



19 13th Avenue North
Waite Park, MN 56387

CITY COUNCIL WORK SESSION AGENDA

Upper Conference Room at Waite Park City Hall

Tuesday, February 18, 2020

5:00 P.M.

1. 5:00 P.M. **Comprehensive Plan And Zoning Update Proposal**
Bob Kost from SEH will be present to discuss their proposal on the Comprehensive Plan and Zoning Update. A copy of the proposal is included for your review.

Documents:

[SEH-WAITE PARK MN-COMPREHENISVE PLAN PROPOSAL-DRAFT-12-17-19.PDF](#)

2. 5:30 P.M. **COPS Grant**
Staff would like to discuss with the City Council the upcoming COPS grant opportunity and consideration for applying for the funds.
3. 5:50 P.M. **Fire Hydrants And Snow Removal**
Council Member Schluz has requested to discuss with council and staff about addressing snow removal around fire hydrants.
4. 6:00 P.M. **Sales Tax Talking Points**
Council member Lindquist would like to discuss the sales tax proposed legislation and the desire to have consistent talking points for council members to assist them when discussing this with the public. Staff will draft some proposed talking points for the council to review. These will be presented at the work session for the council to review.
5. 6:15 P.M. **Public Input**
The City Council provides members of the public an opportunity to address the City Council with items they believe are relevant to the City of Waite Park. Each member of the public will be allowed up to 2 minutes to speak. City Council will not engage during this time and no action should be expected at this time. The City Council can determine if further follow up, discussion, or action is needed on any item brought up by members of the public. During the regular scheduled meeting that will follow the public input, the Mayor will summarize the items discussed during the public input and ask the City Council whether they desire to have any follow up on items discussed during the public input. The City Council could choose to place the item on a future work session or city council agenda, or they could direct staff to research or follow up on any item discussed.



Building a Better World
for All of Us®

December 17, 2019

RE: City of Waite Park, Minnesota
Comprehensive Plan
SEH No. WAITE 130274 10.00

Jon Noerenberg
Planning & Community Development Director
City of Waite Park
19 13th Avenue North
PO Box 339
Waite Park, MN 56387

Dear Jon:

As Waite Park moves into the coming decade it's increasingly important for the community to work in a coordinated and proactive manor to achieve a shared vision of the City's future. Developing a new comprehensive plan will help to establish a community-supported vision while also providing the requisite goals and policies for guiding the types of future growth, redevelopment and enhancement embodied in that vision.

These are exciting times in Waite Park, with the opening of the Ledge Amphitheater and The Park Event Center, the City continues to expand its role as the place for entertainment and recreation while strengthening its position as the commercial epicenter of the St. Cloud region. The City has also grown and evolved differently than anticipated in the 2005 Comprehensive Plan from increases in immigrant and senior populations to minimal construction of single family homes.

As we recently discussed, the approach for preparing a new comprehensive plan will:

- Update and supplement data provided in the 2016 Land Use Study
- Validate and build upon recommendations in the 2016 Land Use Study
- Coordinate planning with other recent and ongoing facility and infrastructure studies
- Consider Waite Park's role and impact in the St. Cloud region
- Address growth through new development as well as redevelopment
- Use the lenses of livability, equity and economic, social and environmental sustainability in examining issues and identifying opportunities, goals and policies
- Engage all citizens in an inclusive, accessible and meaningful planning process
- Seek to engage community members / groups who are often under represented such as recent immigrants and youth
- Create a plan that is user-friendly and action oriented

We've assembled a team of highly qualified professionals many of whom are familiar with Waite Park as well as the broader, St. Cloud metropolitan area through past research, community planning, park and

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Jon Noerenberg **Error! Reference source not found.**

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recreation and engineering work. We will build upon this related experience and leverage our familiarity to provide an efficient and cost effective planning process.

We are excited to assist the City with developing a new comprehensive plan and are prepared to give this assignment our full attention upon your approval of this proposal. Please don't hesitate to contact me at 952-912-2604 or bkost@sehinc.com if you have any questions or require additional information.

Respectfully,

SHORT ELLIOTT HENDRICKSON INC.

