

**AGENDA
CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT
TUESDAY, JUNE 4, 2024**

- 1) Call to Order **(6:00 PM)**
- 2) Meeting Roll Call **(6:00 PM)**
- 3) Onsite Visits
 - a. None
- 4) Additions and Deletions
- 5) Approval of Minutes
 - a. May 7, 2024 Meeting Minutes
- 6) Open Forum
- 7) Public Hearings **(6:00 PM)**
 - a. None
- 8) New Business
 - a. Downtown Master Plan Proposals
- 9) Old Business
 - a. None
- 10) City Planner's Report
 - a. Permits Approved
- 11) Commissioners' Questions/Comments
- 12) Adjourn

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**CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES
TUESDAY, MAY 7, 2024, 6:00 PM**

Members Present: Josh Young, Gary Harris, Danny Mendel, Sean Weldon, John Taylor

Members Absent: Jesse Zahn

Others Present: Bill Westerberg, Widseth

Staff Present: Bethany Soderlund

1. Call Meeting to Order: Young calls the meeting to order at 6:24 pm.

2. Meeting Roll Call:

3. Site Visits: None

4. Additions & Deletions from the Agenda:

Motion: Harris motioned to approve the May 7, 2024 agenda as amended, Weldon seconded. All members voting “Aye”, motion carries.

5. Approval of Minutes:

a. March 6, 2024 Regular Scheduled Meeting Minutes:

Motion: Harris motioned to approve the April 2, 2024 minutes as presented, Mendel seconded. All members voting “Aye”, motion carries.

6. Open Forum: None

Public Hearings:

Motion: Harris motioned to open the public hearing at 6:25 pm, seconded by Weldon. All members voting “Aye”, motion carries.

a. Interim Use Application 011-24 to obtain an interim use permit for the placement of temporary commercial structures within the Central Business (CB) zoning district.

Property Location: 5446 Lakers Ln – PID 28110756

Owner: Red Sand Properties Brainerd LLC.

Applicant: Robert Johnson (present)

Soderlund read her staff report in for the record.

Johnson stated that the proposed project would be using an empty lot that is not suited for parking and would give vendors an opportunity to sell crafts, goods, and artisan products. Booths would be rented on a daily to monthly basis with no electricity or

47 water. Johnson would like a “trading post”, old-fashioned market with a rustic sign at
48 the entrance.

49
50 Harris questioned if the vendors would be limited to a certain type. Johnson stated
51 that he would not restrict the type of vendors but would not allow anything with
52 obscenities or profanities. No food will be prepared on site.

53
54 Mendel asked what the intended dates and hours of operation would be. Johnson
55 replied that the anticipated date and hours would be Memorial Day through Labor
56 Day, Wednesdays through Saturdays from 10am-5pm. Weldon asked if the structures
57 would be taken down weekly. Johnson clarified that they would remain up seasonally.

58
59 Young noted that he saw doors and points of access during his site visit and
60 questioned if the proposed plan creates any emergency egress/ingress problems.
61 Johnson detailed how the necessary doorways will not be blocked. Johnson stated that
62 he contacted the Nisswa Fire Chief and Chief Bailey stated that there were no
63 concerns.

64
65 Harris asked Soderlund when the Interim Use Permit (IUP), if granted, would expire?
66 Soderlund said that the IUP would expire upon the cessation of the business as
67 presented or the sale/transfer of the property. This approved use would not be
68 transferable.

69
70 Young asked about the parking capacity. Johnson said that the vendors would not
71 park near the markets and that he had obtained permission from the Nisswa School
72 for the vendors to use their parking lot during the summer months.

73
74 **Motion:** Mendel motioned to approve this Interim Use Permit 011-24 for the
75 placement of a temporary commercial structures at 5446 Lakers Lane, PID 28110756
76 with the following conditions;

- 77 1. Use shall be in substantial conformance with the presented plan as shown on
78 application. Deviations from the presented plan will require modified approval
79 by the Planning Commission.
- 80 2. All State and Federal agency requirements, permits, and inspections to be
81 obtained and copies submitted to the City. Land use permits from the city will be
82 required in addition to any state permits.
- 83 3. A plan detailing landscaping, seating, and solid waste container placement shall
84 be submitted to the City.
- 85 4. No overnight storage of goods or materials allowed.
- 86 5. Structures to be constructed with materials meeting commercial requirements set
87 forth in Sec. 20-174; Exterior Building Finishes.
- 88 6. IUP to expire upon the cessation of the business, as presented, or sale/transfer of
89 property.

90
91 **Findings of Fact:**

- 92 1. What impact will the proposed use have on the health, safety, and general
93 welfare of the occupants in the surrounding neighborhood?
94 a. Commercial use of this property is consistent with the ordinance and
95 comprehensive plan. There will be no change in use that would
96 deviate from the health, safety, and general welfare of the surrounding
97 neighborhood.
98 2. Is the proposed use able to meet the standards of the City of Niswaga Code of
99 Ordinances?
100 a. Yes, the proposed temporary commercial structure meets standards set
101 forth in Chapter 20; Article III; Division 3; Subdivision I. Section 178
102 – Temporary Structures, of the Niswaga Code of Ordinances.
103
104 3. Is the proposed use consistent with the goals and policies adopted within the
105 comprehensive plan?
106 a. Yes, in its Community Character Policies, the comprehensive plan
107 states that, *“The character and activity of the historic downtown
108 should continue to be maintained and expanded. The historic
109 downtown is the focal point of the community, with a character that is
110 individually Niswaga and would be difficult to recapture if it were ever
111 lost. The activities that go on there, from the turtle races to the year-
112 round festivals, bind the community together socially. These qualities
113 and events are important to the character of the community and must
114 be maintained.”*
115 4. Will the proposal cause any adverse effect on property values and future
116 development of the land in the surrounding neighborhood?
117 a. No.
118 5. Will the proposed use have an effect on public utilities, public services, roads
119 and schools?
120 a. Will potentially increase the density and therefore the use of the above.
121 6. Will the proposed use have an impact on the environment including its impact
122 on groundwater, surface water, and air quality?
123 a. No additional adverse impact.
124 7. Does the proposed use have adequate water supply, subsurface sewage
125 treatment facilities or City sewer, erosion control and stormwater management
126 pursuant to applicable standards?
127 a. Yes.

128
129 Seconded by Harris all members voting “Aye”, motion carries.
130

131 **Motion:** Weldon motioned to close the public hearing at 6:37 pm, seconded by Harris.
132 All members voting “Aye”, motion carries.
133

134 **7. New Business:**

- 135 a. **Sketch Plan; Plat of Roy’s Landing** – Jethro Carpenter (Present) & Kevin McCormick
136 (Present)

137 McCormick stated that the proposed plat would be a four-lot subdivision along Roy Lake.
138 One of the deciding factors of the original plat of Roy's Landing was the determination
139 of shoreland and the establishment of the topographic divide. McCormick stated that new
140 drainage information leads the developer to believe that the topographic divide was
141 incorrectly determined.

142 Mendel questioned how the determination was made. Soderlund stated that the
143 topographical divide was determined in consultation with the MN DNR by City Staff.
144 Soderlund clarified that there is currently no submitted application. If an application
145 would be submitted, it will be reviewed per standard review process and new information
146 would be considered. She also stated that at this time the city is not looking to reverse the
147 original topographic divide determination.

148 Mendel asked if the additional lots would leverage the alternative access. McCormick
149 said that no, they would not use the alternative access as those were established for the
150 riparian owners on Bass/Ray Lake.

151 Westerberg asked if the presented information reflected any new grading or alterations.
152 McCormick stated that the presented information reflects prior land conditions and not
153 the grading done by the approved access trail.

154 Young invited any public comment to be heard.

155 Paul Rasmussen (25221 Bass Lake Rd) reminded the Planning Commission of the
156 irregularities and special conditions (bluffs, wetlands, etc.) of these parcels. He reflected
157 on the work that was done to establish the topographic divide and alternative access.
158 Rasmussen discussed the issue of incremental changes and cautioned the Planning
159 Commission of the possible negative impact of allowing these incremental changes.

160 Carpenter addressed the Planning Commission and stated that they are just looking to
161 have the proposal looked at fairly, with new information considered. He noted that they
162 are sensitive to the nature of this request. Carpenter reiterated that the DNR does not
163 make the topographic divide determination and that they simply agree or disagree with
164 the city.

165 **b. Downtown Master Plan Proposals**

166
167 Soderlund discussed the four submitted downtown master plan proposals that were
168 received and that no decisions or recommendations will be made and that further
169 discussions on the scope and budget of the downtown master plan will take place at the
170 May City Council meeting. She invited any feedback on the proposals.
171 Harris asked about the process. Soderlund stated that once we are able to have further
172 discussion with City Council on scope, budget, and direction, that then staff will review
173 and rate the proposals, negotiate some changes, and give a recommendation to the

174 Planning Commission. The Planning Commission will then be able to give their
175 recommendation to the City Council for approval.

176
177 Soderlund stated that a downtown master plan is important for responsible future
178 development and preserving the unique character of Nisswa.

179
180 Mendel asked if there are any early indications of a preference of proposals by staff.
181 Soderlund stated that she is hopeful that City Council gives the go ahead for further
182 review.

183
184 Harris asked about the recently completed parks plan, and if that process went well.
185 Soderlund said that the process went very well and included a high level of public
186 engagement and interaction.

187
188 Young asked if the city has done work with some of the firms that submitted proposals.
189 Young said that having multiple proposals is good for the city to be able to see the scope
190 of services available.

191
192 **8. Old Business: None**

193
194 **9. City Planner's Report:**

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196 **a. Permits Approved**

197
198 Soderlund stated that 20 permits were approved this past month.

199
200 **b. Commissioner's Resource Books**

201
202 **10. Commissioners' Questions/Comments:**

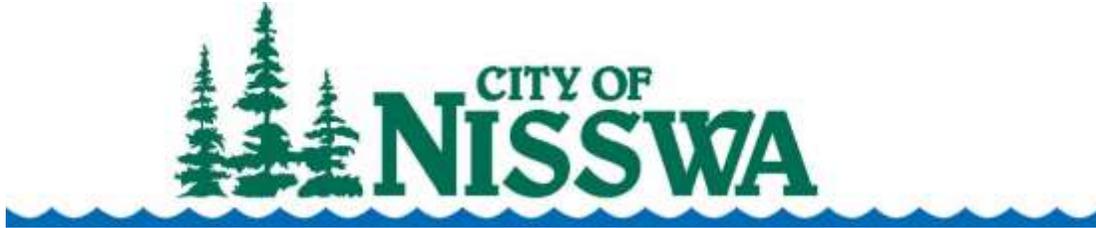
203
204 Harris mentioned the logging that was happening on the north side of County Road 13
205 and east of the church and the number of phone calls that he has received from concerned
206 citizens. Mendel stated that had several calls as well. Harris said that it will look better
207 once they are done and things are cleaned up.

208
209 **11. Adjourn**

210
211 **Motion:** Weldon motioned to adjourn the May 7, 2024 meeting 7:08 pm, seconded by
212 Harris. All members voting "Aye", motion carries.

213
214 Respectfully submitted,

215
216
217 _____
218 Bethany Soderlund, City Planner



Planning Commission Memo
6/4/2024

Subject: Downtown Master Plan Proposals
From: Bethany Soderlund, City Planner

In response to our RFP, the city of Nisswa received four downtown master plan proposals (in order of date received) from Bolton & Menk, HKGi, Widseth, and The New Northern.

At the May 21st, 2024 meeting, City Council directed staff to select which firms most closely aligned with our goals, to further refine the scope of services, and to work within a \$120,000 budget. Included in this packet are three of the four submitted proposals from Bolton & Menk, HKGi, and Widseth. The New Northern's proposal was not selected as staff determined that it did not support the needs of the city.

The scope of services requested include project management, community engagement & a public engagement plan, market/existing conditions/data analysis, vision & goals setting, with plan focus areas to include infrastructure assessment & solutions, placemaking, business & economic development, parking & walkability, streetscape & infrastructure, activation, and funding mechanisms. Anticipated deliverables consist of a detailed downtown master plan, implementation and funding plan, and documents incorporating summaries, findings, guides, recommendations, photos, maps, designs, graphics, 3D images, and streetscapes.

Prior to the June 4th Planning Commission meeting, city staff will work with the selected firms to meet the goals stated above and then provide a recommendation to the Planning Commission. We are seeking Planning Commission discussion and a recommendation to the City Council.

Thank you,

Bethany Soderlund
City Planner



DOWNTOWN MASTER PLAN

CITY OF NISSWA | APRIL 22, 2024



**BOLTON
& MENK**

Real People. Real Solutions.

Mike Thompson, AICP | Project Manager
952-207-4974 | Mike.Thompson@bolton-menk.com

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

April 22, 2024

Jenny Max, City Administrator
5442 City Hall St, PO Box 410
Nisswa, MN 56468

RE: Proposal for Downtown Master Plan

Dear Jenny:

We are excited about the opportunity to work with the City of Nisswa to create an implementable vision for the downtown area. While the city has built a strong foundation of planning efforts that affirm the unique role and importance of downtown, there remains a critical need to establish a long-range road map for guiding downtown Nisswa for years to come. We would be distinctly proud to be your consulting partner in this process.

Bolton & Menk is a multidisciplinary firm with a vision to create safe, sustainable, and beautiful communities. We provide full-service in-house expertise necessary to support the community's aspirations.

Details that Support the Vision—Bolton & Menk is committed to ensuring that every detail supports the community's vision. From understanding physical and economic systems, to aligning land use and public space design details, we know that success depends on each piece working toward a greater sum. As such, our planning and design process ensures your goals are maintained and reflected every step of the way in both process and outcome.

Customized Solutions—No two cities are alike. Every city has its own assets and challenges, histories, and aspirations; therefore, we treat every project as unique and create custom design solutions that fit the community. This approach requires a flexible team led by planners and designers with experience in economic development, city processes, urban design, policy, and transportation.



Real People. Real Solutions.

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

We Design with the End in Mind—Bolton & Menk has a proven record of designing things that get built and maintained for decades. With our full suite of services, we help clients establish and implement processes for planning, designing, funding, constructing, and maintaining great places. We understand what it takes to bring visionary plans to life, which allows us to proactively plan for and address challenges that may otherwise be overlooked.

We are honored and enthusiastic at the opportunity to work with the City of Nisswa to complete the Downtown Master Plan. In additional service to the city, I will serve as your project manager to lead our planning and design team.

Please contact me at Mike.Thompson@bolton-menk.com or 952-207-4974 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Mike Thompson, AICP
Project Manager



GENERAL INFORMATION

At Bolton & Menk, we've been designing safe, sustainable, and beautiful communities for the last 75 years—it's the reason we get up in the morning!

We are a full service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities.

Our commitment to this goal continues to drive our team of planners, engineers, landscape architects, technicians, and more. We're dedicated to working alongside our clients by listening to what's needed, finding the best solution and process for each community, and treating people right.

Through this, we deliver innovative solutions and provide exceptional client-specific services that exceed expectations.

With more than 32 locations across the Midwest and Southeast, we're helping clients establish best practices while applying lessons learned from across the country.

Our Nisswa Downtown Master Plan team will be led by our Midwest Area Planning Practice—a group of urban planners and designers who specialize in rethinking the way downtown environments can be strong and welcoming places for all.

PROJECT APPROACH

We believe for downtown Nisswa to continue being successful, it should be a welcoming place that supports and invites a variety of experiences, activities, and attractions year-round—all within walking distance of each other. On any given day, downtown should come alive with the patterns of daily life.

While a master plan for downtown cannot dictate or script these experiences, a plan will help create the spaces for memorable opportunities and friendly encounters to unfold; it will guide the uses and design of private development by setting clear and achievable expectations.

We propose a team-based approach led by urban planners and designers that leverages our in-house knowledge and experience of subject matter experts. The plan we create with you will be both aspirational and achievable. It will be a road map to an encompassing idea about what downtown can become. It will be based on sound analysis, design fundamentals, and an open and creative process that defines necessary actions, projects, and initiatives necessary to create a dynamic and vibrant downtown for years to come.

To realize this goal, our approach is based on the following factors. We view these as key to a successful project approach and delivery:

KNOWLEDGE SHARING, CONSENSUS BUILDING

Nisswa's greatest wealth is in its people, who we anticipate will bring an array of insight and curiosity to the project. Leveraging this resource means making room not just for general engagement, but for information sharing in which we provide thoughtful opportunities to dig deeper into topics of interest. We envision targeted stakeholder engagement, such as brokers and developers, to ensure a variety of input is gathered. This will be done to reach a well-informed consensus on the best path forward.

CONNECTION MAPPING

The downtown area is connected to physical and economic networks locally, regionally, and beyond. Our approach will look at the relationships and dependencies, using quantitative and qualitative data, to demonstrate the significance of downtown and determine what changes would mean at all levels. This data will inform conversations about everything from the best use of land to transportation system improvement impacts.

CHARACTER-DEFINING SCENARIOS

The transitional nature of this area means there is exciting latitude in exploring options to define this as a cohesive place. This will include exploration of design scenarios that consider options for land use, public realm, infrastructure, natural amenities, and other improvements necessary to reinforce a unique sense of place while remaining responsive to the existing and surrounding character. The plan will advance one or more as a preferred alternative.

PUBLIC/PRIVATE INVESTMENT FRAMEWORK

Our team will ensure this project is grounded in an understanding of broader market realities, and the specific disposition of properties within the study area. In addition to addressing the technical aspects of a downtown vision, we will also look for implementation opportunities and tools to both meet standards and go above and beyond where appropriate for more exceptional results.



PROJECT UNDERSTANDING

Few cities in the State of Minnesota, and the Upper Midwest, hold as special of a place in the culture of recreation, environmental stewardship, and small town charm as Nisswa. As the heart and soul of the Brainerd Lake Area, Nisswa is cherished by its residents, and by families across the region as a place that truly embodies the unique character of the Northland.

Within the city, downtown Nisswa offers a destination where people come together to connect and continue building the culture of community, recreation, adventure, and fun that brings people back year after year, and increasingly makes Nisswa an attractive place to call home.

As both a full-time community and a tourism destination, downtown Nisswa plays a local and regional role in the culture and economy of northern Minnesota. This duality is a benefit and challenge in terms of meeting the day-to-day and seasonal needs of the community. While traditionally a summer retreat for tourists, the post-COVID economy has increasingly made Nisswa and the Brainerd Lakes Area a year-round destination.

As Nisswa continues to evolve, its downtown must be prepared to meet the growing and changing needs of the city and its visitors.

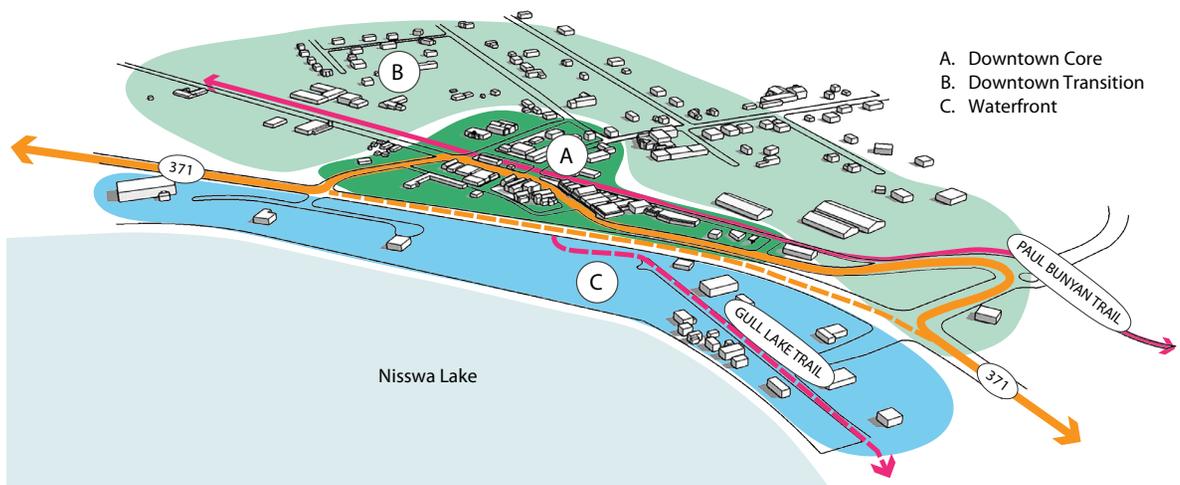
A DOWNTOWN FOR EVERYONE

Part of the attraction of downtown Nisswa is its human scale and walkability. Much more than just a roadside stop on 371, Nisswa has a cohesive village quality that encourages people to get out of their cars and explore the local businesses on foot. Nisswa should build on the incredible success it has established to reinforce public space as a safe and accessible amenity to an already thriving commercial district.

Streets and sidewalks are the lifeblood of a community, carrying people from place to place and nourishing the economic vitality of the city with activity, greenspace, and amenities. While downtown Nisswa has made many positive changes that greatly impact the pedestrian experience in recent years, much more can be done to expand capacity, enhance safety, and reinforce the human-scaled quality of Nisswa’s public spaces.

A SMALL TOWN IN THE HEART OF A GROWING REGION

While neighboring counties have seen modest growth or population stagnation, Crow Wing County and the Brainerd Lake area population has grown nearly 10 percent since 2010. Nisswa and its wealth of lakes, rivers, and recreation offerings continue to be a driver of that growth. As Nisswa and the region continue to grow, how the community can maintain its unique character, foster its small-business economy, and build on its legacy of small-town charm will be a critical challenge. While the regional business corridor to the south can accommodate larger-scale convenience-oriented businesses and higher-impact uses, downtown Nisswa will only thrive if it maintains its human scale, walkability, and unique local economy of one-of-a-kind businesses.



SCOPE OF SERVICES

Bolton & Menk has led successful downtown and redevelopment planning projects across the Midwest and beyond. Based on our experience and the RFP, we have crafted a proposed scope of work necessary to complete the plan thoughtfully, with final deliverables and recommendations that will ensure downtown Nisswa will be enjoyed for generations to come.



TASK 0: PROJECT MANAGEMENT

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Mike Thompson, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish a regular meeting and reporting schedule with city staff and leadership.

Task 0 Deliverables:

- Project kickoff meeting and project management plan
- Regular progress report meetings

PHASE 1: EXPLORE

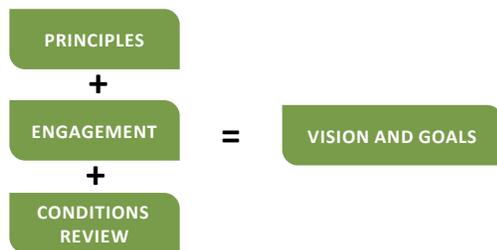
TASK 1: ENGAGEMENT AND VISIONING

Nisswa has a variety of stakeholders including year-round residents, seasonal residents, business owners, property managers, and visitors or tourists. We propose a mix of in-person and online communication and engagement strategies to make people aware of the project and seek their input. Our approach is to use plain language and clear graphics in communications and provide ways for people to participate in the process in a way that meets them where they are. The following table identifies the strategies we propose:

Activity	Purpose
Engagement Plan	Within the first month, we'll prepare a plan that outlines anticipated engagement activities, target audience, and timing.
Website	Within the first month, we'll create a project website with key project information. We'll update and add information several times throughout the project.
General Communication	We'll create general communications to inform about the project and direct them to the website. This may include a fact sheet; posters; and table tents for use in restaurants, bars, coffee shops, and tap rooms in Nisswa.
Social Media (2 or 3 posts)	We'll develop eye-catching social posts to direct people to the website and let them know about opportunities for public input. We'll use these to do one paid promoted social post to capture people traveling through or in the area.
Online Survey (1)	Early in the project, we will create and post a survey to gather public input on issues, opportunities, and desires.
Newsletters/ Articles (2 or 3)	We'll prepare several short articles for local media such as the Pine and Lakes Echo Journal, include in the city's newsletter, and share with stakeholders.
Pop-Ups	We'll attend several community events, such as Turtle Race Days, to talk to people about the projects and listen to their ideas.
Public Open House	We propose one open house to seek feedback from the public on the draft plan and strategies before formal city consideration.

Our team will prepare and distribute all necessary agendas, materials, and summaries for each event. We will leverage our existing connections with local groups and city communication channels to both communicate about the project and seek input.

Using the engagement process, the downtown guiding principles, and findings from Task 2 below, We will work with the city council and planning commission to develop a vision and set of goals for downtown Nisswa. The vision and goals will guide the development of the Nisswa Downtown Master Plan and inform the recommendations and implementation plan the city can use in making future development and investment decisions.



Task 1 Deliverables:

- *Engagement plan that details timelines, audiences, agendas, and content to be used at each outreach event*
- *Event-specific and final engagement report that summarizes each outreach activity, input received, and recommendations for future outreach*

TASK 2: CONDITIONS ASSESSMENT

To ensure a thoughtful understanding of downtown's context and operations, we will conduct an existing conditions assessment of the area.

Assessing downtown's current conditions, particularly in a post-pandemic economic environment, will be foundational to identifying key plan themes, projects, and recommendations. We anticipate this assessment to at a minimum include:

- **Community Context and Market** - Population trends and forecasts, household and income characteristics, tourism trends, and their cumulative impacts on downtown Nisswa
- **Market and Socioeconomics** - Household and income characteristics, business sector growth estimates, and current property economic values
- **Land Use and Development Patterns** - Current and future land use policy guidance, inventory and style of existing development and block patterns, identification of major "anchor" users, and review of other key land use policies
- **Natural and Public Spaces** - Presence and typology of natural features and amenities, inventory and conditions of public spaces and streetscape elements including wayfinding, signage, and monumentation
- **Transportation Networks** - Pattern, jurisdictional ownership, and general condition of the street network, bike network, sidewalks, and gaps in the existing multimodal network (including ATVs, snowmobiles, etc.), and planning-level review of parking and traffic circulation
- **Public Infrastructure** - Planning-level inventory and conditions summary of the public utility network, snow management, major private utilities, Wi-Fi access, and trash and stormwater management

We will compile findings into an existing conditions memo, which will use graphic representations of key findings and supportive text. This memo may also outline smaller character areas throughout downtown, as necessary, in order to focus and orient project recommendations, concept plans, and overall plan composition.

Task 2 Deliverables:

- *Draft and final conditions memo with associated graphics, exhibits, and narrative*
- *Identified character area maps and descriptions*

OPTIONAL VALUE-ADD SERVICES

Traffic Counts and Measures - To understand traffic patterns and volumes, there may be value in conducting a downtown-wide traffic study. This study would measure traffic volumes during defined periods, shedding light on potential peak activity times during both "tourist season" and at other points during the year.

Parking Utilization Study - To establish a data-driven understanding of parking, we can conduct a parking study to determine parking utilization today. This study may also shed light on parking impacts of future development or other plan recommendations.



Using the frameworks model and insight from Tasks 1 and 2, we will identify and describe recommendations that establish a clear set of public and private actions necessary to support the continued success of downtown.

Task 3.1 Resilient Infrastructure

Our team brings an intimate understanding of public utilities, stormwater management, and infrastructure maintenance best practices. We will identify infrastructure improvement needs and future studies necessary to promote a robust downtown. Our approach to infrastructure planning centers on systems that are financially feasible, technically sound, and can be maintained for the long term.

Task 3.1 Deliverables:

- *Plan-view exhibits of infrastructure recommendations to include all above materials, with associated graphics and materials*
- *Map and narrative list of recommended future studies and improvement needs*

Task 3.2 Placemaking

The impression a place makes upon us is driven by the way it looks and "feels." To promote a continued strong sense of place, embracing of the North Woods aesthetic, we will identify applicable placemaking strategies for downtown, highlighting key opportunity locations for integrating strategies in a scalable manner. Recommendations will be complementary to guidance from the city's Parks and Recreation Master Plan, with particular attention given to concepts for Pocket Park. We will also outline anticipated maintenance needs based on comparable projects.

Task 3.2 Deliverables:

- *Plan-view exhibits of placemaking location recommendations to include all above materials, with associated graphics and narrative*
- *Conceptual sketch plan renderings of placemaking opportunities*

Task 3.3 Complimentary Economic Development

The longevity of Nisswa's attraction rests within its business ecosystem, and the constellation of uses within downtown. Ensuring the continued vitality of downtown businesses, while thoughtfully preparing for and guiding complimentary land use changes, will ensure the business community continues to thrive. Toward this end, we will develop planning guidance for future land uses in and around downtown, identifying potential areas of change. This guidance will establish clarity on complimentary design characteristics to existing downtown aesthetics, while remaining responsive to changing development trends.

Task 3.3 Deliverables:

- *Plan-view exhibits of land use recommendations to include all above materials, with associated graphics and narrative*
- *Sketch plan concepts for up to three infill development concepts*
- *Brief architectural inventory of defining design features*

Task 3.4 Cohesive Multimodal Network

A strong transportation network is critical for stitching together a resilient, attractive downtown year round. With this in mind, we will identify opportunities to enhance downtown's multimodal network, with particular focus on safe and inviting walkability that connects major destinations. These connections will be in support of a "park once"



strategy, while also leveraging regional connectivity of the Paul Bunyan and Gull Lake Trails. We will also identify new street typologies and traffic calming opportunities to promote safe circulation or organize a roadway hierarchy. Finally, we will evaluate downtown's year-round parking inventory and opportunities for creative parking strategies and/or new facilities.

Task 3.4 Deliverables:

- *Plan-view exhibits of multimodal connectivity recommendations, to include all above materials, with associated graphics and narrative*
- *Conceptual roadway typical sections for street typologies in downtown*
- *Identified enhanced and/or new parking facilities, with associated graphics and narrative*

Task 3.5 Enhancing Streetscape and Wayfinding

Our team will leverage our experience delivering streetscapes across the Midwest to create a streetscape plan that complements the land use and connectivity vision, elevates Nisswa's existing character, and is cognizant of long-term streetscape maintenance needs. This will include design of elements such as lighting, seating, bike racks, wayfinding, signage, and plantings. We will also leverage our relationship with MnDOT and the Highway 371 project team to consider complimentary streetscape designs on the edges of downtown.

Location-specific designs may be driven by character areas established in Task 2, as appropriate. We anticipate using guidance from staff on pre-identified priority areas, as mentioned in the RFP.

Task 3.5 Deliverables:

- *Plan-view exhibits of streetscape and wayfinding recommendations to include locations, typology, and maintenance needs, with associated graphics and narrative*
- *Streetscape and wayfinding design concepts*

Task 3.6 Community-Centered Activation

Nisswa is well known for its festivals, parades, active store fronts, and of course, the turtle races! Building upon this strong foundation, our team will deploy our outside-the-box activation experience from across the country to develop active public realm guidance. Using land use, transportation, and public realm recommendations, we will identify locations for both passive and active strategies to continue promoting vibrant daily life across downtown year-round.

Task 3.6 Deliverables:

- *Plan-view exhibits of recommended locations for activation strategies, with associated graphics and narrative*



PHASE 3: PLAN

TASK 4: IMPLEMENTATION PLAN

To ensure the Nisswa Downtown Plan is a strategic, usable document for long-range guidance, we will establish an implementation plan with clearly outlined action steps, responsible parties, suggested timelines, and funding sources for key deliverables.

The implementation plan will ensure sufficient detail to provide clear direction on short-, medium-, and long-range actions, while maintaining flexibility to adapt to change. It will be developed alongside city staff to reflect current and future staff capacity to implement the plan.

We will also work with city staff to identify specific plan recommendations to develop planning-level cost estimates to inform cost planning and future project scoping. This will help identify potential project funding sources. Over the last five years, Bolton & Menk's funding team has secured over \$375 million in project funding, leveraging over \$1B in total projects. This expertise uniquely positions our team to identify funding solutions that will provide the greatest likelihood of successful project delivery and maintenance.

The implementation plan will be a chapter of the downtown plan, but can be used independently of the plan for clear stakeholder guidance.

Task 4 Deliverables:

- *Draft and final implementation plan to include all above materials*

TASK 5: FINAL DOWNTOWN PLAN

Upon completion of all prior elements, our team will produce the final downtown plan document. We will integrate key elements of all prior tasks into thematic plan sections. We anticipate the plan document to be a highly graphic document, designed to be easily understood by city leadership, the general public, key stakeholders, and the development community. The plan will be developed for both digital and paper use.

Task 5 Deliverables:

- *Draft and final downtown plan, with all associated files, data, and supporting content*

OPTIONAL VALUE-ADD SERVICE

Additional or Refined Project Renderings

We will develop conceptual sketch plans for key projects; however, some projects may benefit from higher quality renderings that capture or convey additional character and image. These images are often an important marketing tool and become the identifiers of the plan, helping build local support or pursue funding. Our team offers a wide range of refined project rendering skills, and would be happy to explore additional options as needed with the city.



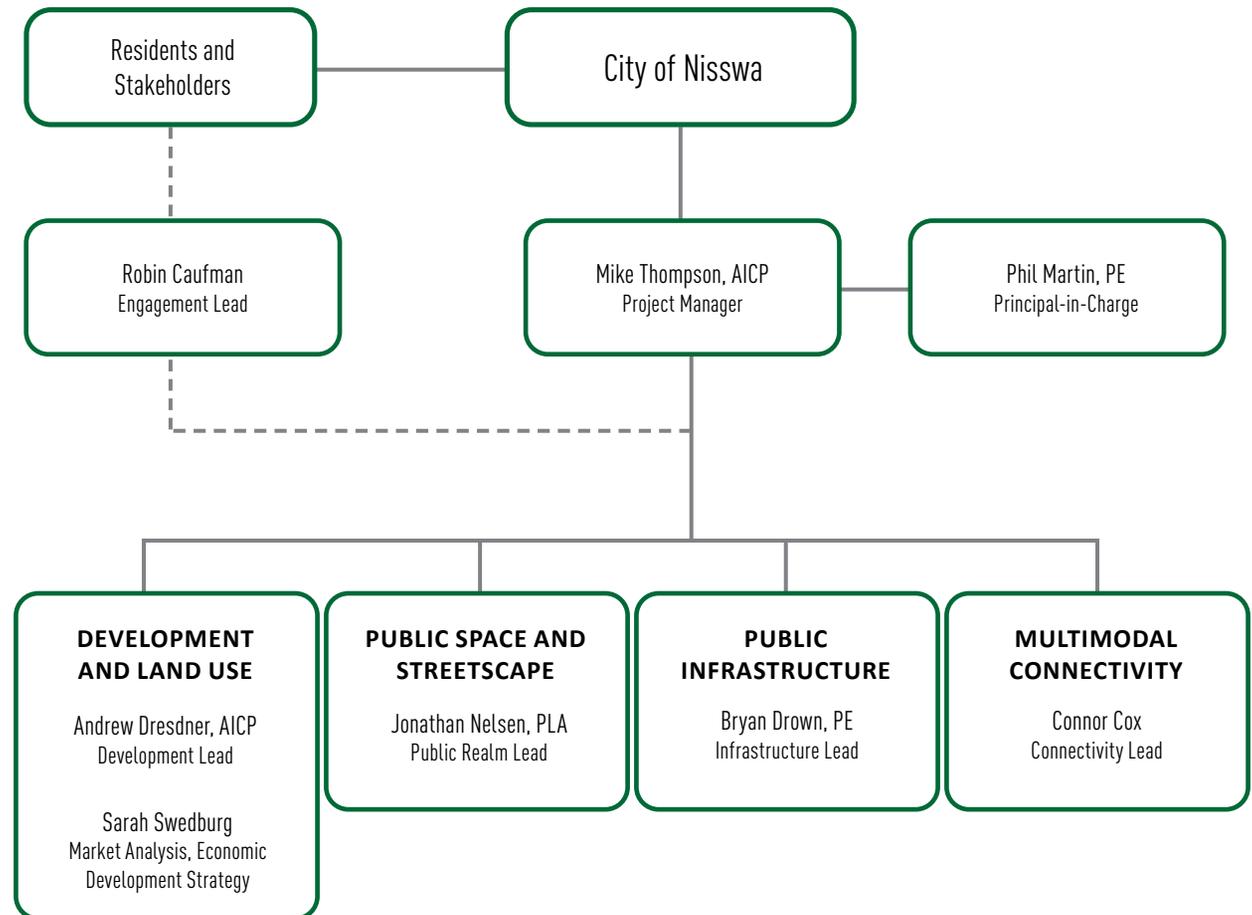
PROJECT TEAM AND EXPERIENCE

We have assembled a team custom built for this project. Focused on engagement, vision, and implementation, we will work alongside city staff to align public and private investment guidance with community goals.

Our team is focused on helping find solutions to multifaceted problems with creative, technical, regulatory, funding, and community-building expertise. While the team here will be the core team, we can easily draw from our more than 1,000 professional staff as questions or issues arise.

The team will be led by **Mike Thompson**, who will be the primary client contact. Mike will manage all plan deliverables and lead development of the implementation plan. Mike will attend all meetings, bringing on team leads throughout the process as necessary. Phil Martin will be the principal-in-charge ensuring all necessary firm resources are provided.

Our team is organized to deliver the plan as described in the scope of services. Team members Andrew Dresdner, Sarah Swedburg, Jonathan Nelsen, Bryan Drown, and Connor Cox will be responsible for leading respective delivery of plan components.





MIKE THOMPSON, AICP

Project Manager



Real People. Real Solutions.

Education

Bachelor of Arts - Political Science
Bethel University

Masters of Education - Community Development
Vanderbilt University

Certifications

American Institute of Certified Planners (AICP)

- Certified Planner - AICP

"One of my favorite family traditions is time spent each summer in Niswaga. I'd be honored to help ensure the place that has been so important for generations of my family can be enjoyed by many others for generations to come."

SUMMARY

Mike is a principal urban planner who loves the process of working with communities to rethink and redesign the ways in which their neighborhoods look, feel, and function. He has community planning and design experience across the country, including site planning and design, public realm programming and design, multimodal transportation planning, project management, and public engagement facilitation. Through his work, Mike seeks to promote places that are reflective of those who use them every day.

EXPERIENCE

Opportunity Site Master Plan, City of Brooklyn Center, Minnesota

The City of Brooklyn Center updated its zoning code, commissioned a land use study for Brooklyn Center, and developed an 80-acre master plan intended to be a future downtown for the city. Mike served as the project manager and lead planner on the multidisciplinary team. With innovative outreach and a thoughtful design approach, he built broad support for each project while delivering forward-thinking innovative solutions.

Land Use Study, City of Monticello, Minnesota

Mike led the land use scenario planning for Monticello's future growth areas, that sought to promote consistency of existing land use patterns, while growing regional business opportunities. Mike's work integrated land use, design, and public infrastructure planning while evaluating scenario viability and cost.

Webster Avenue Land Use Study, City of North Mankato, Minnesota

Mike co-lead a planning and development scenario planning study for the City of North Mankato. Mike wrote development recommendations for Webster Avenue and aided in developing and visualizing scenario planning goals. Using his urban design expertise, Mike developed strategies for improving district-level design, connectivity, and development scenarios.



PHIL MARTIN, PE

Principal-in-Charge



Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
North Dakota State University

Master of Science - Environmental Engineering
North Dakota State University

Registration

Professional Engineer, MN

SUMMARY

Phil routinely acts on behalf of cities as a liaison with the public, residents, and other interested parties. He enjoys the relationships that are developed while helping clients solve their issues. Phil began his career in 1992, and as the Baxter civil work group leader, has managed the planning and design of various civil engineering projects in the Baxter area. He has been involved with state and federal aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north-central Minnesota communities. He has prepared numerous assessment rolls and presented at preliminary and final assessment hearings as part of the Statute 429 process.

EXPERIENCE

SE Utility and Street Improvements, City of Wadena, Minnesota

Phil was the project manager for reconstruction of approximately 16,000 feet of sanitary sewer; 16,000 feet of watermain; and 5,000 feet of storm sewer in addition to stormwater treatment basin construction and 35 blocks of residential and commercial street reconstruction.

Cuyuna Lakes State Trail Underpass of TH 6, City of Crosby, Minnesota

The City of Crosby, in partnership with MnDOT, initiated a safety improvement to install a below-grade pedestrian tunnel under Highway 6. Phil served as the city engineer and project manager for the \$1.5 million project that required extensive coordination with MnDOT and the Minnesota DNR to re-route the Cuyuna Lakes State Trail and local snowmobile trails through the new tunnel to foster a safe crossing for pedestrians, bikers, and snowmobilers. He was able to develop strong partnerships with the City of Crosby, MnDOT, and Minnesota DNR to construct an aesthetically pleasing and safe pedestrian crossing improvement that resulted in the City of Crosby paying about 15 percent of the total project cost.

Safe Routes to School Professional Services, City of Little Falls, Minnesota

Phil provided project management of project memorandum development assistance to the city. He also oversaw construction observation staff that assisted the city with construction services associated with the federally funded improvement.

"Downtown Nisswa has long been near and dear to me and my family. I'm excited to give back to the community to ensure it remains a strong and resilient destination."



ANDREW DRESDNER, AICP

Development Lead



Real People. Real Solutions.

Education

Master of Urban Planning - Urban Studies
University of Wisconsin - Milwaukee

Master of Architecture - Urban Studies
University of Wisconsin - Milwaukee

Bachelor of Arts - Urban Studies
Macalester College

"Downtown Nisswa is a treasure. I'm excited to help downtown become a more welcoming and friendly place. By focusing on the design of buildings and spaces, we can help create a place for more people, more experiences, and more memories."

SUMMARY

Andrew is a senior urban designer at Bolton & Menk whose professional career began in 1998. His expertise spans urban design, redevelopment planning, community development, public space design, and placemaking. Andrew appreciates the interdisciplinary approach to project solutions, as well as the expectation of bringing creativity and innovation to all projects.

EXPERIENCE

Historic Millwork District Master Plan Update, City of Dubuque, Iowa

Andrew served as project manager and primary point of contact with the city. As primary author of the original master plan, Andrew has institutional knowledge and an understanding of the challenges faced by the district. He coordinated public input, researched development trends, and designed high-level improvements that drove the project's direction.

Downtown Robbinsdale Master Plan, City of Robbinsdale, Minnesota

Andrew led an interdisciplinary team of designers, planners, and engineers to think holistically about the future of Downtown Robbinsdale, while is centered around a walkable historic main street. Andrew coordinated between the city, county, and regional transit authority towards a unified vision for downtown that preserve and enhance its attractions for visitors and businesses.

Downtown Master Plan, City of Monticello, Minnesota

Andrew led the development of the downtown plan, and was the lead designer, author, and public facilitator. Having been negatively impacted by regional growth through traffic and public tensions related to parking and density, The City's new downtown vision sought to connects the city's two most beloved assets—the riverfront and the civic center. Thanks to Andrew's work our team is now completing final design of public realm improvements including a downtown promenade, new park, and streetscape design.



JONATHAN NELSEN, PLA

Public Realm Lead



Real People. Real Solutions.

Education

Bachelor of Science - Community and Regional Planning
Iowa State University

Bachelor of Landscape Architecture -
Landscape Architecture
Iowa State University

Master of Science - Landscape Architecture
Iowa State University

Registration

Professional Landscape Architect, MN

"Downtowns are special gathering places and 'hubs' of community life. Rethinking how the downtown's public realm can continue anchoring daily life in Nisswa is incredibly exciting."

SUMMARY

Jonathan is a senior project landscape architect with profound expertise in parks and park planning. He possesses a commitment to collaborating with communities, guiding them through the intricacies of the design process, and materializing their visions into feasible solutions. Jonathan has accumulated a wealth of experience, including roles within city and university planning departments, engaging with diverse stakeholders—ranging from the public to policymakers and developers—on various master planning and development initiatives. This background has given him a deep appreciation for the importance of a holistic design approach that begins with overarching strategic plans and culminates in practical, sustainable projects. Jonathan's proficiencies extend across multiple domains, particularly in urban design, multimodal transportation, and the crafting of downtown and civic spaces. However, it is his specialized expertise in parks and recreation that truly shines.

EXPERIENCE

Downtown Master Plan, City of Waconia, Minnesota

Jonathan was lead designer on developing monument signs, wayfinding signs, downtown kiosk/informational panels, and downtown parking signage - each supportive of the downtown master plan vision for the City.

