

City of Becker
Planning
Commission

Becker City Hall, Council Chambers

12060 Sherburne Avenue

Monday, February 27, 2023
6:00 PM

Agenda

- 6:00 pm**
1. Call Meeting to Order
 2. Agenda Review and Adoption
 3. Approval of Minutes of January 30, 2023
 4. Public Hearing - Chapter 11 Edits
 5. Chapter 11 Edits - Special Event Uses / Permits
 6. Zoning / Subdivision Code Proposals
 7. Other
 - a. AUAR Update
 - b. Avalon Estates Update
 - c. Staffing Update
 - d. BRECC Update
 8. Adjourn

Regarding Public Hearings: Anyone interested in a scheduled public hearing is encouraged to attend and comment at the Public Hearing. If you are unable to attend and wish to comment, please provide written comment to the Community Development Director, Jacob Sanders at P.O. Box 250, Becker, MN 55308 or by e-mail to jsanders@ci.becker.mn.us. Comments must be received by 4:30 p.m. the day of the scheduled Planning Commission meeting. Thank you!

**City of Becker
Planning Commission
Minutes of January 30, 2023**

The Becker Planning Commission met at 6:00 p.m. on January 30, 2023, in Becker City Council Chambers at Becker City Hall located at 12060 Sherburne Avenue, Becker, Minnesota.

MEMBERS PRESENT: MaryJo Cobb, Rick Hendrickson, Mike Doering, Justin Robinson, Amy Stanger

ABSENT:

OTHERS PRESENT: Jacob Sanders – Community Development Director, Caryn Dunderi – Community Development Administrative Technician, John and Joyce Blowers – Community Members, Mel Beaudry – Realtor, John Osterman – Realtor, Jean Johnson – Local Land Owner

Sanders called the meeting to order at 6:00 p.m.

A motion was made by Hendrickson/Doering to nominate Cobb as the 2023 Chair.

AYE: Cobb, Hendrickson, Doering, Robinson, Stanger

NAY:

Motion Carried.

A motion was made by Doering/Stanger to nominate Hendrickson as the 2023 Vice-Chair.

AYE: Cobb, Hendrickson, Doering, Robinson, Stanger

NAY:

Motion Carried.

A motion was made by Hendrickson/Doering to approve the minutes from December 19, 2022

AYE: Cobb, Hendrickson, Doering, Robinson, Stanger

NAY:

Motion carried.

PUBLIC HEARING – REZONING OF A 35.42 ACRE PARCEL OWNED BY RO-LIZ LLC

Cobb opened the public hearing at 6:03 pm.

Sanders presented a complete application from RO-LIZ, LLC to rezone a 35.42 acre parcel that had been recently annexed by the City of Becker, from agricultural (Ag) to limited multiple family residential (R-2). Sanders explained that the rezone would fit the goals and plans of the City's comprehensive plan and would allow for smaller single-family homes or attached homes.

Mel Beaudry, local realtor representing the property's owner and co-applicant, reported the parcel is currently for sale and suggested it is being marketed as potential housing development; he added that there is no buyer at this time.

John and Joyce Blowers, Becker residence that own abutting property to the 35.42 acres, inquired about the setback distance of potential future houses. Sanders answered the setbacks for the back yards would be twenty-five to thirty feet to the rear property line. Sanders added that future powerline easements would measure at least seventy-five feet and added that apartment buildings would not be allowed in the R-2 zoning district.

Jean Johnson, recent farmer of the 35.42 acres, inquired why the property had been annexed. Hendrickson responded that the City does not actively seek out annexation opportunities, but rather wait to be petitioned by interested parties. Johnson inquired as to how the City will know the homes will bring in a profitable tax margins. Sanders clarified that the developers pay for the installation of infrastructure to City standards and taxes increase when the property is developed and structures are built. Johnson expressed that she has no intention of selling any of her properties to the City or anyone else.

Hendrickson stated that Mel Beaudry was his realtor when he bought his house and asked if anyone felt it was a conflict of interest to vote on Resolution PC 23-01. Johnson said she felt it was a conflict of interest but clarified that she was joking. Hendrickson stated he would still abstain from voting.

Cobb asked for any further discussion.

Hearing no further discussion, a motion was made by Doering/Robinson to close the public hearing at 6:31 pm.

