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.
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 SKETCH 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.
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

<table>
<thead>
<tr>
<th>Firm</th>
<th>Scope of Work</th>
<th>Timeline</th>
<th>Key Staff</th>
<th>Recent Comp Plan Updates- Staff or Firm</th>
<th>Key Staff Locations</th>
<th>References</th>
<th>Budget</th>
<th>Addendum: Transportation Study</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton &amp; Menk</td>
<td>Initiation, Management, public involvement with 2 workshops, open houses,</td>
<td>1/16 – 11/16</td>
<td>Joe Duncan - Principal, Kristi Clarke-Senior Planner, Alex Conzemus-</td>
<td>Wabasha, Chatfield, Eotsa, Scandia,</td>
<td>Manhattan, Burnsville, Chatfield, Wabasha, Le Sueur, Forest Lake, Anoka</td>
<td>$33,100</td>
<td>$13,750</td>
<td>$46,850</td>
<td></td>
</tr>
<tr>
<td></td>
<td>key-stakeholder meetings, data development and analysis, capital facilities</td>
<td></td>
<td>Lead Planner</td>
<td>Sibley County</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>analysis, implementation strategies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holsington Koegler</td>
<td>Project Kickoff, community audit and visioning, exploration of future</td>
<td>1/16 – 12/16</td>
<td>Brad Schreib-Principal, Jeff Miller-Project Manager, Kevin Clark-</td>
<td>Albert Lea, Byron, Elk River,</td>
<td>Minneapolis</td>
<td>$50,000</td>
<td>$10,000</td>
<td>$60,000</td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>direction: Vision, goals, policies, Prepare comp plan update, seek approvals</td>
<td></td>
<td>Landscape Architect</td>
<td>Faribault, Moorhead, Northfield, Osseo,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Princeton, Red Wing, Rochester, St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Michael, Worthington, Apple Valley,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chaska, Eden Prairie, Mound, Ramsey,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rogers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Houston Engineering</td>
<td>Community Profile, Goal and planning principles, land use and</td>
<td>1/16 – 8/31</td>
<td>Michael Domitrovich - Project manager, Bart Schulz-PE, Emmy</td>
<td>Fargo, Sartell, Detroit Lakes, Burleigh</td>
<td>Fargo, Maple Grove</td>
<td>Lake of the Woods Park, Wahpeton Park, ND Dept. of Parks, Fargo</td>
<td>$79,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>community design, downtown, housing, parks, recreation, open spaces,</td>
<td></td>
<td>Baskerville-environment, Scott Israelon - Traffic</td>
<td>County, ND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>transportation, community resources and public facilities, implementation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JZP</td>
<td>Kickoff, review current plans, establish committee, kickoff, visioning,</td>
<td>1/16 – 8/16</td>
<td>Jordan Zeller - principal</td>
<td>Cass Lake, Rice, Browerville,</td>
<td>Clara City</td>
<td>Mille Lacs County, Region 5 Development Commission</td>
<td>$30,600</td>
<td></td>
<td>$30,600</td>
</tr>
<tr>
<td></td>
<td>draft report, review, implementation</td>
<td></td>
<td></td>
<td>Motley, Menahga, Sebeka, St. Matthias</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Township</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEH</td>
<td>Form steering committee and public participation plan, meet with</td>
<td>1/15-12/15</td>
<td>Justin Black-Principal, Ashley Kaisershott-Planner, Dan Bhrke-Community</td>
<td>Becker, Hutchinson, Douglas County,</td>
<td>Hutchinson</td>
<td>Becker, Hutchinson, Douglas County, Sibley County, Glencoe, Silver Lake</td>
<td>$29,800</td>
<td></td>
<td>$29,800</td>
</tr>
<tr>
<td></td>
<td>stakeholders and other public, update existing</td>
<td></td>
<td>Development, McComb Group-subconsultant for housing and</td>
<td>Sibley County</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>background information, Develop community vision and develop goals to</td>
<td></td>
<td>demographics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>achieve vision, develop draft and final plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weber</td>
<td>Identify needs, involve public, practical usable plan, strategic plan,</td>
<td>1/16 – 10/15</td>
<td>Bill Weber - Project Manager, Bill Smith - Transportation, Short</td>
<td>Waconia, Wyoming, Vadnals Heights, St.</td>
<td>St. Louis Park</td>
<td>Eau Claire, Hastings, Northfield, Breezy Point, New Ulm, Waseca, Kimball,</td>
<td>$37,990</td>
<td></td>
<td>$37,990</td>
</tr>
<tr>
<td></td>
<td>identify issues, develop concept plan, summary of findings and issues,</td>
<td></td>
<td>Elliot-streets &amp; utilities</td>
<td>Anthony Village, Breezy Point, Eau</td>
<td></td>
<td>Anoka</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>objectives and policies, Implementation,</td>
