

City of Falcon Heights Planning Commission

City Hall
2077 W. Larpenteur Avenue

Tuesday, September 26, 2017
7:00 p.m.

A G E N D A

- A. CALL TO ORDER: 7:00 p.m.
- B. ROLL CALL: Chair Larkin ____ Samatar ____
 Murphy ____ Stemper ____
 Williams ____ Kotelnicki ____
 Sunderland ____
 Council Liaison Harris ____ Staff Liaison Moretto ____
- C. APPROVAL OF MINUTES for July 25th
- D. AGENDA
 - 1. Discussion - Comprehensive Planning
- E. INFORMATION AND ANNOUNCEMENTS
- F. ADJOURN

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

**City of Falcon Heights
Planning Commission Minutes
July 25, 2017**

PRESENT: Commissioners Williams, Larkin, Kotelnicki, Sunderland, Samatar

ABSENT: Commissioners Murphy, Stemper, Liaison Harris

The meeting was called to order at 7:15 p.m. by Chair Larkin.

The minutes of the May 23th, 2017 and June 27th, 2017 meeting of the Planning Commission were approved.

AGENDA

1. Selection of the Secretary:

Staff Liaison Moretto introduced the position of the Secretary of the Commission and asked the Chair for volunteers. The Chair opened the topic for discussion. There were questions about the activities and requirements of the positions by many of the Commissioners. After some debate and clarifications, Commissioner Sunderland volunteered to fill the role of Commission Secretary. His responsibilities will begin at the next meeting.

2. Discussion - Comprehensive Planning:

Staff Liaison Moretto presented a PowerPoint on the topic of Comprehensive planning. This included resources found on the Metropolitan Council Website. Staff Liaison Moretto answered multiple questions regarding timing, Commission input and contributions in the planning process, clarification regarding some of the Met Council's data, and other pertinent topics.

It was decided that more information will be necessary to move forward and that more information about the consultant would be beneficial.

Staff Liaison Moretto will have more information after at the next meeting.

INFORMATION AND ANNOUNCEMENTS:

Community Forum: None

ADJOURNMENT: The meeting was adjourned at 8:20p.m.

Respectfully submitted,

Paul Moretto
Community Development Coordinator

John Larkin
Chair – Planning Commission



August 21, 2017

Sack Thongvanh
City Administrator
City of Falcon Heights
2077 West Larpenteur Ave
Falcon Heights, MN 55113

Re: Proposal for Professional Engineering and Planning Services
2040 Update to the Falcon Heights Comprehensive Plan
City of Falcon Heights

Dear Mr. Thongvanh:

We appreciate the opportunity to present the following proposal for professional engineering and planning services to assist the City of Falcon Heights with the completion of the 2040 update to the Comprehensive Plan. Our multi-faceted comprehensive planning team includes professionals in: community planning, transportation planning, water/wastewater infrastructure planning, water resources, and landscape architecture. This proposal is based on discussions with the City of Falcon Heights and Metropolitan Council on the required components of the 2040 update. WSB proposes to complete all of the proposed tasks and will only require City staff to provide guidance, comments, and existing community information. Based on the elements defined below, we propose to complete services for the 2040 Comprehensive Plan update for a **fee of \$52,825**

Below is a list of the components to complete the Falcon Heights 2040 Comprehensive Plan, and the cost for completing these tasks.

Task 1: Public Participation

Cost: \$8,500

1.1 Community Visioning Meeting

Plan, prepare, market, and facilitate one, large community visioning session to kick-off the Comp Plan with the public.

1.2 Planning Commission Meetings (Up to 4 meetings)

Plan, prepare, market and facilitate up to three Planning Commission Meetings to discuss key topic areas of the Comprehensive Plan. The fourth meeting with the Planning Commission will be the public hearing to recommend the City Council adopt the Comprehensive Plan.

1.3 City Council Meetings (Up to 2 meetings)

This includes one meeting to preliminarily adopt the Comprehensive Plan and authorize its submittal to the Metropolitan Council, and one meeting to adopt the Comprehensive Plan following Metropolitan Council approval. Joint meetings with the Planning Commission will be encouraged when applicable.

Task 2: Background and Demographic Content

Cost: \$1,500

2.1 Review and update information on previous planning studies, existing Comprehensive Plan, Zoning Ordinance, and City Code.

2.2 Examine and update demographic information in the existing Comprehensive Plan, including:

- Historic and projected population and household growth
- Population age distribution
- Household incomes by age of householder
- Net worth by age of householder
- Household tenure by age of householder
- Household type
- Race and ethnicity

2.3 Examine historic building permit and building permit valuation data.

Task 3: Housing Component

Cost: \$3,200

3.1 Complete an existing housing assessment, including a table of existing local conditions with information such as:

- Total number of housing units.
- Number of housing units affordable to households with incomes at or below 30% Area Median Income (AMI), between 31 and 50% AMI, and between 51 and 80% AMI.
- Number of housing units that are owner occupied.
- Number of housing units that are rental.
- Number of single family homes.
- Number of multi-family homes.
- Number of publicly subsidized housing units by the following types: senior housing, housing for people with disabilities, and all other publicly subsidized units.

3.2 Provide the number of existing households that are experiencing a housing cost burden with incomes at or below 30% AMI, between 31-50% AMI, and 51-80% AMI.

