

AGENDA
GRAND MARAIS PLANNING COMMISSION
March 6, 2019, 4:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. ADOPT AGENDA

D. APPROVE MINUTES

E. SELECT CHAIRPERSON

F. PUBLIC HEARINGS

None

G. OLD BUSINESS

-Housing Project Draft Request for Proposals

H. NEW BUSINESS

-Council Priorities

ADJOURN

*Planning Commission
Minutes
February 6, 2019*

Meeting was called to order by Chair Hal Greenwood at 4:00 p.m.

Members present: Stacey Hawkins, Hal Greenwood, and Michael Garry
Absent: Tim Kennedy
Staff Present: Mike Roth, Patrick Knight, and Haden Hinchman
Others Present:

Motion by Garry, seconded by Hawkins to approve the proposed agenda. Approved unanimously.

Motion by Hawkins, seconded by Garry to approve the minutes of the December 5, 2018 meeting. Approved unanimously.

The commission opened the public hearing to consider the rezoning of those parcels zoned RC east of 5th Avenue. One member of the public expressed thanks to the commission for initiating the change.

The Commission spoke briefly about the possible ramifications of rezoning this strip of properties. Hawkins had spoken with a property owner currently using their property commercially. This is a legal non-conforming use in the RC zone, as it predates the adoption of the zoning ordinance. All properties legally existing in the RC zone will be considered legal non-conforming in the proposed R-1 zone. We don't know of any existing uses that will become illegal with the zoning switch. The current RC zoning does not allow any of the existing uses, where the R-1 zoning will make most comply.

Motion by Greenwood, seconded by Garry to recommend the rezoning to the City Council. Approved unanimously.

The Commission discussed their objectives for a comprehensive housing research plan. The Commission wanted to continue this conversation at the next meeting after the City Council has set their priorities.

There being no further business, the meeting adjourned at 4:24 p.m.

City of Grand Marais

MEMO

TO: Grand Marais Planning Commissioners
FROM: Mike Roth
DATE: March 1, 2019
SUBJECT: Housing Project Request for Proposals

Attached is a draft request for proposals (RFP) to assist us with studying housing in Grand Marais. This RFP is based on the proposed scope of work you reviewed in February. It was modified by a subsequent City Council conversation.

At your last meeting, the issue of budget versus time was considered. You wanted input from the Council on their priorities to determine how much outside assistance would be used. Although staff has the skills to complete any or all of the work, it would take up to 18 months based on existing work load. The RFP is designed so that prospective proposers may bid on only a portion of the project, and specifies that we may select different parties to do different parts of the work. Based on the City Council's recent prioritization exercise, this housing study is important to them. They will value timeliness and quality over price.

Please review the draft RFP and be prepared to discuss. After the commission is satisfied in the RFP, we will release it.

City of Grand Marais, Minnesota

Plan to Address Housing

REQUEST FOR PROPOSALS (RFP)

Grand Marais is requesting proposals from qualified firms to develop a plan to address housing for the City. Detailed information concerning the City's needs is outlined below. The community desires to select the best-qualified firm through the RFP process.

1. Instructions to Proposers

- A) All proposals should be sent and all questions and correspondence should be directed to:

Attn: Mike Roth, City Administrator
218-387-1848
administrator@grandmarais.city

- B) All proposals must be received no later than 1:00 p.m., March 29, 2019 via email. The proposal shall include "Housing RFP Response" in the subject line.
- C) The proposal shall be limited to a maximum of 5 pages. Additional material, other than that requested by the City of Grand Marais, will be disregarded.
- D) Proposals will include price for each individual component of the project. The City will consider partial proposals and may award the components to separate parties.

2. Proposal Contents

- A) **Basic Information**
Show the name of the proposer's firm, address, telephone number and name of the contact person, and the date.
- B) **Identification and Qualification of Assigned Personnel**
The ideal firm should have demonstrated relevant experience in municipal planning and housing.
- C) **Proposer's Detailed Approach to the Scope of Services**
The proposal shall address in detailed fashion the approach to the Scope of Work, including a proposed completion schedule.

