

AUGUST 18, 2016 | 10 AM - 12 PM
THIRD FLOOR, COLIN POWELL CENTER

1. **INTRODUCTIONS AND WELCOME** – CHAIR 10:00 AM
2. **HOUSEKEEPING ITEMS** – CHAIR 10:10 AM
 - ▶ Review of June meeting notes
 - ▶ Upcoming meeting schedule
3. **DEBRIEF ON RECENT MEETINGS** – BOB KOST & NATHAN KOSTER 10:20 AM
 - ▶ MnDOT's I-35W Retaining Walls Open House
 - ▶ Meeting for Property Owners and Businesses
4. **PROJECT UPDATES** – MIKE KOTILA 10:30 AM
 - ▶ Schedule
 - ▶ Areaways
 - ▶ Easements
5. **DISCUSSION OF "ENHANCED" STREETScape ELEMENTS** - BOB KOST 10:50 AM
6. **UPDATE ON SPECIAL ASSESSMENTS PROCESS** – NATHAN KOSTER 11:25 AM
7. **UPDATE ON SPECIAL SERVICE DISTRICTS PROCESS** – ANDREW CARLSON 11:35 AM
8. **AUDIENCE COMMENTS** – CHAIR 11:45 AM
9. **NEXT STEPS AND NEXT MEETING** – CHAIR 11:55 AM
- ADJOURNMENT** 12:00 PM

NOTE: PAC WILL BE ASKED FOR A DECISION ON THE "ENHANCED" STREETScape ELEMENTS

ACRONYMS

ABRT	Arterial Bus Rapid Transit	MPO	Metropolitan Planning Organization (Metropolitan Council)
ADA	Americans with Disabilities Act	NEPA	National Environmental Policy Act
BRT	Bus Rapid Transit	EA	Environmental Assessment (environmental document)
CIP	Capital Improvement Program	SSD	Special Service District
DOT	Department of Transportation	UAR	Uniform Assessment Rate
FHWA	Federal Highway Administration		
FTA	Federal Transit Administration		
LEP	Limited English Proficiency		

DEFINITIONS

Americans with Disabilities Act (ADA) – Federal legislation that establishes requirements for the design of facilities and operation of services to address the needs of people with disabilities.

Areaway – An open area located below the ground as an extension of or adjacent to a building that is intended to provide light, air or access to a basement or crawl space. These are often located under public sidewalks.

Arterial Bus Rapid Transit (ABRT) – Arterial BRT is high-frequency, limited stop bus service with pre-boarding fare payment and high-amenity stations operating on higher capacity, urban arterial streets such as Lake Street.

Articulated Bus – A bus that is approximately 60 feet long, with two sections connected by a flexible section that allows the longer vehicle to turn corners easily.

Bus Rapid Transit (BRT) – The Metropolitan Council defines Highway BRT as "a coordinated set of routes that stop at all or most stations in the Highway BRT corridor, which is defined by stations and runningway infrastructure. It provides service 7 days a week, 16 hours a day, and at least every 10 minutes during peak periods with lower frequencies during mid-day and evenings. Weekend frequency is based on demand.

Cross-section – A to-scale drawing of the street from side to side to illustrate the dimensions of the space and the way the space is allocated to different uses.

Curb – Raised edge between the road and the sidewalk or between the road and a median.

Curb Cut – A section of the curb along a street that is designed to allow access between the street and the sidewalk or adjoining property - for example, a driveway or pedestrian ramp.

Curb Extension (Bump-out) – An area where the sidewalk is extended further into the street to shorten pedestrian crossing distances and provide additional sidewalk space.

Easement (Temporary and Permanent) – A legal agreement granting the right to use private property for a specific purpose. Temporary easements are obtained when property is impacted for short a defined period of time, such as during construction.



Elevation – A to-scale drawing of a structure or building from top to bottom to illustrate the dimensions of the structure as it would be viewed.

Gutter – the lower area along the edge of a street, next to the curb, with grates for stormwater drainage.

Local Bus – Regular all-day bus service operating on local streets with frequent stops and frequent service.

Parking Lot Buffer – A landscaped area between a private parking lot and a public sidewalk that may also be used for stormwater management.

