Inside This Issue

From the Desk of the President ................................................................. Page 3
Annual Conference .............................................................................. Page 4
Residency, Housing Resources ............................................................. Page 6
Short-Term Rentals ............................................................................ Page 8
Code Enforcement ............................................................................. Page 9
Upcoming Events and Webinars ........................................................ Page 10
Job Opportunities and RFPs ............................................................... Page 13

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Submissions: We welcome articles, letters to the editor, photos, calendar items, project profiles, planners on the move items, and other news. Send all submissions via e-mail to: apamnnewsletter@gmail.com.

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Reflecting on Four Years as Chapter President

In preparing this last newsletter update before my term as your Chapter President expires, I reflect on the past four years, the experience of leading the Minnesota Chapter of APA, and lessons learned.

First off, as members of the state and national chapters of APA, you are part of an incredible organization. The level of passion and commitment of our local and national members and APA staff has been surprising and inspiring. We are all Making our Communities Great, striving for a more effective and transparent organization, and improving the logistics and function of our nonprofit organizations. During my tenure, I have gained a deep respect for the efficiency and effectiveness of APA.

Secondly, the amount of volunteer power and commitment the Minnesota Chapter has is second to none. Many chapters have several full time staff people guiding and running their organization. Minnesota has two (amazing) very part time staff doing the work of many and a cadre of eager and high energy volunteers.

Our chapter’s opportunities for professional development, social events, and conferences stand out among the best throughout APA and compared with other professional organizations, based on my personal experience and from conversations with other organizations’ members and leaders. We could not do this work without volunteers, so thank you all. I encourage you (admonish you!) to get involved or stay involved at the state and national level, through initiatives, chapters, and divisions.

You could not have selected a better choice for your incoming President, Tim Gladhill. Tim is a dedicated and passionate longtime volunteer with the organization, and has served on the board for four years as Vice President, bolstering the organization’s communications, organizational efforts, and supporting our professional and social events. I wish you all the best of luck during this transition of the Executive Committee!

I’m humbled and honored to have been a part of and our APA and our APA-MN! Thank you for the support and the fun.

Breanne Rothstein
President, APA-MN
Many thanks to all of you who made the 2016 Upper Midwest/APA MN conference a huge success!! That includes the attendees, the Conference Committee, the presenters, the exhibitors and sponsors, and the many participants who work and live in St. Cloud, including Mayor Dave Kleis. Special thanks to the Conference Co-chairs, Joe Janish and Eric Weiss, and to the Program Chairs, Raya Esmaeili and Mike Palermo. About 400 attendees were registered, and in addition, we had presenters who were only available for their session—a final total of about 480 persons. Focusing on equity, the sessions were not only educational and diverse, but 130 attendees also learned more about the St. Cloud area through their mobile tours, made possible through the work of the Mobile Tours Chairs, Chelle Benson and Ryan Miller. We also would like to thank our featured speakers, Patti Gartland, Lisa Bender, and Shawntera Hardy, and especially the Theatre of Public Policy members, who provided improvised satire and entertainment. Of course, kudos to Melissa Poehlman for lining up the Awards Program and Liz Heyman and Gratia Ratzloff for working with all the exhibitors. Finally, Alex Conzemius is grateful to all of you who purchased raffle tickets, with the proceeds of $1023 dollars going to the local food shelf.

It takes a lot of work and planning to pull a conference together, with many steps along the way. We feel fortunate that Raya Esmaeili and Mike Palermo have already stepped forward to volunteer as 2017 Conference Chairs. They have been reviewing the evaluations from this year’s conference to note ideas mentioned by the attendees as sessions and events they would like to see next year. So mark your calendars for September 27-29 to attend the 2017 APA MN Conference in Mankato. Mike and Raya would like to remind any of you who are interested in participating in the Conference Committee, to please get in touch with APA MN at mnapa@buffleheadweb.net We look forward to another great conference next year.
Excellence in Community Engagement: Minnesota GO: Statewide multimodal transportation plan and Minnesota highway investment plan update by MnDOT and HDR Inc.

Bridging the Gap: Advancing Equity in Planning
The Rev. Dr. Martin Luther King Jr. Park Playground, Minneapolis Park and Recreation Board and WSB & Associates Inc.

