

BRAINERD PLANNING COMMISSION

Wednesday, May 16, 2018
6:00 p.m.
City Hall Council Chambers

1. Call To Order
2. Approval/Amendment Of Agenda
3. Approval Of Minutes
Regular Meeting Held April 18, 2018

Documents:

[2018-04-18 DRAFT.PDF](#)

4. New Business

- 4.a. Public Hearing - Sarah Hayden Shaw, Owner Of Sage On Laurel, 606 Laurel Street To Construct A Non-Enclosed Area (Patio) For Dining With Alcohol Service Adjacent To The Restaurant

Documents:

[CUP SAGE ON LAUREL.PDF](#)

- 4.b. Kingwood Street Study Committee
See Commissioner Marohn's Proposal

Documents:

[PROPOSAL FOR A STUDY OF KINGWOOD STREET.PDF](#)

5. 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

6. Old Business

7. Commissioners' Questions/Comments

8. City Planner's Report

- 8.a. Planning Minnesota Publication

Documents:

[PLANNING_MINNESOTA_MAY-JUNE-2018.PD.PDF](#)

9. Adjourn

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

PLANNING COMMISSION
Wednesday, April 18, 2018

#1 Call to Order

Planning Commission Chair Headley called the meeting of the Brainerd Planning Commission to order at 6:00 p.m. in the City Hall Council Chambers.

Noted present were Commissioners Burslie, Gorham, Headley, Marohn, Wussow; and Council Liaison Lambert. Noted absent was Commissioner Antolak. Also present was City Planner Ostgarden, and Administrative Specialist Bestul.

#2 Approval of Agenda

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA.

#3 Approval of Minutes of the Regular Meeting held on March 21, 2018

MOTION AND SECONDED BY COMMISSIONERS WUSSOW AND LAMBERT, DULY CARRIED, TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON MARCH 21, 2018.

#4 New Business

A. Public Hearing – Conditional Use Permit - Southeast Corner of Kingwood and North 2nd Street

City Planner Ostgarden stated everyone is familiar with this property as it was first presented as a rezoning request and then the amendment to the zoning ordinance was passed to allow parking lots as a conditional use in the B-1 (Residential Office) District. The application we are considering is the conditional use permit to allow the parking lot that abuts the property for Thrifty White in the B-6 (Washington Street Commercial) District.

City Planner Ostgarden reviewed photos of the neighborhood and the house that will be demolished to make room for the parking lot. The landscaping plan was displayed and used for a basis regarding the zoning ordinance.

City Planner Ostgarden indicated the first issue deals with meeting the setback requirements for the parking lot in the district which will be met. The applicant had submitted a lighting plan that meet the requirements at the property line on the north side, but there were questions about the east side of the property. A revised plan has been submitted that verifies the light coming from the site will not exceed the maximum amount of foot candles in accordance with the zoning ordinance. The lights that are being proposed are a full cutoff fixture which directs and cuts off light at an angle of 90° or less.

The special B-1 District standards for this class of conditional use are:

Parking Lots provided that:

- 1. The parking lot shall be adjacent to or across an alley from an allowed B-6 (Washington Street Commercial) District use.*
- 2. The parking lot parcel(s) shall be no wider than the boundary line of the primary parcel on which the associated B-6 use is located.*

3. *Overnight parking will be limited to vehicles owned and operated by the business associated with the B-6 site.*
4. *Alley improvements desired by the adjacent property owner shall be approved by the City of Brainerd and improved at the requesting party's expense.*

The parking lot location complies with #1 and #2 of the conditions. Number three will need to be monitored and the property owner will comply with #4.

City Planner Ostgarden stated trees will be planted on the site; five are required but six are being proposed. The total site is needed for open space and the green space on the east side of the parking lot far exceeds the 10% requirement.

City Planner Ostgarden explained stormwater removal will be an underground storage tank that will be located on the property to the south on the Thrifty White parcel with a catch basin line that will flow to the underground tank.

The parking lot will be designed with east/west parking spaces with the potential for headlights shining toward properties to the north, however the screening plan is intended to mitigate the issue.

City Planner Ostgarden displayed photos of two other parking lots in the vicinity that have already essentially changed the character of Kingwood Street. Access to the parking lot will be via an alley onto North 2nd Street with no other access to North 2nd or to Kingwood Streets. The east bound traffic leaving the parking lot may choose to use the light at North 4th Street rather than attempt a left turn from North 2nd Street onto Washington Street.

City Planner Ostgarden explained the intent and purposes of the zoning ordinance which would apply in this situation, along with the Comprehensive Plan goals and strategies as indicated below:

The objectives of the Zoning Ordinance are:

515-1-2: Intent and Purpose.

- A. *Protect the public health, safety, and general welfare of the community and its people through the establishment of minimum regulations governing development and use.*
- B. *This Ordinance shall divide the City into use districts and establish regulations in regard to location, erection, construction, reconstruction, alteration and use of structures and land.*
- C. *Protect neighborhoods.*
- D. *Promote orderly development and redevelopment of land for residential, commercial, industrial, recreational and public areas.*
- E. *Provide adequate light, air, and convenience of access to property.*
- F. *Prevent congestion in the public right-of-way.*
- G. *Prevent overcrowding of land and undue concentration of structures by regulating land, buildings, yards, and density of population.*
- H. *Protect and preserve the natural environment of the City.*
- I. *Encourage the protection of historic and aesthetic resources in the City.*
- J. *Conserve energy through the use of alternative energy systems and conservation through the encouragement of energy efficient structures for commercial, industrial and residential uses.*
- K. *Provide for compatibility of different land uses.*

The following Comprehensive Plan Goal and Strategy supports the proposal:

General Goal #3: Promote community spirit and unity and enhance Brainerd's character and identity.

Strategy

Support the redevelopment of vacant and abandoned sites within the urban core.

Whether the parking lot enhances Brainerd's character and identity is debatable. However, the parking lot is supported by the above strategy.

City Planner Ostgarden stated that the only issue worthy of discussion would be that the screening requirement meets our zoning ordinance minimum standards. The screening must accomplish the purpose of buffering the parking lot, provide visual appeal to the property and screen headlights by limiting the exposure to properties. The City Departments approve the application with no concerns or issues.

Commissioner Marohn questioned the height of the light fixtures being proposed, as the specification sheet indicates 7 ½' tall. City Planner Ostgarden replied he believes the lights are 25' tall but will confirm with the applicant.

Commissioner Marohn asked if the goal of the screening is to screen the parking lot property from the adjacent property. City Planner Ostgarden stated that is one of the goals. Commissioner Marohn asked if this was written in the plan, as he does not think this would be the goal of the screening. He stated his idea of the landscaping is to have it compatible with the neighborhood as an urban street and less about traditional screening.

City Planner Ostgarden stated when these plans were written, it was to ensure the screening being proposed is intended to buffer the headlights, noises and mitigate them. It was not discussed about the type of plants or materials that would be used to instill an "urban" feel to the neighborhood.

Commissioner Marohn asked if there is a plan or an ordinance that states this is the goal. City Planner Ostgarden replied he will research the statements made in the landscape section that were updated in 2009, and if it was not written in that form, he knows the intent of the ordinance in the traditional perspective of blocking the headlights. The property owner decides in what manner this will be accomplished as long as they meet our requirements.

The Chair opened the public hearing at 6:12 p.m.

The Chair welcomed Mr. John Fahning, representing Shingobee Builders and Thrifty White who stated the landscape plan was designed to meet the code requirements and improvements beyond that could be part of the landscape plan.

Commissioner Marohn asked the height of the lights proposed for the parking lot. Mr. Fahning stated he was not sure, but it will depend on the foot candles that are used. The fixture itself is 13" which does not include the pole. They will be close to the building height as a scale standpoint.

Commissioner Marohn stated that 25' in height is high for a residential neighborhood and stated as an urban design standpoint, 13' would be a compatible height with a suggestion of adding a light or two. Mr. Fahning stated that would have to be researched as we need to look at it as a vehicular standpoint. This would be a question for the electrical engineers. One of the things to look at is if the height of the pole is lowered or if a different pole is used if the output of the fixtures can be scaled down; is the look and the feel appropriate for the project?

Commissioner Marohn asked if the lighting plan is open to suggestions. Mr. Fahning stated that the plan was designed to meet the zoning ordinance requirements for the Conditional Use Permit and further discussion can take place on the final plan.

Commissioner Marohn stated the trees that are in the landscape plan are not types that are planted along Kingwood Street. The types of trees, for example urban type trees, should be used to go along with Kingwood Street to be planted along the boulevard. A continuation of the same tree line should be used as this would be aesthetically pleasing and compatible with the neighborhood.

Mr. Fahning stated the challenge is that it is designed to code but the preferences of how to proceed with the plan are different to everyone. It's hard to come up with a perfect plan to start, and we are not opposed to suggestions and changes going forward.

Commissioner Burslie asked if they are willing to install some type of fencing along the east, north and west sides to separate the parking lot from the adjacent neighborhood. Mr. Fahning replied that what is gained by doing so; is it purely a separation that will be done with the landscaping or is it to screen the lot? Commissioner Burslie indicated the landscape plan shows short shrubs and flowers and the fence would visually separate the parking lot from the neighborhood. Mr. Fahning stated it gets into the design intent; do you want to separate the two or try to blend it in transition to the neighborhood? One perspective is by installing a fence, it draws a specific line in between two district types versus using landscaping to blend with the neighborhood so it transitions nicely without the "line drawn" on the property. These are issues that can be discussed and negotiated going forward to come up with an agreeable solution.

Commissioner Wussow stated the applicant has indicated that access to the parking lot will be to the alley – was that a requirement or the applicant's choice? City Planner Ostgarden said it is not a requirement. Commissioner Wussow thanked the applicant for doing so and he appreciates the landscaping plan. Mr. Fahning stated there were some legitimate comments and suggestions as this project has progressed and they listened to them and are trying to be a good neighbor.

The Chair closed the public hearing at 6:22 p.m.

City Planner Ostgarden confirmed the lighting poles are 25' in height.

Commissioner Marohn said the ordinance states the maximum light level is one-foot candle at the centerline of the public street. City Planner Ostgarden stated this will meet the standard requirement.

Commissioner Burslie questioned the curb cut for an old driveway on the north side and if it will be removed. City Planner Ostgarden indicated he did not believe it is in the applicants plan to remove but could be added as a condition to meet.

Commissioner Lambert asked where the dumpster will be located on the property. City Planner Ostgarden indicated the dumpster will be part of the development on the southside of the alley where the building is located along the northside of the building with the necessary screening.

Commissioner Marohn stated there are two things he would like to see and is not sure how others feel about it. The first is that the lighting not exceed 13' in height; 13' is a more neighborhood scale of lighting and will require a change to the plan but would like to offer the applicant flexibility in the number of lights in order to keep the height at 13'. Secondly, he recognizes the landscaping plan meets our zoning code requirements, but stated it is a sub-optimal plan in a sense that what we require in the code does not make sense to him. Mr. Marohn stated he would rather have the vegetation be more conducive to

streetscape and compatible to the neighborhood. He would like to see a change in the landscape plan that could be considered as an alternative to the plan as presented with the input from the neighbors.

City Planner Ostgarden stated it is possible to do so, however a plan that does not meet the obscuration requirement cannot be approved.

Commissioner Burslie stated the flowers and shrubs are no taller than 2-3' maybe a few 6' tall but what is the percentage that needs to be met? City Planner Ostgarden stated 50% on the northside and 80% on the east at 6' in height. If more information is desired to verify what is being proposed meets the standard, there is the option to require in the permit after planting the trees, further evaluation may be necessary to be sure it meets the obscuration requirements. This is an area that is important for the neighbors to have the ability to give input into the design. Although it is the responsibility of the city planner to ensure the requirements are met, it is not his responsibility to give an opinion on the aesthetics of the design.

Commissioner Marohn stated ideally there should be two trees on Kingwood, four or five trees along 2nd Street and a row of hedges slightly back from that to delineate the parking area from the walking area.

City Planner Ostgarden indicated the boulevard trees are a responsibility of the municipality to install, and many areas in the city are void of this which is disappointing.

Commissioner Marohn stated to fill a space, such as a parking lot area is by using a fence or a row of hedges. It appears that the ordinance is asking for a "hedge" which would work better in this area along with the trees that are city property.

City Planner Ostgarden stated if it is the desire of the commission that there be street trees along Kingwood and 2nd Streets, it can be requested of the city officials that trees be planted along the boulevard as part of the project and in accordance with the recommended placement. The City has a listing of acceptable trees to plant.

Commissioner Wussow asked if the applicant can answer these questions.

Mr. Fahning stated the ideas that are being discussed are all very acceptable ideas and a plan review will still need to be completed. These ideas and suggestions can be considered at a later date and what the issue tonight is essentially a Conditional Use Permit and if all the requirements have been met. If the plan review states some suggestions during the landscape, they can be addressed then.

Commissioner Marohn asked if the applicant would be comfortable with the Planning Commission approving the Conditional Use Permit with the condition on a final review of the landscape plan.

City Planner Ostgarden clarified that is not the way the application process goes. The plan review is going to be for the project south of the alley – what is being decided tonight is the look and the feel of the parking lot. This is the plan review for the parking lot topic at hand.

Mr. Fahning stated that the Conditional Use Permit was submitted with all the conditions being met as required and as requested. Above and beyond that can always be discussed and we can collaborate together on the details that are agreed upon by both parties which we are absolutely willing to do.

Commissioner Wussow questioned if the applicant would agree to the condition of meeting with the neighbors and staff to work together on the final plan if the commission would use this in the final approval. Mr. Fahning stated as long as it does not delay the process, as we are in a timeframe to complete the

project. The challenges with that is everyone has a different opinion of the overall landscaping plan and what becomes the determining factor of what is acceptable.

Commissioner Burslie asked if the property owner directly to the east of the site has been notified of the plans, as they would be affected by headlights. City Planner Ostgarden did not believe so.

City Planner Ostgarden read from the zoning ordinance Section 515-5-2: The City Council must take action on the application after receiving the report of the Planning Commission and shall make a recorded and written Finding-of-Fact and provide the written finding to the applicant within sixty (60) days of receipt of a completed application. If it grants the Conditional Use Permit, the City Council may impose conditions it considers necessary to protect the public health, safety and welfare.

Commissioner Lambert questioned since the street trees are the responsibility of the city if anything can be done on the motion. City Planner Ostgarden clarified that the commission may put a condition on the approval for boulevard trees and he will consult the city attorney for the validity of the request.

Commissioner Burslie would approve the application if a condition of a six-foot privacy fence be installed along the east property line with a row of hedges or fence along the north and west, as well as the other proposed vegetation. Commissioner Burslie stated he feels there needs to be a separation between the commercial property and the adjacent residential use.

Commissioner Marohn agrees with the fence suggestion on the east side, however the resident already has a chain-link fence. The resident should be contacted for their input on this concern as long as we follow the city code for fences.

City Planner Ostgarden stated that any condition that the commission desires to put on the application must be clear and not left for him to interpret.

Commissioner Marohn stated the commission does not want to delay the project and suggested the approval of the Conditional Use Permit with the condition that landscaping options be discussed at a later date.

Commissioner Gorham said once the application is approved and the project is moving forward, what happens if an agreement is not reached?

Commissioner Marohn stated the applicant has been working with the City and there is no reason that an agreement cannot be reached.

Commissioner Burslie questioned if the applicant can be asked to install a six-foot fence if the neighbor desires one.

City Planner Ostgarden stated no more questions – we are done with asking the applicant to do something. It is the prerogative of the Planning Commission to put in the conditions that the commission wants them to meet.

MOVED AND SECONDED BY COMMISSIONERS WUSSOW AND LAMBERT TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT BASED ON THE FOLLOWING FINDINGS OF FACT AS PRESENTED.

Members Wussow and Lambert voted “aye”. Members Burslie, Headley, Gorham and Marohn voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY COMMISSIONERS MAROHN AND WUSSOW, DULY CARRIED, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT BASED ON THE FOLLOWING FINDINGS OF FACT AND CONDITIONS:

1. The parking lot is part of a (re)development for a pharmacy store.
2. The site contains a vacant lot and a duplex building at the southeast corner of Kingwood Street and N. 2nd Street, on the north side of the alley.
3. The property is zoned a B-1 (Residential Office) District and the property south of the alley is zoned a B-6 (Washington Street Commercial) District, on which there is a vacant residential dwelling and a 5-unit apartment building.
4. The B-6 parcel is proposed for a Thrifty White Pharmacy which is a use permitted in the B-6 District.
5. Parking lots in B-1 Districts across an alley from a permitted B-6 (Washington Street Commercial) District are allowed by Conditional Use Permit.
6. The proposed rezoning area is approximately .33 acres.
7. Property to the west is off-street parking for a restaurant; property to the north is single family residential and property to the east is single family residential.
8. Zoning to the west and east is a B-1 (Residential Office) District and zoning to the north is an R-1 (Low to Medium Residential) District.
9. All applicable Zoning Ordinance requirements such as greenspace requirements, maximum light levels, required tree planting, setbacks, parking stall sizes and aisle widths have been met.
10. The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood, as access to the parking lot will be via an alley onto North 2nd Street. No other access to North 2nd Street or to Kingwood Street are planned.
11. The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties. The parking lot has been designed so parking stalls are oriented in an east/west direction. At night, headlights from north bound vehicles entering the lot will be screened from the residential property across Kingwood Street.
 - Landscaping including a mixture of conifers, deciduous trees and shrubs will be installed along the west, east and south side of the parking lot.
12. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood. The parking lot will be consistent with the visual impression south of Kingwood Street and the neighborhood, as there are two parking lots within one block north of the alley along Kingwood Street.
13. The Conditional Use Permit approval is supported by the following Comprehensive Plan Goals and Strategies:

General Goal #3: Promote community spirit and unity and enhance Brainerd's character and identity.

Strategy

Support the redevelopment of vacant and abandoned sites within the urban core.

