unable or unwilling to continue to maintain their permitted hives, promptly notify Minneapolis Animal Care and Control so that the hives may be made available to an approved honeybee

rescue entity, or, if necessary, disposed of by Minneapolis Animal Care and Control. There shall be a fifty dollar (\$50.00) fee for disposal of hives.

(h) Colony density. Any person obtaining a permit pursuant to this section shall comply with the following restrictions on colony density:

- (1) Except as otherwise provided in this chapter, in each instance where a colony is kept less than twenty-five (25) feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, and any entrances to the hive faces that lot line, the beekeeper shall establish and maintain a flyway barrier at least six (6) feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination thereof, such that honeybees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be four (4) feet in height, so long as the vegetation normally reaches six (6) feet in height or higher. The flyway barrier must continue parallel to the apiary lot line for ten (10) feet in either direction from the hive. All other sides of the area encompassing the colonies shall consist of fencing, a wall, dense vegetation or combination of at least four (4) feet tall. The area encompassing the colonies need not entail the entire property. A flyway barrier is not required if the property adjoining the apiary lot line is undeveloped, or is zoned agricultural or industrial, or is a wildlife management area or naturalistic park land with no horse or foot trails located within twenty-five (25) feet of the apiary lot line. A flyway barrier is not required if the hives are located on the roof of a structure containing at least one (1) full story if all hives are located at least five (5) feet from the side of the structure and at least fifteen (15) feet from any adjacent and occupied structure.
- (2) No person is permitted to keep more than the following numbers of colonies on any lot within the city, based upon the size or configuration of the apiary lot:
 - a. One-half ($\frac{1}{2}$) acre or smaller lot: Two (2) colonies;
 - b. Larger than one-half ($\frac{1}{2}$) acre but smaller than three-quarter ($\frac{3}{4}$) acre lot: Four (4) colonies;
 - c. Larger than three-quarter ($\frac{3}{4}$) acre lot but smaller than one (1) acre lot: Six (6) colonies;
 - d. One (1) acre but smaller than five (5) acres: Eight (8) colonies;
 - e. Larger than five (5) acres: As determined by Minneapolis Animal Care and Control.

(3) Regardless of lot size, so long as all lots within a radius of at least two hundred (200) feet from any hive, measured from any point on the front of the hive, remain undeveloped, the maximum number of colonies may be increased by Minneapolis Animal Care and Control. No grandfathering rights shall accrue under this subsection.

(4) If a beekeeper serves the community by removing a swarm or swarms of honeybees from locations where they are not desired, a beekeeper shall not be considered in violation of the portion of this section limiting the number of colonies while temporarily housing the swarm on the apiary lot in compliance with the standards of practice established pursuant to this section if the swarm is so housed for no more than thirty (30) days from the date acquired.

(i) Pursuant to section 244.2000(a) of this Code, any rental dwelling license holder notified by an immediately adjacent property owner of the intent to house beehives on the immediately adjacent owner's property shall post said notice in a common area of the rental property or, if a single-family home, the rental license holder shall provide said notice to the tenant by means of mail, hand delivery, or posting. Said notice shall be provided by the rental license holder to each new tenant thereafter for as long as the adjacent property continues to house beehives.

Minnesota State

Note: A few years ago the Minnesota Honey Producers Association, Inc. lobbied the MN state legislature to repeal the Apiary Statute Chapter 19. They were successful so there is no longer a general state statute regarding apiaries.

17.445 INSPECTIONS AND SERVICES; FEES.

Subdivision 1. Definitions.

For the purposes of this section, the definitions in this subdivision have the meanings given them.

- (a) "Apiary" means a place where a collection of one or more hives or colonies of bees or the nuclei of bees are kept.
- (b) "Bee equipment" means hives, supers, frames, veils, gloves, and any apparatus, tool, machine, vehicle, or other device used in the handling, moving, or manipulating of bees, honey, wax, or hives, including containers of honey or wax, which may be used in an apiary or in transporting bees and their products and apiary supplies.
- (c) "Bees" means any stage of the common honey bee, *Apis mellifera* (L).
- (d) "Commissioner" means the commissioner of agriculture or the commissioner's designees or authorized agents.

Subd. 2. Purpose.

To ensure continued access to foreign and domestic markets, the commissioner shall provide requested bee inspections and other necessary services.

Subd. 3. Inspections and other services.

On request, the commissioner may make inspections for sale of bees, bee equipment, or appliances or perform other necessary services.

Subd. 4. Fees.

The commissioner shall charge a fee or charge for expenses so as to recover the cost of performing the inspections and services in subdivision 3. If a person for whom these inspections or services are to be performed requests it, the commissioner shall provide to the person in advance an estimate of the fees or expenses that will be charged. All fees and charges collected under this section shall be deposited in the state treasury and credited to the agricultural fund. Revenue from inspection fees and other charges deposited in the agricultural fund, including any interest earned, is appropriated to the commissioner to perform the services provided for under this section.

18H.14 LABELING AND ADVERTISING OF NURSERY STOCK.

(a) Plants, plant materials, or nursery stock must not be labeled or advertised with false or misleading information including, but not limited to, scientific name, variety, place of origin, hardiness zone as defined by the United States Department of Agriculture, and growth habit.

(b) All nonhardy nursery stock as designated by the commissioner must be labeled correctly for hardiness or be labeled "nonhardy" in Minnesota.

(c) A person may not offer for distribution plants, plant materials, or nursery stock, represented by some specific or special form of notation, including, but not limited to, "free from" or "grown free of," unless the plants are produced under a specific program approved by the commissioner to address the specific plant properties addressed in the special notation claim.

(d) Nursery stock collected from the wild state must be inspected and certified prior to sale and at the time of sale must be labeled "Collected from the Wild." The label must remain on each plant or clump of plants while it is offered for sale and during the distribution process. The collected stock may be grown in nursery rows at least two years, after which the plants may be sold without the labeling required by this paragraph.

(e) A person selling at retail or providing to an end user may not label or advertise an annual plant, bedding plant, or other plant, plant material, or nursery stock as beneficial to pollinators if the annual plant, bedding plant, plant material, or nursery stock has:

(1) been treated with a systemic insecticide that:

(i) has a pollinator protection box on the label; or

(ii) has a pollinator, bee, or honey bee precautionary statement in the environmental hazards section of the insecticide product label; and

(2) a concentration in its flowers greater than the no observed adverse effect level of a systemic insecticide.

The commissioner shall enforce this paragraph as provided in chapter 18J.

(f) For the purposes of paragraph (e):

(1) "systemic insecticide" means an insecticide that is both absorbed by the plant and translocated through the plant's vascular system; and

(2) "no observed adverse effect level" means the level established by the United States Environmental Protection Agency for acute oral toxicity for adult honeybees.

North Dakota State

CHAPTER 04.1-16 BEEKEEPING

4.1-16-01. Definitions.

In this chapter, unless the context otherwise requires:

1. "Apiary" means the site at which one or more colonies of bees are kept.
2. "Bee" means a honey-producing insect of the genus *Apis*, including all stages of its life.
3. "Beekeeper" means a person who by virtue of ownership or a lease is responsible for the maintenance of bees located in or placed in this state.
4. "Colony" means a familial group of adult bees consisting of drones, workers, and a queen.
5. "Hive" means a manmade structure that houses a colony.

4.1-16-02. Beekeeper's license - Application - Declaration.

1. Before a person may act as a beekeeper in this state, the person must be licensed by the agriculture commissioner.

2. To obtain a beekeeper's license, a person must complete an application and submit it to the commissioner.
3. The application must include:
 - a. The applicant's name, address, and telephone number;
 - b. The maximum number of colonies to be located in or placed in this state; and
 - c. The name, address, and telephone number of a resident agent who is authorized to accept service of process.
4. As a condition of licensure, the applicant shall declare that:
 - a. An apiary will not be placed at a location without first obtaining the consent of the property owner; and
 - b. An apiary will be relocated at the request of the agriculture commissioner if:
 - i. The commissioner, after examining documentary evidence, has determined that the health or welfare of an individual is endangered as a result of the apiary's location;
 - ii. The individual referenced in paragraph 1 resides on land contiguous to that on which the apiary has been placed;
 - iii. The commissioner has identified another acceptable location for placement of the apiary; and
 - iv. There are no other contractual or other legal impediments to the relocation.

4.1-16-03. Beekeeper's license - Application of minor - Liability.

An individual who is less than eighteen years of age may be licensed as a beekeeper, if that individual's application for license is signed by the individual's parent. Any civil or administrative liability for a violation of this chapter by a beekeeper who is less than eighteen years of age is imputed to the parent who signed the application. The parent is jointly and severally liable with the beekeeper.

4.1-16-04. Beekeeper's license - Transferability - Expiration.

1. A beekeeper's license issued under this chapter is not transferable.
2. A beekeeper's license issued under this chapter expires on December thirty-first.

4.1-16-05. License - Grounds for denial.

The agriculture commissioner may refuse to grant a license to any person who:

1. Has repeatedly violated this chapter;
2. Failed to pay an adjudicated civil penalty for violating this chapter, within thirty days after a final determination that the civil penalty is owed; or
3. Provided false or misleading information in connection with any application or notification required by this chapter.

4.1-16-06. License fee.

The fee for a beekeeper's license is five dollars.

4.1-16-07. Colony assessment.

In addition to the license fee required by section 4.1-16-06, an applicant for a license must submit a colony assessment in an amount equal to fifteen cents multiplied by the maximum number of colonies listed in the application.

4.1-16-08. Apiary location - Notification.

1. Before placing or locating hives in this state, a beekeeper shall notify the agriculture commissioner of:
 - a. The location of each apiary to the nearest section, quarter section, township, and range, and, if within the corporate limits of a city, the number or name of the lot, block, and addition in the city; and
 - b. The location of each apiary using satellite navigation system coordinates; and
 - c. The name of the person who owns or leases the property on which the apiary is located.
2. The notification required by this section may be provided to the commissioner in written or in electronic format.

4.1-16-09. Identification of apiary.

1. A beekeeper shall identify each apiary for which the beekeeper is responsible by:
 - a. Affixing a three-digit identification number, assigned by the agriculture commissioner, to the uppermost box of a hive that is visible upon approach to the apiary's main entrance, provided each digit is at least three inches [7.62 centimeters] high, one-half inch [1.27 centimeters] wide, and weather-resistant; and

- b. Displaying the beekeeper's name and phone number in a location that is visible upon approach to the apiary's main entrance, provided the numbers and letters used are at least one and one-half inches [3.81 centimeters] high and weather-resistant.
2. Any apiary that is not identified, as required by this section, may be subject to seizure by the commissioner.

4.1-16-10. Unidentified apiary - Notice - Seizure.

1. If the agriculture commissioner determines that an apiary is not identified, as required by section 4.1-16-09, and if after making a reasonable effort the commissioner fails to identify the beekeeper responsible for the apiary, the commissioner shall publish in the official newspaper of the county in which the apiary is located, a notice indicating that at a time certain, all of the colonies, the hives, including their content, and all beekeeping equipment present at the apiary, will be seized and sold at auction or destroyed, unless the beekeeper or other responsible person appears to claim the property and pay for any costs incurred by the commissioner under this section.
2. A seizure under this section may not occur until at least the sixth day after the date of the published notice.

4.1-16-11. Confiscation and disposal.

Except as provided for in section 4.1-16-10, the agriculture commissioner or a law enforcement officer may confiscate bees, hives, or beekeeping equipment, being transported or maintained in violation of this chapter. Any bees, hives, or beekeeping equipment, confiscated under this section, must be disposed of pursuant to a court order or an administrative order issued by the commissioner.

4.1-16-12. Agriculture commissioner - Powers.

The agriculture commissioner may:

1. Assist farmers in identifying beekeepers who provide pollination services; and
2. Enter upon private land during daylight hours, for the purpose of enforcing this chapter. Except when conducting an inspection in accordance with section 4.1-16-13, the commissioner shall first make a good faith effort to notify the owner of the land or a lessee regarding the entry.

4.1-16-13. Agriculture commissioner - Inspection of apiary - Issuance of certificate.

At the request of a beekeeper, the agriculture commissioner shall inspect an apiary for the purpose of issuing a certificate of inspection or other official document or validation. The commissioner may charge a fee to cover the costs of inspecting an apiary under this section.

4.1-16-14. Agriculture commissioner - Inspection of apiary - Noncertification purposes.

The agriculture commissioner may:

1. At the request of a beekeeper, inspect apiaries for any purpose other than the issuance of a certificate of inspection or other official document or validation; and
2. Charge a fee to cover the costs of inspecting an apiary under subsection 1.