AYE: Cobb, Doering, Robinson, Stanger

NAY:

ABSTAIN: Hendrickson

Motion Carried

A motion was made by Doering/Stanger to approve Resolution PC 23-01, a resolution recommending an ordinance to add Section 11.12, Subdivision 8 (32) Rezoning Property from Agricultural (AG) to Limited Multiple Family Residential (R-2).

AYE: Cobb, Doering, Robinson, Stanger

NAY:

Abstain: Hendrickson

Motion Carried

CHAPTER 11 EDITS – T-TOWN / COMMERCIAL INTERIM USE PERMITS

Sanders presented PC members with potential edits in Chapter 11 recommending interim use permits being used for outdoor entertainment, outside sales, and recurring special events within the T-Town area instead of conditional use permits. Sanders explained that CUPs follow a property in perpetuity where an IUP would have sunset provisions and expiration dates. He added that the way Code is currently written, reoccurring events require a CUP. PC members expressed concern over the current price of IUPs; Sanders stated staff would research issuing special event permits. He added that the language in current code would need to be revised to make this a possibility.

A motion was made by Hendrickson/Doering to table the discussion to call for a public hearing on Chapter 11 edits allowing outdoor entertainment, outside sales (beyond 30 calendar days per year)

and special events, occurring on a regular basis, within the T-Town, and allowing outdoor commercial sales (beyond 30 calendar days).

AYE: Cobb, Hendrickson, Doering, Robinson, Stanger

NAY:

Motion Carried

CHAPTER 11 EDITS – R-2 ZONING DISTRICT LOT WIDTH / DENSITY

Sanders presented potential Chapter 11 language edits regarding the R-2 zoning district lot density. He explained staff is looking to clarify the lot sizes in the R-2 zoning district to accurately define the mid density zone. Sanders said that this would include reducing the interior lot area and lot width for R-2 single family and two-family dwellings.

A motion was made by Hendrickson/Robinson calling for a public hearing on Chapter 11 edits for clarification and to the R-2 zoning districts permitted structure uses, minimum lot dimensions, setbacks, and related definitions to be held at the February 27, 2023 PC meeting.

AYE:

NAY:

Motion Carried

OTHER

Sanders said that the solar overlay group had met to discuss the potential allowed placement of solar in Becker Township and the City. Sanders explained that Becker Township currently does not allow solar in areas that are zoned general rural; he added that Township PC members did not want to stop residence from making a profit off of solar, and City staff has concerns about growth restriction if solar is allowed anywhere in Becker Township. Sanders stated the next steps will be for the City staff to analyze growth over the course of the next 50 years or so to determine if the growth area boundaries are accurate. Discussion regarding solar placement followed.

Sanders reported that staff had discussed adding additional parking in T-Town; he presented graphics that showed angled parking on both sides of Central Avenue which would allow for City owned properties to be marketed for sale of buildings and businesses while having ample parking to accommodate surrounding businesses. Discussion followed with more information to come.

Sanders said the IT department has been implementing phishing training within City email accounts. He reminded members they are all eligible for a City provided email address that would protect their personal information in the case of a data request. Discussion of data requests and reasons for utilizing City email addresses followed.

Sanders reminded members to read, review, and sign the annual conflict of interest waiver.

Sanders provided a staffing update regarding the associate planner position reporting there had been four interviews conducted.

Sanders said that four firms have indicated that they will submit proposals for the zoning / subdivision code rewrite. He reiterated that public input in the rewrite process was listed as a critical component of the plan.

Motion to adjourn by Doering/Hendrickson
Meeting adjourned at 7:51 p.m.

Submitted by: Caryn Dunderi – Community Development Administrative Technician



February 27, 2023

Memorandum

TO: Planning Commission

FROM: Jacob Sanders, Community Development Director

SUBJECT: **Chapter 11 Edits – R-2 Zoning District Lot Width / Density**

With the rezoning of the 35.42 acre property owned by RO-LIZ City staff wanted to ensure lot densities and minimum widths for the Limited Multiple Family Residential (R-2) zoning district were accurate. City staff compared the requirements with surrounding municipalities and looked at existing code and found that several items need to be adjusted. Staff is proposing the following changes be made to the City Code, Section 11.33 of Chapter 11 – Land Use Regulation (Zoning). The changes were initially discussed by Planning Commission at the January 30th, 2023 regular meeting.