Bob Kost, PLA, LEED AP (Lic. MN)
SEH, Sr. Urban Designer

Proposal Outline

The following work plan, team description, fees and expense proposal, details our process for working with Waite Park in developing a new Comprehensive Plan:

WORK PLAN

Community input and support provide the foundation for any successful comprehensive plan. Our multi-faceted, inclusive engagement plan is designed to inform every step of the planning process while providing a range of opportunities for people to contribute.

Community Engagement Plan

Activities described below will be utilized throughout various tasks over the course of the planning process.

1. Project Advisory Committee (PAC)

We recommend forming a Project Advisory Committee (PAC) to help guide project development. The PAC will meet monthly (9 -10 times) with the consulting team throughout the planning process. SEH will facilitate these as working sessions (with participation by City staff) with activities such as identifying key issues, refining evaluation criteria, taking tours of the city, reviewing draft goals, policies, and other project work products. Meeting agendas and summary notes will be prepared for distribution by either SEH or the City (per city preference).

2. Technical Advisory Committee (TAC)

Comprised of representative from various city departments (administration, planning, public works, etc.) this committee will assist the consultant team by providing information, insight, ideas and assisting in reviewing interim work products. We assume up to 6 TAC meetings will be conducted over the course of the project.

3. Project Website (ongoing)

SEH can host and manage a project specific web page or provide information to city to host the page. The site will serve as a portal where people can learn of upcoming meetings and activities and review and comment on interim project documents. Project documents will be posted upon review and approval by the City' project manager.

4. Community Survey

Using the project web page as a portal, SEH will develop up a project-specific issues and opportunities survey to help identify pertinent community issues and opportunities to be addressed in the comprehensive plan. Paper copies can be also be provided at the library and City Hall for people who do not have ready access to the internet.

5. Community Tour

A bus (or van) tour with PAC and TAC members will be facilitated (City to help arrange transport) to provide a shared group experience in reviewing and discussing various areas of the community.

6. Facebook (ongoing)

Using Facebook can be a convenient tool for announcing project activities or introducing and vetting planning ideas. The City of Waite Park would manage the content and use of this social media tool and SEH would provide content.

7. Issues and Opportunities Workshop

Organize and facilitate a hands on workshop to identify issues and opportunities to be addressed within the comprehensive planning process. In order to engage the community in a format beyond traditional public meetings, we will facilitate several (two) hands on, interactive workshops; one session either in the morning or over the lunch hour followed by a second session that evening.

Workshops will be aimed at building consensus around a set of commonly recognized issues / challenges and opportunities for Waite Park.

While the entire community will be invited, it will be important to get a commitment from the PAC, TAC, Planning Commission, and Park Board to participate. The workshops will utilize several small group activities such as identifying potential redevelopment areas or new biking networks on maps, imagining the Waite Park of 30 years from now by writing a postcard from the future to describe "how things are", etc.

8. Stakeholder Focus Groups

We will conduct several (2-3) focus group sessions with specific populations or citizen groups that are typically difficult to engage through public meetings or on-line tools. This could include facilitating a discussion of immigrants, senior or other under-represented group at a house of worship, coffee shop, and library or on-site at one the larger industrial employers.

9. "Plan-opoly" Community Design Game

Developed by architect/urban designer Tom Low, SEH has adapted this hands on community design game as a fun way to engage youth (middle and/or high school) in the comprehensive planning process by allowing them to work in teams, arranging various block / land use game pieces to develop a variety of "futures" for their community. We will assist in coordinating a date and time to engage students, either as a part of classroom activity or after school.

10. Pop-Up Sessions with Poster Plan Displays

In an effort to reach people where they are, we will organize and conduct three informal, pop-up sessions with (1-2) large format poster board displays highlighting aspects of the draft Comprehensive Plan for engaging community members and visitors about the plan. Locations could include the Crossroads Center shopping mall, Caribou Coffee, or the Library, etc.

11. Open House

We propose to facilitate an open house in the last stage of the planning process to engage and inform citizens in reviewing the draft plan prior to its consideration by the Planning Commission (PC). Ideally this would be held on the same day as the PC meeting, an hour or so before the meeting convenes.

