LOCAL PLANNING HANDBOOK

FEBRUARY 2021

METROPOLITAN
C O U N C I L

The Council's mission is to foster efficient and economic growth for a prosperous metropolitan region

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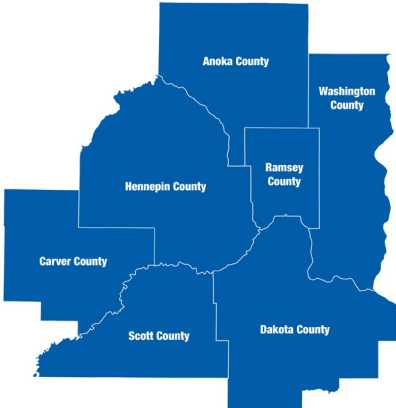
The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

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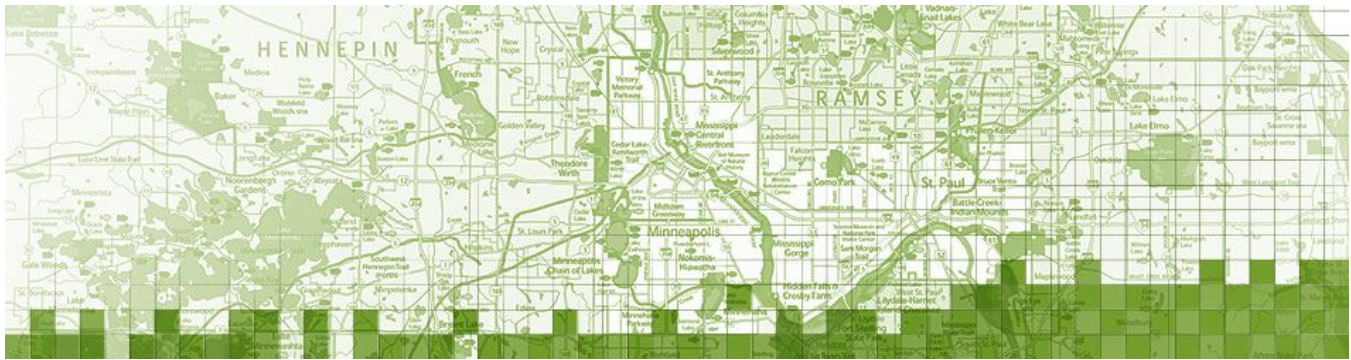
Table of Contents

NOTE: This is a paper version of a web-based document. For the most accurate and up-to-date information, please go online at *http://www.metrocouncil.org/Handbook* to access the most up to date resources, tools, and links. The hard copy will be updated as necessary and reposted online with an updated print date.

Welcome to the Local Planning Handbook! The purpose of the Handbook is to help communities update their local comprehensive plans. The Handbook:

- Provides clear and specific direction on what the minimum requirements are and how to meet them.

- Provides tools, maps, and resources to make it easier to complete minimum requirements.

- Individualizes community information as much as possible.

- Connects communities with available resources, grants, and technical assistance.

- Helps communities understand the Council review process.

- Provides resources for value-added planning/planning beyond the minimum requirements.

- Highlights local planning efforts across the region.

Some of the new tools that you will find in the Local Planning Handbook include:
Community Pages – Each community has their own webpage full of checklists, maps, and resources specific to them.

Individual Checklist of Minimum Requirements – Every community is unique. Each community has different planning needs and requirements. Your checklist is specific to your community.

Interactive Mapping Tools and Individual Maps – Using the interactive mapping tool, you can customize maps for your planning efforts or download existing maps of your community to use in your plan. If you have GIS capabilities, shapefiles clipped to your community boundary are available for you to download.

Affected Jurisdictions List – Trails, roadways, and other infrastructure often extend across municipal boundaries. We've created a suggested list of affected jurisdictions for your community to help ensure your plan is compatible with planning efforts in other jurisdictions.

Online Submittal – You can now submit your comprehensive plan update online! This includes submitting your plan for informal review, sending in supplemental information, and requesting plan amendments after your plan has been formally adopted.

Status Tracker - Check the status of your submitted plan update. Track your progress through the Council's review process and see what's coming up next.

PLANNING OVERVIEW

Planning in the Twin Cities Metropolitan Area is unique. This is in large part due to the adoption of the _Metropolitan Land Planning Act (§473)_ and the subsequent formation of the Metropolitan Council. The Council is tasked with ensuring the orderly and economic development within the seven-county metropolitan area. In addition, we have operational responsibilities related to our regional systems. The statutorily-defined roles in regional policy and planning, as well as operational functions for regional systems are unlike any other regional planning agency in the nation.

Regional Planning

Following each decennial census, the regional planning effort starts with adoption of a regional development plan, Thrive MSP 2040. Thrive establishes a regional vision and adopts land use development policies through 2040. The regional system and policy plans follow and are adopted with policies that reflect Thrive. The Council has a System Plan for Parks, Water Resources, and Transportation. Policy plans are adopted for Housing and Water Supply.

The Council is also responsible for reviewing local comprehensive plans and providing technical assistance to communities as they work through their local comprehensive planning process.

Local Planning

The plans of each jurisdiction in the seven-county area build upon the regional planning vision. Local comprehensive plans reflect regional policies at the same time as identifying important local goals and objectives. This approach allows both the individual community and the region to succeed.

Using the Local Planning Handbook as a guide to write your plan will help when we review local comprehensive plans for completeness. A complete plan addresses the issues outlined in the _Metropolitan Land Planning Act_ and contains all of the information necessary for the Council to review a community's plan for its conformance to regional systems, consistency with regional policies, and compatibility with the plans of adjacent and affected jurisdictions.

Local plans are also required to include specific content areas. The Local Planning Handbook is organized around these content areas called _Plan Elements_. Six Plan Elements reflect statutorily required content areas. Two Plan Elements are identified as issues of regional importance and are reflective of _Thrive MSP 2040_'s policies. All Plan Element pages in the Local Planning Handbook outline minimum requirements, provide suggestions for value-added planning efforts, connect you to resources specific to that Plan Element, and identify how we can help you with your planning efforts.

REGIONAL PLANNING

The Metropolitan Council's work originates from the _Metropolitan Land Planning Act (§473)_. There are several responsibilities outlined in statute that the Council must fulfill. They are:

- Develop a comprehensive development guide for the metropolitan area.

- Adopt long-range comprehensive system plans for transportation, wastewater treatment, parks, and water resources.

- Carry out planning activities addressing the water supply needs of the metropolitan area.

- Review comprehensive plans of local governmental units.

- Provide services for and assistance with comprehensive community planning.

All incorporated cities, counties, and townships within the seven-county metropolitan region must prepare a comprehensive plan and update that plan every 10 years.

The regional planning process starts after the U.S. decennial census is complete. This information, along with the most recently adopted local comprehensive plans, informs the regional development guide which sets the vision and land use policies that are carried forward in the regional system and policy plans.

Regional Development Guide

The Council adopted _Thrive MSP 2040_ as the new regional development guide on May 28, 2014. Thrive identifies five outcomes that set the policy direction for the region's system and policy plans. Building on our region's history of effective **stewardship** of our resources, Thrive envisions a **prosperous**, **equitable**, and **livable** region that is **sustainable** for today and generations to come. The Council is directing its operations, plans, policies, programs, and resources toward achieving this shared long term vision.

Three principles define the approach to implementing regional policy: **integration**, **collaboration**, and **accountability**. The principles define the Council's approach to policy implementation and set expectations for how the Council interacts with local governments.
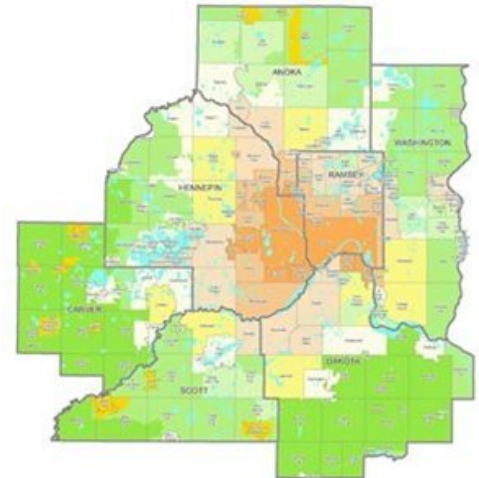
The land use policies in Thrive establish a series of commitments from the Council for local governments and uses community designations to shape development policies for communities. Community designations group jurisdictions based on Urban or Rural character for the application of regional policies. Together, the land use policies and community designations help implement the region's vision by setting expectations for development density and the character of development throughout the region.

System and Policy Plans

The system and policy plans were adopted after *Thrive* throughout late 2014 and in 2015. The systems plans include the *2040 Transportation Policy Plan*, the *2040 Regional Parks Policy Plan*, and the *2040 Water Resources Policy Plan*. Statutes define these three areas as regional systems and direct the Council to plan for them, as well as operate or fund the system. The System Plans lay out needs and opportunities with respect to Council's services, provide guidance in managing systems, and specify fiscal implications of these policies.

The policy plans include the *Housing Policy Plan* and the *Master Water Supply Plan*. The policy plans establish a shared vision for issues that are important regionally, but are not considered a regional system. These plans include technical information and recommendations to establish a regional direction and better address regional resources.

The system and policy plans identify strategies, policies, and methods designed to implement the regional vision outlined in *Thrive MSP 2040*.

LOCAL PLANNING

While your community establishes a unique local vision, it must also reflect the adopted regional policies outlined in the system and policy plans. Local plans contain much greater detail than regional plans by identifying local street connections, neighborhood parks, residential development standards, and phasing of utility extensions and improvements necessary for your individual community. But these local planning efforts tie into the larger regional infrastructure of parks and trail systems, arterial road networks, and wastewater infrastructure. It is the efforts of the 188 cities, townships, and counties together that implement a shared regional vision.

Local Comprehensive Plans

Minnesota Statute requires certain topic areas to be included in local comprehensive plans. The Local Planning Handbook is organized around these *Plan Elements* and provides guidance on how to meet requirements within these planning areas. These Plan Elements in the Local Planning Handbook are:

- Land Use
- Transportation
- Water Resources (Wastewater, Surface Water, Water Supply)
- Park and Trails
- Housing
- Plan Implementation

Other Plan Elements are identified as issues of regional importance and are reflective of *Thrive MSP 2040's* policies. These Plan Elements are:

- Resilience
- Economic Competitiveness
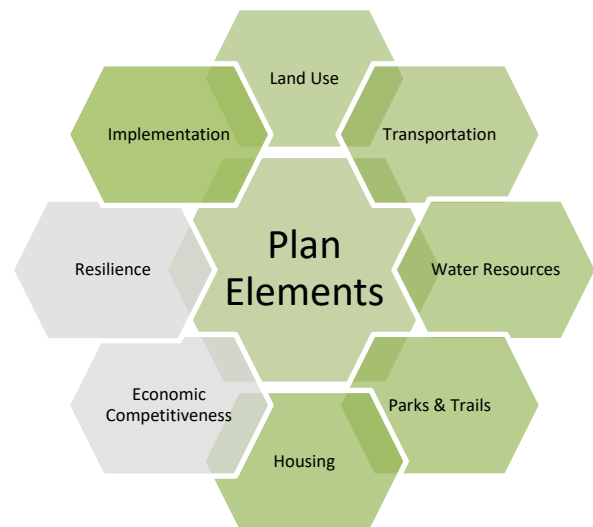
Local Plan Reviews

Part of our *statutory responsibility* is to review the local comprehensive plans of local governmental units. Similar to local development applications, the Council must review a plan for completeness before initiating the review process for an update or an amendment. A plan is considered complete when it includes the elements required by statute and contains sufficient information for the Council to conduct its review. The Council's review covers three primary areas:

- **Conformance** with metropolitan system plans.
- **Consistency** with adopted policy plans.
- **Compatibility** with plans of affected and adjacent jurisdictions.

The minimum requirements sections under each Plan Element provide you with the necessary information to submit a complete plan to the Council for review.

If we find that your plan does not conform to our system plans and it either has the potential to have a substantial impact on a metropolitan system or represent a significant departure from a system plan, we can require you to modify your plan. Minnesota law defines the specific legal process for plan modifications (*MN Statute 473.175*) and contesting a requirement for plan modification (*MN Statute 473.866*).

Technical Assistance

We offer several technical assistance programs to communities as part of the 2040 planning cycle. We have new, updated, and familiar resources. Click on the links below for more information.

- *Sector Representatives* (ongoing)
- *Planning Assistance Grant Funds* (updated)
- *Local Planning Handbook* (new and updated)
- *Mapping Services Program* (new)
- *Training and Workshop Courses* (new)

PLAN ELEMENTS

We are an interconnected region. Our roads, jobs, natural resources, and residents cross community borders. We each have a responsibility to consider the interaction of land use and transportation, access to jobs and housing choices, and the effect we have on the environment and water resources. Comprehensive plans provide an opportunity to prepare for growth and strengthen connections throughout the region. These Plan Element pages identify minimum requirements, optional elements, and connect you to resources to help you complete and implement your comprehensive plan update.

Land Use

Transportation

Water Resources

Parks & Trails

Housing

Resilience

Economic Competitiveness

Implementation

LAND USE

To maximize returns on the regional investment in sewer, water, roads, parks, and other infrastructure, we need to consider how land will be used. Existing and future uses translate a community's forecasted growth into where, when, and how much development occurs in the community. It is this effort that enables effective planning for infrastructure. Other considerations include housing needs, employment patterns, recreational space, and commercial activities. The goal is to create livable neighborhoods, easy access to jobs, connected street patterns, and to protect our natural resources.

The information found here will help you develop a land use plan that meets minimum requirements of the *Metropolitan Land Planning Act* and is consistent with adopted Council plans and policies. We also identify resources that can help you to meet *minimum statutory requirements*. This section also includes optional ideas and examples that you may use to supplement your land use plan.

Land Use Plan

FORECASTS AND COMMUNITY DESIGNATION

Before starting your land use plan, become familiar with the Council's population, household, and employment forecasts for your community. You will also need to know your Community Designation so you can better understand how (and which) regional policies affect your community. This information is located on your *Community Page*.

☑ **Minimum Requirements:**

- Include a table of forecasted population, households, and employment for 2020, 2030, and 2040, consistent with the Council's forecasts.

- Remember, Council forecasts must be used consistently throughout your entire comprehensive plan.

  - Your transportation plan needs to allocate forecasts to transportation analysis zones (TAZs).

  - Your water and wastewater plans need to reflect forecasts to plan for urban services.

  - Your land use plan must reflect and be coordinated with your forecasts.

- Include a map acknowledging your regional Community Designation(s) and acknowledge the overall density expectations for your Community Designation(s).

- Each Community Designation identifies both Council and Community Roles in Thrive's land use policy section. Plans must be consistent with Community Roles for your Community Designation(s) as well as Community Roles that apply to everyone.

- Many communities use the discussion on forecasts as a jumping off point to discuss socioeconomic conditions (including mix of age, race, and income groups) and analyze changes in their community over time. This gives a good framework early in the plan to better understand your community's character.

- Some communities also show historical growth, particularly for population and households to establish a better understanding of the community's history and character.

- We have pulled together these minimum requirements for you! Your forecast tables, Community Designations map, and Community Roles are located on your *Community Page*.

- Thrive policy summaries by Community Designation are available under the Council Policy Tab on your *Community Page*.

- There are several ways to request changes to your local forecasts. Read *How to Request a Local Forecast Change* for information on the process that applies to you.

EXISTING LAND USE

An inventory of current land uses in your community is a great place to kick off the update to your 2040 land use plan. Review your current land uses. Show where existing residential, commercial, industrial, institutional, and mixed uses are sited today. Identify where parks, open space, roadways, and water features are located in your community.

- Provide an Existing Land Use Map with a land use legend.

- Provide an Existing Land Use Table. Calculate total acres and percent of total acres for each land use category.

- Land uses categories on the map and in the table, as well as any text references must all be consistent with one another.

- Show existing regional parks, park reserves, and special recreation features with a land use of "Park" (or your equivalent) on your Existing Land Use Map.

Legend
Generalized Land Use 2010 for the Twin Cities Metropolitan Area
- Farmstead
- Seasonal/Vacation
- Single Family Detached
- Manufactured Housing Park
- Single Family Attached
- Multifamily
- Retail and Other Commercial
- Office
- Mixed Use Residential
- Mixed Use Industrial
- Mixed Use Commercial and Other
- Industrial and Utility

- Some communities use the existing land use as a jumping off point to identifying vacant or underutilized properties that might be available for future development.

- Some communities incorporate a natural resource inventory into their existing land use examination.
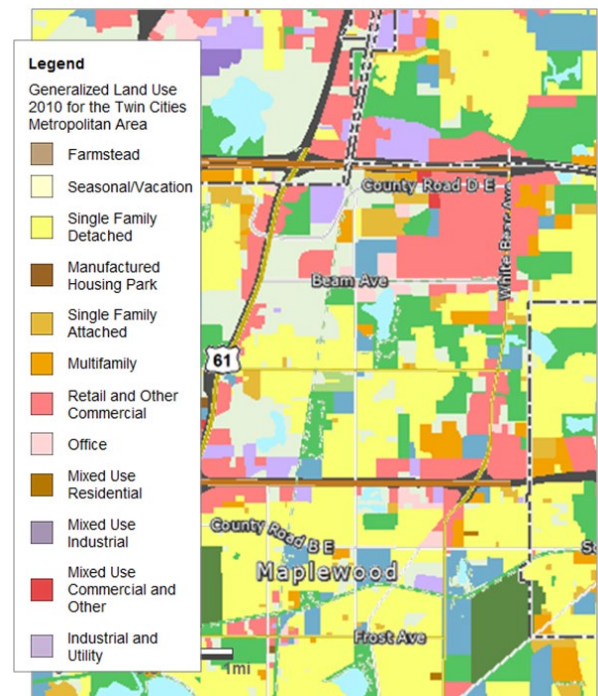
We Can Help!

- We have pulled together these minimum requirements for you! We compile generalized land use information using aerial photos and assessor's parcel information in standardized land use categories. Feel free to use our latest inventory to meet your Existing Land Use minimum requirement. You can access your generalized land use map and table on your *Community Page.* For communities that have their own GIS systems, you can map existing land use if you prefer.

- In an effort to make land use planning easier, the Council provides *standardized land use categories and definitions*.

FUTURE LAND USE

Planning future land uses helps to identify where forecasted growth in population, households, and employment will occur in your community over the next 30 years. Future land uses can also identify where redevelopment opportunities exist, where changes along corridors and within neighborhoods will happen, and where there are opportunities for the preservation of natural resources.

Minimum Requirements:

- The Future Land Use plan must be consistent with the Council's forecasts of population, households, and employment and identify sufficient land to support your community's forecasted growth.

- Provide a Future Land Use Map and land use legend, including density ranges for all land uses that allow residential development.

- Provide a Future Land Use Table. Calculate total acres and percent of total acres for each land use category for each 10-year planning period (2020, 2030, and 2040).

- Define each land use category shown on the Future Land Use Map. Land use categories must be used consistently throughout your plan.

- Land use categories must include types of allowed uses and the minimum and maximum densities ("the allowable density range") for all categories that allow residential uses. Allowed uses should include a description of allowable housing types such as single family, detached, duplexes, townhomes, etc.

- For each "mixed use" category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre.

- Acknowledge Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of "Park" (or your equivalent) on your Future Land Use Map.

☑ **For Communities within the Metropolitan Urban Service Area (MUSA) and Rural Centers:**

- Identify employment locations and provide a measurement of intensity of planned employment. Employment locations are typically the areas guided for commercial, office, industrial and institutional uses. Acceptable measurements of intensity include Floor Area Ratio (FAR), building footprint or impervious coverage. Ranges for measuring intensity are acceptable. See the We Can Help Section below.

☑ **For Communities with Special Resources:**

- In order for properties to be enrolled in the Agricultural Preserves Program, the Future Land Use Map must reflect an Agricultural land use designation with a maximum density of 1 unit per 40 acres at the time of plan adoption, as required by *state law*.

- Identify aggregate resources in your community on the Future Land Use Map.

- See the Special Resources section within the Land Use Plan Element for requirements for Critical Area Plans, Historic Preservation, and others.

☑ **For Communities Impacted by an Airport:**

- Address land uses around the airport. The *Land Use Compatibility Guidelines* have been prepared to assist communities in preventative and corrective mitigation efforts that focus on compatible land use.

- Ensure that land uses reflect requirements in the Aviation section of the *Transportation Plan Element*.

➕ **Get More Out of Your Plan:**

- Describe the purpose for each of your land use categories. This level of policy development can be helpful when your community is making decisions about zoning ordinances and development proposals. See the *City of Rosemount's 2030 Plan* for an example of this format.

- Use pictures to help visualize expected density ranges. Illustrate what your density ranges (e.g. your neighborhoods) should look like. Try looking through the U of M College of Design's *Digital Content Library* for images that might help you.

- Incorporate neighborhood planning into your Future Land Use Plan. It's one way to identify specific local issues and break down goals into smaller areas. See *Roseville's 2030 Plan* for an example of this idea.

- The *City of White Bear Lake's 2030 Land Use Plan* included a table outlining future land use changes that coincided with a map showing the same changes. These two elements of their land use plan identified redevelopment areas and identified changing densities in a clear and easy to understand format.

