

CITY OF ROCKVILLE

P.O. BOX 93

ROCKVILLE, MN 56369

Planning/Zoning Commission Meeting Wednesday, May 25, 2022 - 6:00 p.m. City Hall - 229 Broadway Street East

AGENDA

- 1. Roll Call**
- 2. Joint Meeting With Rockville City Council
City of Rockville Comprehensive Plan/City Planner**
- 3. Other**
 - a) Next Planning Commission Meeting - Wednesday, June 1, 2022
- 4. Adjourn**

* This agenda has been prepared to provide information regarding an upcoming meeting of the Rockville City Planning Commission. This document does not claim to be complete and is subject to change.



**BOLTON
& MENK**

Real People. Real Solutions.

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Willmar, MN 56201-5818

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May 19, 2022

Martin Bode, City Administrator
City of Rockville
229 Broadway Street East
P.O. Box 93
Rockville, MN 56369

RE: Proposal for Comprehensive Plan

Dear Mr. Bode,

The City of Rockville has initiated an update to the Comprehensive Plan to develop a cohesive vision and strategy to guide the community for the next 20 years. Like you, Bolton & Menk, Inc. takes great pride in helping communities be safe, sustainable, and beautiful. Our approach to Comprehensive Planning makes Rockville's priorities our priorities. We understand what needs to be accomplished for the successful completion of the Comprehensive Plan.

Useful and Relevant Product – We will focus on creating a living document that provides a strong, flexible guide for evaluating developer proposals, pursuing funding for priority projects, or guiding any other important decisions the City must make on a regular basis. If the final product of this planning process isn't accessible and relevant, it won't be useful to the City moving forward.

Ongoing and Creative Communication – Our approach includes an open, cooperative, and collaborative process, engaging a range of community members. We can offer a variety of public engagement strategies that combine traditional methods of engagement with new approaches designed to engage a broader audience.

Proven and Experienced Team – Our project team has been assembled based on their direct experience. They are professionals known for their practical experience, creativity, and commitment to making cities environmentally and economically sustainable. We can provide the City of Rockville with a full in-house team of professionals.

In continued service to the City of Rockville, we are excited about the opportunity to complete the comprehensive planning process with you. Jane Kansier, AICP, Senior Urban Planner, will serve as your Project Manager. Please contact her at 952-358-0604 or by email at jane.kansier@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,
BOLTON & MENK, INC.

Justin Kannas, P.E.
Principal Engineer

Jane Kansier, AICP.
Senior Urban Planner

PROJECT UNDERSTANDING

Background

The City of Rockville is seeking to update its Comprehensive Plan to develop a unified vision among community members, elected officials and partners to plan for the future of the community. The current comprehensive plan was completed in 2004. Conditions have changed since then. Updating and identifying a long-term vision of community goals and implementation strategies will position the City to make sound financial decisions regarding future infrastructure expansion and community improvements.

As City officials look to the future, the Comprehensive Plan will provide clear, workable recommendations and serve as a framework for development policies. *The Plan should inspire, guide and direct the growth of Rockville, while being sensitive to existing residents and businesses.*

We believe the focus of this project should be twofold:

- Work with elected officials, appointed officials, and other community stakeholders to identify a long-term vision for the City. We understand there have been many discussions about how the city should grow, including the type of development, where that development should occur, and whether specific resources should be protected. We will assist the city in framing those questions and come to a consensus on an overall vision for the community.
- Using the vision as a basis, we will develop a land use plan and map that will identify where and how growth should occur. This will provide clear direction to both the city and potential developers in making investment decisions.
- We will work with the city to develop an implementation plan and strategies to help the vision become a reality.

WORK PLAN

The following is a suggested scope of work for this project. Each of these tasks may be adjusted to meet the City's needs.

Task 1: Project Initiation

- Meet with city staff to review the scope of work and existing information available
- Review previously adopted planning documents from various city departments

Task 2: Project Management

- Justin Kannas will serve as the Client Services Manager, assuring client satisfaction on the project, and will continue to be the primary contact. Jane Kansier will be the Project Manager/Senior Planner, providing oversight and direction and will hold the role of lead planner, and serve as the primary point of contact for the Comprehensive Plan.
- Bolton & Menk is a full-service firm, with the ability to draw on the expertise of professional staff in multiple disciplines. We will utilize these resources through all stages of the comprehensive planning process.
- We will provide monthly progress reports and invoices, along with a project schedule noting key milestones.
- We are proposing a series of monthly check-ins with the staff throughout the project. We will conduct most of these check-ins by phone. In-person check-ins will coincide with Steering Committee meetings, public open houses and other public participation events.

Task 3: Public Participation

We will develop a public engagement process to encourage active participation, and foster an environment for idea sharing that will engage all segments of the community.

