Planning Minnesota

Inside This Issue

From the Desk of the President ....................................................... Page 3
Minnesota State Fair ................................................................. Page 4
URSI’s 50th anniversary .............................................................. Page 6
Legislative Update ....................................................................... Page 7
Upcoming Events and Webinars .................................................... Page 8
Job Opportunities and RFPs .......................................................... Page 12

Record breaking State Fair
Page 4
Still Time to Sign Up for the Conference

As I reflect on this year’s conference theme, Bridging the Gaps: Building Our Future Together, I am inspired to realize that our roles as planners are so much more than simply our jobs, a paycheck, or somewhere we go 40 hours a week. Our communities rely on us to bridge critical gaps in our society, and we cannot take that role lightly.

Planners have responsibility to address the achievement gap, food access planning, access to affordable internet, the jobs/housing disconnect, and engagement gap in policy-making between those who influence policy and those who are most affected.

If you want to be inspired, learn new techniques, and engage in dialogue about these challenging issues, attend this year’s Upper Midwest Planning Conference in St. Cloud. The conference committee strived to select sessions focused on the theme of Bridging the Gap.

As a secondary outcome, the conference promises to be a place for fun in your life! This year, we welcome The Theatre of Public Policy to join us as our emcee throughout the conference, which provides a new twist on our traditional line-up! Also, the conference committee has planned more mobile workshops than ever, and secured some high profile keynote speakers, including Shawntera Hardy and Minneapolis Councilmember (and planner) Lisa Bender.

Of course, we could not have the premier state conference we do without the tireless assistance of Peg Schmid, our volunteer co-chairs Eric Weiss and Joe Janish, and all of our committee volunteers – a special THANK YOU for your hard work to ensure a successful conference! If you see them, be sure to thank them for the work.

There’s still time to sign up at www.plannersconference.com! I hope to see you there.

Breanne Rothstein
President, APA-MN
The Great Minnesota Get-Together: Minnesota closed out summer on a strong note, as the Minnesota State Fair was set to break its all-time attendance record. A record 260,000 people visited the fair on Saturday, Sept. 3, a record for a second Saturday.

Top: Dairy Princess butter sculpting; Bottom left: Don’t sit on the topiary; Bottom right: The Horticulture building.
Top: Solar panels on the tiny house; Bottom left: It’s the Great Pumpkin; Bottom right: Living large hotel.
Urban & Regional Studies Institute Celebrates 50th Anniversary

The Urban and Regional Studies Institute (URSI) of Minnesota State University Mankato is celebrating its 50th anniversary as a highly recognized training center for urban planners and administrators. Coinciding with URSI’s 50th year celebration is the Accreditation of its Urban Studies program by the Network of Schools of Public Policy, Affairs and Administration (NASPAA).

URSI was established in 1966 to address the need for professionals trained in both theoretical and practical skills of local government. The program quickly established a high status training center for planners and administrators, recognized in 1977 with the Stephen B. Sweeny Award from the International City Management Association (ICMA), and again in 1979, when a University of Wisconsin survey of department chairpersons ranked URSI second only to Harvard and MIT in program quality.

The current URSI program is comprised of three degrees: Master of Arts in Urban Planning, Master of Arts in Urban Studies and a Bachelor of Science in Urban Studies. The program also offers certificates in Urban Planning, Local Government Management and Nonprofit Leadership. Faculty government service is an important part of the departmental philosophy, and frequently involves internships, studio projects and student/faculty projects with local government; these projects provide students with real world, practical experience. This connection is a foundational part of the departmental program, and student culture within URSI. URSI also focuses on reaching an expanded audience online. URSI offers some of its courses in an online format, meeting one of Minnesota State University’s goals of expanding its online presence.

Since the 1970s, URSI faculty have continued to serve the local government profession beyond the academic realm. Throughout the state of Minnesota and the United States, URSI graduates serve as planning directors and city managers. URSI graduates are represented in each U.S. state and several countries as well. Two URSI faculty were elected to, and served on the governing board of the Urban Affairs Association. URSI has served as the secretariat of the Minnesota City/County Managers Association (MCMA) and the Minnesota Association of County Planning and Zoning Administrators. Current URSI faculty, students and alum actively participate in the American Planning Association and American Institute of Certified Planners.

