

MEMORANDUM

Date: December 4, 2017
To: Dolores Sheets
From: Wayne Robert
File: 0788.0000.00-A
Subject: **City of Grand Forks Employment Lands Plan**

Ms. Sheets,

As discussed, the following is intended to provide a brief summary of the scope and estimated budget needed to create an Employment Lands Plan for the City of Grand Forks. This guide will help strategically plan for the development of lands within Grand Forks with the purpose of supporting an application to the Rural Dividend Fund (RDF).

Background

Building on the most recent economic development effort (LED Initiative) underway, the City deems it beneficial to further the LED Initiative through the strategic development of all developable lands (employment lands¹) within the City. The strategic use of these lands within a community acts as the catalyst to significant economic growth and regional prosperity. An Employment Lands Plan provides the backbone by which information is distributed to local politicians, councils, decision makers, and citizens, and links economic strategies identified in the Strategic Plan with updates to the Official Community Plan and Zoning Bylaw to strengthen and diversify Grand Forks' economic base.

Today, more than ever, it is essential that communities collectively determine the long-term vision and planning of not only the individual lands nodes (industrial, commercial residential, institutional and parks/recreational) but also determine how each of these land types can be designed and developed to complement each other. This study will allow for informed and transparent decisions to be made regarding the present and future use of employment lands within the City by incorporating a robust community visioning component.

Project Purpose

Our purpose is to develop and implement an Employment Lands Plan through collaboration and partnership with private sector and citizens. This plan will establish a unified vision of how each type of land should be developed, ultimately resulting into an action plan for the City of Grand Forks.

Project Objectives

The following proposed project objectives are being suggested to meet the above Project Purpose:

1. Engage and energize the community and key stakeholders;
2. Work with the community to define the vision of the land nodes and major investment zones of the City (Industrial Park, West End, Downtown, Airport);
3. Pursue a process where employment lands and major investment zones (Industrial Park, West End, Downtown, Airport) are identified/secured and utilized more effectively and more efficiently;

¹ Lands that are identified in Official Community Plans, Zoning Bylaws and other Land Use Plans for clusters of business and economic and uses activities including, but not limited to, institutional, manufacturing, warehousing, offices, retail and associated ancillary uses

MEMORANDUM

Date: December 4, 2017
File: 0788.0000.00-A
Subject: City of Grand Forks Employment Lands Plan
Page: 2 of 2



4. Assess the current infrastructure and planning (zoning, bylaws etc..) that either support or impede development efforts; and
5. Define specific employment land actions that are systematic, relevant and well thought out.

Budget and Timeline

The total fees and expenses (budget) excluding applicable taxes for this project effort is **\$100,000**. The project effort is expected to encompass approximately 9 months from time of award.

If you have any questions on the above, please contact the undersigned. We look forward to assisting the City in this exciting and key project for enhancing the economic vibrancy of the community.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to be "WR" or similar initials.

Wayne Robert
Economic Development / Management Consultant

A handwritten signature in blue ink, appearing to be "SS" or similar initials.

Scott Shepherd, BA, ASCT
Principal