4.1-16-15. Quarantine - Declaration - Hearing - Penalty.

1.
 - a. If the agriculture commissioner determines that a quarantine of this state or any portion thereof may be necessary to eradicate or control the spread of disease, insects, or pests, within the apicultural industry, the commissioner shall schedule a public hearing on the matter and provide notice of the hearing by publishing its time, place, and date in the official newspaper of each county having land within the proposed quarantine area.
 - b. If after the hearing the commissioner orders the imposition of a quarantine, the order must include the date by which or the circumstances under which the commissioner shall lift the quarantine order.
2. If the commissioner determines that the imposition of an emergency quarantine is necessary to eradicate or control the spread of disease, insects, or pests, within the apicultural industry, the commissioner may impose such an order for a period not exceeding fourteen days. Within the fourteen-day period, the commissioner shall hold a public hearing as provided for in subsection 1 and determine whether a quarantine order under subsection 1 should be imposed.
3. Following the establishment of a quarantine, the movement of any colonies, hives, or other beekeeping equipment, described in the quarantine order, is subject to the order.
4. For purposes of this section, "insects" include Africanized honeybees.

4.1-16-16. Service of process.

If neither the beekeeper nor the beekeeper's registered agent can be located for the purpose of serving process, in connection with a violation of this chapter or rules adopted to implement this chapter, the agriculture commissioner

becomes the statutory agent for service of process and any service upon the commissioner is deemed to be complete.

4.1-16-17. Penalties.

1. A person violating this chapter is guilty of a class A misdemeanor.
2. In addition to criminal sanctions that may be imposed pursuant to subsection 1, a person found to have violated this chapter or rules adopted under this chapter is subject to a civil penalty not to exceed five thousand dollars per violation. The civil penalty may be adjudicated by a court or by the agriculture commissioner through an administrative hearing pursuant to chapter 28-32.
3. The commissioner may maintain a civil action in the name of the state against any person violating this chapter.
4. The violation of any condition of licensure, as set forth in section 4.1-16-02, is deemed to be a violation of this chapter.

4.1-16-18. Beekeeping - Agricultural practice.

Beekeeping is deemed to be an agricultural practice.

<http://www.legis.nd.gov/cencode/t04-1c16.pdf?20150702140731>

Salt Lake City, UT (population 191,180)

Chapter 8.10 BEEKEEPING

8.10.010: PURPOSE:

The purpose of this chapter is to authorize beekeeping subject to certain requirements intended to avoid problems that may otherwise be associated with beekeeping in populated areas.

8.10.020: CERTAIN CONDUCT UNLAWFUL:

Notwithstanding compliance with the various requirements of this chapter, it shall be unlawful for any person to maintain an apiary or to keep any colony on any property in a manner that threatens public health or safety, or creates a nuisance.

8.10.030: HIVES ON RESIDENTIAL LOTS:

A. As provided in this chapter, and notwithstanding any contrary provision in Title 21A of this code, an apiary, consisting of not more than five (5) hives or an equivalent capacity, may be maintained in a side yard or the rear yard of any residential lot. On a residential lot which is larger one-half (0.5) acre or larger, the number of hives located on the lot may be increased to ten (10) hives.

B. A person shall not locate or allow a hive on property owned or occupied by another person without first obtaining written permission from the owner or occupant.

8.10.040: BEEKEEPER REGISTRATION:

Each beekeeper shall be registered with the Utah Department of Agriculture and Food as provided in the Utah Bee Inspection Act set forth in Title 4, Chapter 11 of the Utah Code, as amended.

8.10.050: HIVES:

A. Honeybee colonies shall be kept in hives with removable frames which shall be kept in sound and usable condition.

B. Hives shall be placed at least five (5) feet from any property line and six (6) inches above the ground, as measured from the ground to the lowest portion of the hive; provided, however, that this requirement may be waived in writing by the adjoining property owner.

C. Hives shall be operated and maintained as provided in the Utah Bee Inspection Act.

D. Each hive shall be conspicuously marked with the owner's name, address, telephone number, and state registration number.

8.10.060: FLYWAYS:

A hive shall be placed on property so the general flight pattern of bees is in a direction that will deter bee contact with humans and domesticated animals. If any portion of a hive is located within fifteen (15) feet from an area which provides public access or from a property line on the lot where an apiary is located, as measured from the nearest point on the hive to the property line, a flyway barrier at least six (6) feet in height shall be established and maintained around the hive except as needed to allow access. Such flyway, if located along the property line or within five (5) feet of the property line, shall consist of a solid wall, fence, dense vegetation, or a combination thereof, which extends at least ten (10) feet beyond the hive in each direction so that bees are forced to fly to an elevation of at least six (6) feet above ground level over property lines in the vicinity of the apiary.

8.10.070: WATER:

Each beekeeper shall ensure that a convenient source of water is available to the colony continuously between March 1 and October 31 of each year. The water shall be in a location that minimizes any nuisance created by bees seeking water on neighboring property.

8.10.080: BEEKEEPING EQUIPMENT:

Each beekeeper shall ensure that no bee comb or other beekeeping equipment is left upon the grounds of an apiary site. Upon removal from a hive, all such equipment shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure.

8.10.090: CONFLICT WITH COUNTY HEALTH DEPARTMENT REGULATIONS:

In the event of a conflict between any regulation set forth in this chapter and honeybee management regulations adopted by the Salt Lake Valley Health Department, the most restrictive regulations shall apply.

8.10.100: VIOLATIONS:

A violation of this chapter may be remedied as provided in Sections 8.04.500, 8.04.510, and 8.04.520 of this title.

When a violation of this chapter is committed, and provided it is not charged in conjunction with another criminal offense and does not constitute a fourth or succeeding notice of violation within a twenty-four (24) month period, an authorized agent of the City shall issue a civil notice of violation to such violator in lieu of a misdemeanor citation.

Littleton, CO (excerpt from ordinance)

(G) Queens: In any instance in which a colony exhibits usually aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition towards swarming, it shall be the duty of the beekeeper to requeen the colony. Queens shall be selected from stock bred for gentleness and nonswarming characteristics.

Appendix C: Bee Sting Educational Material




Inviting Bees to Your Property

The **North American Pollinator Protection Campaign (NAPPC)** is a collaborative body of over 140 organizations that work for the protection of pollinators across Mexico, Canada and the United States.

The **NAPPC Garden Task Force**, with further support from **Wildlife Preservation Canada**, produced this brochure for your use and information to learn about the fascinating lifestyles of native solitary bees and social bees like the bumblebees or the honeybees. Feedback is welcome.

No Fear of Stings!

For more information and resources or to order more brochures contact

Pollinator Partnership
info@pollinator.org
 415-362-1137
www.pollinator.org

or

Wildlife Preservation Canada
admin@wildlifepreservation.ca
 1-800-956-6608,
www.wildlifepreservation.ca






Bee Facts

Native bees are mostly small and go unnoticed. Bumblebees are colourful giants compared with most bees.

- Less than half of the world's bees are capable of stinging. Only female bees sting.
- Foraging bees collect pollen and nectar to feed their young and themselves. They are not flying around looking for someone to sting!
- You are completely safe watching bees as they fly from flower to flower.
- Most bees only sting if you pinch or step on them, or if they get caught in clothing.
- Honeybees and some bumblebees are defensive within 3 to 6 meters of their nests. Keep back.
- Keep children from disturbing bee nests.
- Ground-nesting yellow jackets will usually leave you alone if you leave them alone, but they are more likely to sting than pollinating bees, which are the ones that get the blame.
- Yellow jackets are minor pollinators. The best approach to eliminate yellow jackets is to set queen traps in the spring before they establish new nests.

Bees and Other Pollinators are Your Gardening Friends: But, Won't I Get Stung?

Humans could not exist without pollinating insects, especially solitary bees, bumblebees, and honeybees. Pollinators provide humankind with 35% of our diet along with beverages, fibers, and medicines. Colourful fruits and vegetables containing nutrients and health-giving antioxidants sustain us and give us pleasure. Without bees, our diets would be restricted to bland starchy foods, wind-pollinated cereal grains.

Many people are wary, if not fearful, of insects such as bees and wasps. We don't like to get stung. Less than 1% of Canadians have actual sting allergies from bees, wasps, and ants which could, if untreated, lead to systemic reactions. The risk of a sting from bees in your yard or garden is very small, especially with a bit of advance knowledge.

This brochure will help reduce your insect anxiety while promoting an outdoor lifestyle that could include walking, hiking, gardening, taking photographs, or appreciating the beauty of wildflowers and nature. By trying some of these simple tips you may come to appreciate the beauty and fascination of watching pollinators at work.

Prepared by the
**Garden Task Force of the
 North American Pollinator Protection
 Campaign (NAPPC)**
 Canadian Version

More About Bees and Avoiding Stings

Social vs. Solitary – Two Kinds of Bees

Social bees live together as a unit. This includes honeybees which form a colony and divide the work of the hive into different jobs and bumblebees who live in small colonies but do not have individualized job descriptions. Think of solitary bees, mostly ground-nesting bees, as single moms with families at home to feed. Male bees will also visit flowers but only collect nectar as flight fuel. Foraging bees are solely focused on gathering food.

The Stinging Truth

Unlike cartoons and movies, bees are not flying around looking for people and pets to sting. You can safely get within 10-15 cm of bees visiting flowers and not get stung. People get stung when they harass bees at their nests, step on or pinch them, or if bees become entangled in folds of clothing. Stay away from social bee nests (honeybees, bumblebees) which are usually found in a beekeeper's hive, in tree cavities or underground.

Non-Allergic Reactions

In most cases, bee stings are annoying, but do not require treatment. Swelling or pain at the sting site are not the result of allergic reactions and will diminish with time. If you are stung by a honeybee, remove any stinger that remains by scraping it away (a credit card works perfectly) or removing it with a tweezer. Our other Canadian bees do not leave stingers behind. Apply an ice pack to reduce swelling. Wash the area with soap and water and apply hydrocortisone. Take an antihistamine to reduce swelling.

Allergic Reactions

Some people may have an allergic reaction after being stung (even some who do not know they are allergic to stings). Only a very small proportion of people (about 1-2% of the Canadian population) are at risk of anaphylactic shock because of a food or insect allergy, with food allergies being a much more frequent trigger than insect stings. However, if someone experiences nausea, wheezing, or difficulty breathing following a sting, or if they are stung multiple times, they should seek immediate medical care. This is rare, but is an early systemic symptom of anaphylactic shock.

You are more likely to drown in a bath-tub than suffer a fatality from a bee sting. For example, according to Statistics Canada, during the ten year period from 2000 through to 2009, only 35 Canadians died because of contact with hornets, wasps and bees (10 times that number drowned in a bath-tub). Indeed, many of these incidents are actually from wasp stings. Ground-nesting yellow jacket wasps (*Vespula* species) in particular are defensive around their populous nests and cause the most stings.

What About “Killer Bees”?

African honeybees (*Apis mellifera scutellata*) were accidentally unleashed on the Americas and have mated with the existing honeybees to form Africanized honeybees, a very effective pollinator which has a more defensive nature than other honeybees. However, these bees are currently only found in about 6 southern border states in the U.S. and in Mexico; thus they are not a concern for Canadian gardeners and outdoor enthusiasts.

Reduce that Risk – Safety Tips

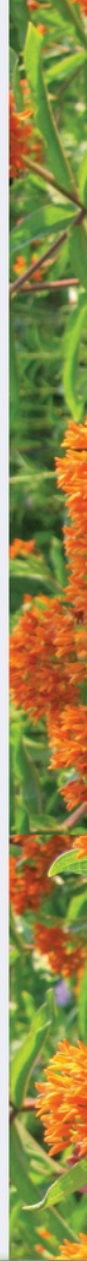
Nests: Keep back from honeybee nests. Watch from a safe distance of 6 meters. Many of our native bees nest in the ground, including in lawns, fields, and trails. However, these bees are generally not a concern, and you likely walk over their nests without even knowing they are there. Indeed, some solitary bees have been called “tickle bees” by school children. Don't let children throw rocks at bee or wasp nests.

Actions: Try not to wear dark clothing, strong perfume, or move quickly when passing by honeybee nests. These actions, along with carbon dioxide in exhaled breath, could stimulate the guard bees to sting. Also, do not swat at a bee or wasp that is near you, as this may aggravate it. If you leave it alone, it will likely leave you alone.

