

PLANNING MINNESOTA



American Planning Association
Minnesota Chapter

A Publication of the Minnesota Chapter of the American Planning Association

Making Great Communities Happen



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From the President: Starting a New Chapter



As we ring in the new year, I am excited to step up into the role of President of the American Planning Association, Minnesota Chapter. I am the current Community Development Director for the City of Ramsey, and owe a lot of my professional development to this organization.

Starting out as a temporary Public Works Maintenance Worker, Ramsey has allowed me to spread my wings, try some projects outside my comfort zone, and develop into a confident professional. There are exciting times ahead for Ramsey on many fronts, and I am excited to play a small part in their success.

My wife, Allison, and I had an exciting year as well. We celebrated our five (5) year anniversary and welcomed our first child

Amelia. Amelia is now eight (8) months old, and gives me a fresh perspective of the importance of our role as Planners in creating great communities.

I'd also like to welcome two (2) new members to the board; Eric Weiss as Vice President and Jason Zimmerman as Treasurer. Both bring energy, excitement, and new ideas to the Chapter.

Some of the buzz on the board as we begin our annual strategic planning are to develop a Chapter Development Plan as an overarching planning document for the efforts we do. Other endeavors many of us hope to accomplish are to continue the progress on the Legislative Platform, re-engage our Young Planners Group and Planners Emeriti, and continue to our enhancement to our communication efforts.

Please let us know if you have ideas on initiatives you think the Minnesota Chapter should focus on over the next several years. Our development plan will see its greatest success with input from members such as you.

Finally, I'd also like to thank Breanne Rothstein, Adam Fulton, and Rita Trapp for their many years of service to the Board and to the Chapter Membership as their time on the board comes to an end.

Breanne served the last four (4) years as Chapter President and leaves some big shoes to fill. She also served as a Conference Co-Chair for our last visit to Mankato.

Adam has served as the Chapter's Treasurer for the past six (6) years, previously serving as a Student Representative on the Board. Rita has served as a Professional Development Officer (PDO) for the past six (6) years.

Rita played a significant role of taking our professional development and certification maintenance efforts to a whole new level. All of their contributions will be greatly missed and we look for new ways for them to remain involved in the Chapter.

Tim Gladhill
President, APA-MN

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Minnesota APA CDBG Report Well Received

By Barbara Dacy and Phil Wheeler

APA MN Legislative and Law Committee

Earlier this fall, the American Planning Association requested local chapters to submit information about the value and impact of the Community Development Block Grant (CDBG) program. APA is working in collaboration with the U.S. Conference of Mayors, the League of Cities, and the National Association of Counties to prepare a report for new administration officials, legislators, and staff who may not be familiar with CDBG and the critical role it plays in communities. Minnesota APA Legislative Committee members retrieved project information from around the state and submitted a summary report of project examples to the national APA office.

Created in 1974, the Community Development Block Grant program provides annual grants to communities based on a formula set by the federal government. Larger cities and urban counties (known as “entitlement” communities) received about \$29 million of funding in 2016. Smaller communities compete for funding to the state through the Small City CDBG program. In 2016, 33 communities with populations less than 50,000 received about \$17 million of funding.

CDBG Improves Housing Quality and Neighborhood Stability through Rehabilitation Programs

Both entitlement and smaller communities rely on CDBG funding for ongoing rehabilitation programs for both owner occupied and rental units, and commercial establishments as well. Rehab programs are essential in any community to maintain housing quality by updating critical building systems including windows, roofs, foundations, heating and plumbing systems, and a variety of energy improvements. Because one of the primary objectives of the program is to serve low and moderate income households, the CDBG program is a critical tool to provide essential energy improvements to those on fixed in-



Photo is Antonio R. Riley, Regional Administrator, HUD Midwest U.S. Department of Housing and Urban Development, presenting at the State Office Building to planners attending the 2016 Planner's Day at the Capitol last April.

comes. Furnaces, water heaters, and insulation can be costly and simply unaffordable to many families and seniors.

CDBG rehabilitation programs directly enhance neighborhoods by improving houses with issues of deferred maintenance and obsolete building systems. They also indirectly enhance neighborhoods by a “halo effect” of induced investment in surrounding houses. As neighbors see investments being made in their neighborhoods, they are encouraged to invest in their own homes. Rochester was able to demonstrate this effect by looking at changes in property values for properties within close proximity to CDBG-funded rehabilitation projects. Over a twenty year period, houses within 200 feet of CDBG funded rehabilitation projects increased in value by 12% more than the average increase for houses between 200 and 1,000 feet away. Rochester’s rehabilitation program leverages an additional 42% in direct investment of state and private funds, not including this substantial halo effect investment. For the 3,853 houses within 200 feet of a rehab project, the halo effect totaled over \$20 million in value (beyond the background in-

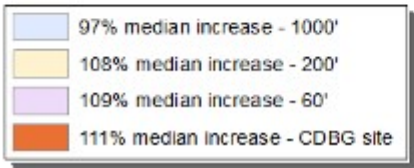
crease in surrounding nearby areas). Adjusting for differences in initial value, age, and structure size reduces this figure somewhat, but it is without doubt a good return on an investment over the years of \$1.9 million in CDBG rehabilitation funds.

CDBG Leverages Private Investment from the Low Income Housing Tax Credit Program

CDBG funding is a critical resource for communities that want to create a variety of housing opportunities for its citizens.

CDBG REHAB PROJECT LOCATIONS

Mapping the Halo Effect



Continued on Page 2

CDBG

Continued from Page 1

It is typically used in tandem with the Low Income Housing Tax Credit program for new affordable housing production. Piccadilly Square for example anchors the west end of downtown Mahtomedi. It is a 79 unit affordable senior building for seniors 62 or older with incomes at or below \$35,000. It is constructed on the site of an abandoned restaurant once known as the Piccadilly restaurant. A \$16 million investment, CDBG funds leveraged private investment from the 4% Low Income Housing Tax Credit and Tax Exempt bonds, as well as public resources from the HOME Investment Partnership funds, a fee waiver from the City of Mahtomedi, a land acquisition grant from the Metropolitan Council, funding from the Washington County CDA, and a grant from the Federal Home Loan Bank Board. CDBG funds were used for soil remediation. This example also demonstrates how CDBG funding is an important part of the financing needed to rejuvenate abandoned and underutilized sites.



Piccadilly Square in Mahtomedi, Minnesota

CDBG Helps Seniors Age in Place Safely

As the baby boomers reach 62 and older, some do not have the financial resources or support systems to age in place safely. Some will choose to live in developments like Piccadilly Square or some will want to stay in their single family homes. CDBG funding has been used to assist low income seniors in a variety of building types. In the case of the Piccadilly Square example, a senior service coordinator (from a local nonprofit) is available to all tenants to proactively address issues affecting seniors' ability to live well and safely in their units. Building design includes five wheelchair accessible units and nine units with accessible communication features for residents who are deaf or hearing impaired ; roll-in showers in all units; ample space in unit and common area spaces for walker/wheelchair mobility ; no threshold curb at main entry; and two elevators.

Another example is the program in Suburban Hennepin County, known as "Senior Community Services H.O.M.E. (Household and Outside Maintenance for the Elderly)". This program provides assistance with household maintenance for elderly homeowners, including painting, basic repairs, and yard work. Homeowners are charged a fee for the service on a sliding scale based on income.

CDBG Creates Neighborhoods of Choice

Creating and preserving housing choices in neighborhoods is another by product of the CDBG program. In the metro area, community land trusts used the CDBG program to leverage other resources to provide quality affordable housing for families searching for affordable home ownership opportunities. Two Rivers Community Land Trust and the West Hennepin Affordable Housing Land Trust purchase, rehabilitate and resell homes to eligible families using a lengthy ground lease. The land trust model enables the homes to remain affordable over the long term and at the same time, provides a quality home at a reasonable price.