Riverfront Renaissance Improvements, City of Hastings, Minnesota

Jonathan was part of the design team for public realm improvements for downtown Hastings' riverfront and downtown improvements. He provided conceptual and final design support in close coordination with city staff, and with feedback from the public.

Grassmann Park, City of Jordan, Minnesota

Jonathan served as the lead designer for the project and developed concepts, estimates, and construction documents. He worked with city staff and the parks commission to select elements for inclusion in the project, and used feedback from those meetings to inform the design and construction documentation process.



BRYAN DROWN, PE

Infrastructure Lead



Real People. Real Solutions.

Education

Bachelor of Science - Civil Engineering
University of North Dakota

Registration

Professional Engineer, MN

Certifications

Minnesota Department of Transportation (MnDOT)

- Aggregate Production

University of Minnesota

- Design of Construction SWPPP

SUMMARY

Bryan is motivated by the company-wide expertise at Bolton & Menk and enjoys working as a team to meet client needs. He is a project manager who has been in the civil engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, administering the Statute 429 process, and contract administration.

EXPERIENCE

Norway Lake Dam Removal and Rock Rapids Installation, City of Pine River, Minnesota

The City of Pine River needed to replace a 100-year-old dam in conjunction with MnDOT improvements to TH 84. Bryan served as project manager, working with our internal water resources, structural, and landscape architecture groups to develop a rock arch rapids. Through facilitation with multiple agencies, including the Minnesota DNR, State Historic Preservation Office, MnDOT, and the city, we acquired funding through the Lessard Sams Outdoor Heritage Council.

Inglewood Drive Railway, City of Baxter, Minnesota

In accordance with long-range transportation planning, the City of Baxter constructed a signalized intersection at TH 210 and Inglewood Drive and BNSF Railroad crossing at Inglewood Drive to create a west parallel corridor to TH 371. As a design engineer, Bryan led the design of project sanitary sewer and water main extensions.

Infrastructure Improvements Phases II and III, City of Eagle Bend, Minnesota

The City of Eagle Bend improved 20 blocks in and around their main street and commercial area. Bryan served as the project manager, leading the design to replace utilities and working with the landscape architects to incorporate streetscaping. The project addressed long-term utility deficiencies and enhanced the corridor.

"Living three minutes from downtown Nisswa for the past twenty years, I am excited to be a part of planning its future. My kids attended Nisswa Elementary School and they look forward to the 4th of July parade every year, spending nights at Rafferty's and Chocolate Ox, and the Lighting of Nisswa."



CONNOR COX

Connectivity Lead



Real People. Real Solutions.

Education

Master of Arts - Sustainable Urban Planning and Design
Arizona State University

Master of Science - Urban Planning and Development
Technical University of Darmstadt

"I remember spending time with my family in Nisswa when I was a child, and now it's my favorite stop while biking along the Paul Bunyan Trail. A visit to Glen's Ice Cream Parlor is a must!"

SUMMARY

Connor is a senior transportation planner on the Bolton & Menk team who began his career in 2012. He is responsible for leading active transportation planning work across Bolton & Menk's Midwest offices and is an expert in pedestrian and bicycle plans and studies, Safe Routes to School projects, complete streets projects and policies, trail studies and master plans, and safety action plans. Connor has ample experience with active transportation plans and studies; complete streets planning, design, and maintenance; bikeway design; corridor studies; winter maintenance; and grant funding. His passion stems from the impact his work makes in the communities he serves.

EXPERIENCE

*Aitkin Trunk Highway Corridors Study, Arrowhead Regional Development Commission (ARDC) **

Connor managed this planning study that evaluated three trunk highway corridors in Aitkin: TH 47, TH 210, and US 169. The study included evaluating existing conditions on the corridors, identifying issues and opportunities, community engagement, and conceptual-level design alternatives with planning-level cost estimates. The study developed a transportation planning vision, and the conceptual design alternatives are intended to inform the future design of the highway corridors and identify potential improvements.

*Fargo-Moorhead Bikeways Gap Analysis, Fargo-Moorhead Metropolitan Council of Governments **

Connor was the project manager for the bikeway corridor analysis project, which included analyzing 16 bikeway gaps in the Fargo-Moorhead metropolitan region and recommending design concepts for each gap. Connor organized and facilitated meetings with the study review committee, engaged with community members, and used the results of public feedback to inform the bikeway concept design recommendations. He also analyzed each bikeway gap, helped develop concept recommendations for bikeway facilities to fill each gap, and prepared the final report that included recommendations and planning-level cost estimates.

*Crow Wing County Multimodal Study, Crow Wing County, Minnesota **

Connor was the lead planner on this multimodal study, which evaluated two separate highway corridors. The goal of the study was to develop a set of conceptual design recommendations to improve safety and mobility for people walking along and across the corridors. Connor's work included analyzing existing conditions and developing a range of conceptual design recommendations that improve pedestrian safety and mobility on each corridor.

**Completed While With a Former Employer*



ROBIN CAUFMAN

Engagement Lead



Real People. Real Solutions.

Education

Bachelor of Science - Natural Science
University of Minnesota - Twin Cities

Master of Urban and Regional Planning
University of Minnesota - Twin Cities

"For decades my husband's family had a lake home on Nisswa, so we got to know many of the local businesses and their owners. Even though the property was sold more than 10 years ago, we still order our coffee and have it shipped from Stonehouse."

SUMMARY

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a senior planner, her primary areas of expertise include community engagement, comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure there is clear understanding by all parties of project needs, purpose, benefits, and impacts.

EXPERIENCE

TH 371 Corridor Study, MnDOT District 3

Robin is the public engagement lead for the TH 371 study, which is evaluating the design and operations of the roadway through Nisswa and Brainard. Through this work, Robin maintains deep relationships with local businesses and key stakeholders along the corridor, and therefore brings a unique understanding of regional concerns and opportunities.

Comprehensive Plan Update, Crow Wing County, Minnesota

Robin is leading the comprehensive plan update for Crow Wing County. She is responsible for project supervision, client coordination, and leading all Bolton & Menk staff to ensure a quality final product. Robin also oversees communication and engagement staff in implementation to ensure broad community involvement in the process.

Historic Preservation Design, City of St. Cloud, Minnesota

Robin is leading engagement efforts for this project. As a St. Cloud-area resident and employee in our St. Cloud office, she brings an important understanding of the local community and resident interests.

*Central Corridor (METRO Green Line), Metro Transit **

Robin oversaw the Metro Transit Green Line's project outreach and engagement through the design, engineering, construction, testing, and grand opening phases. This included extensive coordination and communication with the cities, counties, watershed districts, the University of Minnesota, MnDOT, and business and residential communities to develop a line to meet stakeholders' needs and minimize impacts.

**Completed While With a Former Employer*



SARAH SWEDBURG

Market Analysis, Economic Development Strategy



Real People. Real Solutions.

Education

Bachelor of Science - Geography
Bemidji State University

"Growing up in Walker, a trip to Nisswa on the weekend was always a treat. As a previous Main Street Director, I'm excited to support Nisswa in leveraging existing assets to have even greater impact on the regional economic development opportunities!"

SUMMARY

Sarah is a planner at Bolton & Menk who began her career in 2017. She is responsible for short- and long-term planning needs for our clients. Whether it's a land use application like a rezoning or a conditional use permit, a corridor study, or a comprehensive plan, she takes pride in her work. Sarah's area of expertise lies in rural planning and community development. She is passionate about helping communities navigate the world of planning and enjoys seeing the positive impact from inclusive engagement and infrastructure design.

EXPERIENCE

Countywide Housing Study, Redwood County, Minnesota

Redwood County initiated a study after identifying housing as the Economic Development Authority's top priority for their community in 2023. Bolton & Menk is working with county staff and a committee of local stakeholders to gather input, analyze the qualitative and quantitative data, and identify specific strategies to develop the appropriate housing types in the optimum locations throughout the county. Bolton & Menk will deliver actionable recommendations to support the county's progress in addressing this key strategic priority to help their community continue to grow and thrive. Sarah is supporting public engagement and planning for this project.

*Economic Development Strategic Plan, Kandiyohi County, Minnesota **

Sarah served as the business development manager for the Kandiyohi County and City of Willmar Economic Development Commission (EDC). She supported the overall strategic planning efforts for the organization and designed engagement for local business owners to be a part of this process. Sarah then led the EDC's agriculture, broadband, childcare, and entrepreneur committees and programming to further develop and implement the strategic plan. This included securing grants, creating new programs, and tracking key performance indicators.

*Main Street Strategic Plan, City of Willmar, Minnesota **

In 2018, the City of Willmar created Willmar Main Street as a program of the city. As planner for the city at that time, Sarah was tasked with leading this effort. Strategic planning was a critical first step in supporting this transition from a separate non-profit to a program of the city, creating sustainability and long-term success. Sarah, alongside the citizen committee for Willmar Main Street, created and executed yearly work plans based off this strategic plan, leading to the Willmar Main Street Director becoming a full-time position just three short years later.

**Completed While With a Former Employer*

Project Experience

Bolton & Menk has led downtown planning and design projects across the Midwest and beyond. Below are some examples of our downtown planning, community engagement, public space, and infrastructure work. We would be happy to share additional experience or references upon request.



RIVERFRONT RENAISSANCE

CITY OF HASTINGS, MINNESOTA

The City of Hastings wanted to revitalize and reconnect their downtown to the Mississippi River while leveraging nearby amenities. Bolton & Menk collaborated with the city to develop a comprehensive redesign of parks, plazas, and streetscapes throughout downtown that both reinforced existing uses and prepared for future desired development. Bolton & Menk led implementation of conceptual to final design services, including construction document development and construction administration. Since construction completion, the city has seen several new development projects within downtown, and has been working with regional transit agencies on future regional transit service stations.

CONTACT:

Dan Wietecha

City Administrator, Hastings, MN
651-480-2350 | dwietecha@hastingsmn.gov



DOWNTOWN MASTER PLAN

CITY OF MONTICELLO, MINNESOTA

Monticello's downtown has been adversely impacted by regional traffic and public tensions related to parking and density. The master plan created a vision for downtown that connects the city's two most beloved assets—the riverfront and the civic center—with a promenade lined with new buildings, public art, and an all-ages trail. The plan converts the 'retail-only' main street into an activated mixed-use destination. Since plan completion, more than 200 new housing units have been developed, and key public spaces have been improved—attracting new events and visitors to downtown. Our team is now working with the city to design and build over \$10 million worth of public realm improvements.

CONTACT:

Angela Schumann

Director of Community Development, Monticello, MN
763-271-3224 | Angela.Schumann@ci.monticello.mn.us



DOWNTOWN MASTER PLAN

CITY OF WEST FARGO, NORTH DAKOTA

The goal of the placemaking master plan was to establish the downtown as a cultural center with a distinct identity and destination. Through public involvement and visioning, Bolton & Menk addressed key concerns to create a broadly supported plan for the future of downtown West Fargo. A vision, mission, guiding principles, and four main goals were defined relating to: placemaking; business and development; pedestrians, parking, and access; and infill, density, and redevelopment.

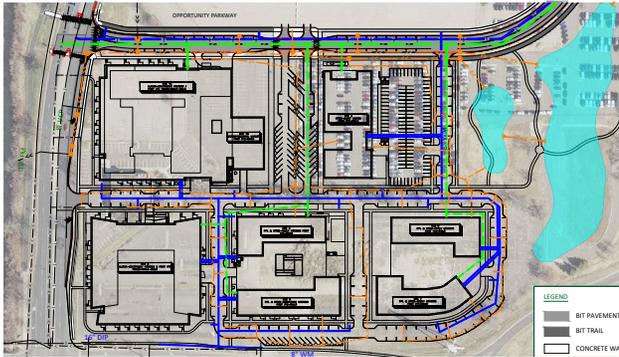
The plan included art concepts and RFPs. Implementation actions were recommended, including finding resources that identified next steps for downtown transformation.

CONTACT:

Aaron Nelson

Planning Director, City of West Fargo, ND
701-433-5300 | aaron.nelson@westfargond.gov

Project Experience (continued)



OPPORTUNITY MASTER PLAN INFRASTRUCTURE PLANNING AND DESIGN

CITY OF BROOKLYN CENTER, MN

While developing the master plan for a new downtown in Brooklyn Center, our team conducted a full infrastructure and traffic inventory, analysis, and planning. This planning and design was done in coordination with the land use and public space planning, to ensure a cohesive process of infrastructure necessary to support the vision. We are now completing final design for new roadways, a regional stormwater system, streetscape, and public realm placemaking. The project included successfully securing over \$4 million dollars of grant funding for local infrastructure improvements in partnership with the private development team.

CONTACT:

Jesse Anderson

Community Development Director, Brooklyn Center, MN
763-569-3330 | janderson@brooklyncentermn.gov



DOWNTOWN PARKING AND WALKABILITY STUDY

CITY OF BUFFALO, MN

Building upon the Buffalo Downtown Plan, the city hired Bolton & Menk to perform a parking and mobility study to assess existing parking and mobility infrastructure needs. GIS mapping was used to create an inventory of existing on and off street parking, parking restrictions, parking utilization count, and turn-over observations. A mobility conditions assessment was performed for 18 segments within the downtown study area. This assessment scored the quality of different mobility features such as sidewalk width and condition, lighting presence, crosswalk presence, ped/bike signage, landscape/streetscape features, and pedestrian crossing features currently available.

CONTACT:

David Kelly

Community Planning and Economic Development Director, Buffalo, MN
763-682-1181 | david.kelly@ci.buffalo.mn.us

ADDITIONAL COMPARABLE WORK DONE BY PROJECT TEAM STAFF

DOWNTOWN PLANS

- Downtown Robbinsdale, MN
- Downtown Fond Du Lac, WI
- Downtown Chippewa Falls, WI
- Downtown Westminster, NC
- Downtown Loris, NC
- Downtown Matthews, SC
- Downtown Hendersonville, SC
- Lowertown, Saint Paul, MN
- Downtown Nashua, NH
- Downtown Hampton, VA
- Downtown Portsmouth, NH

DOWNTOWN STREETSCAPES AND PLAZAS

- Fond Du Lac Downtown Plaza Design, Fond Du Lac, WI
- Monumentation and Wayfinding, Becker, MN
- Streetscape and Downtown Plaza, Indianola, IA
- The ARtery, Hopkins, MN
- Streetscapes and Plaza, Marshaltown, MN
- Streetscape and Plaza, Le Sueur, MN
- Opportunity Site Plaza, Brooklyn Center, MN
- Clocktown Plaza, Hopkins, MN
- Downtown Splash Pad Park, Carver, MN
- 66th Street Streetscape, Richfield, MN
- Monumentation Design, Savage, MN

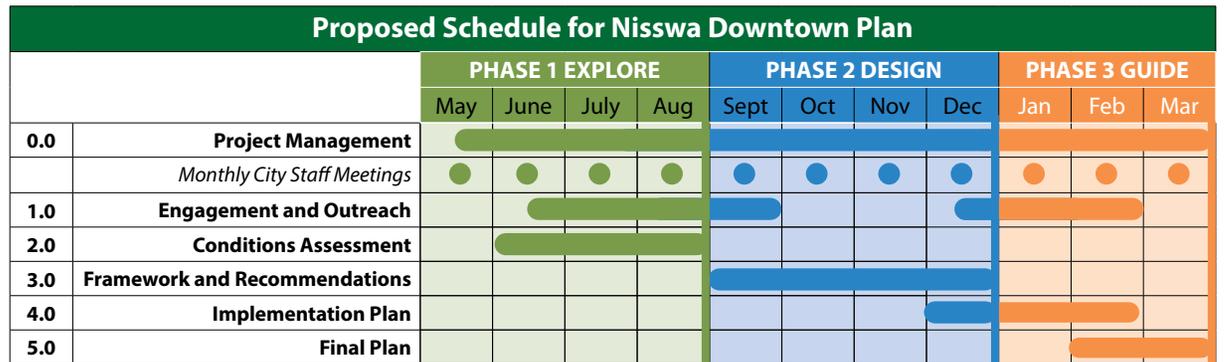
SCHEDULE AND FEE

We have developed a proposed schedule outlining anticipated tasks, major deliverables, and suggested completion date. We have also developed a proposed fee that follows the scope of services and budget described in this RFP, and is based on our experience in developing similar downtown plans.

Recognizing the importance of this planning effort for the city, we would certainly invite a conversation to ensure a scope and budget is appropriately scaled to the need, available resources, and considers project phasing opportunities as needed.

Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Upon selection, we will work with city staff and other project partners to revise and update this scope, schedule, and fee as needed to ensure successful project delivery.



PHASE 1 KEY DELIVERABLES
 - Existing Conditions Report
 - Engagement Summary

PHASE 2 KEY DELIVERABLES
 - Frameworks Plan and Recommendations

PHASE 3 KEY DELIVERABLES
 - Implementation Plan
 - Additional Engagement Summary
 - Final Report

Task No.	Task Description	Total Cost	%
0	Project Management	\$9,500	11%
1.0	Engagement and Outreach	\$15,000	17%
2.0	Conditions Assessment	\$13,800	16%
3.0	Frameworks and Recommendations	\$36,300	42%
3.1	<i>Resilient Infrastructure</i>	\$4,800	X
3.2	<i>Placemaking</i>	\$6,200	
3.3	<i>Complimentary Economic Development</i>	\$8,400	
3.4	<i>Cohesive Multimodal Network</i>	\$6,600	
3.5	<i>Enhancing Streetscape and Wayfinding</i>	\$7,700	
3.6	<i>Community-Centered Activation</i>	\$2,400	
4.0	Implementation Plan	\$6,500	7%
5.0	Final Plan	\$5,400	7%
TOTAL FEE		\$86,500	100%

Bethany Soderlund

From: Mike Thompson <Mike.Thompson@bolton-menk.com>
Sent: Monday, June 3, 2024 12:10 PM
To: Jenny Max; Bethany Soderlund
Subject: Revised Bolton & Menk Nisswa Downtown Master Plan
Attachments: Bolton Menk Submittal_City of Nisswa_Downtown Master Plan_Revised.pdf

Jennifer & Bethany,

Thanks again for the good discussion last week, and the chance to revise Bolton & Menk's proposal. Attached is our updated submission for the Downtown Master Plan. Please let me know when you received it.

I've also uploaded a few example projects as we talked about last week that hopefully are helpful in determining what outcomes *could* look like. I'll emphasize that we conduct each project with a customized approach and set of deliverables, so I don't necessarily expect any of these to be a perfect 1-to-1 comparison for the Nisswa Downtown Plan, per se. Rather, we'll ensure the content, formal, and detail best match your needs.

 [Nisswa](#)

To help with review, I've included below the list of revisions we did, in effort to best align with the City's needs and expectations. Again, we're happy to discuss any of these as needed.

Thanks, and good luck with Planning Commission tonight!

Revisions to the Scope:

- Additional details on anticipated Public Infrastructure Existing Conditions topics (Task 2)
- Removed Parking Study Value-Add Service call out (pg 5), but would certainly still welcome a discussion if this is something of value
- Additional stormwater planning and recommendations (Task 3.1)
- Clarified that public infrastructure phasing recommendations will be included (Task 3.1)
- *Slight* reduction in anticipated architectural recommendations, reflecting project focus on infrastructure and public realm (Task 3.3)
 - *Maintained our conceptual plan graphics for key in-fill development sites*
- Additional street, trail, and sidewalk planning, design, and recommendations (Task 3.4)
- Clarified that parking inventory and management recommendations would be included (task 3.4)

Revisions to the Schedule & Fee:

- Adjusted the start date to June 2024, maintained Q1 2025 completion date
- Added \$5k additional fee to engagement
- Added \$15k additional fee to Task 3.1 for stormwater and utility planning and recommendations
- Added some additional fee to tasks 3.2 – 3.6 to reflect scope revisions above.
- Clarified the fee as “not-to-exceed”

Mike Thompson, AICP

he/him/his



DOWNTOWN MASTER PLAN

CITY OF NISSWA | JUNE 3, 2024 (REVISED)



Real People. Real Solutions.

Mike Thompson, AICP | Project Manager
952-207-4974 | Mike.Thompson@bolton-menk.com

7656 Design Road | Suite 200 | Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

April 22, 2024

Jenny Max, City Administrator
5442 City Hall St, PO Box 410
Nisswa, MN 56468

RE: Proposal for Downtown Master Plan

Dear Jenny:

We are excited about the opportunity to work with the City of Nisswa to create an implementable vision for the downtown area. While the city has built a strong foundation of planning efforts that affirm the unique role and importance of downtown, there remains a critical need to establish a long-range road map for guiding downtown Nisswa for years to come. We would be distinctly proud to be your consulting partner in this process.

Bolton & Menk is a multidisciplinary firm with a vision to create safe, sustainable, and beautiful communities. We provide full-service in-house expertise necessary to support the community's aspirations.

Details that Support the Vision—Bolton & Menk is committed to ensuring that every detail supports the community's vision. From understanding physical and economic systems, to aligning land use and public space design details, we know that success depends on each piece working toward a greater sum. As such, our planning and design process ensures your goals are maintained and reflected every step of the way in both process and outcome.

Customized Solutions—No two cities are alike. Every city has its own assets and challenges, histories, and aspirations; therefore, we treat every project as unique and create custom design solutions that fit the community. This approach requires a flexible team led by planners and designers with experience in economic development, city processes, urban design, policy, and transportation.



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218-825-0684 | Bolton-Menk.com

We Design with the End in Mind—Bolton & Menk has a proven record of designing things that get built and maintained for decades. With our full suite of services, we help clients establish and implement processes for planning, designing, funding, constructing, and maintaining great places. We understand what it takes to bring visionary plans to life, which allows us to proactively plan for and address challenges that may otherwise be overlooked.

We are honored and enthusiastic at the opportunity to work with the City of Nisswa to complete the Downtown Master Plan. In additional service to the city, I will serve as your project manager to lead our planning and design team.

Please contact me at Mike.Thompson@bolton-menk.com or 952-207-4974 if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Mike Thompson, AICP
Project Manager



GENERAL INFORMATION

At Bolton & Menk, we've been designing safe, sustainable, and beautiful communities for the last 75 years—it's the reason we get up in the morning!

We are a full service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities.

Our commitment to this goal continues to drive our team of planners, engineers, landscape architects, technicians, and more. We're dedicated to working alongside our clients by listening to what's needed, finding the best solution and process for each community, and treating people right.

Through this, we deliver innovative solutions and provide exceptional client-specific services that exceed expectations.

With more than 32 locations across the Midwest and Southeast, we're helping clients establish best practices while applying lessons learned from across the country.

Our Nisswa Downtown Master Plan team will be led by our Midwest Area Planning Practice—a group of urban planners and designers who specialize in rethinking the way downtown environments can be strong and welcoming places for all.

PROJECT APPROACH

We believe for downtown Nisswa to continue being successful, it should be a welcoming place that supports and invites a variety of experiences, activities, and attractions year-round—all within walking distance of each other. On any given day, downtown should come alive with the patterns of daily life.

While a master plan for downtown cannot dictate or script these experiences, a plan will help create the spaces for memorable opportunities and friendly encounters to unfold; it will guide the uses and design of private development by setting clear and achievable expectations.

We propose a team-based approach led by urban planners and designers that leverages our in-house knowledge and experience of subject matter experts. The plan we create with you will be both aspirational and achievable. It will be a road map to an encompassing idea about what downtown can become. It will be based on sound analysis, design fundamentals, and an open and creative process that defines necessary actions, projects, and initiatives necessary to create a dynamic and vibrant downtown for years to come.

To realize this goal, our approach is based on the following factors. We view these as key to a successful project approach and delivery:

KNOWLEDGE SHARING, CONSENSUS BUILDING

Nisswa's greatest wealth is in its people, who we anticipate will bring an array of insight and curiosity to the project. Leveraging this resource means making room not just for general engagement, but for information sharing in which we provide thoughtful opportunities to dig deeper into topics of interest. We envision targeted stakeholder engagement, such as brokers and developers, to ensure a variety of input is gathered. This will be done to reach a well-informed consensus on the best path forward.

CONNECTION MAPPING

The downtown area is connected to physical and economic networks locally, regionally, and beyond. Our approach will look at the relationships and dependencies, using quantitative and qualitative data, to demonstrate the significance of downtown and determine what changes would mean at all levels. This data will inform conversations about everything from the best use of land to transportation system improvement impacts.

CHARACTER-DEFINING SCENARIOS

The transitional nature of this area means there is exciting latitude in exploring options to define this as a cohesive place. This will include exploration of design scenarios that consider options for land use, public realm, infrastructure, natural amenities, and other improvements necessary to reinforce a unique sense of place while remaining responsive to the existing and surrounding character. The plan will advance one or more as a preferred alternative.

PUBLIC/PRIVATE INVESTMENT FRAMEWORK

Our team will ensure this project is grounded in an understanding of broader market realities, and the specific disposition of properties within the study area. In addition to addressing the technical aspects of a downtown vision, we will also look for implementation opportunities and tools to both meet standards and go above and beyond where appropriate for more exceptional results.



PROJECT UNDERSTANDING

Few cities in the State of Minnesota, and the Upper Midwest, hold as special of a place in the culture of recreation, environmental stewardship, and small town charm as Nisswa. As the heart and soul of the Brainerd Lake Area, Nisswa is cherished by its residents, and by families across the region as a place that truly embodies the unique character of the Northland.

Within the city, downtown Nisswa offers a destination where people come together to connect and continue building the culture of community, recreation, adventure, and fun that brings people back year after year, and increasingly makes Nisswa an attractive place to call home.

As both a full-time community and a tourism destination, downtown Nisswa plays a local and regional role in the culture and economy of northern Minnesota. This duality is a benefit and challenge in terms of meeting the day-to-day and seasonal needs of the community. While traditionally a summer retreat for tourists, the post-COVID economy has increasingly made Nisswa and the Brainerd Lakes Area a year-round destination.

As Nisswa continues to evolve, its downtown must be prepared to meet the growing and changing needs of the city and its visitors.

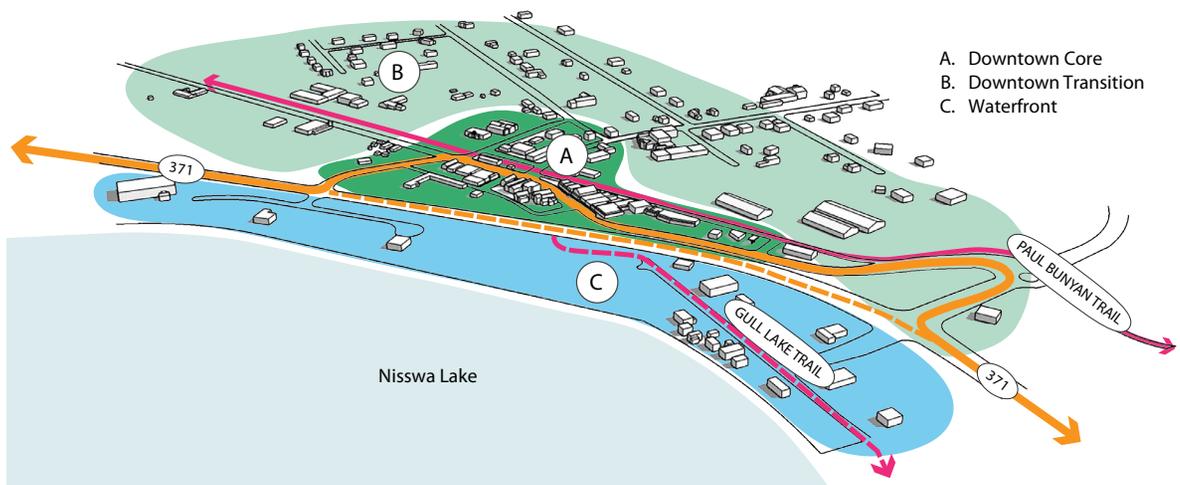
A DOWNTOWN FOR EVERYONE

Part of the attraction of downtown Nisswa is its human scale and walkability. Much more than just a roadside stop on 371, Nisswa has a cohesive village quality that encourages people to get out of their cars and explore the local businesses on foot. Nisswa should build on the incredible success it has established to reinforce public space as a safe and accessible amenity to an already thriving commercial district.

Streets and sidewalks are the lifeblood of a community, carrying people from place to place and nourishing the economic vitality of the city with activity, greenspace, and amenities. While downtown Nisswa has made many positive changes that greatly impact the pedestrian experience in recent years, much more can be done to expand capacity, enhance safety, and reinforce the human-scaled quality of Nisswa’s public spaces.

A SMALL TOWN IN THE HEART OF A GROWING REGION

While neighboring counties have seen modest growth or population stagnation, Crow Wing County and the Brainerd Lake area population has grown nearly 10 percent since 2010. Nisswa and its wealth of lakes, rivers, and recreation offerings continue to be a driver of that growth. As Nisswa and the region continue to grow, how the community can maintain its unique character, foster its small-business economy, and build on its legacy of small-town charm will be a critical challenge. While the regional business corridor to the south can accommodate larger-scale convenience-oriented businesses and higher-impact uses, downtown Nisswa will only thrive if it maintains its human scale, walkability, and unique local economy of one-of-a-kind businesses.



SCOPE OF SERVICES

Bolton & Menk has led successful downtown and redevelopment planning projects across the Midwest and beyond. Based on our experience and the RFP, we have crafted a proposed scope of work necessary to complete the plan thoughtfully, with final deliverables and recommendations that will ensure downtown Nisswa will be enjoyed for generations to come.



TASK 0: PROJECT MANAGEMENT

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Mike Thompson, will maintain regular communication with city staff throughout the project. During an initial project kickoff meeting, we will establish a regular meeting and reporting schedule with city staff and leadership.

Task 0 Deliverables:

- Project kickoff meeting and project management plan
- Regular progress report meetings

PHASE 1: EXPLORE

TASK 1: ENGAGEMENT AND VISIONING

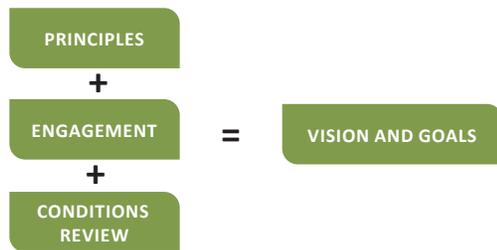
Nisswa has a variety of stakeholders including year-round residents, seasonal residents, business owners, property managers, and visitors or tourists. We propose a mix of in-person and online communication and engagement strategies to make people aware of the project and seek their input.

Our approach is to use plain language and clear graphics in communications and provide ways for people to participate in the process in manner that meets them where they are. The following table identifies the strategies we propose:

Activity	Purpose
Engagement Plan	Within the first month, we'll prepare a plan that outlines anticipated engagement activities, target audience, and timing.
Website	Within the first month, we'll create a project website with key project information. We'll update and add information several times throughout the project.
General Communication	We'll create general communications to inform about the project and direct them to the website. This may include a fact sheet; posters; and table tents for use in restaurants, bars, coffee shops, and tap rooms in Nisswa.
Social Media (2 or 3 posts)	We'll develop eye-catching social posts to direct people to the website and let them know about opportunities for public input. We'll use these to do one paid promoted social post to capture people traveling through or in the area.
Online Survey (1)	Early in the project, we will create and post a survey to gather public input on issues, opportunities, and desires.
Newsletters/Articles (2 or 3)	We'll prepare several short articles for local media such as the Pine and Lakes Echo Journal, include in the city's newsletter, and share with stakeholders.
Pop-Ups	We'll attend several community events, such as Turtle Race Days, to talk to people about the projects and listen to their ideas.
Public Open House	We propose one open house to seek feedback from the public on the draft plan and strategies before formal city consideration.

Our team will prepare and distribute all necessary agendas, materials, and summaries for each event. We will leverage our existing connections with local groups and city communication channels to both communicate about the project and seek input.

Using the engagement process, the downtown guiding principles, and findings from Task 2 below, we will work with the city council and planning commission to develop a vision and set of goals for downtown Nisswa. The vision and goals will guide creation of the Nisswa Downtown Master Plan, and inform the recommendations and implementation plan the city can use in making future development, infrastructure, and public investment decisions.



Task 1 Deliverables:

- *Engagement plan that details timelines, audiences, agendas, and content to be used at each outreach event*
- *Event-specific and final engagement report that summarizes each outreach activity, input received, and recommendations for future outreach*

TASK 2: CONDITIONS ASSESSMENT

To ensure a thoughtful understanding of downtown's context and operations, we will conduct an existing conditions assessment of the downtown area.

Assessing downtown's current conditions, particularly in a post-pandemic economic environment, will be foundational to identifying key plan themes, projects, and recommendations. We anticipate this assessment to at a minimum include:

- **Community Context and Market** - Population trends and forecasts, household and income characteristics, current property economic values, business, sector growth estimates, tourism trends, and their cumulative impacts on downtown Nisswa
- **Land Use and Development Patterns** - Current and future land use policy guidance, inventory and style of existing development and block patterns, identification of major "anchor" users, and review of other key land use policies
- **Natural and Public Spaces** - Presence and typology of natural features and amenities, inventory and conditions of public spaces and streetscape elements including wayfinding, signage, and monumentation
- **Transportation Networks** - Pattern, jurisdictional ownership, and general condition of the street, bike, and pedestrian networks, gaps in the existing multimodal network (including ATVs, snowmobiles, etc.), and a planning-level review of current parking and traffic circulation
- **Public Infrastructure** - Planning-level inventory and conditions summary of the public utility network (including well systems), snow management, and major private utilities, Wi-Fi access, and trash and stormwater management

We will compile findings into an existing conditions memo, which will use graphic representations of key findings and supportive text. This memo may also outline smaller character areas throughout downtown, as necessary, in order to focus and orient project recommendations, concept plans, and overall plan composition.

Task 2 Deliverables:

- *Draft and final conditions memo with associated graphics, exhibits, and narrative*
- *Identified character area maps and descriptions*

OPTIONAL VALUE-ADD SERVICES

Traffic Counts and Measures - To understand traffic patterns and volumes, there may be value in conducting a downtown-wide traffic study. This study would measure traffic volumes during defined periods, shedding light on potential peak activity times during both "tourist season" and at other points during the year.



NISSWA DOWNTOWN MASTER PLAN KEY ELEMENTS

Principles, Vision, and Goals

- Culture
- Mobility
- Environment
- Inclusion & Equity
- Economy



Engagement



Frameworks and Recommendations



Implementation

PHASE I — PREPARE	PHASE II — DESIGN AND COORDINATE	PHASE III — REVIEWS AND APPROVALS
1. COMPREHENSIVE PLAN TEXT ASSIGNMENT City Executive Staff responsible for the City of Nisswa Comprehensive Plan will assign staff to lead the development of the Comprehensive Plan. The City Executive Staff will coordinate with the Nisswa Planning Commission and the Nisswa Planning Commission to ensure the Comprehensive Plan is developed in a timely and effective manner.	2. PRELIMINARY PUBLIC INFRASTRUCTURE, ENVIRONMENTAL REVIEW City Executive Staff responsible for the Comprehensive Plan will coordinate with the Nisswa Planning Commission and the Nisswa Planning Commission to ensure the Comprehensive Plan is developed in a timely and effective manner.	3. COMPREHENSIVE PLAN MAP ASSIGNMENT City Executive Staff responsible for the Comprehensive Plan will coordinate with the Nisswa Planning Commission and the Nisswa Planning Commission to ensure the Comprehensive Plan is developed in a timely and effective manner.

Final Plan



PHASE 2: DESIGN

TASK 3: FRAMEWORK PLAN AND RECOMMENDATIONS

Equipped with Phase 1 findings, our team will explore thematic concepts that outline a *frameworks plan* for downtown. This approach will describe conditions and opportunities for downtown, and ascribe contextually appropriate recommendations for each. We proposed three framework plans, to cover:

- **Development:** Land use and development scale, density, patterns, and desired development orientation; block patterns and scale; targeted economic development opportunities
- **Connectivity:** Multimodal transportation and connectivity, access, and circulation, with a focus on active transportation and capitalizing on the state trail
- **Public Space:** Placemaking opportunities and locations for new or enhanced public spaces;

preservation of natural spaces; streetscape enhancements; leveraging sustainable design and systems toward a resilient downtown

Each framework plan can stand alone; however, their strength comes from the ways they reinforce each other. Together, the frameworks serve as a lens to implementation plan, and align future public and private investments.

Using the frameworks model and insight from Tasks 1 and 2, we will identify and describe a series of

recommendations that establish clear guidance on public and private actions necessary to support the continued success of downtown.

Task 3.1 Resilient Public Infrastructure

Our team brings an intimate understanding of public utilities, stormwater management, water system and facility planning and design, and public infrastructure maintenance best practices. To proactively establish a public infrastructure plan and inform the upcoming 2026 Road Bond, we will identify preliminary infrastructure improvement needs, and future studies necessary to continue supporting a resilient downtown. Our approach to infrastructure planning centers on systems that are financially feasible, technically sound, and can be maintained for the long term.

Recognizing the lack of, and need for, stormwater management that improves downstream quality, our team will assess current densities of impervious area, identify how future land use changes may impact the amount of impervious surface, and generally quantify anticipated volume of water that requires treatment. After assessing current surface topography, we will then conduct a planning-level siting of trunk storm sewer infrastructure to necessary to effectively mitigate local flooding conditions while conforming to treatment standards, and respecting circulation needs of pedestrians and vehicles.

Task 3.1 Deliverables:

- *Plan-view exhibits of infrastructure recommendations to include all above materials, with associated graphics and materials*
- *Plan-view exhibits of anticipated trunk storm sewer lines and BMP locations, with associated narrative and management options.*

- *Map and narrative list of recommended future studies and improvement needs*

Task 3.2 Placemaking

The impression a place makes upon us is driven by the way it looks and "feels." To promote a continued strong sense of place, embracing of the North Woods aesthetic, we will identify applicable placemaking strategies for downtown, highlighting key opportunity locations for integrating strategies in a scalable manner. Recommendations will be complementary to guidance from the city's Parks and Recreation Master Plan, with particular attention given to concepts for Pocket Park. We will also outline anticipated maintenance needs based on comparable projects.

Task 3.2 Deliverables:

- *Plan-view exhibits of placemaking location recommendations to include all above materials, with associated graphics and narrative*
- *Conceptual sketch plan renderings of placemaking opportunities*

Task 3.3 Complimentary Economic Development

The longevity of Nisswa's attraction rests within its downtown business ecosystem. Ensuring the continued vitality of downtown businesses, while thoughtfully preparing for and guiding complimentary land use changes, will ensure the business community continues to thrive. Toward this end, we will develop planning guidance for future land uses in and around downtown, identifying potential areas of change.

Task 3.3 Deliverables:

- *Plan-view exhibits of land use recommendations to include all above materials, with associated graphics and narrative*



- *Sketch plan concepts for up to three infill development concepts*
- *Brief architectural inventory of defining design features*

Task 3.4 Cohesive Multimodal Network

A strong transportation network is critical for stitching together a resilient, attractive downtown year-round. With this in mind, we will identify opportunities to enhance downtown's multimodal network, with particular focus on safe and inviting walkability that connects major destinations, in support of a "park once" strategy that leverages regional connectivity of the Paul Bunyan and Gull Lake Trails. We will also identify new street typologies and traffic calming opportunities to promote safe circulation, or organize a roadway hierarchy, and ascribe a phasing plan to these improvements. Finally, we will evaluate downtown's year-round parking inventory and opportunities for creative parking strategies and/or new facilities.

Task 3.4 Deliverables:

- *Plan-view exhibits of multimodal connectivity recommendations, to include all above materials, with associated graphics and narrative*
- *Conceptual roadway typical sections for street typologies in downtown*
- *Identified enhanced and/or new parking facilities, with associated graphics and narrative*

Task 3.5 Enhancing Streetscape and Wayfinding

Our team will leverage our experience delivering streetscapes across the Midwest to create a streetscape plan that complements the land use and connectivity vision, elevates Nisswa's existing character, and is cognizant of long-term streetscape maintenance needs. This will include design of elements such as lighting, seating, bike racks, wayfinding, signage, and plantings. We will also leverage our relationship with MnDOT and the Highway 371 project team to consider complimentary streetscape designs on the edges of downtown. Location-specific designs may be driven by character areas established in Task 2, as appropriate. We anticipate using guidance from staff on pre-identified priority areas, as mentioned in the RFP.

Task 3.5 Deliverables:

- *Plan-view exhibits of streetscape and wayfinding recommendations to include locations, typology, and maintenance needs, with associated graphics and narrative*
- *Streetscape and wayfinding design concepts*

Task 3.6 Community-Centered Activation

Nisswa is well known for its festivals, parades, active store fronts, and of course, the turtle races! Building upon this strong foundation, our team will deploy our outside-the-box activation experience



from across the country to develop active public realm guidance. Using land use, transportation, and public realm recommendations, we will identify locations for both passive and active strategies to continue promoting vibrant daily life across downtown year-round.

Task 3.6 Deliverables:

- *Plan-view exhibits of recommended locations for activation strategies, with associated graphics and narrative*

PHASE 3: PLAN

TASK 4: IMPLEMENTATION PLAN

To ensure the Nisswa Downtown Plan is a strategic, usable document for long-range guidance, we will establish an implementation plan with clearly outlined action steps, responsible parties, suggested timelines, and funding sources for key deliverables.

The implementation plan will ensure sufficient detail to provide clear direction on short-, medium-, and long-range actions, while maintaining flexibility to adapt to change. It will be developed alongside city staff to reflect current and future staff capacity to implement the plan.

We will also work with city staff to identify specific plan recommendations to develop planning-level cost estimates to inform cost planning and future project scoping. This will help identify potential project funding sources. Over the last five years, Bolton & Menk's funding team has secured over \$375 million in project funding, leveraging over \$1B in total projects. This expertise uniquely positions our team to identify funding solutions that will

provide the greatest likelihood of successful project delivery and maintenance.

The implementation plan will be a chapter of the downtown plan, but can be used independently of the plan for clear stakeholder guidance.

Task 4 Deliverables:

- *Draft and final implementation plan to include all above materials*

TASK 5: FINAL DOWNTOWN PLAN

Upon completion of all prior elements, our team will produce the final downtown plan document. We will integrate key elements of all prior tasks into thematic plan sections. We anticipate the plan document to be a highly graphic document, designed to be easily understood by city leadership, the general public, key stakeholders, and the development community. The plan will be developed for both digital and paper use.

Task 5 Deliverables:

- *Draft and final downtown plan, with all associated files, data, and supporting content*

OPTIONAL VALUE-ADD SERVICE

Additional or Refined Project Renderings

We will develop conceptual sketch plans for key projects; however, some projects may benefit from higher quality renderings that capture or convey additional character and imagery. Our team offers a wide range of refined project rendering skills, and would be happy to explore additional options as needed with the city.