- Changing R-2 zoning to the include / clarify the following minimum lot area /widths:
 - Single Family Detached / Attached Dwellings
 - Minimum Interior Lot Area: 8,625 square feet
 - Minimum Interior Lot Width: 75 feet
 - Minimum Corner / Butt / Through Lot Width: 10,350 (20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 90 feet (20% larger than interior lot)
 - Two Family Dwellings
 - Minimum Interior Lot Area: 15,000 square feet
 - Minimum Interior Lot Width: 100 feet
 - Minimum Corner / Butt / Through Lot Area: 18,000 square feet (20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 120 feet (20% larger than interior lot)
 - Minimum Interior Base Unit Lot Area: 7,500 square feet
 - Minimum Interior Base Unit Lot Width: 50 feet
 - Other Multi-Family Dwellings (including single family cluster developments)
 - Minimum Interior Lot Area: 15,400 square feet
 - Minimum Interior Lot Width: 110 feet
 - Minimum Corner / Butt / Through Lot Area: 18,480 (20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 132 feet (20% larger than interior lot)

- Adjusting R-2 minimum side yard setback to 10 feet for principal structures (it is currently 15 feet, changing it would match it up with R-1 setbacks). This setback would not apply to single family attached dwellings for the sides sharing a wall.

Staff Recommendations/Requests:

Motion and second approving Resolution PC 23-01, a Resolution Recommending an Ordinance Amending Section 11.33 of Chapter 11 – Land Use Regulations (Zoning) of the City of Becker City Code

RESOLUTION PC 23-02

A RESOLUTION RECOMMENDING AN ORDINANCE AMENDING SECTION 11.33 OF CHAPTER 11 – LAND USE REGULATIONS (ZONING) OF THE CITY OF BECKER CITY CODE

SEC. 11.33. LIMITED MULTIPLE FAMILY RESIDENTIAL DISTRICT (R-2).

Subd. 1. Purpose. In addition to the objectives prescribed in this Chapter, objectives for R-2, or limited multiple family residential, is included in Section 11.32 to achieve the following purposes:

- A. To reserve appropriately located areas for limited multiple family living at reasonable population densities consistent with sound standards of public peace, health, safety, and general welfare.
- B. To ensure adequate light, air, privacy, and open space for each dwelling.
- C. To minimize traffic congestion and to avoid the overloading of utilities by preventing the construction of buildings of excessive size in relation to the land around them.
- D. To protect residential properties from noise, illumination, unsightliness, odors, dust, dirt, smoke, vibration, heat, glare, and other objectionable influences.
- E. All housing in the R-2 district must be hooked up to public sewer and water.

Subd. 2. Permitted Uses.

- A. Single-family cluster, attached and detached residences, such single-family cluster dwellings being not less than twenty-four (24) feet in width and thirty (30) feet in length per unit and being placed on a permanent foundation in accordance with the State Building Code. Each unit must have a garage with a minimum square footage of four hundred (400) feet and a minimum width of twenty (20) feet. Such single family cluster, attached and detached residences may not be more than four (4) units in number.
- B. Public and quasi-public facilities and services required by the resident population.
- C. All other types of Multiple family dwellings of not more than four (4) units per lot and meeting the minimum size requirement of twenty four (24) by thirty (30) feet.
- D. A State licensed residential facility serving sixteen (16) or fewer persons, a licensed day care facility serving sixteen (16) or fewer persons, and a group family day care facility licensed under Minnesota Rules, Parts 9502.0315 to 9502.0445 to serve fourteen (14) or fewer children.

E. Home Occupation which meet the criteria stated herein:

1. All home occupations shall be conducted entirely within the principal dwelling and shall not be conducted in accessory buildings, including attached garages.
2. The occupation shall be carried out solely by those residing in the principal residential dwelling.
3. Exterior display or storage of materials, goods, or equipment utilized in the home occupation is prohibited. Storing of these items in an accessory structure is permissible.
4. No physical alterations to the exterior of the home or accessory buildings shall be made which alter the character and appearance as a residential dwelling. Site screening for items such as trash receptacles shall be permitted to maintain the residential character of the dwelling.
5. Not more than 25% of the gross floor area of the livable space of the residence shall be utilized in the home occupation.
6. No sign shall be displayed.
7. No employees or subcontractors shall be employed or contracted onsite for the home occupation beyond those who reside on the premises in the principal dwelling. Remote workers are permitted so long as they work 100% of their hours offsite.
8. No customers shall come to the premises.
9. All sales related to the home occupation shall be conducted entirely online or delivery only, no sales shall be conducted on the premises.
10. Products used or produced in the home occupation shall be delivered by single rear axle straight trucks or similar delivery vehicles normally used to serve residential neighborhoods.
11. No on-street parking shall be generated by the home occupation.
12. All parking shall be maintained on the site of the home occupation.