Granting the Conditional Use Permit will support the redevelopment of a vacant site and remove deteriorating residential property.

Conditions:

- The lighting shall be no greater than 13' in height.
- The applicant shall be allowed to increase the number of lights to ensure that the desired coverage is met.
- The landscaping plan be brought back for an alternate review at a subsequent meeting before landscaping is finalized.

In the absence of any type of agreement on an alternative plan, the submitted plan will govern.

Members Headley, Gorham, Marohn, Lambert and Wussow voted "aye". Member Burslie voted "nay". The Chair declared the motion carried.

B. Public Hearing – Noncommercial Greenhouses in Residential Zoning Districts

City Planner Ostgarden indicated the change to the definition in the Zoning Ordinance, Section 2 would be the following:

GREENHOUSE: A building or structure often on a metal or wooden frame constructed chiefly of glass, glasslike or translucent material, which is devoted to the protection or growing of flowers, shrubbery, vegetables, trees, or other horticultural and floricultural products

The following language would be added to Section 17 General Building, Use and Design Provisions:

- b. Number of Buildings. Total number of accessory buildings and garages shall be limited to one of the following:
- 1) One (1) attached garage and one (1) detached accessory building.
 - 2) Two (2) detached accessory ~~structures~~ BUILDINGS.
 - 3) Should there be zero or one accessory building, a noncommercial greenhouse is permitted, provided the combination of accessory buildings and garages (attached and detached) per lot shall not exceed the maximum size for all accessory buildings on the lot.
 - 4) Should a lot have the maximum number of allowed accessory buildings, one noncommercial greenhouse up to 10' x 12' is permitted, provided the combination of accessory buildings and garages (attached and detached) per lot shall not exceed the maximum size for all accessory buildings on the lot.
 - 5) The following clear material is permitted for greenhouse construction to allow radiant heat from the sun:
 - i. Glass
 - ii. Rigid Polycarbonate panels
 - iii. Semi rigid Polyethylene panels
 - iv. Rigid Fiberglass panels
 - v. Rigid Acrylic panels

vi. Vinyl

Flexible rolled material is not permitted.

- 6) One noncommercial greenhouse 3'W x 4'L x 5'T constructed with flexible rolled material is allowed in a rear yard.
- 7) Material permitted in this section can be used for parts of a greenhouse not allowing radiant heat.

Number six above has been added to address the concern for a property owner to have a small seasonal and portable greenhouse.

Commissioner Wussow stated a concern on number four with the size of 10' x 12' – this goes back to old language and suggests a change of up to 200 square feet, as it is with any other accessory structure.

Commissioner Marohn and Commissioner Burslie indicated the very first sentence is confusing with the numbering system. Commissioner Marohn suggested number three should be “c.”, number four “d.” and so on. The total number of accessory buildings and garages should state number one or two as the choices.

Commissioner Wussow and Commissioner Marohn both questioned if Section 17 can be revised in the suggested format as shown below:

b. Number of Buildings. Total number of accessory buildings and garages shall be limited to one of the following:

- 1) One (1) attached garage and one (1) detached accessory building.
- 2) Two (2) detached accessory structures BUILDINGS.

i. Should there be zero or one accessory building, a noncommercial greenhouse is permitted, provided the combination of accessory buildings and garages (attached and detached) per lot shall not exceed the maximum size for all accessory buildings on the lot.

ii. Should a lot have the maximum number of allowed accessory buildings, one noncommercial greenhouse up to 10' x 12' is permitted, provided the combination of accessory buildings and garages (attached and detached) per lot shall not exceed the maximum size for all accessory buildings on the lot.

iii. The following clear material is permitted for greenhouse construction to allow radiant heat from the sun:

- a) Glass
- b) Rigid Polycarbonate panels
- c) Semi rigid Polyethylene panels
- d) Rigid Fiberglass panels
- e) Rigid Acrylic panels
- f) Vinyl

Flexible rolled material is not permitted.

iv. One noncommercial greenhouse 3'W x 4'L x 5'T constructed with flexible rolled material is allowed in a rear yard.

v. Material permitted in this section can be used for parts of a greenhouse not allowing radiant heat.

Commissioner Burslie questioned if they are allowed in rear and side yards only.

City Planner Ostgarden indicated the greenhouses that are intended to be permanent may be built anywhere on the property, provided they meet the required setbacks.

Commissioner Lambert asked if the exclusion of the flexible rolled material is just for the permanent greenhouse, in which City Planner Ostgarden confirmed it is.

The Chair opened the public hearing at 7:05 p.m.

No one came forward.

The Chair closed the public hearing at 7:06 p.m.

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND BURSLIE, DULY CARRIED, TO RECOMMEND APPROVAL OF THE NONCOMMERCIAL GREENHOUSES IN RESIDENTIAL ZONING DISTRICTS WITH THE RECOMMENDED CHANGES IN FORMATTING AS PRESENTED.

#5 Public Forum

The Chair opened the public forum at 7:07 p.m.

No one came forward.

The Chair closed the public forum at 7:07 p.m.

#6 Old Business

A. Comprehensive Plan Update – Review of 2004 Comprehensive Plan Goals and Strategies

City Planner Ostgarden gave a brief update to the commission regarding the steering committee and some information that will be presented to them at the meeting on April 19th. In order to move forward with the new comprehensive plan, the committee needs to have information about the community to understand them in the best way possible. The current comprehensive plan, the results of the public outreach sessions and ideas and suggestions will be compiled so a clear understanding of the wants and needs of the community can be reviewed. One of the tasks is having to review the goals and strategies of the 2004 plan to see how well the plan was followed and implemented.

City Planner Ostgarden indicated he went through the 2004 plan and graded each strategy on a scale of zero to ten; zero being nothing was done to ten as fully implemented. It was somewhat difficult to assign points to some of the strategies because they were statements of desires and ideas rather than actual strategies.

City Planner Ostgarden invited the commission to the Comprehensive Plan Steering Committee meeting taking place Thursday, April 19th at 4:00 p.m. at the Brainerd Industrial Center. There will be a tour of the center at 3:00 p.m. if anyone is interested.

Commissioner Lambert suggested that we consult with Andy Stone, Transit Coordinator about his ideas and input for the plan.

City Planner Ostgarden indicated he met with Mr. Tad Erickson and it was discussed that technical committees will be formed for the input of the various internal, as well as external departments.

City Planner Ostgarden stated that the American Planning Association has a different grading template on sustainability, which were graded on the 2004 plan. The rating results after using this guide were not very high.

Commissioner Gorham asked what letter grade the Planning Department would give to the 2004 Comprehensive Plan. City Planner Ostgarden replied his opinion would be a D-; some areas were near to approaching a C grade, with others that should not even be graded.

Commissioner Marohn asked what may have caused this low grade in the plan. City Ostgarden replied he feels the following reasons may have been a problem in the progression of the plan. 1) The implementation chapter in the plan was not strong enough to give the guidance that the community needed to proceed. 2) It may be that after the process, there was not enough emphasis given to the importance of having a Comprehensive Plan. 3) It is not the fault of any individual; employee or department, however there was a lack of understanding on the part of leadership in total in the community to complete what was said would be completed. The goals were average, but the methods of implementation and the strategies were weak with many being just ideas and not strategies.

Commissioner Lambert stated she was a part of the 2004 Comprehensive Plan and agrees with what City Planner Ostgarden said. There was not a clear understanding of the importance of the plan and the strategies were more ideas and suggestions.

Commissioner Marohn inquired about where the responsibility lies when it comes to implementation of a comprehensive plan. City Planner Ostgarden replied that the comprehensive plan is a policy document and as with any other policy, ordinance or strategic vision, it would rest with the elected officials. If the will, desire and understanding is not with the elected officials, others cannot be expected to work towards it. The City has some new vision in leadership and elected officials that do understand the importance of such a plan and the implementation of the plan should result in a much different result.

Commissioner Marohn asked if the Planning Commission serves a role in reviewing, implementing or advising council regularly on the implementation of the plan. City Planner Ostgarden replied that yes, the Planning Commission should be emphasizing the importance of the document for the community. The Planning Commission should set the precedence going forward.

#7 Commissioners' Questions/Comments

Commissioner Marohn apologized for not having the time to complete the request to gather information about Kingwood Street and parking concerns. He stated that he will try to get this completed for next months' meeting.

#8 City Planner's Report

City Planner Ostgarden thanked Commissioner Marohn for meeting with city staff recently to show his PowerPoint presentation regarding parking.

#9 Adjourn

The Chair adjourned at 7:26 p.m.

Respectfully submitted,

City Planner Mark Ostgarden AICP

STAFF REPORT TO THE PLANNING COMMISSION

May 16, 2018

APPLICANT/LOCATION: Sarah Hayden Shaw at Sage on Laurel, 606 Laurel Street

PROPOSED USE: Conditional Use Permit for non-enclosed premises to provide outdoor food and alcohol service

CURRENT ZONING: B-3 (Central Business) District

ADJACENT USES: East: Public parking
South: VFW
West: Retail
North: Restaurant/Retail

ADJACENT ZONING: North: B-3 (Central Business) District
East: B-3 (Central Business) District
South: B-3 (Central Business) District
West: B-3 (Central Business) District

REPORT

Following is the description of the activities provided by Ms. Hayden Shaw for the Conditional Use Permit:

Sage on Laurel wishes to construct an outdoor dining patio adjacent to the restaurant. The patio will be served by the Sage on Laurel restaurant and bar for outdoor dining. This patio will be on a portion of the property privately owned by Sarah and Ed Shaw, owners of Sage on Laurel. Currently this parcel is used as private parking for Sage on Laurel and a shared access space for the private parking and the city owned parking spaces to the east. Sage on Laurel owners have met with city staff and the submitted plans are a result of the agreed upon plans as to not interfere with city access to their lot. The reconfiguration of the lot will actually result in up to three additional parking spaces in the city lot (less if the city chooses to make the extra space available to handicapped accessible parking).

The patio will be seasonally used only. The planters which will be used as patio barriers will be constructed on bases that will allow them to be moved with a pallet jack. They will be moved out of the way in the winter time allowing wintertime use of the space as private parking for the restaurant. Hours of operation for the patio will begin at 11am daily, and will close 15 minutes after sunset, or restaurant close hours, whichever comes first. We do not intend to provide lighting sufficient for nighttime use. There will be 12 two-person tables, which could be pushed together to be 4 or 6-person tables. There will be 6 umbrellas. Tables are being custom made wood tops and will be on cast iron bases. There will be 30 chairs.

This patio will comply with all requirements set forth by the city for a conditional use permit for outdoor dining and serving alcohol. Details as to how each requirement is met follows the requirement below. Thank you!

Based on the following are the Conditional Use Permit criteria:

A. Criteria for Granting Conditional Use Permits. In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- 1. The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance. There are no special district provisions that apply. Following are the conditional use permit provisions:**

Following are Ms. Hayden Shaw's responses to the special standards associated with this type of conditional use:

Non-enclosed areas for dining and/or serving alcohol when accessory to a restaurant and/or bar provided that:

- 1. The applicant submits a site plan in accord with Section 5 of this ordinance that includes information demonstrating the location and type of all tables, refuse receptacles, and wait stations.*
A site plan with information about compliance with outdoor dining with alcohol is provided.
- 2. Access shall be provided only via the principal building.*
Access is through the side door of the restaurant only, except for the emergency only exit.
- 3. The size of the area is restricted to thirty (30) percent of the total customer floor area within the principal structure.*
Yes. The customer floor area in the restaurant is 2950 sf. The patio area will be 32 by 20, or 640sf. which is 22%.
- 4. The area is screened from view from adjacent residential uses in accordance with Section 20 of this Ordinance.*
There are no main floor adjacent residential uses. There are second story apartments above the Sage on Laurel building, the VFW, and the Hockey House building, but none of the windows in any of these apartments face the lot the patio will be located in.
- 5. All lighting shall be hooded and directed away from adjacent residential uses in accordance with Section 18 of this Ordinance.*
N/A. See 2nd paragraph of activity description.

6. *The applicant demonstrates that pedestrian circulation is not disrupted as a result of the area by providing the following:*
 - a. *Minimum clear passage zone for pedestrians at the perimeter of the restaurant shall be at least five (5) feet without interference from parked motor vehicles, bollards, trees, tree gates, curbs, stairways, trash receptacles, street lights, parking meters, or the like.*
 - b. *Overstory canopy of trees, umbrellas or other structures extending into the pedestrian clear passage zone or pedestrian aisle shall have a minimum clearance of seven (7) feet above sidewalk.*

The patio space does not overlap or in any way interrupt the sidewalk or pedestrian walkways.
7. *The area is surfaced with concrete, bituminous, decorative pavers or may consist of a deck with wood or other flooring material that provides a clean, attractive, and functional surface.*

The bituminous surface will be maintained.
8. *Storage of furniture shall not be permitted outdoors between November 1 and March 31. Outdoor furniture that is immovable or permanently fixed or attached to the sidewalk shall not be subject to the storage prohibition of this section. However, any immovable or permanently fixed or attached furniture shall be approved as part of the conditional use permit application.*

No problem.
9. *Additional off-street parking may be required pursuant to the requirements set forth in Section 22 of this Ordinance based on the additional seating area provided by the area.*

There is ample on street parking as well as private parking owned by the Sage on Laurel as well as the adjacent municipal parking lot.
10. *Closed lid refuse containers are to be provided.*

Will be provided.
11. *So as to deter the free passage of any person or substance beyond the barriers of the non-enclosed areas, a Barrier at a minimum of thirty-six (36) inches made of wood, vinyl, wrought iron, brick or natural stone, planters or other approved material shall be provided.*

Barrier Openings shall be spaced such that visibility is allowed but the passage of an alcoholic beverage through an opening to a person that is not within the non-enclosed area is prohibited.

Barrier Openings shall be spaced such that visibility is allowed but the passage of an alcoholic beverage through an opening to a person that is not within the non-enclosed area is prohibited.

Barrier will be a combination of the existing black metal fencing (wrought iron look) in some areas and in other areas will be made of connected planters. These planters will be galvanized steel stock tanks. Both will be 3 ft tall (taller once the plants are in place).

Please see the submitted patio diagram and notes for detail.

12. *The primary access and egress will be from the main premises or structure and no other access or egress will be allowed other than those required as emergency exits. The outdoor sale area will be defined or structurally constructed so as to prohibit the free passage of any person or substance beyond said area.*

The design complies with this, with the exception of the emergency exit, which will be latched from the inside.

Please see the submitted patio diagram and notes for detail.

13. *Smoking in the area, if allowed by the business owner, is permitted provided the area is in compliance with the Minnesota Freedom to Breathe Act of 2007.*

Yes. Smoking will only be permitted in certain areas of the patio.

14. *The Building Official shall review the suitability of the area in light of the applicable fire, building, and life safety codes and the adequacy of the proposal to provide for the safety of persons on the premises.*

We have been in communication with the Building Official during this project and will continue to do so until completion.

15. *There shall be no amplified live music allowed in the area except in the case of special event, which requires a permit from the City. Music shall be kept to a level that is not intrusive to surrounding property.*

Live music on the patio will be acoustic only unless we have a special event in which we would apply for a special permit from the city. Ambient dining music will be limited to 75 decibels at the speaker, which is the average decibel level of an acoustic guitar and will not be heard at any adjacent business or residence.

16. *All licenses required for serving alcohol specified in city code Chapter XIII shall be obtained.*

All liquor license requirements will be met.

2. **The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.**

Establishing the outdoor area should not cause any of the above conditions to occur.

3. **The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.**

The outdoor area will be confined to the area beneath the front overhang of the building. A railing barrier will prevent the seating from encroaching onto the public sidewalk. The area will accommodate 6 tables and 23 seats. Creating the small outdoor space within the confines of the building footprint (the overhang area is considered part of the footprint) and the installation of the decorative railing should create a harmonious relationship in the area.

4. **The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.**

This is the only Downtown outdoor dining proposal since the former Log Cabin; now the Senor Patron Mexican restaurant had the small area in front of the building under the overhang approved.

Shep's on 6th bar has had an outdoor area since before the current CUP process was established. Adding this area is consistent in this regard.

However, the area will create an entire new use that is not consistent with the Laurel Street environment. However, in this application, that is a positive inconsistency that will add vitality, energy and a new experience to the area.

5. **The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.**

Additional traffic associated with the outdoor area can be accommodated by on-street parking, parking owned the restaurant and the adjacent municipal parking lot. The use will not create traffic that creates congestion, however if that should occur, it would be a good thing for Downtown.

6. **The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.**

The objectives of the Zoning Ordinance are:

515-1-2: Intent and Purpose.

A. Protect the public health, safety, and general welfare of the community and its people through the establishment of minimum regulations governing development and use.

B. This Ordinance shall divide the City into use districts and establish regulations in regard to location, erection,

construction, reconstruction, alteration and use of structures and land.

C. Protect neighborhoods.

D. Promote orderly development and redevelopment of land for residential, commercial, industrial, recreational and public areas.

E. Provide adequate light, air, and convenience of access to property.

F. Prevent congestion in the public right-of-way.

G. Prevent overcrowding of land and undue concentration of structures by regulating land, buildings, yards, and density of population.

H. Protect and preserve the natural environment of the City.

I. Encourage the protection of historic and aesthetic resources in the City.

J. Conserve energy through the use of alternative energy systems and conservation through the encouragement of energy efficient structures for commercial, industrial and residential uses.

K. Provide for compatibility of different land uses.

General Goal #3: *Promote community spirit and unity and enhance Brainerd's character and identity.*

Strategies

1. Encourage a variety of experiences and opportunities in terms of living, working and social activities within the community.
2. Protect and enhance important historical, cultural and natural resources as a means to maintain the integrity, heritage and local character of Brainerd's natural and built environment.

DOWNTOWN

GOAL: *Support the economic viability and diversification of the Downtown Commercial District.*

Strategy

Retain and attract the appropriate mix of retail/service business activity and housing opportunities in Downtown.