Gunnar Isberg Scholarship: Chloe McGuire Birgl


Planning in Context: Creative Placemaking in the South Loop, idea prize, demonstration projects and policy plan by Artistry at the Bloomington Center of the Arts and the city of Bloomington Community Development Dept.

Outstanding Student Project: Increasing Engagement with Communities of Color, A Toolkit for Carver County Parks and Recreation by Chuck Demler, Kaela Dickens, Joe Hartmann, Laurel Nightingale and Kalli Perano.
APA MN in St. Cloud
Top left: Crowd gathers at the conference.
Bottom left: Attendees check out a booth.
Top right: Minneapolis Councilwoman Lisa Bender
Middle right: Tane Danger, MC
Bottom right: Theater of Public Policy
Two free online planning resources were recently released, providing assistance with planning for affordable housing and resiliency.

**Housing**

In September, the White House released their new housing development toolkit. This recognizes community best practices in “modernizing zoning codes, land use regulations, and development approval process to spur the production of affordable housing.” The toolkit recognizes common barriers that exist to producing affordable housing, and proposes a range of solutions.

The toolkit is meant to complement other federal government initiatives to address economic inequality through affordable housing and place-based solutions. This includes the forthcoming HUD Prosperity Playbook, an online portal addressing a range of community development and housing topics.

**Resiliency**

The American Society of Landscape Architects (ASLA) has recently released a new online guide to resilient landscape planning and design. This is organized around disruptive events, including drought, extreme heat, fire, flooding, landslides, and biodiversity loss. The intent is to create multi-layered, adaptive systems that can “fail safely in the event of a catastrophe.”

The guide also includes numerous links to other projects that demonstrate best practices in addressing each of these areas.
Short Term Rentals: Are They Right for Your Community?

Short-term rentals are but one new issue communities are facing resulting from the sharing economy. Short-term rentals, or home sharing arrangements, are quickly gaining steam with the rise of websites like AirBNB and VRBO. Renting out a room or an entire house to short-term visitors can be a quick and easy way for homeowners in desirable areas to make some extra money. Properties marketed through home sharing and vacation rental sites often appeal to travelers looking for a more authentic local experience or affordable alternatives to downtown hotels and motels. But these rentals present a unique set of impacts to existing neighborhoods and can change the character of these areas. For example, complaints relating to noise, parking, traffic and property maintenance can arise from neighbors of short-term rental properties. For communities struggling with rentals of single-family homes in general, this adds another twist: the potential for landlords to take these homes off of the long-term rental market if short-term rentals are in high demand can contribute to a shortage of rental housing.

The first set of questions surrounding short-term rentals revolves around how to define them. Prior to the sharing economy, these were defined as Boarding Houses and regulated as such. But today, there are several added complexities to consider:

- How long is “short term” v. just a rental? Typically short-term rentals are defined as anything under 30-days.
- How often does it have to occur before it becomes a bed and breakfast? Or a hotel? Or a boarding house?
- Do short-term rental properties need to register in communities with rental registration programs?
- What if the owner stays in the house during the rental period?

Generally, there are three basic varieties of short-term rentals: (1) hosted sharing, where the primary occupants of a residence remain on-site with guests; (2) unhosted sharing, where the primary occupants of a residence vacate the unit while it is rented to short-term guests; and (3) dedicated vacation rentals, where there are no primary occupants. Some keys to look at when considering regulations for short-term rentals include:

Definitions: How should your community define this use? Or are they already covered under an existing definition? Most communities do not contemplate short term rentals where the rental unit is occupied as a primary residence for the majority of the year. This can mean that, by default, short term rentals like these are prohibited.

Does your ordinance prohibit the rental of rooms or dwelling units for periods shorter than a month unless owners comply with the regulations for boarding houses, bed and breakfasts, or hotels/motels? Many do. If it is your desire to allow short-term rentals, new definitions such as hosted or unhosted accessory home sharing and/or vacation rentals may be appropriate.

Locations: should short-term rentals be permitted in single-family residential districts? Concerns will be traffic, noise, parking, and property maintenance for visitors looking to “party”; neighbors may voice objections to a perceived change in their neighborhood character from residential to commercial. Allowing short-term rentals may also create a shortage of long-term rental property in areas that need it, another factor that should be considered.

