

## Minutes of the

### REGULAR MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

August 15, 2016

**Committee Members Present: Commers, Chávez, Dorfman, Elkins, Kramer, Letofsky, Munt, Wulff**

**Committee Members Absent: Cunningham**

**Committee Members Excused:**

#### CALL TO ORDER

A quorum being present, Committee Chair Commers called the regular meeting of the Council's Community Development Committee to order at 4:05 p.m. on Monday, August 15, 2016.

#### APPROVAL OF AGENDA AND MINUTES

It was moved by Wulff, seconded by Kramer to approve the agenda. Motion carried.

It was moved by Kramer, seconded by Wulff to approve the minutes of the July 18, 2016 regular meeting of the Community Development Committee. Motion carried.

#### BUSINESS

**2016-167** Public Hearing – 2017 Public Housing Agency (PHA) Plan (Terri Smith 651 602-1187) No action required, no one chose to speak.

#### Consent

**2016-136** Final Annual Metropolitan Regional Parks Operations and Maintenance Allocation to the Regional Park Implementing Agencies (Deb Jensen 651 602-1554)

It was moved by Wulff, seconded by Chávez, that the Metropolitan Parks and Open Space Commission report to the Metropolitan Council the distribution of state fiscal year 2017 operation and maintenance funds for the regional parks system.

#### Motion carried.

**2016-157** Southwest Regional Trail Master Plan Amendment, Carver County (Michael Peterka 651 602-1361)

It was moved by Wulff, seconded by Chávez, that the Metropolitan Council:

1. Approve the Southwest Regional Trail Master Plan Amendment to extend the eastern trail terminus by 0.75 miles as shown in Appendix A.
2. Require that Carver County submit a wayfinding signage plan for the entire Southwest Regional Trail Corridor in a forthcoming master plan amendment for the regional trail.

**Motion carried.**

**2016-158** Grant Agreement, Lebanon Hills Regional Park, Dakota County, (Tori Dupre 651 602-1621)  
It was moved by Wulff, seconded by Chávez, that the Metropolitan Council:

1. Approve a grant in the amount of \$51,000 to Dakota County to complete an Americans with Disabilities Act (ADA)compliant paved loop trail and site improvements around McDonough Lake and natural resource improvements associated with the project, at Lebanon Hills Regional Park; and
2. Authorize the Community Development Director to execute the grant on behalf of the Council.

**Motion carried.**

**2016-159** Park Acquisition Opportunity Fund Grant for Rush Creek Regional Trail (Becklin), Three Rivers Park District (Deb Jensen 651-602-1554)  
It was moved by Wulff, seconded by Chávez, That the Metropolitan Council:

1. Approve a grant of up to \$50,947 to Three Rivers Park District to acquire the Becklin parcel at 10510 Holly Lane North in Maple Grove for the Rush Creek Regional Trail;
2. Advise Three Rivers Park District that demolition costs may not be paid from Environment and Natural Resources Trust Fund dollars and that it may not close on the property until after the Council awards the grant;
3. Consider reimbursing Three Rivers Park District up to \$16,982 from its share of a future Regional Parks Capital Improvement Program for its 25% local match for this acquisition;
4. Inform Three Rivers Park District that the Council does not under circumstances represent or guarantee that reimbursement will be granted, and expenditure of local funds never entitles a park agency to reimbursement; and
5. Authorize the Community Development Director to execute the grant agreement and restrictive covenant on behalf of the Council.

**Motion carried.**

**2016-160** Park Acquisition Opportunity Fund Grant for Rush Creek Regional Trail (Enclave/Segal), Three Rivers Park District (Deb Jensen 651 602-1554)  
It was moved by Wulff, seconded by Chávez, That the Metropolitan Council:

1. Approve a grant of up to \$286,578 to Three Rivers Park District to acquire the Enclave/Segal parcel at 15406 Territorial Road in Maple Grove (“Outlot B”) for the Rush Creek Regional Trail;
2. Advise Three Rivers Park District that it may not close on the property until after the Council has awarded the grant; and
3. Authorize the Community Development Director to execute the grant agreement and restrictive covenant on behalf of the Council. **Motion carried.**

**2016-161** Park Acquisition Opportunity Fund Grant for Nine Mile Creek Regional Trail (Edina Manor), Three Rivers Park District (Deb Jensen 651 602-1554)  
It was moved by Wulff, seconded by Chávez, That the Metropolitan Council:

1. Approve a grant of up to \$176,734 to reimburse Three Rivers Park District for their acquisition via condemnation of a permanent 4,919-square foot easement at 5400 70th Street West for the Nine Mile Creek Regional Trail; and
2. Authorize the Community Development Director to execute the grant agreement and restrictive covenant on behalf of the Council.

