6:00 p.m.  Dinner – City Hall Lunch Room

Workshop Agenda

6:30 p.m.  1.  Planning Commission / City Council Joint Meeting
          •  Role of Planning Commission and City Council
          •  METRO Gold Line Station Area Master Plan
          •  South of Dale Road Master Plan and Phase 2 Update

7:50 p.m.  2.  Break

8:00 p.m.  3.  Metropolitan Council Water Efficiency Grant Program, Consideration and Discussion

8:30 p.m.  4.  Review of Council Directive CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines

8:50 p.m.  5.  Administrator Comments and Updates¹

8:55 p.m.  6.  Mayor and City Council Comments and Commission Liaison Updates¹

9:00 p.m.  7.  Adjournment

¹ Items under comments and updates are intended to be informational or of brief inquiry. More substantial discussion of matters under comments and updates should be scheduled for a future agenda.

The City of Woodbury is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the City Administrator's office at (651) 714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley, at (651) 714-3523 (TDD (651) 714-3568)) to make arrangements.
City of Woodbury, Minnesota
Office of the City Administrator

Council Workshop Letter 20-14
January 15, 2020

To: The Honorable Mayor and Members of the City Council and Members of the Planning Commission
From: Clinton P. Gridley, City Administrator
Subject: Joint Workshop Meeting of the Planning Commission and City Council

Summary
This will be a joint workshop of the Planning Commission and City Council to discuss the following items:
1. Role of Planning Commission and City Council
2. METRO Gold Line Station Area Master Plan
3. South of Dale Road Master Plan and Phase 2 Update

Recommendation
This item is for update, discussion and feedback purposes only, and there is no particular action required. Specific feedback is requested regarding the project priorities for the Gold Line Station Area Master Plan, as well as any questions or concerns that council has regarding local design aesthetics, cost participation and ongoing ownership and maintenance of the infrastructure. Also to be reviewed is the City Council directive regarding the roles and guidelines of an advisory commission.

Fiscal Implications
In regard to the Gold Line Station Area Master Plan, the 2020 Economic Development Authority (EDA) budget includes the funds necessary to pay for this project, including a $50,000 grant from the Washington County Community Development Agency’s Predevelopment Finance Fund. The EDA approved EDA Resolution 19-06 selecting Hoisington Koegler Group, Inc. (“HKGi”) and authorizing a contract in an amount not to exceed $169,000.

South of Dale Road Master Plan will be funded out of stormwater and water area charge and Phase 2 parks.

Policy
2040 Comprehensive Plan, Chapter 4- Land Use, Gold Line Station Area Goals and Policies:
“Optimize BRTOD through master planning at and around the station areas.”
“Utilize the master planning process to evaluate BRTOD-related comprehensive plan amendments.”

Public Process

As the Gold Line project has progressed from 15 to 30 percent design, staff has met with several owners along the corridor, particularly those properties that may have right-of-way impacts. This includes the 500 Bielenberg building (formerly known as the Hartford building), IronGate and Medtronic data centers, HOM Furniture and Woodbury Village (the Muir family). Continued meetings with affected property owners, both commercial and residential, will continue throughout the project development and engineering phases. In addition, the Gold Line project office staff has spoken to various community groups, staffed a booth at the Woodbury Community Expo, and is using social media platforms to provide updated information to stakeholders. The City has also used its social media platforms to share updates about the project.

The South of Dale Road Master Plan is underway and has consisted of three formal neighborhood meetings and several individual meetings with property owners and developers. All meetings will be documented as part of the final City Council review.

Background

*Role of Planning Commission and City Council:* City Attorney, Mary Tietjen of Kennedy and Graven, will conduct a training session regarding the decision making process for the Planning Commission and City Council. City Administrator Clint Gridley will outline the roles and guidelines of an advisory commission per the City Council policy.

*METRO Gold Line Station Area Master Plan:* The METRO Gold Line bus rapid transit system (“BRT”) is proposed to include three stations in Woodbury. The 2040 Comprehensive Plan process identified the need for master planning along the corridor to facilitate high quality development and redevelopment opportunities. The Gold Line Station Area Master Plan project area will focus on the commercial and high density residential uses that are likely to develop or redevelop within the traditional half-mile radii of the station locations as part of the proposed BRT investment.

Bryan Harjes from HKGi will attend the workshop to kick off the master planning process. Specifically, staff will be seeking to:

- Review and refine the project work plan, schedule, goals and objectives
- Identify key stakeholders to engage in the planning process
- Confirm a project management and communications strategy

*South of Dale Road Master Plan and Phase 2 Update:* As an extension of the 2040 Comprehensive Plan, HKGi has been assisting with master planning for the residential areas south of Dale Road. The intent is to guide decisions, prior to opening Phase 2C for development, on the following infrastructure needs:

- Transportation (roads, trails, greenways)
- Storm water management
- Trunk utility planning (sewer, water)
- Citing of future water tower
- Parks and open space
Bryan Harjes will provide an update to the Planning Commission and City Council on the status of the master plan process.

Planning staff will provide an update on the status of existing and proposed Phase 2 projects.

Written By: Gina Gore, Planner I
             Eric Searles, City Planner
Approved Through: Janelle Schmitz, Assistant Director of Community Development
                  Dwight W. Picha, Director of Community Development
Attachment: 1. HKGi Proposal for Gold Line Station Area Master Plan
            2. South of Dale Road Master Plan Location Map
            3. CD-COUNCIL-2.5 – City Council and Advisory Commission Roles and Guidelines
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Karl Bataelden  
City of Woodbury  
8301 Valley Creek Road  
Woodbury, MN 55125

RE: Qualifications for METRO Gold Line Station Area Master Plans

Dear Mr. Bataelden and Members of the Selection Committee:

For the past 20 years, HKGi has had the opportunity to be a part of the planning and growth that has shaped the City of Woodbury into one of the premier suburban communities of the Twin Cities Metropolitan Area. Our roles have varied over the years from comprehensive planning, to consultation on zoning and growth management policy, to master planning and testing at the site level. This range of planning and design work helps us in understanding the context for with future BRT investments will be made in the City of Woodbury. We have partnered with the engineering firm of SEH, Inc. to provide transportation and municipal engineering support on this project. SEH and HKGi are frequent collaborators on planning work with many similarities to Woodbury’s station areas and have a deep knowledge of the City of Woodbury infrastructure and transportation systems.

The HKGi Team recognizes the importance of understanding and communicating the context of transit oriented development within a suburban commercial center. Paramount to the success of this planning effort is making sure stakeholder engagement is a two way stream of listening to concerns, needs, and plans while also envisioning the opportunities and long term benefits of using land in a way that is more transit oriented or transit supportive. Station area master plans should be visionary and innovative but must also be grounded in reality; based on strong market data, proven and practical urban design solutions, and cost effective public investments that are sustainable. To that end we’ve teamed with Marquette Advisors to provide the market data and development strategy that takes advantage of near term opportunities and preserves the locations for the desired development of the future. Collectively, the HKGi team recognizes the importance of the planning effort providing a clear path to implementation on opening day with key capital improvements as well as longer term land use and zoning policy for a desired balance of community needs.

With all this in mind, we are excited and eager at the opportunity to continue to collaborate with the City of Woodbury and help envision how the future station areas may evolve in a way to fully leverage and support the future investment of METRO Gold Line BRT.

Bryan Harjes and Brad Scheib, both firm principals with significant TOD experience in the Twin Cities Metro will be integrally involved with the day to day management and development of the project. Please feel free to contact either of us with any additional questions. We look forward to the opportunity to further discuss this exciting project with you.

Sincerely,

Bryan Harjes, Vice President  
612.252.7124  
Brad Scheib, Vice President  
612.252.7122
01. UNDERSTANDING & EXPERIENCE
Project Understanding

Master planning around proposed transit stations for the METRO Gold Line is one of the City of Woodbury’s key implementation strategies from the Comprehensive Plan, and the RFP for this effort outlines the core objectives for the project.

In general, the master planning process will engage Woodbury’s stakeholders and community members in the development of a realistic (feasible from market, financial, and political perspectives) plan for how station areas can develop and evolve in a way that takes advantage of the enhanced transit service that BRT offers (higher frequency, reliability, brand, and identity). The planning process will be guided by TOD principles and best practices, and the planning team will provide insight, knowledge, and guidance on how best to apply them within the City of Woodbury’s own distinct character, design aesthetic, and scale.

During the planning process, the planning team will work with the City and its stakeholders to consider how land use policy and zoning regulations can be applied to enable and shape the transition to transit-friendly design, and the planning team will recommend modifications to existing policy or regulations or suggest new approaches to help the City achieve its goals for this transit line.

The plan will identify near term capital improvements that will position the City and the Gold Line for opening day success, while also identifying longer term improvements that will be necessary to facilitate the growth and evolution of the station areas as envisioned through this master planning process. The master planning process, and specifically implementation planning, will provide a clear path for the City to follow to bring the plan’s ideas to fruition. The implementation plan will provide the City and its decision makers with a clear understanding of timing, capital costs, maintenance and operational costs, and funding sources.

A significant amount of work has gone into studying the benefits of transit oriented development throughout the metropolitan region, including study of the Gold Line and the communities along the line, such as Woodbury. Information from these studies will inform this planning process. Years of comprehensive planning and development planning for the City of Woodbury will also provide a solid base of information to facilitate the planning process. The HKGi team has been fortunate to provide leadership, research, and planning services for several of these planning efforts. This experience, and our familiarity with Woodbury’s planning goals and development context, will enable us to conduct an efficient planning process and best position the City to achieve its objectives for the Gold Line station areas.

We have worked with the City of Woodbury on many planning initiatives as the community has continued to grow and develop, and we have built good working relationships with City staff and stakeholders within the community. We are excited to have the opportunity to leverage our knowledge and experience to help the City prepare for the inaugural run of the Gold Line BRT and identify the improvements needed to maximize the positive impact of this new transit service.

The following pages demonstrate our team’s experience planning for transit in suburban communities. These projects are offered to demonstrate the HKGi team’s experience and ability to achieve the five core objectives for this process, as outlined in section V. of the RFP, and to create master plans that will prepare the City of Woodbury to achieve its Gold Line Station Area Goals, as outlined in section IV. of the RFP.
The Project Team
HKGi will serve as the primary consultant for this team and will manage the project, coordinating the work of the rest of the consultants and working directly with the City's project manager to conduct the planning process.

The roles of each of the firms on this team include:

» HKGi will provide overall project management and leadership for stakeholder engagement, land use and concept planning, zoning, urban design, and plan documentation. HKGi will provide support for the transportation/mobility, bike-ped, and sustainability planning.

» SEH, Inc. will lead transportation/mobility planning and water/storm water/sewer infrastructure planning.

» Marquette Advisors will conduct the market analysis, which will form the foundation of land use and concept planning.

» Miller Dunwiddie will provide architectural services for the creation of design guidelines.

Brief introductions of each firm are included below.

HKGi
For more than thirty years HKGi has helped communities create great places for people to live, work and play. Through their experience working in communities throughout the region, HKGi’s planners and landscape architects have built a strong understanding of the issues communities face as they seek to grow, invest, and evolve. HKGi’s professionals combine experience, creativity, sound project management and strong leadership to help communities identify a shared vision and provide them with the framework and the tools to prepare them for the future.

HKGi’s planning and design approach is built around four core principles:
SEH, Inc.
Short Elliott Hendrickson Inc. (SEH®) is a 100% employee-owned company providing engineering, architectural, planning, and environmental services to public and private clients throughout the country. Our more than 800 employee-owners deliver valuable solutions in the Buildings, Energy, Environmental, Infrastructure, Transportation and Water markets. Our collective purpose and body of work is focused on Building a Better World for All of Us®.

