



A PROPOSAL FOR

Planning and Land Use Regulations Update

FOR THE CITY OF BREEZY POINT

April 26th, 2024

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



Re: Zoning Code Update for the City of Breezy Point

Dear Peter,

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

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

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

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

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

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

Sincerely, WSB

A handwritten signature in black ink, appearing to read "Kim Lindquist". The signature is written in a cursive, flowing style.

Kim Lindquist, AICP
Project Manager

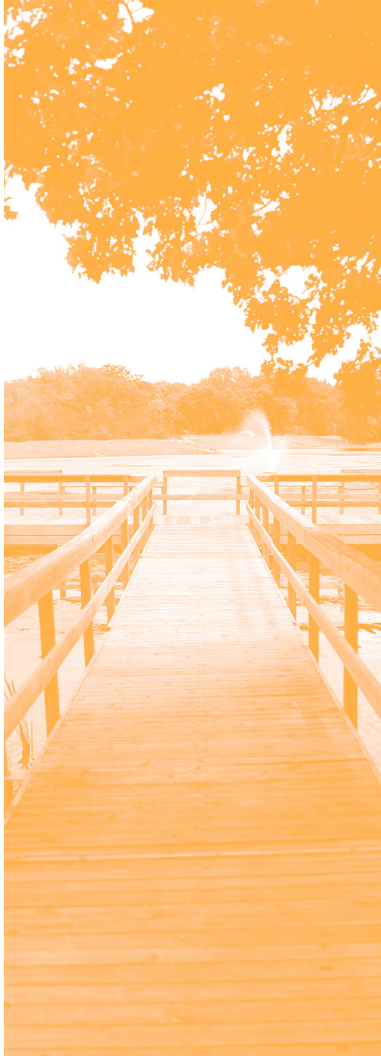


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Business Organization and History



Forge ahead.

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

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

1,250+
STAFF

50+
SERVICE AREAS

47
OFFICES

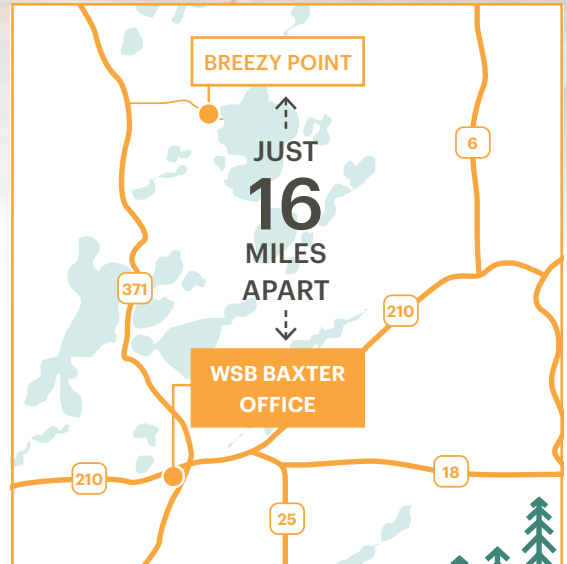
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STATES