STEP 1. COMMUNITY ASSESSMENT: 11 TO 12 WEEKS, 1 TAC MEETING, 3 PAC MEETINGS

This step will focus on exploring the question of where the City of Waite Park is today. Work will include:

1.1 Review Related Plans, Studies & Regulations

Pertinent plans, ordinances and current planning efforts will be reviewed in order to better understand the community and inform the comprehensive planning update, including:

- 2016 Land Use Study
- Current Comprehensive Plan
- Zoning and Subdivision regulations
- Current Trail Plan
- Current CIP
- 2019 Comprehensive Housing Needs Analysis for St. Cloud
- Facility Needs Assessment for Waite Park City Offices

1.2 Collect, Review and Compile Background Data

We will assemble and review existing background data to determine any data gaps needing additional research. Items to be reviewed and developed include:

- land uses, existing and future
- demographics and growth projections*
- housing*
- employment*
- traffic
- infrastructure / public and private utilities
- land cover and natural resources (wetlands, quarries, etc.)
- community facilities
- urban form / settlement patterns
- sustainability and resiliency

** per Maxfield Research assistance*

Work together with City staff to determine if additional baseline information is needed. A concise summary of background information highlighting key trends and data points will be included in the assessment of existing conditions memo.

1.3 Prepare Base Maps

Meet with City staff and assemble relevant and available electronic data (e.g. GIS shapefiles, AutoCAD drawing files, digital orthoquads, etc.). This data will be provided by the City, and may include both primary and secondary sources of data. The SEH Team will review this data and determine if there are any new data requirements. We will generate databases and base mapping from this data to be used by the City and SEH as a point of departure and reference for the remainder of the project.

1.4 Update Demographics and Growth Projections

Provide an update to the demographic data and community growth projections developed for the 2016 Land Use study.

1.5 Community Workshop

Conduct issues and opportunities workshops as described in engagement activity 7.

1.6 Focus Groups

Facilitates focus groups sessions as described in engagement activity 8.

1.7 Waite Park Today - Existing Conditions

Prepare a summary of exiting, base line conditions in Waite Park using existing information and community input. This will include a series of maps, annotated photos, tables and info-graphics. Material in this memo will be incorporated as a chapter in the final comprehensive plan. Additional, detailed data will be documented within an appendix.

STEP 2. COMMUNITY VISION: 14 TO 15 WEEKS, 2 TAC MEETINGS, 4 PAC MEETINGS

This project step will focus on exploring the question of where the City of Waite Park wants to be in the future. Work will include the following:

2.1 Draft Table of Contents, Goals and Policies

Prepare draft table of contents for the comprehensive plan along with goal statements and supportive policies for each of the core plan elements for review, discussion and refinement with the TAC and PAC. Core plan elements to be addressed include:

- Land Use
- Housing
- Economic Development
- Transportation
- Public Utilities and Community Facilities
- Parks and Open Space
- Intergovernmental Cooperation

Additional plan elements for consideration could include:

- Sustainability / Resiliency*
- Arts and Culture*
- Other? To Be Determined, if needed

*Aspects of these elements could also be addressed within the various core elements rather than as a stand-alone elements.

2.2 Alternative Futures Workshop

Facilitate a school student work session to explore patterns of development using land use game pieces as described in activity #9 above. Ideas will be documented for use in subsequent tasks using digital photography. This will require assistance from the City and school district to coordinate.

2.3 Develop Alternative Plans & Diagrams

Use draft goals, policies, committee input, land use gaming ideas and recommendations from the 2016 Land Use Study to craft alternative growth/redevelopment scenarios illustrating such things as new or modified land use patterns, new or modified street and block patterns. These will be prepared using a range of development densities and intensities for four quadrants (4) (N,S,E,W) and two to three (2-3) redevelopment areas with the City of Waite Park.

2.4 Pop-Up Sessions

Facilitate several pop-up sessions as described in engagement activity 10 above.

2.5 Synthesize and Refine Alternatives

Use PAC, TAC, community input and best practices to synthesize and refine draft goals, policies and growth and redevelopment initiatives.