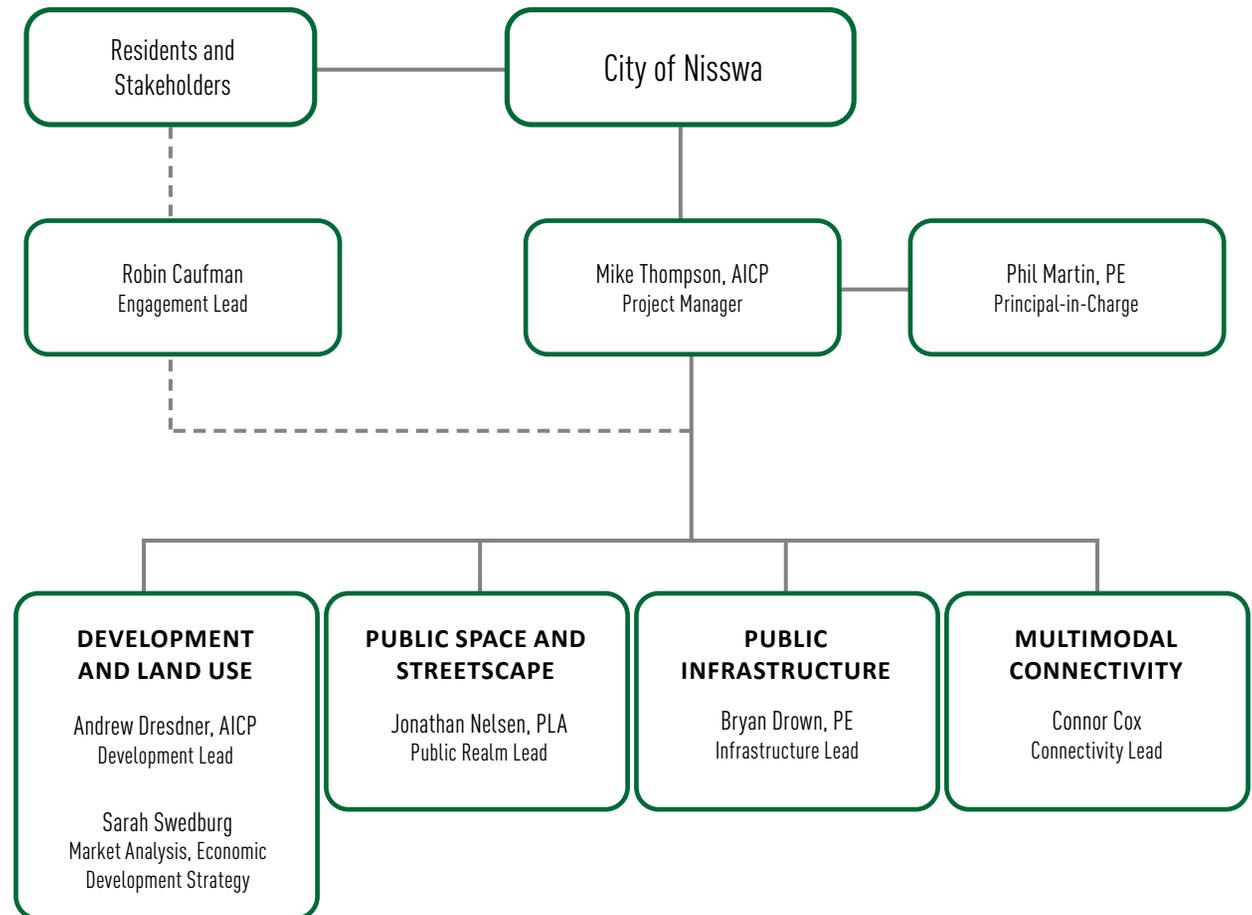
PROJECT TEAM AND EXPERIENCE

We have assembled a team custom built for this project. Focused on engagement, vision, and implementation, we will work alongside city staff to align public and private investment guidance with community goals.

Our team is focused on helping find solutions to multifaceted problems with creative, technical, regulatory, funding, and community-building expertise. While the team here will be the core team, we can easily draw from our more than 1,000 professional staff as questions or issues arise.

The team will be led by **Mike Thompson**, who will be the primary client contact. Mike will manage all plan deliverables and lead development of the implementation plan. Mike will attend all meetings, bringing on team leads throughout the process as necessary. Phil Martin will be the principal-in-charge ensuring all necessary firm resources are provided.

Our team is organized to deliver the plan as described in the scope of services. Team members Andrew Dresdner, Sarah Swedburg, Jonathan Nelsen, Bryan Drown, and Connor Cox will be responsible for leading respective delivery of plan components.





MIKE THOMPSON, AICP

Project Manager



Real People. Real Solutions.

Education

Bachelor of Arts - Political Science
Bethel University

Masters of Education - Community Development
Vanderbilt University

Certifications

American Institute of Certified Planners (AICP)

- Certified Planner - AICP

"One of my favorite family traditions is time spent each summer in Nisswa. I'd be honored to help ensure the place that has been so important for generations of my family can be enjoyed by many others for generations to come."

SUMMARY

Mike is a principal urban planner who loves the process of working with communities to rethink and redesign the ways in which their neighborhoods look, feel, and function. He has community planning and design experience across the country, including site planning and design, public realm programming and design, multimodal transportation planning, project management, and public engagement facilitation. Through his work, Mike seeks to promote places that are reflective of those who use them every day.

EXPERIENCE

Opportunity Site Master Plan, City of Brooklyn Center, Minnesota

The City of Brooklyn Center updated its zoning code, commissioned a land use study for Brooklyn Center, and developed an 80-acre master plan intended to be a future downtown for the city. Mike served as the project manager and lead planner on the multidisciplinary team. With innovative outreach and a thoughtful design approach, he built broad support for each project while delivering forward-thinking innovative solutions.

Land Use Study, City of Monticello, Minnesota

Mike led the land use scenario planning for Monticello's future growth areas, that sought to promote consistency of existing land use patterns, while growing regional business opportunities. Mike's work integrated land use, design, and public infrastructure planning while evaluating scenario viability and cost.

Webster Avenue Land Use Study, City of North Mankato, Minnesota

Mike co-led a planning and development scenario planning study for the City of North Mankato. Mike wrote development recommendations for Webster Avenue and aided in developing and visualizing scenario planning goals. Using his urban design expertise, Mike developed strategies for improving district-level design, connectivity, and development scenarios.



PHIL MARTIN, PE

Principal-in-Charge



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Education

Bachelor of Science - Civil Engineering
North Dakota State University

Master of Science - Environmental Engineering
North Dakota State University

Registration

Professional Engineer, MN

SUMMARY

Phil routinely acts on behalf of cities as a liaison with the public, residents, and other interested parties. He enjoys the relationships that are developed while helping clients solve their issues. Phil began his career in 1992, and as the Baxter civil work group leader, has managed the planning and design of various civil engineering projects in the Baxter area. He has been involved with state and federal aid projects, transportation corridor studies, trail studies, capital improvement planning, and has extensive experience as a municipal engineer with several north-central Minnesota communities. He has prepared numerous assessment rolls and presented at preliminary and final assessment hearings as part of the Statute 429 process.

EXPERIENCE

SE Utility and Street Improvements, City of Wadena, Minnesota

Phil was the project manager for reconstruction of approximately 16,000 feet of sanitary sewer; 16,000 feet of watermain; and 5,000 feet of storm sewer in addition to stormwater treatment basin construction and 35 blocks of residential and commercial street reconstruction.

Cuyuna Lakes State Trail Underpass of TH 6, City of Crosby, Minnesota

The City of Crosby, in partnership with MnDOT, initiated a safety improvement to install a below-grade pedestrian tunnel under Highway 6. Phil served as the city engineer and project manager for the \$1.5 million project that required extensive coordination with MnDOT and the Minnesota DNR to re-route the Cuyuna Lakes State Trail and local snowmobile trails through the new tunnel to foster a safe crossing for pedestrians, bikers, and snowmobilers. He was able to develop strong partnerships with the City of Crosby, MnDOT, and Minnesota DNR to construct an aesthetically pleasing and safe pedestrian crossing improvement that resulted in the City of Crosby paying about 15 percent of the total project cost.

Safe Routes to School Professional Services, City of Little Falls, Minnesota

Phil provided project management of project memorandum development assistance to the city. He also oversaw construction observation staff that assisted the city with construction services associated with the federally funded improvement.

"Downtown Nisswa has long been near and dear to me and my family. I'm excited to give back to the community to ensure it remains a strong and resilient destination."



ANDREW DRESDNER, AICP

Development Lead



Real People. Real Solutions.

Education

Master of Urban Planning - Urban Studies
University of Wisconsin - Milwaukee

Master of Architecture - Urban Studies
University of Wisconsin - Milwaukee

Bachelor of Arts - Urban Studies
Macalester College

"Downtown Nisswa is a treasure. I'm excited to help downtown become a more welcoming and friendly place. By focusing on the design of buildings and spaces, we can help create a place for more people, more experiences, and more memories."

SUMMARY

Andrew is a senior urban designer at Bolton & Menk whose professional career began in 1998. His expertise spans urban design, redevelopment planning, community development, public space design, and placemaking. Andrew appreciates the interdisciplinary approach to project solutions, as well as the expectation of bringing creativity and innovation to all projects.

EXPERIENCE

Historic Millwork District Master Plan Update, City of Dubuque, Iowa

Andrew served as project manager and primary point of contact with the city. As primary author of the original master plan, Andrew has institutional knowledge and an understanding of the challenges faced by the district. He coordinated public input, researched development trends, and designed high-level improvements that drove the project's direction.

Downtown Robbinsdale Master Plan, City of Robbinsdale, Minnesota

Andrew led an interdisciplinary team of designers, planners, and engineers to think holistically about the future of Downtown Robbinsdale, while is centered around a walkable historic main street. Andrew coordinated between the city, county, and regional transit authority towards a unified vision for downtown that preserve and enhance its attractions for visitors and businesses.

Downtown Master Plan, City of Monticello, Minnesota

Andrew led the development of the downtown plan, and was the lead designer, author, and public facilitator. Having been negatively impacted by regional growth through traffic and public tensions related to parking and density, The City's new downtown vision sought to connects the city's two most beloved assets—the riverfront and the civic center. Thanks to Andrew's work our team is now completing final design of public realm improvements including a downtown promenade, new park, and streetscape design.



JONATHAN NELSEN, PLA

Public Realm Lead



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Education

Bachelor of Science - Community and Regional Planning
Iowa State University

Bachelor of Landscape Architecture -
Landscape Architecture
Iowa State University

Master of Science - Landscape Architecture
Iowa State University

Registration

Professional Landscape Architect, MN

"Downtowns are special gathering places and 'hubs' of community life. Rethinking how the downtown's public realm can continue anchoring daily life in Nisswa is incredibly exciting."

SUMMARY

Jonathan is a senior project landscape architect with profound expertise in parks and park planning. He possesses a commitment to collaborating with communities, guiding them through the intricacies of the design process, and materializing their visions into feasible solutions. Jonathan has accumulated a wealth of experience, including roles within city and university planning departments, engaging with diverse stakeholders—ranging from the public to policymakers and developers—on various master planning and development initiatives. This background has given him a deep appreciation for the importance of a holistic design approach that begins with overarching strategic plans and culminates in practical, sustainable projects. Jonathan's proficiencies extend across multiple domains, particularly in urban design, multimodal transportation, and the crafting of downtown and civic spaces. However, it is his specialized expertise in parks and recreation that truly shines.

EXPERIENCE

Downtown Master Plan, City of Waconia, Minnesota

Jonathan was lead designer on developing monument signs, wayfinding signs, downtown kiosk/informational panels, and downtown parking signage - each supportive of the downtown master plan vision for the City.

Riverfront Renaissance Improvements, City of Hastings, Minnesota

Jonathan was part of the design team for public realm improvements for downtown Hastings' riverfront and downtown improvements. He provided conceptual and final design support in close coordination with city staff, and with feedback from the public.

Grassmann Park, City of Jordan, Minnesota

Jonathan served as the lead designer for the project and developed concepts, estimates, and construction documents. He worked with city staff and the parks commission to select elements for inclusion in the project, and used feedback from those meetings to inform the design and construction documentation process.



BRYAN DROWN, PE

Infrastructure Lead



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Education

Bachelor of Science - Civil Engineering
University of North Dakota

Registration

Professional Engineer, MN

Certifications

Minnesota Department of Transportation (MnDOT)

- Aggregate Production

University of Minnesota

- Design of Construction SWPPP

SUMMARY

Bryan is motivated by the company-wide expertise at Bolton & Menk and enjoys working as a team to meet client needs. He is a project manager who has been in the civil engineering industry since 1998. He is experienced in highway and street design, municipal utility design, site design, stormwater management, and residential and commercial development. His background includes preparing preliminary and final construction documents, project specifications, administering the Statute 429 process, and contract administration.

EXPERIENCE

Norway Lake Dam Removal and Rock Rapids Installation, City of Pine River, Minnesota

The City of Pine River needed to replace a 100-year-old dam in conjunction with MnDOT improvements to TH 84. Bryan served as project manager, working with our internal water resources, structural, and landscape architecture groups to develop a rock arch rapids. Through facilitation with multiple agencies, including the Minnesota DNR, State Historic Preservation Office, MnDOT, and the city, we acquired funding through the Lessard Sams Outdoor Heritage Council.

Inglewood Drive Railway, City of Baxter, Minnesota

In accordance with long-range transportation planning, the City of Baxter constructed a signalized intersection at TH 210 and Inglewood Drive and BNSF Railroad crossing at Inglewood Drive to create a west parallel corridor to TH 371. As a design engineer, Bryan led the design of project sanitary sewer and water main extensions.

Infrastructure Improvements Phases II and III, City of Eagle Bend, Minnesota

The City of Eagle Bend improved 20 blocks in and around their main street and commercial area. Bryan served as the project manager, leading the design to replace utilities and working with the landscape architects to incorporate streetscaping. The project addressed long-term utility deficiencies and enhanced the corridor.

"Living three minutes from downtown Nisswa for the past twenty years, I am excited to be a part of planning its future. My kids attended Nisswa Elementary School and they look forward to the 4th of July parade every year, spending nights at Rafferty's and Chocolate Ox, and the Lighting of Nisswa."



CONNOR COX

Connectivity Lead



Real People. Real Solutions.

Education

Master of Arts - Sustainable Urban Planning and Design
Arizona State University

Master of Science - Urban Planning and Development
Technical University of Darmstadt

"I remember spending time with my family in Nisswa when I was a child, and now it's my favorite stop while biking along the Paul Bunyan Trail. A visit to Glen's Ice Cream Parlor is a must!"

SUMMARY

Connor is a senior transportation planner on the Bolton & Menk team who began his career in 2012. He is responsible for leading active transportation planning work across Bolton & Menk's Midwest offices and is an expert in pedestrian and bicycle plans and studies, Safe Routes to School projects, complete streets projects and policies, trail studies and master plans, and safety action plans. Connor has ample experience with active transportation plans and studies; complete streets planning, design, and maintenance; bikeway design; corridor studies; winter maintenance; and grant funding. His passion stems from the impact his work makes in the communities he serves.

EXPERIENCE

*Aitkin Trunk Highway Corridors Study, Arrowhead Regional Development Commission (ARDC) **

Connor managed this planning study that evaluated three trunk highway corridors in Aitkin: TH 47, TH 210, and US 169. The study included evaluating existing conditions on the corridors, identifying issues and opportunities, community engagement, and conceptual-level design alternatives with planning-level cost estimates. The study developed a transportation planning vision, and the conceptual design alternatives are intended to inform the future design of the highway corridors and identify potential improvements.

*Fargo-Moorhead Bikeways Gap Analysis, Fargo-Moorhead Metropolitan Council of Governments **

Connor was the project manager for the bikeway corridor analysis project, which included analyzing 16 bikeway gaps in the Fargo-Moorhead metropolitan region and recommending design concepts for each gap. Connor organized and facilitated meetings with the study review committee, engaged with community members, and used the results of public feedback to inform the bikeway concept design recommendations. He also analyzed each bikeway gap, helped develop concept recommendations for bikeway facilities to fill each gap, and prepared the final report that included recommendations and planning-level cost estimates.

*Crow Wing County Multimodal Study, Crow Wing County, Minnesota **

Connor was the lead planner on this multimodal study, which evaluated two separate highway corridors. The goal of the study was to develop a set of conceptual design recommendations to improve safety and mobility for people walking along and across the corridors. Connor's work included analyzing existing conditions and developing a range of conceptual design recommendations that improve pedestrian safety and mobility on each corridor.

*Completed While With a Former Employer



ROBIN CAUFMAN

Engagement Lead



Real People. Real Solutions.

Education

Bachelor of Science - Natural Science
University of Minnesota - Twin Cities

Master of Urban and Regional Planning
University of Minnesota - Twin Cities

"For decades my husband's family had a lake home on Nisswa, so we got to know many of the local businesses and their owners. Even though the property was sold more than 10 years ago, we still order our coffee and have it shipped from Stonehouse."

SUMMARY

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a senior planner, her primary areas of expertise include community engagement, comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure there is clear understanding by all parties of project needs, purpose, benefits, and impacts.

EXPERIENCE

TH 371 Corridor Study, MnDOT District 3

Robin is the public engagement lead for the TH 371 study, which is evaluating the design and operations of the roadway through Nisswa and Brainard. Through this work, Robin maintains deep relationships with local businesses and key stakeholders along the corridor, and therefore brings a unique understanding of regional concerns and opportunities.

Comprehensive Plan Update, Crow Wing County, Minnesota

Robin is leading the comprehensive plan update for Crow Wing County. She is responsible for project supervision, client coordination, and leading all Bolton & Menk staff to ensure a quality final product. Robin also oversees communication and engagement staff in implementation to ensure broad community involvement in the process.

Historic Preservation Design, City of St. Cloud, Minnesota

Robin is leading engagement efforts for this project. As a St. Cloud-area resident and employee in our St. Cloud office, she brings an important understanding of the local community and resident interests.

*Central Corridor (METRO Green Line), Metro Transit **

Robin oversaw the Metro Transit Green Line's project outreach and engagement through the design, engineering, construction, testing, and grand opening phases. This included extensive coordination and communication with the cities, counties, watershed districts, the University of Minnesota, MnDOT, and business and residential communities to develop a line to meet stakeholders' needs and minimize impacts.

**Completed While With a Former Employer*



SARAH SWEDBURG

Market Analysis, Economic Development Strategy



Real People. Real Solutions.

Education

Bachelor of Science - Geography
Bemidji State University

"Growing up in Walker, a trip to Nisswa on the weekend was always a treat. As a previous Main Street Director, I'm excited to support Nisswa in leveraging existing assets to have even greater impact on the regional economic development opportunities!"

SUMMARY

Sarah is a planner at Bolton & Menk who began her career in 2017. She is responsible for short- and long-term planning needs for our clients. Whether it's a land use application like a rezoning or a conditional use permit, a corridor study, or a comprehensive plan, she takes pride in her work. Sarah's area of expertise lies in rural planning and community development. She is passionate about helping communities navigate the world of planning and enjoys seeing the positive impact from inclusive engagement and infrastructure design.

EXPERIENCE

Countywide Housing Study, Redwood County, Minnesota

Redwood County initiated a study after identifying housing as the Economic Development Authority's top priority for their community in 2023. Bolton & Menk is working with county staff and a committee of local stakeholders to gather input, analyze the qualitative and quantitative data, and identify specific strategies to develop the appropriate housing types in the optimum locations throughout the county. Bolton & Menk will deliver actionable recommendations to support the county's progress in addressing this key strategic priority to help their community continue to grow and thrive. Sarah is supporting public engagement and planning for this project.

*Economic Development Strategic Plan, Kandiyohi County, Minnesota **

Sarah served as the business development manager for the Kandiyohi County and City of Willmar Economic Development Commission (EDC). She supported the overall strategic planning efforts for the organization and designed engagement for local business owners to be a part of this process. Sarah then led the EDC's agriculture, broadband, childcare, and entrepreneur committees and programming to further develop and implement the strategic plan. This included securing grants, creating new programs, and tracking key performance indicators.

*Main Street Strategic Plan, City of Willmar, Minnesota **

In 2018, the City of Willmar created Willmar Main Street as a program of the city. As planner for the city at that time, Sarah was tasked with leading this effort. Strategic planning was a critical first step in supporting this transition from a separate non-profit to a program of the city, creating sustainability and long-term success. Sarah, alongside the citizen committee for Willmar Main Street, created and executed yearly work plans based off this strategic plan, leading to the Willmar Main Street Director becoming a full-time position just three short years later.

**Completed While With a Former Employer*

Project Experience

Bolton & Menk has led downtown planning and design projects across the Midwest and beyond. Below are some examples of our downtown planning, community engagement, public space, and infrastructure work. We would be happy to share additional experience or references upon request.



RIVERFRONT RENAISSANCE

CITY OF HASTINGS, MINNESOTA

The City of Hastings wanted to revitalize and reconnect their downtown to the Mississippi River while leveraging nearby amenities. Bolton & Menk collaborated with the city to develop a comprehensive redesign of parks, plazas, and streetscapes throughout downtown that both reinforced existing uses and prepared for future desired development. Bolton & Menk led implementation of conceptual to final design services, including construction document development and construction administration. Since construction completion, the city has seen several new development projects within downtown, and has been working with regional transit agencies on future regional transit service stations.

CONTACT:

Dan Wietecha

City Administrator, Hastings, MN
651-480-2350 | dwietecha@hastingsmn.gov



DOWNTOWN MASTER PLAN

CITY OF MONTICELLO, MINNESOTA

Monticello's downtown has been adversely impacted by regional traffic and public tensions related to parking and density. The master plan created a vision for downtown that connects the city's two most beloved assets—the riverfront and the civic center—with a promenade lined with new buildings, public art, and an all-ages trail. The plan converts the 'retail-only' main street into an activated mixed-use destination. Since plan completion, more than 200 new housing units have been developed, and key public spaces have been improved—attracting new events and visitors to downtown. Our team is now working with the city to design and build over \$10 million worth of public realm improvements.

CONTACT:

Angela Schumann

Director of Community Development, Monticello, MN
763-271-3224 | Angela.Schumann@ci.monticello.mn.us



DOWNTOWN MASTER PLAN

CITY OF WEST FARGO, NORTH DAKOTA

The goal of the placemaking master plan was to establish the downtown as a cultural center with a distinct identity and destination. Through public involvement and visioning, Bolton & Menk addressed key concerns to create a broadly supported plan for the future of downtown West Fargo. A vision, mission, guiding principles, and four main goals were defined relating to: placemaking; business and development; pedestrians, parking, and access; and infill, density, and redevelopment.

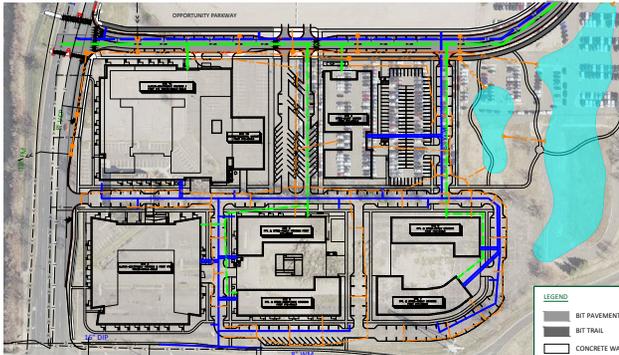
The plan included art concepts and RFPs. Implementation actions were recommended, including finding resources that identified next steps for downtown transformation.

CONTACT:

Aaron Nelson

Planning Director, City of West Fargo, ND
701-433-5300 | aaron.nelson@westfargond.gov

Project Experience (continued)



OPPORTUNITY MASTER PLAN INFRASTRUCTURE PLANNING AND DESIGN

CITY OF BROOKLYN CENTER, MN

While developing the master plan for a new downtown in Brooklyn Center, our team conducted a full infrastructure and traffic inventory, analysis, and planning. This planning and design was done in coordination with the land use and public space planning, to ensure a cohesive process of infrastructure necessary to support the vision. We are now completing final design for new roadways, a regional stormwater system, streetscape, and public realm placemaking. The project included successfully securing over \$4 million dollars of grant funding for local infrastructure improvements in partnership with the private development team.

CONTACT:

Jesse Anderson

Community Development Director, Brooklyn Center, MN
763-569-3330 | janderson@brooklyncentermn.gov



DOWNTOWN PARKING AND WALKABILITY STUDY

CITY OF BUFFALO, MN

Building upon the Buffalo Downtown Plan, the city hired Bolton & Menk to perform a parking and mobility study to assess existing parking and mobility infrastructure needs. GIS mapping was used to create an inventory of existing on and off street parking, parking restrictions, parking utilization count, and turn-over observations. A mobility conditions assessment was performed for 18 segments within the downtown study area. This assessment scored the quality of different mobility features such as sidewalk width and condition, lighting presence, crosswalk presence, ped/bike signage, landscape/streetscape features, and pedestrian crossing features currently available.

CONTACT:

David Kelly

Community Planning and Economic Development Director, Buffalo, MN
763-682-1181 | david.kelly@ci.buffalo.mn.us

ADDITIONAL COMPARABLE WORK DONE BY PROJECT TEAM STAFF

DOWNTOWN PLANS

- Downtown Robbinsdale, MN
- Downtown Fond Du Lac, WI
- Downtown Chippewa Falls, WI
- Downtown Westminster, NC
- Downtown Loris, NC
- Downtown Matthews, SC
- Downtown Hendersonville, SC
- Lowertown, Saint Paul, MN
- Downtown Nashua, NH
- Downtown Hampton, VA
- Downtown Portsmouth, NH

DOWNTOWN STREETSCAPES AND PLAZAS

- Fond Du Lac Downtown Plaza Design, Fond Du Lac, WI
- Monumentation and Wayfinding, Becker, MN
- Streetscape and Downtown Plaza, Indianola, IA
- The ARtery, Hopkins, MN
- Streetscapes and Plaza, Marshaltown, MN
- Streetscape and Plaza, Le Sueur, MN
- Opportunity Site Plaza, Brooklyn Center, MN
- Clocktown Plaza, Hopkins, MN
- Downtown Splash Pad Park, Carver, MN
- 66th Street Streetscape, Richfield, MN
- Monumentation Design, Savage, MN

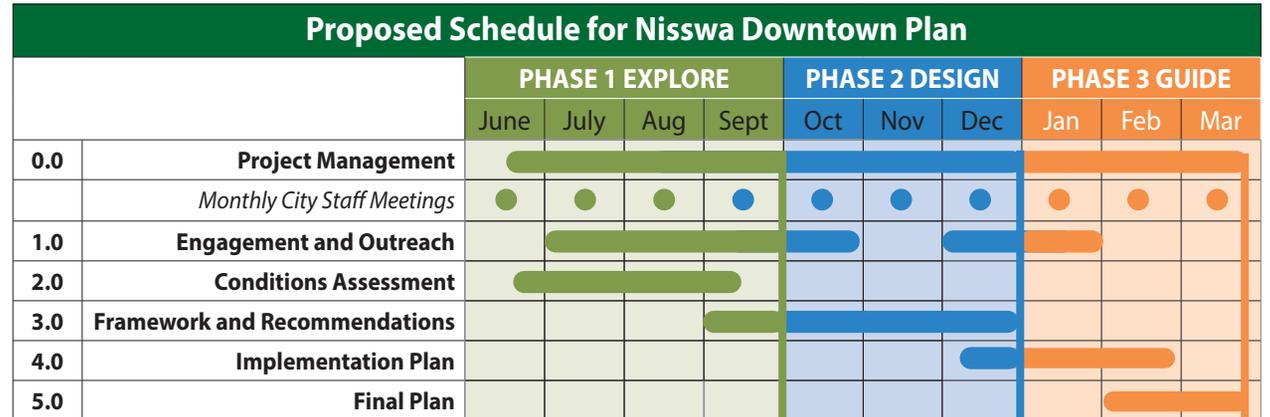
SCHEDULE AND FEE

We have developed a proposed schedule outlining anticipated tasks, major deliverables, and suggested completion date. We have also developed a proposed fee that follows the scope of services and budget described in this RFP, and is based on our experience in developing similar downtown plans.

Recognizing the importance of this planning effort for the city, we would certainly invite a conversation to ensure a scope and budget is appropriately scaled to the need, available resources, and considers project phasing opportunities as needed.

Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Upon selection, we will work with city staff and other project partners to revise and update this scope, schedule, and fee as needed to ensure successful project delivery.



PHASE 1 KEY DELIVERABLES

- Existing Conditions Report
- Engagement Summary

PHASE 2 KEY DELIVERABLES

- Frameworks Plan and Recommendations

PHASE 3 KEY DELIVERABLES

- Implementation Plan
- Engagement Summary
- Final Report

Task No.	Task Description	Total Cost	%
0	Project Management	\$11,500	10%
1.0	Engagement and Outreach	\$20,000	17%
2.0	Conditions Assessment	\$13,800	12%
3.0	Frameworks and Recommendations	\$61,700	52%
3.1	<i>Resilient Infrastructure</i>	\$20,800	X
3.2	<i>Placemaking</i>	\$7,800	
3.3	<i>Complimentary Economic Development</i>	\$8,400	
3.4	<i>Cohesive Multimodal Network</i>	\$9,600	
3.5	<i>Enhancing Streetscape and Wayfinding</i>	\$10,700	
3.6	<i>Community-Centered Activation</i>	\$4,400	
4.0	Implementation Plan	\$6,500	5%
5.0	Final Plan	\$5,400	4%
TOTAL NOT-TO-EXCEED FEE		\$118,900	100%

DOWNTOWN MASTER PLAN

Nisswa, Minnesota

Prepared by



Planning | Landscape Architecture | Urban Design

Proposal – April 22, 2024

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**CITY SQUARE WEST REDEVELOPMENT CONCEPT
CHASKA, MINNESOTA**



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Suite 103
Minneapolis, MN 55401
612-338-0800
www.hkgi.com

Jenny Max, City Administrator
City of Nisswa
5442 City Hall Street
Nisswa, Minnesota 56468

RE: Proposal for Downtown Master Planning Services

Dear Jenny and Members of the Selection Committee:

HKGi traces its roots as a firm to a downtown transformation. In the early 1980s the then-tiny village of Chanhassen, Minnesota, was experiencing significant growth pressure. HKGi’s work with the community helped the City guide that growth, and even as the small village grew into a fast-growing suburban community, the city and its downtown remained healthy and able to adapt to changing conditions. Since then, HKGi has conducted hundreds of downtown planning and urban design projects for small towns, riverfront communities, large cities, and suburban communities seeking to revitalize, reimagine, or refresh their downtowns.

The staff members assigned to this project enjoy the challenge and the excitement of working with communities to envision the future of their downtowns. This type of planning and design requires creativity and the ability to think critically and strategically, but more importantly, downtown planning enables us to tap into the passion that so many stakeholders and community members typically express about the heart of their communities. While in our experience each downtown offers unique experiences, character, and settings—and our process is designed to build on those unique elements—we have found that nearly all downtowns benefit from the desire that community members have to maintain their strong downtowns or revitalize those that are struggling. This shared excitement and enthusiasm is what makes downtown planning such a rewarding experience.

While rewarding, downtown planning nevertheless presents complex issues that must be addressed. These issues include such considerations as municipal planning regulations; property owner plans; neighborhood concerns; infrastructure needs; natural resource impacts; guidance to ensure new development occurs at an appropriate scale; and fiscal realities. A downtown planning process requires a team that understands these issues and has the skills and experience necessary to guide community stakeholders through this complex range of considerations.

As the lead consultant, HKGi staff assigned to this project have developed successful downtown and neighborhood planning initiatives for communities in Minnesota, Iowa, Michigan, and Wisconsin. Furthermore, the team HKGi has assembled for this proposal has conducted downtown planning, urban design, and implementation initiatives across the region. In addition to **HKGi**, our team includes **Stantec** for infrastructure planning service, and **LOCi Consulting** market analysis. We have collaborated with both firms on numerous occasions and are confident that together we will develop a Downtown Master Plan that inspires the community and serves as an effective tool for City staff as they work towards achieving the community’s long-term vision for Downtown Nisswa.

We are excited to submit this proposal and appreciate the opportunity to be considered for this project. If you have any questions, please do not hesitate to contact either one of us at the phone numbers or email addresses listed below. We look forward to hearing from you.

Sincerely,

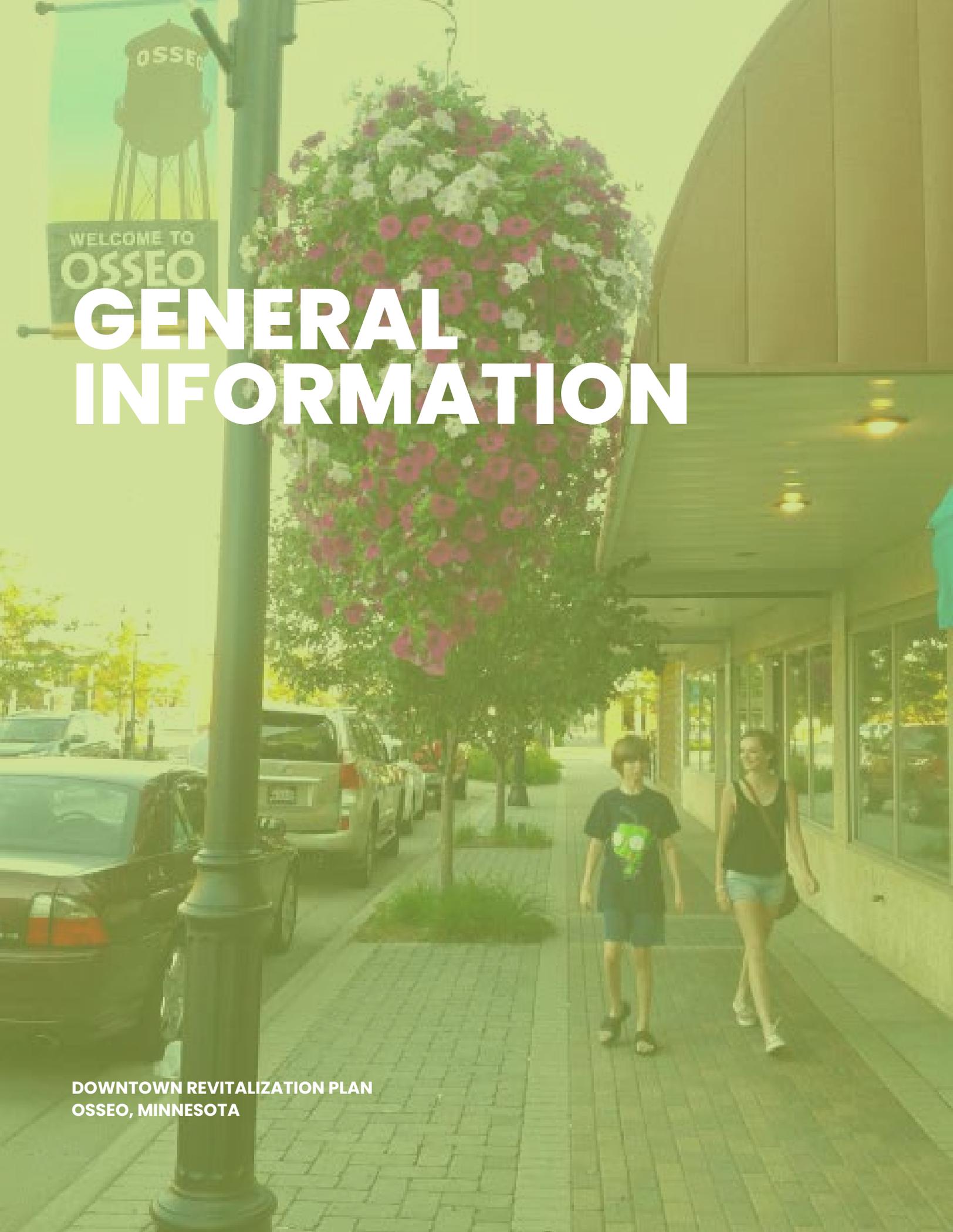


Kevin Clarke
HKGi Project Manager
503-926-4447 | kevin@hkgi.com



Bryan Harjes
HKGi Principal in Charge
612-252-7124 | bryan@hkgi.com

**Collaborate. Listen.
Explore. Create.**



GENERAL INFORMATION

DOWNTOWN REVITALIZATION PLAN
OSSEO, MINNESOTA

FIRM INTRODUCTION



For more than forty years **HKGi** has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's landscape architects and planners share their design expertise and passion with clients striving to create quality places, and our project managers provide the leadership necessary to ensure that projects stay on schedule, on budget, and are built to the client's highest standards.

PLANNING APPROACH

Our approach to downtown planning and urban design builds on the four key principles that have defined HKGi's practice since the firm's beginning: collaborate, listen, explore, create. We bring a **collaborative** spirit to all of our work and establish an atmosphere in which **listening** to the insight provided by stakeholders is a critical ingredient in successful community planning. Local knowledge about the community's goals and needs provides a foundation for the **exploration** of potential planning directions. From this process we leverage our skills and experience to **create** concepts and strategies that will best position the community to achieve its development vision.

The **Stantec** community unites approximately 22,000 employees in more than 350 locations. We're planners, scientists, designers, engineers, and project managers, innovating together at the intersection of community, creativity, and client relationships. Balancing these priorities results in projects that advance the quality of life in communities across the globe.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and design with community in mind.

LOCi Consulting was founded in 2019 and has helped leading national retailers, local developers, and progressive municipalities find, analyze, and value locations that meet their critical conditions. Whether that critical condition is finding the right locations for market expansion, identifying key customer segments, or developing a forecasting model to assess multiple locations, LOCi Consulting LLC creates customized solution that meets our clients' needs. We have completed market feasibility studies across the country for a wide variety of commercial real estate uses, including retail, office, residential, and mixed use.

Lenders, investors, and municipalities often require a thorough analysis of a community's market potential. Clients use these studies to tailor their policies to the potential in the market. We have completed market feasibility studies for a variety of projects throughout the Upper Midwest.

MAIN OFFICE

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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
- Rita Trapp, AICP, LEED AP, Vice President

ASSOCIATES

- Jeff Miller, AICP

STAFF

22 Landscape Architects, Planners, Designers, and Communications Professionals



LOCATION

Minneapolis, MN
stantec.com

ESTABLISHED IN 1954

STAFF

200 Minnesota Employees



LOCATION

288 Macalester Street
Saint Paul, MN 55105
www.lociconsult.com
grant@lociconsult.com
651-888-8464

NEIGHBORHOOD & REDEVELOPMENT EXPERIENCE

Working together to build vibrant communities.

HKGi has a well-established history of creating downtown, neighborhood, and corridor redevelopment plans that have generated positive results for communities throughout the Upper Midwest. From large cities such as Minneapolis to smaller communities like Hutchinson or St. Francis, HKGi has supplied engagement, planning and urban design services to assist communities in accomplishing some of the critical objectives that comprise successful plans:

ESTABLISH SHARED COMMUNITY VISION

CONDUCT INSIGHTFUL CONTEXTUAL ANALYSIS

IDENTIFY KEY OPPORTUNITIES

EXPLORE POTENTIAL CONCEPT DIRECTIONS

CREATE ACTION-ORIENTED IMPLEMENTATION PLANS

DEVELOP STRATEGIES TO ACHIEVE THE VISION

Through our work, HKGi helps communities address a broad spectrum of essential redevelopment issues related to public space improvements, land use guidance, development feasibility, community character, economic development, circulation, parking, and strategic planning.

The sidebar to the right includes a sampling of our downtown and district redevelopment experience. More detailed examples are included in the Project Team and Experience section.

Relevant Experience

- Downtown and Old West Main Redevelopment Planning | Red Wing, MN
- Downtown Revitalization and Action Planning | Hutchinson, MN
- Downtown Public Space/Streetscape Design | Alexandria, MN
- Downtown Public Space/ Streetscape Design | Osakis, MN
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Downtown Revitalization Plan | St. Francis, MN
- Merle Hay Road Gateway Redevelopment Guide | Johnston, IA
- Downtown and Highway Corridor Redevelopment Planning | Onalaska, WI
- Downtown Vision and Site Redevelopment | Chanassen, MN
- Downtown Redevelopment Guide | Victoria, MN
- River's Edge Commons | Elk River, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concept | Hermantown, MN
- Downtown Revitalization Plan and Public Space/Streetscape Design | Osseo, MN
- Downtown East/North Loop Master Plan | Minneapolis, MN
- Downtown Master Plan & Public Space/Streetscape Design | Chaska, MN
- City Center Study | Scandia, MN
- Downtown Public Space/Streetscape Improvements | Buffalo, MN

DIVERSITY AND INCLUSION

The issue of how public agencies can promote and ensure diversity and inclusion of all segments of the community is receiving renewed attention within the planning profession. HKGi has always strived to conduct public outreach campaigns that reach into underserved and underrepresented communities, but more recent initiatives strive to match planning INPUTS with planning OUTCOMES.

Members of the HKGi planning team assigned to this project have worked on several projects that have emphasized diversity and inclusion or have used diversity and inclusion as a primary guiding principle. These projects have included the 2040 Comprehensive Plan and the He Mni Can Park Master Plan in Red Wing (MN); the St. Louis Park (MN) 2040 Comprehensive Plan, which included a chapter on Equity; the Thompson County Park Master Plan in Dakota County (MN); the Minnehaha Parkway Regional Trail Master Plan and the Penn Avenue Corridor Investment Framework Plan, both in Minneapolis; the Master Plan for Big Elk Lake Regional Park in Sherburne County (MN), and the Roseville (MN) Zoning Ordinance Update.

While these projects had a specific focus on engaging diverse stakeholder groups, HKGi is committed to taking proactive steps to ensure that ALL our engagement and planning processes are inclusive and incorporate a diversity of voices from all stakeholder communities. To that end, we work closely with our clients at the very beginning of the planning process to identify their diversity and inclusion goals and to identify local organizations and leaders who can help us bring new voices into the planning process.



TEAM OVERVIEW



Kevin Clarke
HKGi
Project Manager



Bryan Harjes
HKGi
Principal in Charge



Kendra Ellner
HKGi
Planner



Leilen Farias
HKGi
Park/Urban Design



Grant Martin
LOCi Consulting
Market Analysis



Alan Offerman
Stantec
Lead Engineer



Jody Rader
HKGi
Bike-Ped Planner
and Design



**Mia Colloredo-
Mansfeld**
HKGi
Planner



Dan Edgerton
Stantec
Water Resources

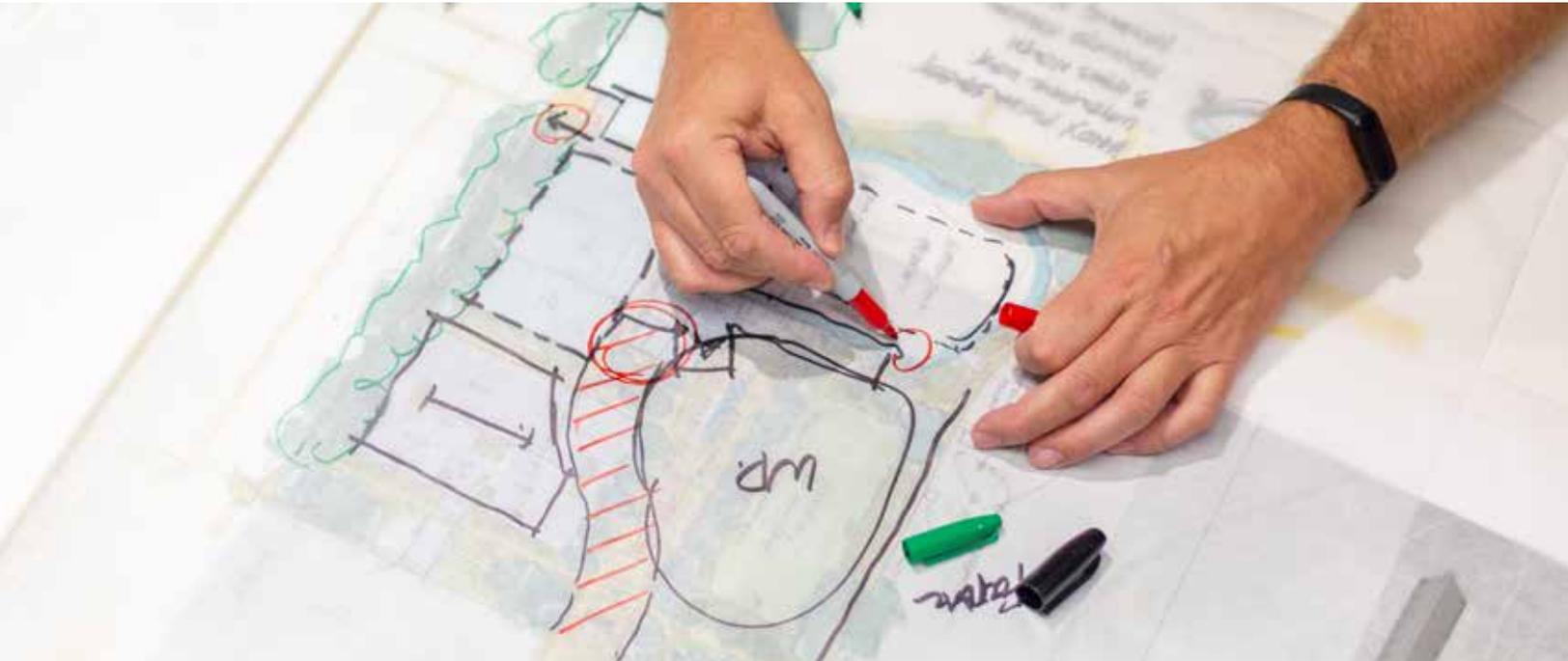


Ed Terhaar
Stantec
Transportation

PROJECT UNDERSTANDING & APPROACH

DOWNTOWN STREETScape DESIGN
OSAKIS, MINNESOTA

UNDERSTANDING



PROJECT UNDERSTANDING

Downtown Nisswa is a beloved destination for many people. For visitors, it is the spot to go to do some shopping, hit the trails, or grab an ice cream cone, or catch a drink. For business owners and employees, downtown is their livelihood and supports their families. For other residents, it is a spot to catch up with neighbors, speak to their elected officials, go to school, and attend church. Ultimately, no matter who you are, or how you use it, Downtown is the heart of Nisswa and a hub for the Lakes area tourist economy.

