



CITY OF GAYLORD
Planning and Zoning Commission Agenda
Wednesday, January 13, 2016
5:30 p.m., City Hall

1. Call Meeting to Order
2. Appointment of Officers
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
3. Consider 1-13-16 Agenda
4. Approval of Minutes –
 - a. December 9th Regular Meeting
 - b. December 28th Special Meeting
5. Comprehensive Plan Update Proposals (Please bring your copies) – Kevin McCann, City Administrator
6. 6:00 PM – PRESENTATION AND INTERVIEW – Bolton & Menk
7. 7:00 PM – PRESENTATION AND INTERVIEW – Hoisington Koegler Group
8. Open Forum - Comments from citizens in attendance
9. Other
10. Adjournment

**** Denotes amendments to the most recent draft of the agenda.**

4.A

CITY OF GAYLORD
Planning and Zoning Commission Meeting
Wednesday, December 9, 2015
5:30 pm, City Hall

MEMBERS PRESENT: Chairperson, Orlin Grack; Commissioners, Marilyn Bratsch, Jerry Gasow, Bill Schulte, Steve Boerner
COUNCIL PRESENT: Jessica Uecker, Chad Muchow
STAFF PRESENT: Kevin McCann, Administrator
PUBLIC: Avery Grochow, Sibley Surveyors

1. Call Meeting to Order
Pursuant to due call and notice, thereof, the Planning and Zoning Commission was called to order in the City Hall Chambers by Chairperson Grack at 5:30 pm.
2. Consider December 9, 2015 Agenda
Motion made by Commissioner Gasow; seconded by Council Uecker by to approve P&Z Agenda with additional discussion regarding Aaron Swenson's request to build a shed. Motion passed 7-0.
3. Approval of Minutes: October 14, 2015 Regular P&Z Mtg
Motion made by Commissioner Boerner; seconded by Commissioner Schulte to approve October 14, 2015 P&Z Minutes. Motion passed 7-0.
4. SKETCH PLAN Review – School Addition (Former City/Dean Messner Property)
A SKETECH PLAN was presented showing site location, rough sketch of proposed site; type of development and preliminary road layout; lot size; and contiguous property under the same ownership which is proposed to be developed at some time in foreseeable future. Discussion held on the property which City of Gaylord intends to purchase approximately seven acres from Dean Messner to accommodate the new elementary school and future Harvey Drive extension.
The property is considered Torrens land and needs to be platted before the City can acquire; easements will be included in the plat and recorded. City Administrator McCann will review with Attorney Lannoye for legal processing. A Special Meeting is scheduled for December 28, 2015.
5. Comprehensive Plan Update Proposals (summary only, hard copies available at meeting) – Kevin McCann, City Administrator
Six Comprehensive Plan Proposals were received. Prices ranged from \$80,000 to \$30,000. Proposals were narrowed to four to be reviewed: Bolton & Menk, Hoisington Koegler Group, SEH and Weber. Further discussion will be held at the Special Meeting December 28, 2015 to eliminate two of the four proposals.

6. Sale of Mud Lake First Addition and Meadow Wood
A Letter of Intent was received on both properties from 4-Square Holdings, LLC. Letter of Intent reviewed and discussion held. The intent is to build single and multi-housing. Motion made by Commissioner Boerner; seconded by Commissioner Gasow to approve the Letter of Intent from 4-Square Holdings, LLC and move forward. Motion passed 7-0.
7. Discussion Regarding Condition and Use of Properties on East Side of Town – Kevin McCann, City Administrator
Administrator McCann stated he met with Terri Olson regarding the property; she is working on getting the area cleaned up. The City will continue to monitor the area.
8. Frontage Road Update – Kevin McCann, Administrator
Engineers will present proposals to City Council and land owners will be notified.
9. Aaron Swenson Building – Discussion – Kevin McCann, City Administrator
Mr. Swenson would like to build storage sheds on his property. It is currently two parcels separated by an easement. Swenson would like to combine the properties to accommodate more area for buildings. It was determined that he could combine them the easement was just for future access that he now owns.
10. Registered Land Survey No 24 – Kevin McCann, City Administrator
McCann handed out a plat of property along Hwy 19. Tract A & B are proposed to go back to the City of Gaylord. Motion made by Council Muchow; seconded by Council Uecker to approve RLS as received. Motion passed 7-0.
11. Adjournment
Motion made by Commissioner Schulte; seconded by Council Uecker to adjourn at 7:15 pm. Motion passed 7-0.

4.B.

Special Planning and Zoning Commission Meeting

Monday, December 28, 2015

5:30 pm, City Hall

MEMBERS PRESENT: Chairperson, Orlin Grack; Commissioners, Marilyn Bratsch, Jerry Gasow, Bill Schulte, Steve Boerner

COUNCIL PRESENT: Jessica Uecker, Chad Muchow

STAFF PRESENT: Kevin McCann, Administrator; Don Lannoye, Atty

PUBLIC: Avery Grochow, Sibley Surveyors; David Laabs; Jim Olson, Architect for school

1. Call Meeting to Order

Pursuant to due call and notice, thereof, the Planning and Zoning Commission was called to order in the City Hall Chambers by Chairperson Grack at 5:30 pm.