Reaction Distance – The space allowed in roadway design to serve as a safety buffer between the driving lane and a curb. This dimension is similar to the width of a typical gutter (about 1.5-2 feet).

Right-of-way – A general term denoting land, property, or interest therein, usually in a strip, acquired for or devoted to a roadway.

Special Assessment – A special assessment is a fee collected by the City for improvements or services the City provides that benefit specific properties. Special assessments are used to finance many different types of local improvements.

Special Service District – Special service districts are defined areas within the city where special services are rendered. The costs of the services are paid from charges to the properties within the service area.

State-Aid – A division of the Minnesota Transportation Department that administers the distribution of state gasoline tax dollars to cities and counties based on a distribution formula established by the Minnesota State Legislature.

Streetscape – The natural and built aesthetic elements of a public street, typically including elements of the pedestrian realm such as landscaping (trees and other natural features), hardscape features such as lighting, benches, sidewalk surface treatments, tree grates, and other physical features.

Structural Soil – Mixture of gravels and soils that can be compacted to meet pavement design and installation while permitting root growth.

Tactile Warning Strip – A colored and textured strip, usually a polymer composite material, that is provided along the edge of the curb to alert visually impaired people of the edge of the curb.

Travelway – The functional roadway and sidewalk elements that serve motorized and non-motorized users. For Lake Street, this includes vehicle lanes, parking lanes, and sidewalks but does not include “streetscape” elements which are defined separately.

Uniform Assessment Rate (UAR) – The special assessment rate established each year by the Minneapolis City Council for all roadway reconstruction projects in the city.

Utility – A utility is a service that is furnished as an everyday necessity to the public at large. Utilities may be publicly or privately owned and operated. Public utilities typically include water and sewer. Private utilities typically include electricity, natural gas, telephone service, cable.

Variance, State-Aid – A variance is the permission granted when a design element deviates from state-aid design standards. A variance request must be submitted with appropriate justification, and the variance is, or is not, approved by the State-Aid Variance Committee.



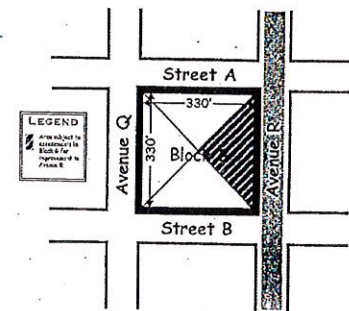
SPECIAL ASSESSMENTS

A special assessment is a fee collected by the City for improvements or services the City provides to benefitting properties. Special assessments can be used to finance many different types of local improvements, including: street and sidewalk improvements, sanitary sewer systems, street lighting systems, water works systems, recreational facilities, planting and tree maintenance, retaining walls and area walls, pedestrian skyway systems, underground pedestrian concourses, public malls, plazas and courtyards, and parking facilities.

UNIFORM ASSESSMENTS

The City Council establishes yearly Uniform Assessment Rates (UAR) for street construction, renovation, resurfacing, and alley construction and resurfacing projects. Property taxes pay for a number of maintenance activities, but do not include the costs of paving projects. Assessments are collected to address street or alley paving, curb and gutter, and other street paving related improvements.

Streets, such as Lake Street, that are constructed and/or reconstructed have an expected life of 40 years and are assessed over a 20 year term. The UAR is established rather than using costs specific to each project to provide consistency in rates between projects with varying costs. Assessments are calculated based on the square footage of lots and is determined based upon the Influence Area Assessment Method (diagram right).



Question: How do we assess Block G for improvements to Avenue R. Also allow for future assessment to Block G for similar improvements to streets A & B and Avenue Q, to be done at a later date?
Answer: Assess the land area of Block G, by splitting the block into 4 equal triangles.