<td></td>
<td></td>
<td>Claire, Mille Lacs, Hastings,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm</td>
<td>City</td>
<td>Pop.</td>
<td>Project</td>
<td>Responsiveness</td>
<td>Satisfaction</td>
<td>Issues</td>
<td>Recommend</td>
<td>Budget vs. actual</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>------</td>
<td>---------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------</td>
<td>-----------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Bollon &amp; Menk</td>
<td>Alden</td>
<td>2,137</td>
<td>Airport fueling station, hangars, runways &amp; contract for city planner</td>
<td>Immediately</td>
<td>Love services, like clockwork</td>
<td>None - always on top of things</td>
<td>Yes</td>
<td>Always stick to budget, no surprises</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chaffee</td>
<td>2,789</td>
<td>Comp plan - 2015</td>
<td>Excellent</td>
<td>Worked with Kristi for years with WSD before she came to Bolon &amp; Menk</td>
<td>Great people skills, understanding</td>
<td>Recommend Kristi; not sure on Bolon &amp; Menk</td>
<td>Part of contracted planner hours (16 hours/week)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forest Lake</td>
<td>19,300</td>
<td>Contract planning - land use permits &amp; medium length planning - parks &amp; open space plan, City engineer</td>
<td>Everything on schedule</td>
<td>Very happy</td>
<td>No issues - good with public engagement</td>
<td>Great work</td>
<td>Stuck to budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Le Sueur</td>
<td>4,041</td>
<td>City engineer only</td>
<td>Absolutely</td>
<td>Great as City Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wabasha</td>
<td>2,521</td>
<td>Contracted planning &amp; comp plan - 2015-2016</td>
<td>Very good</td>
<td>Very happy with Kristi &amp; Bolon &amp; Menk</td>
<td>Very detail-oriented, good at reaching out to all people</td>
<td>Yes</td>
<td>Part of contracted planner hours (24 hours/week)</td>
<td></td>
</tr>
<tr>
<td>Chaska</td>
<td>25,000</td>
<td>Comp plan update - 2012</td>
<td>Very good to work with, bring information back and present in easy to understand way</td>
<td>Overall very satisfied</td>
<td>None</td>
<td>Highly</td>
<td>On budget &amp; on time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ironwood, MI</td>
<td>5,300</td>
<td>Comp plan update - 2014</td>
<td>Spoke every Thursday week, several site visits, held public engagement listening sessions</td>
<td>Chose based on easy to read format of other cities; interesting, creative, hands-on</td>
<td>Developed matrix for staff to track plans, milestones, action steps, etc.</td>
<td>Yes. Planning to use again with zoning ordinance updates</td>
<td>Stuck to budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Le Sueur</td>
<td>4,041</td>
<td>Comp plan - just started</td>
<td>Professional presentation, worked with several smaller towns, liked strategic action plan as part of Comp plan</td>
<td>Good ability to interact with people</td>
<td>$55,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holington Kuegler Group</td>
<td>Casco</td>
<td>2,500</td>
<td>Comp plan - 2009</td>
<td>Very responsive</td>
<td>Easy to get along with, good presentation, group of people, worked well with everyone</td>
<td>None</td>
<td>Highly recommended</td>
<td>Didn't remember total cost, but within budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St Louis Park</td>
<td>comp plan - 2009</td>
<td>Excellent</td>
<td>Excellent writers, able to put many ideas into one concrete plan, helped run neighborhood planning process</td>
<td>None</td>
<td>Highly recommended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perry, IA</td>
<td>8,000</td>
<td>Comp Plan - 2013</td>
<td>Really good, utilized technology</td>
<td>Previous plan generic, Holington delivered a realistic plan with action plans.</td>
<td>Distance, but able to Skype meetings</td>
<td>Highly recommended, using them again to review progress of Comp plan</td>
<td>Came in within budgeted amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wahpeton, ND</td>
<td>comp plan - 2011</td>
<td>Very good</td>
<td>Only firm they looked at that only does planning work and specializes in comp plan</td>
<td>Developed a plan that is attainable, 30,000 foot level, but also specific projects and plans</td>
<td>Very pleased</td>
<td>No issues</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)
6. Qualifications and expertise of the key personnel to be assigned and their proven ability to work together as a team on similar projects. (10 Points)

7. Resources of the firm to conduct and complete this project in a satisfactory manner. (10 Points)

8. Factors to be considered including size of the firm, current workload, ability and willingness to commit the key personnel. (10 Points)

9. Clarity, conciseness and organization of the proposal. (10 Points)

Total Points: ______ out of 100
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?