Request for Interest

INTRODUCTION:

The City of Edina Minnesota is seeking innovative, creative, and collaborative experts to assist in development of a Small Area Plan for the City's GrandView District. The GrandView District is a 37-acre site consisting of 18 parcels located along Vernon Ave., West 50th Street, and Eden Ave. and bisected by Trunk Highway 100. The crescent-shaped area currently includes a mixture of land uses including office, retail, commercial, housing, public uses and historic buildings. A map showing the plan area is included and attached as Appendix A.

On December 8, 2010, the City of Edina received a $100,000 Livable Communities Act Grant from the Metropolitan Council to fund the GrandView Small Area Plan. The City of Edina must provide a local match in contribution to equal Twenty Five percent, (25%), of the grant amount. The City will provide in-kind staff services for the local funding match. The Grant Agreement is attached as Appendix B.

BACKGROUND:

The 2008 amendment of the Edina Comprehensive Plan identified several Potential Areas of Change in the City. The GrandView District is one of these Potential Areas of Change. The Comprehensive Plan calls for redevelopment in these Areas to be guided by Small Area Plans created in consultation with community members including residents, property owners, business owners and commercial property owners.

In late 2009, the Edina City Council – seeking to ensure that redevelopment of the GrandView District was driven by community residents and other stakeholders – approved a Small Area Guide Plan process designed to engage the community in developing a vision for redevelopment of the City's old Public Works site at 5146 Eden Ave. So., and the area surrounding it (the GrandView District).

The process took a new approach to community engagement by ensuring that those leading the effort directly included community stakeholders. To accomplish this goal, a Community Advisory Team (CAT) was formed to lead the process. Half of the CAT's 18 members – representatives from City Boards and Commissions, area business and property owners, and a school district representative – were appointed by the City. The other half were appointed by

interested residents who attended a well-publicized kick-off meeting. The CAT was supported by a Design Team made up of Edina residents with expertise and experience in the design field, and a staff-led Technical Advisory Committee (TAC).

The CAT met 10 times in 20 days in the spring of 2010 to develop a vision for the redevelopment of the District. The vision was articulated in seven Guiding Principles and illustrated in a graphic depiction created by the Design Team of how the Guiding Principles might be implemented. In November and December of 2010, the CAT submitted a Report articulating its vision and recommendations for proceeding to the Edina Planning Commission and City Council. A copy of that Small Area Guide Plan Process Report is attached as Appendix C.

The seven Guiding Principles included in the Report are:

Principle 1 **- Leverage publicly-owned parcels and civic presence to create a vibrant and connected district that serves as a catalyst for high quality, integrated public and private development.**

Principle 2 **- Enhance the District's economic viability as a neighborhood center with regional connections, recognizing that meeting the needs of both businesses and residents will make the district a good place to do business.**

Principle 3 **- Turn perceived barriers into opportunities. Consider layering development over supporting infrastructure and taking advantage of the natural topography of the area.**

Principle 4 **- Design for the present and the future by pursuing logical increments of change using key parcels as stepping-stones to a more vibrant, walkable, functional, attractive, and life-filled place.**

Principle 5 **- Organize parking as an effective resource for the district by linking community parking to public and private destinations while also providing parking that is convenient for businesses and customers.**

Principle 6 **- Improve movement within and access to the district for people of all ages by facilitating multiple modes of transportation, and preserve future transit opportunities provided by the rail corridor.**

Principle 7 **- Create an identity and unique sense of place that incorporates natural spaces into a high quality and sustainable development reflecting Edina's innovative development heritage.**

In December of 2010, the City Council:

1. Accepted and approved the Report;
2. Adopted the Guiding Principles of the Report as the foundation for development of a small area plan for the GrandView District;
3. Directed that the process of developing a small area plan for the GrandView District be led by a community-based advisory team that includes members of the Guide Plan Process CAT and Design Team, chosen through an open process similar to that used to form the initial Community Advisory Team; and
4. Directed that the City retain ownership of all city-owned public property in the GrandView District at least while the planning process continues and potentially beyond depending upon the results of the small area planning process.

After approving and adopting the Report and receiving the Livable Communities Grant from the Metropolitan Council, the City Council authorized commencement of a Small Area Plan process. Consistent with the recommendations made by the Guide Process CAT and adopted by the City Council, the process of developing a small area plan for the GrandView District is being led by a community-based Steering Committee comprised of interested residents, members of the Guide Plan Process CAT, District business and property owners, City board and commission members, and members of the Guide Plan Design Team.

The Steering Committee has four work groups focusing on Community Needs/Public Realm, Land Use, Transportation/Infrastructure, and Finance/Market Analysis. One member of each working group is a member of an Executive Committee. The Executive Committee also includes the three co-chairs of the Small Area Plan Process and a representative of the District business and property owner community. It is staffed by the City planner and his staff and meets between Steering Committee meetings to plan the agenda and develop proposals for the Steering Committee's consideration. The Steering Committee retains the right to approve any proposal brought forth by the Executive Committee. Members of the Steering Committee, work groups, and Executive Committee are listed in attached Appendix D.

The process approved by the City Council calls for a proposed Small Area Plan to be approved in concept by the City Council by January 1, 2012 and a final written Small Area Plan to be completed by approximately April 1, 2012. A tentative schedule of the process is attached as Appendix E.

Since the Small Area Plan process started on April 14, 2011, the Steering Committee has been gathering information and reaching out to members of the community to solicit ideas for redevelopment of the District. This effort has taken place both through the four work groups (Community Needs/Public Realm, Land Use, Transportation/Infrastructure and Finance/Market Analysis) as well as through meetings of the full Steering Committee. The Steering Committee and work groups plan to continue their information gathering and outreach efforts as the process of engaging outside experts and developing a work plan continues. Information gathered and ideas generated through these efforts will then be used as part of the effort to

craft a development framework and implementation plan for the Small Area Plan. Documents reflecting the 2010 Process and the Steering Committee's 2011 efforts can be found at www.cityofedina.com/grandview.

REQUEST:

The City is seeking assistance in developing a Small Area Plan that conforms to the vision outlined in the Guiding Principles developed during the Guide Plan Process. The Steering Committee has determined that it needs expert assistance in the following areas:

- Community Needs Assessment and Public Realm Development
- Land Use Planning
- Transportation Analysis and Planning
- Market Analysis
- Financial Analysis and Planning

Consulting experts expressing interest may focus on one or more of the above areas. Although the experts retained to assist the City on this project will be expected to work as a team to assist the Steering Committee in crafting a Small Area Plan proposal for presentation to the City Council, members of the consulting team assembled by the City need not be from the same firm.

EXPRESSION OF INTEREST:

The City IS NOT seeking full-blown proposals at this time. Instead, the City is seeking letters of interest from experts in one or more of the subject areas listed above. Such letters of interest should include the following:

1. A demonstration of an understanding of the community-led process the City is using and an appreciation of the need to develop a Small Area Plan that conforms to the Guiding Principles developed during the Guide Plan Process;
2. An identification of the area or areas in which the expert is interested in assisting the City and a description of the expert's capacity for innovation in that area or those areas;
3. A description of examples of innovative work performed by the expert including innovation in process, collaboration, and product delivery; and
4. Identification of the individuals (in the case of letters submitted by firms) who would be working with the City on this project.

Letters of Interest should not exceed six (6) pages (or "faces") in length. Letters of Interest will be accepted by the Planning Department, City of Edina, 4801 West 50th Street, Edina, MN 55424, until 4:30 P.M. on July 11, 2011. Interested experts shall submit Letters of Interest in

both hard copy and electronic form. Electronic copies may be submitted to Cary Teague, Director of Planning, at cteague@ci.edina.mn.us.

All information submitted shall be considered public information unless the proposer submits evidence satisfactory to the City's Attorney that certain information is private or confidential under Minnesota Data Practices Act.

PROCEDURES:

After receipt of Letters of Interest, the Executive and Steering Committees will:

1. Review the Letters of Interest and select experts to participate in interviews;
2. Conduct interviews of selected experts;
3. Designate a team of experts to participate in a scoping session;
4. Conduct a scoping session of approximately 3 hours with the selected team.

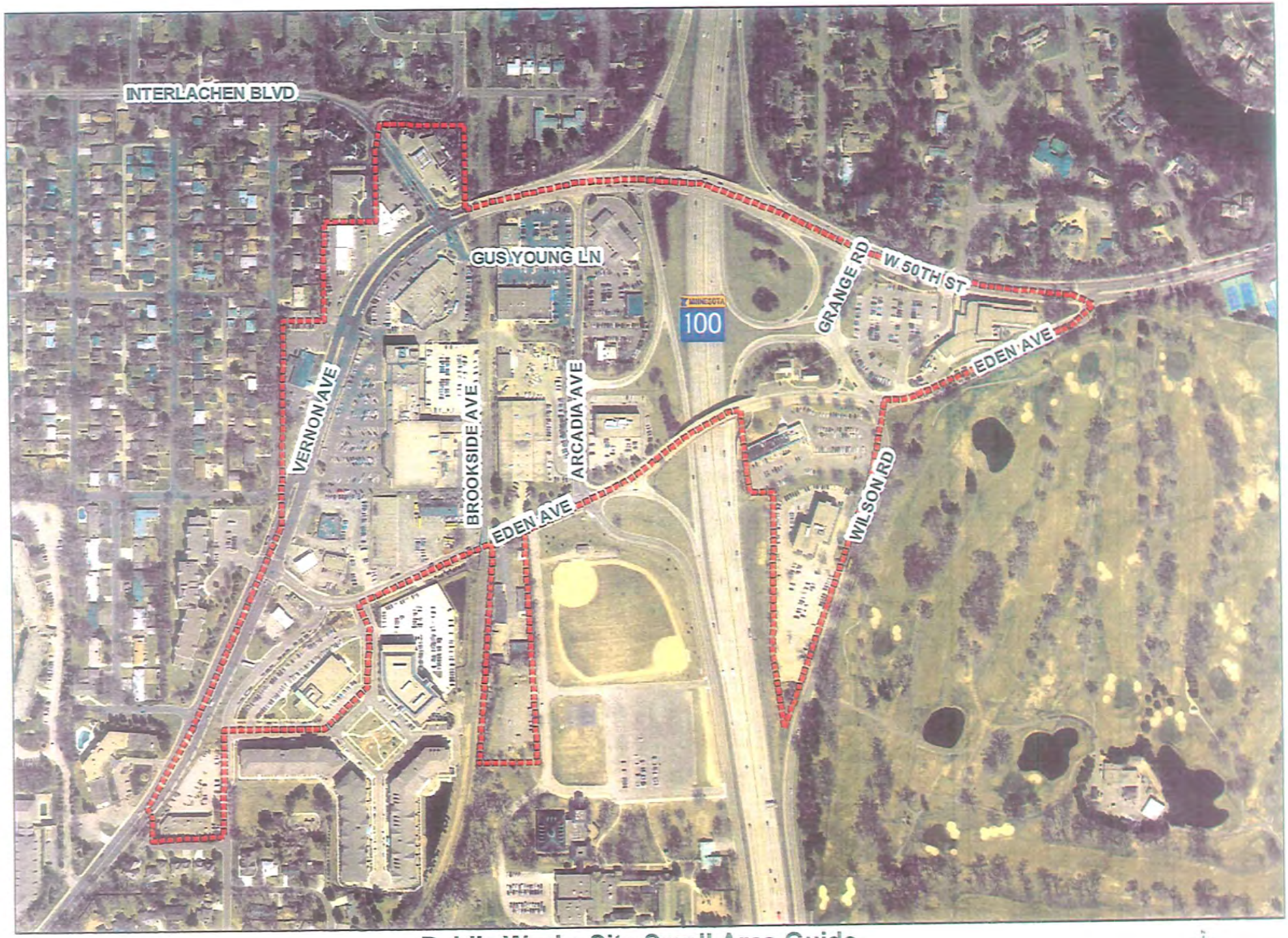
At the conclusion of the scoping session, the team shall prepare a Proposed Work Plan that includes a fee proposal. The City shall provide a payment of up to $5,000 as compensation to the team for its work in the scoping session and preparation of the Proposed Work Plan.