2. Consider December 28, 2015 Agenda

Chair Grack requested "signs" is added to agenda. Motion made by Commissioner Gasow; seconded by Commissioner Schulte to approve P&Z Agenda with additional discussion regarding signs. Motion passed 7-0.

3. PUBLIC HEARING – Preliminary and Final Plat School Addition (Former City/Dean Messner Property)

Avery Grochow reviewed preliminary plat and differences between "registered" & "plat" property; potential future use; no design for lots at this time; Motion made by Council Uecker; seconded by Commissioner Boerner to accept preliminary plat as presented. Motion passed 7-0. Final Plat is same layout as preliminary plat without elevations. The plat is called SCHOOL ADDITION. Motion made by Commissioner Gasow; seconded by Commissioner Schulte to approve Final Plat to be submitted to City Council. Motion passed 7-0.

4. PUBLIC HEARING – Conditional Use Permit for School in R-2 District Addition – Kevin McCann, City Administrator

Sibley East, applicant, requested a Conditional Use Permit to build an elementary school in the R-2 District. David Laabs, business owner along highway voiced concern regarding the potential frontage road parallel to highway or extension of Harvey Dr. His concern is how much of his property would be needed for the road. Council Muchow stated that the roads are in "future" plans and may take years. The City of Gaylord would need to purchase land from property owners. The address will be 625 Harvey Drive. Motion made by Commissioner Boerner; seconded by Council Uecker to approve Conditional Use Permit based on meeting criteria 1-11 as presented without any additional conditions. Motion passed 7-0.

5. Comprehensive Plan Update Proposals – Kevin McCann, City Administrator

The six Comprehensive Plan Proposals were narrowed down to two: Bolton & Menk and Hoisington Koegler Group. City Administrator McCann will contact both groups for interviews/presentations at the January 2016 P&Z meeting.

6. Signs

Chairperson Grack suggested City Administrator contact Jerry Hahn regarding signs of businesses that are no longer in business in the strip mall.

7. Adjournment

Motion made by Commissioner Gasow; seconded by Council Uecker to adjourn at 6:25 pm.
Motion passed 7-0.

Comp Plan Proposals

Firm	Scope of Work	Timeline	Key Staff	Recent Comp Plan Updates- Staff or Firm	Key Staff Locations	References	Budget	Addendum: Transportation Study	Total
Bolton & Menk	Initiation, Management, public involvement with 2 workshops, open houses, and key-stakeholder meetings, data development and analysis, capital facilities analysis, implementation strategies	1/1/16 - 11/16/16	Joe Duncan- Principal, Kristi Clarke-Senior Planner, Alex Conzemius-Lead Planner	Wabasha, Chatfield, Eyota, Scandia, Sibley County	Mankato, Burnsville, Rochester	Chatfield, Wabasha, Le Sueur, Forest Lake, Aitkin	\$33,100	\$13,750	\$46,850
Hoisington Koegler Group	Project Kickoff, community audit and visioning, exploration of future direction: Vision, goals, policies, Prepare comp plan update, seek approvals	1/16 - 11/16	Brad Schreib-Principal, Jeff Miller-Project Manager, Kevin Clark-Landscape Architect	Albert Lea, Byron, Elk River, Faribault, Moorhead, Northfield, Osseo, Princeton, Red Wing, Rochester, St. Michael, Worthington, Apple Valley, Chaska, Eden Prairie, Mound, Ramsey, Rogers	Minneapolis	Wahpeton, Chaska, St. Louis Park, Osseo, Ironwood, MI; Perry, IA	\$50,000	\$10,000	\$60,000
Houston Engineering	Community Profile, Goal and planning principles, land use and community design, downtown, housing, parks, recreation, open spaces, transportation, community resources and public facilities, implementation	1/16 - 8/31/16	Michael Domitrovich-Project manager, Bart Schultz-PE; Emmy Baskerville-environment, Scott Israelson - Traffic	Fargo, Sartell, Detroit Lakes, Burleigh County, ND	Fargo, Maple Grove	Lake of the Woods Park, Wahpeton Park, ND Dept. of Parks, Fargo			\$79,800
JZP	kickoff, review current plans, establish committee, kickoff, visioning, draft report, review, implementation	1/16 - 8/31/16	Jordan Zeller - principal	Cass Lake, Rice, Browerville, Motley, Menahga, Sebeka, St. Mathias Township	Clara City	Mille Lacs County, Region 5 Development Commission	\$30,600		\$30,600
SEH	Form Steering committee and public participation plan, meet with stakeholders and other public, update existing background information, Develop community vision and develop goals to achieve vision, develop draft and final plans	1/1/16-12/31/16	Justin Black-Principal, Ashley Kaisershot-Planner, Dan Ehrke-Community Development, McComb Group-subconsultant for housing and demographics	Becker, Hutchinson, Douglass County, Sibley County	Hutchinson	Becker, Hutchinson, Douglass County, Sibley County, Glencoe, Silver Lake	\$29,800		\$29,800
Weber	Identify needs, involve public, practical usable plan, strategic plan, identify issues, develop concept plan, summary of findings and issues, objectives and policies, implementation,	1/16 -10/16	Bill Weber -Project Manager, Bill Smith - Transportation, Short Elliot-streets & utilities	Waconia, Wyoming, Vadnais Heights, St. Anthony Village, Breezy Point, Eau Claire, Milaca, Hastings,	St. Louis Park	Eau Claire, Hastings, Northfield, Breezy Point, New Ulm, Waseca, Kimball, Anoka	\$37,990		\$37,990