Subd. 3. Conditional Uses.

- A.** Relocated structures meeting required conditions as stated in the Conditional Use Permit provisions of this Chapter.
- B.** Planned Unit developments as regulated herein.
- C.** Single family attached units and cluster developments of not more than six (6) units.
- D.** All other Multiple family dwellings of not more than six (6) units.
- E.** Private educational institutions limited to preschool through junior high schools serving 20 or fewer students provided that:
 1. The lot the school is located on shall be a minimum of 12,000 square feet.
 2. There shall be 50 square feet of indoor classroom space per child and 150 square feet of outdoor play space per child.
 3. Side yards shall be double that required for the district, but no greater than thirty (30) feet.

4. Adequate screening from abutting residential uses and landscaping is provided.
5. Adequate off street parking and access is provided on the site or on a lot directly abutting, directly across a public street or alley and that such parking is adequately screened and landscaped from surrounding and abutting residential uses.
6. Adequate off-street loading and service entrances are considered and satisfactorily met. These loading and service entrances shall be screened from neighboring residential properties with fencing and/or landscaping that is a minimum of six feet high. *Source: Ordinance 94 2nd Series, Effective Date: October 19th, 2004*

Source: Ordinance 233, 2nd Series, Effective 05/10/2021

Subd. 4. Interim Uses.

A. Home Occupation which meet the criteria stated herein:

1. All home occupations shall be conducted entirely within the principal dwelling and shall not be conducted in accessory buildings, including attached garages.
2. The occupation shall be carried out by those residing in the principal residential dwelling.
3. Exterior display or storage of materials, goods, or equipment utilized in the home occupation is prohibited. Storing of these items in an accessory structure is permissible, however sales must be conducted inside the primary structure or offsite.
4. No physical alterations to the exterior of the home or accessory buildings shall be made which alter the character and appearance as a residential dwelling.
5. Site screening for items such as trash receptacles shall be permitted to maintain the residential character of the dwelling.
6. Not more than 25% of the gross floor area of the residence shall be utilized in the home occupation.
7. One (1) one foot by two foot (1' x 2') neutrally colored, non-illuminated sign may be attached to the house, garage, or mailbox post.
8. The equivalent of one full time employee or subcontractor, having their primary residence elsewhere, may be employed or contracted onsite for the home occupation. Remote workers are permitted without hourly limitations so long as they work 100% of their hours offsite.
9. Any sales on the premises must be secondary in nature to the primary purpose of the occupation.
10. Products used or produced in the home occupation shall be picked up delivered by single rear axle straight trucks or similar delivery vehicles normally used to serve residential neighborhoods.
11. No on-street parking shall be generated by the home occupation.
12. All parking shall be maintained on the site of the home occupation.

Source: Ordinance 233, 2nd Series, Effective 05/10/2021.

Subd. 5. Permitted Accessory Uses.

- A. Garages, parking spaces, and storage lockers.
- B. In Ground swimming pools when in compliance with Section 11.21 Subd. 12, tennis courts, and other recreational facilities for the use of the residents and their guests.
Source: Ordinance 150 2nd Series, Effective Date: June 7th, 2010
- C. Tool sheds or similar buildings.
- D. Accessory uses customarily incidental to the uses permitted in Subdivisions 2 and 3 of this Section.

Subd. 6. Lot, Yard, Area and Height Requirements.

- A. Single Family Detached / Attached Dwellings
 - Minimum Interior Lot Area: 8,625 sq. feet
 - Minimum Interior Lot Width: 75 feet
 - Minimum Corner / Butt / Through Lot Width: 10,350 (20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 90 feet (20% larger than interior lot)

- B. Two Family Dwellings
 - Minimum Interior Lot Area: 15,000 sq. feet
 - Minimum Interior Lot Width: 100 feet
 - Minimum Corner / Butt / Through Lot Area: 18,000 sq. feet
(20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 120 feet
(20% larger than interior lot)
 - Minimum Interior Base Unit Lot Area: 7,500 sq. feet
 - Minimum Interior Base Unit Lot Width: 50 feet

- C. Other Multi-Family Dwellings (including single family cluster developments)
 - Minimum Interior Lot Area: 15,400 square feet
 - Minimum Interior Lot Width: 110 feet
 - Minimum Corner / Butt / Through Lot Area: 18,480
(20% larger than interior lot)
 - Minimum Corner / Butt / Through Lot Width: 132 feet
(20% larger than interior lot)

Minimum Yard

Front*	30 ft
Side *	10 ft
Rear *	30 ft

*Corner lots have two front yards and shall have two front yard setback requirements, one for each side facing the street, and shall also have two side yard setbacks of 10 feet for the remaining two sides.

