Planning Minnesota

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Published by: The Minnesota chapter of the American Planning Association (APA MN) publishes this newsletter on a bimonthly basis.

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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Looking Back at 2014 Resolutions

As I begin my second term as your chapter president, and a new year, I am continually impressed and humbled by our organization’s amazing volunteers. It is clear that planners are dedicated to bettering their profession, serving the APA-MN Chapter as wholeheartedly as they serve their communities, and challenging us to better our events, educational offerings, and overall service to our members. So, thank you!

As many of us do in our personal lives, I’d like to look back on 2014 and review my “resolutions” for our organization. Improving communication and ties with national APA was my top priority for 2014, which we accomplished. Attending both the national conference and the Fall leadership conference, chairing the Chapter Assistance committee of the Chapter President’s Council, and serving in two different Divisions (Planning and Women and Private Practice) has brought me much closer to the goings-on of national, which allows Minnesota more influence in decision-making and policy directives of national.

The second resolution of 2014 was to increase interest and membership in our chapter and board positions, which was partly achieved. As of December 30, 2014, the Minnesota Chapter had 752 members. In spring of 2013, we had 685 members. Of course, the economy has significantly improved, but these numbers highlight our organization’s ability to stay relevant, continue to show value, and capture back members who may have been laid off or let their membership lapse during the recession.

The final resolution for 2014 was to offer relevant and fun professional development and networking opportunities. We knocked this one out of the park, as usual, with our annual events like the Planner’s Day on the Capitol, the state conference, brown bags, the holiday party, and the annual Twins Game. We also provided new events like the three listening sessions hosted by the legislative and law committee, Lawn Bowling, and the metro district’s “give and take.” As we look forward, my primary goal for 2015 is to increase interest in joining the board and other volunteer positions. I have had many new members ask how they can get involved, and I’m excited to see new faces at events (as well as the familiar faces too!) Many hands make light (and fun) work. The second goal is to continuing building professional relationships with the student members. One of the easiest ways to accomplish this goal is to send a “welcome” email to all new or re-joining members. This has been an effective way of garnering interest in the organization and retaining student members beyond their first year.

Please let us know if there’s anything the board or I can do to help you in your pursuit of professional development and becoming the best planner you can be.

Breanne Rothstein, AICP
President, APA-MN
Welcome New Co-Professional Development Officer

By Jane Kansier, AICP, Rita Trapp, AICP, and Elise Durbin, AICP

2014 was a busy year for the Professional Development Officers and planners in Minnesota. The APA Minnesota chapter offered more than 16 educational opportunities for a total of 115.25 CM credits. This included 33.5 free credits, the 6 credit spring conference and the September conference with 75.75 credits. We also partnered with the Government Training Services (GTS) to provide 2 sessions for 4 CM credits each.

In 2014, we also offered our first online training session, the Legislative and Law Committee update. More than 70 planners across the state participated in the webinar.

New Co-Professional Development Officer

In October, the Board approved a revision to the job description for the Professional Development Officers, and authorized the appointment of a third PDO. Elise Durbin, AICP, the current Community Development Supervisor with the City of Minnetonka, answered the call. Elise obtained her AICP in 2007. She also has a history of involvement in her city of employment, and in several outside groups.

Elise will head AICP certification and webinar development for the chapter. Her duties will include:

- AICP Exam Preparation Coordination including setting up exam preparation session, identifying exam preparation resources, coordinating annual scholarship evaluation and recognition of new AICP members;
- Working with the Chapter Board of Directors, committees and other members to develop and produce webinars on a quarterly basis, and to develop and produce other training opportunities for all chapter members. We look forward to working with Elise to develop new training opportunities.

Professional Development Committee

Education and networking opportunities have been a foundation for APA MN for longer than certification maintenance (CM) for AICP members has been required. Over the last few years, the need for a coordinated effort to plan and develop educational events has become apparent. Recent changes to the bylaws have allowed us to create a new Professional Development Committee. This committee includes all three PDOs, the Brown Bag coordinator, chairs of the spring seminar, and any others who may be interested. This committee will help generate ideas for new educational opportunities. Our first committee meeting will be in January. We hope to conduct future meetings by conference call or webinar, to get as much participation as possible. If you are interested in being part of this important committee, please contact one of the PDO’s.

Continuing Education Opportunities

We are working to offer as many continuing education opportunities as we can in 2015. So far, the following events are planned:

- January 8th, Planning Enabling Law Reform Initiative in St. Cloud
- September 23rd-25th, 2015 Fall Conference in Bemidji
- Planner’s Day at the Capitol, date to be determined
- Spring Seminar, date to be determined

Watch for announcements about locations and other training opportunities throughout the year.

Calling All Planners

Do you have an exciting new project or development you would like to share with other planners in your area or in the state? Are you interested in presenting your ideas to other planners via a webinar? Why not volunteer to host a Brown Bag session or to be part of a webinar? This is a great way to present your ideas, projects and successes to other. Please contact any of the PDO’s with your ideas.

AICP News

Congratulations to the APA Minnesota members on their successful completion of the AICP exam in 2014! Watch for their names on the website.

