

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, APRIL 11, 2017**  
**LAUDERDALE CITY HALL, 1891 WALNUT STREET**

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the March 28, 2017 Goal Setting Session and City Council Meeting
  - c. Claims Totaling \$78,710.43
4. **CONSENT**
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. Representative Alice Hausman
  - b. Police Department Annual Report, Chief Jon Mangseth
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

- a. Amending Title 10, Chapter 3 Administration and Enforcement Section of the Lauderdale Zoning Code
  - b. Resolution 041117A – A Resolution Authorizing Publication of Ordinance No. 17-02 by Title and Summary
8. **DISCUSSION / ACTION ITEM**
  - a. Master Services Agreement with Swanson Haskamp Consulting, LLC
  - b. Eustis Street Parking Discussion
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. Eustis Street Discussion
  - b. March Financial Report
12. **WORK SESSION**

a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

- b. Sanctuary City Discussion
- c. Community Development Update

**13. ADJOURNMENT**

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

Page 1 of 1

March 28, 2017

Mayor Gaasch called the City Council work session to order at 5:48 p.m.

Councilors present: Mayor Mary Gaasch, Roxanne Grove, Jeff Dains, Andi Moffatt, and Kelly Dolphin.

Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Miles Cline, Deputy City Clerk.

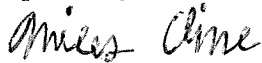
Butkowski explained that annually, as part of the budgeting process, the City Council holds a goals setting session with all staff. Staff presents their goals and plans for the year and melds them with the interests of the City Council. Butkowski listed the goals as presented to the Council in August of 2016. With the change in council members, she noted this was a good time to revisit the goals and modify them as needed.

Mayor Gaasch asked for other goals or topics. Mayor Gaasch brought forward the topic of Lauderdale's presence on social media, and the best way to communicate with its citizens. Administrator Butkowski noted that the City has a Facebook presence, listserv e-mails, newsletter, and could explore the possibility of a Twitter account in the future as well.

The Council discussed some of the goal areas in further detail, including those that have been accomplished, those currently in progress, and those not likely to be accomplished. The majority of the conversation involved discourse surrounding the St. Anthony Police Department in regards to the citizens workgroup, Department of Justice COPS program, and upcoming contract negotiations. The other primary discussion involved various aspects of the Lauderdale Dog Park.

There being no further discussion, Mayor Gaasch adjourned the work session at 7:15 p.m.

Respectfully submitted,



Miles Cline  
Deputy City Clerk

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

Page 1 of 3

March 28, 2017

**Roll Call**

Mayor Gaasch called the Regular City Council meeting to order at 7:30 p.m.

Councilors present: Jeff Dains, Kelly Dolphin, Roxanne Grove, Andi Moffatt, and Mayor Mary Gaasch.

Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Miles Cline, Deputy City Clerk.

**Approvals**

Mayor Gaasch asked if there were any changes to the meeting agenda. There being none, Councilor Dains moved and Councilor Grove seconded the motion to approve the agenda. Motion carried unanimously.

Councilor Grove moved to approve the minutes of the March 14, 2017 City Council meeting. Councilor Moffatt seconded the motion and it carried unanimously.

Councilor Dains moved and seconded by Councilor Grove to approve the claims totaling \$14,788.61. Motion carried unanimously.

**Consent**

Councilor Grove moved and seconded by Councilor Dains to approve the Consent Agenda thereby acknowledging the February Financial Report.

**Informational Presentations / Reports**

A. Audit Presentation, Andrew Berg of Abdo, Eick, and Meyers  
Andy Berg, City Auditor, gave the City a qualified or clean opinion regarding the 2015 audit. He stated there were no deficiencies this year. Berg stated that the City's financial position is strong. The City expenditures were under budget for 2016 with revenue up slightly. The General Fund balance is at 60% of the next year's operating expenses, which matches the City's internal policy. Anything above 60% was transferred to Capital Improvement Funds. Revenues and expenses had a positive variance of about \$49,000. Berg also pointed out a requirement that recognizes pension liability in the financial statements.

**Discussion/Action Items**

A. Selection of Comprehensive Plan Update Consultant  
On March 27, Councilor Dolphin and staff interviewed three planning consultants to determine which would be recommended to the City Council for hire. With the process completed, the Council determined that Swanson Haskamp Consulting best fit the City's needs.

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

Page 2 of 3

March 28, 2017

Councilor Grove moved to select Swanson Haskamp Consulting, LLC as the planning consultant for the Comprehensive Plan. Councilor Dains seconded the motion and it carried unanimously.

**B. 2017 Community Event Planning**

Assistant City Administrator Bownik approached the Council to discuss a few summer date possibilities for this year's Day in the Park event. With the success of combining the Farmers Market and Day in the Park last year, it was his recommendation to do so again this year. The three proposed dates were Thursday, July 20 (with Farmers Market), Thursday, August 17 (with Farmers Market), or Saturday, August 19. After discussion, the Council decided that the August 17 date would be the best fit.

Councilor Dains moved and seconded by Councilor Moffatt to schedule Day in the Park for Thursday, August 17. Motion carried unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated the next meeting may include Eustis Street parking, a zoning ordinance update, State Representative Alice Hausman, and the Police Department Annual Report given by Jon Mangseth, Chief of Police.

**Work Session**

**A. Opportunity for the Public to Address the City Council**

Mayor Gaasch asked if anyone in attendance would like to address the Council.

Dan Lange, 1725 Malvern Street, addressed the Council. He mentioned that there are drainage issues in the dog park stemming from the hill that drains into the flat area where the dog park is located. The Council said they would cover engineering costs when members of staff and the dog park can find time to meet with the city engineer to devise a plan.

Lange continued with a separate issue regarding a Roseville resident who has been harassing visitors of the dog park. According to Lange, this person has been verbally abusive and almost physically abusive at times. The Council recommended that he send all video evidence to City Administrator Butkowski so that she can submit the video along with any reports to the police department. Butkowski asked to be informed when police calls are placed in regards to this issue so she can respond accordingly.

**B. Community Development Update**

Administrator Butkowski informed the Council that ownership transfer of SuperUSA is officially complete.

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

Page 3 of 3

March 28, 2017

**Adjournment**

There being no further items on the agenda, Councilor Dains moved and seconded by Councilor Grove to adjourn the meeting at 8:19 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk



CITY OF LAUDERDALE  
LAUDERDALE CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113  
651-792-7650  
651-631-2066 FAX

### **Request for Council Action**

**To:** Mayor and City Council  
**From:** City Administrator  
**Meeting Date:** April 11, 2017  
**Subject:** List of Claims

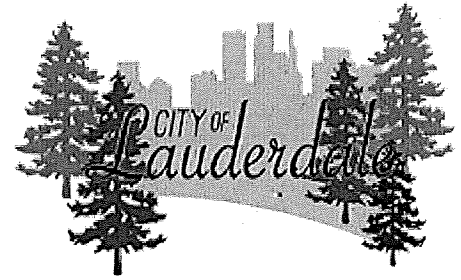
---

The claims totaling \$78,710.43 are provided for City Council review and approval which includes check numbers 25295 to 25315.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: miles.cline  
 Printed: 4/7/2017 3:14 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	04/07/2017	
		PR Batch 50700.04.2017 PERA Coordinated	PR Batch 50700.04.2017 PER	1,028.26
		PR Batch 50700.04.2017 PERA Coordinated	PR Batch 50700.04.2017 PER	891.16
Total for this ACH Check for Vendor 43:				1,919.42
ACH	44	Minnesota Department of Revenue	04/07/2017	
		PR Batch 50700.04.2017 State Income Tax	PR Batch 50700.04.2017 Stat	539.67
Total for this ACH Check for Vendor 44:				539.67
ACH	45	ICMA Retirement Corporation	04/07/2017	
		PR Batch 50700.04.2017 Deferred Comp	PR Batch 50700.04.2017 Def	1,036.99
		PR Batch 50700.04.2017 Deferred Comp	PR Batch 50700.04.2017 Def	865.98
Total for this ACH Check for Vendor 45:				1,902.97
ACH	46	Internal Revenue Service	04/07/2017	
		PR Batch 50700.04.2017 Federal Income Tax	PR Batch 50700.04.2017 Fed	1,241.89
		PR Batch 50700.04.2017 Medicare Employee Pc	PR Batch 50700.04.2017 Mec	215.19
		PR Batch 50700.04.2017 Medicare Employer Po	PR Batch 50700.04.2017 Mec	215.19
		PR Batch 50700.04.2017 FICA Employer Portio	PR Batch 50700.04.2017 FIC.	920.14
		PR Batch 50700.04.2017 FICA Employee Portio	PR Batch 50700.04.2017 FIC.	920.14
Total for this ACH Check for Vendor 46:				3,512.55
Total for 4/7/2017:				7,874.61
ACH	133 1Q2017	Miles Cline Mileage Reimbursement	04/11/2017	
				20.75
Total for this ACH Check for Vendor 133:				20.75
ACH	57 1Q2017	Heather Butkowski Mileage Reimbursement	04/11/2017	
				68.48
Total for this ACH Check for Vendor 57:				68.48
25295	13 4979	8th Day Landscaping LLC March Snow Removal	04/11/2017	
				645.00
Total for Check Number 25295:				645.00
25296	20 380803 380803 380803	Abdo Eick & Meyers LLP 2016 Audit 2016 Audit 2016 Audit	04/11/2017	
				555.00
				2,590.00
				555.00
Total for Check Number 25296:				3,700.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25297	54 1Q2017	Gordon Beck Mileage Reimbursement	04/11/2017	69.12
Total for Check Number 25297:				69.12
25298	33 2017-03	City of Falcon Heights March Fire Calls	04/11/2017	686.53
Total for Check Number 25298:				686.53
25299	36 0222655 0222701 0222776 0222807	City of Roseville March IT Services March Phone Services Lasercfiche Software Phone Upgrades	04/11/2017	492.33 94.24 625.30 1,199.60
Total for Check Number 25299:				2,411.47
25300	29 3519	City of St Anthony April Police Services	04/11/2017	56,049.16
Total for Check Number 25300:				56,049.16
25301	25 EMCOM-005975 EMCOM-005989 EMCOM-006004	County of Ramsey March Fleet Support March CAD Services March 911 Dispatch Services	04/11/2017	6.24 258.44 1,280.65
Total for Check Number 25301:				1,545.33
25302	38 460876 460876 460876	Croix Oil Company Inc. March Fuel March Fuel March Fuel	04/11/2017	29.01 135.38 29.01
Total for Check Number 25302:				193.40
25303	61 7030504	Gopher State One Call March Locates	04/11/2017	12.15
Total for Check Number 25303:				12.15
25304	82 2017-03	Home Depot Cleaning Supplies	04/11/2017	59.86
Total for Check Number 25304:				59.86
25305	134 0063	Katrina Joseph March Legal Services	04/11/2017	925.00
Total for Check Number 25305:				925.00
25306	73 254269 254545 254736	League of Minnesota Cities HB - Legislative Conference JB - Safety & Loss Control Workshop AM - 2017 Annual Conference	04/11/2017	125.00 20.00 150.00
Total for Check Number 25306:				295.00
25307	1 2017-03	Lillie Suburban Newspapers Inc Zoning Ordinance Publication	04/11/2017	36.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 25307:	36.25
25308	99 2483	Metropolitan Area Management Association Luncheon Meeting - HB	04/11/2017	20.00
			Total for Check Number 25308:	20.00
25309	84 2017-03 2017-03 2017-03 2017-03 2017-03 2017-03 2017-03	North Star Bank Cardmember Services Chair Storage Carts Business Cards Thermal Paper Filing Folders Batteries Thermal Paper Return Food for Council Meeting	04/11/2017	318.43 87.41 7.81 13.23 16.94 -7.81 52.92
			Total for Check Number 25309:	488.93
25310	10 0000395535	On Site Sanitation Inc Portable Restroom	04/11/2017	182.85
			Total for Check Number 25310:	182.85
25311	5 619861-03-17	Premium Waters Inc March Water Bottles	04/11/2017	23.19
			Total for Check Number 25311:	23.19
25312	26 1173481	Stantec Consulting Services Inc Traffic Data Gathering for SAPD	04/11/2017	215.50
			Total for Check Number 25312:	215.50
25313	4 17045 17045	The Neighborhood Recycling Company Inc February Recycling February Revenue Sharing	04/11/2017	2,396.16 -454.77
			Total for Check Number 25313:	1,941.39
25314	7 7604185-0500-3	Waste Management Inc April Public Works Refuse	04/11/2017	281.59
			Total for Check Number 25314:	281.59
25315	74 539652433 540828615 540828615 540878662 540889448 540905798 540905798	Xcel Energy February Street Lighting 1891 Walnut Street 1891 Walnut Street Larpenteur Bridge Lights 2430 Larpenteur Avenue 1821 Eustis Street 1821 Eustis Street	04/11/2017	427.76 143.80 187.65 39.68 130.94 19.56 15.48
			Total for Check Number 25315:	964.87
			Total for 4/11/2017:	70,835.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (27 checks):	78,710.43

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date April 11, 2017

ITEM NUMBER Annual Police Report

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The Annual Police Report is included with your materials. Chief Mangseth said he caught a couple of errors after he sent them out and will be bringing updated materials to the meeting.

**OPTIONS:**

**STAFF RECOMMENDATION:**

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent	_____
Public Hearing	_____X_____
Discussion	_____X_____
Action	_____X_____
Resolution	_____
Work Session	_____

Meeting Date April 11, 2017

ITEM NUMBER Zoning Ordinance

STAFF INITIAL AS

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Title 10, Chapter 3 of the zoning ordinance has been revised by the city attorney and is ready for adoption. Staff worked on it as well to ensure it reflects the fact that the City does not have a separate planning commission and removes obsolete language. Prior to adopting the ordinance, the Council must hold a public hearing. Additionally, the Council may adopt Resolution 041117A— A Resolution Authorizing Publication of Ordinance No. 17-02 by Title and Summary. Publication by title and summary requires a four-fifth vote.

### OPTIONS:

### STAFF RECOMMENDATION:

Motion to adopt Ordinance No. 17-02 An Ordinance Amending Title 10, Chapter 3 of the Code of Ordinances Regarding Administration and Enforcement of Lauderdale's Zoning Code.

Motion to Adopt Resolution 041117A—A Resolution Authorizing Publication of Ordinance No. 17-02 by Title and Summary.

CITY OF LAUDERDALE  
ORDINANCE NO. 17-02

An Ordinance Amending Title 10, Chapter 3 of the Code of Ordinances  
Regarding Administration and Enforcement of Lauderdale's Zoning Code

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Title 10, Chapter 3 of the Lauderdale City Code is hereby deleted in its entirety and replaced with the following:

CHAPTER 3

ADMINISTRATION AND ENFORCEMENT

SECTION:

10-3-1: Zoning Administrator and Planning Agency

10-3-2: Board of Adjustment and Appeals

10-3-3: Appeals and Variances

10-3-4: (Intentionally Omitted)

10-3-5: Amendments

10-3-6: Penalty

10-3-1: ZONING ADMINISTRATOR AND PLANNING AGENCY:

A. Zoning Administrator: The Zoning Administrator is appointed by the City Council and shall administer and enforce the provisions of this Title.

B. Planning Agency: All functions of the planning agency, as provided for in Minnesota Statutes, sections 462.351 through 462.364, shall be performed by the City Council.