Maximum Height 35 ft for Multi-Family Dwellings

30 ft for Single and Two Family Dwellings

Accessory Structures

Max. height	20 ft
Max area	864 sq ft
Max. Number	3 Accessory Structures per Lot (No More than 2 of them being detached)
Front setback	30 ft
Side setback	10 ft
Rear setback	10 ft
Max. Lot Coverage	75 %

Source: Ordinance 17, 2nd Series, Effective Date: 10-5-96

Subd. 7. Site and Building Requirements for Townhome and Patio Home Developments.

- A. Minimum Site size: two (2) acres
- B. Maximum Density: six (6) U.P Acre
- C. Maximum Height: two (2) stories
- D. Minimum open space required: 3000 ft per unit
- E. MUST BE SERVED BY PUBLIC SEWER AND WATER

Subd. 8. Required Conditions. All uses shall comply with the regulations prescribed in the General Regulations and Performance Standards provisions of this Chapter. Uses in R-2 zoning do require off-street parking, screening, landscaping, and performance standards. All limited multiple family dwellings must have a minimum of a four hundred (400) square foot garage with a minimum of a twenty (20) foot width per unit. All limited multiple family units are required to use public sewer and water.

WHEREAS, the City of Becker Planning Commission held a public hearing on February 27th, 2023 to allow the public to comment; and,

NOW THEREFORE BE IT RESOLVED, that the Becker Planning Commission, hereby recommends an ordinance amending Section 11.33 of the City of Becker Chapter 11 – Land Use Regulation (Zoning) as stated herein.

MaryJo Cobb _____

Amy Stanger _____

Rick Hendrickson _____

Mike Doering _____

Justin Robinson _____

Whereupon said resolution was declared duly adopted by the Becker Planning Commission on the 27th day of February 2023.

Attest:

Mary Jo Cobb, Chairperson

Jacob Sanders, Community Development
Director

Jacob Sanders, Community Development Director
PO Box 250
City of Becker
Becker, MN 55308



February 27, 2023

Memorandum

TO: Planning Commission

FROM: Jacob Sanders, Community Development Director

SUBJECT: **Chapter 11 Edits – Special Event / Use Permits**

At the January 30th, 2023 Planning Commission meeting, discussion was had regarding adjusting language in the zoning code to allow for outdoor entertainment, outside sales (beyond 30 calendar days per year) and special events within commercial zoned properties under Interim Use Permits. It was the direction of the Planning Commission to explore more options specifically for one time, annual, reoccurring events/uses. After thinking about this more, City staff is recommending the following:

- Changing code to allow for annual, reoccurring, outdoor entertainment and special events, under a special event/use permit in the T-Town, C-COM, C-HWY and Q-PUB zoning districts.
- The permit would be administratively reviewed by staff and valid for three years.
- Conditions would be added to the permit by staff to ensure it complies with City codes and does not create a nuisance.
- Any changes in scope or size of the event would require a new special event/use permit.
- If the event increases in frequency to more than once annually an interim use permit would then be required.
- Amending code to allow outdoor sales (exceeding 30 calendar days per year) under an interim use permit rather than a conditional use permit.
- Outdoor sales (under 30 calendar days per year) would remain under temporary use permits.
- PUB zoned properties would be exempt from being required to pull a permit but would need to comply with the provisions.
- Changing other related provisions in Chapter 11 to accurately reflect the aforementioned changes to ensure regulations are not at odds with each other.

Staff Recommendations/Requests:

Discussion

Motion and second calling for a public hearing on Chapter 11 edits as detailed above.



February 27, 2023

Memorandum

TO: Planning Commission

FROM: Jacob Sanders, Community Development Director

SUBJECT: **Zoning / Subdivision Code Rewrite Proposals**

BACKGROUND

The deadline for responses to the City of Becker Comprehensive Plan Update was on Friday, February 10, 2023 @ 4:30 p.m. City staff received four proposals and have reviewed them and are recommending that all responding firms be interviewed.