Downtown Nisswa is need of a plan to help formalize a vision for the future and create a blueprint to achieve its goals. The plan Downtown must **consider the wide variety of Downtown users**, including a diversity of ages, abilities, and backgrounds. We know that some residents are year-round, while others are seasonal. Some visitors have second homes and have been coming for generations, while others are visiting Nisswa for the first time. The plan outcomes, as well as the engagement, must respond to the tapestry of people you will find Downtown.

Because of its charm and character, Downtown Nisswa has become an incredibly popular place. People are drawn to the welcoming nature, unique offerings

and human scale. Any plan that seeks to move Downtown forward must also understand and **preserve the character** that makes the area so beloved.

Being too popular is a good problem to have, however the popularity may still present significant issues that leave a lasting negative perception of the place. Today you can see cars continually circling for parking spaces, trail users unsure of how and when to cross streets, and pedestrians who feel like they are in no-man's land at busy intersections. Transportation, mobility, and parking in Downtown Nisswa can be a challenge. Look around downtown and there is a strong likelihood that you will see people who have arrived by car, bike, and on foot. Some may have come by boats (via the public docks) and golf carts in the summer, or snowmobiles in the winter. The plan must **ensure the safety and consider the experience of all users to create a positive experience.**

We also know that the lakes and natural landscape are a big reason people choose Nisswa, whether that's to visit, or to make home. The environment defines the character of the region and serves as an

enormous economic driver. This plan should consider, minimize the impacts on, and **protect the natural resources** that are so important to the area.

Beyond just an ecological understanding, Downtown must be an **economically sustainable** place too. People come to Downtown Nisswa to patronize the businesses. In turn, great businesses give people a reason come to Downtown. Economic activity in downtowns creates vibrancy, which in turn leads to even more economic activity. The plan should support businesses and seek to minimize obstacles, knowing that strong businesses and a strong downtown go hand-in-hand. That includes thinking about downtown and its businesses year-round. Absent seasonal surges, Downtown should still be a vibrant district no matter what time of year.

The plan for Downtown must be **inspirational toward the future and practical in its application and strategy for transformation**. The plan must listen and integrate the desires of a variety of users. The plan should be visually appealing, simple to understand, and easy to navigate. The plan can become place where a common understanding for change is put forward. An image from the plan may spark an idea for a new development, provide an opportunity for business reinvestment, or highlight public infrastructure projects to aid in the desired evolution of the Downtown. The market research would outline how many units could be absorbed. A policy in the

plan may be cited by the City Planner in her staff report to the planning commission. Budget numbers will help the City understand what needs to be invested in utilities to service the building. The vision and design guidelines can help shape the new development to look like it belongs.

From our collaboration with the City in the Parks Master Plan in 2023, we have gained a great appreciation for the community and have strong handle on the issues surrounding downtown today. Additionally, the HKGi team has extensive downtown planning experience and fully understand the many layers that must be considered for downtown planning. The shared experience of the HKGi Team provides Nisswa with the well-rounded set of skills needed to achieve the goals for this planning effort. We have included urban planning and design, landscape architecture, market, and civil engineering in our project team. From highway corridor plans, market analysis, infrastructure assessment, economic development strategies, streetscape design and construction, parking analysis and recommendations, urban design and design guidelines, park design, and multi modal planning, the HKGi Team has can address all facets of the project. We have worked in other downtowns experiencing similar issues and opportunities such as Alexandria, Stillwater, Grand Marias, Red Wing, Osakis, and White Bear Lake. We are excited to bring this knowledge and our passion for downtown planning to Nisswa.



**PARKS MASTER PLAN
NISSWA, MINNESOTA**

APPROACH & SCOPE

In order to achieve the Downtown Nisswa Master Plan, we are proposing 4 phases of work, all informed by engagement. We anticipate targeted analysis over the summer, Visioning, goal setting & idea generation in the fall, plan development winter, approvals in spring 2025.

Our public engagement approaches are called out throughout the work plan. We have proposed an engagement plan that we think will strengthen the findings of the plan and create community ownership of the final product. We would welcome your input if you have revisions to the approach and can supplement our strategy with additional outreach as desired by the City.

Our planning work will be done with a focus on implementation throughout, with prioritization of goals and sequencing of key next steps so that at the end of this process, the City has a clear path forward.

TASK 1 – EXISTING CONDITIONS ASSESSMENT & MARKET/DATA ANALYSIS

Task 1 creates a common understanding of downtown Nisswa today. We need to know our starting point in order to get to our destination. Downtown Nisswa has been shaped by both broader transportation decisions such as the 371 alignment, access management, and the Paul Bunyan State Trail, but others are the result of a rich history and strong community priorities, giving the district character and economic vitality. Task 1 helps us understand what are the strengths on which we can build, what may be holding us back, and what are the opportunities for positive change.

With the assistance of the City, we will gather, evaluate, and summarize relevant background reports and plans. We understand these to include, but are not be limited to: the 2030 Comprehensive Plan, The Park & Recreation Master Plan, the ADA Transition Plan, the 2025 Road Bond, and Safe Routes to School. These plans and their findings will inform the some of the underlying building blocks for the Downtown Master Plan.

Demographic review (such as population, households, consumer spending) will be completed along with up to five comparable communities.

The market analysis portion of Task 1 will include a site analysis reviewing the location. Considerations will include access, visibility, proximity to demand drivers, quality and character of transportation corridors. Sites identified as potential redevelopment opportunities will be specifically reviewed.

The market analysis will include a review of denser housing types, providing high level market information on the market in the Brainerd Lakes region. This will include elements such as unit size, pricing, features/amenities, and absorption if available. These housing products may include owner occupied townhomes, condominiums, general occupancy rental, affordable rental, and market rate and affordable senior housing.

We will also review retail, with an overview of existing retail, market data (such as lease rates, vacancy, and absorption) and discussion of newer competitive downtown retail properties in Greater Minnesota. The analysis will include the identification and discussion of mixed-use properties developed in Greater Minnesota.

We will also perform trends research to understand what communities with similar characteristics (tourism, main street, small town, lakes/ Northwoods, etc.) are doing.

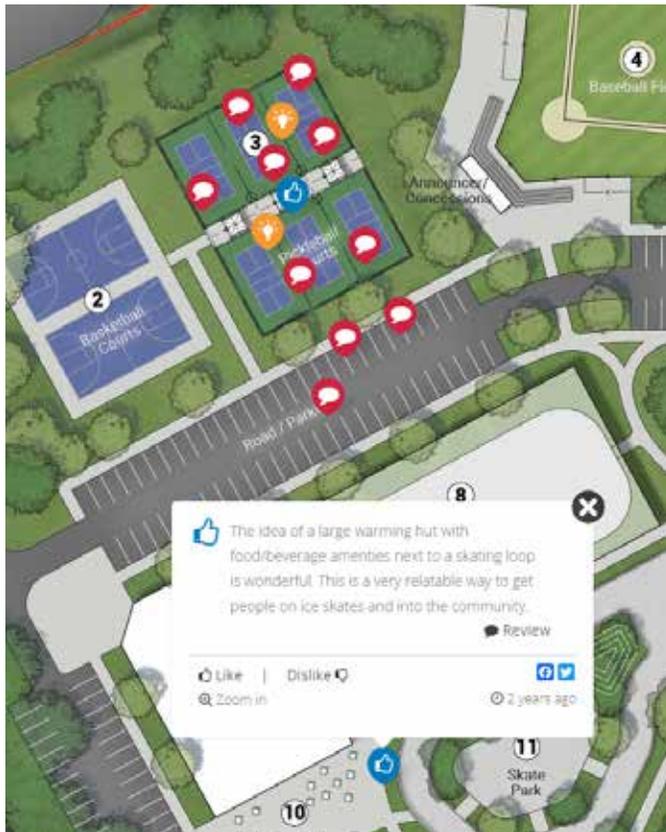
Conclusions and findings from the Market/Data Analysis will be integrated into task one and form the basis for relevant plan focus areas in Task 3.

We will work with City staff to gather all applicable public utility record plans and existing utility information within the project locations, including sanitary sewer, water, and storm sewer. We will utilize the Gopher State One Call (GSOC) system to receive maps of the private utilities in the project areas which will provide a better understanding of the existing private utilities. This received information of the existing utility conditions will allow us to foresee potential utility impacts with the future downtown plan. We understand stormwater and water supply are the primary limiting factors from a development standpoint in Downtown Nisswa.

A previous parking study was completed by the Chamber in 2017 which inventoried the available parking in Downtown Niswawa. As a part of this proposal, we will review and confirm the previously completed study and provide a desktop review of the parking demand of Downtown Niswawa. With this preliminary review, we will determine the existing uses that utilize the available public parking and estimate the anticipated requirements per the ITE parking generation manual. If parking demand has changed drastically since the Chamber's study, we can provide additional services language to have counts updated, or work with staff/Chamber to get updated counts.

Our traffic engineers will also provide a feasibility level review of the existing street widths including intersection lay outs and relationship to the trails/sidewalks and crossings.

We will also consider the public realm to understand what is working well, and what could be improved with regards to sidewalks, pedestrian crossings, parking, alleyways, building appearance, parks and open space, and other civic spaces.



Social Pinpoint has been a useful tool to gather online input, especially in places like Niswawa, where visitors, cabin owners, and seasonal residents may not always be in town to attend in-person events. (Image from Niswawa Parks Master Plan engagement)

PUBLIC ENGAGEMENT: We also want to hear from the people who are using Niswawa's downtown. This includes residents (year-round and seasonal), business owners, employees, and visitors. During the summer, we anticipate using Social Pinpoint to survey and gather location specific input from the community. To raise awareness of the project, connect people to the survey, and gather additional input, we are proposing an interactive outreach method in coordination with either the City or the Chamber of Commerce. We will prepare a series of questions to populate a chalkboard wall to be located at a central location like the Chamber Building. The chalkboard will also have links to the online Social Pinpoint. We will work with staff to identify an appropriate downtown event to attend for pop-up engagement.

The findings of these different analyses will be combined into an Existing Conditions Assessment and Issues and Opportunities Summary Report. The findings will be presented to the Planning Commission and City Council for discussion, and as a kickoff to the Vision and Goal Setting task to follow.

Meetings:

- » Staff Kickoff Meeting and Site Tour
- » Staff Review Meeting (Virtual)
- » Planning Commission Meeting (in coordination with Task 2)
- » City Council Meeting (in coordination with Task 2)

Deliverables:

- » Public Input Summary
- » Existing Conditions, Issues, and Opportunities Summary Report
 - Relevant Plan Review and Summary
 - Market Research
 - Engineering Review of Infrastructure
 - Public Realm Analysis



APPROACH & SCOPE

TASK 2 – VISION AND GOAL SETTING

Task 2 is about understanding where Nisswa’s Downtown wants to go and what it wants to become. This will be driven by conversations with the broader community and elected/appointed officials, staff’s first-hand knowledge, our Team’s experience in listening and developing a vision and goals for unique communities. The Vision is the destination, and the goals are how the City will measure progress.

As part of the same meetings presenting the findings from Task 1 to the Planning Commission and City Council, we will kick off the Vision and Goal Setting process. These meetings will consider different, alternative vision statements and goals, and we will facilitate a discussion with officials to evaluate those different statements.

PUBLIC ENGAGEMENT: During the visioning and goal setting process, we will meet with identified stakeholders to better understand their needs and desires for the future of Nisswa’s downtown. These stakeholders will be finalized by the City, but could include downtown business owners, school representatives, resort owners, the Chamber of Commerce, and others. We will facilitate a series of up to 4 virtual meetings with specific groups to discuss the findings from Task 1 and their vision and goals.

We will also hold an open house to show the community the findings from Task 1, and to gather more feedback on the Vision and Goals for Downtown Nisswa. This input will be combined with social pinpoint/survey data to inform the vision and goals.

Based on what we’ve heard from the community, stakeholders, staff, elected/appointed officials, and what we’ve seen through Task 1 analysis, we will draft a vision and set of goals for Downtown Nisswa.

Meetings:

- » Planning Commission Meeting (in coordination with Task 2)
- » City Council Meeting (in coordination with Task 2)
- » Up to 4 stakeholder meetings (virtual)
- » Community Open House

Deliverables:

- » Public Input Summary
- » Vision and Goals Document



Presentations at the workshop for Red Wing

APPROACH & SCOPE

TASK 3 – PLAN FOCUS AREAS

If Task 1 is the starting point, and Task 2 is the destination, Task 3 is the turn-by-turn directions. The City, through the RFP has identified several elements to be included in the Plan Focus Areas. It is our intent to give the City the tools needed to move forward on all the specific plan focus areas. Some elements may be easy to implement, while others may need additional work after this plan is completed. The plan will outline the next steps necessary to accomplish the City’s “to-do” list and outline the cost implications of each.

PUBLIC ENGAGEMENT: Design Charrette / Workshop:

Fresh out of the visioning and goal setting exercise and armed with the knowledge from the analysis work and initial round of community and stakeholder engagement, The HKGi Team will lead a 1-2 day design charrette/ workshop with City staff and the consultant team. The intent is to collectively generate ideas for projects and initiatives in the downtown. Typically, we begin with a download of the key themes from the community engagement and then through sketching, plan graphics, and precedent images begin to compile a range of ideas for review. At the end of the workshop, we provide a “pin-up” review of the ideas. This is a great opportunity for an informal review of ideas with community leaders, businesses and other key stakeholders, where with pens and markers in-hand we can refine or can create additional ideas that will then be further developed for a more formal review. This provides a great opportunity for the public to see the ideas evolve. This has been a very successful touch point for past projects – For the Red Wing Downtown Plan for example, we utilized a vacant storefront as workshop space for a convenient meeting space

Infrastructure Assessment and Solutions: Our team will use the preliminary site plan and impervious surface impacts on the project to better estimate any proposed stormwater management components. The preliminary storm water design will review current site requirements, analyze hydrologic conditions for

the proposed improvements and recommend storm sewer and BMP design that will be summarized in a stormwater management memo. This preliminary information will allow our team to properly size stormwater best management practices (BMPs) to be used to site planning and cost estimating purposes.

Similarly, the preliminary site plan will be used to develop a schematic design for proposed public utility improvements including sanitary, water and storm sewer. This existing and proposed utility information will be used for site planning and cost estimating purposes. It is understood that the City does not currently have a municipal water system which prevents significant growth in the downtown area. As a part of this master planning effort, Stantec will take a high level look at the watermain routing and service area within downtown while coordinating with the existing and potential future expansion of the municipal sewer collection system.

Understanding that the local streets, trails, and sidewalks are imperative to the functionality of downtown, our engineering team will provide recommendations for updates of the existing transportation infrastructure without compromising the feel and function of downtown Nisswa. Along with these updates and recommendations, a high level cost estimate will be provided for future planning.

Placemaking: The placemaking section includes a re-envisioning of Downtown Pocket Park, including layout and programming changes that can help make the park more popular, as well as better connect it with the new regional trail, boat launch, and Nisswa Lake Park (and better connect those features to Downtown).

It will also include high level design guidelines to help new development projects stay within the character of Downtown Nisswa. Topics covered could include massing, materials, building orientation, public realm features, and other elements that shape the feel and function of the district.

The ideas and designs from these two topics should also be able to continue throughout the Downtown such as other public spaces and integrated into the streetscape.

APPROACH & SCOPE

Business & Economic Development: This section will include strategies for 3 main topics: supporting existing businesses, exploring new business ideas, and potential redevelopment concepts. The findings from the market analysis (Task 1) will be integrated into this section. Designs and strategies will reflect new ideas and concepts, but in keeping with the character of Downtown, aligning with best practices for sustainable growth, and within the realm of what could be supported by the market.

Redevelopment concepts will be illustrated in plan view to show the relationship of surrounding uses and parking allocation. Key catalyst projects will be supported with 3-dimensional renderings, fly-throughs, and through the use of precedent imagery to help visualize the concepts.

Parking, Access, and Walkability: Strategies for parking, access, and walkability will focus on expanding parking options in Downtown, and then making sure the experience from car door to front door is a safe and enjoyable experience. Providing all parking “at the front door” will be unlikely, so ensuring good wayfinding to find available spaces and creating a memorable environment when walking to and from vehicles will be important. We will explore opportunities to provide additional parking in and around Downtown, and seek to understand the parking impacts of new development through City Code and ITE parking/land use guidance.

Streetscape and Infrastructure: The streetscape helps to reinforce the brand of the district and must incorporate the functional aspects of parking, pedestrian circulation, and necessary infrastructure including stormwater treatment. Developing a streetscape identity that improves the pedestrian experience, but holds true to the unique “vibe” of downtown Nisswa is critical. We explore new alignments for intersection crossings, enhanced wayfinding and signage, and showcase ideas for site furnishings and features that enhance the pedestrian comfort level. Key questions such as: How can the canopies over the walkways be preserved? How can we better align intersections for clear vehicle and pedestrian navigation and safety? How can the integration of placemaking elements (outdoor dining, plazas, public art, etc.) further the destination experience of downtown? These are critical questions to address through the design of the public realm.

The streetscape focus area planning and design will be coordinated with other key focus areas, such as parking, roadway infrastructure solutions, and placemaking.

Activation: Seasonal activities, evening and weekend events and programs that help to drive trips to downtown are important considerations to further support retail, restaurant and entertainment uses. We will examine the existing activation strategies for downtown and provide thoughts and strategies for additional downtown activation that further the range of activities appropriate for downtown, leverage bigger picture moves on the north side anticipated for Nisswa City Park, and help promote additional private investment in the downtown.

Funding Mechanisms: This section will help identify priorities and sort actions into short, mid, and long-term actions. The Master Plan will identify planning level costs associated with each strategy and the responsible parties. We will work to align potential funding sources (grants, low interest loans, capital improvement plans, public finance options such as tax increment finance or tax abatement) with the appropriate implementation project type.

PUBLIC ENGAGEMENT: To gather feedback on these topics we will use an updated survey and social pinpoint to allow the community to review to strategies, and understand and respond to potential changes to Downtown. We will also hold an open house that allows for in-person discussion and feedback on the strategies and concepts.

Meetings:

- » Staff Review Meeting (Virtual)
- » Planning Commission Meeting
- » City Council Meeting
- » Up to 4 Stakeholder Meetings (Virtual)
- » Community Open House

Deliverables:

- » Public Input Summary of Survey, Social Pinpoint, and Open House
- » Documentation of all relevant Plan Focus Areas with planning level costs and responsibilities outlined

APPROACH & SCOPE

TASK 4 – PLAN DEVELOPMENT AND APPROVAL PROCESS

Task 4 brings all the planning elements together into strategic road map for how the downtown could incrementally advance towards the community’s desired vision.

We will assemble all materials from the first three tasks into a complete draft plan document. The document will be highly visual, easy to read, and straightforward to navigate. It will include an executive summary, and applicable sections may be able to stand on their own. Ultimately it will need to be a document that is able to be referenced by elected officials, cited and followed by staff, and inspirational to the development, business, visitor, and resident communities of Nisswa.

After a draft plan is developed, it will be presented to Planning Commission and City Council for review.

PUBLIC ENGAGEMENT: The draft plan will be available online, and in paper copies at the City, Chamber of Commerce, and Library for public comment.

Based on the input from officials and the public, the plan will be updated and a final plan document presented to the Planning Commission again for recommendation, and to the City Council for approval.

Meetings:

- » Staff Review Meeting (Virtual)
- » Planning Commission Draft Review
- » City Council Draft Review
- » Planning Commission Recommendation
- » City Council Approval

Deliverables:

- » Draft Downtown Master Plan
- » Final Downtown Master Plan
- » All related background information (GIS Maps, estimate spreadsheets, public engagement materials, etc.)

PROJECT MANAGEMENT AND PRIMARY STAFF CONTACT

We anticipate that the primary staff contact will be Bethany Soderlund, City Planner. Other City Staff will be included as desired by the City. Our budget and schedule include time for bi-weekly check in meetings throughout the project.



Proactive communication between HKGi and City staff will keep the project on schedule and on budget and ensure that key issues are identified and addressed at all stages of the process.



PROJECT TEAM & EXPERIENCE

**DOWNTOWN PLANNING AND DESIGN
LAKEVILLE, MINNESOTA**



Kevin Clarke
Project Manager
kevin@hkgi.com

Years of Experience: 12

Education

Master of Landscape Architecture and
Master of Urban and Regional Planning -
University of Minnesota

B.A., Economics -
Saint John's University

Awards

2017 MN APA Success Stories in
Implementation Award - Downtown
Master Plan and Streetscape Design -
Chaska, MN

2015 MI APA Daniel Burnham Award for
a Comprehensive Plan - Comprehensive
Plan for the City of Ironwood

Introduction

Kevin will serve as the HKGi team's Project Manager for the Downtown Nisswa Master Plan project. In this role he will direct the work of the planning team, lead engagement on behalf of the consultant team, and serve as the primary contact for City staff.

Kevin is already familiar with Nisswa and some of its planning and development context from his work leading the recent Park and Recreation System Plan project. He has provided leadership and service for other downtown and neighborhood redevelopment projects for communities such as St. Francis, Red Wing, Chaska, Le Sueur, Alexandria, and North St. Paul. His contributions to these types of projects includes data collection and analysis, land use planning, development concept exploration and refinement, stakeholder engagement, implementation planning, and the design of public and open space improvements.

Relevant Project Experience

- Downtown Master Plan | St. Francis, MN
- Old West Main Site Redevelopment Study | Red Wing, MN
- Redevelopment and Downtown Streetscape & Public Space Planning | Chaska, MN
- Complete Streets Streetscape Concept Plan | Osakis, MN
- District 1 Neighborhood Plan | Clive, IA
- Pier D Small Area Plan | Duluth, MN
- Downtown Plan | Forest Lake, MN
- Redevelopment Planning | Onalaska, WI
- CR73 Small Area Plan | Plymouth, MN
- Broadway Avenue Streetscape - Missing Link | Alexandria, MN
- Hwy. 10 DT Development Framework | Dilworth, MN
- Downtown Development Plan | Le Sueur, MN
- Downtown Redevelopment Plan | North St. Paul, MN





Bryan Harjes PLA (MN, MI), LEED AP
Principal in Charge
bryan@hkgi.com

Years of Experience: 25

Education

Master of Landscape Architecture and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota,
License No. 42954; Michigan License No.
3901001779

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design - Minnehaha
Parkway Regional Trail Master Plan

2015 ACEC-MN Engineering Excellence
Honor Award - Buffalo Commons,
Buffalo, MN

2014 APA-IA Innovation in Economic
Planning and Development - Merle Hay
Road Gateway Redevelopment Master
Plan, Johnston, IA

2010 Preservation Award - Minnesota
Preservation Alliance - Red Wing
Downtown Action Plan

2003 APA-MN Award for an Outstanding
Plan - Hutchinson Downtown
Revitalization Master Plan

Introduction

As Vice President with HKGi, Bryan will provide oversight of the project as the Principal in Charge. In this role he will provide guidance and quality control services, ensuring that the team has the resources it needs to produce a Downtown Master Plan that provides effective guidance for future improvements and development in Downtown Nisswa.

Bryan will also provide urban design expertise for this project, particularly during the concept exploration and refinement phases of the planning process. He is a creative designer who emphasizes high quality solutions that fulfill community needs such as enhancing connectivity, promoting sustainability, and facilitating market and fiscal viability. He brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. His ability to listen to ideas and transform them into drawings helps generate stakeholder enthusiasm for concepts and ideas that emerge from the planning process.

Relevant Project Experience

- Downtown Redevelopment Planning and Design | Chanhassen, MN
- City Square West Redevelopment Plan | Chaska, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concepts | Hermantown, MN
- Downtown Planning | Hutchinson, MN
- Downtown Development Guide | Lakeville, MN
- Downtown Plan | Le Sueur, MN
- Downtown Action Plan | Red Wing, MN
- Downtown Master Plan | St. Francis, MN
- Downtown Planning | Stillwater, MN
- Downtown Revitalization Master Plan | Victoria, MN





Kendra Ellner AICP
Planner
kendra@hkgi.com

Years of Experience: 2

Education

Master of Science in Urban and Environmental Planning (Accelerated Program), Arizona State University

Bachelor of Science, Urban Planning, Arizona State University

Registration

American Institute of Certified Planners
Cert. #35611

Accomplishments

Team Leader - 2021 ULI Hines Student Urban Design Competition and American Planning Association's Outstanding Planning Student Organization Runner-Up

Introduction

Kendra will provide planning services for all aspects of this project. In this role she will assist with engagement, data collection, land use planning, zoning, and GIS mapping. She will also provide expertise to help address historical, arts, and cultural planning considerations.

Kendra is a multifaceted planner who is committed to facilitating and creating equitable and livable communities. She has experience facilitating community engagement events, activities, and online marketing for planning processes, and her professional and academic experience has cultivated strong skills in zoning ordinance review and revision, policy research, data analysis and visualization, site plan and design work, and grant writing.

Kendra's fast-growing portfolio includes several downtown and redevelopment planning projects. Her previous experience includes serving as a planner for the City of River Falls (WI) where she contributed to the city's Focus River Falls process as well as to updates of the city's Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan. She also wrote a successful grant for the City of River Falls Historic Preservation Commission to nominate two eligible properties for the National Register for Historic Places.

Relevant Project Experience

- Downtown Plan Update | Hutchinson, MN
- Uptown Parking Study | Marion, IA
- Downtown Parking Study | Lakeville, MN
- Towerside Innovation District Parking Study | Minneapolis, MN
- Area Redevelopment Study | Newport, MN
- Mounds View Mall Redevelopment Planning | Mounds View, MN
- Highway 10 Downtown Development Framework | Dilworth, MN
- Comprehensive Plan | Sherburne County, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- Planning Services and Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Marine on St. Croix, MN





Leilen Farias

Landscape Designer

leilen@hkgi.com

Years of Experience: 7

Education

Master of Landscape Architecture,
University of Minnesota

B.S. in Architecture, University of
Minnesota

Awards

Regents Scholarship - University of
Minnesota

Student Academic Excellence Award, U
of Minnesota College of Design

U of Minnesota Design Student and
Alumni Board Member

Introduction

Leilen will provide urban design service for the Downtown Master Plan project, particularly related to concept exploration and development and the creation of plan graphics, renderings, and exhibits. She will also provide engagement support. She is fluent in Spanish and will provide bi-lingual support throughout the process as needed.

At HKGi Leilen has provided planning and design support for a variety of projects in communities throughout the region. In addition to her extensive work planning and designing improvements for downtown Chanhassen, she is also providing design services for several redevelopment related projects, ensuring that public space improvements will enhance placemaking, connectivity, and durability.

Leilen brings seven years of experience contributing landscape design services to public space improvement projects with the University of Minnesota's Landcare Department. Her experience conducting campus planning emphasized the creation and preservation of a bike and ped-friendly environment.

Relevant Project Experience

- Downtown Design Guidelines & Civic Campus Improvements | Chanhassen, MN
- Downtown Wayfinding & Signage Plan | Chanhassen, MN
- Downtown Plan Update | Hutchinson, MN
- BRT Station Area Planning | Anoka County, MN
- Purple Line BRT Station Area Planning | Ramsey County, MN
- Mall Redevelopment Area Study | Mounds View, MN
- Recreation Area Park Master Plan | Grand Marais, MN
- Trail Wayfinding Signage | Hastings, MN





Jody Rader PLA (MN, WI)
Landscape Architect
jody@hkgi.com

Years of Experience: 18

Education

Master of Landscape Architecture,
and B.S. Architecture, University of
Minnesota

Certificate in Ecological Restoration,
2021

Registration

Landscape Architect, Minnesota
Lic. 57311; Wisconsin Lic. 1000-14

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design -
Minnehaha Parkway Regional Trail
Master Plan, Minneapolis

Professional Activities

Active member of ASLA, Association
for Community Design (ACD) and the
Association of Pedestrian and Bicycle
Professionals (APBP)

WI APA 2023 Conference and Bike Walk
MN 2018 Conference, Presenter

ASLA-MN Executive Committee,
Student Chapter Liaison, Step-Up
Chair and WILA (Women in Landscape
Architecture) Co-Chair

Introduction

Jody will provide service related to bicycle-pedestrian, trail, and open space planning and design for the Downtown Master Plan. In this role, she will ensure that the plan incorporates initiatives designed to capitalize on Nisswa's status as an outdoor getaway that offers tremendous access to state and regional trails, parks, and other outdoor experiences.

Jody's downtown and neighborhood redevelopment planning experience includes work in Fergus Falls, Golden Valley, White Bear Lake, St. Francis, River Falls (WI), and Clive (IA). She is currently working with Washington County and the City of Scandia to develop strategies to connect the community's downtown to future state trail extensions and to identify potential economic development and marketing strategies to leverage the trail access to increased development opportunities.

Jody is a skilled designer who emphasizes client service, consistent communication, and an ability to work with stakeholders to develop creative design solutions and development strategies that generate positive results.

Relevant Project Experience

- Kinnickinnic River Corridor Plan | River Falls, WI
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Arts, Culture, Education Corridor Plan | White Bear Lake, MN
- Downtown Redevelopment Study | Golden Valley, MN
- District 1 Neighborhood Plan | Clive, IA
- Downtown Master Plan | St. Francis, MN
- High Cliff Trail Connection | East Central Wisconsin Regional Planning Commission
- Great Sauk State Trail Master Plan | Sauk County, WI





Mia Colloredo-Mansfeld

Planner

mia@hkgi.com

Years of Experience: 2

Education

Bachelor of Arts, Geography and Environmental Studies - University of North Carolina-Chapel Hill

Awards

McNally Award for Excellence in Geography

Douglas Eyre Award for Outstanding Leadership

Activities

Volunteer Ambulance Driver - North Haven, Maine EMS

Introduction

Mia will provide Planning and GIS services to this project. Mia is new to HKGi and has provided similar services on comprehensive plans and zoning projects. She comes to HKGi from North Haven, Maine, where she served for two years as the sole planner for the small island village whose population fluctuated with the seasons.

In her work with the Town of North Haven, Mia led the Housing Working Group, oversaw data collection and analysis for planning initiatives, and authored several planning reports. Her work included conducting a housing needs survey and interviews, analyzing census and market data to understand local conditions, and facilitating conversations between community members, state funding entities, and other stakeholders. Working with local groups, Mia also facilitated efforts to identify gaps and opportunities for collaboration between local government and property owners.

Relevant Project Experience

- Comprehensive Plan Update | Ironwood, MI
- Zoning Code Update | St. Charles, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Maplewood, MN
- General Planning Services | Greenfield, MN
- *Community Vision Process Facilitation | North Haven, ME
- *Housing Working Group Facilitation & Planning | North Haven, ME
- *Economic Diversification & Resilience Planning | North Haven, ME
- *GIS Database Collection and Organization | North Haven, ME

*Projects completed for previous employer





Alan Offerman PE

Senior Civil Engineer

Introduction

Mr. Offerman joined Stantec in 2013 and is a Project Manager and lead designer on our municipal team. Alan's expertise is in the construction management and design of multidisciplinary projects involving municipal utilities, storm water management, and street reconstruction projects. His responsibilities include project utility and roadway design, plan and specification preparation, and communications with stake holders and city staff. Alan has a strong construction background and experience managing large multidisciplinary projects. His background and knowledge of municipal engineering means he understands the challenges communities face to protect their existing infrastructure, cost-effectively rehabilitate aging infrastructure, and facilitating funding for future improvements.

Relevant Project Experience

- Downtown Chaska Reconstruction Projects | Chaska, Minnesota | Project Manager/Lead Designer

Alan has been a part of this yearly multi-phase downtown reconstruction projects in Chaska from 2013 – Present. He has participated in many roles along the way including construction inspection, drafting, lead designer and project manager. These projects include full utility and street replacements along with urban design landscaping amenities.

- TH 41/CSAH 61 Reconstruction Project | Chaska, Minnesota | Lead Utility Design Engineer

This project is a part of the major reconstruction effort along the TH 41 and CSAH 61 corridor located in downtown Chaska. The project includes a full street reconstruction, utility replacements, private utility relocation, and significant decorative streetscape features. Alan is the lead utility design engineer and is responsible for coordinating the utility improvements with the road reconstruction project designed by another engineering firm. Alan worked with City departments and multiple other consultants to deliver this MnDOT project on behalf of the City.

- Arbor Lakes Business Park Infrastructure Improvements | Maple Grove, Minnesota | Lead Municipal Designer

Alan was the lead municipal designer on this \$5M commercial development project located within the gravel mining area in the City of Maple Grove. He was responsible for roadway and trunk utility design including sanitary sewer master planning along with cost estimates and specification preparation.

Years of Experience: 13

Education

Bachelor of Science in Civil Engineering,
North Dakota State University, 2010

Registration

Professional Engineer #52624, State of
Minnesota





Daniel Edgerton PE

Water Resources Engineer

Introduction

As Senior Project Manager on the Water Resources Team at Stantec's Minneapolis office Dan has worked for numerous communities in the Twin Cities metro area and around the upper Midwest on infrastructure planning and management, with an emphasis on green stormwater infrastructure planning and design. His work has involved both new development and revitalization of existing developments. His projects have ranged from drainage studies and street and utility design for municipalities, to wastewater facility plans for the Metropolitan Council Environmental Services, to multi-million dollar Corps of Engineers flood control projects.

Relevant Project Experience

- Surface Water Planning | Minnesota

Dan has prepared Surface Water Management Plans (SWMPs) and completed stormwater management projects for many Minnesota and Wisconsin municipalities. These SWMPs have been prepared in accordance with Minnesota Statutes 103B and Minnesota Rules 8410, and many have been reviewed and approved by watersheds and the Metropolitan Council. These include: Plymouth, Carver, Champlin, Farmington, Grand Rapids, Minneapolis, Oak Park Heights, Roseville, Apple Valley, Centerville, Faribault, Fridley, Hudson, New Hope, Orono, Spring Lake Park.

- Regional Park Trail & Stormwater BMP Retrofit | Minnesota

Dan provided stormwater design for an outlet control structure to regulate water levels of the wetland and an Iron Enhanced Sand Filter (IESF) to treat excess water from the wetlands before it was reintroduced into the downstream creek and lake. The filter contains iron fillings which act as a magnet to the dissolved contaminants (i.e., phosphorus). The treated water is captured in an underdrain of the filter system and discharged back into the original stream bed downstream of the outlet structure.

- Edison High School Green Parking Lot | Minneapolis, Minnesota

The Edison High School Green Parking Lot Project implemented sustainable stormwater improvements on the parking lot north of the high school. Runoff from the parking lot flowed untreated to the Mississippi River. Stantec designed innovative stormwater practices, including a tree trench, rain garden, and permeable pavers, to reduce stormwater flows and remove suspended sediments, nutrients, and other pollutants from washing off the parking lot. Stantec also performed monitoring of the tree trench to determine its effectiveness in capturing and treating runoff.

Years of Experience: 41

Education

Master of Science, Civil and Environmental Engineering; and, Bachelor of Science, Civil and Environmental Engineering, University of Wisconsin, Madison

Registration

Professional Engineer #39519, State of California

Professional Engineer #19206, State of Minnesota





Edward Terhaar PE

Traffic Engineer

Introduction

Edward is responsible for project management, technical analyses, development of recommended transportation solutions, and preparation of reports for a variety of transportation projects. Specific types of projects completed include traffic impact studies, parking studies, safety analyses, origin-destination studies, travel time studies, area wide and corridor studies, as well as design of traffic control devices. In addition, Edward uses Synchro/SimTraffic and AutoCAD regularly.

Relevant Project Experience

- Traffic and Parking Study for 7200 France Avenue | Edina, Minnesota

Completed a Traffic and Parking Study for a redevelopment project located at 7200 France Avenue in Edina. Tasks included traffic data collection, traffic forecasts, traffic operations analysis, review of transit, bicycle, and pedestrian impacts, and development of recommended transportation system improvements.

- Malcolm Yards Traffic Impact Study | Minneapolis, Minnesota

Completed a Traffic Impact Study for a proposed commercial and residential redevelopment project in Minneapolis. The project involved examination of existing conditions, development of traffic forecasts, analysis of future traffic operations at key intersections and roadways, and development of solutions to improve traffic operations and safety. Communicated closely with City of Minneapolis staff throughout the project to ensure all pertinent items were included in the study. The study results were included in the EAW completed for the project

- Origin-Destination Study on CSAH 10 and CSAH 50 | Corcoran, Minnesota

Origin-destination data was collected to help determine the future function of each roadway as well as City or County jurisdiction. Origin-destination information was determined for each corridor through completion of the following steps: recording video of traffic operations at each intersection on two weekdays, determining the travel time between intersections, determining the appropriate time offset between intersections for eastbound travel in the a.m. peak hour and westbound travel in the p.m. peak hour, processing the video to determine the peak hour turn movement volumes at each intersection, and comparison of the turn movement volumes to determine directional percentages.

Years of Experience: 32

Education

BS, Civil Engineering, University of Minnesota, Minneapolis, Minnesota, United States, 1992

Registration

Professional Engineer #24441, State of Minnesota

Professional Engineer, State of South Dakota

Professional Engineer, State of Wisconsin

Professional Engineer #PE-8388, State of North Dakota





Grant Martin

Principal and Founder
grant@lociconsult.com

Years of Experience: 23

Education

Master of Planning, University of Master of Public Policy, Hubert H. Humphrey Institute, University of Minnesota, Minneapolis, Minnesota

Bachelor of Arts, Beloit College, Beloit, Wisconsin

Introduction

Grant Martin has over 20 years' experience conducting market research studies and providing critical recommendations for real estate uses. An excellent communicator, Grant effectively drives strategy through a combination of deep market understanding and thorough data analysis. He has presented meaningful and actionable recommendations to CEOs and CFOs, corporate real estate committees, city councils and economic development boards, and industry associations.

Grant founded and leads LOCi Consulting LLC, a market-research firm that has helped national retailers, local and national developers, and progressive municipalities find, analyze, and value real estate. Prior to founding LOCi Consulting, Grant developed and led new store forecasting strategy and location-based analytics as Director of Regional Market Analysis for Target Corporation. Grant was also a consultant with Clifton Larson Allen, where he assisted with senior living and healthcare clients, and an analyst with Maxfield Research Inc., where he completed studies for multifamily, single-family, office, industrial, hospitality, and mixed-use projects.

Relevant Project Experience

- Downtown Redevelopment Market Study, City of Newport, Minnesota
- Mixed-Use Market Analysis for Redevelopment at Mounds View Square Shopping Center, City of Mounds View, Minnesota
- Downtown Redevelopment Market Study, City of Centerville, Minnesota
- Housing Needs Analysis, Carlton County, Minnesota – 2023-24
- Comprehensive Housing Needs Analysis, East Range Joint Powers Board – 2023
- Comprehensive Housing Needs Analysis, Cook County, Minnesota – 2022
- Housing Needs Analysis for Winneshiek County, IA – 2021



Downtown Master Plan

CHASKA, MINNESOTA



HKGI and Stantec have collaborated on planning and implementation efforts in downtown Chaska for the past decade-plus.

HKGI led the city's effort to create a master plan to revitalize historic downtown Chaska by emphasizing its historic qualities, fostering a safer, more attractive pedestrian environment, and attracting investments in redevelopment at key opportunity sites identified in the Plan. Since passage of the plan, two key opportunity sites have been redeveloped with residential units and a highly successful dining, event, and curling center. HKGI also led site planning for City Square West, a third redevelopment site identified in the master plan, and designed a new Veteran's Memorial Park at the edge of the downtown.

HKGI has also provided services for many of the Plan's most important implementation initiatives. These have included designing streetscape improvements throughout the historic downtown core with Stantec; creating a signage ordinance to enhance downtown's historic character; creating a wayfinding signage plan, which is currently being implemented; developing a trail concept through the downtown; conducting restoration planning and design for City Square Park; and providing storefront design guidance to help business owners take advantage of new pedestrian amenities downtown.

CLIENT

City of Chaska

AWARDS

MN APA 2014 Planning in Context and 2017 Success Stories in Implementation

HIGHLIGHTS

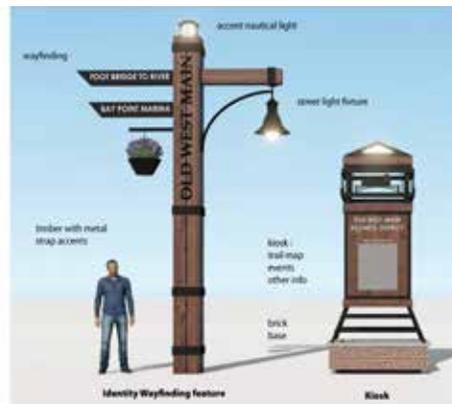
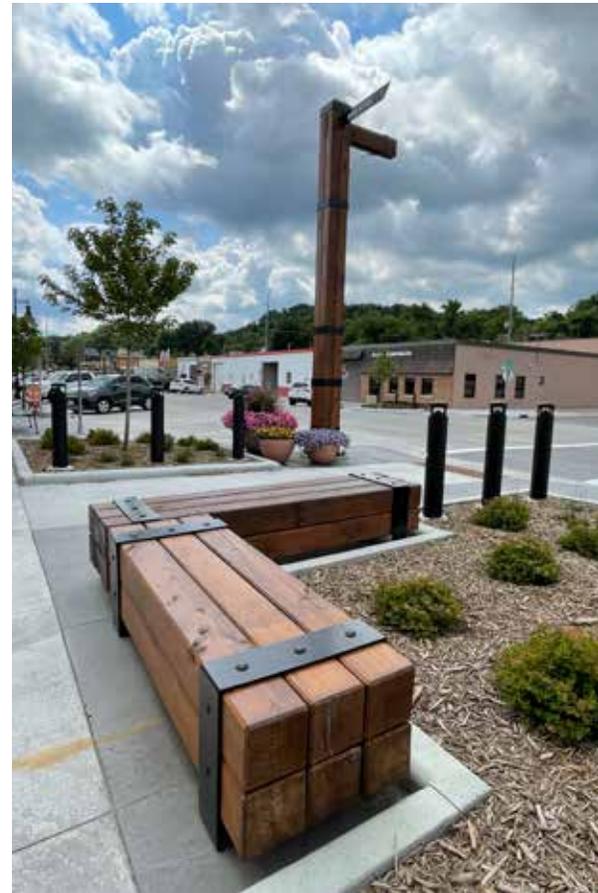
- Exploration of ideas related to placemaking, land use, connectivity, and urban design
- Extensive engagement with community organizations and public stakeholders
- Identified land use policies to encourage creative re-use

REFERENCE

Nate Kabat, Community Development Director
952.227.7529
nkabat@chaskamn.gov

Downtown Action Plan and Old West Main Improvements

RED WING, MINNESOTA



For the past 15 years, HKGi has provided downtown and district redevelopment planning services to Red Wing, a classic Mississippi River town with a rich history in manufacturing and shipping.

These planning initiatives began with the Downtown Action Plan, which was developed to achieve a vision driven by the community's core objectives to create: vibrant gathering places; attractive housing options; thriving commerce; and strong connections that celebrate the downtown Red Wing experience and foster sustainability.

