



## STAFF REPORT

DATE: August 4, 2021

**REGULAR**

**AGENDA ITEM:** Contracted Planning Services

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Since the planning department will be without staff for a period of time while we search for new hires, I reached out to a couple of firms to provide planning services in the interim. The planning director position has been posted and closes August 4<sup>th</sup>. We hope to have someone on board by late September/early October and then begin the recruitment process for a planner. That position would be expected to be filled in November/December. In the meantime, the city will be required to process numerous land use applications and needs to update the Village AUAR by December (5 year deadline) to keep it current. With a small staff in other departments there is nowhere to pull from to meet all of these demands. We have been training our GIS intern on some planning activities but her time will be mostly for review of building applications, fence permits, encroachment agreements and other minor items.

### **ISSUE BEFORE COUNCIL:**

Who should the Council select to provide interim planning services?

### **PROPOSAL:**

I reached out to Bolton and Menk and Swanson Haskamp Consulting (SHC) for interim planning services starting mid-August through the end of the year likely in some capacity. Copies of both of their proposals are included in your packet.

#### ***Bolton and Menk:***

Bolton and Menk will provide three planning staff to provide planning services. Their rates are listed below. They will be able to provide 3 office days a week, attend Planning Commission and Council meetings and process applications. So there is consistency they will provide a second person at the Planning Commission meetings, at no cost, who will attend the Council meeting.

#### **Employee Hourly Rate**

Ryan Goodman, Principal Engineer No charge

Jane Kansier, Senior Planner \$130 per hour

Harry Davis, Planner II \$117 per hour

Corrin Bemis, Planner \$102 per hour

#### ***Swanson Haskamp Consulting (SHC):***

SHC will provide two staff (who previously worked on the city's comp plan) to provide planning services. Their rates are listed below. They will be able to provide office hours, attend Planning Commission and Council meeting and process applications.

Service	Rate
Principal, Planner	\$145/Hour
Sr. Planner/ Sr. Landscape Architect	\$125/Hour
Planner	\$105/Hour

Document	\$90/Hour
Preparation/Layout/Production	
GIS Mapping	
Document Layout	
Graphics	
Half-day Rate - Office Hours	\$435
Mileage rate (Standard IRS rate)	\$0.56/mile
Printing and Mailing Services	Actual Expenses

**OPTIONS:**

- 1) Direct Staff to Enter into a Service Agreement with Bolton and Menk
- 2) Direct Staff to Enter into a Service Agreement with SHC
- 3) Direct staff to obtain more proposals

**RECOMMENDATION:**

Staff is recommending that the City Council enter into a service contract with SHC. While Bolton and Menk are proposing more staff at a lower rate, staff believes that SHC's familiarity with the City and past experience, including preparation of the City's Comprehensive Plan, will add more value and efficiency to their service.

**RECOMMENDED MOTION:**

***"Motion to direct staff to enter into a service agreement with Swanson Haskamp Consulting for Planning Services."***

**ATTACHMENT:**

- Bolton and Menk Proposal
- SHC Proposal



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3507 High Point Drive North  
Bldg. 1 Suite E130  
Oakdale, MN 55128

Ph: (651) 704-9970  
Bolton-Menk.com

July 30, 2021

Kristina Handt, City Administrator  
City of Lake Elmo  
3880 Laverne Avenue North, Suite 100  
Lake Elmo, MN 55042

RE: Proposal for Planning Assistance- Revised

Dear Ms. Handt:

The City of Lake Elmo is seeking interim planning services to continue to provide high-quality review and consistent customer service. Bolton & Menk, Inc. has the experience and qualifications to provide professional planning services. Like you, we take great pride in helping create a community that is safe, sustainable, and beautiful. Our approach to planning services makes Lake Elmo's priorities, our priorities. We understand what needs to be accomplished for successful planning and development services.

### Project Understanding

Lake Elmo is a growing community with several ongoing development projects. New development requires thoughtful review, and attention to detail and process to ensure it is both successful and complies with City codes and policies. At the same time, these developments often move at a fast pace, which requires efficient use of time and resources.