B. Requirements for Granting Conditional Use Permits. In permitting a new conditional use or the alteration of an existing conditional use, the following requirements shall be met where applicable:

- 1. Fire Protection.** Fire prevention and firefighting equipment acceptable to the Board of Fire Underwriters shall be readily available when any activity involving the handling or storage of flammable or explosive materials is carried on.
- 2. Electrical Disturbance.** No activity shall cause electrical disturbance adversely affecting radio or other equipment in the vicinity.
- 3. Noise.** Noise which is determined to be objectionable because of volume, frequency, or beat shall be muffled or otherwise controlled subject to MPCA standards. Fire sirens and related apparatus used solely for public purpose shall be exempt from this requirement.
- 4. Vibrations.** Vibrations detectable without instruments on neighboring property in any district shall be prohibited.
- 5. Odors.** No odorous gas or matter shall be permitted which is discernible on any adjoining lot or property.
- 6. Air Pollution.** No pollution of air by flying ash, dust, smoke, vapors, or other substance shall be permitted which is harmful to health, animals, vegetation or other property.
- 7. Glare.** Lighting devices which produce objectionable direct or reflected glare on adjoining properties or thoroughfares shall not be permitted.
- 8. Erosion.** No erosion by wind or water shall be permitted which will carry objectionable substances onto neighboring properties.
- 8. Water Pollution.** Water pollution shall be subject to the standards established by the Minnesota Pollution Control Agency.

The outdoor area and liquor service should have no adverse effect on any of these issues.

DEPARTMENT INFORMATION

Utilities

No issues.

Fire

The only concern is if the exit door to the building emptied directly to the courtyard, and there were no emergency exits from the fenced area. I think adding the outward swinging gate to the north is also a good idea.

Building

The Department will inspect the area before use.

Engineering

Engineering does not have an issue with the fence on Laurel Street being used as a barrier as long as it meets the requirements for not passing a drink through as outlined in Zoning Ordinances. We do not want any permanent modifications to the fence (i.e. welding or others). Supplemental barriers would need to be utilized if the criteria is not met with the existing fence.

Police

The Police Department is aware of and has reviewed the request. At this time, it has no specific issues with the request.

PLANNING DEPARTMENT REVIEW

Outdoor dining with alcohol service is an amenity in communities across the country. Shep's on 6th bar has had an outdoor patio for many years.

When the 1st outdoor area was proposed, the concern regarding access and customers walking or lingering on public sidewalks with alcohol was discussed with the City Attorney. State laws prohibit alcohol on public sidewalks, therefore the CUP would only allow the service of alcohol on private property.

The Planning Commission can recommend additional conditions it thinks necessary to ensure the outdoor area does not create issues that would negatively affect the community public health, safety and welfare. One issue to consider is a condition that:

Alcoholic beverages for customers seated outside can only be carried/delivered/served by restaurant/bar staff.

Ms. Hayden Shaw lists the intended hours of operation as:

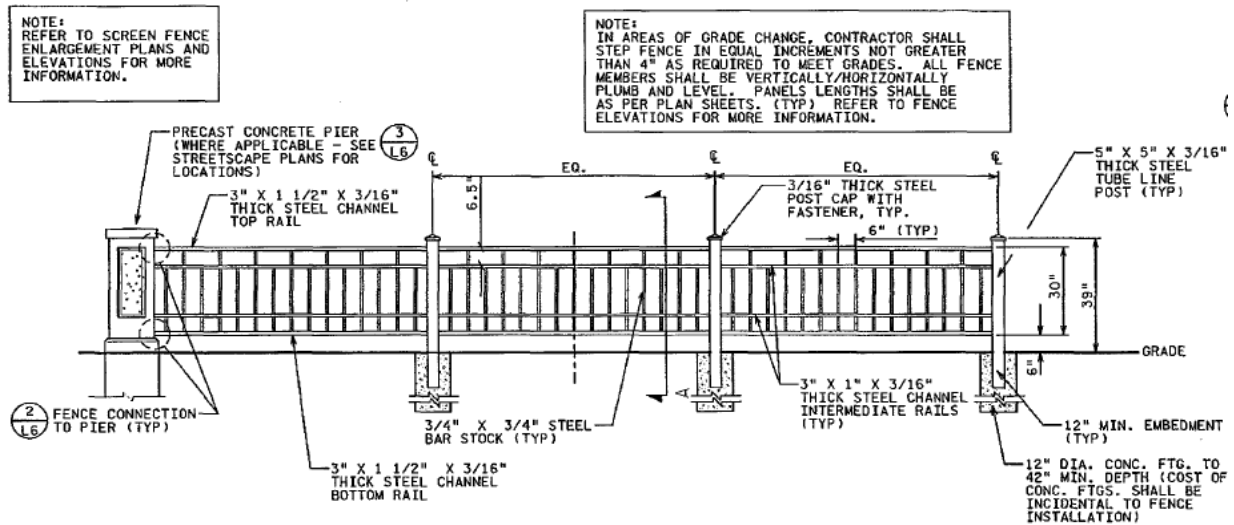
".... 11am daily, and will close 15 minutes after sunset, or restaurant close hours, whichever comes first."

It is suggested that the closing hour be more definitive which could read:

- 11am daily, and will close at 10 p.m. daily, or

- 11am daily, and will close 15 minutes after sunset, or restaurant close hours, whichever comes first, however no later than 10 p.m.

Following is a specification for the fence proposed as the barrier along Laurel Street. In addition, dwarf honeysuckle bushes that can reach 3'-5' tall are planted along the parking lot side of the fence.



Below is a photo of the railings with the not yet leafed out honeysuckle bushes visible behind the fence. The photo depicts the barriers described by Ms. Hayden Shaw for the east and south side of the area. Plans are to use them as planters.



The barriers should provide a sufficient deterrent to passing liquor to outside the area, and people attempting to access the area without going through the restaurant. Based on the layout of the tables, the nature of the business being a restaurant and the limited hours this area

should not be crowded with an excessive number of people, where maintaining the integrity of the space would begin to be a problem.

Except for Shep's on 6th bar patio, non-enclosed premises to provide outdoor food and alcohol service is a new opportunity for Downtown and the community. To serve alcohol in the area requires the City Council to issue what's called an "Extension of Premises" liquor license. While no issues are expected, should they arise, the Conditional Use Permit can be reviewed, and the City Council has the authority to revoke or not renew a liquor license.

PLANNING COMMISSION AND CITY COUNCIL ACTION

The Planning Commission can consider a recommendation on this request at its May 16, 2018 meeting and City Council consideration can occur at its May 21, 2018 meeting.

Respectfully submitted,

Mark Ostgarden AICP
City Planner

DRAFT Findings-of-Fact

May 16, 2018

Sarah Hayden Shaw
Sage On Laurel - 606 Laurel Street
Outdoor dining and alcohol in an enclosed area

1. The property is in a B-3 (Central Business) District which permits outdoor dining and alcohol in an enclosed area by Conditional Use Permit.
2. The Sage on Laurel Restaurant proposes a 32' x 20' patio on the east side of the building.
3. The Zoning Ordinance requires that access to non-enclosed areas be from within a building.
4. The building has two front entrances; one for the restaurant and one for the bar.
5. The area will consist of 6 tables and 23 chairs.
6. Access is through the east side door of the restaurant only, except for the emergency only exit on Laurel Street.
7. The area is not required to be screened from view from adjacent residential uses in accordance with Section 20 of this Ordinance because there are no main floor adjacent residential uses. There are second story apartments above the Sage on Laurel building, the VFW, and the Hockey House building, but none of the windows in any of these apartments face the lot the patio will be located on.
8. All lighting shall be hooded and directed away from adjacent residential uses in accordance with Section 18 of this Ordinance, however no exterior lighting is planned.
9. The applicant has demonstrated that pedestrian circulation is not disrupted because:
 - a. the only pedestrian area is the Laurel Street sidewalk which can only be accessed from the patio in an emergency.
 - b. The site plan identifies there are no overstory canopy of trees, umbrellas or other structures extending into the pedestrian clear passage zone.
10. The area has a bituminous surface.
11. Additional off-street parking is not required because there is on street parking in the area, private parking owned by the Sage on Laurel and an adjacent municipal parking lot.

12. So as to deter the free passage of any person or substance beyond the barriers of the non-enclosed areas, a barrier at a minimum of thirty-six (36) inches made of existing black metal fencing (wrought iron look) and a buffer of deciduous shrubs adjacent to the fence interior along Laurel Street and the other areas will be planters of galvanized steel stock tanks. Both will be 3 ft tall (taller once the plants are in place).

Barrier openings shall be spaced such that visibility is allowed but the passage of an alcoholic beverage through an opening to a person that is not within the non-enclosed area is prohibited.

The barriers should provide a sufficient deterrent to passing liquor to outside the area, or people attempting to access the area without going through the restaurant. Based on the layout of the tables, the nature of the business being a restaurant and the limited hours this area should not be crowded with an excessive number of people, where maintaining the integrity of the space would begin to be a problem.

13. The City Attorney had in the past expressed concern about alcohol being served from the public sidewalk and/or guests having alcohol on the public sidewalk.
14. There shall be no amplified live music allowed in the area except in the case of special event, which requires a permit from the City. Music shall be kept to a level that is not intrusive to surrounding property.

Live music on the patio will be acoustic only unless there is a special event in which they would apply for a special permit from the city. Ambient dining music will be limited to 75 decibels at the speaker, which is the average decibel level of an acoustic guitar and will not be heard at any adjacent business or residence.

15. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood by creating an entire new use that is not consistent with the Laurel Street environment. However, in this application, that is a positive inconsistency that will add vitality, energy and a new experience to the area.
16. The proposed use will organize vehicular access and parking to minimize traffic congestion in the neighborhood with existing on-street parking, restaurant owned parking and the adjacent municipal parking lot.
17. The use is supported by the following Comprehensive Plan Goals and Strategies for implementation:

General Goal #3: *Promote community spirit and unity and enhance Brainerd's character and identity.*

Strategies

3. Encourage a variety of experiences and opportunities in terms of living, working and social activities within the community.
4. Protect and enhance important historical, cultural and natural resources as a means to maintain the integrity, heritage and local character of Brainerd's natural and built environment.

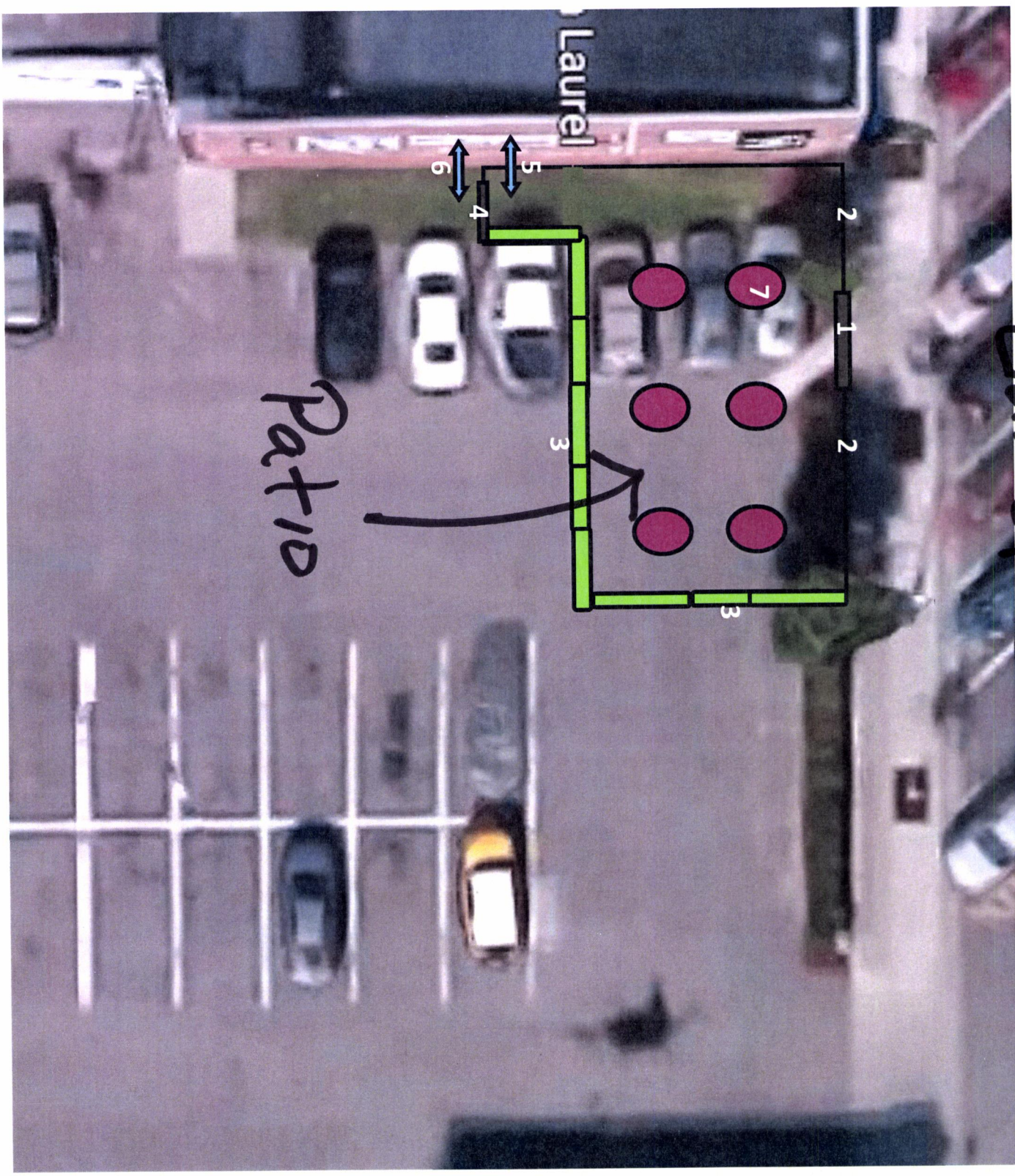
DOWNTOWN

GOAL: *Support the economic viability and diversification of the Downtown Commercial District.*

Strategy

Retain and attract the appropriate mix of retail/service business activity and housing opportunities in Downtown.

Laurel Street



Patio



Patio Plans Legend

- 1) Emergency Exit. This will be a metal gate that swings out onto the sidewalk. It will be latched from the inside, and will be unlocked during patio hours, and will be clearly marked "Emergency exit only, enter patio through restaurant"
- 2) The patio barrier here is the existing 3' black metal wrought iron look fencing.
- 3) The patio barrier here will be 3' planters, continuously placed, connected together, and immovable without special equipment.
- 4) Black metal wrought iron look fencing, 3' tall to approximately match #2.
- 5) This is the out swinging door into the restaurant (existing) that will serve the patio only.
- 6) This is the out swinging door into the restaurant that will serve as an entrance from the parking lot only.
- 7) This will be the dining area, with 6 umbrellas shown.



10/16/12 2/16/12

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that a Conditional Use Permit request has been submitted by Sarah Hayden Shaw, Owner of Sage on Laurel Restaurant, 606 Laurel Street, to construct, adjacent to the restaurant, a non-enclosed area (patio) for dining with alcohol service. The property is located in a B-3 (Central Business) District and Zoning Ordinance Section 515-62-6 (Central Business) District Conditional Uses allows.

Non-enclosed areas for dining and/or serving alcohol when accessory to a restaurant and/or bar provided that:

1. The applicant submits a site plan in accord with Section 5 of this ordinance that includes information demonstrating the location and type of all tables, refuse receptacles, and wait stations.
2. Access is shall be provided only via the principal building.
3. The size of the area is restricted to thirty (30) percent of the total customer floor area within the principal structure.
4. The area is screened from view from adjacent residential uses in accordance with Section 20 of this Ordinance.
5. All lighting shall be hooded and directed away from adjacent residential uses in accordance with Section 18 of this Ordinance.
6. The applicant demonstrates that pedestrian circulation is not disrupted as a result of the area by providing the following:
 - a. Minimum clear passage zone for pedestrians at the perimeter of the restaurant shall be at least five (5) feet without interference from parked motor vehicles, bollards, trees, tree gates, curbs, stairways, trash receptacles, street lights, parking meters, or the like.
 - b. Overstory canopy of trees, umbrellas or other structures extending into the pedestrian clear passage zone or pedestrian aisle shall have a minimum clearance of seven (7) feet above sidewalk.
7. The area is surfaced with concrete, bituminous, decorative pavers or may consist of a deck with wood or other flooring material that provides a clean, attractive, and functional surface.
8. Storage of furniture shall not be permitted outdoors between November 1 and March 31. Outdoor furniture that is immovable or permanently fixed or attached to the sidewalk shall not be subject to the storage prohibition of this section. However, any immovable or permanently fixed or attached furniture shall be approved as part of the conditional use permit application.
9. Additional off-street parking may be required pursuant to the requirements set forth in Section 22 of this Ordinance based on the additional seating area provided by the area.
10. Closed lid refuse containers are to be provided.
11. So as to deter the free passage of any person or substance beyond the barriers of the non-enclosed areas, a barrier at a minimum of thirty-six (36) inches made of wood, vinyl, wrought iron, brick or natural stone, planters or other approved material shall be provided.

Barrier Openings shall be spaced such that visibility is allowed but the passage of an alcoholic beverage through an opening to a person that is not within the non-enclosed area is prohibited.

12. The primary access and egress will be from the main premises or structure and no other access or egress will be allowed other than those required as emergency exits. The outdoor sale area will be

defined or structurally constructed so as to prohibit the free passage of any person or substance beyond said area.

13. Smoking in the area, if allowed by the business owner, is permitted provided the area is in compliance with the Minnesota Freedom to Breathe Act of 2007.
14. The Building Official shall review the suitability of the area in light of the applicable fire, building, and life safety codes and the adequacy of the proposal to provide for the safety of persons on the premises.
15. There shall be no amplified live music allowed in the area except in the case of special event, which requires a permit from the City. Music shall be kept to a level that is not intrusive to surrounding property.
16. All licenses required for serving alcohol specified in city code Chapter XIII shall be obtained.

