

Collaborate. Listen. Explore. Create.

November 14, 2023

TO: ADDISON LEWIS

COMMUNITY DEVELOPMENT COORDINATOR | CITY OF EDINA

4801 W 50TH STREET, EDINA, MN, 55424

RE: Proposal for Zoning Code Audit

PROJECT UNDERSTANDING

City staff has requested that HKGi provide a project work scope, schedule, and estimated costs for a Zoning Code Audit. Staff stated that the current zoning code is outdated, with the last major update occurring in the 1970s. Based on our October 25, 2023 meeting with planning staff and follow-up communications, HKGi's understanding of the city's needs for a zoning code audit include the following:

- » A comprehensive review of the zoning code has not been conducted in a long time so an evaluation of the code's overall structure is needed.
- » Simple development projects such as site plan review, lot splits, and planned unit development, are often subject to complex and time-consuming procedures.
- » The zoning code's districts need updating, including barriers to contemporary development types, e.g. Missing Middle Housing., and standards based on complex formulas.
- » The city's comprehensive plan, adopted in 2020, contains guidance for more flexible residential development and densities that may not be adequately reflected in the zoning districts' standards.
- » The city has utilized a mix of older planned districts (PRD, PCD, PID, POD) and more recent planned unit districts (PUD). There is interest in reducing the city's reliance on PUDs which may result in the need for creating new base districts in the zoning code.

A zoning code audit will provide a tool for identifying and clarifying zoning code issues, opportunities for improvements, and priorities for updates. City staff identified the following priorities for the zoning code audit:

- » Overall zoning code structure.
- » Zoning districts and supplementary district regulations
- » Site Plan Review
- » Planned Unit Development
- » Subdivision regulations relating to lot splits

Per staff's request, HKGi has assembled a proposed project work scope, schedule, and estimated fees to conduct a Zoning Code Audit consisting of four (4) tasks.

800 Washington Avenue North, Suite 103
Minneapolis, MN 55401



FIRM PROFILE & EXPERIENCE

Attached is a firm profile and a summary of zoning code experience for HKGi.

PROPOSED PROJECT WORK SCOPE

Task 1 - Evaluate Structure of Zoning & Subdivision Codes

- 1.1 Kickoff meeting with staff
- 1.2 Initial high-level scan of code structure issues
- 1.3 Review relevant guidance from comprehensive and small area plans
- 1.4 Code issues and opportunities work session with staff
- 1.5 Detailed evaluation of code structure
- 1.6 Prepare proposed code structure

Deliverable: Technical memo

Meetings: Staff (1 or 2)

Task 2 - Evaluate Districts and Supplementary Regulations

- 2.1 Analyze districts utilizing GIS mapping (Zoning Map)
- 2.2 Analyze building height overlay district (Article 11)
- 2.3 Analyze Supplementary District Regulations (Article 12, Div. 2)
- 2.4 Staff meetings
- 2.5 Planning Commission meeting

Deliverable: Technical memo, PC meeting presentation

Meetings: Staff (1 or 2)
Planning Commission (1)

Task 3 - Evaluate Development Procedures – Site Plan Review, Subdivision, PUD

- 3.1 Analyze Site Plan Review (Article 3)
- 3.2 Analyze Subdivisions relating to lot splits (Chapter 32)
- 3.3 Analyze Planned Unit Development (Article 4, Division 2, Subd. 3)
- 3.4 Staff meetings
- 3.5 Planning Commission meeting

Deliverable: Technical memo, PC meeting presentation

Meetings: Staff (1 or 2)
Planning Commission (1)

Task 4 - Prepare Code Audit Report

- 4.1 Summarize findings
- 4.2 Identify recommendations and update priorities
- 4.3 Staff meeting

- 4.4 Prepare draft report
- 4.5 Joint City Council & Planning Commission meeting
- 4.6 Prepare final report

Deliverable: Draft and final versions of audit report, Joint CC/PC meeting presentation
Meetings: Staff (1)
Joint City Council / Planning Commission (1)

PROJECT SCHEDULE

HKGi has the capacity to begin this project in December and we anticipate it to be a 6 - 8 month project with a targeted June 1 completion date.