### Planning Team

The Bolton & Menk team is intended to serve as an extension of city staff, with close coordination between the city and team maintained at all times. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise. Resumes for key personnel area attached to this letter.

Bolton & Menk will serve the City of Lake Elmo using a team approach. Ryan Goodman will serve as Principal-in-Charge, and will be responsible for ensuring a high quality of service. The Planning team is led by Jane Kansier. Jane will serve as your primary contact and be responsible for all activities performed on behalf of the City of Lake Elmo. This approach ensures consistency across all planning services provided—the city only has to look to one place for answers or information.

Jane will be supported by a team of professionals with a depth of planning experience, including Harry Davis and Corrin Bemis. Together this team has nearly 45 years of planning experience.

Bolton & Menk's multidisciplinary approach means we can answer a lot of questions with a quick trip down the hall. If specific technical questions arise during the process, we can answer them, usually without outside consultation or additional cost. In addition to extensive planning experience, our firm has expertise in civil engineering, surveying, landscape architecture, community development, GIS, funding and grant writing, graphic design, communication, historic and cultural resources, environmental services, and many other related areas.

## Work Plan

We have developed a general work plan based on our understanding of the needs of the City. Below is a brief description of the general plan and individual roles. As we learn and understand the City's needs, we can adapt this plan and provide more flexibility.

### Day-to-Day Services

- Jane Kansier will serve as lead planner and project manager. Jane will attend the Tuesday development review meetings and Planning Commission meetings. She will also be available remotely or in person for other meetings, as needed.
- Corrin Bemis will provide office hours up to 3 days per week and will handle most of the day-to-day activities. She will assist with preparation of staff reports and presentations to the Planning Commission.
- Harry Davis will assist in development application review and report preparation. He will also attend Planning Commission meetings, at no charge to the City, to shadow Jane. Harry will attend City Council meetings to carry the Planning Commission action and message forward.
- Ryan Goodman will attend at least one development review meeting a month to provide oversight and additional services.

### AUAR/EIS/EAW/Other Projects

These projects are specialized and usually have a specific timeframe for completion. Examples of these projects include environmental reviews, master plans, small area studies, complete zoning ordinance rewrites or other special planning studies. We will work with the city to define a scope of services and budget, as they come up.

## Fee Estimate

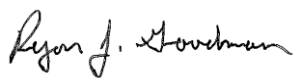
Rates for our key personnel are as follows:

Employee	Hourly Rate
Ryan Goodman, Principal Engineer	No charge
Jane Kansier, Senior Planner	\$130 per hour
Harry Davis, Planner II	\$117 per hour
Corrin Bemis, Planner	\$102 per hour

We are excited about this opportunity to work with you and assist the City in its planning needs. Please contact me at 612-597-7140 or [Ryan.Goodman@bolton-menk.com](mailto:Ryan.Goodman@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,

**Bolton & Menk, Inc.**



**Ryan J. Goodman, P.E.**  
Principal Engineer



**Jane A Kansier, AICP**  
Senior Planner



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## Education

Bachelor of Arts - Urban and Regional Studies  
University of Minnesota - Duluth

Master of Public Administration - Public Administration  
Hamline University

## Certifications

American Institute of Certified Planners (AICP)  
• Certified Planner - AICP

## Awards

Outstanding Capstone Paper - Hamline Univ Graduate  
School of Public Admin & Mgmt, 2002

## Summary

Jane enjoys managing and coordinating multiple components of a project to see it all come together. She began her planning career in 1984 and has worked in city and county planning, city administration, and public transit. As a senior urban planner, Jane identifies and gathers pieces from multiple disciplines and puts them together into a final product. She provides day-to-day planning services for our clients and works with them to create and update their comprehensive plans. Her experience includes coordinating and developing comprehensive plans, zoning ordinances, city codes, site plans, land use and development review, grant writing, public transit, and project management. Jane is known for her approach to creative problem solving.