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

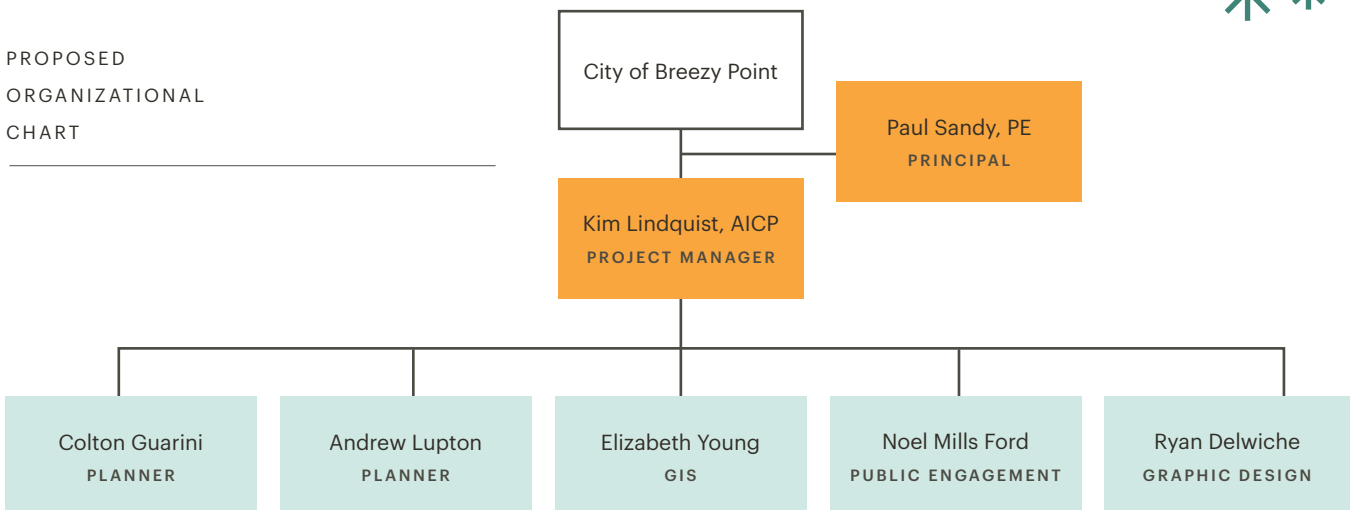
Past Involvement in Similar Projects and Key Staff



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



PROPOSED ORGANIZATIONAL CHART





Paul Sandy, PE



PRINCIPAL

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

SERVICE GROUP:

Municipal

REGISTRATION:

Professional Engineer
Minnesota #53635

EDUCATION:

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

MEMBERSHIPS:

American Public Works
Association (APWA) -
Outstate Committee Chair

City Engineers Association
of Minnesota (CEAM) - Past
President

Minnesota Society of
Engineers and Surveyors

South Industrial Park Feasibility Study | Benson, MN

CLIENT: CITY OF BENSON

PROJECT DURATION: SEPT 2021 - FEB 2023

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

2023 Street Improvement Project | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

PROJECT DURATION: SEPT 2022 - NOV 2023

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

Mississippi Landing Trailhead Park | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: OCT 2021 - NOV 2022

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



Kim Lindquist, AICP



PROJECT MANAGER

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

SERVICE GROUP:

Community Planning & Economic Development

EDUCATION:

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

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

CERTIFICATIONS:

Planning AICP Certification

NDC Economic Development Finance Professional Certification

MEMBERSHIPS & RECOGNITIONS:

Economic Development Association

American Planning Association

Zoning Ordinance Update | East Gull Lake, MN

CLIENT: CITY OF EAST GULL LAKE

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

Zoning Ordinance Updates and Rewrites | Various Locations

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

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

Larpenteur & Snelling Corridor Development Study | Falcon Heights, MN

CLIENT: CITY OF FALCON HEIGHTS

PROJECT DURATION: AUG 2023 - CURRENT

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



Colton Guarini



COMMUNITY PLANNER

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

SERVICE GROUP:

Community Planning and Economic Development

EDUCATION:

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

MEMBERSHIPS:

American Planning Association

Dundas Comprehensive Plan | Dundas, MN

CLIENT: CITY OF DUNDAS

PROJECT DURATION: AUG 2022 - CURRENT

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

Howard Lake Comprehensive Plan | Howard Lake, MN

CLIENT: CITY OF HOWARD LAKE

PROJECT DURATION: OCT 2022 - CURRENT

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

Day-to-Day Planning | Various Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: JUL 2022 - CURRENT