Implementation

From this plan emerged several implementation initiatives, including the following, which were led by or included HKGi: He Mni Can-Barn Bluff Park Master Plan, streetscape renovation in both the downtown and the Old West Main district, design services for a new pedestrian bridge connecting Old West Main to Baypoint Park and the Upper Harbor, and a redevelopment site study for a former industrial site along Old West Main. HKGi also conducted focus area planning for several opportunity sites throughout the city while developing the city's 2040 Comprehensive Plan.

CLIENT

City of Red Wing

AWARDS

2010 ASLA-MN Merit Award for Planning & Research for Downtown Action Plan

HIGHLIGHTS

- New streetscape includes plaza the leads to new pedestrian bridge connecting district to Baypoint Park
- Redevelopment activity in both the Downtown and Old West Main District

REFERENCE

Steve Kohn, Planning Manager
City of Red Wing
651-385-3622
steve.kohn@ci.red-wing.mn.us

Downtown/Riverfront Master Plan

FERGUS FALLS, MINNESOTA



An HKGi-led team conducted a master planning process for redevelopment of the downtown and the riverfront along the Otter Tail River in Fergus Falls. The extensive project area featured a variety of landscapes, character elements, and redevelopment opportunities and challenges.

For each of five focus areas, the planning team developed strategies to address topics such as connectivity, gateways, river views, land uses, and opportunity sites. The plan emphasized redevelopment that would accommodate new recreational amenities that connect the community to its riverfront. Redevelopment concepts included street section illustrations, precedent imagery, and implementation strategies.

Concepts include a riverfront balcony and amphitheater, the revival of a civic mall concept, new mixed-use and multi-family housing, and new park and trail amenities along the riverfront. As part of the process, HKGi conducted engagement events on redevelopment sites, offering stakeholders the opportunity to experience in person how redevelopment initiatives might transform the downtown riverfront.

Implementation

- » Spies Riverfront Park and Pavilion is complete and represents phase 1 of downtown riverfront improvements
- » The Red River Flour Mill is being redeveloped into a boutique hotel; construction is underway

CLIENT

City of Fergus Falls

AWARDS

2003 MN APA Award for an Outstanding Plan

HIGHLIGHT

- Implementation efforts have included new riverfront development and redevelopment of an historic building downtown
- Plan integrates new riverfront development with regional trail
- Engagement included on-site events to envision look and feel of new development

REFERENCE

Ryan Miller, City Planner
City of Brookings, SD (with the City of Fergus Falls during this project)
605-697-8632
rmiller@cityofbrookings-sd.gov

Parks & Recreation System Plan

NISSWA, MINNESOTA



HKGi completed a Parks and Recreation System Plan for the City of Nisswa. As a Northwoods and Lake Country vacation destination, Nisswa’s population fluctuates significantly. As a result, this system plan responds to Nisswa’s unique park and recreation needs and the City’s desire to focus its resources on achieving a limited number of key directives: improve the ecology of the community’s lakes and landscapes; provide more public lake and beach access; create better bicycle and pedestrian connections; and create a system that can be used by all ages, all abilities, and during all seasons.

Most of Nisswa’s parks facilities are centrally located downtown at City Park, Nisswa Lake Park, and the Downtown Pocket Park, but for this project HKGi also worked with the community to explore options for developing a new park along Camp Lincoln Road, south of downtown. The new park would provide a natural resource-based park that the community currently lacks, and improvements would mostly consist of natural surface trails, overlooks, and bird blinds. Improving connections to the Paul Bunyan State Trail and the future Gull Lake Trail are also key topics addressed throughout the plan.

CLIENT

City of Nisswa

REFERENCE

Amber Moon Peterson, Parks and Recreation Director
City of Nisswa
218-961-4245
amber@ci.nisswa.mn.us

Downtown Revitalization Planning

HUTCHINSON, MINNESOTA



For more than 20 years, HKGi has worked with city staff and community stakeholders to develop plans and design and implement improvement projects to guide redevelopment and enhance the character and the visitor experience in downtown Hutchinson.

In 2003 HKGi completed the award-winning Downtown Revitalization Master Plan. A decade later, HKGi led the creation of the Downtown Action Plan, an update that reflected completed implementation initiatives and emphasized a new set of action-oriented initiatives. In 2023 HKGi began work on a new update to help guide the next chapter in downtown's transformation.

These plans have helped the city build on its many advantages: the

Luce Line State Trail and the Crow River run downtown, both of which offer attractive outdoor experiences; the downtown has a traditional development pattern with ample sites for infill and redevelopment projects; the downtown features several historic properties; and Hutchinson enjoys an active arts and cultural community with passion for the city.

Implementation

- » Farmer's Market – historic depot reuse for events and new farmer's market pavilion
- » River House restaurant (adaptive reuse) historic downtown
- » Site assembled for riverfront housing at two locations
- » Gateway/wayfinding signage for downtown and the Luce Line Trail

CLIENT

City of Hutchinson

AWARDS

2003 MN APA Award for an Outstanding Plan

REFERENCE

Dan Jochum, Community Development Director
City of Hutchinson
djochum@ci.hutchinson.mn.us
320-234-4258

Downtown Revitalization Plan

ST. FRANCIS, MINNESOTA



Since 2016, HKGi has provided the City with planning services that have included developing the 2040 Comprehensive Plan, a Downtown Revitalization Plan, and a Park and Recreation System Plan; creating a redevelopment concept for a site along the Rum River and Bridge Street; updating the City's zoning ordinance; and designing a new community park and municipal facility.

For the Downtown Plan, HKGi worked with the City and its residents to create a new vision for the downtown area of the community along Bridge Street. Currently, the downtown area is difficult to access it from Highway 47, which skirts along downtown's edge. This Plan includes concepts for a safer, more prominent intersection at Highway 47, which, when implemented, will also help attract more business and housing development to the downtown.

The master plan identifies no less than six sites for infill housing development, which can provide housing options and increase the number of people available to live, dine, and shop downtown. HKGi developed enhanced concepts and renderings for a riverfront site on Bridge Street (above). The site enjoys a river access point and potential trail connections, making it ideal for a potential outfitter and related dining and retail businesses. The development concept for a second opportunity west of the river features a civic campus that might include City offices, a library, a fire house, and community event spaces. Both sites feature festival-style parking lots and plazas which will enable them to be prime locations for outdoor community events.

CLIENT

City of St. Francis

HIGHLIGHTS

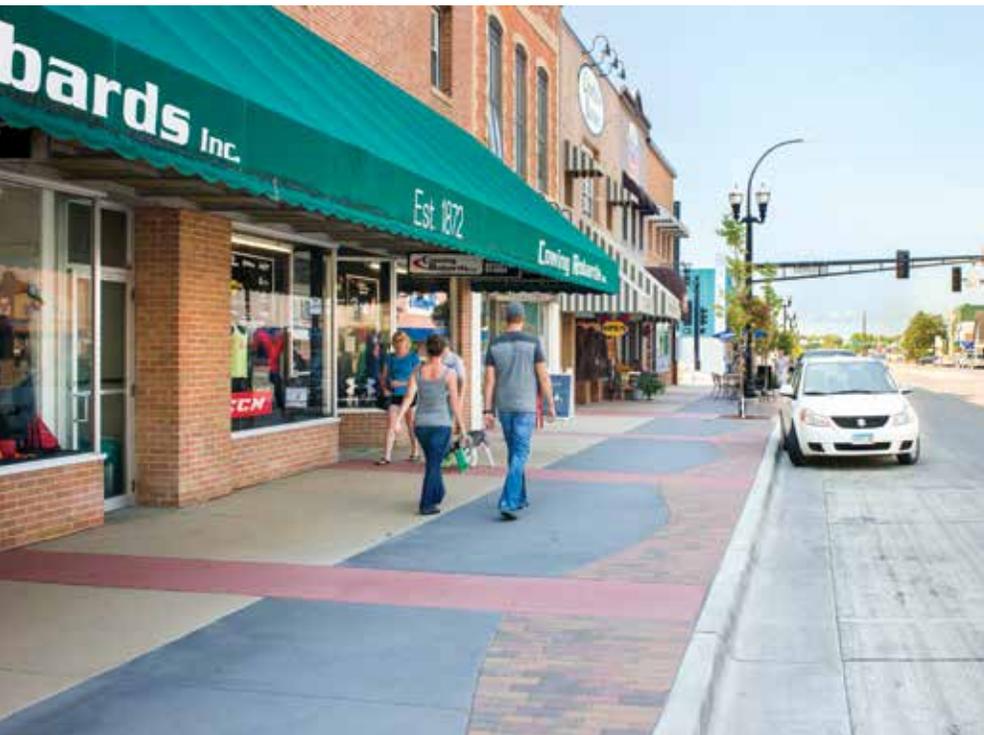
- 3D renderings illustrate desired development character and attract development interest
- Zoning ordinance revisions and design guidelines to strengthen the character in the downtown
- Comprehensive and Park and Recreation System Plans emphasize quality-of-life factors in future growth plans

REFERENCE

Kate Thunstrom, Community Development Director
City of St. Francis
kthunstrom@stfrancismn.org
763-267-6191

Downtown Streetscape Renovations

ALEXANDRIA & OSAKIS, MINNESOTA



Wider decorative sidewalks in Alexandria (above) create a more pleasant, functional environment for pedestrians and community events. Streetscape elements in Osakis (right) feature some of the natural elements and creatures that draw people to the area.



HKGi has provided urban design services for downtown streetscape improvements in both Alexandria and Osakis. For the improvements in Alexandria, HKGi worked with the City and their consulting engineer to make Broadway Street and downtown Alexandria friendlier to pedestrians, particularly during the busy summer and fall seasons. HKGi conducted a preliminary Complete Streets study, which enabled the community and City staff to explore potential design directions, materials, and elements such as lighting, street furnishings, wayfinding and parking signage, and other streetscape amenities.

Following concept development, HKGi worked with the City and its engineer to develop the final streetscape design and produced construction documentation and cost estimates for bidding the project. Since completion, Broadway has become a prime gathering spot, hosting community events throughout the year and featuring prominently in the downtown association's promotional material.

For the Osakis project, HKGi conducted a similar Complete Streets study to collect ideas and concerns from local stakeholders. HKGi presented community members with potential concepts for gateways, lighting, and furnishings, as well as for configuration of other improvements such as sidewalks, parking, trail connections and stormwater treatment. HKGi carried the community's preferred concepts, which featured unique local elements such as the Western Grebe, forward into the design development and construction phases.

CLIENT

Cities of Alexandria and Osakis

HIGHLIGHTS

- Extensive engagement involved business owners to gain their support and assist them in surviving the lengthy construction process
- Street furnishings, planter boxes, seat walls, and other design features introduced by HKGi have created a fun environment for gathering and community events

Downtown Redevelopment Planning

ONALASKA, WISCONSIN



Redevelopment scores were calculated using parcel information like age of structure, land value/sf, total value/sf, and building-to-land-value ratio.



New riverfront residential housing has been constructed as a result of one of the initiatives recommended by HKGi.

HKGi worked with City staff to explore potential redevelopment scenarios for Onalaska’s Highway 16 corridor and the downtown area.

For downtown area planning, HKGi created two redevelopment concepts, a more narrowly targeted redevelopment approach, and a longer-term redevelopment strategy. Both are based on input HKGi collected from stakeholders and data analysis on such factors as traffic patterns, housing prices, income and employment, and proximity to the riverfront and other attractions.

In order to better inform the city, property owners, and other stakeholders, HKGi evaluated each

parcel in the downtown and assigned a redevelopment score to illustrate which properties would be the best candidates for redevelopment. This information enabled staff to focus on prime opportunities and to engage with owners and developers to develop plans for proceeding with redevelopment when appropriate.

Implementation

Several new development and investment has occurred as a result of downtown planning:

- » A 98-unit residential project on the Black River
- » 5000sf of new commercial/ retail space next to Gateway Trailhead
- » Public space improvements to Irving Street

CLIENT

City of Onalaska

REFERENCE

Katie Aspenson, Planning Director
City of Onalaska
608-781-9590
kaspenson@onalaskawi.gov



Relevant Experience

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF NEWPORT, MINNESOTA

As a part of a larger master planning process the City of Newport, LOCi Consulting completed a market analysis examining the potential for redevelopment in its two primary commercial corridors along U.S. Highway 61/U.S. Highway 10. Considered the city's downtown, the area has great visibility to passing motorists but challenging access. The result has been a lack of investment and poor property maintenance by local businesses and property owners. LOCi Consulting analyzed market conditions and made recommendations on the types of development and redevelopment most likely to be successful in the downtown area and provided realistic timelines for demand. The recommendations will be included in a larger long-range planning exercise.

Reference: Joe Hatch, City Administrator, 651-556-4600, jhatch@newportmn.com

MIXED-USE MARKET ANALYSIS FOR REDEVELOPMENT AT MOUNDS VIEW SQUARE SHOPPING CENTER, CITY OF MOUNDS VIEW, MINNESOTA

The City of Mounds View engaged LOCi Consulting to conduct a mixed-use market study to inform a long-term redevelopment plan for an aging grocery-anchored shopping center. Located on what once was the main US Highway and primary traffic corridor through the northern suburbs in Minneapolis, the shopping center was designed for higher traffic counts and to appeal to a different age of consumer preferences. The city wanted to ensure that the ultimate design concept is well positioned relative to market demand for mixed uses. Based on the analysis, LOCi Consulting found that there was excess restaurant and retail space at the site and recommended that city leaders and property owners look at "right-sizing" the retail space to best capture the existing demand. The study also found residential demand at the site. LOCi Consulting recommended that city leaders and property owners consider residential uses at the redevelopment site.

Reference: Brian Beeman, Assistant City Administrator, 763-717-4029, brian.beeman@moundsviewmn.org

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF CENTERVILLE, MINNESOTA

In 2023, the city engaged LOCi Consulting to conduct a market analysis to revisit previous attempts at downtown redevelopment planning to better reflect significant market and economic shifts that had occurred since those earlier efforts had been completed. The study analyzed the potential for mixed-use development and redevelopment with residential and commercial spaces and made market-based recommendations that capitalize on the community's small town feel and unique location along Centerville Lake.

Reference: Athanasia Lewis, Assistant City Administrator, 651-792-7936, ALewis@centervillemn.com

COMPREHENSIVE HOUSING NEEDS ANALYSIS, COOK COUNTY, MINNESOTA – 2022

With its remote location in far northeastern Minnesota, Cook County faces unique housing challenges. A popular vacation and second home destination, over half of its single-family housing stock is classified as seasonal vacation property. LOCi Consulting was engaged by the Cook County/Grand Marais Joint Economic Development Authority to conduct a comprehensive housing needs analysis for the county. We provided forecast demand for single-family, rental housing, affordable housing, senior housing, and special needs housing, along with recommendations on ways to incentivize development in the region.

Reference: Beth Drost, Executive Director, Cook County/Grand Marais Joint Economic Development Authority, 218-387-3112, director@prosperitynorth.com

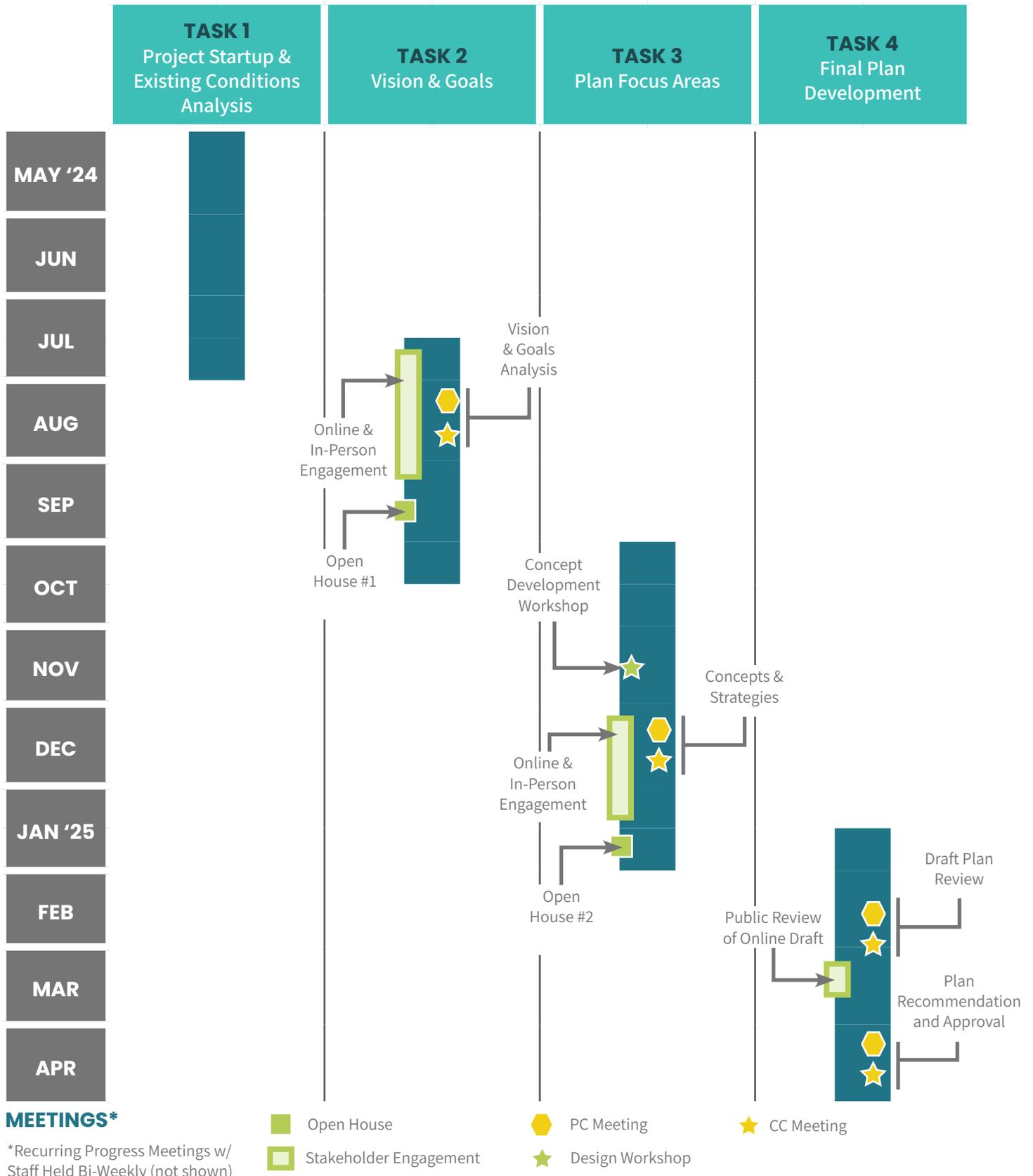
SCHEDULE

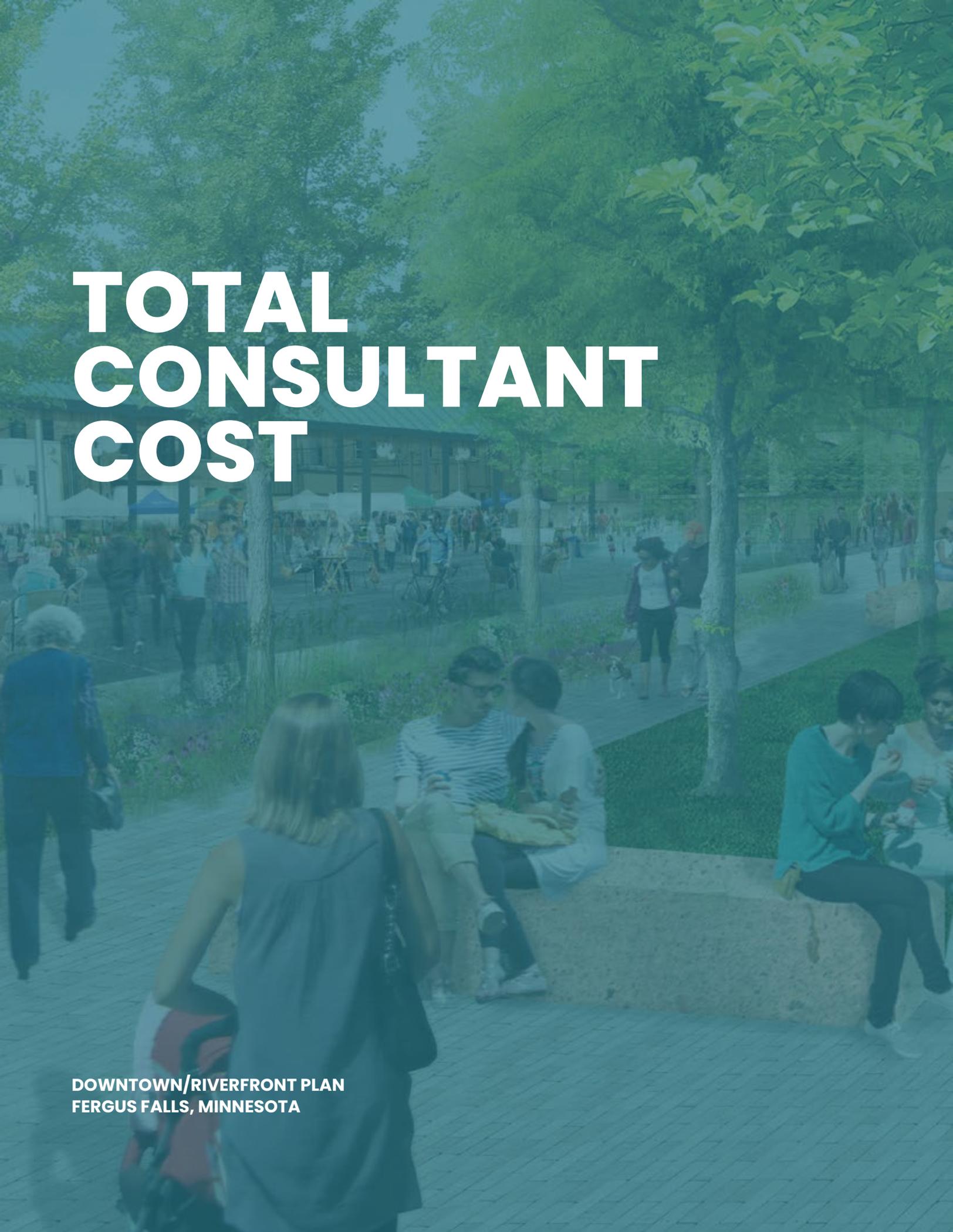
An architectural rendering of a park plaza. The scene is filled with mature trees and people sitting at small round tables with metal chairs. The ground is paved with cobblestones. In the background, there are modern buildings and a body of water. The entire image has a light blue tint.

**DOWNTOWN REDEVELOPMENT PLANNING & DESIGN
CHANHASSEN, MINNESOTA**

SCHEDULE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal.





TOTAL CONSULTANT COST

**DOWNTOWN/RIVERFRONT PLAN
FERGUS FALLS, MINNESOTA**

PROPOSED FEE PER TASK

The table below contains our proposed fee per task to conduct the work plan contained in this proposal.

	FEE
TASK 1: PROJECT STARTUP & EXISTING CONDITIONS ANALYSIS	\$37,400
TASK 2: VISION & GOALS	\$13,800
TASK 3: PLAN FOCUS AREAS	\$79,600
TASK 4: PLAN DEVELOPMENT & APPROVAL	\$18,200
SUBTOTAL	\$149,000
EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS)	\$7,000
NOT-TO-EXCEED TOTAL FEE & EXPENSES	\$156,000

HOURLY RATES

HKGi and LOCi Consulting Hourly Rates	
Principal	\$200-290/hr
Harjes - HKGi	\$235/hr
Martin - LOCi Consulting	\$250/hr
Associate	\$150-200/hr
Senior Professional	\$110-160/hr
Clarke & Rader - HKGi	\$135/hr
Professional II	\$90-135/hr
Ellner - HKGi	\$110/hr
Farias - HKGi	\$95/hr
Professional I	\$50-90/hr
Collorado-Mansfeld - HKGi	\$85/hr
Technical	\$50-90/hr

Reimbursable Expenses	
Mileage	Current Federal Rate/Mile
Photocopying BW	5¢/page
Photocopying Color	\$.25/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost
Lodging & Meals	Actual Cost

Stantec Hourly Rates		
Staff Level	Billing Level	Hourly Rate
CAD Technician, Civil Designer, Inspector, Planner, Project Technician, Scientist	3	\$103
	4	\$109
	5	\$121
	6	\$125
	7	\$133
Civil Technician, Designer, Engineer, Field Supervisor, GIS Analyst, Inspector, Land Surveyor, Landscape Architect, Project Manager, Scientist, Senior CAD Designer, Senior Civil Technician	8	\$140
	9	\$149
	10	\$156
	11	\$165
	12	\$169
Engineer, Field Supervisor, Principal, Project Manager, Senior Engineer, Senior Landscape Architect, Senior Planner, Senior Principal, Specialist Edgerton - \$212/hr Terhaar - \$192/hr Offerman - \$181/hr	13	\$189
	14	\$192
	15	\$212
	16	\$236
Survey Crew	1-person crew	\$170
	2-person crew	\$250



Bethany Soderlund

From: Kevin Clarke <kevin@hkgi.com>
Sent: Monday, June 3, 2024 9:53 AM
To: Jenny Max; Bethany Soderlund; Bryan Harjes
Cc: Eric Blodgett
Subject: RE: Nisswa Downtown Master Plan
Attachments: HKGi team proposal Nisswa DT Plan Revised Scope.pdf

Good Morning Jenny and Bethany,
Our revised proposal is attached. Please don't hesitate to reach out if you have any questions or clarifications.

I'll follow up with the Stillwater plan.

Kevin Clarke

PROJECT MANAGER
KEVIN@HKGI.COM | (503) 926-4447

From: Kevin Clarke
Sent: Friday, May 31, 2024 5:23 PM
To: 'Jenny Max' <jmax@ci.nisswa.mn.us>; Bethany Soderlund <bsoderlund@ci.nisswa.mn.us>; Bryan Harjes <Bryan@hkgi.com>
Cc: Eric Blodgett <eric@hkgi.com>
Subject: RE: Nisswa Downtown Master Plan

Jenny and Bethany,
We are putting a final review on the revised proposal and should have it in your inboxes on Monday morning. Hope you have a great weekend!

Kevin Clarke

PROJECT MANAGER
KEVIN@HKGI.COM | (503) 926-4447

From: Jenny Max <jmax@ci.nisswa.mn.us>
Sent: Thursday, May 23, 2024 1:16 PM
To: Kevin Clarke <kevin@hkgi.com>; Bethany Soderlund <bsoderlund@ci.nisswa.mn.us>; Eric Blodgett <eric@hkgi.com>; Bryan Harjes <Bryan@hkgi.com>
Subject: RE: Nisswa Downtown Master Plan

Hi Kevin,

Jumping in as Bethany is out of the office at the moment. That should work fine for us. I'll send a meeting invite to the group shortly.

Have a great weekend!

Jenny Max, MCMC *(she/her/hers)*
City Administrator | City of Nisswa
E-mail: jmax@ci.nisswa.mn.us

DOWNTOWN MASTER PLAN

Nisswa, Minnesota

Revised Proposal – June 2024

Prepared by



Planning | Landscape Architecture | Urban Design

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CITY SQUARE WEST REDEVELOPMENT CONCEPT
CHASKA, MINNESOTA



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

Jenny Max, City Administrator
City of Nisswa
5442 City Hall Street
Nisswa, Minnesota 56468

RE: Proposal for Downtown Master Planning Services

Dear Jenny and Bethany,

Thank you for the discussions and your efforts to prioritize elements of the Downtown Nisswa Master Plan. We appreciate the opportunity and your guidance to revise our initial proposal to better meet the prioritized needs of the City and still make sure you have a clear roadmap for future improvements to Downtown.

Based on the RFP, we first outlined a scope and process that would thoroughly address each of the items in the request for proposals. Using our conversations and the allocated budget, we have refined our scope to focus on the community's priorities. We believe this streamlined scope will result in a great master plan that:

- » Is grounded in community input
- » Provides clear direction for City staff in addressing infrastructure needs and public spaces
- » Ultimately helps an already thriving downtown take the next steps to enhancing safety and experience for all those who use Downtown Nisswa

We recognize that this planning effort will be a significant investment for the City of Nisswa. We are committed to making sure that at the end of this process, and as the plan is implemented in the future, that the City sees this plan as a valuable document and a good return on your investment.

When compared with our first proposal, we are taking a two-pronged approach to better align with the City's budget and priorities:

1 – Focusing our time and efforts on the sections of the plan that will provide the City with actionable items, rather than going as in-depth on items that may need to be considered again in the future. For example, the engineering work will be completed to a planning level, knowing that when a future roadway, water main, or storm sewer project moves ahead, there will be plenty of detailed design. Our intent is to make sure that the City has the right amount of information to take action and move forward, without having to backtrack later.

2 – Streamlining our process. For example, we had initially proposed separate meetings with the City Council and Planning Commission aligning with their respective schedules. Our updated proposal shifts that approach to a joint work session. This helps reduce fee, but also gets these two groups into the same room to hear each other's ideas and concerns.

We believe that our refined approach will provide you with a great plan and a process that aligns with the City's budget.

Thank you again for considering us for the project, and we commend you for prioritizing planning for Downtown's future. As discussed in our previous proposal, we love working with communities to envision the future of their downtowns. Downtowns are complex and planning for them requires critical thinking, creativity, and strategy, but also the insights and passion of stakeholders and community members. Downtown Nisswa is a cherished place to so many people, and we would be honored to continue our work with the City on such an important project.

Please do not hesitate to contact either one of us at the phone numbers or email addresses listed below. We look forward to hearing from you.

Sincerely,

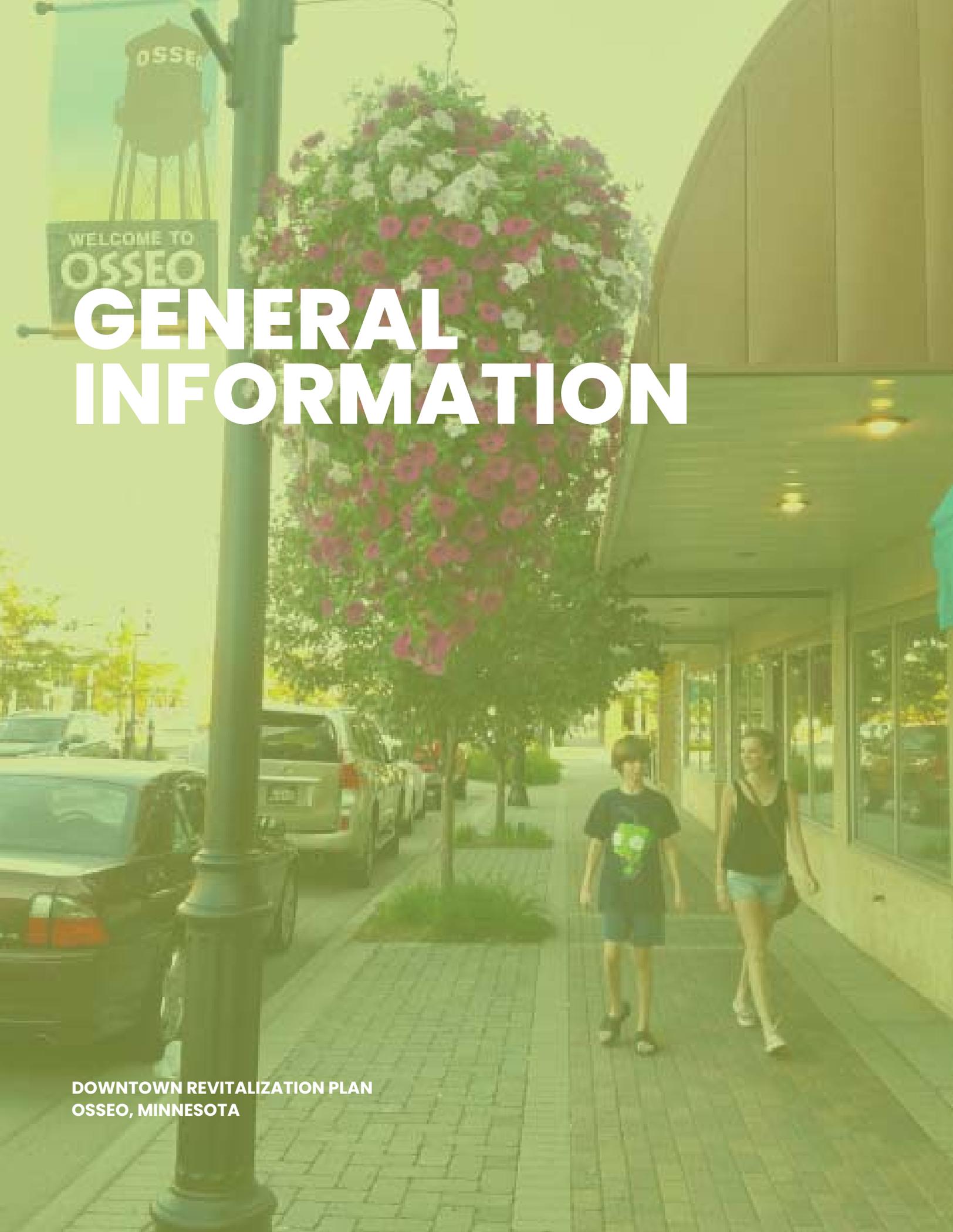


Kevin Clarke
HKGi Project Manager
503-926-4447 | kevin@hkgi.com



Bryan Harjes
HKGi Principal in Charge
612-252-7124 | bryan@hkgi.com

**Collaborate. Listen.
Explore. Create.**



GENERAL INFORMATION

DOWNTOWN REVITALIZATION PLAN
OSSEO, MINNESOTA

FIRM INTRODUCTION



For more than forty years **HKGi** has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's landscape architects and planners share their design expertise and passion with clients striving to create quality places, and our project managers provide the leadership necessary to ensure that projects stay on schedule, on budget, and are built to the client's highest standards.

PLANNING APPROACH

Our approach to downtown planning and urban design builds on the four key principles that have defined HKGi's practice since the firm's beginning: collaborate, listen, explore, create. We bring a **collaborative** spirit to all of our work and establish an atmosphere in which **listening** to the insight provided by stakeholders is a critical ingredient in successful community planning. Local knowledge about the community's goals and needs provides a foundation for the **exploration** of potential planning directions. From this process we leverage our skills and experience to **create** concepts and strategies that will best position the community to achieve its development vision.

The **Stantec** community unites approximately 22,000 employees in more than 350 locations. We're planners, scientists, designers, engineers, and project managers, innovating together at the intersection of community, creativity, and client relationships. Balancing these priorities results in projects that advance the quality of life in communities across the globe.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and design with community in mind.

LOCi Consulting was founded in 2019 and has helped leading national retailers, local developers, and progressive municipalities find, analyze, and value locations that meet their critical conditions. Whether that critical condition is finding the right locations for market expansion, identifying key customer segments, or developing a forecasting model to assess multiple locations, LOCi Consulting LLC creates customized solution that meets our clients' needs. We have completed market feasibility studies across the country for a wide variety of commercial real estate uses, including retail, office, residential, and mixed use.

Lenders, investors, and municipalities often require a thorough analysis of a community's market potential. Clients use these studies to tailor their policies to the potential in the market. We have completed market feasibility studies for a variety of projects throughout the Upper Midwest.

MAIN OFFICE

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
- Rita Trapp, AICP, LEED AP, Vice President

ASSOCIATES

- Jeff Miller, AICP

STAFF

22 Landscape Architects, Planners, Designers, and Communications Professionals



LOCATION

Minneapolis, MN
stantec.com

ESTABLISHED IN 1954

STAFF

200 Minnesota Employees



LOCATION

288 Macalester Street
Saint Paul, MN 55105
www.lociconsult.com
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NEIGHBORHOOD & REDEVELOPMENT EXPERIENCE

Working together to build vibrant communities.

HKGi has a well-established history of creating downtown, neighborhood, and corridor redevelopment plans that have generated positive results for communities throughout the Upper Midwest. From large cities such as Minneapolis to smaller communities like Hutchinson or St. Francis, HKGi has supplied engagement, planning and urban design services to assist communities in accomplishing some of the critical objectives that comprise successful plans:

ESTABLISH SHARED COMMUNITY VISION

CONDUCT INSIGHTFUL CONTEXTUAL ANALYSIS

IDENTIFY KEY OPPORTUNITIES

EXPLORE POTENTIAL CONCEPT DIRECTIONS

CREATE ACTION-ORIENTED IMPLEMENTATION PLANS

DEVELOP STRATEGIES TO ACHIEVE THE VISION

Through our work, HKGi helps communities address a broad spectrum of essential redevelopment issues related to public space improvements, land use guidance, development feasibility, community character, economic development, circulation, parking, and strategic planning.

The sidebar to the right includes a sampling of our downtown and district redevelopment experience. More detailed examples are included in the Project Team and Experience section.

Relevant Experience

- Downtown and Old West Main Redevelopment Planning | Red Wing, MN
- Downtown Revitalization and Action Planning | Hutchinson, MN
- Downtown Public Space/Streetscape Design | Alexandria, MN
- Downtown Public Space/ Streetscape Design | Osakis, MN
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Downtown Revitalization Plan | St. Francis, MN
- Merle Hay Road Gateway Redevelopment Guide | Johnston, IA
- Downtown and Highway Corridor Redevelopment Planning | Onalaska, WI
- Downtown Vision and Site Redevelopment | Chanassen, MN
- Downtown Redevelopment Guide | Victoria, MN
- River's Edge Commons | Elk River, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concept | Hermantown, MN
- Downtown Revitalization Plan and Public Space/Streetscape Design | Osseo, MN
- Downtown East/North Loop Master Plan | Minneapolis, MN
- Downtown Master Plan & Public Space/Streetscape Design | Chaska, MN
- City Center Study | Scandia, MN
- Downtown Public Space/Streetscape Improvements | Buffalo, MN

DIVERSITY AND INCLUSION

The issue of how public agencies can promote and ensure diversity and inclusion of all segments of the community is receiving renewed attention within the planning profession. HKGi has always strived to conduct public outreach campaigns that reach into underserved and underrepresented communities, but more recent initiatives strive to match planning INPUTS with planning OUTCOMES.

Members of the HKGi planning team assigned to this project have worked on several projects that have emphasized diversity and inclusion or have used diversity and inclusion as a primary guiding principle. These projects have included the 2040 Comprehensive Plan and the He Mni Can Park Master Plan in Red Wing (MN); the St. Louis Park (MN) 2040 Comprehensive Plan, which included a chapter on Equity; the Thompson County Park Master Plan in Dakota County (MN); the Minnehaha Parkway Regional Trail Master Plan and the Penn Avenue Corridor Investment Framework Plan, both in Minneapolis; the Master Plan for Big Elk Lake Regional Park in Sherburne County (MN), and the Roseville (MN) Zoning Ordinance Update.

While these projects had a specific focus on engaging diverse stakeholder groups, HKGi is committed to taking proactive steps to ensure that ALL our engagement and planning processes are inclusive and incorporate a diversity of voices from all stakeholder communities. To that end, we work closely with our clients at the very beginning of the planning process to identify their diversity and inclusion goals and to identify local organizations and leaders who can help us bring new voices into the planning process.



TEAM OVERVIEW



Kevin Clarke
HKGi
Project Manager



Bryan Harjes
HKGi
Principal in Charge



Kendra Ellner
HKGi
Planner



Leilen Farias
HKGi
Park/Urban Design



Grant Martin
LOCi Consulting
Market Analysis



Alan Offerman
Stantec
Lead Engineer



Jody Rader
HKGi
Bike-Ped Planner
and Design



**Mia Colloredo-
Mansfeld**
HKGi
Planner



Dan Edgerton
Stantec
Water Resources



Ed Terhaar
Stantec
Transportation

PROJECT UNDERSTANDING & APPROACH

DOWNTOWN STREETScape DESIGN
OSAKIS, MINNESOTA

UNDERSTANDING



PROJECT UNDERSTANDING

Downtown Nisswa is a beloved destination for many people. For visitors, it is the spot to go to do some shopping, hit the trails, or grab an ice cream cone, or catch a drink. For business owners and employees, downtown is their livelihood and supports their families. For other residents, it is a spot to catch up with neighbors, speak to their elected officials, go to school, and attend church. Ultimately, no matter who you are, or how you use it, Downtown is the heart of Nisswa and a hub for the Lakes area tourist economy.

Downtown Nisswa is need of a plan to help formalize a vision for the future and create a blueprint to achieve its goals. The plan Downtown must **consider the wide variety of Downtown users**, including a diversity of ages, abilities, and backgrounds. We know that some residents are year-round, while others are seasonal. Some visitors have second homes and have been coming for generations, while others are visiting Nisswa for the first time. The plan outcomes, as well as the engagement, must respond to the tapestry of people you will find Downtown.

Because of its charm and character, Downtown Nisswa has become an incredibly popular place. People are drawn to the welcoming nature, unique offerings

and human scale. Any plan that seeks to move Downtown forward must also understand and **preserve the character** that makes the area so beloved.

Being too popular is a good problem to have, however the popularity may still present significant issues that leave a lasting negative perception of the place. Today you can see cars continually circling for parking spaces, trail users unsure of how and when to cross streets, and pedestrians who feel like they are in no-man's land at busy intersections. Transportation, mobility, and parking in Downtown Nisswa can be a challenge. Look around downtown and there is a strong likelihood that you will see people who have arrived by car, bike, and on foot. Some may have come by boats (via the public docks) and golf carts in the summer, or snowmobiles in the winter. The plan must **ensure the safety and consider the experience of all users to create a positive experience.**

We also know that the lakes and natural landscape are a big reason people choose Nisswa, whether that's to visit, or to make home. The environment defines the character of the region and serves as an

enormous economic driver. This plan should consider, minimize the impacts on, and **protect the natural resources** that are so important to the area.

Beyond just an ecological understanding, Downtown must be an **economically sustainable** place too. People come to Downtown Nisswa to patronize the businesses. In turn, great businesses give people a reason come to Downtown. Economic activity in downtowns creates vibrancy, which in turn leads to even more economic activity. The plan should support businesses and seek to minimize obstacles, knowing that strong businesses and a strong downtown go hand-in-hand. That includes thinking about downtown and its businesses year-round. Absent seasonal surges, Downtown should still be a vibrant district no matter what time of year.

The plan for Downtown must be **inspirational toward the future and practical in its application and strategy for transformation.** The plan must listen and integrate the desires of a variety of users. The plan should be visually appealing, simple to understand, and easy to navigate. The plan can become place where a common understanding for change is put forward. An image from the plan may spark an idea for a new development, provide an opportunity for business reinvestment, or highlight public infrastructure projects to aid in the desired evolution of the Downtown. The market research would outline how many units could be absorbed. A policy in the

plan may be cited by the City Planner in her staff report to the planning commission. Budget numbers will help the City understand what needs to be invested in utilities to service the building. The vision and design guidelines can help shape the new development to look like it belongs.

From our collaboration with the City in the Parks Master Plan in 2023, we have gained a great appreciation for the community and have strong handle on the issues surrounding downtown today. Additionally, the HKGi team has extensive downtown planning experience and fully understand the many layers that must be considered for downtown planning. The shared experience of the HKGi Team provides Nisswa with the well-rounded set of skills needed to achieve the goals for this planning effort. We have included urban planning and design, landscape architecture, market, and civil engineering in our project team. From highway corridor plans, market analysis, infrastructure assessment, economic development strategies, streetscape design and construction, parking analysis and recommendations, urban design and design guidelines, park design, and multi modal planning, the HKGi Team has can address all facets of the project. We have worked in other downtowns experiencing similar issues and opportunities such as Alexandria, Stillwater, Grand Marias, Red Wing, Osakis, and White Bear Lake. We are excited to bring this knowledge and our passion for downtown planning to Nisswa.



PARKS MASTER PLAN
NISSWA, MINNESOTA

APPROACH & SCOPE

In order to achieve the Downtown Nisswa Master Plan, we are proposing 4 phases of work, all informed by engagement. We anticipate targeted analysis over the summer, Visioning, goal setting & idea generation in the fall, plan development winter, approvals in spring 2025.

Our public engagement approaches are called out throughout the work plan. We have proposed an engagement plan that we think will strengthen the findings of the plan and create community ownership of the final product. We would welcome your input if you have revisions to the approach and can supplement our strategy with additional outreach as desired by the City.

Our planning work will be done with a focus on implementation throughout, with prioritization of goals and sequencing of key next steps so that at the end of this process, the City has a clear path forward.

TASK 1 – EXISTING CONDITIONS ASSESSMENT & MARKET/DATA ANALYSIS

Task 1 creates a common understanding of downtown Nisswa today. We need to know our starting point in order to get to our destination. Downtown Nisswa has been shaped by both broader transportation decisions such as the 371 alignment, access management, and the Paul Bunyan State Trail, but others are the result of a rich history and strong community priorities, giving the district character and economic vitality. Task 1 helps us understand what are the strengths on which we can build, what may be holding us back, and what are the opportunities for positive change.

With the assistance of the City, we will gather, evaluate, and summarize relevant background reports and plans. We understand these to include, but are not be limited to: the 2030 Comprehensive Plan, The Park & Recreation Master Plan, the ADA Transition Plan, the 2025 Road Bond, and Safe Routes to School. These plans and their findings will inform the some of the underlying building blocks for the Downtown Master Plan.

Demographic review (such as population, households, incomes, etc.) will be completed along with up to five comparable communities. We recognize that this

review will be limited by the seasonal and tourism realities of Nisswa, where the typical resident counts are likely to understate the day-to-day population of the area.

The market analysis portion of Task 1 will include a “Market Snapshot” of Downtown Nisswa. HKGi and LOCI consulting have expertise reviewing downtowns and the Brainerd Lakes area markets. This will be supplemented with review of up to date data such as building permits, expenditures, and sales data and site specific observations (access, visibility, traffic corridors, etc.). The snapshot will include findings and observations that affect the real estate market in Downtown Nisswa and serve as the basis for a presentation and conversation with City (staff, planning commissioners, and council members) and potentially the Chamber of Commerce.

Conclusions and findings from the Market/Data Analysis will be integrated into task one and form the basis for relevant plan focus areas in Task 3.

We will work with City staff to gather all applicable public utility record plans and existing utility information within the project locations, including sanitary sewer, water, and storm sewer. We will utilize the Gopher State One Call (GSOC) system to receive maps of the private utilities in the project areas which will provide a better understanding of the existing private utilities. This received information of the existing utility conditions will allow us to foresee potential utility impacts with the future downtown plan. We understand stormwater and water supply are the primary limiting factors from a development standpoint in Downtown Nisswa.

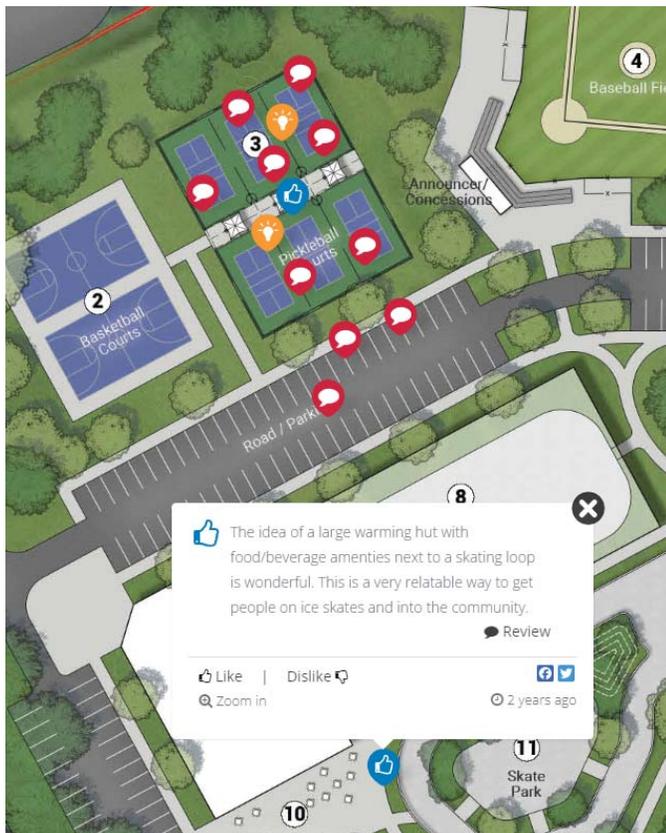
A previous parking study was completed by the Chamber in 2017 which inventoried the available parking in Downtown Nisswa. As a part of this proposal, we will review the previously completed study and provide a desktop review of the parking demand of Downtown Nisswa. We understand that parking is an issue in both day-to-day realities and especially during events that bring many people to Downtown Nisswa.

If the City or Chamber of Commerce is interested in updating counts, we are happy to provide guidance on collection dates and methods. We can incorporate those counts into an updated model to better understand if there are opportunities to improve the parking situation in Downtown Nisswa.

Our traffic engineers will also provide a planning level review of the existing street widths including intersection lay outs and relationship to the trails/sidewalks and crossings.

We will also consider the public realm to understand what is working well, and what could be improved with regards to sidewalks, pedestrian crossings, parking, alleyways, building appearance, parks and open space, and other civic spaces.

The findings of these different analyses will be combined into an Existing Conditions Assessment and Issues and Opportunities Graphic and Memorandum. The findings will be presented to the Planning Commission and City Council for discussion, and as a kickoff to the Vision and Goal Setting task to follow.



Social Pinpoint has been a useful tool to gather online input, especially in places like Nisswa, where visitors, cabin owners, and seasonal residents may not always be in town to attend in-person events. (Image from Nisswa Parks Master Plan engagement)

PUBLIC ENGAGEMENT: We also want to hear from the people who are using Nisswa’s downtown. This includes residents (year-round and seasonal), business owners, employees, and visitors. During the summer, we anticipate using Social Pinpoint to survey and gather location specific input from the community. To raise awareness of the project, connect people to the survey, and gather additional input, we are proposing an interactive outreach method in coordination with either the City or the Chamber of Commerce. We will prepare a series of questions to populate a chalkboard wall to be located at a central location like the Chamber Building. The chalkboard will also have links to the online Social Pinpoint.

We will work to coordinate our Site Tour with an existing community event day, in order to have a pop-up engagement opportunity to speak with and learn from community members and visitors.

Meetings:

- » Staff Kickoff Meeting and Site Tour
- » Staff Review Meeting (Virtual)
- » City Council and Planning Commission Joint Meeting (in coordination with Task 2)

Deliverables:

- » Public Input Summary
- » Market Snapshot presentation and discussion
- » Existing Conditions/Issues and Opportunities Memorandum and Summary Graphics and Mapping
 - Public Realm Analysis
 - Infrastructure overview



APPROACH & SCOPE

TASK 2 – VISION AND GOAL SETTING

Task 2 is about understanding where Nisswa’s Downtown wants to go and what it wants to become. This will be driven by conversations with the broader community and elected/appointed officials, staff’s first-hand knowledge, our Team’s experience in listening and developing a vision and goals for unique communities. The Vision is the destination, and the goals are how the City will measure progress.

As part of the same meetings presenting the findings from Task 1 to the a joint meeting including City Council and Planning Commission, we will kick off the Vision and Goal Setting process. These meetings will consider different, alternative vision statements and goals, and we will facilitate a discussion with officials to evaluate those different statements.

PUBLIC ENGAGEMENT: We will hold an open house to show the community the findings from Task 1, and to gather more feedback on the Vision and Goals for Downtown Nisswa. This input will be combined with social pinpoint/survey data to inform the vision and goals.

During the visioning and goal setting process, we will meet with identified stakeholders to better understand their needs and desires for the future of Nisswa’s downtown. These stakeholders will be finalized by the City, but could include downtown business owners, school representatives, resort owners, the Chamber of Commerce, and others. We will facilitate a series of up to 4 virtual meetings with specific groups to discuss the findings from Task 1 and their vision and goals.

Based on what we’ve heard from the community, stakeholders, staff, elected/appointed officials, and what we’ve seen through Task 1 analysis, we will draft a vision and set of goals for Downtown Nisswa.

Meetings:

- » Joint City Council and Planning Commission meeting
- » Up to 4 stakeholder meetings (virtual)
- » Community Open House

Deliverables:

- » Public Input Summary
- » Vision and Goals Document



Presentations at the workshop for Red Wing

APPROACH & SCOPE

TASK 3 – PLAN FOCUS AREAS

If Task 1 is the starting point, and Task 2 is the destination, Task 3 is the turn-by-turn directions. The City, through the RFP has identified several elements to be included in the Plan Focus Areas. It is our intent to give the City the tools needed to move forward on all the specific plan focus areas. Some elements may be easy to implement, while others may need additional work after this plan is completed. The plan will outline the next steps necessary to accomplish the City’s “to-do” list and outline the cost implications of each.

PUBLIC ENGAGEMENT: Design Charrette / Workshop:

Fresh out of the visioning and goal setting exercise and armed with the knowledge from the analysis work and initial round of community and stakeholder engagement, The HKGi Team will lead a 1 day design charrette/ workshop with City staff and the consultant team. The intent is to collectively generate ideas for projects and initiatives in the downtown. Typically, we begin with a download of the key themes from the community engagement and then through sketching, plan graphics, and precedent images begin to compile a range of ideas for review. At the end of the workshop, we provide a “pin-up” review of the ideas. This is a great opportunity for an informal review of ideas with community leaders, businesses and other key stakeholders, where with pens and markers in-hand we can refine or can create additional ideas that will then be further developed for a more formal review. The provides a great opportunity for the public to see the ideas evolve. This has been a very successful touch point for past projects – For the Red Wing Downtown Plan for example, we utilized a vacant storefront as workshop space for a convenient meeting space

Utility Assessment and Solutions:

Our team will use the existing and anticipated development and impervious surface impacts to better estimate any proposed stormwater management components. The preliminary storm water design will review current site requirements, analyze hydrologic conditions for the proposed improvements and recommend storm sewer and BMP design that will be summarized in a stormwater management memo. This preliminary information will allow our team to properly size stormwater best management practices (BMPs) to be used to site planning and cost estimating purposes.

Based on the existing downtown and potential new development we will explore logical, planning level layouts for proposed public utility improvements including sanitary, and storm sewer. General costs will be applied to help the City understand the order of magnitude of future expenditures.

It is understood that the City does not currently have a municipal water system which prevents significant growth in the downtown area. As a part of this master planning effort, Stantec will take a high level look at the watermain routing and service area within downtown while coordinating with the existing and potential future expansion of the municipal sewer collection system.

Deliverables Planning level layouts and locations for:

- » Storm sewer and alternative stormwater management options to better accommodate existing and future impervious cover
- » Sanitary sewer adjustments necessary to address issues or provide for new development
- » A logical approach to provision of municipal water routing and service area with possible phasing

APPROACH & SCOPE

Streets and Public Realm Placemaking, Design, and Strategies:

The streets, trails, and sidewalks are the shared experience for how most people experience Downtown Nisswa. Whether they're there to work, eat, bike, shop, or play, most people are at some point a pedestrian during their visit.

Understanding that the local streets, trails, and sidewalks are imperative to the functionality of downtown, our engineering team will provide recommendations for updates of the existing transportation infrastructure without compromising the feel and function of downtown Nisswa.

The streetscape helps to reinforce the brand of the district and must incorporate the functional aspects of parking, pedestrian circulation, and necessary infrastructure including stormwater treatment. Developing a streetscape identity that improves the pedestrian experience, but holds true to the unique "vibe" of downtown Nisswa is critical. We explore new alignments for intersection crossings, enhanced wayfinding and signage, and showcase ideas for site furnishings and features that enhance the pedestrian comfort level. Typical streetscape sections and concepts will be developed that can be applied throughout Downtown Nisswa.

The streetscape focus area planning and design will be coordinated with other key focus areas, such as parking, roadway infrastructure solutions, and placemaking.

Strategies for parking and walkability will focus on improving the efficiency of existing parking and expanding parking options in Downtown, and then making sure the experience from car door to front door is a safe and enjoyable experience. Providing all parking "at the front door" will be unlikely, so ensuring good wayfinding to find available spaces and creating a memorable environment when walking to and from vehicles will be important. We will explore opportunities to provide additional parking in and around Downtown.

We will also outline ideas and strategies for further activating public spaces in Downtown such as Downtown Pocket Park.

Deliverables Streetscape concept and recommendations including:

- » How to address problematic intersections
- » Key identity elements that could be incorporated into streetscape themes
- » Typical cross sections and locations of key elements
- » Exploration of general alignments of City Hall Street/ Nisswa Avenue

Parking strategies for:

- » Improving the efficiency of use of existing spaces
- » Exploring options for additional parking

Approaches to better activating Downtown Pocket Park to make it a place that people want to hang out and spend time.

Testing, Guiding, and Supporting Future Development and Existing Business:

Sketch site plans will be created to help evaluate what types and scales of development could be accommodated and would be appropriate for Downtown Nisswa.

The plan will address high level development guidelines to help direct the development community if they are building new projects. It will talk about urban design principles (massing, entry locations, site access, setbacks, etc.) that will help new development fit with the existing building stock of downtown Nisswa.

It is important that the plan also include strategies for supporting existing businesses and exploring new business ideas. The findings from the market analysis (Task 1) will be integrated into this section. Based on what we've learned from stakeholder meetings and plans for properties, we will explore ideas and concepts for economic development that keeps with the character of Downtown, aligning with best practices for sustainable growth, and within the realm of what could be supported by the market.

Deliverables Future Development Concepts, including:

- » Sketch site plans with site yield testing
- » Urban design guidance for developers

Economic Development Strategies:

- » Strategies for supporting and growing local businesses
- » Exploration of new and emerging business markets

APPROACH & SCOPE

Implementation and Funding:

This section will help identify priorities and sort actions into short, mid, and long-term actions or a prioritized “To Do” list for the City to guide staff time and the allocation of financial resources. The Master Plan will identify planning level costs associated with each strategy and the responsible parties.

We will work to describe and align potential funding sources (State and regional sources, grants, low interest loans, capital improvement plans, public finance options such as tax increment finance or tax abatement) with the appropriate implementation project type.

Deliverables Implementation matrix that is

- » Prioritized
- » Has associated time frames
- » Identifies responsible parties
- » Aligns with funding sources

PUBLIC ENGAGEMENT: To gather feedback on these topics we will use an updated survey and social pinpoint to allow the community to review to strategies, and understand and respond to potential changes to Downtown. We will also hold an open house that allows for in-person discussion and feedback on the strategies and concepts.

Meetings:

- » Staff Review Meeting (Virtual)
- » Joint City Council/Planning Commission Meeting
- » Up to 4 Stakeholder Meetings (Virtual)
- » Community Open House

Deliverables:

- » Public Input Summary of Survey, Social Pinpoint, and Open House
- » (As identified above) Documentation of all relevant Plan Focus Areas with planning level costs and responsibilities outlined

TASK 4 – PLAN DEVELOPMENT AND APPROVAL PROCESS

Task 4 brings all the planning elements together into strategic road map for how the downtown could incrementally advance towards the community’s desired vision.

We will assemble all materials from the first three tasks into a complete draft plan document. The document will be highly visual, easy to read, and straightforward to navigate. It will include an executive summary, and applicable sections may be able to stand on their own. Ultimately it will need to be a document that is able to be referenced by elected officials, cited and followed by staff, and inspirational to the development, business, visitor, and resident communities of Nisswa.

After a draft plan is developed, the Planning Commission and City Council will have an opportunity to review the document. We will take feedback and revise the plan, before bringing it to the Planning Commission for recommendation and City Council for approval.

PUBLIC ENGAGEMENT: The draft plan will be available online, and in paper copies at the City, Chamber of Commerce, and Library for public comment.

Meetings:

- » Staff Review Meeting (Virtual)
- » Planning Commission Recommendation
- » City Council Approval

Deliverables:

- » Draft Downtown Master Plan
- » Final Downtown Master Plan
- » All related background information (GIS Maps, estimate spreadsheets, public engagement materials, etc.)

PROJECT MANAGEMENT AND PRIMARY STAFF CONTACT

We anticipate that the primary staff contact will be Bethany Soderlund, City Planner. Other City Staff will be included as desired by the City. Our budget and schedule include time for bi-weekly check in meetings throughout the project.

PROJECT TEAM & EXPERIENCE



DOWNTOWN PLANNING AND DESIGN
LAKEVILLE, MINNESOTA



Kevin Clarke
Project Manager
kevin@hkgi.com

Years of Experience: 12

Education

Master of Landscape Architecture and
Master of Urban and Regional Planning -
University of Minnesota

B.A., Economics -
Saint John's University

Awards

2017 MN APA Success Stories in
Implementation Award - Downtown
Master Plan and Streetscape Design -
Chaska, MN

2015 MI APA Daniel Burnham Award for
a Comprehensive Plan - Comprehensive
Plan for the City of Ironwood

Introduction

Kevin will serve as the HKGi team's Project Manager for the Downtown Nisswa Master Plan project. In this role he will direct the work of the planning team, lead engagement on behalf of the consultant team, and serve as the primary contact for City staff.

Kevin is already familiar with Nisswa and some of its planning and development context from his work leading the recent Park and Recreation System Plan project. He has provided leadership and service for other downtown and neighborhood redevelopment projects for communities such as St. Francis, Red Wing, Chaska, Le Sueur, Alexandria, and North St. Paul. His contributions to these types of projects includes data collection and analysis, land use planning, development concept exploration and refinement, stakeholder engagement, implementation planning, and the design of public and open space improvements.

Relevant Project Experience

- Downtown Master Plan | St. Francis, MN
- Old West Main Site Redevelopment Study | Red Wing, MN
- Redevelopment and Downtown Streetscape & Public Space Planning | Chaska, MN
- Complete Streets Streetscape Concept Plan | Osakis, MN
- District 1 Neighborhood Plan | Clive, IA
- Pier D Small Area Plan | Duluth, MN
- Downtown Plan | Forest Lake, MN
- Redevelopment Planning | Onalaska, WI
- CR73 Small Area Plan | Plymouth, MN
- Broadway Avenue Streetscape - Missing Link | Alexandria, MN
- Hwy. 10 DT Development Framework | Dilworth, MN
- Downtown Development Plan | Le Sueur, MN
- Downtown Redevelopment Plan | North St. Paul, MN





Bryan Harjes PLA (MN, MI), LEED AP
Principal in Charge
bryan@hkgi.com

Years of Experience: 25

Education

Master of Landscape Architecture and
Bachelor of Environmental Design,
University of Minnesota

Registration

Landscape Architect, Minnesota,
License No. 42954; Michigan License No.
3901001779

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design - Minnehaha
Parkway Regional Trail Master Plan

2015 ACEC-MN Engineering Excellence
Honor Award - Buffalo Commons,
Buffalo, MN

2014 APA-IA Innovation in Economic
Planning and Development - Merle Hay
Road Gateway Redevelopment Master
Plan, Johnston, IA

2010 Preservation Award - Minnesota
Preservation Alliance - Red Wing
Downtown Action Plan

2003 APA-MN Award for an Outstanding
Plan - Hutchinson Downtown
Revitalization Master Plan



Introduction

As Vice President with HKGi, Bryan will provide oversight of the project as the Principal in Charge. In this role he will provide guidance and quality control services, ensuring that the team has the resources it needs to produce a Downtown Master Plan that provides effective guidance for future improvements and development in Downtown Nisswa.

Bryan will also provide urban design expertise for this project, particularly during the concept exploration and refinement phases of the planning process. He is a creative designer who emphasizes high quality solutions that fulfill community needs such as enhancing connectivity, promoting sustainability, and facilitating market and fiscal viability. He brings creativity, an ability to lead and facilitate idea generation, and strong critical thinking skills to his project work. His ability to listen to ideas and transform them into drawings helps generate stakeholder enthusiasm for concepts and ideas that emerge from the planning process.

Relevant Project Experience

- Downtown Redevelopment Planning and Design | Chanhassen, MN
- City Square West Redevelopment Plan | Chaska, MN
- Downtown Redevelopment Plan | Farmington, MN
- Downtown Redevelopment Study | Golden Valley, MN
- Marketplace Redevelopment Concepts | Hermantown, MN
- Downtown Planning | Hutchinson, MN
- Downtown Development Guide | Lakeville, MN
- Downtown Plan | Le Sueur, MN
- Downtown Action Plan | Red Wing, MN
- Downtown Master Plan | St. Francis, MN
- Downtown Planning | Stillwater, MN
- Downtown Revitalization Master Plan | Victoria, MN



Kendra Ellner AICP
Planner
kendra@hkgi.com

Years of Experience: 2

Education

Master of Science in Urban and Environmental Planning (Accelerated Program), Arizona State University

Bachelor of Science, Urban Planning, Arizona State University

Registration

American Institute of Certified Planners
Cert. #35611

Accomplishments

Team Leader - 2021 ULI Hines Student Urban Design Competition and American Planning Association's Outstanding Planning Student Organization Runner-Up

Introduction

Kendra will provide planning services for all aspects of this project. In this role she will assist with engagement, data collection, land use planning, zoning, and GIS mapping. She will also provide expertise to help address historical, arts, and cultural planning considerations.

Kendra is a multifaceted planner who is committed to facilitating and creating equitable and livable communities. She has experience facilitating community engagement events, activities, and online marketing for planning processes, and her professional and academic experience has cultivated strong skills in zoning ordinance review and revision, policy research, data analysis and visualization, site plan and design work, and grant writing.

Kendra's fast-growing portfolio includes several downtown and redevelopment planning projects. Her previous experience includes serving as a planner for the City of River Falls (WI) where she contributed to the city's Focus River Falls process as well as to updates of the city's Comprehensive Plan, Outdoor Recreation Plan, and Bike and Pedestrian Plan. She also wrote a successful grant for the City of River Falls Historic Preservation Commission to nominate two eligible properties for the National Register for Historic Places.

Relevant Project Experience

- Downtown Plan Update | Hutchinson, MN
- Uptown Parking Study | Marion, IA
- Downtown Parking Study | Lakeville, MN
- Towerside Innovation District Parking Study | Minneapolis, MN
- Area Redevelopment Study | Newport, MN
- Mounds View Mall Redevelopment Planning | Mounds View, MN
- Highway 10 Downtown Development Framework | Dilworth, MN
- Comprehensive Plan | Sherburne County, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- Planning Services and Zoning Ordinance Rewrite | Savage, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Marine on St. Croix, MN





Leilen Farias
Landscape Designer
leilen@hkgi.com

Years of Experience: 7

Education

Master of Landscape Architecture,
University of Minnesota

B.S. in Architecture, University of
Minnesota

Awards

Regents Scholarship - University of
Minnesota

Student Academic Excellence Award, U
of Minnesota College of Design

U of Minnesota Design Student and
Alumni Board Member

Introduction

Leilen will provide urban design service for the Downtown Master Plan project, particularly related to concept exploration and development and the creation of plan graphics, renderings, and exhibits. She will also provide engagement support. She is fluent in Spanish and will provide bi-lingual support throughout the process as needed.

At HKGi Leilen has provided planning and design support for a variety of projects in communities throughout the region. In addition to her extensive work planning and designing improvements for downtown Chanhassen, she is also providing design services for several redevelopment related projects, ensuring that public space improvements will enhance placemaking, connectivity, and durability.

Leilen brings seven years of experience contributing landscape design services to public space improvement projects with the University of Minnesota's Landcare Department. Her experience conducting campus planning emphasized the creation and preservation of a bike and ped-friendly environment.

Relevant Project Experience

- Downtown Design Guidelines & Civic Campus Improvements | Chanhassen, MN
- Downtown Wayfinding & Signage Plan | Chanhassen, MN
- Downtown Plan Update | Hutchinson, MN
- BRT Station Area Planning | Anoka County, MN
- Purple Line BRT Station Area Planning | Ramsey County, MN
- Mall Redevelopment Area Study | Mounds View, MN
- Recreation Area Park Master Plan | Grand Marais, MN
- Trail Wayfinding Signage | Hastings, MN





Jody Rader PLA (MN, WI)
Landscape Architect
jody@hkgi.com

Years of Experience: 18

Education

Master of Landscape Architecture,
and B.S. Architecture, University of
Minnesota

Certificate in Ecological Restoration,
2021

Registration

Landscape Architect, Minnesota
Lic. 57311; Wisconsin Lic. 1000-14

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design -
Minnehaha Parkway Regional Trail
Master Plan, Minneapolis

Professional Activities

Active member of ASLA, Association
for Community Design (ACD) and the
Association of Pedestrian and Bicycle
Professionals (APBP)

WI APA 2023 Conference and Bike Walk
MN 2018 Conference, Presenter

ASLA-MN Executive Committee,
Student Chapter Liaison, Step-Up
Chair and WILA (Women in Landscape
Architecture) Co-Chair

Introduction

Jody will provide service related to bicycle-pedestrian, trail, and open space planning and design for the Downtown Master Plan. In this role, she will ensure that the plan incorporates initiatives designed to capitalize on Nisswa's status as an outdoor getaway that offers tremendous access to state and regional trails, parks, and other outdoor experiences.

Jody's downtown and neighborhood redevelopment planning experience includes work in Fergus Falls, Golden Valley, White Bear Lake, St. Francis, River Falls (WI), and Clive (IA). She is currently working with Washington County and the City of Scandia to develop strategies to connect the community's downtown to future state trail extensions and to identify potential economic development and marketing strategies to leverage the trail access to increased development opportunities.

Jody is a skilled designer who emphasizes client service, consistent communication, and an ability to work with stakeholders to develop creative design solutions and development strategies that generate positive results.

Relevant Project Experience

- Kinnickinnic River Corridor Plan | River Falls, WI
- Downtown/Riverfront Master Plan | Fergus Falls, MN
- Arts, Culture, Education Corridor Plan | White Bear Lake, MN
- Downtown Redevelopment Study | Golden Valley, MN
- District 1 Neighborhood Plan | Clive, IA
- Downtown Master Plan | St. Francis, MN
- High Cliff Trail Connection | East Central Wisconsin Regional Planning Commission
- Great Sauk State Trail Master Plan | Sauk County, WI
- White Bear Lake Downtown Study | White Bear Lake, MN





Mia Colloredo-Mansfeld

Planner

mia@hkgi.com

Years of Experience: 2

Education

Bachelor of Arts, Geography and Environmental Studies - University of North Carolina-Chapel Hill

Awards

McNally Award for Excellence in Geography

Douglas Eyre Award for Outstanding Leadership

Activities

Volunteer Ambulance Driver - North Haven, Maine EMS

Introduction

Mia will provide Planning and GIS services to this project. Mia is new to HKGi and has provided similar services on comprehensive plans and zoning projects. She comes to HKGi from North Haven, Maine, where she served for two years as the sole planner for the small island village whose population fluctuated with the seasons.

In her work with the Town of North Haven, Mia led the Housing Working Group, oversaw data collection and analysis for planning initiatives, and authored several planning reports. Her work included conducting a housing needs survey and interviews, analyzing census and market data to understand local conditions, and facilitating conversations between community members, state funding entities, and other stakeholders. Working with local groups, Mia also facilitated efforts to identify gaps and opportunities for collaboration between local government and property owners.

Relevant Project Experience

- Comprehensive Plan Update | Ironwood, MI
- Zoning Code Update | St. Charles, MN
- General Planning Services | St. Francis, MN
- General Planning Services | Maplewood, MN
- General Planning Services | Greenfield, MN
- *Community Vision Process Facilitation | North Haven, ME
- *Housing Working Group Facilitation & Planning | North Haven, ME
- *Economic Diversification & Resilience Planning | North Haven, ME
- *GIS Database Collection and Organization | North Haven, ME

*Projects completed for previous employer





Alan Offerman PE

Senior Civil Engineer

Introduction

Mr. Offerman joined Stantec in 2013 and is a Project Manager and lead designer on our municipal team. Alan's expertise is in the construction management and design of multidisciplinary projects involving municipal utilities, storm water management, and street reconstruction projects. His responsibilities include project utility and roadway design, plan and specification preparation, and communications with stake holders and city staff. Alan has a strong construction background and experience managing large multidisciplinary projects. His background and knowledge of municipal engineering means he understands the challenges communities face to protect their existing infrastructure, cost-effectively rehabilitate aging infrastructure, and facilitating funding for future improvements.

Relevant Project Experience

- Downtown Chaska Reconstruction Projects | Chaska, Minnesota | Project Manager/Lead Designer

Alan has been a part of this yearly multi-phase downtown reconstruction projects in Chaska from 2013 – Present. He has participated in many roles along the way including construction inspection, drafting, lead designer and project manager. These projects include full utility and street replacements along with urban design landscaping amenities.

- TH 41/CSAH 61 Reconstruction Project | Chaska, Minnesota | Lead Utility Design Engineer

This project is a part of the major reconstruction effort along the TH 41 and CSAH 61 corridor located in downtown Chaska. The project includes a full street reconstruction, utility replacements, private utility relocation, and significant decorative streetscape features. Alan is the lead utility design engineer and is responsible for coordinating the utility improvements with the road reconstruction project designed by another engineering firm. Alan worked with City departments and multiple other consultants to deliver this MnDOT project on behalf of the City.

- Arbor Lakes Business Park Infrastructure Improvements | Maple Grove, Minnesota | Lead Municipal Designer

Alan was the lead municipal designer on this \$5M commercial development project located within the gravel mining area in the City of Maple Grove. He was responsible for roadway and trunk utility design including sanitary sewer master planning along with cost estimates and specification preparation.

Years of Experience: 13

Education

Bachelor of Science in Civil Engineering,
North Dakota State University, 2010

Registration

Professional Engineer #52624, State of
Minnesota





Daniel Edgerton PE

Water Resources Engineer

Introduction

As Senior Project Manager on the Water Resources Team at Stantec's Minneapolis office Dan has worked for numerous communities in the Twin Cities metro area and around the upper Midwest on infrastructure planning and management, with an emphasis on green stormwater infrastructure planning and design. His work has involved both new development and revitalization of existing developments. His projects have ranged from drainage studies and street and utility design for municipalities, to wastewater facility plans for the Metropolitan Council Environmental Services, to multi-million dollar Corps of Engineers flood control projects.

Relevant Project Experience

- Surface Water Planning | Minnesota

Dan has prepared Surface Water Management Plans (SWMPs) and completed stormwater management projects for many Minnesota and Wisconsin municipalities. These SWMPs have been prepared in accordance with Minnesota Statutes 103B and Minnesota Rules 8410, and many have been reviewed and approved by watersheds and the Metropolitan Council. These include: Plymouth, Carver, Champlin, Farmington, Grand Rapids, Minneapolis, Oak Park Heights, Roseville, Apple Valley, Centerville, Faribault, Fridley, Hudson, New Hope, Orono, Spring Lake Park.

- Regional Park Trail & Stormwater BMP Retrofit | Minnesota

Dan provided stormwater design for an outlet control structure to regulate water levels of the wetland and an Iron Enhanced Sand Filter (IESF) to treat excess water from the wetlands before it was reintroduced into the downstream creek and lake. The filter contains iron fillings which act as a magnet to the dissolved contaminants (i.e., phosphorus). The treated water is captured in an underdrain of the filter system and discharged back into the original stream bed downstream of the outlet structure.

- Edison High School Green Parking Lot | Minneapolis, Minnesota

The Edison High School Green Parking Lot Project implemented sustainable stormwater improvements on the parking lot north of the high school. Runoff from the parking lot flowed untreated to the Mississippi River. Stantec designed innovative stormwater practices, including a tree trench, rain garden, and permeable pavers, to reduce stormwater flows and remove suspended sediments, nutrients, and other pollutants from washing off the parking lot. Stantec also performed monitoring of the tree trench to determine its effectiveness in capturing and treating runoff.

Years of Experience: 41

Education

Master of Science, Civil and Environmental Engineering; and, Bachelor of Science, Civil and Environmental Engineering, University of Wisconsin, Madison

Registration

Professional Engineer #39519, State of California

Professional Engineer #19206, State of Minnesota





Edward Terhaar PE

Traffic Engineer

Introduction

Edward is responsible for project management, technical analyses, development of recommended transportation solutions, and preparation of reports for a variety of transportation projects. Specific types of projects completed include traffic impact studies, parking studies, safety analyses, origin-destination studies, travel time studies, area wide and corridor studies, as well as design of traffic control devices. In addition, Edward uses Synchro/SimTraffic and AutoCAD regularly.

Relevant Project Experience

- **Traffic and Parking Study for 7200 France Avenue | Edina, Minnesota**

Completed a Traffic and Parking Study for a redevelopment project located at 7200 France Avenue in Edina. Tasks included traffic data collection, traffic forecasts, traffic operations analysis, review of transit, bicycle, and pedestrian impacts, and development of recommended transportation system improvements.

- **Malcolm Yards Traffic Impact Study | Minneapolis, Minnesota**

Completed a Traffic Impact Study for a proposed commercial and residential redevelopment project in Minneapolis. The project involved examination of existing conditions, development of traffic forecasts, analysis of future traffic operations at key intersections and roadways, and development of solutions to improve traffic operations and safety. Communicated closely with City of Minneapolis staff throughout the project to ensure all pertinent items were included in the study. The study results were included in the EAW completed for the project

- **Origin-Destination Study on CSAH 10 and CSAH 50 | Corcoran, Minnesota**

Origin-destination data was collected to help determine the future function of each roadway as well as City or County jurisdiction. Origin-destination information was determined for each corridor through completion of the following steps: recording video of traffic operations at each intersection on two weekdays, determining the travel time between intersections, determining the appropriate time offset between intersections for eastbound travel in the a.m. peak hour and westbound travel in the p.m. peak hour, processing the video to determine the peak hour turn movement volumes at each intersection, and comparison of the turn movement volumes to determine directional percentages.

Years of Experience: 32

Education

BS, Civil Engineering, University of Minnesota, Minneapolis, Minnesota, United States, 1992

Registration

Professional Engineer #24441, State of Minnesota

Professional Engineer, State of South Dakota

Professional Engineer, State of Wisconsin

Professional Engineer #PE-8388, State of North Dakota





Grant Martin

Principal and Founder
grant@lociconsult.com

Years of Experience: 23

Education

Master of Planning, University of Master of Public Policy, Hubert H. Humphrey Institute, University of Minnesota, Minneapolis, Minnesota

Bachelor of Arts, Beloit College, Beloit, Wisconsin

Introduction

Grant Martin has over 20 years' experience conducting market research studies and providing critical recommendations for real estate uses. An excellent communicator, Grant effectively drives strategy through a combination of deep market understanding and thorough data analysis. He has presented meaningful and actionable recommendations to CEOs and CFOs, corporate real estate committees, city councils and economic development boards, and industry associations.

Grant founded and leads LOCi Consulting LLC, a market-research firm that has helped national retailers, local and national developers, and progressive municipalities find, analyze, and value real estate. Prior to founding LOCi Consulting, Grant developed and led new store forecasting strategy and location-based analytics as Director of Regional Market Analysis for Target Corporation. Grant was also a consultant with Clifton Larson Allen, where he assisted with senior living and healthcare clients, and an analyst with Maxfield Research Inc., where he completed studies for multifamily, single-family, office, industrial, hospitality, and mixed-use projects.

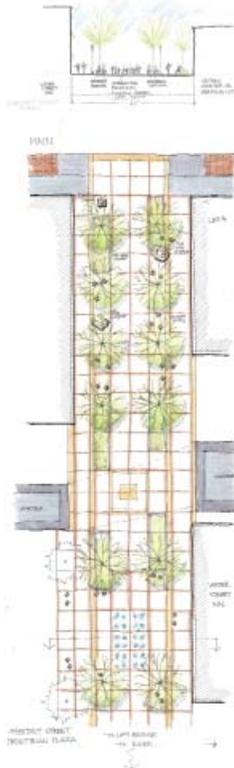
Relevant Project Experience

- Downtown Redevelopment Market Study, City of Newport, Minnesota
- Mixed-Use Market Analysis for Redevelopment at Mounds View Square Shopping Center, City of Mounds View, Minnesota
- Downtown Redevelopment Market Study, City of Centerville, Minnesota
- Housing Needs Analysis, Carlton County, Minnesota – 2023-24
- Comprehensive Housing Needs Analysis, East Range Joint Powers Board – 2023
- Comprehensive Housing Needs Analysis, Cook County, Minnesota – 2022
- Housing Needs Analysis for Winneshiek County, IA – 2021



Downtown Framework Plan

STILLWATER, MINNESOTA



As part of the City's Comprehensive Plan Update, HKGi prepared a downtown framework plan for the City of Stillwater. As is the case in most thriving downtowns, the framework plan needed to address a number of different elements that are all interconnected. The City was anticipating MNDOT's closure of the lift bridge downtown to vehicles. This represented a significant shift in traffic patterns compared with how Downtown Stillwater had developed over the years. Planning needed to consider this and understand the implications for parking, pedestrian and bicycle circulation, business support, infrastructure changes, parkland, and redevelopment.

Since the plan was completed, MNDOT closed the lift bridge to cars and the downtown has continued to thrive as a tourism destination and economic hub.

HKGi has also developed additional planning and policy documents to support the implementation of the Downtown Framework Plan. These include a parking study, design guidelines that incorporate the historic nature of the downtown, and design of a riverfront park at the edge of Downtown Stillwater.

CLIENT

City of Stillwater

HIGHLIGHTS

- Planning for improvements in a loved, tourism driven downtown
- Expanded through later projects with HKGi to include historic design guidelines and parking study
- Completed in anticipation of significant infrastructure, roadway, and bridge improvements

REFERENCE

Abby Whitman
Community Development Director
651.209.9752
abbi.wittman@ci.forest-lake.mn.us
(Now in Forest Lake, MN)

Downtown Master Plan

CHASKA, MINNESOTA



HKGI and Stantec have collaborated on planning and implementation efforts in downtown Chaska for the past decade-plus.

HKGI led the city's effort to create a master plan to revitalize historic downtown Chaska by emphasizing its historic qualities, fostering a safer, more attractive pedestrian environment, and attracting investments in redevelopment at key opportunity sites identified in the Plan. Since passage of the plan, two key opportunity sites have been redeveloped with residential units and a highly successful dining, event, and curling center. HKGI also led site planning for City Square West, a third redevelopment site identified in the master plan, and designed a new Veteran's Memorial Park at the edge of the downtown.

HKGI has also provided services for many of the Plan's most important implementation initiatives. These have included designing streetscape improvements throughout the historic downtown core with Stantec; creating a signage ordinance to enhance downtown's historic character; creating a wayfinding signage plan, which is currently being implemented; developing a trail concept through the downtown; conducting restoration planning and design for City Square Park; and providing storefront design guidance to help business owners take advantage of new pedestrian amenities downtown.

CLIENT

City of Chaska

AWARDS

MN APA 2014 Planning in Context and 2017 Success Stories in Implementation

HIGHLIGHTS

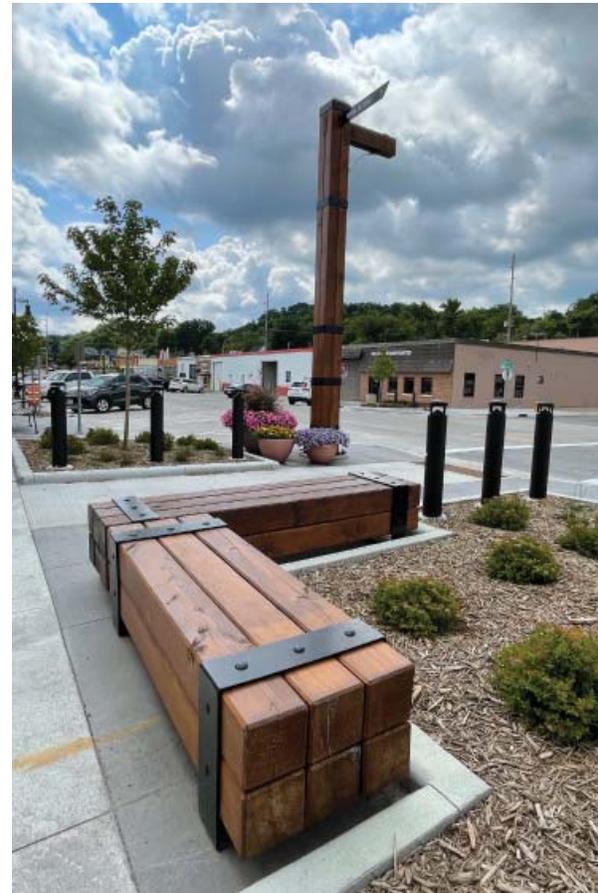
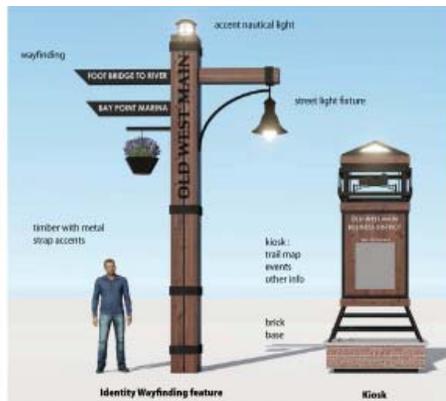
- Exploration of ideas related to placemaking, land use, connectivity, and urban design
- Extensive engagement with community organizations and public stakeholders
- Identified land use policies to encourage creative re-use

REFERENCE

Nate Kabat, Community Development Director
952.227.7529
nkabat@chaskamn.gov

Downtown Action Plan and Old West Main Improvements

RED WING, MINNESOTA



For the past 15 years, HKGi has provided downtown and district redevelopment planning services to Red Wing, a classic Mississippi River town with a rich history in manufacturing and shipping.

These planning initiatives began with the Downtown Action Plan, which was developed to achieve a vision driven by the community's core objectives to create: vibrant gathering places; attractive housing options; thriving commerce; and strong connections that celebrate the downtown Red Wing experience and foster sustainability.

Implementation

From this plan emerged several implementation initiatives, including the following, which were led by or included HKGi: He Mni Can-Barn Bluff Park Master Plan, streetscape renovation in both the downtown and the Old West Main district, design services for a new pedestrian bridge connecting Old West Main to Baypoint Park and the Upper Harbor, and a redevelopment site study for a former industrial site along Old West Main. HKGi also conducted focus area planning for several opportunity sites throughout the city while developing the city's 2040 Comprehensive Plan.

CLIENT

City of Red Wing

AWARDS

2010 ASLA-MN Merit Award for Planning & Research for Downtown Action Plan

HIGHLIGHTS

- New streetscape includes plaza the leads to new pedestrian bridge connecting district to Baypoint Park
- Redevelopment activity in both the Downtown and Old West Main District

REFERENCE

Steve Kohn, Planning Manager
City of Red Wing
651-385-3622
steve.kohn@ci.red-wing.mn.us

Downtown/Riverfront Master Plan

FERGUS FALLS, MINNESOTA



An HKGi-led team conducted a master planning process for redevelopment of the downtown and the riverfront along the Otter Tail River in Fergus Falls. The extensive project area featured a variety of landscapes, character elements, and redevelopment opportunities and challenges.

For each of five focus areas, the planning team developed strategies to address topics such as connectivity, gateways, river views, land uses, and opportunity sites. The plan emphasized redevelopment that would accommodate new recreational amenities that connect the community to its riverfront. Redevelopment concepts included street section illustrations, precedent imagery, and implementation strategies.

Concepts include a riverfront balcony and amphitheater, the revival of a civic mall concept, new mixed-use and multi-family housing, and new park and trail amenities along the riverfront. As part of the process, HKGi conducted engagement events on redevelopment sites, offering stakeholders the opportunity to experience in person how redevelopment initiatives might transform the downtown riverfront.

Implementation

- » Spies Riverfront Park and Pavilion is complete and represents phase 1 of downtown riverfront improvements
- » The Red River Flour Mill is being redeveloped into a boutique hotel; construction is underway

CLIENT

City of Fergus Falls

AWARDS

2003 MN APA Award for an Outstanding Plan

HIGHLIGHT

- Implementation efforts have included new riverfront development and redevelopment of an historic building downtown
- Plan integrates new riverfront development with regional trail
- Engagement included on-site events to envision look and feel of new development

REFERENCE

Ryan Miller, City Planner
City of Brookings, SD (with the City of Fergus Falls during this project)
605-697-8632
rmiller@cityofbrookings-sd.gov

Downtown Revitalization Planning

HUTCHINSON, MINNESOTA



For more than 20 years, HKGi has worked with city staff and community stakeholders to develop plans and design and implement improvement projects to guide redevelopment and enhance the character and the visitor experience in downtown Hutchinson.

In 2003 HKGi completed the award-winning Downtown Revitalization Master Plan. A decade later, HKGi led the creation of the Downtown Action Plan, an update that reflected completed implementation initiatives and emphasized a new set of action-oriented initiatives. In 2023 HKGi began work on a new update to help guide the next chapter in downtown's transformation.

These plans have helped the city build on its many advantages: the

Luce Line State Trail and the Crow River run downtown, both of which offer attractive outdoor experiences; the downtown has a traditional development pattern with ample sites for infill and redevelopment projects; the downtown features several historic properties; and Hutchinson enjoys an active arts and cultural community with passion for the city.

Implementation

- » Farmer's Market – historic depot reuse for events and new farmer's market pavilion
- » River House restaurant (adaptive reuse) historic downtown
- » Site assembled for riverfront housing at two locations
- » Gateway/wayfinding signage for downtown and the Luce Line Trail

CLIENT

City of Hutchinson

AWARDS

2003 MN APA Award for an Outstanding Plan

REFERENCE

Dan Jochum, Community Development Director
City of Hutchinson
djochum@ci.hutchinson.mn.us
320-234-4258

Parks & Recreation System Plan

NISSWA, MINNESOTA



HKGi completed a Parks and Recreation System Plan for the City of Nisswa. As a Northwoods and Lake Country vacation destination, Nisswa’s population fluctuates significantly. As a result, this system plan responds to Nisswa’s unique park and recreation needs and the City’s desire to focus its resources on achieving a limited number of key directives: improve the ecology of the community’s lakes and landscapes; provide more public lake and beach access; create better bicycle and pedestrian connections; and create a system that can be used by all ages, all abilities, and during all seasons.

Most of Nisswa’s parks facilities are centrally located downtown at City Park, Nisswa Lake Park, and the Downtown Pocket Park, but for this project HKGi also worked with the community to explore options for developing a new park along Camp Lincoln Road, south of downtown. The new park would provide a natural resource-based park that the community currently lacks, and improvements would mostly consist of natural surface trails, overlooks, and bird blinds. Improving connections to the Paul Bunyan State Trail and the future Gull Lake Trail are also key topics addressed throughout the plan.

CLIENT

City of Nisswa

REFERENCE

Amber Moon Peterson, Parks and Recreation Director
City of Nisswa
218-961-4245
amber@ci.nisswa.mn.us

Downtown Revitalization Plan

ST. FRANCIS, MINNESOTA



Since 2016, HKGi has provided the City with planning services that have included developing the 2040 Comprehensive Plan, a Downtown Revitalization Plan, and a Park and Recreation System Plan; creating a redevelopment concept for a site along the Rum River and Bridge Street; updating the City's zoning ordinance; and designing a new community park and municipal facility.

For the Downtown Plan, HKGi worked with the City and its residents to create a new vision for the downtown area of the community along Bridge Street. Currently, the downtown area is difficult to access it from Highway 47, which skirts along downtown's edge. This Plan includes concepts for a safer, more prominent intersection at Highway 47, which, when implemented, will also help attract more business and housing development to the downtown.

The master plan identifies no less than six sites for infill housing development, which can provide housing options and increase the number of people available to live, dine, and shop downtown. HKGi developed enhanced concepts and renderings for a riverfront site on Bridge Street (above). The site enjoys a river access point and potential trail connections, making it ideal for a potential outfitter and related dining and retail businesses. The development concept for a second opportunity west of the river features a civic campus that might include City offices, a library, a fire house, and community event spaces. Both sites feature festival-style parking lots and plazas which will enable them to be prime locations for outdoor community events.

CLIENT

City of St. Francis

HIGHLIGHTS

- 3D renderings illustrate desired development character and attract development interest
- Zoning ordinance revisions and design guidelines to strengthen the character in the downtown
- Comprehensive and Park and Recreation System Plans emphasize quality-of-life factors in future growth plans

REFERENCE

Kate Thunstrom, Community Development Director
City of St. Francis
kthunstrom@stfrancismn.org
763-267-6191

Downtown Redevelopment Planning

ONALASKA, WISCONSIN



Redevelopment scores were calculated using parcel information like age of structure, land value/sf, total value/sf, and building-to-land-value ratio.

New riverfront residential housing has been constructed as a result of one of the initiatives recommended by HKGi.

HKGi worked with City staff to explore potential redevelopment scenarios for Onalaska’s Highway 16 corridor and the downtown area.

For downtown area planning, HKGi created two redevelopment concepts, a more narrowly targeted redevelopment approach, and a longer-term redevelopment strategy. Both are based on input HKGi collected from stakeholders and data analysis on such factors as traffic patterns, housing prices, income and employment, and proximity to the riverfront and other attractions.

In order to better inform the city, property owners, and other stakeholders, HKGi evaluated each

parcel in the downtown and assigned a redevelopment score to illustrate which properties would be the best candidates for redevelopment. This information enabled staff to focus on prime opportunities and to engage with owners and developers to develop plans for proceeding with redevelopment when appropriate.

Implementation

Several new development and investment has occurred as a result of downtown planning:

- » A 98-unit residential project on the Black River
- » 5000sf of new commercial/ retail space next to Gateway Trailhead
- » Public space improvements to Irving Street

CLIENT

City of Onalaska

REFERENCE

Katie Aspenson, Planning Director
 City of Onalaska
 608-781-9590
 kaspenson@onalaskawi.gov

Downtown Streetscape Renovations

ALEXANDRIA & OSAKIS, MINNESOTA



Wider decorative sidewalks in Alexandria (above) create a more pleasant, functional environment for pedestrians and community events. Streetscape elements in Osakis (right) feature some of the natural elements and creatures that draw people to the area.



HKGi has provided urban design services for downtown streetscape improvements in both Alexandria and Osakis. For the improvements in Alexandria, HKGi worked with the City and their consulting engineer to make Broadway Street and downtown Alexandria friendlier to pedestrians, particularly during the busy summer and fall seasons. HKGi conducted a preliminary Complete Streets study, which enabled the community and City staff to explore potential design directions, materials, and elements such as lighting, street furnishings, wayfinding and parking signage, and other streetscape amenities.

Following concept development, HKGi worked with the City and its engineer to develop the final streetscape design and produced construction documentation and cost estimates for bidding the project. Since completion, Broadway has become a prime gathering spot, hosting community events throughout the year and featuring prominently in the downtown association's promotional material.

For the Osakis project, HKGi conducted a similar Complete Streets study to collect ideas and concerns from local stakeholders. HKGi presented community members with potential concepts for gateways, lighting, and furnishings, as well as for configuration of other improvements such as sidewalks, parking, trail connections and stormwater treatment. HKGi carried the community's preferred concepts, which featured unique local elements such as the Western Grebe, forward into the design development and construction phases.

CLIENT

Cities of Alexandria and Osakis

HIGHLIGHTS

- Extensive engagement involved business owners to gain their support and assist them in surviving the lengthy construction process
- Street furnishings, planter boxes, seat walls, and other design features introduced by HKGi have created a fun environment for gathering and community events



Relevant Experience

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF NEWPORT, MINNESOTA

As a part of a larger master planning process the City of Newport, LOCi Consulting completed a market analysis examining the potential for redevelopment in its two primary commercial corridors along U.S. Highway 61/U.S. Highway 10. Considered the city’s downtown, the area has great visibility to passing motorists but challenging access. The result has been a lack of investment and poor property maintenance by local businesses and property owners. LOCi Consulting analyzed market conditions and made recommendations on the types of development and redevelopment most likely to be successful in the downtown area and provided realistic timelines for demand. The recommendations will be included in a larger long-range planning exercise.

Reference: Joe Hatch, City Administrator, 651-556-4600, jhatch@newportmn.com

MIXED-USE MARKET ANALYSIS FOR REDEVELOPMENT AT MOUNDS VIEW SQUARE SHOPPING CENTER, CITY OF MOUNDS VIEW, MINNESOTA

The City of Mounds View engaged LOCi Consulting to conduct a mixed-use market study to inform a long-term redevelopment plan for an aging grocery-anchored shopping center. Located on what once was the main US Highway and primary traffic corridor through the northern suburbs in Minneapolis, the shopping center was designed for higher traffic counts and to appeal to a different age of consumer preferences. The city wanted to ensure that the ultimate design concept is well positioned relative to market demand for mixed uses. Based on the analysis, LOCi Consulting found that there was excess restaurant and retail space at the site and recommended that city leaders and property owners look at “right-sizing” the retail space to best capture the existing demand. The study also found residential demand at the site. LOCi Consulting recommended that city leaders and property owners consider residential uses at the redevelopment site.

Reference: Brian Beeman, Assistant City Administrator, 763-717-4029, brian.beeman@moundsviewmn.org

DOWNTOWN REDEVELOPMENT MARKET STUDY, CITY OF CENTERVILLE, MINNESOTA

In 2023, the city engaged LOCi Consulting to conduct a market analysis to revisit previous attempts at downtown redevelopment planning to better reflect significant market and economic shifts that had occurred since those earlier efforts had been completed. The study analyzed the potential for mixed-use development and redevelopment with residential and commercial spaces and made market-based recommendations that capitalize on the community’s small town feel and unique location along Centerville Lake.

Reference: Athanasia Lewis, Assistant City Administrator, 651-792-7936, ALewis@centervillemn.com

COMPREHENSIVE HOUSING NEEDS ANALYSIS, COOK COUNTY, MINNESOTA – 2022

With its remote location in far northeastern Minnesota, Cook County faces unique housing challenges. A popular vacation and second home destination, over half of its single-family housing stock is classified as seasonal vacation property. LOCi Consulting was engaged by the Cook County/Grand Marais Joint Economic Development Authority to conduct a comprehensive housing needs analysis for the county. We provided forecast demand for single-family, rental housing, affordable housing, senior housing, and special needs housing, along with recommendations on ways to incentivize development in the region.

Reference: Beth Drost, Executive Director, Cook County/Grand Marais Joint Economic Development Authority, 218-387-3112, director@prosperitynorth.com

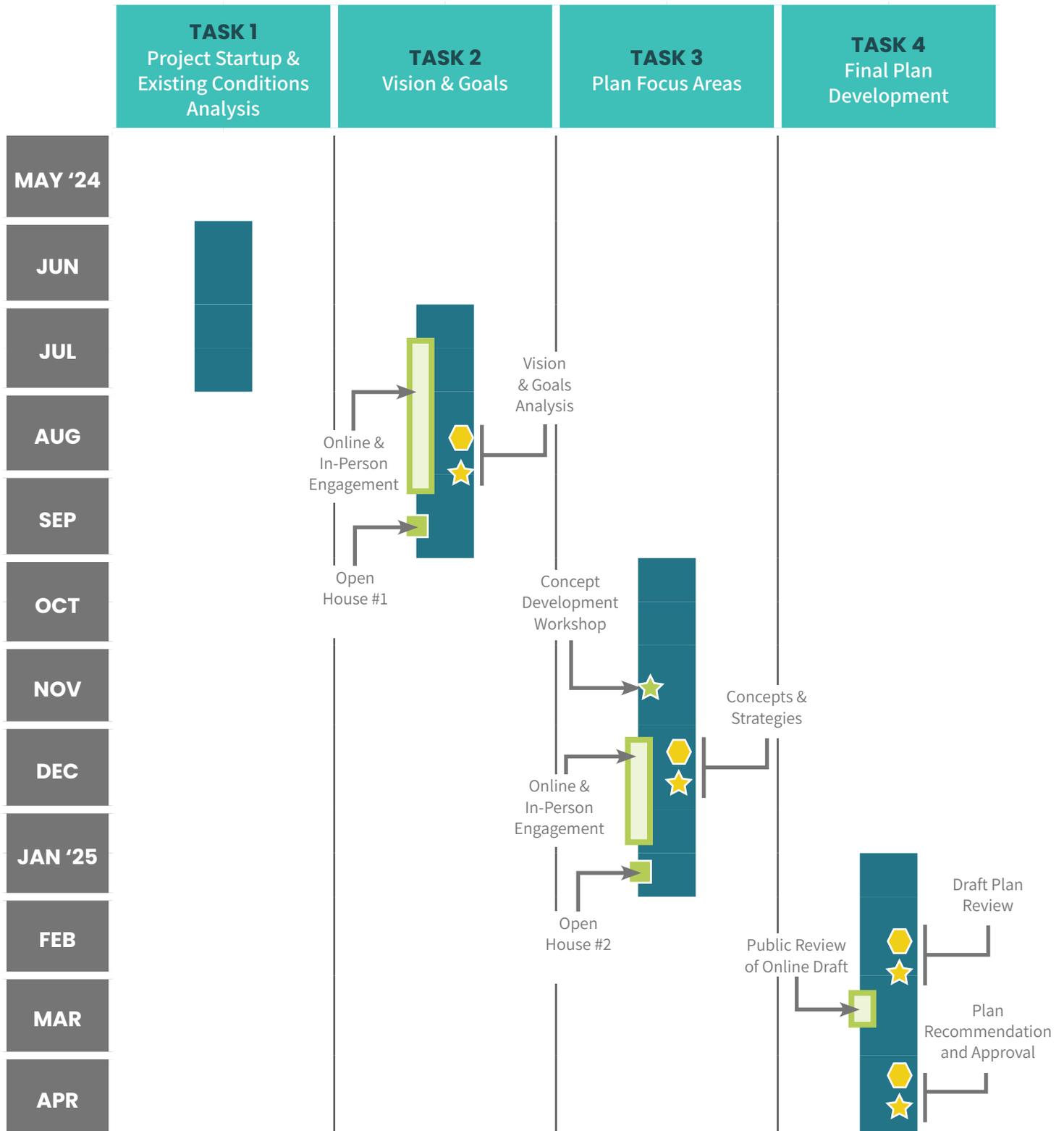
SCHEDULE

A blue-tinted architectural rendering of a public plaza. The scene is filled with mature trees and people sitting at round tables with metal chairs. In the background, there are modern buildings and a large sculpture. The overall atmosphere is serene and urban.

**DOWNTOWN REDEVELOPMENT PLANNING & DESIGN
CHANHASSEN, MINNESOTA**

SCHEDULE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal.



MEETINGS*

*Recurring Progress Meetings w/ Staff Held Bi-Weekly (not shown)

- Open House
- ▣ Stakeholder Engagement

- ⬡ PC Meeting
- ★ Design Workshop

- ★ CC Meeting

TOTAL CONSULTANT COST

DOWNTOWN/RIVERFRONT PLAN
FERGUS FALLS, MINNESOTA

PROPOSED FEE PER TASK

The table below contains our proposed fee per task to conduct the work plan contained in this proposal.

	FEE
TASK 1: PROJECT STARTUP & EXISTING CONDITIONS ANALYSIS	\$18,800
TASK 2: VISION & GOALS	\$7,900
TASK 3: PLAN FOCUS AREAS	\$58,900
Utility Assessment and Solutions	\$13,500
Streets and Public Realm Placemaking, Design, and Strategies	\$26,200
Testing, Guiding, and Supporting Future Development and Existing Business	\$12,300
Implementation and Funding	\$6,900
TASK 4: PLAN DEVELOPMENT & APPROVAL	\$14,100
SUBTOTAL	\$99,700
EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS)	\$5,000
NOT-TO-EXCEED TOTAL FEE & EXPENSES	\$104,700

HOURLY RATES

HKGi and LOCi Consulting Hourly Rates	
Principal	\$200-290/hr
Harjes - HKGi	\$235/hr
Martin - LOCi Consulting	\$250/hr
Associate	\$150-200/hr
Senior Professional	\$110-160/hr
Clarke & Rader - HKGi	\$135/hr
Professional II	\$90-135/hr
Ellner - HKGi	\$110/hr
Farias - HKGi	\$95/hr
Professional I	\$50-90/hr
Collorado-Mansfeld - HKGi	\$85/hr
Technical	\$50-90/hr

Reimbursable Expenses	
Mileage	Current Federal Rate/Mile
Photocopying BW	5¢/page
Photocopying Color	\$.25/page
Outside Printing	Actual Cost
Large Format Scanning	Actual Cost
Lodging & Meals	Actual Cost

Stantec Hourly Rates		
Staff Level	Billing Level	Hourly Rate
CAD Technician, Civil Designer, Inspector, Planner, Project Technician, Scientist	3	\$103
	4	\$109
	5	\$121
	6	\$125
	7	\$133
Civil Technician, Designer, Engineer, Field Supervisor, GIS Analyst, Inspector, Land Surveyor, Landscape Architect, Project Manager, Scientist, Senior CAD Designer, Senior Civil Technician	8	\$140
	9	\$149
	10	\$156
	11	\$165
	12	\$169
Engineer, Field Supervisor, Principal, Project Manager, Senior Engineer, Senior Landscape Architect, Senior Planner, Senior Principal, Specialist Edgerton - \$212/hr Terhaar - \$192/hr Offerman - \$181/hr	13	\$189
	14	\$192
	15	\$212
	16	\$236
Survey Crew	1-person crew	\$170
	2-person crew	\$250

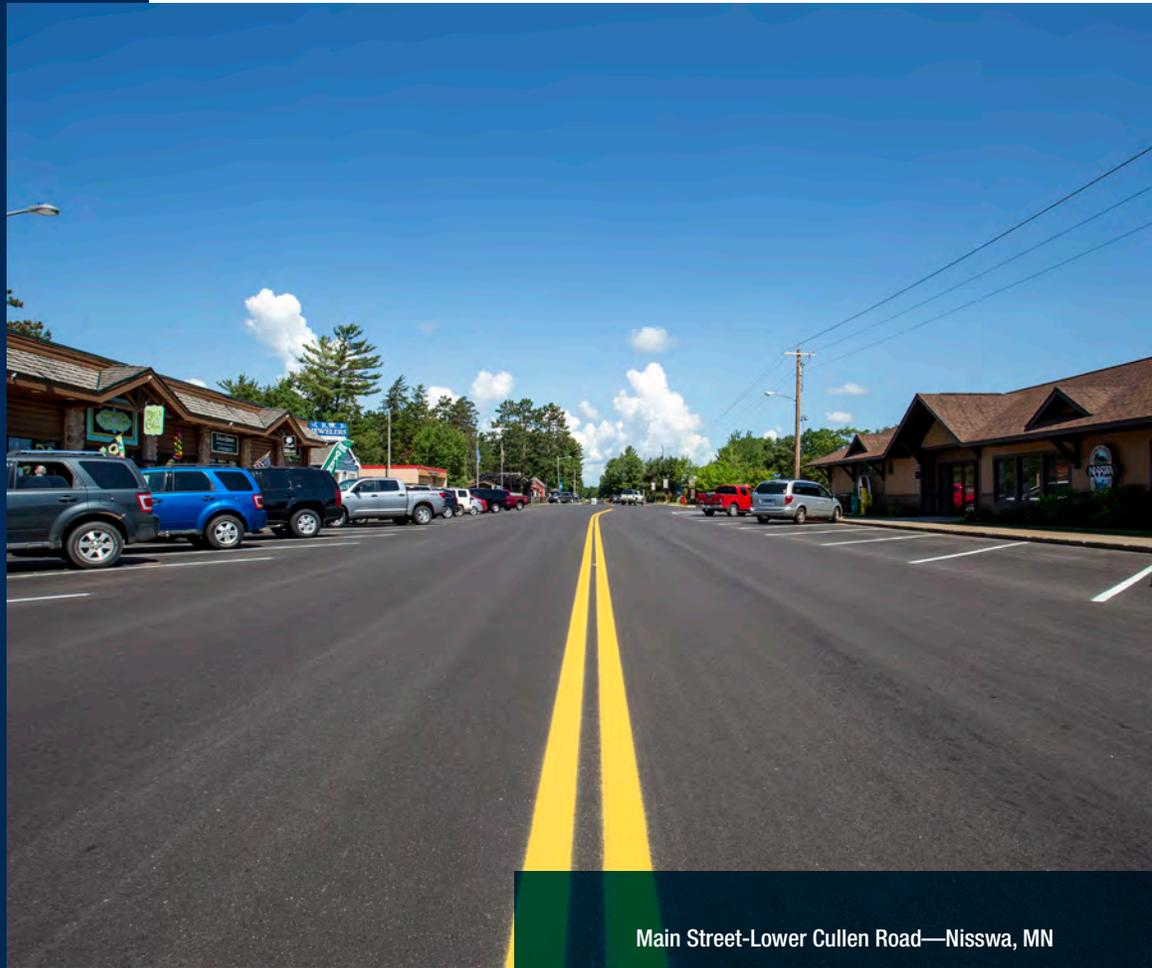


Planning | Landscape Architecture | Urban Design

DEVELOPMENT OF A
DOWNTOWN MASTER PLAN

CITY OF NISSWA, MN

APRIL 22, 2024



Main Street-Lower Cullen Road—Nisswa, MN

WIDSETH

JILLIAN REINER PLA, ASLA
PROJECT MANAGER

320.335.5011

Jillian.Reiner@widseth.com

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April 22, 2024

Jenny Max, City Administrator
5442 City Hall Street, PO Box 410
Nisswa, MN 56468
jmax@ci.nisswa.mn.us

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425
218.829.5117
Baxter@Widseth.com
Widseth.com

Re: City of Nisswa Downtown Master Plan

Dear Jenny Max and Members of the Selection Committee:

We wish to express our sincere interest in contributing our services to the completion of the Downtown Master Plan for Nisswa. We share a passion for urban design, community development, and sustainable growth, and we are eager to offer our expertise and dedication to this community effort.

Widseth has experience leading and participating as a key team member in Municipal Master Planning that aligns closely with the goals outlined in the Request for Proposal (RFP). As your city engineer, we are intimately familiar with the history, current daily issues, and progressive discussions toward planning for the future of the Nisswa downtown area and specific focus areas. The planning work we have completed for the City and our experiences in other communities have equipped us with effective methods that will be beneficial to engage the public, obtain their unique perspectives, and foster consensus on actionable, realistic objectives that benefit the businesses, residents, and visitors of Nisswa.

As individuals who are deeply invested in the future of Nisswa, we are eager to continue our collaboration with City staff and stakeholders, engage with the community, and leverage innovative strategies that reflect the City's unique identity and aspirations.

Thank you for considering our proposal. We are excited about the opportunity to plan the future of Nisswa's downtown with you and contribute to the realization of a vibrant, sustainable, and inclusive downtown for the City of Nisswa.

Sincerely,



A handwritten signature in black ink that reads "Jillian Reiner".

Jillian Reiner, PLA, ASLA
Project Manager
Landscape Architect
320.335.5011
Jillian.Reiner@widseth.com



A handwritten signature in black ink that reads "Dave Reese".

Dave Reese, PE, VP
Project Liaison | Principal In Charge
Civil Engineer
218.316.3629
Dave.Reese@widseth.com

GENERAL WIDSETH INFORMATION

“

WIDSETH IS COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITIES WE SERVE THROUGH CAREFUL STEWARDSHIP OF THEIR RESOURCES.

WIDSETH DISCIPLINES

- Aerial Mapping
- Architectural
- Building official
- Civil Engineering
- Electrical Engineering
- Electrical Distribution
- Environmental
- Funding
- Interior Design
- Land Surveying
- Landscape Architecture
- Marketing
- Mechanical Engineering
- Planning
- Structural Engineering
- Water Resources



12

Locations



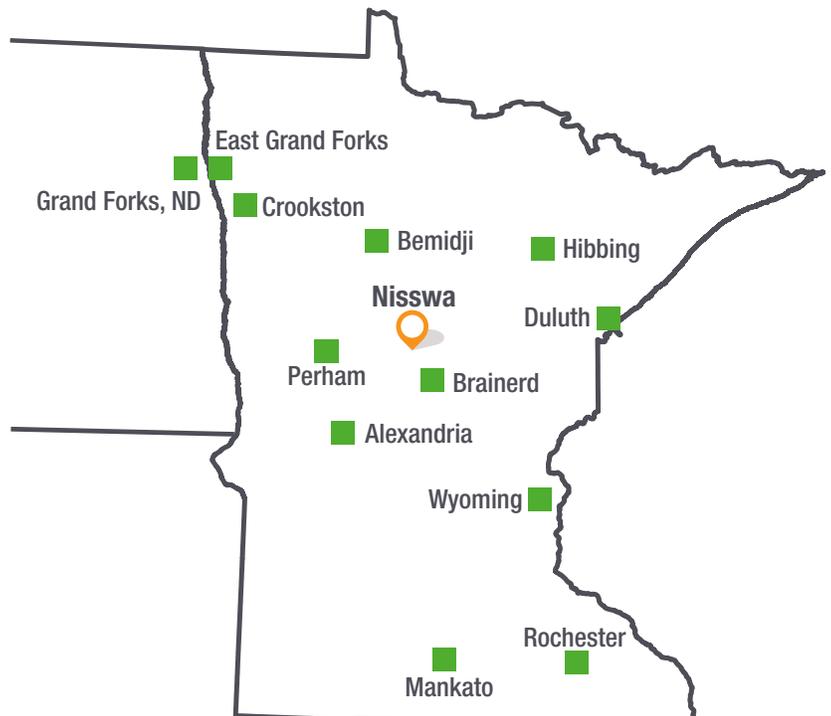
230+

Employees



MULTI
discipline
Planning & Design

Widseth is multi-disciplinary firm that was incorporated in 1975. We have twelve offices in Minnesota and North Dakota and over 230 employees. We offer a wide range of services spanning various disciplines related to design and construction. Our team of talented professional strive to offer a collaborative approach and we focus on building lasting relationships with our clients. Our portfolio includes small and large-scale projects for both public and private sector clients in the fields of engineering, landscape architecture/planning, environmental, surveying, and architecture. Our teams work throughout the Midwest and together we can offer clients a complete package of services to lead their project from concept to completion.



PROJECT UNDERSTANDING



Nisswa, situated as a lakeside community north of the Brainerd/Baxter Micropolitan area, boasts a population exceeding 2,000 inhabitants. However, this figure swells considerably at certain times of the year due to the influx of tourists and the prevalent cabin culture, effectively doubling the population temporarily. This fluctuation in population can exert considerable pressure on the town's infrastructure, strain its resources, and exacerbate traffic congestion without a detailed plan for growth in place.

Recognizing the imperative need for a coherent downtown master plan, Nisswa embarked on this journey years ago with the adoption of the park master plan and the 2030 Comprehensive Plan. We hope to be a part of that team and compile that research with the lived experiences of those who work, live, and play in town as a jumping off point to completing an intuitive and creative downtown master plan.

The RFP delineates the project's scope very thoroughly. Our principal task lies in prioritizing these elements and executing them strategically and efficiently while collaborating closely alongside the City and all defined stakeholders and local businesses.

Our mandate as impartial professionals is to synthesize community input with our research, thereby fostering a harmonious relationship between data-driven insights and grassroots perspectives.

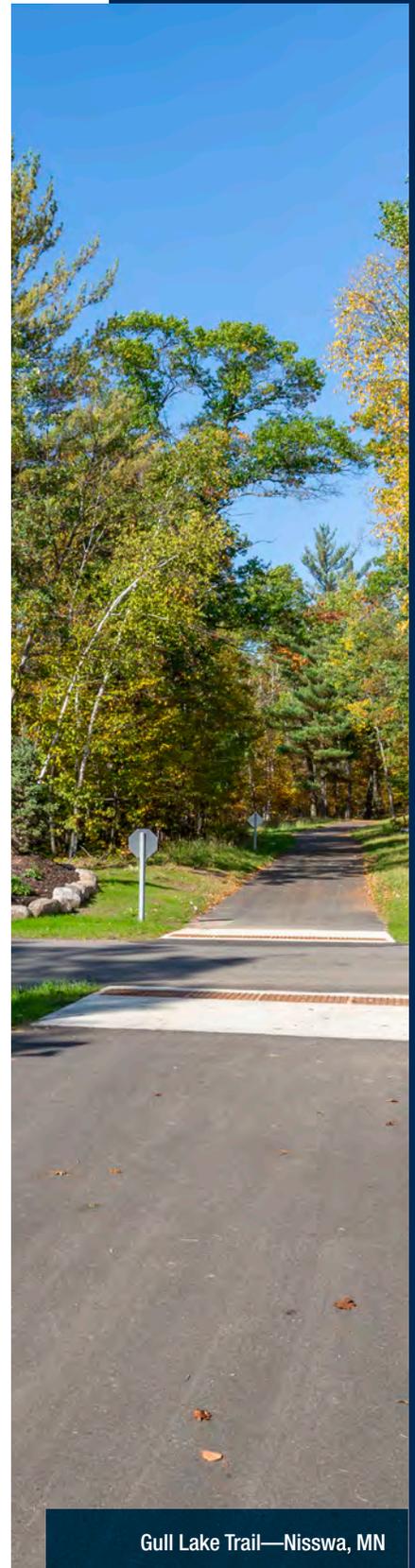
To achieve a successful master plan, our approach and understanding of what Nisswa is asking for encompasses:

- Engaging with City staff and stakeholders to devise a strategic roadmap, leveraging past successes and pinpointing areas for improvement.
- Conducting a comprehensive review of Nisswa's 2030 Comprehensive Plan and Parks and Recreation Master Plan to align with the town's vision and resources.
- Crafting a dynamic marketing campaign and schedule to solicit public input while maintaining momentum in the planning process, keeping the stakeholders and public informed of progress, and staying on schedule.
- Conducting a thorough inventory of infrastructure, businesses, visitation patterns, and pedestrian/traffic flows.

PROJECT UNDERSTANDING

- Analyzing inventory data and survey results to formulate high-level strategies enhancing downtown usability and appeal for both residents and tourists.
- Identifying underutilized areas and proposing innovative ideas to activate these spaces and encourage high quality land development increasing Nisswa's vibrancy.
- Conceptualizing detailed, culturally sensitive ideas that preserve Nisswa's essence while enhancing its allure and commemorating its heritage.
- Developing comprehensive project cost estimates and securing funding sources to realize proposed improvements.
- Designing detailed standards for the City and future design consultants to follow helping Nisswa to maintain a certain image and aesthetic whether it was the first project completed in the master plan or one of the last.
- Devising a phased implementation plan spanning five, ten, and twenty years, ensuring project manageability and fiscal foresight.

In essence, our aim is to cultivate a master plan that is not only comprehensive but also user-friendly, empowering the City, its businesses, and the public to navigate and implement its directives effectively, thus ensuring Nisswa's continued growth and charm for years to come. We know economics, technology, and other unforeseeable things can change in a twenty-year span. For a master plan to be sustainable through rapid changing advancements, we will be sure this document is formatted and designed in a way that can change with it.



Gull Lake Trail—Nisswa, MN

PROJECT APPROACH



National Loon Center Rendering—Crosslake, MN

The planning process will be broken into several steps as outlined in the RFP. We have proposed them to ensure strong public engagement, efficient understanding of the issues and opportunities, and solid decision-making that benefits the entire community.

STEP 1—MARKET ANALYSIS

We will begin our process by reviewing the supporting documents, plans, and considerations that were provided in the RFP to build a background for the Downtown Master Plan. Our team will review market conditions, context, trends, and meet with our city engineer to gain background knowledge pertaining to the downtown area and its relationship to the larger community and the Brainerd Lakes Area. We will contact the Chamber of Commerce and City staff to gain background knowledge and discuss strong community connections and growth strategies that have been discussed. We will summarize the information into focused strategies that we will use to inform the study and ground it in objectivity, as requested.

STEP 2—VISION & GOAL SETTING

With background knowledge summarized, our team will join the City staff and stakeholders for a half day site visit and kick-off meeting. We find this step invaluable to our process, not only to gain information but to build a relationship with the team. During our site visit we will collect data while we will listen to and learn about the issues and opportunities the City and stakeholders would like to address during this process. After our site visit is complete we would like to meet and discuss any questions we have, our overall vision statement, and goals for the project. We will finalize our achievable vision and goals for the long-term future design and character of downtown Nisswa at our follow up meeting.

"Visitors and residents can enjoy the small-town charm of our eclectic downtown, adore our abundance of natural resources, and thrive in our culture of environmental stewardship and active living."

—Nisswa visioning statement 2030 Comp Plan



STEP 3—CREATE THREE FOCUS TEAMS *NISSWA'S GUIDING PRINCIPLES*

We are intimately familiar with Nisswa's 2030 Comprehensive Plan and have identified policies, goals, and strategies that we used to build our strategy for this effort. Some of these were identified as actions items that can be further developed and carried through our plan; this will ensure the two plans work together as one tool to guide the City and future development. Our team's approach is to shift our group into three focus teams based on Nisswa's values and guideline principles. These teams will work closely together but will focus on specific design solutions based on their expertise.

Focus Team 1: Culture, Inclusion/Equity *(detailed task list can be found on page 20—Project Schedule)*

This team consists of architects and landscape architects coming together to craft the vision for Nisswa's character downtown. We will focus on placemaking, activation spaces, streetscape infrastructure, and walkability. This team will be responsible for building 3D visualizations and bringing the City's vision to life. We will look at equity from all angles within the downtown and focus area; economic, housing, transportation, social, and environmental to ensure benefits and opportunities are accessible to all residents. Our guiding principles are listed below.

- 1. Culture**—The City has retained its ties to the past and its historic days as a railroad stop. The small-town charm of Main Street and the downtown area create a destination that is a defining characteristic of the community.
- 2. Inclusion & Equity**—Provide recreational opportunities in the downtown core as well as connections to trail opportunities regardless of age, economic status, race, creed, physical or mental abilities.

Focus Team 2: Mobility & Environment *(detailed task list can be found on page 20—Project Schedule)*

This team consists of engineers with very specific specialties, some with extensive background knowledge and some new sets of eyes reviewing some of the City's most extensive infrastructure challenges. In addition to Dave Reese and Bill Westerberg, our team includes a certified pedestrian safety engineer to look at what new opportunities there might be downtown with design solutions that are being tested in other communities with similar qualities. In addition, we have included a water resource engineer to bring innovative design solutions for stormwater management and infrastructure. Our guiding principles are listed below.

- 1. Mobility**—Promote walkability and evaluate ways to improve pedestrian connections. The success of downtown businesses is directly related to the number of people walking on the streets.
- 2. Environment**—Incorporate stormwater management systems into private development and public improvements projects.

PROJECT APPROACH

Focus Team 3: Economy *(detailed task list can be found on page 20—Project Schedule)*

The focus of this team is to study Nisswa’s current context and its relationship to the surrounding Brainerd Lakes area. We will look at current trends and opportunities for sustainable growth in the downtown area and identify potential areas of infill. We have extensive experience writing comprehensive plans for cities including Chatfield, Harmony, Starbuck, and Pine Island and will apply that knowledge and background to share ideas and strategies that we can apply to Nisswa’s unique character. Our guiding principle is listed below.

1. **Economy**—Work with the downtown business owners to create minimum design standards that provide flexibility yet maintain a minimum aesthetic appearance that is compatible with downtown.
 - A. The character and activity of the historic downtown should continue to be maintained and expanded.
 - B. The City should encourage development that would enhance and strengthen the downtown
 - C. Institute Low-Impact Development standards for commercial areas within the City.

STEP 4—COMPREHENSIVE PUBLIC ENGAGEMENT

We believe public engagement is a vital part of this process to ensure the plan reflects the needs, desires, and vision of the community. We will use our Public Engagement Team (PET) within Widseth to lead this effort and focus on building a relationship with the community. The PET will utilize our GIS team and the City of Nisswa’s existing ArcGIS licensing to build storyboards, create an online survey, and develop interactive maps the community will be able to access during the project and beyond. Below we have provided a brief outline for our engagement plan. We will discuss this in our initial meetings with supporting staff to capture additional ideas and ensure the plan is what the City believes will be highly engaging for the community and successful for gathering input.

1. **Identify key stakeholders:** Determine the individuals, groups, organizations, and agencies that have a stake in the downtown area's future (Nisswa Elementary, Lakes Area Artists group, Ye Ole Pickle, store owners, etc.).
2. **Establish goals and objectives:** Define the purpose and desired outcomes of the community engagement process, including gathering input, building consensus, and fostering ownership of the downtown master plan.
3. **GIS interactive hub:** Our team will create a cloud based platform by leveraging the City's existing data and technology and work together with internal and external stakeholders to track progress, improve outcomes, and interact with the community.



Lakers Lane—Nisswa, MN

PROJECT APPROACH

4. **Public Event #1—Goal: Publicize the planning process.** We will spread awareness about the downtown master planning effort and share where the community will be able to interact through the City’s own ArcGIS platform. We will offer resources, data, maps, and other materials to help community members understand the current state of the downtown area and the issues it faces.
5. **Public Open House #2—Goal: To share design solutions for the Central Business District.** This will be focused on organizing an event where community members can share their thoughts, ideas, concerns, and priorities regarding the downtown area’s future.
6. **Facilitate focus groups:** Engage with specific demographic groups, business owners, property developers, and other stakeholders to gather targeted input on relevant topics.
7. **Review and analyze feedback:** Compile and analyze the input received from the community to identify common themes, priorities, and areas of consensus or disagreement.
8. **Share findings with the community:** Report back to the community on the results of the engagement process, highlighting how their input has influenced the planning process.
9. **Public Open House #3—Goal: To share design solutions for focus areas.** We will combine this with a community event and share additional design solutions outside of the Central Business District. We will review and analyze information during the process.

By following this inclusive community engagement process we can foster a sense of ownership and commitment among community members, leading to a downtown master plan that truly reflects the collective vision of the community. After this project is complete the City can continue to update the community, through the GIS platform, as projects are implemented.

“The character of a community is perhaps the most abstract, yet important, concept to define when creating a future vision. It is critical that those defining components of Nisswa’s character not only be identified but be preserved and enhanced as part of any strategy for future growth and development. Community character is the most critical component of our plan.”

—Nisswa 2030 Comp Plan



Welcome Center—Nisswa, MN

PROJECT APPROACH

STEP 5—FINAL MASTER PLAN

The City of Nisswa’s final downtown master plan will be a comprehensive and strategic planning document that outlines the vision, implementable goals, strategies for development and streetscape planning, revitalization, and management of the historic downtown. This will be a highly visual presentation for all of the sections listed below, including but not limited to maps, charts, 3D renderings, sections/elevations.

Draft Outline of Final Master Plan Deliverable:

- 1. Vision and Goals:** Detailed in Step 1.
- 2. Market Analysis:** Detailed in Step 2.
- 3. Transportation and Mobility:** Strategies for improving transportation infrastructure and enhancing mobility options within the downtown area, such as pedestrian-friendly streets, walkability, and parking solutions.
- 4. Stormwater Solutions:** Nisswa is in a unique situation being in a shoreland overland district with strict guidelines. We understand water quality is an important value for the City, and we will include innovative solutions that will be functional and beautiful.
- 5. Infrastructure and Utilities:** Outlining infrastructure solutions for sewer, electricity, and telecommunications to support current and future development.
- 6. Economic Development:** Design guidelines and strategies to attract businesses, stimulate job growth, support entrepreneurship, and foster a vibrant downtown tourist economy.
- 7. Placemaking & Equity:** Enhancing the quality and accessibility of public spaces, parks, and the downtown streetscape to create a more inviting and enjoyable downtown environment for everyone.
- 8. Cultural:** Preserving and celebrating the unique character history of the downtown area while accommodating modern needs and development.
- 9. Public Engagement:** Outlined in Step 4.
- 10. Implementation:** This will include a detailed implementation plan with specific actions, timelines, responsible parties, and funding strategies to bring the vision to fruition. We will include measurable benchmarks that include short-term (0-5 year) and long-term (5-20 year) implementation strategies.

The final plan will serve as a guiding document for the City, planners, developers, and community stakeholders to coordinate efforts and investments in shaping the future of Nisswa’s downtown area in a sustainable, equitable, and economically viable manner for years to come.

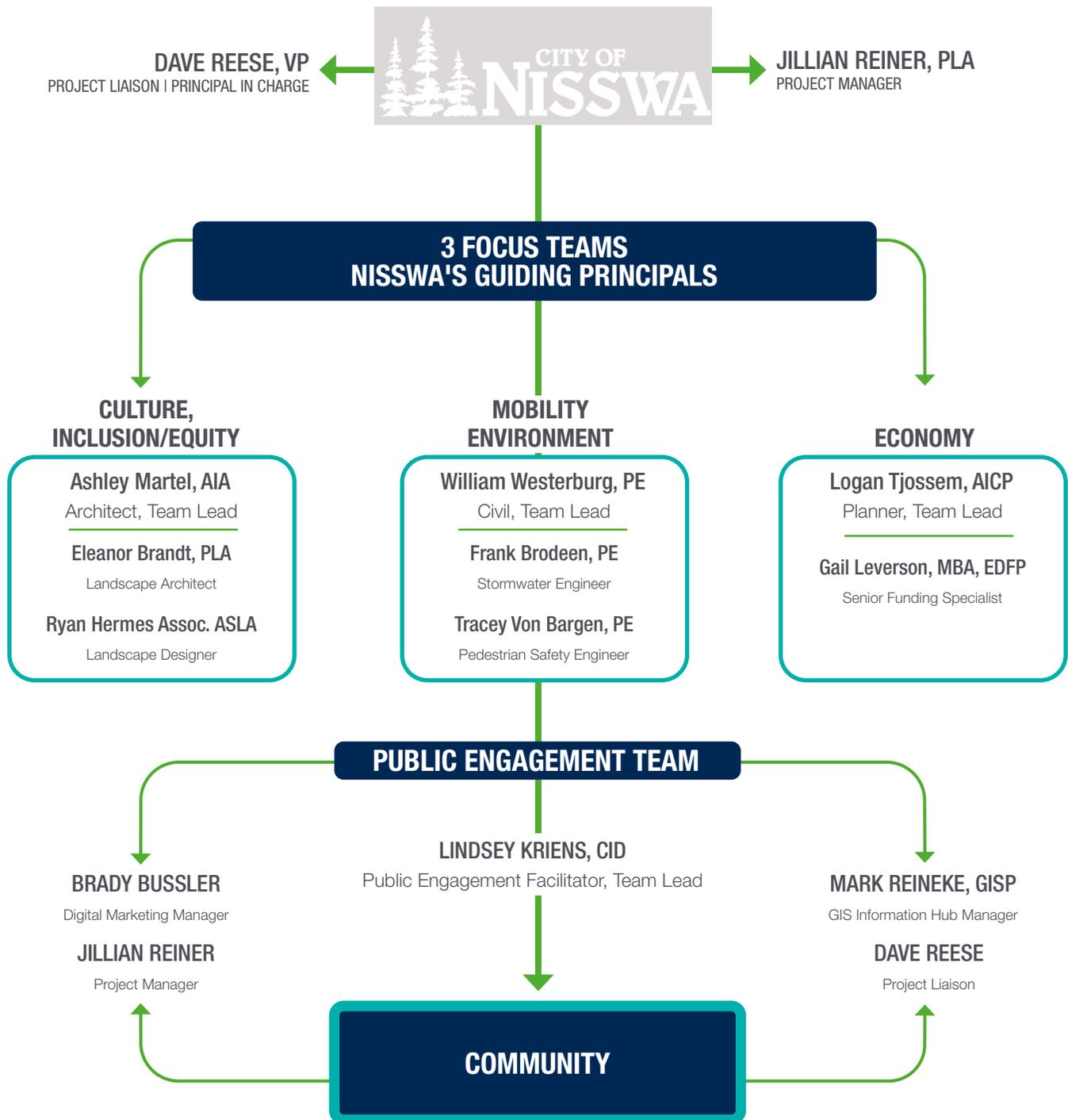


Mahnomen Streetscape Rendering

PROPOSED PROJECT TEAM & EXPERIENCE

PROJECT TEAM

The organizational chart illustrates our commitment to collaborative work, a vital aspect in developing a sustainable, inclusive, and equitable project that will benefit all stakeholders and the community of Nisswa.



PROPOSED PROJECT TEAM & EXPERIENCE

PROJECT TEAM

Widseth will work with the City of Nisswa to ensure project goals are communicated to all team members and carried through from start to finish. Specific project roles of our proposed team members follow. Key team member resumes can be found on pages 13-15.