- Include Master Plans, Transit Station Area Plans, or Design Standards in your Land Use Plan to provide clear development expectations.

- Some communities chose to include the expiration date for those properties currently in the Agricultural Preserves Program and describe anticipated uses after expiration from the Program. See the Special Resources section for specific requirements for properties in the Agricultural Preserves Program.

- Include Source Water Protection maps in your Land Use Plan to help make decisions about locations for new well sites. Land uses can protect drinking water sources.

- Understand land use compatibility and implications for human health; land uses are incompatible if they create a nuisance or public health threat, including but not limited to pollutants, noise, dust, odor and safety (*Minnesota Healthy Planning: How-To Guide*, page 49). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- Unsure about how to provide measurements of intensity for employment locations? Find guidance in our resource **"How to Identify Employment Locations and Measure Level of Intensity"**.

- Some communities are eligible to receive free GIS mapping services to complete their Future Land Use Map and update their Future Land Use Table. To see if your community is eligible, check out the Grants Tab on your *Community Page*.

- Planning Assistance Grants are available to some communities that meet eligibility requirements. Check out the Grants Tab on your *Community Page* to see if your community is eligible.

- MetroGIS has adopted a *Planned Land Use classification system* that is based on a consensus of useful land use categories compiled from past comprehensive plans. This classification system is used to create the Regional Planned Land Use dataset. Feel free to use these categories in your individual Future Land Use Map.

- In an effort to make land use planning easier, the Council provides *standardized land use categories and definitions*.

- Your *Sector Representative* is also available to provide technical assistance.

DENSITY CALCULATIONS

The intensity of development (density) is how a community accommodates forecasted growth and plans for infrastructure. We review average net density for all residential areas planned for new development or redevelopment across your entire community. This allows flexibility to have a mix of higher and lower density ranges. There are minimum or maximum density level expectations set for each *Community Designation*.

☑ Minimum Requirements:

- Identify *where* forecasted residential growth will happen on your Future Land Use Map. Show expected new development and re-developed areas.

- Identify *what* density range is expected for each residential land use in your community.

- Identify *when* residential development or redevelopment is anticipated to happen. See the Handbook section on Staged Development and Redevelopment.

OVERALL DENSITY EXPECTATIONS FOR NEW GROWTH, DEVELOPMENT, AND REDEVELOPMENT	
Metropolitan Urban Service Area: Minimum Average Net Density	
Urban Center	20 units/acre
Urban	10 units/acre
Suburban	5 units/acre
Suburban Edge	3-5 units/acre
Emerging Suburban Edge	3-5 units/acre
Rural Service Area: Maximum Allowed Density, except Rural Centers	
Rural Center	3-5 units/acre minimum
Rural Residential	1-2.5 acre lots existing, 1 unit/10 acres where possible
Diversified Rural	4 units/40 acres
Agricultural	1 unit/40 acres

- The average net residential density for your community must be consistent with the density requirements for your community designation.

- Provide a minimum and maximum value for each residential density range. (Zero is not an acceptable minimum. The maximum value must be a whole number.)

- Use the lowest allowed residential density from land use ranges in your calculations. For example, a land use that permits a density range of 3-5 units per acre must use 3 units per acre in all density calculations for this land use. This ensures that even at the lowest permitted density, the community will be developing at densities that meet overall density expectations.

- **Focus on areas of change**. Show us which planned land uses have changed from your previously approved plan and where new land uses (change or development intensity) are planned/expected.

- Provide the net developable acreage for each residential land use. It's OK to exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and natural resource lands protected by local plans and ordinances (i.e. steep slopes, wetland buffers, tree preservation) from area calculations. Stormwater ponds, utility easements, local roads, and local rights-of-way cannot be excluded from area calculations.

- The information you develop in your land use plan carries over to other elements of your comprehensive plan. The areas and densities in the land use plan must be consistent across elements related to forecasted growth, wastewater, water, housing, and transportation.

☑ For Communities with Existing or Planned Transitways or High Frequency Bus Corridors:

- Minimum average net densities near transitway stations and high frequency bus corridors must meet the standards in the 2040 Transportation Policy Plan (TPP). Refer to the *Transportation Plan Element*.

☑ For Communities with an Affordable Housing Allocation:

- Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options outlined in the *Housing Plan Element*. Refer to the **Projected Housing Need** section.

☑ For Diversified Rural Communities with Flexible Development Ordinances:

- You must be consistent with the *Flexible Development Guidelines* adopted in August 2008. These guidelines apply to Diversified Rural communities with staging areas for future urbanization identified as Long Term Service Areas for regional wastewater services. You should review these guidelines if you have local ordinances that allow densities greater than 1 unit per 10 acres (open space ordinances, cluster developments, density bonuses etc.).

➕ Get More Out of Your Plan:

- We track residential density and housing through plan amendments to ensure requirements continue to be met. Using our **density analysis format** could help you understand how your community can continue to meet minimum standards and better understand the information reviewed when you submit an amendment.

❓ We Can Help!

- We've put together a simple demonstration for you to explain the **net residential density form**. Check out our example on *how to calculate density*.

STAGED DEVELOPMENT AND REDEVELOPMENT

Identifying where a community will support forecasted growth is necessary to ensure that the timing of growth lines up with land use plans and supports planned infrastructure investments. Staging plans are especially important to sewer and local water supply plans in still developing communities, communities with orderly annexation agreements, and communities that have areas of potential MUSA expansion. Most developed areas will accommodate projected growth through redevelopment planning.

☑ Minimum Requirements:

- Identify potential local infrastructure impacts for each 10-year increment.

- Demonstrate that the municipality is capable of providing services and facilities that accommodate its planned growth.

- The staging plan or likely development phasing must be consistent with the volume of anticipated sewer flow identified in your community's Local Sewer Plan.

- The staging plan or likely development phasing must support and be consistent with your community's share of the Region's Need for Affordable Housing for 2021 - 2030.

☑ For Suburban Edge, Emerging Suburban Edge, Rural Centers, and Communities with Orderly Annexation Agreements (OAAs):

- Map stages of development in 10-year increments (existing, 2020, 2030, and 2040).

- Provide a table of staged development in 10-year increments. The table must include future land uses, area in acres, density ranges, and total residential units by each 10-year time increment.

☑ For Urban Center, Urban, and Suburban Communities:

- Identify and map the land areas that are available or likely to be available for redevelopment, infill development, or new development in your community.

- Provide a table of those areas identified that includes future land uses, acreages, density ranges, and total residential units in 10-year increments. Use your professional judgment for estimating the timing of development for areas that are uncertain or do not have plans in process.

⊕ Get More Out of Your Plan:

- ULI MN has developed a Redevelopment Ready Guide for local governments that helps communities establish redevelopment policies and practices. This document provides a checklist of eight best practices that help communities support redevelopment efforts.

- Include information about water supply system planning from the local water supply plan, and maintain as a high priority the securing of the water sector's critical infrastructure and key resources (CIKR).

Minnesota Department of Health Tips:

- Consider utilizing traditional neighborhood development (TND). TND is characterized by moderately high densities; diverse land uses and public spaces. TND mimics the compact development of older neighborhoods prior to the automobile boom, ensuring walkability as the primary mode of transportation. For more information, visit the *Minnesota Department of Health Healthy Places website* and/or the *Minnesota Healthy Planning: How-To Guide*, page 40.

- Employ an environmental design approach to help deter crime. The first aim is to reduce opportunities for crime that are inherent in the structure of buildings and the layouts of neighborhoods. Second, is to promote changes in attitudes among the population at risk. By reducing the apparent opportunity for crime, people should be less fearful in their environment. For more information, visit the *Minnesota Department of Health Healthy Places website* and/or the *Minnesota Healthy Planning: How-To Guide*, page 70.

- For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- We've provided some *Plan Examples* of staging approaches from the 2030 comprehensive plans that might be helpful as you prepare this portion of your plan.

NATURAL RESOURCES

Natural resources - including lakes, rivers, wetlands, prairie, and woodlands - contribute to the livability and sustainability of our region. These natural areas recharge our aquifers, provide plant and animal habitat, and reduce air pollution. Stewardship of natural resources and balancing development with conservation should be an important consideration in your comprehensive plan.

☑ Minimum Requirements:

- Describe your community's goals, intentions, and priorities concerning preservation, conservation, or restoration of natural resources in your community.

➕ Get More Out of Your Plan:

- Prepare a local natural resource inventory that incorporates free-standing local natural resource areas as well as those that connect with larger corridors.

- Include goals, priorities, and natural resource conservation strategies to protect and enhance natural resources in your comprehensive plan.

- Adopt and implement ordinances for the conservation and restoration of natural resources within your community.

- Collaborate with adjacent communities and other partners to identify, plan for, and protect natural resource areas that cross boundaries.

- Establish and maintain conservation areas for plant and animal habitat management.

❓ We Can Help!

- *Download GIS data* on a variety of Natural Resource topics from different agencies.

Special Resources are identified as required plan elements in statute and include solar access, historic preservation, critical area, agricultural preserves, and aggregate resources.

☑ Minimum Requirements:

- All plans must include a protection element for historic sites.

- All plans must include policies for the protection and development of access to direct sunlight for solar energy. Solar access is addressed in depth under the *Resilience* section.

☑ For Communities with Agricultural Preserves:

- In order for properties to be enrolled in the Agricultural Preserves Program, the Future Land Use Map must reflect an Agricultural land use designation with a maximum density of 1 unit per 40 acres, as required by *state law*.

☑ For Communities with Aggregate Resources:

- Identify aggregate resources in your community on the Future Land Use Map using the *Aggregate Resources Inventory*.

- You must address and minimize potential land use conflicts.

- Identify planning and regulatory measures to ensure that aggregate resources are extracted prior to urbanization of aggregate-rich sites.

☑ For Communities in the Mississippi River Critical Area Corridor

- Please refer to the *MRCCA Plan Requirements section*.

➕ Get More Out of Your Plan:

- A protection element for historic sites is required in all comprehensive plans, but the other special resources vary. Refer to your Checklist to see if requirements apply to your community. Your checklist can be found on your *Community Page*.

- The *City of Stillwater's Historic Resources Chapter* of their 2030 Comprehensive Plan is a great example of how to set goals and objectives, establish policies and programs, acknowledge preservation efforts, identify design guidelines, establish special districts, and inventory resources. The City has several programs, ordinances, and guidelines that work to implement preservation plans.

❓ We Can Help!

- Agricultural Preserves annual data is available for GIS users. Access this data by using our new *interactive mapping tool* or **downloading the data** from our website.

- We have compiled an Aggregate Resources data set for GIS users that reflects existing unrestricted Aggregate Resources. Access this data by using our new *interactive mapping tool* or **downloading the data** from our website.

- The *Minnesota State Historic Preservation Office* website has many helpful tools, preservation plans, programs, and resource inventories that may help you identify and plan for preservation of historic resources in your community.

- The Department of Natural Resources has information and resources available related to *Mississippi River Critical Area Program* on their website.

MISSISSIPPI RIVER CORRIDOR CRITICAL AREA (MRCCA)

The Mississippi River Corridor Critical Area (MRCCA) is a land corridor along the Mississippi River in the 7-county metro area where there are special land use regulations that guide development activity. The corridor was designated a Critical Area in 1976. Local governments in the corridor must complete a MRCCA plan (a required chapter in the comprehensive plan) that complies with state rules (*MR 6106.0010 – 6106.0180*). For more information:

- On the MRCCA, see *Background and History of the MRCCA*
- On how to write your MRCCA chapter, see the *sample outline*
- On the submittal and review process, see *MRCCA Plan Review Process*
- On submittal information for counties, see *MRCCA Plan Minimum Requirements for Counties*.
- On submittal information for cities and townships, see the minimum requirements under each of the following eight MCCRA Plan elements.

MRCCA Plan

DISTRICTS

Six districts are defined in the MRCCA rules. The districts are based on the natural and built character of different areas of the river corridor. Structure setbacks from the OHWL and bluffs, building height limits, and the amount of open space required for subdivisions/redevelopment vary by district.

☑ Minimum Requirements:

- Map and describe districts and specify policies and implementation actions to carry out the minimum plan requirements related to MRCCA districts. See the *MRCAA Districts Requirements document* for specific information on minimum requirements.

⊕ Get More Out of Your Plan:

- Use photos or diagrams to show examples of the intended character of each district to communicate expectations of development and vegetation management.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

❓ We Can Help!

- We have developed a district map on your *Community Page*.

- Download GIS data for *MRCCA districts* to create your own district maps. *Contact* DNR staff with questions on this GIS data.

PRIMARY CONSERVATION AREAS

Primary conservation areas are the key natural and cultural resources and features that are to be protected through MRCCA plans and ordinance requirements.

☑ Minimum Requirements:

- Map and describe primary conservation areas (PCAs) and specify policies and implementation actions to carry out the minimum plan requirements related to the protection of PCAs. See the *MRCAA Primary Conservation Area Requirements document* for specific information on minimum requirements.

➕ Get More Out of Your Plan:

- Collaborate with adjacent communities and other partners to identify, plan for, and protect PCAs that cross boundaries.

- Use the Minnesota Land Cover Classification system *(MLCCS) data*, local vegetation inventories and information on restored areas to supplement the native plant communities and significant existing vegetation datasets provided.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

❓ We Can Help!

- We have developed a series of maps to identify PCA's on your *Community Page*.

- Download GIS data for *shore impact zones*, *bluffs and bluff impact zones*, *floodplains*, *wetlands*, *stream routes – major river centerlines*, *native plant communities*, and *significant existing vegetative stands*.

- If you want to create your own bluff and bluff impact zone maps instead of using the DNR produced bluff files, you can use the *Bluff Mapping Tool* and associated guidance for using the tool to map bluffs in the MRCCA.

- *Contact* DNR staff for assistance on using these data files and tools.

PUBLIC RIVER CORRIDOR VIEWS

The river corridor contains some of the most iconic and cherished scenic vistas in Minnesota and is one of the reasons the corridor was designated a critical area. Public River Corridor Views (PRCVs) is a term defined in rules and used as a means to protect scenic views. Local governments need to identify scenic resources through the planning process and then protect those identified views through ordinance requirements and ordinance administration.

☑ **Minimum Requirements:**

- Map and describe PRCVs and specify policies and implementation actions to carry out the minimum plan requirements related to the protection of PRCVs. See the _MRCAA Public River Corridor Views Requirements document_ for specific information on minimum requirements.

➕ **Get More Out of Your Plan:**

- Consider views from points on the Mississippi River Trail (MRT) and the Great River Road (GRR). _Contact_ DNR staff to request spatial data for the MRT and the GRR.

- Collaborate with adjacent communities and other community partners to identify, plan for, and protect PRCVs and other scenic views that cross boundaries.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

❓ **We Can Help!**

- Review the _Framework for identifying PRCVs_ for a more comprehensive approach to evaluating scenic views

RESTORATION PRIORITIES

Restoration measures are often needed to maintain resource integrity and water quality. Development and redevelopment activities represent opportunities to restore natural vegetation, prevent erosion and stabilize slopes.

☑ **Minimum Requirements:**

- Map and describe restoration priorities and specify policies and implementation actions to carry out the minimum plan requirements related to restoration actions. See the _MRCAA Restoration Priorities Requirements document_ for specific information on minimum requirements.

➕ **Get More Out of Your Plan:**

- Collaborate with adjacent communities and other partners to identify, plan for restoration of areas that cross boundaries.

- Map areas identified as priorities for erosion prevention, bank and slope stabilization and other identified restoration activities that may be required as part of development.

- Check with your watershed district or water management organization for areas in need of restoration or erosion prevention.

- Map and/or describe any known vegetation that is degraded and in need of restoration.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

❓ We Can Help!

- Identify areas of *soil erosion susceptibility* as potential areas for vegetation restoration. Download GIS data for soil erosion susceptibility.

- We have developed a restoration priorities map on your *Community Page*.

- *Contact* DNR staff for further assistance.

OPEN SPACE AND RECREATIONAL FACILITIES

Open space and recreational facilities, such as parks, trails, scenic overlooks, natural areas, islands, and wildlife areas add to the quality of a community and increase opportunities for the public to access the river.

☑ Minimum Requirements:

- Map and describe open space and recreational facilities and specify policies and implementation actions to carry out the minimum plan requirements related to these facilities. See the *MRCAA Open Space and Recreational Facilities Requirements document* for specific information on minimum requirements.

➕ Get More Out of Your Plan:

- Collaborate with adjacent communities and other partners to identify opportunities to create open space and recreational facilities that cross boundaries.

- Map and label the Mississippi River Trail (MRT). *Contact* DNR staff to request spatial data for the MRT.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

TRANSPORTATION AND PUBLIC UTILITIES

Transportation and utilities (power, gas, water, sewer, stormwater) can have negative impacts on scenic views, habitat and soil erosion. Development of these facilities must be conducted in a manner that minimizes impacts. MRCCA plans should describe methods for minimizing impacts to the corridor's resources from transportation and utility facilities.

☑ Minimum Requirements:

- Map and describe transportation and public utilities facilities and specify policies and implementation actions to carry out the minimum plan requirements related to these facilities. See the *MRCAA Transportation and Public Utilities Requirements document* for specific information on minimum requirements.

⊕ Get More Out of Your Plan:

- Collaborate with adjacent communities and other partners to identify opportunities to minimize impacts that cross boundaries.

- Map and label the Great River Road (GRR). *Contact* DNR staff to request spatial data for the GRR.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

SURFACE WATER USES/ BARGE FLEETING

Surface water uses such as barge fleeting and commercial riverboat tour uses may cause surface water use conflicts. Where these uses exists, local governments should address them through policies to minimize conflicts.

☑ Minimum Requirements:

- Describe surface water uses and specify policies and implementation actions to carry out the minimum plan requirements related to surface water uses. See the *MRCAA Surface Water Uses Requirements document* for specific information on minimum requirements.

⊕ Get More Out of Your Plan:

- Coordinate management policies and implementation actions with other communities sharing the same stretch of the river.

- Map existing and potential surface water use conflicts and/or improvement opportunities.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

WATER-ORIENTED USES

Water-oriented uses such as barge terminals and marinas provide economic benefits as well as external impacts. If existing and/or future land use plans include these and other water-oriented uses, the plan should address how external impacts are being managed and to minimize land use conflicts.

☑ Minimum Requirements:

- Describe water-oriented uses and specify policies and implementation actions to implement carry out the minimum plan requirements related to water-oriented uses. See the *MRCAA Water-Oriented Uses Requirements document* for specific information on minimum requirements.

⊕ Get More Out of Your Plan:

- Map water-oriented uses on your existing and future land use map.

- Summarize the local ordinance implications of the MRCCA rules for property owners in the plan or as an Appendix.

TRANSPORTATION

The *2040 Transportation Policy Plan* (2040 TPP) outlines the plans for regional facilities including principal arterial highways, metropolitan transit services and facilities, and the region's aviation facilities that communities should reflect in updating your local comprehensive plan. It includes chapters on the characteristics of the existing transportation system; goals, objectives and strategies; transportation finance and the plans and policy direction for each mode. The appendices also provide important resources.

The *2040 Transportation Policy Plan* describes two funding scenarios for the highway and transit improvements to the metropolitan transportation system.

- Current Revenue Scenario: This is the adopted metropolitan transportation system plan which includes affordable improvements. Local comprehensive plans will be reviewed for conformance with this "fiscally constrained" plan.

- Increased Revenue Scenario: This scenario includes regional projects that could be implemented if additional revenues are made available for transportation. While the local comprehensive plans can include these improvements, they must be described as unfunded and the uncertainty of their implementation clearly distinguished from the rest of the plan.

Transportation Plan

TRANSPORTATION ANALYSIS ZONES

The Metropolitan Council conducts research on travel behavior and forecasts future transportation conditions as a result of regional growth. We maintain a regional travel demand model. The geographic unit for this analysis is the transportation analysis zone, or TAZ. While we allocate a portion of the forecasted regional growth to each community, the distribution of that growth within each community depends on local land use decisions. We ask each community to allocate forecasted future growth of population, households, and employment to each TAZ, reflecting the community's land use planning efforts. Some communities in the region may only have one TAZ; therefore, no further allocation is needed.

☑ **Minimum Requirements:**

- Include a table allocating forecasted population, household, and employment growth by TAZ using the Official TAZ system with 3,030 zones for 2020, 2030 and 2040.

- Describe how you have allocated demographic growth based on your plan's assumptions for guided future land use (e.g., density, mix of uses, locations for new development, highway/transit access, redevelopment, etc.).

- When doing your land use planning, accommodate development densities around transit consistent with density expectations established in Chapter 3 of the 2040 Transportation Policy Plan (2040 TPP).

➕ Get More Out of Your Plan:

- Include maps illustrating patterns of growth in different parts of the community by TAZ using the Official TAZ system with 3,030 zones to help your community understand the relationship between where you expect growth to occur and use of transportation infrastructure.

❓ We Can Help!

- **Download** the TAZ (Official TAZ system with 3,030 zones) GIS boundary file, including 2010 Census data, for making TAZ-based maps.

- Consult our **How-To Guide** on allocating growth by TAZ, including methodology for areas guided for employment and mixed-uses.

- Learn more about *travel demand forecasting*.

- *Contact your sector rep* for further assistance and to connect with the appropriate transportation staff.