## Experience

### **Collaborative Communities Comprehensive Plan Update, Dakota County, Minnesota**

Members of the Dakota County Township Officers Collaborative, which consists of 5 cities and 11 townships, participated in a joint planning process to develop a single comprehensive plan to meet the Metropolitan Council regional requirements. As the project manager and planning expert, Jane led more than 50 public meetings over the course of 18 months to develop a collaborative comprehensive plan. She also crafted individual comprehensive plans for the five cities and Empire Township, and an executive summary for each township that highlights its unique features and opportunities.

### **Planning Services, City of Arden Hills, Minnesota**

As the project manager and lead planner for the City of Arden Hills, Jane assists with day-to-day planning to help meet a gap in staffing. She works closely with city staff to review development proposals and amendments to the city code, and helps respond to other planning issues and questions that arise.

### **Strategic Plan Update, Minnesota Valley Transit Authority**

Minnesota Valley Transit Authority (MVTA) was in need of a new strategic plan that included refreshed goals and objectives that would provide guidance for short- and long-term decision-making. As project manager for the strategic planning process, Jane helped craft new mission and vision statements with updated goals and objectives based on a visioning workshop with MVTA Board of Commissioners. She compiled the new strategic plan into a visually appealing final document with high-quality graphics.

### **Planning Services, Empire Township, Minnesota**

Bolton & Menk provides day-to-day planning services for Empire Township. As project manager and lead planner, Jane reviews development applications, administers the zoning ordinance, and completes special projects.

**2040 Comprehensive Plan Update, City of Marine on St. Croix, Minnesota**

The City of Marine on St. Croix needed to update its comprehensive plan to comply with the Metropolitan Council's regional plan. As the project manager and lead planner, Jane worked with the planning commission and conducted a comprehensive community outreach program to gather input. She updated the comprehensive plan to meet regional and local needs and requirements.

**CSAH 12 Master Plan, Blue Earth County, Minnesota**

Blue Earth County needed to understand the impact of a new county road on potential development. Jane led the land use component of each layout development for this site, and researched local plans and ordinances to develop concepts that identified the potential for site development. She developed the final report.

**2040 Comprehensive Plan Update - Land Use and Housing, City of Prior Lake, Minnesota**

The City of Prior Lake needed to update the land use and housing elements of its comprehensive plan to comply with the Metropolitan Council's regional plan and the community's vision. As the project manager and lead planner, Jane used research and community input to craft the land use and housing elements, including a new mixed-use land use designation. She was able to meet regional requirements and local needs.

**2040 Comprehensive Plan Update, City of Forest Lake, Minnesota**

Jane served as project manager and lead planner for the public engagement efforts for the City of Forest Lake's new comprehensive plan to comply with the Metropolitan Council's regional plan. Along with a steering committee and a comprehensive community outreach program, she updated the comprehensive plan to meet regional and local requirements and needs.

**2040 Comprehensive Plan Update, City of Scandia**

As the project manager and lead planner, Jane led the public engagement efforts for the City of Scandia's new comprehensive plan to comply with the Metropolitan Council's regional plan. Along with a steering committee, focus groups, and a comprehensive community outreach program, she crafted a comprehensive plan to meet regional and local requirements and needs.

**Comprehensive Plan Update, City of Luverne, Minnesota**

As lead planner, Jane worked to update the city's comprehensive plan to reflect the current conditions and future challenges in the community. Following an integrated community engagement process, Jane helped the city craft a plan that included detailed action steps the city can use to guide future investment and development decisions.



Harry L Davis IV, AICP  
Planner



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## Education

Master of Arts - Urban Design  
Cardiff University

BUPTD - Urban Planning and Development  
Ball State University

## Certifications

American Institute of Certified Planners (AICP)  
• Certified Planner - AICP

## Summary

Harry is a planner at Bolton & Menk who started his career in 2015. Serving communities and their people inspired his passion for urban planning as a life-long career. He has always been fascinated with how cities are made up of many people from diverse backgrounds and loves accomplishing a city or neighborhood's goal for physical transformation and improvement. His areas of expertise include comprehensive planning, municipal master planning and urban design, and multicultural planning.