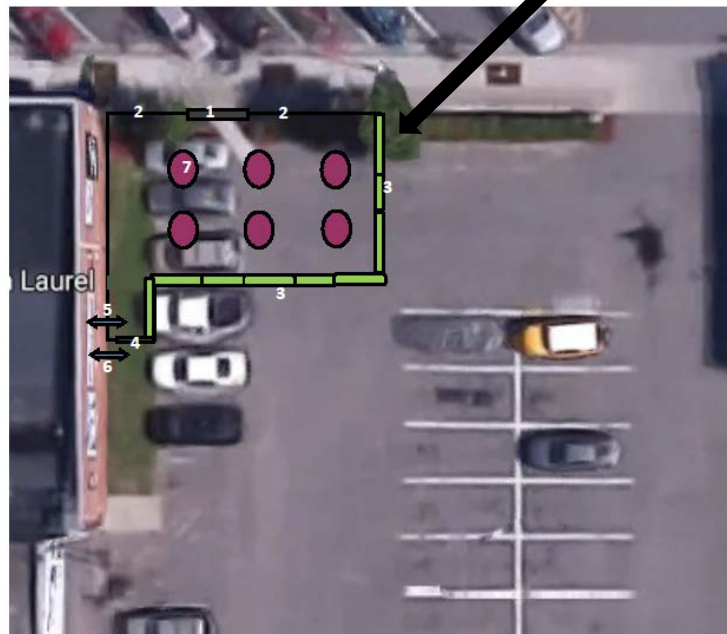
A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m., Wednesday, May 16, 2018 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 3rd day of May 2018.

Mark Ostgarden AICP
City Planner

Sage on Laurel Patio Location

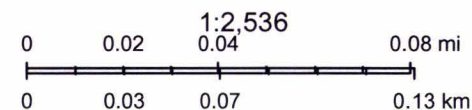


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09196043019Z009	MOORES PROPERTIES, INC	605 LAUREL ST	BRAINERD, MN 56401		215 6TH ST S	BRAINERD	56401
91960400000000	PUERINGER, DAVID F PUERINGER	616 1/2 FRONT ST	BRAINERD, MN 56401		214 7TH ST S	BRAINERD	56401
09196045019Z009	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401		BRAINERD	56401
09196045001Z009	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401		BRAINERD	56401
09196041017Z889	PUERINGER, DAVID F PUERINGER	616 1/2 FRONT ST	BRAINERD, MN 56401		209 7TH ST S	BRAINERD	56401
09196043016Z889	MASONIC TEMPLE ASSN , OF BRA	P O BOX 81	BRAINERD, MN 56401		205 6TH ST S	BRAINERD	56401
09196043016Y009	NORTHERN PINES MENTAL HEALT	P O BOX 367	LITTLE FALLS MN 56345		606 FRONT ST	BRAINERD	56401
09196043014Z889	BISTED, TODD & LAURA	608 FRONT ST	BRAINERD, MN 56401		608 FRONT ST	BRAINERD, MN	56401
91960400000000	612 STATION LLC	612 FRONT ST	BRAINERD, MN 56401		612 FRONT ST	BRAINERD	56401
09196043010Z889	PUERINGER, DAVID F PUERINGER	616 1/2 FRONT ST	BRAINERD, MN 56401		614 FRONT ST	BRAINERD	56401
09196043007Z889	CITY OF BRAINERD	CITY ADMINISTRATOR-CITY HALL	501 LAUREL ST	BRAINERD, MN 56401	212 7TH ST S	BRAINERD	56401
09196041018A889	PUERINGER, DAVID F PUERINGER	616 1/2 FRONT ST	BRAINERD, MN 56401		205 7TH ST S	BRAINERD	56401
09196045007Z009	MID MINNESOTA FEDERAL CREDI'	PO BOX 2907	BAXTER MN 56425-2907		200 6TH ST S	BRAINERD	56401
96010000000000	MOORES PROPERTIES, INC	605 LAUREL ST	BRAINERD, MN 56401			BRAINERD	56401
96010000000000	MOORES PROPERTIES, INC	605 LAUREL ST	BRAINERD, MN 56401			BRAINERD	56401
09196041019Z009	PUERINGER, DAVID F	616 1/2 FRONT ST	BRAINERD MN 56401		215 7TH ST S	BRAINERD	56401

This map illustrates the 4th to 9th Street corridor in Chicago, showing property lots and street names. The streets shown are Front St, Laurel St, and Maple St. The map includes labels for S 4th St, S 5th St, S 6th St, S 7th St, S 8th St, and S 9th St. A specific lot on S 6th St is highlighted in green, indicating a property of interest. The map also shows the location of the Chicago River and the Lake Michigan shoreline.

 Select Parcels _Query result
  Railroad
  Roads
 City Limits
  Trails
 Parcels Crow Wing



Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community



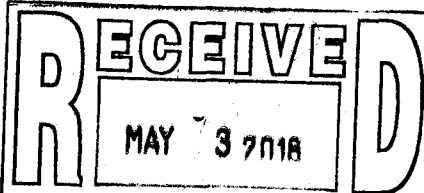
City Planning Department

City Hall - 501 Laurel Street

Brainerd, MN 56401

218-828-2309/Fax 218-828-2316

www.ci.brainerd.mn.us



CITY OF BRAINERD

DEPT. OF PLANNING & ZONING

Receipt # 2018-00014
Check # 2760
Date Paid: 5/3/18 SB

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

COMMERCIAL

CONDITIONAL USE PERMIT

☐
☐
☐

(\$250.00)

REZONING

(\$300.00)

VARIANCE

(\$250.00)

☐
☐
☐

(\$400.00 + \$500.00 escrow deposit)

(\$500.00)

(\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS:

606 Laurel St.

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____

(attach description if lengthy)

Property Owner Name: Sarah Hayden Shaw

Street Address: 521 N. 9th St City: Brainerd State: MN Zip Code 56401

Phone Number: 218 760 6837 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Outdoor dining patio addition to
restaurant, Sage on Laurel

Property Owner Signature

Sarah Hayden Shaw

(Please print name)

5/3/18
Date

Applicant Signature

Date

(Please print name)

(OVER)

AGENCY REVIEW CHECKLIST

Your request may require review by one or more of the agencies listed below. The City of Brainerd will determine which agencies will need to review your application and provide that agency with the notice of public hearing regarding your application:

✓
BRAINERD FIRE DEPARTMENT

Attn: Fire Chief; 23 Laurel St; Brainerd, MN 56401; 218-828-2312; fire@ci.brainerd.mn.us

✓
BRAINERD POLICE DEPARTMENT

Attn: Corky McQuiston, 225 East River Road; Brainerd, MN 56401; 218-829-2805; corky.mcquiston@ci.brainerd.mn.us

✓
BRAINERD PUBLIC UTILITIES

Attn: Scott Magnuson, Supt.; P.O. Box 373; Brainerd, MN 56401; 218-829-8726; smagnuson@bpu.org

BWSR (MN Board of Water and Soil Resources)

Attn: John Overland; 1601 Minnesota Dr; Brainerd, MN 56401; 218-828-2383; john.overland@state.mn.us

CROW WING COUNTY HIGHWAY DEPARTMENT

Attn: Tim Bray, County Engineer; 16589 County Rd 142; Brainerd, MN 56401; 218-824-1110/FAX 218-824-1111
tim.bray@crowwing.us

CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT

Attn: Melissa Barrick; 322 Laurel St-Ste. 13; Brainerd, MN 56401; 218-828-6197/FAX 828-6095
melissa.barrick@crowwingswcd.org

CROW WING COUNTY SURVEYOR'S OFFICE

Attn: Mark Liedl; 322 Laurel St Ste 14.; Brainerd, MN 56401; 218-824-1124/FAX 824-1126;
mark.liedl@crowwing.us

✓
HRA

Attn: Jennifer Bergman; 324 E. River Rd.; Brainerd, MN 56401; 218-828-3705/FAX 828-8817;
jennifer@brainerdhra.org

MISSISSIPPI HEADWATERS BOARD

322 Laurel Street Ste 5; Brainerd, MN 56401; 218-824-1307/FAX 824-1104
mhb@mississippiheadwaters.org

MINNESOTA DEPARTMENT OF TRANSPORTATION

Attn: Steve Voss; 7694 Industrial Park Rd.; Baxter, MN 56425; 218-828-5779; steve.voss@state.mn.us

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Attn: Wade Miller; 1601 Minnesota Dr.; Brainerd, MN 56401; 218-828-2605/FAX 828-6043;
wade.miller@state.mn.us

MINNESOTA POLLUTION CONTROL AGENCY

Attn: Reed Larson; 7678 College Rd-Ste. 105; Baxter, MN 56425; 218-828-2492/FAX 828-2594
Reed.Larson@state.mn.us

U.S. ARMY CORPS OF ENGINEERS:

Attn: Jeff Koshak, 8896 E. Gull Lake Dr.; Brainerd, MN 56401; 218-829-8402

*Imaged
(H) 5/3/18*

Proposal for a Study of Kingwood Street

Background: There is a significant difference in the development pattern between Washington Street and the rest of the North Brainerd neighborhood around Gregory Park. Washington Street has evolved with an auto-orientation to have large parking lots, 30+ mph lighting and signage, and horizontal scale architecture. Most of the neighborhood north of Kingwood retains traditional development patterns with narrow buildings that open towards the street, on-street parking, and a more walkable configuration.

Financially, the small bit of traditional development pattern remaining along Washington Street has 40% more value per acre – it's more financially productive – than the rest of the corridor between the river and 8th Street. As a neighborhood, North Brainerd has the highest financial productivity of any residential neighborhood in the city. This success is threatened, and potential future productivity stifled, by a continued evolution of the pattern we are experiencing along Washington Street.

The transition between the evolving Washington Street development pattern and the North Brainerd mixed-use neighborhood is Kingwood Street. Our current zoning code, which is derived from a standard use-based approach, does not do an adequate job addressing the nuances of this transition. Continued redevelopment with our current code is likely to underperform financially, be unpredictable for property owners, and degrade the quality of life on the North side.

As a way explore potential changes to the zoning code, we need to examine Kingwood Street to identify ways we can successful development commercial property compatible with, and complementary to, the development pattern of North Brainerd.

Goals: A study of Kingwood Street will have the following goals:

1. Understand and document the differences between the development pattern along Kingwood Street, north of Kingwood Street, and along Washington Street.
2. Identify commercial development styles that are compatible with the existing residential development along Kingwood Street.
3. Involve the residents, business owners and property owners along Kingwood Street in the dialogue.
4. Propose changes to the city's development codes that will facilitate greater levels of commercial and residential investment along Kingwood while ensuring such investment is compatible with the neighborhood.
5. Make recommendations to the Planning Commission for consideration.

The hopeful outcome of this project is a form-based code for a Kingwood Transition Zone and an incremental investment plan for ongoing public improvements to Kingwood Street. Both would need to be reviewed and adopted by the City Council before they could go into effect.

Process: Having identified a need, in our capacity as a Planning Commission, we would appoint three members to serve as a sub-committee to undertake this study, report back periodically to the Planning Commission, and present a final recommendation.

This committee would be duly empowered to hold committee meetings, meet with residents along Kingwood, and work independently to fulfill the goals of the process. They would be expected to maintain minutes and follow open meeting requirements. Membership should be limited to three so that there is not a quorum.

It is anticipated that the committee would meet on Kingwood Street three times over the coming summer, at least once with residents, to take measurements and document site conditions. After that, the committee would meet, as needed, to put together a draft plan and recommendations.

Needed Resources: Without any budget for this undertaking, the project needs to rely on volunteer time and effort on behalf of Planning Commission members. Committee members would be volunteering their time to this effort.

Although we can hand deliver notices, it would be helpful (not required) if the city staff could provide a list of property owners / residents and if the city could send a mailing when the committee is ready to meet with neighbors.

Staff is welcome to attend any committee meetings and a non-quorum number of City Council members are also invited to attend.

No other resource needs are anticipated.

Action Item Requested: If the Planning Commission wishes to move forward with this project, it must approve a motion establishing the Kingwood Street Study Committee and name three members.

PLANNING MINNESOTA



American Planning Association
Minnesota Chapter

Making Great Communities Happen

A Publication of the Minnesota Chapter of the American Planning Association

May-June 2018



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Volume 37, Number 3

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Published by: The Minnesota chapter of the American Planning Association (APA MN) publishes this newsletter on a bimonthly basis. Submissions: We welcome articles, letters to the editor, photos, calendar items, project profiles, planners on the move items, and other news. Send all submissions via e-mail to: apamnnewsletter@gmail.com. Kathy Aro is the Chapter administrator. She can be reached at: kathy.aro@planningmn.org
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Strong Roots, Big Plans



**From the
President**

APA National recently wrapped up their annual spring conference. Planners across the United States and Internationally descended upon New Orleans for four days of learning, advocating, and networking.

The tag line for the conference is also appropriate to describe APA Minnesota. We are fortunate to have a history of strong roots that has provided an important foundation to advocate for our members. We also have big plans. The future is bright for APA Minnesota as we reinvest in activities core to our mission and vision. The Board of Directors has been faced with many big decisions. Our big plans and focus on services core to our mission will help better advocate for our members.

I also want to take this opportunity to congratulate two Minnesota awards on the national stage. The Metropolitan Council received an award at the National Planning Conference for its innovative approach to collaboration and resources through its Local Planning Handbook. Dr. Carissa Shively Slotterback was inducted into the AICP College of Fellows, the highest honor bestowed by the American Planning Association. Awards such as these help continue to build strong roots.

APA Minnesota is recognized as a leader in building strong communities. This recognition extends across the country. As part of that recognition, we are ecstatic to announce the Minnesota has been selected to host the 2024 National Planning Conference.

We hope you join us at an upcoming event. Our showcase event, the Fall Conference, is shaping up to continue the focus of strong roots and big plans. This year we join members from across the upper Midwest as Minnesota's Planning Conference will be home to the Upper Midwest Planning Conference in Rochester.

A handwritten signature in blue ink that reads "Tim Gladhill".

Tim Gladhill

President, APA-MN

What Does it Mean to be an Ethical Planner?



By David Schultz

When was the last time you read the AICP Code of Professional Conduct and that about what its words mean? Does it establish a new set of rules distinct from our private life or is there some connection between personal and planning ethics?

Would you ever lie at work to cover up for a mistake, protect a friend, or do so at the request of your boss or an elected official?

Would you ever lie in your private life to cover up a mistake, protect a friend, or do so at the request of a family member or someone else close to you? The reason for asking these questions is that they try to address one basic question when it comes to ethics: Is the code of conduct that governs our behavior at work the same as that as found in our private life, or do we ascribe to two different standards in our lives? In effect, what does it mean to be ethical at work as a planner?

Teaching ethics often seems easy. In my classes current events often dominated class discussion where a day never went by where students could not find examples in the news of people behaving badly. But in examining their behavior—housing officials taking bribes or planners fudging data—or even now stories of the EPA simply engaging in broad denial that climate science data on global warming exists, sometimes the claim would arise that at work the ethical expectations are different. By that, what it means to be ethical in our private (non-work) life is different from what it means when we put our planning hat on. By that, the AICP Code of Ethics and Professional Conduct establishes a different set of rules for how to act. Maybe.

Let's do a thought experiment. Generate a list of traits, virtues, or characteristics that you would consider as important to someone being considered ethical in their private life. Terms such as honesty, integrity, compassion, trustworthy, and responsibility may be terms that come to mind. Now generate a list of traits, virtues, and characteristics of someone whom you consider to be ethical as a planner? What terms would you find? Is honesty important? How about integrity, compassion, trustworthy, and responsibility? The AICP Code explicitly and implicitly refers to all of these values, and more. It also discusses serving the public, competence, issues of conflict of interest and self-dealing, and striving for inclusivity in making decisions. There are definitely principles that planners are asked to follow that are beyond what are required in our private lives, but it is not so clear that there is a separate standard of conduct that the AICP establishes that is com-

pletely distinct from private ethics. Instead, there is some connection between the two—in many ways our professional code of ethics seems to presuppose that we know what it means to be ethical in our private lives.

Why is this important? I am not sure one could be ethical as a planner unless one first was ethical in their private life? Yes, we have all worked with someone who is a great planner but a basket case in their personal life, but for the most part few of us can live completely separate lives. To understand what it means to be ethical as a planner requires adherence to the AICP Code, but more is expected than that. Someone who merely followed that Code to the letter and did no more would not necessarily be ethical. It may not even be possible to comply with the AICP Code if one were not personally ethical.

What is being argued is that the profession of planning is one about integrity. Integrity is about the unity of personal and professional values. What it means to be a professional is to hold a set of ethics or values. It is about saying character counts. When I read the AICP Code that is what it says. Who you are as a person is connected to what you do in your professional work as a planner. Yes, exactly what it may mean to be honest in our private and work lives may differ, but honesty still matters. So might the same be said of many other ethical values we hold in our private lives. However, the AICP Code does not supplant, it supplements our personal values. It builds upon our private ethical values, asking us to live up perhaps to even more demanding standards in our private life because the actions or choices that we make affect larger numbers of people. When we act as planners we do not act alone, we act—as the Code says—with regard to the duties we have to many different constituencies.

Ethical Problem of the Month: What would you do?

You are working closely with your city engineer to plan and develop a bridge and route that will replace the old one. This was at the request of your city council. When you submit the plans along with the design, you are told by council that it is too expensive and to develop a design that is least costly. You truly believe that any least costly design will be unsafe or hazardous. It is an election year and council really does not want spend additional money but the bridge has to be replaced ASAP. What would you do?

Write me at David Schultz at dschultz@hamline.edu and I will publish (anonymous, if desired), responses.

David Schultz is a Hamline University Professor of Political Science and a University of Minnesota Professor of Law. He is also a former city director of code enforcement, zoning and planning and a housing and economic planner.

