



**CHELSEA COMMONS SMALL AREA GUIDE PLAN  
SCOPE OUTLINE**

Project Task	Projected Completion Date	Responsible Party(ies)
<b>A. - Goals &amp; Outcomes</b>		
<ul style="list-style-type: none"> <li>- <i>Relationship to Community Vision + Plan</i> – Summarize the Project Vision; Identify Comprehensive Plan Goals, Objectives, Policies, that define and/or support the Project; Identify Comprehensive Plan Elements that constrain the Project; Integrate Property Owners into Project Vision for goals and concerns;</li> <li>- Consultant role: provide independent input and blend with staff/policymaker/property owner input; conduct property owner and policymaker meetings; prepare Summary Memo A.;</li> <li>- City Staff role: provide independent input; schedule property owner and policy maker meetings (week of Jan 11); review and comment on draft</li> <li>- Section Deliverable: Summary Memo A., baseline text for Plan Goal Section</li> <li>- <b>Meetings for this Section: Kick-off meeting with relevant staff, stakeholders/property owners and public officials (2 public official meetings – 1 CC/EDA and 1 PARC/PC).</b></li> </ul>	<b>Jan 22</b>	NAC w/ City Staff for input, comment and review
<b>B. - Existing Conditions</b>		
<ul style="list-style-type: none"> <li>- Summary Analysis of Existing infrastructure, with focus on constraints to realizing project concepts; Identify off-site and on-site issues likely to be raised by Project development or construction, and City role in resolution,</li> </ul>	<b>Jan. 29</b> Runs concurrent with Goals Task;	City Staff for data collection/WSB where identified by staff/

<p>as well as common sources of funding or resolution.</p> <ul style="list-style-type: none"> <li>- Consultant role: collect and summarize provided data; analyze potential roadblocks or other issues; work with staff to prepare Summary Memo B.</li> <li>- City Staff role: collect relevant data, maps, analysis; identify data collection necessary by engineering consultants or others;</li> <li>- Section Deliverable: Summary Memo B., Appendix information for Plan</li> <li>- <b>Meetings for this Section: Staff Update Meeting(s)</b></li> </ul>		<p>NAC for coordination and Summary</p>
<p>1. Guidance and zoning</p>		
<p>2. Gross/net land areas</p>		
<p>3. Road Network and Condition</p>		
<p>4. Utilities and Condition</p>		
<p>5. Stormwater Management</p>		
<p>6. Environmental/Physical Site Constraints</p>		
<p>7. Existing Uses – Deephaven; Aldi; Self-Storage; Custom Canopy</p>		
<p>8. City Land – Existing and Needs</p>		
<p>9. Other</p>		
<p><b>C. – Land Use</b></p>		
<ul style="list-style-type: none"> <li>- Definition of preferred land uses, with specificity, along with scale, massing, relationship to common improvements, relationship to external roadways, relationship to adjoining land uses. Design and policy goals for other elements such as signage, wayfinding, parking areas, etc.</li> <li>- Consultant role: Site analysis process, drawing from Project Goals and Existing Conditions Summaries to scope the Project and elements. Development of text and graphics identifying project opportunities, constraints, and options; Identify site and architectural design options and thematic elements.</li> <li>- City Staff role: Coordination; Feedback</li> <li>- Section Deliverable: Graphics and supportive text</li> </ul>	<p>Feb. 26</p>	<p>NAC for material development/ City staff for project coordination and feedback</p>