AICP Review Panel

Now’s the time to think about earning your AICP designation in 2015! We will be offering an AICP Exam Review Panel early in 2015 for those interested in learning more about the exam. If you have already applied for the exam, you will hear helpful tips for studying and taking the exam from planners who successfully completed the exam in 2014. Watch for an announcement about the date and time soon.
Congratulations to the four officers who were re-elected to lead the APA MN chapter.

Breanne Rothstein was re-elected president. And Tim Gladhill, Vice-President, Tina Goodroad, Secretary, and Adam Fulton, Treasurer, were also re-elected to their offices for another two years.

Darin Newman, Student, was elected to represent the students who are members of the chapter.

We wish all of them a busy and productive two years, beginning with the Board retreat on January 16. The Board members welcome any comments or suggestions from our members and wish to encourage members to join the various committees and to attend the chapter events.

In addition, by a vast majority the chapter members voted to amend the By-laws to coincide with the national organization’s election cycle, starting with the next election.

The Bylaws also have undergone some other changes, such as the addition of some committees and how the Student Representatives will be joining the Board. An amended copy of the Bylaws will soon be available on the website.

Thanks to all of you who participated in the 2014 election.
Blue Cross Funding Active Places Projects

The Center for Prevention at Blue Cross and Blue Shield of Minnesota delivers on Blue Cross’ long-term commitment to improve the health of all Minnesotans by tackling the leading root causes of preventable death and disease: tobacco use, lack of physical activity and unhealthy eating.

The Center is pleased to announce a new funding initiative to support the planning and execution of Active Places demonstration projects. The Center looks forward to applications from throughout Minnesota for projects which will be executed during 2015.

Active Places demonstration projects are temporary, low-cost projects which aim to build momentum for future, long-term changes within a community. They must contribute to a long-term goal of making a community more amenable to walking, biking or other forms of physical activity. Examples of Active Places demonstration projects could include popup parks, Open Streets and temporary plaza/gathering spaces.

The application deadline is February 12 at 1 p.m.

An optional webinar will be held Friday, January 9, at 1 p.m. This webinar will offer a substantive overview of different types of demonstration projects that Blue Cross hopes to solicit. There will also be an opportunity to ask questions. The webinar will not be about contract requirements. Applicants are strongly encouraged to participate in the webinar. Additional details about the webinar will be posted on the Available Funding page of our website.

To apply for the Active Places funding and review the required materials, visit the Available Funding page of our website.
Planning Enabling Law Reform Initiative: Listening to You

A message to APA MN District Directors, Chapter Members and Elected & Appointed Officials. Are you concerned with MN Planning & Zoning Enabling Laws? The APA-MN Legislative and Law Committee invite you to participate in a focus group to discuss the status of Minnesota’s Planning Enabling Laws. We want to listen to your concerns about how planning works in your area, problems encountered, and ideas for the planning Minnesota’s Future.

Background

The APA-MN Legislative and Law Committee will host a series of focus groups to discuss findings of a draft white paper entitled, “Minnesota’s Planning and Zoning Enabling Laws: Analysis and Options for Reform.” The paper focuses on Minnesota’s primary planning statutes, Chapters 394 and 462. It also touches on the other statutes which affect local planning and zoning. The APA-MN Legislative Committee, in cooperation with other interested organizations, to review these laws in a ‘side by side comparison’ and to identify issues, conflicts, and opportunities for reform. (Background on this effort can be found on the Legislative Committee’s web page.)

Why study this topic? Initial problem statement:

• Minnesota’s planning laws date from the 1950s and 1960s, when most development occurred in cities, and when townships and unincorporated parts of counties were largely rural or undeveloped.
• Since that time, our population has expanded from three million to five million. Development has spread far from the core cities, and year-round housing is common in areas previously natural or used for agriculture, forestry, or recreation.
• The number of governmental units and their relationships has become more complex.
• We understand a great deal more about impacts of human activity upon the natural environment.
• The body of law surrounding planning and land use regulation has changed considerably, become more complex, and state planning laws have accreted and become confusing over time.
• Public expectations for meaningful involvement in public decisions have risen dramatically.
• Demands on public infrastructure have increased, and public investments have not kept pace with the public’s expectations for maintenance and improved performance.
• New planning methods have emerged over time and the future of Minnesota is at stake.

Summary of Findings

The white paper provides a brief history of Minnesota’s Planning and Zoning Laws and analyzes the major differences between the two primary statutes. Chapter 394 is applicable to counties. Chapter 462 is applicable to cities and townships which exercise planning and zoning authority.

• Both planning statutes are based on models from earlier eras, which began in the 1920s, were really updated in the 1950’s, but have not kept up with a modern era of planning practice.
• The statutes are structured differently, with many minor inconsistencies in wording, definitions and procedures. The cumulative effect of these minor differences over time is a major lack of clarity for citizens, developers, local elected and appointed officials, and professional planners.
• The primary conflicts between the primary and other statutes, as they pertain to local planning and zoning requirements, play out at the local level where city, county and township regulations meet or overlap. In these areas, related statutes governing annexation and other municipal boundary changes also come into play. Lack of intergovernmental cooperation is a big concern.
• A significant gap in both statutes is between the comprehensive plan and the official controls.

