



2010 Chapter Planning Awards Call for Nominations

Minnesota Chapter, American Planning Association

Submission Deadline: July 16, 2010 4:30 P.M.

Purpose

To recognize outstanding achievements in community planning and urban design, to educate and inform the Chapter members, to advance the profession, and to publicize individuals whose activities improve planning and design in Minnesota.

Eligibility

The person most responsible for the project must be a member of the Minnesota Chapter of the American Planning Association. Membership is not required for individuals nominated for distinguished leadership or lifetime achievement, or for students nominating their work. You may nominate your own work.

Award Categories

1. Comprehensive plan
2. District, small area or neighborhood plan
3. Small town or rural plan
4. Private development plan
5. Implementation Tool or Program
6. Student project
7. Look-back or landmark award
8. Distinguished Leadership or Lifetime Achievement award

Judging and Awards Ceremony

Nominations will be reviewed by another chapter of the American Planning Association. Those making nominations will be notified of the results by August 27, 2010. One Honor Award and up to two Merit Awards may be given in each category at the discretion of the judges. Jurors are under no obligation to grant an award in any category. Awards will be presented at a noon luncheon on September 23 during APA Minnesota's state planning conference, which will be held on September 22nd to 24th in Mankato at the Verizon Wireless Center. Award winners will receive a personalized plaque or certificate, and will be featured in a presentation during the conference and in the APA Minnesota newsletter and the Chapter Website following the conference. Award winners will be asked to prepare and present a display board summarizing their entry at the conference.

Submission Requirements

Nominators must complete the 2010 Awards Entry Form and submit 5 sets of the required information. All descriptive and supporting materials listed on the application form must be included with the entry. Entries should be packaged in a three-ring binder or similar form. If a copy of the plan document is submitted, a digital copy may be submitted instead of a paper copy. Entry materials will not be returned. PLEASE NOTE THAT SINCE NOMINATIONS WEREN'T SOLICITED AT THE MINI-CONFERENCE IN 2009, PROJECTS COMPLETED DURING THE LAST TWO YEARS WILL BE ELIGIBLE.

Entries should be submitted to:

Bill Weber, AICP

Weber Community Planning 3824 Huntington Avenue St. Louis Park, MN. 55416

Questions

Questions should be directed to Awards Committee Co-Chairs Michele McPherson at 320-983-8206, michele.mcpherson@co.mille-lacs.mn.us, or Bill Weber, 952-451-4818, bill@weberplanning.com.

Program Categories and Review Criteria

1. Comprehensive Plan

A city-wide, multiple-subject plan for a Minnesota city that has been officially adopted, accepted or approved by the governing body within the past two years.

Review Criteria for the Comprehensive Plan Category

- **Originality or Innovation:** Does the entry present a visionary approach or innovative concept within the context of the jurisdiction's situation? Has the initiative addressed the need identified in the nomination? Has the planning process expanded on accepted planning principles?
- **Transferability:** Does the entry provide an example for other jurisdictions? Would broader application of this effort's components and methodology further the cause of good planning?
- **Quality:** Does the entry show excellence in thought, analysis, writing, graphics, and application of ethical planning principles? Were available resources used in a well-conceived and appropriate format?
- **Comprehensiveness:** Were planning principles observed, especially in light of the entry's impact on other public objectives? Did the entry fully address the issues or achieve its intended objectives? Does the entry include elements important to the local community?
- **Public Participation and Collaboration:** Did the public participate in the effort? How far did the effort go to solicit input from those who historically have been left out of the planning process? Has the entry gained public support and acceptance? Did the process involve collaboration among competing interests? How were those affected brought into the planning process?
- **Role of the Planner:** How APA members play a significant role? Has this entry enhanced recognition of the role of planners and the planning process?
- **Effectiveness:** Has the entry addressed the need or problem that prompted its initiation? Have these results made a difference in the lives of the public?

2. District, Small Area or Neighborhood Plan

A plan for a sub-area of a Minnesota city that has been officially adopted, accepted or approved by the governing body within the past two years.

Review Criteria for the District, Small Area or Neighborhood Category

The review criteria for this category are the same as those for the Comprehensive Plan category.

3. Small Town or Rural Plan

A plan for a Minnesota city smaller than 10,000 population, or a plan for an unincorporated area, that has been officially adopted, accepted or approved by the governing body in the past two years.

Review Criteria for the Small Town or Rural Category

The review criteria for this category are the same as those for the Comprehensive Plan category.

4. Private Development Plan

A design for the private development of land in Minnesota in which a member of the American Planning Association played a leading role and which was prepared in the past five years.

Review Criteria for the Private Development Category

- **Public Objectives:** Did the design achieve important public objectives?
- **Market Success:** Was the project successful in the market?

- **Originality or Innovation:** Did the project present a visionary approach or innovative concept within the context of the site? Has the initiative addressed the need identified in the nomination? Has the planning process expanded on accepted planning principles?
- **Presentation Quality:** Were the application materials graphically strong and easy to understand?
- **Comprehensiveness:** Did the project address a wide range of disciplines such as site design, building design, utilities, environmental protection and traffic?
- **Role of the Planner:** Did a member of the American Planning Association play a key role?