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



Andrew Lupton



GRADUATE COMMUNITY PLANNER

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

SERVICE GROUP:
Community Planning and Economic Development

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

MEMBERSHIPS:
American Planning Association

Planning and Grant Writing Specialist | Otter tail County, MN

CLIENT: OTTER TAIL COUNTY

PROJECT DURATION: OCT 2023 - CURRENT

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

Day-to-Day Planning | Various Minnesota Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: OCT 2023 - CURRENT

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

Grant-writing Assistant | Indianapolis, IN*

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: JAN 2023 - SEPT 2023

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

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



Elizabeth Young



GIS SPECIALIST

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

SERVICE GROUP:

GIS

EDUCATION:

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

Masters of Arts in History, University of Oklahoma, 2023

Wetland Figures | Various Locations

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

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

Lead Service Line Inventory | Various Locations, MN

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

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

Comprehensive Plan Updates | Various Locations, MN

CLIENT: VARIOUS CLIENTS

PROJECT DURATION: 2023 - CURRENT

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

* Work completed at previous employer



Noel Mills Ford



PUBLIC ENGAGEMENT COORDINATOR

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

SERVICE GROUP:
Public Engagement

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

MEMBERSHIPS:
International Association
for Public Participation
(IAP2)

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

CLIENT: MNDOT

PROJECT DURATION: NOV 2018 - CURRENT

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

Manitou Road Watermain Improvement | Tonka Bay, MN

CLIENT: CITY OF TONKA BAY, MN

PROJECT DURATION: MAY 2022 - CURRENT

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

Interceptor Sites Landscape Restoration | Mound, MN

CLIENT: MET COUNCIL ENVIRONMENTAL SERVICES

PROJECT DURATION: AUG 2022 - CURRENT

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



Ryan Delwiche



SR. GRAPHIC DESIGNER

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

SERVICE GROUP:

Marketing

EDUCATION:

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

MEMBERSHIPS:

AIGA Minnesota

Hwy 19 Corridor Study Communications | Winthrop, MN

CLIENT: MNDOT

PROJECT DURATION: MAR 2023 - CURRENT

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

Burnsville Zoning & Subdivision Update | Burnsville, MN

CLIENT: CITY OF BURNSVILLE

PROJECT DURATION: JAN 2021 - OCT 2022

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

Year in Review | Minneapolis, MN

CLIENT: WSB & ASSOCIATES, INC.

