

Memorandum

TO: City Council
FROM: Niki Hill, AICP , Assistant Community Development Director
DATE: March 16, 2026
SUBJECT: Contract for Planning Services - Comprehensive Plan 2050
ITEM NUMBER: 8.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve the Professional Services Agreement with HKGI to provide assistance with the 2050 Comprehensive Plan.

INTRODUCTION

The City of Shoreview will begin the process of preparing its 2050 Comprehensive Plan later this spring. To assist with this effort, staff has approached HKGI for professional planning services.

HKGI has previously worked with the city on a number of planning initiatives, including finalizing the 2040 Comprehensive Plan and assisting with the City's current Development Code update. Their familiarity with the community, existing policies, and the city's planning framework will allow them to effectively support staff through the 2050 Comprehensive Plan process.

Assistance from HKGI will help the city address updated Metropolitan Council requirements while also considering emerging trends related to planning and zoning. This work will build upon the City's existing comprehensive plan policies and help ensure the 2050 Plan continues to reflect Shoreview's community priorities and long-term planning goals.

DISCUSSION

The proposed scope of work reflects staff discussions with both the city council and planning commission emphasizing the desire to complete more than the minimum required comprehensive plan update. HKGI has developed a scope that includes three phases:

Phase 1 – Plan Development

Phase 1 includes preparation of the Comprehensive Plan, including public and stakeholder engagement, drafting of the Plan, and preliminary City Council approval to distribute the draft Plan to affected jurisdictions for the required six-month review period and to the Metropolitan Council for an informal review.

Engagement activities during this phase will gather input from community members and stakeholders across the city. Importantly, engagement will also include City staff, appointed board and commission members, and elected officials. This input will help identify the

initiatives and policies that have been successfully implemented from the 2040 Plan and determine which efforts should be carried forward or updated in the 2050 Plan.

Phase 2 – Jurisdictional Review Period

Phase 2 accommodates the required six-month review period. Work during this phase will include compiling, summarizing, and responding to comments received from the Metropolitan Council and adjacent jurisdictions in coordination with City staff. At the end of this phase, a revised Plan will be presented to the City Council for approval to submit the document to the Metropolitan Council for formal review.

Phase 3 – Metropolitan Council Review and Final Adoption

Phase 3 consists of the Metropolitan Council's formal review of the Plan. HKGI will work with City staff to respond to any additional comments and revise the Plan as needed prior to City Council adoption and formal submittal to the Metropolitan Council.

While more than 90 percent of the work associated with the project will occur during Phase 1, including the review phases in the project scope helps establish realistic expectations for the full project timeline from project kickoff through final plan adoption.

The full proposal from HKGI is attached for City Council review.

Financial Impact

The contract will be funded through the Community Development Department's contractual services budget. Per the proposal, the "Not-To-Exceed Total Proposed Fee" is \$143,500. This aligns with the budgeted cost of the comprehensive plan update. Funding for the project has been allocated over three years:

- 2026: \$50,000 budgeted
- 2027: \$50,000 budgeted
- 2028: \$50,000 budgeted

The City of Shoreview is eligible for a \$40,000 base-level grant to assist with preparation of the 2050 Comprehensive Plan. In addition to the base grant, the City may apply for two optional incentive grants:

- Early Plan Submission: \$4,000
- Advancing Regional Goals: \$10,000

The City will apply for the base grant comprehensive plan assistance funding through the Metropolitan Council. Staff will evaluate whether to apply for the optional incentive grants as the process gets underway. Half of the base-level grant (\$20,000) is paid upon completion of the application process, with the remaining \$20,000 and any incentive grant funds paid upon completion of the Comprehensive Plan and authorization by the Metropolitan Council.

RECOMMENDATION

Staff recommends that the City Council approve the Professional Services Agreement with HKGI to assist with preparation of the Shoreview 2050 Comprehensive Plan.

ATTACHMENTS

[Shoreview DRAFT 2050 Comp Plan Contract](#)
[HKGI Shoreview 2050 Comp Plan proposal](#)