D) Basis for Compensation

The proposal shall include a fee schedule including the cost per hour and estimated hours of each consultant, the estimated cost and schedule of reimbursable expenses, and a not to exceed price for each component. Costs should be broken down by component to allow for project scope and budget modification.

3. Scope of Work

A) Component 1: Housing Data Collection and Presentation

- Prepare an inventory and maps of housing properties in Grand Marais organized by parcel. The inventory and maps will include the number, type, residential/non status, valuation, vacation rental status, seasonal status, taxes, vacant buildings, vacant land, and utilities.
- Propose additional or alternative data that would be useful for the project.

B) Component 2: Regulatory Review

- Review and identify existing City regulations related to housing.

C) Component 3: Housing Solution Search

- Gather and present innovative housing projects, regulations, or solutions in other communities.

D) Component 4: Housing Solution Workshop

- Plan and conduct a workshop to brainstorm possible local housing solutions, identify preferred ideas and barriers to their success, and select priority ideas for implementation.
- Identify ideal workshop participants.
- Create work plan for implementation of selected housing solutions.

4. Schedule

Identify the amount of time each component will take and the proposed schedule. As this is a City priority, earlier is preferred.

5. Selection

- A) Selection of the firms shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's service acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.
9. Acceptability of firm's fee proposal.

6. Terms and Conditions

- A) The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B) The City will not be liable for any costs incurred by the firm responding to this request.
- C) The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Grand Marais.

City of Grand Marais

MEMO

TO: Grand Marais Planning Commissioners
FROM: Mike Roth
DATE: March 1, 2019
SUBJECT: City Council Priorities

Background

Identifying City Council priorities is a crucial policy making role of the City Council. These priorities help steer resource decisions, provide guidance to staff, and communicate intentions to the public. On Tuesday, February 19, the City Council and City Management Staff conducted a workshop to identify City Council priorities for the next 2-3 years. The group began with reports from department heads of recent activities and upcoming issues. Through a series of brainstorming and selection exercises, the group selected six priorities. At their February 27 meeting, the Council officially adopted the priorities.

Community Vision and Values

The Council and staff reviewed the community vision and values developed through a lengthy public engagement process. The values are listed below.

1. Support and enhance local business
2. Encourage expansion of sustainable energy uses
3. Develop access to housing that all people can afford throughout their lives
4. Expand education for the mind, body and soul
5. Invest in safe, people-friendly infrastructure that supports active living
6. Enhance the community's deep connection to the outdoors, and active engagement of the environment

Prioritization Exercises

Potential Council priorities were listed, grouped into similar categories and scopes, and briefly discussed. These 37 potential priorities were organized into the community value where they best fit. Council and staff then selected their individual top five from the list. The priorities with the most selections were considered for top priorities. Additional grouping was done to combine similar priorities that received significant votes in an effort keep the priorities to meaningful number.

Priorities

Below are the priorities adopted by the Council, the corresponding community values, and a brief description.

1. **City Code Update and Enforcement (Values 1,4,5)**. The Council will conduct review of select City regulations. The City will create an enforcement strategy.
2. **Update City County Agreements (Value 5)**. The Council will initiate a conversation with the County to update select agreements, including law enforcement, road maintenance, and the YMCA.
3. **Redevelop City Hall/Liquor Store Site (Values 1,2,3,5)**. The Council will explore the private redevelopment of the City Hall Liquor Store Site. The Council will plan and begin the creation of a new Liquor Store and City Hall, with location dependent on results of private redevelopment.
4. **Highway 61 (Values 1,5)**. The Council will continue to advocate for community needs before and during construction. The Council will work with MnDot and the County to understand maintenance roles after construction. The Council will describe a strategy for the maintenance of City responsibilities.
5. **Housing (Value 3)**. The Council will evaluate City programs and regulations and consider changes to address housing. The Council will identify a strategy to invest in housing for the community.
6. **Capital Improvement Plan (Values 1,2,5,6)**. The Council will continue to maintain a capital improvement plan. Major upcoming projects include 5th Avenue utilities and 1st Street reconstruction.