Residents have varying levels of need for involvement in a comprehensive plan. In order to meet the needs of all residents, the project will provide opportunities for public input and interaction. It is important not only to provide a variety of participation opportunities, but to ensure they are well advertised and marketed for maximum community awareness and participation. The

methods for public involvement are identified below:

Task 3.1: Steering Committee Workshops

Our team will facilitate two, two-hour workshops with the City-appointed steering committee to determine a direction for the Comprehensive Planning effort.

- **Workshop #1** will be a “Visioning Workshop” to determine a direction for the Comprehensive Planning effort. We will review the process, provide maps, data, and projections. The steering committee will complete a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis exercise to identify the most critical community elements.
- **Workshop #2** will be completed after the conclusion of the community survey and include an analysis of the survey results and the SWOT analysis completed by the steering committee. The workshop will seek to consolidate the information gained from the public participation efforts. The Steering Committee will work to make recommendations on the community goals, policies, and strategic land use direction included in the Plan to achieve the community vision.
- **Workshop #3** will be held in combination, but prior to the public open house. The team will present the steering committee with draft plan components and preview the land use and infrastructure elements prior to the open house.

Task 3.2: Public Open House

Our team will hold a public open house after receiving direction from the Steering Committee and City Staff. Preliminary plans and exhibits will be provided for comment. This open house will allow input on the draft Comprehensive Plan prior to the official public hearing(s).

Task 3.3: On-Line Survey

An on-line will enable us to reach residents at their convenience. Our team will develop a survey with the goal of obtaining input on the key issues facing the city. We will use this information to help inform the vision and the plan.

Task 3.4: Public Hearing(s)

Our team will present the final Comprehensive Plan to the Planning Commission and the City Council.

Task 4: Plan Elements

For each of the elements included in the Comprehensive Plan, our team will complete an analysis and provide recommendations. Our goal is to build on the information in the current plan where possible, but to maintain a focus on key land use element.

Task 4.1: Introduction

This section will include a brief explanation of the purpose of the comprehensive plan, and the process used to update it. We will also include a brief history of the community and draw upon the unique community assets that make it an attractive locale. We will provide population estimates, projections, and forecasts to determine the impact on the future development.

Task 4.2: Vision and Goals

This section will highlight the vision and goals for the community established early in the process. This section serves as the foundation for the remaining elements of the plan.

Task 4.3: Land Use

This chapter will be the most comprehensive element in the plan. Our team will review and analyze current local land use conditions and make recommendations for future land use. We will identify areas for specific types of growth opportunities, including urban development (with municipal sewer and water) and rural residential development. We will also identify any areas that should be slated for agricultural uses, or areas that should be protected. Specific tasks include:

- Review and analyze existing land uses
- Establish land use categories and provide designations for each parcel located within the City
- Identify appropriate future, long-term land use designations for all parcels, regardless of existing use
- Provide a Future Land Use Map

Task 4.4: Housing

Our team will provide an analysis of the existing housing stock and identify potential housing issues.

Task 4.5: Transportation

The Plan will include an analysis of the existing transportation system. Specific tasks include:

- Map the existing system, including road jurisdiction and functional classification
- Identify potential future roadway connections
- Map existing and projected traffic volumes

Task 4.6: Public Infrastructure and Utilities

Public infrastructure and the ability to provide reliable and high-quality services is critical to the growth of the community. The team understands that the future expansion of water and sewer must be evaluated to determine the appropriate land use to maintain a sustainable infrastructure system.

The process will include the use of available information and studies. It is assumed that there is an existing comprehensive water system and wastewater study that can be utilized for this review and analysis. The Comprehensive Plan will include a general assessment of the existing capacity of each of these systems. Specific tasks can be modified to more specifically address system needs and include:

Task 4.6.1: Wastewater Systems

- Evaluate the existing wastewater systems based on the proposed growth and utilizing the existing comprehensive wastewater report to determine an appropriate service area boundary.

Task 4.6.2: Water Supply System

- Evaluate the existing water supply system based on the proposed growth and utilizing the existing comprehensive water system report to determine an appropriate service area boundary.

Task 4.7: Parks

Our team will provide an analysis of the existing park facilities and identify potential expansion or locations for new facilities.

Task 4.8: Implementation

Implementation of the Comprehensive Plan is critical to the City's ability to achieve its vision. The

implementation program provides the outline for action and will be a guide for land use decisions.

- We will make recommendations for policies and strategies for plan implementation

Task 5. Final Plan

We want to create a final plan for the City of Rockville that will not just sit on a shelf, but will be a reference and guide for City officials, residents, and developers. The final plan document will utilize tables and graphics to eliminate lengthy text as much as possible. Required text will be written in "plain language" so it can be easily interpreted.

