



August 17, 2015
Lindy Crawford, City Administrator
City of Tonka Bay
Via Email

**RE: PROPOSAL TO PROVIDE SERVICES TO COMPLETE THE 2040 UPDATE TO THE TONKA BAY
COMPREHENSIVE PLAN**

Dear Ms. Crawford;

Per our conversation on August 12th, the following is a proposal to provide services to assist the city in completion of an update to the Tonka Bay Comprehensive Plan. The last Plan was adopted in 2009 and has not been updated since the Great Recession. Our multi-faceted Comprehensive Planning team includes professionals in Community Planning, Transportation Planning, Water/Wastewater Infrastructure Planning, Environmental Services, and Landscape Architecture to offer our Integrated Design Approach to projects and plans.

Below is a listing of the required components to completing a Comprehensive Plan Update, and a cost for completion these tasks. We are happy to refine this scope once you have had a chance to review this in its entirety.

Please also note that the Local Planning Handbook and Systems Statements have a significant impact on the required scope of your Comprehensive Plan. Both of these documents are set to be released in the coming weeks. This scope may need to be refined once the City receives the documents.

Task One: Background and Demographic Component

Collect information on previous planning studies, summarize demographic trends, population, employment, and housing characteristics and trends, and summarize natural resources that impact the City of Tonka Bay. All data will be updated using 2010 U.S. Census information as well as relevant data from the American Community Survey. Updated information from the Hennepin County Property Tax Database will also be included. Exhibits include: maps of lakes, floodplain and wetlands, overview map, charts of historical, current, and future housing, population, and employment data.

Cost: \$2,200

Task Two: Public Participation

Public participation is a required component of any comprehensive plan reviewed by the Metropolitan Council. The foundation of a sound, implementable Comprehensive Plan is input from citizens and coordination with outside agencies. This quote assumes that one community public meeting will be held and facilitated by City Staff, with preparation assistance from WSB.

2.1 Community Open House

Plan and prepare materials for one, large community visioning session/open house to kick-off the Comp Plan planning with the public and review the vision and goals of the community.

2.2 Interagency Coordination (up to 2 jurisdictions)

Meet with two pre-determined outside jurisdictions, as needed (for example, the County and the DNR) and coordinate other plans and policies into the plan.

2.3 City Council workshop, public hearing, and final presentation (3 meetings)

This includes a check in with City Council at a workshop to solidify future land use map, the formal public hearing at City Council, and one final Council presentation.

Cost: \$2,200

Task Three: Land Use Component

3.1 Compile all appropriate GIS and other data on existing land use, future land use, and other relevant data. Exhibits include updated existing land use, land value, and future land use.

3.2 Create goals and implementation steps for land use, based on community vision, input, and City Council assistance.

3.3 One draft of the overall chapter, one revision, and compilation of the final document. This also includes a revised future land use map.

Cost: \$2,500

Task Four: Residential Component

4.1 Compile and update all appropriate housing data: housing inventory, supply, tenancy, demographics, costs, and rental units.

4.2 Prepare issues and needs. This includes updating the affordable housing needs, infrastructure issues, and lakeshore access among others.

4.3 Update housing policies and implementation strategies based on community vision and City Council assistance.

4.5 GIS maps include: residential market values, tenancy, and lakeshore property,

Cost: \$1,500

Task Five: Business & Community Facilities Component

5.1 Compile and update all appropriate data on retail, services and public facilities.

5.2 Prepare issues and needs.

5.3 Update policies and implementation strategies based on community vision and City Council assistance.

Cost: \$960

Task Six: Parks, Trails, and Open Space Component

6.1 Update existing maps to identify all existing and planned parks and trails

6.2 Complete a refresh of goals and implementation steps for parks, trails, and open space

6.3 Coordinate with other agencies plans

6.4 GIS maps include existing parks and trails, planned parks and trails

6.5 Summary map of other outside planned investments

6.6 Attend one Parks Commission meeting

Cost: \$1,500

Task Seven: Transportation Component

7.1 Compile all appropriate transportation data: future land use, crashes, existing traffic volumes (including heavy commercial), functional class, studies, existing trails and on-road bicycle facilities, existing sidewalks, existing railways.

7.2 Prepare roadway system plan. This includes documenting the existing and future functional classification of the roadways, identifying existing and any proposed roadways and/or new connections, and noting expansion needs.

7.3 The draft plan will include recommendations on potential transportation improvements and the coordination needed with other agencies. Recommended projects will be identified on a map for a quick reference with a description of the needed improvement.

7.4 GIS maps include: roadway functional classification (existing and proposed), on- and off-road trail, sidewalks, and recommended improvements.

Cost: \$3,500

Task Eight: Utilities Component (Sewer and Water)

8.1 Compile all relevant sewer and water planning documents

8.2 Complete a refresh of policies and strategies for the sewer and water plan.

8.3 GIS maps include revised sewer and water system maps, and phasing plan.

Cost: \$1,500

Task Nine: Water Resources Component

9.1 Update land and water resource inventory including wetlands and stormwater infrastructure.

9.2 Complete a refresh of issues and needs.

9.3 Update and refresh policies and implementation strategies.

9.3 GIS maps include updated stormwater ponds, outfalls, and wetlands.

Cost: \$1,800

Task 10: Implementation Component and Plan Adoption

10.1 Review and refresh official control changes based on implementation strategies developed in the plan elements.

10.1 Update Housing Implementation Program

10.2 Update Capital Improvements Program

10.3 One revision of the Plan document based on comments and feedback from City Council.

10.4 Evaluation of any inconsistencies between the updated Future Land Use component and the City's existing zoning map; creation of a new zoning map and assistance to City Staff in coordinating any necessary rezoning of property.

Cost: \$1,800

Additional Optional Components and Considerations

1. Additional meetings, beyond the scope identified here can be completed at an hourly rate of \$106.

Total Estimated Cost: \$19,460

Sincerely,

WSB & Associates, Inc.



Erin Perdu, AICP, GISP
Community Planner

ACCEPTED BY:

City of Tonka Bay, MN

Name 

Title City Administrator

Date 8-17-15