Help Bees and They will Help You

Garden tips: When we mulch pathways or landscape with large areas of concrete, we destroy the sunny flat bare ground areas that most nesting female bees need to raise their young. Leave bare patches for ground nesting bees. Provide

bare ground, twigs, and dead branches for nests and lots of flowers for nectar and pollen. Use few or no pesticides in a pollinator garden, or spray when bees aren't active. Try to use locally adapted native wildflowers or old-fashioned heirloom varieties, which produce more nectar and pollen than modern hybrids. Plant in enticing clumps of 5 or 6 plants of the same kind. In turn, you will be rewarded with bountiful crops and a healthy lifestyle by being outdoors. If you are growing a vegetable garden, or have fruit trees, pollinating bees are your allies. They do the busy work, making thousands of trips moving pollen from flower to flower resulting in larger and tastier vegetables and fruits even in varieties that normally self-pollinate.



MEMO

TO: Planning Commission

FROM: Mark Ostgarden, City Planner

DATE: March 7, 2017

RE: Community Survey #4

The Planning Department has distributed the 3 surveys to the 315 member Community Survey Panel. To date, the survey response rates have been:

- Survey #1 - 178
- Survey #2 - 189
- Survey #3 - 191 and counting

A review of the 1st survey responses are planned for the March 15th meeting.

Attached are copies of the surveys. The questions (with the exception of a few) are about issues related to the Comprehensive Plan review process. Please review the survey questions and give your thoughts to a question you think should be asked of the Panel about the Comprehensive Plan in Survey #4. The Planning Department challenges each Commissioner to TRY and prepare a question. The questions can be related to any of the following areas:

- Land Use and Zoning
- Housing
- Intergovernmental Cooperation
- Transportation
- Economic Development/Community Development
- Parks and Open Space, Natural Respires and Recreation
- Tourism
- Utilities and Community Facilities
- Food Planning
- Energy
- Broadband
- Aging Population/Changes in Population
- Sustainability
- Resiliency
- Health and Wellness
- Others

It is the Planning Department's desire to ask the same of the City Council for a future survey.

Citizen Feedback Survey #1 for the City of Brainerd

Q1 OVERALL SATISFACTION. Please grade your overall satisfaction with the major categories of services provided by the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ Police Department (1)
- _____ Fire Department (11)
- _____ Parks and Recreation programs and facilities (2)
- _____ Overall maintenance of city streets, buildings & facilities (3)
- _____ City water and sewer (4)
- _____ Overall Enforcement of city codes and ordinances (5)
- _____ Customer service you receive from city employees (6)
- _____ Communication with the public (7)
- _____ Storm water runoff/ storm water management system (8)
- _____ Traffic and congestion management (10)

Q2 QUALITY OF LIFE. Please grade your overall satisfaction with the major categories of services provided by the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ Quality of services provided by the City of Brainerd (1)
- _____ Overall image of the City (2)
- _____ Quality of life in the City (3)
- _____ Quality of your neighborhood (4)
- _____ Quality of new residential development in the City (5)
- _____ Quality of new commercial development in the City, including architecture & design (6)
- _____ Overall value that you receive for your city tax dollars and fees (7)

Q3 Please grade your overall satisfaction with the major categories of services provided by the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ The city as a place to live (1)
- _____ Your neighborhood as a place to live (2)
- _____ The city as a place to raise children (3)
- _____ The city as a place to work (19)
- _____ The city as a place to retire (20)
- _____ The city as a place where you buy your next home (21)
- _____ The quality of life in the city (22)

Q4 MAINTENANCE Please grade your overall satisfaction with the major categories of services provided by the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ Maintenance of city streets (1)
- _____ Maintenance of streets in YOUR neighborhood (2)
- _____ Maintenance of sidewalks (3)
- _____ Maintenance of traffic signals and street signs (4)
- _____ Snow removal on city streets (7)
- _____ Overall cleanliness of city streets and other public areas (8)
- _____ City parks (9)

Q5 COMMUNICATION. Please grade your overall satisfaction with the major categories of services provided by the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ The availability of information about City programs and services (1)
- _____ City efforts to keep you informed about local issues (2)
- _____ The level of public involvement in local decision making rite (3)
- _____ The quality of video programming including cable television and social media (4)
- _____ The quality of the City's website (5)
- _____ The quality of the City's newsletter (6)
- _____ The quality of the Parks and Recreation Summer Program Guide (7)

Q6 Government Performance.

_____ Please rate the City of Brainerd government's performance on a scale of 0 to 10, with 0 meaning "Very Dissatisfied" and 100 meaning "Very Satisfied." (14)

Q7 CITY CHARACTERISTICS. Please rate your overall satisfaction with the following characteristics of the City of Brainerd on a scale of A=100 to 90, B=89 to 80, C=79 to 70, D=69 to 60, and F is 59 or below.

- _____ Openness and acceptance of the community towards people of diverse backgrounds (0)
- _____ Overall quality of new development in the city (1)
- _____ Recreational opportunities in the city (2)
- _____ Employment opportunities (3)
- _____ Availability of affordable housing (4)
- _____ Overall image or reputation of the city (5)

Q8 INFORMATION. Which of the following are your primary sources of information about City issues, services, and events? (check all that apply)

- ☐ The Brainerd Dispatch (1)
- ☐ Television news (2)
- ☐ The City Newsletter (3)
- ☐ City website (4)
- ☐ Facebook, other social media (5)
- ☐ Parks and Recreation Summer Program Guide (6)
- ☐ Other (7) _____

Q9 What are 3 things you like most about living in the City of Brainerd?

- ☐ 1) Home (4)
- ☐ 2) Location (5)
- ☐ 3) My neighborhood (6)
- ☐ 4) Open space (7)
- ☐ 5) Parks/lakes (8)
- ☐ 6) Peaceful (9)
- ☐ 7) People (10)
- ☐ 8) Quality of life in general (11)
- ☐ 9) Quiet (12)
- ☐ 10) Rural (13)
- ☐ 11) Safe (14)
- ☐ 12) Schools (15)
- ☐ 13) Services (16)
- ☐ 14) Small town feel (17)
- ☐ 15 Taxes (19)
- ☐ 16) Convenience (20)
- ☐ 17) No reason (18)
- ☐ 18) I don't live in Brainerd (21)

Q10 Is there anything else you would like to tell us?

Citizen Feedback Survey #2 for the City of Brainerd

Q1 List three places in the City of Brainerd that you would be proud to show a visitor. Remember do NOT list Baxter locations, Nisswa locations, Paul Bunyan Land, the lakes, golfing, the Arboretum, etc. or other places not in the City of Brainerd.

Click to write Choice 1 (1)

Click to write Choice 2 (2)

Click to write Choice 3 (3)

Q4 Development and redevelopment of existing neighborhoods (residential and non-residential) in the City of Brainerd should be a priority over the next ten years?

- ☐ Strongly agree (1)
- ☐ Agree (2)
- ☐ Somewhat agree (3)
- ☐ Somewhat disagree (4)
- ☐ Disagree (5)
- ☐ Strongly disagree (6)

Q5 This question is asking your opinion about new residential lot development in the City of Brainerd. A typical lot in Brainerd is 50' wide by 140' long or 7,000 sq. ft. in area. This is by most standards is a small lot. A medium size lot is typically 7,001 sq. ft. up to typically 80' wide by 150' long or 12,000 sq. ft. A large lot is 12,001 sq. ft. to typically 100' wide by 200' deep or 20,000 sq. ft. When new residential lots are developed, what maximum size lot should be allowed in the city?

[illegible]

duplex and multi-family housing (7)						
New residential development should have sidewalks (8)	☐	☐	☐	☐	☐	☐
New residential development should have recreational trails and open space (9)	☐	☐	☐	☐	☐	☐
New residential development should have parks within walking distance (10)	☐	☐	☐	☐	☐	☐

Q11 It is important to invest and redevelop Downtown Brainerd as a mixed use destination (retail stores, professional services, restaurants, offices, upper level apartments).

- ☐ Strongly agree (1)
- ☐ Agree (2)
- ☐ Somewhat agree (3)
- ☐ Somewhat disagree (4)
- ☐ Disagree (5)
- ☐ Strongly disagree (6)

Q15 In the Report Card (1st) Survey, “the overall image of the city” received a D Grade. What three things do you think would improve the image of the City of Brainerd?

Click to write Choice 1 (1)

Click to write Choice 2 (2)

Click to write Choice 3 (3)

Q11 In the Report Card (1st) Survey "the quality of life in your neighborhood" received a D approval rating. What three things do you think would improve the quality of your neighborhood?

[Click to write Choice 1 \(1\)](#)

[Click to write Choice 2 \(2\)](#)

[Click to write Choice 3 \(3\)](#)

Q12 In the Report Card (1st) Survey, "the overall quality of new commercial development in the city including architecture and design" received a D Grade. What three things do you think would improve the quality and design of new commercial development in the city?

[Click to write Choice 1 \(1\)](#)

[Click to write Choice 2 \(2\)](#)

[Click to write Choice 3 \(3\)](#)

Q8 Is there anything you would like to add?

PLANNING MINNESOTA



American Planning Association
Minnesota Chapter

Making Great Communities Happen

A Publication of the Minnesota Chapter of the American Planning Association

March-April, 2017



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One Minnesota: APA MN's New Strategic Plan



At the Board of Directors' recent Annual Retreat, Board Members focused on a Strategic Plan to guide the Chapter over the next two (2) to three (3) years. A key theme that emerged was 'One Minnesota' that has our organization being a leader in uniting all communities across the State of Minnesota, whether they are in the Minneapolis/Saint Paul Metropolitan Area or within Greater Minnesota.

The Board of Directors is excited to find new ways to connect and communicate with its members, renew a focus on members in transition (young professionals, retired/retiring professionals), enhance training and networking

opportunities, and renew connections with our peer professional organizations.

The Strategic Plan is still in development stages. The Board of Directors looks to finalize a draft at its March 17 Board Meeting. For more information on the current draft and background materials, visit www.planningmn.org/strategicplan.

Planning for People

APA Minnesota recently was awarded a grant from the American Planning Association within the Planners4Health initiative. The objective of APA Minnesota's program is to create effective messaging, a communications plan, and set of resources that will create and build awareness and understanding for the interconnectedness of planning, health, and equity. In turn, the initiative is hope to inspire and encourage planners to make people, not money or things, the priority lens through which all planning decisions are made. See more about the initiative online at www.planningmn.org/planning4health.

National Planning Conference 2017 in NYC

We hope to see many of you at the National Planning Conference May 6-9 in New York City. The Board of Directors is working on a Minnesota Gathering for this event. Stay tuned for more details.

March-April 2017

Volume 36, Number 2

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Rita Trapp Wins CPC Leadership Award

Rita Trapp was recently named one of the winners of the 2017 Chapter Presidents Council Leadership Awards.

A 14-year planning veteran with the consulting firm HKGi, Trapp has been heavily involved in the American Planning Association's Minnesota Chapter for years. She has spent the past six as one of the chapter's professional development officers (PDO), and was also the chair of the merchandising committee for the National Planning Conference in Minneapolis in 2009.

As a PDO, Trapp helped the program transition to online reporting, helping develop a process for submitting sessions and in training to log credits. She also helped expand the position to three PDOs to better support the chapter's need for educational sessions throughout the year, conference planning, and AICP prep. Until her resignation as PDO in fall of 2016, Trapp was largely responsible for guiding the conference program committee so the annual conference sessions meet AICP CM requirements.

Planning Minnesota interviewed Trapp to get her views on planning and on training.

Planning Minnesota: Why did you decide to become a planner?

Rita Trapp: My journey to planning wasn't direct. I have always been interested in architecture and geography but didn't necessarily know about planning. In college I had an opportunity to intern in economic development and was able to find a job doing that right after school. That was followed up with a job in a social service non-profit doing grant administration. Realizing that I missed working in the area of buildings and communities, I explored a variety of careers and found an opportunity with HKGi. What attracted me to the private sector was the ability to learn about and work in multiple communities on a variety of projects.

PM: How long have you been the PDO? How did you get involved in the first place?

RT: In the fall of 2010, Jane Kansier and I became co-Professional Development Officers for the chapter. I originally applied because I had been asked by the Chapter President to consider it as he thought it would be something I would enjoy, be good at, and we would have fun working together (Thanks Lance!). The PDO position interested me because it was about continuing education and it primarily involved organizing behind the scenes.