10-3-2: BOARD OF ADJUSTMENT AND APPEALS:

A. Composition: The Board of Adjustment and Appeals shall be the City Council.

B. Powers and Duties: The Board shall have all of the powers and duties assigned to it pursuant to Minnesota Statutes, sections 462.351 through 462.364.

C. Fees: A fee shall be charged in accordance with a schedule as determined by the City Council from time to time for any appeal of proceeding or variance filed with the Board.

10-3-3: APPEALS AND VARIANCES:

A. Appeals of Administrative Officer Decisions: The Board shall hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination

made by an administrative officer in the interpretation or enforcement of this Title.

B. Notice of Appeal; Hearing: Within 15 days after filing of an appeal, the Zoning Administrator shall transmit to the Board all papers involved in the proceedings. Upon receipt of this material, the Board shall set a hearing date and give notice by mail of the time, place and purpose thereof to the appellant and to the Zoning Administrator.

C. Variances: The Board shall hear requests for variances from the literal provisions of this Title. Variances shall only be permitted when they are in harmony with the general purposes and intent of this Title and when the variances are consistent with the City's comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. The Board may not permit as a variance any use that is not permitted under this Title for property in the zone where the affected person's land is located.

D. Decision of Board:

1. The Board may reverse or affirm wholly or in part any order, requirement, decision or determination made by an administrative officer in the interpretation or enforcement of this Title.
2. The Board may issue or direct the issuance of a variance, and may impose conditions on the granting of variances to ensure compliance and to protect adjacent properties. The granting or denial of a variance by the Board shall be accompanied by written findings on each matter heard by it indicating its final order.

10-3-4: (INTENTIONALLY OMITTED)

10-3-5: AMENDMENTS:

Subject to the requirements of Minnesota Statutes, section 462.357, as may be amended from time to time, the City Council may amend this Title as proposed by the City Council or by a petition of a person owning property within Lauderdale in accordance with the following provisions:

A. Petitions By Property Owners; Fee: Petitions by property owners for an amendment shall be filed with the Zoning Administrator, and the petitioner, upon such filing, shall pay a notice, deposit and a filing fee in accordance with a schedule determined from time to time by the City Council. The Zoning Administrator shall review the proposed amendment and report findings and recommendations in writing to the City Council and to the petitioner.

B. Public Hearing: Before voting on the enactment of an amendment, the City Council shall hold a public hearing thereon pursuant to public notice. It shall be the responsibility of the Zoning Administrator to provide notice of the public hearing pursuant to the requirements of Minnesota Statutes, section 462.357, subd. 3, as may be amended from time to time.

C. Revision of Amendment: If, after any public hearing held upon an amendment, the proposed amendment is revised or further revised to include land previously not affected by it, the City Council shall hold another public hearing, pursuant to notice, as required by subsection B before proceeding to vote on the amendment.

D. City Council Action: The City Council shall act upon the request an amendment pursuant to the requirements contained in Minnesota Statutes, section 15.99, as may be amended from time to time.

10-3-6: PENALTY:

A. Violation: Any person who violates this Title is guilty of a misdemeanor and upon conviction thereof shall be subject to penalty as provided in Section 1-4-1 of this Code. Each day a violation is permitted to exist shall constitute a separate offense.

B. Enforcement Remedies: In case any building, structure, or land is, or is proposed to be, erected, constructed, reconstructed, altered, converted, maintained or used in violation of this Title, the City Council, in addition to other remedies, may institute in the name of the City any appropriate action or proceeding to prevent, restrain, correct or abate such building, structure or use of land, or to prevent, in or about such premises, any act, conduct, business or use constituting a violation of this Title.

SECTION 2. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 11<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
Mary Gaasch, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator

Published in the Roseville Review the 18<sup>th</sup> day of April, 2017.



Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

CITY OF LAUDERDALE

RESOLUTION NO. 041117A

RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 17-02 BY TITLE AND SUMMARY

WHEREAS, the city council of the city of Lauderdale has adopted Ordinance No. 17-02, an ordinance amending Title 10, Chapter 3 of the code of ordinances regarding administration and enforcement of the city's zoning code; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is three full pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Lauderdale that the city administrator-clerk shall cause the following summary of Ordinance No. 17-02 to be published in the official newspaper in lieu of the entire ordinance:

**Public Notice**

The city council of the city of Lauderdale has adopted Ordinance No. 17-02 amending Title, 10, Chapter 3 of the code of ordinances regarding administration and enforcement of the city's zoning code. The city repealed and replaced its previous provisions to provide clarification regarding the procedures for zoning appeals and variances. Ordinance No. 17-02 updates the code language regarding variances in order to reflect the city's current practices, which are prescribed by state law. The ordinance also updates the code's language to accurately reflect the duties and powers of the zoning administrator, planning agency, and board of adjustment and appeals. The full text of Ordinance No. 17-02 is available for inspection at Lauderdale city hall during regular business hours and will be posted to the city's website as soon as reasonably possible.

\_\_\_\_\_  
Heather Butkowski, City Administrator-Clerk

BE IT FURTHER RESOLVED by the city council of the city of Lauderdale that the city administrator-clerk keep a copy of the ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

Dated: April 11, 2017.

\_\_\_\_\_  
Mary Gaasch, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator-Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against same:

Whereupon said resolution was declared duly passed and adopted.

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X \_\_\_\_\_  
Action \_\_\_\_\_ X \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date April 11, 2017  
ITEM NUMBER Planning Consultant Contract  
STAFF INITIAL AB  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

At the last meeting, the Council selected Swanson Haskamp Consulting for planning services for our Comprehensive Plan. Attached is the master services agreement for those services. City Attorney Ron Batty viewed the agreement and had no concerns.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to enter into the Master Services Agreement between Swanson Haskamp Consulting, LLC and the City of Lauderdale for planning services related to the 2040 Comprehensive Plan Update.

**MASTER SERVICES AGREEMENT**  
BETWEEN SWANSON HASKAMP CONSULTING, LLC  
AND THE CITY OF LAUDERDALE FOR PLANNING SERVICES RELATED TO  
THE 2040 COMPREHENSIVE PLAN UPDATE

The Agreement ("Agreement") is made as of April 11, 2017 and between, the City of Lauderdale ("Client"), 1891 Walnut Street, Lauderdale, MN 55113, and Swanson Haskamp Consulting, LLC ("SHC"), 246 Albert Street S., Suite 2A, St. Paul, MN 55105, to provide Professional Planning Services ("Services") by SHC for the 2040 Comprehensive Plan Update project ("Project") as directed by the Client.

**Description of Services (Scope of Services)**

Jennifer Haskamp, President of SHC shall be the primary contact and project manager assigned to perform planning and project management services for the Project. SHC responded to the Client's Request for Proposal on February 28, 2017 which included a defined scope of services, schedule, and budget (hereinafter referred to as "Proposal"). The Proposal is hereby incorporated as Addendum 1, and SHC agrees to perform and complete the work as identified within the Proposal. The following summary of the Project Proposal is provided:

- Phase I: Project Initiation, Issue Identification, Background Report, Visioning and Goal Setting
- Phase II: Plan Development
- Phase III: City Review & Adjacent Jurisdictions
- Phase IV: Metropolitan Council Review
- *Phase V: Update Official Controls (Not included within budget or this contract for services)*

SHC shall perform the services identified in the Project Proposal and no others unless otherwise agreed to by verbal or written direction, and unless SHC is paid additional compensation.

**Standard of Care.**

SHC's services shall be performed based on the standard of reasonable professional care for services similar in scope, schedule, and complexity to the services being provided by SHC. All warranties, express or implied, under the Proposal or otherwise, in connection with SHC's services are expressly disclaimed.

**Period of Service**

This contract shall be effective through commencement of Phase IV: Metropolitan Council Review, or approximately December 2018, as identified in the Project Proposal.

**Compensation**

SHC shall be paid for the Project per Addendum 1: Proposal, and such services shall not exceed \$60,000. Billing rates of the SHC Team shall be as identified in the Project Proposal. Client agrees that the not-to-exceed value of this contract correlates directly to the activities identified in the Proposal. Any change orders, additional services and/or modifications to the Proposal may result in adjustments to the budget and such additional charges would be billed per the Rate Schedule included within the Proposal through the duration of this contract. Any such changes shall be in writing and be attached as an Addendum to this Master Services Agreement. Payments are due upon presentation of SHC's invoices, and the Client agrees to pay bills within 30 days of receipt. SHC and the Client shall work together to establish the method for reporting and submitting invoices to assist with the ease of monthly billing and budget management. Client hereby acknowledges that sufficient funds are currently available, or methods to obtain funds, are assigned to pay for the cost of the Project contemplated by the Agreement. SHC has the right, at its sole discretion, to stop work and withhold work product or Services, if payments have not been received within 30 days of invoicing date. If Payments are not made within 30 days, a service charge of one (1) percent per month (12% annum), or as permitted by law, will be charged on any unpaid balance. Service charges may be compounded.

If Client fails to make payments to SHC consistent with the Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at SHC's option, cause for suspension of performance of the Services under the Agreement. If SHC elects to suspend Services, prior to suspension of Services, SHC shall give seven days written notice to Client. In the event of a suspension of Services, SHC shall have no liability to Client for delay or damage caused to Client because of such suspension of Services. Before resuming Services, SHC shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of SHC's services. SHC's fees for the remaining Services and the time schedules shall be equitably adjusted.

In the event of termination not the fault of SHC, SHC shall be compensated for Services performed prior to termination, together with reimbursable expenses due.

### **Client's Responsibilities**

Client shall provide full information in a timely manner regarding requirements for and limitations for successful execution of the Project, including objectives, schedule, constraints and criteria, requirements and relationships and any other pertinent information that will assist SHC in achieving the expectations of the Client. The Client further agrees to work collaboratively with SHC on the tasks and responsibilities as identified within the Proposal, particularly as it relates to the Steering Committee and Public Participation activities.

The Client shall designate a representative authorized to act on the Client's behalf with respect to the Proposal and will serve as the Project point of contact throughout the duration of this contract. The Client, or such designated representative, shall render decisions in a timely manner pertaining to documents submitted by SHC to avoid unreasonable delay in the orderly and sequential progress of the Proposal.

### **Termination**

The Agreement may be terminated by either party at any time should the other party fail to perform in accordance with its terms through no fault of the party initiating the termination. Such termination shall be effective after giving ten days written notice. Client agrees to pay SHC for all Services provided up to the effective date of termination.

### **Miscellaneous**

#### *Work Product*

The documents prepared by SHC for the Project are instruments of SHC's service for use solely with respect to the Client and, unless otherwise provided and agreed, SHC shall be deemed the author of these documents. All documents shall be the property of the Client, and both the Client and SHC shall retain all common law, statutory and other reserved rights, including the copyright. The Client and SHC shall be permitted to retain copies, including reproducible copies, of SHC's documents for the Client's information, reference and use in connection with the Services.

#### *Claims and Consequential Damages*

SHC and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's terminating in accordance with the termination clause.

#### *Interpretation and Severability*

Each provision of this Agreement is severable from the others. Should any provision of the Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of the Agreement. Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable.

#### *Assignment*

The Client and SHC, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Client nor SHC shall assign this Agreement without the written consent of the other.



# Proposal for the City of Lauderdale Comprehensive Plan Update

February 28, 2017

**SHC** SWANSON HASKAMP  
consulting + planning





February 28, 2017

Heather Butkowski  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Transmitted via email to [heather.butkowski@ci.lauderdale.mn.us](mailto:heather.butkowski@ci.lauderdale.mn.us)

RE: Proposal for Professional Planning Consultant Services for the  
City of Lauderdale Comprehensive Plan Update

Dear Ms. Butkowski and Members of the Selection Committee,

Please accept the following proposal for services as requested in the RFP dated January 31, 2017. We understand that you, on behalf of the City, are looking for a consultant to assist with a thorough update of the 2040 Comprehensive Plan in compliance with the Metropolitan Land Planning Act and the Metropolitan Council's regulations.

As stated within the RFP, we understand that the City is at a transition point and has an interest in a proactive approach to position the community for investment and redevelopment while maintaining the City's current assets. Based on our understanding of the scope, SHC has put together a Team of professionals with extensive experience in comprehensive planning, public engagement facilitation, and market research in housing and redevelopment analysis.

Our Team is excited for the opportunity to collaborate and work with the City to create a Plan that is usable and which reflects the City's goals and objectives. If you have any questions regarding the following proposal, please do not hesitate to contact me at 651.341.4193 or email at [jhaskamp@swansonhaskamp.com](mailto:jhaskamp@swansonhaskamp.com).

Sincerely,

Jennifer Haskamp  
SHC, LLC  
Owner & Principal



# Table of Contents

Project Approach & Organization.....	1-12
Public Engagement Enhancement Options.....	13
Project Schedule.....	15
Related Experience.....	17-27
Resumes.....	20-23
Firm Profile.....	24-26
References.....	27
Schedule of Deliverables.....	29
Compensation.....	31-33



## Project Approach & Organization

### Project Understanding

Our Team understands that the City of Lauderdale is looking for a consultant to lead and facilitate the Comprehensive Plan (“Plan”) update process in compliance with the Metropolitan Land Planning Act and the requirements of the Metropolitan Council. While it is important to meet the requirements of the Metropolitan Council, equally as important is to create and develop a Plan that reflects the City’s long-term vision, goals, and objectives for the City of Lauderdale. SHC has carefully assembled a team of professionals with diverse experience and background to assist the City in achieving not only the minimum standards of the Metropolitan Council, but to create a Plan that Lauderdale can use daily to help support and further its land use and redevelopment goals and objectives.

Typically, there are two driving components in a comprehensive planning process:

- 1) to establish a *meaningful community vision*, and develop *supporting goals and strategies*, and
  - 2) to create a Future Land Use Plan that represents the *long-term development and/or redevelopment opportunities* in a community.
- While the City of Lauderdale is relatively small geographically, it is unique in its diversity of land uses and development pattern. The community has a little bit of everything – established industrial areas, underutilized retail and commercial lands

along the Larpenteur Avenue corridor, multi-family housing pockets and traditional single-family neighborhoods. Add to the diverse land use pattern Lauderdale’s proximity to the downtowns, the University of Minnesota Campus, job centers, and fantastic accessibility to major highways and transit-ways and it becomes obvious why Lauderdale has the potential to be an increasingly desirable community to live, work and recreate based on current demographic trends. But to capitalize on the locational benefits the City must plan for how to address structural obsolescence, deferred maintenance, and underutilized land use patterns if it wants to attract new residents and businesses.



- After reviewing the City’s Request for Proposals (RFP) we understand that the City has identified some preliminary goals and objectives to help guide the Comprehensive Plan update process. We propose to use these objectives as a guide to the Project

## Project Approach & Understanding, continued

Approach and Scope, Schedule and Public Participation Process. We understand the preliminary goals are as follows:

- **Create a set of goals and strategies that will support maintaining a healthy housing stock in the community.**

To achieve this objective SHC has teamed with Jay Demma of Perkins+Will who will lead the effort to develop a housing plan for the City with support from SHC and Tangible Consulting Services. The City's 2030 Comprehensive Plan includes housing within the Land Use chapter, and we are proposing to create an independent chapter to emphasize the importance of creating a short and long term plan for a sustainable housing stock in the community.