3.3 Prepare a map of owner-occupied housing units identifying their assessed values.

3.4 A narrative analysis of existing housing needs and priorities for the community.

3.5 Discuss how the land use plan addresses the forecasted housing need.

3.6 Acknowledge Falcon Heights' allocation of the region's need for affordable housing and guide residential land at densities sufficient to create opportunities for affordable housing.

3.7 Develop implementation strategies to meet the existing and projected housing needs.

Task 4: Land Use

Cost: \$4,500

4.1 Prepare existing and future land use maps and tables with total acres and percent of total acres for each land use category.

4.2 Discuss different existing and planned land use categories in terms of types of allowed uses and minimum and maximum densities for residential uses.

4.3 Identify and map land areas that are available or likely to be available for redevelopment, infill development or new development.

4.4 Describe community goals, intentions, and priorities concerning preservation, conservation, or restoration of natural resources in the community.

Task 5: Transportation

Cost: \$14,225

5.1 Transportation Plan Work Session: Meet with City, County and MnDOT to identify existing and forecasted issues and strategies and opportunities for collaboration.

5.2 TAZ Allocation: Allocate approved 2040 Falcon Heights land use plan population, employment and households for 2020, 2030 and 2040 by Traffic Analysis Zones (TAZs) and compare to the Metropolitan Council's regional 2040 land use growth allocation for Falcon Heights.

5.3 Roadway: Map and describe existing and forecasted elements of the roadway system including functional classification, roadway jurisdiction, number of lanes and existing and forecasted traffic. Identify and map roadway system issues and identify strategies for improvements.

5.4 Transit: Map and describe existing and planned transit infrastructure and services. Identify and map transit system issues and identify strategies for improvements.

5.5 Bicycle and Pedestrian: Map and describe existing and planned bicycle and pedestrian local, county and regional system facilities. Identify and map barriers and other issues negatively impacting bicycle and pedestrian safety and mobility and identify strategies for improvements.

5.6 Aviation: Identify policies and ordinances that protect regional airspace from obstructions including how the FAA will be notified of proposed structures.

5.7 Freight: Identify railways, barge facilities and truck or intermodal freight terminals and identify important nodes that may generate freight movement, such as industrial parks and large shopping areas. Collect and map heavy commercial truck traffic for Principal Arterial and A-Minor Arterial roadways. Identify freight issues and strategies for improvement.

5.8 Final Transportation Plan Chapter: Write final transportation plan report including all modal components, associated tables, maps and strategies for improvement.

Task 6: Wastewater

Cost: \$14,400

6.1 The previous Comprehensive Sanitary Sewer Plan will be analyzed and updated as needed to comply with Metropolitan Council requirements. The updated Plan will rely on information from the City's 2030 Comprehensive Plan to maximize efficiency and minimize cost.

6.2 Update the previously completed capacity analysis based on revised land use assumptions.

6.3 Development of goals and implementation steps for the sanitary sewer plan, including loading requirements and needed improvements.

6.4. Preparation of GIS maps of the existing system, needed infrastructure and pipe size ranges, and proposed future system.

6.5. Develop detailed management strategies to address inflow and infiltration from public and private sources.

Task 7: Water Supply Plan

This proposal assumes this task is completed under a separate contract. Requirements are governed by the Minnesota Department of Health, and follow different timelines than the Comprehensive Plan (although required to be submitted with the plan to the Met Council). Scopes and cost are available for these items, upon request.

Task 8: Surface Water Management Plan

Mr. Sack Thongvanh
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This proposal assumes this task is completed under a separate contract. Requirements are governed by the watershed district and BWSR, and follow different timelines than the Comprehensive Plan (although required to be submitted with the plan to the Met Council). Scopes and cost are available for these items, upon request.

Task 9: Parks and Trails

Cost: \$2,000

9.1 Describe, map and label the Regional Park System facilities that are located in the community.

9.2 Describe and map existing and proposed local parks, trails, and recreation facilities.

9.3 Develop a capital improvement program for parks and open space facilities as part of the implementation section.

Task 10: Implementation

Cost: \$2,000

10.1 Describe all public programs, fiscal devices, and other actions that will be used to implement the goals and policies of the comprehensive plan.

10.2 Define a timeline as to when actions will be taken to implement each required element of the comprehensive plan.

10.3 Develop a Capital Improvement Program (CIP) for transportation, sewers, parks, water supply, and open space facilities specifying timing and sequence of major local public investments.

10.4 Describe and analyze relevant official controls addressing zoning, subdivision, water supply, and private sewer systems and include a schedule that prioritizes needed changes to official controls.

Task 11: Met Council Coordination

Cost: \$2,500

11.1 Coordination of adjacent community review and incorporation of comments received as necessary.

11.2 Coordination with Metropolitan Council to submit plan and incorporate comments by Metropolitan Council staff.

If this proposal is acceptable to you, please sign this agreement and return a copy to WSB. Receipt of an executed copy will be WSB's authorization to proceed with the scope of services. Although unlikely, any additional tasks that may arise will be billed at WSB's hourly rate, and will be provided to the City in a separate scope of work for authorization prior to initiating such additional work.

WSB appreciates the opportunity to submit this proposal for the City of Falcon Heights 2040 Comprehensive Plan update. If you have any questions, please feel free to call me at 763-231-4863.

Sincerely,

WSB & Associates, Inc.

Breanne Rothstein
CPED Manager

ACCEPTED BY:

Mr. Sack Thongvanh
August 21, 2017
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City of Falcon Heights, MN

Name _____

Title _____

Date _____