

CAPITAL IMPROVEMENT PROGRAM

LOCAL PLANNING HANDBOOK

Your community's Capital Improvement Program (CIP) is a required element of the 2040 Comprehensive Plan Update (Plan). The CIP is an itemized program for the initial 5 years of the Plan. It needs to include the location and timing of each proposed project with enough details for the Metropolitan Council to ensure coordination of regional and local infrastructure, and to ensure that planned development is supported by your CIP.

The [Metropolitan Land Planning Act](#) indicates that the community's Plan needs to include a CIP for transportation, wastewater, parks, water supply, and open space facilities projects, and the specific timing and sequence of major local public investments. The CIP must align with development staging identified in other parts of your comprehensive plan and include budgets and expenditure schedules. This information can be organized within an appendix or broken out within each relevant chapter of your Plan (i.e. capital planning for wastewater integrated in the appropriate chapter).

The [Local Planning Handbook](#) includes guidance to meet the minimum requirements for capital improvement programs:

Wastewater

- Include a cost summary for remediating the inflow and infiltration (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 I/I.

Regional Parks and Trails

- Include a capital improvement program for parks and open space facilities as part of your implementation program. The Plan should include local cost share for the regional parks and trails infrastructure needs to specify the timing and sequence of major local public investments

Water Supply

- If you need to complete the Water Supply Template, the CIP is part of the DNR template process.

Surface Water Management (SWM)

- 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. The SWM improvements identified need to be included in the Local Surface Water Management plan.

Transportation

- Indicate the timing and sequence of major local transportation investments.
- Include any local cost share for regional investment in transportation infrastructure.

For Small Communities and/or Townships

- Some small communities or townships may not have planned improvements, your plan should speak to whether your community has a CIP at a minimum. For example,

“The township does not have any capital improvements planned between (i.e. 2018-2023) that would have a potential to impact transportation, sewers, parks, water supply, and open space facilities. The town's surface water management implementation program is included (reference the location in the plan).”

Example CIPs are linked here: [Minnetrissa](#) and [Apple Valley](#)

November 2017