

**ATTACHMENT A TO AGREEMENT #02  
CENTRAL CORRIDOR STATION AREA PLANNING—HAMLINE, VICTORIA, & WESTERN  
PROJECT WORK PLAN, PROJECT SCHEDULE & BUDGET  
OCTOBER 22, 2009**

**CONTEXT**

The Central Corridor Development Strategy (CCDS), a vision and set of strategies for how the Central Corridor should grow and change in response to the investment in LRT, was adopted in October 2007 as a chapter of the Comprehensive Plan for the City of Saint Paul. Since that time the CCDS has provided a solid foundation for recent and more detailed station area planning work conducted throughout the Central Corridor. These recent studies include: each of the seven currently planned LRT stations along University Avenue, a consolidated downtown station area plan for both the Central Station and Union Depot LRT stations in downtown Saint Paul, and a Bike Walk Central Corridor Action Plan which encompasses the entire corridor.

Each station area plan completed to date shares a common structure, which is an investigation into the state of Mobility, Land Use, Built Form and Public Realm issues and conditions that collectively shape the study area today. These discussions are followed by a series of recommendations and guidelines that identify the potential of LRT to help promote, over time, transit-supportive built form, a vibrant public realm, and an interconnected and balanced movement network. As they are adopted, the recommendations in each station area plan will provide a critical tool for use in each of the following decision-making and advisory processes:

- policy and development review in response to infrastructure design and investment in LRT and transit-supportive development
- a ‘vehicle’ for City of Saint Paul PED and other relevant municipal agencies and stakeholders to update small area plan and citywide policies potentially affected by the construction and operation of LRT
- a guide for landowners and developers looking to redevelop in the Central Corridor
- a tool for setting priorities for public investment in city building, infrastructure and public art

Following ongoing discussions with community stakeholders, a need has been identified to produce three additional station area plans for each of the Hamline, Victoria, and Western station areas on University Avenue. Just as the preservation of Union Depot has permitted its planned reuse as a regional transit hub, these additional station area plans will help to identify, improve and preserve local features, needs and resources that should be evaluated relative to their role in the construction of a regional light rail transit system.

Though these three stations are currently identified as “future infill stations” with base infrastructure for stations included in the CCLRT project planning and construction budget, the timing of full station build-out is still unknown. The Central Corridor Development Strategy identified a strategic and long-term advantage to identifying and preserving place-making opportunities for each future station. Planning today for the additional stations on University Avenue can help to:

- promote and preserve opportunities for transit-supportive densities and mix of uses adjacent to future stations
- identify needs and opportunities for future parks and open spaces
- create new or update existing precinct and small area plans as necessary.
- incorporate information and input from recent parking workshops

- refine bicycle and pedestrian networks to be consistent with the Bike Walk Central Corridor Action Plan
- identify opportunities to incorporate local history and culture through public art expressions

## **APPROACH & PRODUCT**

During this Station Area Planning Process, the Consultant Team (led by Urban Strategies and inclusive of Colliers International and a local public art consultant) will work closely with PED in the creation of three Station Area Planning documents. These plans will be consistent with the previous station area plans in their detail, emphasizing maps and graphics, and will include key directions for land use; density of development; pedestrian and bicycle networks; parking management; integration of public art expressions; public realm – streetscape, parks, open spaces; and detailed direction to station design. These are not intended to be comprehensive policy documents, but are an evolutionary step between the higher-level principles of the CCDS and the more area-specific rigorous policy directions to be eventually included within zoning ordinance amendments. Each of the three final deliverables would be structured like the previous seven station area plans completed for station areas on University Avenue.

USI proposes to undertake this project in three distinct phases as outlined in the Work Plan below. The final deliverable, a set of three Station Area Planning Documents, will be completed by May 2010, after which time PED will lead the approvals process to have the plans adopted by the Mayor and City Council as chapters of the Saint Paul Comprehensive Plan.