**Motion carried.**

**2016-162** Park Acquisition Opportunity Fund Grant for Big Marine Reserve Park (Frogner), Washington County (Deb Jensen 651 602-1554)

It was moved by Wulff, seconded by Chávez, that the Metropolitan Council:

1. Approve a grant of up to \$237,892 to Washington County to acquire the Frogner parcel at 15770 May Avenue North for Big Marine Park Reserve; 2. Advise Washington County that it may not close on the property until after the Council awards the grant; and 3. Authorize the Community Development Director to execute the grant agreement and restrictive covenant on behalf of the Council. **Motion carried.**

## **INFORMATION**

1. Land Use Advisory Committee Report – Chair Commers provided an update to the Community Development Committee on the Land Use Advisory Committee. In May and July, the Land Use Advisory Committee continued to give input on the PlanIt: Comprehensive Plan Training Program and the Transit Oriented Development (TOD) Guide. The committee discussed affordable housing need and shared ideas for communicating effectively with locally elected officials. Committee members also learned of progress on the Council’s Climate Vulnerability Assessment (CVA) project from Macalester Sustainability Fellows working as interns in Local Planning Assistance.
2. Community Choice Program Progress – HRA Manager Terri Smith, and Outreach Coordinators Terry Hardin and Corina Serrano presented the report and a Power Point presentation to the Community Development Committee. The Council’s Housing and Redevelopment Authority (Metro HRA) is implementing a new initiative called Community Choice to help advance Thrive MSP 2040 equity outcomes and to assist with affirmatively furthering fair housing. It is aimed at ensuring Voucher holders have opportunity to live in strong neighborhoods. The program goal is to provide assistance for Voucher holders in moving to areas of opportunity and to assist with their stability and success, once there.
3. Comprehensive Plan Amendments, Review Process – Local Planning Assistance Manager Lisa Barajas presented the information item to the Community Development Committee. As part of managing our performance at the Council and ensuring a high quality of service for our local governments, we have been tracking the amount of time it takes to complete the review of comprehensive plan amendments. Amendments to comprehensive plans are typically driven by new development proposals that were unforeseen by local governments during their last plan update process or the completion of additional studies or small area plans. Before submitting an amendment to the Council for review, a local government must first complete the following steps:
  - Recommendation from the local planning commission or similar planning body for approval by the governing body
  - Local governing body authorization for the amendment to be submitted to the Metropolitan Council for review
  - 60-day review period for adjacent governments and affected jurisdictions

In the interest of best serving our local governments and in providing timely information on changes in regional development, staff is seeking feedback on the process for amendments that require formal

action. Currently, non-controversial items are typically placed on the Community Development Committee consent agenda, including non-controversial comprehensive plan amendments. Since early 2015, 17 amendments were scheduled for Committee review, with all but 3 were placed on the consent agenda, and none were pulled for additional discussion. The attached report provides an in-depth analysis of review timeframes for comprehensive plan amendments over the last 6 years to inform your discussion.

Questions for the Committee to consider:

- Should the Committee consider revising the Administrative Review Guidelines to adjust the thresholds for review (ex. new housing units)?
  - Committee members are informed of amendments in their respective districts, but may not be aware of changes to comprehensive plans across the region. How can information regarding comprehensive plan amendments and trends in the proposed changes be best packaged so it is useful to Committee members?
4. TOD Guide Web Site – Senior Planner Michael Larson and Planning Analyst Deb Detrick presented an overview of the new online [Transit Oriented Development \(TOD\) Guide](#) to the Community Development Committee.

The primary audience for this resource are local planners and others who are involved in local planning. The TOD Guide is similar in design to the online Local Planning Handbook. While the Local Planning Handbook focuses on comprehensive plan updates, the new online TOD Guide supports TOD planning and implementation. The TOD Guide and the Local Planning Handbook cross reference information and resources because there are comprehensive planning requirements that relate to transit and development near transit.

#### Integration, Collaboration, and Accountability

The TOD Guide site reflects *Thrive MSP 2040* and its policy and system plans. The TOD Guide has three main sections. The first section on *TOD Roles and Support* emphasizes integration, collaboration, and accountability. It describes the roles, responsibilities, and resources of the Metropolitan Council, the counties, and the cities. The TOD Guide covers who does what, how we work together, and who to contact on the different aspects of transit and TOD planning.

#### Markets, Equity, and Implementation

The second main section of the TOD Guide emphasizes key policy and program considerations for TOD. These include the real estate market for TOD, equity issues related to TOD, and opportunities and challenges related to implementation.

#### Planning Fundamentals

The third main section of the TOD Guide is *Planning Fundamentals*, which emphasizes fundamentals for creating places that support walking, bicycling, and transit use. These include density, land-use diversity, design, connectivity, and placemaking.

#### Feedback and Updates

The new online TOD Guide will be an evolving resource that we will update in response to feedback and suggestions. Local Planning Assistance will schedule periodic reviews of content, and solicit ongoing feedback about the site's usefulness and suggestions for improvement. The TOD Guide will include a growing and changing library of case studies on TOD Guide topics.

## **ADJOURNMENT**

Business completed, the meeting adjourned at 6:05 p.m.

Michele Wenner  
Recording Secretary