PM: You've been a strong advocate for continuing education in the planning community. Please talk about the importance of continuing education:

RT: Continuing education can be hard to fit in at times but never stops being valuable because our communities and the people we serve are ever evolving. Being proactive in understanding trends and how others are responding is important given the amount of choice people and businesses have in



where they locate and how fast information, both correct and false, currently spreads. I also find continuing education important because there are so many fields that interrelate with planning. Expanding my knowledge of those areas has been important in improving the level of collaboration with professionals from those fields.

PM: Looking back on your planning career, talk about a project or two of which you are proudest, and why:

RT: This one is tough for me – particularly working on long range planning in so many places. I would say that one of the aspects of working as a private sector planner that I appreciate is the ability to be a part of so many communities' evolution. I love getting to know new places and having an opportunity to be involved in so many different types of projects from comprehensive planning to zoning to park and trail planning to grant writing. I am also grateful for the relationships I have been able to build with fellow planners, other city staff, and my long-standing communities. Every once in a while I am stunned to think back to how many individuals and groups in multiple communities I just worked with in one day.

PM: Any career or development advice for young planners?

RT: More than probably they want. Fundamentally though I think it is be your own advocate. I believe that it is up to me and not my employer to advance my career. I recognize that I have been fortunate to have been with a firm that has supported my growth and development as a planner. I do think, however, that much of it has been about me and my ongoing commitment to myself to seek opportunities, whether they are within or outside of my work. Over the years I have tried to be strategic in identifying ways that what is of interest to me can also be of benefit to the firm. For example, early in my career I really wanted to go to the state conference so I sought an opportunity to be a conference speaker. Also early on I noticed that we had lots of planners in our firm volunteering with the state APA chapter so I decided to become involved with the Minnesota Design Team. Other times though what I have been interested in was not directly applicable to my work and I decided to pursue it on my own time and money.

Review: The Highwaymen

I hope some of the chapter planners had an opportunity to see the great play that ran at The History Theater, ***The Highwaymen***. This play is the story of how the location and design of the I-94 freeway cut through and tore out the heart of the Rondo neighborhood, the then tightly-knit African-American community in the Midway area of Saint Paul. I saw it on opening night and was thoroughly intrigued at how well the issues and the roles of the key players were handled. And it was entertaining and educational, too.

This play is a wonderful work that truly highlights and explains the issues, especially the social justice-people issues and the environmental-built-landscape issues, that surround and are often at the heart of all of the planning issues we face.

One of the key players in this drama, and in the real life situation years ago, was George Herrold, the first planning director for Saint Paul. His title was Planning Engineer, but he has come to be known as the "founder of city planning" for Saint Paul. "Herrold did not believe that the automobile should dominate cities, and he preferred to keep new highway construction out of built-up areas," according to Alan Altshuler in his 1965 book entitled ***The City Planning Process***. I used Altshuler's book in one my first-year classes at the graduate school of community and regional planning at the University of British Columbia where I got my MA in 1975. In fact, Altshuler's book highlighted four case studies of which "The Intercity Freeway" was one. All of his case studies focused on the Twin Cities, but the I-94-Rondo battle really struck home for me as I now live very near that corridor. Herrold's involvement was central to the discussion and debate at that time. As Altshuler notes, and as ***The Highwaymen*** dramatizes, "(Herrold) believed it was a question of values whether so much money should be spent and so many people dislocated to save drivers a few minutes" Right after I came home from seeing the play I went to my bookshelf and pulled out Altshuler's book. I have been re-reading it now and cannot put it down. My career as a city planner seems to have come full circle, from Altshuler's book, to my stint as Planning and Economic Development Director for Saint Paul in the early 1990s, and now as a semi-



retired city planner who still consults on transportation-related projects in Saint Paul and throughout the Twin Cities.

I believe that this was a play worth seeing for all city planners and engineers. If you have the opportunity sometime again to see or read the play, please consider doing so.



Spotlight Community: Fergus Falls

Your name and title

Wayne T. Hurley, AICP – Planning Director for West Central Initiative (WCI), located in Fergus Falls.

Description of the community – e.g. size/population, where it's located, what it's known for

Fergus Falls is a regional center of 13,000+ people located in west central Minnesota. The community is a regional hub for retail, manufacturing, healthcare and education. Fergus Falls is known for its historic main street, Lincoln Avenue, and for having preserved numerous historic buildings, including the Kirkbride, a castle-like former state psychiatric hospital. The community is well-established as a focal point for the arts, with several arts-based organizations calling Fergus Falls home. Notable amongst these is Springboard for the Arts, an economic and community development organization for artists and by artists, which has offices in St. Paul and Fergus Falls. The community also serves as a gateway to Otter Tail County Lakes Country, and tourism is a significant part of the economy throughout the year.

How long have you worked for the community?

I have worked in Fergus Falls – and for WCI – for 19 years.

What is the greatest part of your job?

WCI covers a nine-county region in west central Minnesota, so I have the opportunity to work in many of the great communities in the region – including Fergus Falls. Because I live and work in Fergus Falls, it affords me the opportunity to becoming involved in lots of things in the community beyond those that WCI is directly involved with. I'm fortunate that the duties of my job and my personal interests have significant overlap. The old adage of "do something you love and you'll never work a day in your life" is certainly true for me!

What is a unique fact or characteristic about your community?

Fergus Falls has been one of the top communities for participation in the "30 Days of Biking" (30DOB) challenge. 30DOB started in Minneapolis as a pledge to ride your bike every day in the month of April. For the past three years, Fergus Falls has been one of the top participating cities in the state, even topping Minneapolis in terms of per-capita participation. The bike culture in Fergus Falls has been growing exponentially in recent years, resulting in the city being designated as an official "Bicycle Friendly Community" by the League of American Bicyclists.



Are there any new projects on the horizon?

Two major projects are currently underway that will impact the future of Fergus Falls for decades. First is the Downtown and Riverfront Master Plan, which was started in October, 2016. The project, which will wrap up in December 2017, will lay the groundwork for future development of the downtown area and riverfront corridor. For more information, visit <https://goo.gl/ve6y2y>.

The second significant project is the continued redevelopment process of the Kirkbride Building and other buildings on the campus. The City of Fergus Falls is in the midst of an asset preservation project on the main Kirkbride building, which will serve to protect the envelope of the building and prepare it for future redevelopment. The city also recently completed utility work to bring new water and sewer lines to the building, as well as updated street lights to reflect a more historic atmosphere on the campus. Two buildings on the campus have been renovated into apartments, with the second of these being completed in 2016. For more information, visit <https://goo.gl/W5f9pa>.

Ethical Decision-Making for Comprehensive Plans

David Schultz, Professor Hamline University Editor, Journal of Public Affairs Education (JPAE) Hamline University

Constructing a comprehensive plan is one of the most important tasks a local government performs. In addition to being legally mandated, a comp plan is an important blueprint or vision regarding where a local government and its people want to go. It represents a cooperative dialogue among residents and city officials that articulates the important values of the community. The comp plan forms the basis of the zoning ordinance, but it is more than that. It states and defines how a community will envision economic development and the ways and places people will live, how, and where they choose to work, recreate, and shop. Comp plans have a major impact on the quality of life in a community, deserving serious attention to make sure they are done correctly.

There are many ways to go about doing comp plans. As a former city director of code enforcement, zoning, and planning and then as a housing and economic planner, I have participated in preparing them. As someone who has taught classes on planning and government ethics and advised local governments on ethics, I have thought about some of the ethical issues connected to planning. There are several good ethical best practices that local governments should aspire to follow when doing comprehensive planning.

Treat the public as customers, citizens, and partners in the planning process. Too often the comp plan process treats the public as if they were a nuisance or a hurdle to get beyond. This is the wrong approach. A city or community is its people and planners ultimately work for them. Government and planning are supposed to be for the benefit of the people we serve. But in serving them the public occupies three roles. We should treat them as customers, providing them good service in the way that good businesses do. This means responding to questions and needs. The public is also our boss—we are there to



serve them, to act on behalf of their best interests. Finally, they are partners. Doing a comp plan is a co-operative process where we are working with public to solve problems and design solutions.

Listen. Benjamin Barber was a professor of mine who once wrote that we live in a noisy democracy where everyone talks and no one listens. How true. A good comp plan process does encourage lots of people to talk, but it also means that we should listen to what the public says and our job should also be to facilitate listening among the public. Lots of people and groups have good ideas and the planning process to a large degree is getting public to share ideas, reach consensus, and create a vision all can feel proud of.

Listen not just to the squeaky wheels but to the silent voices. The easiest thing to do in the comp planning process is simply listen to those who shout the loudest or show up at hearings. But often these are angry people who are not necessarily representative of all the public. Hearings and meetings favor certain people excluding others. Planners need to reach out to silent people, to people of color, the poor, the elderly, those who are ill or with care giving responsibilities to provide opportunities for them to have a voice.

Be creative. Soliciting input and devising solutions should be creative and fun. Look for non-traditional ways to engage the public. Websites are good, so are Facebook and Twitter. But don't overlook other creative options. One of my all-time favorites was giving away disposable cameras to people to take pictures of what they liked or disliked in their city and to say



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why. This was a creative way to engage residents who had great ideas but otherwise were not the typical attend a meeting or hearing type.

Be honest and follow the data where ever it takes you. Comp plans are not just about opinions and dreaming, they should also be premised on hard data and realistic assumptions. Comp plans work best when there is honesty about what the data tells you about neighborhoods, land use, or whatever. Make sure you have the courage to use what the facts tell you to help formulate visions and ideas.

Know where you are now. The best way to start the comp plan process is a self-assessment of where you are now as a community. There is an adage that you cannot get to where you want to go unless you know where you are now. This is true too with planning. A good self-assessment takes stock and does inventory of what your community looks like today. It is the reality of where you are that helps define the possibilities for the future.

Dream but be realistic about the plan and what your community can do. Comp plans cannot effect miracles. Not every community can be the next Silicon Valley, destination medical center, or college town. It is good to set goals for a comp plan but even with an improbable infinite amount of money it just may not be possible to completely make over a community into something it is not. Encourage those engaging in the comp plan process to dream about what the city could become, but temper that with the reality of where it is now and what resources it must change.

Be wary of confirmation biases. People seek out information that confirms their pre-existing political biases and ignores that which contradicts it. We surf the web and find memes which confirm what we already know to be the truth and repost and send to others. A good comp planning process expects the un-

expected. It recognizes that we learn something about our communities that we did not know. Don't dismiss contradictory viewpoints or facts because they do not line up with what you thought had to be true. The best comp plans are exercises in self-education.

Think big. By thinking big it means think outside of your own community's borders. Yes, it would be great if everyone in your community, lived, worked, shopped, and recreated within its borders. But that is seldom true— we live across the Metro region if not the state. Think about how your comp plan impacts what happens in communities near you, or how it compares to what others do. What is it that makes your community the place people want to live it, work, or visit? No city is an island, so think about where yours fits into a larger scheme of things.

Avoid politicizing the process. As much as planners would like to make comp plans just a rational process about the facts, it is also a political process. It is political in the sense that it is about public choices made publicly and that aspect of politics should be embraced. But avoid the darker side of politics—changing data, rules, and assumptions, for example—to appease the squeaky wheels, or caving in to personal agendas or petty desires. Planners are not just hired guns; they have many technical skills and among them should be an ethics that is first committed to helping develop a plan that is done fairly and with sufficient opportunity for all in the community to participate. Comp plans are supposed to be comprehensive, not simply a hodge-podge of private preferences. Political compromise is good, but politicizing the process is not.

Overall, a good comp planning process is an ethical one. It follows these ten rules as a guide to crafting a realistic plan for community that all can share.



Legislative and Law Committee Update

Sherco Coal Conversion Bill Passes the House

[HF 113/SF 85](#) exempts Xcel Energy from obtaining a certificate of need from the Minnesota Public Utilities Commission (PUC) to convert two of three of its Sherco coal-fired electricity plants to natural gas but maintains a requirement that the PUC must submit its financial plan to the PUC to build and operate the converted plants. The two coal plants were previously approved to convert to natural gas by 2023 and 2026. [SF 85](#) has been amended in the [Energy and Utilities Finance and Policy](#) and is on the Senate floor. [HF 113](#) was amended and passed by the House

[Job Growth and Energy Affordability Policy and Finance](#) Committee and by the full House by a vote of 77-51 on February 9th. The governor has indicated he will sign the bill.

House Ends “Made in Minnesota” Solar Program

[HF235](#), which ends the “[Made in Minnesota](#)” solar incentives program and replaces it with the expired [Renewable Development Account](#), has passed in the House. No action has been taken on [SF 214](#) and the Senate has not yet substituted the bill for [HF235](#).