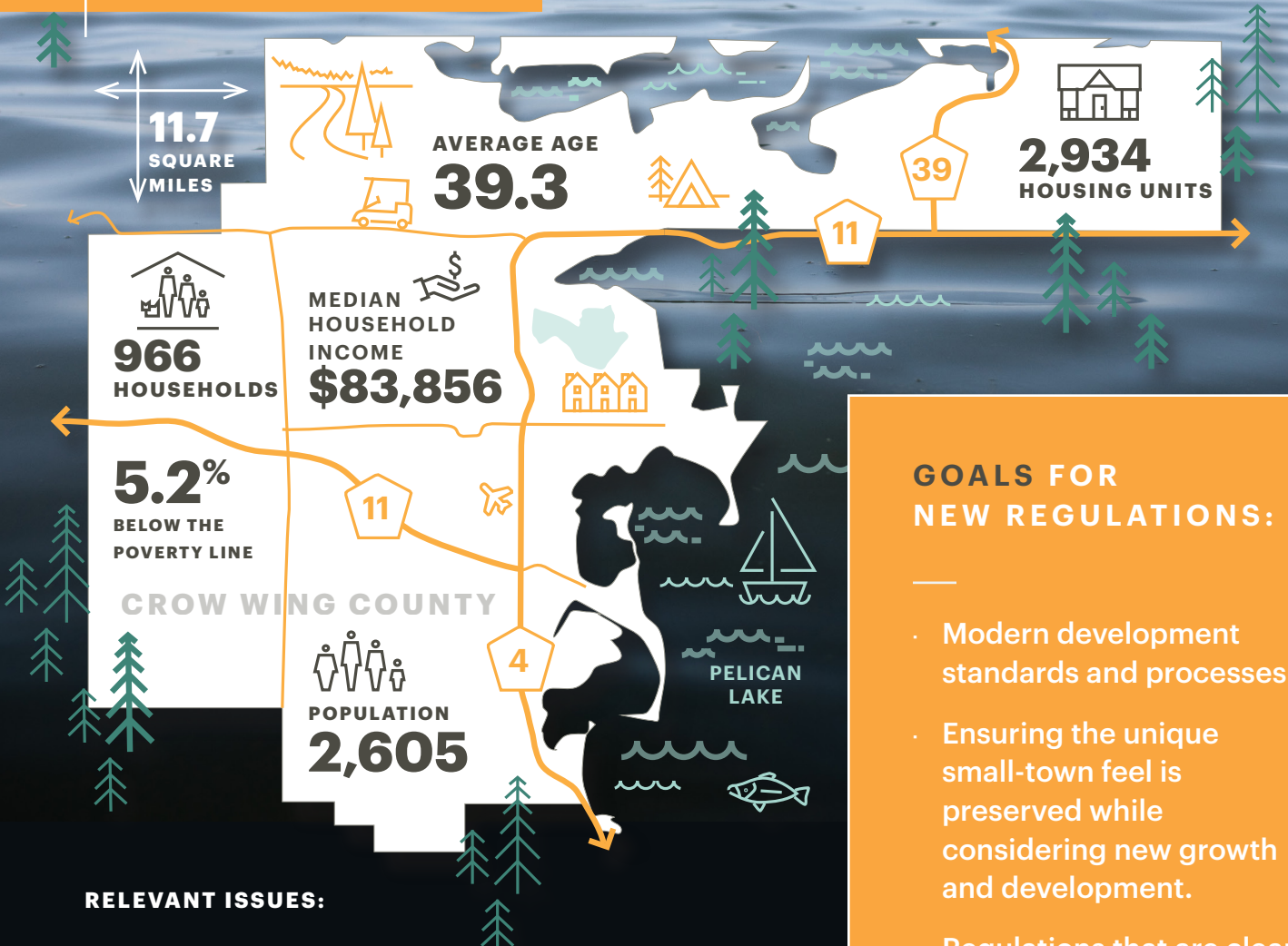
PROJECT DURATION: 2017 - CURRENT

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

Approach & Work Plan



BREEZY POINT AT-A-GLANCE



RELEVANT ISSUES:

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

GOALS FOR NEW REGULATIONS:

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

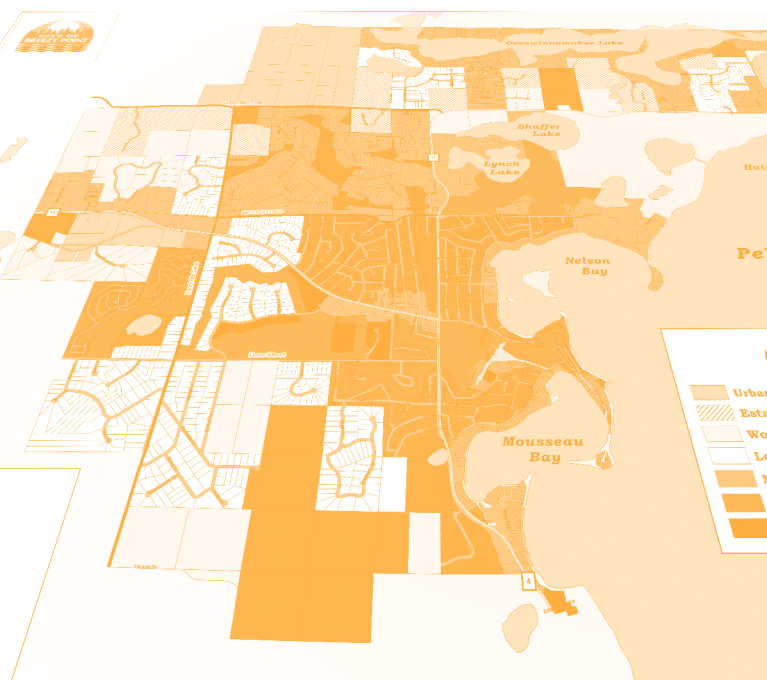


Task 1: Plan Review

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

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

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



SPECIFICS:

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

Task 2: Current Zoning Ordinance Diagnosis

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

SPECIFICS:

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

Task 3: Public Outreach

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

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



SPECIFICS:

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

■ Community Meeting

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

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

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

■ Pop-Up Event

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

■ Community Preference Survey

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

■ Project Website

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



■ Informational Takeaway

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

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

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

SPECIFICS:

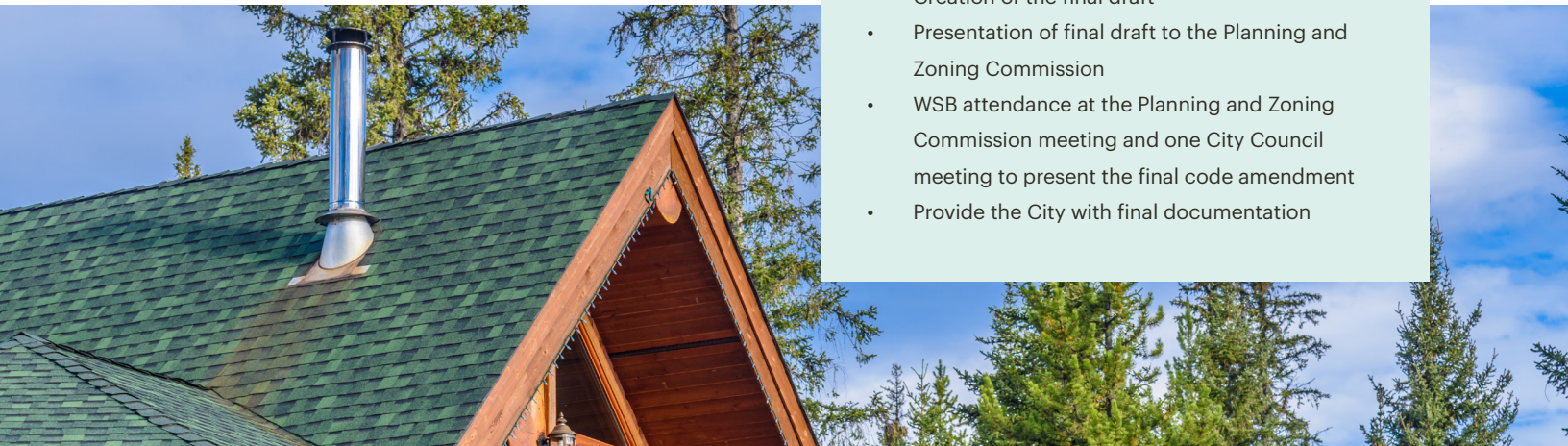
No additional meetings are required for this task, as this topic will be covered in initial Steering Committee meetings.

Task 5: Drafting the Document

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

SPECIFICS:

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





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

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

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

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

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

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

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

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

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

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

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

SPECIFICS:

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

Task 7: Comprehensive Plan Amendments

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

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





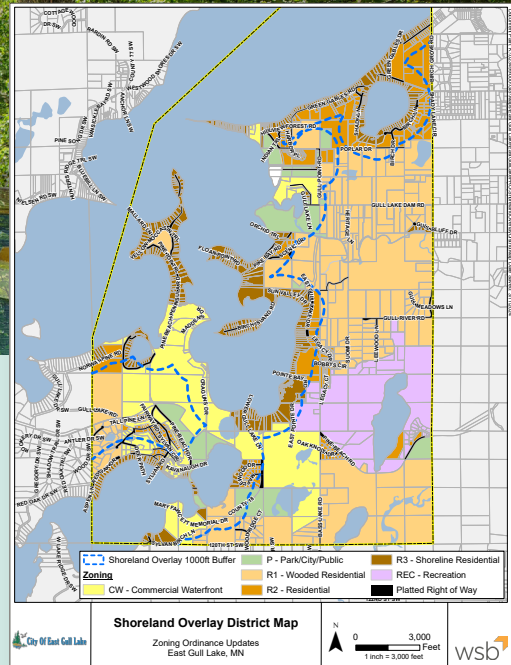
Project Examples and Supplemental Information

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

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

Zoning Ordinance Update and Day to Day Planning

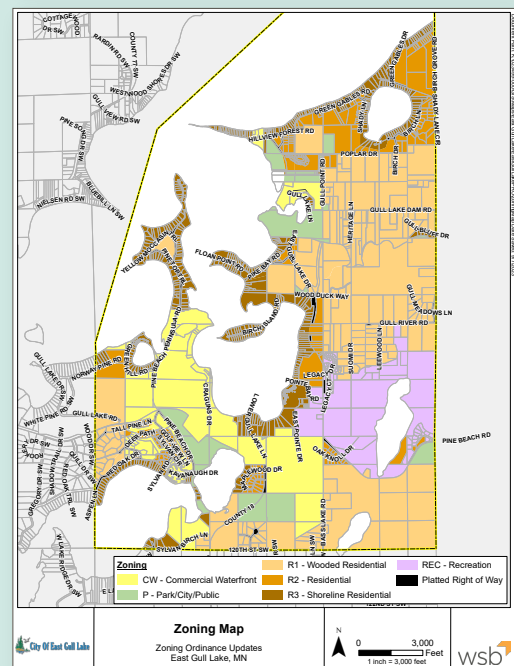
CLIENT: CITY OF EAST GULL LAKE
LOCATION: EAST GULL LAKE, MN
DURATION: JULY 2022 - CURRENT



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

KEY WSB STAFF: KIM LINDQUIST, COLTON GUARINI

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



North St. Paul Zoning Ordinance

CLIENT: CITY OF NORTH ST. PAUL

LOCATION: NORTH ST. PAUL, MN

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



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

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

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

Figure 3: BUFFER

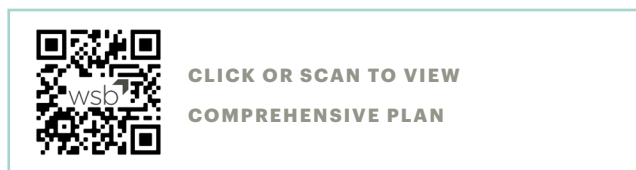
BUILD-TO-LINE. A line to which the front wall of a building is to be constructed. The build-to-line runs parallel to the front lot line and is established to create an even building façade line along a street (see FIGURE 4).

Figure 4: BUILD-TO-LINE

BUILDABLE AREA. The space remaining on a parcel after the minimum setback, drainage provisions, ponding, compensatory storage, soils, open space and other site constraint requirements and building restriction lines of this Chapter have been met.

BUILDING OR STRUCTURE. Any structure for the shelter, housing support, or enclosure for persons, animals, or property of any kind which is permanently affixed to the ground. When a building is separated by party walls without openings, each portion of such building so separated shall be deemed a separate building.