What should a plan consist of? How should zoning and other regulations implement the plan? Should the relationship between official controls and a comprehensive plan be more clearly stated? Does this create ambiguity and uncertainty for planning in Greater Minnesota?

• Another real weakness is the lack of consistent guidance on the contents of a comprehensive plan. Does this variation in the “comprehensiveness” and “effectiveness” of plans across the state matter to you and how good planning happens in your community?
• Both statutes continue to be modified, often in tandem with new requirements or response to court
decisions and emerging land uses and development trends. Do these piecemeal updates create new inconsistencies and additional demands on local governments? Does keeping pace with state law changes, court decision precedents, and emerging planning practice concern you?

- The lack of integration between the land use planning statutes and other related statutes are equally pervasive. Topics such as water resources, shoreland and floodplain management, annexation, airport controls, subdivision regulations, redevelopment, and economic development practices all affect local planning. Do these topics, governed separately by multiple overlapping statutes create inconsistencies for how you address local planning issues?

In response to a survey by the APA-MN Legislative & Law Committee (drawing responses from about 10% of the 800+ member professional membership), about 40% of all respondents indicated that their work was hindered by an outdated state statute or rule. An overwhelming 80% of all respondents are somewhat or very interested in reform of Minnesota’s Planning and Zoning Enabling Laws.

**Focus Group Details**

The focus group will be structured as a facilitated discussion of about 1 ½ - 2 hours in length. Comments will be recorded and summarized and follow up summaries will be distributed to participants. Additional written comments are welcome but not required.

**Working Problem Statement**

To assist in formulation of potential recommendations, it may be helpful to consider what the problem is and the recommendations attempting to be addressed. The following is a working problem statement for consideration by focus group participants:

“Minnesota’s planning and zoning enabling statutes are weak and outdated, and hinder intergovernmental cooperation and effective land use planning.”

The following questions will be posed at the focus group. In considering your responses please consider the above points and the working problem statement to specifically think about:

1. Why problems exist which hinder good planning?
2. How these problems may be addressed?
3. What other opportunities exist to promote good planning in Minnesota?

**Discussion Questions**

The following questions will be discussed during the focus group:

**General Background:**

- Tell us about your experiences working across jurisdictional boundaries or with other local governments, in which the planning and zoning enabling statutes (P & Z Laws) have played a role.
- Other state statutes?
- Have you experienced any frustrations as a result of inconsistencies, gaps or overlaps between statutory requirements?
- What changes would you recommend to make P & Z functions more efficient and equitable for all local governments?

**Specific Questions:**

- What are the benefits of an integrated planning and zoning statute, compared to “parallel updates of both the existing planning law chapters? Should they be combined into one?
- Should the standards for what a comprehensive plan includes be updated? Advisory or mandatory standards?
- Should the relationship between comprehensive / land use plans and zoning / official controls be strengthened, or is the current relationship sufficient?
- Given constrained state and local budgets, can meaningful incentives be provided to encourage best practices in planning and zoning?
- How can local planning and zoning authority be better integrated with other statutes:
  - Shoreland and floodplain regulations (Ch. 103F);
  - Watershed-wide planning (Ch. 103B, BWSR, water plans)?
  - Airport planning and zoning (Chap. 360)
  - Municipal boundary adjustments (Ch. 414)
  - Plats, surveys, CIC’s (Ch. 505 & 515)
  - Others?
- Which of the related statutes listed above would require or benefit from updating in connection with planning enabling law reform?
Central District Focus Group Listening Session
Minnesota Planning & Zoning Enabling Laws

Date: Thursday, January 8, 2015
Location: St. Cloud City Hall, City Council Chambers 400 2nd Street S., St. Cloud, MN
Cost: No charge for program, sponsored by APA MN
Time: 11:30 – 1:30 p.m.

Summary: Listening To You
A law summary and roundtable discussion concerning important land use planning & zoning issues concerning Minnesota Planning Enabling Laws.

Audience: Land use professionals, attorneys, elected and appointed officials, etc.

Register: RSVP for lunch order required. Call Crystal Paumen at 763-576-2728 or cpauen@ci.anoka.mn.us

Focus Group Team: APA Minnesota Legislative & Law Committee

Agenda
11:30 Complimentary Lunch Served
   Welcome & Introductions
   Crystal Paumen, AICP – APA Minnesota
   Central District Director and City Planner
   for City of Anoka

11:45 Summary of Listening Session Program
   Andrew Mack, AICP – Co-Chair APA Minnesota Legislative & Law Committee
   Community Development Director
   City of Duro

12:00 Minnesota’s Planning & Zoning
   Enabling Laws Analysis and Options for Reform
   Overview presentation of White Paper and comparisons between Mn Laws Chapters 394 & 462 plus related laws - Suzanne Rhees, AICP APA MN Legislative & Law Committee – MN DNR

12:30 Roundtable Facilitated Discussions
   Please see attached “Focus Group Outline” and list of focus group questions. Please bring your real life examples and case study scenarios.
   Bob Parson, AICP APA Minnesota Legislative & Law Committee
   Minnesota Department of Agriculture

1:30 Summarize focus group outcomes and adjourn.