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Comp Plan Firm References

Firm	City	Pop.	Project	Responsiveness	Satisfaction	Issues	Recommend	Budget vs. actual
Bolton & Menk	Altkin	2,157	Airport fueling station, hangars, runways & contract for city planner,	Immediately	Love services, like clockwork	None - always on top of things	Yes	Always stick to budget, no surprises
	Chatfield	2,789	comp plan - 2015	Excellent	Worked with Kristi for years with WSB before she came to Bolton & Menk	Great people skills, understanding	Recommend Kristi, not sure on Bolton & Menk	Part of contracted planner hours (16 hours/week)
	Forest Lake	19,300	Contract planning - land use permits & medium length planning - parks & open space plan, City engineer	Everything on schedule	Very happy	No issues - good with public engagement	Great work	Stuck to budget
	Le Sueur	4,041	City engineer only	Absolutely	Great as City Engineer			
	Wabasha	2,521	contracted planning & comp plan - 2015-2016	Very good	Very happy with Kristi & Bolton & Menk	very detail-oriented, good at reaching out to all people	Yes	Part of contracted planner hours (24 hours/week)
Hoisington Koegler Group	Chaska	25,000	Comp plan update - 2012	Very good to work with, bring information back and present in easy to understand way	Overall very satisfied	None	Highly	On budget & on time
	Ironwood, MI	5,300	Comp plan update - 2014	Spoke every other week, several site visits held public engagement listening sessions	Chose based on easy to read formats of other cities, interesting, creative, concise. Also had tasks and action plans for each areas. They're very big in public participation	Developed matrix for staff to track plans, milestones, action steps, etc.	Yes. Planning to use again with zoning ordinance updates	Stuck to budget.
	Le Sueur	4,041	comp plan - just started		Professional presentation, worked with several smaller towns, liked strategic action plan as part of Comp plan	good ability to interact with people		\$55,000
	Osseo	2,500	Comp Plan - 2009	Very responsive	Easy to get along with, good presenter, good group of people, worked well with everyone	None	Highly recommended	Didn't remember total cost, but within budget
	St. Louis Park		comp plan - 2009	Excellent	Excellent writers, able to put many ideas into one concrete plan, helped run neighborhood planning process	None	Highly recommended	
	Perry, IA	8,000	Comp Plan - 2013 -	Really good, utilized technology	Previous plans generic. Hoisington delivered a realistic plan with action plans. Know what they're doing. Good with reaching out to Latino community. Went to Latino churches and parks	Distance, but able to skype meetings	Highly recommended, using them again to review progress of comp plan	came in within budgeted amount
	Wahpeton, ND		comp plan - 2011	very good	Only firm they looked at that only does planning work and specializes in comp plan	Developed a plan that is attainable, 30,000 foot level, but also specific projects and plans	very pleased	No issues

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Evaluation of Comprehensive Land Use Plan Proposals for Consulting Services

The City of New Prague received three (3) proposals for consulting services related to the Comprehensive Land Use Plan update. All proposals were received on Friday March 2, 2012.

The following is a description of the categories used to evaluate the proposals received.

NAME OF FIRM: _____

1. Both the fees that shall be charged and the total cost of the consulting services for this project. The City of New Prague is interested in selecting that firm which professionally provides the City with optimal services, yet also meets the City's concern with cost. (15 Points)

2. Demonstrated understanding of the requirements of this project and the concerns of the City. (15 Points)

3. Experience and availability of staff assigned to serve the City. (10 Points)

4. Testimony provided by past clients of the firm; i.e. references. (10 Points)

5. Relevance and suitability of the project approach and schedule. Despite the fact that a deadline or schedule for the completion of the Plan update has not been established, the City will very carefully consider the timeframe and schedule proposed by the consultant in making its decision with a preference to be completed by 12/31/12. (10 Points)

Potential Interview Questions

- Tell about a time that you had to adapt to a difficult situation.
- What are three positive character traits you don't have?
- Tell us about your work with smaller communities?
- How do you set up the comp plan for success after you leave?
- How would you describe your work style?
- Give me an example that best describes your organizational skills.
- Describe a recent unpopular project you have been a part of.
- What has been your most successful project?
- What do you believe are your key strengths?
- What can you do for us that other firm can't?