Another example is preserving existing federally subsidized housing. Three Rivers Community Action in Northfield, Minnesota acquired the North and South Oak Apartments in order to preserve the federal contract and to update existing units.

The new administration and a significant number of new members of Congress will be making important decisions about the CDBG program and its funding levels shortly after taking office. It is critical that local elected officials communicate with its legislative representatives to "tell the story" about the important role the CDBG program has in their community.





Northeast Holiday Party

Planners in APA MN's Northeast District gathered for a holiday party in mid-December at Pier B Resort in Duluth. There were about 26 attendees at the event. Thanks to Jenn Reed Moses and James Gittemeier for their work in putting together this event, and to Jenn for the photos.

Making a List, Checking it Twice: Getting Ready for the New Year

By Carolyn Braun

Over the past many years, I've often been told that the winter months are less busy in the planning world. I don't think I have found that to be true. The winter months are just differently busy. Perhaps citizens request are fewer and less building is occurring. So this is the time to seize the opportunity to get ready for the upcoming year. So, let's get started.

Did you meet last year's goals?

Most organizations spend some time identifying yearly goals for their boards and commissions as well as staff. So first, review last year's goals. What did you get done? What is left to do? What is no longer needed? Has anything changed?

You may also want to **review previous plans and documents**. Many of us are busy updating our comprehensive plans to meet the Dec. 2018 approval deadline. Reviewing past plans and documents is well worth the time it takes. It (1) helps provide a historic understanding of plans – particularly useful for newer employees; (2) helps to eliminate plans that are no longer applicable; (3) can trigger ideas for new plans of specific areas; and (4) it can provide a comprehensive list of unfinished tasks that will provide your New Year work plan.

To review your plans, first make a list of current applicable documents. Next, review each project to determine which tasks have been completed and those that remain. Then, make a list of the unlisted tasks, prioritize them over the upcoming year, and establish a work schedule.

Review your department policies. The longer your staff works for you, the easier it is for them to become comfortable in what they are doing. Everyday items become routine. Policies become imbedded. But then you have a change in employees



who must now work through every activity, often without the benefit of written policies or without having that knowledge passed on from one person to the next.

A good way to correct this situation is to create a policy folder that everyone can access. Each person then contributes to the folder based on the process they learned or used for each activity. It's best that you update the folder as you go – every time you create a new process or work through an issue. In this way, staff members can check the policy folder and hopefully save a lot of research time.

Policies often change with new management or changes in legislation. Make it easy to upgrade or change the policies. Once you have the basic policies in place, it becomes easier and easier to maintain the policy folder.

Remember, 'action is the foundational key to all success.' (Pablo Picasso)



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FAICP Nominating Committee

Carissa Slotterback has agreed to serve again as chair of the Fellows of the American Institute of Certified Planners (FAICP) Nominating Committee for the American Planning Association Minnesota Chapter. We hope that you will consider nominating your AICP member colleagues for the 2018 Class of the FAICP. Self-nominations are welcome as well. A person must have at least 15 years as an AICP member to qualify for nomination to FAICP. A list of APA MN members who qualify is available upon request.



Induction to the College of Fellows is among the highest honors in the urban planning field. Fellows can be nominated in four nomination categories: (1) professional practice, (2) teaching and mentoring, (3) research, and (4) community service and leadership. Criteria for evaluation in these categories is provided here. FAICP recognizes the achievements of the professional as a model planner with significant contributions to planning and society.

APA chapters have the opportunity to nominate their members for FAICP. The APA Minnesota FAICP Nominating Committee leads the nomination effort on behalf of the APA Minnesota Board.

Submissions of interest are due to [Carissa Slotterback](#) by Monday, January 16, 2017. Candidates selected for support by the APA Minnesota FAICP Nominating Committee will be advanced for approval by the APA Minnesota Board and will receive significant support in developing application materials for submission to FAICP by the October 3, 2017, deadline. The MN state chapter has been successful in advancing a number of its members through the Fellows process. A list of all Fellows inducted to FAICP is available on the [APA website](#).

If you have any questions about the process, qualifications, or if you would like to volunteer to serve on the Nominating Committee, please feel free to Carissa. We look forward to learning more about your great contributions to the planning field.



Public Art Survey

[Forecast Public Art](#), a Twin Cities-based non-profit, was recently awarded an NEA grant to partner with the American Planning Association (APA) to create educational materials about public art. They plan to translate their internationally-recognized knowledge of the public art and placemaking fields into learning tools for city planners and professionals involved in community development and place-based design—primarily serving small- to mid-sized American cities.

As Forecast begins to develop the curriculum, they hope to hear from APA members to better understand how you learn, where you learn and what you most want to learn about. They've created [this survey](#) to start the conversation. Survey respondents will be entered to win a \$50 gift card from Amazon and subscriptions to [Public Art Review](#), the world's leading publication about art and creativity in the public realm. For more information, contact [Jack Becker](#) at Forecast.



From the New Vice President: Eric Weiss



Happy 2017, planners! I'm very excited to be moving into the role of Vice President. Having served as conference co-chair last year, I was able to participate and observe the board and its operations - so thankfully I'll be moving into the role with some familiarity and insights. I've also served on a number of other non-profit boards, many in a leadership position, so I bring a wealth of experience to the role.

Professionally speaking, I've worked in nonprofit, public, and corporate settings. I began my career working for a two neighborhood associations in the Frogtown area of St. Paul doing outreach to businesses in preparation for the Green Line LRT. From there, I moved into the planning department with the City of New Hope where I learned the nuts and bolts of planning.

I was also able to work on a number of large community initiatives including founding a farmers market and community garden, enacting a Complete Streets ordinance, and shepherding the planning and rezoning process for the city center area. From there I took a big leap and joined the Center for Prevention at Blue Cross Blue Shield where I worked on a number of health and equity initiatives across the state, focusing on active living and healthy eating projects that intersected with planning. In February, I'll transition into a new role as senior planner with the City of Shakopee where I will focus on long-range planning.

I'm so thankful for such a wide variety of professional and volunteer opportunities. Each opportunity has helped grow my skills, gain perspective, and learn more about the culture, attitudes, and needs of people in various corners of the state. Most importantly, my belief that planning is a tool that can

and should be used to improve community and people's daily lives has been reinforced. I'm so excited to watch what I believe is a major paradigm shift of the planning field take place.

We have the opportunity to truly make a difference in the communities in which we work and partner and we have the opportunity to improve outcomes related to health, equity, economics, safety and wellness, the environment, and community connectedness. I believe a shift is taking place in which planning is just as much about people as it is things (housing, streets, parks). It's so exciting to watch the field continue to innovate in order to tackle the issues of the 21st century.

As your Vice President I'm very excited to be taking on a number of initiatives. I'll be serving as co-chair for a new initiative, Planning for People, which will focus on the intersection of planning, health, and equity.

I also plan to help the chapter adopt a strategic plan, further grow and activate the Legislative and Law Committee, and reactivate the Young Planners Group. Please, do not hesitate to contact me with your ideas, vision, and hopes for the chapter.



New APA MN Online Forum

A number of you have already discovered APA Minnesota's new online forum at <http://www.planningmn.org/forum>. We hope all members will find an opportunity to stop by and participate in this resource.

The purpose of the forum is for Minnesota planners to share their expertise on topics. Quite often, an issue faced in one community has also been addressed in another. This forum is a chance to compare notes and look for practical solutions to common concerns.

Anyone is welcome to come and read posts and comments. If you are interested in posting, you will need to register for a Gmail account—which is quick, easy, and free.