Please plan to attend this program. Your input is essential to shaping Minnesota for future generations!

1.5 AICP CM Law Credit Applied For
Loft Tour and Discussion

Thanks to everyone who attended the Schmidt Artist Loft Tour and Metro District Give and Take discussion on December 18th! It was a good session with great energy. The discussion covered a broad range of topics, including:

- 2015 APA MN highlights, including events and activities
- What is being done to address important planning issues in Minnesota
- Challenges and priorities for APA MN in the coming year

Here are some photos of the participants. Thanks so much for your participation and a special thanks to Tom Olson who typed up the notes.

I look forward to seeing you at future APA MN events and encourage you to contact me if there is a topic or place for the Metro District to explore in the coming year.
Editor’s Note: This story is used, courtesy of the U.S. Department of Housing and Urban Development.

As federal, state, and local governments rely increasingly on data to fuel evidence-driven policymaking and make better-informed decisions about how they allocate resources, the importance of collecting, disseminating, and utilizing data is growing. For more than 17 years, HUDUSER.org has been providing free access to data sets from the Office of Policy Development and Research (PD&R), and the demand for this content has never been stronger.

PD&R publishes 33 data sets containing information on a range of housing and demographic attributes; all of these can be found in PD&R’s Data Set Reference Guide. The guide lists available data from PD&R rated by their relevance and usefulness for research in the designated categories. In addition, PD&R maintains the “Guide to HUD USER Data Sets,” which describes each data set and the formats in which these data are available.

The Fair Market Rents (FMRs) and Income Limits (ILs) are PD&R’s most frequently downloaded data sets. The ILs data set establishes the maximum household incomes qualifying at different income levels — Very Low-Income (50% of median), Extremely Low-Income (the higher of the Federal Poverty Guidelines published by the U.S. Department of Health and Human Services, and 30 percent of area median, capped by the Very Low-Income limits), and Low-Income (80% of median) — for various forms of assisted housing in communities throughout the United States. FMRs, which are often viewed in tandem with ILs, “are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment contracts in the Moderate Rehabilitation Single Room Occupancy program, and to serve as a rent ceiling in the HOME rental assistance program.” FMRs are also useful in administering other programs that require location-specific economic data. HUD estimates FMRs for 530 metropolitan areas and 2,045 nonmetropolitan county areas annually.

The rental rate and income data from the FMRs and ILs data sets, taken together, help ensure fair and equitable rental rates in assisted housing. Owing to local and regional variability in housing costs and median incomes, both FMRs and ILs differ from place to place — sometimes significantly. Building owners and managers, landlords, and tenants rely on this information to ensure that all parties to the rental agreement are working under a shared set of financial guidelines and assumptions.

In keeping with legislative requirements, the FMR data set is published annually at the beginning of October. PD&R has also produced an FMR/IL Look-Up mobile app to allow stakeholders to access this information from anywhere.

A number of data sets available on HUDUSER.org are extremely useful to key decisionmakers responsible for allocating resources. One such set,
the Consolidated Planning/CHAS data, is derived from custom tabulations of U.S. Census Bureau data. These data reflect the extent of housing problems and housing needs, particularly for low-income households, and are used by local governments to plan how to spend HUD funds. HUD also uses the data to ensure that grant funds are distributed equitably.

Another valuable data resource available on HUD USER is the Picture of Subsidized Households, which breaks down information about the nearly 5 million U.S. households living in HUD-subsidized housing. Users can perform data queries based on particular variables; for example, a visitor can request information on the number of households receiving assistance by state and by program. Users can also select from numerous other variables, such as the number of occupants per unit, monthly rent, percentage of units with a female head of household, percentage of households or persons with a disability, or resident age; in all, more than 50 variables are represented. Those interested in more fine-grained analysis can narrow their initial queries down to the city, county, or census-tract level (as well as by several other criteria); select the program or other variable of interest; and then specify whether to show a summary or detailed display of the resulting data. In addition, analysis files are available to download at all levels of available aggregation. This information is useful to anyone with an interest in subsidized housing, including demographers, social workers, building contractors, and state and local officials.

Although not a data set in the traditional sense, a host of closely related, data-driven housing and economic content can be found on PD&R’s U.S. Housing Market Conditions (USHMC) web portal. This portal includes PD&R’s national, regional, state, metropolitan, and local housing market data and analyses. Visitors can search for all of the reports available for a given geographical area and can narrow the results by type of report. Data are also presented in the form of charts and graphs, making the information readily comprehensible.

Each interactive graph presents information on a particular market characteristic over a given period of time. Users can select both the desired characteristic and the timeframe depicted. More granular information for shorter periods of time is available, as well as more detailed information on homeownership rates by race, age, household type, region, or metropolitan area. A similar interactive graph residing under the Demand Data tab depicts annual and quarterly data on new and existing home prices; users can view this information at the national or regional level. Similar graphing capabilities are offered under the Supply Data and the Financing & Investment tabs. These national housing market data and key indicators are also available through PD&R’s USHMC mobile application.