Committee Platform Related Topic or Interest Area	House	Senate
Transportation and Bicycle and Pedestrian Topics	"Bicycles and Bikeways, Transportation and Transportation Department"	"Bicycles and Bikeways, Transportation and Transportation Department (DOT)"
Transportation: Airports and Aircraft	"Airports and Aircraft"	"Airports and Aircraft"
Transportation: Railroads	"Railroads"	"Railroads, Rail Lines, and LRT"
Housing and Housing Finance	"Housing and Housing Finance Agency"	"Housing and Housing Finance Agency (HFA)"
Comprehensive Planning: Local Government	"Governmental Operations-Local"	"Government-Local, Land Use and Zoning"
Comprehensive Planning/Housing/Transportation	"Metropolitan Area"	"Metropolitan Area"
Comprehensive Planning	"Eminent Domain"	"Eminent Domain"
Economic Development	"Employment and Economic Development Department"	"Employment and Economic Development Department (DEED)"
Energy	"Energy"	"Energy"
Environment	"Disasters, Environment, Natural Resources Department, Pollution and Pollution Control Agency"	"Disasters, Environment, Natural Resources and Natural Resources Department (DNR), Pollution and Pollution Control Agency (PCA)"
Environment	"Water, Water Resources, and Waterways, Wetlands and Natural Habitat"	"Water and Soil Conservation, Water and Water Resources, Wetlands"
Comprehensive Planning: Parks and Trails	"Parks and Trails"	"Parks and Trails"
Comprehensive Planning and Regional Development	"Metropolitan Area"	"Metropolitan Area, Regional and Rural Development"

Municipal Broadband Survey

Is your town or county struggling with the Digital Divide? Are you thinking about completing a Municipal Broadband project?

The explosion in *community broadband initiatives* in Minnesota (Paul Bunyan's GigaZone, Lake Connections, etc.), has meant that many small town and county planners are finding themselves being asked to serve as coordinators and even "champions" for municipal broadband projects – an important new role that requires not only an understanding of the technologies involved, but a familiarity with important legal, financial, and operational factors that are often very different from issues traditionally dealt with by the planning community.

APA's Small Town and Rural (STaR) and Economic Development divisions are sending out a short survey on municipal broadband to canvass APA members on their community's broadband availability, and to understand what rural planners and economic development officers would like from the APA in terms of education, training, and tools.

The results of the survey will be made available to division members and will be discussed in a panel session – "The Small Town Municipal Broadband Gabfest" (<https://www.planning.org/events/nationalconferenceactivity/9107176>) at the APA's national conference in NYC in May.

If your community is struggling with broadband availability or considering a municipal broadband project, please take a few minutes to complete the survey and provide us with any comments or suggestions on how the APA can help you with municipal broadband outreach and support. The survey will also be available online at the APA website until April 1st, or you can click on the following link to **take it now**: <https://www.surveymonkey.com/r/municipalbroadband>

Many thanks, and we look forward to seeing you and discussing your municipal broadband issues in NYC in May.

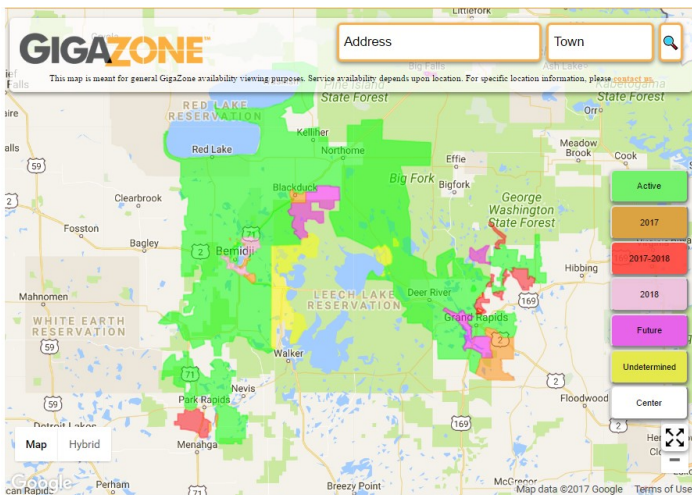
APA-MN Awards Update

The 2017 Conference Awards Committee is gearing up for another exciting APA-Minnesota Chapter Planning Awards season. The APA-Minnesota Planning Awards offer a great opportunity to recognize outstanding projects and people who have contributed to the planning profession. The awards will be presented at the Planners Conference in Mankato on September 27 - 29. The awards committee continues to finalize the 2017 award categories, which will include the following:

- Innovation in Planning
- Excellence in Community Engagement
- Partnerships in Planning
- Success Stories in Implementation
- Planning in Context
- Outstanding Student Project
- Gunnar Isberg Scholarship Award

Stay tuned in March for more information regarding the 2017 APA-Minnesota Planning Awards. We look forward to hearing about the great work completed by our fellow planners!

If you have any questions, contact Stephanie Falkers at sfalkers@srfconsulting.com.



Conference Dates: Sept. 27-29

The Minnesota Chapter of the American Planning Association (APA MN) is pleased to announce the 2017 Minnesota Planners Conference in **Mankato, MN**. The conference will take place on **September 27-29, 2017, at the Verizon Wireless Convention Center**.

CONFERENCE THEME - The 2017 Conference Theme is ***Around the Bend: What's Next for Planning***. Planning is inherently about the future and the unforeseen opportunities and challenges it presents. As changes in politics, demographics, and environment create uncertainty, planners need to be able to adapt and develop innovative solutions.

In this year's theme we are striving to understand changes in our community as we identify new and innovative planning tools and techniques. Mankato embodies planning's tradition of adaptation and innovation through carefully planned revitalization. Please join us in Mankato and share your unique experiences, perspectives, and challenges. We also welcome our interdisciplinary partners in the field - architects, developers, elected officials, engineers, public health, and community advocates (to name a few). Finally, we extend a special invitation to the planners of the future - planning students and young professionals.

The program committee is seeking a broad range of sessions covering a diversity of presentation types and planning topics. The firm deadline for the proposals to be submitted will be **March 31, 2017, with no extensions**. **We encourage all presenters to include the theme of the conference in their sessions and in their titles. Presentations that clearly address how the theme will be discussed during the session will be given preference.**

Go to the website for more information and for the RFP forms. Here is the link to each of the forms:

http://www.plannersconference.com/rfp_mobile.php

http://www.plannersconference.com/rfp_general.php

http://www.plannersconference.com/rfp_speed.php

If you have any questions about the forms, please contact: Stephanie Rouse at stephrouse21@gmail.com or Corrin Wendell at corrin.wendell@metc.state.mn.us for General Sessions and Speed Sessions. Contact Matt Lassonde at matthewla@bolton-menk.com or Angie Bersaw at angiebe@bolton-menk.com for Mobile Tours.

Outstanding PSO Award

The University of Minnesota Humphrey School of Public Affairs Planning Student Organization (PSO) has just been awarded APA's Outstanding PSO Award, in the category of Involvement with State Chapter or Division. The winning submission was entitled "Planning for Lasting Relationships." The award includes:

- Recognition and a certificate at the [APA/AICP Annual Meeting and Leadership Honors](#) held in conjunction with the 2017 National Planning Conference in New York, NY in May.
- A monetary donation of \$1,000 from the sponsoring [APA Divisions](#) (City Planning and Management Division, County Planning Division, Private Practice Division, Housing and Community Development Division, Urban Design and Preservation Division, Economic Development Division, Women in Planning Division, Small Town and Rural Planning Division, and Transportation Planning Division).

The other award recipient PSOs were Cleveland State University in the category of Best Practices and University of Southern California in the category of Community Outreach.

More information will be posted soon at <http://www.planning.org/awards/psa/>, including a project summary report

Congratulations on this prestigious national recognition!



The Changing Nature of Retail and Your Downtown

By Carolyn Braun

Many Minnesota communities are currently working on revisions of their comprehensive plans. As we talked about this in Anoka, the topic of our downtown was raised - in the context of - "What do we want our downtown to look like in the coming years?" This statement started a much larger staff discussion, one that will be continued through our comprehensive plan process.

My initial research has turned up a number of trends that may affect the downtown. In particular, this article addresses the use of downtowns space and buildings but may also impact other commercial areas in your community.

How is retail changing?

Shoppers are looking for targeted, personalized, relevant shopping experiences. Many stores will not need the large spaces they currently occupy so physical store sizes will shrink. This is good news if you have a community with smaller storefronts. It's not such good news if you have a community with a lot of big box stores.

Larger department stores are closing or consolidating with other department stores.

Shopping malls are distressed. In many cases, they are being converted to a more mixed-use environment, including offices, churches, medical facilities, restaurants, hospitality, entertainment, and – in some cases, residential. (Taking this to the extreme, check out the largest planned real estate development called Hudson Yards, New York.)

Customers are looking for 'retailtainment' – a place that is unique, fun, and experiential. They can include boutiques, coffee shops, and virtual reality experiences – all in the same space.

Retail stores are becoming trendy, specialty stores, catering to millennials and offering personalized service with knowledgeable staff. An example of this are open air centers offering a pedestrian friendly leisure time experience with such offerings as food, entertainment, music, books, and home goods.



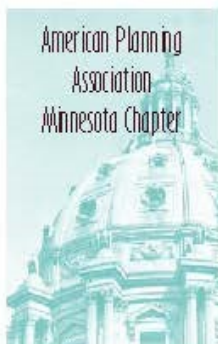
Customers will expect the same seamless online experiences in stores that they experience online.

Experiential shopping supports local, unique products. Having one or more locally unique stores could be especially beneficial in smaller communities to draw retail business.

Pop-up stores will become more and more common.

A pop-up retail space is a venue that is temporary: the space could be a sample sale one day and host a private cocktail party the next evening. The trend involves "popping up" one day, then disappearing anywhere from one day to several weeks later. These shops, while small and temporary, are used by companies to build interest in their product or service, and seed their product with cultural influencers. Pop-up retail allows a company to create a unique environment that engages their customers and generates a feeling of relevance and interactivity. They are often used by marketers for seasonal items such as Halloween costumes and decorations, Christmas gifts and Christmas trees, or fireworks. *From Wikipedia (online).*

How will these trends affect your downtown or other commercial areas? What can you do to facilitate these changes? Will your ordinances support these changes? It's time to think about how the changing nature of retail may affect your town.



Planners' Day At the Capitol

Wednesday, March 29, 2017



Laws made in St. Paul have a profound effect on the practice of planning throughout Minnesota. APA MN, the primary professional planning organization in Minnesota with over 800 members, has adopted a **brand new** legislative policy platform and action plan concerning topics of significant impact for the practice of planning in Minnesota. APA MN is now poised to tackle major planning policy issues that face our state over the coming year. Attend this year's program and meet with legislators, learn about our legislative platform and action plans, where our energies will be focused this year, more about the law-making process, and prospective bills that are of keen interest in planning practice.

Please register by March 24th 2017. A \$20 non-refundable on-line registration fee is required. Registration includes lunch and social gathering appetizers.

<https://www.eventbrite.com/e/apa-mn-planners-day-at-the-capitol-tickets-32186943013>

Program Schedule

- | | |
|-----------------|--|
| 11:00 am | Welcome & Overview – Kick off 2016 APA MN Policy Platform Action Plan
Andrew Mack, AICP and Paul Mogush, AICP APA-MN Legislative and Law Committee Co-Chairs
State Office Building – Room 500 North
100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul |
| 11:15 am | Lunch and Discussion with Invited Minnesota Legislators and Representatives from APA MN Affiliated Organizations
Accepted Invites: Rep. Tony Jurgens, (several others pending) |
| 12:45 pm | Attend House or Senate Floor Session, Committee Hearing, or Meet with Your Legislators
Information on where to go, etc. will be provided at the program |
| 2:00 pm | Tour of newly remodeled Minnesota State Capitol
Paul Mandell, AICP – Executive Secretary Capitol Area Architectural and Planning Board |
| 3:30 pm | Chapter Social Gathering
Great Waters Brewing http://greatwatersbc.com/ |

For more information about this program please contact:
Andrew Mack (andrewmack@hotmail.com, 218-766-8993) or
Paul Mogush (paul.mogush@minneapolismn.gov)

Map of the Capitol complex may be found at:
http://mn.gov/adm/in/images/capitol_complex.pdf



Events and Information



Scaling Up Webinar

SCALING UP: Data Driven Design at a City Scale

Tuesday April 4, 2017, 11:30 AM – 1:00 PM CDT

United through the Regional Indicators Initiative (RII), twenty-seven Minnesota cities are tracking their annual energy, water, travel, and waste performance, and using these indicators to calculate their greenhouse gas emissions. With seven years of data publicly available, these cities are leveraging lessons they've learned from their past – and from their neighbors – to create strategic plans for the future.