So far, we have questions and answers related to:

- Parking best practices / ordinance examples
- AirBnB Regulations
- Crematories
- Commercial/Industrial Landscape Requirements

At present, we have questions but no answers regarding the following topics:

- Vacant Building Registration
- Corridor Improvement Plans
- Comprehensive Plan Visioning Survey Examples
- Comprehensive Plan Budgeting

Know anything about these topics? Please stop by today! New topics and questions also welcome.

[Let us know](#) if you have any ideas for making this forum work better.

New Online Forum

[NEW TOPIC](#) [G](#) [Mark all as read](#) [Actions](#) [Filters](#) [Help](#)

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APA Minnesota Discussion Forum

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9 of 9 topics (1 unread) [G+](#)

Welcome to the new online discussion forum for the APA Minnesota chapter! We're hoping you find it interesting and useful.

Important note: This forum is in Google Groups format. Everyone is able to read the posts, but if you want to post or comment, you will need to have a Gmail account (free and easy to set up if you don't have one already). If you have any questions or problems using the forum, just let us know.

[Edit welcome message](#) [Clear welcome message](#)

<input type="checkbox"/>	Vacant Building Registration By stephrouse21@gmail.com - 1 post - 11 views	12/21/16
<input type="checkbox"/>	Corridor Improvement Plans By tgladhill@gmail.com - 1 post - 16 views	12/15/16
<input type="checkbox"/>	Parking best practices / ordinance examples By Wayne Hurley - 3 posts - 20 views	12/13/16
<input type="checkbox"/>	Comprehensive Plan Visioning Survey Examples? By wyatt100@umn.edu - 1 post - 19 views	12/8/16
<input type="checkbox"/>	AirBnB Regulations By tgladhill@gmail.com - 4 posts - 51 views	12/8/16
<input type="checkbox"/>	Comprehensive Plan Budgeting By stephrouse21@gmail.com - 1 post - 22 views	12/8/16
<input type="checkbox"/>	Crematories By ajcotton58@gmail.com - 2 posts - 22 views	12/5/16
<input type="checkbox"/>	Commercial/Industrial Landscape Requirements By tgladhill@gmail.com - 2 posts - 37 views	12/2/16
<input type="checkbox"/>	Welcome to the New APA MN forum! (1) By me - 1 post - 34 views	11/29/16



Promoting Health in Planning Through Health Impact Assessments: New Tools Available to Planners

Thinking about promoting health in your comprehensive plan? Or maybe you're concerned about how a proposed light rail line will influence the health of current residents of the area? Look no further than Health Impact Assessments! Health Impact Assessment or HIA is a data-driven method used to better understand how a plan or policy can influence people's health. HIA uses its findings to influence decisions on and make changes to policies, plans, and projects before they are finalized to create more equitable and healthier communities.

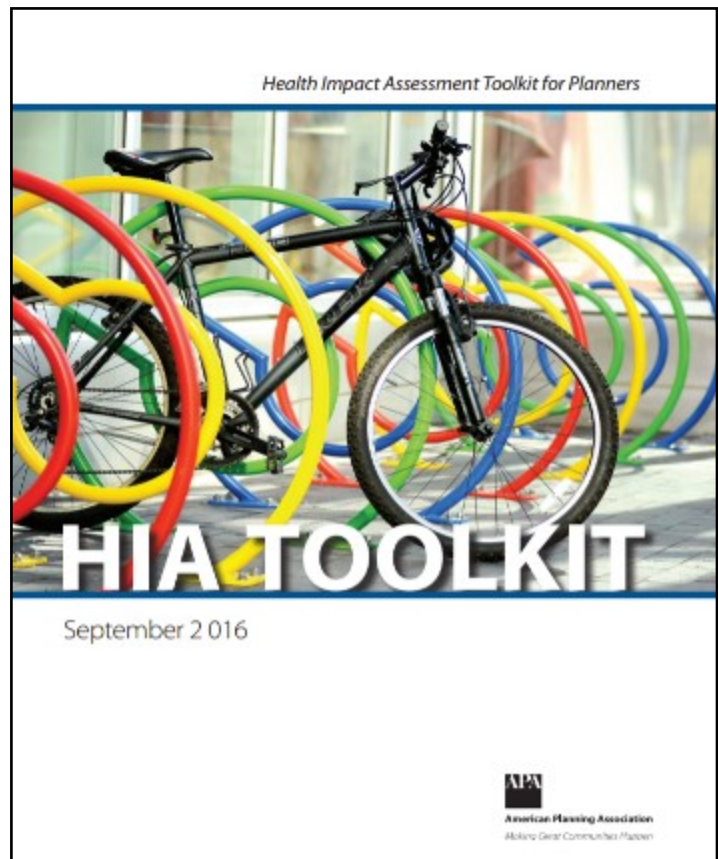
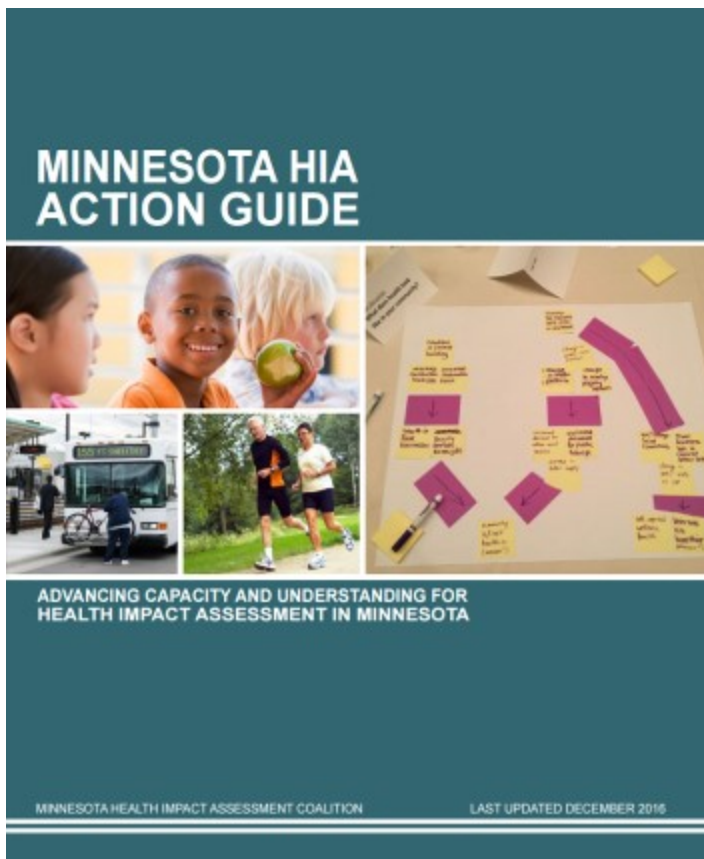
Minnesota is one of the leading states in the United States for performing HIAs. To date, 30 HIAs have been performed in Minnesota on topics including comprehensive plans, zoning ordinances, small area plans, light rail routes and more. Not only has Minnesota led the way in implementing HIAs, it has also been a champion of organizing HIA practitioners throughout the state. The Minnesota HIA Coalition, formed in 2013, is an organization of over 50 diverse professionals from government agencies, nonprofit organizations, advocacy groups, health care organizations, consulting firms and foundations interested in incorporating health into decision-making through the use of HIA.

Recently, the Minnesota HIA Coalition released the Minnesota HIA Action Guide: <http://www.health.state.mn.us/divs/hia/docs/mnhiaguide.pdf>. This short guide provides an excellent introduction to HIA and captures the development of HIA in

Minnesota. The Guide contains talking points on HIA (useful for articulating HIA to a lay audience); a timeline of HIAs in Minnesota as well as a sector breakdown of HIAs; an HIA factsheet; HIA readiness questions to determine if an HIA is the right tool for your project; and HIA resources.