The data available from HUD and the other federal agencies can provide useful and, at times, crucial information for local, state, and national decisionmakers. Brief descriptions of, and links to, the data sets described above (and many others) can be viewed in the PD&R Data Set Reference Guide. The Guide includes a measure of anticipated relevance for each data set across a range of subject areas. All data sets are available as free downloads in a variety of formats, including PDF, Excel, Word, dBase, ASCII, and SAS.
Upcoming Events and Webinars

Conference Kickoff Meeting
Join us for the 2015 Conference Kickoff on January 23rd from 12-1:30 p.m. at the WSB offices (http://goo.gl/p6PsP6). All interested in volunteering with the Conference Committee are highly encouraged to attend this planning meeting, where we will be brainstorming the theme and discussing volunteer opportunities for the conference (September 23 – September 25th, 2015 in Bemidji, MN). Lunch and drinks will be provided; please check your email or contact mnapa@buffleheadweb.net for more information.

AIA Minnesota - Housing Advocacy Committee 2015 Search for Shelter Design Charrette - Call for Entry

Application Deadline: Friday, January 9, 2015

Does your organization have a design dilemma that could benefit from the talents and skills of a voluntary design team?

The AIA Minnesota - Housing Advocacy Committee's Search for Shelter Design Charrette could be your solution!

This design charrette helps local and regional affordable housing organizations envision beautiful, innovative design solutions to projects that previously existed only in writing.

Download the informational letter and application OR apply online at http://www.aia-mn.org/get-involved/committees/housing-advocacy/search-for-shelter-design-charrette/.

Job Opportunities and RFPs

Job Title: Planner
Hiring Agency: Olmsted County
Web Link: http://agency.governmentjobs.com/olmsted/default.cfm
Deadline: January 5, 2015
Salary Range: $22.87-$36.12 hourly

Job Description
The Rochester-Olmsted Planning Department is a joint City-County Department looking to offer a career opportunity in the position of Planner. The Planner performs development/zoning reviews, permitting, administration of policies, customer service, research, and the like. The job requires professional level work, duties, judgment and communications, including public speaking.

The minimum requirements include Graduation from an accredited college with a Bachelor’s Degree in urban or regional planning, urban design, environmental planning, transportation planning, public policy or closely related field and one (1) year of experience; OR a combination of education and experience equivalent to five (5) years of experience in a similar position as listed in the examples of work.

Application Instructions
For complete job description and required application, please visit our website at www.olmstedcounty.com.

Job Title: Investment Planning Program Coordinator
Hiring Agency: MN Department of Transportation
Web Link: mn.gov/careers
Deadline: January 12, 2015
Salary Range: $26.63 - $39.50 hourly/$55,603 - $82,476 annually

Job Description
The Minnesota Department of Transportation is seek-
Job Opportunities and RFPs (cont.)

looking for an Investment Planning Program Coordinator in their Office of Transportation System Management. The position is temporary unclassified and anticipated to last for three years. The position is insurance eligible.

In this role, you will guide long-range capital investment planning decisions and policies for the agency to ensure MnDOT meets its performance targets and deliver a transportation program that balances the desires of the traveling public with responsibilities of the agency. The position will ensure planned investments follow state agency plans. This position plays a large role in crafting the state’s 20-year State Highway Investment Plan and the annual 10-Year Capital Highway Work Plan.

This position requires occasional travel to and from various work sites for meeting and conferences. The incumbent is responsible for arranging their own transportation.

Required Qualifications:
A Bachelor’s degree in Planning or a closely related field plus three years advanced professional planning experience that demonstrates the following:

- Knowledge of the principles and practices of transportation planning;
- Knowledge of the theory and practice of performance based transportation planning and investment management;
- Knowledge in the application of GIS to planning, research and analysis;
- Proficiency in the use of statistical analysis with spreadsheet or database applications;
- High level of skill and ability in oral and written communication to facilitate public outreach meetings and small group discussions with stakeholders, facilitate internal MnDOT stakeholder and work group meetings, and author reports;
- Demonstrated ability to direct the work of professional transportation planners and analysts; and Knowledge of the principles of risk management and how they apply to transportation planning.

Preferred Qualifications:
- A graduate degree in Planning or a closely related field.
- Certification from the American Institute of Certified Planners or Professional planning experience working at the local, metropolitan or state level.

Working knowledge of Adobe Creative Suite, especially InDesign.

Application Instructions
Please apply online at the Minnesota State Careers website mn.gov/careers to job posting number 14DOT000555 (the job class online is Planning Program Coordinator Transportation) by January 12, 2015.

Job Title: Extension Educator - Aquatic Invasive Species
Hiring Agency: University of Minnesota Extension
Web Link: https://employment.umn.edu/applicants/Central?quickFind=125215
Deadline: Application review begins November 21, 2014; open until filled
Salary Range: Depending on qualifications

Job Description
The Extension Educator is responsible for planning, developing, implementing, and evaluating educational programs for aquatic invasive species detection and response. These educational programs will focus on helping local governments, lake associations, and citizens groups plan, develop and implement science-based programs that prevent, monitor, and control the establishment and spread of state-listed aquatic invasive species.