JILLIAN REINER PLA, ASLA

Project Manager | Landscape Architect

Jillian's role as the project manager is pivotal for the success of this project. She will work closely with the City and stakeholders to define the project scope and manage the project budget. This involves understanding the overall vision, goals, deliverables, constraints, and assumptions. Jillian developed the comprehensive project schedule and will be responsible for keeping our team on task to meet milestones and stay on budget. Her project management experience ensures that she will anticipate changes and will communicate those to the City. Jillian will also use her 13 years of design experience to offer design ideas and solutions and will attend all public engagement efforts.



DAVE REESE PE, VP

Principal In Charge

Dave has been involved with Nisswa since the early 2000s, contributing to road corridor studies, wastewater and water system planning, design, and construction. Serving as the City Engineer representative to Planning and Zoning, and as a member of the City Engineering team focusing on infrastructure planning and capital improvement projects, he ensures alignment with the City's needs and expectations. Dave will offer strategic guidance and leadership across all project phases, directly engaging with the environmental focus team to oversee infrastructure-related design solutions.

FOCUS TEAM: CULTURAL, INCLUSION/EQUITY



ASHLEY MARTEL AIA, VP

Architect — Focus Team Lead

Ashley's primary role as the cultural/equity team lead will include working closely with the City and stakeholders to understand your requirements, preferences, and project objectives for the character of the streetscape. She lives in the Brainerd Lakes Area and directly understands the value of this for the city of Nisswa. Ashley will keep our team on track toward design solutions. She has extensive experience with 3D rendering and one of her strengths is managing the design plan and the best way to get the final boards and ideas expressed in a visual way that is meaningful to the community.



ELEANOR BRANDT PLA

Landscape Architect

Eleanor is an experienced landscape architect with a diverse background in many aspects of the field. Her project role will focus on ensuring planning for maintenance within the design and building resiliency into the team's ideas. She will work through the details of the activation spaces, walkability solutions, wayfinding, and detailing out the palettes for site amenities and plantings throughout the downtown core.



RYAN HERMES ASSOCIATE ASLA

Landscape Designer

Ryan will be integrated into conceptual site studies, freehand sketches, graphics, and renderings for presentations throughout the project. He will be responsible for creating 3D renderings for both the downtown core and focus areas. Ryan has extensive experience laying out graphics and will assist with assembling the final master plan.

FOCUS TEAM: MOBILITY AND ENVIRONMENT



BILL WESTERBERG PE

Civil Engineer—Focus Team Lead

Bill's primary role as the mobility/environment team lead will include working closely with the City and stakeholders to understand your requirements, preferences, and project objectives for the infrastructure and circulation issues in Nisswa. He has a thorough understanding of various construction methods, enabling him to provide the City with practical solutions that meet your unique needs. Bill's familiarity with the City of Nisswa and his knowledge of the City's infrastructure and translating that to the team will be invaluable to this project.



FRANK BRODEEN PE

Water Resources Engineer

Frank is experienced in the planning and design of civil construction plans, specifically water resources, municipal roadway, storm sewer, watermain, and sanitary sewer design. He will be the lead designer on this project and brings a fresh perspective. His expertise also includes urban drainage design for linear and site projects, rural culvert design, and implementation of innovative stormwater best management practices.



TRACEY VON BARGEN PE

Civil Engineer, Pedestrian Safety Certified

Tracey has over 30 years of experience in the transportation industry. He is experienced with detailed highway design including expressways and local road projects. He is passionate about improving safety for both vehicles and pedestrians and is a certified Road Safety Professional. He is continually enhancing his knowledge and communicating with a network of professionals around the state in this area. He will apply this experience and engineering judgment in making recommendations for possible solutions.

FOCUS TEAM: ECONOMY AND FUNDING



LOGAN TJSSEM AICP

Principal Planner—Focus Team Lead

Logan will support the community engagement portion of the project and provide market research and market analysis to ensure project objectives are met. Logan will focus on assessing obstacles within the project's design and process and establish timelines that allow the project to be efficient and progress seamlessly. He will bridge the gap between policy development, project implementation, and community engagement to help develop solutions that result in a vibrant, resilient, and inclusive place for people to live, work, and thrive.



GAIL LEVERSON MBA, EDFP

Senior Funding Specialist

Gail has extensive knowledge on state and federal funding programs and how to position a request for favorable consideration. Gail will review design solutions and identify opportunities for the team and funding options for proposed implementation of projects. She will work closely with Logan to support the financial sustainability and future growth of City. Funding will be a valuable part of making the final implementation plan actionable.



LINDSEY KRIENS CID, VP

Public Engagement

Lindsey will develop and implement strategic plans for outlined public engagement efforts, aligning them with organizational goals, project objectives, and stakeholder needs. She is quick to identify key audiences, engagement methods, and communication channels to ensure effective outreach and participation. Lindsey plays a critical role in facilitating inclusive, transparent, and meaningful public participation for the decision-making processes, ensuring diverse voices are heard, respected, and considered in shaping policies, projects, and initiatives that affect the community.



BRADY BUSSLER ASSOCIATE

Digital Marketing Manager | Remote Pilot

Brady will work closely with Lindsey to help the team clarify and communicate our message to the community. He specializes in a variety of communication techniques that we will use as a part of the public engagement process on this project including video production, photography, web content development, and social media content. Communicating through a variety of digital sources is essential and is the best way to spread your message quickly. Brady will help keep your message be clear, simple, and on-point, which is critical to engage your audience.



MARK REINEKE CMS, GISP, ASSOC.

Geographer | GIS Manager

Mark's GIS team will utilize Nisswa's recently purchased ArcGIS platform to build a GIS interactive hub that serves as a valuable resource for community engagement, and collaboration, facilitating informed decision-making and fostering a sense of ownership and pride among residents. This method allows for highly interactive engagement opportunities through story maps, dedicated websites, survey 123, and engagement forums, all in one place. The City will be taught how to maintain the information for the life of the project and beyond to keep the community involved as implementation begins. We believe this to be a benefit to the process and a cost saving for the City. In addition to public engagement Mark will assist and advise the project teams by providing analysis, mapping, and technical support necessary for overall project success.



CHAD CONNER PLS, CFEEDS, VP

Land Surveyor

Chad's team will utilize a unique method we believe will be extremely beneficial for this project. His team will use a terrestrial scanner to create a 3D point cloud, a surveying technique that involves the collection of spatial data to create highly detailed and accurate three-dimensional representations of existing conditions, objects, structures, or landscapes. His team will take multiple scans from different vantage points to capture the central business district quickly. This will provide the team with a highly accurate dataset of our focus area in 3D. We will combine this information with existing underground utility information that will allow us to accurately understand the implementation of our design decisions. Our team will use the point cloud as a backdrop for our 3D design proposals.

PROPOSED PROJECT TEAM & EXPERIENCE

KEY TEAM MEMBER RESUMES



JILLIAN REINER PLA, ASLA

Landscape Architect

Jillian brings a diverse background to the team having worked on various landscape projects with clients in the public and private sectors. Each project is unique and includes working through a combination of design phases from concept to construction. Much of her work has focused on park and recreation planning and design, but in addition, she has worked on community master planning, cost estimating, trail planning and design, GIS mapping and analysis, streetscape urban planning, and residential and commercial sites. Jillian's degrees allow her to bring a unique perspective and approach to each design process. She lends enthusiasm and brings attention to both the design and construction details on all projects.

License/Certification

Licensed Professional Landscape Architect: MN (55038), ND, CO

Education

Master of Landscape Architecture | University of Minnesota
Bachelor of Fine Arts, Drawing | University of Wisconsin—Eau Claire

RELEVANT EXPERIENCE

- Bemidji Park and Trail Master Plan— Bemidji, MN
- Perham Park and Trail Master Plan— Perham, MN*
- City of Baxter Dog Park Study — Baxter, MN
- OK Park Master Plan - Baxter, MN
- City of Alexandria, Small Area Corridor Plan — Alexandria, MN*
- Wannigan Regional Park Master Plan— Frazee, MN

*Completed prior to joining Widseth



DAVE REESE PE, VP

Civil Engineer

Dave has primarily served as the City Engineer for several cities in the Brainerd area over the past 28 years. He also serves several area townships and counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout Minnesota. In addition to leading local governing units (LGU) with advancing rural infrastructure improvements, he has managed several county and state projects through initial study, environmental review, public planning process, design, and contract administration. Since joining Widseth in 1992, Dave has completed several environmental, roadway, trail, water and wastewater treatment, and utility improvement projects ranging from privately funded developments to State-Aid and Federally funded enhancement projects with construction budgets ranging from \$100,000 to over \$7 million.

License/Certification

Professional Engineer: MN (23432), ND, WI

Certified SSTS
Advanced Designer: MN (C3145)

MN Certification,
Erosion/Stormwater Management: Design of Construction SWPPP

Education

Bachelor of Science, Civil Engineering | North Dakota State University

RELEVANT EXPERIENCE

- Municipal Water Systems Study— Nisswa, MN
- Municipal Lift Station 12 Study— Nisswa, MN
- Hazelwood Drive Extension Study— Nisswa, MN
- City Hall Facility Study— Nisswa, MN
- Nokomis Ave/CSAH 77 Roundabout— Nisswa, MN
- Gull Lake Trail— Nisswa, MN
- 2025-2026 Bonded Road Improvements— Nisswa, MN
- Capital Improvement Planning for Wastewater and Roads— Lakeshore, MN
- Comprehensive Plan— Crosslake, MN

PROPOSED PROJECT TEAM & EXPERIENCE



ASHLEY MARTEL AIA, VP

Architect

As a vice president in the firm, Ashley works on a wide variety of project types including industrial, office, commercial, government, multi-family residential, downtown redevelopment, educational, and religious facilities. She also has experience with building renovations and historic preservation projects. Her responsibilities include project design, specifications, estimates, client development, client and public presentations, video animations, and 3D photo realistic renderings.

License/Certification

Registered Architect:
MN 55649

Education

Master of Architecture
and Bachelor of
Science, Environmental
Design | North Dakota
State University

RELEVANT EXPERIENCE

- Crosswoods Development Master Plan—
Crosslake, MN
- City of Breezy Point Community Center
Feasibility Study—Breezy Point
- Crosby Lofts & Rafferty's Pizza—
Crosby, MN
- Crosswoods Development Master Plan &
Video—Crosslake, MN
- Cuyuna Brewing Co Remodel, Exterior
Improvements & Tenant Space—
Crosby, MN
- National Loon Center—Crosslake, MN



WILLIAM WESTERBERG PE

Civil Engineer

William has more than 26 years of experience working with transportation, municipal, drainage, and erosion control projects. He has extensive knowledge of AutoCad and Civil 3D, Microstation, and Geopak, and has worked with MnDOT and NRCS Design Standards. William's skills extend beyond design and into construction. His involvement has ranged from concept to design to plans and specifications to construction, allowing him to provide valuable insights throughout the entire project cycle. He has a thorough understanding of various construction methods, enabling him to provide clients with practical solutions that meet their unique needs.

License/Certification

Professional Engineer:
MN (21874)

Education

Bachelor of Science,
Civil Engineering |
University of Minnesota

RELEVANT EXPERIENCE

- Brainerd Public Utilities Mississippi River
Force Main Crossing—Brainerd, MN
- Industrial Park Infrastructure Project—
Isle, MN
- US Army National Guard, Minnesota
Facility Improvements
- Crow Wing County Road 66 Big Trout
Lake Stormwater Improvements—
Manhattan Beach, MN*
- Orchard Park Lane Stormwater and Street
Improvements—Fairview Township, MN
- Deerview Road Stormwater and Street
Improvements—Henrietta Township, MN*
- Beach Drive - Stormwater Treatment—
Clearwater Lake Township, MN*

*Completed prior to joining Widseth

PROPOSED PROJECT TEAM & EXPERIENCE



LOGAN TJOSSEM AICP

Principal Planner

Logan brings over 20 years of project planning experience to Widseth, offering expertise in both the private and public sector. He is involved in project development for all Widseth offices by creating and modifying comprehensive plans, zoning ordinances, conducting research, and development review. He focuses on assessing obstacles within a project's design and process and establishing timelines that allow every project to be efficient and progress seamlessly.

License/Certification

Licensed Appraiser:
MN (40471669)

American Institute
of Certified Planners
(AICP) Certified Planner

Education

Bachelor of Science,
Community and
Regional Planning:
Emphasis in Economic
Development | Iowa
State University

RELEVANT EXPERIENCE

- Development review: preliminary and final plats, metes and bounds/lot splits, site development plans, variances, conditional use permits, and specialized development applications (incentive and restricted developments)
- Interpretation of compliance related to civil drawings, architectural plans, and landscape plans
- Initiated a grant proposal through the Department of Natural Resources to offset costs associated with a Shoreland Enforcement Project. Awarded \$20,000.



LINDSEY KRIENS CID, VP

Public Engagement Lead, Interior Design

Lindsey joined Widseth in 2019 with over 11 years of creative thinking and design experience. Her time in the industry has given her extensive experience in educational, healthcare, government, corporate, and commercial design. Lindsey is the lead for the interior design department for all Widseth offices and is responsible for interior space planning, budgeting, innovative design concepts and finish selections, branding and project management. In addition to her role as our lead interior designer she is crucial part of our public engagement team within Widseth. She is an expert facilitator and understands how to work through the design making process with the public.

License/Certification

Certified Interior
Designer: MN
(C02502)

Education

Bachelor of Science,
Interior Design | Brown
College

RELEVANT EXPERIENCE

- Mille Lacs Energy Cooperative Feasibility Study—Aitkin, MN
- City of Nisswa Facility Study and Space Analysis—Nisswa, MN
- Nisswa City Hall Pre-Design—Nisswa, MN
- City Hall Remodel—Brainerd, MN
- Law Enforcement Center Remodel—Brainerd, MN

PROJECT EXPERIENCE



Mahnomen Streetscape Rendering

MAHNOMEN COMPLETE STREETS

Mahnomen, MN

Complete Streets Improvements

The City of Mahnomen was awarded grant money for a complete streets remodel of four blocks through their downtown business district. Widseth worked closely alongside City staff, artists from downtown, and representatives of the White Earth Reservation to add vibrancy and walkability to downtown. Custom site furnishings were designed, a lighting plan, and cultural sculptures worked into the streetscape. Widseth maintained ongoing dialogue directly with local businesses and tribe representatives to assure each party was treated equally and to further the sense of community through the design process into construction which will begin Spring 2024.

Contact:

Taylor Guenther, City Administrator
218.935.2573 | taylor@citymahnomen.com

RAFFERTY'S PIZZA & CROSBY LOFTS

Crosby, MN

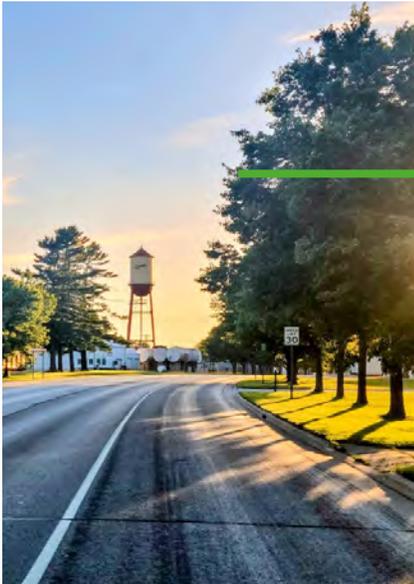
Downtown Revitalization

Crosby is a town that is coming back to life and being revitalized thanks to the existing mine pits mountain biking recreation. This original building was an old antique store and dated apartment building in need of repair. Through this project we opened up the storefront and created an inviting mountain biking themed space for both Rafferty's Pizza and the Hotel/Lofts above geared toward friends and families that come to use the mountain bike trails and need places to stay and enjoy the rest of the town. This is only a piece of Crosby's larger downtown revitalization and Widseth has been working on many of it's moving parts.

Contact:

Doug Arndt
Cuyuna Hospitality, LLC
612.759.1590 | dougarndt1@gmail.com





HARMONY COMPREHENSIVE PLAN

Harmony, MN

Comprehensive Plan

Widseth revised the City of Harmony’s Comprehensive Plan benefiting residents, community leaders, and prospective developers by anticipating and preparing for the impacts of an increasing diversity of population, housing, economic, and social needs. Widseth developed strategic objectives and action items that were addressed through the update. Widseth updated the City’s policies, goals, and standards; including land use and planning; transportation (pedestrian & bike, road,) community facilities and services, municipal utilities (electric, water, sanitary sewer, storm sewer), housing; economic development/redevelopment; and community culture & image. The new plan provides a new direction for growth that will enhance the quality of life for all residents and unique socio-economic make-up for a successful long-term plan. The implementation will be the foundation for growth that benefits citizens, stakeholders, and all who live in Harmony over the next 15 to 20 years and beyond.

Contact:
Samantha Grabau, City Clerk
507.886.8122
cityoffice@harmony.mn.us

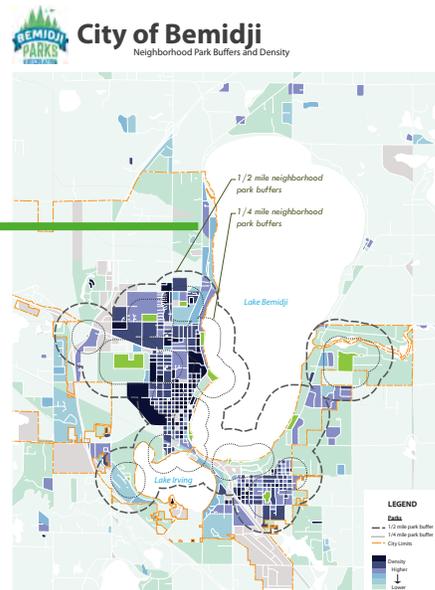
*We are currently working on solidifying the city limits with the state of Minnesota. The written policy was adopted in November 2023.

CITY OF BEMIDJI PARKS & TRAILS STRATEGIC PLAN

Bemidji, MN

Public Outreach & Master Plan

Jillian was hired to update Bemidji's Park & Trail Strategic Plan. The project involved a robust public engagement process including open houses, on-line surveys, focus groups, in person appearances at public events, and one-on-one conversations with residents. This plan will serve as a guide for short-term and long-term development of the City’s parks and recreation system. The plan identifies physical improvement and upgrades to the existing system, as well as long-term goals and visionary ideas. The recommendations were based on a detailed assessment of existing facilities, analysis of trends in recreation, future growth patterns, gaps in facilities and programming, and an evaluation of public input. In addition to making recommendations and providing precedents to inform future improvements and additions to the park system, this plan attempts to prioritize where and when investments will be made based on public desire, needs for facility function and safety, and opportunities that arise.



Contact:
Marcia Larson, Parks and Recreation Director—City of Bemidji
218.333.1859
marcia.larson@ci.bemidji.mn.us

PROPOSED PROJECT TEAM & EXPERIENCE

Widseth has helped several clients revitalize their downtown areas. Below are links to videos we produced in support of those projects, both as examples of our design work and of our marketing services. Please **click on the QR Code** to open a link to view each video (or find them on our website or YouTube channel).



Downtown Alexandria Revitalization—Alexandria, MN

Widseth engineers worked alongside the City of Alexandria, local business owners, residents, landscape architects, and others to revitalize the streetscape of downtown Alexandria. “Complete Streets: Do it all. Do it right.” tells the story.



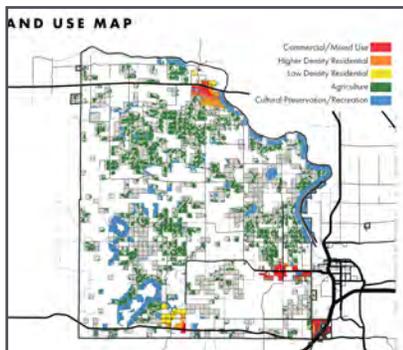
Destination Downtown Brainerd Business Challenge

Widseth architects and marketing staff participated with other community members and the Brainerd Lakes Chamber of Commerce to promote downtown Brainerd with the intention of filling empty storefronts.



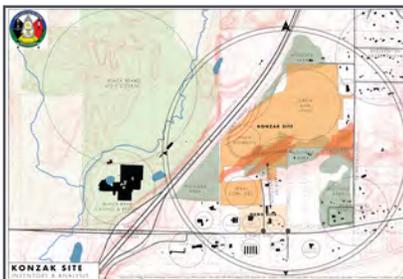
Brainerd’s Development River to Rail

Widseth architects and marketing staff participated with community members and the Brainerd Lakes Area Economic Development Corporation (BLAEDC) to create a shared vision for how Brainerd can be revitalized. This initiative provided BLAEDC with a marketing tool for promoting economic growth within the Brainerd community.



Fon du Lac Reservation Comprehensive Plan—Cloquet, MN

Widseth worked with the Fond du Lac Band to engage the community for the purpose of compiling the reservation’s first comprehensive plan. The plan outlines a roadmap the Band will take to bring the reservation in line with the values of the community, and recommends a number of policies and projects that could help them get there. Some of the top goals outlined in the master site plan document dealt with the importance of using indigenous foods and outdoor programming to connect residents with their cultural heritage and root them in their communities.



Fon du Lac Konzak Site—Cloquet, MN

Widseth assessed development opportunities on a 100-acre site along major transportation corridors on Fond du Lac’s Konzak Site. Widseth engaged the local community and compiled a regional socio-economic profile to help assess how the site could best serve the surrounding area and those within it. The resulting report provides an assessment of the site, options for development, and a list of costs and opportunities associated with each development option.

PROPOSED PROJECT TEAM & EXPERIENCE

DIVERSITY & INCLUSION

Widseth promotes a culture of diversity, equity, and inclusion (DE&I) throughout our offices through actions and words. DE&I at Widseth encompasses building employee, client, supplier, and community awareness that we value supporting the individual uniqueness of our employees and those with whom we work. We encourage others to recognize, accept, and respect individual differences.

Widseth is an equal employment opportunity (EEO) and federal contract employer. We have a written EEO Policy and Affirmative Action Plan (AAP) that guides how we recruit and move talent based on merit and ability without regard to protected classifications. Employees are educated and held responsible for their behaviors, and ensuring decisions are made in the spirit of the law and our DE&I approach.

In 2021, Widseth embarked on a review of its business strategy and invited 19 employees representing different perspectives, experiences, roles, and voices of our workforce to be part of a collaborative effort to develop our future business path. The review brought forth a re-commitment to focus on how Widseth delivers an engaging and inclusive employee experience as one of our key strategic business objectives.

PROJECT SCHEDULE

We are proposing to complete the project in approximately seven months. Final adoption from City Council is proposed in November of 2024. Our detailed task list and project schedule can be found on pages 20-21.

ADDITIONAL INFORMATION

GRAPHICS, MAPS, & ILLUSTRATIONS

The end product should have a high information-to-ink ratio that leaves staff, residents, businesses, developers, and property owners with few questions as to what the City's vision is for the areas and how this vision will be realized. The highly illustrative final plan can be used as a marketing piece to solicit interest from public and private sector entities who may wish to pursue development in the study area or other areas of the City.

TOTAL CONSULTANT COST

Widseth's Not to Exceed Cost for this project is **\$140,420**, including reimbursables. Our detailed breakdown by discipline and hours can be found on page 20-21. We believe we paid close attention to the needs of the City based on the RFP but if unnecessary tasks are identified we would be happy to sit down to discuss a reduction in fee.

PROJECT SCHEDULE & COST

City of Nisswa Downtown Master Plan Schedule		Hours by Discipline					7 Month Schedule												
Tasks, Elements of Work	Consultant Labor Category, Estimated Hours, Hourly Rates, Costs						1-May	15-May	1-Jun	15-Jun	1-Jul	15-Jul	1-Aug	1-Sept.	15-Sept.	1-Oct.	15-Oct.	1-Nov.	15-Nov.
	Wideth					Total Task Cost													
	Level I	Level II	Level III	Level IV	Level V														
Hourly Rates	125	160	185	195	205														
PROJECT MANAGEMENT																			
1	Weekly Communciation with internal City Staff			12			\$	2,220.00											
2	Planning Commission Meetings (3) - June, Aug, Oct			10		3	\$	2,465.00											
3	City Council Meetings (2) - July, Nov. final adoption			8		2	\$	1,890.00											
4	Monthly Team meetings (develop agenda, minutes)		4	8		4	\$	2,940.00											
5	Monthly Team meetings (develop agenda, minutes)			8			\$	1,480.00											
6	Maintain project folder and communication with staff			8			\$	1,480.00											
7	Conduct research pertaining to plan components			8			\$	1,480.00											
Total PROJECT MANAGEMENT BY Discipline			4	62		9		75											
Total PROJECT MANAGEMENT BY Cost			\$640	\$11,470		\$1,845		\$13,955											
PUBLIC ENGAGEMENT PLAN																			
1	Set up our online interactive community hub through your GIS platform		10				\$	1,600.00											
2	Set up static dedicated project website on GIS platform (life of the project and beyond)		10				\$	1,600.00											
3	Create GIS dashboard to track community data		8				\$	1,280.00											
4	#1 June Community Event - (Inform public, build foundation and partnership) - Turtle Races June 12th			4		2	\$	1,540.00											
5	Update interactive GIS hub for Central Buisness District		10				\$	1,600.00											
6	Create interactive online survey		4				\$	640.00											
7	Set up Static Board to be displayed at chamber discussing the project goals and vision and directing public to GIS interactive hub		8				\$	1,280.00											
8	Monitor Data interactive community hub		2				\$	320.00											
9	#2 August Open House - Showcase Central Buisness District Design Ideas/Solutions - Stand Alone Event			4		2	\$	1,540.00											
10	Update interactive GIS hub for Focus Areas		16				\$	2,560.00											
11	Create interactive online surveys		2				\$	320.00											
12	Monitor Data interactive community hub		2				\$	320.00											
13	#3 Sept. Open House - Showcase Focus Area Design Ideas/Solutions - Ye Ole Pickle Factory - Sept. 2nd			4		2	\$	1,540.00											
14	Online Public Survey all project areas		8				\$	1,280.00											
15	Gather and Analyze Data		4				\$	640.00											
16	(4) Focus groups identified by staff to achieve equitable data throughtout community		4	4		4	\$	2,200.00											
17	Social media posts on the City of Nisswa's page	8					\$	1,000.00											
Total PUBLIC ENGAGEMENT PLAN Hours		8	88	16	6	10		128					120						
Total PUBLIC ENGAGEMENT PLAN Costs		\$1,000	\$14,080	\$2,960	\$1,170	\$2,050		\$21,260					20260						
MARKET ANALYSIS																			
1	Analyze current trends related to downtown buisness districts similar to Nisswa		4				\$	640.00											
2	Analyze the larger Brainerd Lakes Area and how Nisswa fits within this context		6				\$	960.00											
3	Identify potential areas suited for redevelopment or infill development		4				\$	640.00											
4	Develop guidelines for dev. that encourages high quality dev. economic growth		4				\$	640.00											
5	Identify methods and stategies for sustainable future growth		4				\$	640.00											
6	Review of existing zoning codes within the buisness district to offer suggestions		6				\$	960.00											
7	Evalute data and compile for team to use as basis for designs and ideas moving forward		18				\$	2,880.00											
Total MARKET ANALYSIS Hours			46					46					46						
Total MARKET ANALYSIS Costs			\$7,360					\$7,360					7360						

PROJECT SCHEDULE & COST

City of Nisswa Downtown Master Plan Schedule		Hours by Discipline					7 Month Schedule														
WBS	Tasks, Elements of Work	Consultant Labor Category, Estimated Hours, Hourly Rates, Costs						1 - May	15 - May	1 - Jun	15 - Jun	1 - Jul	15 - Jul	1 - Aug	15 - Aug	1 - Sept.	15 - Sept.	1 - Oct.	15 - Oct.	1 - Nov.	15 - Nov.
		Wideth					Total Task Cost														
		Level I	Level II	Level III	Level IV	Level V															
Hourly Rates	125	160	185	195	205																
VISION & GOALS																					
VISION & GOAL SETTING																					
1	Assessment of past and related planning efforts		4				\$	640.00													
2	Site Visit & Data Collection - Project Kick-off	4		4		4	\$	2,060.00													
3	Project team meeting focused on short & long-term vision & goals for downtown		1.5		1.5		\$	840.00													
4	Interim project team meeting to discuss design ideas are on track w/ vision and goals		1	1			\$	550.00													
5	Project completion team meeting assure finished on track w/ vision and goals		1	1		1	\$	550.00													
	Total VISION & GOAL SETTING Hours	4	7.5	6	1.5	7.5		26.5													
	Total VISION & GOAL SETTING Costs	\$500	\$1,200	\$1,110	\$293	\$1,538	\$	4,640.00													
PLAN FOCUS AREAS																					
3D Scan (point cloud survey of central buisness district)																					
1	3D Scan (point cloud survey of central buisness district)		42				\$	6,720.00													
2	Focus Teams meeting to review current downtown infrastructure		2		2	2	\$	1,120.00													
Cultural and Inclusion/Equity Focus Team																					
1	Subtask: Design solutions for activation of downtown spaces	4	16	4			\$	3,800.00													
2	Subtask: Develop design solutions realted to walkability & placemaking	4	16	4			\$	3,800.00													
3	Subtask: Re-envisioning of Pocket Park (working with parks and rec. master plan)	12	4				\$	2,140.00													
4	Subtask: Develop wayfinding solutions and palette of solutions	12	2	2			\$	2,190.00													
5	Subtask: Develop palette for site amenities downtown	16	2	2			\$	2,690.00													
6	Subtask: Develop palette for downtown lighting	8		2			\$	1,370.00													
7	Subtask: Design solutions for downtown storefronts				16		\$	3,120.00													
9	Subtask: 3D design concepts and renderings of downtown core		80				\$	12,800.00													
10	Subtask: Design concepts and renderings of focus areas		40				\$	6,400.00													
Mobility and Environmental Focus Team																					
1	Subtask: Design solutions for downtown infras. traffic flow & calming	24		8			\$	4,480.00													
2	Subtask: Design solutions for downtown infrastructure for waste collections	10				2	\$	1,660.00													
3	Subtask: Design solutions for downtown infrastructure for innovative stormwater	12		24			\$	5,940.00													
4	Subtask: Design solutions for downtown infrastructure for utilities	6		4			\$	1,490.00													
5	Subtask: Design solutions for sidewalks, pathways, and bicycle facility	20				2	\$	2,910.00													
6	Subtask: Design solutions for short-term and long-term parking	12				2	\$	1,910.00													
7	Subtask: Design solutions for focus area infrastructure	35				2	\$	4,785.00													
Buisness & Economic Development Focus Team																					
1	Subtask: Design solutions for growth opportunities off Main Street		4				\$	640.00													
2	Subtask: Identify methods to support ex. Downtown buisnesses for sustainable growth		4				\$	640.00													
3	Subtask: Design solutions for downtown housing opportunites		4				\$	640.00													
4	Subtask: Working w/ design focused teams on solutions focused on equity		2				\$	320.00													
5	Subtask: Reviewing design solutions w/ focus on market analysis		2				\$	320.00													
6	Preliminary cost estimates will be developed for design solutions	4	8	4		2	\$	2,930.00													
7	Funding opportunites will be provided for recommended design concepts	24					\$	3,000.00													
	Total PLAN FOCUS AREAS Hours	203	228	54	18	12		515													
	Total PLAN FOCUS AREAS Costs	\$25,375	\$36,480	\$9,990	\$3,510	\$2,460	\$	77,815.00													
FINAL MASTERPLAN																					
1	Compile public and community input	4					\$	500.00													
2	Summarize findings of data, graphics, charts, and 3D renderings into guideline chapt	4	4				\$	1,140.00													
3	Develop detailed implementation plan and schedule w/ measurable benchmarks	14		2			\$	2,120.00													
4	Develop Short-term implementation strategies (0-5 year)	6		2			\$	1,120.00													
5	Develop Long-term implementation strategies (0-5 year)	6		2			\$	1,120.00													
6	Compile draft final masterplan document for distribution to staff	36					\$	4,500.00													
7	Project Team meeting to present final plan			4			\$	1,150.00													
8	Final Staff Revisions	8					\$	1,000.00													
9	Compile final masterplan document for distribution to staff	16		4			\$	740.00													
	Total FINAL MASTERPLAN Hours	94	4	14		2		114													
	Total FINAL MASTERPLAN Costs		\$640	\$2,590		\$410	\$	3,640.00													
Total Estimated Project Hours		309	377.5	152	25.5	40.5		904.5													
Total Estimated Project Cost		\$38,625	\$60,400	\$28,120	\$4,973	\$8,303	\$	\$140,420													



WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | Duluth | East Grand Forks
Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming

Widseth.com

Bethany Soderlund

From: Jillian Reiner <Jillian.Reiner@widseth.com>
Sent: Thursday, May 30, 2024 12:53 PM
To: Bethany Soderlund
Cc: Dave Reese; William Westerberg
Subject: RE: Nisswa Downtown Master Plan
Attachments: Nisswa Project Schedule_revised.pdf

Bethany,

After having a chance to review our proposal and fee schedule below is a snapshot of what I think we would like to propose removing from our masterplan to meet your budget needs. I have also attached a PDF of the updated fee schedule highlighting what I have removed for you to compare to what was in our proposal and provide you with additional details to share on Tuesday.

1. Market Analysis – We will however provide a general area we would suggest that could be used as infill for development or parking, and all methods and design solutions suggested will be strategies that we believe will be sustainable for future growth. We will not however look at this in detail or summarize it as a section of the final masterplan.
2. In addition to the market analysis, I am suggested we removed the tasks within the Business Development and Focus Area related to market analysis. See attached PDF. These two items went hand in hand to follow this through our design solutions.
3. We will not revisit the design suggestions of Pocket Park and will use the information from your recently completed Park and Trails plan.
4. We minimized the 3D renderings of any of the focus areas outside of the downtown. These will not be photorealistic renderings.

Our updated fee schedule is \$119,120.

Thank you again for the opportunity to revise our proposal and we look forward to hearing how things go on Tuesday. Please let me know if you have any questions or need anything further to prepare.

Regards,

Jillian Reiner, PLA, ASLA

Landscape Architect
320-335-5011
610 Fillmore Street
Alexandria, MN 56308

WIDSETH

Widseth.com

50 Best Places to Work (*Prairie Business Magazine, 2023*)

From: Bethany Soderlund <bsoderlund@ci.nisswa.mn.us>
Sent: Wednesday, May 29, 2024 4:20 PM
To: Jillian Reiner <Jillian.Reiner@widseth.com>
Subject: FW: Nisswa Downtown Master Plan

City of Nisswa Downtown Master Plan Schedule		Hours by Discipline					7 Month Schedule													
WBS	Tasks, Elements of Work	Consultant Labor Category, Estimated Hours, Hourly Rates, Costs						1-May	15-May	1-Jun	15-Jun	1-Jul	15-Jul	1-Aug	1-Sept	15-Sept	1-Oct	15-Oct	1-Nov	15-Nov
		Widseth					Total Task Cost													
		Level I	Level II	Level III	Level IV	Level V														
Hourly Rates		125	160	185	195	205														
PROJECT MANAGEMENT	PROJECT MANAGEMENT																			
	1 Monthly Communciation with internal City Staff			12			\$ 2,220.00													
	2 Planning Commission Meetings (3) - June, Aug, Oct			10		3	\$ 2,465.00													
	3 City Council Meetings (2) - July, Nov. final adoption			8		2	\$ 1,890.00													
	4 Monthly Team meetings (develop agenda, minutes)		4	8		4	\$ 2,940.00													
	5 Monthly Team meetings (develop agenda, minutes)			8			\$ 1,480.00													
	6 Maintain project folder and communication with staff			8			\$ 1,480.00													
	7 Conduct research pertaining to plan components			8			\$ 1,480.00													
	Total PROJECT MANAGEMENT BY Discipline		4	62		9	75													
Total PROJECT MANAGEMENT BY Cost		\$640	\$11,470		\$1,845	\$13,955														
PUBLIC ENGAGEMENT	PUBLIC ENGAGEMENT PLAN																			
	1 Set up our online interactive community hub through your GIS platform		10			\$ 1,600.00														
	2 Set up static dedicated project website on GIS platform (life of the project and beyond)		10			\$ 1,600.00														
	3 Create GIS dashboard to track community data		8			\$ 1,280.00														
	4 #1 June Community Event - (Inform public, build foundation and partnership) - Turtle Races June 12th			4	2	2	\$ 1,540.00													
	5 Update interactive GIS hub for Central Buisness District		10			\$ 1,600.00														
	6 Create interactive online survey		4			\$ 640.00														
	7 Set up Static Board to be displayed at chamber discussing the project goals and vision and directing public to GIS interactive hub		8			\$ 1,280.00														
	8 Monitor Data interactive community hub		2			\$ 320.00														
	9 #2 August Open House - Showcase Central Buisness District Design Ideas/Solutions - Stand Alone Event			4	2	2	\$ 1,540.00													
	10 Update interactive GIS hub for Focus Areas		16			\$ 2,560.00														
	11 Create interactive online surveys		2			\$ 320.00														
	12 Monitor Data interactive community hub		2			\$ 320.00														
	13 #3 Sept. Open House - Showcase Focus Area Design Ideas/Solutions - Ye Ole Pickle Factory - Sept. 2nd			4	2	2	\$ 1,540.00													
	14 Online Public Survey all project areas		8			\$ 1,280.00														
	15 Gather and Analyze Data		4			\$ 640.00														
	16 (4) Focus groups identified by staff to achieve equitable data throughtout community		4	4		4	\$ 2,200.00													
17 Social media posts on the City of Nisswa's page	8				\$ 1,000.00															
Total PUBLIC ENGAGEMENT PLAN Hours	8	88	16	6	10	128														
Total PUBLIC ENGAGEMENT PLAN Costs	\$1,000	\$14,080	\$2,960	\$1,170	\$2,050	\$21,260														
MARKET ANALYSIS	MARKET ANALYSIS																			
	1 Analyze current trends related to downtown buisness districts similar to Nisswa					\$ -														
	2 Analyze the larger Brainerd Lakes Area and how Nisswa fits within this context					\$ -														
	3 Identify potential areas suited for redevelopment or infill development					\$ -														
	4 Develop guidelines for dev. that encourages high quality dev. economic growth					\$ -														
	5 Identify methods and stategies for sustainable future growth					\$ -														
	6 Review of existing zoning codes within the buisness district to offer suggestions					\$ -														
	7 Evalute data and compile for team to use as basis for designs and ideas moving forward					\$ -														
Total MARKET ANALYSIS Hours																				
Total MARKET ANALYSIS Costs																				
VISION & GOALS	VISION & GOAL SETTING																			
	1 Assessment of past and related planning efforts		4			\$ 640.00														
	2 Site Visit & Data Collection - Project Kick-off	4		4		4	\$ 2,060.00													
	3 Project team meeting focused on short & long-term vision & goals for downtown		1.5		1.5	1.5	\$ 840.00													
	4 Interim project team meeting to discuss design ideas are on track w/ vision and goals		1	1		1	\$ 550.00													
	5 Project completion team meeting assure finished on track w/ vision and goals		1	1		1	\$ 550.00													
Total VISION & GOAL SETTING Hours	4	7.5	6	1.5	7.5	26.5														
Total VISION & GOAL SETTING Costs	\$500	\$1,200	\$1,110	\$293	\$1,538	\$ 4,640.00														
PLAN FOCUS AREAS	PLAN FOCUS AREAS																			
	1 3D Scan (point cloud survey of central buisness district)		42			\$ 6,720.00														
	2 Focus Teams meeting to review current downtown infrastructure		2		2	2	\$ 1,120.00													
	Cultural and Inclusion/Equity Focus Team																			
	1 Subtask: Design solutions for activation of downtown spaces	4	16	4		\$ 3,800.00														
	2 Subtask: Develop design solutions realted to walkability & placemaking	4	16	4		\$ 3,800.00														
	3 Subtask: Re-envisioning of Pocket Park (working with parks and rec. master plan)					\$ -														
	4 Subtask: Develop wayfinding solutions and palette of solutions	12	2	2		\$ 2,190.00														
	5 Subtask: Develop palette for site amenites downtown	16	2	2		\$ 2,690.00														
	6 Subtask: Develop palette for downtown lighting	8		2		\$ 1,370.00														
	7 Subtask: Design solutions for downtown storefronts				16	\$ 3,120.00														
	9 Subtask: 3D design concepts and renderings of downtown core		65			\$ 10,400.00														
	10 Subtask: Design concepts of focus areas		20			\$ 3,200.00														
	Mobility and Environmental Focus Team																			
	1 Subtask: Design solutions for downtown infras. traffic flow & calming	24		8		\$ 4,480.00														
	2 Subtask: Design solutions for downtown infrastructure for waste collections	10			2	\$ 1,660.00														
	3 Subtask: Design solutions for downtown infrastructure for innovative stormwat	12		24		\$ 5,940.00														
	4 Subtask: Design solutions for downtown infrastructure for utilities	6		4		\$ 1,490.00														
	5 Subtask: Design solutions for sidewalks, pathways, and bicycle facility	20			2	\$ 2,910.00														
	6 Subtask: Design solutions for short-term and long-term parking	12			2	\$ 1,910.00														
7 Subtask: Design solutions for focus area infrastructure	35			2	\$ 4,785.00															
Buisness & Economic Development Focus Team																				
1 Subtask: Design solutions for growth oportunities off Main Street					\$ -															
2 Subtask: Identify methods to support ex. Downtown buisnesses for sustainble growth					\$ -															
3 Subtask: Design solutions for downtown housing oportunites					\$ -															
4 Subtask: Working w/ design focused teams on solutions focused on equity					\$ -															
5 Subtask: Reviewing design solutions w/ focus on market analysis					\$ -															
6 Preliminary cost estimates will be developed for design solutions	4	4	4		2	\$ 2,290.00														
7 Funding oportunites will be provided for recommended design concepts	8				\$ 1,000.00															
Total PLAN FOCUS AREAS Hours	175	169	54	18	12	428														
Total PLAN FOCUS AREAS Costs	\$21,875	\$27,040	\$9,990	\$3,510	\$2,460	\$ 64,875.00														
FINAL MASTERPLAN	FINAL MASTERPLAN																			
	1 Compile public and community input	4				\$ 500.00														
	2 Summarize findings of data, graphics, charts, and 3D renderings into guideline chapte	4	4			\$ 1,140.00														
	3 Develop detailed implementation plan and schedule w/ measurable benchmarks	14		2		\$ 2,120.00														
	4 Develop Short-term implementation strategies (0-5 year)	6		2		\$ 1,120.00														
	5 Develop Long-term implementation strategies (0-5 year)	6		2		\$ 1,120.00														
	6 Compile draft final masterplan document for distribution to staff	36				\$ 4,500.00														
	7 Project Team meeting to present final plan			4		2	\$ 1,150.00													
	8 Final Staff Revisions	8				\$ 1,000.00														
	9 Compile final masterplan document for distribution to staff	8		4		\$ 740.00														
Total FINAL MASTERPLAN Hours	86	4	14		2	106														
Total FINAL MASTERPLAN Costs		\$640	\$2,590		\$410	\$ 3,640.00														
Total Estimated Project Hours		273	272.5	152	25.5	40.5	763.5													
Total Estimated Project Cost		\$34,125	\$43,600	\$28,120	\$4,973	\$8,303	\$119,120													



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CITY PLANNER REPORT – JUNE 2024

Submitted by Bethany Soderlund, City Planner

Permits Approved

1. LUP-24-036: Accessory structure
2. LUP-24-037: Dwelling with attached garage, covered entry, driveway, city sewer
3. LUP-24-038: Fence
4. LUP-24-039: Accessory structure
5. LUP-24-040: Demo of existing and construction of dwelling with attached garage, porch, septic upgrade
6. LUP-24-041: Porch
7. LUP-24-042: Dwelling with attached garage, covered porch, driveway, city sewer
8. LUP-24-043: Accessory structure
9. LUP-24-044: Shoreland alteration permit
10. LUP-24-045: Commercial covered entry/stoop
11. LUP-24-046: Accessory structure
12. LUP-24-047: Shoreland alteration permit