Another HIA guide released in 2016 is APA's HIA Toolkit for Planners: <https://planning-org-uploaded-media.s3.amazonaws.com/document/HIA-Toolkit.pdf>. This document describes background information on HIA; the role of planning in improving health; key opportunities for incorporating HIA in the planning process; an overview of the six steps of HIA; tips on conducting effective HIAs; and alternatives to HIAs. Both the Minnesota HIA Action Guide and APA's Toolkit provide a baseline understanding of HIA and can help planners enter the field of HIA.

Interested in learning more about HIAs from Minnesota experts? Check out the Minnesota Department of Health's previous trainings at: <http://www.health.state.mn.us/divs/hia/training.html>; take a short course on HIAs through the Public Health Institute at the University of Minnesota: <http://www.sph.umn.edu/academics/institutes/public-health-institute/>; or join the Minnesota HIA Coalition: <http://www.health.state.mn.us/divs/hia/coalition.html>.



Call for Task Force Members: APA-MN Planning for People Initiative 2017

APA-MN has begun an initiative called *Planning for People*. Throughout 2017 the initiative will work to create effective messaging, a communications plan, and set of resources that will create/build awareness and understanding for the interconnectedness of planning, health, and equity, and in turn inspire/encourage planners to make people, not money or things, the priority lens through which all planning decisions are made. The current project team is seeking additional APA-MN and APHA members to join a year-long task force to help lead the effort.

Set to begin in February of 2017, the work will include the selection of a consulting project manager, advisement on the development of survey and focus group questions to understand how planners are currently thinking about and communicating about health and planning and where the opportunities are to elevate this emphasis and our communication around connecting people, health, and equity in our planning work.

Project Activities

This diverse task force will lead and steer the “Planning for People” work which includes:

1. Organize diverse task force to lead and steer the Planning for People work, create work plan, and serve as champions at completion of the project
2. Review national literature on successful communication plans, projects, campaigns, and programs that have led to sustained, authentic, and genuine planning-health collaborations.
3. Conduct listening sessions state-wide with the technical support of a consultant team to:
 - a) Gather most effective, impactful messaging which leads planners and elected officials to put people first in planning decisions
 - b) Determine specific resource needs of planners and elected officials will need to make this pivot beyond messaging.
4. Review national literature on successful communication plans, projects, campaigns, and programs that have led to sustained, authentic, and genuine planning-health collaborations.
5. Initial exploration of APA-MN mission, vision, and annual work plan for opportunities to immerse Planning for People lessons learned into the operations of the chapter
6. Activate APA-MN’s policy platform, position the chapter as an active force, and improve its reputation as a thought-leader and champion of planning issues.
7. Create a plan for developing a Planning for People toolkit

based on planner’s needs. The toolkit would be developed following the grant-funded period of this project.

Task Force Role

Planning for People task force membership will consist of planner and public health professionals representing communities and regions throughout Minnesota. Members will lead and guide the project along with coordination assistance of two co-chairs. The expected role and activities of task force members includes:

- Attend monthly task force meetings (February-July monthly, August-January ad hoc) and APA-led Planners4Health curriculum webinars (February-July). Members will be able to attend meetings virtually.
- Provide guidance and input on member listening session and survey materials development and dissemination plan.
- Conduct 3-4 one-on-one interviews with colleagues in your region utilizing materials developed
- Assist with dissemination and communication of project updates, final product, and project learnings
- Assist with review of APA Planning & Zoning for Health in the Built Environment Info Packet: <https://www.planning.org/pas/infopackets/eip38/>
- Be a resource and champion for project objectives, goals and final outcomes

If you are interested in the intersection of planning, health, and equity, effective communications, volunteering with APA-MN, or have struggled in your work to explain the importance of prioritizing people in planning, please consider joining the Planning for People task force.

For more information contact Planning for People co-chairs:

Ellen Pillsbury, AICP, Minnesota Department of Health

Phone: 651-201-5493

Email: ellen.pillsbury@state.mn.us

Eric Weiss, AICP

Phone: 612-978-6978

Email: ericdweiss@gmail.com



Professional Development Officers Update



By Jane Kansier, AICP and
Elise Durbin, AICP

The APA Minnesota chapter is dedicated to ongoing professional development by its chapter members. This effort is overseen by three Professional Development Officers (PDOs) whose responsibility it is to promote professional development and continuing education. Not

only do the PDOs oversee workshops/seminars, but are responsible for submission of CM credits, assisting those interested in AICP membership and helping members with training opportunities and questions they may have about the CM program.

2016 accomplishments

2016 was another busy year! The APA Minnesota chapter offered 88 CM credits throughout the year. More than 400 APA Minnesota members took advantage of these continuing education opportunities at the Spring Seminar, annual fall conference and other events.

2017 conferences, seminars and continuing education

The PDOs and district directors are in the process of arranging continuing education opportunities in 2017. Some of these opportunities include:

Annual Spring Seminar, April, 2017

Planner's Day at the Capitol, Spring 2017 (date to be determined)

Fall Conference in Mankato, September 27-29, 2017

Additionally, Brown Bag sessions and webinars are also being planned for. Watch your email and website for announcements of when and where these will occur.

Introducing the APA Minnesota book club

Welcome to what we hope will be the first of many book club meetings. For our first book, we have chosen *Happy City* by Charles Montgomery. Read the book and join your fellow planners for a lively discussion and social outing on January 31, 2017. Details on the location to be announced.

Calling all planners

Do you have an exciting new project or development you would like to share with other planners in your area or in the state? We know you do! Why not volunteer to be a speaker at a Brown Bag session or to be part of a webinar? This is a great way to present your ideas, projects and successes to other. Please contact any of the PDOs with your ideas.

Congratulations!

Congratulations to the following APA Minnesota members on their successful completion of the AICP exam in November. They join over 300 other APA Minnesota members who have achieved the AICP designation.

- Joe Czapiewski
- Rachel Dammel
- Rebecca Hughes
- Stephanie Rouse

2017 AICP exam review panels

Now's the time to think about earning your AICP designation! We will be offering an AICP Exam Review Panel early in 2017 for those interested in learning more about the exam. If you have already applied for the exam, you will hear helpful tips for studying and taking the exam from planners who successfully completed the exam in 2016. Even if you haven't applied to take the exam, but are interested in getting a head start in preparing and what to expect, you are welcome to attend. Watch for an announcement about the date and time soon.

Changes coming to the AICP exam

Comprehensive changes are coming to the AICP exam beginning in May! The last comprehensive update was done in 2007 and the exam was later refreshed in 2013. Details regarding the changes are expected shortly. Major changes include the name of the exam to the "AICP Certification Examination", a decrease in major topic areas from six to five, and changes to the weighting of the major topic areas. Watch APA's website or come to the AICP exam review panel later this spring to learn more.

AICP candidate pilot program

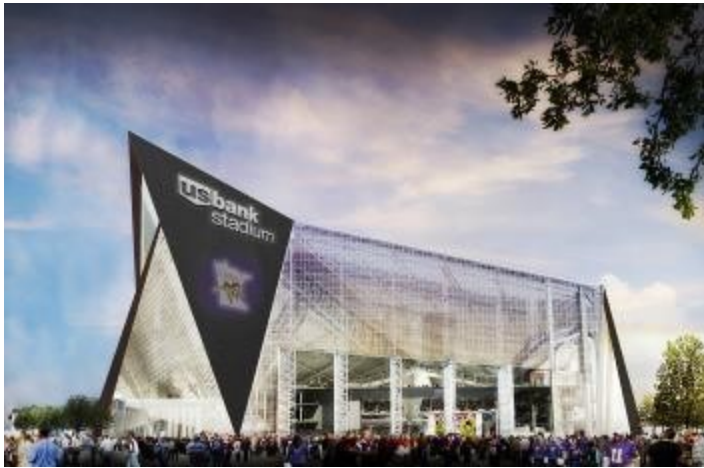
The AICP Commission recently approved the AICP Candidate Pilot Program to be launched in late 2017. This pilot provides an expanded path to certification while maintaining the current steps to becoming AICP. For more information click [here](#).