To accomplish this, the AIS Extension Educator will: 1) help identify and prioritize the most pressing aquatic invasive species challenges in different regions of Minnesota, 2) work with established Extension programs (e.g., Minnesota Master Naturalists) to develop AIS-focused educational programs, 3) assist in developing educational partnerships among state and local governments, lake associations, and citizens organizations, 4) assist these partners in implementing on-the-ground AIS detection and control projects, and 5) assist in securing funding to sustain AIS project efforts.

The AIS Extension Educator will be affiliated with the Minnesota Aquatic Invasive Species Research Center (MAISRC) and act as a critical interface between local community groups, university scientists, and state natural resource agency managers with the intent of building local capacity to respond to AIS threats. The AIS Extension Educator will coordinate with other Extension Educators and Specialists involved in AIS programming, and operate as a team. The AIS Extension Educator will coordinate with other Extension Educators and Specialists involved in AIS programming, and operate as a team.
Job Opportunities and RFPs (cont.)

Educator will also coordinate communications efforts with MAISRC communications staff. The Educator will interpret and disseminate the latest research findings using a variety of delivery and communication strategies appropriate for the intended target audience, including but not limited to workshops, classes, webcasts, social media, publications, mass media and community coalitions.

For the full list of responsibilities and required qualifications, please visit https://employment.umn.edu/applicants/Central?quickFind=125215.

Application Instructions
Please apply online via the Employment System at https://employment.umn.edu/applicants/Central?quickFind=125215.

Please attach:
- Vitae
- Cover letter
- Transcripts for all college work (unofficial transcripts are acceptable at the application stage). To submit transcripts online, attach them to the "additional document" section of the "Optional Documents".
- Names and contact information for three professional references. To submit list of professional references online, attach them to the "references" section of the "Required Documents".

If your unofficial transcripts cannot be submitted online send them to the address below. To check the status of your application, log-in to the University of Minnesota employment website at https://employment.umn.edu/. To log-in, you will need the user name and password you create when you apply for the position.

FOR QUESTIONS ABOUT YOUR APPLICATION CONTACT Naaz Babvani, Extension Human Resources 260 Coffey Hall, 1420 Eckles Avenue, University of Minnesota St. Paul, MN 55108 Telephone: 612-624-3717 Fax: 612-624-7749 babvano01@umn.edu

FOR QUESTIONS ABOUT THE POSITION CONTACT Nathan J. Meyer Program Leader for the Extension Center for Food, Agricultural and Natural Resource Sciences University of Minnesota Extension Cloquet Regional Office 179 University Road Cloquet, MN 55720 Phone: 218.726.6473 Email: meyer179@umn.edu

Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

Job Title: Adjunct Instructor - Land Use Planning
Hiring Agency: Dunwoody College of Technology
Web Link: https://home.eease.adp.com/recruit/?id=9232051
Deadline: NA
Salary Range: DOQ

Job Description
Dunwoody College of Technology currently has the need for Adjunct Instructors in the Surveying & Civil Engineering Technology program housed in the Construction Sciences & Building Technology department. Dunwoody’s construction programs provide students the essential information required to start a career in a related construction field. Themes prevalent throughout the programs include industry standards and best practices, documentation, and the value of time, money and resources. Graduates of the construction programs will be suited to be the next generation of leaders in the construction industry. The successful candidate will have the ability to disseminate the technical information required to the students along with applying the candidate’s own industry experiences to reinforce the prevalent theories in the program.

COURSE INFORMATION
SCVL1230 - Land Use Planning | Credits 4.00
Introduction to the planning process used to develop land with an emphasis on land use for public and private needs in a community.
- Duration: Spring 2015 semester (1/5/15 - 5/15/15)
Schedule: Monday - Thursday, 8:00 am - 8:50 pm

MAJOR OBJECTIVE:
This position is responsible for initiating the teaching and learning process with a focus on continuous improvement; creating an environment in which students can accomplish the learning competencies of
Job Opportunities and RFPs (cont.)

the course of instruction; maintaining, updating, designing and developing new curriculum. The result should be students' abilities to demonstrate the knowledge, skills, ethics, and use of proper tools to meet industry and professional business standards.

ACCOUNTABILITIES:
- Maintains curriculum on campus network.
- Facilitates learning activities so that students learn the theory, principles, skills, and work ethic required of a Dunwoody alumni.
- Creates a classroom environment that cultivates and advances learning.
- Monitors, assesses and advises learners on technical and academic progress and performance.
- Applies current academic and industry practices to instruction.
- Maintains, updates, designs and/or develops new curriculum.

Other duties as assigned.

QUALIFICATIONS:
- Bachelors in Surveying, Civil Engineering or equivalent with a Master's degree preferred.
- PE preferred for applicable courses
- 1-3 years professional teaching experience in related field preferred.
- 3-5 years of related industry experience.
- Membership in related industry organizations.
- Ability to work collaboratively and motivated independently.
- Ability to express self clearly and concisely both orally and in writing.

Application Instructions
Interested candidates must apply online at https://home.eease.adp.com/recruit/?id=9232051.