- **Develop a plan for the Larpenteur Avenue corridor that will drive additional investment and redevelopment.**

To fully evaluate the redevelopment opportunities in this corridor Tom Leighton of Tangible Consulting Services will lead this effort with assistance from SHC and Perkins+Will. Our Team will help the City understand the true market potential for redevelopment of the area, and will assist in identifying the highest-and-best uses of key properties within the corridor. We have tailored our approach with a la carte options for this portion of the plan, so that the City may choose the level of study to include in the Plan update.

- **Develop short and long-term plans for the land guided, and currently developed, as industrial land on the western edge of the community.**

Our Team understands that there is complexity associated with developed land and existing businesses that may face transition in the short-term, and in the longer-term. Tangible Consulting, with support from SHC and Perkins+Will, will meet with the business and land owners to understand their short- and long-term plans so that the City can plan for the types of changes that may occur. The plan for this area will be incorporated into the Future Land Use plan, and supporting goals and strategies will be developed so that the city has a 'roadmap' for how to address this area as opportunities for redevelopment emerge.

- **Identify and create plans for highest-and-best use of parcels adjacent to small lake in the northeast corner of the community.**

While preparing the Future Land Use plan our Team will work with the City to evaluate its landholdings and will incorporate goals and objectives for such properties within the updated Land Use chapter.

- **Create an implementation plan that includes specific strategies for updating the City's official controls to achieve the objectives stated above, and any other objectives identified through the planning process.**

Generally, the City's official controls (zoning, etc.) are not fully updated until the Comprehensive Plan is fully updated and adopted. However, it is critical to the Comprehensive Planning process that the goals and strategies related to zoning and other official controls are clearly stated and that the implementation plan provides clear direction on subsequent steps. This should also include some prioritization of needed updates, and or any ordinances which may need to be created to bring the vision and goals of the Comprehensive Plan to fruition. It is important that this step is completed to ensure that the official control update process can be completed efficiently and cost-effectively.

### Project Approach & Scope

The RFP's preliminarily defined objectives are the roadmap for the Plan development process. As a fully developed community it is likely that the greatest challenges and opportunities will be associated with some type of redevelopment activity. Redevelopment can be intimidating because change is almost always difficult, so it is imperative that the Comprehensive Plan update process adequately addresses and plans for prospective changes in the community.

To that end, we propose to break the process down into Phases that focus on specific chapters of the Plan. As each of the chapters are developed we will focus discussion on the City's previously defined objectives/focus areas and any others which are identified during the initial issue identification Phase of the project. This approach will ultimately make the process more efficient and cost-effective because each chapter will build successively on previous discussions, data and chapters. The final Plan document will then be organized and written as we progress through the process leading to a more usable document. Each Phase identified below is further detailed on the Project Schedule that can be found on page 15 of this Proposal.

## Project Approach & Understanding, continued

Phase I: Project Initiation, Issue Identification, Background Report, Visioning & Goal Setting  
(March 2017 - Mid May 2017)

The first Phase in the process is focused on creating a foundation from which subsequent phases of the project can build upon. This includes collecting data related to the existing conditions of the Community which will provide a “snapshot” in time of the City’s demographics and existing land use patterns. This Phase also includes initial issue identification, and the initial drafting and refinement of a community Vision. Once these elements are completed, a set of draft Goals and preliminary Strategies will be developed in draft form to serve as a guide for the remainder of the process. The benefit of completing this work up-front is that it establishes a baseline of information that everyone (stakeholders, policymakers, residents, staff, etc.) will work from as the Plan is developed.

- **Public Participation & Engagement Plan**

The Participation process will kick-off during Phase I. The following public engagement opportunities will support Phase I:

- **Steering Committee Meetings – 1**

Kick-off, initiation of project and draft visioning session.

- **City Council - 1**

Present draft Background Report, Vision, Goals, and Strategies.

- **Website and Surveys**

Project Website will be launched.

Phase II: Plan Development  
(Land Use/Housing/Economic Competitiveness/Redevelopment Opportunities, Transportation/Water/Wastewater)  
(Mid May 2017 – February 2018)

The draft Plan chapters are developed throughout Phase II. A significant portion of the work necessary to update the Plan chapters is completed during Phase II, and as such requires the most engagement from the Steering Committee, Staff, Public and Policy Makers. Phase II is summarized as follows:

- **Land Use:** A Future Land Use plan (“FLU”) must be created for the City in compliance with the requirements of the Metropolitan Council. As a fully developed community, oftentimes the FLU looks similar to the City’s Existing Land Use (“ELU”) pattern and the exercise can be completed fairly quickly. However, as stated within the City’s RFP, there are a couple of key redevelopment areas that warrant further study within the context of the comprehensive planning process. Since redevelopment studies can be fairly in-depth, and oftentimes include a robust and extensive Public Participation processes, we are proposing the following baseline of work associated with this proposed scope and budget. Additionally, we are also including an ‘A la Carte’ menu of additional services which can be found in a subsequent section of this Proposal.

### **Larpenteur Corridor Improvement Opportunities**

Contained within the Land Use chapter will be a sub-section dedicated to identification of redevelopment opportunities on the Larpenteur Avenue Corridor. This subsection will include the following:

#### ***Development Opportunity Analysis:***

This analysis will include the identification of parcels which may be most attractive to developers for acquisition and redevelopment. To determine this, the following information related to the market and development context will be collected:

- » **GIS Analysis** – focus on variables such as property values per square foot, land coverage ratio, and public ownership.
- » **Direct Observation**
- » **Talk to 3 to 5 local developers** that are knowledgeable about the area and solicit their input on:
  - 1) the attractiveness of the area for office, retail, industrial and residential development; and
  - 2) what conditions may dampen development interest; and
  - 3) what action steps could be taken to generate interest from a developer in the area.

- » **Stakeholder Meeting** will include feedback from existing property owners to identify what challenges and opportunities they observe given current conditions, and if redevelopment were to occur.



- **Industrial Area Analysis**

Analysis of the land guided and zoned industrial will be studied as a sub-section of the Land Use chapter to help the City understand the redevelopment potential of the area, as well as understand the current business' locational plans for the short and long-term. To complete this analysis, we will utilize many of the same targeted efforts as described in the Larpenteur Avenue corridor redevelopment analysis.

## Project Approach & Understanding, continued

- **Public Participation & Engagement Plan**

The public engagement plan to support the development of the Land Use chapter includes the following:

**Open House – 1**

Comprehensive Plan community kick-off

**Steering Committee Meetings – 2**

Land Use Plan (Focus area excludes Larpenteur)

Larpenteur Redevelopment Opportunities

(Minnesota Block Model

Exercise described to the right)

**Stakeholder Meetings – 2**

Property and Business Owners in I-1

Property and Business Owners in B-1 (MU

Land Use)

**City Council Meetings – 1**

Present draft findings to City Council prior to full drafting of chapter

**Website and Surveys**

Project website will be active throughout Land Use Chapter development and updated with News and progress reports.

On-line surveys will be tailored to each topic/ chapter. The Land Use Chapter will include a minimum of two unique surveys (one focused on redevelopment in the Larpenteur Corridor and the other focused on Industrial/ Business uses).

### Minnesota Block Model Exercise

The interactive block exercise is a hands-on opportunity for community members to explore different development options and find out whether their development ideas are financially viable. The process helps people understand the financial issues and tradeoffs a developer will be working with when considering options for a specific site (i.e. mix of residential and commercial uses, surface level or underground parking, amount of green space, number of units, integration of affordable housing, etc.). The goal is to give community members a greater working knowledge of what it takes to make a development project financially viable and to identify a range of preferred development concepts to help guide future development in the area. It was developed as part of the Corridor Housing Initiative, convened by the Center for Neighborhoods.

### Housing Chapter

As a fully built-out community it is critical for Lauderdale to continue to find feasible ways to broaden its supply of housing to meet the needs of a diversifying population and remain an attractive location for all types of households. The City's current Comprehensive Plan addresses housing as part of the Community Profile and Land Use chapters, and we are proposing to create a separate stand-alone chapter to provide greater emphasis on

## Project Approach & Understanding, continued

the importance of maintaining a healthy housing stock in the community. A summary of the tasks associated with the chapter development include:

- **Assess Current Housing Stock**  
Perform research of Metropolitan Council data, US Census and Ramsey County Assessor database as well as other key resources to update the existing housing data related to supply and condition. Information collected will include number of units, tenure, type and affordability. A map of owner-occupied housing by value will be produced for inclusion in the chapter as well as a narrative assessment of the existing housing needs for the City of Lauderdale per Metropolitan Council policy.
- **Projected Housing Need**  
We will evaluate the projected need for affordable housing based on three different affordability levels. This calculated amount of need will then be included within the Land Use Planning efforts. This analysis will also include review of recent building permits, as well as research and understanding of concerns related to new pressure for tear-downs in established neighborhoods.
- **Housing Implementation Program**  
Create a housing implementation program to support the goals and objectives as defined within this process. This will include a review of the city's official controls to understand what updates, if any, may be

necessary as well as any policy which may need to be created because of this effort. Included within this section will also be a prioritization of implementation efforts and associated timing. Additionally, we will use the redevelopment planning process to identify specific opportunities where new housing supply could meet the city's housing goals and objectives.

- **Public Participation & Engagement Plan**

- **Steering Committee Meetings – 2**

- Existing Neighborhood Pattern SWOT analysis

7

- Implementation program

- **Stakeholder Meetings – 2**

- Property owners R-3

- Property owners Single-Family Residential

- **Website and Surveys**

- Project website will be active throughout Housing Chapter development and updated with News and progress reports.

- A **minimum of two (2) on-line surveys** will be developed related to the Housing Chapter. The topics will include housing related to redevelopment, infill and other issues as identified through issue identification.





## Project Approach & Understanding, continued

### Parks and Open Space Chapter

Unlike the Land Use and Housing chapters, we anticipate that the Parks and Open Space Chapter will simply need to be updated to ensure its accuracy and to identify areas of opportunities. This section may also consider and look at the opportunities associated with the City-owned parcels adjacent to the small lake in the northeastern corner of the City.

- **Public Participation & Engagement Plan**

#### Website and Surveys

Project website will be active throughout Parks and Open Space Chapter development and updated with news and progress reports.

**One on-line survey** will be developed to solicit input from the community on Parks and Open Space. We will work with City Staff to determine the types of information that would be valuable to enhance and support this chapter of the plan.



### Transportation/Water/Wastewater Chapters

The Transportation, Water and Wastewater chapters will be updated once the Land Use and Housing chapters have been drafted. These chapters are directly tied to the land use and housing initiatives of the community and therefore should be drafted to support the Future Land Use Plan. Additionally, we will ensure that the Metropolitan Council's requirements related to these sections are included within the chapter updates and expect that the City's Engineer will be able to provide technical assistance as necessary, or required, to complete these sections.

- **Public Participation & Engagement Plan**

#### Website and Surveys

Project website will be active throughout Transportation, Water and Wastewater Chapter development and updated with news and progress reports.

A **minimum of one on-line survey** will be developed, and will at a minimum, include topics such as bikeway and sidewalk connectivity within the community and to the greater region.

## Project Approach & Understanding, continued

### Implementation Chapter

The Implementation Chapter will be updated and drafted once all other chapters are drafted because it will synthesize the findings and recommendations from the process and Plan development in its entirety.

- **Public Participation & Engagement Plan**

- Steering Committee Meetings – 1**

- Present full draft document

- City Council – 1**

- Present full draft document

- Open House – 1**

- Present full draft document to public

- Website and Surveys**

- Project website will be active through Implementation Chapter preparation.

Phase III: City Review & Adjacent Jurisdictional Review  
(March 2018 – September 2018)

Once the Draft Plan has been developed the City Council must hold a public hearing and review the full Plan. The City Council must then make a recommendation to distribute the

draft Plan to adjacent jurisdictions for review as required by the Metropolitan Council. The adjacent jurisdictional review period can take up to 6-months and must be accounted for in the final submittal deadline to the Metropolitan Council, which must be no later than December of 2018. We have purposefully left a ‘cushion’ in the timeline to ensure that the timeline can be met, barring some large unforeseen event affecting the timeline. The Metropolitan Council has also stated that they will perform a preliminary review of the draft Comprehensive Plan prior to the final submittal as defined if Phase IV, if desired. Based on our timeline proposed we believe that a preliminary review would be beneficial and we would propose to submit a draft of the Plan to the Metropolitan Council concurrently to the Adjacent Jurisdictional review to obtain preliminary feedback and hopefully ensure a smooth final review by the Metropolitan Council.

- **Public Participation & Engagement Plan**

- City Council – 1**

- Public Hearing on Draft Document

- Website and Surveys**

- Project website will be updated with news relevant to review process.

## Project Approach & Understanding, continued

### Phase IV: Metropolitan Council Review (Submit Plan October 2018)

10 Once the City has heard comments from all adjacent jurisdictions the Plan may be updated to reflect any comments, as necessary or desired, and then the City Council must approve sending the Final Draft to the Metropolitan Council for their official review. This includes transmitting the Plan document to the Metropolitan Council as well as filling out the official form which demonstrates how the Plan complies with the issued 2015 System Statement. Our Team will prepare the form and assist with transmittal and correspondence with the Metropolitan Council throughout the review process. It is our intent that any requested revisions will be minor, as any significant changes should be identified in the Preliminary review process as defined within Phase III. Once the Metropolitan Council has provided final feedback, and any final revisions are made to the Plan the City Council must formally adopted the Plan by resolution.

### Phase V: Update Official Controls (Not included within Proposal & Budget) (Anticipated Final Adoption January 2019, Completion End of Year 2019)

After the Comprehensive Plan has been officially adopted, the City has nine (9) months to update its official controls to be consistent with the new Comprehensive Plan. While the update of the zoning ordinance and other official controls are not included within this budget or scope, the City should be aware of

the necessity in completing this effort to ensure that the Plan can be implemented long-term.

#### • Public Participation Plan

As identified in the Approach and Scope we are proposing a diverse Public Participation approach that includes engagement of the public at-large, stakeholders and a working group. Additionally, our Team will work collaboratively with the City's Staff throughout the duration of the Project to ensure that we appropriately identify and reach our targeted group for involvement, and to maximize feedback whenever possible. We are open, and willing, to refine our Public Participation plan throughout the process because we acknowledge and understand that sometimes adjusting the Public Participation plan is necessary to achieve the City's objectives. We also understand that there may be a desire to increase the number of public participation opportunities, and as a result we have prepared an "A la Carte" table to demonstrate what types of services we could provide with a correlated cost.

The following description of each group and involvement methodology is provided for your review and consideration and correlates to the descriptions as found within the Approach and Scope, and identified on the Schedule.

## Project Approach & Understanding, continued

### Comprehensive Plan Process Groups:

#### » **City Council**

The City Council will ultimately be responsible for adopting the 2040 Comprehensive Plan. Given their responsibility, we would propose to keep the City Council informed throughout the process at key milestones, such as after Phase I, during Phase II once the Land Use and Housing Chapters have been developed and then at the end of Phase II. The City Council will take over the Steering Committee's role and responsibility once the Plan enters Phase III which is the formal review process for the document.