ROADWAYS

Your plan should include a highway and road plan that maps and describes existing roads and planned improvements, identifies the primary function of each road, analyzes traffic volumes, and addresses safety and capacity issues. The metropolitan highway system emphasizes mobility, while minor arterials balance mobility and access. Other roads, like collectors and local streets, emphasize access to adjacent land. Communities manage access through their land use authority. When planning for growth or redevelopment of land, communities should encourage the safety and preserve the capacity of non-freeway principal and A-minor arterials by managing access to these roads and by developing or improving a supporting network of connecting local roadways.

✅ Minimum Requirements:

- Describe and map the functional classification of all existing and proposed roads within your community, using the functional classification system described in *Appendix D of the TPP* and the roadway classification map currently recognized in the *region*.

  - Maps must reflect the principal arterials adopted as the metropolitan highway system in the 2040 Transportation Policy Plan (2040 TPP).

  - If a community determines that a change to the A-minor arterial system in the community is warranted, a request should be made to the Transportation Advisory Board (TAB) for the change, and TAB's approval secured, prior to reflecting the new classification in the community's plan. Check the council's *website* or contact Elaine Koutsoukos at 651-602-1717 for more information.

- Maps should also show the streets classified by the community as major and minor collectors and local streets. Changes to these streets from the function shown on the regional map are at a community's discretion, and do not need approval from TAB. However, these changes should follow the criteria laid out in Appendix D of the TPP and maintain system continuity. A map or table highlighting any discrepancies between the community's map and the regional functional classification map previously referenced should be submitted to Council staff so the regional map can be updated.

- Include the following information for the principal and A-minor arterials:

  - Identify the existing and future number of lanes.

  - Map current traffic volumes, including heavy commercial volumes, which include both *ADT* and *HCADT*.

  - Map forecasted 2040 traffic volumes. (This should be done using the Council's regional model, or another method with approval from Council forecasting staff.)

  - Identify future rights-of-way that need to be preserved.

  - Identify planned improvements to principal arterials as shown in the *Current Revenue scenario of the 2040 TPP*.

  - Identify any existing or proposed future MnPASS lanes, dedicated busways and bus-only shoulder lanes as shown in *Figure 6-4* of the 2040 TPP.

  - Identify proposed new or improved interchanges to Principal Arterials that the MnDOT/Metropolitan Council joint interchange committee has found consistent with the 2040 TPP (shown on *table 5-5* on 5.30 of TPP).

  - For other proposed interchange improvements, follow the Highway Interchange Request Criteria and Review Procedure, which can be found in *Appendix F* of the 2040 TPP.

  - Incorporate access management guidelines of MnDOT, or those of the county in which your community is located, into your comprehensive plan as well as into your subdivision and zoning ordinances.

  - Describe recommendations from recent corridor studies regarding roadway improvements, changes in land use, and/or access.

☑ **For those communities with areas having the highest concentration of uses and traffic generation (Downtown Minneapolis, Downtown St. Paul, University of Minnesota, and Airport South/Mall of America):**

- Include analysis of travel demand management strategies for moving people and freight into, out of, and within these areas.

➕ **Get More Out of Your Plan:**

- Develop pavement management policies that specifically consider user needs as well as asset preservation and life-cycle costs.

- Develop a *Complete Streets* policy that considers the needs of all users in the planning, design, construction and maintenance of roadway improvement projects.

- Address the relationship of the roadway network to the mobility needs of freight and freight users in your community.

- Conduct more detailed traffic forecasting and studies in areas planned for significant growth, including ways to manage and/or mitigate travel demand. Include policies that address street connectivity, traffic distribution, and access for non-auto modes in areas of job concentrations and other centers of activity.

- Address any special planning considerations such as use of A-Minor Arterials for transit, regional trails, bicycle facilities, on-street parking, and/or sidewalks within the right-of-way.

- Describe planned or potential jurisdictional transfers of roadways between agencies.

- Incorporate transportation goals, objectives, and strategies outlined in *Chapter 2* of the 2040 TPP.

- If the community wishes to show regional roadway improvements that the 2040 TPP has identified as part of the Increased Revenue Scenario, these projects should be identified clearly as unfunded and therefore unlikely to be completed by 2040.

- Consider travel demand management (TDM), which includes a collection of strategies that focus on reducing the number of single-occupancy trips and providing users with more mode choices. TDM is often used to reduce congestion and improve health, safety and livability (*Minnesota Healthy Planning: How-To Guide*, page 59). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

ⓘ We Can Help!

- *Chapter 1* of the 2040 TPP describes existing elements of the regional transportation system.

- See more planned details in *Chapter 5*, Highway Investment Direction and Plan, of the 2040 TPP.

- See our **How-To Guide** for suggestions on how to map existing and future roadways, including their characteristics.

- *Contact your sector rep* for further assistance and to connect with the appropriate transportation staff.

TRANSIT

A strong system of public transit is an essential part of a prosperous, livable, sustainable, and equitable region. Transitway investments are being made in corridors where there is likely to be significant ridership, as well as the potential for future concentrations of growth. Other types of transit services complement that investment, including local bus service. To ensure a cost-effective regional transit system, it is a policy of the 2040 Transportation Policy Plan (2040 TPP) that communities guide growth at higher densities near stations for light rail, bus rapid transit, commuter rail, and high-frequency bus corridors.

☑ Minimum Requirements:

- The region has established Transit Market Areas to guide the types and levels of transit service that are appropriate for efficient and effective services. Transit Market Areas are defined in *Appendix G of the 2040 TPP* by the demographic and urban design factors that are associated with successful transit service. Identify your community in relationship to your transit market area(s). Describe and map the existing and planned transit infrastructure and services in your community, including those of Metro Transit or other *regional transit service providers*. Communities should include the identification of the following basic elements of the transit system in their comprehensive plan:

- Existing transit routes and dial-a-ride services
- Existing and potential high-frequency transit routes
- *Existing and planned transit stations* and transit centers
- Existing and planned park-and-rides and express bus corridors
- Existing and planned transit advantages
- Existing transit support facilities

☑ **For communities with transitways in the 2040 TPP Current Revenue Scenario with an identified mode and alignment and for high-frequency bus corridors:**

- Describe the *community's roles and responsibilities* in transitway development, including activities completed or currently underway.
- Describe and map *these transitways* in your community, including future stations identified by the end of *project development*.
- Conduct station-area or corridor planning including an investment and regulatory framework that guides future implementation activities.
- Incorporate station area or corridor plans into the comprehensive plan by the *end of Project Development*.
  - Identify the geography of *transit station areas*.
  - Ensure that land guided for future residential development in station areas conforms to *minimum density* levels in the 2040 TPP; and address opportunities for residential density at *target density* levels.
  - Plan for a total *level of activity* in station areas that is supportive of transitway investments; and address the *activity level guideline* of a minimum combined total of 7,000 residents, jobs, or students.
- Address access to stations by pedestrians and bicyclists.

☑ **For communities with transitways in the 2040 TPP Current Revenue Scenario prior to an identified mode and alignment:**

- Describe the *community's roles and responsibilities* in early transitway development, including analysis of potential modes, alignment, and station locations.
- Describe and map *these transitways* in your community including alternative alignment(s) and station locations under consideration.

⊕ **Get More Out of Your Plan:**

For communities with transitways identified in the 2040 TPP Current Revenue Scenario prior to identification of mode and alignment:

- Set vision for potential/future transit stations and corridors with goals for land use patterns and street networks that can support transit-supportive densities and nodes of activity.

- Work with agencies leading transit planning to evaluate the land use, accessibility, and other advantages and disadvantages of alternative transitway alignments and modes and to identify important locally derived opportunities for transit.

For communities with transitways identified in the 2040 TPP Increased Revenue Scenario:

- As an option, include these transitways in your comprehensive plan. However, identify them as unfunded and distinguished from improvements identified in system statements.

- Set vision for potential/future transit corridors with goals for land use patterns and street networks that can support transit-supportive densities and nodes of activity.

- Work with agencies leading transit planning to evaluate the land use and accessibility advantages and disadvantages of alternative transitway alignments and to identify important opportunities for existing and planned transit.

Other considerations:

- Identify transit expansion opportunities and target higher-intensity uses and pedestrian-supportive urban forms in nodes along these corridors. Use the 2040 TPP's "Transit Planning Basics" discussion and *TOD Guide* for additional guidance.

- Address the opportunities and challenges for transit related to your Transit Market Area and your Community Designation. Explore how new development and infrastructure policies might improve the cost-effectiveness and attractiveness of transit, ridesharing, bicycling, and walking.

- Describe transit service to major job, activity, and industrial and manufacturing concentrations in your community.

- Include ridership data on maps for transit stops in your community.

- Identify areas for travel demand management initiatives and strategies. Focus on major job, activity, and industrial and manufacturing concentrations on congested highway corridors and corridors served by regional transit service.

- Develop strategies to create and preserve a mix of housing affordability in areas where land values are likely to escalate after a transitway commitment is made.

- Identify needed local transportation improvements to support transit use and the land use vision in your comprehensive plan.

- Explore how transit and ridesharing programs contribute to regional equity goals by better connecting all residents to a wider range of employment, training, and educational opportunities.

- Incorporate transportation goals, objectives, and strategies outlined in *Chapter 2* of the 2040 TPP.

- Identify transit expansion opportunities and target higher-intensity uses and pedestrian-supportive urban forms in nodes along these corridors. Use the 2040 TPP's "Transit Planning Basics" discussion and *TOD Guide* for additional guidance (*Minnesota Healthy Planning: How-To Guide*, page 53). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- See more details in *Chapter 1*, *Chapter 3*, Land Use and Local Planning, and *Chapter 6*, Transit Investment Direction and Plan, of the 2040 TPP.

- *Download* GIS data for transitway lines, transit routes, park-and-rides, service frequency, transit use by stop (boardings and alightings), and other transit-related datasets.

- Review the **How-To Guide on guidelines for mapping** of transit facilities and services.

- Consult the *How-To Guide on Transit Station Areas*, which provides guidance on mapping transit station areas, conforming with residential density requirements, and addressing activity level policy.

- Not sure when to start station area planning? Check out the *Transitway Station Guidance* for details.

- Better understand transit design guidelines and the processes to develop transit plans by reviewing the 2040 TPP's *Regional Transit Design Guidelines and Performance Standards* and the Metropolitan Council's *Regional Transitway Guidelines*.

- Consult the Metropolitan Council's *TOD Guide* for best practices, case studies, and resource material to assist with planning around transit.

- *Contact your sector rep* for further assistance and to connect with the appropriate staff at Metro Transit.

BICYCLING AND WALKING

Bicycling and walking are important for local trips as well as making regional connections. The *Regional Bicycle Transportation Network (page 7.11)* (RBTN) is an important component of the overall regional transportation system. It consists of *prioritized alignments and corridors* (where specific alignments are yet to be designated) that were developed for and adopted into the 2040 Transportation Policy Plan (2040 TPP). The goal of the RBTN is to establish an integrated seamless network of on-street bikeways and off-road trails to improve conditions for bicycle transportation at the regional level and to encourage planning and implementation of future bikeways by cities, counties, parks agencies, and the state, to support the network vision.

☑ **Minimum Requirements:**

- Describe and map the existing and planned on-road and off-road bicycle facilities in your community.

- Map and describe the Regional Bicycle Transportation Network (RBTN) within your community:

    - Show all Tier 1 and Tier 2 RBTN corridors and alignments.

    - Show the relationship of the RBTN to the local bicycle network of off-road trails and on-street bikeways including all existing and planned connections.

    - Include locations of regional employment clusters and activity center nodes (as shown on the RBTN map) and other local activity centers.

    - For Tier 1 and Tier 2 corridors on the RBTN, describe and map the existing or planned bicycle facility alignments that are within the established corridors; the purpose of these corridors is as a placeholder for cities/counties to designate a planned alignment. If there is a planned alignment that would fulfill the intent of the corridor and that lies within and in line with the corridor's directional orientation that the community would propose to replace the

established corridor, map that alignment and denote by indicating it as "proposed for the RBTN."

- Analyze and address the need for local bicycle and pedestrian facility improvements to provide connections over major physical barriers (i.e., freeways, railroad corridors, rivers and streams) on the regional (RBTN) and local networks.

- Discuss pedestrian system needs in a manner that responds to your community designation (as described in *Thrive MSP 2040*) and addresses the needs of your community.

➕ Get More Out of Your Plan:

- Utilize the forthcoming on-line Metropolitan Council bicycle system inventory tool to help your community establish and enhance your bikeways data, to facilitate an up-to-date regional bicycle system database and to access the regional system files for use in planning your jurisdiction's bicycle network.

- Map existing and planned sidewalks.

- Incorporate policies that address walking and bicycling needs as new development and redevelopment occur (e.g., access, internal circulation, bicycle storage).

- Address the needs of pedestrians and bicyclists as part of right-of-way planning, in designing improvements to the public right-of-way that make walking safer or more pleasant (e.g., street lighting and streetscaping), and by planning the orientation of buildings to provide for pedestrian and bicycle-friendly streets and sidewalks.

- *Collect bike and pedestrian use data* on key local bike routes, on local routes accessing major employment centers, and along routes used to access schools. Use the data in planning and prioritizing bike and pedestrian infrastructure projects, and in substantiating project applications for regional funding.

- Evaluate the potential for sharing space on roadways for bicycle lanes (e.g., 4-to-3-lane roadway conversions) and/or expanded pedestrian facilities.

- Develop a *Complete Streets policy* that considers the needs of all users in the planning, design, construction and maintenance of roadway improvement projects.

- Integrate planning for safe and active travel to schools (*Safe Routes to School*) in your plan.

- Use *Cyclopath*, an online bicycle route mapping tool that assists bicyclists in finding suitable bicycle routes and enables users to provide feedback about the condition and connectivity of the existing bikeways network.

- Alternative design methods, including traffic calming techniques, can help reduce the number of conflicts between automobiles, bicyclists and pedestrians. Successfully calming traffic reduces the number of accidents and improves both the actual and perceived safety of users (*Minnesota Healthy Planning: How-To Guide*, page 21). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- See more details in *Chapter 7*, Bicycle and Pedestrian Investment Direction, of the 2040 TPP.

- *Download* GIS data for the RBTN attributes.

- Learn more about *Safe Routes to Schools* programs available through MnDOT.

- Incorporate transportation goals, objectives, and strategies outlined in *Chapter 2* of the 2040 TPP.

- *Contact your sector rep* for further assistance and to connect with the appropriate transportation staff.

Aviation connects the Twin Cities region to the rest of the nation and the world beyond. The Twin Cities region is served by one major airport with commercial air service − Minneapolis-Saint Paul International Airport − and seven reliever airports for general aviation, business, and recreational users. The Twin Cities Regional Aviation System is a well-developed aviation system that requires continued protection, maintenance, and enhancements to support the Minneapolis- St. Paul economy and its transportation infrastructure.

☑ Minimum Requirements:

- Identify policies and ordinances that protect regional airspace from obstructions. Include how your community will notify the FAA of proposed structures.

- Recognize *seaplane* use on surface waters as designated and regulated by MnDOT; communities should recognize these areas on plan maps where appropriate and consider issues of land use compatibility.

- Map any facilities such as radio beacons or other air navigation aids sited in off-airport locations and address how they will be protected from physical encroachment and electronic interference through your local ordinance and notification processes. Your system statement will indicate whether your community hosts one of these facilities.

☑ For Communities *Impacted by an Airport*:

- Map the airport location, including existing and future airport boundaries, land access locations, and runways. See more details in *Appendix K*: Airport Long Term Comprehensive Plans.

- Describe the existing and future functional and operational characteristics for any airport whose **compatibility area** includes your community.

- Assess existing and potential future noise impacts of airport operations. If your community is **affected by aircraft noise**, work with the airport owner/sponsor to prepare or update a noise program to reduce, prevent, or mitigate aircraft noise impacts on land uses that are incompatible with the guidelines identified in *Table L-3*: Land Use Compatibility Guidelines for Aircraft Noise.

- Evaluate, address, and establish policies related to land use compatibility issues, identifying efforts that include land acquisition, "preventive" land use measures, or "corrective" land use measures. (See *Table L-2*.)

- MnDOT- Aeronautics is in the process of updating the state airport zoning rules. These changes could affect your community's land use planning efforts in and around airports. Once the rules have been adopted by the state legislature, we will update this section so you know how these changes will affect your community. Currently, the changes are expected to be debated by early 2018. If you should have further questions, contact Russ Owen at (651) 602-1724 or follow the process at *http://www.dot.state.mn.us/aero/planning/zoning.html*.

⊕ Get More Out of Your Plan:

- Consider a joint airport zoning board (JAZB), which allows an airport authority in an urban setting to form a board between the authority and airport-affected communities to address height control and land use type/density off-airport for safety of persons flying and persons on the ground within prescribed areas around an airport.

- Helicopter operations can occur at airports or in conjunction with many different land uses and locations. If your community anticipates issues with helicopter operations, prepare and adopt ordinances for heliport sites.

- Incorporate transportation goals, objectives, and strategies outlined in *Chapter 2* of the 2040 Transportation Policy Plan (2040 TPP).

❓ We Can Help!

- *Download* airport-related GIS data.

- See more details in *Chapter 9*, Aviation Direction and Investment Plan, of the 2040 TPP.

- Review the *MNDOT- Aeronautics Statewide Aviation System Plan*.

- See more details *Appendix L*: Aviation Land Use Compatibility Guidelines.

- Review the How-To Guide on guidelines for mapping airports, aviation facilities, noise and safety zones, and surrounding guided land use.

- Review the *Metropolitan Council's Builder's Guide* to assist in determining acoustic attenuation of proposed new single-family detached housing, which is discouraged, but may be allowed by communities in zone 4 and the buffer zone. *Contact your sector rep* for further assistance, or *Russ Owen*, Aviation Planner, Metropolitan Transportation Services.

- Use the *FAA requirements* for proposed construction/tall structures.

FREIGHT

A safe, efficient, high-capacity freight transportation system is essential to the economic well-being of communities, the region, and the state. Like people, freight moves by several modes. However, all goods move at some time by truck, so all communities should plan for the movement of trucks. Communities with large areas of industrial land use, such as manufacturing, warehousing, and extraction industries, should pay special attention to accommodating truck traffic. Stores and restaurants also need to be served by trucks. Communities which contain railroads, airports, or barge terminals should acknowledge their presence and how they may affect the community. Although all community residents rely on goods movement for food and other consumer goods, freight movement is often regarded as incompatible with many land uses. Communities should plan to minimize these conflicts.

☑ **Minimum Requirements:**

- Identify railways, barge facilities and truck or intermodal freight terminals within the community.

- Identify other important nodes that may generate freight movement, such as industrial parks and large shopping areas.

- Map the road network showing volumes of multi-axle trucks (also known as "heavy commercial average annual daily traffic or HCAADT") for Principal Arterial and A-Minor functional classifications.

- Identify any local roadway issues or problem areas for goods movement, such as weight-restricted roads or bridges, bridges with insufficient height or width clearances, locations with unprotected road crossings of active rail lines, or intersections with inadequate turning radii.

➕ **Get More Out of Your Plan:**

- Include a map of designated truck routes (if the community has adopted such routes) and roads adequate to carry 9-10 ton per axle loads. HCAADT information is availabe from MnDOT for most arterial roads; however, communities with heavy truck volumes or truck generators may wish to collect additional truck traffic data to analyze specific issues.

- Consider the future use of existing railroad tracks, including the likelihood of more freight traffic in the future. Communities should be aware that freight rail traffic is growing, and after a signficant reduction in excess rail trackage in the region over the past 25 years, few additional rail abandonments are expected.

- For communities with heavy freight rail traffic, address the need to improve safety at roadway crossings or implement "quiet zones".

- Address potential conflicts that may arise with introduction of residential and mixed-use redevelopment near existing freight users and operators in areas previously designated for industry.

- Consider the freight implications of local economic development proposals.

- Incorporate transportation goals, objectives, and strategies outlined in *Chapter 2* of the 2040 Transportation Policy Plan (2040 TPP).

❓ **We Can Help!**

- See *Chapter 1* of the 2040 TPP that describes existing elements of the regional freight system.

- See more details in *Chapter 8*, Freight Investment Direction, of the 2040 TPP.

- Review the *Minnesota Statewide Freight Plan*

- Review the *Minnesota Comprehensive Statewide Freight and Passenger Rail Plan*.(2010)

- Review the *Statewide Multimodal Transportation Plan*.

- Review the *Statewide Ports and Waterways Plan*.

- Review the *Twin Cities Metropolitan Region Freight Study*.

- Review the *League of Minnesota Cities Information Memo on Railroads and Cities*.

- Review *NCFRP Report 16: Preserving and Protecting Freight Infrastructure and Routes*.

- *Contact your sector rep* for further assistance and to connect with the appropriate transportation staff.

HEALTHY ENVIRONMENT

The transportation sections of your community's comprehensive plan provide opportunities to consider public health, the environment, and the needs of specific groups that include seniors, persons with disabilities, children and economically disadvantaged communities. Federal Environmental Justice regulations and Thrive MSP 2040 emphasize equity, promoting beneficial projects and ensuring that projects do not have disproportionate negative impacts.

☑ Minimum Requirements:

- None.