New CDC Community Strategies Website

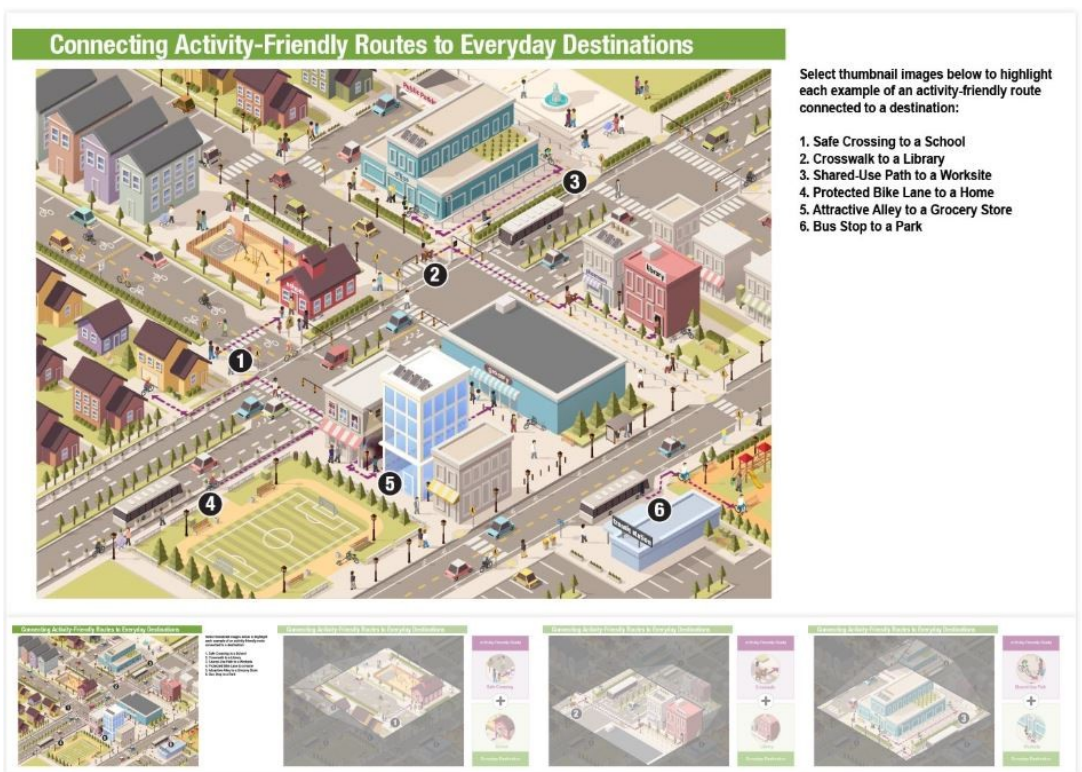
To support the work of several rounds of new grant opportunities on the street now or coming out soon, including the new [State Physical Activity and Nutrition \(SPAN\) Program](#), and further support existing efforts such as the Surgeon General's [Call to Action to Promote Walking and Walkable Communities](#), the upcoming revised [National Physical Activity Guidelines](#), and the U.S. Community Preventive Services Task Force [Community Guide Recommendation related to Transportation and the Built Environment](#), CDC's Physical Activity and Health Branch has created a new Community Strategies website.

The new [Community Strategies](#) website currently contains a package of resources supporting the Community Guide Recommendation, including:

- A listing of [Real World Examples](#) from communities of various sizes who have implement projects of various scopes and costs
- An [Implementation Resource Guide](#) broken into 6 distinct steps
- A [Visual Guide](#) to concrete community changes.

It also includes a package of resources related to zoning and land use codes, including:

- [Components of Local Land Development and Related Zoning Policies Associated with Increased Walking: A Primer for Public Health Practitioner](#) - This document provides a primer for public health practitioners and others interested in engaging with local planning and zoning officials. Specific community examples and



links to key resources are provided through the primer along with a glossary of key terms used by the planning and zoning sectors.

- [Zoning Code Reforms are Associated with Walking Behaviors in a Nationwide Evaluation](#) - This factsheet summarizes key findings from a recently completed nationwide evaluation of the relationship between zoning code reforms and both leisure time and active travel-related walking and activity.
- [Zoning Elements are Associated with Walking Behaviors in a Nationwide Evaluation](#) - This factsheet summarizes key findings from a recently completed nationwide evaluation of the relationship between zoning elements supportive of walking and both leisure time and active travel-related walking.



Student Director's Report

Parks Improvement Plan

Graduate students from the Urban and Regional Studies Institute at Mankato State worked with the city of Worthington in Southwestern Minnesota as part of their final studio course. Namuun Bayasgalan, Jaclyn Essandoh, and Ahmed Shiiraar worked with the city to develop a comprehensive plan for the city's parks and their future development. The students worked closely with the City Administrator, Public works Director, and the Park Commission. A full inventory of the parks was conducted, and then a survey of residents to gather community opinion. The plan categorizes parks by service area and makes recommendations for spending based on these categories in five and ten year increments.

Virtual Historical Tour of Mankato

Another project that came from Mankato State's studio course was a virtual tour of downtown Mankato's Historic and Architecturally significant sites. Situ Chitrakar, Kate Taylor, Jacob Dada worked with Dr. Janet Cherrington-Cuore who has long operated a physical walking tour of the downtown. Students researched the architecture of the city, and then used ArcGIS online mapping to create an interactive map tour. Students also created physical materials and leaflets to along with Dr. Cherrington-Cuore's walking tour.

Welcome to Ramsey: Highway 10 Project

Students from the Humphrey School worked with the City of Ramsey and the Resilient Communities Project to analyze the current state of the highway 10 corridor in Ramsey, MN, which is part of a large reconstruction project being conducted by MnDOT. Chris DesRoches, Liz Engels, and Jonathan Reisetter analyzed the problems and opportunities surrounding the corridor and broke these into categories of connection, image, and businesses.

PSO Lunch Speaker Series

A year after winning a national APA award, the Humphrey School Planning Student Organization continues to create new programming and better connect students with working professionals. The most recent development is a new lunch speaker series that began in the fall semester. Topics and speakers have included Merritt Clapp-Smith on the Ford Site planning process, Breanne Rothstein on planning in the private sector, Brian Kary on transportation planning for the Super Bowl, and a

Welcome to Ramsey

THE GATEWAY TO GREATER MINNESOTA

OPPORTUNITIES 3

The Opportunities Along the Highway 10 Corridor are numerous. Between shopping and parks and recreation the city has much to offer. Everyday thousands of drivers pass through the city, which enables an opportunity to entice new customers, visitors and residents. According to estimates from the Metropolitan Council, the City of Ramsey can anticipate a **15k growth in population by 2030**. Between new people and new construction, Ramsey has many opportunities.

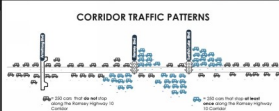
TRAFFIC PATTERNS, LAND USE AND FUTURE IMPROVEMENTS

This map shows assets along the Highway 10 Corridor in Ramsey. The 1st project on Armstrong Boulevard (photo below) was completed in 2014. Lines indicate future infrastructure improvements.



Infrastructure Changes
The Minnesota Department of Transit and the County of Anoka have **improvement plans that will increase safety, lessen traffic and provide better access** to Ramsey's amenities. These include a frontage road that will modernize the city's corridor, illuminating unsafe highway access points, and providing better access to corridor business.

Above and below grade improvements will soothe traffic by illuminating stop lights and improving safety by separating the railline from the road.

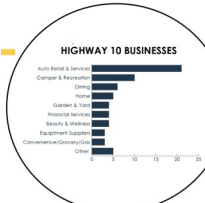


Each car in this diagram represents 250 of the daily vehicles that travel down the Highway 10 Corridor in Ramsey, for a total of **47,500 average daily trips**. According to the Highway 10 Access Planning Study (Anoka County 2014), half of these vehicles will stop at least once as they travel the corridor at a traffic light.

Time to Engage
Every car presents an opportunity for a potential visitor. The average time spent on the Highway is up to **10 minutes**. Cars slowing down have the opportunity to see more advertising and the option to turn off for shopping or recreation.

According to the Highway 10 Access Planning Study (Anoka County 2014), nearly **50,000 average daily trips** and nearly 10 minutes of time means that Ramsey has at least **half a million minutes each day to catch the eyes of travelers**.

To take advantage of these wandering eyes, Ramsey needs to present itself to commuters.



COMMUNITY ASSETS BUILD IDENTITY

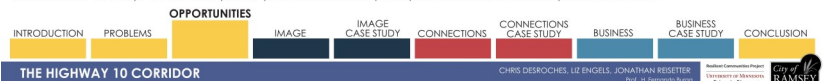
Ramsey has many community assets. Ramsey's destination retail presents a marketing opportunity that can help brand Ramsey as the Gateway to Greater Minnesota. Ramsey is **ideally located** for those who leave the metro area on Highway 10 on their way to one of the thousands of lakes to the west and north. In total there are **over two dozen outdoor recreation and auto related businesses in the five miles of Highway 10 in Ramsey**.

Within two miles of Highway 10, Alpine Park, Cottonwood Park and Emerald Pond Park can be found. Also within two miles of Highway 10 in Ramsey is the Mississippi River, the Rum River and Sunfish Lake.



USEFUL OPPORTUNITIES TO IMPROVE IMAGE

The Highway 10 Corridor in Ramsey has many attributes which present opportunities. From the many different amenities that the city holds to the agglomeration of businesses, the Ramsey Highway 10 Corridor embodies greater Minnesota. **Nearly 50,000 average daily trips spend over half a million minutes in the corridor each day**. These travelers present an opportunity to showcase the city. In the next poster you will see these principles used in a case study of Sunfish Blvd.



Planners Day at the Capitol

APA MN's annual Planners' Day at the Capitol was held on March 14, 2018.

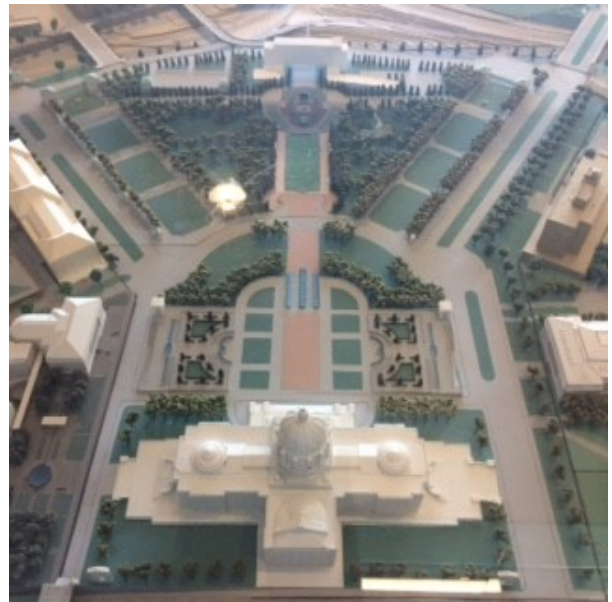
This year's program included advocacy training from Jason Jordan and the APA Legislative Advocacy Team, lunch at the Capitol during the program, scheduled appointments with legislators, a Historic Alexander Ramsey House Tour, and a social time at Forepaugh's.

Laws made in St. Paul have a profound effect on the practice of planning throughout Minnesota. The APA MN Board adopted new legislative action priorities for 2018.

The program covered these actionable measures and provide information on how to meet and advocate with legislators at the Minnesota State Capitol. Key focus topics included housing, Twin Cities metropolitan governance, and economic development.

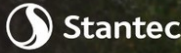
The accompanying photos show participants in the program. Thanks for your participation.

Photos by Stephen Goltry, AICP .



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Community Spotlight: Stearns County

By Chelle Benson, AICP

Description of the Community:

Located in central Minnesota, Stearns County is the largest county by area in the southern half of the state (14th in area overall). The total area of the county is 1,394 square miles or 892,160 acres, extending approximately 54 miles east to west and 36 miles north to south. The Mississippi River forms the county's eastern border and the Sauk River and its tributaries drain the majority of the county.

Stearns County has 30 cities, 34 townships and numerous unincorporated town sites. The smallest city is St. Rosa, population 69 and the largest is St. Cloud population 67,641 which also serves as the County Seat. The County's population was estimated at 157,822 in 2017, most of which is concentrated on the east side of the county, in the St. Cloud metropolitan area. In recent years Stearns County has experienced an influx of new residents and steady population growth is expected for decades to come.

How long have you worked for the Community? I have been the Director of the Department for just over six years. I previously worked for the County from 1992-2002.

What is the greatest part of your job?

Work is never the same two days in a row and I get the opportunity to work with the residents, elected and appointed officials in the County where I was born and raised.

The Environmental Services department administers a lot of programs from Animal Feedlots to Zoning. We are delegated County from the Minnesota Department of Health to license establishments for Food, Pools, and Lodging and we run a household hazardous waste facility.

What is a unique fact or characteristic about your community.

Stearns County is the **#1 dairy producing county in the state**, 12th in the nation. Leader in many other agricultural areas as well (i.e. top in oats and hay production, total cash farm receipts). The County has the largest concentration of organic farms (58) in the state. Minnesota has 653 certified organic farms recognized by the [Minnesota Department of Agriculture](#) (MDA).

Sinclair Lewis, author of numerous novels, including "Main Street", was a native of Sauk Centre northwestern Stearns County and in 1930 was the **first American to win the Nobel Prize for literature**.

The 1952 **invention of the pontoon** is credited to a farmer who lived in Stearns County on the Horseshoe Chain of Lakes, near Richmond - Ambrose Weeres (Weeres Pontoon).

Cold Spring Granite (south central Stearns County) is the **largest**



granite company in the world with five manufacturing locations and over 1,250 employees throughout North America. The company has supplied Granite for the Minnesota State Capitol building's Rotunda, Stearns County Courthouse, Mount Rushmore visitor center, Korean War Memorial, National Japanese American Memorial, U.S. Capitol Visitors Center in Washington, DC and many others throughout the world.

Rock climbing, scuba diving, and cross country skiing are some of the activities to be enjoyed at the 683 acre Stearns County **Quarry Park and Nature Preserve** (eastern Stearns County). It is the largest in the Stearns County Parks system. Natural features include scenic woodlands, open prairie, wetlands, and unquarried bedrock areas. Plant life includes everything from oaks and aspens to yellow ladyslippers, Indian paintbrush, and prickly pear cactus.

Solar- when Stearns County adopted comprehensive plan goals and solar standards over a decade ago, we did so without knowing how solar would explode in Minnesota. A 2013 State Law mandated certain utilities to obtain 1.5% of their electricity from solar by 2020. The County started receiving a plethora of inquiries about potential solar projects and because we were the first County in the State to enact solar standards with a known process many companies started here. In 2016, an innovative amendment was added to the solar standards requiring pollinator friendly habitat to be planted as groundcover in the solar array. **As of late 2017, there has been 100MW of solar production in Stearns County.**

Are there any new projects on the horizon?

The County recently approved an Interim Use Permit for peat mining. The peat will be used for a Worm Farm in southwestern Stearns County (Crow Lake Township).

Chelle Benson is the Environmental Services Director for Stearns County.

PlanIt News Updates

The PlanIt News Blast continues to provide updates and respond to FAQs for comp plan updates. Below are some of the new resources and updates for this month.



UPCOMING DEADLINE: Communities can request an extension of up to 12 months to the 2040 Comprehensive Plan Update submittal deadline. Interested communities need to submit an adopted local resolution ([sample resolution](#)) and a completed [extension request form](#) by May 31, 2018. Council staff will then review these requests and amend any planning grant agreements, if applicable. Please contact your [Sector Representative](#) if you have any questions. Requests should be emailed to reviewscoordinator@metc.state.mn.us or mailed to the address below:

Reviews Coordinator
390 North Robert Street
St. Paul, MN 55101

PlanIt Podcast: Episode 14: [Relationship between Developers and Cities – Peter Brown](#). Change is inevitable. Communities are constantly changing and evolving due to new demands, technology, public spaces, and more. Private sector developers play an important role in shaping the future of the communities. So, what is their relationship like with Cities and planners? And how can this relationship be utilized to achieve positive outcomes for all parties? In this episode, Peter Brown who consults with both sides, explores ways to ensure best results.

- **MPCA Climate Adaptation Grants** are now available. The MPCA invites communities to submit applications for Climate Adaptation Grants for up to \$30,000 (with 25% match). The grants will help communities plan for the impacts of climate change and improve community resilience. Funded projects will serve as examples for other communities and accelerate adoption of resilience practices in Minnesota:
- Deadline: June 26, 2018
- Eligibility: Communities are welcome to apply. Multi-jurisdictional collaboration is encouraged.

General information can be found [here](#). Request for Proposals Information (refer to page 10) can be found [here](#).

Questions: email grants-loans.pca@state.mn.us no later than June 19, 2018. All questions and answers will be posted by 4:00pm on Friday, June 22, 2018.

TAZ REMINDER: Your comp plan Transportation Analysis Zone (TAZ) forecasts should only include areas that fall within your

community. If your community shares a TAZ with an adjacent city or township, make sure your forecasts only include the population, households, and employment within your community's portion of that TAZ. The TAZ forecasts in your comp plan update need to add up to your total community forecast. This ensures that the socioeconomic forecasts the Metropolitan Council uses for transportation planning are consistent with your comp plan. Communities can consult preliminary [TAZ by community forecasts](#) prepared by Council staff. Also, please refer to the [TAZ Allocation Tutorial](#) or contact your [Sector Rep](#) with any questions. Affected Jurisdiction Review Contact Information:

MDH: [Source Water Protection Contact Information by Community](#)

MnDNR: The DNR contact for comprehensive plan review is Martha Vickery (Region 3). She will be facilitating the internal coordination within DNR, and will provide comments on your plans. You may contact Martha at martha.vickery@state.mn.us. PLEASE NOTE: You will still need to upload your water supply plans through the MnPARS system, and the Met Council will continue to coordinate MRCCA plan reviews with the DNR. These items are outside of the "adjacent and affected jurisdiction" for DNR since they have actual approval authority over both.