Job Title: Transportation Planning and Traffic Engineering Manager
Hiring Agency: Stonebrooke Engineering

Deadline: NA
Salary Range: Varies based on experience

Job Description
Stonebrooke Engineering is seeking a qualified Civil Engineering or Planning candidate with 10+ years of experience working on, leading, and/or acting as project principal on municipal and transportation projects, with an emphasis in several or all of the following:
- Traffic operations, roundabout safety and operations, and signal timing
- Traffic safety analysis, road safety audits, and safety planning
- Permanent signing, striping, lighting, and traffic signal design
- Temporary traffic control design
- ITS design
- Corridor studies, alternative analysis, and traffic impact studies
- Multi-modal planning studies and implementation
- Applied research and implementation

Candidates should currently be licensed Professional Engineers (PE) or an AICP Certified Planners in the State of Minnesota, or have the ability to obtain such licensure within 12 months. Professional Traffic Operations Engineer (PTOE) or Professional Transportation Planner (PTP) certification is a plus.

This is the lead position for all transportation planning and traffic engineering activities at Stonebrooke. Initially this position will primarily involve leading and assisting on various civil engineering projects in a production role, following design standards and agency technical requirements, creating traffic operations and safety plans and reports, communicating with clients, presenting at project related meetings and conferences, and performing a variety of other assignments related to municipal, transportation, research, and planning projects. The person in this position will also lead and assist on developing responses to requests for proposals, letters of interest, requests for qualifications, etc.

Concurrent with production role activities, the successful candidate will assist Stonebrooke's leadership team on developing and implementing a vision for the growth of the Transportation Planning and Traffic Engineering section. It is expected that as Stonebrooke
Job Opportunities and RFPs (cont.)

grows, and particularly as the Transportation Planning and Traffic Engineering section grows, a greater share of the person's time in this position will be spent on leadership and personnel issues, mentoring, marketing, and business development. Project related work will continue to be a priority, but proportionally will represent a smaller share of job duties.

Job Requirements
The successful candidate will possess a combination of some or all of the following attributes:

- A work hard, play hard attitude and a desire to help guide the growth of Stonebrooke.
- A commitment to engineering and advocating for reasonable and responsible solutions.
- Demonstrated success as a group or section leader.
- Demonstrated success developing responses to requests for proposals, letters of interest, and requests for qualifications.
- Traffic signal, lighting, signing, striping, temporary traffic control, and/or ITS design experience.
- Familiarity with traffic and roundabout operations, and traffic safety evaluation reports.
- Experience with planning activities, which may include corridor studies, alternatives analyses, multimodal studies, development driven traffic impact studies, Minnesota county and city comprehensive or transportation plans, and road safety audits.
- Knowledge of macroscopic and microscopic traffic operations modeling software (i.e. Synchro/Sim Traffic, RODEL, Highway Capacity Software, VISSIM, etc.).
- Knowledge of travel demand modeling software such as Tranplan, TRIPS, TP+, and CUBE VOYAGER.
- Knowledge of CADD software, including MicroStation and/or AutoCAD.
- Knowledge of and experience working on federal aid and state aid projects, including familiarity with federal, state, and local processes, policies, standards, and regulations.
- Experience working with regulatory agencies.

Excellent written and verbal communication skills.

Stonebrooke Engineering is a growing civil engineering firm seeking motivated individuals looking for career advancement opportunities.

Application Instructions
To express interest in this position, contact Brenda Arvidson at barvidson@stonebrookeengineering.com or 952-402-9202.

Job Title: Planner/Landscape Architect
Hiring Agency: Hoisington Koegler Group inc.
Web Link: http://www.hkgi.com
Deadline: Open until filled
Salary Range: Commensurate with Experience

Job Description
HKGi is seeking a creative, energetic planner/landscape architect with 3 to 5 years of experience to join our team. Candidate should possess strong graphic, written, and verbal communication skills including experience preparing design related reports and exhibits with InDesign and Photoshop. HTML and GIS experience a plus. The candidate will contribute to a large variety of project types including urban design, community planning, parks, recreation and open space planning, and supporting ongoing marketing efforts related to the preparation of proposals. Support of Project Managers and Principals with key planning and landscape architecture projects. Limited project management for smaller scale projects with the opportunity to grow into a larger project management position over time.

Candidate should be a self-motivated well rounded professional with a combination of personal, professional, and technical skills sharing a similar motivation for advancing our practice and profession. HKGi offers a great, bike friendly office environment and close proximity to transit.

Desired Qualifications: Accredited program degree required plus 3 to 5 years of experience.