The Steering and Executive Committees shall then decide whether to recommend the Proposed Work Plan and engagement of the team to the City Council. If the Steering and Executive Committees decide to recommend engagement of the team, the Proposed Work Plan and recommended engagements shall be presented to the City Council for its approval.

CONDITIONS:

The Executive Committee reserves the right to investigate the qualifications and experience of any individual or firm submitting a Letter of Interest, to waive any formal requirements as to any one or more of the Letters of Interest or the Proposed Work Plan, to reject any and all Letters of Interest, to obtain Letters of Interest or proposals from additional experts, or to use the Proposed Work Plan without engaging the experts creating it. Any Letter of Interest and Proposed Work Plan shall become the property of the City of Edina and the GrandView District Small Area Plan Steering Committee and may be used for any purposes relevant to the decisions and actions of the Steering Committee toward the planning of the District.

All questions concerning this Request for Proposals should be directed to Cary Teague, Edina City Planner, (952) 826-0460 or Kris Aaker, Assistant City Planner, (952) 826-0461. City staff will make all reasonable efforts to post responses to questions that provide new information not otherwise available. Persons submitting letters of interest should check at www.cityofedina.com/grandview regularly for updated information. In the interest of ensuring that all interested persons have access to the same information, questions will not be accepted after July 5, 2011.



Public Works Site Small Area Guide
Appendix A

400 200 0 400 Feet

DEMONSTRATION ACCOUNT
PRE-DEVELOPMENT GRANT PROGRAM

GRANTEE:	**City of Edina**	**GRANT NO.**	**SG010-136**
PROJECT:	**Grandview Small Area Plan**		
GRANT AMOUNT:	**$100,000.00**	**FUNDING CYCLE:**	**2010**
COUNCIL ACTION:	**December 8, 2010**	**EXPIRATION DATE:**	**December 31, 2012**

METROPOLITAN LIVABLE COMMUNITIES ACT
GRANT AGREEMENT

THIS GRANT AGREEMENT ("Agreement") is made and entered into by the Metropolitan Council ("Council") and the Municipality, County or Development Authority identified above as "Grantee."

WHEREAS, Minnesota Statutes section 473.251 creates the Metropolitan Livable Communities Fund, the uses of which fund must be consistent with and promote the purposes of the Metropolitan Livable Communities Act ("LCA") and the policies of the Council's Metropolitan Development Guide; and

WHEREAS, Minnesota Statutes sections 473.251 and 473.253 establish within the Metropolitan Livable Communities Fund a Livable Communities Demonstration Account and require the Council to use the funds in the account to make grants or loans to municipalities participating in the Local Housing Incentives Program under Minnesota Statutes section 473.254 or to Counties or Development Authorities to fund the initiatives specified in Minnesota Statutes section 473.25(b) in Participating Municipalities; and

WHEREAS, the Grantee is a Municipality participating in the Local Housing Incentives Account program under Minnesota Statutes section 473.254, a County or a Development Authority; and

WHEREAS, the Council allocated a portion of its Livable Communities Demonstration Account funds to a pre-development grant program to help Municipalities implement their community development objectives and comprehensive plans; and

WHEREAS, the Grantee seeks funding in connection with an application for Livable Communities Demonstration Account Pre-Development Grant Program funds submitted in response to the Council's notice of availability of grant funds for the "Funding Cycle" identified above and will use the grant funds made available under this Agreement to help fund the "Pre-Development Project" within the "Project Area" as described in the application; and

WHEREAS, the Council awarded Livable Communities Demonstration Account Pre-Development Grant Program funds to the Grantee with the understanding that the Pre-Development Project described in the application will proceed to completion in a timely manner and all grant funds will be expended prior to the "Expiration Date" identified above.

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NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01. Definition of Terms. The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by the context.

(a) ***Council Action.*** "Council Action" means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified at Page 1 of this Agreement, by which the Grantee was awarded Livable Communities Demonstration Account Pre-Development Grant Program funds.

(b) ***County.*** "County" means Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.

(c) ***Development Authority.*** "Development Authority" means a statutory or home rule charter city, a housing and redevelopment authority, an economic development authority, or a port authority in the Metropolitan Area.

(d) ***Metropolitan Area.*** "Metropolitan Area" means the seven-county metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.

(e) ***Municipality.*** "Municipality" means a statutory or home rule charter city or town participating in the Local Housing Incentives Account Program under Minnesota Statutes section 473.254.

(f) ***Participating Municipality.*** "Participating Municipality" means a statutory or home rule charter city or town which has elected to participate in the Local Housing Incentive Account program and negotiated affordable and life-cycle housing goals for the Municipality pursuant to Minnesota Statutes section 473.254.

(g) ***Pre-Development Project.*** "Pre-Development Project" means the pre-development project described in the Grantee's application for Demonstration Account Pre-Development Grant Program funds. The Pre-Development Project for which the grant funds were awarded must be undertaken within the Project Area. The Pre-Development Project may recognize or acknowledge regional park lands and regional trails that cross through or are located adjacent to the Project Area, but the Pre-Development Project may not include regional park lands.

(h) ***Project Area.*** "Project Area" means the specific geographic area for which the Pre-Development Project will be conducted as described in the Grantee's application. The Project Area must be located within a "developed area," a "developing area," or a "rural growth center" as those terms are defined in the Council's Metropolitan Development Guide. The Project Area cannot include regional park lands. The Project Area may include regional trails that cross through or are located adjacent to the Project Area, but the Pre-Development Project may not provide for the alteration or elimination of any regional trails.

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II. GRANT FUNDS

2.01. Total Grant Amount. The Council will grant to the Grantee the "Grant Amount" identified at Page 1 of this Agreement which shall be funds from the Livable Communities Demonstration Account of the Metropolitan Livable Communities Fund. Notwithstanding any other provision of this Agreement, the Grantee understands and agrees that any reduction or termination of Livable Communities Demonstration Account grant funds made available to the Council may result in a like reduction in the Grant Amount made available to the Grantee.

2.02. Local Funding Match. The Grantee must provide a local match contribution that equals at least twenty-five percent (25%) of the Grant Amount identified at Page 1 of this Agreement. The local match contribution may be one or more of the following: cash; in-kind staff services, if the staff time is specifically allocated to conducting or completing grant-eligible Pre-Development Project activities; or cash or in-kind contributions from partners that are specific to grant-eligible Pre-Development Project activities. Local match contributions must cover grant-eligible Pre-Development Project activities, and they must be contributed after the date of the Council Action and before the Expiration Date identified at Page 1 of this Agreement. The local match contribution may be allocated among different grant-eligible activities of the Pre-Development Project.

2.03. Authorized Use of Grant Funds. The Grant Amount made available to the Grantee under this Agreement shall be used only for the purposes and activities described in the application for Livable Communities Demonstration Account Pre-Development Grant Program funds. A Pre-Development Project summary that describes eligible uses of the grant funds as approved by the Council is attached to and incorporated into this Agreement as Attachment A. Grant funds must be used to fund the initiatives specified in Minnesota Statutes section 473.25(b), in a Participating Municipality. Grant funds must be used for costs directly associated with the Pre-Development Project activities for which the Council awarded grant funds and shall not be used for: land acquisition, demolition, infrastructure, or construction costs; administrative overhead; project coordination costs; travel expenses, food or beverages; legal fees; insurance; bonds; permits, licenses or authorization fees; costs associated with preparing other grant proposals; operating expenses, other than staff time used as in-kind local match contributions; planning costs, including comprehensive planning costs; prorated lease and salary costs; and marketing expenses. Grant funds may not be used for Pre-Development Project costs that occurred prior to the grant award. Grant funds also shall not be used by the Grantee or others to supplant or replace: (a) grant or loan funds obtained for the Pre-Development Project from other sources; or (b) Grantee contributions to the Pre-Development Project, including financial assistance or other resources of the Grantee. The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee or others in the implementation or performance of the Pre-Development Project activities. The Grantee agrees to comply with any "business subsidy" requirements of Minnesota Statutes sections 116J.993 to 116J.995 that apply to the Grantee's expenditures or uses of the grant funds.

2.04. Restrictions on Loans. The Grantee shall not use the grant funds to make loans to any subgrantee or subrecipient, and the Grantee shall not permit any subgrantee or subrecipient to use the grant funds for loans to any subrecipient at any tier. The requirements of this Section 2.04 shall be included in all subgrants.

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2.05. Pre-Development Project Changes. The Grantee must promptly inform the Council in writing of any significant changes to the Pre-Development Project for which the grant funds were awarded, as well as any potential changes to the grant-funded activities described in Attachment A. Failure to inform the Council of any significant changes to the Pre-Development Project or significant changes to grant-funded Pre-Development Project activities, and use of grant funds for ineligible or unauthorized purposes, will jeopardize the Grantee's eligibility for future LCA awards. Grant funds will not be disbursed prior to Council approval of significant changes to either the Pre-Development Project or the grant-funded activities described in Attachment A.

2.06. Budget Variance. A variance of twenty percent (20%) in the budget amounts for grant-funded activities identified in Attachment A shall be considered acceptable without Council approval, provided no budget amount for any individual grant-funded activity may be increased or decreased by more than twenty percent (20%) from the budget amount identified in Attachment A. The Grantee must inform the Council of any budget variances. Budget variances for any individual grant-funded activity identified in Attachment A exceeding twenty percent (20%) will require approval of the governing body of the Metropolitan Council. Notwithstanding the aggregate or net effect of any variances, the Council's obligation to provide grant funds under this Agreement shall not exceed the Grant Amount identified at Page 1 of this Agreement.

2.07. Loss of Grant Funds. The Grantee agrees to remit to the Council in a prompt manner: any unspent grant funds, including any grant funds that are not expended prior to the Expiration Date identified at Page 1 of this Agreement; any grant funds that are not used for the authorized purposes; and any interest earnings described in Section 2.09 that are not used for the purposes of implementing the Pre-Development Project activities described in Attachment A. For the purposes of this Agreement, grant funds are "expended" prior to the Expiration Date if the Grantee pays or is obligated to pay for expenses of eligible Pre-Development Project activities that occurred prior to the Expiration Date and the eligible expenses were incurred prior to the Expiration Date. Unspent or unused grant funds and other funds remitted to the Council shall revert to the Council's Livable Communities Demonstration Account for distribution through application processes in future Funding Cycles or as otherwise permitted by law.

2.08. Payment Request Forms and Disbursements. The Council will disburse grant funds in response to written payment requests submitted by the Grantee and reviewed and approved by the Council's authorized agent. Written payment requests shall be made using payment request forms, the form and content of which will be determined by the Council. Payment request and other reporting forms are available online at: *http://www.metrocouncil.org/services/livcomm/LCAresources.htm.* The Council will disburse grant funds on a reimbursement basis or a "cost incurred" basis. The Grantee must provide with its written payment requests documentation that shows grant-eligible Pre-Development Project activities actually have been completed. The Grantee must provide documentation of the local match contribution required under Section 2.02. Subject to verification of each payment request form (and its documentation) and approval for consistency with this Agreement, the Council will disburse a requested amount to the Grantee within two (2) weeks after receipt of a properly completed and documented payment request form.

2.09. Interest Earnings. If the Grantee earns any interest or other income from the grant funds received from the Council under this Agreement, the Grantee will use the interest earnings or

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income only for the purposes of implementing the Pre-Development Project activities described in Attachment A.