“Building a better world” embodies our commitment to improving quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. “For all of us” means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve and citizens of the world.

Marquette Advisors
Marquette Advisors is a full-service real estate consulting firm, providing market and financial feasibility studies, appraisals, and varied advisory services on behalf of the real estate development community. We are regularly called upon to assist property owners, developers, investors, lenders, and public agencies in making intelligent decisions regarding real estate development and investment opportunities. We provide market analysis and advisory services in the following areas:

» Multifamily and Single-family residential & residential subdivision development
» Mixed-use developments, incorporating residential and commercial uses
» Community housing needs assessments
» All commercial property sectors, including retail, office and industrial
» Recreational facilities, arenas and meeting/convention facilities

Marquette Advisors provides a focused analysis customized to meet the individual needs of each client. Throughout our team’s history, we have analyzed hundreds of situations in markets across North America. We strive to provide the right advice, solutions and/or strategic direction for every project on which we consult.

Miller Dunwiddie
Since our founding in 1963, our employee-owners have been committed to crafting places that span generations. Whether we are rehabilitating a small historic structure or shaping a new public space in the urban core, we are guided by the same core conviction: doing it right will make it last.

We see our clients as partners in the design process. Our aim is to foster a collaborative environment where all project stakeholders are assured they can fully contribute their unique experience and skills to the work at hand. We achieve this by employing tried-and-true processes and strategies that emphasize participation, listening, and consensus building.

With in-house experts in preservation, interior design, construction services, and building envelope science, Miller Dunwiddie can assemble a complete, integrated team customized for your specific project. Because advances in technology and building standards require ongoing adaptation and improvement, we actively support each of our employee-owners as they seek to improve their mastery over a wide range of design specialties.

Designing quality buildings that endure for generations isn’t the easiest way to make architecture, yet it’s always worth it.
Southwest LRT Transitional Station Area Action Plans
Hennepin County, Minnesota

HKGi led a multi-disciplinary consulting team in the preparation of Transitional Station Area Action Plans (TSAAP) for the 15-mile Southwest Light Rail (LRT) corridor from Minneapolis to Eden Prairie. At the time the Southwest LRT corridor included 17 stations in five different municipalities along its route and involved developing strategies to enhance mobility and evaluating the development potential and infrastructure needs at each station area for both opening day and in 2030.

The project included collaboration among Hennepin County (the client); the Cities of Minneapolis, St. Louis Park, Hopkins, Minnetonka, and Eden Prairie; Metro Transit; Three Rivers Park District; Minnehaha Creek Watershed District; Minnesota Department of Transportation; the Preliminary Engineering consulting team; and many business and neighborhood organizations along the corridor.

This planning process included an extensive inventory of existing conditions (land use, infrastructure, natural resources, socio-economic, barriers and amenities) and a set of recommendations to enhance mobility and ridership at each station, as well as an evaluation of the development potential and infrastructure needs on opening day and in 2030. The plan includes a list of specific recommendations and associated capital improvement costs, ranked and prioritized, so that municipalities can plan for future expenditures needed to service successful transit and transit-oriented development at each station area.

Summary
» Station area planning for 17 stations
» Collaboration with 5 municipalities and 4 governmental agencies
» Identification of opening day and long-term public realm improvements for pedestrian friendly mobility and creation of transit-supportive development
Planning for the TSAAP project included identifying access and circulation, redevelopment opportunities, and public realm improvements for all of the corridor’s station areas. Land use and zoning modifications were also part of implementation planning for each station area.
HKGi recently provided planning and urban design expertise to a consultant team hired by Metro Transit to study a potential extension of the Orange Line BRT. The potential extension includes adding a BRT station in the Burnsville Center area. HKGi’s role on the project was to assess the redevelopment potential of the station area for each of three different potential station locations, one on CR42 directly adjacent to the Burnsville Center at its northern entrance; one along I-35W north of where the highway converges with I-35E; and one on Buck Hill Road directly east of Burnsville Center.

In addition to creating four redevelopment concepts, HKGi provided precedent imagery to help the community envision what transit-oriented redevelopment might entail, and also provided guidance on the types of zoning code revisions, design guidelines, and regulatory tools that would help the City encourage transit-supportive development in the station area.

**Summary**

- Assess multiple redevelopment scenarios for three potential station locations
- Provide precedent imagery and concepts
- Guidance regarding zoning code and regulatory tool revisions

**Orange Line BRT Extension Station Area Study**
Burnsville, Minnesota
Cedar Avenue Red Line Market and Development Study
Metro Transit and Dakota County

<table>
<thead>
<tr>
<th>TYPOLOGIES</th>
<th>Land-Use Mix and Density</th>
<th>Characteristics</th>
<th>Housing Mix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Center</td>
<td>High-density mix of residential, commercial, employment, and civic/cultural uses</td>
<td>Primary center of economic and cultural activity</td>
<td>High-rise and mid-rise apartments and condos</td>
</tr>
<tr>
<td>Suburban Center</td>
<td>Moderate-to-high-density mix of residential, commercial, employment, and civic/cultural uses</td>
<td>Significant center of economic and cultural activity with regional-scale destinations</td>
<td>Mid-rise, low-rise, townhomes, and some high-rise</td>
</tr>
<tr>
<td>Town Center</td>
<td>Moderate density mix of residential, community, employment and civic/cultural uses</td>
<td>Local center of economic and community activity</td>
<td>Mid-rise, low-rise, and townhomes</td>
</tr>
<tr>
<td>Commuter Town Center</td>
<td>Low-to-moderate-density residential uses with supporting commercial and employment uses</td>
<td>Capture station for in-bound commuters with large park and ride, primarily residential with local and commuter-serving commercial</td>
<td>Low-rise, townhomes, smaller single family, and some mid-rise</td>
</tr>
<tr>
<td>Transit Neighborhood</td>
<td>Low-to-moderate-density residential uses with supporting commercial and employment uses</td>
<td>Predominantly residential district with a neighborhood walk-up transit station</td>
<td>Low-rise, townhomes, smaller single family, and some mid-rise</td>
</tr>
</tbody>
</table>

HKGi served on a multi-disciplinary consulting team that conducted a market and development study for six station areas along the Red Line BRT, which runs from the Mall of America to Lakeville. The market analysis component of the study provided insight into the types of development that would be most feasible and economically appropriate at each station area. The market analysis included interviews with developers and a review of BRT- and TOD-related development literature to help Dakota County, Metro Transit, and the partner communities understand what development typologies would be likely to succeed in supporting new transit infrastructure.

The project also identified the potential development and landscape character for each of the station areas and identified potential public and private investment strategies for facilitating transit-oriented development in suburban communities that typically feature more auto-oriented development patterns.

Summary

- Market analysis
- Investment strategies to facilitate transit-oriented development in suburban communities
- Precedent imagery and characteristics to illustrate desired development typologies
- Collaboration with 4 municipalities and 2 counties
HKGi developed a transit-oriented development zoning district that will be applied to each of Eden Prairie’s Southwest LRT stations. The overall intent of the TOD zoning ordinance is to guide the development of attractive, compact, pedestrian-friendly, high density, environmentally and economically sustainable, transit-oriented areas.

The TOD zoning ordinance establishes three (3) zoning districts: TOD-Mixed Use, TOD-Residential, and TOD-Employment, which will allow each of the station areas to develop with the community’s desired land use and character. Some station areas to feature predominantly mixed-use while others may be primarily employment-oriented with a smaller mixture of retail and residential uses. Unique development standards were established for each of the three zoning districts, including permitted uses, density, lot, building frontage, and off-street vehicular parking quantity requirements.

The development standards are formatted in an easy-to-use format using tables, site plan diagrams, and illustrative building elevations. The ordinance also establishes general standards for providing pedestrian-oriented building façades along streets and public spaces, on-site pedestrian/bicycle facilities, landscaping and open space, and transit-oriented parking approaches.

Summary
» District-based zoning ordinance
» Illustrations and diagrams included for ease-of-use
» Establishes standards for pedestrian and bicycle friendly environment
The City of Eden Prairie retained HKGi to lead a design team on the development of station area concepts for three Southwest LRT stations in Eden Prairie: the City West, the Southwest, and the Golden Triangle stations. HKGi’s landscape architects assisted in conducting a design charrette, which produced the foundation for the final design concepts that emerged from the design process.

For each of the stations HKGi produced illustrative plan views and precedent imagery collections to communicate landscape character and potential public art concepts for the next phase of the project. Locations where public art could be integrated into the stations were also identified for each concept.

For the City West station multiple concepts were created in order to provide the City with alternative options at that location. Cost estimates for each concept were assembled to facilitate budgeting and decision-making during the next phase of the project.

**Summary**

- Design charrette to develop design concepts
- Deliverables will guide streetscape and landscape character, connectivity, and public art design for each station
- Cost estimation to assist in budgeting for improvements
HKGi led the planning process to develop the Louisiana Station Area Framework & Design Guidelines to provide a vision and guidance for redevelopment near this Southwest LRT station. Today the station area predominantly consists of industrial, medical office, commercial and open space land uses. Minnehaha Creek meanders through the station area. Two elevated freight rail lines, a rail switching wye, large industrial blocks, highways, a limited street network, the creek and wetlands make access and circulation challenging in this area.

The Framework section includes plans to address access and circulation; land use and development; and parks and open space. Because connectivity between the LRT station and the hospital/medical complex is critical for this station, HKGi created a connectivity plan for the hospital focus area.

The Design Guidelines includes goals, guidelines, and precedent imagery for a variety of urban design topics including streets, sidewalks, trails, and crossings; bike, pedestrian, and bus facilities; lighting, street furnishings, and street plantings; transit station facilities; public art; wayfinding and signage; site development; building height, form, facade, and massing; landscaping; parking; storm water treatment; and park, plaza, and public spaces.

Summary

» Medical campus precedent study
» Framework for redevelopment of station area currently featuring medical, industrial, and open space land uses
» Natural resource conservation and storm water methods to protect Minnehaha Creek
» Design guidelines address public realm improvements
Northstar TOD TIF District Master Plan
Fridley, Minnesota

HKGi developed a TOD master plan for a transit TIF district encompassing Fridley’s Northstar Commuter Rail Station. Intended as a guide for the City as it plans for infrastructure improvements and redevelopment within the station area, the master plan provides guidance on the appropriate use of transit TIF funds and will be a resource for developers submitting TOD redevelopment proposals to the City.

The master plan lays out a vision for the station area characterized by an expanded park along the Mississippi River, redeveloped high- and medium-density housing oriented to the park and East River Road, a new loop parkway, greener streetscapes, increased pedestrian and bicycle connections, and enhanced stormwater features that double as pedestrian and residential amenities.

The plan’s street design concepts are intended to create a strong transit, pedestrian, and bicycle environment, and the land use redevelopment plan encourages mixed uses and strong connections to the nearby transit station, parkland, and school. The plan also establishes a desired streetscape character for the station area’s streets and pedestrian areas by identifying a complementary palette of streetscape features, such as pedestrian lighting, benches, trash containers, bollards, planters, and bike racks.