2.6 Identify Draft Implementation Strategies and Priorities

A draft set of implementation strategies and priorities will be developed for review and discussion with the PAC and TAC.

STEP 3. DRAFT AND FINAL COMPREHENSIVE PLAN: 10 TO 12 WEEKS, 1 TAC MEETING, 3 PAC MEETINGS

This step will focus on establishing the means for how Waite Park will get to where it wants to go over the coming decade through the development of a draft and final comprehensive plan document.

3.1 Refine Draft Goals, Policies and Plans

Refine goals, policies and plans for each of the plan elements incorporating committee and community input.

3.2 Refine Implementation Strategies and Finalize Priorities

Refine implementation strategies, prioritize improvement projects for each of the plan elements incorporating committee and community input.

3.3 Draft Comprehensive Plan Document

Develop a draft comprehensive plan document including table of contents, list of figures, and plan element text and supportive maps, photos and graphics. The table of contents will be organized into four chapters:

1. Waite Park Today - Existing Conditions
2. Community Vision – Plan Elements
 - a. Land Use
 - b. Housing
 - c. Transportation
 - d. Economic Development
 - e. Community Facilities and Public Utilities
 - f. Parks and Open Space
 - g. Intergovernmental Cooperation
 - h. Others (if needed) as determined in task 2.1.

3. Achieving the Vision
 - a. Implementation / Action Steps
 - b. 5-Year CIP
4. Appendix: PAC, TAC Meeting summaries, survey summary, detailed data (demographics, traffic, etc.)

3.4 Community Open House and Web Post

Facilitate a community open house (live and on line) to display highlights of the draft plan and receive community input. Community input will be collected and used to inform final plan refinements.

3.5 Planning Commission Presentation

Present the draft comprehensive plan to the Waite Park Planning Commission (PC) for discussion, input and a recommendation of approval contingent on incorporation of requested edits.

3.6 City Council Presentation

Present the draft comprehensive plan to the Waite Park City Council (CC) for discussion and input.

3.7 Final Comprehensive Plan

Refine the draft plan by synthesizing PAC, TAC, PC, and CC input into a final comprehensive plan.

3.8 Comprehensive Plan Adoption

Assist City staff through the plan adoption process including preparation of printed documents and presentation materials and formal public hearings as needed.

NOTE: This task may take several additional months and meetings depending on other, non-comprehensive plan related City needs and City calendar.

Final Deliverables:

- Up to 16 printed and bound color copies of the Draft Comprehensive Plan.
- 20 printed and bound color copies of the Final Comprehensive Plan.
- Digital files (pdf, MSWord, MS PowerPoint, GIS compatible maps, and Adobe InDesign) of final comprehensive plan work products.

PROJECT TEAM

The team members we have assembled for the comprehensive planning effort are passionate about planning, helping communities realize their aspirations and helping to communicate their visions. Our team brings an integrated planning approach which incorporates the major frameworks required: community planning, municipal infrastructure planning (i.e., water, sanitary sewer and storm water), transportation planning, land development and market research. These frameworks create a sustainable plan for future community development within Waite Park. The goal of our planning process is to always keep the end in mind, which is making sure the vision is always grounded in reality, ensuring that what is desired has clear actionable steps for implementation.

- Bob Kost: Sr. Urban Designer, Project Manager
- Chelsea Moore-Ritchie: Urban Planner, Asst. Project Manager
- Adrian Diaz: Community Planner, (Spanish language)
- Karyn Luger: Landscape Architect / Park Planner

- Terry Wotzka: Sr. Engineer
- John Halter: Engineer
- Lauren Osowski: GIS Specialist
- Mary Bujold, Maxfield Research: demographic, market and growth projection updates

TIMELINE

We propose to complete the development of the compressive plan in ten (10) months not including time required for its official, final approval and adoption.

FEES AND EXPENSES

Labor for developing the comprehensive plan amounts to 750 professional hours for a total of \$96,000.

Reimbursable expenses amount to \$4,000 and include:

1. Travel expenses (mileage at prevailing federal rate)
2. Color printing of maps, reports, plans, etc.
3. Postage, handling and delivery
4. Food and beverages for project-related community meeting or events