Community Development Committee

Meeting date: May 4, 2015

Subject: Local Planning Handbook Update

District(s), Member(s): All

Policy/Legal Reference: Minnesota Statutes Section 473.191

Staff Prepared/Presented: Angela R. Torres, AICP, Senior Planner (651) 602-1566;
Lisa Barajas, Manager, Local Planning Assistance (651) 602-1895

Division/Department: Community Development / Local Planning Assistance

---

Proposed Action

Information item only. No action required.

Background

At the January 20, 2015, Community Development Committee meeting, staff provided a progress update and demonstration of the Local Planning Handbook website under development. The discussion and demonstration covered Plan Elements, Community Pages, and the Community Highlights components of the website, as well as the upcoming schedule. At the May 4 Committee meeting, staff will provide updates on the testing program and schedule. The questions that were given to the primary users in the first round of testing will be distributed to the Committee members as well.

Testing and Schedule

The Local Planning Handbook will roll out in September 2015 to coincide with the distribution of System Statements. To make the developed website and resources as relevant and useful as possible for the end user of the Handbook (local government staff), an aggressive and comprehensive testing program and schedule have been developed for both internal and external focus groups.

Council staff solicited a large, comprehensive group of local planners and planning consultants for the external focus group through contact with MetroCities, surveys through the Minnesota Chapter of the American Planning Association, and through professional contacts of the Council's Sector Representatives. Staff contacted each community in the region to ask for volunteers to participate in the Local Planning Handbook Focus Group and received an enthusiastic response. Currently 42 local planners and planning consultants are participating in the external focus group. This group will be testing web navigation, testing tools and resources, and reviewing written content within the Handbook for clarity and coherence.

The internal focus group includes staff from the Local Planning Assistance and the Council-wide Technical Reviews team, which includes representatives from wastewater, surface water management, water supply, transportation, transit, parks, housing, and research. We will continue to use the Land Use Advisory Committee (LUAC) and the Community Development Committee (CDC) as additional test groups.

As shown on the attached schedule, the Focus Groups will be actively testing and providing feedback through August 2015. Updates and improvements will be made as feedback from the focus groups are received and evaluated. After the September roll out, we will continue to add resources, make improvements, and maintain the site.

We plan to report back to the Community Development Committee in August.

Gantt Chart — Testing Program Schedule

Tasks	Feb W1	Feb W2	Feb W3	Feb W4	Mar W1	Mar W2	Mar W3	Mar W4	Apr W1	Apr W2	Apr W3	Apr W4	May W1	May W2	May W3	May W4	Jun W1	Jun W2	Jun W3	Jun W4	Jul W1	Jul W2	Jul W3	Jul W4	Aug W1	Aug W2	Aug W3	Aug W4	Sep W1	Sep W2	Sep W3	Sep W4
Internal Testing Program 1																																
Kickoff/Introduction					🟩	🟩																										
Web Navigation/Community Pages					🟩	🟩																										
Content: Introduction/Land Use/Housing/Implementation					🟩	🟩																										
Review Feedback, Prioritize Issues, Make Fixes							🟩																									
External Testing Program 1																																
Kickoff/Introduction									🟨	🟨																						
Web Navigation/Community Pages									🟨	🟨																						
Content: Introduction/Land Use/Housing/Implementation									🟨	🟨																						
Review Feedback, Prioritize Issues, Make Fixes											🟨																					
Internal Testing Program 2																																
Content: Transportation									🟩																							
Review Feedback, Prioritize Issues, Make Fixes										🟩																						
External Testing Program 2																																
Content: Transportation													🟨																			
Review Feedback, Prioritize Issues, Make Fixes														🟨																		
Internal Testing Program 3																																
Registration and Online Submittal													🟩	🟩																		
Interactive Mapping													🟩	🟩																		
Content: Water Resources													🟩	🟩																		
Review Feedback, Prioritize Issues, Make Fixes															🟩																	
External Testing Program 3																																
Registration and Online Submittal																	🟨	🟨														
Interactive Mapping																	🟨	🟨														
Content: Water Resources																	🟨	🟨														
Review Feedback, Prioritize Issues, Make Fixes																			🟨													
Internal Testing Program 4																																
Review Process																	🟩	🟩														
Resource Review																	🟩	🟩														
Content: Parks, Resiliency, Econ. Comp.																	🟩	🟩														
Review Feedback, Prioritize Issues, Make Fixes																			🟩													
External Testing Program 4																																
Review Process																					🟨	🟨										
Resource Review																					🟨	🟨										
Content: Parks, Resiliency, Econ. Comp.																					🟨	🟨										
Review Feedback, Prioritize Issues, Make Fixes																							🟨									
Internal Testing Program 5																																
RETEST: Review all changes made during testing																					🟩	🟩										
Remaining Content Review																					🟩	🟩										
Review Feedback, Prioritize Issues, Make Fixes																							🟩									
External Testing Program 5																																
RETEST: Review all changes made during testing																									🟨	🟨						
Remaining Content Review																									🟨	🟨						
Review Feedback, Prioritize Issues, Make Fixes																											🟨					
Rollout of LPH																													🟦			