III. ACCOUNTING, AUDIT AND REPORT REQUIREMENTS

3.01. Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts and records relating to the receipt and expenditure of all grant funds received from the Council. Notwithstanding the expiration and termination provisions of Sections 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the Pre-Development Project activities described in Attachment A or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Accounting methods shall be in accordance with generally accepted accounting principles.

3.02. Audits. The above accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited and may be audited or inspected on the Grantee's premises or otherwise by individuals or organizations designated and authorized by the Council at any time, following reasonable notification to the Grantee, for a period of six (6) years following the completion of the Pre-Development Project activities or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years.

3.03. Report Requirements. The Grantee will submit to the Council written semi-annual progress reports on the Pre-Development Project activities described in Attachment A and the expenditures of the grant funds. The Grantee also must complete and submit to the Council a written final progress report. The final progress report must be submitted with the final payment request form or within 120 days after the expiration or termination of this Agreement, whichever occurs earlier. Within 120 days after the Expiration Date, the Grantee must complete and submit to the Council a certification of expenditures of funds form signed by the Grantee's chief financial officer or finance director. The form and content of the progress reports and the certification form will be determined by the Council. These reporting requirements shall survive the expiration or termination of this Agreement.

IV. AGREEMENT TERM

4.01. Term. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Section 4.02, this Agreement expires on the "Expiration Date" identified at Page 1 of this Agreement. The Expiration Date may not be extended by amendment or otherwise. **ALL GRANT FUNDS NOT EXPENDED BY THE GRANTEE PRIOR TO THE EXPIRATION DATE SHALL REVERT TO THE COUNCIL.**

4.02. Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. If this Agreement is terminated prior to the Expiration Date, the Grantee shall receive payment on a pro rata basis for eligible Pre-Development Project activities described in Attachment A that have been completed prior to the termination. Termination of this Agreement does not alter the Council's authority to recover grant

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funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any grant funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement and the applicable provisions of the Metropolitan Livable Communities Act, the Council may take any action to protect the Council's interests and may refuse to disburse additional grant funds and may require the Grantee to return all or part of the grant funds already disbursed.

4.03. Amendments. The Council and the Grantee may amend this Agreement by mutual agreement. Amendments of this Agreement shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee.

V. GENERAL PROVISIONS

5.01. Equal Opportunity. The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.02. Conflict of Interest. The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.03. Liability. Subject to the limitations provided in Minnesota Statutes chapter 466, to the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Pre-Development Project activities funded by this grant, except to the extent the claims, damages, losses and expenses arise from the Council's own negligence. Claims included in this indemnification include, without limitation, any claims asserted pursuant to the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, United States Code, title 42, sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, United States Code, title 42, sections 6901 *et seq.* This obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466, or other applicable state or federal law.

5.04. Acknowledgments. The Grantee shall acknowledge the financial assistance provided by the Council in promotional materials, press releases, reports and publications relating to the Pre-Development Project. The acknowledgment should contain the following or similar language:

> *Funding support for this project was provided by the Metropolitan Council Metropolitan Livable Communities Fund.*

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5.05. Permits, Bonds and Approvals. The Council assumes no responsibility for obtaining any applicable local, state or federal licenses, permits, bonds, authorizations or approvals necessary to perform or complete any Pre-Development Project activities described in Attachment A.

5.06. Subgrantees, Contractors and Subcontractors. The Grantee shall include in any subgrant, contract or subcontract for Pre-Development Project activities appropriate provisions to ensure subgrantee, contractor and subcontractor compliance with all applicable state and federal laws and this Agreement. Along with such provisions, the Grantee shall require that contractors and subcontractors performing work covered by this grant comply with all applicable state and federal Occupational Safety and Health Act regulations.

5.07. Stormwater Discharge and Water Management Plan Requirements. To the extent appropriate, the Pre-Development Project should include consideration of stormwater discharge and water management plan requirements in federal and state laws, the Council's *2030 Water Resources Management Policy Plan* and the local water management plan(s) for the jurisdiction(s) within which the Project Area is located.

5.08. Authorized Agent. Payment request forms, written progress reports and correspondence submitted to the Council pursuant to this Agreement shall be directed to:

Metropolitan Council
Attn: LCA Grants Administration
390 Robert Street North
Saint Paul, Minnesota 55101-1805

5.09. Non-Assignment. Minnesota Statutes section 473.253, subdivision 2 requires the Council to distribute grant funds to eligible "municipalities," metropolitan-area counties or "development authorities" for projects in municipalities participating in the Local Housing Incentives Account program. Accordingly, this Agreement is not assignable and shall not be assigned by the Grantee.

5.10. Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding and enforceable agreements.

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IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

CITY OF EDINA

By: _____
Scott Neal
Title: City Manager

Date: _____

By: _____

Title: _____

Date: _____

METROPOLITAN COUNCIL

By: _____
Guy Peterson, Director
Community Development Division

Date: _____

Approved as to form:

_____

ATTACHMENT A

APPLICATION FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT PRE-DEVELOPMENT GRANT PROGRAM FUNDS

This attachment comprises this page and the succeeding page(s) which contain(s) a summary of the Pre-Development P roject described in the application for Livable Communities Demonstration Account grant funds submitted in response to the Council's notice of availability of Demonstration Account Pre-Development Grant Program funds for the Funding Cycle identified at Page 1 of this Agreement. The summary reflects the Pre-Development Project activities for which the Grantee was awarded grant funds by the Council Action, and may reflect changes in Pre-Development Project funding sources, changes in funding amounts, or minor changes in the proposed Pre - Development Project that occurred subsequent to application submission. The application is incorporated into this Agreement by reference and is made a part of this Agreement as follows. If the application or any provision of the application conflicts with or is inconsistent with the Council Action, other provisions of this Agreement, or the Pre-Development Project summary contained in this Attachment A, the terms, descriptions and dollar amounts reflected in the Council Action or contained in this Agreement and the Pre-Development Project summary shall prevail. For the purposes of resolving conflicts or inconsistencies, the order of precedence is: (1) the Council Action; (2) this Agreement; (3) the Pre-Development Project summary; and (4) the grant application.

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PROJECT SUMMARY

Applicant:	**City of Edina**	**Type:**	**SG010-136 Pre-Development**
Project Name:	**Grandview Small Area Plan**		
Project Location:	Vernon Avenue and TH 100		
Council District:	5 – Polly Bowles		

Project Description:

In April 2010, the City of Edina prepared a Small Area Guide Plan Study through the use of a Community Advisory Team (CAT) that included a group of residents, as well as business and property owners. The CAT developed a set of guiding principles for the larger Grandview District to steer future redevelopment and investments in the District. The CAT made a set of recommendations to the City Council regarding the current and future use of the district, including the future use of the Public Works site, which was abandoned by the City in August 2010 when construction on the new Public Works Facility was completed. The CAT reached consensus on a number of issues, including the importance of continued mixed-use development, the future use of the current heavy rail corridor for transit, and the careful incorporation of public green space into any final redevelopment. The CAT also recommended that the current business and commercial mix remain in place as important economic and community benefits for the immediate area. The district is also home to the Edina Public Schools transportation facility for school buses. The long-term goal would be to relocate that facility to free up the current site for redevelopment. There are significant economic challenges for the school district in attaining this goal; an important aspect of any small area plan would be a comprehensive financial and market analysis to assist in determining solutions.

Funding:

Amount requested: $100,000 **Amount awarded: $100,000**

Amount Requested	Amount Awarded	Use of Funds	Scheduled Completion Date
$25,000	$25,000	Transportation analysis and plan	04/2011
10,000	10,000	Community needs analysis	05/2011
10,000	10,000	Market analysis	06/2011
20,000	20,000	Redevelopment phasing plan	08/2011
15,000	15,000	Public participation plan	12/2011
20,000	20,000	Financial analysis of redevelopment plan	06/2011
$100,000	$100,000		

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GrandView District

Small Area Guide Plan Process
Report to Planning Commission and City Council

December 2010

OVERVIEW AND BACKGROUND

The GrandView District includes the area between Eden and Vernon Avenues, crossing Highway 100 on each street. This crescent-shaped district comprises 19 parcels, and a variety of land uses, including retail, commercial, office, housing, public uses, and historic buildings. Historically, the area was defined commercially by its proximity to Highway 100, built in the 1930's. At one time, Vernon Avenue was Highway 169, which made this area an important commercial hub for shopping, recreation, and services. Over time, the district has evolved to serve more neighborhood-oriented needs such as grocery, hardware, restaurants, clinics, and significant public uses such as the Senior Center, Library and City Hall. As such, the district is seen by residents as an important node for services, and by land owners and tenants as an ideal location adjacent to a busy highway. A map showing the parcels included in the District is attached as Appendix A.

Since the district was planned and developed during the height of the emphasis on cars in city planning, non-vehicular traffic has a significant challenge in the area. Highway 100, while bringing important vehicular traffic into the area, has also served as an impediment to pedestrian and bicycle movements. It is seen by many as an insurmountable barrier to pedestrians and other non-vehicular traffic that may access the district.

For many years, the district was also home to the City's Public Works facility. Located at 5146 Eden Avenue, the facility housed all of the City's public works equipment and personnel. In the early 2000's, with the facility reaching the end of its useful life, City staff began exploring replacement options. In 2007, the City issued a Request for Proposals to local developers for a potential redevelopment of the site. One of the proposals received in response to the RFP called for the public works facility to move to a new site on Metro Boulevard south of Highway 62 and west of Highway 100 and for the site at 5146 Eden Avenue to be redeveloped as a medical office building. After considerable public discussion, the developer withdrew the proposal to construct a medical office building at the public works site and the City purchased the Metro Boulevard site from the developer. The new Public Works Facility was subsequently constructed and, in late July 2010, the City vacated the Public Works facility at 5146 Eden Avenue and moved to their new headquarters.

In 2008, the Edina Comprehensive Plan was amended to identify several Potential Areas of Change in the City. As shown in the chart below, the GrandView District is one of these Potential Areas of Change.

Figure 4.4

City of Edina
2008 Comprehensive Plan Update

Conceptual Land Use Framework:
Potential Areas of Change

Date of Aerial Photography: August 2006

The amended Comprehensive Plan provides that small area studies of these areas should be conducted in consultation with residents, property owners, business owners and commercial property owners, to produce a guide for redevelopment. A request to initiate a specific small area plan or study can be made by community groups, business groups, the Planning Commission, or City staff. A development proposal that involves a Comprehensive Plan Amendment or a rezoning will require a small area plan study prior to planning application. However, the authority to initiate a small area plan rests with the City Council.

In late 2009, the Council approved a process designed to engage the community in planning for the future of the old Public Works site and the area surrounding it. The process was to be led by a Community Advisory Team (CAT) made up of interested residents, representatives from City Boards and Commissions, area business and property owners, and a school district representative. The CAT was to be supported by a Design Team made up of Edina residents in the design field, and a staff-led Technical Advisory Committee (TAC). The roles to be played by members of the CAT, Design Team, and TAC were outlined in writing before the process commenced. Copies of the descriptions are attached at Appendix B.

Beginning with a kick-off meeting on April 8, 2010, the CAT met 10 times in a 20-day period during the months of April and May 2010 to study the site and the surrounding area. They determined that the study area should encompass the commercial node at Highway 100 and Vernon, as well as the City Hall campus across Highway 100. During the process (which is described in greater detail later in this report), the CAT, TAC and Design Team members walked the study area, and looked at potential areas of change, transportation challenges, pedestrian access, and other development issues. By the end of the process, the CAT had developed a set of seven guiding principles to define the future of the Grandview District. These guiding principles were shared with the City Council in May 2010.