Electronic Copies of the proposals can be found at the following links:

[Bolton & Menk](#)
[Landform](#)
[MSA Professional Services](#)
[WSB](#)

Planning Commissioners can pick up a physical copy from City Hall if they wish. Physical copies will be provided to the public only upon request.

Below are some general notes on each proposal:

Bolton & Menk (Interview Recommended):

- Thorough and clear understanding of the project scope, the City's current challenges with code
- Budget under the "Do not Exceed" amount, demonstrated understanding that budgeted amounts are over two fiscal years
- Already familiar with Becker 2040 plan since they completed it and some proposed project team members worked on the plan
- Exhibited understanding of current plans and codes and showed that they put time into reviewing them at a high level to target approach
- Proposed work plan / approach is targeted and specific to Becker not just copy and pasted
- Addressed the key component of public outreach and input including multiple avenues of obtaining input (i.e., online, surveys, stakeholder meetings). Not as much public in-person open houses as other proposals and will need a little more clarification.

- Carefully assembled a diverse project team, identified the roles of each team members, showcased each team member's experience on similar projects with similar scopes, and showcased both the firm's, and each project team member's, extensive, related experience
- Provided relevant work examples that showcased ability to tackle a fairly complex project with many moving parts and produce a high quality deliverable at the end.
- Provided a thorough breakdown of the budget, included number of hours estimated for each task and staff member
- Identified issues and opportunities that are key to addressing in the rewrite
- Experienced with writing code and understanding required statutory regulations and procedures
- Showcased ability to effectively communicate through various mediums
- Schedule gives decent look at project task timelines and completion date for the project. Gives ample time for public input and does not try to rush things through

MSA Professional Services (Interview Recommended):

- Thorough and clear understanding of the project scope, the City's current challenges with code
- Budget right at the "Do not Exceed" amount, demonstrated understanding that the amounts are over two fiscal years
- Experience in zoning and development code drafts and writing including understanding of required statutory limits, regulations and procedures
- Exhibited understanding of current plans and codes and showed that they put time into reviewing them at a high level to target approach
- Addressed the key component of public outreach and input including multiple avenues of obtaining input (ie., online, surveys, stakeholder meetings)
- Carefully assembled a diverse project team, identified the roles of each team members, showcased each team member's experience on similar projects with similar scopes, and showcased both the firm's, and each project team member's, extensive, related experience
- Identified issues and opportunities that are key to addressing in the rewrite
- Showcased ability to effectively communicate through various mediums; subconsultant has experience writing form based and other types of codes and design standards.
- Project team has design (ie., urban design, streetscapes, corridors, etc.) experience / expertise
- Schedule not as detailed; some tasks may fall more on City staff than other proposals but the firm was straightforward as to what those tasks would be
- Schedule does provide for a completion date for the project that gives ample time for public input and does not try to rush things through

WSB (Interview Recommended):

- Understanding of the project scope, the City's current challenges with code
- More of a cookie cutter approach rather than a more targeted and unique approach to the City; no community specific images (used stock images)
- Experience of staff members did not necessarily showcase each individual's efforts / experience in code writing (while many of the members do consulting planning experience); however, the project team is diverse with a variety of backgrounds and it appears that they would be able to tackle a complex project like this
- Had the most pages dedicated to public input and engagement. Included a number of public open houses, targeted conversations, and other avenues of public outreach and input
- Identified issues and opportunities that are key to addressing in the update process

- Schedule gives a decent look at project task timelines and the anticipated completion date for the project. Gives ample time for public input and does not try to rush things through

Landform (Interview Recommended):

- Understanding of the project scope, the City's current challenges with code
- Budget under the "Do not Exceed" amount, but one glaring budget omission is that public outreach would be an alternate task and would not be included in the "Do not Exceed" project cost. An additional \$11,069 would be required to incorporate public input. This is something that will need clarification with the consultant during the interview
- Somewhat targeted approach and include pictures of Becker rather than stock images
- Experience in zoning and development code drafts and writing including understanding of required statutory limits, regulations and procedures
- Carefully assembled a diverse project team, identified the roles of each team members, showcased each team member's experience on similar projects with similar scopes, and showcased both the firm's, and each project team member's, extensive, related experience
- Identified issues and opportunities that are key to addressing in the rewrite
- Showcased ability to effectively communicate through various mediums
- Very detailed schedule provides for ample time to complete the project
- Again, major question that will need answered is on public engagement / outreach

STAFF RECOMMENDATIONS:

Consensus to interview all four consultants who submitted proposals for the Zoning / Subdivision Code Rewrite.