ESTIMATED PROJECT COSTS

Task 1:\$7,400
Task 2:\$8,500
Task 3:\$5,600
Task 4:\$8,300
Reimbursables:.....\$200
Total:.....\$30,000

Please review our proposed work scope, schedule, and estimated costs and let us know if you have any questions, concerns, and/or suggested revisions. Thanks for inviting HKGi to assist City staff with this first step in updating and improving the City's zoning and subdivision codes. We look forward to working with you!

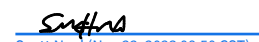
SINCERELY,



JEFF MILLER, AICP

ASSOCIATE | JEFF.MILLER@HKGi.COM | 612-720-8311

SIGNATURE OF ACCEPTANCE:


Scott Neal (Nov 22, 2023 08:50 CST)

11/21/23

CLIENT REPRESENTATIVE

DATE

FIRM PROFILE



HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

HKGi uses a community-based approach that has been at the heart of our practice since the firm's founding. Gathering and responding to community input has always been essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents. Our emphasis on listening and collaboration, combined with our technical knowledge, means we deliver custom-built plans that fit each community's unique needs, opportunities, and vision for the future.

ZONING ORDINANCES AND REGULATORY TOOLS

For our zoning ordinance and regulatory tools work, HKGi's planners can tap into a broad range of community planning and design experience to aid in creating effective ordinances. Our planning staff are experienced at comprehensive planning, development application reviews, ordinance revisions, and redevelopment, corridor, and growth area planning. This breadth of experience means that we understand how to transform a variety of planning guidance and direction into enforceable zoning language. We also understand the impact that zoning ordinances can have on development. Our day-to-day planning work reviewing development applications gives us insight into how to craft ordinances that meet community objectives while minimizing unintended consequences.

LOCATION

800 Washington Ave. N., #103
Minneapolis, MN 55401
www.hkgi.com
612-338-0800

PRINCIPALS

- Paul Paige, PLA (MN), President
- Brad Scheib, AICP, Vice President
- Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
- Gabrielle Grinde, PLA (MN), Vice President