MnDOT: Their goal is to complete the review of plans within 30 days. Submittals sent in electronically can usually be turned around faster.

To submit an electronic .pdf version of the plans, MnDOT can accept the plans via e-mail at metrodevreviews.dot@state.mn.us provided that each separate e-mail is less than 20 megabytes.

A .pdf version of the plans sent to MnDOT's external shared workspace site located at: <https://mft.dot.state.mn.us>. Please contact MnDOT development review staff gain access to the shared workspace site. Also, please send a note to metrodevreviews.dot@state.mn.us indicating the file name and stating that the plans have been submitted on the shared workspace site.

- A compact disc with the plans in .pdf format. The disc can be sent to:
MnDOT – Metro District Planning Section
Development Reviews Coordinator
1500 West County Road B-2
Roseville, MN 55113
- If you are unable to send the plans electronically, submit a set of full size plans to the above address.

Events and Information

APA MN Planning Awards

The APA-Minnesota Chapter Planning Awards provide an exciting opportunity to give credit to outstanding projects and people who have contributed to the planning profession over the last year. The award process provides an opportunity to share the exciting work you and your co-workers and partners have completed with our planning peers. It's time to celebrate the great work we do here in Minnesota! The awards will be given during an evening reception at the conference. Winners will be notified in advance and asked to attend the conference to accept their award. Please submit nominations by **June 1st, 2018** for information on the following awards:

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

Visit <http://www.plannersconference.com/awards.php> for submittal information.

Information on submitting nominations for the Planner of the Year, renamed to the Peg and Otto Schmid Planner of the Year award, and the Lifetime Achievement award will be available on the website in May. For questions, please contact the Awards Chair Stephanie Falkers at sfalkers@sfrconsulting.com.

Broadband Webinar

APA's Technology Division is hosting a free webinar entitled [Broadband Business Models](#) on May 18, 2018, 12:00-1:30 PM .

Learn the basics of high-speed broadband infrastructure, and the importance of public-private-partnerships in funding infrastructure business models. Understand why and when you should work with incumbent providers, the potential of public-private partnerships and the basics of the community network model. Discuss the unique challenges of remote, rural, small and tribal communities in planning for future-ready communities. Understand the value of feasibility studies; the role of planners and how to choose the right model for your community. Approved for CM credits.

Become a Chapter Leader

Interested in serving your APA chapter and state, and building leadership experience? APA chapters and divisions that will elect new leaders this year are inviting candidate nominations.

The Minnesota Chapter is seeking nominations for the following positions:

- President
- Vice-President
- Secretary
- Treasurer

If you are interested in running for a leadership position, you may sign up at the APA nominations website. Candidates' position statements are due by May 15. Online voting will begin in August. If you have never used the [nominations website](#), choose "Sign Up Here!" to register. You will be asked to confirm your email address before you can log in.



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and implementation.

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Events and Information (cont.)

CPTED Training

St. Paul Public Schools office of Security and Emergency Management in conjunction with the University of Louisville is offering the four day Crime Prevention Through Environmental Design Course August 13-16, 2018. This class is typically in high demand and does not come to Minnesota often.

Registrations is [available online](#).



EDAM Redevelopment Webinar

Lessons from a Site Transformed: KA Block Redevelopment

Tuesday, May 22 | 11:00 am - 12:15 pm

The webinar will be followed by a building tour on October 3 – join us for one or both! October tour registration will open later in the year.

Join the Economic Development Association of Minnesota (EDAM) for this unique opportunity to learn about the transformation that happened with the new Kraus-Anderson head-

quarters in Minneapolis. Hear different perspectives about this exciting redevelopment project on this webinar, and then tour the site when the Emerging Professionals and EDAM U Committee co-host a tour of the Kraus-Anderson headquarters, followed by a happy hour at Finnegan's, on Wednesday, October 3rd.

What started as a new headquarters lead to a redevelopment of an entire block which included building a 17-story, 307-unit apartment complex called HQ; an eight-story, 165-unit hotel called Elliot Park Hotel and part of the Marriott Autograph Collection; and a microbrewery called Finnegan's.

Don't miss the opportunity hear different perspectives on this exciting transformation and then see it for yourself!

[Details & Registration](#)

Environmental Careers Webinar

Join the APA Environment, Natural Resources and Energy (ENRE) Division for an informative and inspiring discussion entitled [Environment, Natural Resources and Energy Professional Pathways](#) on Wednesday, May 16, 2018, 12:00-1:15 PM CDT.

The United Nations estimates 60 percent of the world's human population will live in urban areas by 2030, with one in every three people living in cities with at least half a million inhabitants (World's Cities 2016). One thing is certain: good city planning and environmental planning will remain intertwined in the 21st century.

A panel of professionals from diverse career levels will discuss a wide range of important topics including career development,



Events and Information (cont.)

establishing a professional network, and projections for opportunities in environmental planning. This moderated panel will allow panelists to share their own experiences and stories. Webinar audience members will be able to participate through the use of live polling technology and interactive questions.

The webinar is an overview of potential careers in environmental planning. After participating in this webinar participants will be able to:

- Distinguish the different career options in environmental planning
- Understand the qualifications necessary for the job
- Learn about day to day work activities

Legislative and Law Call for Volunteers

APA Minnesota's Legislative and Law Committee Invites You to Join Us!

If you would like to shape Minnesota's planning policy outcomes, consider becoming a member of APA Minnesota's Legislative and Law Committee!

We are looking for individuals who will take an active role in the success of the committee. Committee members share in a range of activities including reviewing policy, assisting with the development of our annual slate of legislative priorities, serving as subject matter experts, testifying at the legislature when needed to advance our established legislative priorities and more.

Participating is easy! The committee meets approximately 4-6 times a year. Most of our meetings can be attended in person or via conference call.

If you would like to join, send an e-mail to Kathy Aro, APA Minnesota's Executive Director at kathy.aro@planningmn.org. If you would like to learn more about the committee, please contact the co-chairs:

Paul Mogush
612-673-2074
paul.mogush@minneapolismn.gov

Andrew Mack
218-766-8993
andrewmack@hotmail.com

2018 Livable Communities Grants

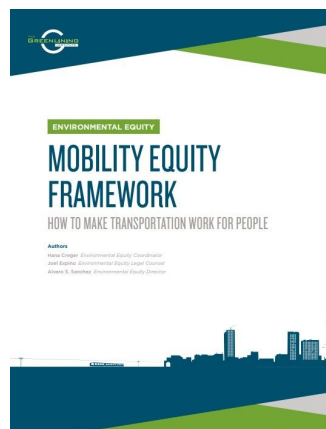
The Metropolitan Council has made over \$20 million available across its Livable Communities programs for 2018. The Council awards 4 types of grants to communities

- Livable Communities Demonstration Account (LCDA) – Supports innovative development and redevelopment that links housing, jobs, and services and demonstrates efficient and cost-effective use of land and infrastructure. More about LCDA grants.
- Local Housing Incentives Account (LHIA) – Produces and preserves affordable housing choices for low to moderate incomes. More about LHIA grants.
- Tax Base Revitalization Account (TBRA) – Cleans up contaminated sites for redevelopment that creates jobs and/or produces affordable housing. More about TBRA grants.
- Transit Oriented Development (TOD) – Catalyzes development around light rail, commuter rail, and high frequency bus stations. More about TOD grants.

Specific requirements and deadlines vary by program. Please visit the [Livable Communities website](#) for more information and application materials.

Mobility Equity Framework

The Greenlining Institute has released a free guide called the [Mobility Equity Framework: How to Make Transportation Work for People](#).



For too long, transportation planning has focused on cars rather than people while neglecting communities of color and low-income neighborhoods. This framework offers planners and community advocates a step-by-step guide to a more community-centered transportation planning process that focuses on the mobility needs of communities and puts affected communities at the center of decision-making.

Events and Information (cont.)

Social Equity Webinar

APA is holding a free webinar entitled [Fostering Social Equity and Inclusive Growth](#) on Tuesday, May 29, 2018, 12-1 p.m.

Social equity is the defining issue of our time. In light of today's political uncertainties and challenges, how can planners foster broad-based, inclusive growth, and ensure they are creating more just and equitable communities? What should the planner's role be? In a first-of-its-kind educational opportunity, APA — in conjunction with NPC18 — is hosting educational sessions about social equity. Even if you were unable to attend the related NPC18 session, you can participate in this

webinar. Topics will include:

- What social equity means
- Frequently encountered planning issues and challenges
- Ensuring diverse civic engagement
- A three-tiered approach that addresses social, environmental, and economic needs
- Implementation tools and other practical resources for planners

This webinar will highlight resources, solutions, case studies, and best practices that APA members can use in their communities.

Job Opportunities and RFPs

Job Title: Planning Lead

Hiring Agency: Landform Professional Services, LLC

Deadline for Application: 6/30/2018

Salary Range: DOQ

Web Site for Hiring Organization: www.landform.net

Job Description: Landform is a multi-disciplinary consulting firm based in Minneapolis. We offer a full range of site design, planning and civil engineering services backed with over 20 years as an organization. Our professional resources include landscape architects, planners, civil engineers, land surveyors and development managers. We are committed to client service, design quality, principles of sustainability and an innovative approach to site design.

Our culture is based on our vision to grow and diversify while emphasizing quality design, strong client partnerships and an energetic employee environment. We value quality, relationships, mentorship, leadership and enthusiasm in our work. We achieve our mission by helping our public and private sector clients create successful memorable, SensiblyGreen® places.

We are looking for a Planner with a bachelor's degree in planning, public administration or urban design with a minimum of 10 years' experience, including project management and supervisory roles. Experience in municipal community development, economic development or urban planning experience; ability to maintain effective working relationships with other employees, agencies and clients; strong written and oral communication skills required. Landform offers an exciting opportunity for planners to work with public and private sector clients.

Responsibilities:

- Lead planning projects, including project management, community engagement and design Lead public meetings

and other community engagement efforts

- Advocate for planning processes within multidisciplinary environment
- Actively participate in marketing and business development efforts for the studio Lead preparation of ordinance updates, master plans and comprehensive plans.
- Provide planning support to other Studios

Requirements:

- Review development applications on behalf of city clients, from acceptance of the application, to review of the application, preparation of staff reports and presentation to boards/commissions/council
- Proficiency in Microsoft Office and familiarity with GIS and Adobe Creative Suite
- Project management, including budgeting, contract execution, scheduling and staffing
- Excellent verbal and written communication skills

Critical thinking skills

- Working knowledge of Microsoft Office suite required
- Knowledge of GIS and Adobe Creative Suite desired
- May need to attend client meetings, including evening meetings

May include travel to client locations

Ability to work as part of a team

Job Opportunities and RFPs (cont.)

Ability to work in an open office environment

Measures of Success:

Ensure completion of projects on time and on budget

Ensure completion of projects in compliance with Landform standards

Collaboration with other team members

Application Instructions: Please send resume to:

Michelle Chapman

105 South 5th Avenue Ste. 513

Minneapolis, MN 55401

Phone: 612-252-9070

E-mail: careers@landform.net

Website: www.landform.net

Landform is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Title: Planner I

Hiring Agency: Landform Professional Services, LLC

Deadline for Application: 6/30/2018

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Our culture is based on our vision to grow and diversify while emphasizing quality design, strong client partnerships and an energetic employee environment. We value quality, relationships, mentorship, leadership and enthusiasm in our work. We achieve our mission by helping our public and private sector clients create successful memorable, SensiblyGreen® places.

We are looking for a Planner with a bachelor's degree in planning, public administration or urban design with municipal community development, economic development or urban planning experience; ability to maintain effective working relationships with other employees, agencies and clients; strong written and oral communication skills required. Landform offers an exciting opportunity for planners to work with public and private sector clients.

Responsibilities:

- Prepare site investigation due diligence reports under the

supervision of the Studio Lead

- Support other Planners with municipal clients
- Help review development applications on behalf of municipal clients, including preparation of staff reports
- Assist Project Leads in preparing development applications and narratives for the other Studios
- Assist with preparation of ordinance updates, master plans and comprehensive plans.

Requirements:

- Excellent written and verbal communication skills
- Excellent research skills
- Critical thinking skills
- Working knowledge of Microsoft Office suite required
- Knowledge of GIS and Adobe Creative Suite desired
- Ability to work as part of a team
- Ability to work in an open office environment
- May need to attend client meetings, including evening meetings
- May include travel to client locations

Measures of Success:

- Effective collaboration with other team members
- Accuracy in research and clarity in summarizing findings
- Ability to manage work to meet deadlines
- Quality written reports

Full-Time 40-50 hours per week

Benefits: Health, dental, life, disability, PTO, 401K employer contribution, transportation allowance, fun and relaxing atmosphere Promotions are based on your proven ability to master tasks.

Application Instructions: Please send resume to:

Michelle Chapman

105 South 5th Avenue Ste. 513

Minneapolis, MN 55401

Phone: 612-252-9070

E-mail: careers@landform.net

Website: www.landform.net

Landform is an equal opportunity employer and all qualified

Job Opportunities and RFPs (cont).

applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Request for Proposals

Hiring Agency: City of Baxter

Deadline for Application: June 4, 2018 4:30 p.m.

Web Site for Hiring Organization: www.baxtermn.gov

Job Description:

RFP for: State Highway 371 Bike/Pedestrian Crossing Study and City-Wide Bike/Pedestrian Policy.

Application Instructions:

Please see the city website link for RFP and attachments.

Job Title: Manager of Housing and Community Development

Hiring Agency: City of Racine, Department of City Development, Division of Housing and Community Development

Job Description: City of Racine, Wisconsin seeks a Manager of Housing and Community Development to join our team of professionals dedicated to City improvement and livability.

Situated in southeastern Wisconsin along the shoreline of Lake Michigan, in the energetic Milwaukee-Chicago corridor, the City of Racine is 16 square miles in size and has a beautifully diverse population of 77,474 people comprised of all ages, multiple ethnicities and ranges in income. Racine has a thriving downtown and neighborhood commercial districts, historic neighborhoods, and an extraordinary cultural scene.

With the purpose of serving the City's continued progress, the Manager of Housing and Community Development is responsible for the direction and supervision of multiple housing and community development programs (CDBG, HOME, ESG) within the Department of City Development. The position ensures that the housing and development programs achieve their objectives while complying with funding regulations and requirements from the U.S. Department of Housing and Urban Development (HUD) and City goals. The Manager is also charged with managing the day to day operations of the City Housing division which includes managing employees, monitoring

budgets, setting strategic direction and providing staffing and reports to City Boards and Commissions.

The successful candidates will have a minimum of seven (7) years increasingly responsible experience in a housing or community development program, of which a minimum of two (2) years must involve management/supervisory responsibilities; Minimum of an undergraduate degree in Urban Planning, Economics, Public Administration or related field; Master's Degree preferred, experience with GIS a plus; a thorough understanding of U.S. Housing and Urban Development (HUD) regulations and the ability to interpret and apply administrative guidelines and requirements; thorough knowledge of community development and affordable housing legislation, principles, and practices, and an understanding of housing development, land use, and affordable housing financing. Candidates should have significant experience in initiating, developing, managing and presenting policies and programs relating to housing and neighborhood development.

The starting salary range is \$36.20/hour to \$38.27/hour or approximately \$75,304/year to \$79,604/year, depending on the candidate's level of education and experience. Benefits include: (health and dental insurance, Wisconsin Retirement System Pension, etc.)

Application Instructions:

Interested candidates can apply for the position by submitting a cover letter, resume and three/five references by May 25, 2018 to <https://www.governmentjobs.com/careers/racinewi/#>.

The complete position description can be obtained by going to <https://www.governmentjobs.com/careers/racinewi/#> and selecting the "Manager of Housing and Community Development" position.

Job Title: Senior Planner

Hiring Agency: The 106 Group Ltd.

Salary Range: Commensurate with experience

Web Site for Hiring Organization: <https://106group.com/jobs/senior-planner/>

Job Description: Position: Senior Planner

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where you live, work and play.**





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& MENK**
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Job opportunities and RFPs (cont).

Location: St. Paul, Minnesota

The 106 Group has an immediate opening in our St. Paul office for a Senior Planner to join our Planning & Regulatory team. This position involves working collaboratively with others to develop strategies for a broad range of projects that typically involve multiple stakeholders. Job duties entail, but are not limited to project management, writing plans and technical reports, developing strategies for success, identifying stakeholders, facilitating meetings and workshops, and conducting research, evaluation, and analysis. Occasional travel is a requirement of this position. Other duties may include overseeing other staff.

The 106 Group offers a professional and friendly working environment with a wide range of interesting and challenging projects in the field of cultural resources management, planning, community engagement, and design.

See www.106group.com for more information about our firm.

Responsibilities The successful applicant will support our planning, public engagement, and internal corporate needs, in the following areas: resources and interpretive planning; communications planning and implementation; development of project strategies; and project management.

Requirements

- The ideal candidate will have experience with any/all of the following:
- Bachelor's degree in a related field and at least 4 years of work experience in the planning field or Master's degree with at least 3 years experience
- Preparing for, attending, and presenting at public planning meetings
- Experience in resources management and placemaking
- Experience thinking strategically to solve problems and ensure effective conclusion of projects with multiple interests and needs
- Experience building relationships and conducting outreach with diverse communities
- Demonstrated time management and strong project management skills and ability to complete tasks within assigned budget and schedule
- Ability to communicate effectively both verbally and in writing
- Ability to facilitate meetings and workshops
- Strong emotional intelligence with ability to work individually and as a team

- Ability to adapt quickly, work well under pressure, and manage multiple tasks/priorities
- Demonstrated ability to use Microsoft Office applications
- Valid driver's license and ability to reliably commute to 106 Group office and project locations
- Additional experience valued or preferred:
- AICP-certified planner
- Knowledge of policy, law, and planning
- Training in facilitation, conflict resolution, and organizational development

Marketing and networking experience

- Foreign language experience
- Ability to interpret and deliver solutions that meet project needs
- Good working knowledge of current information technologies
- Salary is commensurate with experience. The 106 Group offers competitive salaries, an excellent benefits package, and opportunities for growth.
- Please complete web application with an attached PDF resume and a cover letter highlighting your skills.