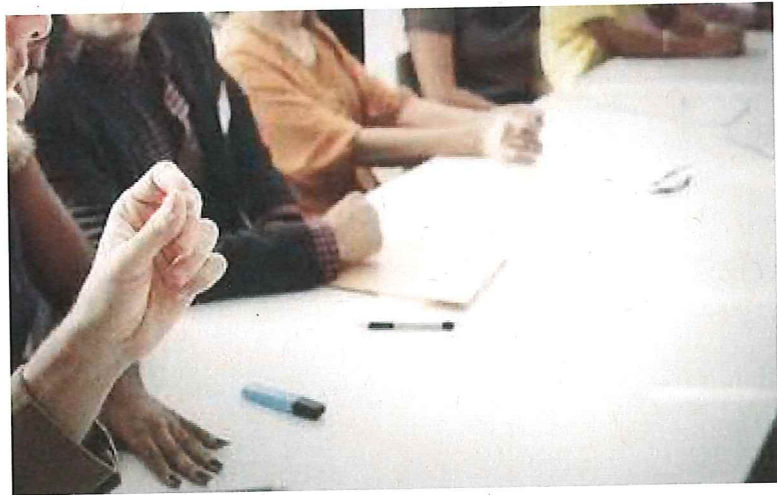
#### » **Steering Committee**

The Steering Committee will serve as the working group throughout the process. We would propose that this group be comprised of 7 – 9 members, and include a diverse representation of community members, if possible. We would also propose to include a City Council liaison as part of the Steering Committee. The benefit of having a Councilperson on the Steering Committee is that they will then be able to keep the rest of the Council

apprised of the progress throughout Plan development.

#### » **Stakeholder Groups**

The Stakeholder groups will be dictated by what chapter is being worked on in Plan development. As stated in the RFP the Stakeholder groups will include property and business owners in I-1, B-1 (Mixed Use Land Use), and R-3. We would propose a fourth stakeholder group being the single-family residential property owners in the community.



#### » **Staff**

The staff will serve primarily in a technical capacity providing information and feedback to our Team throughout the process. We expect to work collaboratively with Staff throughout the process.

## Project Approach & Understanding, continued

### Engagement Methods

We are proposing to use a mix of standard public engagement methods and web-based engagement methods throughout the process. We are proposing to use the same web-based methods throughout the process so that the Public has an efficient and consistent method of participating throughout the Plan development process.

We are proposing the following techniques:

- **Website**

Our Team will create a simple WordPress website, or Project Page on the City's Website (depending on preference) which will provide news, updates, and draft materials. The website will keep community members up-to-date on the progress and will inform them of any upcoming opportunities for public engagement.

- **Online Surveys**

Working collaboratively with staff, our Team will prepare on-line surveys tailored to the specific chapters and topics to solicit feedback. The surveys will intentionally contain closed-ended questions so that participation time is minimized, and that information collected can more easily be consolidated.

- **Open Houses**

Two Open Houses are proposed; the first to kick-off the project and process and to inform the public of the reason for preparing the plan; and the second open house will present the full draft prior to the public hearing.

- **City Council Meetings**

The City Council meetings will serve as another opportunity for the public to stay informed, and it will also provide periodic check-ins between our Team and the Council to ensure that the draft chapters are prepared consistent with the Council's vision for the document.

- **Steering Committee**

The Steering Committee will meet monthly during plan development and will serve as the working group on the Plan. Various methods of engagement will be used with the Steering Committee such as:

- » **Minnesota Block Model Exercise**
- » **Visual Preference Surveys**
- » **SWOT Analysis**
- » **Dotmocracy and other mapping surveys**

## Project Approach & Understanding, continued

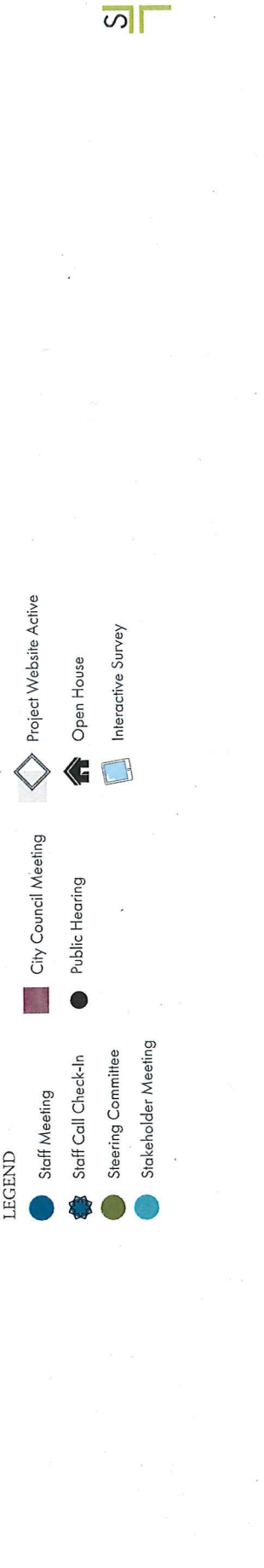
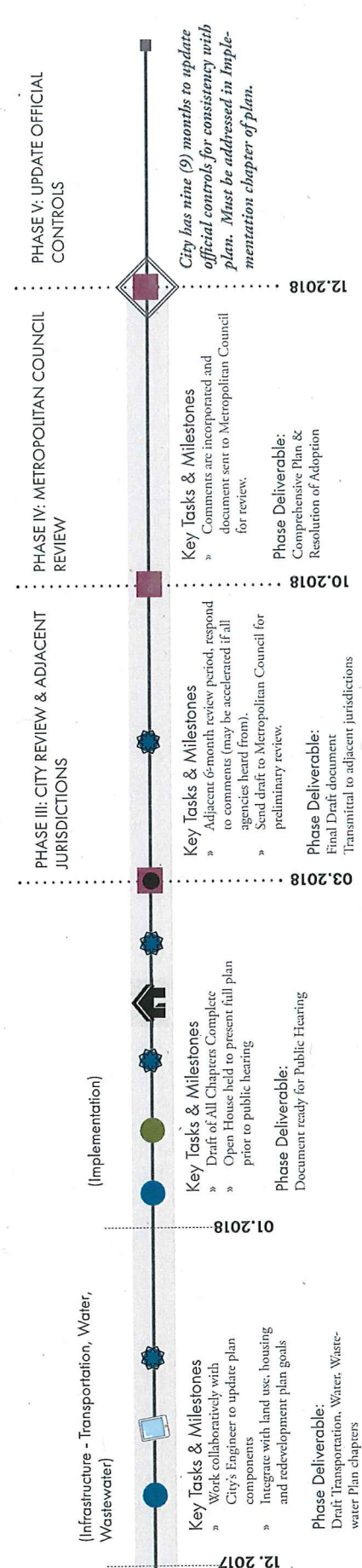
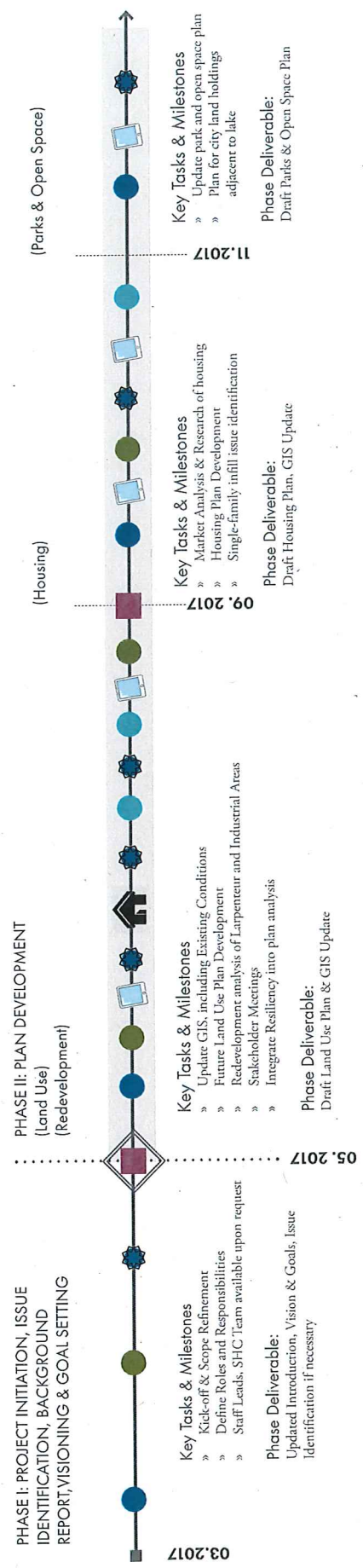
### Public Participation Enhancement Options

Throughout this proposal, we have proposed a 'baseline' Public Participation Plan as requested within the RFP. This baseline approach is described through the Project Understanding, Approach, Scope and Schedule sections of the proposal and includes a range of engagement opportunities throughout the Plan development process.

Beyond the baseline Public Participation Plan we have identified opportunities to enhance the public's engagement opportunities if the City is interested. The following table is similar to an "A la Carte" menu, of which any combination of options can be selected. We understand the City may not pursue these options initially, but may want to add these services once engaged in the process.

Plan Component	Meeting Type	Enhancement Value	Estimated Cost
Housing Chapter	Stakeholder	This would allow stakeholder group to convene to work through issue identification and policy solutions related to in-fill and teardowns in existing single-family neighborhoods.	\$1,500
Land Use (Redevelopment)	Public at-large Minnesota Block Model	This would give the public the opportunity to understand redevelopment potential of the Larpenteur corridor on a more tangible level.	\$3,500
Vision, Goals	City Council – work session	This would allow our Team to work through a SWOT analysis with the City Council to help refine a set of goals and strategies for the Comprehensive Plan.	\$1,500
Parks, Open Space, Transportation	Steering Committee	This would allow for a work session with the Steering Committee prior to the implementation chapter drafting.	\$1,500
Multiple	Community Pop-up Events	Depending on the City's event schedule, we could attend various events to meet with community members. We would have the relevant survey on a tablet and could engage with people where they are.	\$750/event (assumes 2-3 hours per event attendance & 2 Team members)
Housing & Land Use	Steering Committee	As scoped, we have combined the General Land Use and Housing discussion in one meeting. We could hold another Steering Committee meeting and focus each meeting on the specific chapter topic.	\$1,500

**City of Lauderdale**  
 Proposal for Comprehensive Plan Update 2040



**LEGEND**

- Staff Meeting
- 🏠 Staff Call Check-In
- 👥 Steering Committee
- 👤 Stakeholder Meeting
- 🏛️ City Council Meeting
- 🗳️ Public Hearing
- 📄 City Council Meeting
- 🌐 Project Website Active
- 🏠 Open House
- 🖥️ Interactive Survey



## Relevant Experience

Our Commitment to Lauderdale,  
and Our Expectations of Staff

Our Team is committed to providing the City with an exceptional level of service. We will be responsive, communicative and collaborative with you - Lauderdale will be a priority.

- Our Team takes pride in pursuing work within their capacity and if awarded, this Project will be a priority to each of our professionals.
- By providing a detailed schedule up front, the members of the Team have allocated time in their schedule to accomplish each task as assigned.
- Our approach is to collaborate with the City throughout the process, and we anticipate frequent communication with Staff both in-person, as shown on the schedule, and through phone and email. We understand that staff is on the 'front lines' everyday - so it is our objective is to keep staff apprised of the process and the project.
- We expect staff to provide us with background, historical information, input, recommendations and technical data (as available) to help throughout document preparation.
- The project manager, Jennifer Haskamp and the Team have a general policy of responding to emails and voice mail messages within a half (1/2) day of receipt. Our Team has a reputation for being responsive, and we meet our deadlines and commitments as shown in the Relevant Experience.

17





## Related Experience

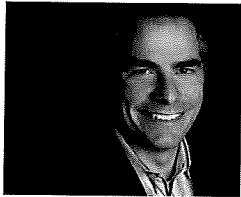
### Personnel Qualifications - Team Roles & Responsibilities



Jennifer Haskamp

Project Manager & Facilitator

Jennifer will serve as the project manager and will be the primary point of contact for the City. She specializes in land use analysis and its relationship to demographics, development and infrastructure planning. Jennifer will be responsible for facilitation and Plan development and will manage the consultant Project Team.



Jay Demma

Market Research Planner (Housing) & Facilitator

Jay will lead the effort to update the Housing Plan. He will provide market analysis to support the land use and redevelopment components as well as serve as a co-facilitator on relevant sections with Tom and Jennifer.



Tom Leighton

Market Research Planner (Commercial/Industrial) & Facilitator

Tom will lead the effort to study redevelopment opportunities in the Larpenteur Avenue corridor and the City's aging industrial areas. Tom will serve as a facilitator on relevant sections with Jennifer and Jay.



Ellison Yahner

Project Planner & Communications

Ellison will work on all aspects of plan development providing technical, research and communications assistance throughout the process. Ellison will attend and support most public engagement activities, and will help guide clear and concise messaging throughout the process.

## Related Experience, continued

The Relevant Experience Chart below demonstrates our Team's depth and experience in completing and undertaking projects similar to Lauderdale's Comprehensive Plan Update. The number, type, and diversity of successfully completed projects demonstrates our ability to create an exceptional Plan for your City.

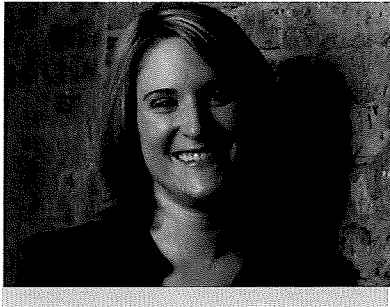
Comprehensive Plans/Elements (including Visioning, Amendments, Small Area Plans, Neighborhood Plans, etc.) In MN, unless noted.	Completed On Time	Completed On Budget	Public Engagement
<b>Jennifer Haskamp</b>			
Medina	x	x	x
Grant	on-going	on-going	x
Lent Township	x	x	x
Maplewood	x	x	x
Isanti (within contingency)	x	x	x
Chisago City	x	x	x
Dakota County	x	x	x
Lake Elmo	on-going	on-going	x
Prior Lake & Spring Lake Township	x	x	x
Eagan	x	x	x
<b>Jay Demma</b>			
Blaine	x	x	x
Corcoran	x	x	x
Dayton	x	x	x
Lino Lakes	x		x
Ramsey	x	x	x
Duluth	on-going	on-going	x
Isanti	x	x	x
<b>Tom Leighton</b>			
Minneapolis	x	x	x
Woodbury	on-going	on-going	x
Mendota Heights	on-going	on-going	x
Green Bay, WI	x	x	
Worthington (Small Area Plan)	x	x	x
Rogers (Small Area Plan)	x	x	x
SE Como Neighborhood, Minneapolis (Housing)	x	x	x
<b>Ellison Yahner</b>			
Austin, TX (Strategic facility plan)	x	x	
Ramsey County (Strategic facility plan)	x	within contingency	



## Related Experience, continued

Jennifer Haskamp

Project Manager & Facilitator



Jennifer Haskamp is the founder and principal of SHC, LLC. She has over 15 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, redevelopment and site constraint analysis, design guide-lines, and environmental review. Jennifer works collaboratively with her clients to ensure project processes and deliverables meet her clients goals and objectives.