Summary
» Guidance for use of transit TIF funds for public realm improvements
» Identifies public realm improvements to enhance connectivity within the district
» Street design guidelines include recommendations for street furnishings
» Land uses encourage high- and medium-density housing
» Enhance park and parkway, along with storm water features, create attractive amenities
HKGi was part of a multi-disciplinary team conducting station area planning for the Twin Cities Blue Line LRT extension, also known at the Bottineau LRT. The project is Phase One of station area planning for the LRT corridor and includes four station area plans: Van White Boulevard, Penn Avenue, Plymouth Avenue, and Golden Valley Road stations. The plans identify transit oriented development opportunities and propose recommendations for safe, efficient connections to transit stations for pedestrians, cyclists, drivers, and transit riders.

The station area planning process for the Bottineau line included an analysis of existing sustainable growth and comprehensive plans for the City of Minneapolis, and identified plan revisions necessary to achieve the transit project’s land development goals. These revisions, proposed as part of HKGi’s land use analysis, included addition of the Neighborhood Commercial Node and Community Corridor land use categories. The plans also identify revised development density at transit, urban, and neighborhood scale.

Improved environments for pedestrians, cyclists, and neighborhood residents are accomplished through a series of enhanced streetscapes, trail lighting, public plazas and parks, wayfinding, public art, and new street development. These public realm improvements for each station are listed in day-of-opening improvement tables.

**Summary**

- Station area planning for 4 station areas
- Analysis of comprehensive plan to identify land use and development density revisions
- Public realm improvements for opening day include streetscapes, trail improvements, wayfinding, public art
- Penn Avenue station identifies connectivity between BRT and LRT lines
SEH prepared the update to the City’s Transportation Plan. Work included evaluation of functional and operational aspects of the City’s existing and planned roadway and trail network. The plan recognizes future land use changes and related travel demand characteristics and provides guidance related to roadway capacity, safety, access management and multi-modal needs including considerations for Metro Transit’s planned Gold Line Bus Rapid Transit servicing transit stops in the northwest corner of the City.
SEH led a team to develop designs for freeway access improvements, and a two level transit station on I-35W at Lake Street in South Minneapolis. The project included a multi-level in-line transit station in the median of I-35W serving the Orange line Bus Rapid Transit from new northbound and southbound MnPASS lanes; freeway reconstruction; new freeway exit ramps at Lake Street and 28th Street access ramps; multiple bridge replacements; Lake Street level transit plaza; and pedestrian and bicycle connections between the Lake transit plaza and the existing Midtown Greenway, and Lake Street transit stops to accommodate future east-west Arterial Bus Rapid Transit service.
Southwest LRT Corridor Comprehensive Housing Gaps Analysis
Client: Hennepin County, MN; SW-LRT Community Works, and partner cities of Minneapolis, St. Louis Park, Hopkins, Edina, Minnetonka and Eden Prairie

Marquette Advisors was retained to provide a comprehensive assessment of housing gaps and future development potential for the “Green Line” LRT corridor, and for specific station areas along the route which will connect Downtown Minneapolis with the Twin Cities southwest suburbs.

Minnetonka Comprehensive Housing Needs Assessment & Commercial Real Estate Market Analysis
Client: City of Minnetonka, MN

Marquette Advisors provided a comprehensive analysis of the housing market in Minnetonka, MN. This included a review of current and projected future housing needs within the community, by product type and by price/rent level. A detailed analysis of the housing/jobs balance was provided, with insight regarding housing affordability, commuting patterns, and potentially unmet demand for workforce housing in the community. Subsequently, Marquette was retained by the City to provide an analysis of retail, office and industrial market conditions throughout the community, advising the City on key market trends and property development/redevelopment opportunities.

Target Corporation – North Campus Master Plan, Brooklyn Park, MN
Client: Cuningham Group / Target Corporation

Marquette Advisors provided a market study and advisory services on behalf of Target Corporation related to master planning of a 320-acre land holding near U.S. 169 and MN Hwy. 610. Master planning was led by Minneapolis-based Cuningham Group Architecture. Marquette was retained to provide a review of the development potential for added corporate office, retail/restaurant, hotel and residential components and appropriate development phasing.

East 66th Street Corridor Plan – Richfield, MN
Client: Hennepin County Community Works / City of Richfield

Marquette Advisors provided a review of residential and commercial real estate market conditions for the East 66th Street Corridor in Richfield, a first-ring suburb of Minneapolis. This report examined the potential demand for infill and redevelopment activity along the corridor, spanning both residential and commercial property types. Marquette also provided site-specific development feasibility analytics that were used by the project team lead, Minneapolis-based Damon Farber Associates, in developing a development framework for the corridor.

Uptown Small Area Plan
Client: Cuningham Group / City of Minneapolis, MN

Market study provided to guide development of the award-winning “Uptown Small Area Plan.” Planning team was led by Minneapolis-based Cuningham Group. Marquette also provided market and financial review of several development scenarios for multiple parcels within the study area, identifying the financial viability of varied alternatives and need for gap financing.
METRO Blue Line
Minneapolis, Golden Valley, Robbinsdale, Crystal, Brooklyn Park

Bottineau Light Rail Transit Extension

Miller Dunwiddie, along with a larger project team, headed by Kimley-Horn and Associates, is working with Metro Transit to design the 13 mile extension of the Metro Blue Line light rail transit (BLRT).

The project will run from Brooklyn Park, through Crystal, Robbinsdale, Golden Valley, and north Minneapolis, aligning with the existing LRT Blue Line and providing connections to the existing LRT Green Line and proposed Green Line extension at Target Field Station.

Miller Dunwiddie’s project services include planning and design for 11 new stations and platforms as well as two new parking ramps dedicated to park and ride customers.

Station area design includes pedestrian access to the platforms, including stair and elevators where required and pedestrian bridges over adjacent freight rail tracks.

Design is focused on creating modern stations reflective of a 21st century transit system while striking a balance with the unique setting and neighborhood of each station. Input from each city and community outreach with the neighborhoods informs the designs.

The $1.5 billion BLRT project will enhance regional access to activity centers throughout the Twin Cities via connections to the entire LRT system and the greater regional transit network.
Robbinsdale Station Transit Center, 63rd Avenue Station Park & Ride, Oak Grove Parkway Station Park & Ride

As a part of the LRT extension, multiple park and ride facilities were enhanced and developed by Miller Dunwiddie. In Robbinsdale, and existing bus transit center will be expanded and integrated into a new public park and ride facility adjacent to the station. At 63rd Avenue in Brooklyn Park, an existing single level park and ride will be modified to improve connectivity to the new station. Large plaza spaces and enhanced wayfinding through architecture will guide patrons between the modes of transportation.

At Oak Grove Parkway Station, a new 900 vehicle park and ride facility will be integrated into a larger district masterplan through creative site planning and architectural design. Integrating transit oriented development into park and ride site planning was critical to overall station area development in both Robbinsdale and Brooklyn Park.
02. KEY STAFF AND WORK PLAN
THE TEAM

CITY OF WOODBURY

BRYAN HARJES, PLA, LEED AP
Project Manager

BRAD SCHEIB, AICP
Principal in Charge

Land Use
Bryan Harjes
Jesse Thornsen
Brad Scheib

Market Analysis
Brent Wittenberg
Brad Scheib

Stakeholder Engagement
Bryan Harjes
Brad Scheib
Heather Kienitz
Chad Setterholm
Daniel Green

Urban Design
Bryan Harjes
Heather Kienitz
Daniel Green
Jody Rader

Access/Circulation and Ped/Bike Planning
Heather Kienitz
Jody Rader
Jesse Thornsen

Infrastructure
Chad Setterholm
Mike Kotila

Visualization & Graphic Design
Aimee Hackett
Ryan Heid

Parking
Lance Bernard
Jesse Thornsen

Zoning & Implementation
Jeff Miller
Bryan Harjes
Brad Scheib
Heather Kienitz
Chad Setterholm

GOLD LINE STATION AREA
MASTER PLANS
Bryan Harjes PLA, LEED AP
Vice President | 612.252.7124 | bryan@hkgi.com

Bryan will serve as Project Manager for the Gold Line Station Area planning project. In this role he will coordinate the work of the planning team and will provide leadership for stakeholder engagement, concept development, and report writing and assembly.

Bryan has served on several teams charged with creating transit oriented development plans for new station areas within transit corridors. He has participated in planning for the Northstar commuter rail corridor and the Hiawatha, Southwest and Bottineau LRT corridors. Many of these transit-related projects were conducted in suburban communities like Woodbury, and he has also contributed to several redevelopment plans that seek to increase opportunities for higher density housing, mixed use commercial activity, and improved pedestrian amenities within suburban communities.

He understands the unique development and built environment contexts that suburban communities present, and brings a creativity and spirit of collaboration to this project. Bryan will be able to help the planning team and the City of Woodbury navigate the planning process to arrive at station area plans that will enable the City achieve its development objectives for the Gold Line BRT.

Transit Oriented and Redevelopment Planning and Design
» SWLRT Louisiana Station Area Plan and Design Guidelines | St. Louis Park, MN
» Bottineau LRT Station Area Planning | Hennepin County, MN
» Northstar TOD TIF District Master Plan | Fridley, MN
» Northstar Commuter Rail Transit Village Master Plan and Design Guidelines | Anoka, MN
» SW LRT Transitional Station Area Action Plans | Hennepin County, MN
» Fridley East TOD Redevelopment Site | Fridley, MN
» Hiawatha LRT Corridor Strategic Investment Study | Minneapolis, MN
» Urban Village Master Plan | Woodbury, MN
» Greens of Anoka Redevelopment Master Plan | Anoka, MN
» Lockheed Martin Site Redevelopment Study | Eagan, MN
» City Square West Redevelopment Plan | Chaska, MN
» 171st Avenue Focused Area Study | Elk River, MN
» Downtown Redevelopment Study | Golden Valley, MN
» Bassett Creek Valley Master Plan and Linden Yards Site Design | Minneapolis, MN
» Four Seasons Mall - Redevelopment Master Plan | Plymouth, MN
» Alices Road Corridor Master Plan | Waukee, IA
Brad will serve as the Principal in Charge for the Gold Line Station Area planning project. He will provide quality control oversight, and he will also provide the planning team with insights into the City of Woodbury’s planning goals and development context. He recently worked with the City to complete an update to the 2040 Comprehensive Plan and has periodically provided planning services to the City for nearly two decades.

Brad’s transit-oriented development planning projects include work on several BRT lines in the metropolitan region, including the Red Line BRT in Dakota County, potential BRT service in the Northwest Corridor, and the new BRT line that runs along Penn Avenue in Minneapolis. He has also participated in planning for both the Hiawatha and Southwest LRT lines and the Northstar Commuter line. He brings a strong foundation of transit oriented planning knowledge, particularly in relation to land use and zoning initiatives, and his participation in development Station Area Action Plans for the Southwest LRT line gives him insight into the issues that this planning project will likely address.