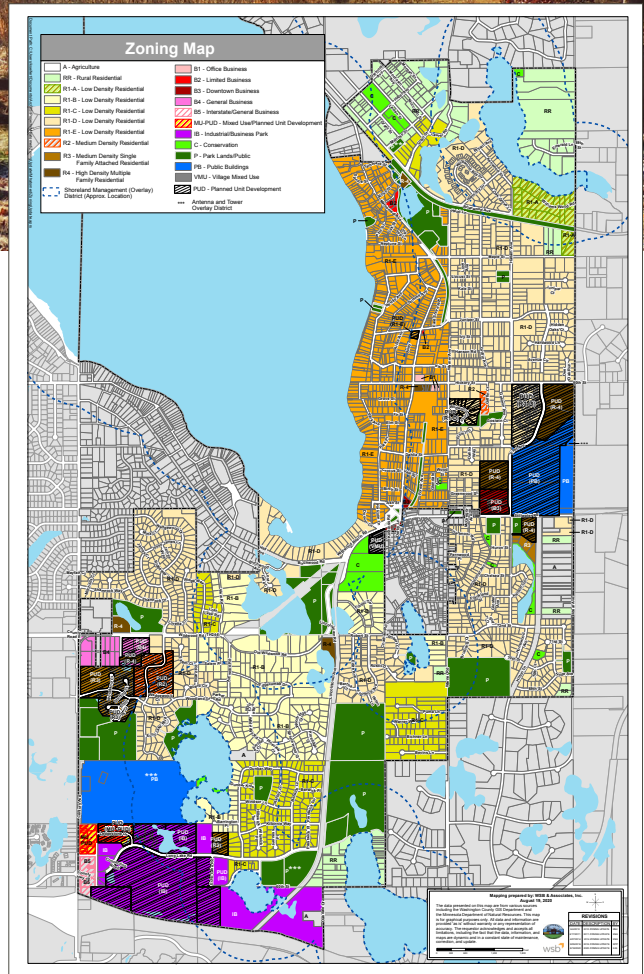
20



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

Zoning Ordinance/Subdivision Update

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



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

KEY WSB STAFF: HANNAH RYBAK

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


Commercial and Residential Zoning Ordinance Updates

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

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

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



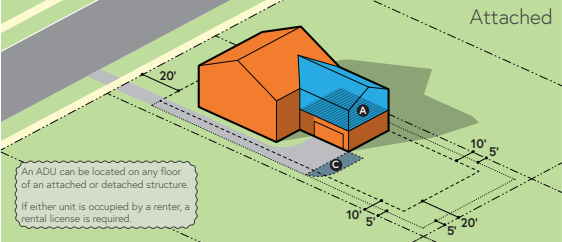


ACCESSORY DWELLING UNIT
Zoning Regulations

Standards

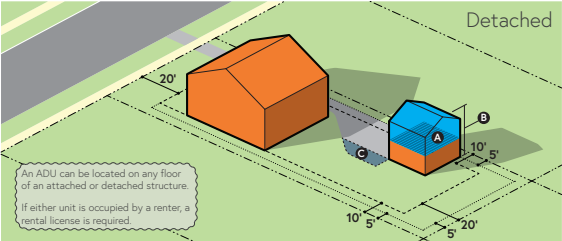
- ADU limited to 33% of the residence habitable space **A**
- Minimum size of the ADU is 300 square feet; Maximum size no greater than 960 square feet* **A**
- Maximum height for detached ADU is 20' in all zoning districts except for R-1 and R-1A which has a height of 25' or two stories whichever is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

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



Attached

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



Detached

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

■ Principal Structure
■ Accessory Dwelling Unit (ADU)

Project Matrix

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

Tentative Project Timeline and Fee Schedule



Tentative Project Timeline

TASK	2024							2025									
	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DECE	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT
TASK 1: PLAN REVIEW	█																
TASK 2: CURRENT ZONING ORDINANCE DIAGNOSIS		█															
TASK 3: PUBLIC OUTREACH			█														
TASK 4: EVALUATION OF EXISTING NEIGHBORHOODS, CORRIDORS AND DISTRICTS		█															
TASK 5: DRAFTING THE DOCUMENT						█											
TASK 6: INTEGRATION OF THE NEW CODE INTO USER FRIENDLY FORMATS									█								
TASK 7: COMPREHENSIVE PLAN AMENDMENTS												█					

Fee Schedule

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

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

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



References

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