## **WORK PLAN**

### **Phase 1) Understanding**

This first phase refines current understanding and insight for subsequent detailed exploration. Working collaboratively with PED, the Design Center, and other agencies as identified, the Consultant Team will identify gaps in current information, resources and materials; undertake detailed field reconnaissance and documentation of existing conditions; prepare materials for future stakeholder workshops and deliverables; and begin a preliminary refinement of scope for each station area plan. This first phase will commence with a kick-off team meeting and site reconnaissance (to be coordinated around Downtown Station Area Plan events).

Much of the background and preparatory work for this phase will have been conducted by PED throughout June and July (identifying stakeholder groups, identifying and assembling current information, transportation data and assembly, etc.), though tasks assigned specifically to USI include:

#### **1.1 Kick-off Meeting**

To include PED personnel and representatives from other interested departments. Purpose of the meeting is to:

- scope and revise the Work Plan and Schedule as needed
- discuss station area specific issues and opportunities
- conduct site visits as appropriate to discuss priority issues in detail

#### **1.2 Field Reconnaissance**

Site visits as necessary in order to map and photograph existing study area conditions.

### **1.3 Preparation of Visual Materials**

These materials will be used in future public workshops and in all final deliverables. Materials will include a hand-rendered base map identifying each station area and immediate surroundings at an appropriate scale; and an update as necessary to the existing physical model.

### **1.4 Detailed Plan Review**

To include assessment of all background studies, reports and policies, as well as any recent development applications and/or municipal capital works projects deemed relevant to the station area planning process.

#### *Phase 1 Deliverables*

*1a: Complete and up-to-date hand-rendered 2D Base Maps*

*1b: Updated Physical Foam Model Base for each Station Area (to be completed in Fall 2009)*

## **Phase 2) Exploring**

The primary intent of this second phase is to begin exploring options, test assumptions, and identify a set of principal issues and guiding principles for each station area. This phase in the station area planning process will be highly collaborative, soliciting Public, Stakeholder and Steering Committee input through a series of interviews, Community Round Table Discussions and Daytime Workshops.

### **2.1 Round Table & Workshop Preparation**

Phase 2 will begin with coordination and preparation of all visual and interactive materials for use in the forthcoming Community Roundtable and Daytime Workshop sessions.

### **2.2 Market Forecast Update**

Building on the input and analysis previously completed by Colliers International for the Central Corridor Development Strategy, Colliers will continue working with the Project Team closely throughout the Station Area Planning Process. In addition to attendance and participation at the workshop events, Colliers will contribute the following efforts, the bulk of which shall be concentrated within Phase 2 of the study process:

2.2.1 Colliers will expand upon their original detailed market analysis to prepare individual forecasts for each of the future Western, Victoria and Hamline stations. As in the CCDS process, they will focus on market demand over the next 20-25 years beginning now.

2.2.2 Colliers will pay special attention to estimating development interest and demand at specific strategic sites and/or blocks within station areas during pre-construction, construction and post construction years. They will attempt to provide a better sense of market timing based upon prior case studies in other cities and, where relevant, the actual experience of the Hiawatha Line.

2.2.3 Colliers' participation in each station area workshop will provide real estate and market input (consideration of market potential, land values, and a high level pro-forma analysis) on the strategic site/block redevelopment propositions emerging from each workshop session.

### **2.3 Stakeholder Interviews (Trip #2)**

The Consultant Team's second trip will begin with a full day of stakeholder interviews, with key community stakeholders and/or elected officials to be identified by PED.

### **2.4 Community Round Tables: Western, Victoria and Hamline Station Areas (Trip #2)**

These roundtable discussions, clustered over the course of one afternoon and two evenings (Western and Victoria to be held on two separate evenings; while a shorter Hamline session will be held in the afternoon), will begin with a general presentation on the CCDS and station area planning process completed to date, followed by a specific Issues and Opportunities discussion tailored to the Hamline, Victoria, and Western station areas and an opportunity to revisit and revise the "Area of Change" defined in the CCDS for each station area. Community members and representatives will then 'break-out' for a facilitated and detailed discussion of the Opportunities and Challenges related to the introduction of the LRT and the future vision of the Station Area over the long term. These roundtable events will conclude with group presentations on the major themes (i.e. mobility, built form, public realm, land use, etc.) and outcomes of these detailed discussions. Results will be recorded for reflection and input into subsequent Daytime Workshops scheduled for 3-4 weeks after these roundtable discussions.