Transit Oriented and Redevelopment Planning Experience

- SWLRT Alternatives Analysis | Hennepin County, MN
- SWLRT Transitional Station Area Action Plans | Hennepin County, MN
- Cedar Avenue BRT Market and Development Study | Apple Valley, MN
- Bus Rapid Transit TOD Zoning District Study | Apple Valley, MN
- SWLRT Station Area Master Plan and TOD | Hopkins, MN
- Northstar Corridor Development Authority - TOD Station Area Planning Guide | Anoka County, MN
- TOD Zoning District | Eden Prairie, MN
- Hiawatha LRT Corridor Strategic Development Framework | Minneapolis, MN
- Penn BRT Corridor Vision and Implementation Framework | Minneapolis, MN
- Golden Triangle Multi-Modal Transportation Study | Eden Prairie, MN
- Northwest Corridor Bus Rapid Transitway Scoping Study | Metro Transit, MN
- Northwest Corridor Station Area Master Planning | Metro Transit, MN
- Gladstone Neighborhood Redevelopment Plan | Maplewood, MN
- Downtown East/North Loop Master Plan and Rezoning Study | Minneapolis, MN
- Commuter Rail Station Area Planning | Ramsey, MN
Jody Rader  PLA
Landscape Architect  |  612.252.7136  |  jrader@hkgi.com

Jody will provide pedestrian and bicycle planning and urban design expertise for the Gold Line Station Area planning project. She conducted similar planning for two station areas in Eagan along the Cedar Avenue BRT Transitway and is currently co-leading an effort to create a Bike-Ped Plan for Washington County. As a result of her planning on the Washington County project, she has conducted a higher level examination of the Gold Line station areas in Woodbury from a pedestrian and bicycle planning perspective, which will facilitate a more efficient detailed examination of them for this project. Jody is also currently addressing complicated pedestrian and bicycle planning issues along the Minnehaha Parkway corridor in Minneapolis and recently created the Bike-Ped Plan for the City of Farmington.

Jody is experienced in conducting community planning and design that promotes healthy living, sustainable ecosystems, and quality of life for all. She also brings past experience in architecture and project and construction management to her work as a planner. She worked for several years on the Gulf Coast following Hurricane Katrina, providing community design services. She is an excellent listener and communicator, and is committed to ensuring that the community’s voice and input are at the heart of the planning process.

Relevant Project Experience
» Bike-Ped Plan | Washington County, MN
» Bike-Ped Plan | Farmington, MN
» Cedar Avenue Transitway Eagan Station Area Planning | Dakota County, MN
» Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN
» Cross-City Trail Master Plan | Duluth, MN
» SHIP and Active Living Grant Writing | Anoka and Dakota Counties, MN
» *Fitchburg Bicycle and Pedestrian Plan | Fitchburg, WI
» *Design Standards for Entryway Corridors | Bozeman, MT
» *Kenilworth Trail Landscape Design & Engagement | Minneapolis, MN
» *MnDOT Safe Routes to School Planning | Minnesota
» *Nice Ride Systems Planning | Minneapolis, MN
» North and South Valley Parks Active Living Master Plan | Inver Grove Heights, MN
» East Town Small Area Plan | Excelsior, MN
» Comprehensive Plan | Inver Grove Heights, MN
» Comprehensive Plan | Maplewood, MN
» Comprehensive Plan | South St. Paul, MN
» *Oak Creek Safe Routes to School Planning | Oak Creek, WI
» *Downtown Public Realm Framework Plan | Minneapolis, MN
Jeff Miller, AICP
Associate  |  612.252.7123  |  jmiller@hkgi.com

Jeff will provide planning expertise related to zoning, design guidelines, and regulatory tools to the Gold Line Station Area planning project.

Jeff has experience as a consulting planner, a municipal planner, and as a researcher with the Design Center for the American Urban Landscape. This range of experience enables him to understand the issues and opportunities communities face from a variety of perspectives, and allows him to enrich his planning work with urban design principles. He has conducted a variety of transit oriented development, redevelopment, and comprehensive planning projects in addition to writing and revising zoning ordinances and other regulatory tools. He is valued by clients for his outstanding listening and communication skills as well as his critical thinking abilities.

Jeff has conducted transit oriented development planning along the Red Line BRT in Dakota County, the Hiawatha LRT line in Minneapolis, the Southwest LRT line, and the Northstar Commuter line in Fridley. He was involved in the Station Area Action Plans project along the SW LRT Corridor, and has worked closely with both St. Louis Park and Eden Prairie to modify zoning in preparation for construction of the LRT in those communities. These projects have covered a wide range of issues including land use, zoning and regulatory tools, sustainability, redevelopment, design guidelines, and historic preservation.

Transit Oriented Development Planning
» Cedar Avenue Red Line BRT Market and Development Study | Dakota County, MN
» Louisiana LRT Station Area Framework and Design Guidelines | St. Louis Park, MN
» Beltline LRT Station Area Framework and Design Guidelines | St. Louis Park, MN
» Urban Village Master Plan and Zoning Ordinance | Woodbury, MN
» Cedar Avenue BRTOD Zoning Ordinance & Design Guidelines | Apple Valley, MN
» Cedar Avenue Transitway Eagan Station Area Planning | Dakota County, MN
» Orange Line Extension Study | Dakota County, MN
» TOD Zoning Ordinance | Eden Prairie, MN
» Town Center Design Guidelines and Zoning | Eden Prairie, MN
» Northstar TOD TIF District Master Plan | Fridley, MN
» SWLRT Transitional Station Area Action Plans | Hennepin County, MN
» Penn BRT Corridor Vision and Implementation Framework | Minneapolis, MN
» Hiawatha LRT Strategic Investment Framework | Minneapolis, MN
» Downtown East/North Loop Rezoning Study | Minneapolis, MN
» I-494 Corridor Study and Mixed-Use Zoning Ordinance | Richfield, MN
Years of Experience: 15

Education
» B.S. Community Development/Urban Affairs, St. Cloud State University

Memberships/Affiliations
» Past President for the Minnesota Chapter of the American Planning Association

Key Note Speaking Engagements
» TOD and Districtwide Parking Forum – Metro Transit (2016)

Lance Bernard
Planner | 612.252.7133 | lance@hkgi.com

Lance will provide multi-modal transportation planning expertise to the Gold Line Station Area planning project with a particular emphasis on planning for parking needs in the station areas.

With a broad portfolio of planning experience, Lance brings a passion for community and transportation planning to HKGi. The breadth of Lance’s work has touched on all aspects of planning, including comprehensive plans, long-range transportation plans, parking studies, and downtown master plans. He is experienced at conducting planning in suburban areas and has a long history of working with Washington County to address multi-modal transportation planning needs. He is currently co-leading the creation of a Bike-Ped Plan for Washington County, and he has worked with Metro Transit on numerous occasions to help establish parking frameworks for transit corridors.

Transportation and TOD Planning Experience
» Bike-Ped Plan | Washington County, MN
» Before and After Study (Pedestrian and Bicycle Funding Evaluation) | Metropolitan Council
» Transit Oriented Development (TOD) Gold-Line Workshop | Metropolitan Council
» *Gold Line BRT Health Impact Assessment | Washington County, MN
» *Towerside Innovation District (TOD Parking Framework), Metro Transit
» Regional Solicitation Impact Study | Metropolitan Council
» *Asset Management (Trail Pavement) Study | Minneapolis, MN
» Comprehensive Plan (Multimodal Elements) | Richfield, MN
» Central Corridor Bike-Walk Plan | Saint Paul, MN
» Xenia-Park Place Bike-Walk Plan | St. Louis Park, MN
» *Long Range Transportation Plan | Stearns County, MN
» *Complete Streets Check-List | Wadena, MN
» *Transportation Plan | Wadena, MN City and County
» Comprehensive Plan (Multimodal Elements) | Waukee, Iowa
» Downtown Victoria, MN
» Parking Ordinance Revisions, St. Francis, MN
» Development Review, Lindstrom, MN
» Downtown Duluth and Canal Park, Duluth, MN

*Project Completed for Previous Employer
Jesse Thornsen  AICP, LEED Green Assoc.
Planner | 612.252.7129 | jesse@hkgi.com

Jesse is a certified planner whose broad project experience includes comprehensive planning, transportation planning, roadway reconfiguration, master planning, subdivision platting, and planned development ordinance creation. Jesse brings a user-friendly approach to ensuring that streets and communities meet mobility and access needs while being safe, inviting, economically productive, and healthy. Jesse seeks to reduce the communication barriers between local government and community stakeholders through his ability to translate ideas, data, and processes into visually compelling graphics.

Transportation Planning Experience
» Historic Walker Lake District Parking Ordinance | St. Louis Park, MN
» Bike-Ped Plan | Farmington, MN
» Metropolitan Council Before and After Study (Pedestrian and Bicycle Funding Evaluation) | Minneapolis-St. Paul Region, MN
» Bike-Ped Plan | Washington County, MN
» *US 290 Value Capture Study | Houston Region, TX
» *H-GAC Pedestrian Evaluation Tool | Houston-Galveston Region, TX
» *H-GAC Bicycle and Pedestrian Documentation | Houston-Galveston Region, TX
» *H-GAC Regional Parking/Mobility Study | Houston-Galveston Region, TX
» *White Oak Village Trail Oriented Development | Houston, TX
» *SH 249 Access Management Study | Houston, TX
» *West Houston Mobility Study | Houston, TX
» *Parking Variance Application | Houston, TX

Other Planning Experience
» Comprehensive Plan | Inver Grove Heights, MN
» Comprehensive Plan | Maplewood, MN
» Comprehensive Plan | Columbia Heights, MN
» Comprehensive Plan | Dakota County, MN
» Grand Marais Housing Study | Grand Marais, MN
» Downtown Redevelopment Study | Golden Valley, MN
» 105th Avenue Area Master Plan | Maple Grove, MN
» Highway 610 Condemnation Properties Land Use Study | Maple Grove, MN
» Uniform Development Code/Zoning Ordinance Update | Onalaska, WI
» Redevelopment Master Plans | Onalaska, WI
» Downtown Master Plan | St. Francis, MN
» General Planning Services | St. Louis Park, MN
» *Plan Houston General Plan | Houston, TX
Michael (Mike) E. Kotila PE
Principal/Senior Transportation Engineer

Mr. Kotila is a senior transportation engineer with extensive traffic and transportation engineering experience including planning, design, construction and traffic operations. Mike is a group leader in SEH’s Minnetonka Office, supporting transportation and municipal engineering practices. Mike’s experience includes over 20 years of project management experience as a consultant, eight years as the traffic engineering design supervisor for the City of St. Paul, and six years of transportation engineering for Hennepin County. His experience includes transportation system planning; intersection control evaluation (ICE) studies; roundabouts; traffic modeling; geometric design; signal and lighting design; intelligent traffic systems (ITS) applications; construction staging; detouring; and traffic signing and striping. In addition, Mike’s project management and traffic engineering experience encompasses city, county and state transportation projects that entail all aspects of traffic engineering work, ranging from traffic calming on local streets to freeway operations analysis.

Relevant Planning Experience
» 2040 Comprehensive Transportation Plan Update – Woodbury, MN  
» Northeast Area AUAR Traffic Impact Study Update – Woodbury, MN  
» Northeast Area Phased Development Traffic Impact Study – Woodbury, MN  
» Northeast Area Residential Development Traffic Impact Study – Woodbury, MN  
» 2040 Comprehensive Transportation Plan Update - Golden Valley, MN  
» Citywide Bicycle and Pedestrian Facilities Plan - Golden Valley, MN  
» CSAH 19 (Woodbury Drive) Local Road Capacity and Safety Improvement Project (Washington County Department of Transportation) – Woodbury, MN  
» Municipal State Aid Roadway System Planning – Woodbury, MN  
» Lake Road Three Lane Conversion and Trail Planning – Woodbury, MN  
» Orange Line Transit Connection to Downtown Minneapolis (Metro Transit) – Minneapolis, MN  
» I-35W/Lake Street Transit/Access (Hennepin County) – Minneapolis, MN  
» Lake Street / Blaisdell to 5th Avenue Reconstruction and Transit Stops (Hennepin County and Metro Transit) – Minneapolis, MN  
» Lake Street Transit Station (Minnesota Department of Transportation Metropolitan District) – Minneapolis, MN  
» Marquette and 2nd Avenue Transitway (URS) – Minneapolis, MN

YEARS OF EXPERIENCE
» SEH: 20 years  
» Industry: 36 years

EDUCATION
Bachelor of Science, Civil Engineering  
- University of Minnesota-Minneapolis (1981)

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN (#19254, 1988)

Professional Engineer in MN (#19254, 1988)
Chad E. Setterholm PE
Associate/Client Service Manager/Project Manager

Mr. Setterholm is a project manager and client service manager with extensive experience in a variety of municipal engineering and pavement management projects. Chad’s responsibilities include the preparation of feasibility studies, preliminary and final design, cost estimating, construction administration and pavement condition analysis. He has worked on project types that include reconstruction projects, site development and grading, water main, sanitary sewer, storm sewer, street, and trail construction.