STREETSCAPE SPECIAL ASSESSMENT

This type of special assessment is levied to pay for streetscape elements that would not otherwise be included as part of a street construction or reconstruction project. As a part of the Lake Street Connections project, a majority of the streetscape costs will be covered through federal and county funds. Examples of these elements are: street furniture, enhanced transit shelters, thematic street lighting, street trees, and decorative sidewalks. An enhanced streetscape includes items such as parking lot screen fencing, banners, or decorative lighting. These enhancements specifically require the creation of a special service district for financing the maintenance, operations, and administrative cost. The City of Minneapolis will petition property owners wishing to take advantage of the opportunity afforded by the upcoming Lake Street Connections project. Examples of base and enhanced streetscape elements are provided below.



SPECIAL SERVICE DISTRICTS

Special service districts are defined areas within the city where special services are rendered. The City collects special assessments from non-residential property owners within special service districts. The assessment covers the cost of services, like cleaning or maintaining pedestrian areas, which are not ordinarily provided elsewhere in the City. State law mandates the creation of advisory boards, which is appointed by the City Council and is composed of business and property owners within each District's service area to advise the city on services within the district.



City of Minneapolis : Uniform Assessment Rates Summary

Improvement Category	Benefitted Parcel Category	2016 Approved Rate per square foot	2015 Approved Rate per square foot	2014 Approved Rate per square foot	2013 Approved Rate per square foot
Construction	Non-Residential	\$2.52	\$2.46	\$2.39	\$2.39
	Residential	\$0.84	\$0.82	\$0.80	\$0.80
Renovation	Non-Residential	\$1.26	\$1.23	\$1.20	\$1.20
	Residential	\$0.42	\$0.41	\$0.40	\$0.40
Resurfacing	Non-Residential	\$0.63	\$0.62	\$0.60	\$0.60
	Residential	\$0.21	\$0.21	\$0.20	\$0.20
Alley Construction	Non-Residential	\$0.28	\$0.27	\$0.26	n/a
Alley Resurfacing	Residential	\$0.068	\$0.067	\$0.065	\$0.065

Sample Assessments for Average City Lot: Potential assessments for an average size lot (40' x 125' or 5,000 sq. ft) using the 2016 uniform assessment rates:

Project Type	Term (Years)	Non-Residential	Residential
Construction	20	@ \$2.52 / sq. ft. = \$12,600	@ \$0.84 / sq. ft. = \$4,200
Renovation	10	@ \$1.26 / sq. ft. = \$6,300	@ \$0.42 / sq. ft. = \$2,100
Resurfacing	5	@ \$0.63 / sq. ft. = \$3,150	@ \$0.21 / sq. ft. = \$1,050
Alley Construction	10	@ \$0.28 / sq. ft. = \$1,400	@ \$0.28 / sq. ft. = \$1,400
Alley Resurfacing	5	@ \$0.068 / sq. ft. = \$340	@ \$0.068 / sq. ft. = \$340

Definitions:

- Construction - Street or alley paving, curb and gutter, and other street paving related improvements.
- Renovation - Mill and overlay of street surface and selected curb and gutter and street construction as needed.
- Resurfacing - Mill and overlay of street/alley surface only.

Source: Minneapolis Public Works 2016 Uniform Assessment Rates (City Council File Number 15-01394)

Council Actions: T&PW 11/10/15, Full Council 11/20/15, Official Act 11/23/15

Lake Street Connections Project
Special Service Districts Planning Outline
August 18, 2016

Summary

City policy and practice requires that a Special Service District be established to provide ongoing maintenance when enhanced streetscape improvements are installed within the public right of way.

To accomplish the enhanced streetscape improvement goals proposed as part of the Lake Street Connections project, a dual service district approach has been proposed:

- Properties between Blaisdell Avenue and I-35W are proposed to be incorporated into an enlarged Lyndale-Lake Special Service District.
- Properties between I-35W and 5th Avenue South are proposed to be incorporated into a newly established Mid-Lake Special Service District which is proposed to extend to Hiawatha Avenue.

Before a service district can be enlarged or established, property owners representing at least 25% of the proposed service charges (likely to be based on lineal frontage) and property owners representing at least 25% of the commercial land area within the proposed service district must submit to the city a petition in support of the district's enlargement or establishment.

