

Urban Design Workgroup

Scope of Work

The Urban Design Work Group will collaborate with the Saint Paul Port Authority, influencing covenants that fall within the parameters of the City's Master Plan. Concepts to be discussed include aesthetic considerations relating to buildings, open spaces, trails, right of ways, and more. This group will also discuss opportunities tied to the neighborhood node.

Work Group Structure

The committee will consist of six members, including Greater Eastside residents and subject matter experts. Residents will represent the wants and needs of their neighbors while subject matter experts will assist in solidifying a cohesive design.

1. Work Group Team Leads (2)

The recommendation is to designate co-leaders for this Work Group. Together, they will structure meetings in partnership with the Saint Paul Port Authority and LHB. They will take the lead facilitating meetings, assigning tasks, and providing post-meeting summaries. Additional time will be needed between meetings to ensure adequate coordination.

2. Committee Members (4)

Committee members share their ideas and opinions and come prepared to each meeting by reading all provided documentation and finishing assigned homework.

Ideal candidates will have a connection to the neighborhood and experience/passion around the concept of urban design. Members should have the confidence and communication skills needed to influence others and be able to represent the entire community, and not just their personal opinions. Committee members should represent differences in both thought and experiences while fostering an environment of inclusivity and collaboration. Transportation, translation, and childcare support should be available if needed.

3. Port Authority Role

The designated Port Authority leader will serve as a point person for the co-leadership team. This individual will manage meeting logistics and guide co-leaders through the process of setting goals for each meeting.

4. LHB Role

LHB will provide technical guidance and materials for all scheduled meetings. Their contributions will be included as agenda items throughout the process.

Agenda Arc

We anticipate holding these meetings in person to maximize the benefits of collaboration. The dates and times will be determined by participants' availability and may change based on emerging needs. An initial outline is included below.

WEEK	URBAN DESIGN
January 17, 2022	Introductory Meeting: Introductions, Expectations, Goal Settings, Master Plan review, how urban design fits with the master plan, precedent studies for residential and light industrial, Port Authority community report
January 31, 2022	Design Basics: Education focus with light brainstorming. Focus areas include scale, programming, ecological value, functionality, materials
February 14, 2022	Regulatory Basics: Education focus with light brainstorming. Focus areas include zoning, CPTED, operations, maintenance, stormwater management
February 28, 2022	Design Workshop 1: Discuss residential and mixed-use design goals to include frontages, amenities, programming, materials, vegetation, and public art.
March 14, 2022	Pin-up Review /Residential Focus: Consultants will provide drawings based on Design Workshop 1. Draft covenants will be shared. Homework: Members provide preferences for covenants (in writing, in sketches, or sharing photo inspirations)
March 28, 2022	Design Workshop 2: Discuss light industrial design goals. Focus areas include arts/employment district idea, frontage, amenities, programming, materials, vegetation, and public art.
April 11, 2022	Pin-up Review/Light Industrial: Consultants will provide illustrations and draft covenants from information discussed at Design Workshop 2. Homework: Draft covenant ideas through writing, sketching, or photo inspirations.
April 25, 2022	Draft Covenants Outline: Review pin-up homework from both pin-up sessions. Prioritize and refine the outline.
May 9, 2022	Draft Covenants: Consultants will pull all information together and draft covenants. DISCUSS HOW INFO WILL BE SHARED WITH OUTSIDE SPACES WORK GROUP.
May 23, 2022	Final Review & Celebration

*We may be adding one or two more meetings focused on the neighborhood node.

Compensation Structure

Workgroup members will be compensated \$50 for each meeting they attend. An additional \$25 will be provided for the completion of research required outside of these meetings. Payments will be provided in the form of Visa gift cards, thanks to a grant provided by the Eastside Funders Group.