### Education

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

20

Bachelor of Arts, Architecture University of Minnesota, Minneapolis, MN

### Professional Affiliations

American Planning Association  
Urban Land Institute

### Relevant qualifications

- Strategic planning and goal setting
- Comprehensive planning and issue assessment
- Subcontractor and team management
- Process facilitation
- Site and regulatory constraint analysis
- Building consensus through process management
- Budget management and scope establishment

### Relevant Experience

#### Comprehensive Plan

City of Grant, MN

#### Comprehensive Plan

#### Amendments (Residential)

Sathre-Berquiest, Blackstone  
City of Inver Grove Heights, MN

#### Comprehensive Plan

#### Amendments (Commercial / Industrial land)

Sathre-Berquiest,  
City of Eagan, MN

#### Comprehensive Plan

Lent Township, MN

#### Comprehensive Plan and Parks, Trails and Open Space

City of Maplewood, MN

#### Comprehensive Plan\*

City of Medina, MN

#### Comprehensive Plan\*

City of Hugo, MN

#### Comprehensive Plan

City of Isanti, MN

#### Comprehensive Plan

#### Amendment

#### MMB, Commercial/Retail Land Analysis

Prior Lake and Spring Lake  
Township, MN

#### Comprehensive Plan - Visioning and Goal Setting\*

Dakota County, MN

#### Comprehensive Plan\*

City of Chisago City, MN

#### Comprehensive Plan\*

Town of St. Joseph, MN

#### Consulting Planning Services

City of Grant, MN

#### Downtown Design Guidelines

City of Maple Plain, MN

*\*Experience prior to establishing SHC*

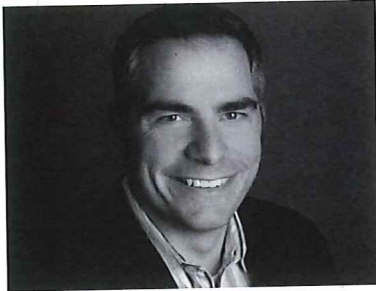
## City of Lauderdale

2.28.2017 Proposal for Comprehensive Plan Update 2040

## Related Experience, continued

Jay Demma, AICP

Market Research Planner & Facilitator



### Education

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

Bachelor of Science, Geography University of Minnesota, Minneapolis, MN

### Professional Affiliations

American Institute of Certified Planners

American Planning Association  
Lambda Alpha International  
Urban Land Institute, Member

### Relevant qualifications

- Comprehensive planning and issue assessment
- Public participation and facilitation
- Market research
- Demographics, economics and land use analysis
- Economic development

Jay Demma has more than 20 years of experience in land use planning and economic analysis. As a Senior Analyst, Jay provides research and planning expertise for comprehensive plans, real estate market studies, economic development studies, corridor studies, redevelopment, brownfields, small area plans, campus plans, and transit-oriented development (TOD). Jay regularly speaks about the complex relationships among demographics, economics, and land use change. Jay works closely with clients to make sure the process is transparent, aligns with client goals, and achieves desired outcomes.

### Relevant Experience

**Downtown Framework Plan**  
Stillwater, MN

**Washington County HRA**  
Red Rock Crossing Market Study  
Newport, MN

**Oakdale Mall Redevelopment**  
Oakdale, MN

**Pine Tree Mall Redevelopment**  
Marinette, WI

**Blaine Comprehensive Plan**  
Blaine, MN

**Corcoran Comprehensive Plan**  
Corcoran, MN

**Dayton Comprehensive Plan**  
Dayton, MN

**Lino Lakes Comprehensive Plan**  
Minneapolis, MN

**Marshalltown Comprehensive Plan**  
Marshalltown, Iowa

**Minot Comprehensive Plan**  
Minot, ND

**Newton Comprehensive Plan**  
Newton, IA

*\*Experience prior to joining Perkins+Will*

PERKINS+WILL

**Ramsey Comprehensive Plan**  
Ramsey, MN

**Comprehensive Housing Study**  
Cloquet, MN

**Comprehensive Housing Study**  
Forest Lake, MN

**Downtown Multifamily Study**  
North St. Paul, MN

**City of Duluth**  
**Western Port Area Neighborhood Plan**  
Duluth, MN

**City of Minneapolis**  
**East Downtown Market Trends Analysis**  
Minneapolis, MN  
City of Minneapolis

**Commercial Market Conditions**  
**Inventory**  
Minneapolis, MN

**Concord Street Corridor Study**  
South St. Paul, MN

**Four Seasons Mall Redevelopment**  
Plymouth, MN

**Robert Street Gateway Study**  
West St. Paul, MN

**Town Center**  
**Redevelopment Study**  
West St. Paul, MN



## Related Experience, continued

Tom Leighton, AICP, EDFP  
Market Research Planner & Facilitator



Tom Leighton is the founder and principal of Tangible Consulting Services. Tangible offers broad-ranging expertise in community and economic development and strategies for aging industrial areas, at times as part of comprehensive planning initiatives. Clients appreciate Tom's ability to present real world complexities and analyze information relevant to public goals and objectives. Prior to Tangible, Tom worked for 15 years as a Principal Planner for the City of Minneapolis where he developed highly creative public engagement strategies.

### Education

MDesS, Real Estate, Harvard University, Cambridge, MA

Masters of Public Affairs, Humphrey Institute, Minneapolis, MN

Bachelor of Arts, Natural Science, St John's University,

### Professional Affiliations

American Planning Association  
Economic Development Association of Minnesota

### Relevant qualifications

- Economic development, Retail Vitality, Community Asset Building, Revitalization
- Neighborhood, Corridor and Downtown Master Plans
- Market Analysis
- Development Financial Modeling
- Implementation Strategy and Public Finance

### Relevant Experience

**Mendota Heights Comprehensive Plan** (market context & economic development focus), Mendota Heights, MN

**Woodbury Comprehensive Plan** (economic development focus), Woodbury, MN

**Burnsville Comprehensive Plan** (economic development focus), Burnsville, MN

**Cottage Grove Comprehensive Plan** (market context & economic development focus), Cottage Grove, MN

**Redwood Falls Comprehensive Plan** (economic development focus), Redwood Falls, MN

**Highway 53 Corridor Master Plan**, La Crosse, WI

**Small Area Plan for Downtown Monticello**, Monticello, MN

**Western Ports Area Neighborhood Plan**, Duluth, MN

**Southeast Como Neighborhood Housing Strategy**, Minneapolis, MN

**Building a Vibrant Downtown Retail Destination**, Madison, WI

**Corridor Development Initiative projects**, Fridley, Hopkins, St. Paul, Minneapolis, Minnetonka, New Hope, Shoreview, & St. Louis Park, MN

**Velp Avenue Corridor Redevelopment Plan**, Green Bay, WI

**Commercial Street Corridor Plan**, Neenah, WI

**Penn Avenue Community Works Corridor Vision & Implementation Framework**, Minneapolis, MN

**METRO Blue Line Extension (Bottineau)**: Phase I Station Area Planning, Minneapolis, Golden Valley, MN

**Downtown Rogers Development Plan**, Rogers

**Lowry Avenue Strategic Plan\***, Minneapolis, MN

**West Broadway Alive\***, Minneapolis, MN

*\*Projects completed prior to founding of Tangible Consulting Services*

## City of Lauderdale

2.28.2017 Proposal for Comprehensive Plan Update 2040

## Related Experience, continued

Ellison Yahner, AICP, LEED® AP  
Project Planner & Communications



For the last decade after completing her graduate degree in planning, Ellison Yahner has pursued a career focused on the built environment. First working for a developer, then a general contractor, an architecture firm and currently as a consultant. Ellison is known for her reputable client relationships, marketing and communication skills, organization and planning research skills. Ellison's portfolio of work includes strategic facility plans that combined the mission of an organization with real estate costs, operations and maintenance status, and demographic/ transportation studies into 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 Minor  
University of Wisconsin, Madison, WI

### Professional Affiliations

American Planning Association  
Urban Land Institute  
St. Paul Parks Conservancy Board  
Leadership Saint Paul

### Relevant qualifications

- Strategic planning
- Research
- Communications/Graphics

### Relevant Experience

**Strategic Facilities and Logistics Plan\*\***  
Austin, TX

**Strategic Facilities Plan\*\***  
Austin Energy, Austin, TX

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

**Metro-wide Master Plan Xcel Energy\*\***  
East Metro, MN

**Stewartville Downtown Visioning\*\***  
Minnesota Design Team,  
Stewartville, MN

**Robbinsdale Station Transit Oriented Design Commercial Space Study\*\***  
Hennepin County, MN

**Lake Elmo Comprehensive Plan\***  
Lake Elmo, MN

**City of Grant Comprehensive Plan\***  
Grant, MN

*\*Projects in progress*

*\*\*Completed prior to SHC*

23



## Related Experience, continued



Swanson Haskamp Consulting, LLC (SHC) is a boutique 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.

24

### Service Areas

- Comprehensive Planning (Updates & Amendments)
- Master & Small Area Plan
- Design Guidelines
- Ordinance Drafting & Preparation
- Site Constraint Analysis
- Facilitation & Public Engagement
- Project Management
- Environmental Review
- Due Diligence Site Reports

### Location

SHC, LLC  
246 Albert Street South, Suite 2A  
Saint Paul, MN 55105

[www.swansonhaskamp.com](http://www.swansonhaskamp.com)

## City of Lauderdale

2.28.2017 Proposal for Comprehensive Plan Update 2040

## Perkins + Will, Minneapolis Office



25

### AREAS OF PRACTICE

Cities + Sites  
Corporate, Commercial + Civic  
Mobility  
Healthcare  
Higher Education  
K-12 Education  
Science + Technology  
Sports + Recreation

### DISCIPLINES

Architecture  
Interiors  
Branded Environments  
Planning  
Strategies  
Preservation + Reuse  
Urban Design  
Landscape Architecture

### LOCATION

80 South 8th Street, Suite 300  
Minneapolis, Minnesota  
55402  
T: 612.851.5000  
YEAR ESTABLISHED 1935

An international firm practicing locally, Perkins+Will is always close to our clients. We hold a common philosophy and standard of excellence and we share expertise across offices

With 60 professionals on staff, the Minneapolis office is consistently ranked among the top design firms in the city and has become a recognized leader in campus planning, sustainable design innovation, workplace

strategies, healthcare design and change management - both throughout the region and nationally.

The office is strategically located in the heart of downtown Minneapolis, and focuses on architecture, interiors, and planning in the areas of cities + sites, healthcare, corporate + commercial + civic, higher education, and science + technology.

As a practice we carry on our mission as leaders in creative thought guided by a spirit of distinction, exceptional client service, and responsive design.

PERKINS+WILL





## Related Experience, continued



### Tangible Consulting Services

Tangible Consulting Services is the only Twin Cities planning firm that specializes in development economics. Tangible offers broad-ranging expertise in community development, as well as analytical depth in market feasibility, development modeling, and implementation strategy. This allows us to support planning processes from beginning to end—or to play a more focused role relative to feasibility and implementation.

26 Public goals and plans are only as good as they can be implemented. So Tangible puts special emphasis on what it takes to bring community visions to reality. We push to be innovative in research, analysis, and engagement processes that integrate what with how—what we want our communities to become, with how to make that happen. The goal is to support clients in being clear-eyed and empowered, by creating actionable plans that are both aspirational and achievable.

#### Tangible's services encompass:

- Plan development for downtowns, corridors, neighborhoods, station areas, etc
- Revitalization and Community Asset Building
- Market Analysis
- Development Financial Modeling
- Implementation Strategy and Finance
- Innovative Public and Stakeholder Engagement

[www.tangibleconsulting.net](http://www.tangibleconsulting.net)

## Related Experience, continued

### References

SHC takes pride in building long-lasting professional relationships with our clients as demonstrated by the many years of service provided to the representative clients provided. At time our Team is not performing any work for any private client within the City of Lauderdale.

Municipality	Contact	Team Member
City of Grant	Ms. Kim Points, Administrator/Clerk clerk@cityofgrant.us t: 651.426.3383	Jennifer Haskamp
City of Mendota Heights (Formerly at the City of Medina)	Mr. Tim Benetti, Community Development Director timb@mendota-heights.com t: 651.452.1850	Jennifer Haskamp
City of Oakdale	Mr. Bob Streetar, Community Development Director bob.streetar@ci.oakdale.mn.us t: 651.730.2806	Jennifer Haskamp & Jay Demma
City of Minneapolis	Ms. Beth Elliott, Principal City Planner beth.elliott@minneapolis.mn.gov t: 612.673.2442	Jay Demma
Hennepin County	Mr. Andrew Gillett, Principal Planning Analyst Andrew.Gillett@co.hennepin.mn.us t: 612.348.4949	Jay Demma
City of Cottage Grove	Jennifer Levitt, Community Development Director jlevitt@cottage-grove.org t: 651.458.2890	Tom Leighton
City of Burnsville	Jenni Faulkner, Community Development Director jenni.faulkner@burnsvillemn.gov t: 952.895.4467	Tom Leighton
Ramsey County	Mr. Bruce Thompson, Director of Property Management bruce.thompson@co.ramsey.mn.us t: 651.266.2260	Ellison Yahner



# Schedule of Deliverables

## Facilitating Plan Completion

As demonstrated within the Project Approach, Scope and Schedule we have laid out a strategic process that builds successively upon previous tasks and chapters so that the Plan development process is streamlined. We have purposefully designed the process to start with background collection, issue identification, and goal setting so that there is a common baseline of information from which the remainder of the process can reference. Through experience, our Team has found that this foundational work is critical to meeting the identified milestones and the overall schedule in completing the plan.

We have also broken the Plan development process into Phases with specific milestones that are shown on the Project Schedule. The Schedule is purposefully graphic-centric so that it is easy to read and understand by all Project participants. We will reference it frequently throughout the process, and the schedule will act as a guide and check-in throughout each phase.

Finally, we have left a 'cushion' in the schedule to allow for (1) any unforeseen circumstance that may occur; and (2) to allow for the Metropolitan Council to preliminarily review the draft document.

## On-Site Visits

We understand on-site visits to mean in-person meetings. As shown on the Schedule, we anticipate the following in-person meetings:

- 6 Staff Meetings
- 5 Steering Committee Meetings
- 3 Stakeholder Meetings
- 2 Open Houses
- 4 City Council Meetings

## Estimated Time Schedule per Task

We have estimated the number of hours dedicated to each Task as identified within the Best Offer Not to Exceed budget below. Please note that the hours are estimates because SHC is proposing a flat-meeting rate, and so actual hours may be higher than noted.

- Project Initiation, Kick-off & Goal Setting - 73.5 Hours
- Land Use Chapter - Total 205 Hours, minimum of 100 Hours dedicated to Redevelopment study
- Housing Plan - 72 Hours
- Parks & Open Space Chapter - 25 Hours
- Transportation & Infrastructure Chapters - 49 Hours
- Implementation Chapter - 59 Hours
- Edits & Final Document Review, Submittal 29 Hours

## Compensation

### Previous Project Success in Delivery

As shown on the Relevant Experience matrix found on page 19, our Team has extensive experience with projects of similar scale and scope to Lauderdale's request. Our Team is committed to preparing your Plan update on-time, and on-schedule. As described in the following approach to budgeting, we carefully scoped the work tasks so that we are able to continue our track record of successful project delivery.

### Approach to Budgeting

Our Team's first step in budgeting was to refine our Understanding, Approach and Scope to complete the requested project objectives as identified within the city's RFP. Once we established a work plan (scope) for the Project we identified some preliminary objectives for our budget, which are summarized as follows:

- To create meaningful public participation SHC believes a flat-meeting rate is important. This helps reduce 'clock-watching' during important meetings.

- To be mindful of the level of detail required to update each component of the Plan, and to focus the dollars on the key objectives as identified in the RFP.
- To engage highly qualified and specialized professionals on Plan components that are focused on their talents, which will increase efficiency while creating a high-quality deliverable.