PROCESS

As mentioned above, the process leading to the adoption of the seven guiding principles was a compressed one. It began with a kick-off meeting on April 8, 2010 and finished with a Refinement Meeting when the CAT voted on the seven Guiding Principles on April 28, 2010. Presentations summarizing the work were subsequently made to the Planning Commission on April 29, 2010 and to the City Council on May 19, 2010. Follow up meetings were held on June 29, 2010 and September 22, 2010. This Report was formally approved by the CAT in November of 2010. What follows is an overview of what transpired at the meetings held in April and May of 2010.

Meeting #1 – Kick-off Meeting

On April 8, 2010 the Kick-off meeting was held. The meeting included an introduction of the process, a collection of initial ideas, and the selection of the CAT members. The process was introduced by Michael Fischer, Kevin Staunton and Michael Schroeder. Mr. Fischer, the Chair of the Planning Commission, had appointed Mr. Staunton to convene the kick-off meeting and Mr. Schroeder to lead the Design Team. Initial ideas were collected from attendees by asking them to write their ideas down and post them on a large sticky-board.

The selection of the CAT members was perhaps the most unusual part of the process. Approximately half of the CAT members were appointed by virtue of their positions on various city boards or commissions or status as business or property owners in the area. The remaining members of the CAT were selected by the members of the public who attended the kick-off meeting after members of the public caucused in 4 groups representing the four geographic quadrants of the City. Ultimately, members of the public attending the meeting appointed four "quadrant" representatives and 5 "at-large" representatives to the CAT.

Members selected to the CAT were as follows:

Representative of:	
Northwest Quadrant	Kim Montgomery
Northeast Quadrant	Steve Buss
Southwest Quadrant	Sue Davison
Southeast Quadrant	Gene Persha
At large	Andy Brown
At large	Lisa Diehl
At large	Larry Chestler
At large	Joann Olsen
At large	Greg Domke
Business Owner	Bob Shadduck
Business Owner	Linda Odell Cowles
Property Owner	Nancy Grazzini-Olson
Heritage Preservation Board	Chris Rofidal
Planning Commission/CAT Facilitator	Kevin Staunton
Energy & Environment Commission	Michael Platteter
Transportation Commission	Josh Sprague
Parks Commission	Ellen Jones
Edina School Board	Brian Hedberg

Members of the Design Team were selected as follows:

Landscape Architect	Michael Schroeder
Architect	Peter Sussman
Architect	Mia Blanchett
Architect	Tim McILwain
Architect	Jim Miller
Architect	Scott Davidson
Architect	Meriwether Felt
Landscape Architect	Peter MacDonagh
Architect, Landscape Architect	Stefan Helgeson
Architect	Michael Fischer

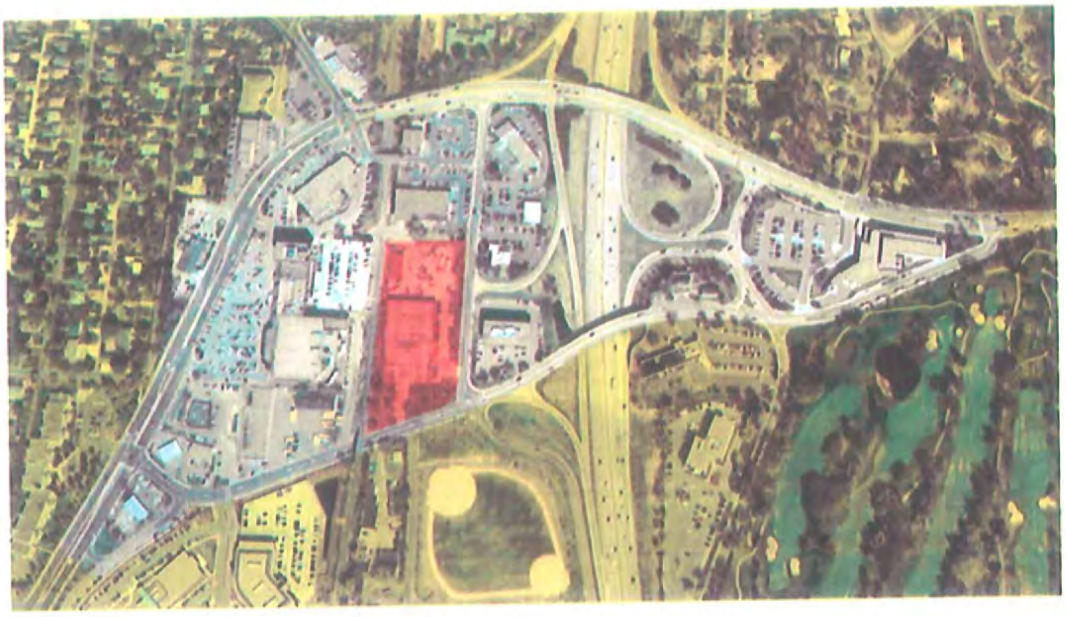
Initial ideas identified for the Public Works site by those attending the meeting were:

- Sculpture Garden
- Community Garden (2 responses)
- Green Space
- Open Space
- Wetland
- Urban Forest
- Park
- Water Tower
- Community Center (5 responses)
- City Auditorium
- Public Theater/Performing Arts
- Farmers Market (3 responses)
- City Market (2 responses)
- Town Square (5 responses)
- Community School with clinic
- Multi-Use (gym, park & ride, community center)
- Sports facility (retractable dome)
- Kid friendly area
- Park with bike facilities/walking path and playground equipment
- Truck Maintenance Facility
- Bus Garage
- Snow Plow storage
- Office (2 responses)
- Service (2 responses)
- Medical Clinic
- Manufacturing for medical use
- Surgery Center
- Retail
- Biltmore style hotel

- Downtown destination
- Mixed Use – office/retail/residential (3 responses)
- Sell
- Housing for Edina teachers and City employees
- Higher Density
- Park & Ride (2 responses)
- Transit Hub/Station (8 responses)
- Light Rail Station (3 responses)
- Public Transportation
- Plan to accommodate Light Rail
- Biking Hub
- Bikeway
- Sustainable site (2 responses)
- Improve local environment
- Greenway from city Hall to Library
- Pedestrian friendly (3 responses)
- Sense/feeling community
- Bike system tie-in/connection (2 responses)
- Tie to the "greatest city need"
- Gateway image
- Ability to grow, adapt over time
- Relocation bus garage
- Strengthen community identity
- Something exciting to look at and use
- Public/private partnership
- Extend the settler one room school house to an old Edina Settlement
- Plan for future of adjacent sites not just public works site.

Meeting #2 – Organization and Site Tour

On April 10, 2010, a meeting was held to select the CAT chair and to tour the GrandView District. The meeting concluded with developing boundaries of the District, a debriefing of what the CAT viewed on their tour, discussed potential issues and planning for upcoming meetings with developers and business/property owners.



Meeting #3 – Developer Roundtable

On April 12, 2010, a meeting was held with four developers that live and have done work in Edina. The purpose was to gain insight and perspective of developers as to how to develop the public works site and the potential of future development in the area.

Meeting #4 – Business and Property Owner Roundtable

On April 14, 2010, a meeting was held with business and property owners within the GrandView District. The purpose was to gain insight and perspective of those who work and own property within the District.

Meeting #5 – Community Meeting

On April 21, 2010, a community meeting was held to identify issues; assess the susceptibility to change in the District; consider ideas for redevelopment of the area; and develop a list of ideas for a name for the District.

The following were submitted as ideas for the name of the district:

- JEDA (Jerry's Edina Development Area)
- Grandview Heights (8)
- Edina Gateway
- Eden Center
- Bridges over Edina
- Arcadia
- The Bridges (1)
- Edina Town Square
- Edina West (1)
- Future Zone (1)
- Brookside Hollow
- The Eye (picture of eye for eye) of Edina
- Edina Hub
- ETC (Edina Transit Center)
- Eden Heights
- Arcadia Hills
- Edina City Center
- Edina Greenway (1)
- Grandview Commons (5)
- The Danen District
- The Crossroads
- Edina Crossroads
- The Bridges
- Prospect Park
- Grandview (1)
- The Edina Crossing (2)
- Grandview Crescent (1)

Meeting #6 – CAT Summary Meeting

On April 22, 2010, the CAT held a meeting to formulate the information gathered so far, with an emphasis on information gathered at the Community meeting. Important issues and concepts were identified from information gathered at previous meetings and organized into seven principle categories.

The result was the CAT members agreeing on the following set of principles:

1. Leverage Public Ownership
    - City Government Center – Library, City Hall, Senior Center
    - Public Gathering

2. Neighborhood Center with Regional Connections
    - Retail business opportunity and support

- Meet business needs
- Movement
- Diverse goods and services
- Economic vitality
- Business/Resident Synergy

3. Turn barriers into Opportunity – Work through barriers not around them
    - School Bus Site
    - Rail Line
    - Highway 100
    - Transportation Corridors
    - Topography

4. Design for Present and Future
    - Functionality
    - Density

5. Parking
    - Could fit multiple categories

6. Movement
    - Pedestrian Friendliness
    - Better Connectivity
    - Promote Multimodal Transportation

7. Design/Identity
    - Innovative Design
    - Aesthetics
    - Natural Space
    - Attractive Space

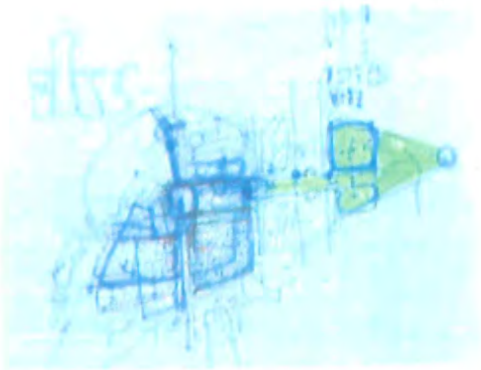
- Identity
- Image
- Gateway
- Promote Sustainability

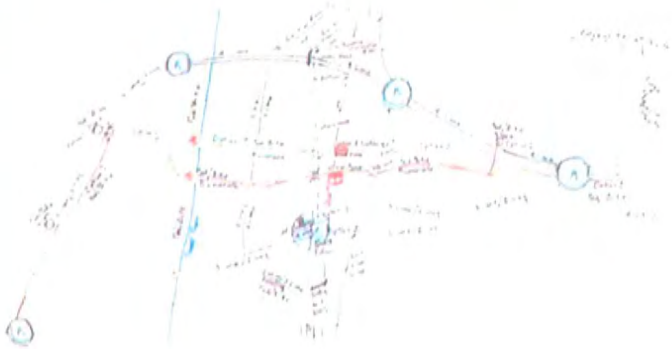
Meeting #7 – CAT Communication to the Design Team

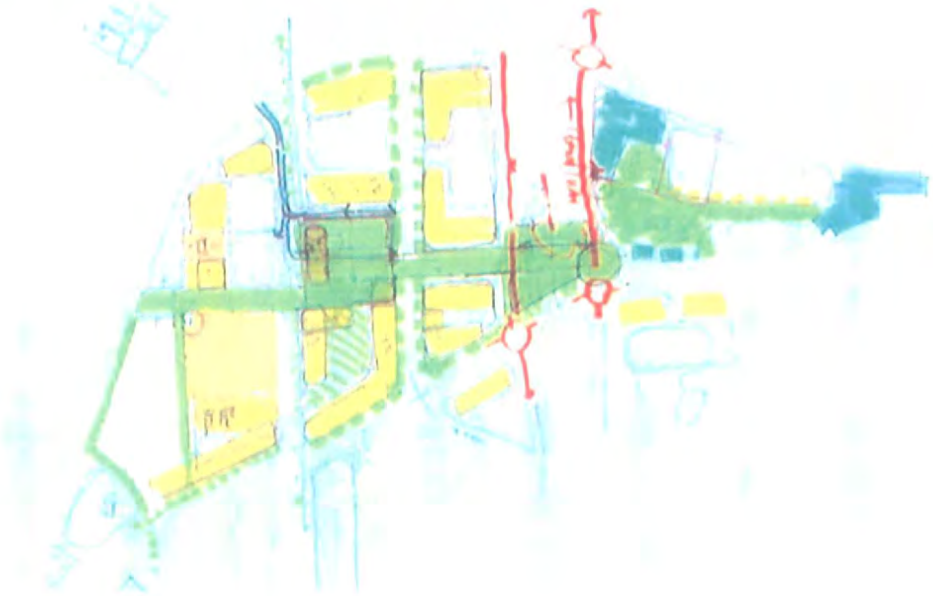
On April 23, 2010, the CAT communicated the seven principles to the design team. Additionally, Jack Broz, Transportation Consultant to the TAC, presented an overview of ideas to the group on how to deal with the transportation issues in the District.