⊕ Get More Out of Your Plan:

- Consider how planned transportation investments do not disproportionately impact low-income households and people of color.

- Consider how transportation plans will avoid or minimize impacts on the natural, developed, and cultural environments.

- Ensure broad community participation in transportation planning and decision making.

- Incorporate maps and discussion of how transportation plans impact areas of concentrated poverty as well as user groups that may depend upon transit, walking and/or bicycling.

- Consider public health issues in transportation planning, including opportunities to support increased physical activity through walking and bicycling.

- Articulate how transportation investments will support particular communities and user groups.

- Consider opportunities for transportation projects to improve environmental conditions, including the management of stormwater, minimizing impervious surfaces, and restoration/enhancement of tree cover and vegetation.

- Consider traffic calming techniques to support safety by slowing traffic and increasing infrastructure for visibility of pedestrians and bicyclists (*Minnesota Healthy Planning: How-To Guide*, page 55). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- See more details on strategies for promoting healthy environments and communities in *Chapter 2* of the 2040 Transportation Policy Plan (2040 TPP).

- In *Chapter 10* of the 2040 TPP, see how multimodal transportation strategies promote equity in the region.

- Use the *Regional Natural Resources Inventory*.

- *Contact your sector rep* for further assistance and to connect with the appropriate transportation staff.

WATER RESOURCES

The prosperity, quality of life, and continued development of our region all depend on the sustainability of the quality and quantity of our region's water resources. Our water resources, from our aquifers to our surface waters, are the foundation for growth and vitality in the region. We need to manage our use of our aquifers for water supply, our surface waters for their ecological and development functions, and our land use patterns for their potential impacts to these resources.

Along with policies and strategies on water supply, wastewater, and surface water detailed in the _2040 Water Resources Policy Plan_, you will need to develop components in your comprehensive plan to address local issues related to water supply, wastewater, and surface water:

- A _wastewater_ **and comprehensive sewer plan** that specifies areas to be sewered by the public wastewater system, sets standards of operation for private systems, and identifies areas that are not suitable for public or private systems.

- A local _water_ **management plan** that protects water quality and addresses water quantity issues.

- A _water supply_ **plan** that ensures a safe and sufficient water supply now and in the future.

Wasterwater

Surface Water

Water Supply

WASTEWATER

Under state law, local governments are required to submit both a wastewater plan element to their comprehensive plan as well as a comprehensive sewer plan describing service needs from the regional system. Before any local government in the metropolitan area can proceed with a sanitary sewer extension, the comprehensive sewer plan must be consistent with the _2040 Water Resources Policy Plan_ and be approved by the Council. To simplify the process, we have combined the required elements of both plans, with details in the sections below.

We review local wastewater plans to make sure that our regional system has adequate capacity to serve the planned development and redevelopment in the right locations at the right times in the region. This review also helps us to ensure that we are being good stewards of the regional investment in our wastewater infrastructure by getting the most out of our infrastructure and reducing excessive inflow and infiltration into the system. In addition, we need to ensure that appropriate management of private wastewater systems and subsurface sewage treatment systems (SSTS) are in place for all areas of the region not connected to the regional system.

Your community may be entirely outside of the regional system, or entirely served by the regional system, or alternatively, your community may include both areas served and areas not served by the regional system. Please be sure to review all parts of this section to ensure you meet all of the requirements that apply to your community.

Wastewater Plan

AREAS SERVED BY THE REGIONAL SYSTEM

Your wastewater plan is reviewed to ensure conformance with our _2040 Water Resources Policy Plan_ and _Thrive MSP 2040_. Your wastewater plan must be designed to support the population, household, and employment forecasts as described in your System Statement. If your community is served by the Regional System or by a locally owned and operated treatment plant, your update needs to plan and provide for the appropriate local system capacity and address inflow and infiltration.

☑ Minimum Requirements:

- A table that details the households and employment forecasts in 10-year increments through 2040, based on the Council's forecasts and any subsequent negotiated modifications. This should be broken down by areas served by the Metropolitan Disposal System, locally owned and operated wastewater treatment systems, and Community and Subsurface sewage treatment systems. **The forecasts used in your wastewater plan must be consistent with the forecasts used throughout your plan, including in land use, transportation, and water supply.**

  - Your wastewater plan must be designed to support these forecasts and provide any allocation breakdowns between sewered and unsewered service for population, households, and employment.

- An electronic map or maps (GIS shape files or equivalent must also be submitted) that show the following information:
  - Your existing sanitary sewer system identifying lift stations, existing connection points to the metropolitan disposal system, and future connection points.
  - Local sewer service districts by connection point.
  - Intercommunity connections and any proposed changes in government boundaries based on Orderly Annexation Agreements.
  - The location of all private and public wastewater treatment plants in your community.
- Copy of any intercommunity service agreements entered into with an adjoining community after December 31, 2008; including a map of areas covered by the agreement.
- Management program for subsurface sewage treatment systems to comply with MPCA 7080.
- Current subsurface sewage treatment system ordinance.
- A table or tables that contain the following information:
  - Capacity and design flows for existing trunk sewers and lift stations.
  - Assignment of 2040 growth forecasts by Metropolitan interceptor facility. In the absence of this information the Council will make its own assignments for the purpose of system capacity needs determination.
- Define your community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local municipal and private sanitary sewer systems.
  - Include a summary of activities or programs intended to mitigate I/I from **both** public and private property sources.
- Describe the requirements and standards in your community for minimizing inflow and infiltration.
  - Include a copy of the local ordinance or resolution that prohibits discharge from sump pumps, foundation drains, and/or rain leaders to the sanitary sewer system.
  - Include a copy of the local ordinance or resolution requiring the disconnection of existing foundation drains, sump pumps, and roof leaders from the sanitary sewer system.
- Describe the sources, extent, and significance of existing inflow and infiltration in **both** the municipal and private sewer systems.
  - Include a description of the existing sources of I/I in the municipal and private sewer infrastructure.
  - Include a summary of the extent of the systems that contributes to I/I such as locations, quantities of piping or manholes, quantity of service laterals, or other measures. If an analysis has not been completed, include a schedule and scope of future system analysis.
  - Include a breakdown of residential housing stock age within the community into pre- and post- 1970 era, and what percentage of pre-1970 era private services have been evaluated for I/I susceptibility and repair.
  - Include the measured or estimated amount of clearwater flow generated from the public municipal and private sewer systems.

- Include a cost summary for remediating the I/I sources identified in the community. If previous I/I mitigation work has occurred in the community, include a summary of flow reductions and investments completed. If costs for mitigating I/I have not been analyzed, include the anticipated wastewater service rates or other costs attributed to inflow and infiltration.
- Describe the implementation plan for preventing and eliminating excessive inflow and infiltration from entering **both** the municipal and private sewer systems.
  - Include the strategy for implementing projects, activities, or programs planned to mitigate excessive I/I from entering the municipal and private sewer systems.
  - Include a list of priorities for I/I mitigation projects based on flow reduction, budget, schedule, or other criteria.
  - Include a schedule and the related financial mechanisms planned or needed to implement the I/I mitigation strategy.

☑ **For communities with new trunk sewer systems that require connections to the Metropolitan Disposal System, you also need to include the following:**

- A table that details the proposed time schedule for the construction of the new trunk sewer system in your community.
- Describe the type and capacity of the treatment facilities, whether municipally or privately owned.
- Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.

➕ **Get More Out of Your Plan**

- You may want to consider staged wastewater flow projections to assist with planning local infrastructure improvements.

❓ **We Can Help!**

- Review the *Wastewater Review Fact Sheet* to better understand how local plans are reviewed for conformance to the regional system plan.
- Inflow and Infiltration is a significant factor in a community's wastewater treatment expense for some communities. Review the *Inflow and Infiltration Fact Sheet* for information on our policies and mitigation programs,
- Refer to our *Inflow and Infiltration toolbox* to learn how to get an I/I Reduction Program started, learn about investigative techniques, corrective measure for both private property and publicly owned sewers, and more.
- As you work on your plan, refer to the *Net Residential Density Fact Sheet* to integrate land use and density considerations into your infrastructure plans.
- For Diversified Rural Communities with Flexible Development Ordinances: You must be consistent with the *Flexible Development Guidelines* adopted by the Council in August 2008. These guidelines apply to Diversified Rural communities with staging areas for future urbanization identified as Long Term Service Areas for regional wastewater services. You should review these guidelines if you

have local ordinances that allow densities greater than 1 unit per 10 acres (open space ordinances, cluster developments, density bonuses etc.).

- Check out your *Community Page* to view your Sewer Allocation Forecasts, maps, and other information that may be useful in your planning process.

- The *Water Resources Policy Plan* has wastewater flow projections by community, which may be useful in your planning process.

- Joint Powers Agreements are often used to provide services across City boundaries. We've provided a few **examples** for your information.

- We have sanitary flow data for your community that could be used as a basis for establishing current flows and projecting future flows. Contact your Anna Bessel in Environmental Services to request this data if you'd like to use it in your planning process.

- The Annual Sewer Use Survey may provide additional information.

AREAS SERVED BY LOCAL WASTEWATER TREATMENT SYSTEMS

For communities with a locally owned and operated wastewater system, we work to ensure that these systems are adequately managed and maintained around the region. This helps to ensure that local capacity is available, but also helps to prevent costly regional infrastructure investments in inadequately maintained systems. Whether your community is served by the regional system or by a locally owned and operated treatment plant, your update needs to plan for and provide the appropriate local system capacity and address inflow and infiltration.

☑ Minimum Requirements:

- A table that details the households and employment forecasts in 10-year increments through 2040, based on the Council's forecasts and any subsequent negotiated modifications. This should be broken down by areas served by the Metropolitan Disposal System, locally owned and operated wastewater treatment systems, and Community and Subsurface sewage treatment systems. **The forecasts used in your wastewater plan must be consistent with the forecasts used throughout your plan, including in land use, transportation, and water supply.**

- Management program for subsurface sewage treatment systems to comply with MPCA 7080.

- Current subsurface sewage treatment system ordinance.

- Describe the capacity of, and existing flows to, the public and private treatment systems in your community.

- Describe the community's sewer system plan, including:

  - Projected flows in 2020, 2030, and 2040.

  - Map the local wastewater service areas in your community through 2040, including a staging plan if applicable, and any proposed changes in governmental boundaries affecting the community, including any areas designated for orderly annexation.

- Describe the proposed timing and financing of any expanded or new wastewater treatment facilities.

- Define your community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local sewer system, including a discussion of sump pumps and drain tile connected to the local sewer system.

- A copy of facility planning reports for the upgrading of your local wastewater treatment plant.

- Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.

⊕ Get More Out of Your Plan

- You may want to consider staged wastewater flow projections to assist with planning local infrastructure improvements.

❓ We Can Help!

- Inflow and Infiltration is a major factor for some communities. Review the Inflow and Infiltration Fact Sheet for information on our policies and mitigation programs,

- Refer to our *Inflow and Infiltration toolbox* to learn how to get an I/I Reduction Program started, learn about investigative techniques, corrective measure for both private property and publicly owned sewers, and more.

- Orderly Annexation Agreements (OAAs) are often used as communities accommodate growth and provide services to areas outside of their current municipal boundaries. We've provided a few **examples** of OAAs for your information.

COMMUNITY AND SUBSURFACE TREATMENT SYSTEMS

With over 75,000 individual subsurface sewage treatment systems (SSTS) as well as several more private community systems serving clustered developments in use within the region, it is imperative that these systems are properly managed and maintained. Both individual and community systems largely serve portions of the region where wastewater collection and treatment is not available. These areas are primarily in more rural environments, but there are portions of our urban and suburban communities that are also served by SSTS.

☑ Minimum Requirements:

- A table that details the households and employment forecasts in 10-year increments through 2040, based on the Council's forecasts and any subsequent negotiated modifications. This should be broken down by areas served by the Metropolitan Disposal System, locally owned and operated wastewater treatment systems, and Community and Subsurface sewage treatment systems. The forecasts used in your wastewater plan must be consistent with the forecasts used throughout your plan, including in land use, transportation, and water supply.

- Describe your community's management program for SSTS to comply with MPCA regulations *(Minn. Rules Chapters 7080-7083)*.

- Current subsurface sewage treatment system ordinance.

- Map the locations of all existing public and private treatment systems, if any, including package treatment plants and communal sub-surface systems.

- Map the locations of all sub-surface sewage treatment systems. You should also identify the locations of known non-conforming systems or systems with known problems. This information may be available from the County. If unavailable, a list of addresses is acceptable.

- Describe the conditions under which private, community treatment systems (ex. package treatment plants, community drainfields) would be allowed. Examples of such conditions include:

  - allowable land uses and residential densities

  - installation requirements

  - management requirements

  - local government responsibilities

➕ Get More Out of Your Plan

- There are many areas within the Rural Communities that have been identified for potential future (post 2040) connection to the regional wastewater services. Developmental strategies should be implemented by those communities, through land use guiding, essentially reserving them for efficient, economical future wastewater services.

- Consider how the County may be involved in the regulation and administration of these systems. You may need to coordinate with them during the planning process.

❓ We Can Help!

- Contact your *Sector Representative* with any questions.

SURFACE WATER

In 1995, the *Metropolitan Land Planning Act* was amended to require that each community's comprehensive plan include a local water management plan. The local water management plan shows how the community protects and improves water quality and quantity, and contains:

- A summary of the priorities and problems in the community,

- Strategies and structural and nonstructural actions to take to address the priorities and problems, and

- Clearly identified funding mechanisms to fix the problems.

Local water management plans are critical in helping the region meet the challenges of cost-effective management of water quality and quantity. The items in the Minimum Requirements section below are consistent with the requirements under the new *Minnesota Rules Chapter 8410*, adopted in July of 2015 and *Minn. Stat. 103B.235*. The items in the Get More Out of Your Plan section expand on those requirements and are intended to provide you with further direction.

Local water management plans are reviewed by the Council as part of the local comprehensive planning process prior to their approval by the appropriate watershed organization(s) and adoption by the community. The updated Minnesota Rules Chapter 8410 now require that all local water management plans must be updated anytime **after December 31, 2016 and prior to December 31, 2018**. Local water management plans must be submitted to the Council for review and the appropriate watershed organization(s) for approval.

Local Water Management Plan

EXECUTIVE SUMMARY, WATER RESOURCE MANAGEMENT RELATED AGREEMENTS, AND AMENDMENT PROCESS

Local water management plans are required to include an executive summary that summarizes the highlights of the local water management plan, a summary of the water resource management related agreements that have been entered into by the local community, and a section must define the process by which amendments may be made.

☑ **Minimum Requirements:**

- Provide an executive summary that includes the highlights of the local water management plan.

- Describe the water resource management related agreements that have been entered into by your community. This includes joint powers agreements related to water management that the community may be a party to between itself and watershed management organization(s), adjoining communities, or private parties.

- Include a section on amendment procedures that defines the process by which amendments may be made. The amendment procedure must be

consistent with the amendment procedures in the watershed organization(s) plans that affect your community.

Local water management plans are required to include a description of the existing and proposed physical environment and land use. Knowing the existing conditions in your community helps to better address the issues that need to be addressed.

☑ Minimum Requirements:

- Describe the existing physical environment and existing land use. You may be able to incorporate data by reference if allowed by the appropriate watershed organization(s) plan. You should be aware that not all watershed plans contain the level of detail needed and in those cases, you will be required to provide this information directly in your local water management plan.

- Describe the proposed physical environment and future land use.

- Include a map and/or description of drainage areas that includes path and flow directions of the stormwater runoff in your community.

- Describe the volumes and rates of flow for those defined drainage areas.

⊕ Get More Out of Your Plan
(You may be able to get some of this information from the appropriate watershed organization(s) plan.)

- Consider including information on the physical environment and land use information, such as:

    - Topography

    - Soils

    - General geology

    - Precipitation

    - Surface water resources including stream, lakes, wetlands, public waters, and public ditches

    - Water quality and quantity information

    - Groundwater resources including groundwater and surface water connections if defined in an approved and adopted county groundwater plan

    - Stormwater systems, drainage systems, and control structures

    - Regulated pollutant sources and permitted wastewater discharges

    - Fish and wildlife habitat and rare and endangered species

    - Water-based recreation areas

- It is suggested that at a minimum, land-altering activities do not increase peak stormwater flow from the site for a 24-hour precipitation event with a return rate frequency of 1 or 2, 10, and 100 years.

- Priority areas or policies for identifying priorities for wetland preservation, enhancement, restoration, and establishment.

❓ We Can Help!

- Check your *Community Page* for updated existing land use maps for your community.

- We have a map of the regional priority lakes within your community.

- We have information on groundwater sources and recharge for your community.

- We have monitoring information on around 200 lakes in the metro area, 21 stream sites and 22 river locations available at *metrocouncil.org/streams* or upon request. This data can help with assessing existing and potential issues in your community.

EXISTING AND POTENTIAL WATER RESOURCE-RELATED PROBLEMS

Part of planning for appropriate local water management is to assess the water resource-related issues in your community, both those that already exist and those that are likely to occur given changes in development or other foreseeable changes. Assessing these issues helps your community to better understand how to prevent or address those issues. Your local water management plan needs to include an assessment of both **existing** and **potential** water resource-related problems in your community.

☑ Minimum Requirements:

- Include an assessment of the *existing* water resource related problems in your community.

- Include an assessment of the *potential* water resource related problems in your community.

- Include a list or map of impaired waters within your community as shown on the most current 303d impaired waters list.

➕ Get More Out of Your Plan
(You may be able to get some of this information from the appropriate watershed organization(s) plan.)

- Prioritize the assessment of the water quality and quantity problems in your community.

- Provide an explanation of how your community is, or intends to be, involved in the development of total maximum daily load studies (TMDLs) for the impaired waters.

- Watershed Restoration and Protection Plans (WRAPs) are taking the place of and including future TMDL work in Minnesota. For areas not covered by TMDLs and where WRAPs are planned, provide an explanation of how the community is, or intends to be, involved in the development of the WRAP should be included in the plan.

- If a TMDL or WRAP has been completed and the community has been given a waste load allocation for impaired waters in the community, you should include implementation strategies, including funding mechanisms that will allow the community to carry out the requirements and recommendations directed to them in the WRAP or TMDL.

- If your community has a designated trout stream, you should identify actions in your plan to address the thermal pollution effects from development.

- If your community has special waters, such as outstanding resource value waters, you should include information on how the community will meet State requirements for development near these waters.

❓ We Can Help!

- We have maps of impaired waters for the metro area only that you can use in your plans.

- We have a map of priority lakes in the metro area that you can use as a starting point to evaluate and prioritize your lakes.

- We have monitoring information on around 200 lakes in the metro area, 21 stream sites and 22 river locations available at *metrocouncil.org/streams* or upon request. This data can help with assessing existing and potential issues in your community.

- We have information on groundwater sources and recharge for your community.

LOCAL IMPLEMENTATION PLAN/PROGRAM

Your local implementation program or plan must detail the nonstructural, programmatic and structural solutions to the problems identified in the assessment of existing or potential water resource related problems section, and prioritize those solutions. Your implementation program must be consistent with and not jeopardize achievements of any of the goals of the watershed organization(s) within which your community lies. In addition, **all local official controls identified in this implementation program must be enacted within six months of approval of the local water plan by the appropriate watershed organization(s).**

☑ Minimum Requirements:

- Include prioritized nonstructural, programmatic, and structural solutions to identified problems.

- Describe the areas and elevations for stormwater storage adequate to meet performance standards or official controls in watershed organization(s) plan.

- Define the water quality protection methods that would be adequate to meet performance standards or official controls.

- Clearly define the roles and responsibilities of the community from that of the WMO(s) for carrying out implementation components.

- Describe the official controls and any changes needed to official controls.

- Include a table briefly describing each component of the implementation program that clearly details the schedule, estimated cost, and funding sources for each component, including annual budget totals.

- Include a table describing the capital improvement program that sets forth by year, details of each contemplated capital improvement that includes the schedule, estimated cost, and funding source.

⊕ Get More Out of Your Plan

- Information on the types of best management practices to be used to improve stormwater quality and quantity. A five-year establishment period is recommended for native plantings and bio-engineering practices.

- Include a maintenance schedule for the best management practices identified in your plan.

- An erosion and sediment control ordinance consistent with NPDES Construction Stormwater permit requirements and other applicable State requirements.

- Identify ways to control runoff rates so that land-altering activities do not increase peak stormwater flow from the site for a 24-hour precipitation event with a return frequency of 1 or 2 years. If your community has known flooding issues, you may want to require rate control for storms with other return frequencies (10-year, 25-year, or 100-year).

- To calculate precipitation amounts and stormwater runoff rates, *use NOAA Atlas 14, Volume 8* (Precipitation Frequency Atlas of the United States).

- Considering adopting the MPCA's *Minimal Impact Design Standards* (MIDS) performance goals and flexible treatment options.

- For communities that do not adopt MIDS, your plan should use stormwater practices that promote infiltration/filtration and decrease impervious areas, such as using better site design and integrating stormwater management, where practical.

- Include education strategies to raise awareness of stormwater issues in the community and teach residents about good conservation practices.

- Support green infrastructure strategies to increase the opportunity for natural processes to treat stormwater and remove pollutants, increase stormwater infiltration and improve groundwater recharge (*Minnesota Healthy Planning: How-To Guide*, page 81). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- The *State Stormwater Manual* and the Council's *Urban Small Sites BMP Handbook* are useful resources for different practices that you might use in your community.

