

# Regional Administrative Process for Minor, Routine Long-Range Plan Amendments

Community Development Committee



October 16, 2023



# Administrative Amendment Process



## Proposal

- Develop an administrative review process that would authorize the Executive Director of Community Development or designee to administratively review certain minor amendments that meet the administrative process criteria.

## Benefits

- Savings of Park Agency Partner time in preparing “traditional” plan amendments.
- A reduction of Council committee review time and Council staff work.
- Park and trail plans are updated more frequently and better reflect future direction.

*A person biking around Nokomis-Hiawatha Regional Park.*



# Plan Amendments

## Staff observations over past 5 years of plan amendments

- Nearly 25 percent of all plan amendments reviewed over past 5 years could be characterized as minor, routine amendments.
- Council staff anticipate an increase in the need for minor amendments, particularly as a result of the GIS Improvement Project.

*A youth collecting prairie seed in Baker Park Reserve.*





# Proposed and Existing Amendment Processes

## Proposed Administrative Amendment Process

**Administrative review and approval:** Proposal for certain minor amendments to clarify corrections, trail implementation, Council consents to easements, or boundary adjustments\*.

Proposed boundary adjustments\*, public-to-public land exchanges, or acquisition long-range plan amendments with land additions/removals that are less than \$100,000. (whichever is greater):

- 1. Affect less than a total of 5 acres
- 2. Affect less than 2% of the area within the administrative boundary

## Proposed Minor Long-Range Plan Amendment\*

**Abbreviated plan requirement process for Council Committee Review:** Proposal for all other minor (focused) amendments, acquisition long-range plan amendments, or name changes.

Proposed minor amendments criteria (whichever is greater):

- 1. Affect less than a total of 50 acres
- 2. Affect less than 10% of the area within the administrative boundary

## Full Amendment

**Amendment requirement process for Council Committee Review:** Significant changes, acquisition long-range plans, minor boundary adjustments, and name changes.

Minor boundary adjustments criteria (whichever is greater):

- 1. Affect less than a total of 100 acres
- 2. Affect less than 20% of the area within the administrative boundary

## Policy Plan Update Amendments

**Updates that occur with a public hearing:** Major boundary adjustments, name changes, search corridor alignment changes, trail extensions, and system additions.

\*The proposed minor long-range plan amendment will be developed as part of the 2050 RPPP Update process.

# Draft Administrative Process Criteria

## In all cases

- The proposed amendment conforms to regional system plans and is consistent with Council policies and plans.
- Plan amendments that do not change the acquisition and/or development concept of the long-range plan.

## Corrections

Corrections to a minor mapping or design error that does not have a material impact on the planned park or trail boundary.

## Trail Implementation

Regional trail implementation that alters the alignment but does not alter the start and end points.

## Boundary Adjustments

Boundary adjustments, public-to-public land exchanges, or acquisition long-range plan amendments that change the administrative boundary by less than 5 acres or 2% of the unit's total acreage, whichever is more; and land additions/removals are less than \$100,000.

## Council Consents to Easements:

Land and/or easement conveyances for a natural area monitoring, restoration, or enhancement project; or an underground utility improvement that does not have a material impact on above-ground recreational opportunities, natural areas, or cultural resources.