Special Service District Ratepayer Engagement and Petition Process

Efforts to engage commercial property ratepayers within the project area shall include the following:

1. An information packet containing the following materials will be mailed to each commercial property owner:

Segment: West of I-35W

1. Transmittal letter
2. Enhanced Streetscape Improvements Overview
3. Individualized cost estimate summary for each parcel owned (based on lineal frontage)
4. Petition to enlarge the Lyndale-Lake SSD and impose service charges
5. Return envelope for petition

Segment: East of I-35W

1. Transmittal letter
2. Enhanced Streetscape Improvements Overview
3. Individualized cost estimate summary for each parcel owned (based on lineal frontage)
4. Petition to establish a Mid-Lake SSD and impose service charges
5. Return envelope for petition

2. Project representatives will conduct outreach to as many individual property owners as is feasible to discuss the project, answer questions and collect petitions.

Lake Street Connections Project
Special Service Districts Planning Outline
August 18, 2016

3. Project representatives will be available to discuss project details and answer questions via telephone and email.
4. Business and property owners will be invited to attend an open house to discuss the project, answer questions and collect additional petitions.

City Approval Sequence and Timeline

Approval Item	Anticipated Timeline
Provide notice and hold public hearing for street reconstruction assessments	First Quarter 2017
Provide notice and hold public hearing for streetscape capital assessments	First Quarter 2017
Provide notice and hold public hearing to enlarge the Lyndale-Lake Special Service District / establish a Mid-Lake Special Service District	First Quarter 2017
Provide notice and hold public hearing to adopt annual operating plans and impose service charges for the Lyndale-Lake Special Service District and the Mid-Lake Special Service District	Third Quarter 2017
Commence with SSD services (maintenance of enhanced streetscape elements would commence once installed)	January 2018

SUBJECT TO CHANGE

BASE LEVEL STREETScape

Streetscape Items and Cost Estimates				
Base Level Items ¹	Unit	Qty.	Unit Price	Total Cost
4-inch Concrete Sidewalk	SF	40,422	\$ 4.50	\$ 181,899.00
Detectable Warning Panel	EA	64	\$ 250.00	\$ 16,000.00
Lighting - Standard "High-low" System ⁴	SYS	29	\$ 9,180.00	\$ 266,220.00
Tree Grate-4x6 Foot	EA	102	\$ 1,200.00	\$ 122,400.00
Tree 2-inch Caliper B&B, Soil	EA	102	\$ 500.00	\$ 51,000.00
Subtotal				\$ 637,519.00
Calculate Above Standard Lighting Cost Differential				
Proposed Above Standard Lighting ⁵	EA	36	\$ 8,450.00	\$ 304,200.00
Conduit Only for Future Streetscape Circuits	SYS	1	\$ 35,000.00	\$ 35,000.00
Total - Proposed lighting components				\$ 339,200.00
Subtract Standard System Cost				\$ 266,220.00
Above Standard Cost Differential ⁶				\$ 72,980.00

Other Enhanced Level Items ²	Unit	Qty.	Unit Price	Total Cost
Holiday GFCI Circuit in Light Poles	EA	0	\$ 350.00	\$ -
Banner Brackets	EA	0	\$ 250.00	\$ -
Decorative Fence-Precast Pier	EA	0	\$ 600.00	\$ -
Decorative Fence-Metal Screen	LF	0	\$ 80.00	\$ -
Bike Loop	EA	0	\$ 600.00	\$ -
Pre-Fabricated Trash Receptacle	EA	0	\$ 1,200.00	\$ -
Pre-Fabricated Recycling Receptacle	EA	0	\$ 1,200.00	\$ -
Electrical GFCI Circuit for trees	EA	0	\$ 1,000.00	\$ -
Pre-Fabricated Bench Backless	EA	0	\$ 2,400.00	\$ -
Landscape Buffer Plantings	LF	0	\$ 35.00	\$ -
Other Potential Enhanced Elements				
Pre-Fabricated Planter	EA		\$ 1,500.00	\$ -
Hanging Flower Baskets w/ drip irrigation	EA		\$ 700.00	\$ -
Newspaper Box Corral	EA		\$ 2,500.00	\$ -
Subtotal				\$ -

