

# LIVABLE COMMUNITIES DESIGN WORKSHOPS

*2019 LCDA and LCDA-TOD Grant Applicants*



Gateway Northeast | LHB



January 2019

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## Livable Communities Design Workshops

The Metropolitan Council offers design workshops for applicants to the Livable Communities Demonstration Account (LCDA) and Transit-Oriented Development (TOD) programs in an effort to improve the design of proposed projects to best address the public realm and community context. A panel of urban designers, landscape architects, and architects review project designs and provide feedback to applicants before full applications are submitted. The review provides the opportunity for applicants to strengthen their project to best meet Livable Communities Act (LCA) goals and priorities.

The workshops will once again be a two-part series with the first workshop in February and the second workshop sometime in early May. This format was established so that design review could be provided earlier in the development process and be more useful to applicants in their project development.

### Workshop Goals:

- Build the capacity of applicants to best meet LCA goals
- Provide clarity regarding LCA design expectations
- To elevate the quality of projects funded through Livable Communities programs

The first session, held in February, is an opportunity for applicants to introduce project concepts to the panel to obtain project design feedback and on the project's relation to community context and plans. Less refined drawings are required for this session, as the projects can be in earlier design stages.

The second session, held in April or May, will provide an opportunity for more detailed critique of designs ahead of Project Concept Plan submission.

### Who is eligible to participate?

- Potential applicants to the 2019 LCDA and TOD Development categories
- Projects may be at varying stages of design development to participate in the workshops. Contact LCA staff with questions.
- Complete project design teams (developer, urban designer, architect, and City staff) are encouraged to participate.
  - City Staff: spread the word! Please send this information/opportunity to potential development partners and project managers.
  - Developers: contact City Staff and let them know you are interested in participating.

### How do I participate?

Workshops are optional for Livable Communities applicants. Applicants that do participate are expected to attend both workshop sessions with project design evolution occurring between the sessions. City staff must submit a design workshop application by the due dates below. There are a limited number of spots, and TOD applicants are given priority.

## Requirements for Workshop #1 (*Early Workshop*)

- Submit a design workshop application to Livable Communities staff by **12:00 p.m. January 25, 2019.**
- Workshops will be offered February 5 and 12, 2019. You will sign up for one 30-min. session.
- Full Development Teams (City Staff, Developer, Urban Designer, Architect, and/or Consultant) are encouraged to attend. A Minimum of one landowner representative, one designer, and one representative of the City is required to attend.
- The following documents must be submitted electronically, in pdf format to staff by **12:00 p.m., February 1, 2019.** The same documents must be brought in hard copy to the workshop:

(Items 1-3 should be in large format. Items 5 & 6 should be no smaller than 11x17 and 5 copies)

1. To-scale site plan concept(s) showing the project intent with as much detail as known. Site plan alternatives are allowed and encouraged.
  2. A contextual aerial showing existing conditions of the site and key surrounding elements within sight and within walking distance.
  3. Consider an aerial of the broader area if key connections such as amenity areas, transit hubs, regional centers, employment centers can be shown in relation to the project site.
  4. Relevant sections/chapters of the comp plan (such as future land use plans, height maps, public realm plans, design principles or sustainability goals; applicable zoning maps / overlay requirements; and any relevant small area plans or station area plans.
  5. To-scale sectional and elevational drawings, **if available.**
  6. Three-Dimensional models or representations (such as hardcopy renderings or SketchUp models on flash drives), **if available.**
- Be prepared to present on how the project fits into the context of its surroundings and with city goals.
  - On the day of your workshop, the design panel will provide feedback to your design team and suggest drawings, if any, that will be required to augment the required PCP.

## Requirements for Workshop #2 (PCP Development Workshop)

- Staff will work with you to schedule workshop #2, which will take place in April or May just prior to Project Concept Plan (PCP) submittal. If you have not made changes to your design plans between the initial workshop and the PCP submittal we will not invite you to the 2<sup>nd</sup> workshop session.
- All project drawings/renderings must be initialed by the City Zoning Administrator or City Planner. **One of these professionals must also be present at the Workshop.**
- Complete PCPs must include all required documents, as outlined in the PCP Guide, along with any additional documents that were identified in Workshop #1.
  - All documents must be submitted by City staff.
  - These documents must be provided to Livable Communities staff no less than three days prior to your workshop session and applicants must bring hard copies to their session.
  - The following documents are minimally required:

(Items 1-3 must be in large format. Items 4 & 5 may be no smaller than 11x17 and 5 copies)