In this session, the initiative's leader will describe how the project originated and gained momentum, and will also describe potential future synergies with the recently announced LEED for Cities program. The primary researcher will discuss the key findings and demonstrate tools that have been developed to assist city energy planning, such as an interactive 'wedge' diagram. Finally, the Environment and Sustainability Coordinator for St. Louis Park will describe how her city is using the data to effect change through sustainability planning, policy, and outreach.

Special Discount provided for APA Minnesota.

[Link to More Information and REGISTER with Discount](#)

Update Your Links

Just a reminder that the current APA MN website is located at: <http://www.planningmn.org/>. The old page (www.mnapa.com) is no longer being maintained. Please update your bookmarks, favorites, etc. accordingly.

You can also track with us on social media:

Facebook: <https://www.facebook.com/planningmn/>

Twitter: https://twitter.com/APA_MN

Linked In: <https://www.linkedin.com/groups/12021749>

And when you have a minute, stop by our online forum to ask and answer questions with other Minnesota planners: <http://www.planningmn.org/forum>.

The Comprehensive Planner: Taking a Systems Perspective – Webinar

Friday, March 10, 2017 12:00 PM - 1:30 PM CST

Steve Whitman and Chris Parker will explore the many problems facing communities of all sizes, and the underlying issue of ecosystem services. They will explore how thinking holistically and using a systems perspective can provide a new way forward for communities. While planning documents may take a systems perspective, land use regulations seldom do. This integrated approach provides for the regeneration of lost ecosystem services, and the resulting projects will help your community become more adaptive and resilient over time. Case study examples will be shared to highlight how to apply this approach, and to serve as a call to action so more planners become part of this collaborative effort. [Register online.](#)

A Dozen Tools for Accelerating Local Sustainability Leadership - Webinar

Friday, March 17, 2017 12:00 PM - 1:30 PM CDT

Over half of the world's population now lives in cities, where built environment decisions endure for decades, impacting social and economic prospects for generations. In response, a new class of sustainability appraisal tools has emerged that gauge equity, resiliency, and resource efficiency at neighborhood, city, and urban component scales. These tools can provide stakeholders with inclusive and transparent systems that support and accelerate local leadership on critical issues of sustainability. In the face of a faltering national commitment, the use and advocacy of these tools by communities takes on even greater significance and urgency. The webinar will examine major U.S. tools for assessing the sustainability of neighborhoods, cities, and their components, including: 2030 Districts, APA Sustaining Places, EcoDistricts Protocol, Enterprise Green Communities, Envision for infrastructure, LEED for Neighborhoods, LEED for Cities & Communities, Living Community Challenge, STAR Community, Sustainable SITES, and WELL District. Each tool will be reviewed in terms of assessment scope, intended users, rating procedure, costs, and output. And a set of evaluation criteria will be presented for judging and selecting the best tools for community and neighborhood needs. Webinar learning objectives include: understanding the value of urban sustainability assessment, recognizing the qualities of an appraisal tool, learning the range of available tools, and knowing how to select a tool. [Register online.](#)

Events and Information (cont.)

Taxation: Zoning, & Licensing for Short-Term Residential Rentals - Webinar

Friday, March 24, 2017 12:00 PM - 1:30 PM CDT

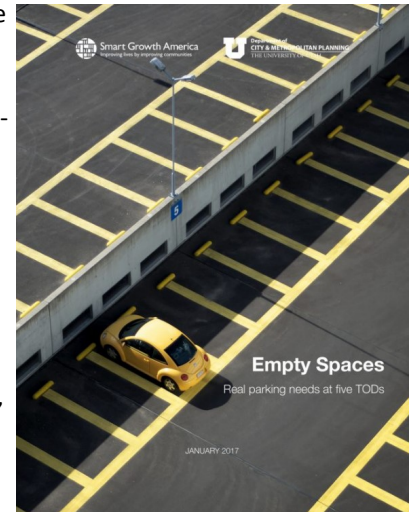
In 2015, with the Pope and tons of visitors heading to town, Philadelphia became the largest city in North America to legalize short-term residential rentals (such as ones listed on AirBnB, HomeAway.com, and through other booking agents). With changes to the city's zoning and tax code, a system was put into place that addressed the interests of property owners renting spare rooms and entire units, the guests they hosted, neighbors and traditional hotel operators. An interdisciplinary group worked together to ensure local legislation matched the reality of activity already occurring and the needs of the community. This session will cover the challenges faced and policy options considered, plus a comparison to other cities and countries across the United States. [Register online.](#)

Enabling Access to Public Spaces to Advance Economic, Environmental and Social Benefits: and the UN's New Urban Agenda – Webinar

Friday, March 31, 2017 12:00 PM - 1:30 PM CDT

Culture, tradition, sustainability and many aspects of contemporary quality of life are intertwined in uplifting old, shaping new, and bringing increased resilience to inclusive public spaces. An integration of approaches to inclusive public spaces is required as social, environmental, spatial and economic dimensions of equity are entangled. A driving force in global development, increased urbanization targets many cities for continued rapid growth, challenging the need to secure inclusive public space. The UN Sustainability Design Guidelines relate to this reality. With the burgeoning growth of population, it is critical to: recognize and broadly articulate the values of public space for quality of urban living; encourage local advocacy for public space quality, quantity, care and use; safeguard and improve existing urban public space; integrate green best practices; and plan for and create new open spaces, particularly in low-income areas. The application of good governance recognizes and acts on the linkage between public spaces and sustainable

development, respects the legacy of public spaces, seeks to improve existing space, adds new vibrant public spaces and benchmarks local public space quantity, quality, distribution and access, so that inclusive public space is available to all. The United Nations Sustainable Development Goal (SDG) 11, focused on 'inclusive, safe, resilient and sustainable cities' (United Nations, 2015), provides a core target for inclusive public spaces and many other aspects of human settlements. Urban public spaces address all three pillars of sustainability: economy, environment and society. [Register online.](#)



Parking Report Available

A new resource for determining parking demand is available. Smart Growth America released [Empty Spaces](#), new research in partnership with the University of Utah about how much less parking TOD needs than standard engineering guidelines recommend. A [recording of the webinar](#) launching this report is now available on their website.

Twin Cities Redevelopment Tour

Save the date: Thursday April 27, 2017 for an afternoon exploring Twin Cities redevelopment! Redevelopment is the bridge toward more stable and diverse revenues sources for a city. Come and join us for a mobile tour of a few project sites and learn details on the deals that created new and planned development. More details on registration, CM Credits, location to follow via email blasts and Chapter social media. We hope to see you there on April 27!

AICP Exam Prep Session

An AICP exam prep session will be held on Thursday, March 2. All are invited to attend whether you plan to take the AICP exam in 2017 or in a future year. Multiple topics will be covered at the session including an overview of the new exam, tips for studying, resources, and the opportunity to talk with recent test takers about their experience. The session will be held:

Thursday, March 2
4:00-5:30 p.m.
Richfield City Hall, Bartholomew Conference Room



Events and information (cont.)

6700 Portland Avenue, Richfield

Please contact to Elise Durbin at elise.durbin@hennepin.us if you plan to attend or if you have any questions.

Race & Equity Forum

As part of the PlanIt series, the Metropolitan Council is collaborating with the Government Alliance on Race & Equity (GARE) and the Center for Social Inclusion (CSI) to provide a training and speaker series to planners in the seven-county metro area working on 2040 comp plan updates. [Registration](#) is now open for the first event. Space is limited.

Government Alliance on Race and Equity

Introduction to Comprehensive Plans and Equity

This workshop will provide an introduction to the vision, role, responsibilities and opportunities for government to advance racial equity via comprehensive plans. The workshop will focus on normalizing racial equity as a key value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. We will introduce examples of integrating racial equity into comprehensive plans. *This workshop will launch the series, and anyone who is anticipating participating in future sessions should be encouraged to attend this session.*

Tuesday, March 21, 2017

8:30 AM - 12:30 PM

US Bank Center, 101 East 5th Street, St. Paul

Speakers: Gordon Goodwin and Julie Nelson from GARE/CSI

4 CM credits

Save the date for future events and [sign up for updates](#) and registration announcements.

Planning for Equitable Development, Including Land Use, Housing, Parks, and Transportation

Integrating racial equity into the plan for growth in communities increases the likelihood that benefits and burdens will be equitably distributed. We must plan for people and our environment. Land use policies drive the creation of communities, and housing, parks and transportation are critical for creating equitable communities.

June 27, 2017, 8:30 AM – 12:30 PM

Planning for the Environment, Including Resiliency

Integrating racial equity into the plan for growth in communities increases the likelihood that benefits and burdens will be equitably distributed. We must plan for people and our environment. Resiliency and environmental justice policies and practices will help ensure the sustainability of our environment.

September 21, 2017, 8:30 AM – 12:30 PM

Plan Implementation, Including Communicating about Race and Equity

As we formulate plans, it is important for us to prepare for implementation. We must be able to not only identify and measure current disproportionalities, we must also be able to set goals for making a difference and measure our progress in achieving results. Comprehensive Plans can align community quality of life improvements with policies and programs. In addition, we must also be thoughtful about how we communicate about race so that we are increasing buy-in and commitment.

December 5, 2017, 8:30 AM – 12:30 PM



PAS is Now Free

The National Office of the American Planning Association provides a service to its members known as the Planning Advisory Service. This previous 'pay for service' or subscription service is now free!

PAS is APA's flagship research brand, with a suite of publications and curated content. Quarterly reports deliver authoritative guidance on trending issues and practices. APA members and PAS subscribers can download each new report as it is posted, and can download nearly 100 reports published since 1994.

The Planning Advisory Service also publishes bimonthly alerts

Events and information (cont.)

with practical information from planners around the country facing the same challenges you are.

Finally, the Planning Advisory Service also publishes Quick-Notes, which are handy handouts on hot topics. These memos are bite-size backgrounders that make important planning issues easy for officials and the public to understand. They're ideal for public meetings, private briefings, and staff orientations.

For more information on the Planning Advisory Services, visit the National APA webpage at www.planning.org/pas.

Latinos and Planning Scholarship

The Latinos and Planning Division (LAP) strives to address planning issues affecting Latino communities in the U.S. as well as increase Latinos in the profession. The purpose of the LAP scholarship program is to foster increased interest in the study of urban planning within the Latino student population at the advanced undergraduate and graduate levels.

The program is open to third and fourth year undergraduate students and first and second year masters degree students.

One scholarship of \$500 will be awarded to be used for fees, books, or academic materials. Eligible applicants shall be Latino students who intend to work as practicing professional planners in the non-profit, public or private sector.

For more information and to apply, visit: <https://www.planning.org/divisions/latinos/scholarships/>. Applications are due March 17, 2017.

Grant for Population Vulnerability Assessments

Recent MPCA-sponsored surveys have identified more than 40 Minnesota cities interested in assistance with climate resilience planning for vulnerable populations. The goal of this time-sensitive grant opportunity is for the selected applicant to provide customized population vulnerability reports, as quickly as possible, for as many of these Minnesota cities as feasible with the available funding... MPCA expects this grant to assist a number of these cities in understanding their climate vulnerable population groups, and to provide these cities with customized, actionable local strategies and policies to reduce risks for these groups.

Job Opportunities and RFPs

Job Title: Assistant City Planner

Hiring Agency: City of Winona

Web Link: <http://www.cityofwinona.com>

Deadline: March 1, 2017 at 4:30 PM

Salary Range: \$62,830 to \$78,537 Annual

Job Description

This position performs professional coordination of work related to planning, zoning, and community development. This includes oral and written staff reports for consideration by the City Council and advisory boards and commissions including historic preservation. Other functions include reporting and analysis of planning related projects, administrative and enforcement functions, land use issues, grant writing and administration, and responding to public inquiries.

MINIMUM QUALIFICATIONS

Four-year Bachelor's Degree in urban planning, landscape architecture, or related field

Two (2) years of professional community/regional planning experience

Possess a valid driver's license

DESIRED QUALIFICATIONS

Possess certification from American Institute of Certified Planners (AICP)

Complete job description available on our website.

Application Instructions

Specific application instructions can be found at www.cityofwinona.com. Click on Join Our Team. Candidates must complete an application, supplemental questionnaire, and provide a cover letter and resume to be considered for this position. The City of Winona is an Equal Opportunity/Affirmative Action employer. The City considers candidates regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, disability or veteran status.