Relevant Experience
» 2018 Trail Improvement Projects – Woodbury, MN
» Valley Creek Road Improvements – Woodbury, MN
» Tamarack Trunk Sanitary – Woodbury, MN
» Lake Road Restriping – Woodbury, MN
» Vikings Parkway Improvements – Eagan, MN
» Federal Dr Pedestrian Improvements – Eagan, MN
» Yankee Doodle Rd/Promenade Ave – Eagan, MN
» Cedar Grove Transit Station (Metro Transit) – Eagan, MN
» Lexington/Lone Oak Intersection Reconstruction (CSAH 43/CSAH 26) (Dakota County) – Eagan, MN
» Joy Park Improvements – Maplewood, MN
» Gladstone Park Master Plan and Implementation – Maplewood, MN
» Swedish Immigrant Trail/TH 8 Utility Improvements – Lindstrom, MN
» Mesabi Trail Relocation (Saint Louis Lake County Rail Authority) – Virginia/Eveleth, MN
» Hamline Avenue Bridge Replacement Project Memorandum, Bridge 62502 – St. Paul, MN
» St. Paul Downtown Bike Loop and Jackson Street Reconstruction (Toole Design) – St. Paul, MN
» Ravine Parkway Regional Trail and Bridge – Cottage Grove, MN

YEARS OF EXPERIENCE
» SEH: 21 years
» Industry: 26 years

EDUCATION
Bachelor of Science, Civil Engineering - North Dakota State University-Fargo (1992)

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in MN (#40913, 2001)

PROFESSIONAL ASSOCIATIONS
» Minnesota Public Works Association, Member ()
» City Engineers Association of Minnesota, Member ()
Heather N. Kienitz PE  
Associate/Transportation Engineer/Multi-modal Specialist  
Ms. Kienitz has dedicated herself to developing highly inclusive, context-sensitive solutions for built environments for the past 21 years. Heather routinely leads multimodal traffic engineering projects for area plans, preliminary designs and final designs. She is particularly experienced with the retrofit, reconstruction or new construction of bicycle and pedestrian facilities and enhancements. A natural collaborator, Heather believes in working closely with agency and community stakeholders to develop multimodal transportation solutions.

Relevant Experience

» Cedar Avenue Corridor Transitway (Dakota County Regional Railroad Authority) – Apple Valley and Lakeville, MN  
» Portland Avenue Multimodal Study – Bloomington, MN  
» Lake Road Restriping – Woodbury, MN  
» Southwest Light Rail Transit Independent Review – St. Louis Park, MN  
» Metro Transit 28th Avenue Park and Ride (Metro Transit) – Minneapolis, MN  
» Johnson Parkway Trail Design – St. Paul, MN  
» Wooddale Avenue Bridge over TH 7 – St. Louis Park, MN  
» University Avenue SE/4th Street Bikeway Study – Minneapolis, MN  
» South Hennepin, Franklin to Lake – Minneapolis, MN  
» MPLS U of M Area Bikeways - Minneapolis, MN  
» Wayfinding, Streetscape and Parking Design (Town of Gibraltar) – Fish Creek, WI  
» University and 4th Phase 2 – Minneapolis, MN  
» University to 4th Protected Bikeway – Minneapolis, MN  
» Bde Maka Ska (Formerly Lake Calhoun) and Lake Harriet Trail Improvements – Minneapolis, MN  
» River to River Greenway Trail Underpass Feasibility Study (Dakota County) – West Saint Paul, MN  
» Lake Street/Blaisdell Avenue (Hennepin County) – Minneapolis, MN  
» St. Paul Downtown Bike Loop and Jackson Street Reconstruction (Toole Design Group) – St. Paul, MN  
» West Lake Street Multimodal Study – Minneapolis, MN  
» Grand Round North Loop – St. Paul, MN  
» West Lake Street Multimodal Traffic Study – Minneapolis, MN  
» Smith Kolthoff Bikeway Pedestrian Study (University of Minnesota) – Minneapolis, MN  
» Snelling Avenue Multimodal Transportation Plan (Minnesota Department of Transportation Metropolitan District) – St. Paul, MN
Brent E. Wittenberg CRE
Vice President

Brent has a diverse background and for more than 23 years has completed numerous consulting assignments for income producing real estate developments. He has completed assignments in 37 states and in Canada, including market and financial feasibility studies, economic and fiscal impact studies, and varied consulting assignments.

He is a known expert in the field of real estate research and feasibility analysis, spanning all property sectors. He has completed engagements related to multifamily housing, residential subdivision analysis, seniors housing, student housing, hotels, casinos, conference and banquet facilities, golf courses, retail shopping centers, office buildings, business and industrial parks, individual retail store operations, gas station/convenience stores, full service truck stops, office and industrial developments, community centers and health/fitness clubs, and aviation-related real estate facilities such as corporate hangars and FBOs. Brent has developed an expertise in providing feasibility studies for complex mixed-use projects, redevelopment projects, urban infill and downtown development. He understands the unique aspects of redevelopment and public-private partnerships, having also worked in city planning.

Brent has also developed a specialty in providing affordable housing market analyses and needs assessments on behalf of cities, counties, regional and state planning agencies throughout the United States. Specifically, his studies have addressed the relationship between housing affordability and economic development. Recently, he has authored reports on this issue on behalf of clients in the Twin Cities Metro Area, as well as Portland, OR Tallahassee, FL and Jasper and Beaufort Counties (Hilton Head), SC.

Education
Master of City and Regional Planning - Clemson University
Bachelor of Arts Degree in Local and Urban Affairs - St. Cloud State University

Memberships
American Society of Real Estate Counselors (CRE).

Activities
- Guest Speaker - Urban Land Institute conferences and seminars sponsored by the Minnesota Multi-Housing Association and the Institute of Real Estate Management.
- Past Member, Board of Directors - Minnesota Multi-Housing Association.
Daniel is Principal with Miller Dunwiddie and is a recognized designer with the ability to facilitate and integrate public groups, neighbors, and owners in problem-solving and design solutions. Daniel's designs have focused on solving current needs while anticipating the requirements of future generations and the new ways in which they will learn, play, work, and form communities. Daniel is active with AIA MN Design Team, participating in multiple community charrettes over the past 20 years.

Daniel will contribute knowledge of retail and commercial masterplanning and transit Park & Ride planning in his role as Urban Design Architect. He will also assist in development of design guidelines and provide overall management of Miller Dunwiddie staff.

**Daniel Green**  
AIA, LEED AP  
Urban Design Architect

**MN Architect No. 42214**

Bachelor of Architecture  
North Dakota State University

Bachelor of Science, Environmental Design  
North Dakota State University

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**METRO Green Line (Southwest) Light Rail Transit Extension**  
Kenilworth Bridge Visual Quality and Historic Preservation

**METRO Blue Line (Bottineau) Light Rail Transit Extension**  
11 Station Platforms and Vertical Circulation Buildings

**METRO Blue Line (Bottineau) Light Rail Transit Extension**  
Robbinsdale - Bus Transit Center and Park and Ride Ramp  
Brooklyn Park - Park and Ride Ramp

**Pentagon Park Redevelopment – Edina, MN**  
Masterplan with Mixed Used, Office, and Senior Housing

**Burgundy Place at the Gateway – Edina, MN**  
Multi-Family Housing with Green Roof

**3930 Office Building – Edina, MN**  
Class A Commercial Office Building Utilized Neighborhood Design Guidelines

**City of Minneapolis**  
Linden Hills Small Area Plan  
Historic Warehouse District Design Guidelines

**City of Anoka Municipal Parking Ramp – Anoka, MN**  
Municipal Parking Ramp Contextually Designed to Historic Downtown Character

**Cedar Cultural Center – Minneapolis, MN**  
Multi-function Plaza Space

**Historic Fort Snelling**  
LRT Station Area Master Plan  
West District Development Guidelines

**Elkridge Center – Elk River, MN**  
Retail Masterplan

**Great River Center – Otsego, MN**  
Framework Plan of Mixed Use Retail and Commercial Center
Work Plan Overview

**TASK 1**  
**ORGANIZE THE EFFORT**
- PMT Kick Off + Site Tour
- Meet with Gold Line Project Office Staff
- Confirm Engagement Strategy
- Collect and Organize Background Materials
- Prepare Project Base Mapping
- PMT Meeting #2

**TASK 2**  
**CONDUCT STATION AREA MARKET AND PHYSICAL ANALYSIS**
- Review and Distill Background Data and Physical Analysis
- Explore Precedents/Strategies for Station Area Employment and Commerce
- Market Analysis
- Land Use and Built Form Assessment
- Pedestrian and Bicycle Needs Assessment
- Public Realm/Design Standards Needs Assessment
- Conduct PMT Meeting #3 - Market Study & Design Standards Needs Assessment
- Key Stakeholder Interviews/Listening Sessions
- Conduct PMT Meeting #4 – Stakeholder Interviews and Listening Sessions Summary
- Public Open House #1 – Station Areas Today and the Current Future Vision
- Conduct PMT Meeting #5

**TASK 3**  
**CONDUCT STATION AREA MASTER PLANNING & IMPLEMENTATION STRATEGIES**
- Establish Vision, Guiding Principles and Urban Design Guidelines
- Conduct Design Charrette with PMT
- Understand Development Magnitudes
- Identify Opening Day Needs
- Meet with Gold Line Project Office Staff
- Preliminary Urban Design and Land Use Plans
- Preliminary Access and Circulation Plans
- Preliminary Infrastructure Plans
- Preliminary Implementation Strategies
- Conduct PMT Meeting #6
- Developer’s Roundtable/Interviews
- Conduct Key Stakeholder Meetings/Listening Sessions
- Joint Planning Commission & City Council Work Session
- Public Open House #2 - Station Area Concepts
- Conduct PMT Meeting #7

**TASK 4**  
**PREPARE FINAL REPORT**
- Prepare Draft Station Area Plans
- Submit Draft Station Area Plans for Review
- Conduct PMT Meeting #8
- Conduct Draft Station Area Plan Presentations
- Prepare Final Plans

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**ANTICIPATED PROJECT SCHEDULE**

**TASK 1: JAN-FEB**

**TASK 2: JAN-APR**

**TASK 3: MAY-AUG**

**TASK 4: AUG-OCT**

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WOODBURY, MINNESOTA 32
**Work Plan**

**Introduction**
The Work Plan is organized to address a multi-disciplinary planning effort requiring the involvement and coordination with numerous stakeholders including the City of Woodbury, Washington County, key organizations and agencies, and building on the METRO Gold Line work completed to date. The HKGi Team will work closely with a Project Management Team comprised of City of Woodbury Staff throughout the life of the project to guide the planning process and decision making, as well as on-going coordination with the METRO Gold Line Project Office. The following Work Plan organizes the identified core objectives into a linear process that integrates City staff, the Gold Line Project Office, key stakeholder and community leader input throughout to cultivate buy-in and provide clear direction for the future.