### **2.5 Daytime Workshop #1: Western Station Area (Trip #3)**

The structure of the Western Daytime Workshop will be similar to those workshops conducted for the first seven University Avenue station area plans, with due consideration of existing recommendations and principles included in adjacent Dale and Rice Station Area Plans. New and/or expanded issues revealed through recent reconnaissance and consultation will be addressed. The Western Daytime Workshop will also include a targeted discussion on local business development issues; on and off-street parking solutions; neighborhood revitalization and gentrification issues; entrepreneurship opportunities; maintaining access; business turnover and incubator spaces; and development of small parcels; as well as other local issues specific to the Western station area.

The format of this day-long workshop will include some combination of hand-drawn renderings and a working physical foam model for exploring various options and responses for localized issues, including transportation/parking issues and response; public spaces, public realm, public art, development typologies, investment models, form, massing and phasing.

Participants for the workshop shall include the entire Project Team (inclusive of the Consultant Team and key PED staff), members of the Project Steering Committee, and station area working groups as identified by PED. Targeted discussions on local business development, affordable housing and parking issues will benefit from the specific expertise of interdepartmental City staff and local CDC staff invited to participate in the day's events.

### **2.6 Daytime Workshop #2: Victoria Station Area (Trip #3)**

The structure of the Victoria Daytime Workshop will be identical to that described in Task 2.5, with due consideration of existing recommendations and principles included in adjacent Lexington and Dale Station Area Plans.

### **2.7 Daytime Workshop #3: Hamline Station Area (Trip #3)**

In recognition of the previous station area planning work done for the Snelling and Lexington station areas, the Hamline workshop will focus on a renewed look at recommendations and principles for the Hamline Station Area. New and/or expanded issues revealed through recent reconnaissance and consultation will be addressed including the integration of small- and large-format businesses, and the use of former auto dealership parcels.

### **2.8 Public Pin-Up Evening Session (Trip #3)**

Though stakeholders and the general public will be invited to drop in for an informal preview of each day's results, we propose one formal public presentation and open house at the conclusion of the third and final workshop. The results of all three workshop sessions will be displayed at this evening "pin-up" session. Results will be presented to the general public for discussion and feedback. These documented results and feedback will assist and inform the Project Team in the subsequent preparation of SAP Documents in Phase 3.

#### *Phase 2 Deliverables*

*2a: Round Table Presentations and Materials*

*2b: Workshop Presentations and Materials*

### **Phase 3) Creating**

This last phase involves the compilation of all supporting work into a set of three Station Area Plan Documents. These documents will be fairly streamlined, emphasizing maps and graphics with minimal text. Each would include key directions and recommendations for land use; density of development; pedestrian and bicycle networks; parking management; public realm – streetscape, parks, open spaces; opportunities to create integral public art expressions; development models that support local business development and small-scale investment; development and preservation of affordable housing, and direction to future potential station design.

A set of First Draft Station Area Plans will be presented to the client for review. Following a round of feedback and subsequent revisions a Second Draft will be submitted to the Steering Committee for review and comment, with a third draft to follow and a fourth and final draft (incorporating any comments received after the public release of the plan) delivered at the end of the study process. A single Community Open House event (for all three station areas) will be used to formally present the drafts to the general public prior to their consideration by the Planning Commission.

#### **3.1 Preparation of First Draft SAP Documents**

The Project Team will begin immediately incorporating feedback and directions from the November workshop sessions into the preliminary drafts of each Station Area Plan. Regular conference calls and delivery of draft content and images will keep the client apprised of our progress over this 8-week preparatory period.

#### **3.2 PED Review of First Draft SAPs**

First drafts of each station area plan will be provided to the client for a 4-week review period.

#### **3.3 Preparation of Second Draft SAP Documents**

On the basis of feedback provided by the client, revised drafts will be prepared for each station area. These second drafts will be distributed by PED for Steering Committee.

### **3.4 Steering Committee Review of Second Draft SAPs**

The Steering Committee will have a four-week period to review and comment on the second draft station area plans before release to the public.