Job Title: Transit Planner

Hiring Agency: Minnesota Valley Transit Authority

Web Link: <http://www.mvta.com/about/employment/>

Deadline: March 3, 2017

Salary Range: \$57,288-\$85,932 annual DOQ

Job Description

MVTA Transit Planner

The Minnesota Valley Transit Authority (MVTA) was founded in 1990 and provides public transit services through a Joint Powers Agreement to the cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, Savage, and Shakopee, MN (southern suburbs of the Twin Cities). Since its founding, MVTA has grown to be the second largest public transit agency in the state with nearly 3 million rides in 2016. MVTA's hallmark is a focus on customer service and we are proud to operate 32 routes, including local, express, and bus rapid transit, with approxi-

Job Opportunities and RFPs (cont.)

mately 165 buses that are housed at two bus garages. MVTA's system includes six transit stations and eight park and ride lots that have a combined capacity of more than 6,300 spaces.

If you would enjoy a highly visible position that offers satisfying new challenges every day, consider a future with the Minnesota Valley Transit Authority (MVTA). Due to exciting growth, we have an outstanding opportunity for a Transit Planner to assist in planning, transit collaboration, data analysis, and schedule production. Under direction from the Planning Manager, the Transit Planner is responsible for transit review, service development, analysis and data interpretation, production of transit schedules, and coordination of transit needs with cities, counties, and businesses.

Qualifications

Bachelor's Degree in Urban, Regional, or Transportation Planning, Geography, Architecture, Public Policy or closely related field. Master's Degree preferred.

Two (2) years of general planning or related experience.

Strong analytical skills.

Strong communication skills - written, verbal and in presentation format.

Salary Range \$57,288-\$85,932 annual DOQ.

Application Instructions

For the complete job description, application materials, and application process, visit www.mvta.com. Application must include cover letter, resume, and completed job application. Closes Friday, March 3rd, 2017. EOE.

Job Title: Comprehensive Plan Update

Hiring Agency: City of Hastings, MN

Web Link: <http://www.hastingsmn.gov/>

Deadline: March 3, 2017

Salary Range: NA

Job Description

Update the Comprehensive Plan in collaboration with the City of Hastings.

The full RFP is available at <http://www.hastingsmn.gov/home/showdocument?id=4064>.

Application Instructions

Submission instructions are available at <http://www.hastingsmn.gov/home/showdocument?id=4064>.

Job Title: Associate Planner

Hiring Agency: City of Dayton

Web Link: <http://cityofdaytonmn.com/>

Deadline: March 6, 2017

Salary Range: \$23.04-29.16 Starting wage of \$23.04 to \$23.97

Job Description

Performs highly responsible professional work related to planning and development plan review, including the implementation of the City's

Zoning and Subdivision regulations as well as the Comprehensive Plan. Prepares reports, provides presentations and makes recommendations to the Planning Commission and City Council on land use applications and zoning regulation ordinances. Reviews building permits for compliance with the City's zoning regulations and administers building permit process with assistance of Office Assistant(s).

Application Instructions

The application may be found online: www.cityofdaytonmn.com click employment. For any questions, please contact: Tina Goodroad 763-421-3487 or tgoodroad@cityofdaytonmn.com.

Job Title: Senior City Planner

Hiring Agency: City of Minneapolis Community Planning & Economic Development Long Range Planning

Web Link: <http://www.minneapolismn.gov/jobs>

Deadline: March 6, 2017

Salary Range: \$59,940 - \$82,514

Job Description

In Minneapolis, we've set the bar high. We have an award-winning parks system, clean and healthy urban lakes and Mississippi River, and we are making progress toward our goals for a zero-carbon energy future. These many accomplishments contribute to our much-praised quality-of-life setting and help answer the question "Why Minneapolis?" (right click to open link in new tab) for hundreds of thousands of people. Part of the reason we can meet such high standards is because we are constantly planning for the future.

CPED's Long Range Planning Division is a team of bright, creative, dedicated professionals pulling together in a collaborative, thoughtful work environment to advance the City's goals, to raise and expand public discourse, and to forge a brighter urban future - all of it with the public interest front and center.

We're in the process of putting together the next long-range citywide comprehensive plan: Minneapolis2040 (right click to open link in new tab). In Minneapolis, the decades of central city population decline have passed into the history books and our urban population is growing again - projections show an expected growth of 15% in the next 20 years. We want to outdo our projections and grow by 20% through a more efficient use of land, denser development patterns, expanded pedestrian, bicycle, and transit facilities, and by catalyzing a more vibrant, equitable economy - one that closes the gap on existing education and employment disparities. And we need your help to plan this future.

We need talented, enthusiastic people with solid education and experience to join our team, pitch in, work with our communities, and to help them share their experience and point of view. We're open to folks with varied specialties and disciplinary backgrounds, but we especially need planning professionals with design education and experience. This position is perfect for an outgoing, self-starter who loves drawing and designing possibilities and solutions, interacting with the community, learning and teaching new things, and integrating your experience and talents into the wide-ranging expertise found both inside and outside of our local government. Most of all, planners in this position are called upon to provide and help others develop and design a shared vision and discernable steps for getting there.

We have one full-time Senior City Planner position available. The Senior Planner will simultaneously provide long-range planning

Job Opportunities and RFPs (cont).

knowledge and services while sharing their talent and knowledge in one or more planning sub-disciplines on a Citywide basis. The ideal candidate will work well in the framework of the team environment, but also be confident and capable working individually and in groups with neighborhood and community groups across our increasingly diverse population. Most candidates will be expected to start at the beginning of the salary range and work their way up through the salary range over several years.

Most of the time, we work a regular Monday-Friday schedule, 40 hours per week. However, work in this position sometimes involves being out in the community in the evening or on the weekend, so we flex our time when necessary to accommodate days or weeks when we have off-hour meetings.

In addition to our regular work activities, CPED has a proud tradition of providing opportunities to use and expand your existing skills, spend time on training, continuing education and career development, and to build the tools, methods, and practices that make work more exciting, more effective, and more sustainable - for you and for the City.

Application Instructions

To apply, visit <http://www.minneapolismn.gov/jobs> and navigate to the Senior City Planner position. Click on the "Apply" link on this page.

Job Title: Assistant Planning Director

Hiring Agency: Olmsted County

Web Link: <http://agency.governmentjobs.com/olmsted/default.cfm>

Deadline: March 7, 2017

Salary Range: \$39.36-\$61.51 hourly

Job Description

Oversee Divisions of the Department, as determined by the Director. Provide direction and team leadership to those Divisions, and within the Department, including areas such as, visioning initiatives, customer service initiatives, public and neighborhood outreach, and development of programs addressing emerging issues. Position oversees division supervisors, assists with program development, implementation, policy/ordinance changes, budget preparation and management, procures grant and other resources, and serves as Director in his/her absence.

Application Instructions

For a full description of the position as well as benefits, please go to www.olmstedcounty.com. Applications only accepted online through the Olmsted County website.

Job Title: State Program Administrator Coordinator (Transportation Planner)

Hiring Agency: Minnesota Department of Transportation

Web Link: <https://www.mn.gov/mmb/careers/>

Deadline: March 7, 2017

Salary Range: \$60,552 - \$90,055 /annually

Job Description

This position exists to lead, administer and implement the development of coordinated and integrated multi-modal transportation plans, studies, research activities, and investment programs for the Metro District Office of Planning, Program Management, and Transit.

Qualifications:

- **Minimum Qualifications:**
Bachelor's degree or higher in Planning, Geography, Urban Studies, Civil Engineering, Political Science or a related field and at least four years of advanced-professional experience that demonstrates:
- Thorough knowledge of multimodal transportation planning, transportation design, and urban planning concepts;
- Proficiency in the theory and practice of transportation planning sufficient to critique and evaluate the work of advanced transportation professional staff to assure work quality and continually improve work processes;
- Experience leading plans and coordinating planning activities with various governmental agencies and transportation stakeholders.

Preferred Qualifications:

- Graduate degree in Planning, Geography, Urban Studies, Civil Engineering, Political Science or a related field and at least seven years of advanced transportation planning experience;
- Experience working with big data vendors;
- Advanced proficiency using the Microsoft Office suite of products.
- If advanced to the finalist pool you will be assessed on additional criteria during a job interview including but not limited to:
- Strong organizational skills with the ability to prepare constructive reports/presentations and keep accurate records;
- Ability to communicate effectively, verbally and in writing, with engineering, planning and other professional staff as well as transportation stakeholders

Application Instructions

MnDOT's State Program Administrator Coordinator vacancy is open for applications. To see it you can click here: <https://careers.mn.gov/> Here are the instructions you can include for how to apply: Interested candidates must apply online through the State of Minnesota Careers website.

Go to www.mn.gov/careers.

Click "External Applicants" (or "Current Employees" if you are a current state employee).

On the Job Search page enter the Job Opening ID number 11673 in the Keywords search box and click Search.

Job Opportunities and RFPs (cont).

Click on the Job Title to view the job posting.

If interested, click Apply.

The announcement is scheduled to close midnight 3/7 but may be extended if deemed necessary.

Job Title: Planner - part-time

Hiring Agency: City of Maplewood

Web Link: <http://www.maplewoodmn.gov>

Deadline: March 10, 2017

Salary Range: \$29.62 - \$37.89 Hourly

Job Description

Performs skilled professional work developing and implementing the comprehensive planning, zoning and land-use program; performs related duties as required. Works under the general supervision of the Economic Development Coordinator. Provides direction and work assignments to interns and clerical staff.

THIS IS A PART-TIME POSITION ONLY!

Generally, 24 hours per week--days/hours are flexible.

Minimum & Preferred Qualifications

Bachelor's degree in Planning, Urban Studies, Urban Affairs, Geography, Public Administration, or a related field.

One year experience in a professional planning position. Masters degree can substitute for experience required.

Application Instructions

For the complete job description, application materials, and application process, visit: <http://www.maplewoodmn.gov/plannerjob>

Job Title: Planning Intern

Hiring Agency: City of Cottage Grove

Web Link: <https://www.cottage-grove.org/>

Deadline: March 17 or until filled

Salary Range: \$11 to \$13 per hour, depending on qualifications

Job Description

The Planning Intern position will perform entry level planning and zoning professional duties and assisting planners with collecting and preparing data for various development scenarios, updating the comprehensive plan, participation in the comprehensive plan public involvement process, preparing maps and planning reports, presentations to various advisory commissions, City Council and/or public meetings, scanning office documents and conducting basic office functions as needed. Work is performed under direct supervision. This is a temporary position, lasting approximately three months. Approximately 40 hours per week.

Minimum Requirements

- At least two years of college level coursework in urban planning, geography, public administration or other fields. A bachelor's

degree in urban planning or related field is preferred.

- Valid driver's license.
- Excellent customer service skills.
- Desired Qualifications
- Knowledge of principles of strategic and/or urban planning
- Ability to accurately compile, organize and report data
- Ability to communicate clearly and concisely, both verbally and in writing
- Experience preparing and conducting surveys, preferably with Survey Monkey
- Ability to operate a personal computer
- Experience with social media
- Ability to establish and maintain cooperative and effective relationships with supervisor, co-workers, other City employees and the general public.
- Skill in communicating effectively both verbally and in writing, and to request clarification when needed.

Application Instructions

Download a [job application](#) or pick one up at City Hall, 12800 Ravine Parkway S.

Questions about this position can be addressed by Joe Fischbach, Human Resources Manager at 651-458-2883 or jfischbach@cottage-grove.org.

Job Title: Pedestrian and Bicycle Master Plan

Hiring Agency: City of Edina

Web Link: <http://edinamn.gov/publicnotices&prrid=1351>

Deadline: March 23, 2017

Salary Range: NA

Job Description

The City of Edina is issuing this Request for Proposals (RFP) for the preparation of a Pedestrian and Bicycle Master Plan for the City. The City is seeking a firm or team of interdisciplinary planning and design professionals with experience in pedestrian and bicycle transportation planning.

The selected firm will work with City of Edina staff and decision makers to conduct a public engagement process, review existing policy

Job Opportunities and RFPs (cont.)

and plans, develop a vision and guiding principles, make recommendations and prepare a Master Plan document to guide the future development of non-motorized infrastructure in Edina. In particular, the City is asking the consultant to provide recommendations regarding location, type, management and maintenance of facilities; citywide policy; education, encouragement and outreach; and, implementation and funding opportunities. Meetings with the public, City elected and appointed officials, and local pedestrian and bicycle experts and advocates are expected.