- Use the *MPCA MIDS calculator* to determine stormwater runoff volume and pollutant reduction capabilities of various BMPs.

- Access maps of *priority lakes in the metro area* and maps specific to your *community* that you can use as a starting point to evaluate and prioritize your lakes.

- Access maps of *impaired waters* for your community on your *Community Page*.

- Check our *metro area watershed map* to find your watersheds.

- Access information on *groundwater* sources and recharge for your community.

- We have monitoring information on around 200 lakes in the metro area, 21 stream sites and 22 river locations available at *metrocouncil.org/streams* or upon request. This data can help with assessing existing and potential issues in your community.

WATER SUPPLY

To ensure a sustainable water supply for the region's current and future generations, we need to integrate water supply planning with land and resource planning. The information found here will help both communities with and without public water supplies to develop local comprehensive plans that protect the integrity of the region's water supply and the quality and quantity of water resource.

There are resources to help you meet the minimum requirements, as well as ideas and examples that may make your water supply plan and local comprehensive plan better.

Water Supply Plan

LOCAL WATER SUPPLY PLAN FOR MUNICIPAL PUBLIC WATER SUPPLIERS

All communities that have public water supplies in the Twin Cities Metropolitan Area are required to prepare water supply plans as part of their local comprehensive plan. Communities and utility boards must officially adopt the plan along with the local comprehensive plan.

Communities without public water supplies do not need to prepare a water supply plan, but should include information about plans to protect private water supplies in appropriate sections of the local comprehensive plan, described in the sections on conservation and reuse, source water protection, and sub-regional collaboration.

☑ **Minimum Requirements:**

- If the community has a municipal community public water supply system, complete all information in the *DNR & Metropolitan Council water supply plan template*. Information must be submitted in the template provided and submitted through the *MnDNR Permit and Reporting System (MPARS)*.

- Include extended water demand projections for 2020, 2030, 2040 and ultimate build-out that are consistent with population forecasts in the community's system statement.

➕ **Get More Out of Your Plan:**

As appropriate, incorporate the following into plans and programs, consistent with your organization's roles and responsibilities:

- Acknowledge potential water supply issues identified in your community's water supply profile (*Appendix 1 of the Master Water Supply Plan*) and support partnerships to address them in local water plans and water appropriation permit applications.

- Explore and support water demand (water conservation and efficiency) programs such as incentives, ordinances, education and outreach, rates and other approaches, the metropolitan Council's *Water Conservation Toolbox* can support these efforts.

- As appropriate, support collaborative efforts to evaluate the likelihood of significant declines in aquifer water levels before water appropriation permits are requested. The analysis may be determined in consultation with DNR.

- Work with partners to evaluate relationships between aquifer withdrawals and surface water features. If a connection is likely, management plans should include aquifer testing, monitoring water levels and pumping rates and surface water flow, triggers and actions to protect aquifer levels, a schedule for periodic analysis of data to identify the need for action to mitigate impacts, and a schedule for periodic and timely reporting to DNR.

- Collaborate with partners, including MDH and others, to support local actions that prevent spread of contamination.

- Work with partners to identify opportunities for sharing information, reducing duplicate work, and partnering on projects that improve understanding about aquifer productivity and extent.

- If a Groundwater Management Area has been designated in your area, partner with DNR and neighboring water users to use water in accordance with the approved plan.

- Support collaborative efforts to periodically review local water supply risks and potential alternatives to mitigate those risks. Technical advances, regulatory adjustments and subregional developments can present new opportunities for local water suppliers to enhance the resiliency, sustainability, and affordability of their water suppliers.

- Continue to work with local, state and federal agencies, as required.

❓ We Can Help!

- Download the *local water supply plan template, instructions, and checklist* (DNR).

- Submit local water supply plan through the *MnDNR Permit and Reporting System*.

- Review potential water supply issues on your community water supply profile (*Appendix 1 of the Master Water Supply Plan*) or on an interactive water supply map theme (coming soon!).

- Explore the *Conservation Toolbox* for ideas to continue improving water use efficiency in your community; **grants** are available to support certain community programs.

- Use the *Stormwater Reuse Guide* to explore the feasibility of stormwater reuse projects in your community.

- Learn more about the feasibility of different water supply approaches through *subregional case studies*.

- Consider MDH guidance to protect your source water, such as *stormwater infiltration guidance*.

- Request *technical assistance and/or support for outreach*.

Because your community relies primarily on private wells and does not own/operate a municipal community public water supply system (PWS), you do not need to prepare a local water supply plan. However, it is important to acknowledge existing conditions related to water supply sources in your community. These are not statutory requirements but rather expectations of minimum content to determine completeness.

☑ Minimum Requirements:

- Include information about water supply sources, by providing the following maps from your system statement:

    - Surface water features and their interaction with the regional groundwater system

    - The location of groundwater level monitoring and aquifer testing

    - The presence of any regulatory and management areas

- Include information about assessing and protecting private water supplies/water sources.

➕ Get More Out of Your Plan:

As appropriate, incorporate the following into plans and programs, consistent with your organization's roles and responsibilities:

- Acknowledge potential water supply issues identified in your community's water supply profile (*Appendix 1 of the Master Water Supply Plan)* and support partnerships to address them in local water plans and water appropriation permit applications.
- Explore and support water demand (water conservation and efficiency) programs such as incentives, ordinances, education and outreach, rates and other approaches, the metropolitan Council's *Water Conservation Toolbox* can support these efforts.
- As appropriate, support collaborative efforts to evaluate the likelihood of significant declines in aquifer water levels before water appropriation permits are requested. The analysis may be determined in consultation with DNR.
- Work with partners to evaluate relationships between aquifer withdrawals and surface water features. If a connection is likely, management plans should include aquifer testing, monitoring water levels and pumping rates and surface water flow, triggers and actions to protect aquifer levels, a schedule for periodic analysis of data to identify the need for action to mitigate impacts, and a schedule for periodic and timely reporting to DNR.
- Collaborate with partners, including MDH and others, to support local actions that prevent spread of contamination.
- Work with partners to identify opportunities for sharing information, reducing duplicate work, and partnering on projects that improve understanding about aquifer productivity and extent.
- If a Groundwater Management Area has been designated in your area, partner with DNR and neighboring water users to use water in accordance with the approved plan.
- Support collaborative efforts to periodically review local water supply risks and potential alternatives to mitigate those risks. Technical advances, regulatory adjustments and sub-regional developments

can present new opportunities for local water suppliers to enhance the resiliency, sustainability, and affordability of their water suppliers.

- Continue to work with local, state and federal agencies, as required.

❓ We Can Help!

- Review potential water supply issues on your community water supply profile (*Appendix 1 of the Master Water Supply Plan*) or on an interactive water supply map theme (coming soon!).
- Explore the *Conservation Toolbox* for ideas to continue improving water use efficiency in your community; *grants* are available to support certain community programs.
- Use the *Stormwater Reuse Guide* to explore the feasibility of stormwater reuse projects in your community.
- Learn more about the feasibility of different water supply approaches through *subregional case studies*.
- Consider MDH guidance to protect source water, such as *stormwater infiltration guidance*.
- Request *technical assistance and/or support for outreach*.

FOR COMMUNITIES WITH PUBLIC WATER SUPPLY SYSTEMS OWNED BY ANOTHER ENTITY

☑ Minimum Requirements:

- Include the updated local water supply plan developed by the Public Water Supply System (PWS) that serves your community along with your local comprehensive plan update.

- Collaborate with the owner of the PWS to ensure their local water supply plan reflects your water demand in a way that is consistent with your community's population forecast.

➕ Get More Out of Your Plan:

❓ We Can Help!

WATER CONSERVATION & REUSE

The Twin Cities is growing and the demand for water continues to increase. There is enough water in the short-term, but long-term projections predict potentially significant impacts to aquifers if water continues to be consumed at current rates. The water forecast does not need to be doom and gloom. Residents, businesses, water suppliers, and elected officials can work together to save water.

☑ Minimum Requirements:

- If the community has a municipal community public water supply system, complete all information in the *DNR & Metropolitan Council water supply plan template*. Information must be submitted in the template provided and submitted through the *MnDNR Permit and Reporting System (MPARS)*.

➕ Get More Out of Your Plan:

Integrate water conservation, water efficiency and reuse into local plans, and as appropriate, incorporate the following:

- Identify opportunities in your community for behavioral or engineering changes that could be made to reduce water use by conducting an analysis of: where water is used in the community, the regulatory and cultural barriers to conservation and reuse in the community, and opportunities for conservation and reuse in the community.

- Set achievable goals for reducing water use and engage water users in brainstorming opportunities to reduce use and reuse water. Ask the question "How can I help save water?"

- Explore and support water demand (water conservation and efficiency) programs such as incentives, ordinances, education and outreach, and other approaches. The Metropolitan Council's *Water Conservation Toolbox* can support these efforts.

❓ We Can Help!

- Explore the *Conservation Toolbox* for ideas to continue improving water use efficiency in your community; grants are available to support certain community programs.

- Use the *Stormwater Reuse Guide* to explore the feasibility of stormwater reuse projects in your community.

- Connect with the *Minnesota Technical Assistance Program*.

- Connect with financial and technical assistance from *MDA for irrigation BMPs*.

- *Request technical assistance and/or support for outreach*.

- Learn more about *water billing and consumption in the metro area*.

- Learn more about *water conservation by industry*.

ASSESSING & PROTECTING SOURCE WATER

Source water protection is a community effort to prevent water pollution before it can reach our kitchen faucets and other users. By stopping groundwater pollution near a well or surface water intake, we are protecting our drinking water from contamination. Much can be done to prevent pollution, such as the

wise use of land and safe disposal of chemicals. Public health is protected and the expense of treating polluted water or building new infrastructure is avoided.

☑ Minimum Requirements:

- If the community has a municipal community public water supply system, complete all information in the *DNR & Metropolitan Council water supply plan template*. Information must be submitted in the template provided and submitted through the *MnDNR Permit and Reporting System (MPARS)*.

- If the community does not have a municipal community public water supply system, include information about water supply sources, by providing the following maps from your system statement:

    - Surface water features and their interaction with the regional groundwater system

    - The location of groundwater level monitoring and aquifer testing

    - The presence of any regulatory and management areas

- If the community does not have a municipal community public water supply system, include information about assessing and protecting private water supplies/water sources.

⊕ Get More Out of Your Plan:

As appropriate, incorporate the following into plans and programs, consistent with your organization's roles and responsibilities:

- Acknowledge potential water supply issues identified in your community's water supply profile (*Appendix 1 of the Master Water Supply Plan*) and support partnerships to address them in local water supply plans and water appropriation permit applications.

- Determine if available information is adequate to locally verify the issues identified in your community's water supply profile. If so, provide references to local studies done to evaluate water supply issues.

- As appropriate, support collaborative efforts to evaluate the likelihood of significant declines in aquifer water levels before water appropriation permits are requested. The analysis may be determined in consultation with DNR.

- Work with partners to evaluate relationships between aquifer withdrawals and surface water features. If a connection is likely, management plans should include aquifer testing, monitoring water levels and pumping rates and surface water flow, triggers and actions to protect aquifer levels, a schedule for periodic analysis of data to identify the need for action to mitigate impacts, and a schedule for periodic and timely reporting to DNR.

- Collaborate with partners, including MDH, to support local actions that prevent the spread of contamination.

- Work with partners to identify opportunities for sharing information, reducing duplicate work, and partnering on projects that improve understanding about aquifer productivity and extent.

- If a Groundwater Management Area has been designated in your area, partner with DNR and neighboring water users to use water in accordance with the approved plan.

- Support collaborative efforts to periodically review local water supply risks and potential alternatives to mitigate those risks. Technical advances, regulatory adjustments and sub-regional developments can present new opportunities to enhance the resiliency, sustainability, and affordability of their water supplies.

- Continue to work with local, state and federal agencies on water supply issues, if required.

We Can Help!

- Review potential water supply issues on your community water supply profile (*Appendix 1 of the Master Water Supply Plan*) or on an interactive water supply map theme.

- Consider *MDH source water protection* information and guidance to protect your source water such as *stormwater infiltration guidance, guidance for drinking water, land use and water supply planning*, and guidance on *private well testing*.

- Consider resources for managing *potential agricultural contamination sources* (MDA).

- Learn more about *potential contamination sources in your area* (MPCA).

- Incorporate information from the DNR's cooperative *groundwater*, *stream*, and *lake* monitoring networks.

- More information about a variety of water resources issues is available through the *Key Water Information Catalog*.

- Request *technical assistance and/or support for outreach*.

SUB-REGIONAL COLLABORATION

Water supplies cross political boundaries and partnerships are needed to effectively manage diverse needs. Many work groups are forming across the region to share information and lessons learned.

Minimum Requirements:

- If the community has a municipal community public water supply system, complete all information in the *DNR & Metropolitan Council water supply plan template*. Information must be submitted in the template provided and submitted through the *MnDNR Permit and Reporting System (MPARS)*.

Get More Out of Your Plan:

- Work with others to share information about water supply-related issues, so that community water supply planning needs are also supported by neighboring and overlapping plans (watershed plans, wellhead protection plans, local water supply plans, Groundwater Management Area plans, etc.).

We Can Help!

- Review potential water supply issues on your sub-region, county, or watershed water supply profile (*Appendix 1 of the Master Water Supply Plan*) or on an interactive water supply map theme.

- Consider participating on a *sub-regional water supply workgroup*.

- *Request technical assistance and/or support for outreach*.

PARKS AND TRAILS

Parks and open space are key contributors to the region's livability, sustainability, and quality of life. Parks and open space strengthen residents' physical, psychological, and social wellbeing by providing opportunities for recreation, stress reduction, and social interaction. Natural areas provide environmental benefits by preserving natural resources, reducing air pollution, and managing stormwater runoff.

The *2040 Regional Parks Policy Plan* is the metropolitan system plan for the Regional Parks System. The Regional Parks System was created by the Legislature in 1974, and is supported by the Metropolitan Council in partnership with ten regional park implementing agencies that own and operate regional parks and trails. The Regional Parks System is one component of the greater recreation and open space system that includes local, state, and federal parks and open space areas, as well as private and nonprofit facilities. All play an important role in supporting and protecting the overall outdoor recreation system and should be recognized in your local comprehensive plan.

Parks & Trails Plan

REGIONAL PARKS AND TRAILS

The Regional Parks System primarily consists of lands located in high-quality natural resource settings that are contiguous to lakes, rivers, or other water bodies. Natural resource restoration and protection is a key objective. The Regional Parks System contains large areas of land that often extend into multiple communities. Federal and state recreation and open space lands generally serve similar recreational needs as the Regional Parks System. Your comprehensive plan should identify, map, and plan for all of the Regional Parks System components as well as federal and state recreation and open space lands that are located within your community.

☑ Minimum Requirements:

- Describe, map, and label the Regional Parks System facilities that are located in your community.

- If no portion of the Regional Parks System falls within your community, state that fact in your comprehensive plan.

- Describe, map, and label the federal and state recreational lands within your community, as shown on your System Statement.

- Depict existing regional parkland with a land use of "Park" (or your community's equivalent) on your Existing Land Use map.

- Acknowledge the Council-approved master plan boundaries of regional parks, park reserves, and special recreation features by guiding the properties with a land use of "Park" (or your community's equivalent) on your Future Land Use map.

⊕ Get More Out of Your Plan:

- Collaborate with staff from your regional park implementing agency in preparing your comprehensive plan.

- Plan for compatible land uses adjacent to Regional Parks System facilities.

❓ We Can Help!

- See more details on the Regional Parks System Plan in Chapter 3 of the *2040 Regional Parks Policy Plan*.

- *Download parks and trails GIS data* on the Minnesota Geospatial Commons.

- Contact your *sector rep* for further assistance and to connect with the appropriate regional parks and natural resources staff.

- Connect with the Council *regional parks staff* for parks related questions.

- Connect with your *Regional Park Implementing Agency*.

LOCAL PARKS AND TRAILS

Local recreational open space facilities are an important component of the overall outdoor recreation system in the region. Local parks are often more intensely developed than regional parks and provide facilities for active recreation such as playgrounds, athletic fields, sport courts, and aquatic centers. Local parks are designed to serve a neighborhood or community and are frequently located in residential areas.

☑ Minimum Requirements:

- Describe and map your existing and proposed local parks, trails, and recreation facilities.

- Include a capital improvement program for parks and open space facilities as part of your implementation program.

⊕ Get More Out of Your Plan:

- Include high quality natural resources as part of your local park planning.

- Address the linkage of local land use to local and regional parks and open space.

- Consider people's changing recreational preferences in planning your local parks.

- Plan and develop local trail connections to regional parks and trails as identified in the *2040 Regional Parks Policy Plan*.

- Plan for and connect to the Regional Bicycle Transportation Network as identified in the *2040 Transportation Policy Plan*.

- Coordinate with adjacent communities in planning for local trails that cross jurisdictional boundaries.

- Prioritize parks and trails; they create opportunities for community members to increase their physical activity, which can improve mental health, decrease obesity, diabetes, heart disease and other chronic diseases. (*Minnesota Healthy Planning: How-To Guide*, page 17)

- Locate pedestrian trail access within ¼ mile and bicycle trail access within 1 mile of residential or commercial destinations. (*Minnesota Healthy Planning: How-To Guide*, page 61)

- Consider people's changing recreational preferences in planning your local parks. Evaluate population size and demographic characteristics to determine the specific needs for park space, proximity, access and community facilities that serve as the foundation for park systems. (*Minnesota Healthy Planning: How-To Guide*, page 63)

- Take into account the value of tree canopy; preserving a healthy tree canopy can serve a number of public health benefits such providing shade on hot days, reduce heat island effects, improve air quality, improve water quality, improve livability and more. (*Minnesota Healthy Planning: How-To Guide*, page 65)

We Can Help!

- The 2040 Regional Parks Policy Plan includes a Classification System for Local and Regional Facilities (*Table 3-1*) that provides guidance on the use, service area, size, and location for various park and trail facilities.

- *Download parks and trails GIS data* on the Minnesota Geospatial Commons.

- The Metropolitan Council's *Regional Park Use Among Select Communities of Color* report includes information that can be useful in planning for diverse park users.

HOUSING

The Council's overall housing policy priority is to:

> ***Create housing options that give people in all life stages and of all economic means viable choices for safe, stable and affordable homes.***

Housing choices allow households to find housing affordable to them in the communities where they want to live. A full range of housing types can help increase resiliency as local governments experience changing demographics and economic conditions. Housing elements are an opportunity to state a local government's specific policy priorities around housing choice within their community.

The information found here will help you develop a Housing Element and related Implementation Plan that meets minimum requirements of the Metropolitan Land Planning Act and is consistent with the adopted *2040 Housing Policy Plan*. Counties may have different requirements than cities depending on their location. If you are preparing a County Comprehensive plan this *FAQ* will provide more information.

Housing Plan

EXISTING HOUSING NEEDS

An assessment of the existing housing conditions in your community is the first step in determining existing housing needs. Communities may use alternative data to meet minimum requirements if the sources are reasonably credible.

☑ Minimum Requirements:

- Complete an existing housing assessment, including:

  - A table of existing local conditions, including the following information:

    1. Total number of housing units.

    2. Number of housing units affordable to households with incomes at or below 30% Area Median Income (AMI), between 31 and 50% AMI, and between 51 and 80% AMI. *What these income ranges mean and how they translate to affordable housing costs*.

    3. Number of housing units that are owner occupied.

    4. Number of housing units that are rental.

    5. Number of single family homes.

    6. Number of multi-family homes.

7. Number of publicly subsidized housing units by the following types: senior housing, housing for people with disabilities, and all other publicly subsidized units. Include expiration dates of affordability requirements when applicable.

8. Number of existing households that are experiencing housing cost burden with incomes at or below 30% Area Median Income (AMI), between 31 -50% AMI, and 51 -80% AMI.

- A map of owner-occupied housing units (found on your *Community Page*) identifying their assessed values. At a minimum, differentiate the values above and below $243,500. *What is this number and how is it calculated?*

- A narrative analysis of existing housing needs. At a minimum address the components of the existing housing assessment within the local context of your community. Plans consistent with Council policy will clearly identify existing housing needs and priorities for the community.

✚ Get More Out of Your Plan:

- Your analysis of existing housing needs will be more effective if it addresses potential barriers to meeting those needs. Consider different types of barriers in your analysis, including but not limited to physical, financial, and political challenges. For deeper consideration of barriers to meeting housing needs, check out the *2014 Analysis of Impediments to Fair Housing Choice: Twin Cities Region* and the *2017 Addendum to the 2014 Regional Analysis of Impediments*, or the Metropolitan Council's *Choice, Place and Opportunity* report.

- Many communities have more detailed information about their existing housing conditions than needed to meet minimum requirements. Communities are encouraged to include additional information for their existing housing needs analysis if available, including:

  - Historical data on housing needs (for context)

  - How a community's needs align with the relevant *Consolidated Plan*

  - School District boundaries within the community

  - The geographic distribution of rental housing costs in the community

- Prioritize creating green and healthy housing for all household sizes and incomes. Healthy housing is beneficial in many ways. (*Minnesota Healthy Planning: How-To Guide*, page 10)

- Consider using a housing-cost burden that incorporates the cost of transportation to employment opportunities, goods and services (i.e., no more than 30-40% of monthly income spent on housing and transportation). (*Minnesota Healthy Planning: How-To Guide*, page 30)

❓ We Can Help!