## Experience

### **Zoning Code Rewrite and Redevelopment, City of Brooklyn Center, Minnesota**

The City of Brooklyn Center requested planning assistance from Bolton & Menk to fill short-term staffing needs. Harry performs a variety of services, including development review, staff reports, educational materials for public boards, and attending planning commission meetings. Harry also conducts research on various planning and zoning issues Brooklyn Center is facing and makes recommendations to solve them.

### **Street & Utility Improvements, City of Plainview, Minnesota**

Bolton & Menk completed an Infrastructure Management Plan for the City of Plainview that identified needed infrastructure improvements. Based on the plan, the city proceeded with a project that included street and utility reconstruction and mill and overlay improvements across the city.

### **Planning Services, Empire Township, Minnesota**

As consulting planner for Empire Township, Bolton & Menk provides an array of planning and zoning administration services, including answering resident and business owners' zoning and land use questions, conducting development review, and attending planning commission and town board meetings.



**Corrin R Bemis**  
Planner



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## Education

Master of Public Administration - Urban and Regional  
Planning  
University of Minnesota - Twin Cities

Bachelor of Arts - Environmental Studies  
University of Nebraska - Lincoln

## Summary

Corrin is a planner for Bolton & Menk, starting her career in 2020. Her responsibilities include assisting with municipal planning, metropolitan area comprehensive plan development, land use analysis and impacts, development and zoning review, environmental studies, transportation studies, and public engagement. She has experience in existing conditions research, environmental studies, and GIS software. Corrin believes well-planned cities have the capacity to improve equity measures and daily experiences for all residents.

## Experience

### **Diffley Road and School Access, Dakota County, Minnesota**

Dakota County partnered with the City of Eagan and Independent School District 196 to update two intersections along Diffley Road. Corrin assisted with community engagement by creating informational materials, public feedback surveys, open house presentations, and engagement summaries. Corrin's efforts contributed to a greater understanding of the project components and their benefits.

### **Highway 169 Corridor Study, Mankato Area Planning Organization, Minnesota**

Highway 169 through the Cities of Mankato and North Mankato needs an update. Bolton & Menk is working with local jurisdictions, state agencies, and the public to create a corridor that improves safety, accessibility, and equity for all. Corrin has assisted in this mission by developing public facing materials, analyzing public comments to understand public concerns, and assisting with concept evaluation.

### **4th St SE & 19th Ave SE, City of Rochester, Minnesota**

The City of Rochester is constructing a roundabout at the intersection of 4th Street SE and 19th Avenue SE. To prepare for construction, Corrin has assisted with project communication by developing a project website, informational handouts about the benefits of roundabouts, public feedback surveys, open house presentations, and engagement summaries. Her work has helped city staff understand and mitigate the concerns of residents.

### **17th Street N Corridor Study in Moorhead, Fargo-Moorhead Metropolitan Council of Governments**

The City of Moorhead needed to complete a study of 17th Street N to evaluate bicycle, pedestrian, and transit infrastructure along the corridor. To complete this study, Bolton & Menk led a robust public engagement campaign that included three open houses, multiple avenues for public feedback, an interactive website, and mailings. Corrin's work on this project helped city staff understand the opinions and concerns of residents. She helped create many of the engagement materials including the project website, public feedback surveys, and open house materials.



**Rice Street Visioning Study, Ramsey County, Minnesota**

Bolton & Menk is completing a corridor study for Ramsey County along Rice Street in St. Paul. Rice Street is a major corridor in the city that serves many diverse neighborhoods. During this project, Corrin helped with community engagement, concept development, and concept evaluation. She has been able to connect with residents in the area to ensure a corridor that balances the needs of all users.

**Planning Services, City of Arden Hills, Minnesota**

Bolton & Menk assists the City of Arden Hills with planning and zoning administration, development review, and community research. Corrin provides day-to-day planning services for the City of Arden Hills, including weekly office hours, responding to public inquiries, preparing staff memos for planning commission and city council meetings, administering the zoning ordinance, and reviewing development applications.