Licensing or other zoning standards: There are many choices available to communities thinking about getting into the short-term rental regulation business:

- Define them and then prohibit them all together.
- Create standards related to licensing or zoning performance standards. Such standards may include registration and record keeping requirements, provision of off-street parking, limits on number of days a property can be rented, limits on spatial concentration of short-term rentals, and/or regular inspections. Regulations may also prohibit dedicated vacation rentals, requiring that properties still have to be homesteaded. And finally, communities can decide whether to allow these with administrative approvals or whether to require conditional use permits.
- Enforcement: Should it be complaint driven? Or involve the pro-active monitoring of registered short-term rentals?

Further Reading:


By Caraolyn Braun

Often one of your first jobs in the planning world is code enforcement. Interestingly and perhaps surprisingly, code enforcement often requires much more than entry level skills. Code enforcement can be risky business.

When you are enforcing codes, you are working with people who didn’t do what they were supposed to do. Sometimes it is simply because they were unaware of the rule or regulation and it is relatively easy to bring them into compliance. Let’s call them the “Oops” people.

Often, however, you are dealing with people who don’t care what the rule is or they simply don’t agree and are unwilling to comply. With a little education and persistence, some of these folks can be brought into compliance, albeit grudgingly, in a relatively short period of time. Let’s call them the “Oh, Okay” people.

And then there are the remaining folks who have no intention of complying, who will ignore your phone calls and letters, and worse yet – will become threatening and/or dangerous. Let’s call them the “No Way” people.

**Tricks of ‘Oops’ People**

Most of the Oops people will comply once they are advised of the issue. Occasionally, they will disagree with the need for the rule or regulation and take a little time to comply. But in most cases you will only have to call them once. A few of the Oops people will become the Oh, Okay people because they need a little prodding to comply.

**Tricks of ‘Oh, Okay’ People**

The Oh, Okay people often have to be prodded one or more times to come into compliance. They may argue a bit or ignore written notices, because they don’t see the issue as all that important. They may wait until they get a citation and then quick come into compliance, hoping that the citation will be withdrawn. They may call a council member or the city manager, hoping to get more time to come into compliance, to have the council member or city manager issue a stand down order (do not enforce) or to get a citation withdrawn – all of which are a way to end run the process (go around the compliance staff). In the case of administrative citations, they may file an appeal after the citation was issued and after they have come into compliance, mostly in hopes of having the fee waived.

**Tricks of ‘No Way’ People**

The No Way people don’t care what the regulation requires. They don’t support the regulation and they don’t believe anything you tell them. They may not let you on their property. They will accuse you of singling them out; they may personally attack you – usually verbally and in rare occasions, physically. They may not allow you to enter their property.

**Tips for Better Results**

There are a number of things you can do to help assure success in code enforcement:

1. Develop clear policies that outline how you proceed in various scenarios. The policies should include a step-by-step process. Once you have those policies, make sure you follow them in a fair and consistent manner. Also make sure you review and update them from time to time. What works today may not work a year from now.

2. Make sure you know your right to enter property. The League of Minnesota Cities has good information on this and how/when you need a warrant to enter property.

3. Work with your police department. Make sure you check each address before you go to do on-site inspections. As you work more and more with the police, you will become familiar with properties that are of concern. If you have ANY concern about going alone to a property, take someone with you – and, if possible, make that second person an officer.

4. Create a summary of code enforcement activities that you can distribute to the manager, the council and others who are interested. It can be weekly, bi-weekly, monthly – whatever works given your level of activity for code enforcement. Make sure your summary is general in nature – the types of issues, the number of citations written, the problems solved. Do not include specific property information, such as addresses. The summary helps elected officials know that issues are being addressed and it helps to show citizens that they are not being singled out.

5. Be Patient. Work with people whenever you can. Code enforcement shouldn’t be about how many citations you can write. It is about bringing people into compliance, thereby improving the community.
Upcoming Events

**Maurice Cox: Next Generation of Parks**
When: 7 pm, Friday, November 4, 2016
Where: Best Buy Theater, Northrop Auditorium

Join us for extraordinary evening with one of the foremost choreographers of urban re-creation: Maurice Cox, Planning Director, City of Detroit.