<p>identifying high-level site design elements and options; Set the table for the 3-Concept Plan preparation and review.</p> <ul style="list-style-type: none"> <li>- <b>Meetings for this Section: Stakeholder/Property Owner Meeting; PARC workshop (maybe combined with PARC discussion on item D below); Public Official Workshop (CC/PC); Staff Updates</b></li> </ul>		
<p>1. Uses</p>		<p>NAC</p>
<p>a. Desired Uses</p>		
<p>b. FAR for Commercial Areas</p>		
<p>c. Density/Unit Count for Residential Areas</p>		
<p>2. Design</p>		<p>NAC/City Staff - input from Parks Dept re: elements, park concepts, etc.</p>
<p>a. Architecture and Design</p>		
<p>b. Joint Parking/Access/Other Facilities</p>		
<p>c. Landscaping and Site Design</p>		
<p>d. Identity Elements – Signage, Lighting, Landscaping, Art</p>		
<p>e. Distinction Between Public and Private Spaces and Design Elements</p>		
<p><b>D. - Park and Common Space</b></p>		
<ul style="list-style-type: none"> <li>- Development of three concept layouts for the public area, focused around the potential landscaped treatments of highly manicured, primarily naturalized, and native woodland themes. The objective of the 3 options will be to introduce and test the relative abilities of each treatment to meet the goals and objectives of the project. The plans will include sketch-level plan layouts, incorporating illustrative and/or textual treatments of the primary Project elements. The purpose of these concepts is to introduce options, and select a specific single layout for full development. Discuss and outline with the PARC the differentiating amenities and elements for the public spaces.</li> <li>- Consultant role: Prepare Concept plans and support element illustrations/definitions. Conduct workshop meeting with staff and with public officials/stakeholders to select an option, or hybrid design.</li> </ul>	<p>March 26</p>	<p>NAC Prep concepts; conduct workshops with staff and public officials/City staff – input from Parks Dept re: elements, park concepts, etc.</p>

<ul style="list-style-type: none"> <li>- City staff role: Coordination; Meeting Scheduling; Feedback, including Parks Department direction.</li>   <li>- Section Deliverable: Three sketch concept plans, alternative Project elements, public use areas, public use details (sketch and text), narrative memo identifying pros and cons of each concept related to Project goals, and Final chosen concept, including list of public spaces, elements, and components, as well as relationship to private land and development.</li>   <li>- <b>Meetings for this Section: City staff, including specifically Parks Staff and PARCommission (2 meetings- one for initial input, one to present for comment); property owners, City Staff Update and Feedback on Concept Selection</b></li> </ul>		
1. Development of 3 concepts		NAC
2. Public Areas		NAC
a. Plaza at Chelsea/Cedar		
b. Pond and Immediate Upland		
c. Pathways – Internal and Connections		
d. Parks/Open Community Use Spaces		
e. Art Integration – Policies and Opportunities		
f. “Vignette” Spaces – Public and Private		
3. Timing/Phasing of Improvements		NAC w/City staff
a. Landscaping		
b. Trails		
c. Built Public Amenities		
<b>E. – Infrastructure &amp; Project Design</b>		
<ul style="list-style-type: none"> <li>- Development of final design option for overall Common area, sketch-level capacities for private commercial and residential areas, illustrations of public components and design detail to support subsequent construction-level drawings and/or construction bids (but not including construction drawings and details). Conduct public workshop/open house for Project design. Meet with PARCommission and/or staff to finalize public space recommendations, elements, policies.</li> </ul>	May 25	NAC for Master Plan and support detail drawings/WSB for infrastructure planning/ City staff for review and feedback