As URSI celebrates its past 50 years it looks forward to continuing its commitment and high level of service to local government and the planning profession through its faculty, students and alum.

Russell Fricano
This summer update for our membership goes out right at the start of the "Great Minnesota Get Together." A place where politics is in rare form as usual; and this presidential election year is no exception with added exponential factors. Although it sure feels like the heat is upon us, fall is right around the corner and so will be the 2017 Legislative Session as we wind up the last half of 2016. The Legislative & Law (L&L) Committee will present the full update of the 2016 MN Legislative Session at the state planning conference in September, including recommendations on moving forward with implementation strategies for the new chapter platform adopted this spring. For a full planning related bill report on the 2016 session please go to our L&L Committee page on the Minnesota APA Planning Chapter website.

Ahead of the conference we are providing a more in depth look at the Temporary Family Health Care Dwelling Zoning Bill. This now becomes law and we would like to hear back from you by taking a short survey about how you as a local government official are dealing with these changes.

**Temporary Family Health Care Dwelling Becomes Law But Allows For Opt Out**

**Chapter 111 (SF 2555)** provides definitions and requirements for temporary family health care dwellings. A temporary family health care dwelling is a mobile residential dwelling where a physical or mentally impaired person may live while receiving care from a relative, guardian, or health care agent. The law also includes local government opt-out provisions. Although the law’s effective date is September 1, 2016, the League of Minnesota Cities (LMC) notes that the law does not also set this date as a deadline for opting out. Although cities can opt out after September 1, the LMC advises that local governments "must be ready" on that date to accept and process applications. If an opt out ordinance is enacted at a later date, the government will need to analyze how to handle applications that were submitted after Sept. 1, 2016, but still pending at the time the opt-out is enacted.

Has your local government opted out? Let us know by taking this short survey!

**Articles and additional background information**


Andrew Mack, AICP, Paul Mogush, AICP, Tom Jensen, AICP
Resilient Communities Project

Call for Letters of Intent to Apply for Resilient Communities Project 2017-2018 Partnership

The Resilient Communities Project (RCP) is now accepting letters of intent from cities and counties that wish to apply to be RCP’s community partner for the 2017–2018 academic year (July 1, 2017 to June 30, 2018).

What Is RCP?

RCP facilitates year-long partnerships between the University of Minnesota and one selected community in Minnesota. Through the partnership, students and faculty from across the University collaborate with the partner community to address its self-defined sustainability-related needs through course-based projects. The collaboration results in on-the-ground impact and momentum for a community working toward a more sustainable and livable future.

How Does the Partnership Work?

RCP provides the partner community with efficient access to the broad base of sustainability expertise at the University of Minnesota by matching community-identified projects with graduate and upper-level undergraduate courses that can address the needs of the community. Work is completed by students as part of their coursework, under the supervision of U of MN faculty and RCP staff.

RCP staff work closely with the partner community to match projects with students and faculty from a wide range of disciplines—from architecture, planning, and engineering to environmental sciences, public health, and the humanities. Most projects involve multiple disciplines in order to address problems from diverse perspectives. RCP has the capacity to assist with 10–30 local projects during the partnership year.

Assistance is available related to all aspects of sustainability (e.g., environmental health, economic opportunity, social equity, and community livability) and all stages of sustainability efforts (analysis, planning, design, implementation, and evaluation).

Who Is Eligible to Apply?

Cities, counties, and clusters of communities along a transportation corridor, around a regional center, or within a watershed are eligible to apply. To minimize travel time and costs, applicant communities should ideally be located within a two-hour drive of Minneapolis, where RCP is located. Communities located further away from Minneapolis will be considered if additional funds are contributed for overnight travel costs. The selection process is competitive, and the partner community must support the partnership through dedicated staff time and a local financial contribution.

How Does My Community Apply to the Program?

Based on feedback from previous community partners and applicants to the program, this year RCP has instituted a two-phase application process to make the process easier and less time-consuming for applicants:

Phase I: Letter of Intent to Apply. The purpose of the letter of intent (LOI) is to demonstrate your community’s interest in, organizational support for, and financial and staff capacity to support a one-year partnership with RCP. Timeline: Call issued July 18, 2016; LOI due September 15, 2016; notification by September 30, 2016 if invited to submit a formal application.