**Zoning Code Rewrite and Redevelopment, City of Brooklyn Center, Minnesota**

Brooklyn Center hired Bolton & Menk to assist in rewriting their zoning code to make it more streamlined and responsive to the city's goals and objectives. We were tasked with thinking creatively but being practical and connecting with the community to develop a code that would act as guidance to catalyze the redevelopment of targeted sites in the core of the community. Corrin assisted with zoning research, code development, and community outreach.



Proposal for

Interim Planning Services  
City of Lake Elmo

July 28, 2021

Proposal Submitted to:

Kristina Handt, City Administrator

3880 Laverne Avenue North

Lake Elmo, Minnesota 55042

Transmitted via email to: [khandt@lakeelmo.org](mailto:khandt@lakeelmo.org)

Submitted by:

Jennifer Haskamp, AICP

Swanson Haskamp Consulting, LLC

246 S. Albert Street, Suite 2A

Saint Paul, MN 55105

[jhaskamp@swansonhaskamp.com](mailto:jhaskamp@swansonhaskamp.com)

(d.) 651.341.4193



July 28, 2021

City of Lake Elmo  
Attn: Kristina Handt, City Administrator  
3880 Laverne Avenue North  
Lake Elmo, Minnesota 55042  
khandt@lakeelmo.org

RE: **Proposal for the City of Lake Elmo Interim Planning Services**

Dear Ms. Handt, Mayor and Members of the Council,

Thank you for reaching out to us and requesting this proposal for Interim Planning Services. Our firm has enjoyed working with the City of Lake Elmo over the past several years, and we are confident that we can effectively assist the City during this time of transition. Over the past four years SHC has worked collaboratively with the City Council, Planning Commission and Staff on the successful completion of the 2040 Comprehensive Plan ("2040 Plan") and we also provided Interim Planning Services during the last staff transition in 2018. Having prepared your 2040 Plan we are intimately familiar with your development and redevelopment objectives, the current market demand and pressures from the development community, and the importance of processing land use applications accurately and timely.

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We believe that SHC's ongoing relationship with Lake Elmo offers the following efficiencies:

- We will staff the Interim Services with the same staff that worked on the 2040 Plan. This will lead to a more seamless transition, and will allow us to step in immediately with minimal required catch-up.
- SHC understands the City's vision, goals and strategies and Future Land Use Plan as adopted within your 2040 Plan. We have all mapping/GIS for the City from the 2040 Plan process as well as the technical analysis and data to evaluate proposed development for consistency with required density ranges, household units and sewer/water flows.
- Over the past decade SHC has provided planning services for multiple municipalities in Washington County, and we continue to serve the cities of Grant, Lakeland and Lakeland Shores with on-going daily services. We have relationships with Washington County, the watershed districts and DNR which will help facilitate a smooth land use application review processes.
- SHC has positive working relationships with City Staff and your professional service staff. We worked closely with your engineering consultants during the 2040 Plan, and understand the importance of strong staff communication and coordination during this time of transition.



## LETTER, APPROACH & OBJECTIVES

After a brief discussion with Ms. Handt, we understand that the City's Planning Department is in full transition with the eventual departure of both the Planning Director and City Planner in August 2021. Given the staff departure we understand the following needs and objectives regarding this Interim Services contract:

- From mid-August to early October the City will require the most assistance since no planning department staff will be available. During this period SHC will step in and perform as your interim staff attending meetings, processing land use applications and answering resident/staff/business/developer inquiries.
- The City's objective is to have a new Planning Director in place by the end of September or early October. Once a new Planning Director is on board, SHC will assist with the transition and provide additional support as necessary and requested.
- From October through December 2021 SHC will support the City's new Planning Director as requested. We understand that the timing of our services and level of support will be dependent on when a new City Planner is hired to support the Planning Director.

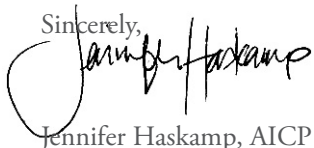
In addition to the daily planning services, we understand that there are some known planning activities and projects that may require additional support and our team is prepared and equipped to assist with those efforts. For example the north point development project may require an AUAR and the Village AUAR needs to be updated by the end of 2021. SHC has extensive experience working with developers and cities on the environmental review process including the preparation of EAW, EIS and AUARs. We understand that some of these projects may extend beyond the terms of the interim services performed between August and December, and we are prepared as needed to assist the City with the completion of any active projects.