A special thanks

Rita Trapp, our Co-PDO of the last six years, has decided to pursue other opportunities. We owe her a special thanks since she was instrumental in building the CM program during her tenure. Over the last six years, Rita has been largely responsible for guiding the conference program committee so all of the sessions at the annual conference are well-received and credit-worthy. We will miss her enthusiasm and wisdom as we move forward, but wish her the best of luck in whatever new projects she takes on.

The Board will be appointing a new PDO in January 2017. Stay tuned for the announcement.

Events and Information



APA-MN Holiday Party

The APA MN holiday party – featuring a tour of the new US Bank Stadium – will be held Wednesday, January 18, 2017, from 4-9 PM at the US Bank Stadium, 401 Chicago Ave S, Minneapolis. Many people have seen the fast-paced rise of buildings and green space near the new US Bank Stadium, but only a few know the story of how “East Town” became what it is now. Hear from Minneapolis planner, Beth Elliott, about how planning played a key role in setting the stage and removing barriers to achieve this rising community we are seeing today. The tour will be followed by a social time at a nearby establishment. [Register online](#) today.

State Legislature Webinar

APA’s Policy and Advocacy Team will be hosting a free webinar for APA members entitled [Preparing for State Legislative Sessions](#) on January 25, 2017, 1-2 PM CST. Learn about state legislative issues and trends, get tips for becoming an effective advocate, and find out what to do before the gavel falls.

Creating Story Maps Webinar

Plan4Health is sponsoring a free webinar entitled [Plan4Health – Creating Story Maps](#) on January 11, 2017, from 11 AM-12 PM CST. Learn how to develop Story Maps with the Plan4Health community! Louis Hill, with the Planning & Development Services of Kenton County and President-Elect of Kentucky Association of Mapping Professional (KAMP), will demonstrate the basics of Story Map creation as well as share the Kenton County Plan4Health project’s comprehensive map.

Free Green Infrastructure Toolkit

APA just released a five-part [toolkit](#) replete with practical guidance for planners, public officials, and private stakeholder groups that are interested in implementing the Greater Baltimore Wilderness Coalition’s [Regional Resilience Green Infrastructure Strategies](#). The tools available for free download are: [Local Planning System Audit](#), [Planning Guide](#), [Land-Use and Development Regulatory Guide](#), [Public Investment Guide](#), and [Private Stakeholders Guide](#).



Free Planning Advisory Service Publications

Starting in January, all digital publications from APA’s Planning Advisory Service will be free. This will include the quarterly [PAS Reports](#), online publications on trends and best practices (including [PAS QuickNotes](#), [PAS Memo](#), and [PAS Essential Info Packets](#)), and the entire PAS online archive.

There will also be a members-only knowledge database, based on decades of responses from the PAS Inquiry Answer Service to planners and researchers.

Events and Information (cont.)

APA National Conference

The 2017 APA National Conference will be held May 6-9, 2017, in New York City. Registration now open for members, and will be open to all after January 4. Visit the [APA website](http://planning.org/npc) for more details and to register.



Bicycling Innovations Webinar

The Wisconsin Chapter of the APA is sponsoring a free webinar entitled [Bicycling Innovations for Small Towns and Rural Communities](#) on February 10, 2017, 12-1:30 PM CST. With the release of a new publication by the Federal Highway Administration (FHWA), the Small Town and Rural Multimodal Networks (STAR) Guide focuses on design guidelines that aim to improve bicycling and walking in communities seeking solutions more tailored to their small town needs. This webinar provides you with a first look into this idea book for smaller communities, with visualizations and guidance for contemporary walking and biking facilities. Based in FHWA and AASHTO guidance, the Small Town and Rural guide applies a flexible design approach to creating more comfortable places for walking and biking. In addition to a preview of this guide, this session will include recent examples of projects from small towns from throughout the Midwest by Alta Planning + Design and SEH.

Climate Change Webinar

The Arkansas Chapter of the APA is sponsoring a free webinar entitled [How Can Planners Mitigate the Effects of Climate Change?](#) on January 20, 2017, 12-1:30 PM CST. "Climate change is now affecting every country on every continent. It is disrupting national economies and affecting lives, costing people, communities and countries dearly today and even more tomorrow." - United Nations Sustainable Development Platform. People all over the world are experiencing the negative effects of changing weather patterns, rising sea level and more extreme weather events.

Given the enormity of the situation and the fact that our President-Elect believes that climate change is a hoax, what can planners do at the local and state levels to mitigate its effects? How can we design practical regulatory and other tools to slow the effects of climate change on our communities and our country? There are many examples of communities in need right now. Sea level rise and flooding are affecting every aspect of life for some people on the front lines of climate change. Look at Alaska, South Carolina, Florida and Louisiana not to mention residents of New York and New Jersey who are still recovering from the inundation caused by Super Storm Sandy. In other parts of the country drought conditions are leading to more forest fires with high costs to local communities in terms of loss of property, life stock, loss of income, etc. Gatlinburg, Tennessee is but one example of what can happen when dry conditions persist for months. But everywhere you look there are planners working with local volunteer groups to create strategies to make communities and regions more resilient to the ravages of climate change. Our two speakers Mike Lydon and Mitchell Silver are going to discuss in broad terms some of the things they are working on to help turn things around or at least slow the effects of climate change on communities.



AICP Certification Exam Webinar

There will be a free webinar entitled [New AICP Certification Exam Demystified for Testers](#) on January 18, 2017, 11 AM – 12 PM CST. Join Karen Wolf, FAICP, AICP Exam

Committee Chair, to learn what you need to know about the new AICP Certification exam. She will address the following questions: How does it differ from the previous exam? How has the content outline changed? Is there a new reading list? What about the new questions? How should I prepare? She's also happy to answer any additional questions you may have!

Events and information (cont.)

Call for papers: Deadline January 31, 2017

54th International Making Cities Livable Conference on
Public Places for Community, Democracy, Health & Equity
La Fonda Hotel, Santa Fe, New Mexico, USA, October 2-6, 2017



Public places - our streets, plazas, squares, and green spaces - belong to **ALL** of us! They are our democratically shared **common wealth** - the most important aspect of every city. How we treat the public realm demonstrates how we value our fellow

citizens, our democratic principles, our health, and our community. Join us in Santa Fe to share your achievements and learn from others how we can take back our streets and squares - and in the process, strengthen community, civic engagement, health, and equity.

Paper proposals are invited from elected officials, scholars and practitioners concerned with the following issues:

Public Places for Community & Democratic Dialogue

- Streets for people
- Child- and elder-friendly public places
- "Eyes on the Street"
- Reclaiming public space
- Designing squares and plazas to support social interaction
- Form based codes to generate social life
- Pairing market places and civic buildings to foster democratic dialogue
- Effects of vertical and horizontal sprawl on quality of public places
- Characteristics of sociable piazzas
- Urban density, human scale, and hospitable places
- Multi-functional schools as neighborhood centers
- Transforming malls into mixed-use community centers Etc.

Public Places for Health

- Active mobility
- Walkable 10-minute community/reshaping suburbia

- Lifetime community
- How the built and natural environment affects health
- Integrating public health and planning
- Health impact assessment
- Increasing walking as a transit mode/pedestrian networks
- Bicycle planning, buffered bikeways
- Complete streets, green streets, shared space streets
- Transit-oriented development
- Ensuring access to nature/Green and blue in the city
- Neighborhood parks and trails/Community gardens, farmers markets
- Mitigating air pollution/Reducing urban heat islands
- Urban noise, light pollution and health
- Fighting climate change by healthy urban design
- Etc.