Meeting #8 – Design Charrette

On April 23 and April 24, 2010, the Design Team held a Design Charrette at the Edina Senior Center. After the close of the CAT Communication Meeting, the Design Team began sketching ideas based on the seven principles presented by the CAT. The design work continued again the next morning, and resulted in a draft articulation of the principles and an illustration of potential application of the principles.





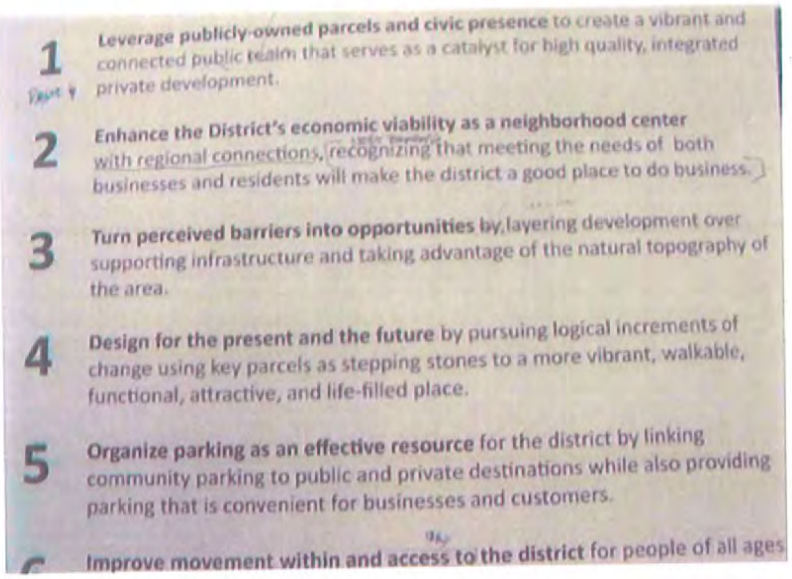


Meeting #9 – Open House

On April 26, 2010, an Open House was held at City Hall to display all of the work that had gone on up to this point. The visual display included a summary of each meeting. CAT Chair Kevin Staunton and Design Team Leader Michael Schroeder presented a summary of the process and a description of the results coming out of the design charrette. Mr. Staunton described the process followed by the CAT and walked those in attendance through the draft list of the Guiding Principles. Mr. Schroeder then explained the illustration the Design Team had created during the design charrette, noting that it was intended as one example of how the Guiding Principles might be implemented.

Meeting #10 – CAT Refinement Meeting

On April 27, 2010, the CAT met to review and finalize the Guiding Principles and the illustration created by the Design Team. The CAT discussed each draft Guiding Principle, making edits to some to ensure that they accurately reflected the intent of the CAT. The CAT then voted unanimously to approve the revised list of seven Guiding Principles. After approving the Guiding Principles, the CAT considered the graphic created by the Design Team. It emphasized that the graphic should be viewed as one possible way in which the Guiding Principles could be implemented. The CAT then approved the graphic illustration to be used as an example — not a blueprint — of how the District might develop in a manner consistent with the Guiding Principles."



1 **Leverage publicly-owned parcels and civic presence** to create a vibrant and connected public realm that serves as a catalyst for high quality, integrated private development.

2 **Enhance the District's economic viability as a neighborhood center** with regional connections, recognizing that meeting the needs of both businesses and residents will make the district a good place to do business.

3 **Turn perceived barriers into opportunities by** layering development over supporting infrastructure and taking advantage of the natural topography of the area.

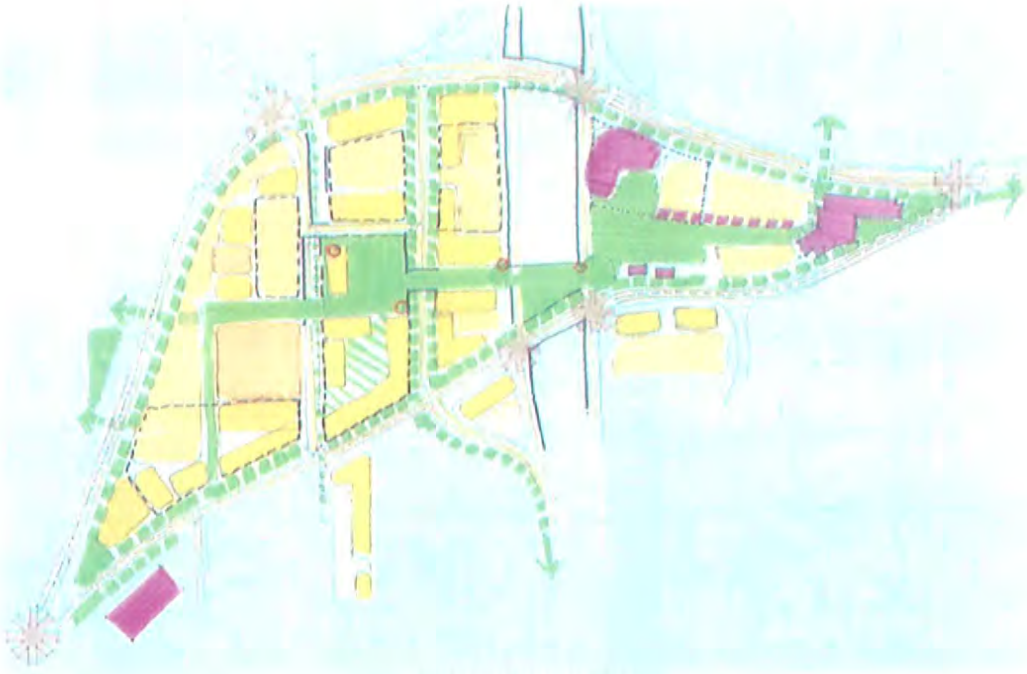
4 **Design for the present and the future** by pursuing logical increments of change using key parcels as stepping stones to a more vibrant, walkable, functional, attractive, and life-filled place.

5 **Organize parking as an effective resource** for the district by linking community parking to public and private destinations while also providing parking that is convenient for businesses and customers.

6 **Improve movement within and access to the district** for people of all ages

REPORT TO THE CITY COUNCIL

After updating the Planning Commission on its work at the Commission's April 28, 2010 meeting, CAT and Design Team representatives met with the City Council at a Council work session on May 19, 2010. Kevin Staunton and Michael Schroeder made a presentation to the Council that included an overview of the process and an explanation of the Guiding Principles that were developed. The presentation of the Guiding Principles included bullet point explanations created by Mr. Staunton and graphics created by Mr. Schroeder. The bullet points and graphic illustrations are not part of what the CAT adopted at its April 27 meeting but were, instead, intended to help explain and illustrate the intent behind the Guiding Principles. They appeared in the presentation as follows:



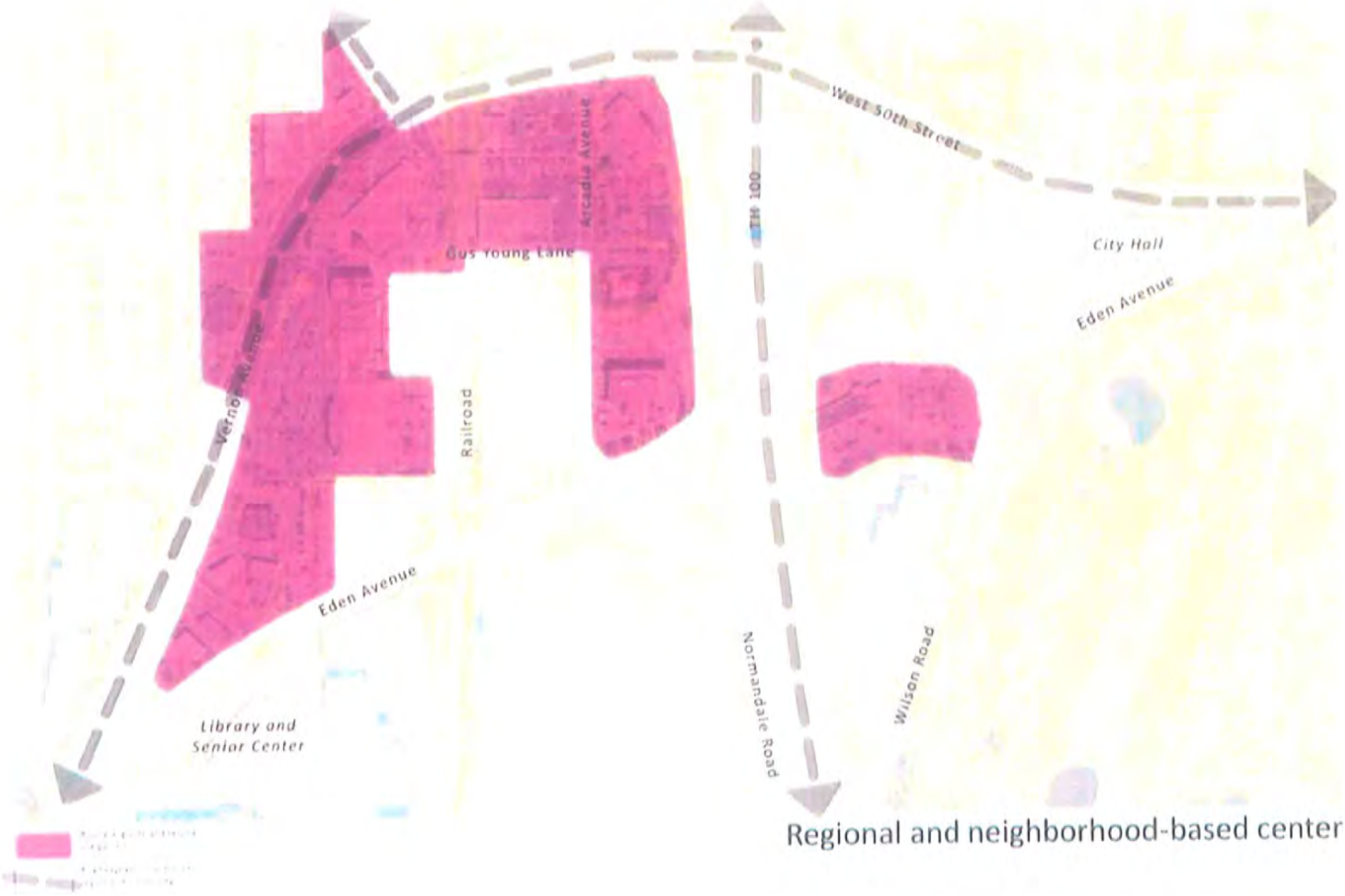
Illustrative Vision

Principle 1 **- Leverage publicly-owned parcels and civic presence to create a vibrant and connected district that serves as a catalyst for high quality, integrated public and private development.**

- A substantial portion of the property in the District is publicly-owned (e.g. – City Hall, Public Works, Library/Senior Center, School Bus Garage, Highway Interchange)
- The public ownership includes a significant civic presence – City Hall and Library/Senior Center.
- Use the existing civic presence to contribute to the future identity of the District and the public ownership to leverage change consistent with the Guiding Principles.