Application Instructions

Download the full RFP for additional information: <http://edinamn.gov/publicnotices&prid=1351>

Job Title: Assistant Planner

Hiring Agency: Hometown Planning

Web Link: <http://www.hometownplanning.com/>

Deadline: January 15, 2017 or until filled

Salary Range: \$18-20/hour or higher depending on experience

Job Description

Hometown Planning, a private company providing contract land use planning and zoning administration services throughout Central Minnesota, is accepting applications for a full-time Assistant Planner (minimum 32-40 hours/week). Responsibilities include assisting in the development of comprehensive plans and ordinance updates, reviewing permit applications, preparing monthly staff reports for Planning Commission and other meetings, responding to public inquiries, assisting in ordinance enforcement, conducting site inspections and other duties as assigned. Some work may be conducted remotely, upon approval. A complete job description can be found at www.hometownplanning.com.

Qualifications: Bachelor's degree or significant coursework in community planning, urban studies, public administration, geography or related field and demonstrated oral and written communication skills. Preferred candidates will have a Master's degree/coursework and/or AICP certification.

Application Instructions

Please send resume/job history and cover letter explaining interest and qualifications to: Hometown Planning, 324 Broadway Street, Suite 101, Alexandria, MN 56308. Interviews will begin after January 15, 2017 and continue until filled.

Job Title: Department of Development Director

Hiring Agency: Benton County

Web Link: <http://www.co.benton.mn.us/>

Deadline: Open Until Filled

Salary Range: \$68,556-\$94,036

Job Description

Direct the application and enforcement of the County's land use ordi-

nances and state-mandated environmental functions. Provide supervision to Department of Development staff.

The hiring salary range for this position is \$68,557 - \$94,036 depending on qualifications.

Initial review of applications will take place during the week of 12/26/2016

Application Instructions

For Information and To Apply Visit: www.co.benton.mn.us

Job Title: Part-Time Planner

Hiring Agency: Sambatek, Inc.

Web Link: <http://www.sambatek.com>

Deadline: NA

Salary Range: DOQ

Job Description

Position Description Sambatek, Inc. is an Award Winning Twin Cities-based professional services firm that specializes in engineering, planning, surveying, and environmental services. Since 1966, we have served public and private clients throughout Minnesota, North Dakota, and across the country. Sambatek, Inc. was recently named to the prestigious 2014 ZweigWhite Hot Firm list. Sambatek ranks 48th on the list recognizing the top 100 fastest-growing architecture, engineering, planning and environmental consulting firms in the United States and Canada. Sambatek supports a dynamic, collaborative work environment and we embrace challenging projects and work hard to help our clients find success. We are a vibrant organization that believes integrity, value, and outstanding service are the foundations of a great company.

We are seeking one or more part-time Planners to support community planning and land use studies. These individuals will serve on a team of planner consultants for Sambatek's municipal client cities by providing application reviews, zoning code interpretation, city code updates, staff reports and public presentations with Commissions or Councils. Experienced candidates will also be given the opportunity to lead land use studies and comprehensive planning efforts that fit their background and time availability.

Specific Requirements:

College graduate with degree in planning, urban studies, geography or related coursework

2+ years of experience with city planning or relevant work/education

2+ experience

Knowledge of city planning process related to zoning codes and comprehensive plans plus experience administering planning applications such as variances, conditional use permits and site plan reviews Excellent communication skills - both verbal and in writing - an absolute must!

Application Instructions

Job Opportunities and RFPs (cont.)

Sambatek is an EEO/AA/Vet/Disable Employer Application Instructions: Please apply on the Sambatek website: <https://www.jobsinminneapolis.com/j/18777279>.

Job Title: Transportation/Community Development Planner

Hiring Agency: Upper MN Valley Regional Development Commission

Web Link: <http://www.umvrdc.org/>

Deadline: open until filled

Salary Range: MA

Job Description

The Upper Minnesota Valley Regional Development Commission in Appleton, MN is looking for a planner to develop and manage projects for local governments in the five-county area. Background in community development, transportation planning, urban studies, GIS, public administration or related field required.

Primary responsibilities will be in transportation planning and working with MnDOT, cities, and counties with road, bridge, rail, trail planning and funding. Other work areas will be assigned and may include the following areas:

- Community strategic planning
- Capital improvement planning
- GIS
- Safe Routes to School Plans
- Active transportation initiatives
- Park and trail planning and development
- Grant writing
- Comprehensive planning and plan updates
- Zoning ordinance development
- Telecommunication/broadband planning

Application Instructions

Job description, agency profile, application, and instructions for applying can be found online at www.umvrdc.org.

Job Title: Community Development Planner

Hiring Agency: Upper MN Valley Regional Development Commission

Web Link: <http://www.umvrdc.org>

Deadline: open until filled

Salary Range: \$42,000-60,000 DOE

Job Description

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is looking for TWO community development planners to develop and manage projects with cities, counties and other organizations in the five-county UMVRDC region of Big Stone, Swift, Lac qui Parle, Chippewa and Yellow Medicine Counties.

This position will work on a variety of projects including:

- Grant writing
- GIS mapping and analysis
- Facilitating strategic planning meetings
- Capital improvement planning
- Environmental reviews
- Comprehensive plan development
- Telecommunication/broadband planning
- Business retention and expansion processes
- Researching and implementing community finance methods
- MN DEED Small Cities Development Program grant writing and administration
- USDA Rural Development grant writing and administration
- Survey development and analysis
- Renewable energy project development
- Transportation planning
- Development of County Hazard Mitigation Plans
- Transportation Planning
- Safe Routes to School Plans
- Zoning ordinances

Application Instructions

Job description and application available online at www.umvrdc.org



Leadership Directory

Tim Gladhill
President
 City of Ramsey
 7550 Sunwood Dr NW
 Ramsey MN 55303-5137
 Phone: **763-238-7946**
 E-mail: tgladhill@cityoframsey.com
 Cell:

Eric Weiss, AICP
Vice-President
 E-mail: ericdweiss@gmail.com

Tina Goodroad, AICP
Secretary
 City of Dayton
 12260 S. Diamond Lake Road
 Dayton MN 55327
 Phone: **763-421-0384**
 E-mail: tgoodroad@cityofdaytonmn.com

Jason Zimmerman
Treasurer
 City of Golden Valley
 Phone: **612-270-3857 (cell)**
 E-mail: jzimmerman@goldenvalleymn.gov

Therese Haffner
Central District Director
 City of St. Joseph
 Community Development Director
 25 College Ave. N.
 PO Box 668
 St. Joseph Mn 56374
 Phone: **320-229-9424**
 E-mail: thaffner@cityofstjoseph.com

Erin Perdu, AICP
Metro District Director,
 Senior Planner
 WSB & Associates
 701 Xenia Ave. S., Suite 300
 Minneapolis MN 55416
 Phone: **763-287-8316**
 E-mail: eperdu@wsbeng.com

Patrick Boylan, AICP
Metro District Director
 Metro Council
 Local Planning Assistance
 Phone: **651-602-1438**
 E-mail: patrick.boyland@metc.state.mn.us

Suzanne Rhees, AICP
Metro District Director
 Water Policy Consultant-DNR
 500 Lafayette Road
 St. Paul MN 55155-4052
 Phone: **651-296-0768**
 E-mail: Suzanne.rhees@state.mn.us

Wayne Hurley, AICP
Northwest District Director
 Planning Director
 West Central Initiative
 PO Box 318
 Fergus Falls, MN 56538-0318
 Phone: **218-739-2239** Fax: 218-739-5381
 E-Mail: wayne@wcif.org

Brad Chapulis
Southwest District Director
 City of Worthington
 Director of Community/Economic Devl.
 303 Ninth Street
 Worthington MN 56187
 Phone: **507-372-8640**
 E-mail: bchapulis@ci.worthington.mn.us

James Gittemeier, AICP
Northeast District Director
Conference Co-chair 2014
 Senior Planner
 Arrowhead Regional Development Commission
 221 W. First St
 Duluth MN 55802
 Phone: **218-529-7556** Fax: **218-529-7592**
 E-mail: jgittemeier@ardc.org

Lew Overhaug
Southeast District Director
 Winona County
 177 Main Street
 Winona MN 55987
 Phone: **507-457-6336**
 E-mail: loverhaug@co.winona.mn.us

Chloe McGuire Brigl
Student Director
 512 20th Ave S #1
 Minneapolis MN 55454
 Phone: **319-573-5448**
 E-mail: mogui372@umn.edu

Myles Campbell
Student Representative, ex-officio
 2104 22nd Ave S. #1
 Minneapolis MN 55404
 Phone: **603-831-2118**
 Email: mdcampbell27@gmail.com

Citizen Planner Director
 Phone:
 E-mail:

Paul Mogush, AICP
Legislative and Law Committee Co-chair, ex-officio
 Principal City Planner
 City of Minneapolis
 105 Fifth Ave S., Suite 200
 Minneapolis, MN 55401
 Office: **612-673-2074**
 E-mail:
Paul.Mogush@minneapolismn.gov

Andrew Mack, AICP
Legislative and Law Committee, ex-officio
 City of Pine City
 Community Development Director
 315 Main St S. Suite 100
 Pine City MN 55063
 Phone: **218-766-8993**
 E-mail: andrewmack@hotmail.com

Stephanie Falkers
Awards Committee Chair, ex-officio
 SRF Consulting Group
 One Carlson Parkway N
 Minneapolis, MN 55427
 Phone: **763-249-6790**
 E-mail: sfalkers@srfconsulting.com

Carissa Schively Slotterback, PhD, AICP
Faculty Liaison, ex-officio
 Humphrey School
 U of Minnesota
 Rm. 130, HHH Ctr.
 301 19th Ave. S.
 Minneapolis MN 55455
 Phone: **612-625-0610** Fax: **612-625-3513**
 E-mail: cschively@umn.edu

Minnesota Design Team Liaison, ex-officio
 Phone:
 E-mail:

Jonathan Maze and Haila Maze, AICP
Communications Director
 1395 Kari Lane
 New Brighton MN 55112
 Phone: Haila, **651-434-5743**
 Jonathan, **651-493-3724**
 E-mail: hailama@bolton-menk.com
 E-mail: apamnnewsletter@gmail.com

Michael Palermo, AICP
Conference Co-chair 2017, ex-officio
 SRF Consulting, Inc.
 Phone: **763-251-4031**
 E-mail: michaelpalermo@gmail.com

Raya Esmaeili
Conference Co-chair 2017, ex-officio
 Metropolitan Council
 Phone: **612-940-1819**
 E-mail: raya.esmaeili@gmail.com

Melissa Poehlman, AICP
Professional Development Officer, ex-officio
 City Planner
 City of Richfield
 Phone: 612-861-9766
 E-mail: mpoehlman@cityofrichfield.org

Jane Kansier, AICP
Professional Development Officer, ex-officio
 Bolton & Menk
 12224 Nicollet
 Burnsville MN 55337
 Phone: **952-358-0604**
 Cell: **612-483-4788**
 E-mail: janeka@bolton-menk.com

Elise Durbin, AICP
Professional Development Officer, ex-officio
 Hennepin County
 Phone: **612-348-4191** Cell: **612-306-7803**
 E-mail: elise.durbin@hennepin.us

Emily Goellner, LEED Green
Co-chair Young Planners Group, ex-officio
 Associate Planner
 City of Golden Valley
 Phone: **763-593-3979**
 E-mail: egoellner@goldenvalleymn.gov

Breanne Rothstein, AICP
Co-chair, Young Planners Group, ex-officio
 WSB & Associates

Planners Emeriti Liaison, ex-officio
 Phone:
 E-mail:

Thomas Jensen, AICP
Legislative Education Coordinator, ex-officio
 98-D South Drive
 Circle Pines MN 55014
 Phone: **763-780-4839**
 E-mail: thomashjensen@aol.com

Eric Schmid
Web Designer, ex officio
 Bufflehead Web Design
 3345 Pilgrim Lane
 Plymouth MN 55411
 Phone: **612-605-1520**
 E-mail: eric@buffleheadweb.net

Ben Carlisle, AICP, LEED AP
Region IV Representative, AICP Commission
 Carlisle/Wartman Associates
 Phone: **734-662-2200**
 Email: BCarlisle@cwaplan.com

Chapter Contact Information
Otto and Peggy Schmid, Chapter Administrators
 9288 Beverly Drive
 Breezy Point, MN 56472
 Phone: **888-882-5369**
 E-mail: mnapa@buffleheadweb.net

