

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

Metropolitan Parks and Open Space



October 5, 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.

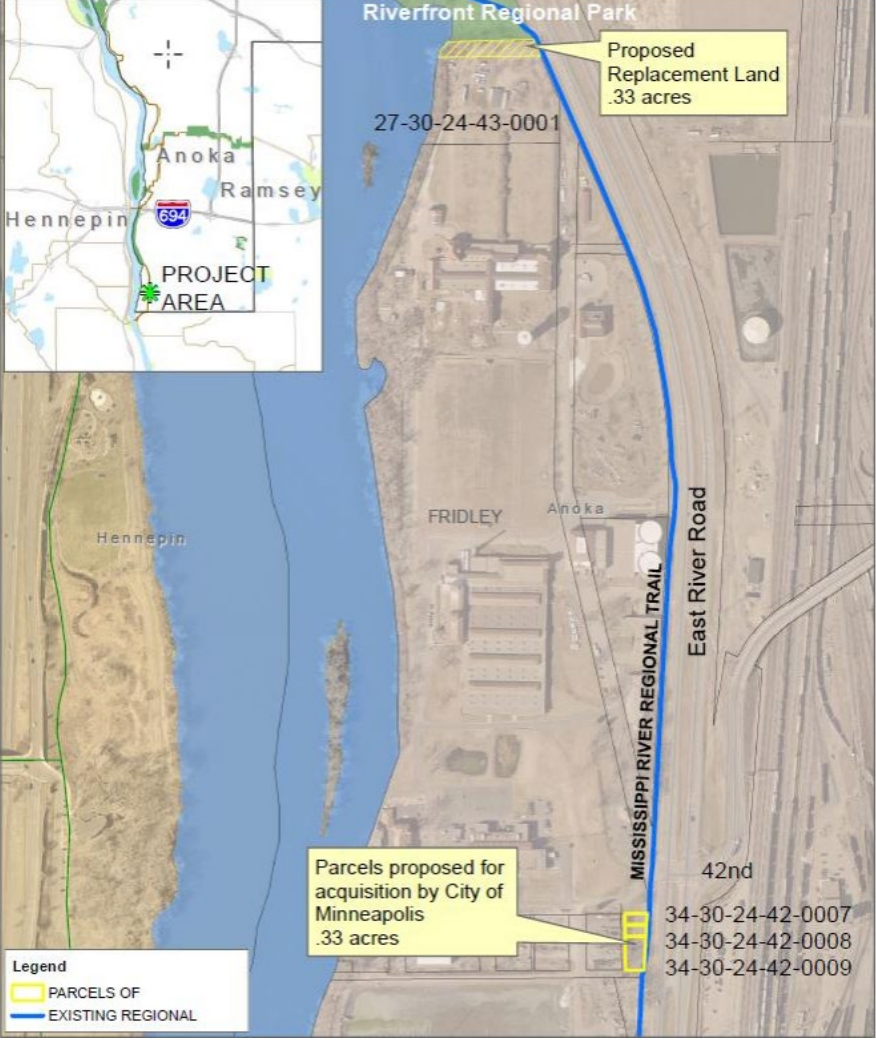
Examples

Design Corrections



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

Boundary Adjustments



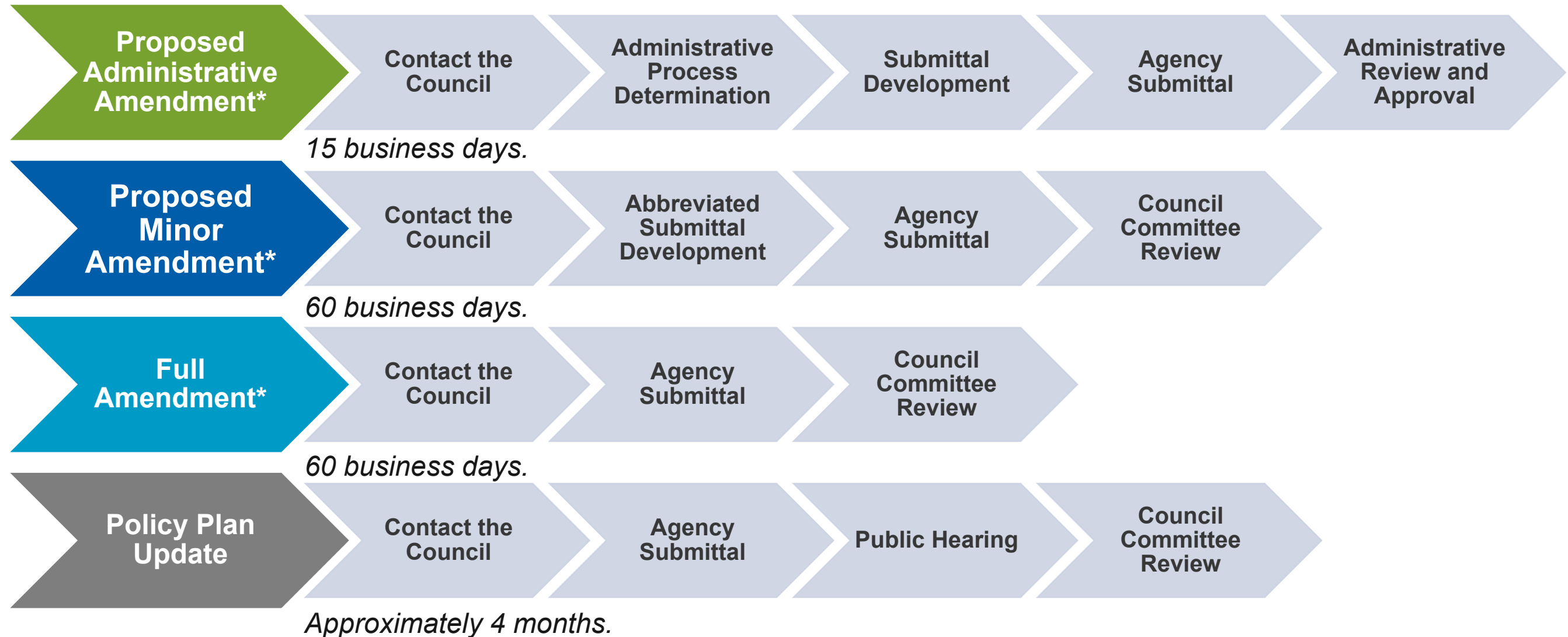
Anoka County's Mississippi River Regional Trail Land Conversion

Natural Area or Utility Easements



Washington County's Big Marine Park Reserve Drainage Easement

Amendment Process Range



**Includes certain acquisitions long-range plan amendments*

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.