Public places for increasing equity

- Prioritizing improvements to public places in poor neighborhoods
- Designing the public realm to heal social segregation
- Combatting food deserts/Urban agriculture
- Health equity planning
- Community participation/sweat equity in public space improvements
- Inclusive and equitable communities
- Stabilizing low income home ownership/Shared equity housing
- Mixed-income/affordable family housing
- Housing the homeless/preventing homelessness
- Making barrios and favelas healthy
- Etc.

For more details and to submit a proposal, please see [International Making Cities Livable Council website](#).

APA MN Conference Committee

To those of you who are interested in serving on the Conference Committee for 2017 in Mankato, it's not too late to mark your calendar.

The kickoff meeting for Conference 2017 will be on Friday, January 6th, from 12-2 PM at the [WSB offices](#) in Golden Valley. Co-chairs Michael Palermo and Raya Esmaeili, who will be hosting this meeting, hope many of you will attend. Lunch will be provided. Please RSVP your attendance to [Raya Esmaeili](#). Come prepared with great ideas for a theme, tracks, sessions, and mobile tours.

Job Opportunities and RFPs

Job Title: Research Analyst

Hiring Agency: Maxfield Research and Consulting

Web Link: www.maxfieldresearch.com

Deadline: January 3, 2017

Salary Range: DOQ

Job Description

Responsibilities include:

- Gather, interpret and present data on current real estate trends and information for clients
- Generate statistical reports as graphs or in table format
- Interface with national research resources to produce standardized market reports
- Maintain and update informational real estate database
- Interview government agencies, property managers, housing professionals, and others to compile real estate data
- Present findings
- Support senior staff
- Occasional travel as needed for site visits

Qualifications:

- Bachelor's Degree or higher preferred. Degree in related field of Economics, Business, Urban studies, Real Estate, or Geography is beneficial.
- Candidates must possess excellent communication skills, both written and verbal
- High proficiency in Microsoft Office (Word and Excel), Knowledge of Access and PowerPoint also recommended
- Attention to detail
- Proper phone etiquette
- Strong problem solving, research, and analytical skills
- Ability to work independently to meet goals and deadlines
- Experience in real estate and/or market analysis an added plus

Application Instructions

Submit cover letter and resume to:

Mary Bujold

President

mbujold@maxfieldresearch.com

Job Title: RFP for Cottage Grove and St. Paul Park Small Area Plans

Hiring Agency: Washington County Regional Railroad Authority

Web Link: <https://www.co.washington.mn.us/>

Deadline: January 10, 2017 at 2 pm

Salary Range: NA

Job Description

Washington County Regional Railroad Authority (WCRRRA) is soliciting proposals for consultant services for transit-supportive small area plans in the cities of Cottage Grove and St. Paul Park.

Application Instructions

Submit all questions related to specific project requirements in writing by 4:00 PM on December 27, 2016. All questions should be submitted via email to Hally.Turner@co.washington.mn.us. All questions regarding this RFP are to be directed only to the RFP Administrator, Hally Turner. Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of the WCRRRA other than the RFP Administrator during the proposal process.

Job Title: SolSmart Advisor

Hiring Agency: The Solar Foundation

Web Link: <http://www.solsmart.org>

Deadline: January 13, 2017

Salary Range: \$59,800

Job Description

The Solar Foundation (TSF), serving as the Technical Assistance Provider for the SolSmart program (solsmart.org) - funded by the U.S. Department of Energy SunShot Initiative - is seeking a highly-motivated, experienced self-starter to act as a SolSmart Advisor to the Metropolitan Council (metro council.org) in the metro Twin Cities area.

SolSmart Advisors are temporary, program-funded and -trained staff who work in selected communities pursuing SolSmart designation for up to six months. This Advisor will assist the communities served by the Metropolitan Council in incorporating solar energy goals into local plans and addressing solar "soft costs" and other barriers to the use of solar energy in the region. The Advisor will work with Metropolitan Council staff, municipal staff, and other stakeholders (both internal and external) to apply industry-leading best practices that will allow a

Job Opportunities and RFPs (cont.)

number of communities served by the Metropolitan Council to achieve SolSmart designation.

Specifically, the Advisor will work to support the 188 local governments served by the Metropolitan Council in addressing solar resources in the comprehensive planning cycle currently underway. The advisor will work with Council staff to connect with and provide technical assistance to communities to ensure that their plans include goals, objectives, policies, and actions that will help these communities achieve designation under the SolSmart program and meet minimum requirements for comprehensive planning in the region.

This is a temporary, contractual position based in St. Paul, Minnesota lasting 18 months.

Key Responsibilities

Working with Council and municipal staff to incorporate solar goals, objectives, policies, and actions into local plans that reduce solar "soft costs" and qualify communities for SolSmart designation;

Tracking key metrics related to both solar energy in the region and progress toward SolSmart designation;

Engaging in regular communication with the SolSmart Technical Assistance Provider team; and

Conducting SolSmart program outreach to communities within the region.

Qualifications

Candidates for this position will:

- Possess a graduate degree or equivalent in public policy (with a focus in renewable energy/sustainability or local government management/issues), planning, engineering, business, law, or environmental management, and 2+ years of work experience related to one or more key criteria topic areas OR a related Bachelor's degree and 5+ years of relevant experience;
- Have superb written and verbal communication skills and be an effective facilitator;
- Understand what motivates local government staff and elected officials to embrace and pursue program and process changes - and the competing interests that may inhibit them from doing so;
- Have experience or strong interest in supporting the solar industry by working in local solar/clean energy issues;
- Have the ability to work well with limited supervision as well as work well in a team environment;
- Be eligible to work in the United States.

Application Instructions

Please submit a cover letter, resume, and writing sample - all of which should demonstrate your experience, qualifications, educational background, and your desire to succeed in this position - to Philip Haddix at phaddix@solarfound.org with the subject line "Met Council SolSmart Advisor." All application materials must be received no later than Friday, December 30, 2016.

Job Title: Assistant Planner

Hiring Agency: Hometown Planning

Web Link: <http://www.hometownplanning.com/>

Deadline: January 15, 2017 or until filled

Salary Range: \$18-20/hour or higher depending on experience

Job Description

Hometown Planning, a private company providing contract land use planning and zoning administration services throughout Central Minnesota, is accepting applications for a full-time Assistant Planner (minimum 32-40 hours/week). Responsibilities include assisting in the development of comprehensive plans and ordinance updates, reviewing permit applications, preparing monthly staff reports for Planning Commission and other meetings, responding to public inquiries, assisting in ordinance enforcement, conducting site inspections and other duties as assigned. Some work may be conducted remotely, upon approval. A complete job description can be found at www.hometownplanning.com.

Qualifications: Bachelor's degree or significant coursework in community planning, urban studies, public administration, geography or related field and demonstrated oral and written communication skills. Preferred candidates will have a Master's degree/coursework and/or AICP certification.

Application Instructions

Please send resume/job history and cover letter explaining interest and qualifications to: Hometown Planning, 324 Broadway Street, Suite 101, Alexandria, MN 56308. Interviews will begin after December 18 and continue until filled.