- You can find your existing housing assessment tables and maps on your *Community Page*.

- We've provided a detailed explanation of data sources and methodologies used in the tables and maps provided.

PROJECTED HOUSING NEED

Forecasted household growth and future housing needs go hand in hand. Land use plans are the primary guidance communities have to accommodate household growth. Accommodating new affordable housing can be particularly challenging. A significant share of the household growth expected between 2021 and 2030 will be at income levels in need of affordable housing.

For communities that have forecasted growth in sewer-serviced areas, projected affordable housing needs are allocated by the Council and must be addressed through density minimums. Some

communities are not anticipating sewer-serviced growth and therefore do not have an allocation of affordable housing need, nor must they guide land at minimum densities to support the development of affordable housing.

☑ Minimum Requirements:

- Discuss how the land use plan addresses the future housing need for your forecasted growth.

☑ For Those Communities with an Affordable Housing Need Allocation:

- Acknowledge your community's allocation of the region's need for affordable housing at three levels of affordability: <30% AMI, 31-50% AMI, and 51-80% AMI. *How is this calculated?*

- Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options:

    1. Option 1: Guide sufficient land at minimum residential densities of 8 units/acre to support your community's total allocation of affordable housing need for 2021 – 2030. This option may be best for communities that find it difficult to support densities of 12 units/acre (per Option 2), or prefer simplicity over flexibility in their density minimums.

    2. Option 2: Guide sufficient land at minimum residential densities of:

        - 12 units/acre to address your community's allocation of affordable housing need at <50% AMI. This combines your community's allocation at <30% AMI and 31-50% AMI.

        - 6 units/acre to address your community's allocation of affordable housing need at 51-80% AMI.

Option 2 may be best for communities that feel they can achieve affordable housing needs at 51-80% AMI with less than 8 units/acre. It also allows the affordable housing need to be addressed with less actual land, as is the case if communities choose to use even higher densities than are required. Furthermore, communities using Option 2 may guide land to meet their allocation of affordable housing need at 51-80% AMI using a minimum density range of 3-6 units/acre if they have demonstrated in the last 10 years the application of programs, ordinances, and/or local fiscal devices that led to the development of housing affordable at 51-80% AMI in their community. Examples include: density bonuses for affordable housing unit inclusion, local funding programs such as TIF, etc.

⊕ Get More Out of Your Plan:

- Often the minimum densities required are still not adequate to promote land availability for affordable housing. Exceeding the minimum densities, especially in strategic locations such as near transit or where scarce affordable housing is currently available, is encouraged.

- Incorporate views of nature when possible. A view of nature has been shown to improve overall job satisfaction, reduce number of physical ailments, improve test scores, shorten post-operative

hospital stays and decrease use of pain medication. (*Minnesota Healthy Planning: How-To Guide*, page 19)

- Create ordinances the increase flexibility to promote lifecycle housing. Lifecycle housing can provide appropriately sized housing for all stages of life including young professionals, families, empty-nesters and elderly. (*Minnesota Healthy Planning: How-To Guide*, page 33)

- Consider how the community is projected to grow to avoid overcrowding, which may be an issue in communities with expanding populations of families. Overcrowding is associated with health impacts, including physical issues, mental health issues and personal safety. (*Minnesota Healthy Planning: How-To Guide*, page 33)

- Consider the needs of the growing elderly population. They may desire smaller housing units, housing without stairs and housing closer to services that increases accessibility. (*Minnesota Healthy Planning: How-To Guide*, page 33)

We Can Help!

- Your community's allocation of the region's need for affordable housing – and the methodology that went into the calculations -- was published as part of an appendix in the *2040 Housing Policy Plan*. You can find your allocation on your *Community Page*.

IMPLEMENTATION PLAN

Identifying current and future housing needs gives us the information we need to plan effective implementation strategies. Existing and future needs identified in the housing element must be addressed in the implementation plan.

Minimum Requirements:

- A description of public programs, fiscal devices, and other specific actions that could be used to meet the existing and projected housing needs identified in the housing element. Include in what circumstances and in what sequence they would be used.

- Plans consistent with Council policy will clearly and directly link identified needs to available tools. Needs are identified within the three levels of affordability, and tools should therefore be addressed within the levels of affordability as well. *See an example.*

- Plans consistent with Council policy will consider all widely-accepted tools to address their housing needs. *A list of widely accepted tools* is provided, however, this list is not exhaustive. Communities are strongly encouraged to include any additional tools at their disposal when identifying how they will address their housing needs.

Get More Out of Your Plan:

- Your housing element is an opportunity to establish a strong set of policies and guidance that will support a more open and stable environment in which your housing goals can be met. Consider going beyond the minimum requirements and **creating a truly innovative, flexible housing strategy** for your community.

- The Urban Land Institute has put together a *Housing Toolbox* that could be useful as you work on this part of your plan.

- A recent report that highlights *ways to reduce the cost of affordable housing* is now available.

- Explore the relationship between local tools and incentives and the development feasibility of mixed income housing with the *Mixed Income Housing Calculator*.

We Can Help!

- Many additional tools to address housing needs are described in our resource section, and Council housing staff are available to discuss strategies with you at any time.

RESILIENCE

This section provides resources for communities working to integrate strategies into local comprehensive plans to be more resilient in the face of a changing climate. As communities adjust to increasingly extreme weather events, stress on public facilities, and higher costs of services, there is growing need to not only plan for these events, but to also reduce the impacts through conscious climate adaptation and resilience planning. Moreover, resiliency also considers reducing green house gas (GHG) emissions so that the extent of climate change does not exceed the capacity to adapt and become resilient.

Thrive MSP 2040 encourages planning for climate change as part of your comprehensive plan update. Climate *mitigation* strategies such as promoting land use and development patterns will contribute toward achieving Minnesota's adopted greenhouse gas emissions goals. Climate *adaptation* strategies such as recognizing changing rainfall patterns that require additional storm water management capacity acknowledge the new and growing risks associated with climate change.

Not all consequences of climate change are environmental; societal and economic challenges will need to be addressed as well. Resiliency is having the capacity to respond, adapt, and thrive under changing conditions. Consideration of vulnerabilities - and responses to those vulnerabilities - will strengthen your community's ability to prepare for and respond to climate impacts. Resiliency includes planning for more severe weather and prolonged heatwaves, for improved health of your residents, and planning for economic strength and diversity. As you may recognize from these examples, many elements that your community already includes in its plan and in actions it has already undertaken, address some resiliency issues.

Resilience Plan

INFRASTRUCTURE & ENVIRONMENT

Climate change has the potential to have major impacts on infrastructure and environmental assets in urban, suburban, and rural communities. Those assets are most directly threatened by the increased frequency and intensity of rain storms and heatwaves, which often lead to flooding and power outages, respectively. Completing assessments, utilizing resiliency tools, and applying best management practices are essential for protecting a community and region's infrastructure and environmental assets.

☑ Minimum Requirements:

- None.

➕ Get More Out of Your Plan:

Stormwater and Wastewater Infrastructure

- The increased frequency and intensity of large rain storms may require additional on-site capacity to manage stormwater, and off-site infiltration and storage to free capacity on stormwater conveyance systems. A failure to effectively manage capacity for stormwater conveyance systems may lead to sewer overflows and flooding at wastewater treatment facilities.

- o Minnesota Pollution Control Agency (MPCA) – *Stormwater Manual*
- o MN GreenStep Cities – *Protecting Water Supply and Wastewater Treatment Facilities*
- o MN GreenStep Cities – *Infrastructure Stress Transparency Tool: Wastewater Treatment, Sewer, and Drinking Water*
- o Environmental Protection Agency (EPA) – *Sustainable Water Infrastructure*

Road, Bridge, and Airport Infrastructure

- Roadway, bridge, and airport infrastructure are in a unique position where climate change mitigation as well as adaptation practices should and can be applied. Our roadways are ground-zero for our automobile greenhouse gas emissions, which are a major driver in climate change. More frequent and larger rain storms, a bi-product of climate change, then pose a risk to major transportation corridors and nodes, such as airports. A critical component of resilience planning is not only the performance of vulnerability and adaptation assessments to protect and ensure the continued movement of people and supplies during large rain storms for adaptation purposes, but also the implementation of policies like "Complete Streets" or "Living Streets" to mitigate for greenhouse gas emissions and surface runoff.

  - o **Roads & Bridges**, Bloomington, MN – *Green Streets for Blue Waters,* MN GreenStep Cities – *Living Streets Best Practice Actions,* Minnesota Department of Transportation (MnDOT) – *Flash Flood Vulnerability & Adaptation Pilot Project*, U.S. Department of Transportation Federal Highway Administration – *Renewable Energy in Highway Right-of-Way*
  - o **Airports**, Metropolitan Airports Commission (MAC) – *Energy Conservation Program*, *Build Sustainably*, Association of Bay Area Governments, Resilience Program - *Airport and Infrastructure Resilience*, *Oakland Airport Focus Area Shoreline Resilience Planning* and *Adapting to Rising Tides Project*

Environmental Assets – Air, Water, and Soil

- A dense and diverse community tree portfolio will build up resilience to climate change, as well as help mitigate urban heat island effect. Effective applications of landscaping, shoreland, wetland, inland waterways, and prairie land reclamation best management practices greatly assist in erosion control, improved soil quality, improved air quality, and improved water quality. Properly applied conservation, pollinator, and biodiversity plans provide ecological resilience against the spread of invasive species that come with higher annual temperatures.

  - o **Water**, MPCA - *Guidance Manual for Assessing the Quality of MN Surface Waters for Determination of Impairment*, City of Hutchinson, MN – *Local Surface Water Management Plan (Dec 2015)*, MN Department of Agriculture (MDA) – *The MN Water Management Framework*
  - o **Tree Canopy**, *i-Tree: Tools for Assessing and Managing Forests & Community Trees*, MN Shade Tree Advisory committee (MnSTAC) - *The Problem, Cost, & Solution for Emerald Ash Borer (EAB)*, UMN Center for Urban and Regional Affairs – *Money Does Grow on Trees: Investing in the City of Ramsey's Streetside Urban Forest*
  - o **Air**, MPCA - *Air Quality Dispersion Modeling (AQDM) Tool*
  - o **Soil**, MN Board of Water & Soil Resources - *Climate Change Trends and Action Report*, Urban Conservation Practices – *Carver County* Rain Gardens and Shoreline Restorations, Norman County – *Wetland Restoration of Farmland Susceptible to Flooding*
  - o **Pollinators & Prairie Lands**, MN Department of Natural Resources (MnDNR) - *Pollinator BMP and Habitat Restoration Guidelines*, *Minnesota Pollinator Resources*,

Prairie Establishment & Maintenance Technical Guidance for Solar Projects, MN State Agency – Pollinator Annual Report

- **Biodiversity & Landscaping**, MnDNR - *MN Scientific and Natural Areas Program – Biodiversity*, MN Board of Water and Soil Resources - *Landscape Resiliency Toolbox – Strategies and tools to Increase Resiliency to climate Change and other Stressors*

- **Wetlands & Shorelands**, MN Board of Water and Soil Resources – *Wetland Resiliency Calculator, Conservation Implementation – Native Vegetation/Seed*, MnDNR - *Shoreland Management – Restore Your Shore Tool*

We Can Help!

- We have additional guidance for other infrastructure resilience issues and opportunities in the plan elements for *Water Resources* (surface, drinking, wastewater), *Transportation* (roads, transit, ped/bike/aviation), and *Parks & Trails*.

- Give your *Sector Rep* a call to discuss ideas.

ENERGY INFRASTRUCTURE AND RESOURCES

Resilient energy infrastructure and reduced energy and water use enhances reliability of the electricity grid while mitigating climate change impacts. Local governments in the seven-county metropolitan area are required by *state law* to include an element in their Plan for protection and development of access to direct sunlight for solar energy systems. Given the availability of new data, our ability to measure solar as a resource has improved. Subsequently, communities will need to provide data, maps, and policies for the protection and development of solar resources in their plan updates.

Minimum Requirements:

- Solar Resource Protection: Include your community's Minnesota Solar Suitability Analysis Map. This is available on your *Community Page*.

- Solar Resource Protection: Include calculations of your community's gross solar and rooftop solar resource. This is available on your *Community Page*.

- Solar Resource Development: Include a policy or policies relating to the development of access to direct sunlight for solar energy systems.

- Solar Resource Development: Include strategies needed to implement the policy or policies.

Get More Out of Your Plan:

Renewable Energy

- Explore solar energy example *Plan language* for goals, policies, and strategies.

- Assess best practices for addressing solar energy development in your comprehensive plan. *The Minnesota Grow Solar Planning/Zoning/ Permitting Toolkit* contains best practices and model ordinances that are specific for Minnesota communities.

- The national *SolSmart* certification program can provide additional technical assistance for making your community solar-ready. SolSmart certification can be used to demonstrate that the community

has met statutory minimum standards for protecting and developing solar resources. The Council currently has a SolSmart Advisor on staff; please contact your *Sector Rep* for assistance in planning for solar.

- Evaluate options for implementing your policy for solar by reviewing local ordinance examples from Cities like *Falcon Heights* or *Rosemount*. Include developing a solar ordinance as an implementation strategy in your plan.

- Identify areas of potential solar production in your community using the University of Minnesota's *solar mapping tool*.

- The *Solar Outreach Partnership* hosts information and resources to facilitate solar energy adoption for local governments, including workshops, peer-to-peer sharing, research, and online tools and reports.

- *GreenStep Cities* can get additional direct assistance for mapping or energy planning from the *Metro Clean Energy Resource Teams* and the *Great Plains Institute*. Additional assistance includes analysis of gross solar and rooftop solar generation potential to community energy use, more granular mapping of the solar resource, and best practices for solar development goals.

- The American Planning Association has compiled renewable energy guidance on how to address energy resources in your comprehensive plan. The *solar energy PAS* examples and the *PAS reports* are free of charge, and the *energy/climate* and *wind energy* examples are available for sale on the APA website.

- Consider renewable energy as an interim use on underutilized or brownfield land. The City of Hutchinson won the *2017 Environmental Initiative Award* for its *400kW landfill-mounted solar energy system*. A developer *presentation* details how the city utilized its landfill site for energy generation. The *EPA's Re-Powering Mapping & Screening Tools* can help you identify renewable energy potential on contaminated land, landfills, and mine sites.

Energy Efficiency and Conservation

- Consider implementing policy options contained in the Georgetown Climate Center report, "*MN Options to Increase Climate Resilience in Buildings*."

- Explore including supportive goals and policies for capturing your community's energy efficiency resources through encouraging sustainable building design, such as Saint Paul's *Sustainable Building policy*.

- Consider establishing a formal collaboration with an energy utility as an implementation step, similar to the *Clean Energy Partnership* in Minneapolis or participating in the *Partners in Energy* initiative with Xcel Energy program.

- Explore adopting a commercial building benchmarking ordinance such as has been implemented by the *City of Minneapolis*.

- Consider *Property Assessed Clean Energy (PACE)* as an implementation tool in your Plan. PACE is a financing tool that allows property owners to access competitive private financing through a partnership with local governments and the St. Paul Port Authority. Building owners who use PACE financing for their energy improvements pay back the financing through property taxes, as a voluntary special assessment. Consult the Authority about Joint Powers Agreement opportunities.

- Review Minnesota Housing's "*Home Fix Up Fund*" to address weatherization and energy conservation in existing buildings.

- Utilize policy and implementation tools in developing local energy systems from the *Minnesota Local Government Project for Energy Planning* (LoGoPEP), including an *energy planning guide* and *workbook* for the 2040 comprehensive planning process, a sample city climate resilience *request for proposal*, an *example analysis of energy existing conditions* documenting a city's energy use profile and available energy resources, and a *solar energy calculator* to assist in setting solar energy development goals.

- Benchmark your own efforts with the City of St. Louis Park, which successfully adopted an *Energy Action Plan* through an energy planning process conducted by Xcel Energy. The process included residents and business owners and developed goals and strategies to increase community efforts around sustainable energy.

❓ We Can Help!

- Access your *Community Page* to find solar maps and calculations. We've provided this information for you.

- If you want to know more about the Solar Resource Protection requirement maps and calculations, we have created a *Factsheet* for you.

- If you want to know more about the Solar Resource Development requirement model policies and strategies, we have created a *Factsheet* for you.

- Watch our PlanIt webinar entitled *"Comprehensive Planning for Solar Energy Systems"*. The webinar details specific statutory requirements, solar market conditions and trends, and policies and implementation strategies for solar planning.

- Check out *Mahtomedi*'s summarized Resilience and Sustainability vision and policies from its 2040 draft plan.

- If you would like to learn more about what other local communities are doing, please contact your *Sector Rep*.

HEALTHY COMMUNITIES

The health and welfare of residents is a priority for all cities. Fostering healthy communities through better food choices, complete streets, and advocating for active living can strengthen a population and reduce the impact of climate related events. Resiliency issues and opportunities related to healthy community transportation (Healthy Environment, Bicycling and Walking) and access to recreation and green space (Regional and Local Parks and Trails) are addressed in the *Transportation* and *Parks* elements of the Local Planning Handbook.

☑ Minimum Requirements:

- None

➕ Get More Out of Your Plan:

- Consider how your community could prepare for the health vulnerabilities to climate change identified in the *Minnesota Climate Change Vulnerability Assessment* prepared by the Minnesota Department of Health.
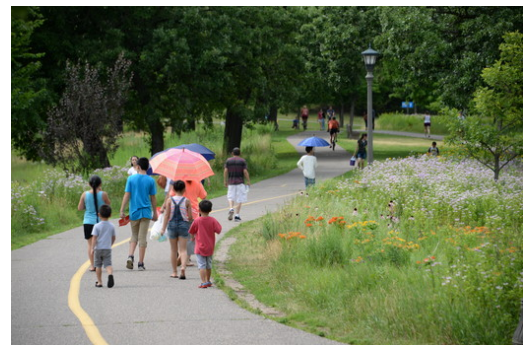
- Consult *GreenStep Cities* best practices #11, #12, #16, #23, and #27 regarding Healthy Community for goals and strategies that can be incorporated into your Plan.

- The *urban heat island effect* is a specific climate adaptation health risk that can be addressed in your plan. This effect can increase temperatures several degrees higher than the less developed areas around them and can affect communities by increasing summertime peak energy demand, air conditioning costs, air pollution and greenhouse gas emissions, heat-related illness and mortality, and water quality. Explore opportunities to integrate *EPA heat island mitigation strategies* into your local comprehensive plan, education and engagement efforts, and other plans and ordinances.

- Offering views of greenery can help reduce stress levels and provide a connection to nature Explore how to reserve sightlines and views of greenery (e.g., Mississippi River, lakes, bluffs, etc.) from public, residential and commercial buildings with the *Minnesota Healthy Planning: How-To Guide* (pages 68-69)

- Consider expansion and maintenance of vegetated open space and green infrastructure installation to improve water quality and manage stormwater, like the *City of Maplewood*.

- Learn how to eliminate food deserts and ensure that your community has reliable access to healthy, safe, and affordable food with the *Minnesota Food Charter Food Access Planning Guide*.

- Residents who can easily and comfortably move on foot in their neighborhoods tend to get more physical activity and feel safer. Conduct a *walkability survey* to gauge how mobile the conditions of your area are..

- Consider conducting a Health Impact Assessment (HIA) of your existing plan as part of the development of your 2040 plan, like the *City of St. Louis Park*.

- Use the *Comprehensive Planning for a Healthy Community Checklist Tool* to help determine what health-supporting policies already exist in your comprehensive plan, and what policies you should consider.

❓ We Can Help!

- A 2040 draft plan example from the City of *Osseo* uses health priorities and outcomes as a focus throughout all chapters of the plan. Previous plan examples from *Hopkins* and *Roseville* may help you address this section of your plan.

- Do you want to consider alternative outreach formats, but are not sure where to start? Give your *Sector Rep* a call about ideas.

ECONOMY & SOCIETY

A diverse local economy that strategically uses local resources is less vulnerable to economic volatility and regional or global recession. Minimizing exposure of city budgets to the risk of property value fluctuations or development cycles will help cities be better prepared for circumstances beyond normal operations. In addition, socially cohesive and engaged communities are better positioned to respond to natural and economic crises. Planning for regular engagement with residents and businesses, and measuring progress toward goals (and communicating progress to residents) will help create a strong network during and after critical weather or environmental events or economic crises. In addition, integrating hazard mitigation into the local comprehensive plan establishes resilience as an overarching community value to avoid increased hazard vulnerability by guiding future growth and development away from areas with known hazards (e.g. increasing flood plain size, steep slopes, etc.) or otherwise finding solutions to address them.

☑ Minimum Requirements:

- None

➕ Get More Out of Your Plan:

- Consider alternatives to the traditional planning and public outreach process. Ideas include morning meetings, childcare, venues which are already gathering locations/events, social media, "meeting in a box", on-line resources.

- GreenStep City Best practice #24, *Benchmarks and Community Engagement*, provides best practices examples of how communities can set benchmarks, measure progress, communicate to residents and businesses, and foster a trust relationship with people in the community through communication and engagement.