<ul style="list-style-type: none"> <li>- Consultant role: Development of plans; conduct Commission meetings, and workshop/open house. Facilitate staff review. WSB role includes consulting on existing and proposed infrastructure phasing.</li> <li>- City staff role: Meeting coordination; Feedback.</li> <li>- Section Deliverable: Pre-final Small Area Guide Plan design elements for presentation and discussion;</li> <li>- <b>Meetings for this Section: Staff Pre-Workshop Update; Parks Staff/Commission Update; Public Workshop/Open House</b></li> </ul>		
1. Design		NAC/WSB
<ul style="list-style-type: none"> <li>a. External Roadways/Parkways <ul style="list-style-type: none"> <li>i. Cross-Section Layouts</li> <li>ii. Linear Section Layouts</li> <li>iii. Intersections/Roundabouts</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>b. Internal Roadways/Service Corridors <ul style="list-style-type: none"> <li>i. Cross-Section Layouts</li> <li>ii. Linear Section Layouts</li> <li>iii. Intersections, Especially with Pedestrian Paths</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>c. Dundas Road - Public Use Opportunities</li> </ul>		
2. Pond Construction		NAC/WSB/ City Staff
<ul style="list-style-type: none"> <li>a. Connections between Upper and Lower Pools</li> </ul>		
<ul style="list-style-type: none"> <li>b. Public Access and Views <ul style="list-style-type: none"> <li>i. Active Use</li> <li>ii. Passive Use</li> </ul> </li> </ul>		
3. Timing/Phasing of Improvements		
<ul style="list-style-type: none"> <li>i. Related to Existing Conditions</li> <li>ii. Related to Development Need</li> <li>iii. Other Factors</li> </ul>		
<b>F. – Implementation: Financial</b>		
<ul style="list-style-type: none"> <li>- Develop implementation options for financing public costs; identify costs attributable to private landowner development, including roadway infrastructure, parks and open space, Public and private pathway development, stormwater ponding, sanitary sewer and water supply, other infrastructure or proposed</li> </ul>	June 18	Northland/WSB/City staff

<p>community facilities; Identify shared facility options and limitations on financing options, if any; Identify methods of financing for each category of infrastructure, and options for allocating costs;</p> <ul style="list-style-type: none"> <li>- Consultant role: Create public finance plan for Project improvements, and recommendations for City action.</li> <li>- City staff role: Facilitate data for financial consultant; Feedback and independent input</li> <li>- Section Deliverable: Summary report detailing public finance options and recommendations, and as detailed below.</li> <li>- <b>Meetings for this Section: Staff Update, stakeholder and City Council Q &amp; A</b></li> </ul>		
1. Developer Obligations/Contributions		
a. Trunk Charges		
b. Park Dedication		
c. Excess/Insufficiency Contribution Balance by Land Parcel/Development		
d. Special Assessments		
2. City Financial Analysis		
a. Comparative Before/After Tax Base Analysis		
b. Financial Tools/Options		
<b>G. – Implementation: Procedural Next Steps/Follow-up/Recommendations</b>		
<ul style="list-style-type: none"> <li>- Finalize Master Plan; Prepare and finalize all design details, drawings, and related graphics; Finalize text support; Prepare document-form and Presentation form materials;</li> <li>- Consultant role: Prepare final Project document; Prepare presentation materials for public officials; Prepare cover memo re: adoption and other public process; Incorporate public finance recommendations for implementation, including establishment of special districts where necessary; Deliver final Plan document to City for review and discussion;</li> </ul>	June 30	NAC/ Coordinate with other consultants for final input/ City staff Feedback and comment

<ul style="list-style-type: none"> <li>- City staff role: Provide feedback and comment; assist with adoption notices and meeting coordination</li>   <li>- Deliverable: Final Plan Materials, including all drawings, text, and related appendices, etc. Supporting text delineating recommended district development requirements or incentive standards.</li>   <li>- <b>Meetings for this Section: Staff Pre-Presentation Update; Property owner review and input session, Public Joint CC/PC Workshop Presentation; PC Public Hearing(s); CC Adoption.</b></li> </ul>		
1. Project Completion/Adoption	July, 2020	
a. Open house prior to Public hearing (Item E)		NAC/Staff
b. Public Hearing for Comprehensive Plan Amendment		Staff
c. Planning Commission Recommendation		NAC
d. City Council adoption		NAC/Staff
2. Project Implementation Steps		
a. Zoning Ordinance Amendments		NAC/Staff
b. Follow-up Project tasks as identified		TBD
c. Construction drawings and formal construction bid process		WSB