**Task 1 - Organize the Effort**
The HKGi Team will initiate the project by conducting kickoff meetings with the Project Management Team (PMT) and the METRO Gold Line Project Office.

1.1 **Conduct PMT Kickoff Meeting (#1)**
The HKGi Team will conduct a project kickoff meeting with the PMT to:

- Meet and become familiar with members of the PMT
- Review and refine the project work plan, schedule, goals and objectives
- Identify key stakeholders to engage in the planning process
- Confirm a project management and communications strategy

1.2 **Meet with METRO Gold Line Project Office**
The HKGi team with members of the PMT will meet with the METRO Gold Line Project Office Staff to review the work plan and become more familiar with the work conducted to date.

1.3 **Conduct Station Area Tours**
The HKGi Team will tour each of the three station areas with members of the PMT, including representatives from the GOLD Line Project Office.

1.4 **Confirm a Community Engagement Strategy**
We’ll work with the PMT to establish a community engagement strategy that addresses the needs of stakeholders within each station area (including key property owners and managers), local express bus riders, and the surrounding residents, tenants and the broader community as a whole. Key components of this strategy will involve various parties, including but not limited to:

- City of Woodbury staff work sessions (various departments)
- Stakeholder meetings (property owners and managers)
- Planning Commission and City Council (EDA) work sessions and meetings
- Multi-jurisdictional coordination meetings (Gold Line Project Office, Washington County, Washington County Regional Railroad Authority, South Washington Watershed District, etc.)
- Community-wide open house
- Online presence for project information
1.5 Collect and Organize Relevant Background Materials
Our team will assemble and organize into one common location prior and current plans, reports and studies related to land use, zoning, transportation, market conditions and infrastructure for each of the three Gold Line BRTOD Station Areas.

1.6 Prepare Project Base Mapping
We will assemble available base map materials that address land uses, building footprints, parking, land ownership, street functional classifications, public rights-of-way, major utility easements, public utilities (water, sanitary sewer, stormwater system), natural features, hydrology, parks, sidewalks and trails.

1.7 Conduct PMT Meeting #2
The HKGi Team will meet with the PMT to review the findings of the background evaluation and confirm the stakeholder and community engagement process.

Task 2 - Conduct Station Area Market and Physical Analysis
The HKGi Team will work with the PMT to assemble, review and analyze background information related to the METRO Gold Line including a thorough review of previously completed planning studies (Woodbury Stations BRTOD Plan, current route and station design layout from the Gold Line Project Office), available plans for previously or currently proposed development projects, and plans for recently built projects (i.e., southwest corner of Tamarack Road & Bielenberg Drive), all available corridor market and housing studies to better inform the market study and highest and best use evaluation for TOD sites, and any roadway, traffic, and utility infrastructure analysis.

2.1 Review and Distill the Background Data and Physical Analysis
Much of the core background analysis work surrounding the stations has been completed as part of the Gold Line Partners work in the Woodbury Stations BRTOD Plan as well as other comprehensive system planning efforts. The HKGi team will identify any gaps recent analysis and work with City of Woodbury staff to update any new information. We will provide a brief summary of this information to note the planning progression for the station areas.

2.2 Explore Precedents – Station Area Strategies for Employment and Commerce Stations
We will review examples and issues other suburban communities have faced and the strategies that they have developed to address them through transitioning station areas. The precedents will examine how they are in the process of, or evolved into dynamic TOD districts, focusing on similar employment and regionally commercial based typologies.

CLICK HERE (www.hkgi.com/slpstation2.pdf) to review the medical district precedents presented in the Louisiana Station Area Framework plan

HKGi’s station area planning work for the SWLRT Louisiana Station in St. Louis Park addresses many of the station area planning issues anticipated for the Gold Line Station Area Planning project.
2.3 Conduct the Market Analysis

The HKGi Team, led by Marquette Advisors, will provide a market study with a clear and concise overview of current and projected market conditions for anticipated land use categories (multifamily residential, hotel, retail/restaurants, and office/commercial). This will include a review of historical, current and projected supply & demand trends and market rental rates/pricing trends. Information will be evaluated and segmented as follows:

» Woodbury Station Areas (Tamarack, Woodbury Theatre, & the I-494 Park & Ride Station)

» Gold Line Corridor as a whole

Importantly, the market study will provide valuable context to aid in market positioning. This will include data and discussion of the study area within the context of the relevant competitive market area(s) and the Twin Cities metro area as a whole for each of the noted land use categories. The following points describe our general approach to the market analysis:

» Our team will review all available relevant planning documents as previously completed pertaining to the Gold Line Corridor and the Woodbury Station Areas. Specifically, this will include any/all relevant planning and market studies for the sites and/or city as a whole. As well, we will review all plans for infrastructure investment, such as street improvements and realignment, changes to roadway connections and access, etc. as relevant. We will assess the impact of these changes to the corridor on the potential for redevelopment activity in the area.

» A comprehensive analysis of site and station area conditions will be provided. This will include a review of each station area in terms of access, visibility, surrounding land use and supporting development (identifying possible synergies), connectivity, walkability, traffic flow and commuting patterns, and ease of access to major transportation corridors and transit connections (current and as-planned). The site analyses will clearly identify the strengths and weaknesses of each site for the type(s) of development desired. The analysis will help to:
  - Identify the type(s), volume and density of development best-suited for each station area based.
  - Evaluate “ripeness” of each station area for the development to the recommended use(s) (i.e. what type/amount of development is reasonable within 3 years? 5+ years? And why?).
  - Discuss possible barriers to development and identify mechanisms/strategies for the City (and other stakeholders as relevant) to “set the stage” for the type of development desired.

» We will provide a complete assessment of all relevant demographic and economic data, as well as growth forecasts for Woodbury, the broader submarket(s), and the Twin Cities Metro Area as a whole, for context. This will include a review of population and household growth trends and forecasts, household composition (size, age, type) and income data, consumer spending, retail sales, and business & employment growth trends.

» We will provide an overview of multifamily residential, office, retail and hotel market information such as market pricing, rent levels, vacancy rates, recent and historical supply and demand (absorption), and possible unmet market demand by use type in Woodbury within the context of the broader submarket and metro area. This will include a review of the development pipeline, with a
discussion of the impact of each station area development upon overall market supply & demand and competing development projects/plans elsewhere in the community, and vice versa.

- We will also estimate the amount of development supportable in Woodbury over the next 3 to 5 years for each use category (high-density multifamily residential, office, retail/restaurant, and hotel). Further, we will estimate the amount of development supportable within the Gold Line Corridor, and for each of the three station areas. As well, we will identify the types/design of development best suited for each site, discuss likely user groups (demand profile) and supportable rental rates/pricing for each use category in current dollars.

The analysis and conclusions will be summarized in a market study report or technical memorandum that will document our approach, key findings, and development recommendations. We understand the market study (estimated to comprise 50-75 pages) will be incorporated (in whole or part) within the larger master planning document.

2.4 Conduct a Land Use and Built Form Assessment

Land uses within the stations areas are well established. As part of this work, a detailed land use inventory will be prepared that evaluates key existing land use characteristics for each station area including:

- Building inventory (square feet by use type, units, age of structure, valuation, occupancy and lease rates)
  - Inventory at a site by site, parcel by parcel, station area by station area basis
- Parking demand and supply – site by site and district based inventory
- Buildable land area
- Subsurface conditions
- Infrastructure capacity (sewer, water, stormwater)
- Bike/pedestrian infrastructure
- Periphery uses and characteristics (i.e. those areas within the traditional radius but that are not likely to change)

However, opportunities within each station area exist and vary based on the context of each station. These opportunities might include:

- Redevelopment of existing uses that are either economically obsolete or underutilized given the market and site characteristics and potential for future transit investment.
- Infill on existing sites where changes in uses or alternative transportation and parking infrastructure reduces the land allocation needs making new development feasible.
- Infill on remaining vacant parcels

2.5 Conduct a Pedestrian and Bicycle Needs Assessment

Building off the analysis work completed in the Woodbury BRTOD Station Area Plan, we will augment the pedestrian and bicycle constraints and opportunities analysis with additional focus on key intersections, street sections and internal connections within existing private developments. This comprehensive pedestrian and bicycle system analysis will focus on a ½ mile walkshed (approximately a 10-minute walk) from each station, with additional analysis performed with a 2-mile radius to understand regional bicycle connections. This assessment will help the
HKGi Team guide the station area planning and recommendations for each station with prioritized and phased approach to implementation, including future funding sources and identification of partner agencies.

2.6 Conduct a Public Realm/Design Standards Needs Assessment

The HKGi Team will also identify a potential range of appropriate public amenities which might enhance the attractiveness of each station area to the development community and end users. We will assess architectural and site design guidelines for private development and station design; overall design aesthetics for the corridor including the streetscape and public realm; and other key features such as a public art, lighting, signage and wayfinding and landscaping. We will also define what opportunities would be available for public realm enhancements would be possible on Opening Day and what elements may come with private investment or future development/redevelopment.

(Provide Link to Louisiana Station Area Design Guidelines Chapter)
(Provide Link to Opening Day Plan for Golden Triangle (TSAPP))

2.7 Conduct PMT Meeting #3 - Market Study & Public Realm/Design Standards Needs Assessment

Following the supplemental analysis work, The HKGi team will conduct a Gap Workshop with the PMT to review the Gold Line Station Area Planning to date, the findings of the Market Study, and the Design Standards Needs Assessment (on a station by station basis) to determine what plans and plan elements are fixed, what require some additional refinement and those that require alternative solutions.

2.8 Conduct Key Stakeholder Interviews/Listening Sessions

We will conduct a series of meeting with key stakeholders, business and neighborhood groups, agencies community leaders and other necessary participants to recap the work done to date and then facilitate conversations focused around key issues, concerns and opportunities for each station area. We see the potential to organize meetings in the following manner:

» Land owners and property managers meeting – Tamarack Station
» Land owners and property managers meeting – Woodbury Theater + I-494 Park & Ride Station
» Key agencies including the SWWD, Washington County, etc.
» Planning Commission
» City Council (Work Session – possibly joint with Planning Commission)

2.9 Conduct PMT Meeting #4 – Stakeholder Interviews and Listening Sessions Summary

The HKGi Team will conduct a second PMT meeting to discuss the key issues and opportunities for each station area as identified through the stakeholder interviews and listening sessions, as well as from the conversations with Planning Commission and the City Council.
2.10 Public Open House #1 – Woodbury Station Areas Today and the Current Future Vision

This initial open house will be an opportunity for the surrounding residents, existing tenants, existing transit riders and the broader community of Woodbury to review the current planning to date, review the market study findings and supplementary public realm and design standards analysis findings. The purpose of the first public open house is to:

» Present the results of the market study and supplementary analysis work on the public realm and design aesthetics.
» Conduct a broad visioning session on the existing and future character of each station area, the relationships between stations and the role the play in the City of Woodbury.
» Identify any additional issues and opportunities related to access and circulation within each station area.
» Explore issues of built form and potential development opportunities.

2.11 Conduct PMT Meeting #5

The HKGi team will meet with the PMT to review outcomes of the Public Open House #1 and discuss next steps prior to station area planning in Task 3.

Task 3 - Conduct Station Area Master Planning & Implementation Strategies

Upon completion of Tasks 2 and 3, the HKGi Team will begin the station area planning and implementation strategies phase of the work. To us, the exploration of ideas does not come without identifying specific strategies for implementation. Throughout this phase of the project we will explore a potential development/ redevelopment alternatives and mix of land uses based on market findings, access and circulation improvements, enhancements to the public realm, and corresponding local infrastructure improvements for each station area driven by the identified market conditions. Paired with these conceptual alternatives will come the outline of strategies for implementation of the ideas.