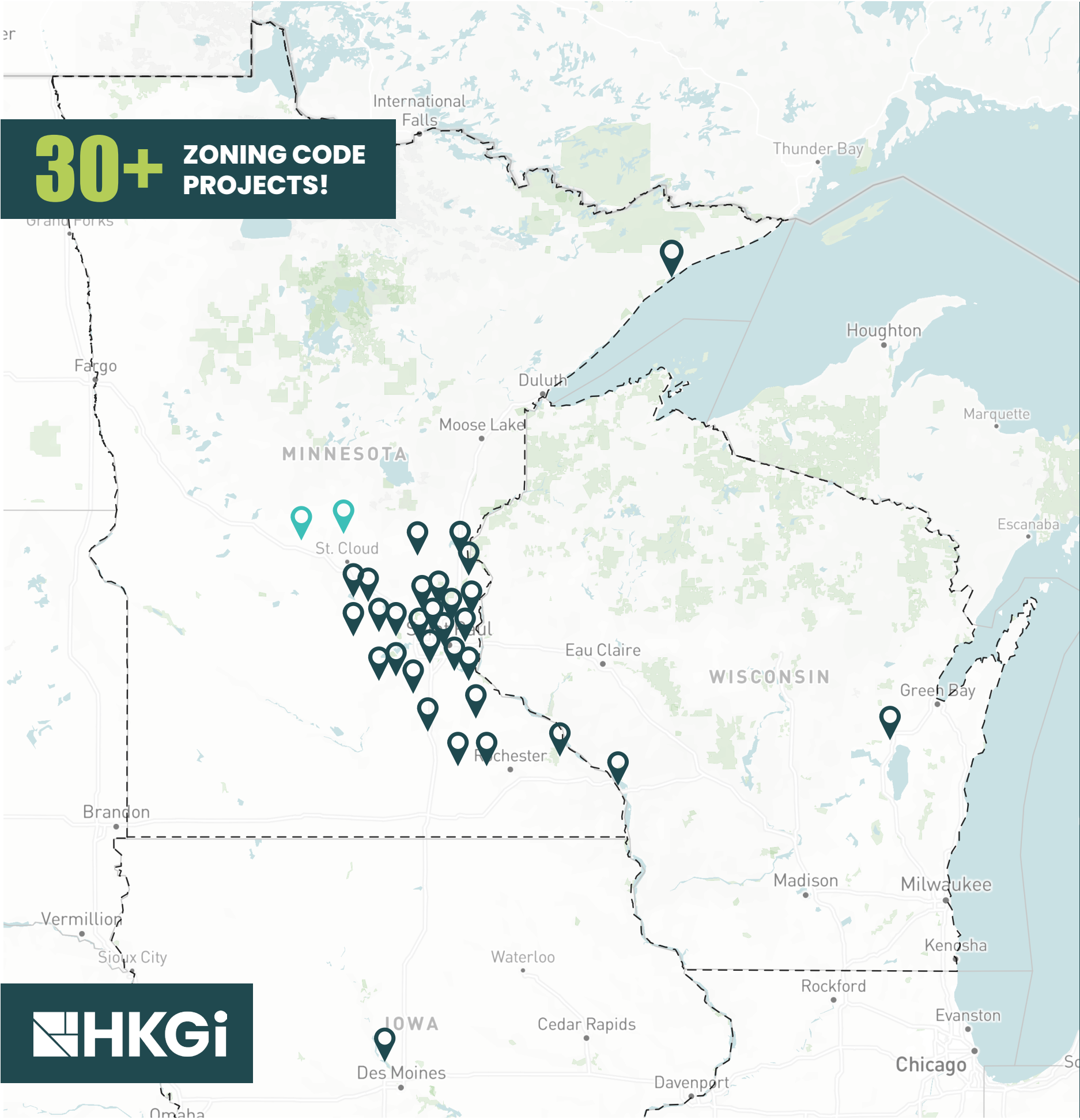
ASSOCIATES

- Rita Trapp, AICP, LEED AP
- Jeff Miller, AICP

STAFF

- 4 Certified Planners
- 7 Licensed Landscape Architects
- 8 Planners/Urban Designers
- 2 Marketing Communications





HKGi ZONING CODE EXPERIENCE

HKGi has extensive experience updating city and county zoning and subdivision codes to better align with contemporary development and regulatory needs. Typically, our client communities undertake code updates in order to align with current development practices, updated comprehensive plans, best practices from other cities, and changes to state statutes. HKGi's experience ranges from full code rewrites to updates addressing topics such as housing standards, form-based standards, mixed use districts, parking, and signage. HKGi has conducted zoning/subdivision code updates in the following cities and counties:

- | | |
|---------------------------|----------------------|
| » Benton County, MN | » Mound, MN |
| » Byron, MN | » Richfield, MN |
| » Chaska, MN | » Rogers, MN |
| » Eden Prairie, MN | » Rosemount, MN |
| » Faribault, MN | » Roseville, MN |
| » Farmington, MN | » Saint Paul, MN |
| » Fridley, MN | » Savage, MN |
| » Golden Valley, MN | » Shoreview, MN |
| » Greenfield, MN | » Stearns County, MN |
| » Grand Marais, MN | » St. Francis, MN |
| » Inver Grove Heights, MN | » Stillwater, MN |
| » Kasson, MN | » St. Louis Park, MN |
| » Lindstrom, MN | » Winona, MN |
| » Maplewood, MN | » Greenville, WI |
| » Marine on St. Croix, MN | » Onalaska, WI |
| » Medicine Lake, MN | » Johnston, IA |
| » Minneapolis, MN | |

MAP KEY

 CITY  COUNTY