Total	\$ 710,499.00
25% Contingency	\$ 177,624.75
Grand Total	\$ 888,123.75

Average Cost per Block Face (14 block faces)	\$ 63,437.41
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Streetscape Financing				
Federal ³	County	City (Spec Asmt)	Roadway Funds	Total
\$ -	\$ -	\$ -	\$ 181,899.00	\$ 181,899.00
\$ -	\$ -	\$ -	\$ 16,000.00	\$ 16,000.00
\$ 212,976.00	\$ -	\$ -	\$ 53,244.00	\$ 266,220.00
\$ 97,920.00	\$ -	\$ -	\$ 24,480.00	\$ 122,400.00
\$ 40,800.00	\$ -	\$ -	\$ 10,200.00	\$ 51,000.00
\$ 351,696.00	\$ -	\$ -	\$ 285,823.00	\$ 637,519.00

Federal ³	County	City (Spec Asmt)	Roadway Funds	Total
\$ 30,384.00	\$ 15,464.67	\$ 27,131.33	\$ -	\$ 72,980.00

Federal ³	County	City (Spec Asmt)	Roadway Funds	Total
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\$ 382,080.00	\$ 15,464.67	\$ 27,131.33	\$ 285,823.00	\$ 710,499.00
\$ 95,520.00	\$ 3,866.17	\$ 6,782.83	\$ 71,455.75	\$ 177,624.75
\$ 477,600.00	\$ 19,330.83	\$ 33,914.17	\$ 357,278.75	\$ 888,123.75

Spec. Asmt per Block Face	\$ 2,422.44
Approximate total frontage (feet)	4000
Assessment rate (\$/foot)	\$ 8.48

- 1 - Base Level Streetscape Items require a special assessment for construction and for lighting O & M, but do not require a Special Service District
- 2 - Enhanced Level Streetscape Items require special assessments to construct and a Special Service District with related operations and maintenance costs
- 3 - Federal streetscape budget is \$678,400. Covers 80% of eligible streetscape items plus part of the standard street lighting system, trees and grates
- 4 - Standard "High-Low-High" System with 30' roadway poles and 15' acorns (13 - 30' poles and 16 - 15' acorns)
- 5 - Above Standard lighting is proposed utilizing shepard hook style poles with tear-drop luminaires. GFCI and Banner brackets are included in separate line items
- 6 - Above standard cost = the difference between a standard system and the proposed Shepards hook system, plus underground conduit for future streetscape lighting

SUBJECT TO CHANGE

ENHANCED LEVEL STREETSCAPE

Streetscape Items and Cost Estimates				
Base Level Items ¹	Unit	Qty.	Unit Price	Total Cost
4-inch Concrete Sidewalk	SF	40,422	\$ 4.50	\$ 181,899.00
Detectable Warning Panel	EA	64	\$ 250.00	\$ 16,000.00
Lighting - Standard "High-low" System ⁴	SYS	29	\$ 9,180.00	\$ 266,220.00
Tree Grate-4x6 Foot	EA	102	\$ 1,200.00	\$ 122,400.00
Tree 2-inch Caliper B&B, Soil	EA	102	\$ 500.00	\$ 51,000.00
Subtotal				\$ 637,519.00
Calculate Above Standard Lighting Cost Differential				
Proposed Above Standard Lighting ⁵	EA	36	\$ 8,450.00	\$ 304,200.00
Conduit Only for Future Streetscape Circuits	SYS	1	\$ 35,000.00	\$ 35,000.00
Total - Above standard lighting components				\$ 339,200.00
Subtract Standard System Cost				\$ 266,220.00
Above Standard Cost Differential ⁶				\$ 72,980.00