- *The Government Alliance on Race and Equity* offer resources and trainings in meaningful, equitable, engagement. Voices for Racial Justice have put together a very concise *Racial Equity Impact Assessment Pocket Guide* for use in decision-making and implementation to ensure equitable outcomes.

- Consider planning for the most vulnerable of your population in all aspects of the comprehensive plan, as climate can have varying impacts on vulnerable populations such as elderly, young, and impoverished populations. The Minnesota Department of Health's *Public Health Data Access Portal* is a great starting point for accessing health information. Headwaters Economics has produced a *Populations at Risk tool* for identifying vulnerable populations in your community. The Georgetown Climate Center's newly launched *Adaptation Equity Portal* offers resources for equity-focused community resilience work.

- Many local governments have a Federal Emergency Management Agency (FEMA) approved hazard mitigation plan to be eligible for federal disaster mitigation assistance funds. Consider integrating your hazard mitigation plan into your comprehensive plan to help you assess your community's vulnerabilities and incorporate resiliency into your plans. FEMA's fact sheet called *Integrating Hazard Mitigation into the Comprehensive Plan* provides a good starting point.

- Additional GreenStep Cities best practices that address the Economy and Society component of community resiliency include Best Practice #25 *Green Business Development*, #27 *Local Food*, and #28 *Business Synergies*.

- If approached sensitively, the redevelopment of blighted brownfield areas can transform the local economy and society. *The Brownfield Health Indicator Tool*, developed by Minnesota Department of Health and Minnesota Brownfields can provide a best practice template for how to approach challenging redevelopment opportunities.

- The collaborative project *Risky Business* highlights and quantifies the economic cost of climate change in the US.

- Two strong frameworks for guiding and executing an overall Climate Change Assessment for a community are the *Saint Paul-Ramsey County Public Health Climate Change Vulnerability Assessment* and the *MN Climate Change Vulnerability Assessment*. The EPA's *Climate Change Adaptation Resource Center* (ARC-X) walks through the MN Climate Change Vulnerability Assessment process and provides applicable EPA tools.

We Can Help!

- Check out some Plan Examples from *Golden Valley* and *Woodbury* that may help you address this section of your plan.

- Give your *Sector Rep* a call to discuss ideas.

ECONOMIC COMPETITIVENESS

As acknowledged in *Thrive MSP 2040,* regional economic competitiveness is a core element of the Region's sustained prosperity. Collectively, the region must provide great locations for businesses to succeed – particularly those industries that export products or services beyond the metropolitan area and bring revenue and jobs to the region.

Economic competitiveness in the context of comprehensive planning refers to examining and strengthening the ability of the region to compete effectively and prosper in the global economy. **Economic development** typically refers to activities that directly aim to retain, attract, and grow businesses that bring wealth into a community or region. Economic development in our region is effectively carried out by organizations such as *Greater MSP*, economic development authorities, cities, port authorities, industry associations, the Minnesota Department of Employment and Economic Development (DEED), nonprofits, counties, chambers of commerce, and businesses. While the Metropolitan Council does not assume an active role in economic development, the Council's role in providing regional infrastructure, services, and amenities that serve as a foundation for economic growth is intended to align with and support ongoing economic development efforts to the greatest extent possible.

The economic competitiveness resources offered in the Local Planning Handbook are presented to support communities that choose to develop an economic development element or otherwise integrate economic competitiveness into their comprehensive plan.

Economic Competitiveness Plan

KEY INDUSTRIES/CENTERS OF EMPLOYMENT

Employment is the backbone of a healthy and functioning economy, thus an understanding of the dynamics of your community's existing and future employment base – and where and why employers locate where they do - is essential to maintaining and (where needed) improving local economic vitality and regional economic competitiveness.

☑ **Minimum Requirements:**

- None.

➕ **Get More Out of Your Plan:**

- Consider an analysis of the number and character of jobs and industries within your community. *The U.S. Cluster Mapping Project* can be a useful tool for examining Traded and Local industry clusters down to a countywide level, while *American Fact Finder* provides 2012 Economic Census data to a place and zip code level (to be released by June 2016).

7-County Metro Area	Traded	Local
Employment (2012)	672,044	941,462
Average Wage (2012)	$57,786	$38,172
Employment Change (2002 - 2011)	-7,534	31,913

Source: U.S. Cluster Mapping Project (http://clustermapping.us/), Institute for Strategy and Competitiveness, Harvard Business School, accessed 2/6/2015

- Utilize your community's Employment Forecasts to help characterize and guide the future development of employment areas in your community.

- Local plans can identify where, when, and how new employment areas will be guided to most effectively remain accessible to the regional workforce and leverage public and private investment in infrastructure.

- Many communities use the comprehensive plan to identify the proportion of housing opportunities that are accessible to employees in your community using a jobs-housing ratio.

❓ We Can Help!

- We can provide further analysis of industry "clusters" that drive the region's economy. For each of these key clusters, we have prepared **cluster profiles**.

- Professionals involved in industrial and office development provide unique and valuable perspective in the Comprehensive Planning process. We developed and distributed a survey to metro-area site selection professionals, which communities may choose to use as a template in the engagement process of their comprehensive plan.

REDEVELOPMENT

The redevelopment of underutilized or disinvested properties and districts is a complex but critical opportunity impacting local and regional economic competitiveness. The information provided in this section of the Handbook may supplement the plan's required objectives, policies, standards, and programs geared towards redevelopment.

☑ Minimum Requirements:

- *Minnesota Statutes § 473.859 Subd. 1* states that local comprehensive plans "shall contain objectives, policies, standards, and programs to guide… redevelopment and preservation for all lands and waters within the jurisdiction of the local governmental unit". The information provided in this section of the handbook is intended to assist communities as they grapple with the opportunities and challenges associated with development sites that are declining in value, viability, and marketability.

➕ Get More Out of Your Plan:

- Identify the presence of brownfield challenges in your community through mapping and characterizing these issues, and setting objectives and policies that position brownfield properties as an economic opportunity. *MPCA's "What's in My Neighborhood" application can be useful in locating perceived and confirmed brownfields.*

- Examine the presence of any declining major commercial development areas in the community and establish a strategy and policy framework to address "grayfields" that have become vacant or obsolete.

- If your community has a traditional downtown, assess existing conditions, identify capital programs and other initiatives to keep the downtown's economy viable, and determine how and what types of businesses would benefit from a downtown location.

- Municipalities and counties in Minnesota have the authority to enact several programs and strategies towards the redevelopment of declining properties and neighborhoods, and there are examples throughout the region of special authorities, districts, and financial tools that have been put in place to do just that. Identify those resources within your community and determine how local policies and programs can be directed to support those resources. Land that is underutilized and potentially contaminated contributes to blight, loss of property values and may adversely affect public health. (*Minnesota Healthy Planning: How-To Guide*, page 47)

❓ We Can Help!

- Our Tax Base Revitalization Account provides funding to investigate and clean up brownfields for redevelopment. View the *TBRA website* or contact your *Sector Representative* to find out more about this program.

EDUCATION AND WORKFORCE

In order to remain competitive in attracting, retaining, and developing businesses that have historically served as catalysts to our region's economic vitality, your plan should examine and relate to existing education and training programs and resources available to the current and future workforce, and seek to integrate policies and programs aimed at sustaining and growing a well-equipped workforce.

☑ Minimum Requirements:

- None.

➕ Get More Out of Your Plan:

- Investigate local data related to educational attainment, and match your strengths and weaknesses to economic goals, policies, issues, and opportunities.

- Integrate data and trends on employment and unemployment that help to reveal the need for policies and programs that can help to keep unemployment rates low.

- Strengthen your plan by integrating an assessment of your community's workforce. Indicate program and resource opportunities for education and workforce development to provide insights into housing choice, public services, and other key considerations.

- Workforce productivity can be a telling indicator of the strength and quality of the workforce, as it measures the output (for example, gross metropolitan product) per a specific input measure (such as hours worked).

- In the context of the comprehensive plan, your community will benefit from a better understanding of the local workforce's level of compensation.

- Identify programs that currently operate in your community and, where needed, support and strengthen the community's workforce development network through local policy and goal-setting.

We Can Help!

- Through a collaboration and data-sharing effort with Minnesota's Department of Employment and Economic Development (DEED), we have prepared maps that identify where some of the strongest occupations in our region's leading industries are located.

BUSINESS DEVELOPMENT

The most effective comprehensive plans are those that set an attainable vision for the sustained prosperity of a community's assets, including its business community. Your comprehensive plan should identify goals, actions, and policies directly targeted at the retention, attraction, and creation of businesses in your community.

☑ Minimum Requirements:

- None.

➕ Get More Out of Your Plan:

- Gather and analyze information on the mix of businesses in the community.

- Identify and assess the effectiveness of your community's existing Business Recruitment, Attraction, Retention, and Expansion efforts, and set goals and priorities for the efforts moving forward.

- Cultivate small business stability and growth by identifying resources, partnerships, networks, and programs that assist small businesses and entrepreneurs with issues such as management, accounting, financing, real estate, and marketing that the small business may not have the background or capacity to tackle without assistance.

- Assess existing incentive policies and programs in relation to your community's current character and future growth, as well as to identify opportunities to create, revisit or restructure your community's approach to business incentives.

- Identify appropriate areas where economic and land use conditions exist that might be strengthened through exploration of a special service district.

- Local food production and sales can improve community assets and provide fresh produce and healthy foods to nearby neighborhoods (*Minnesota Healthy Planning: How-To Guide*, page 72). For more information, please visit the *Minnesota Department of Health Healthy Places website*.

We Can Help!

- See the *resources section* for information about business development approaches that might be helpful in your community.

ECONOMIC INFORMATION, MONITORING, AND STRATEGIC INITIATIVES

Generally, the comprehensive plan should not serve as a community's economic development strategy. However, the comprehensive plan provides an excellent opportunity to identify important data, policies, and strategies that can help to inform and shape your community's approach to economic competitiveness.

☑ **Minimum Requirements:**

- None.

➕ **Get More Out of Your Plan:**

- Identify the key indicators that are important to your community, and establish a methodology for tracking and reporting on that information.

- Prepare an Economic Development Strategic Plan that directly addresses the community's short- and long-term economic development agenda. The Comprehensive Plan may help to set the framework for such an effort, and allow for the strategic plan to remain adaptable and attainable through the setting of strategic goals and actions for enhancing the local business climate.

❓ **We Can Help!**

- We maintain key information and trends about the region and every city, county, and township within, including charts and data on population, employment, income and poverty, housing, community, land use, and development. Check out our *Community Profiles*.

- Our research team writes reports about regional issues and trends, called "MetroStats". Published monthly, *MetroStats* present analyses of U.S. Census data and other Council datasets in an accessible format, useful to planners, policymakers, and researchers.

IMPLEMENTATION

Most components of your comprehensive plan identify **what** your community intends to do over the next 30 years. The implementation portion of your plan lays out **how** your community intends to do it and **when** infrastructure investments will occur. The implementation plan needs to describe the local ordinances, policies, public programs, and capital improvement plans for local systems that ensure implementation of your comprehensive plan and protection of public infrastructure.

Official controls are locally adopted ordinances, policies, design guidelines, fiscal tools, and other regulations that direct, guide, and assist in development decisions in your community and help to implement your plan. Your official controls may also need to be updated to remove conflict with new policy direction as outlined in _MN Statute 473.865_.

Implementation Plan

IMPLEMENTATION PLAN

Your implementation plan must have enough detail for us to determine if there are any impacts to or departures from regional plans and policies. The implementation plan will ensure that regional systems and infrastructure investments are protected and your local plan includes the tools and resources necessary to carry out its vision.

☑ **Minimum Requirements:**

- Describe all public programs, fiscal devices, and other actions that your community will use to implement your plan.

- Define a timeline as to when actions will be taken to implement each required element of your comprehensive plan.

- Include a Capital Improvement Program (CIP) for transportation, sewers, parks, water supply, and open space facilities. Specify the timing and sequence of major local public investments.

- The CIP must align with development staging identified in other parts of your plan and include budgets and expenditure schedules.

- Describe all relevant official controls addressing at least zoning, subdivision, water supply, and private sewer systems.

- Include a schedule for the preparation, adoption, and administration of needed changes to official controls.

- Include your local zoning map and zoning category descriptions. Identify what changes are needed to ensure zoning is not in conflict with your new land use plan and consistent with regional system plans and policies.

- Review and update official controls within 9 months of adopting your 2040 plan. Official controls must not be in conflict with your updated plan. You must provide copies of all revised official controls to us.

- The *Housing Plan Element* has implementation requirements as well. Refer to that section to ensure that implementation requirements for the Housing Action Plan are met.

☑ For Diversified Rural Communities with Flexible Development Ordinances:

- You must be consistent with the *Flexible Development Guidelines* adopted in August 2008. These guidelines apply to Diversified Rural communities with staging areas for future urbanization identified as Long Term Service Areas for regional wastewater services. If you have local ordinances that allow densities greater than 1 unit per 10 acres, such as open space ordinances, cluster developments, or density bonuses, (or other similar ordinances) you should review these guidelines.

⊕ Get More Out of Your Plan:

- Include Implementation Plans for other plan elements that may not be required. This approach will allow you to create action items for your entire plan as a whole and creates a local work plan to execute goals and objectives for your entire plan.

- Contact other local planners that have similar challenges to your community. See our *Local Planning Highlights* section to see some examples of challenges turned to successful implementation of a variety of topics.

- Consider collaborating across departments and sectors, including local and state public health departments, to help identify and implement strategies in the comprehensive plan to improve community health. For more information, please visit the *Minnesota Department of Health Healthy Places website*.

❓ We Can Help!

- Official controls are adopted ordinances, policies, design guidelines, fiscal tools, and other local regulations that direct, guide, and assist in development decisions in your community and they help to implement your plan. We have compiled **examples of local official controls** as you consider what may be helpful for your community.

- Many communities had thoughtful and effective implementation programs in their 2030 plans. We've compiled *Plan Examples* for you to consider. See if tools used in other communities may have relevance in yours.

COMMUNITY PAGES

We have created an individual webpage for each metropolitan jurisdiction required to complete a comprehensive plan update. This page is all about YOUR community. The tools and resources available on your Community Page reflect the requirements and information relevant to your comprehensive plan update. Visit your *Community Page* to find maps and tables, information on Council policy and the planning process, as well as grants and other resources.

Status Trackers for your Updates and Amendments. Status trackers identify Council review deadlines, Committee meeting dates, and show the movement of your project through our process. The time line starts when you submit your plan update or amendment online and appears for the 2040 Comprehensive Plan Update and any in-progress Comprehensive Plan Amendments.

2040 Comprehensive Plan Update

2040 Comp Plan Received	Supp Info Received	Completeness Review Due	CDC Review N/A	Env Committee Review	Met Council Review	120 Day Deadline N/A

Forecasts and Community Designations. The Council updates its 30-year *forecasts* at least once per decade. Forecasts indicate when, where and how much population, household and job growth the region and its communities can expect. Forecasts are used to help plan infrastructure needs and weave consistent growth expectations throughout your plan.
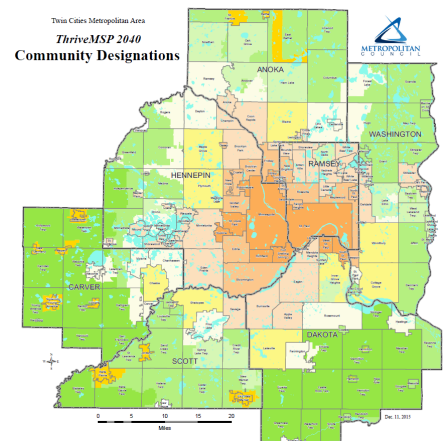
Allocation of Affordable Housing Need. The Need reflects what share of forecasted regional household growth will make less than a set threshold of income and therefore need affordable housing. The Allocation is the determination of each community's share of this regional need and the first step in helping to determine the housing goals and objectives in local comprehensive plans.

Sewer Allocation Forecasts. Your community-wide household, population and employment forecasts have been allocated based on the wastewater system serving your community. This allocation must be used in projecting future wastewater flows and system capacity to plan for additional infrastructure needs. This only applies to sewered communities.

Online Plan Submittal. You can now submit your comprehensive plan update and amendments online! Just complete a quick registration and login and you can simply upload your plan directly to us. The online submittal works for informal plan review, supplemental information, the 2040 comprehensive plan update and for plan amendments. Tools online can provide more details on *how to use the online submittal tool*, *requirements for submitting comprehensive plan amendments* and *comprehensive plan update submittal requirements*. Hard copy or digital (CD) submittals are still accepted.

There is so much more! Check out the *Local Planning Handbook* online to review your *Community Page*.

REVIEW PROCESS

Comprehensive Plan Updates

The Metropolitan Council is responsible for issuing system statements following the update of all metropolitan system plans. Communities must then update their local comprehensive plans to ensure consistency with the most recent adopted regional plans and policies. The Council is responsible for reviewing the local comprehensive plan updates and establishing the review process for these plans. The *Comprehensive Plan Updates* page outlines instructions for the entire comprehensive plan update review process with the Metropolitan Council, including:

- Before Submittal to the Metropolitan Council

- How To Submit Your Comprehensive plan to the Metropolitan Council

- Review by the Metropolitan Council

- Request for an Extension to the 2018 Deadline

- Plan Adoption

- Amending Your Plan

Comprehensive Plan Amendments

After your plan is adopted, it is common to amend the plan over time as a result of new development projects, completion of planning studies, changes in policy direction, or routine updates with new information.

The *Comprehensive Plan Amendments* page provides detailed guidance on:

- When to Amend Your Plan

- What To Do Before Amending Your Plan

- Review Timelines

- Content Requirements for an Amendment

- How to Submit the Amendment

- Administrative Review of Certain Plan Amendments

- Local Water Management and Local Water Supply Plan Amendments

COMPREHENSIVE PLAN UPDATES

All cities, counties, and townships within the seven-county metropolitan region must prepare a comprehensive plan and update that plan as needed every 10 years. Fort Snelling and the cities of Rockford, Hanover, Northfield, and New Prague are exempt. Counties must prepare comprehensive plans, although Hennepin, Ramsey, Anoka, and Dakota Counties do not have to prepare a land use plan.

The Council is charged with reviewing local comprehensive plans. We must review a plan for completeness before initiating the review process for an update or an amendment. A plan update is considered complete when it includes the elements required by statute and contains sufficient information for us to evaluate the following three primary criteria:

- **Conformance** with metropolitan system plans.
- **Consistency** with adopted policy plans.
- **Compatibility** with plans of affected and adjacent jurisdictions.

The minimum requirements sections under each *Plan Element* page provide you with the necessary information to submit a complete plan for review. These sections will help you understand the review process and steps to take to help you successfully complete your plan update. You can also find a checklist of minimum submittal requirements on your *Community Page*. Comprehensive plan updates are required to be submitted for review by **December 31, 2018**.

BEFORE SUBMITTAL TO THE METROPOLITAN COUNCIL

Before sending your Comprehensive Plan Update to Metropolitan Council for review, your community must complete the following steps in this order:

- Adjacent community review.
- Public hearing by planning body of your organization.
- Governing body authorization to submit plan to the Metropolitan Council for review.

Adjacent Community Review

Before formally submitting your local comprehensive plan update to the Metropolitan Council, you must provide adjacent and affected jurisdictions the opportunity to review and comment on your plan update. A mandatory six month review period accommodates this requirement. **It is important to factor this review into your schedule so that you can still meet the submittal deadline of December 31, 2018.**

Affected jurisdictions vary by community but can include school districts, watershed management organizations, state and federal agencies, park implementing agencies, transit providers, commissions, and adjacent cities, townships, and counties. We have listed these affected jurisdictions for you on your *Community Page*.

Prior to formal submittal of your local comprehensive plan update to the Council, all affected jurisdictions must provide comments, or the six month time period must elapse. The comments received by these jurisdictions and your subsequent response must be included with your formal plan update submittal. **You do not have to wait for the full six months to elapse if you have already received comments from all affected jurisdictions.**

There are many ways to share your plans with affected jurisdictions. Here are a few examples:

- Upload your draft comprehensive plan update onto your community's webpage and email affected jurisdictions a link to your community's website, OR

- Send a digital copy (CD), OR

- Print hard copies of the plan

We've gathered an *example of notification* to local governments to initiate adjacent community review.

Your Local Process

State law requires communities to hold a public hearing on their draft comprehensive plan update, prior to submitting the plan to the Council. Depending on the form of government you have, you may either hold this hearing at the city council or county board, or at your planning commission. You can hold as many public hearings as you deem necessary; however, the one held by the planning body prior to official submittal to the Council is required. Consult with your community's ordinances for your local requirements.

After your public hearing, your elected officials must take action to authorize your plan update to be submitted to the Metropolitan Council for review. We've prepared a *model resolution* for your reference.

HOW TO SUBMIT YOUR COMPREHENSIVE PLAN TO THE METROPOLITAN COUNCIL

When you submit your plan, you must include the following along with your plan:

- affected jurisdictions comments and your community's responses to those comments, and

- a copy of your adopted local resolution authorizing your plan to be submitted to us for review.

If you have any questions on submitting your plan, please contact your *Sector Rep*.

