

# Memo

Date: Thursday, October 17, 2019  
Project: Brandon Core Area Reconstruction  
To: Brandon Mayor and City Council  
From: Brandon Core Area Project Advisory Team  
Subject: Project Design Recommendations

Dear Mayor and Council,

The Brandon Core Area Reconstruction Project Advisory Team was established to help guide the design decisions for the Core Area project.

Our team consists of the following members:

- Mayor Paul Lundberg
- Council Dave Kull
- Council Tim Jorgenson
- Bryan Read
- Tami Jansma
- Christina Smith
- Rollie Hoeke
- Donovan Carpenter
- Devin Coughlin
- Bill Moran
- Paul Sanow
- Gabe Laber
- Jon Jacobson

Our team has met four times to discuss the design parameters of the project. We have also tried to engage the public through the City's website, the Brandon Valley Journal, Facebook, Textedly, direct emails, an online survey and an open house. We have taken the information from our meetings and the public engagement to development recommendations to the council. Some of these recommendations may require changes to the City's design standards. We ask that the Council make decisions on each of these design considerations in order that the design team has direction and can keep moving forward. Delays in making these decisions could delay the project design schedule and bidding of the Core Area Reconstruction. This could potentially reduce contractor availability and increase construction costs. The following are the key design elements for consideration:

1. **Residential Street Width** – The project advisory team recommends the minimum street width on residential streets be reduced from 37' to 33'. This will save the city construction dollars and future maintenance costs. Functionality of how people currently drive these streets stays the same. In addition, 33' wide streets are not new to Brandon as they exist on Mayberry Street, Sunday Drive and Morning Rain Avenue as a few examples. This will require a change to the City's design standards.
2. **On-Street Parking** – The project advisory team recommends that parking be maintained, as is, on both sides of the street. Functionality of how people currently drive these streets stays the same.
3. **Sidewalk** – The project advisory team recommends that sidewalk be installed on both sides of the street where feasible in the Core Area. The existing design standards require sidewalk. The project advisory team feels walkability and connectivity in the community are key aspects to the quality of life. We feel safety for pedestrians, especially kids is the utmost importance and sidewalk will help provide a safe place for them to travel.
4. **Sidewalk Assessment** – The project advisory team recommends that sidewalk not be assessed to adjacent property and paid for by the project.
5. **Tree Removal and Replacement** – The project advisory team recommends that trees removed as designed for construction of the project be replaced as a part of the project regardless if they are in the right of way or on private property. The replacement method has not been determined at this point.