5. Implementation Tool or Program

For implementing a project or plan that accomplishes its objectives in a substantial, timely and sustainable manner. May include exemplary an ordinance, governmental customer service initiative, information materials or delivery process.

Review Criteria for the Implementation Tool or Program Category

- **Sustained Improvement:** Has the level of implementation been consistent over time? What changes, derailments or improvements have occurred during implementation?
- **Originality or Innovation:** Does the entry present a visionary approach or innovative concept within the context of the jurisdiction's situation? Has the initiative addressed the need identified in the nomination?
- **Transferability:** Does the entry provide an example for other jurisdictions? Would broader application of this effort's components and methodology further the cause of good planning?
- **Quality:** Does the entry show excellence in thought, analysis, writing, graphics and application of ethical planning principles? Were available resources used in a well-conceived and appropriate format?
- **Funding:** Did the project overcome funding hurdles?
- **Community Acceptance and Support:** Has the longevity of this effort increased the community's appetite for planning and the pursuit of similar initiatives? To what extent has this effort achieved sustained success beyond its general audience?

6. Distinguished Leadership or Lifetime Achievement Category

A Distinguished Leadership Award or a Lifetime Achievement Award may be given for sustained and significant contributions to the profession by individuals from these groups:

Professional Planner

To an individual for sustained contribution to the planning profession through distinguished practice, teaching, or writing. This person must make (or have made) his/her living in the practice of planning, whether in the public, for-profit or not-for-profit sector.

Citizen Planner

To an individual who advanced or promoted the cause of planning in the public arena as a member of a planning commission, board of zoning appeals, economic development board, or another appointed position or as a citizen activist or neighborhood leader. Those earning their living as planners or who serve as elected officials are not eligible for this award.

Elected Official

To an individual elected to public office for a significant contribution to planning.

Review Criteria for the Distinguished Leadership or Lifetime Achievement Category

- **Support of Planning/Planners:** To what extent has the nominee's work increased the understanding of planning principles and the planning process? How has the nominee shown a clear understanding and support for the role of planners in public life?
- **Effectiveness:** To what extent has the nominee been effective in formulating and implementing plans and ideas and furthering the cause of planning? Within what sphere of influence has this effectiveness been realized?
- **Eligibility:** Candidates cannot be self-nominated. MnAPA membership is not required.

7. Student Projects

Student projects may be submitted under any of the above categories and will be evaluated only against other student projects. Students enrolled in a Minnesota collegiate program or who maintain residency in Minnesota are eligible. Student membership in MnAPA is encouraged but not required.

8. Landmark or Look-Back Award

A plan of any kind that was prepared more than 20 years ago for any location in Minnesota and which is judged to have had a lasting and significant effect.

Review Criteria for the Look-Back or Landmark Category

- **Implementation:** Was the plan followed? Did change result?
- **Effect:** Was the effect of the plan lasting and significant?
- **Originality or Innovation:** Was the plan innovative for its time? Did it start a trend or change the practice of planning?

Submission Requirements

Please submit 5 collated sets of the following items.

1. A completed **Nomination Form** (see the next page).
2. The entry **fee** (see the Entry Form for the amount).
3. A **three-ring binder** or equivalent containing the required attachments including a page to securely hold the compact disk(s).
4. **Summary text** (up to five pages) describing the plan, project or person and how it / he / she meets the Review Criteria for the category.
5. **PowerPoint presentation** (up to eight pages on a CD) explaining the project and supplementing the text. Please key each PowerPoint slide to a section of the text and include a caption on each PowerPoint slide. The PowerPoint pages should be keyed into the written description. Please write brief text for each slide in the Notes Page feature of PowerPoint. That text will be read when the presentation is shown to the audience during the awards presentation at the conference.
5. For the **Comprehensive, District or Small Town** categories:
 - The adopted plan document or planning tool. A .pdf file on a compact disk may be used instead of a paper copy if desired.
 - The text summary and comparison to the Review Criteria
 - The PowerPoint presentation.
6. For the **Distinguished Leadership or Landmark** categories:
 - The text summary and comparison to the Review Criteria.
 - The PowerPoint presentation. Please also include a photo of the nominee.



2010 Planning Awards Program Nomination Form

Minnesota Chapter, American Planning Association
Submission Deadline: July 16, 2010 4:30 P.M.

Title of Nomination	
----------------------------	--

Award Category	
-----------------------	--

For nominations in the categories of Comprehensive, District, Small Town-Rural, Implementation, Landmark & Student	
Responsible Organization	
Mailing Address of Recipient	
Telephone & E-Mail of Recipient	
Primary Planner	
APA Membership Number	
Supporting Planner(s)	

For nominations in the category of Leadership or Lifetime Achievement	
Nominee	
Nominator	
Affiliation of Nominee	
Mailing Address of Nominee	
Telephone & E-Mail of Nominee	

Contact Information (if different from above)	
Name	
Affiliation	
Mailing Address	
Telephone and E-Mail	

Application Fee (Make checks payable to Mn APA)	
\$30	Comprehensive, District, Small Town / Rural and Landmark nominations
\$0	Distinguished Leadership or Student nominations

Signature of Nomination Contact Person

Date