Phase II: Program Application. Based on the LOI, selected communities will be invited to apply to the RCP program. The purpose of the application is to identify and describe specific projects, staff project leads, and community partners for the one-year partnership with RCP. Timeline: Invitation to submit an application transmitted by September 30, 2016; program application due February 15, 2017; selected community partner announced by March 15, 2017; partnership begins July 1, 2017 and ends June 30, 2018.

Deadline for letters of intent: September 15, 2016 at 12:00 midnight CST

Visit the RCP website for more information on how to apply: http://rcp.umn.edu/home/communities/apply-to-rcp/
Upcoming Events

APA Elections

The APA election is open through September 8, 2016 at 11:59 PM Eastern Time.

Members should have received an email with unique identifier information to vote. For more information go to: https://www.directvote.net/APA/

Candidate information is available on the online ballot.

Economic Development Certificate

Economic development allows a community to expand its tax base, create high-quality jobs, and provide important amenities to its citizens. Hamline’s Economic Development Certificate comprehensively examines the economic development process from both government agency and private sector perspectives, giving you the critical knowledge and skills necessary for communities to prosper.

With a certificate in Economic Development from Hamline, you will:

- Enhance your knowledge and understanding of economic development tools, including the Economic Community Assessment and the Economic Development Authority Handbook.

- Meet and network with community officials on multiple site visits across the Twin Cities metro area.

Course starts September 15, 2016.

APA MN Conference Food Drive

This year’s planning conference will again feature a food drive. Conference participants are encouraged to give in support of individuals in the St. Cloud Community who are in need. Food, clothing, household items, and personal care items are always welcome – the biggest need is cash. Your contribution is essential to the mission to end hunger in the region.

This will be the eighth year that this conference will be containing a food drive. Your generous contributions over the years have provided over 25,000 meals to hungry individuals. But the problem is far from solved. 1 in 10 households are affected by hunger. Childhood hunger can have permanent effects on children; mental and physical development can be stunted, and children may not be able to perform in school. Any effort to support the cause would be greatly appreciated.

Your participation in the event will earn you the opportunity to win some great raffle prizes. Each dollar donated will earn you a raffle ticket with a chance to win a prize. The raffle will take place on Thursday evening after the keynote. Anyone (or participating firms) wishing to donate prizes in support of this effort is encouraged to contact Alex at AlexCo@bolton-menk.com. Thank you in advance for your support, and we look forward to another successful effort in combating the challenge of hunger in our communities.
Upcoming Events (Cont.)

National Community Planning Month

Start thinking about how your community will highlight the positive impacts of planning during National Community Planning Month in October. APA’s NCPM Resource Hub is filled with tools to help you celebrate.

Member involvement is crucial to the success of National Community Planning Month. APA is counting on you to tell us about coming events and to share your success stories and best practices. Send your news and info to ncpm@planning.org for inclusion in our showcase of planning that is creating communities of lasting value.

Land Use Training & Education Workshops

GTS Educational Events is offering a series of workshops in September. For information on all sessions visit their website: https://www.regonline.com/Register/Checkin.aspx?EventID=1824410

The Basics of Groundwater

Local land use decisions can have major impacts on the quality of groundwater and its availability over time. Groundwater protection requires the efforts of everyone, and local governments play an important role in protecting groundwater as a vital asset to the economic sector and healthy communities. This session will provide locally elected and appointed leaders with basic information on groundwater and drinking water related issues, highlight why groundwater should be considered in local land use decisions, and present some ways to protect groundwater for a sustainable future.

Sept 1 - Little Falls
Sept 21 - Windom

Beyond the Basics of Planning & Zoning: Variances and More!

Participants learn how planning and zoning tools are used to deal with a wide variety of development issues influencing a community’s built environment. The complexities of variances are a major focus. Presenters cover the what, when, and why (complete with "how-tos" and "how-not-tos") with numerous examples and case studies.