The 106 Group is an Equal Opportunity Employer.

Application Instructions: Please complete web application with an attached PDF resume and a cover letter highlighting your skills.

The 106 Group is an Equal Opportunity Employer.

Date posted: 4/23/2018

Job Title: Economic Development Director

Hiring Agency: City of River Falls

Deadline for Application: May 20, 2018

Salary Range: \$83,000 - \$113,797 per year

Web Site for Hiring Organization: www.rfcity.org

Job Description: Do you have a passion for developing communities and exceptional relationship-building skills? Come join our team!

Economic Development Director

Salary range: \$83,000-\$113,797 with competitive benefits.

The City of River Falls, WI, is seeking a dynamic, hands-on and forward-thinking Economic Development Director to

Job opportunities and RFPs (cont.)

oversee the City's economic development strategy and coordinate business retention and expansion efforts.

Responsibilities include:

- Serving as first point of contact for businesses seeking to locate or expand in River Falls
- Establishing relationships with key economic development partners
- Administering the City's economic development incentive programs
- Establishing project schedules, project budgets, and compliance requirements
- Developing and maintaining a comprehensive inventory of available buildings and sites

For a full position description and to apply online visit: www.rfcity.org/employment. Application deadline is May 20, 2018. We are an Equal Opportunity/affirmative Action Employer.

Application Instructions: Please visit our website at www.rfcity.org for full job description and to submit an application, resume, and cover letter.

Job Title: Community Development Director

Hiring Agency: City of Inver Grove Heights

Deadline for Application: May 16, 2018 at 4:30p.m.

Salary Range: \$108,763 - \$115,648/yr. (hiring range)

Web Site for Hiring Organization: www.invergroveheights.org

Job Description:

The City of Inver Grove Heights seeks a dynamic Community Development Director for the overall management of department operations and staff engaged in the functions of planning, zoning, building inspections, economic development, redevelopment, housing and environmental services.

Minimum qualifications:

Bachelor's Degree in Urban Planning, Public Administration, Business, or closely related area and at least 7 years management experience (or an equivalent combination of education and experience) overseeing planning, zoning, environmental, building inspection and community development programs; including at least 2 years of directly responsible economic development experience (e.g. director or coordinator) in a comparably sized city.

Preferred qualifications:

A related Master's Degree and both community and economic development experience. Hiring range is \$108,763-\$115,648/yr., plus benefits.

Application Instructions:

Deadline to apply is 5/16/18 at 4:30p.m. To view the full job description and apply, visit our job opportunities page at www.invergroveheights.orgEOE

Job Title: City Planner

Hiring Agency: City of Fergus Falls

Deadline for Application: May 11, 2018

Salary Range: \$58,986 to \$79,616

Web Site for Hiring Organization: www.ci.fergus-falls.mn.us

Job Description: The candidate will join a visionary team for a unique opportunity to lead the City's short and long term planning and development efforts. This will include activities related to residential and commercial development and annexation, as well as various research, analysis and special projects.

RESPONSIBILITIES

This position will review requests for zoning changes, variances, conditional use permits, and zoning code amendments related to future city development. The position will also include oversight of the activities related to the Planning Commission and Historic Preservation Commission.

QUALIFICATIONS

Bachelor's degree (Masters preferred) in Urban or Regional Planning with emphasis in land use planning or related field; 5 to 7 years' experience in zoning and planning; experience in GIS and AICP certification is desirable; a combination or equivalent in education and experience may be considered.

Requires a self-motivated individual with excellent written and oral communication skills; good knowledge of the principles and practices of planning and zoning with strong analytical ability; strong interpersonal skills; customer service; problem solving ability and experience in technical reporting, preparation, data collection, public presentations and software applications.

Must be able to perform in an active work environment and handle multiple tasks in an organized and effective manner.

The City offers a full benefits package including health/dental/vision, long and short term disability, 457 Deferred Compensation Plans, PERA retirement plan, MSRS Post-Retirement Healthcare Savings, paid sick and vacation. Application Instructions: To apply, send resume and cover letter to Mike Hartwell:

Email: mike.hartwell@ci.fergus-falls.mn.us

Mail: 112 West Washington Ave, Fergus Falls, MN 56537



STRATEGIC PLAN 2018-2022

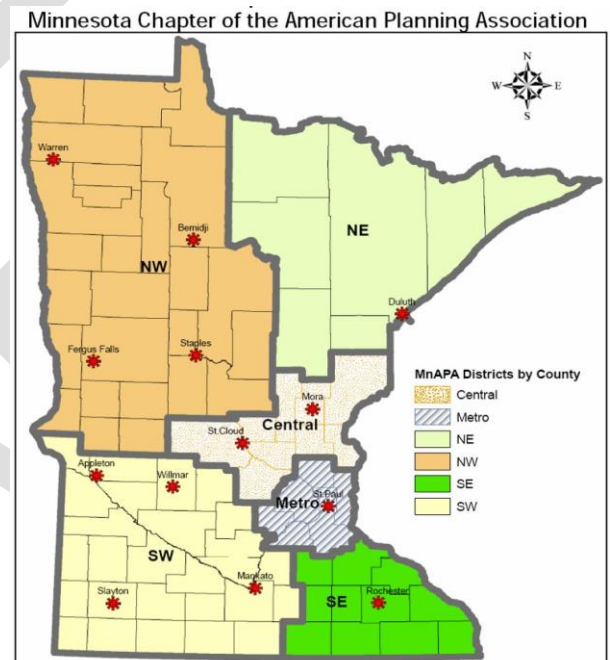
MINNESOTA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

An updated strategic plan is included with this issue of the newsletter.
Feel free to share comments with Vice President [Eric Weiss](#).

ABOUT US

The Minnesota Chapter of the American Planning Association (APA-MN) is a non-profit statewide organization of over 900 planning professionals, educators, local officials and planning commissioners who are involved in planning-related activities on behalf of state and regional agencies, counties, cities, towns, educational institutions and the private sector. APA Minnesota is a chapter of the American Planning Association (APA), a non-profit public interest and research organization whose origins date back to 1917.

The APA-MN Board of Directors consists of 13 voting members, student and faculty liaisons, committee and special group chairs, and professional development officers. The organization is managed by an executive director and supported subcontractors specializing in communications and legislative platforms.



STRATEGIC PLAN

This strategic plan will serve as the organization's mid-range guiding document from 2018 to 2022. The document is necessary for the organization to strategically plan for its future and systematically tackle realistic action items, with limited resources, while remaining aspirational. The strategic plan is intended to be a living document, which should be updated as necessary, while serving as a consistent institutional guide.

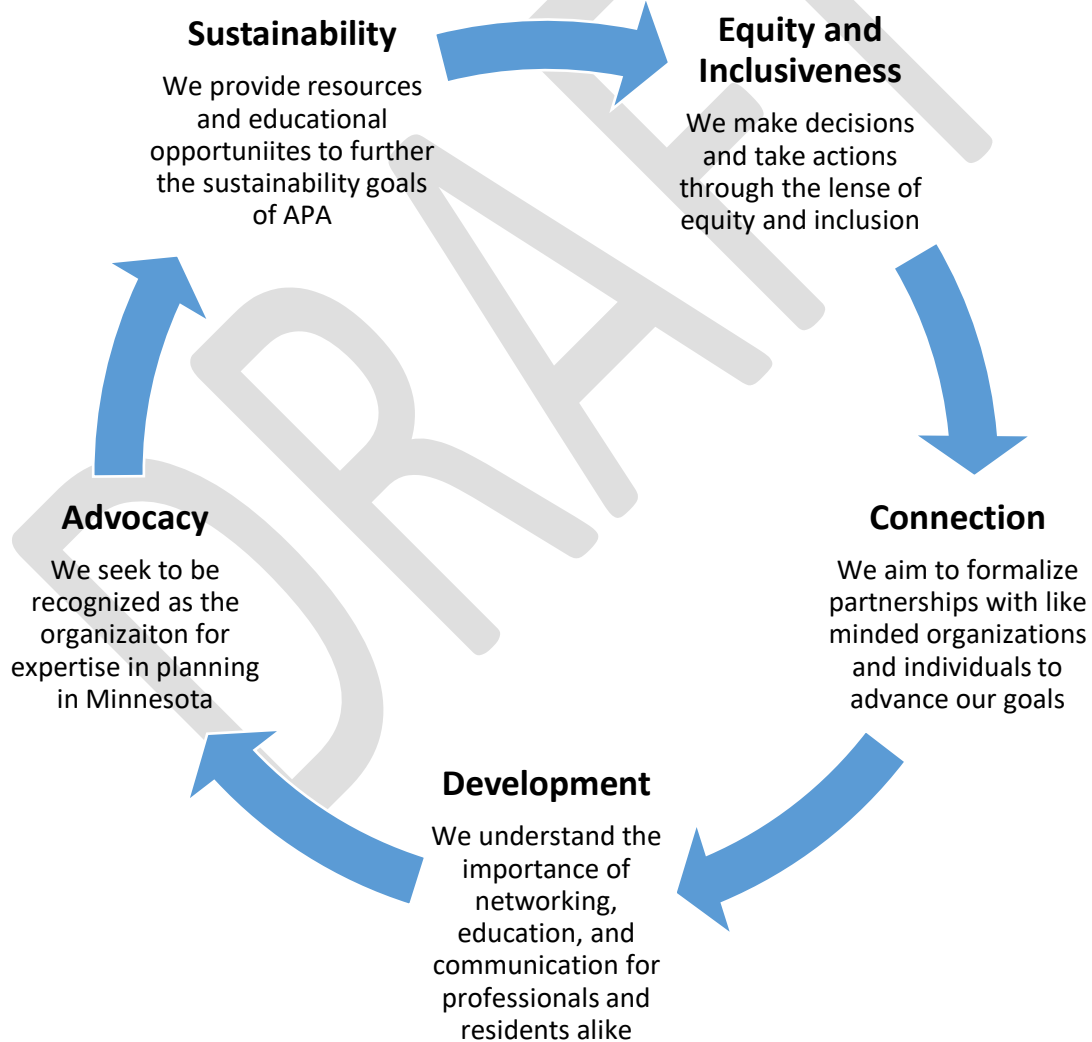
The strategic plan was created at the Board of Director's 2018 annual retreat and adopted following input of the Board and other stakeholders at the board meeting.

APA Minnesota will use this document to guide the growth of the organization into 2022, each year adopting a work plan to focus efforts, guide work, and strategically address issues considering resources, sequence, and the overall landscape. The Board shall conduct a strategic planning process every five years with incremental and annual updates as needed. An annual review of the document will allow the Board to assess progress made towards goals and achievement of the mission. The Board shall approve an Annual Report to celebrate success, identify future resource needs, and honor transparency and accountability to the membership.

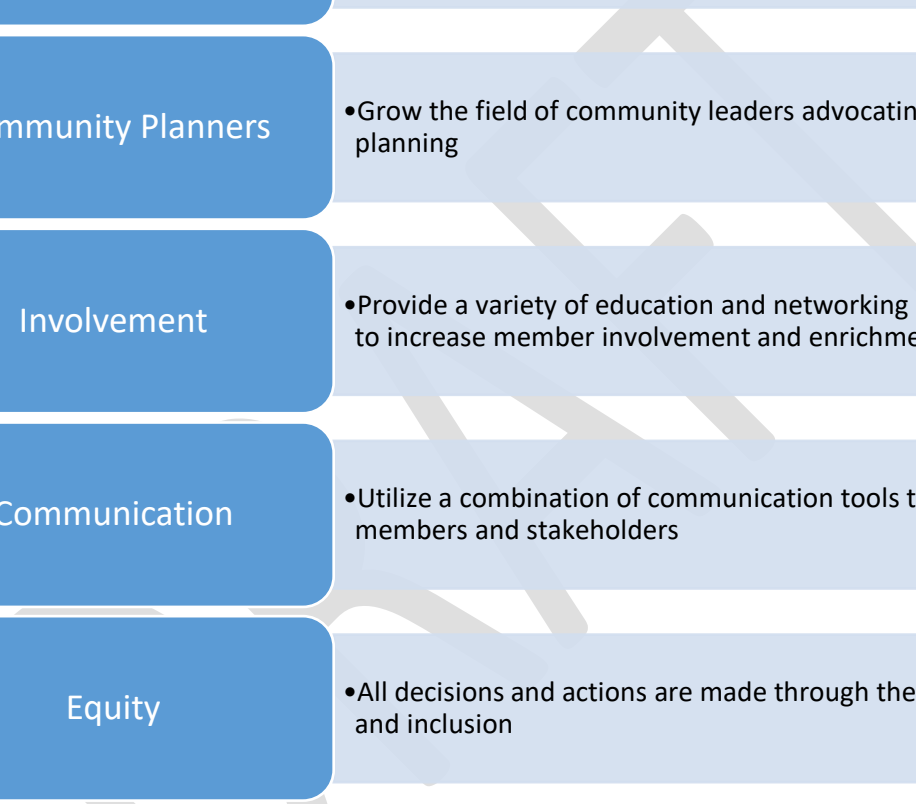
MISSION

The mission of APA Minnesota is to advocate for equitable and sustainable planning practices across the state by supporting professional planners and educating those who live and work in our communities.

CORE VALUES



FOCUS AREAS & GOAL STATEMENTS



Partnerships	• Establish and formalize partnerships with like-minded organizations to expand organizational reach and accomplish shared goals
Leadership	• Leverage the knowledge of the association's membership to enact change in Minnesota
Community Planners	• Grow the field of community leaders advocating for good planning
Involvement	• Provide a variety of education and networking opportunities to increase member involvement and enrichment
Communication	• Utilize a combination of communication tools to reach all members and stakeholders
Equity	• All decisions and actions are made through the lens of equity and inclusion
Membership	• Retain members and expand membership base by meeting members' evolving needs
Internal Operations	• Update and improve internal operations to better serve as stewards of the organization's resources and maximize efficiency and effectiveness while prioritizing equity

FOCUS AREA	PARTNERSHIPS	
GOAL STATEMENT	Establish and formalize partnerships with like-minded organizations to expand organizational reach and accomplish shared goals	
Assets	Strategies and Tactics	Success Indicators
• Pre-existing overlap in membership w/ other organizations • Informal relationships w/ other organizations • Joint Call to Action for Healthy Communities at the national level • Members' relationship with other organizations	1. Where no relationship exists, establish and grow relationships with local and state organizations 1.1. Identify potential organizations or audiences where a relationship would benefit both parties, including professional-, community-, and equity-focused organizations 1.2. Develop APA-MN marketing materials to easily and quickly build awareness of our organization with others 1.3. Host 1:1 meetings with other organizations to discuss each other's work, explore potential relationship 2. Where informal partnerships exist, formalize partnership relationship with local and state organizations with similar missions 2.1. Inventory existing informal partnerships 2.2. Define partnership expectations from the perspective of APA-MN, understanding partnerships must be flexible, natural, and equitable 2.3. Create regional networks of like-minded organizations, especially in Greater MN where population density and opportunities for networking are lower 2.4. Co-host events, board meetings, and/or conferences and workshops with partners 3. Build a coalition for healthy and equitable communities 3.1. Follow the lead of the national Joint Call to Action 3.2. Host convening(s) of like-minded organizations	• Establishment of formalized partnerships • Build informal partnerships/relationships • Collaboration w/ other organizations on programs and events • Be viewed as an expert in planning by others • Build awareness of our organization • An equity lens is consistently used when building partnerships • New relationships help to increase memberships • Creation of regional networks • Increase in participation in local events
Barriers		Resource Needs
• Lack of time and resources to build new partnerships • Awareness of our organization and its work • Receptiveness of other organizations in building relationship • Lack of clarity		• Volunteer outreach committee • Consistent messaging • Formalized partnership structure • Guidance from APA National and Joint Call to Action • Financial support for convening

FOCUS AREA	LEADERSHIP	
GOAL STATEMENT	Leverage the knowledge of the association's membership to enact change in Minnesota	
Assets	Strategies and Tactics	Success Indicators
• Knowledge of membership • Legislative and Law Committee • Policy Platform • Policy Coordinator	1. Use communication outlets to expand awareness of our organization 1.1. Implement external communications and relations plan 1.2. 2. Serve as experts in the field of planning 2.1 Proactively offer to share the organization's perspective on topics being considered by governing bodies 2.2 Develop a bench of experts for advocacy 2.3 Develop a process by which legislative and law requests are thoroughly and properly vetted 2.4 Provide guidance to members and allies on effective communication, outreach, organizing, and advocacy 3. Proactively share the organization's perspective on a wide-range of planning- related topics. 1.1. Regularly update Policy Platform 1.2. Share Policy Platform with state and local leaders, allied organizations, League of MN Cities 1.3. Create white papers on a number of planning-related topics	• APA-MN is contacted to serve as subject matter experts on local and state legislation • APA-MN is viewed as the go-to organization for expertise in planning • APA-MN is contacted to provide comments, present, or testify
Barriers		Resource Needs
• Limited advocacy role as nonprofit • New role/arena for APA-MN • Time • Polarized political landscape • Lack of awareness of APA-MN		• Time • Volunteers • Coordination with Communications and Partnership teams • Policy Coordinator