Featuring Minnesota Public Radio’s Brandt Williams and an opening sequence with youth designers from Juxtaposition Arts, plus the premiere of a short film about an MPF-JXTA parks design collaboration.

The City of Detroit is on the cusp of a dramatic transformation that finds parks and public space emerging from the intersection of design and social justice. From the city’s famed international riverfront (yes, that’s Canada across the Detroit River), to a new water management and greenspace typology emerging from its 20 square-mile mosaic of vacant land, and recent $4M Civic Commons grant, community-led design is at the forefront of Detroit’s future.

Today, nearly two years after Detroit emerged from bankruptcy, the city is stabilizing and beginning in earnest to reinvest its assets – both people and place. Called the “Champion of the Neighborhoods,” Cox is a convener, who helps community members understand that it’s possible to change the world through design.

[Click here](#) for more information and free tickets.

**CTS Research Conference**
The Center for Transportation Studies at the University of Minnesota would like to extend an invitation for members of APA Minnesota to attend this year’s Transportation Research Conference, which will be held on Thursday, November 3rd at the Commons Hotel in Minneapolis.

We have received approval for [12.25 AICP credits](#) for a number of sessions at this year’s conference and felt that the event would be of interest to APA Minnesota members. A session of particular interest might be our opening plenary speaker. Gabe Klein, author of Start-Up City: Inspiring Private and Public Entrepreneurship, Getting Projects Done, and Having Fun (2015, Island Press) will speak on the topic “Creating Sustainable, Livable, Forward-Compatible Cities for Economic Resilience.” Following Gabe’s remarks, a panel discussion featuring Mayors Chris Coleman (St. Paul), Ardell Brede (Rochester), and Dr. Anu Ramaswami from the Humphrey School, UMN will be held. More details about the program and registration are available on [CTS’s website](#).

**Land Use Training & Education Fall Workshop Schedule**

**Community Solar Gardens Workshop**
November 4, 2016, 12:30p.m.-4:30p.m.

League of MN Cities, 145 University Ave W, St. Paul 2016 has been a big year for solar garden construction. Join our 11/4 session to learn about the current status of garden development, land use implications, and how to participate.

In 2013, Minnesota passed community solar garden legislation that required Xcel Energy to move forward with a community solar program. Since that time, there has been a flurry of activity to develop the rules that govern the program and to get community solar gardens up and running. 2016 is slated to be a big year for community solar garden construction. Local govern-
Upcoming Events (Cont.)

ments have been part and parcel of the program development so far are likely to continue to play a strong role in garden development - through land use, through subscriptions, and through facilitating local opportunities.

This workshop is open to elected and appointed officials, land use practitioners and community members and will give an update on the state of community solar garden development in Minnesota -- particularly in Xcel Energy territory -- highlighting lessons learned over the past two years. Topics will include:

- Current status of garden development
- Land use implications of garden development
- Land use planning and zoning best practices participation possibilities - host site, subscriber, developer/facilitator

The Basics of Planning and Zoning

November 16, 9 a.m. - 4 p.m., Eagan
Eagan Community Center - North Oaks Room

Designed for those new to land use planning or interested in a review of the fundamentals, this workshop covers the nuts & bolts of planning, zoning & subdivision regulation. Participants will learn how planning and zoning is developed, where they fit into the process, and how the different "players" can maximize their impact.

Funding for this project is provided by the Center for Prevention at Blue Cross and Blue Shield of Minnesota, as part of Blue Cross' long-term commitment to tackling the leading causes of preventable disease: tobacco use, lack of physical activity and unhealthy eating.

Your Role as Planning Commission Member

November 17, 1-4 p.m., Little Falls
Morrison County Government Center

As a Planning Commission member, you contribute hours of unpaid time to your community. Have you discovered that serving in this capacity is a bit more challenging than anticipated? This workshop will focus on what you need to know to be successful in this important position. You'll learn practical tips that can make the difference between results and regrets.