Sept 1 - St. Paul
Sept 13 - Owatonna
Sept 22 - Little Falls

GTS Educational Events will be at the Minnesota APA Conference on September 28th! Two morning pro-
and forged new approaches for improving the quality of life in winter cities.

This meeting, which will focus on design and planning, industry and business, and culture will once again take place in Edmonton. Our newly redesigned website can be found at www.wintercitiesconference.com. A Call for Presentations is now live, a sponsorship campaign is underway, and program and speaker details will be released shortly. Registration will open in September.

2016 Upper Midwest Regional/APA Minnesota Conference.

Members, don’t forget to register for the annual state planning conference!

This year’s conference will be held at the River’s Edge Convention Center in Downtown St. Cloud, MN, September 28-30, 2016.

GTS is offering two training sessions prior to the start of the conference on Wednesday morning (September 28).

Our Speakers will include St. Cloud Mayor Dave Kleis, Greater St. Cloud Development Corporation President Patti Gartland, DEED Commissioner Shawntera Hardy, and City of Minneapolis Councilperson Lisa Bender.

The Theatre of Public Policy (T2P2) will be present to emcee the conference, help bring humor, improve,
Upcoming Events (Cont.)

and more fun to our discussions.

Awards will be given out on Wednesday night for Planner of the Year, Gunnar Isberg Scholarship, Innovation in Planning, Excellence in Community Engagement and Partnerships in Planning.

Our mobile tours include: Cold Spring Brewery Tour and Water Source Debate, Great River Road/Mississippi River Trail Mobile Tour, New Flyer Industries Tour, Munsinger/Clemens Garden Tour, St. John’s University Tour, Fifth Avenue Walking Tour/Beaver Island Brew Pub Stop, and a Roundabout Review.

We also have time for our Sponsor Meet and Greet! Don’t forget to check out the sponsors while at the conference. Without them the conference certainly wouldn’t be as great!

Conference Website: [http://www.plannersconference.com/](http://www.plannersconference.com/)

Free TOD Technical Assistance

Are you looking for ways to catalyze smarter development around the stations or along the corridor? Each year, the Federal Transit Administration in partnership with Smart Growth America offers free technical assistance to communities to develop tools, guidance, and other resources for enhancing transit-oriented development (TOD) within transit corridors or around a public transportation station, and in economically distressed communities.

The second round of our free technical assistance is now open to help. Any unit or subdivision of state, regional, local, or tribal governments with an active federally funded transit capital project are eligible to apply.

Learn more about applying for TOD Technical Assistance. Join representatives from FTA and SGA on Wednesday, September 7, 2016 from 1-2 p.m. EDT for an informational webinar discussing this technical assistance opportunity and the application process.

For more information visit: [https://todresources.org/help/technical-assistance/](https://todresources.org/help/technical-assistance/)

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 Ramsey
City of Rothsay
City of Vergas
City of Wheaton
Upcoming Events (Cont.)

2016 Planning Webcast Series

Upcoming Webcasts – all at 1 p.m. ET:

- **WEDNESDAY September 7** – Planning and the Black Community – [Citizen Ingenuity and Impact Assessment](#) – Speakers: Traceé Strum-Gilliam, AICP, Chancee Martorell, Michael Allen, Carlton Eley

Sustainable solutions are environmentally friendly, economically profitable, and socially responsible. Productive harmony requires meeting all three conditions. Impact assessments are useful for assessing, appraising, or estimating, in advance, the consequences that may follow from proposed actions. The instrument is a necessary tool which can encourage thoughtful discussion about subtle issues and potentially injurious actions that could easily be overlooked or at times may be difficult to describe or express. For this webinar, experts will disclose how they have risen above skeptical views about impact assessments and are using them to ensure critical issues are fully described and analyzed. They will explain how treating social impacts as inconsequential may fail to alleviate vulnerability and can hinder outcomes that are fully sustainable. Attendees will learn how assessments can help communities and agencies plan for social change resulting from a proposed action as well as to overcome blind-spots. Also, the webinar will reveal how citizens are taking the lead to conduct impact assessments as a means to participate in designing their future during the planning process.