Job Title: Environmental Sustainability Planner

Hiring Agency: City of La Crosse

Web Link: <http://www.cityoflacrosse.org/hr/jobs>

Deadline: January 16, 2017

Salary Range: \$49,865

Job Description

The City of La Crosse is currently accepting applications for a

Job Opportunities and RFPs (cont).

full-time Environmental Sustainability Planner. The purpose of this position is to perform planning duties under the direction of the Director of Planning and Development, including floodplain planning and management, redevelopment planning, environmental planning, planning for sustainability and resiliency, grant writing and associated and assigned duties and tasks. Candidates shall have a Bachelor's degree in Geography, Planning or related field, plus five (5) years of work experience with one or more of the following: planning principles, floodplain issues, economic development, GIS sustainability planning, environmental planning, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Proficient in Microsoft office. Strong communication skills and the ability to speak to citizens, public groups, media representatives and elected officials required. Website maintenance experience desirable. Landscape Architecture, engineering or surveying experience also desirable. A valid driver's license required. Ability to obtain a Certified Floodplain Manager (CFM) certification within 6 months.

Application Instructions

The City offers a comprehensive benefit package including medical benefit plan, Wisconsin Retirement Plan, deferred compensation, life insurance, income continuation insurance, Roth IRA, voluntary dental and vision plan, paid holidays, vacations and sick leave. Selected candidate is subject to background check and post-offer/pre-employment drug screen. Applications must be received by January 16th, 2017. For consideration submit a completed City of La Crosse employment application and resume to:

City of La Crosse Human Resources
400 La Crosse Street
La Crosse, WI 54601
608-789-7595

An EOE/Drug Free Workplace

www.cityoflacrosse.org

The City supports attaining a representative workforce and workplace equity.

Job Title: Transit Development Plan RFP

Hiring Agency: City of Mankato

Web Link: <http://www.mankatomn.gov>

Deadline: January 16, 2017

Salary Range: NA

Job Description

The City of Mankato is seeking the services of a qualified consultant. The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in

the respective services, as described in the proposal for the purposes of conducting a Transit Development Plan (TDP). The firm selected must have experience and expertise in transit studies, planning, public involvement, level of service analysis, development impact review and a clear understanding of the City's planning process and federal and state requirements. The request for proposal is available on the City of Mankato's web-site: <https://www.mankatomn.gov/city-services-a-z/city-services-a-m/city-bus/information-and-resources> or available in person at the Inter Governmental Center (IGC) located at 10 Civic Center Plaza, Mankato, MN 56001.

Application Instructions

Any inquiries regarding this notice should be directed to Mark Anderson Transit Superintendent by email at manderson@mankatomn.gov. Proposals can be sent to the City of Mankato's office located at 10 Civic Center Plaza, Mankato, MN 56001 by 4:30 pm Tuesday, January 17, 2017.

Job Title: Senior Planner

Hiring Agency: Community Design Group

Web Link: <http://www.c-d-g.org/hr/careers>

Deadline: January 20, 2017

Salary Range: Negotiable

Job Description

CDG is Hiring!

Community Design Group is seeking an experienced Planner for a senior-level position leading and supporting services in the areas of sustainable transportation, comprehensive planning and urban design.

Qualified Applicants

Qualified applicants will fulfill the requirements listed below, and are excited to grow professionally with a skilled team who share and develop the company's vision and values:

- Minimum seven years of experience working as an urban planner
- Master's Degree in City Planning, Urban and Regional Planning, or related discipline
- Current AICP certification
- Experience in developing Comprehensive Plans for cities and communities
- Experience in developing Bicycle and Pedestrian / Multi-modal / Sustainable Mobility Plans for cities and communities

Job Opportunities and RFPs (cont).

- Personal experience as a bicycle rider / commuter
- Minimum two years of experience in a consulting environment
- Experience in and knowledge of budgets, forecasts, quality control, and general project management
- Experience in working as a collaborative leader, with a commitment to mentoring less experienced staff and supporting a collegial exchange of ideas, finding enjoyment and fulfillment in facilitating the success of others
- Will want to work with a team of values-driven, enthusiastic urban planners, landscape architects and community engagement specialists
- Will be passionate about professional development in themselves and in their team

Community Design Group is Growing

Due to the quality and reputation of our work and service, demand and opportunities for Community Design Group are at an all time high. This is a new senior-level position that will be responsible for managing planning projects and for creating systems, policies and procedures to support company operations and growth. This is a leadership position, working directly with the firm's director, team members, and company clients.

Major Responsibilities

- Lead and manage Urban Planning and Design projects
- Provide mentorship, support and direction to Company staff
- Lead Quality Assurance / Quality Control for planning projects
- Provide outstanding service and responsiveness to Company clients
- Our Vision:
We work with communities to plan and design healthy, active, artful, vital, connected, prosperous, resilient, and enduring places.
- We value connecting people to places and cultivating community
- We value a community's existing richness - in people, places, relationships and visions for the future
- We value equity and an enriched quality of life for all communities

- We value places that foster healthy, active lifestyles and we value human expression through art, culture and beauty.

Community Design Group (CDG) is a design and planning consulting firm located in the heart of Minneapolis. Since 2001, CDG has been a leader in forward-thinking approaches to planning and design, specializing in sustainable solutions for mobility, placemaking, and community engagement. We work closely with communities to plan and implement projects and initiatives that improve access to walking, biking, and transit, and connect people to the places where they live, work, and play.

Salary and Benefits

The salary for this full-time position is dependent on qualifications and experience. CDG offers a competitive benefits package which includes health and dental insurance, paid holidays, paid time off, flexible earned time, and a retirement plan that is matched by the company. In addition, we offer company bikeshare and carshare memberships, and public transit reimbursement.

CDG is located in the Colonial Warehouse building in the North Loop neighborhood of Minneapolis, adjacent to the Cedar Lake Trail. Within a short distance there are many bikeways and transit lines, as well as restaurants and the Mississippi River. Building perks include direct access to the Cedar Lake Trail, secure indoor bicycle parking, and shower facilities. The office has a comfortable, open floor plan. The space includes sunlight, operable windows, wood floors, and a variety of workspace options to accommodate team projects.

Application Instructions

To apply, please send the following to hr@c-d-g.org with the subject line "Application: Senior Planner" by end of day, Friday January 20th:

Cover letter (PDF)

Resume (PDF)

Work examples, including writing, mapping or analysis samples, and Comprehensive Plans completed (PDF or links to work examples)

Cover letters can be addressed to Scot Nortrom, Operations Manager. Please limit size of email attachments to 10Mb (or use Google Drive, Dropbox or similar).

Only applications meeting minimum requirements will be considered. No phone calls, please.

CDG is an equal opportunity employer and encourages women and minorities to apply.

Job Opportunities and RFPs (cont.)

Job Title: Environment and Community Development Director

Hiring Agency: Renville County

Web Link: http://www.renvillecountymn.com/government/employment/current_job_openings.php

Deadline: January 20, 2017

Salary Range: \$62,112 - \$86,956

Job Description

Renville County has an opening for a full-time Environment and Community Development Director position. This position directs and coordinates the functions and services administered by the Renville County Environment and Community Development Department. The Director is appointed to administer the County's comprehensive land use plan and environmental goals and objectives by establishing, implementing, and enforcing adopted ordinances and policies. The position serves as one of four Division Directors as part of the county management team.

Application Instructions

Please visit the Renville County website at www.renvillecountymn.com for further information regarding the position or by contacting the County Administration Office at (320)523-3710.

Job Title: Planner

Hiring Agency: St. Croix County

Web Link: <http://agency.governmentjobs.com/stcroix/default.cfm>

Deadline: January 22, 2017

Salary Range: \$54,704-\$76,960

Job Description

The Planner performs advanced land use planning and project coordination duties managing long-range planning projects, revising, implementing and maintaining the County Comprehensive Plan, drafting new or revised ordinances, providing communities participating in the program with current and long-range land use planning, performing current planning efforts and occasional comprehensive planning tasks focusing on administering the subdivision and zoning ordinances. Provides long-range planning activities including grant writing and performs extensive project management.

For more information and a full job description, please visit <http://agency.governmentjobs.com/stcroix/default.cfm?action=viewJob&jobID=1584803>.