Nurturing Creative Places Webinar

The Massachusetts chapter of the APA is sponsoring a free webinar entitled Nurturing Creative Places: A Dive into the Arts and Planning Toolkit, on Friday, November 4, 2016, 12:00 PM - 1:30 PM CDT.

Arts and culture is an essential element of what makes places and communities healthy, connected, and vibrant. It provides opportunities for people from different walks of life to socialize, learn, and play; it provides experiences that helps people engage with elements in the past, present, and future; and it creates unique and exciting opportunities for people to understand and interact with their built and natural environments.
Upcoming Events (Cont.)

How can planners nurture innovation and creativity through planning, programming, and policy? Join us for a demo of the new Arts and Planning Toolkit, an innovative new resource for planners and other government staff who are interested in innovating their civic practices through projects and partnerships that engage arts, culture, and the creative community. Learn about how arts and culture can be an effective component of urban, suburban, and rural community revitalization. Learn about real projects that are infusing creativity into the civic life and physical and social environments of communities and walk away with inspiring, concrete examples of ways you integrate build arts and culture into your planning practice.

PlanIt: Conference Registration is Open!

**Registration is Open!**

Join us on December 13, 2016, at Earle Brown Heritage Center in Brooklyn Center. The Metropolitan Council invites the region’s planners to an all-day, free conference event as part of the PlanIt program. A detailed program brochure with session descriptions, schedule for the day, and logistics is attached and posted online. This daylong event will include sessions on integrating different plan elements of the comprehensive plans, lessons from local planners, and breakout sessions in partnership with watershed districts, state agencies, park implementing agencies, community planners, and much more.

**Julie Campoli,** an urban designer and author, is the keynote speaker. Julie is a well-known writer on urban form and changing landscape. She uses innovative graphic techniques to help the audience understand the relationship between urban design concepts and the physical environment.

Parking at the venue is free. Transit options are also available. **CM credits will be provided.**

For questions, please contact Raya Esmaeili at (651) 602-1616 or raya.esmaeili@metc.state.mn.us; or contact Angela Torres at (651) 602-1566 or angela.torres@metc.state.mn.us.

**Public Places and District Stormwater Management**

**Nov. 1st. 8am - Noon**  
**Location:** Ramsey Municipal Center, 7550 Sunwood Dr. NW Ramsey MN 55303

**Facilitators:** Bruce Jacobson and Bob Close  
The role of the public realm has rapidly evolved in the past decade, with growing awareness of the intersections between a community’s physical design and health, climate change, protection and enhancement of natural resources, food production, energy generation and social equity.

There will be a presentation followed by a discussion with an expert panel comprising public and private practitioners. Participants will learn about state-of-the-art storm-water management strategies and how they can be integrated into a beautiful and vibrant public realm, whether parkland or streets. Attendees will learn about global precedents and how they can be applied to their own cities.

Support funding provided by a grant from the McKnight Foundation.  
$75 registration.  
**Sign up online at** [www.tickets.umn.edu](http://www.tickets.umn.edu)

**Student Happy Hour**

Planning Student Organization at University of Minnesota – Twin Cities is hosting a career panel, *What Can I Do with my Planning Degree*. Please join us Monday, November 14, after the panel at Town Hall Brewery at 7:15 pm for networking and casual conversations with students. Drink tickets and appetizers will be provided. All are encouraged to attend.
Upcoming Events (Cont.)

New Markets Tax Credits Training
November 8-10, 2016
Minneapolis, MN

New Markets Tax Credits (NMTC) can help close significant financing gaps in high impact projects, but understanding how to use the tool can be challenging. This workshop, conducted by NDC, will take participants from a general understanding of the program to its application in actual deals. The workshop will address:

- Basic regulations and requirements of the NMTC program
- How funds – including investor equity and leveraged loans - flow through a NMTC deal
- Calculating how much net benefit is generated by different amounts of NMTC allocation
- How to attract NMTC allocation for projects by understanding what Community Development Entities (CDEs) with credit awards are looking for (community benefits) and what tax credit investors are seeking (returns, Community Reinvestment Act credit, etc.)

This is an approved activity for NDC Recertification and APA CM credits. Register online.