With these objectives in mind, we line-itemed each task in our Scope and established the summary budget on the following page. We have included a small contingency in our budget approach, and prepared a not-to-exceed value as requested in the RFP. The summary budget corresponds to the Project Schedule which is found on page 32, and does not include any public engagement enhancements as described in previous sections of this proposal. We provided estimated costs for such enhancements on page 13 of this proposal. A Fee Schedule for any work performed related to this Project not scoped within this proposal is found on page 33 as requested in the RFP.

## Compensation, continued

### Best Offer Not to Exceed

The following proposed budget correlates to the Project Schedule, and the information contained in the RFP. All summary tasks listed include the public meetings and staff meetings associated with development of that Plan component.

Task	Cost
Project Initiation, Kick-off	\$8,585
Land Use Chapter	\$22,120
» Redevelopment Analysis (Larpenteur & Industrial Area totals \$12,000 of the chapter's cost)	
32 Housing Plan	\$9,300
Parks & Open Space Chapter	\$3,000
Transportation & Infrastructure Chapters	\$5,100
Implementation Chapter	\$6,062
Edits & Final Document Review, Submittal	\$3,340
Contingency & Reimbursables (5%)	\$2,493
<b>PROJECT Total Not to Exceed:</b>	<b>\$60,000</b>

Additional Services - Enhanced Public Participation Process is listed separately on page 13.

## Fee Schedule

### Team Member Billing Rates

#### City of Lauderdale

Team Member	Role/Title	Hourly Rate
Jennifer Haskamp, SHC	Project Manager & Facilitator (Principal)	\$125
Ellison Yahner, SHC	Project Planner	\$105
Jay Demma, Perkins+Will	Market Research Planner & Facilitator	\$150
Tom Leighton, Tangible Consulting Services	Market Research Planner & Facilitator	\$120

33

### Other Rates & Reimbursable Costs

#### City of Lauderdale

Item/Expense	Cost
Flat Meeting Rate, Two Attendees - In person (SHC)*	\$500
GIS and Graphic Production (SHC)	\$90/Hour
IRS Mileage Rate - 2017	53.5 cents per mile
Black & White Copy (quantities over 25 copies)**	15 cents per copy
Color Copy (quantities over 10, and all large format)**	50 cents per page
	\$1 per page, tabloid

*\*Excludes Perkins+Will & Tangible Consulting Services time to be billed at standard hourly rate*


*\*\*Actual Expenses to be billed.*



# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X   \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   April 11, 2017    
ITEM NUMBER   Eustis Street    
STAFF INITIAL       
APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

There are a couple of items attached to this memo. First are the responses staff received from our effort to get feedback regarding the parking changes. A few folks that have been at meetings in the past who expressed their opinions did not respond this time. The responses are thoughtful and reflect real engagement. This will be helpful as we negotiate with Ramsey County over the road's rehabilitation.

It has been presumed that making the road easier to drive would result in increased speeds. The officers had the speed cart out from Monday to Wednesday last week. Attached is the report showing a variety of data related to speed and traffic counts. The traffic counts are the highest between 1:00 and 3:00 p.m. each day. That is also the timeframe when the traffic speed seems to be the worst. I will talk to SAPD about monitoring the road during that timeframe. Methods to calm traffic will be part of the discussion with Ramsey County and their design for the road.

Finally, the city engineer update the Eustis Street memo that we discussed last fall with the watershed district's revised storm water requirements. The rules have been relaxed which will lower the overall cost of the project.

The purpose of this meeting is to discuss whether the Council would like to make the parking changes permanent as the current arrangement is in effect until April 30. If so, staff will prepare a resolution to that effect for the next meeting. If the Council does not, the parking arrangement will lapse and the County would eventually come out and remove the signs.

### OPTIONS:

### STAFF RECOMMENDATION:

## Comments Received Regarding Eustis Street Parking Changes (March – April 2017)

Anonymous, Eustis Street Resident:

I'd like to say that my experience so far is entirely positive. Whether walking, biking, or driving down Eustis, the extra space for traffic and pedestrians is making a world of difference. Even biking north, next to the parked cars, is easier than before because vehicle traffic now has more room to pass.

I would like to propose a stop sign at Spring Street as well. With so much traffic running through the heart of what is essentially a 100% residential neighborhood, a four-way stop would help to reduce speeds and provide an appropriate place for residential pedestrians to cross Eustis safely. I believe a stop sign there would also benefit potential development at the former church site, allowing for easier turns west on Spring Street.

---

Glauvitz Family, Eustis Street Residents:

WE HAVE LIVED HERE FOR OVER 40 YEARS AND NOW YOU TAKE OUR PARKING AWAY ?????/ YOU COULD OF JUST WENT BACK TO EVEN ODD PARKING DURING WINTER MONTHS , NOW YOU HAVE MADE US WHERE WE CAN NOT EVEN DO THE GARAGE SALES IN MAY, OR HAVE ANY VISITORS, AND I HAVEN' EVEN CHECK ON THE VALUE OF OUR HOMES

ALL THIS DUE TO A FEW SLUM LORDS !!!!

I READ THE NEWS LETTER OVER AND OVER, IT SAID TILL APRIL, 2017.....THOSE SIGN LOOK A LOT LIKE THEY WILL BE STAYING....

Updated Response from Glauvitz Family

Hi, It's us at 1863 Eustis St. We have lived here since 1975 and have never had such a problem with the parking on Eustis as we have had in the past year. We would not need the No Parking signs if the parking rules would be enforced on this street. Also for the winter months what happen to even and odd out there??? At this time we have had cars parking where its says Not to park and officers drive by them and nothing is done any way. These are usually non resident people visiting rental property's .The street should go back the way it was and just have "eyes" out for disabled cars or cars with tabs not up to date.....You seem to see ours when they are in our yard under tarps, so how they are missed out in the street and not moved for a month is amazing We as a family DO NOT WANT THESE SIGNS.

We have needed stop signs on each corner for years to slow the speeders down. Maybe Just crosswalks for the walkers and the children coming and going to the park to have safe crossing. We sure do not need a wider street for the cars and trucks to travel even faster. We



really enjoyed bringing up our children and now our grandchildren here in Lauderdale. Don't make a Freeway out of our lovely street in front of our homes

---

Cathy Harrington, Eustis Street Resident

Cathy is concerned for her safety as she does not feel safe in the dark anymore. She said she is hesitant to come home after dark now that she has to park on the east side of the street. She wants to be able to park in front of her home on the west side of Eustis Street.

---

Kendra Kauppi, Walnut Street Resident

Regarding feedback on the change in Eustis Street Parking

- I really like having cars parked only on one side
- it makes walking along Eustis more user friendly (are walkers supposed to use the "walk against traffic rule" or walk on the side without cars at all time?)
- it makes driving much easier as two cars can easily pass
- I would vote on keeping parking limited to one side of the street
- I appreciate that the police actually ticket cars parked on the incorrect side

A few things for consideration

- cars are still parking on the incorrect side, including mail, UPS and deliver trucks
  - if they repave, consider moving the middle line to reflect the road as still going North i have to cross over the center line as cars still park into the street
  - the parking on Ione between Eustis and Malvern is challenging as up to 10 cars are parked on both sides of the Ione (and there be some regulation as to how many cars each rental property can have; not including visitors)
  - with less inhibition cars are going more than the posted 30 mph (some are going way fast and it makes crossing Eustis difficult at some intersections (Ione, Spring, Summer) as cars are less inclined to slow down
  - in spite of the signage (some)cars still park on the incorrect side of the road.
- 

Anne Feider, Eustis Street Resident

Thanks for your follow-up. About 80% of the time I have cars parked in front of my property. This could be from winter one-sided parking, or from the apartment dwellers who use this as a close parking spot. I am always hopeful that things change in the spring as I like to use Eustis parking in the warmer months. I would still request that we keep the two-sided parking outside of the winter months.

---

Jessica Newhouse, Malvern Street Resident

We love the change to one-sided parking. We walk frequently as a family, and have definitely noticed the benefit as pedestrians. We have small children, so the added safety of a full shoulder for walking is important to us.

We have noticed an improvement in driving, as well. We drive the Larpenteur to Roselawn stretch several times a week, and it is great not having to weave back and forth with other drivers to allow room for each other to pass by haphazardly parked vehicles.

We are definitely in favor of keeping the changes!

---

Lisa Roers, Eustis Street Resident

I live on Eustis Street and have very much enjoyed being able to walk down it without dodging in and out of cars on both sides of the street. I feel more comfortable with my kids walking down the street as well. I think speed may have increased a bit as drivers don't have to pay as close attention as they did prior to this change. I would be very happy if we continued this rule of only parking on one side, for the safety of the pedestrians.

---

Linda & Joe Steinger, Carl Street Residents

Here's our 2 cents: I think the no parking on one side will be great once the street is resurfaced and re-stripped. Right now it's still a little confusing since the old lines are still there. Once the official parking/walking lane and center line are clearly marked, and the road is resurfaced so we're not dodging potholes, it will be great!! Thanks!

---

Diane Galvin, Malvern Street Resident

Thanks for the opportunity to share my experiences & feedback.

I understand this is an ongoing experiment.

Here's what I've seen & experienced so far:

- + It is much easier to cross the street at all intersections except the stoplight at Larp which didn't really change. -- as a pedestrian with dogs -- because there are 1/2 the cars to block sightlines up/down the street.

- + Walking north on Eustis using the west/no parking side of the street

feels safer because of not having to weave in and out of parked vehicles and also it feels like it's easier to be seen by drivers.

- Walking south on Eustis using the west side of the street feels about the same as before because it feels like I'm walking in the road where vehicles don't respect my space and it feels like I don't belong.

- Both driving and walking, crossing or using Eustis, it feels like vehicles are going faster when heading south -- it seems the sense of extra elbow room gives them some sort of confidence to increase speed instead of going slower and more carefully. This is somewhat noticeable all day, but especially into the evening rush hr until dusk when drivers again seem to slow down and drive more carefully.

From my limited knowledge and discussions of traffic vs pedestrians & bikes, I would suspect some sort of visual reminder such as painted lines would help. I would like to think signs posting the speed limit would help, but I know from experience and discussions, that doesn't really make lasting changes in behavior.

I suspect the locals/residents treat Eustis more like a residential/local street while the commuters cutting through via Roselawn to Hwy280 treat Eustis like Roselawn or Fulham -- more like a commuter /feeder street.

---

Danielle Johansson, Eustis Street Resident

I'd rather the parking was on the west side of the street. Other than that it seems like it's going okay.

---

Damian Johansson, Eustis Street Resident

I'm writing to express my displeasure in the new parking rules. If we must park on one side only (I'd prefer parking on both sides), I'd rather it be on the west side of Eustis.

---

Paul Hallen, Malvern Street Resident

The parking ban on the west side of Eustis Street is a very positive change. I feel much safer when walking to and from my bus stop. Please make the ban permanent.

---

Grant Adams, Malvern Street Resident

I think the one-sided parking on Eustis is a big improvement for both vehicle and pedestrian traffic and hope to see it remain in place. I think the current configuration will work even better once the road is resurfaced and the south-bound lane is more drive-able.

One additional improvement would be to mark a few feet on the west side of the road as pedestrian only, so it's clear to everyone where pedestrians are to walk and where cars are to drive.

Thanks for implementing this change and thanks for asking the community for feedback.

---

John Roettger & Tara Schwantz, Eustis Street Residents

Thanks for reaching out again regarding the changes on Eustis Street. Since the no parking signs have been posted on the west side of the street, I have noticed traffic traveling much smoother. It's far easier to drive down Eustis, even though the stripping hasn't changed. Issues with speeding have increased, so I would still want crosswalks and speed signs installed should this change become permanent. Also, the road surface on the west side of the road where cars used to park is very rough in spots. It sure would be nice if the county Gods bless us with a resurfaced road this year, especially seeing they have dramatically increased our property taxes:)

In summary, I think the change is far more positive than not, but the process needs to be done completely including, resurfacing, re-stripping, speed signs and monitors, crosswalk signage and informed ticketing of speeders for the first year of this transition.

---

Chantal and John Eckhardt, Eustis Street Residents

My husband and I really like the one sided parking. It has felt dangerous both as a walker and as a driver using Eustis with cars parked on both sides. When we go on our afternoon walk it feels much safer to have one side of the road designated for pedestrians. We think that road is just too busy and not wide enough for both sides to have cars parked there.

---

Barb and Tim Hurley, Malvern Street Residents

As pedestrians and drivers, my husband and I think the new parking rule has made a positive impact on Eustis Street safety. Pedestrians and cyclists have more room and don't have to maneuver around cars on both sides. Visibility is increased. We used to avoid walking down

this street because it did not feel safe; that is no longer the case and it's often a part of our daily walk now.

As drivers, we appreciate having more room, especially if there is snow. I can see pedestrians better and it's easier to see oncoming traffic at intersections. We do not live on Eustis, but it appears that the residents still have plenty of on-street parking.

I urge the council to leave the new parking rule in place permanently. It has definitely made the street safer.

---

Dan and Brooke Lemke, Eustis Street Residents

I just wanted to give our input on the "no parking" signs that were put up in February.

Since the restrictions went into effect, we've noticed more parked cars in front of our house preventing us from parking on the street in front of our house, and forcing us to park in front of our neighbors houses from time to time. This can be frustrating, because, we believe it's important for everyone to have the street space in front of their house available for them to park on under normal circumstances.

Another bit of input I have about the signs is the eyesore they create. My wife and I love taking walks and we really enjoy the natural beauty of Lauderdale, but now whenever we drive or walk down our own street, we have to stare at these big ugly signs that dot the west side of Eustis as far as we can see... I would understand if there were one sign per block, but we have three signs on our block, and one of them is directly across the street from our house. The next time you drive or walk down Eustis Street, I encourage you to really look at how ugly these signs have made the scenery, and compare that to the next street you turn down.

We never thought the street parking on Eustis was an issue towards safety due to the fact that most of the houses on the west side of the street have driveways which keeps a lot of the cars off of the street.

Thank you for considering our input.

---

Zak Knudson, Eustis Street Resident

I received your letter and would like to make some comments on the new changes to Eustis.

Positives -  
- Easier for two way traffic

Negatives -

- People actually go faster down Eustis as cars on both sides make people go slower
- Not enough parking for all of the residents, especially since the side streets are extremely narrow

I believe there is no other solution but to expand Eustis just a few feet on each side to allow enough room for parking on both sides as well as two full lanes of traffic. A side walk on one side or the other would not do any harm either - to allow for pedestrian traffic. But even with a 2-3 foot expansion on both sides, pedestrians would be safer.

Thanks for letting me share my thoughts and opinions with you and the council!

---

Michael Tracy, Eustis Street Property Owner

We have not had a negative impact from the west side parking ban. It would be nice if that space became a 4' - 6' bike and walking lane, as many people do walk by 1811 and 1813 Eustis. Thanks for asking.

---

Sandy Hanson, Eustis Street Resident

I received your letter in the mail yesterday regarding the no parking signs on Eustis and wanted to provide you my thoughts. I may have missed the notice prior to putting up the signs, but was unprepared or aware that it was happening. From an overall change has been negative to myself and any guests I have over as they have to cross the street (sometimes busy) when they come to my house. I also have a 7 year old and worry about her getting out of the car and having to cross the street. I would rather have a sidewalk along my yard that people can safely walk on vs not being able to park on my side of the street. Needless to say, I am not happy with the change nor the communication around the change and would prefer to be able to park in front of my house again. Please let me know if there will be a council meeting I can attend to voice my opinion. Thanks

---

Rich Hinrichs, Eustis Street Property Owner

From a Public Safety standpoint One-sided parking has been great, emergency vehicles can actually drive down the street in a safe manner with visibility for traffic, pedestrians, addresses and even see hydrants.