- **September 23** – Upstate NY Chapter – [Measuring Sustainability Outcomes: Easier Said than Done?](#) – Speakers: Joanna Nadeau, AICP, George Homsy, Ph.D., AICP, Jim Yienger, Wayne Felden, FAICP

As communities look to measure sustainability in a world of proliferating indicators and rating systems, planners find that some metrics are easier to measure – and manage – than others. Dive deeper into the topic of sustainability metrics with speakers from Audubon International, STAR Communities, New York State, and SUNY Binghamton, who will share real world examples and recommendations for measuring sustainability. Taking a few categories of sustainability indicators to focus the discussion, the panel will provide an in-depth look at how to collect and use these measures, and will highlight metrics and measures needing further inquiry and improvement.

Click on the title links to register. You can see the current listing of all webcasts at [www.ohioplanning.org/planningwebcast](http://www.ohioplanning.org/planningwebcast).

CM credits can be claimed by looking up the sponsoring Chapter or Division as provider

**Distance Education** – these webcast recordings are approved for CM credit for viewing throughout 2016:

- **Housing for People with Disabilities: A Civil Rights Lens** - 1.5 CM LAW Credits ([#.9008313](#))

  To locate this event for CM credit, [click here](#) or search by the provider, APA Northern New England Chapter

- **Ethics of Private Practice Consulting** - 1.5 CM ETHICS Credits ([#.9016910](#))

  To locate this event for CM credit, [click here](#) or search by the provider, APA Private Practice Division

Note that the DE CM credits have a different event number than the original live webcast, so the event number in the recording will not work for DE credit. Use these event numbers above to log your DE CM credits.
Job Opportunities and RFPs

Job Title: Transportation Planner
Hiring Agency: Arrowhead Regional Development Commission
Web Link: http://www.ardc.org/about/employment/
Deadline: August 31, 2016
Salary Range: $17.70 - $30.65/hr
Job Description
The Metropolitan Interstate Council (MIC), a division of the Arrowhead Regional Development Commission (ARDC), and the federally designated Metropolitan Planning Organization (MPO) for the Duluth, MN - Superior, WI urban area, has an opening for a Planner to develop or assist in coordinating transportation planning for the MPO area. Improve the movement of people and goods by working with representatives from area jurisdictions in a planning process, gathering, analyzing and interpreting data, report preparation, and giving presentations to Metropolitan Planning boards and committees.
Minimum requirement is a Bachelor's degree in Planning or related field and 2 years professional planning experience; Master's degree and/or 3-4 years professional planning experience with background in Maritime or Environmental Planning preferred. Sound technical skills and a basic knowledge of GIS. Position requires solid written and oral communication skills and proficiency in Microsoft Office programs.
Salary dependent on experience and education, and includes a full benefits package.
Application Instructions
Visit http://www.ardc.org/about/employment/ for more information and application materials. Application materials, cover letter and resume may be submitted by mail, email or fax per instructions on the website by August 31, 2016. EOE

Job Title: 2040 Comprehensive Plan Update RFP
Hiring Agency: City of Roseville, Minn.
Web Link: www.cityofroseville.com
Deadline: August 31, 2016
Salary Range: NA
Job Description
The City of Roseville is seeking proposals from qualified consultants to assist in development of an update of Roseville’s existing 2030 Comprehensive Plan (http://www.cityofroseville.com/CompPlan). Our desired outcome is to update and improve upon this existing plan, which is generally well regarded by City officials and staff.
In addition to updating the content of the current plan, Roseville is eager to consider how public safety (a core purpose of the City) and resiliency planning (as a complement to Roseville's Step 2 status among Minnesota’s GreenStep Cities) can be incorporated into the 2040 Comprehensive Plan. Roseville is also interested in using Metropolitan Council's Thrive MSP 2040 Outcomes (i.e., Stewardship, Prosperity, Equity, Livability, and Sustainability) as lenses for reviewing and updating comprehensive plan goals and policies to improve our community and make a positive contribution to the health of the region.
Application Instructions
Proposals are due August 31, 2016, no later than 11:59 PM. Please contact Senior Planner Bryan Lloyd with any questions. Download the RFP at http://www.cityofroseville.com/3028/2040-Comprehensive-Plan-Update.