CM | 22.00

Job Opportunities and RFPs

Job Title: County Planner

Hiring Agency: Polk County Government Center

Web Link: http://www.co.polk.wi.us

Deadline: November 9, 2016

Salary Range: DOQ

Job Description
This position performs a wide variety of research, analysis, plan development, technical assistance and administrative activities in support of the County’s overall planning program; develops County and community functional and comprehensive plans; prepares grant applications; provides technical support for various County committees and local units of government. Essential Duties:

- Identifies, obtains and reviews basic planning data from a variety of federal, state, and private sources; Conducts research activities for all projects according to accepted and established planning methods; Designs, implements, and analyzes community surveys in support of plan and policy development for County and community projects; Designs and prepares various technical studies on population, land use, parks and recreation, solid waste, economic development, historic preservation and other planning issues; Prepares draft and final planning document for County comprehensive and functional plans for Committee and County Board approval; Prepares grant applications for financial assistance from federal, state, and private agencies; Develops and participates in various County programs and policies to implement comprehensive and functional plans; Provides technical assistance to local communities for development and implementation of community comprehensive and functional plans; Provides technical assistance to local communities for preparing grant applications and...
Job Opportunities and RFPs (Cont.)

administering grant funds and County committees governing; Jointly develops and implements public information, education and technical assistance programs on planning and development issues with the County Resource Agent; provides data, information, policy interpretations and technical assistance related to Department programs and projects to professional clients, local officials and the general public.

Education/Experience:

1. Bachelor’s degree (from four-year College or university in Planning, Geography, Resource Management or related field. Master degree preferred.

2. Minimum of two (2) years work experience in local government planning.

When applicable: Combination of work experience and education may be considered.

Application Instructions
Interested applicants must complete our on-line application to be eligible. On-line application can be found on our website at: http://www.co.polk.wi.us.

Job Title: Planning & Environmental Services Director

Hiring Agency: Winona County

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

Deadline: November 15, 2016

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: Comprehensive Plan Update: Request for Proposals (RFP)

Hiring Agency: City of Columbia Heights

Web Link: http://www.ci.columbia-heights.mn.us/

Deadline: Friday, December 2nd, 2016

Salary Range: NA

Job Description
The City of Columbia Heights is seeking written proposals from qualified consultants to assist in updating the City’s Comprehensive Plan. The consultant will work with City staff, a group of elected and appointed officials, and residents to update the plan. The consultant will take the primary responsibility for completion of the plan and ensuring that the plan meets the requirements of the Metropolitan Council and the State of Minnesota. The consultant will ensure that the updated Comprehensive Plan complies with the Metropolitan Council’s requirements for Columbia Heights, including the Thrive MSP 2040 System Statement and Local Planning Handbook.

Application Instructions
Please submit proposals no later than 4:00pm Friday, December 2nd, 2016. You can find the RFP at: http://www.ci.columbia-heights.mn.us/jobs.aspx. For questions please contact Elizabeth Holmbeck, City Planner at eholmbeck@columbiaheightsmn.gov.

Job Title: Planner

Hiring Agency: Hoisington Koegler Group Inc

Web Link: http://www.hkgi.com

Deadline: Open until filled

Salary Range: based on qualifications
Job Opportunities and RFPs (Cont.)

**Job Description**
The Opportunity: Hoisington Koegler Group is looking to expand our team of planners. HKGi’s sole focus on planning, landscape architecture and urban design allows staff to have access to a broad range of work, exposure to all aspects of projects, significant task responsibilities and to contribute to the successful completion of award winning, leading edge projects. The firm’s culture emphasizes collaboration, creativity and openness to new ideas. Located in the Downtown Minneapolis Warehouse District, HKGi has convenient access to transit and is bike friendly.

The Position: HKGi is seeking a creative, energetic planner with 3 to 5 years of experience. Candidates should possess strong written (technical and creative), graphic and verbal communication skills including experience preparing technical and general planning related reports. Applicants should have a working knowledge of software programs including ArcGIS, Microsoft Office Suite, and the Adobe Creative Suite. Advanced knowledge in GIS, spreadsheets, database development, experience working with community engagement and public process is desired. The candidate will contribute to a large variety of project types including general community planning, stakeholder engagement, comprehensive planning, zoning ordinances, redevelopment planning/studies, grant writing, park system planning, corridor studies, and other related projects. The position interacts regularly with project managers and principals on key planning and landscape architecture projects. The position initially will involve project management for smaller scale projects with the opportunity to grow into a larger project management assignments over time.