Principle 2 **- Enhance the District's economic viability as a neighborhood center with regional connections, recognizing that meeting the needs of both businesses and residents will make the district a good place to do business.**

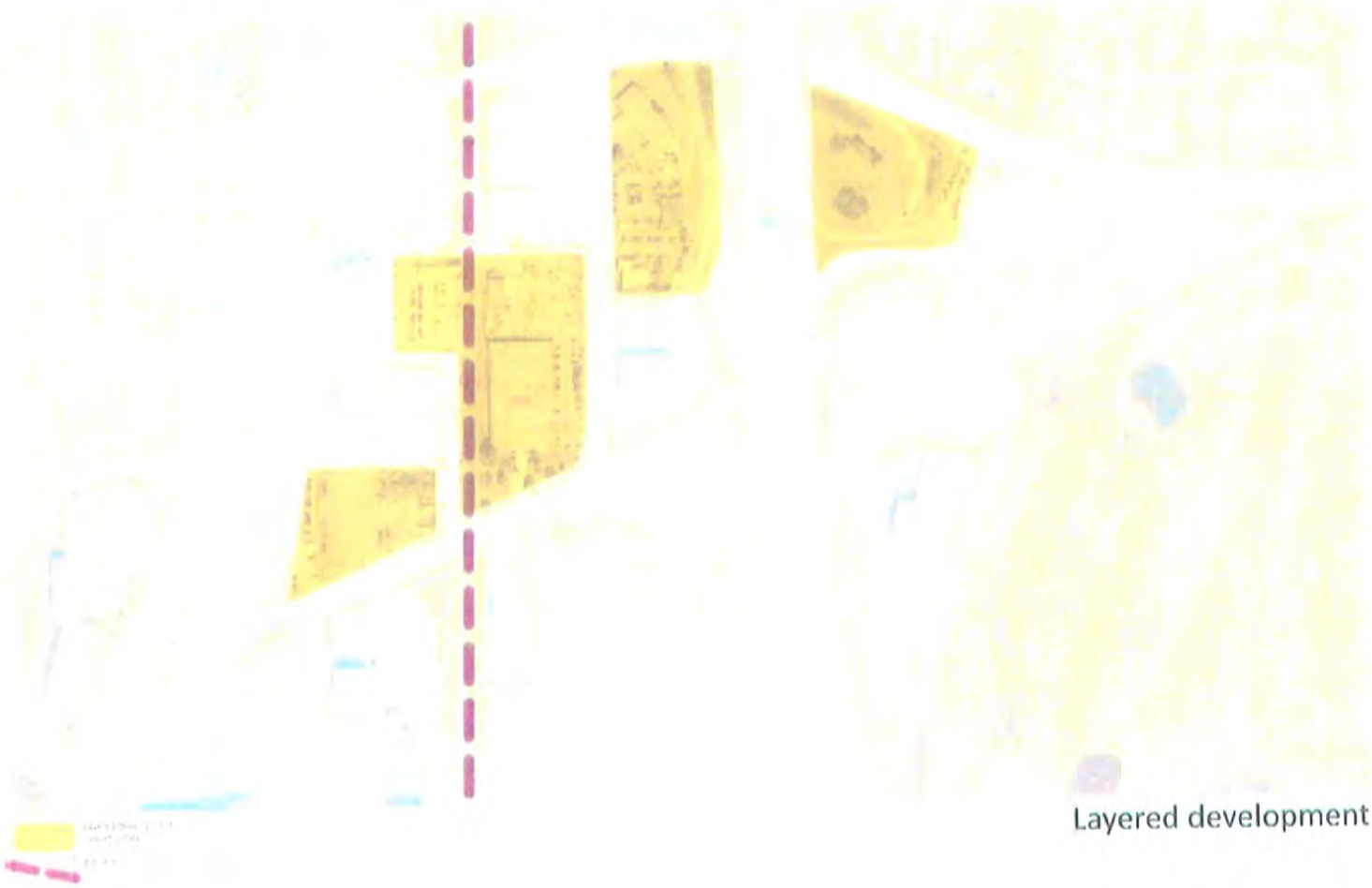
- Neighborhood residents rely on the District for a wide variety of their day-to-day commercial service needs.
- Property and business owners in the District rely on neighborhood residents for customers.
- Proximity to major transportation corridors provides opportunities for connections to and from the surrounding region.
- The District serves primarily as a neighborhood (rather than regional) center; successful future development of the District must meet the needs of both businesses and residents.



Regional and neighborhood-based center

Principle 3 **- Turn perceived barriers into opportunities. Consider layering development over supporting infrastructure and taking advantage of the natural topography of the area.**

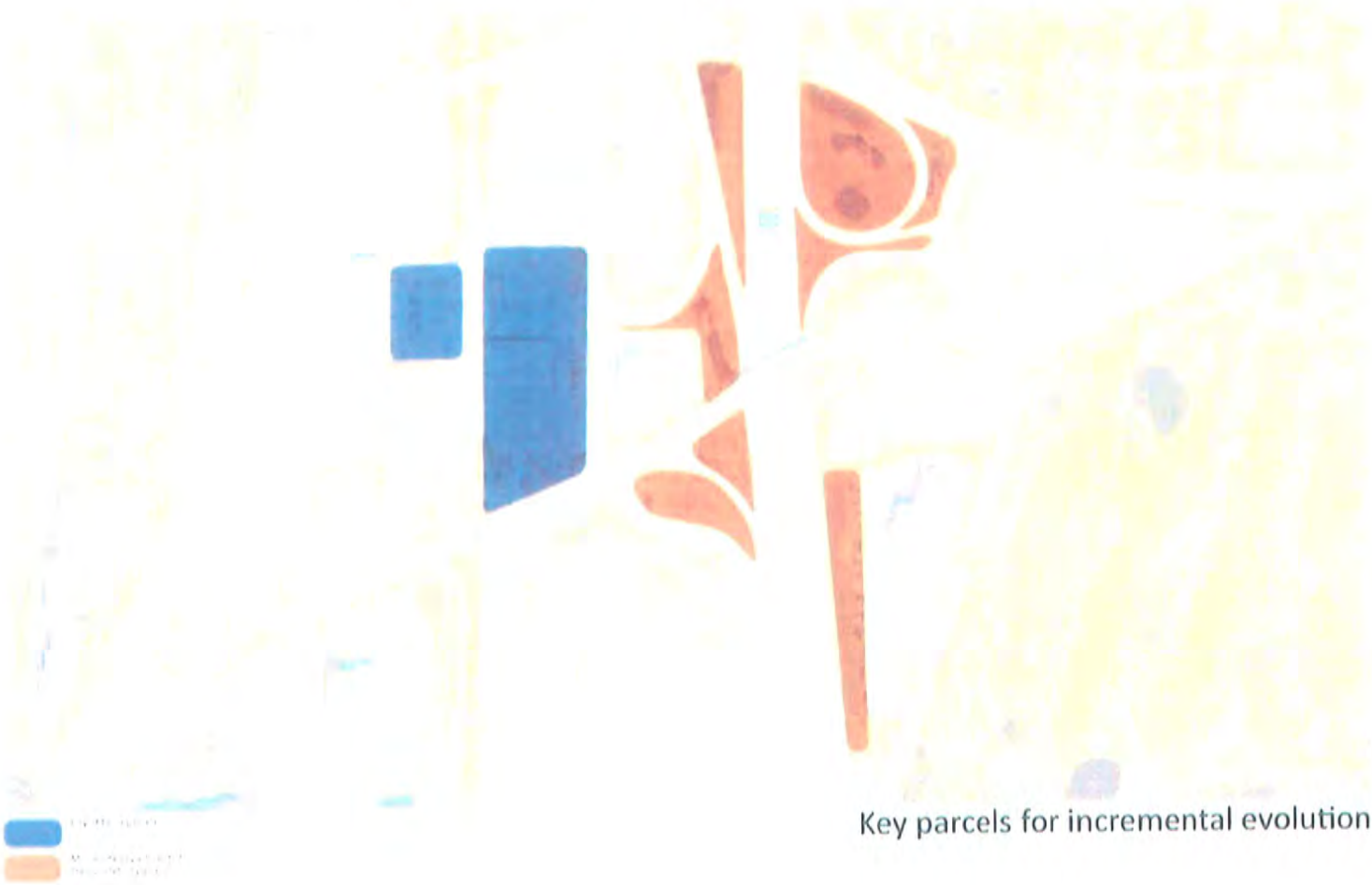
- The basic configuration of its transportation infrastructure – Highway 100, the rail corridor, Vernon and Eden Avenues – has remained unchanged for 70 years.
- The transportation infrastructure has been a barrier to integration of the land uses within the district as well as pedestrian and bicycle access to the District.
- Those barriers can be overcome. Layering development over the supporting infrastructure and taking advantage of the area's natural topography is one possible technique.



Layered development

Principle 4 **- Design for the present and the future by pursuing logical increments of change using key parcels as stepping-stones to a more vibrant, walkable, functional, attractive, and life-filled place.**

- Redevelopment will have to occur in stages over time.
- Each stage needs to preserve benefits for businesses and customers while incrementally improving the District.
- Look for the right sequence of redevelopment that can meet present needs while ultimately creating a more vibrant, walkable, functional, attractive, and life-filled place.



Key parcels for incremental evolution

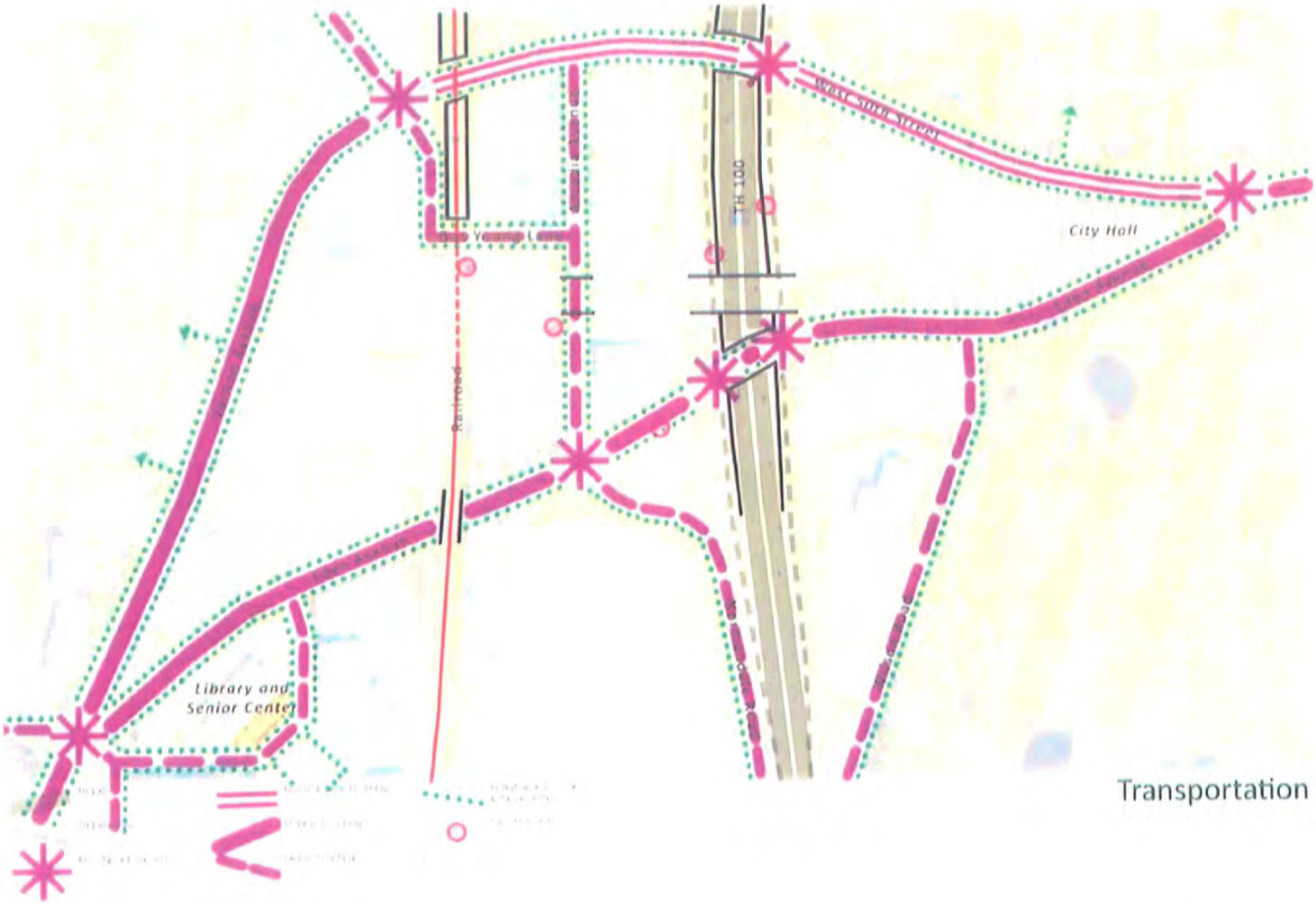
Principle 5 **- Organize parking as an effective resource for the district by linking community parking to public and private destinations while also providing parking that is convenient for businesses and customers.**