Job Title: Community Development Director
Hiring Agency: City of Andover
Web Link: http://www.andovermn.gov
Deadline: September 9, 2016
Salary Range: $91,615 - $112,674 annually
Job Description
The City of Andover is accepting applications for the position of full-time Community Development Director. The Department Head position guides the City of Andover through developing, managing and evaluating community development programs, including planning, development review, redevelopment, housing rehabilitation, commercial site plan review and code enforcement.

**Application Instructions**
A resume, city application and supplemental application are required. Application materials are available to download at [www.andovermn.gov](http://www.andovermn.gov).

**Job Title:** Senior Highway Planner OR Highway Planning Analyst

**Hiring Agency:** Metropolitan Council

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

**Deadline:** September 9, 2016

**Salary Range:** NA

**Job Description**
The Metropolitan Transportation Services division of the Metropolitan Council has one vacancy for a Senior Highway Planner OR Highway Planning Analyst (depending on qualifications), who will work on projects that involve research, policy development, and policy implementation. Duties include participating in inter-agency highway studies and teams; developing policy for Council consideration; participating on technical work teams and committees; developing expertise in highway funding issues and participating in the Council’s processes for distributing federal transportation funds; conducting performance evaluation for the regional highway system; and participating in the development of work plans and interdisciplinary study efforts with the transportation planning unit as well as other Council planning activities.

Metropolitan Transportation Services (MTS) is responsible for regional transportation planning including development of the overarching transportation policy plan for the Twin Cities metropolitan area. MTS is seeking candidates with experience in state highway planning, funding, and policy development processes to manage and coordinate transportation projects of major Council significance.

To find out how all divisions of the Metropolitan Council serve the Twin Cities region, please click here: [http://metro council.org/About-Us/The-Council-Who-We-Are.aspx](http://metro council.org/About-Us/The-Council-Who-We-Are.aspx).

**Salary Ranges:**
- **Senior Highway Planner**
  - Starting Salary Range: $68,078 - $73,466
  - Full Salary Range: $68,078 - $96,595

- **Highway Planning Analyst**
  - Starting Salary Range: $73,611 - $83,533
  - Full Salary Range: $73,611 - $104,416

**QUALIFICATIONS**

Senior Highway Planner: A Bachelor’s degree in City, Urban or Transportation Planning; Civil Engineering; or related field AND four years of transportation planning experience.

Highway Planning Analyst: A Bachelor’s degree in City, Urban or Transportation Planning; Civil Engineering; or related field AND five or more years of transportation planning experience.

Equivalency: A combination of a Master’s degree in City, Urban or Transportation Planning; Civil Engineering; or related field AND years of transportation planning experience totaling eight years for a Senior Highway Planner or nine or more years for a Highway Planning Analyst.

Preferred qualifications for both positions:
- Master’s degree in City, Urban or Transportation Planning; Civil Engineering; or related field.

- Experience in state or county highway planning, funding and program development.

- Experience working for/with a Metropolitan Planning Organization (MPO).

- Experience leading and managing highway planning or policy studies.

- Preferred qualification for Senior Highway Planner: Five or more years of transportation planning ex-
preferred qualification for Highway Planning Analyst: Eight or more years of transportation planning experience to include experience leading and managing highway planning or policy studies.

Application Instructions
Applicants MUST submit the Metropolitan Council’s online employment application no later than SEPTEMBER 9, 2016 - more information and application instructions at www.metrocouncil.org.

Job Title: Planning Supervisor-Current Planning

Hiring Agency: Olmsted County

Web Link: https://www.co.olmsted.mn.us/

Deadline: September 18, 2016

Salary Range: $31.37 - $48.57/Hour

Job Description
NATURE OF WORK: Under general direction, is responsible to manage, plan, coordinate, monitor and guide one of the Planning Department divisions as assigned (Environmental Safety, Development Current Planning, or Analysis, Planning and Policy). Organizes, develops, administers and monitors work programs, grants, agreements, staff resources and quality control. Analyzes, interprets, and develops public and program policies and procedures. Supervises staff and applicable programs. Works as part of the management team and supports the director with projects as assigned.