Qualifications: Required qualifications include a four-year degree or master's degree in community planning, stakeholder engagement, comprehensive planning, zoning ordinances, redevelopment planning/studies, grant writing, park system planning, corridor studies, and other related projects. The position interacts regularly with project managers and principals on key planning and landscape architecture projects. The position initially will involve project management for smaller scale projects with the opportunity to grow into a larger project management assignments over time.

Qualifications: Required qualifications include a four-year degree or master's degree in community planning or related field and a minimum of 3 years of experience. Desired additional qualifications include AICP certification and direct experience preparing land use application staff reports for planning agencies and facilitating creative approaches to community involvement.

**Application Instructions**
In PDF format, please submit the following: cover letter, resume, references, and writing/graphic design samples via email to jobs@hkgi.com.

**Job Title:** Urban Designer and Planner

**Hiring Agency:** Cuningham Group Architecture, Inc.

**Web Link:** [http://www.cuningham.com](http://www.cuningham.com)

**Deadline:** N/A

**Salary Range:** N/A

**Job Description**
Cuningham Group is seeking a motivated urban designer to join our Urban Design and Landscape Architecture Studio. We are an interdisciplinary studio that works on a range of projects for both private and public clients - in the Twin Cities and around the country. Projects include master planning, campus planning, neighborhood plans, redevelopment plans, comprehensive plans, competition entries, and small area plans in the Twin Cities region and around the country.

The ideal candidate will focus on urban design, and will have the flexibility and ability to support planning, architecture, or landscape architecture projects as needed.

Requirements

- Undergraduate and/or Graduate Degree in Architecture, Urban Planning, or Landscape Architecture
- 2-10 years of professional experience
- Knowledge of and interest in urban design
- Strong graphic, technical, writing, and verbal skills
- Knowledge of Adobe Suite, Sketchup, GIS

**Application Instructions**
Please forward resume and portfolio to hr@cuningham.com.

**Job Title:** Part-Time Planner

**Hiring Agency:** Sambatek, Inc.

**Web Link:** [http://www.sambatek.com](http://www.sambatek.com)

**Deadline:** NA

**Salary Range:** DOQ
Position Description Sambatek, Inc. is an Award Winning Twin Cities-based professional services firm that specializes in engineering, 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 Zweig-White 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

Job Title: Transportation/Community Development Planner

**Hiring Agency:** Upper MN Valley Regional Development Commission

**Web Link:** [http://www.umvrdc.org/](http://www.umvrdc.org/)

**Deadline:** open until filled

**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.umvrdc.org](http://www.umvrdc.org).

**Job Title:** Community Development Planner

**Hiring Agency:** Upper MN Valley Regional Development Commission

**Web Link:** [http://www.umvrdc.org](http://www.umvrdc.org)

**Deadline:** open until filled
Job Opportunities and RFPs (cont.)

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.umvrdc.org

Job Title: Economic Development Planner (Senior Planner)

Hiring Agency: Vierbicher

Web Link: http://www.vierbicher.com/careers/

Deadline: Open until filled

Salary Range: Salary and benefits are commensurate with experience.

Job Description
Vierbicher is looking for a talented individual to join its Planning & Community Development (PCD) team in our Madison or Milwaukee Metro office. Vierbicher, located in four offices throughout Wisconsin, is a leading community planning and civil engineering firm that maintains a growing portfolio of planning and community development projects with well known private and public clients.
In the role, you will:

Report to the PCD Manager and be responsible for economic, market, and real estate analysis.

Work with PCD team and clients to prepare grant applications, tax increment district plans, economic development packages, financing strategies, and other community development documents that provide a strong basis from which communities can create positive change.

Prepare development strategies and implementation actions appropriate to a particular context (downtown, business park, urban, rural, small & large populations, high/low income).

Manage projects and maintain direct client relationships responsibilities, such as the preparation and maintenance of project scope, budget, and schedule.

Utilize quantitative and qualitative data analysis (primary and secondary sources) to understand the dynamics of local and regional economies (i.e. commercial, retail, housing and industrial real estate markets).