# Examples

## Design Corrections



Three Rivers Park District's Clear Lake Regional Park Land Conversion

## Boundary Adjustments



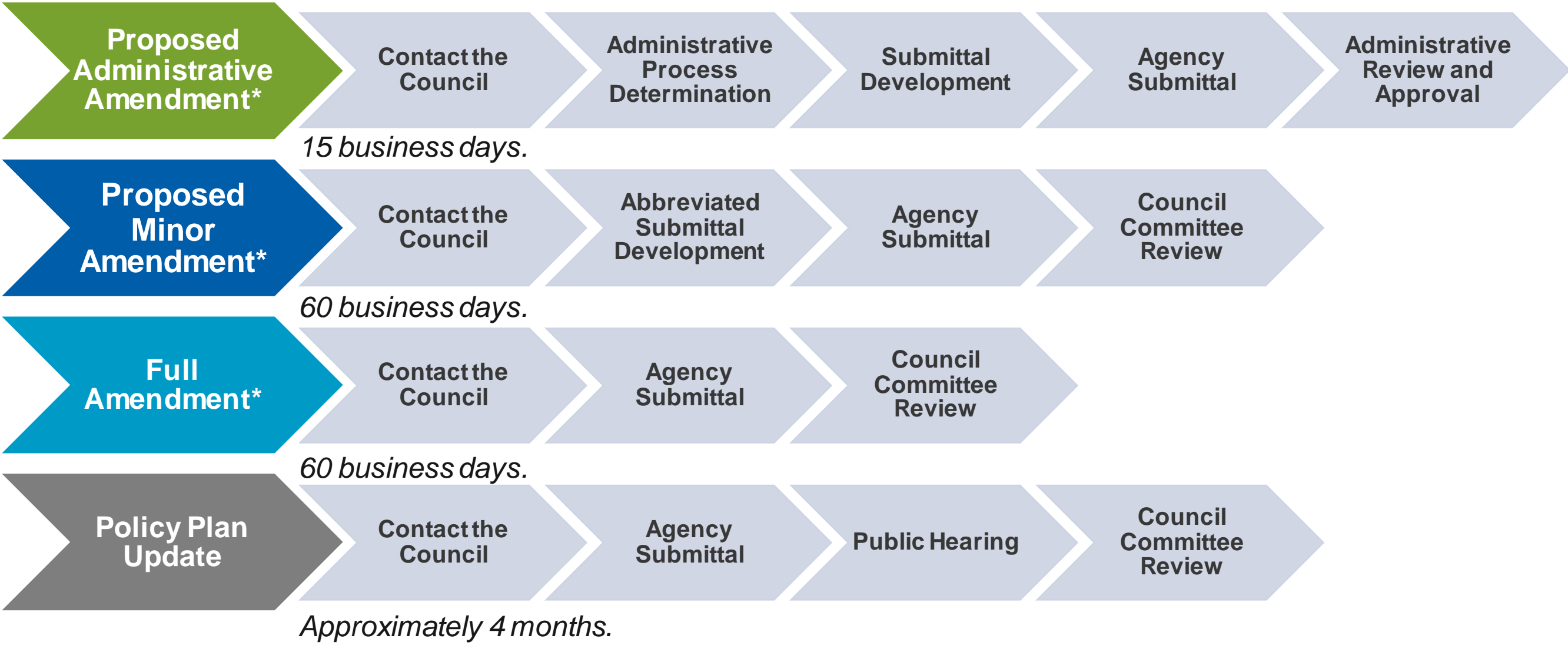
Anoka County's Mississippi River Regional Trail Land Conversion

## Natural Area or Utility Easements



Washington County's Big Marine Park Reserve Drainage Easement

# Amendment Process Range



*\*Includes certain acquisitions long-range plan amendments*



# MPOSC Advice

## October Meeting



- \$100,000 threshold for land removal and additions is too low. Update it to more accurately reflect market rate cost of land within metro.
  - *Consider using average cost of 5 acres within MUSA. Approximately \$1 million.*
- Boundary adjustments for land with Council or state funding restrictions should not be candidates for the administrative amendment process.

*A couple riding their tandem bicycle in Elm Creek Park Reserve.*



# Minor Administrative Amendment Development Process

## Proposed Next Steps

- After staff gather final feedback, we plan to bring the proposal to the Council for review and approval.



*A swallowtail butterfly on joe pye weed plant.*





**Emmett Mullin**

Senior Manager, Community Development

**Tracey Kinney**

Senior Planner, Community Development



*Tree stand in Lake Elmo Park Reserve.*