

## CHECKLIST OF MINIMUM REQUIREMENTS FOR RAMSEY

The checklist below was compiled from information on the [Plan Elements](#) pages in the [Local Planning Handbook](#) under the “Minimum Requirements” sections of the respective topics. Please note that this information is subject to change. The most current information can always be found on the website. Also, please remember that additional information may be requested during the review process for clarification and accuracy by the Technical Review staff. If you have any questions, please contact your [Sector Representative](#).

### LAND USE

#### Forecasts and Community Designation

- 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.

#### Existing Land Use

- 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.

#### Future Land Use

- 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.

### 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.

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### Density Calculations

- 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.
- 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.

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### Staged Development and Redevelopment

- 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.

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### Natural Resources

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

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### Special Resource Protection

- 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.
- All plans must identify whether or not aggregate resources are available within the community. For communities with aggregate resources, additional requirements apply.

**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 Corridor Critical Area (MRCCA) (As outlined by the MNDNR)**

The items below are consistent with the requirements under the new [Minnesota Rules Chapter 6106](#), adopted in January of 2017, and [Minn. Stat. §116G.15](#).

- Introduction
  - Provide brief history and overview of the MRCCA, including goals of the MRCCA program.
  - Include a map of the MRCCA in your community.
  - Explain public input process for developing the MRCCA plan.
  - Summarize progress in accomplishing plan goals and policies since last MRCCA plan.
- MRCCA Districts
  - Include items listed under “Map and Describe” in the MRCCA Districts Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Districts Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Districts Requirements document \*.
- Primary Conservation Areas (PCAs)
  - Include items listed under “Map and Describe” in the MRCCA Primary Conservation Areas Requirements document. Include policies listed under “Required Policies” in the MRCCA Primary Conservation Areas Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Primary Conservation Areas Requirements document \*.
- Public River Corridor Views (PRCVs)
  - Include items listed under “Map and Describe” in the MRCCA Public River Corridor Views Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Public River Corridor Views Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Public River Corridor Views Requirements document \*.
- Restoration Priorities
  - Include items listed under “Map and Describe” in the MRCCA Restoration Priorities Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Restoration Priorities Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Restoration Priorities Requirements document\*.
- Open Space and Recreational Features
  - Include items listed under “Map and Describe” in the MRCCA Open Space and Recreational Facilities Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Open Space and Recreational Facilities Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Open Space and Recreational Facilities Requirements document\*.

- Transportation and Public Facilities
  - Include items listed under “Map and Describe” in the MRCCA Transportation and Public Utilities Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Transportation and Public Utilities Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Transportation and Public Utilities Requirements document \*.
  
- Surface Water Uses
  - Include items listed under “Describe” in the MRCCA Surface Water Uses Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Surface Water Uses Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Surface Water Uses Requirements document\*.
  
- Water-oriented Uses
  - Include items listed under “Map and Describe” in the MRCCA Water-oriented Uses Requirements document.
  - Include policies listed under “Required Policies” in the MRCCA Water-oriented Uses Requirements document.
  - Include actions listed under “Required Implementation Actions” in the MRCCA Water-oriented Uses Requirements document\*.

*\* For communities who put their implementation actions into one section at the end of the MRCCA plan, following is a suggested way to label and organize implementation actions:*

- *Ordinance updates*
- *Ordinance administration*
- *Education and outreach*
- *Capital improvements*
- *Land acquisition*
- *Specific planning efforts, projects, and other initiatives*

## TRANSPORTATION

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### Transportation Analysis Zones

- 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).
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### Roadways

- 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 6-6 of the 2040 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.
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### Transit

- 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.

**Bicycling and Walking**

- 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.

**Aviation**

- 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.

**Freight**

- 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.

## WASTEWATER

### Areas Served by the Regional System

- 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 sewer 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.
- Preventing and reducing excessive infiltration and inflow (I/I), including:
  - 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.

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### Community and Subsurface Treatment Systems

- 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



## SURFACE WATER

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](#).

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### Executive Summary, Water Resource Management Related Agreements, and Amendment Process

- 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.

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### Physical Environment and Land Use

- 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.

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### Existing and Potential Water Resource-Related Problems

- 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.

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### Local Implementation Plan/Program

- 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.

## WATER SUPPLY

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### Local Water Supply Plan for Municipal Public Water Suppliers

- 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.
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### Water Conservation & Reuse

- 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 \(MPARS\)](#).
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### Assessing & Protecting Source Water

- 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 \(MPARS\)](#).
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### Sub-Regional Collaboration

- 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 \(MPARS\)](#).

## PARKS AND TRAILS

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### Regional Parks and Trails

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

- 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.

## HOUSING

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### Existing Housing Needs

- 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.
      - 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 identifying their assessed values. At a minimum, differentiate the values above and below \$238,500.
  - 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.
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### Projected Housing Need

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

- 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.
- 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.

## RESILIENCE

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### Energy Infrastructure and Resources

- Solar Resource Protection: Include your community's Minnesota Solar Suitability Analysis Map.
- Solar Resource Protection: Include calculations of your community's gross solar and rooftop solar resource.
- 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.



## ECONOMIC COMPETITIVENESS

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### Redevelopment

- 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.

## IMPLEMENTATION

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### Implementation

- 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.