MINIMUM QUALIFICATIONS:
Master’s degree from an accredited college or university in Planning, Architecture, Public Administration or closely related field and three (3) years of increasingly responsible experience in a similar position as listed in the work functions, with one (1) of those years in a supervisory role.

- OR -

Bachelor’s degree from an accredited college or university in Planning, Architecture, Public Administration or closely related field and four (4) years of increasingly responsible experience in a similar position as listed in the work functions, with one (1) of those years in a supervisory role.

Desirable Qualifications:
American Planning Association Membership American Institute of Certified Planning (AICP) Certification

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota drivers’ license and be free of any major traffic violations for the past three (3) years.

Application Instructions
For a complete job description and the required application, please visit our website.

Job Title: Transit Needs Study RFP

Hiring Agency: Washington County

Web Link: https://www.co.washington.mn.us/bids.aspx?bidID=188

Deadline: September 20, 2016

Salary Range: NA

Job Description
Evaluate the transportation needs of Washington County residents with focus on people with disabilities and seniors and other transit dependent populations.

Application Instructions

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 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 Opportunities and RFPs (cont.)

Job Title: Transportation/Community Development Planner

Hiring Agency: Upper MN Valley Regional Development Commission

Web Link: 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
Job Opportunities and RFPs (cont.)

**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

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

**Job Title:** Economic Development Planner (Senior Planner)

**Hiring Agency:** Vierbicher

**Web Link:** [http://www.vierbicher.com/careers/](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/.

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
Job Opportunities and RFPs (cont.)

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](http://www.johnson-county.com). Applications are accepted until the position is filled. Cover letter and resume required.

AA/EOE

Job Title: Planning/Building Enforcement Internship

Hiring Agency: City of Hutchinson

Web Link: [http://www.ci.hutchinson.mn.us](http://www.ci.hutchinson.mn.us)

Deadline: Open Until Filled

Salary Range: $12.00/Hour

Job Description

DUTIES AND RESPONSIBILITIES

1. Provides information via telephone and in-person to contractors, engineers, and the general public concerning zoning and land use policies and procedures for applying for planning, building, and related construction permits.

2. Accepts applications for conditional use permits, (variances, rezoning, amendments to Zoning Ordinance, vacations, annexations, and preliminary and final plats), as needed, and processes permits (building, sign, mobile home installation, demolition, moving, plumbing). Sends out billings and collects permit fees.

3. Assists with administering local land use and zoning regulations. Provides information about local regulations to citizens, contractors, other City staff, and other agencies.


5. Schedules inspections for the Building Official and Building Inspector as requested by contractors.

6. Assists with preparing correspondence, reports, agendas, packets for the Planning Commission and Joint Planning Board Meetings, and other miscellaneous materials as required.

7. Assists with performing duties related to Planning Department.

8. Assists with performing administrative duties for the Rental Inspection program, including accepting rental applications, collecting fees, entering information into computer system and generating letters and mailings for the rental inspection program.
9. Records all transactions and maintains permit files. Maintains plan files on all active permits.

10. Assists with the preparation of the monthly building and plumbing reports.
Performs related duties as required.

EQUIPMENT
Personal Computer, lap top computer, and software, printer, copier, fax machine, and telephone.

REQUIRED QUALIFICATIONS
1. Post-secondary education with major coursework in planning, community development, or a related field.

2. The demonstrated ability to communicate effectively both verbally and in writing.

3. Customer service skills.

4. Working knowledge of personal computer and word processing, spreadsheet, database and presentation applications.

5. A "can do" attitude with a willingness to learn and be challenged.

The ability to emphasize attention to detail, be highly motivated and reliable, and project a high level of professionalism.

WORKING CONDITIONS
Office conditions. Temporary intern position - approximately 12 weeks, 40 hours per week. Office hours are typically 8:00 a.m. to 4:30 p.m. with some early morning & evening meetings. Public contact.

Application Instructions
For a full position description and required Temporary/Seasonal application, please contact: City Center, 111 Hassan St. S.E., Hutchinson, MN 55350-2522, tel. 320-234-5608, fax. 320-234-4240, website www.ci.hutchinson.mn.us, e-mail: snelson@ci.hutchinson.mn.us.

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Job Opportunities and RFPs (cont.)

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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.
Leadership Directory

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