1. To scale context plan showing the site plan public realm elements such as parks, trails, plazas, etc....
  2. Site plan of the entire site indicating all ground floor uses, vehicular and pedestrian entrances, public and semi-public spaces, transit stations and stops
  3. Contextual aerial
  4. To scale street, site and building sectional drawings that illustrate precisely how buildings meet the ground, the articulation of the façade and the interior uses of the building, as well as the design of the spaces between buildings if more than one
  5. Ground perspective from any adjacent streets
  6. Relevant sections/chapters of the Comprehensive Plan, zoning maps and any relevant small area/station area plans if applicable
- On the day of your workshop, our volunteer design panel will provide feedback to your project team.

## Frequently Asked Questions

Q: What if the City and/or developer decides not to submit an application for a project after they participated in workshop #1?

A: We want to encourage interaction with us at an early stage, so there is no fee for withdrawal after Workshop #1. We understand that projects can get delayed for many reasons, and designs can evolve over long timeframes. If a project isn't deemed 'ready' after Workshop #1 by the developer or the community, we will allow flexibility for the project to be submitted to Workshop #2 of the following year, waiving the Workshop #1.

**Therefore, we ask you to only submit projects for the design workshops if there is genuine intent for submittal of an application in the same year.** The Workshops #1 and #2 combined represent a grant of pro-bono services by the Volunteer Design Panel worth approximately \$2000-\$4000 per community application. This is offered as a free service to grant applicants seeking public funding, while adding immeasurable value to those projects that communities bring forward.

Q: How do the design workshops impact my application?

A: Participation in the design workshops, and incorporation of any feedback from the workshops is completely voluntary. Historically, project teams that have participated in the workshops have found them extremely beneficial in project development and those projects have better competed for funding. The designers are experts in urban design and well versed with Livable Communities principles and scoring related to universal, pedestrian- and transit-oriented design principles, enhancing the public realm, and design supporting transit ridership.

Contacts: **Ryan Kelley**, TOD Program | 651-602-1541 | [ryan.kelley@metc.state.mn.us](mailto:ryan.kelley@metc.state.mn.us)  
**Hannah Gary**, LCDA Program | 651-602-1633 | [hannah.gary@metc.state.mn.us](mailto:hannah.gary@metc.state.mn.us)

## Meet Our Designer Panel

- ❖ **Julie Aldrich** | Urban Designer/Founding Principal, Landschaft, LLC
- ❖ **Bob Close** | President/Founding Principal, Bob Close Studio, LLC
- ❖ **Andrew Dresdner** | Senior Associate, Cuningham Group
- ❖ **Richard Gilyard** | Architect and Founding Principal, Prospect North Partnership
- ❖ **Pete Keely** | President/Owner, Collage Architects
- ❖ **Bob Lunning** | Founding Principal, Lunning Wende Associates Inc.
- ❖ **Geoff Martin** | Owner, Geoffrey Martin Urban Design
- ❖ **Peter Musty** | Principal Planner, Capital Area Architectural and Planning Board
- ❖ **Jessica Rossi-Mastracci** | Associate, Ten x Ten Studio
- ❖ **Scott Wende** | Founding Principal, Lunning Wende Associates Inc

# LCA Design Workshop Application

## Development Project Information

Project Name	
Street Address	
City/State/Zip Code	
Anticipated Start Date & Duration	
Project Summary	

## LCDA or LCDA-TOD Application

Are you planning to submit an LCDA or LCDA TOD application for this project in 2018?

TOD  LCDA

## Preferred Workshop Date

Please check the date(s) you are available to attend. (Each session is 30 minutes.) Date/Time will be assigned once we know how many participants there are.

February 5 (Between 8:30 a.m. and 12:00 p.m.)  February 12 (Between 12:30 p.m. and 4:00 p.m.)

## City Staff Contact Information

Name	
Street Address	
City/State/Zip Code	
Work Phone	
E-Mail Address	

## Developer Contact Information

Name	
Street Address	
City/State/Zip Code	
Work Phone	
E-Mail Address	

## Design Assistance

Which of the following areas could your project use design assistance to better meet LCA goals? (Check all that apply)

Connectivity  Stormwater as an amenity  
 Public realm  Sustainability  
 Project fit within context  Building form

## Additional Information

Is there anything else you would like us to know about your project?





390 Robert Street North  
Saint Paul, MN 55101-1805

651.602.1000  
TTY 651.291.0904  
[public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us)  
[metro council.org](http://metro council.org)

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