FOCUS AREA	COMMUNITY PLANNERS	
GOAL STATEMENT	Grow the field of community leaders advocating for good planning	
Assets	Strategies and Tactics	Success Indicators
- Existing community planner/citizen planner handbook - Existing community connections - Website and social media - Knowledge and expertise of members	1. Provide resources to build the knowledge, skills, and abilities of community planners 1.1. Define and clarify who is considered to be a community planner, define target audience 1.2. Update community planner handbook and training materials 1.3. Create process by which APA-MN offers community planner training; explore potential partnerships to provide such training 1.4. Officially recognize those trained by APA-MN through certificate program 2. Recruit community planners to be members of APA-MN 2.1. Design and implement marketing campaign geared towards community planners 2.2. Create new board position for community planner 3. Increase community planner participation in the organization 3.1. Market annual conference to community planners 3.2. Invite community planners to attend other trainings and networking opportunities 3.3. Create toolkit for policy advocacy geared towards community planners	- Increase in community planner membership and involvement - Adopted and updated curriculum/handbook - Increase number of training sessions - Increased awareness of APA-MN and its resources amongst community planners - Policy advocacy toolkit created
Barriers		Resource Needs
- Time - Awareness of APA-MN - Resources and logistics of hosting and facilitating training - No database of community planner contact information - Recognition of value of community planner training - A number of other existing training platforms		- Time - Volunteers - Financial support - Logistical support - Communications

FOCUS AREA		INVOLVEMENT	
GOAL STATEMENT		Provide a variety of education and networking opportunities to increase member involvement and enrichment	
Assets		Strategies and Tactics	Success Indicators
- Membership knowledge and talent - District Directors - Professional Development Officers - Executive Director - Technology - Support from APA National		1. Connect with members outside of the fall conference 1.1. Establish regular brown bag series 1.2. Bi-monthly book club rotating around the state 1.3. Special, annual Greater Minnesota events 1.4. Host and support webinars 1.5. Purchase webinar software 2. Provide a mix of networking opportunities 2.1. Foster networking with planners of all ages, backgrounds, experiences, races, and geography 2.2. Foster and support networking building in Greater Minnesota which expands beyond the field of planning and invites members of like-minded organizations and community planners 2.3. Provide a number of informal, fun networking opportunities 3. Increase opportunities for involvement of membership 3.1. Provide opportunities for involvement on committees, user groups, and task forces 3.2. Explore opportunities for involvement of members in Greater Minnesota 4. Build knowledge, skills, and abilities of members to serve as planners 4.1. Continue to provide annual state conference 4.2. Provide ample opportunities for members to earn CM credits 4.3. Develop a list of ongoing programs and speakers to draw upon	- Host at least 3 webinars annually - Create calendar of events - Better balance of Greater Minnesota and Metro events - Increased participation and involvement - Additional educational and networking opportunities, formal and informal - New program leaders - At least 1 event held annually in each district - Host at least 3 brown bag events
	Barriers - Geography and distance - Lack of technical experience and expertise - Funding - APA National limitations and rules - Availability of time - Commitment to education and networking - Finding program leaders and volunteers		Resource Needs - Time - Volunteers - Financial support - Logistical support - Communications - Professional Development Officers

FOCUS AREA	COMMUNICATION	
GOAL STATEMENT	Utilize a combination of communication tools to reach all members and stakeholders	
Assets	Strategies and Tactics	Success Indicators
- Chapter has existing Facebook and Twitter social media accounts - Existing social media calendar - Communication staff member - Existing newsletter - Multitude of resources and information from APA, APA-MN, and other sources	1. Establish internal communications plan and calendar 1.1. Consider updates and changes to newsletter and electronic communications which balance content value, regularity, transparency, and importance of timing 1.2. Produce annual calendar so that internal communications are consistent, regular, and proactive 1.3. Clearly define staff roles 2. Create and implement external communications plan that will build awareness 2.1. Create talking points and printed collateral for easy explanation of the organization to outside groups 2.2. Use strong and consistent branding in all communications 2.3. All external communication materials should be reviewed by the communications consultant, executive director, and/or executive committee for brand and messaging consistency	- Strong social media engagement numbers - Increased use of the online forum - Increase in newsletter readership rates - Increased website traffic and access to information - Increase in followers on social media - Creation of communications collateral
Barriers		Resource Needs
- Not everyone uses the same platforms - Website is outdated - Unclear direction of what APA-MN uses social media for/what to advocate for - Time to search for content, coordinate with others, and to craft and post/share content		- Time - Volunteers - Financial support - Communications Coordinator - Website consultant
	3. Social media presence is coordinated and consistent 3.1. Consider using Instagram and other social media platforms 3.2. Build a list of other organizations to follow, post on, send posts to 3.3. Clarify our social media role and which issues APA-MN supports, shares, and educates 3.4. Create more robust social media calendar with more articles, legislative action, current events, etc. 3.5. Create portal for social media submissions 3.6. Build a list of other organizations to follow, post on, send post to 4. Update website 4.1. Website reflects changing organization and membership 4.2. Provides an online forum	

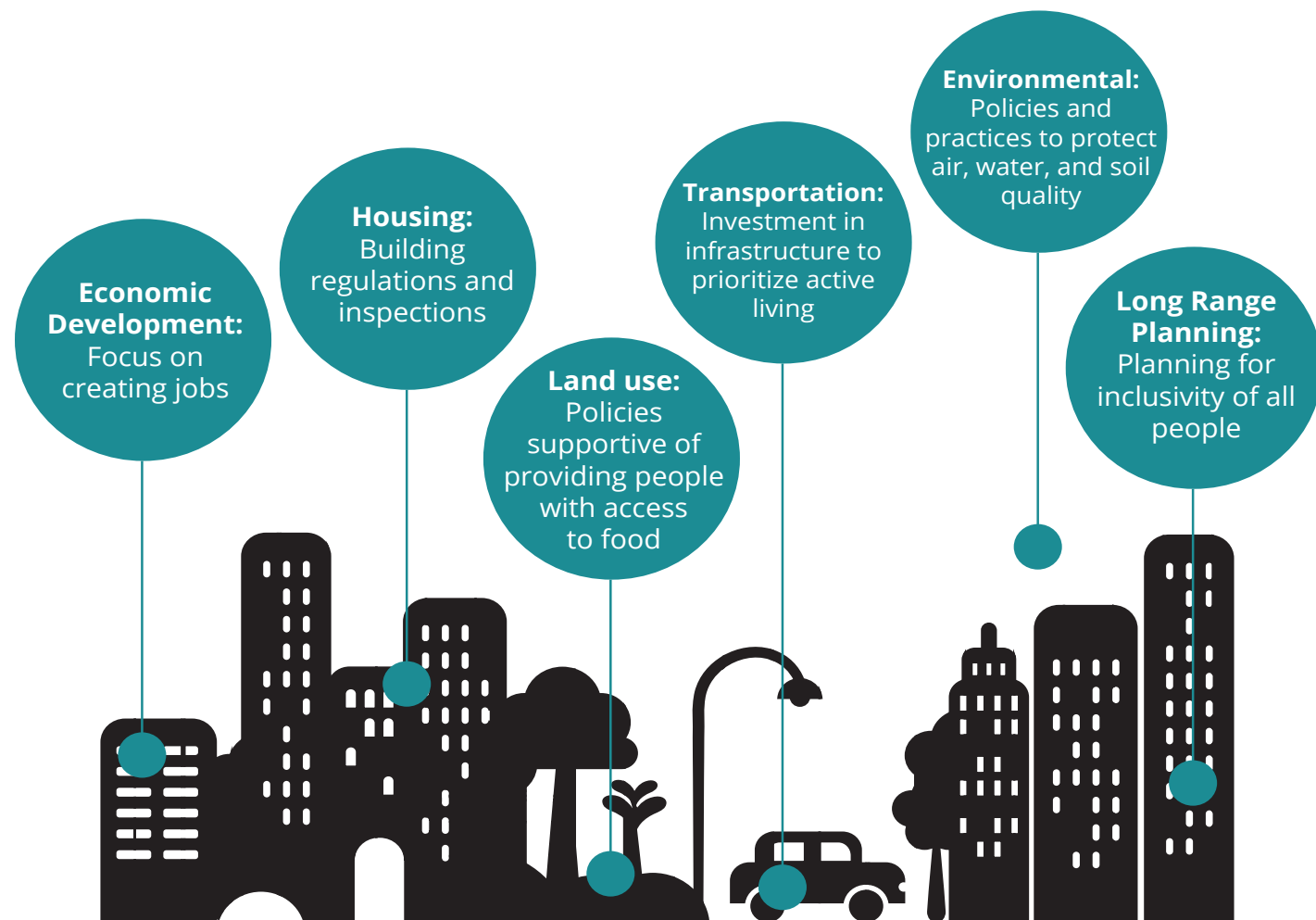
	4.3. Provides other tools, resources, and information 4.4. Is reviewed and updated on a regular basis to keep information fresh and up-to-date	
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DRAFT

FOCUS AREA	EQUITY	
GOAL STATEMENT	All decisions and actions are made through the lens of equity and inclusion	
Assets	Strategies and Tactics	Success Indicators
- Existing Planners Day at School - APA-MN Women in Planning group - Multiple user groups (LGBTQ, People of Color, etc.) at national APA level - Support and resources available from national APA - Grassroots movement mobilizing and changing and expanding the dialogue in Minnesota	1. Establish committee focused on diversity in planning 1.1. Review opportunities to engage and encourage youth from diverse backgrounds to enter the field of planning 1.2. Work with Minnesota colleges to support students of color 1.3. Consider financial support to assist the committee in its work 1.4. Expand ‘Planners Day in School’ program to reach more youth 1.5. Connect with the equity and community-based organizations that are leading efforts to address inequities, seek advice and support 2. Review all organization practices and procedures through an equity and inclusion lens 2.1. Establish committee/task force to review 2.2. Consider financial support to assist the committee in its work 2.3. Implement recommendations of the committee 2.4. Establish a cultural competency program 3. Establish and support user groups focused on diversity and inclusion in planning 3.1. Women in Planning 3.2. People of Color in Planning 3.3. LGBTQ in Planning	- Equity is automatically considered in all board actions - Creation and support of new and existing user groups - Creation of cultural competency program - Make-up of the board is more diverse and representative - The field of planning in Minnesota becomes more racially/ethnically diverse ‘Planners Day in the School’ is expanded to a number of schools with majority non-white student populations
Barriers		Resource Needs
- Lack of diversity on the Board - Equity can be viewed as polarizing by some in the field - Historical and Institutionalized racism - Constrained human and financial resources		- Volunteer support - Financial support - Outside knowledge and support

FOCUS AREA	MEMBERSHIP	
GOAL STATEMENT	Retain members and expand membership base by meeting members' evolving needs	
Assets	Strategies and Tactics	Success Indicators
- Historically high membership rates - Membership data from National APA - Two student board members - Strong relationship with Humphrey School - District Directors	Grow overall membership of the organization - Analyze membership data, identify gaps and needs - Membership survey - Retain retired planners Retain student members as they transition to professionals - Focus group or online survey with students and young professionals to identify areas of concern, needs assessment - Targeted outreach to this population Grow business and corporate membership - Define business and corporate membership - Targeted outreach Grow government and nonprofit membership - Define government and nonprofit membership - Targeted outreach	- Overall growth in membership - Increase retention rates as students transition to full membership
Barriers		Resource Needs
- Weaker relationship with Mankato and St. Cloud programs - Turnover in student director position - Inconsistent employer support of membership - Membership rates tied to the overall economy - Increasing number of job/career transitions - In/out migration of planners		Executive Director

FOCUS AREA	INTERNAL OPERATIONS	
GOAL STATEMENT	Update and improve internal operations to better serve as stewards of the organization’s resources and maximize efficiency and effectiveness while prioritizing equity	
Assets	Strategies and Tactics	Success Indicators
- Executive Director - Good financial standing	1. Review financial operations and procedures 1.1. Explore board of director term cycles 1.2. Update bylaws for efficiency, effectiveness, and equity 2. Maintain a strong and sustainable organizational budget 3. Adopt staffing model which meets the needs of the organization 3.1. Executive Committee shall conduct review with each staff member 3.2. Board shall review staffing model on an annual basis and implement changes as needed 4. Conduct regular organizational planning and development 4.1. Conduct strategic planning process every 5 years with incremental and annual updates as needed 4.2. Complete annual review and report 4.3. Provide space for board member and staff to get to know 4.4. Support ongoing and institutionalized board training, development, and culture work	- Balanced budget - Updated bylaws
Barriers		Resource Needs
- Time to research and update documents - Ease of communication among members	Volunteers	



WORKING SMARTER NOT HARDER

Focusing planning efforts around people means working differently, not working more. True, planners are being asked to respond to an ever growing, sometimes overwhelming, list of community issues. Planning for People – health, equity, community engagement – isn't about adding new work but rather exploring ways to improve processes, find efficiencies, and ultimately, to make a larger impact. It's the same work from a new perspective and a more nimble, comprehensive approach. This may involve replacing outdated, inefficient, and ineffective ways of doing work with more effective approaches, a renewed sense of purpose and stronger focus on community-centered outcomes.

FACT

- Each county in Minnesota has a health professional who can assist with planning for people and planning for health through the Statewide Health Improvement Partnership coordinators – <http://www.health.state.mn.us/ship/>

RESOURCES

- Advancing Health Equity in Minnesota, 2014 - www.health.state.mn.us/divs/che
- Minnesota Food Charter Network, 2014 – www.mnfoodcharter.com
- APA Planning for Public Health - www.planning.org/research/publichealth

For more information on Planning for People and the full report, go to:
<http://www.planningmn.org/planningforpeople>



With assistance from Lindsey Alexander Consulting



APA MN PLANNING FOR PEOPLE

PLANNING FOR PEOPLE: An Initiative of APA-Minnesota

Most people think of health as the outcome of a visit to the doctor. Our health, however, is shaped mostly outside the doctor's office. The physical, economic, social, and natural environments in which people live and interact have a significant impact on their ability to live healthy, safe lives.

A vibrant and prosperous community is a healthy community. The most successful communities are planned in partnership with community members and with the strategic and thoughtful guidance of elected officials and planning professionals. A community is only truly vibrant and prosperous when all its residents share in the experience of health, safety, and well-being. As we know all too well, environments vary greatly from place to place, neighborhood to neighborhood, creating areas with fewer choices and opportunities for people.

By making people the primary lens through which we make planning decisions, we can more effectively and efficiently work towards supporting and maintaining strong communities for all people. Locally, planners are leading the way to healthier Minnesota communities. This document clarifies the connection between health and planning and provides proven messaging frames you can use in your own community to make the case for planning for people.

THRIVING CHILDREN AND FAMILIES MAKE STRONGER COMMUNITIES

People are our chief asset. We intuitively understand that investing in people, particularly in children, is an investment in the future. Yet we don't always connect this to how we build our communities. As planners, we know that investing in assets like streets can extend street life and result in long-term cost savings. Investing in and for people works much the same way. If we work towards communities where people feel safe, healthy, and welcomed, they are more likely to stay in the community, invest in the community—and perceive a strong value in the work of local government. This can lead to improved civic participation, investments in business and private property and increased civility; as well as to health-supporting gains in educational attainment, homeownership rates, property maintenance, mental health, access to parks and less crime. Investing in projects that improve quality of life and build community pride produces dividends for families and for communities.

FACT

- Greater tree cover resulted in lower crime. Essentially, greater tree planting in a neighborhood suggests that the community is cared for and that the residents value it enough to call the police if they see an act of vandalism or other neighborhood crime. Source: Troy A.J. (2012) *The Relationship between Tree Canopy and Crime Rates Across an Urban-rural gradient in the greater Baltimore region.* Landscape & Urban Planning. Vol. 104 Iss 3 pp.262-270



PLACE MATTERS

Economic and health outcomes are closely correlated with the places where people live. Unfortunately, poor health and economic outcomes tend to be concentrated in areas with reduced access and choice. These are neighborhoods with fewer job opportunities, limited transportation options, few or no healthy food options, underfunded schools, higher crime rates, and unsafe housing conditions. Without a level playing field, it can be very difficult for the people that live in these neighborhoods to access the basic income and resources needed to live a healthy life. To achieve its full potential, a community must ensure that all people have the opportunity to live in a safe and healthy place.

FACT

- A Minnesotan who earns minimum wage would need to work 91 hours/week to afford a 2- bedroom apartment at fair market rent.



PENNIES NOW, DOLLARS LATER

The places that are addressing community health and prioritizing people today will be the most successful communities in the future. The consumer market has dramatically shifted in the last few decades and the forces that drove the markets of the past no longer hold true today. People are choosing where they live, work, and play based on community design, bikeability and walkability, vibrancy, liveliness, and feelings of being connected to their neighbors. Communities addressing today's market demands are attracting employers, high-quality workforce, new development and investment from the private market, and are growing their tax base. Communities that do not address these issues will struggle to remain economically competitive in the future. The time to invest in people-centric amenities is now.

FACT

- In 2017, the hottest real estate markets were those close to urban amenities with easy access to shopping and transportation and a supply of reasonably-priced housing. Source: Johnson D. (June 2017) *The 25 cities Where Millennials are Moving*. Time - <http://time.com/4797956/cities-millennials-moving/>



PLANNING HAS ALWAYS BEEN ABOUT HEALTH

Planners already embrace some concepts related to healthy communities. Modern planning has its historic roots in public health, growing out of the need to address the issues communities faced at the dawn of the 20th Century – overcrowding, poor infrastructure, improper waste disposal, access to air and light, and communicable diseases like tuberculosis and influenza. Planners played a critical role in addressing these issues. Today, our world faces different threats – traffic congestion, housing affordability, preventable diseases like heart disease and diabetes, large and growing inequities, and more volatile weather due to a changing climate. Planners must rise to the occasion by working to make healthier and safer communities for the people of the 21st Century.

FACT

- The state of Minnesota authorizes communities to use zoning for the purpose of promoting public health, safety, morals, and general welfare.



WE NEED TO TALK...

Planners need to get comfortable talking about health disparities. Conversations about disparities, especially those related to race, can be uncomfortable, difficult, and polarizing. As a profession dedicated to the health, safety and well-being of the public, we need to focus our work on addressing the unacceptable inequalities our fellow Minnesotans face whether by age, race, income, geography, or physical ability. As leaders and facilitators, we can play a critical role advancing conversations in our communities.

FACT

- Between now and 2040, 74% of Minnesota's population growth will come from people of color.





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