3.1 Establish Station Area Vision, Guiding Principles and Urban Design Guidelines

Significant work in the metro area (and relative to the GOLD Line) has been done documenting best practices and guiding principles for shaping development patterns to leverage and/or support major transit investments (i.e. transit oriented development or transit oriented design). We will work with this information to shape the land use density and intensity for Woodbury based on the context of each station and based on the aspirations of the community and stakeholders. Woodbury also recognizes emerging trends in consumer behavior and changes in how people work, shop, and play. The HKGi team will bring these elements together to explore policy and zoning implications relative to urban design, site design and architectural character, density and development intensity, and creative approaches to redevelopment. In addition, public realm improvements (what happens in the right-of-way) should be shaped to support a more walkable environment. Capital investments and operations/maintenance should be considered relative to the future land use patterns.
3.2 Conduct Design Charrette with PMT
The HKGi Team will conduct a design charrette with members of the PMT to explore planning concepts for the station areas and ensure the vision and guiding principles are supported through station area planning. The design charrettes will provide a creative forum for the design team members to work with the PMT to explore strategies to address land use and urban design, infrastructure, access and circulation, and redevelopment opportunities at each station area. The charrette will result in sketch plans and alternatives for each of the station areas. The sketch plans will provide a foundation for further planning work.

3.3 Understand Development Magnitudes
The Comprehensive Plan recognizes a density threshold consistent with regional planning policies. Through the master planning process, HKGi will explore alternative site intensity scenarios (FAR and Density) and illustrate the character impacts of density as well as the infrastructure and traffic impacts generated. Mitigation strategies will be recommended associated with the desired end density (traffic management, parking standards, transit investments, bike/walk infrastructure, stormwater management BMPs, or others). Master plan concepts will quantify development potential by type of uses in terms of ranges of square feet (non-residential) and units (residential). Ultimate capacity of development will be translated to jobs and population estimates based on assumptions relative to employment density and household characteristics.

3.4 Identify Opening Day Needs (Land Use, Pedestrian & Bike, Public Realm, Traffic, and Infrastructure)
Opening Day Land Use needs: The impact of BRT on the development market is often considered ‘untested’ and opportunities are often not realized until transit investments are made, operations are underway, and increased demand becomes evident. Through the master planning process, the HKGi team will recommend approaches to land use and zoning that enables growth to continue while preserving the ability to realize longer term benefits from the BRT investment. Such approaches could include ghost platting, creative parking strategies, intensification/traffic control improvements, district vs. site improvements, density bonuses or other development incentives.

3.5 Meet with the Metro Gold Line Project Office
The HKGi Team and City staff will meet with the GPO to review preliminary ideas for development, access and circulation, public realm improvements and infrastructure needs prior to more detailed refinement and review.

3.6 Prepare Preliminary Urban Design and Land Use Plans
The HKGi Team will prepare a series of conceptual land use and urban design plans for each station area. The plans will be developed so that they can demonstrate the phasing of the station areas over time illustrating the following:

» The opening day condition including key access and circulation, and infrastructure investments
» Potential early phases of development based upon the market assessment
» Development patterns and building massing
» Land use plans
3.7 Prepare Preliminary Access and Circulation Plans

The HKGi Team will prepare a series of preliminary access and circulation plans for each of the station areas. We will outline a series of principles and strategies for enhancing access to each station area and connecting the station areas to local and regional destinations. The preliminary access and circulation plans will include the following:

- Recommendations for the station facilities, immediate station area, key connections and broader station area (including transit, vehicular and bike/walk modes of circulation).
- “Complete Street” solutions within the station areas.
- Recommendations regarding parking strategies.
- Access and circulation planning will be informed by and developed iteratively alongside the emerging urban design and land use plans.

3.8 Prepare Preliminary Infrastructure Plans

The HKGi Team will prepare a series of preliminary infrastructure plans for each of the station areas. We will coordinate with County and City staff and utility agencies to determine existing infrastructure and anticipated long term needs, calculate...
demands based on proposed land uses, and outline a series of principles and strategies for enhancing infrastructure within each station area to best serve transit-oriented development at each station.

3.9 Identify Preliminary Implementation Strategies
The HKGi Team will draw from our vast experience on similar projects to develop strategies, tools and partnerships for implementing recommended public improvements and future development opportunities at each of the station areas. Phasing strategies, funding tools and estimated costs will be identified and organized in a matrix to provide a guide for County and City staff to plan for future investment initiatives.

3.10 Conduct PMT Meeting #6
The HKGi Team will conduct a PMT meeting to discuss the preliminary station area plans and implementation strategies and confirm the format of the second public open house and second round of engagement.

3.11 Conduct Developer’s Roundtable/Interviews
The HKGi Team will reach out to select developers to offer an opportunity for real on the ground testing of ideas and concepts. This will be done either through a roundtable meeting or via one on one discussions with not more than 4 different local (Twin Cities) developers.

3.12 Conduct Stakeholder Meetings/Listening Sessions
The HKGi Team will conduct meetings with the property owners in the station area to present the concept alternatives and preliminary implementation strategies.

3.13 Facilitate Joint Planning Commission & City Council Work Session
The HKGi Team will work with the PMT to prepare for and present the preliminary station area plans and implementation strategies to a joint work session of the Planning Commission and City Council to receive input and comment.

3.14 Conduct Public Open House #2
The HKGi Team will facilitate the second of two public open houses. The purpose of the second public open house:

» Present and confirm the Vision and Guiding Principles for the three station areas
» Present and confirm the Preliminary Land Use/Urban Design, Access and Circulation, Public Realm Improvements, and Infrastructure Plans
» Present preliminary strategies to implement each of the station area plans

3.15 Conduct PMT Meeting #7
Meet with the PMT to review the results of Task 3 and input received from community members at the second open house, discussions with developer, and the Planning Commission and City Council, and to receive direction on final plan development.
Task 4 - Prepare Final Report
The purpose of the final phase of the project is to memorialize the outcomes of the planning process in a compelling, graphically rich plan document. The HKGi Team will assemble a final report that incorporates all project deliverables and recommendations for the individual station areas. Summaries and action plans for each station area will be formatted to allow quick understanding of what is proposed. Specific tasks include the following:

4.1 Prepare Draft Station Area Plans
The HKGi Team will compile all of the planning work to date into a highly graphic document that contains renderings and illustrations that depict the key elements and potential phasing of investment over time for each of the station areas. The Draft Station Area Plan will include a summary of the inventory and analysis, vision and guiding principles, and station area plans that address the following:

» Existing conditions
» Vision and guiding principles
» Land use and urban design recommendations
» Potential redevelopment opportunities and magnitude
» Enhanced mobility recommendations
» Enhanced public realm recommendations
» Short and long term infrastructure recommendations
» Station area implementation strategies

Additionally, to provide the roadmap for achieving the vision outlined in the master planning section of the report, the HKGi Team will provide specific recommendations and strategies as part of the implementation section related to:

» Zoning Needs: Through the planning process, we will have evaluated existing zoning tools the city has that could facilitate TOD development. Some modifications will be likely and we will recommend what modifications could be made to existing zoning tools as an option. It is likely that a new tool altogether may be needed to facilitate or entitle TOD development. The HKGi team will frame up the structure of a TOD zoning district(s). The TOD zoning tool may have sub-districts to distinguish between varying characteristics of each site or station area. The zoning tool will include evaluation of form, character, and use.

» Density Bonuses: The City has historically utilized density bonuses in residential development projects. Application of such a tool in a TOD area will be evaluated consistent with findings from the market study and with an understanding of the barriers and challenges associated with redevelopment.

» Redevelopment needs: The HKGi team will utilize the land use inventory and site analysis to identify parcels where redevelopment should be prioritized (for example sites where needed capital investments will have an impact or sites where non-conformities might exist) versus sites that are more or less likely to redevelop based on our understanding of market forces and owner plans.
» Capital Improvement Plan impacts: Based on opening day needs and longer term redevelopment or infill development, the HKGi team will create a list of potential CIP projects categorized as opening day, near term or long term needs. CIP projects will include a planning level description of the project need and a planning level cost estimate.

» Policy updates: Based on the outcomes of the planning process, the HKGi team will collaborate with City Staff on drafting needed policy updates including facilitation of amendments to the comprehensive plan.

4.2 Submit Draft Station Area Plans for Review
A first draft of the Station Area Plans will be fully prepared and distributed to the PMT and agencies for review. The HKGi Team will provide an electronic (PDF) copy of a draft. The draft plan can be web-ready and included on the project website for agency and public comments if necessary.

4.3 Conduct PMT Meeting #8
We will meet with the PMT to receive comments on the Draft Station Area Plans and discuss required changes to be incorporated into the final plan report.

4.4 Conduct Draft Station Area Plan Presentations
The HKGi Team will work with the PMT to prepare for and present the Draft Station Area Plans to the Planning Commission and City Council to receive input and comment on the draft report.

4.5 Prepare Final Plans
The HKGi Team will prepare a final plan document that incorporates all client and stakeholder comments from the draft review. The final plan document will be web ready and printed in hard copy form.

Once final plans have been prepared, it is envisioned City staff will facilitate formal approvals as appropriate. HKGi’s project manager will provide support as needed.
HKGi’s work on station area planning for the Bottineau LRT line involved exploring development concepts that would be feasible from a market perspective, fit with community comprehensive planning directives, and would be transit supportive. Concepts were evaluated using a variety of criteria, including building heights, number of units, square feet of commercial/office space, and amount of parking required for development size and density to occur.

Deliverables for the Gold Line Station Area Master Plans in Woodbury will involve many similar elements.
03. PROPOSED BUDGET
### Fee and Expenses

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### Hours & Percentage Time on Project by Staff

#### HKGi

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04. REFERENCES
References

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Creating **PLACES**
that enrich **PEOPLE’S** lives

creating places that enrich people’s lives
PURPOSE

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council) and Advisory Commissions (Commissions). This document also establishes general guidelines for decorum of the governing bodies such as proper procedure during meetings, best practices to represent Council and the community, and other state and local laws that apply.

POLICY

A. City Council Role and Authority

The five-member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

The City Council, as a body, has the following major areas of authority and responsibility. These are:

1. Selecting the City Administrator
2. Focus on policy and outcomes ensuring that the strategic direction leads the city to the desired outcome
3. Setting and interpreting rules governing its own proceedings,
4. Exercising all the statutory powers of cities,
5. Legislating for the City,
6. Directing the enforcement of City ordinances,
7. Appointing or hiring non-seasonal or non-temporary personnel,
8. Overseeing the City’s financial operations and adopting the annual budget,
9. Appointing members of the boards, commissions, committees, chairs and task forces conducting the City’s inner and regional governmental affairs,
10. Protecting the general health, welfare and safety of the City and its inhabitants
11. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA), and
12. Providing community leadership and vision
The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council specifically directs them to do so. Staff's respective duties are to Council as an entity. No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to acting as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

B. Affirmation of Expectations

The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

1. Staying focused on top priority and strategic goals, rather than becoming reactive,
2. Engaging in proactive, on-going communication which avoids unnecessary surprises,
3. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety,
4. Focusing on others' actions and avoiding speculation about their intentions,
5. Building trust by being transparent, ethical, and acting with integrity,
6. Engaging in and encouraging direct communication,
7. Maintain confidentiality of all closed session materials and discussion,
8. Assuming good intentions and asking about intent, and
9. Respecting all citizens and all members
10. Read packets ahead of time and, when possible, provide the City Administrator advance notice about questions for staff before the meeting
11. Participate in all issues, not just select matters of personal interest
12. Voting after council discussion
13. Debate and disagree, without fighting and with keeping it to the issue at hand
14. Remember that council makes policy and sets direction, and staff manages the operations and implements Council actions

There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

1. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.

2. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in
advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.

3. **Council Liaison**: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under “Mayor and City Council Comments and Commission Liaison Updates.”

4. **Additional Meetings**: There are a number of meetings outside the normal meeting schedule that it is important for Council Members to attend. Some of them are:
   - City Council/Advisory Commission Kick-off event
   - Groundbreaking and grand openings of City facilities
   - Joint meetings with other public entities
   - One-on-one meetings with the City Administrator as established
   - Development Tour
   - Emergency Management Training

C. **Advisory Commission Role and Authority**

Advisory Commissions have a primary role to advise the City Council in the creation and evolution of City policies and procedures. In particular instances, governing bodies may facilitate public participation in order to fully develop a recommendation to the City Council.

City staff members are available to provide general assistance to Advisory Commissions. Advisory Commissions are not involved in the administration or operation of City departments. Commissions may not conduct major studies, or establish official policy without the approval of the City Council.

Despite Commissions’ differing tasks, all share some basic responsibilities. Members need to stay informed on subjects of interest to their specific commission. Conscientious attendance is also a fundamental responsibility, as irregular attendance lessens one’s ability to study all aspect of items under consideration.

D. **Non-Participation in Administration**

The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. Neither an individual Council member nor any Commission member shall give direction or orders to any staff member.
The Council shall work with City staff through the City Administrator or his / her designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner staff interaction.

E. Agendas

Council and Commission agendas shall be established by the City Administrator or his / her designee. Future agenda items requested by a Council Member or Commission Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council or Commission.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

F. Communication

1. E-mails: All e-mails sent through the City server shall be saved per the City’s data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.

Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Coordinator (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.

Council Member communication may not copy more than one other Council Member in their correspondence, nor should e-mail messages be forwarded on from one member to another so as to create a “walking quorum.” E-mails to Council Members from the public should be done through the council@woodburymn.gov, which will be shared with all members of the Council.

Advisory Commission members will not receive a City e-mail address. Commissioners should direct all their communications to their Commission staff liaison.
2. **Written correspondence:** The City Clerk or assigned staff shall open up incoming mail for the Mayor, Council Member and Commission Members (unless it is labeled personal and confidential) and disseminate these materials. The City Clerk or assigned staff is authorized to provide copies of Council Members’ correspondence to pertinent staff members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

3. **Text messages/social media correspondence:** All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

4. **The City logo,** insignia and brand can only be used for City business and not for political or personal purposes.

5. Prior to **interviews with the press,** Council Members will inform the City Administrator or designate to coordinate message points.

6. **Speaking for the City:** When Council Members are requested to speak to groups or are asked for the City Council’s position on an issue (verbal or written), the response should reflect the position of the City Council as a whole. A Council member may clarify his/her vote on a matter by stating, for example, “While I voted against X, the City Council voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council’s position rather than that of an individual member.

**G. General Meeting Guidelines**

During meetings, members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert’s Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between members during meetings is inappropriate. Members also should not privately communicate with any member of the public, including other governing body members and staff via electronic means during a public meeting. As much as possible, or practical, members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

A member once recognized, shall not be interrupted while speaking unless called to order by the chair, or the speaker chooses to yield to questions from another member. All members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Members shall also refrain at all times from rude and derogatory remarks. Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a member of the prevailing side on an issue may move for formal reconsideration of that issue.

Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council/Commission Members. Any person making personal,
impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Chairperson to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

If the governing body conducts public hearings, members shall not express their views on a proposal until after a public hearing is closed. Members’ comments and questions shall not suggest a position. After a public hearing is closed, members shall be invited to discuss their views on the proposal. Members shall apply City Council and Advisory Commission Guidelines and Practices to achieve win-win solutions whenever possible.

Outside of deliberations, it is a member’s responsibility to present views and recommendations representing the governing body as a whole. Members expressing views not represented by the majority of the body shall identify them as such.

Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. When making a public statement, members shall indicate that Commission actions are recommendations and that final action will be taken by the City Council. Additionally, members of a governing body shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

The success or failure of a governing body’s efforts may be dependent upon the degree of cooperation evident among the individual members of the body; therefore, members shall work to establish a good relationship with each other.

Each member shall keep in mind these important points:
- Show respect for another’s viewpoint.
- Allow others adequate time to fully present their views before making comments.
- Be open and honest.
- Make new members feel welcome and help them become acquainted with their duties.
- Comments are confined to the current issue or policy, not to the person who made other comments.
- Refrain from speaking a second time until everyone has spoken a first time.
- No verbal attacks of other members.
- No side conversations.
- Pay attention (avoid use of any personal technology devices).
- Speak directly and openly to one another.
- Support Council decisions.

Members shall not vote on, nor participate in the discussion of, issues in regard to which the member has a conflict of interest. Conflict of interest is generally defined as having a personal financial...
interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator.

Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, members are requested to publicly disclose any relationships to parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

H. Requests for Information/Analysis

City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Commission requests for information will be made to the designated Commission staff liaison. Requests requiring a significant amount of staff time to research a problem or prepare a response may be referred to the full Commission for direction to ensure that staff resources are allocated in accordance with overall Commission priorities as directed by the Council.

I. Conflicts of Interest

State laws regarding ethics and conflicts of interest are some of the most important for Council Members to be aware of and follow. Essentially, these laws prohibit any Council Member from voting on any question that is brought before the Council in which he/she is personally involved, or has an incompatible occupational or financial interest. Due to both the complexity of these laws and the significant consequences if violated, it is highly suggested that Council Members discuss with the City Attorney potential conflicts who shall consult the City Administrator.

J. Discrimination

The City of Woodbury does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in the admission or access to, or treatment or employment in, its programs, activities, or services. Members of a governing body must adhere to this City policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

K. Gifts

All local officials in the State of Minnesota, including appointed commissioners, are required to adhere to Minnesota Statute 471.895.

Non-adherence to these guidelines may be subject to review by the City Council.
Resolution Adopting CD-COUNCIL-2.5 Council Roles and Guidelines
Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
City of Woodbury, Minnesota
Office of City Administrator

Council Workshop Letter 20-15

January 15, 2020

To: The Honorable Mayor and Members of the City Council

From: Clinton P. Gridley, City Administrator

Subject: Metropolitan Council Water Efficiency Grant Program Consideration and Discussion

Summary

The Metropolitan Council has a Water Efficiency Grant to assist municipalities in improving water efficiency of public and private systems. The City has created and successfully implemented irrigation efficiency incentive programs since 2015. Staff believes that the next best opportunity towards a sustainable water future for Woodbury is to implement a toilet efficiency program similar to other communities, with an initial focus on multi-family residential properties in 2020 and 2021 depending on available grant funding.

Recommendation

Staff recommends Council forward this item to the next City Council meeting to consider ratifying the grant application, authorizing a budget amendment and execution of a grant agreement with Metropolitan Council at a City Council meeting in early 2020.

Staff believes that this is a rare opportunity to leverage external funds to align with City goals and programs that directly benefit residents of the City. The investment in private property improvements would be very similar to the approach that the City implemented with irrigation controllers in 2016-2019 and commercial irrigation systems in 2015-2019. Staff believes the internal labor and resources would be relatively minimal.

Fiscal Implications

The Metropolitan Council’s Water Efficiency Grant requires a 25 percent match of the total project cost from the City and a minor contribution of in-kind services from the private property owner (installation). A budget amendment will be necessary in the amount of $49,740 to provide sufficient funds in the amount of $12,440 (25 percent) from the City and $37,300 (75 percent) from the Metropolitan Council Water Efficiency Grant program for the 2020 Water and Sewer Utility Fund.

Policy

This project aligns with AD-FIN-4.3 - Grant Application and Management Policy and Critical Success Factor – Environmental Stewardship and CD-ENGPW-4.11 Water Efficiency Incentive Program.
Public Process

The Metropolitan Council received a grant from the State Legislature through the Clean Water, Land and Legacy Amendment funding. The Metropolitan Council then solicited grant applications from public water suppliers in the fall of 2019 for program implementation in 2020.

Background

The Metropolitan Council was awarded $500,000 from Minnesota Clean Water, Land and Legacy Amendment funds for a Water Efficiency Grant Program during the 2015-2017 biennium, which has further been extended into 2019. The City of Woodbury ranked number 5 out of the 40 applications (with 1 being the highest grant application score) and was awarded $37,300 out of the $787,700 that was available to the region. These grants were awarded to metro area communities on a competitive basis with funding awards distributed proportionally based on grant application scores.

The awarded grant recipients have used these funds to lower the cost of resident purchase and installation of products that reduce and conserve water, such as EPA WaterSense-certified low-flow toilets, Energy Star-rated washing machines, WaterSense-certified irrigation controllers, and WaterSense Partner-certified irrigation system audits.

The City has been a successful recipient of these grant funds in 2015, which helped Woodbury implement improvements to city-operated irrigation systems. These efforts aligned with the Council’s 2015-2017 and 2017-2019 Strategic Initiatives of creating a sustainable water future for Woodbury.

Staff believes that the next best opportunity towards a sustainable water future for Woodbury would be to implement a toilet efficiency program similar to other communities as shown in the attachments. Staff has reviewed water customers and identified that ten out of the top twenty indoor-commercial users are apartment buildings built prior to the early 1990’s. In 1992, the US Environmental Protection Agency (EPA) created a standard for toilets of 1.6 gallons of water per flush. Toilets installed prior to 1992 use anywhere from 3 to 5 gallons per flush. Replacement of these older toilets with EPA WaterSense toilets will result in an estimated annual reduction of 12,500 gallons of water per toilet. The City has seen an interest from a number of older rental apartment building owners for this program and the reduction in water usage is expected to directly reduce costs to those tenants.

Written By: Jennifer McLoughlin, Sustainability Specialist
Approved Through: Chris Hartzell, Engineering Director
Attachments:
1. Number of Gallons Saved Annually per City
2. Water Saved per Device
Metropolitan Council Water Efficiency Grant Summary 2015-2017

Number of Gallons Saved Annually

- **Brooklyn Park**: Cloth Washer (100,000), Toilet (300,000), Irrigation Controller (200,000)
- **Chanhassen**: Toilet (500,000)
- **Circle Pines**: Toilet (200,000)
- **Cottage Grove**: Toilet (500,000)
- **Eden Prairie**: Toilet (1,000,000)
- **Forest Lake**: Toilet (1,000,000)
- **Fridley**: Toilet (200,000)
- **Hugo**: Toilet (500,000)
- **Mahtomedi**: Toilet (100,000)
- **New Brighton**: Toilet (100,000)
- **Newport**: Toilet (100,000)
- **Plymouth**: Toilet (100,000)
- **Rosemount**: Toilet (100,000)
- **Shakopee**: Toilet (500,000)
- **Victoria**: Toilet (100,000)
- **White Bear Lake**: Toilet (200,000)
- **White Bear Township**: Toilet (200,000)
- **Woodbury**: Toilet (1,000,000)

Legend:
- Clothes Washer
- Irrigation Audit
- Irrigation Controller
- Toilet
Water Saved per Device (Gallons per Year)

- Clothes Washer
- Irrigation Audit
- Irrigation Controller
- Toilet