From a property owner and frequent motorist on Eustis I can now drive a truck with a plow or tow a trailer without having to serpentine back and forth around cars protruding into the travel lane which entails having to cross the center lane into the on-coming traffic lane.

Overall much safer, much better, now just get the County to resurface with concrete curbs and all will be good!

---

Adrian Stec, Eustis Street Resident

I think the one side parking on Eustis is working well. I really don't think it address' the whole problem, because, I believe the major safety hazard on Eustis is speeding. My only concern is that cars sometimes park in front of my walkway that leads to the street. Since, there are no sidewalks, this is especially problematic for my elderly parents when they come and visit and there is a car parked in front of the walkway. Is there anyway to "yellow stripe" the curb a certain amount feet before and after each residential walkway as a no park zone?

---

Judy Hayes, Eustis Street Resident

Concerned that cars are always parked in front of her house now.

---

Jenna Zark, Eustis Street Resident

We received your note about feedback on parking. It is nice to have our side of the street clear and I think it does make it easier on drivers. I hope the other side of the street doesn't feel too inconvenienced, though.

---

Duane Pulford, Eustis Street Resident

The day before I received the letter requesting feedback on Eustis Street parking I turned on Eustis from Roselawn. In front of me heading south was a white van driving in the middle of the street. No cars were parked on the west side of Eustis. This van drove all the way down Eustis for 2 1/2 blocks until it meet incoming traffic. This is after we have had no parking on Eustis for a few weeks.

I have also seen a few car parked on the west side of Eustis but maybe to pick some one up or to drop something off.

I'm not sure it is making a big difference.

---

Adam Jorgenson, Eustis Street Resident

I appreciate your letter and the city's interest in our thoughts on the parking situation along Eustis. I am in 1731, so the curb in front of my house is clear but the parking on the east side across from my house can be rather limited. The two houses to the north of me a both rental properties with many vehicles taking up available parking. I park in the alley, so it doesn't directly impact me. Last week I had my first hassle due to the parking restrictions. Across from my house is the alley entrance heading east and the driveway to Willard's place. (house on the SE corner of Eustis and Ione) Having both right next to each other greatly limits the available curb space for parking. Long story short, my mother stopped by. There was no available parking between Willard's driveway and Ione and there was already a car parked just south of the alley entrance. My mother had to park north of Ione. Not that that is such a huge deal, but with the quantity of cars that occupy street parking around my house, the available parking is rather limited at times. Other than the limited parking... I'm not one to walk up and down Eustis too often or, for that matter, drive on Eustis north of Ione, so I can't really weigh in on the overall impacts of the parking restrictions. I'd say I run into more narrow street issues on Malvern especially at Malvern and Larpenteur. But that's a city street vs a county street and out of scope for this conversation.

With all that being said, I paved a parking spot next to my garage on the alley probably 15 years ago. To the north of my garage, there is enough room to pave two parking spots. The city denied my request to pave from the garage to the northern property line because it exceeded the maximum width available for a driveway. The measurement was not done from the north end of my garage to the north. The measurement was required to start at the south end of my garage to the north in order to include the concrete skirt from my garage to the alley. That skirt was to be considered part of my driveway. The contractor just paved enough for one car while the unpaved section remains unused. It's in the shade, so grass doesn't grow too well and, with all of the rain we had a couple months back, I've got rather large ruts in the mud as a truck backed out while driving over the unpaved area.

If the parking restrictions along Eustis remain, what are my chances with the city that I'll be allowed to pave the remaining area north of my garage for a second parking spot? I can't imagine a paved area there would be any less unsightly than how it looks now. Curious about your thoughts on this.

---

Charlene and Art Peterson, Eustis Street Residents

Like the one-sided parking (but would have preferred no parking on Eustis Street). As avid walkers they feel Eustis Street is safer now for walkers and bikers.

---



Kim Garhardson, Eustis Street Resident

She noted that the roads narrowed when the pavement was last done decades ago. She wondered why the roads couldn't be widened again to allow for parking on both sides.

---

Dana Holt, Eustis Street Resident

Thank you for your letter regarding the current state of Eustis street and the parking restrictions. I live at 1904 Eustis Street. Parking is restricted to my side of the street. I believe that it has been a positive change. It's easier to navigate oncoming traffic. It's safer for pedestrians and their pets to walk along the no-parking side of the street.

On a related note, many drivers along Eustis do not obey the speed limit of 30mph. You are likely aware of this. Vehicles of all types travel at higher than allowable speeds at all times of the day. There are many children and elderly people on the street and this is not a safe environment for them. Furthermore, large semi trucks frequently travel down Eustis. They have no business to transact in Lauderdale - I'm sure of that. They are just trying to access the stoplight at the Larpenteur intersection. To alleviate these traffic issues, I recommend that as a part of the rehabilitation plan, we consider speed bumps on Eustis Street. The low wide ones would be of minimal disturbance to local residents, but would also deter speeding traffic and large vehicles from using Eustis Street. I would also like to see a bike/pedestrian lane installed. Sidewalks would be a very nice addition, but I know that is a much bigger can of worms.

Thank you for listening to my comments. Keep up the good work. I look forward to hearing more about the plans for rehabilitation of our poor, beat-up street. :)

**Place Currently Not Set  
Traffic Survey Summary**

Location: Eustis St & Spring St  
Start Date: 04-03-17  
End Date: 04-05-17

Zone: Residential  
Start Time: 08:12:53  
End Time: 08:46:40  
Travel Direction: N

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	248	34	105	155	140	150	131	52	17	15	1	1
% of Total	23.64%	3.24%	10%	14.77%	13.34%	14.29%	12.48%	4.95%	1.62%	1.42%	0.09%	0.09%
									Total Vehicles: 1049			

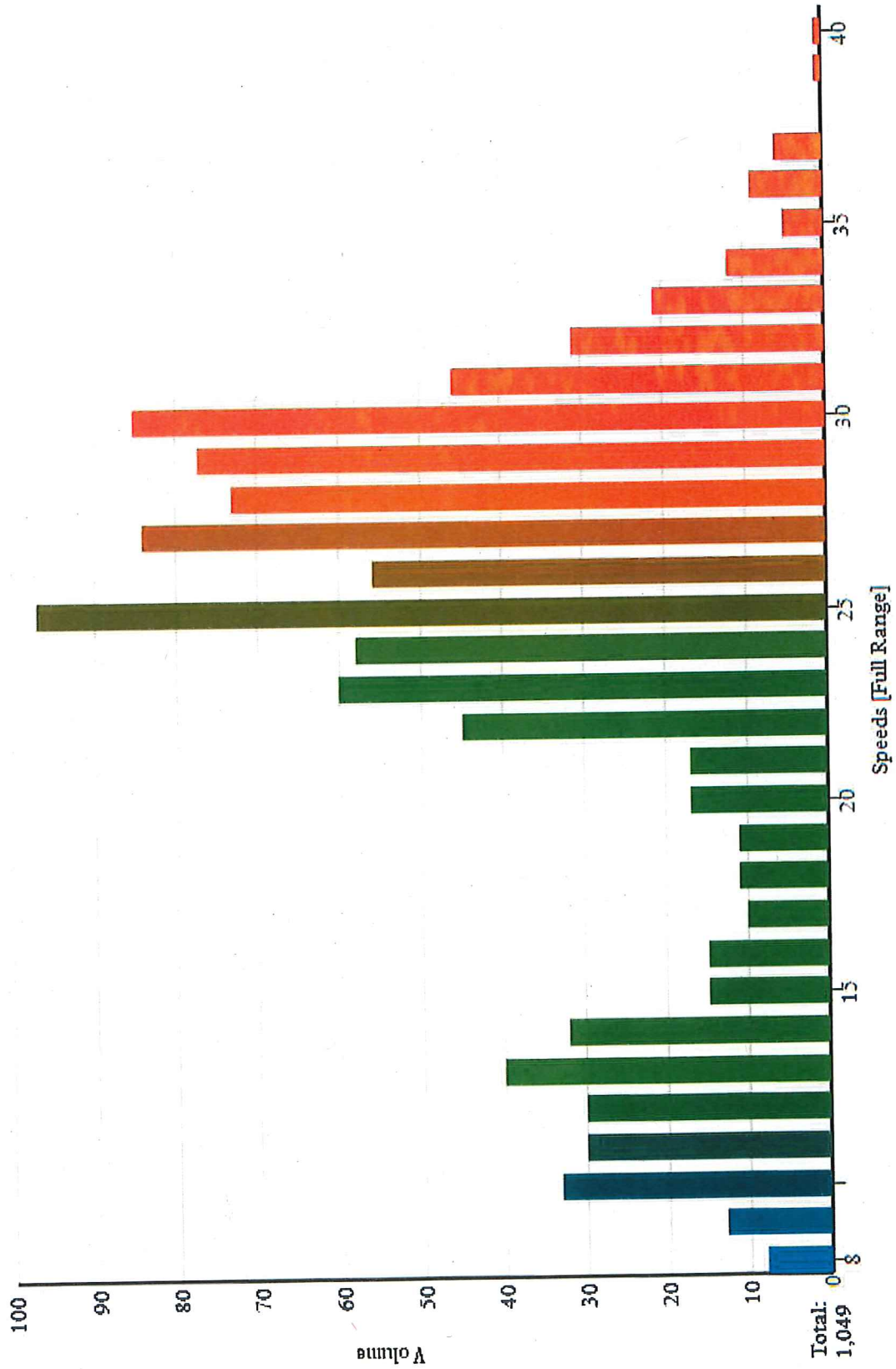
Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	30	Pace Speed	22 to 31	Speed	30+	40+	50+	Total
#At/Under Limit	917	# in Pace	681	Number	132	0	0	132
# Over Limit	132	% in Pace	64.91%	Percent	12.58%	0%	0%	12.58%
Average Speed	23.79	85% Percentile	30					

**Place Currently Not Set  
Speed/Volume Graph**

Travel Direction: N

Zone: Residential  
Speed Limit: 30 MPH

Location: Eustis St & Spring St  
Dates: 04-03-17 to 04-05-17

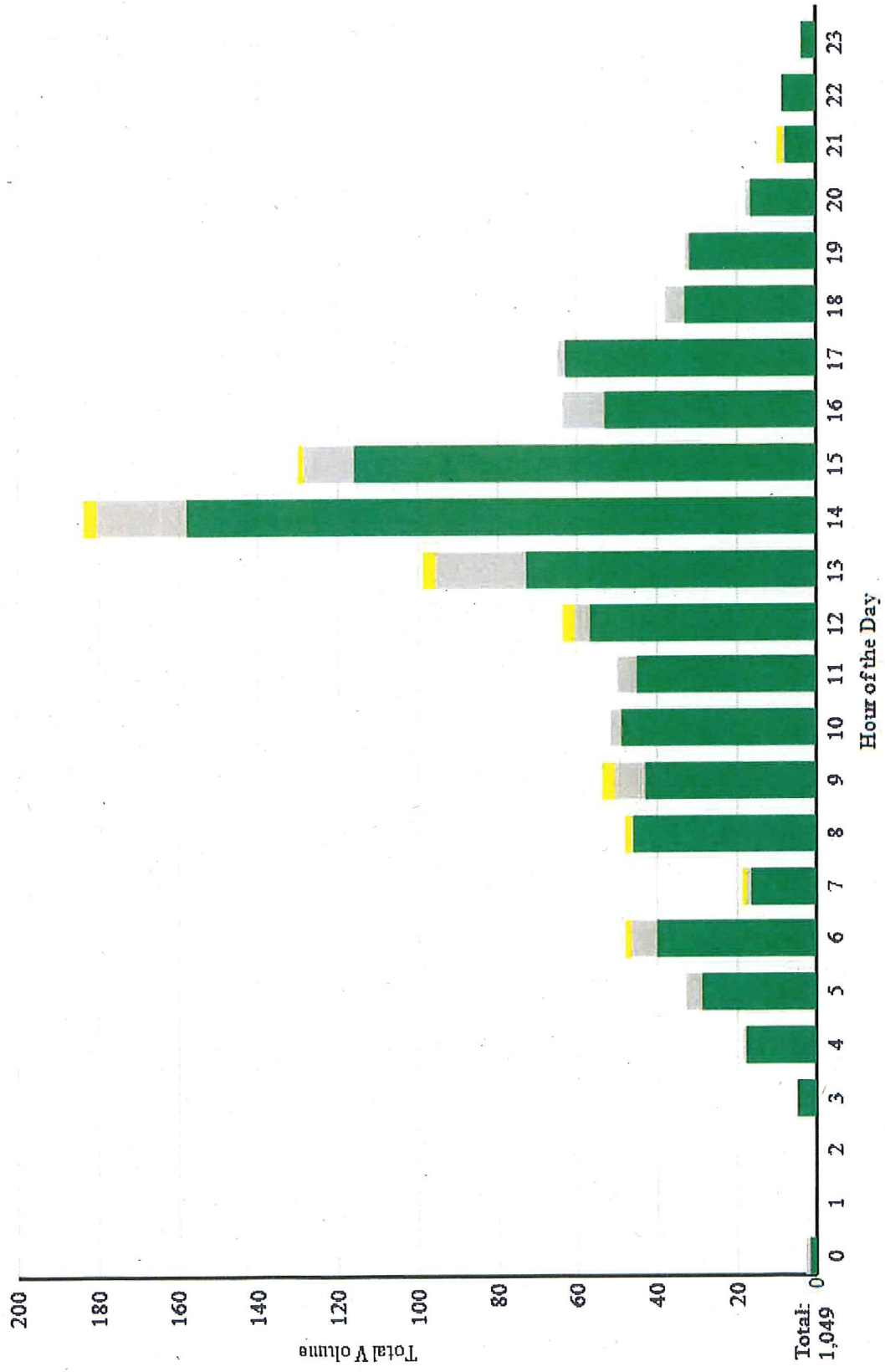


Place Currently Not Set  
Speed/Time/Volume Graph

Travel Direction: N

Zone: Residential  
Speed Limit: 30 MPH

Location: Eustis St & Spring St  
Dates: 04-03-17 to 04-05-17



**Place Currently Not Set**  
**Daily Traffic Flow - 15 minute interval**

Location: Eustis St & Spring St

Zone: Residential  
 Travel Direction: N

Monday, 04-03-2017					
Time AM	Vehicle Count	Hour Total	Time PM	Vehicle Count	Hour Total
00:00 to 00:15	0		12:00 to 12:15	6	
00:15 to 00:30	0		12:15 to 12:30	11	
00:30 to 00:45	0		12:30 to 12:45	8	
00:45 to 01:00	0	0	12:45 to 13:00	8	33
01:00 to 01:15	0		13:00 to 13:15	6	
01:15 to 01:30	0		13:15 to 13:30	10	
01:30 to 01:45	0		13:30 to 13:45	13	
01:45 to 02:00	0	0	13:45 to 14:00	12	41
02:00 to 02:15	0		14:00 to 14:15	24	
02:15 to 02:30	0		14:15 to 14:30	21	
02:30 to 02:45	0		14:30 to 14:45	19	
02:45 to 03:00	0	0	14:45 to 15:00	25	89
03:00 to 03:15	0		15:00 to 15:15	19	
03:15 to 03:30	0		15:15 to 15:30	11	
03:30 to 03:45	0		15:30 to 15:45	10	
03:45 to 04:00	0	0	15:45 to 16:00	11	51
04:00 to 04:15	0		16:00 to 16:15	7	
04:15 to 04:30	0		16:15 to 16:30	16	
04:30 to 04:45	0		16:30 to 16:45	6	
04:45 to 05:00	0	0	16:45 to 17:00	7	36
05:00 to 05:15	0		17:00 to 17:15	10	
05:15 to 05:30	0		17:15 to 17:30	7	
05:30 to 05:45	0		17:30 to 17:45	8	
05:45 to 06:00	0	0	17:45 to 18:00	7	32
06:00 to 06:15	0		18:00 to 18:15	8	
06:15 to 06:30	0		18:15 to 18:30	4	
06:30 to 06:45	0		18:30 to 18:45	6	
06:45 to 07:00	0	0	18:45 to 19:00	2	20
07:00 to 07:15	0		19:00 to 19:15	5	
07:15 to 07:30	0		19:15 to 19:30	0	
07:30 to 07:45	0		19:30 to 19:45	2	
07:45 to 08:00	0	0	19:45 to 20:00	2	9
08:00 to 08:15	1		20:00 to 20:15	2	
08:15 to 08:30	8		20:15 to 20:30	1	
08:30 to 08:45	4		20:30 to 20:45	3	
08:45 to 09:00	5	18	20:45 to 21:00	2	8
09:00 to 09:15	7		21:00 to 21:15	3	
09:15 to 09:30	6		21:15 to 21:30	2	
09:30 to 09:45	6		21:30 to 21:45	0	
09:45 to 10:00	9	28	21:45 to 22:00	2	7
10:00 to 10:15	3		22:00 to 22:15	1	
10:15 to 10:30	2		22:15 to 22:30	2	
10:30 to 10:45	9		22:30 to 22:45	1	
10:45 to 11:00	7	21	22:45 to 23:00	0	4
11:00 to 11:15	8		23:00 to 23:15	0	
11:15 to 11:30	8		23:15 to 23:30	0	
11:30 to 11:45	4		23:30 to 23:45	0	
11:45 to 12:00	8	28	23:45 to 24:00	2	2