- The District is currently served by both "convenience" parking that allows customers to quickly access businesses for short visits and by "community" parking.
- The existing "community" parking is under-utilized primarily because it has limited connections to District destinations.
- Preserve "convenience" parking while improving the utility of "community" parking by linking it to public and private destinations.

Parking

Principle 6 **- Improve movement within and access to the district for people of all ages by facilitating multiple modes of transportation, and preserve future transit opportunities provided by the rail corridor.**

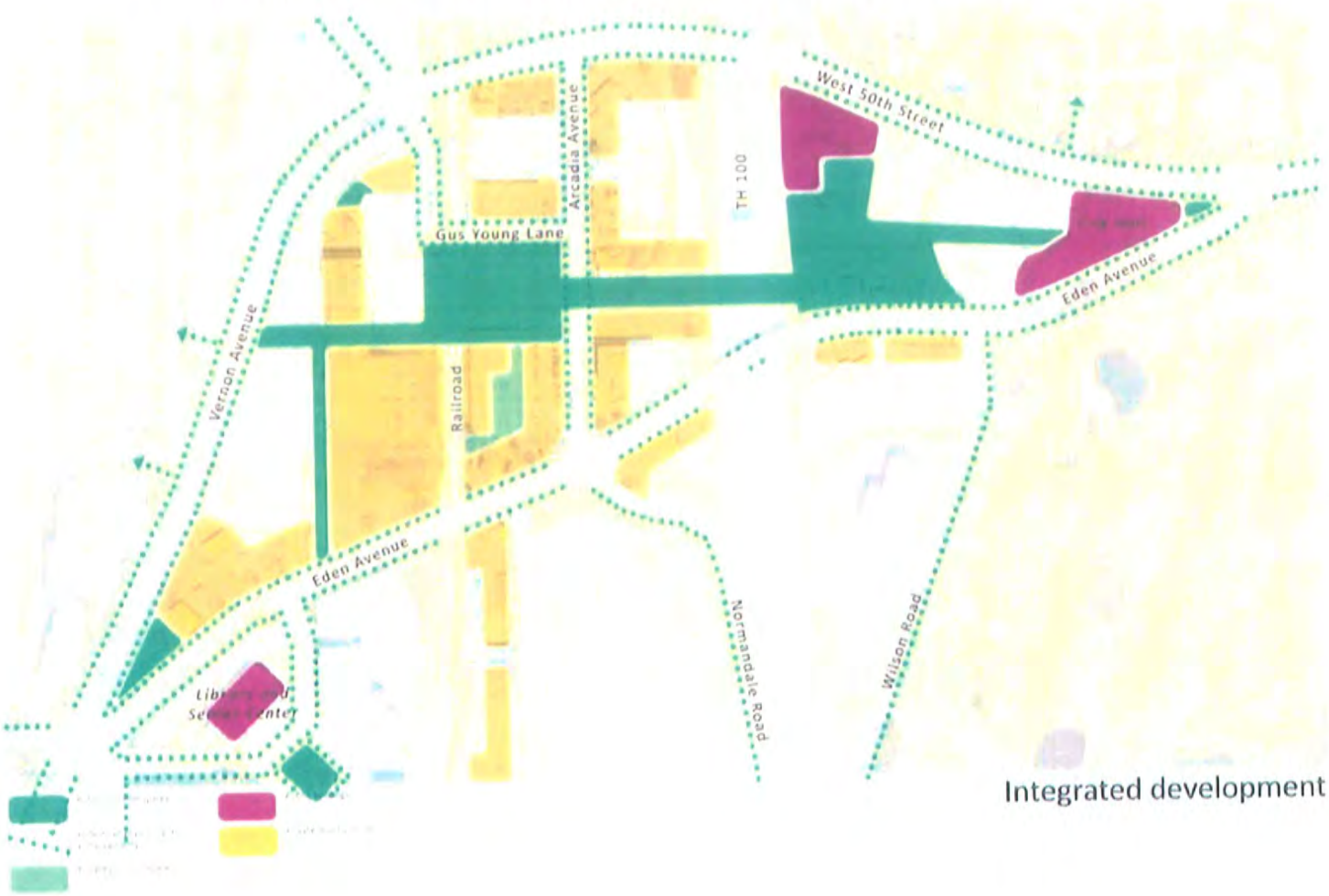
- Currently, access to and movement within the District is almost exclusively accomplished via motor vehicles and discourages pedestrian and bicycle use.
- For a variety of reasons, the existing transportation infrastructure creates traffic issues and acts as a barrier to pedestrian and bicycle access to the District.
- The District has great potential as a regional transportation hub, including the future transit opportunities provided by the rail corridor.
- Future development should create better access to and movement within the District and facilitate multiple modes of transportation.



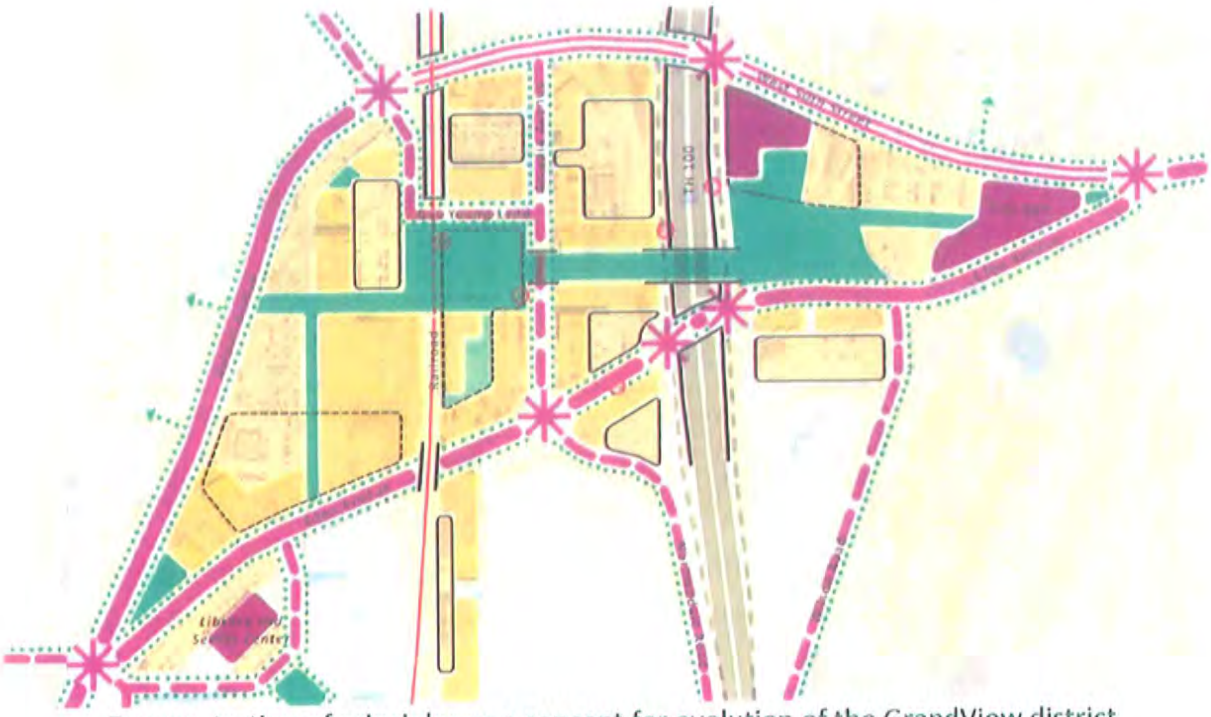
Transportation

Principle 7 **- Create an identity and unique sense of place that incorporates natural spaces into a high quality and sustainable development reflecting Edina's innovative development heritage.**

- Edina has a great heritage of innovative development.
- The location of the District makes it one of the most visible gateways to the community.
- The GrandView District can be Edina's next innovative development, combining natural spaces and sustainable technology to create a place we can all be proud of.



Integrated development



Demonstration of principles as a concept for evolution of the GrandView district

IMPLEMENTATION

After the CAT made presentations to the Planning Commission and City Council, the City Council expressed interest in receiving a formal report. Before this Report could be completed and approved, the CAT learned about the potential for funding for a future implementation phase of the process. Since the deadline for the grant funding was to expire before this formal Report could be completed and approved by the Council, the City Council authorized staff to apply for a Livable Communities Demonstration Account (LCDA) grant in July. The grant would defray costs associated with the development of a Small Area Plan which would include the following items:

- Market Analysis
- Community Needs Analysis
- Transportation Analysis and Plan
- Redevelopment Phasing Plan
- Public Participation Plan
- Financial Analysis of Redevelopment Plan

If awarded, the grant would likely cover all costs associated with the development of the Small Area Plan, outside of in-kind staff time needed for the process.

The grant application envisioned that a team of staff and hired consultants would be responsible for fulfilling each of the provisions. This team would then draft a report, which

would be reviewed by the Planning Commission, and then forwarded to the City Council for consideration. The Community Advisory Team would continue to advise the Planning Commission on implementation strategies.

The Small Area Plan would help to inform and drive change in the district over a period of several years. It would serve as a guide to developers and landowners who may want to make changes to their property.

The Small Area Plan would also be officially incorporated into the City's Comprehensive Plan.

Finally, the City would use the Plan to help communicate with the community about the future of the district.