Based on our understanding of the City's needs and expectations, we propose the following staff to perform on this contract:

- Jennifer Haskamp, AICP will be the point of contact, Principal Planner and Project Manager. Jennifer will attend the design review staff meetings, City Council and Planning Commission meetings. She will prepare and perform analysis of land use applications and will coordinate with City Staff throughout the development review process.
- Ellison Yahner, AICP will provide support and assistance throughout the contract. She will provide office hours as coordinated with Ms. Handt, and she will be available via email or phone to answer developer/resident/business owner inquiries. Ellison worked with the City on the 2040 Plan and is intimately familiar with the community. She will attend meetings as needed throughout this contract.

On the following pages we have included a brief introduction of our firm, our resumes and fee schedule. We look forward to assisting Lake Elmo through this transition, and appreciate the opportunity to submit this proposal.

Sincerely,



Jennifer Haskamp, AICP  
Principal Planner & Owner  
Swanson Haskamp Consulting, LLC

## SWANSON HASKAMP CONSULTING, LLC (SHC)

Swanson Haskamp Consulting, LLC (SHC) is a land use planning and development strategy company with offices in Saint Paul, Minnesota. Founded in 2007, our Team is focused on helping municipal agencies, developers, regulatory bodies and landowners realize their development, land use and planning objectives.

As a small firm we are selective on what projects, clients and initiatives we pursue. We spend time understanding current development and land use trends and research ways to continually improve our services and processes. We strive to work with clients that are interested in creating exceptional places and projects, are innovative and forward thinking in planning, practice, and implementation.

Our firm is a certified **Disadvantaged Business Entity (DBE)** and is also a certified WBE through the **CERT program**.

### Service Areas

- Planning Services including on-going and interim services
- Ordinance Drafting & Preparation
- Project Management & Strategic Entitlement facilitation
- Comprehensive Planning (Updates & Amendments)
- Environmental Review including EAW, EIS and AUAR preparation
- Urban Context Analysis (Search Area identification, regulatory analysis and site constraint evaluation)
- Due Diligence Site Reports
- Facilitation & Public Engagement
- Existing/planned land use analysis
- Master Planning (conceptual and detailed programming)
- Site Constraint Analysis
- Market Research
- GIS/Mapping Analysis
- Design Guidelines
- Strategic Facility Planning & Locational Analysis
- Facility Context Studies

### Interim Services Team



Jennifer Haskamp, AICP

Jennifer will serve as the Principal Planner, perform land use review and attend meetings.



Ellison Yahner, AICP

Ellison will support daily planning services, provide city office hours, and attend meetings as needed.

## Jennifer Haskamp, AICP

Owner & Principal Planner



Jennifer Haskamp is the owner and principal of SHC, LLC. She has 20 years of experience in land use planning and development analysis. As the leader of SHC, she is responsible for the successful management and delivery of a variety of project types including comprehensive planning, small area studies, visioning, zoning/ordinance drafting, redevelopment and site constraint analysis, urban context analysis including geographic based market research, and environmental review. Jennifer works collaboratively with her clients to ensure project processes and deliverables meet their goals and objectives.

### Education

Master of Urban and Regional Planning, Humphrey Institute, University of Minnesota

Bachelor of Arts, Architecture University of Minnesota

### Licenses and Certifications

Real Estate Broker - MN

American Institute of Certified Planners (AICP)