Total AM	87
Peak Hour AM	09:00 to 10:00
Peak Flow AM	28
Peak % of AM	32.18%
Peak AM % of 24	6.55%

Total PM	340
Peak Hour PM	14:00 to 15:00
Peak Flow PM	89
Peak % of PM	26.17%
Peak PM % of 24	20.84%

**Place Currently Not Set  
Traffic Summary Week**

Location: Eustis St & Spring St  
04-03-2017 to 04-09-2017

Zone: Residential  
Travel Direction: N

	Mon 04-03	Tue 04-04	Wed 04-05	Thu 04-06	Fri 04-07	Sat 04-08	Sun 04-09	Weekday Average	Weekend Average
Midnight	0	2	1	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0
3:00	0	2	3	0	0	0	0	1	0
4:00	0	8	11	0	0	0	0	3	0
5:00	0	14	19	0	0	0	0	6	0
6:00	0	24	24	0	0	0	0	9	0
7:00	0	8	11	0	0	0	0	3	0
8:00	18	20	10	0	0	0	0	9	0
9:00	28	26	0	0	0	0	0	10	0
10:00	21	31	0	0	0	0	0	10	0
11:00	28	22	0	0	0	0	0	10	0
12:00	33	31	0	0	0	0	0	12	0
13:00	41	58	0	0	0	0	0	19	0
14:00	89	95	0	0	0	0	0	36	0
15:00	51	79	0	0	0	0	0	26	0
16:00	36	28	0	0	0	0	0	12	0
17:00	32	33	0	0	0	0	0	13	0
18:00	20	18	0	0	0	0	0	7	0
19:00	9	24	0	0	0	0	0	6	0
20:00	8	10	0	0	0	0	0	3	0
21:00	7	3	0	0	0	0	0	2	0
22:00	4	5	0	0	0	0	0	1	0
23:00	2	2	0	0	0	0	0	0	0
<b>Totals</b>	<b>427</b>	<b>543</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>

**Place Currently Not Set  
Time vs Speed**

Location: Eustis St & Spring St  
Date: 04-03-2017  
Posted Speed Limit: 30 MPH

Zone: Residential  
Travel Direction: N

Time Span	--- Speed Ranges ---																	
	Total	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81+
00:00-00:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00-01:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00-02:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00-03:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00-04:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00-05:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00-06:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07:00-07:59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08:00-08:59	18	0	2	2	4	5	4	0	1	0	0	0	0	0	0	0	0	0
09:00-09:59	28	0	1	8	2	5	5	5	2	0	0	0	0	0	0	0	0	0
10:00-10:59	21	0	1	3	3	4	10	0	0	0	0	0	0	0	0	0	0	0
11:00-11:59	28	0	3	4	3	14	2	2	0	0	0	0	0	0	0	0	0	0
12:00-12:59	33	0	2	2	1	7	17	3	1	0	0	0	0	0	0	0	0	0
13:00-13:59	41	0	0	5	2	12	11	10	1	0	0	0	0	0	0	0	0	0
14:00-14:59	89	0	2	7	2	18	50	10	0	0	0	0	0	0	0	0	0	0
15:00-15:59	51	0	0	10	4	13	18	6	0	0	0	0	0	0	0	0	0	0
16:00-16:59	36	0	1	4	2	16	8	5	0	0	0	0	0	0	0	0	0	0
17:00-17:59	32	0	3	5	1	12	10	1	0	0	0	0	0	0	0	0	0	0
18:00-18:59	20	0	1	3	3	7	5	1	0	0	0	0	0	0	0	0	0	0
19:00-19:59	9	0	0	2	0	3	4	0	0	0	0	0	0	0	0	0	0	0
20:00-20:59	8	0	0	0	2	2	3	1	0	0	0	0	0	0	0	0	0	0
21:00-21:59	7	0	0	0	0	3	3	0	1	0	0	0	0	0	0	0	0	0
22:00-22:59	4	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0
23:00-23:59	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0

---

To:	Heather Butkowski Lauderdale City Administrator	From:	Kellie Schlegel St. Paul Office
File:	Eustis Street	Date:	February 3, 2017

---

**Reference: Eustis Street Typical Sections: Larpenteur Avenue to Roselawn Avenue**

In conjunction with potential future improvements to Eustis Street, we have identified three typical section options for Eustis Street north of Larpenteur Avenue and south of Roselawn Avenue. In general, the existing right of way on this segment is 60', with the exception of the block from Larpenteur to lone, where it is 70'. The existing roadway is approximately 34' from face of curb to face of curb (face to face) with narrow parking lanes on each side. Below is a summary of the watershed district requirements for street reconstruction projects, followed by descriptions of three typical sections and the implications and considerations for each typical section.

**Rice Creek Watershed District Permit Requirements**

Effective January 1, 2017, the Rice Creek Watershed District implemented new, less-restrictive rules regarding permit requirements for roadway improvement projects. Any linear (street) project that results in 10,000 square feet or more of newly-created impervious surface area will require a permit from the Rice Creek Watershed District, and compliance with its Stormwater Management requirements. Sidewalks that are 10' wide or less, and have at least 5' of vegetated area down-gradient (boulevards) are exempt from this threshold.

The required water quality treatment volume for a public linear project is  $\frac{3}{4}$ " of rainfall over the area of newly-created impervious surface, less any exceptions such as sidewalks adjacent to boulevards as mentioned above.

Filtration basins with draintile are one option that will provide the required on-site stormwater treatment. These are generally constructed behind the curb and are approximately 10' wide. As the on-site soils are likely not well-draining, draintile would be installed beneath the filtration basin to discharge filtered runoff to the storm sewer system.

**Typical Sections – Full Street Reconstruction**

Three potential typical section options for a full roadway reconstruction are described below. See attached Figure for the typical sections.

**Option 1: Parking and sidewalk on both sides.**

With this option, the recommended street width is 40' face to face. This will allow for 8' parking lanes on each side, as well as 12' wide thru lanes. The recommended minimum boulevard width is 5', and recommended minimum sidewalk width is 5'. This option would require widening the existing roadway by approximately 6', as well as adding 5' boulevards and 5' walks on both sides. This typical section would exceed the existing 60' right of way width by approximately 2'. Therefore, additional right of way may need to be acquired. A narrower boulevard could be considered, but this would in turn eliminate the watershed exemption for the sidewalk, thus requiring more



**Reference: Eustis Street Typical Sections: Larpenteur Avenue to Roselawn Avenue**

stormwater treatment volume. Another consideration with this option is the limited amount of room behind the curb for filtration basins. Curb bumpouts could be utilized at intersections to provide additional area for these basins, or additional right of way could be obtained to allow for wider boulevards. This option would add an additional 6' to the existing roadway width, resulting in approximately 15,600 SF of newly-created impervious surface, therefore triggering the watershed's stormwater management rule.

Option 2: Parking on 1 side and sidewalk on 1 side.

With this option, the recommended street width is 34' face to face, which is very similar to the existing street width, and would therefore not trigger the watershed's stormwater management rule. A 34' wide roadway will allow for a single 8' parking lane, as well as 12' wide thru lanes, and a 2' wide curb reaction distance between the thru lane and the curb. A 5' sidewalk with a minimum 5' boulevard could be constructed on one side of the street (or potentially both sides of the street). Additional right of way would not be required with this option.

Option 3: Parking on 1 side and shoulder on 1 side.

With this option, the recommended street width is 36' face to face. This will allow for an 8' parking lane on one side of the roadway, and a 4' wide striped shoulder on the other side of the roadway, and 12' drive lanes. The proposed roadway width would be approximately 2' wider than the existing width. However, the amount of newly-created impervious area would be less than the 10,000 square feet trigger, and stormwater management would not be a requirement.

Table 1 below shows approximate treatment volumes that would be required for each option, assuming the reconstruction of approximately 2600' of roadway.

**Table 1: Stormwater Treatment Volume**

	Option 1	Option 2	Option 3
Treatment Volume Required	975 CF	0 CF	0 CF

**Existing Roadway – Bituminous Mill and Overlay**

Another roadway improvement option is a bituminous mill and overlay. This improvement generally keeps the existing concrete curb and gutter (with some minor spot repairs as necessary), and replaces only the upper layer of pavement. With this improvement option, Typical Section Option 2 above would fit well within the existing curb footprint (34' wide). A mill and overlay on a linear project would not trigger the Rice Creek Watershed District stormwater requirements; therefore, filtration basins or other BMPs would not be required. A sidewalk with a 5' boulevard could also be added to one or both sides without triggering stormwater requirements.



February 3, 2017  
Heather Butkowski  
Page 3 of 3

**Reference: Eustis Street Typical Sections: Larpenieur Avenue to Roselawn Avenue**

### **Utility Improvements**

Utility improvements or repairs within the right of way could be completed under any of the above reconstruction options or the mill and overlay. These utility improvements would not likely result in any additional impervious area, and therefore not trigger any additional stormwater permitting requirements from the Rice Creek Watershed District.

Please review the above options and typical sections as shown on the attached figure. If you have any questions or need further information, please let me know.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

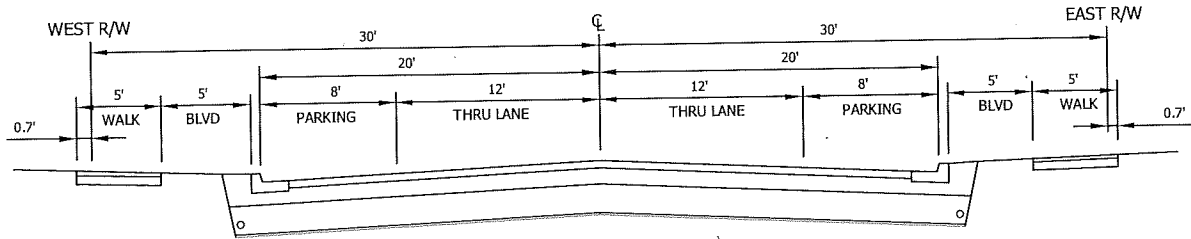
A handwritten signature in cursive script that reads "Kellie Schlegel".

Kellie Schlegel  
Engineer  
Phone: (651) 604-4734  
Fax: (651) 636-1311  
kellie.schlegel@stantec.com

Attachment: Figure 1: Typical Sections – Eustis Street

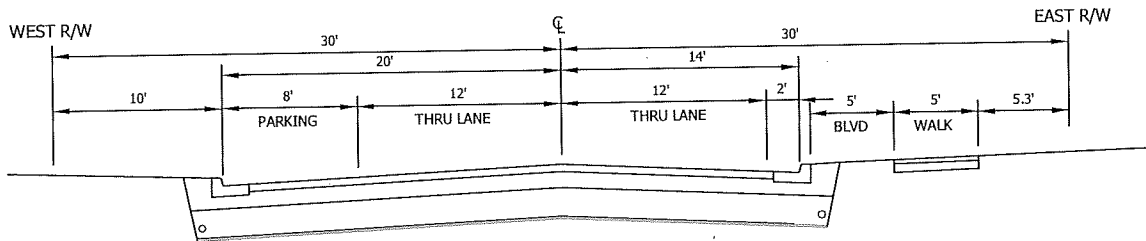
c. Darren Amundsen, Stantec

Plot Date: 10/17/2016 6:50am  
 Drawing Name: V:\19381702\active\19381702\CAD\Drawings\Typical Sections.dwg  
 User:



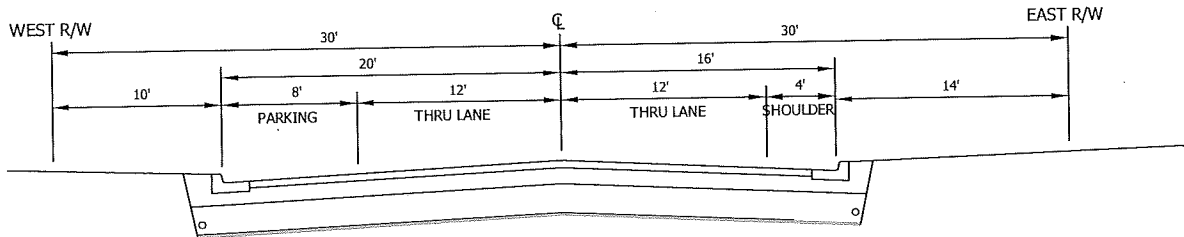
**OPTION 1: PARKING AND SIDEWALK ON BOTH SIDES**

NOT TO SCALE



**OPTION 2: PARKING ON 1 SIDE AND SIDEWALK ON 1 SIDE**

NOT TO SCALE



**OPTION 3: PARKING ON 1 SIDE AND SHOULDER ON 1 SIDE**

NOT TO SCALE

TYPICAL SECTIONS - EUSTIS STREET

LAUDERDALE, MN  
 EUSTIS STREET IMPROVEMENTS

FIGURE: 1



2335 Highway 36 W  
 St. Paul, MN 55113  
 www.stantec.com

DATE: 2/2/2017

PROJ. NO.: 193801702

# LAUDERDALE COUNCIL ACTION FORM

## Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_ X

Meeting Date April 11, 2017

ITEM NUMBER Sanctuary City Discussion

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Issues surrounding sanctuary cities have been in the news lately. Many of you have been asked by residents what this means and whether Lauderdale considers itself a sanctuary city. Chief Mangseth will stay for the work session to share the police department's perspective on the matter with the Council.

## OPTIONS:

## STAFF RECOMMENDATION: