

**MEETING DATE:** December 21, 2017

**TITLE:** Authorization to Execute a Contract for Victoria Comprehensive Plan Coordination

**RESOLUTION NUMBER:** 17-078

**PREPARED BY:** Anna Brown

**E-MAIL:** abrown@minnehahacreek.org

**TELEPHONE:** 952-641-4522

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Approval at December 21 Board Meeting	

**PURPOSE or ACTION REQUESTED:**

Authorization to execute a contract with Hoisington Koegler Group, Inc. to advance coordination between the District and City of Victoria on the City 2040 Comprehensive Plan

**PROJECT/PROGRAM LOCATION:**

Victoria, MN – See Attachment 1: Planning Area Map

**PROJECT TIMELINE:**

All work within this scope will be complete by April of 2018

**PROJECT/PROGRAM COST:**

Fund name and number: Planning – Six Mile / Halsted Bay Planning (2002)  
Current budget: \$200,000  
Expenditures to date: \$122,000  
Requested amount of funding: \$19,650

**PAST BOARD ACTIONS:**

N/A

## **SUMMARY:**

### Background:

The Minnehaha Creek Watershed District's (District) strategic direction and alignment report, adopted on February 9, 2017, identifies the highest priority organization initiatives as:

- implementing high impact capital projects
- influencing the land use and water policy environment to increase early value-added partnership with private development, public infrastructure, and public policy and planning

One tool through which the District can increase its ability to influence the policy environment is through the authority in MN Statutes § 103B.235 and MN Rules § 8410.0160, which grants watershed districts the authority to review and approve local water management plans (LWMP).

The District's requirements for LWMPs under its new draft Plan reflect a shift in the District's approach. The District's new Plan relies less on mandates and more on support for a partnership approach to align local and District efforts. The primary focus of the LWMP requirements is on the development of a coordination plan that provides for ongoing awareness and collaboration on City land use planning, infrastructure programming, and development regulation.

The District and City of Victoria (City) have engaged in a high level of cross agency coordination since the 2015 execution of a memorandum of understanding (MOU) outlining the mutual value both agencies find in cooperative planning, coordination across agencies on priority water resource issues, and increasing regulatory coordination to support and foster integrated water and natural resource management. The City is highly engaged in the Six Mile-Halsted Bay Planning Partnership, a cross agency team of staff and policy makers who were critical in the development of a subwatershed and implementation plan which integrates identified water resource issues and natural resource areas with local planning and development projects and goals.

### Victoria 2040 Comprehensive Plan Update:

The City is in the process of updating their comprehensive land use plan in accordance with the Metropolitan Land Use Planning Act. The City anticipates in their plan continued population growth, and is party to an orderly annexation agreement with the City of Chaska and the City of Waconia for orderly growth into Laketown Township. The 2014 Plan anticipates Victoria's growth south towards Chaska as well as west towards Waconia.

This western growth area is of strategic interest to the District as it encompasses extensive water resources and several priority areas for capital investment as identified in the District Plan. Both City and District recognize the value of early coordination in development planning, and have endeavored to proactively engage in planning for this area so as to anticipate regulatory challenges, propose growth that is congruous with the landscape, maximize development patterns for City and County infrastructure including stormwater facilities, right of way, and parks, trails and open space, provide clarity and early coordination for future developers, and program natural resource investment in the area. This level of engagement goes beyond the new plan requirements and may serve as a model for proactive engagement with growing municipalities.

To date, the District has worked with the City and its consultant, Hoisington Koegler Group, Inc. (HKGi) to review the proposed land use plan for the western growth area and revise the plans based on known natural resource priority areas and regulatory constraints such as wetlands, stormwater requirements, and waterbody crossings. This work led to revisions in the land use plan, including reinvisioning the corridor between Turbid and Lundsten Lakes.

Based on the preliminary work, the City is supportive of the District's continuing coordination with the City and its consultant develop additional land use and water resources analysis that will be developed into a supplement to the City's Comprehensive Plan.

HKGi Scope of Services:

With input from Victoria City staff, the District has requested a proposal from HKGi to develop supplemental materials to the City's Comprehensive Plan that will memorialize water resource constraints and opportunities within the context of development and land use change in the western growth area. This analysis will be conducted in three phases, as follows:

*Phase I: Regulatory Constraints Analysis*

This is a continuing of the work done to date. In this phase, the identified regulatory constraints will be further analyzed to identify impacts on lot and roadway configuration in order to accurately represent developable acreages within the plan framework. This phase will endeavor to evaluate the impacts of this proactive approach to regulatory conflict identification and proactive alternatives analysis.

*Phase II: Regulatory Solutions Identification*

This phase will evaluate two areas where proactive regulatory coordination can lead to enhanced outcomes for City, District, and Developer: regional stormwater and wetland mitigation site identification. HGKi will utilize the technical expertise of Wenck Associates to proactively identify means of meeting environmental rules in a way that maximizes both environmental and economic return on investment.

*Phase III: Greenprinting*

The third and final phase will integrate District natural resource priorities with the areas proposed parks and open space map and the areas of regulatory constraint to develop an integrated green ribbon concept for the area, consistent with the goals expressed by the City's Comprehensive Plan steering committee.

December 21 Board Meeting:

At the upcoming Board meeting, the District will provide an overview of the work done to date and the scope of services proposal. Staff will also discuss the proposed framework to memorialize this work within the City's 2040 Comprehensive Plan.

Attachments:

Attachment 1: Planning Area Map

Attachment 2: HKGi Scope of Services

## RESOLUTION

---

**RESOLUTION NUMBER:** 17-078

**TITLE:** **Authorization to Execute a Contract for Victoria Comprehensive Plan Coordination**

WHEREAS, on February 9, 2017, the Board of Managers approved the District's strategic direction and alignment report, stating its principal organizational strategy of:

- Developing high impact capital projects integrated with non-water initiatives through multijurisdictional partnership;
- Changing the land-use and water policy environment to increase early value-added partnership with private development, public infrastructure, and public policy and planning; and

WHEREAS, pursuant to Resolution 14-047 the MCWD Board of Managers has identified the Six Mile Creek subwatershed as a priority area for focusing District planning activities and coordination efforts with subwatershed partners; and

WHEREAS, on March 26, 2015 the Board authorized the District to enter a Memorandum of Understanding with the City of Victoria (the City), outlining opportunities to collaborate and integrate mutual efforts in the realms of coordinated planning of local water and land use plans, assessment of specific water management issues, and coordinated regulatory review of water and land development; and

WHEREAS, District and City staff have worked together under this planning framework to proactively identify areas for coordinated project development at the urban fringe; and

WHEREAS, pursuant to the Metropolitan Land Planning Act, each land use authority must update its comprehensive land use plan (CLUP) by December 31, 2018, and further requires that in order for the Metropolitan Council to approve the CLUP it must contain a local water plan approved by the District; and

WHEREAS in order to effectively implement the land use policy directive of the District's strategic plan, the District's 2017 Watershed Management Plan (WMP) outlines new requirements for local government units' local water plans that increase the District's awareness of local land use planning;

WHEREAS, the City's land use plan section of its CLUP will guide land-use in the future annexation area west of its current municipal boundary, the western growth area, in Laketown Township; and

WHEREAS the western growth area is entirely located within District boundaries, and includes numerous high priority water resources for capital project implementation and protection as identified in the District's WMP;

WHEREAS the City and District have developed a planning approach for the western growth area outside of the City's existing CLUP contract that will enhance natural resource protection, facilitate future development within existing regulatory frameworks, and meet City land use and parks and open space goals; and

---

**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.  
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

WHEREAS Hoisington Koegler Group, Inc. is currently contracted with the City for the development of the City's 2040 CLUP, and is therefore uniquely qualified to work with the City and District to perform this planning coordination assistance for the western growth area;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District administrator, with any final non-substantial scope adjustments and the concurrence of the City, and on advice of counsel, to execute a scope of services contract with Hoisington Koegler Group, Inc. for an amount not to exceed \$19,650; and



BE IT FURTHER RESOLVED that in administering the contract, the District Administrator may expend an additional sum up to 10 percent of the contract amount.

Resolution Number 17-078 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_



**Legend**

-  Annexation Boundary
-  Approximate Wetland Boundaries

Note:  
Wetland boundaries are approximate, as determined by preliminary off-site review, and do not constitute approved wetland boundaries



Path: L:\0185\VictoriaAnnexation\mxd\Reg Maps\Wetland Boundaries.mxd  
Date: 12/9/2017 Time: 3:59:49 PM User: shujc0243



December 13, 2017

Anna Rose Brown  
Planner – Project Manager  
Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

Re: Scope of Services – Victoria Western Growth Area Planning

Dear Anna:

Thank you for contacting Hoisington Koegler Group Inc. (HKGi) about integrated land use and growth planning for Victoria's Western Growth Area. We have enjoyed the initial conversations and discussions with the Minnehaha Creek Watershed District (MCWD) and City of Victoria staff on the approach to this effort, one that promises to bring a unique aspect to city-wide comprehensive planning and water resource protection and conservation. After review of the initial MCWD scope of work outline and conversations with the district and City of Victoria, we have prepared the following proposal outlining our proposed approach and scope of services, fees, and anticipated project schedule as follows:

**PHASE 1 - REGULATORY CONSTRAINTS EVALUATION:**

- 1) Develop a revised development plan responding to the Wetland Extent (wetlands, wetland buffers, stormwater footprints and floodplain with 2' freeboard) evaluation developed by Wenck. This revised development plan will be based on direction from the Steering Committee at the December 13<sup>th</sup> meeting on land use, parks trails and open space, and transportation diagrams. This concept would identify a traditional development pattern with localized BMPs approach for stormwater treatment (aligned with treatment locations preliminarily identified by Wenck). This plan would be driven by factors such as:
  - Alignment of regional roadway and local collector roadway network and corresponding access guidelines (full/ partial access points).
  - Allocation of desired land use preferences, reflecting dimensional needs (lot and block depth for example) for typical development types including commercial, high density, medium density, and low density residential uses.
  - Identification of desired parks, open space areas, greenways and trail corridors.
  - Identification of areas for additional preservation such as woodlands and vegetated steep slopes.
  - Topography and characteristics of the existing landscape.
- 2) Provide a supporting summary narrative outlining the approach depicting the baseline or traditional regulatory approach for the development components. This narrative will outline assumptions for design considerations such as roadway right-of-way, lot sizes, floor area ratios and density ranges, the distribution of parks and identification of the desired trail network, etc.
- 3) Calculate development yield based on desired land use and Wetland Extent. This exercise measures development yield two ways; comparing the difference in development yield from a straight net-

developable acreage stand point, to the actual lot count shown in the traditional concept plan graphic. This will articulate the effect of additional development constraints when the Wetland Extent is overlaid with parcel ownership and parcel configuration on the remaining developable land. The calculations will be completed two ways:

- a) Based on a straight acreage calculation of remaining developable land. This would be a GIS calculation of remaining developable land after major roads and the Wetland Extent evaluation is extracted. This can be summarized by sub-watershed or property ownership.
  - b) Based on the actual lot count for individual lots for low density residential, developable units for medium and high density housing, and commercial square footage (estimated through assumed floor area ratios (FAR) for commercial land use. Again, this can be summarized by sub-watershed or property ownership.
- 4) Create a diagram identifying areas of conflict between the Wetland Extent, or constrained areas mapping developed by Wenck and proposed traditional concept developed in Task 1, from a development perspective. For this we will identify the following:
    - a) Locations of inefficient land use development and areas of conflict with the Wetland Extent evaluation that pose challenges for development.
    - b) Refined areas for stormwater treatment (identified by each sub-watershed, and guided by initial mapping provided by Wenck).
    - c) Areas for potential mitigation to allow for efficiency of development.
  - 5) Meet with MCWD, Wenck and City of Victoria staff to review the traditional development concept vs. Wetland Extent mapping and supporting evaluation materials.
  - 6) Develop narrative summarizing the meeting and evaluation of the traditional development concept from an efficiency of development perspective.

#### PHASE 2 - REGULATORY SOLUTIONS IDENTIFICATION:

- 1) Develop a revised development concept plan reflecting regional solutions for stormwater treatment and possible local wetland mitigation banks. This concept would reduce/ eliminate smaller stormwater ponds and place these in a regional system (assumes high-level test of grading/drainage to allow for gravity flow of stormwater to the regional facility). This concept would also balance efficiency of larger development areas with the mitigation of smaller, scattered wetland locations and identify locations for mitigation areas in sub-watersheds.
- 2) Provide a supporting summary narrative outlining the approach for the regional stormwater treatment and wetland mitigation approach. This narrative will outline assumptions for design considerations such as smaller, scattered wetlands, topography constraints, and limitations by sub-watershed district for achieving this approach.
- 3) Calculate the net loss/gain on developable land through a GIS calculation, and then through an actual lot count of the regional stormwater / local wetland mitigation bank concept. This would be a similar calculation exercise to Phase 1, Task 3. We will summarize the comparison between the traditional concept and the regional concept.
- 4) Create a diagram articulating change areas between the traditional concept and the regional stormwater development concept.



- 5) Meet with MCWD, Wenck and City of Victoria staff to review the traditional development concept vs. regional stormwater/ local wetland mitigation bank concept , narrative and any additional evaluation materials.
- 6) Develop narrative summarizing the meeting outcomes and evaluation of the regional stormwater/wetland mitigation concept vs. the traditional development concept from an efficiency of development perspective.

**PHASE 3 – GREENPRINT:**

- 1) Create a third development concept, a Greenprint approach, that more broadly integrates:
  - a) A complete regional stormwater and local wetland mitigation bank approach and network;
  - b) A negotiated development plan showing land use, roads, parks, trails, open space and regional stormwater/ wetland mitigation areas.
  - c) Additional areas for preservation such as woodlands and steep slopes.
  - d) Fully integrate, expansive networks of open space, organized by the underlying Wetland Extent and combined with a regional stormwater approach and enhanced upland open space networks.
- 2) Calculate the net loss/gain of developable land through a GIS calculations, and then through an actual lot count of the broader Greenprint concept. Again, this would be a similar calculation exercise provided in Phase 1, Task 3. We will summarize the comparison between all three development concepts.
- 3) Meet with MCWD, Wenck and City of Victoria staff to review the traditional development concept vs. regional stormwater/ local wetland mitigation bank concept , narrative and any additional evaluation materials.
- 4) Develop narrative summarizing the meeting outcomes and evaluation of the regional stormwater/wetland mitigation concept vs. the traditional development concept from an efficiency of development perspective.

**PHASE 4 – PROJECT MANAGEMENT & MEETINGS:**

This task includes coordination with MCWD, Wenck and City of Victoria staff throughout the planning process (emails/ phone calls/ memos, etc.) and additional meetings beyond the identified review meetings listed above. This assumes roughly 2 hours per month for coordination and three additional meetings.

**FEES**

For this effort we will bill our services on an hourly basis for a not-to-exceed amount of **\$19,650** including incidental expenses for mileage and printing. Hourly rates will be per our standard hourly rate schedule provided as Attachment B.

**SCHEDULE**

Knowing the existing schedule of the City of Victoria’s Comprehensive Planning effort, HKGi anticipates conducting the initial phase of work in January 2018 and concluding by end of March 2018 to align with the City’s Comprehensive Planning process. The general schedule will follow:

December, 2017 – January 2018	Phase 1	Regulatory Constraints Evaluation
February 2018	Phase 2	Regulatory Solutions Identification
March 2018	Phase 3	Greenprint
On-going	Phase 4	Project Management and Meetings

Thank you for the opportunity to submit this proposal. If you have any questions please feel free to contact me, and if you find this proposal acceptable please sign and return and we will consider your signature below as your authorization for us to proceed. We are excited to be a part of the effort, and we look forward to working with the Minnehaha Creek Watershed District and the City of Victoria on an integrated approach to growth planning for western Victoria.

Sincerely,



Bryan Harjes, PLA, LEED AP  
Principal  
612.252.7124 or [bharjes@hkgi.com](mailto:bharjes@hkgi.com)

\_\_\_\_\_ Date: \_\_\_\_\_  
Minnehaha Creek Watershed District Representative

**ATTACHMENT B**

**HOISINGTON KOEGLER GROUP INC.**

**2017 HOURLY RATES**

Principal .....	\$170-225/hr
Associate .....	\$115-165/hr
Senior Professional .....	\$90-165/hr
Professional II .....	\$80-105/hr
Professional I .....	\$50-85/hr
Technical .....	\$40-65/hr
Secretarial .....	\$60/hr
Litigation Services .....	\$200/hr
Testimony .....	\$285/hr

Incidental Expenses:

Mileage .....	current federal rate/mile
Photocopying BW .....	15¢/page
Photocopying Color .....	\$1.00/page
Outside Printing .....	Actual Cost
Large Format Scanning .....	Actual Cost
B/W Bond Plots .....	\$5.00 each
Color Bond Plots .....	\$20.00 each
Photo Paper Color Plots .....	\$40.00 each