Application Instructions
Submit in pdf format: cover letter, resume, references, work samples, and writing/graphic design samples via email to Paul Paige at paul@hkgi.com. No phone calls please.
Job Title: Senior Transportation Planner  
Web Link: http://jobs.ourcareerpages.com/job/58513?source=ccp&key=LV2ftT8jYzC8tscZXH58YOylHb65Q4VjefRwlwTQeEE%3d  
Deadline: Open until filled  
Salary Range: Varies based on experience

Job Description  
We are seeking a Senior Transportation Planner for our Minneapolis office.  
What You Will Do: As a Senior Transportation Planner, you will lead environmental and transportation planning projects of all sizes. You will develop and maintain excellent client relationships with industry contacts for marketing and business development purposes through in-person and electronic communications. You will also create, track and meet project budgets and schedules which often include working with other functions and directing the work of less-experienced staff. You will use your excellent written communication skills to: prepare requests for proposals, technical reports and memos; develop materials for public and agency meetings; correspond with internal staff and clients; meet with stakeholders; and coordinate with multiple stakeholder groups. Your presentation and public speaking skills will help as you lead proposal interviews, stakeholder activities and public meetings; communicate and interact with the public, clients and sub-consultants.  
You will apply transportation methods, planning principles, standard industry evaluations and analyses to produce transportation projects of all sizes. Typical analyses require an understanding of functional classification, roadway jurisdiction, crashes, future traffic projections/forecasts, capacity, benefit-cost analyses, multi-modal integration, alternatives evaluation, socio-economic data and environmental impacts. Projects will include corridor studies, bicycle and pedestrian plans, transportation plans, sub-area plans, environmental documents and components of larger community planning efforts.  
What You Will Bring: The successful candidate will have a Bachelor’s degree in transportation, urban planning, civil engineering or related field from an accredited program and their AICP certification and/or a Minnesota PE license. The successful candidate will have seven years’ experience in a broad base of transportation planning practices, activities and studies to include writing federal environmental documents and transportation / corridor plans. Our preferred candidate will have their Master’s degree in transportation, urban planning, civil engineering or related field from an accredited program.  
Who We Are: WSB is an energetic professional consulting and design firm with offices in Minneapolis, St. Paul, St. Cloud, Rochester, Northfield and Bismarck. We were named to the StarTribune’s Top 100 Workplaces in Minnesota for the second consecutive year! WSB has more than 250 staff members who provide diverse engineering, planning, environmental, and construction services to clients in the government, energy, and commercial markets. Our services also include GIS, landscape architecture, right of way, and surveying.  
We are an equal opportunity employer. Women, minorities, veterans and individuals with disabilities are encouraged to apply.

Application Instructions  

Job Title: Planner  
Hiring Agency: City of Bismarck  
Web Link: www.bismarcknd.gov  
Deadline: January 19, 2015  
Salary Range: $53,066 - $79,599

Job Description  
The City of Bismarck, North Dakota (pop 67,034) is seeking applicants for a Planner. The City is in the midst of a boom, with an average annual population increase of 3% and an average annual construction valuation of $271 million over the past three years. The community is located in a metropolitan area with a population of 117,447.  
An employee in this position performs professional level work in the field of planning and/or community development requiring a broad understanding of planning and community development principles and concepts and the exercise of independent judgment and initiative. Employees in this position are responsible for administering department programs and projects; conducting research, analyzing data and preparing
Job Opportunities and RFPs (cont.)

Work is performed with considerable independence in accordance with established standards and policies.
The position requires a Bachelor's degree with major course work in planning, public administration, landscape architecture, geography or related field, and at least two (2) years of professional experience in planning, land use regulation or community development program administration, or any equivalent combination of education and experience sufficient to perform the essential functions of the position as listed above. Master's degree in planning is preferred and may substitute for two (2) years of experience. American Institute of Certified Planners (AICP) certification is preferred. Possession of a valid driver's license is required.

Application Instructions
Please visit the City of Bismarck's website at www.bismarcknd.gov for additional information on the position and the application process.

Job Title: Planning Director
Hiring Agency: City of Dickinson
Web Link: www.dickinsongov.com
Deadline: February 6, 2015
Salary Range: $68,142 (min) to $86,881 (mid) Annually

Job Description
How would you like to work for the second fastest growing micropolitan in the USA per US Census? Best small town, ranked by Livability.com in 2013. Dickinson is a city of approximately 28,000 located on the western edge of North Dakota and is a key part of North Dakota's strong economy. Booming job growth in the energy sector, a vibrant workforce, and great opportunities have made Dickinson a great place to build your career.
Dickinson is the gateway to Theodore Roosevelt National Park and home to Dickinson State Universi-ty. Lake Sakakawea, the largest of the mainstream reservoirs on the Missouri River is less than an hour's drive. You will find unspoiled open spaces, friendly people and quality neighborhoods.

The Planning Director supervises planning staff. Under general policy direction from the City Administrator, this position ensures the development and administration of planning entitlements, plans, ordinances, and policies relating to the maintenance and enhancement of the physical and social development effects of the City, including coordinating the City's current and long-range planning functions, land use management, zoning and development review.

Education & Experience Requirement:
Bachelor's Degree in Community Planning, Public Administration, Engineering, Geography or related field, Master's Degree preferred.
Six or more years of previous professional planning experience, preferably municipal planning, at least three years at a managerial level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
Valid Driver's License.
AICP certification desired.

Application Instructions
To apply, please submit a City application which can be found at www.dickinsongov.com. Resumes and salary expectations are required. Veterans claiming preference must submit Form DD214 with the application. The deadline to apply is close of business on Friday, February 6th, 2015. Late applications will not be accepted. For more information, please contact Shelly at 701-456-7801 or via email (shelly.nameniuk@dickinsongov.com).
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