### **3.5 Preparation of Third Draft SAP Document**

A third set of revisions will be undertaken to reflect input and comments of the Steering Committee.

### **3.6 Community Open House (Trip #4)**

The draft Station Area Plans will be the subject of a Community Open House event, wherein a formal presentation and interactive panel displays will provide a summary of the core recommendations of each plan.

### **3.7 Prepare Final SAP Document**

Based on input from the Community Open House, any final revisions to the SAP documents will be made and digital files provided to PED.

#### *Phase 3 Deliverables*

*3a: Three working drafts of each SAP document*

*3b: Three final Station Area Plan documents*

*3c: Community Open House Presentation and Panel Display*

**CENTRAL CORRIDOR: THREE STATION AREA PLANNING DOCUMENTS  
DRAFT PROPOSED PROJECT SCHEDULE**

	2009						2010						
	July	August	September	October	November	December	January	February	March	April	May	June	July
<b>Phase 1 - UNDERSTANDING</b>													
1.1 Trip #1: Kick-Off Meeting	★												
1.2 Field Reconnaissance													
1.3 Preparation of Visual Materials													
1.4 Detailed Plan Review				★									
<b>Deliverables</b>													
1a Hand-Rendered 2D Base Maps				◇									
1b Updated Foam Model Base				◇									
<b>Phase 2 - EXPLORING</b>													
2.1 Round Table & Workshop Preparation					★								
2.2 Market Forecast Update													
2.3 Trip #2: Stakeholder Interviews													
2.4 Trip #2: Community Round Tables: Western, Victoria Hamline													
2.5 Trip #3: Daytime Workshop #1: Western													
2.6 Trip #3: Daytime Workshop #2: Victoria													
2.7 Trip #3: Daytime Workshop #3: Hamline													
2.8 Trip #3: Public Evening Session													
<b>Deliverables</b>													
2a Round Table Presentations & Documented Feedback													
2b Documented Workshop Outcomes Public Presentation													
<b>Phase 3 - CREATING</b>													
3.1 Preparation of First Draft SAP Documents													
3.2 PED Review of First Draft SAPs													
3.3 Preparation of Second Draft SAP Documents													
3.4 Steering Committee Review of Second Draft SAPs													
3.5 Preparation of Third Draft SAP Document													
3.6 Trip #4: Community Open House													
3.7 Prepare Final SAP Document													
<b>Deliverables</b>													
3a Three working drafts of each SAP Document													
3b Three final Station Area Plan Documents													
3c Community Open House Presentation													

**LEGEND**

- ★ Project Team Meetings / Conf Calls
- Public Consultation Events & Workshops
- Stakeholder Interviews
- ◇ Deliverables
- ▲ SAP Steering Committee Meetings (TBD)

**CENTRAL CORRIDOR: 7 STATION AREA PLANNING DOCUMENTS  
PROPOSED BUDGET**

	<b>Urban Strategies</b>	<b>Colliers</b>	<b>Public Art Consultant</b>	<b>Totals</b>	
	Project Lead; Urban Design; Planning; Public Consultation	Market Input			
<b>Phase 1 - Understanding</b>					
<b>Phase 1 Fees</b>	<b>\$18,800</b>	<b>\$500</b>	<b>\$1,000</b>	<b>\$20,300</b>	Phase 1 Fees
<b>Phase 2 - Exploring</b>					
<b>Phase 2 Fees</b>	<b>\$40,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$51,000</b>	Phase 2 Fees
<b>Phase 3 - Creating</b>					
<b>Phase 3 Fees (Total)</b>	<b>\$58,700</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>\$61,200</b>	Phase 3 Fees
<b>FIRM TOTAL FEES</b>	<b>\$117,500</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$132,500</b>	Total Fees
<b>EXPENSES</b>					
Disbursements / Materials	<b>\$10,000</b>	included in fees	incl in fees	<b>\$10,000</b>	
Travel	<b>\$12,400</b>	included in fees	incl in fees	<b>\$12,400</b>	
<b>FIRM TOTALS</b>	<b>\$139,900</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$154,900</b>	<b>PROJECT TOTAL</b>

**URBAN STRATEGIES INC .**