### Professional Affiliations

American Planning Association  
MN Chapter APA

Minneapolis Association of Realtors

City of Lake Elmo, MN  
Proposal for Interim Daily Planning Services

### Relevant Experience

Comprehensive Plan 2040  
City of Lake Elmo, MN

Interim Planning Services (2018)  
City of Lake Elmo, MN

Consulting Planning Services (on-going)  
City of Grant, MN

Consulting Planning Services (on-going)  
City of Lakeland, MN

Consulting Planning Services (on-going)  
City of Lakeland Shores, MN

Zoning Code Update (*in progress*)  
Scandia, MN

Zoning Code Update (*in progress*)  
Brainerd, MN

Zoning Ordinance [Full] Update  
(*in progress*)  
City of Lauderdale, MN

Zoning Ordinance Update (in progress)  
City of Mendota, MN

Washington County Strategic Facility Plan, Washington County, MN

Search for a TOD Site,  
Washington County, MN

Comprehensive Plan 2040 (Housing, Economic Competitiveness, Land Use, facilitation)  
City of Lauderdale, MN

Comprehensive Plan 2040 Rework  
City of Mendota Heights, MN

Comprehensive Plan 2040  
City of Grant, MN

Comprehensive Plan 2040  
City of Birchwood Village, MN

Comprehensive Plan 2040  
Housing Plan  
City of Anoka, MN

Comprehensive Plan 2040 (Housing, Economic Competitiveness, Land Use, facilitation)  
City of Brooklyn Center, MN

Strategic Facility Plan,  
Urban Context Analysis  
Austin Water  
City of Austin, TX

Entitlements Management, Owners Representative, Development QA/QC  
Private Developer, Medina, MN

Land Use & Redevelopment Site Assessment, Market Research  
Private Developer, Chaska, MN

## Ellison Yahner, AICP

Senior Planner



Ellison Yahner has pursued a career focused on the built environment and specialized in providing great customer service. At SHC, Ellison is known for her reputable client relationships, communication, organization and planning support skills. Having previously worked for a residential developer, large general contractor, and commercial architecture firm she brings a diverse perspective to every project. Ellison's portfolio includes projects that work to align the client's mission, vision and operations with the community and long-term recommendations.

**Education**

Masters of Urban and Regional Planning, Humphrey Institute, Minneapolis, MN

Metropolitan Design Center Certificate, College of Design, University of MN

Bachelor of Science, Art, Business Certificate  
University of Wisconsin, Madison, WI

**Licenses and Certifications**

Real Estate Salesperson - MN

American Institute of Certified Planners (AICP)

**Professional Affiliations**

American Planning Association  
MN Chapter APA

**Relevant Experience**

Comprehensive Plan 2040  
City of Lake Elmo, MN

Comprehensive Plan 2040 (Housing, Economic Competitiveness, Land Use, facilitation)  
City of Lauderdale, MN

Comprehensive Plan 2040 (Housing, Economic Competitiveness, Land Use, facilitation)  
City of Brooklyn Center, MN

Zoning Code Update (in progress)  
Scandia, MN

Zoning Code Update (in progress)  
Brainerd, MN

Zoning Ordinance [Full] Update  
(in progress)  
City of Lauderdale, MN

Washington County Strategic Facility Plan, Washington County, MN

Economic Recovery Plan  
Village of Readstown, WI

Search for a TOD Site,  
Washington County, MN

Comprehensive Plan 2040 Rework  
City of Mendota Heights, MN

Comprehensive Plan 2040  
City of Grant, MN

Strategic Facility Plan,  
Urban Context Analysis  
Austin Water  
City of Austin, TX

Strategic Facility Master Plan  
Ramsey County, MN

Comprehensive Plan 2040  
Housing Plan  
City of Anoka, MN

City of Austin Strategic Facilities and Logistics Roadmap,  
Austin, TX\*

Austin Energy Facilities and Logistics Needs Assessment,  
Austin, TX\*

Ramsey County Strategic Facility Plan, Ramsey County, MN\*

Xcel Energy Metro-Area Master Plan, Twin Cities, MN\*

*\* Completed with a previous firm.*

## Fee Schedule for Interim Planning Services - 2021

Service	Rate
Principal, Planner	\$145/Hour
Sr. Planner/ Sr. Landscape Architect	\$125/Hour
Planner	\$105/Hour
Document Preparation/Layout/Production GIS Mapping Document Layout Graphics	\$90/Hour
Half-day Rate - Office Hours	\$435
Mileage rate (Standard IRS rate)	\$0.56/mile
Printing and Mailing Services	Actual Expenses