Enhanced Level Items ²	Unit	Qty.	Unit Price	Total Cost
Holiday GFCI Circuit in Light Poles and Trees	SYS	1	\$ 70,600.00	\$ 70,600.00
Banner Brackets	EA	36	\$ 250.00	\$ 9,000.00
Decorative Fence-Precast Pier	EA	27	\$ 600.00	\$ 16,200.00
Decorative Fence-Metal Screen	LF	1,110	\$ 80.00	\$ 88,800.00
Bike Loop	EA	84	\$ 600.00	\$ 50,400.00
Pre-Fabricated Trash Receptacle	EA	28	\$ 1,200.00	\$ 33,600.00
Pre-Fabricated Recycling Receptacle	EA	28	\$ 1,200.00	\$ 33,600.00
Pre-Fabricated Bench Backless	EA	28	\$ 2,400.00	\$ 67,200.00
Landscape Buffer Plantings	LF	1,118	\$ 35.00	\$ 39,130.00
Other Potential Enhanced Elements				
Pre-Fabricated Planter	EA		\$ 1,500.00	\$ -
Hanging Flower Baskets w/ drip irrigation	EA		\$ 700.00	\$ -
Newspaper Box Corral	EA		\$ 2,500.00	\$ -
Subtotal				\$ 408,530.00

Total	\$ 1,119,029.00
25% Contingency	\$ 279,757.25
Grand Total	\$ 1,398,786.25

Average Cost per Block Face (14 block faces)	\$ 99,913.30
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Streetscape Financing				
Federal ³	County	City/Special Asmt	Roadway Funds	Total
			\$ 181,899.00	\$ 181,899.00
			\$ 16,000.00	\$ 16,000.00
\$ 157,512.00			\$ 108,708.00	\$ 266,220.00
			\$ 122,400.00	\$ 122,400.00
			\$ 51,000.00	\$ 51,000.00
\$ 157,512.00	\$ -	\$ -	\$ 480,007.00	\$ 637,519.00

80% Federal ³	10% County	10% City (Spec Asmt)	Roadway Funds	Total
\$ 58,384.00	\$ 7,298.00	\$ 7,298.00	\$ -	\$ 72,980.00

80 % Federal ³	10% County	10% City (Spec Asmt)	Roadway Funds	Total
\$ 56,480.00	\$ 7,060.00	\$ 7,060.00	\$ -	\$ 70,600.00
\$ 7,200.00	\$ 900.00	\$ 900.00	\$ -	\$ 9,000.00
\$ 12,960.00	\$ 1,620.00	\$ 1,620.00	\$ -	\$ 16,200.00
\$ 71,040.00	\$ 8,880.00	\$ 8,880.00	\$ -	\$ 88,800.00
\$ 40,320.00	\$ 5,040.00	\$ 5,040.00	\$ -	\$ 50,400.00
\$ 26,880.00	\$ 3,360.00	\$ 3,360.00	\$ -	\$ 33,600.00
\$ 26,880.00	\$ 3,360.00	\$ 3,360.00	\$ -	\$ 33,600.00
\$ 53,760.00	\$ 6,720.00	\$ 6,720.00	\$ -	\$ 67,200.00
\$ 31,304.00	\$ 3,913.00	\$ 3,913.00	\$ -	\$ 39,130.00
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 326,824.00	\$ 40,853.00	\$ 40,853.00	\$ -	\$ 408,530.00

\$ 542,720.00	\$ 48,151.00	\$ 48,151.00	\$ 480,007.00	\$ 1,119,029.00
\$ 135,680.00	\$ 12,037.75	\$ 12,037.75	\$ 120,001.75	\$ 279,757.25
\$ 678,400.00	\$ 60,188.75	\$ 60,188.75	\$ 600,008.75	\$ 1,398,786.25

Spec. Asmt per Block Face	\$ 4,299.20
Approximate total frontage (feet)	4000
Assessment rate (\$/foot)	\$ 15.05

- 1 - Base Level Streetscape Items require a special assessment for construction and for lighting O & M, but do not require a Special Service District
- 2 - Enhanced Level Streetscape Items require special assessments to construct and a Special Service District with related operations and maintenance costs
- 3 - Federal streetscape budget is \$678,400. Covers 80% of eligible streetscape items plus part of the standard street lighting system
- 4 - Standard "High-Low-High" System with 30' roadway poles and 15' acorns (13 - 30' poles and 16 - 15' acorns)
- 5 - Above Standard lighting is proposed utilizing shepard hook style poles with tear-drop luminaires. GFCI and Banner brackets included in separate line items
- 6 - Above standard cost = the difference between a standard system and the proposed Shepards hook system, plus underground conduit for future streetscape lighting