Online Submittal

We developed a registration and online submittal tool to receive your comprehensive plan updates, amendments, supplemental information, and preliminary submittals for review. This new tool will make the submittal process easier, reduce the need for paper copies, provide a simplified form, and eliminate delays in receiving your plan and initiating review of your plan update. The online submittal requires a simple registration step for users. Once registered and logged in, you can complete a short form online and upload your document for review. Check out the online submittal on your *Community Page* and read *How To Submit Online* for detailed instructions on *How to Register* and submit your comprehensive plan update, preliminary plans, plan amendments, or supplemental information.

Alternative Submittal by Mail

We still accept hard copies of plan update. If you prefer to print your plan update, you must also include an electronic copy. To meet completeness requirements, the electronic version must be a single PDF document of your entire plan and appendices, and it must be a *searchable PDF* (not scanned image). Your hard copy must also have other materials with your plan including the *Comprehensive Plan Update Application Form*, comments from affected jurisdictions, and a copy of your adopted local resolution authorizing your plan to be submitted to us for review. Mail your plan to us at the address below:

Reviews Coordinator
Metropolitan Council
390 North Robert Street
St. Paul, MN 55101
ReviewsCoordinator@metc.state.mn.us

Preliminary Plan Review by Council Staff

The Metropolitan Council offers the option of a preliminary review of the draft local comprehensive plan update. The preliminary review process is optional, but encouraged to make your formal review process easier. The preliminary review of the local plan can help identify any major issues prior to the formal review process, which is tied to a statutory review process and timeline.

This preliminary review helps to identify missing information and allows staff from both the Council and the community to work together to resolve any potential conformance, consistency, or compatibility issues. Contact your *Sector Rep* to see if a preliminary review would be helpful for your community.

We aim to provide preliminary review comments to you in about 30 calendar days. You can submit your plan for review beginning January 1, 2016. We will accept plans for preliminary review through September 30, 2018.

Your preliminary review can be submitted online, just like your official comprehensive plan update or a comprehensive plan amendment. See the information on *How to Submit Online*.

Comprehensive Plan Update Review

You must submit your plan to us for review by December 31, 2018.

When you submit your plan update, we review the plan for completeness. This step ensures that the plan includes all of the required elements and supporting information we need to evaluate it for conformance with system plans, consistency with Council policies, and compatibility with plans of affected jurisdictions. We have 15 business days to determine completeness. If we find your plan incomplete for review, our letter to you will identify the missing items, and review of the plan will be suspended until we receive supplemental information.

If your plan is found to be complete for review, we have 120 calendar days (from the day we initially received your plan) to complete our review and to take final action on your plan. Taking final action on your plan means that our committees reviewed and recommended action to the Council, and then the Metropolitan Council determined whether or not your plan can be put into effect.

Before going to the Council, all plans go to the Community Development Committee for their review and recommendation. If your comprehensive plan includes a Tier II Sewer Plan, it will also go to the Environmental Committee for review. Tier II Sewer Plans are required for all communities that have regional sewer service or have plans for regional sewer service in this planning period, and for all communities that operate their own wastewater treatment facilities.

Once the Council makes its determination, we will send a letter explaining their action and your next steps. We will include our staff report for your records.

You can follow your review process with the Status Tracker on your *Community Page*, or just contact your *Sector Rep* with any questions.

If we find that your plan does not conform to our system plans, and it either has the potential to have a substantial impact on a metropolitan system or to represent a significant departure from a system plan, we can require you to modify your plan. A plan modification can be contested. Minnesota law defines the specific legal process for plan modifications (*MN Statute 473.175*) and contesting a requirement for plan modification (*MN Statute 473.866*).

Communities can now request an extension of up to 12 months to the 2040 Comprehensive Plan Update submittal deadline. Interested communities need to submit an adopted local resolution (*sample*

resolution) and a completed *extension request form* by **May 31, 2018**. Council staff will then review these requests and amend any planning grant agreements, if applicable. Requests should be emailed to *reviewscoordinator@metc.state.mn.us*or mailed to the address below:

Reviews Coordinator

390 North Robert Street

St. Paul, MN 55101

Please contact your *Sector Representative* if you have any questions.

PLAN ADOPTION

Once your plan has gone through the review process by the Council and may be placed into effect, there are a few more steps to take before you are finished with your comprehensive plan update. **Within nine months of the Metropolitan Council's final action, you must:**

- Formally adopt your final comprehensive plan update and comprehensive sewer plan by resolution. If we have recommended changes, you need to incorporate those changes into the plan or respond to the Council before you complete the final adoption of your plan. Here are some *examples of resolutions* of adoption.

- Submit a copy of your resolution indicating final approval of your plan update, including the comprehensive sewer plan to us.

  - Your comprehensive sewer plan only becomes effective once you've completed the final adoption of your comprehensive plan update. You may not implement plans to alter, expand, or improve the local sewage disposal system until this is complete.

  - Communities without a comprehensive sewer plan can use this *example of the adopting resolution (Word document)*.

- Submit one electronic copy and one hard copy of your complete plan update to us. The electronic copy can be submitted online. The electronic copy must be a single *searchable PDF* (not scanned image) document. A hard copy is still necessary so our library can make all final adopted plans available for public review.

- Adopt official controls as described in your adopted comprehensive plan update and submit copies of your updated official controls to us within 30 days after adoption. The Council does not officially review these, but retains them for tracking and information purposes.

- Adoption of official controls or fiscal devices that conflict with your comprehensive plan or which permit activities that conflict with metropolitan system plans is not permitted. If your official controls conflict with your plan, they must be amended within nine months following adoption of your plan.

AMENDING YOUR PLAN

After your plan is adopted, it is common to amend the plan over time as a result of new development projects, completion of planning studies, changes in policy direction, or routine updates with new information.

Please refer to the *Comprehensive Plan Amendments* page for detailed guidance on:

- When to Amend Your Plan

- What To Do Before Amending Your Plan

- Review Timelines

- Content Requirements for an Amendment

- How to Submit the Amendment

- Administrative Review of Certain Plan Amendments

- Local Water Management and Local Water Supply Plan Amendments

Amendments to Comprehensive Plans

The deadline for amendments to 2030 comprehensive plans has passed. Please keep in mind the following as you consider potential amendments to your 2040 comprehensive plan:

- Your community's existing 2030 comprehensive plan will remain in full force and effect until your community has adopted your 2040 comprehensive plan after authorization from the Metropolitan Council.

- If your community has not yet submitted your 2040 comprehensive plan for review, any changes that would otherwise be proposed as amendments should be incorporated into your submittal prior to the Council reviewing and acting on the proposed plan.

- You should ensure to continue to meet the adjacent and affected jurisdictional review requirements for any changes to your draft 2040 comprehensive plans.

- Your community can amend your 2040 comprehensive plan following formal adoption by the City and transmittal of the final document to the Council.

Contact your *Sector Representative* if you have additional questions.

COMPREHENSIVE PLAN AMENDMENTS

The information below will guide you through the comprehensive plan amendment process. This includes administrative review and waiver of adjacent community review. Comprehensive Plan Amendments (CPAs) can now be submitted online through your *Community Page*. You can also use the *Comprehensive Plan Amendment Submittal Guide*. If you have any questions throughout this process, contact your *Sector Representative*.

WHEN TO AMEND YOUR PLAN

If your community changes any part of your adopted comprehensive plan, you must submit the comprehensive plan amendment to the Council for review. Communities amend their comprehensive plans for various reasons, such as:

- Changes resulting from neighborhood or small area planning activities
- Land use changes to allow a proposed development
- Proposed forecast changes or proposed MUSA changes in service or staging
- Text changes to revise a policy or land use category
- Routine updates to incorporate new information or update a public facilities element

The deadline for amendments to 2030 comprehensive plans has passed. Please keep in mind the following as you consider potential amendments to your 2040 comprehensive plan:

- Your community's existing 2030 comprehensive plan will remain in full force and effect until your community has adopted your 2040 comprehensive plan after authorization from the Metropolitan Council.
- If your community has not yet submitted your 2040 comprehensive plan for review, any changes that would otherwise be proposed as amendments should be incorporated into your submittal prior to the Council reviewing and acting on the proposed plan.
- You should ensure to continue to meet the adjacent and affected jurisdictional review requirements for any changes to your draft 2040 comprehensive plans.
- Your community can amend your 2040 comprehensive plan following formal adoption by the City and transmittal of the final document to the Council.

Contact your *Sector Representative* if you have additional questions.

WHAT TO DO BEFORE AMENDING YOUR PLAN

Before submitting a comprehensive plan amendment to the Council for review, you must take the following steps:

- Recommendation of the local planning body
- Local governing body authorization for the amendment to be submitted for Metropolitan Council review
- Adjacent governmental units and affected school districts review

Adjacent Review Period

Your community must allow adjacent governments, affected special districts, and affected school districts up to 60 days to review the comprehensive plan amendment. This waiting period allows others to review and comment on the amendment before our review. If you receive written comments from all

jurisdictions prior to the end of 60 days, you may submit your plan at that time. We've gathered an *example of notification* to local governments to initiate adjacent community review.

Adjacent Review Period Waiver

The Council may allow a shorter review and comment period for amendments or may waive the review and comment period if an amendment involves lands that are not contiguous to other local governmental units. This waiver must be approved prior to submittal to the Council for review. Contact your *Sector Representative* before completing your amendment.

For an amendment, a community may receive a waiver for the adjacent review and comment period if all of the following are met:

1. The amendment involves a site of 40 acres or less;

2. The amendment does not change the community's growth forecasts for 2010-2030 or the TAZ allocations; and

3. The amendment site is either:

   • More than one quarter (1/4) of a mile from an adjacent jurisdiction, or

   • Beyond the distance or area which the community's adopted ordinances require notice to adjacent or affected property owners, whichever distance is less.

A community may be eligible to waive the adjacent community review and comment period for a text change in your plan, whose cumulative impacts meet the criteria described above.

Remember, this waiver must be approved prior to submittal to the Council for review. Contact your *Sector Representative* for more information.

CONTENT REQUIREMENTS FOR AN AMENDMENT

Submit the completed comprehensive plan amendment online on your *Community Page*. Include in your submittal the following information for each comprehensive plan amendment:

1. Color maps (8.5 x 11 or 11 x 17) showing the following:

   • General location of proposed changes
   • Current planned land use and proposed planned land use
   • Current and proposed sewer staging changes

2. Staff report to planning commission or local governing body.

3. Other relevant information related to the amendment including:

   • Whether or not the proposed amendment has impacts on regional systems including transportation, wastewater, and regional parks.
   • Whether the proposed amendment includes any land within the Mississippi Critical Area boundary.
   • How stormwater generated from the site will be managed.
   • Whether there are changes to the projected water use due to the amendment.

4. Comments from adjacent jurisdictions review.

5. Copy of adopted local resolution, authorizing the amendment to be submitted for review.

REVIEW TIMELINES

The timeline for review of a comprehensive plan amendment follows:

Adjacent and affected jurisdictions review and comment

- 60 days prior to submitting amendment to the Council for review
- Satisfaction of this requirement is one of the criteria for determining whether an application is complete for review

Council reviews for completeness

- 15 business days from date of receipt of application

Council reviews for conformance, consistency, and compatibility

- 60 days from the date of submittal (upon determination by the Council that the application is complete for review)

Administrative Reviews

- 60 business days from receipt of application

- During the 15 business day completeness review, we determine if the amendment is eligible for administrative review and typically the review is finalized within the first 15 business days.

The Council may extend the review period

- An additional 60 days if needed

- Beyond 120 days if agreed to by the local government

HOW TO SUBMIT THE AMENDMENT

After your plan is adopted, it is common for there to be amendments to the plan over time as a result of new development projects, completion of planning studies, changes in policy direction, or routine updates with new information.

Online Submittal

We developed a registration and online submittal tool to receive comprehensive plan amendments and supplemental information for your amendments. This new tool will make the submittal process easier, reduce the need for paper copies, provide a simplified form, and eliminate delays in receiving your amendments and initiating review of your amendments. The online submittal requires a simple registration for users. Once registered and logged in, you can complete a short form online and upload your document for review. Check out the online submittal on your *Community Page* and read *How To Submit Online* for detailed instructions on *How to Register* and submit your amendment.

Alternative Submittal By Mail

We still accept hard copies of amendments. If you prefer to print your amendment documents, you must also include an electronic copy (via email or CD). The electronic version must be a single PDF document of your entire amendment and supporting documents, and it must be a *searchable PDF* (not scanned image).

Your hard copy must also include other materials with your amendment which includes the *Comprehensive Plan Amendment Submittal Form*, color maps, comments from affected jurisdictions, the staff report for the amendment, and a copy of your adopted local resolution authorizing your plan to be submitted to us for review. You will need to submit one hard copy of your plan. Mail this information to us at the address below:

Reviews Coordinator
Metropolitan Council
390 North Robert Street
St. Paul, MN 55101
ReviewsCoordinator@metc.state.mn.us

The Metropolitan Council has adopted guidelines for administratively reviewing comprehensive plan amendments. Administrative reviews are evaluated by staff, do not require that the Council take action to approve, and apply to comprehensive plan amendments, local water management plans, and water supply plan amendments. Amendments reviewed administratively must meet the criteria outlined below. Administrative review typically occurs within 15 business days after receiving a complete comprehensive plan amendment submittal. Contact your *Sector Representative* before you submit your amendment.

For all eligible comprehensive plan amendments, local water management, and local water supply plan amendments:

The community must show that it has addressed or is committed to addressing through a resolution, any outstanding issues with the most current adopted Comprehensive Plan update or other Council actions.

Eligible Comprehensive Plan Amendments must satisfy all of the following:

1. Meet the submittal requirements of the Metropolitan Land Planning Act (MLPA) for content or be determined to be complete for review by the Council.

2. Be consistent with local applicable controls, or the jurisdiction supplies evidence that the local controls will be modified to be consistent with the proposed amendment.

3. Be within five percent of the Council's forecasts.

4. Conform to the regional systems plans.

5. Be consistent with the Metropolitan Urban Service Area (MUSA) guidelines if residential units are proposed.

6. Be consistent with Thrive MSP 2040.

7. Be consistent with the Council's housing policies.

8. Be compatible with the plans of adjacent jurisdictions.

9. If an adjacent jurisdiction is potentially impacted by the amendment, the Council has received documentation that the adjacent jurisdiction has been notified.

10. Propose a land use change of less than 80 acres, unless the land use change is for Agricultural Preserves enrollment.

11. Propose a land use change that will result in less than 100 housing units.

12. Propose a land use change to guide land at no more than one unit per 40 acres to meet the requirements of the Agricultural Preserves Program (Minn. Stat. Ch. 473H)

13. Does not have the potential for a cumulative impact.

LOCAL WATER MANAGEMENT AND LOCAL WATER SUPPLY PLAN AMENDMENTS

Local **water management plans** that are submitted as comprehensive plan amendments may be reviewed administratively if they meeting all of the following conditions:

1. The plan conforms to Council policy plans and regional systems plans.

2. The plan does not present a substantial departure from regional plans or present a substantial impact on regional systems.

3. The plan includes ordinances or refers to adopted ordinances as identified in the Council's 2040 Water Resources Policy Plan to aid in plan implementation.

4. The plan includes all required elements of local water management plans as outlined in the 2040 Water Resources Policy Plan.
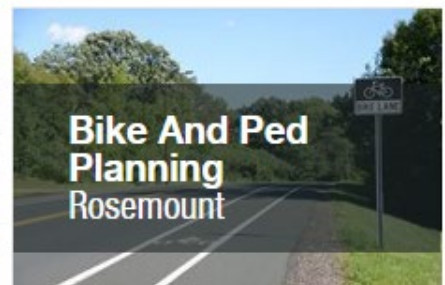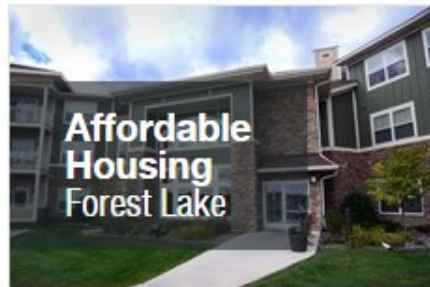
Local **water supply plans** that are submitted as comprehensive plan amendments may be reviewed administratively if they meet all of the following conditions:

1. The plan is consistent with Council policy plans.

2. The plan is not proposing new wells in the Mt. Simon Hinckley aquifer.

3. The plan is not proposing interconnection with other communities as the main source of water for the community.

4. The plan is not proposing a residential gallons/capita/day of more than 100 gallons per capita day (gpcd).

5. The plan includes all required elements of a local water supply plan as outlined in the 2040 Water Resources Policy Plan.

6. The community does not have any known significant contamination problems with their water supply source.

LOCAL PLANNING HIGHLIGHTS

The *Local Planning Highlights* showcase communities implementing good local planning practices throughout the region. The highlights cover a range of topics from successfully implementing affordable housing to modern approaches to community engagement, from new sustainability efforts to protecting natural resources in rural areas. The purpose is to gather examples of diverse and effective planning practices that demonstrate good local planning and improvements to processes and local outcomes. The highlights will discuss local planning successes, identify valuable lessons learned, and share planning work that may help other communities. Each Local Planning Highlight will feature different communities and different topics. We plan to continue adding *Local Planning Highlights* during the comprehensive planning process and hope you nominate your community. Please access the *Local Planning Handbook* site to browse the topics.

Living Streets Maplewood

Affordable Housing Forest Lake

Solar Access Falcon Heights

Community Engagement Hopkins

Annual Zoning Update Plymouth

Bike And Ped Planning Rosemount

Neighborhood Revitalization Minneapolis

Economic Development Shakopee

Click HERE to sign up for email updates when a new highlight becomes available.

NOMINATE A COMMUNITY TO HIGHLIGHT

RESOURCES

The new *Resource Library* provides additional guidance on many topics relevant to the local planning process and meeting minumum requirements. Find Fact Sheets, How To's, Plan Examples, Best Practices, FAQs, and other resources that may provide additional technical assistance. The topics cover all the Plan Elements and more. New resources are added regularly. Please access the *Local Planning Handbook* site to browse the topics and find resources. If you want to suggest a needed resource that you can't find, contact your *Sector Rep*.

LOCAL PLANNING HANDBOOK

PLANNING OVERVIEW	⌃
PLAN ELEMENTS	⌃
COMMUNITY PAGES	⌃
REVIEW PROCESS	⌃
LOCAL PLANNING HIGHLIGHTS	⌃
RESOURCES	⌄
CONTACT US	⌃

PlanIt: Training & Development

FAQs

RESOURCES

| FACT SHEET / HOW-TO | PLAN EXAMPLES | BEST PRACTICES | FAQ | OTHER |

Fact Sheets are **summary based** documents that provide useful information on topics necessary to complete minimum requirements. How-To's are **instruction based** documents that provide guidance on completion of a task. Both resource types are meant to provide assistance on topics relevant to updating your comprehensive plan update.

❯ **GENERAL INFORMATION**

⌄ **LAND USE**

    How to Calculate Floor Area Ratio

    How to Request A Forecast Change

    Net Residential Density

    Sector Reps by Community

    System Statement Dispute Steps

❯ **TRANSPORTATION**

❯ **WATER RESOURCES**

❯ **PARKS & TRAILS**

❯ **HOUSING**

❯ **RESILIENCE**

❯ **ECONOMIC COMPETITIVENESS**

CONTACT US

Please feel free to contact Council staff directly as you work through the different technical issues of your comprehensive plan update. The list below will connect you with Council staff in different technical areas where you may need assistance.

Your first resource should be your *Sector Representative*. Sector Reps are experienced planners that provide day-to-day assistance to all communities within their district on an as-needed basis.

Council District	Sector Representative	Phone
1	*Freya Thamman*	651.602.1750
2, 9, 10	*Eric Wojchik*	651.602.1330
3, 11, 12	*Jake Reilly*	651.602.1822
4 and Chanhassen	*Raya Esmaeili*	651.602.1566
5, 6, 7, 8 *	*Michael Larson*	651.602.1407
13, 14, 15, 16	*Patrick Boylan*	651.602.1438

*Includes Minnetonka and Eden Prairie.

To see more specifically, the geographic area that each Sector Rep covers, please refer to the *Sector Representative Map.*

Technical Experts:

Topic	Staff	Phone
Land Use and Implementation	Sector Reps	(See above)
Population, Household and Employment Forecasts	*Todd Graham*	651.602.1322
Bike/Pedestrian Planning	*Steve Elmer*	651.602.1756
Highways and Freight	*Steve Peterson*	651.602.1819
Aviation	*Russ Owen*	651.602.1724
Transit	*Steve Mahowald*	612.349.7775
Surface Water Management	*Judy Sventek*	651.602.1156
Water Supply Planning	*Lanya Ross*	651.602.1803
Wastewater Planning	*Kyle Colvin*	651.602.1151
Parks Planning	*Colin Kelly*	651.602.1361
Natural Resources, Aggregate, Critical Area	*Cameran Bailey*	651.602.1212

When in doubt, contact your *Sector Representative*! They will connect you with the right staff person.

LOCAL PLANNING
HANDBOOK

Metropolitan Council
390 Robert Street North
Saint Paul, MN 55101

metrocouncil.org

Main: 651.602.1000
TTY: 651.291.0904
Public Information: 651.602.1500
public.info@metc.state.mn.us

METROPOLITAN
COUNCIL