Application Instructions

For application instructions, please see <http://agency.governmentjobs.com/stcroix/default.cfm?action=viewJob&jobID=1584803>.

Job Title: Planning & Environmental Services Director

Hiring Agency: Winona County

Web Link: <http://www.co.winona.mn.us>

Deadline: February 1, 2017

Salary Range: \$2,943.39-\$4,073.43 bi-weekly

Job Description

Under administrative direction of the County Administrator, an employee in this classification directs and coordinates the activities of the Planning and Environmental Services Department, which is responsible for developing a program to provide information, technical service, basic data, and long-range projections as a basis for consistent area-wide planning. Reviews study designs and technical aspects of local and area functional planning programs and directs the development of the countywide planning framework. An employee in this classification works closely with the Planning Commission, Board of Adjustment, and County Board to maintain and implement the Comprehensive Land Use Plan, Water Management Plan, and all associated ordinances and regulations. He/she also maintains and enforces subdivision regulations, floodplain, shoreland, wetland, and weed and seed laws for lands outside incorporated areas.

Application Instructions

Please attach your resume, cover letter, salary history and work-related references to your online application at www.governmentjobs.com/careers/winonamn.

Job Title: Department of Development Director

Hiring Agency: Benton County

Web Link: <http://www.co.benton.mn.us/>

Deadline: Open Until Filled

Salary Range: \$68,556-\$94,036

Job Description

Direct the application and enforcement of the County's land use ordinances and state-mandated environmental functions. Provide supervision to Department of Development staff.

The hiring salary range for this position is \$68,557 - \$94,036 depending on qualifications.

Job Opportunities and RFPs (cont.)

Initial review of applications will take place during the week of 12/26/2016

Application Instructions

For Information and To Apply Visit: www.co.benton.mn.us

Job Title: Planner/Designer

Hiring Agency: Northwest Associated Consultants, Inc.

Web Link: www.nacplanning.com

Deadline: Open until filled

Salary Range: DOQ

Job Description

Planner/Designer Northwest Associated Consultants, Inc. (NAC) is a land use and zoning consulting firm in the Twin Cities area serving a wide variety of municipal clients in planning, land use, parks and open space, and zoning. Our clients include municipalities throughout the Twin Cities area and surrounding region. We are seeking an individual with a design background, such as landscape architecture or architecture, and an interest in a career position in community development with wide variety of responsibilities. Specific skills include a familiarity with ARCGIS, and an ability to express oneself in both graphic and written formats. An energetic, creative, resourceful problem-solving attitude is highly valued. We offer a relaxed environment, and a great opportunity to jump directly into meaningful work in the field, with opportunities to contribute directly to both short and long-term planning projects. We can be flexible as to start date, and would be willing to discuss a part-time schedule to start if you are a student nearing graduation. We look forward to hearing from you.

Application Instructions

Please contact [Stephen Grittman via email](mailto:Stephen.Grittman@nacplanning.com) with an introductory letter and a summary of your interest and background, including a sampling of both written and graphic work you have done professionally and/or academically.

Job Title: Part-Time Planner

Hiring Agency: Sambatek, Inc.

Web Link: <http://www.sambatek.com>

Deadline: NA

Salary Range: DOQ

Job Description

Position Description Sambatek, Inc. is an Award Winning Twin Cities-based professional services firm that specializes in engi-

neering, planning, surveying, and environmental services. Since 1966, we have served public and private clients throughout Minnesota, North Dakota, and across the country. Sambatek, Inc. was recently named to the prestigious 2014 ZweigWhite Hot Firm list. Sambatek ranks 48th on the list recognizing the top 100 fastest-growing architecture, engineering, planning and environmental consulting firms in the United States and Canada. Sambatek supports a dynamic, collaborative work environment and we embrace challenging projects and work hard to help our clients find success. We are a vibrant organization that believes integrity, value, and outstanding service are the foundations of a great company.

We are seeking one or more part-time Planners to support community planning and land use studies. These individuals will serve on a team of planner consultants for Sambatek's municipal client cities by providing application reviews, zoning code interpretation, city code updates, staff reports and public presentations with Commissions or Councils. Experienced candidates will also be given the opportunity to lead land use studies and comprehensive planning efforts that fit their background and time availability.

Specific Requirements:

College graduate with degree in planning, urban studies, geography or related coursework

2+ years of experience with city planning or relevant work/education

2+ experience

Knowledge of city planning process related to zoning codes and comprehensive plans plus experience administering planning applications such as variances, conditional use permits and site plan reviews Excellent communication skills - both verbal and in writing - an absolute must!

Application Instructions

Sambatek is an EEO/AA/Vet/Disable Employer Application Instructions: Please apply on the Sambatek website: <https://www.jobsinminneapolis.com/j/18777279>.

Job Title: Transportation/Community Development Planner

Hiring Agency: Upper MN Valley Regional Development Commission

Web Link: <http://www.umvrdc.org/>

Deadline: open until filled

Job Opportunities and RFPs (cont.)

Salary Range: MA

Job Description

The Upper Minnesota Valley Regional Development Commission in Appleton, MN is looking for a planner to develop and manage projects for local governments in the five-county area. Background in community development, transportation planning, urban studies, GIS, public administration or related field required.

Primary responsibilities will be in transportation planning and working with MnDOT, cities, and counties with road, bridge, rail, trail planning and funding. Other work areas will be assigned and may include the following areas:

- Community strategic planning
- Capital improvement planning
- GIS
- Safe Routes to School Plans
- Active transportation initiatives
- Park and trail planning and development
- Grant writing
- Comprehensive planning and plan updates

Zoning ordinance development

Telecommunication/broadband planning

Application Instructions

Job description, agency profile, application, and instructions for applying can be found online at www.umvrhc.org.

Job Title: Community Development Planner

Hiring Agency: Upper MN Valley Regional Development Commission

Web Link: <http://www.umvrhc.org>

Deadline: open until filled

Salary Range: \$42,000-60,000 DOE

Job Description

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is looking for TWO community development planners to develop and manage projects with cities, counties

and other organizations in the five-county UMVRDC region of Big Stone, Swift, Lac qui Parle, Chippewa and Yellow Medicine Counties.

This position will work on a variety of projects including:

- Grant writing
- GIS mapping and analysis
- Facilitating strategic planning meetings
- Capital improvement planning
- Environmental reviews
- Comprehensive plan development
- Telecommunication/broadband planning
- Business retention and expansion processes
- Researching and implementing community finance methods
- MN DEED Small Cities Development Program grant writing and administration
- USDA Rural Development grant writing and administration
- Survey development and analysis
- Renewable energy project development
- Transportation planning
- Development of County Hazard Mitigation Plans
- Transportation Planning
- Safe Routes to School Plans

Zoning ordinances

Application Instructions

Job description and application available online at www.umvrhc.org



Leadership Directory

Tim Gladhill
President

City of Ramsey
7550 Sunwood Dr NW
Ramsey MN 55303-5137
Phone: **763-238-7946**
E-mail: tgldhill@cityoframsey.com
Cell:

Eric Weiss, AICP
Vice-President

E-mail: ericdweiss@gmail.com

Tina Goodroad, AICP
Secretary

City of Dayton
12260 S. Diamond Lake Road
Dayton MN 55327
Phone: **763-421-0384**
E-mail: tgoodroad@cityofdaytonmn.com

Jason Zimmerman
Treasurer

City of Golden Valley
Phone: **612-270-3857 (cell)**
E-mail: jzimmerman@goldenvalleymn.gov

Therese Haffner
Central District Director

City of St. Joseph
Community Development Director
25 College Ave. N.
PO Box 668
St. Joseph Mn 56374
Phone: **320-229-9424**
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