RECOMMENDATION/CONCLUSION

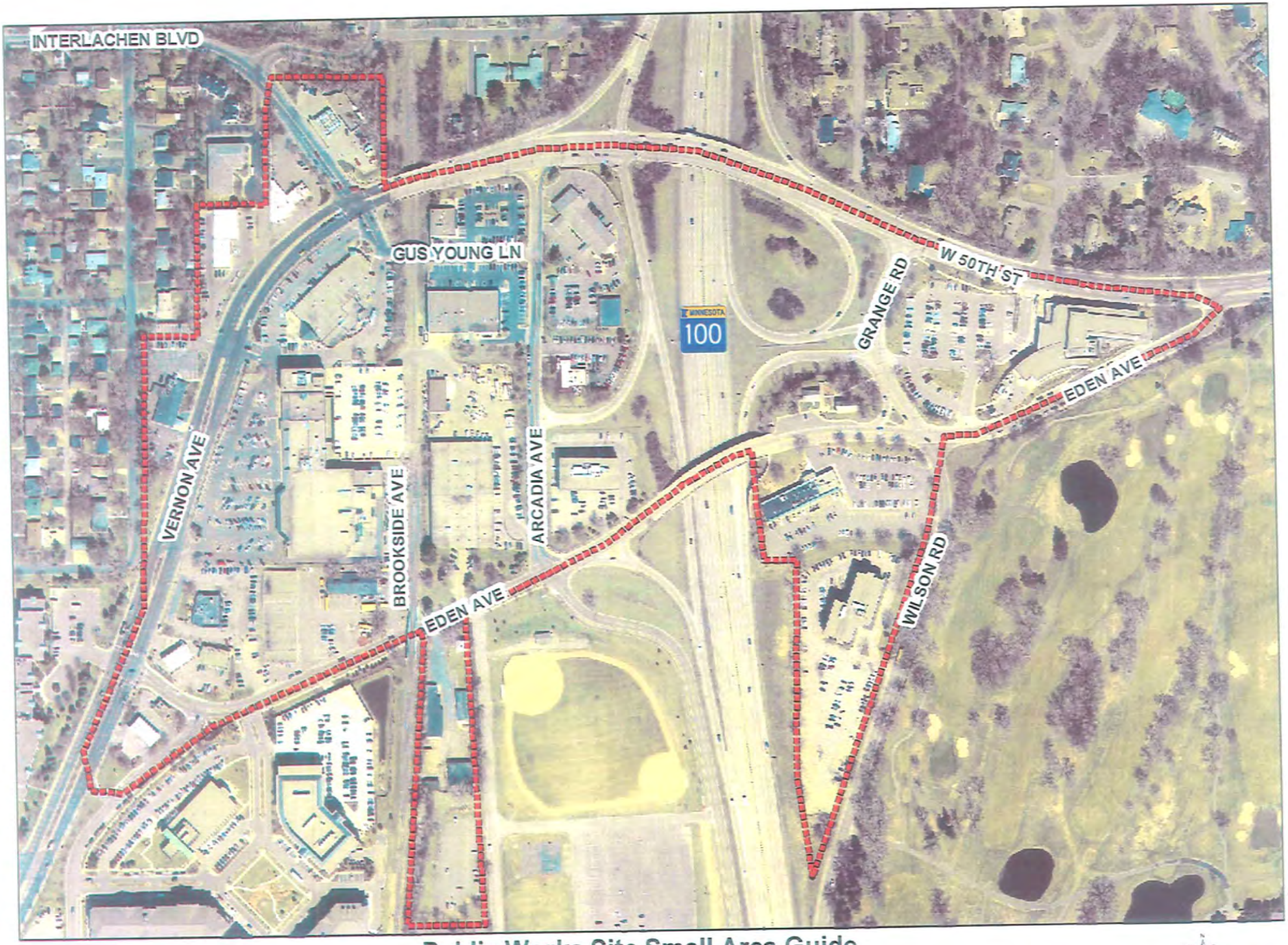
As it submits this Report, the CAT recommends that:

1. The City Council accept and approve the Report.

2. The City Council adopt the Guiding Principles in this Report as the foundation for development of a small area plan for the GrandView District.

3. The process of developing a small area plan for the GrandView District be led by a community-based advisory team that includes members of the current CAT and Design Team, chosen through an open process similar to that used to form the initial Community Advisory Team.

4. The City retain ownership of all city-owned public property in the GrandView District at least while the planning process continues and potentially beyond depending upon the results of the small area planning process.



Public Works Site Small Area Guide
Appendix A

ROLE OF CAT MEMBERS

The role of the CAT members was defined in advance of the kick-off meeting as follows:

Edina's recently adopted Comprehensive Plan identifies several areas of the community where further and more intensive study would be desirable to guide an evolution of land use. To facilitate that process in a way that directly engages Edina residents and affected stakeholders, a process has been crafted that includes a Community Advisory Team as the primary translator of public input for a Small Area Guide study area and influence zone. The Small Area Guide is seen as a critical first step in defining the evolution of land use in those areas of the community with the potential for change (according to the Comprehensive Plan) and a core piece of possible Small Area Plan (which would offer more definitive direction related to land use and development). The Small Area Guide is intended to frame key principles for land use and development, and to suggest possible development patterns that would support those principles.

The Community Advisory Team will be directly responsible for shaping the Small Area Guide, and will work in concert with a volunteer Design Team composed of Edina residents to crate the Guide. CAT members must be Edina residents or an owner of a property of business within the study area, and must agree to participate in a series of meetings occurring during an approximately five week study period. CAT members will be expected to interpret input provided by the public and fairly reflect that input to the Design Team and eventually, to the City Council and Planning Commission. CAT membership will include representation from the following:

- *Planning Commission*
- *Transportation Commission*
- *Energy and Environment Commission*
- *Heritage Preservation Board*
- *Park Board*
- *School Board*
- *Property Owner*
- *Business Owner*
- *Community Representative (residents from each of the four quadrants)*
- *Other Community Representatives (at-large members)*

CAT representatives from boards and commission will be appointed by their respective board or commission chair, and will be expected to convey key principles and ideas to their respective board or commission. Business and property owner representatives will be selected by the planning commission chair, CAT convener and designated TAG representative. The CAT Community Representatives will be selected during the kick-off meeting. One representative will be selected from each quadrant of the City, using TH 100 and TH 62 as the dividing lines. Two additional CAT representatives will be selected as "at-large" members.

While no professional experience in community planning or design is required, CAT members must exhibit an ability to participate constructively in a process designed to engage the community and affected stakeholders, and work cooperatively with other CAT members and the Design Team. In addition, the expectation of this process will be a forward-looking inclusive vision for the study area; CAT members must possess the ability to consider a wide range of possibilities, and to discern a compelling, economically viable, and publicly supportable direction for the future of the study area.

Ultimately, the CAT will present its findings to the Planning Commission and City Council for consideration and further action. The nature of the Small Area Guide process demands active participation throughout the planning period, and CAT members will be expected to attend all events and meetings identified for the CAT during this process.

ROLE OF DESIGN TEAM MEMBERS

The role of the Design Team members was defined in advance of the kick-off meeting as follows:

The City of Edina is organizing a community-based planning initiative that will result in a Small Area Guide, a first step in defining the patterns of land use and development and a core component of an eventual Small Area Plan. A key element of this process is the definition of a Design Team that will be primarily responsible for establishing the core design and planning directions for the study area defined for the Small Area Guide. The process is intended to be heavily oriented toward engagement of the community, and will occur over approximately five weeks. The result of the Small Area Guide process will demonstrate a vision for the study area that is forward-looking, economically viable, innovative, sustainable, and publicly supportable.

The Design Team will be composed of up to ten professionals representing the following disciplines:

- *Architecture*
- *Landscape Architecture*
- *Urban Design*
- *Urban Planning*
- *Transportation Planning*
- *Market/Economic Assessment*

Members must be residents of Edina with relevant experience in projects dealing with master planning for mixed use redevelopment, public space design, sustainable design, or

transportation planning. Participation at all events and meetings is encouraged, but active participation during a 1-1 ½ day design charrette is mandatory.

Key activities will include interactions with a Community Advisory Team charged with overseeing the preparation of a Small Area Guide, and working collaboratively with other Design Team members to articulate a narrative and graphic vision and supporting principles for the Small Area Guide.

Participation as a member of the Design Team is voluntary, and will not preclude future professional participation in a project resulting from the Small Area Guide. Design Team members are expected to volunteer their time, and to provide any materials anticipated to be needed during their participation in any event related to the Small Area Guide process.

Steering Committee Membership:

Ken Potts
Kim Melin
Randy Halvorson
Chris Rofidal
Steve Buss
Gene Persha
Richard Borland
Larry Chestler
Laura Giertsen
Ellen Jones
Terry Ahlstrum
Dick Ward
Bill Neuendorf
Tim McIlwain
Bright Dornblaser
Any Brown
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Greg Domke
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Dick Crockett
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Tom Bonneville
Kim Montgomery
Tim Murphy
Tom Ruppert

Peter Sussman
Lisa Diehl
Bob Kojetin
David Davison
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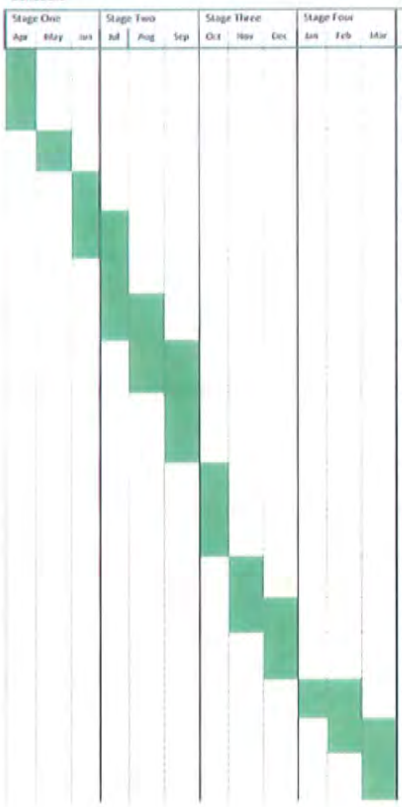
Mike Platteter
Peyton Robb
Dan Gieseke
Diane Reinhart
James Justice
Darcy Winter
Paul Nelson
David Novak
Linda Urban
Tom Mattison
Ken and Adele Floren
Michael Schroeder
Kevin Staunton
Michael Fischer
Brett Johnson
Collin Bredeson
Deron Lindquist
Eric Bredesen
Jim Baisch

Community-based planning process for a Small Area Plan
17 April 2011
Schedule



	Activity	Description	Involvement			
			SC	WG	C	P
1	"Kick-off" meeting	Review Small Area Guide process and principles; introduce process for Small Area Plan; solicit participants; identify areas of inquiry; form work groups focused on areas of inquiry				
2	Programming	Populate work groups; develop preliminary inquiries and principles related to each work group topic; select steering committee made up of representatives from each work group				
3	Steering committee refinement	Refine work group principles and inquiries; ensure consistency with guiding principles; develop framework for consultant requests for proposals				
4	City Council check-in	Update City Council on progress related to preliminary inquiries and principles; review requests for proposal related to each work group focus and obtain approval for requests for proposal; develop and issue requests for proposals				
5	RFP review	Review of responses to request for proposals				
6	Consultant selections	Forward steering committee recommendations for consultants to City Council; Council authorizes engagement of consultants				
7	Direction to consultants	Provide guidance to consultants based on results of the Small Area Guide and principles and inquiries developed as a part of the Small Area Plan; review work plans of consultants and highlight key points of coordination				
8	Development of draft development framework	Conduct investigations and research; pose initial directions for each focus; conduct consultant workshop to coordinate findings and directions; prepare draft overall development concept; draft development framework related to each focus				
9	Review and refinement of draft development framework	Convert draft overall development concept and development framework to preliminary development framework				
10	Community meeting	Present draft development framework to the public; solicit public comment				
11	Boards and commissions review	Present draft development framework to City boards and commissions and to the Edina School Board, solicit input; convene steering committee to define necessary refinements; convey necessary modifications to consultants				
12	City Council presentation	Present draft to the City Council; solicit input				
13	Refinement	Incorporate input from the public, boards and commissions, School District, and City Council; revise development framework				
14	Presentation to the City Council	Obtain permission to proceed to draft final report				
15	Report assembly	Draft final report by staff (and consultants, as necessary)				
16	Review and refinement	Review final report by steering committee and edit as necessary				
17	Present final report to City Council	Present final report to City Council with the goal of gaining approval				