Demonstrate a strong understanding of the philosophies, principles, practices, and techniques of economic development planning.

Actively build your professional network and seek opportunities to present at regional conferences.
Provide high-quality planning and community development consulting services to public and private sector clients in ways that impress the clients and build the Vierbicher reputation.

Maintain a professional presence in the economic development and planning community in the Midwest. We want you to build your career and reputation by demonstrating the work being done by Vierbicher.

About you and your skills:

Master's degree in Economics, Urban and Regional Planning, Business, or Public Policy from an accredited university and at least five years of planning and community development experience or a bachelor's degree from an accredited university and two additional years of project experience.

Professional certification in economic development, real estate, planning or other related profession.

Excellent oral and written communication skills for preparing and presenting project reports.

Some relevant project experience in other planning specializations, such as municipal planning, zoning administration, urban design, transportation planning, community workshop facilitation, etc.

Basic understanding of ArcGIS mapping applications and/or the Adobe Creative Suite (InDesign, Illustrator, and/or Photoshop).

Motivated self-starter that can work independently, while proficiently working within a collective team environment.

You work effectively and efficiently to deliver high-quality engagements to your clients.

**Application Instructions**

Send your cover letter, resume, and relevant work samples to hr@vierbicher.com or apply online at http://www.vierbicher.com/careers/.

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**Job Title: Assistant Planning, Development & Sustainability Director**

**Hiring Agency:** Johnson County, IA

**Web Link:** http://www.johnson-county.com

**Deadline:** Open until filled

**Salary Range:** $69,039.23-$81,222.20

**Job Description**

Johnson County Planning, Development and Sustainability (PD&S) department currently seeks a Assistant Planning, Development & Sustainability Director to provide administrative and technical services to the County's PD&S department and to the general public. Manage the Planning division and supervise staff. Serve as Senior Planner. Assist in administering and enforcing the County's Zoning Ordinance and Comprehensive Plan. Analyze policy alternatives and prepare and present policy proposals and implementation measures. Provide staff assistance to various County boards and commissions. Support sustainability initiatives to include sustainable land use policies. Manage the investigation of and respond to alleged violations of Unified Development Ordinance to include zoning code, subdivision regulations, and building code. Manage the Department during the absence of the Director.

Master's degree in Urban and Regional Planning or related field AND three years of related work experience with progressively responsible tasks and one year supervisory experience.

**Special requirements:** Valid driver's license. May also require use of personal vehicle for official business. Obtain American Institute of Certified Planners (AICP), Certified Floodplain Manager (CFM), and Leadership in Energy and Environmental Design (LEED) Green Associate professional credentials within 2 years of hire.

Compensation: $69,039.23 - $81,222.20 plus outstanding benefits.

**Application Instructions**

To apply and learn more about this position please visit our website, http://www.johnson-county.com. Applications are accepted until the position is filled. **Cover letter and resume required.**
Job Opportunities and RFPs (cont.)

AA/EOE

Job Title: Assistant Planner
Hiring Agency: Hometown Planning
Web Link: http://www.hometownplanning.com/
Deadline: December 18, 2015 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: Planner (Long-Range Planning)
Hiring Agency: City of Bloomington
Web Link: http://agency.governmentjobs.com/bloomingtonmn/default.cfm
Deadline: November 27, 2016 11:59 PM

Salary Range: $63,576 - $66,780

Job Description
The City of Bloomington is seeking an individual to prepare long range plans and update City Codes. To a lesser extent, the position will assist with reviewing development proposals and responding to customer inquiries; develop and make professional and effective recommendations on planning projects to Commissions and City Council; and will insure orderly, positive and effective development consistent with City plans and policies.

Application Instructions
The application and a full description of the minimum and desired qualifications for this position is available online. Apply online at www.BloomingtonMN.gov/hr.

We wish to recognize the following cities for their Municipal Membership in APA Minnesota.

City of Dilworth
City of Fergus Falls
City of Frazee
City of Glyndon
City of Hawley
City of Moorhead
City of Perham
City of Rothsay
City of Vergas
City of Wheaton
Leadership Directory

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Southwest Director
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