DELIVERABLES

Bolton & Menk, Inc. will provide up to 10 hard copies and a digital copy of the text in MS Word and pdf format. Other print or digital formats are available if desired by the City.

SCHEDULE

Bolton & Menk, Inc. can complete the project within nine months of authorization. Factors that may impact the project schedule include the ability to schedule a steering committee project kick-off meeting within a few weeks of project initiation and the public hearing schedule of the City Planning Commission and the City Council.

FEES

Bolton & Menk, Inc. can complete the identified scope for an estimated fee of approximately \$30,000. Additional fee considerations will include further refinement to the scope. Bolton & Menk, Inc. will invoice on an hourly basis following our standard fee schedule for time spent on the project.



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RE: Proposal for Ongoing Day-to-Day Planning Services

Dear Mr. Bode,

The City of Rockville is seeking on-going planning services to continue to provide high-quality review and consistent customer service. Bolton & Menk, Inc. has the experience and qualifications to provide professional planning services. We understand what needs to be accomplished for successful planning and development services.

Planning Team

The Bolton & Menk team intends to serve as an extension of city staff, with close coordination between the city and team maintained at all times. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise.

Bolton & Menk will serve the City of Rockville using a team approach. Justin Kannas will continue to serve as Customer Service Manager, and will be responsible for ensuring a high quality of service. The Planning team is led by Jane Kansier. Jane will serve as your primary contact and be responsible for all activities performed on behalf of the city. This approach ensures consistency across all planning services provided—the city only has to look to one place for answers or information.

Jane will be supported by a team of professionals with a depth of planning experience, including T. J. Hofer. Together this team has more than 40 years of planning experience. T. J. is currently providing ongoing planning services for the City of Jordan, so he understands the variety of work involved in this project.

The core team has the ability to change and expand based on the project type, workload, and availability. In addition, Bolton & Menk's multidisciplinary approach means we can answer a lot of questions in a multitude of diverse disciplines such as Civil Engineering, Cultural Resources, and Landscape Architecture with a quick trip down the hall. If specific technical questions arise during the process, we can answer them, usually without outside consultation or additional cost.

Work Plan

We have developed a general work plan based on our understanding of the needs of the City. Below is a brief description of the general plan and individual roles. As we learn and understand the City's needs, we can adapt this plan and provide more flexibility.

Day-to-Day Services

Day to day services will be billed on an hourly basis, and can be adjusted to meet city needs.

- Jane Kansier will serve as lead planner and project manager. Jane will provide supervision and coordination among the planning staff. She will be available remotely or in person for meetings, as needed.
- T. J. Hofer will assist in development application review and report preparation and will handle most of the day-to-day activities. He will assist with preparation of staff reports and presentations to the Planning Commission. He will be responsible for attending Planning Commission meetings and City Council meetings, as needed. T. J. will provide virtual office hours on an as-needed basis.
- The table below outlines the tasks included in this scope, along with the responsibilities of Bolton & Menk staff and City staff:

Task	Bolton & Menk Responsibility	City Staff Responsibility
Development Applications Requiring Public Review and Approval	<ul style="list-style-type: none"> • Coordinate development applications received by the City. Coordination includes distribution to other reviewing agencies, city staff and communication with the applicant(s). • Consolidate review comments by all agencies. • Prepare staff reports for cases to be presented to the Planning Commission • Attend Planning Commission and City Council meetings as needed 	<ul style="list-style-type: none"> • Provide all completed submitted applications to the consultant for items subject to review by the Planning Commission • Prepare and mail required hearing notices
Other Development Applications	<ul style="list-style-type: none"> • Respond to customer service inquiries related to zoning. • Provide response directly to applicant and client in writing by email 	<ul style="list-style-type: none"> • Forward inquiries received to Bolton & Menk staff via email or file transfer system. • Issuance of any final permit, decision, or approval

Projects

Projects outside of the above scope of work are considered specialized and usually have a specific timeframe for completion. Examples of these projects include environmental reviews, master plans, small area studies, transportation planning studies, long range park planning studies, fee studies, complete zoning ordinance rewrites, or other special planning studies. We will work with the city to define a scope of services and budget for other special projects, as they come up.

Fee Estimate

Rates for our key personnel are as follows:

Employee	Hourly Rate
Jane Kansier, Senior Planner	\$167
T. J. Hofer	\$110

Rates for other planning staff range from \$110-175 per hour, depending on the level of experience.

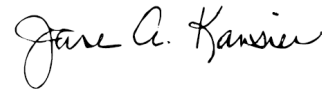
We are excited about this opportunity to work with you and assist the City in its planning needs. Please contact Jane Kansier at 952-358-0604 or by email at jane.kansier@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

Bolton & Menk, Inc.



Justin Kannas, P.E.
Principal Engineer



Jane Kansier, AICP.
Senior Urban Planner