



COUNCIL REVIEW OF COMP PLANS

LOCAL PLANNING
HANDBOOK

Now that your comprehensive plan update is drafted, there are just a few more steps to take. This rest of this document will explain what happens in the Metropolitan Council's review of your community's comprehensive plan.

BEFORE SUBMITTAL TO THE METROPOLITAN COUNCIL

Before you send your document to us, there are a couple of steps that you will need to cover, including completing the adjacent community review process and formally approving the submittal of your plan for Metropolitan Council review.

Adjacent and Affected Jurisdictions Review

Before formally submitting your local comprehensive plan update to the Metropolitan Council, you must provide adjacent and affected jurisdictions the opportunity to review and comment on your plan update. A mandatory six-month review period accommodates this requirement. It is important to factor this review into your schedule so that you can still meet the submittal deadline of December 31, 2018.

Affected jurisdictions vary by community but can include school districts, watershed management organizations, state and federal agencies, park implementing agencies, transit providers, commissions, and adjacent cities, townships, and counties. We have listed these affected jurisdictions for you on your [Community Page](#) in in the Local Planning Handbook. The list provided is a starting point only – you are responsible for contacting appropriate people at affected and adjacent jurisdictions.

More details on requesting an extension, plan adoption and how to submit your comprehensive plan to the Metropolitan Council online can be found online in the [CPU Submittal Guide](#).

Your Local Process

One of the major steps a community takes prior to submitting their plan to the Metropolitan Council is holding a public hearing on their draft comprehensive plan update. After your public hearing, your elected officials must take action to authorize your plan update to be submitted to the Metropolitan Council for review by resolution. You can find a model resolution on the Local Planning Handbook. You need to submit this resolution with your plan to the Metropolitan Council.

THE METROPOLITAN COUNCIL'S REVIEW OF YOUR PLAN UPDATE

You must submit your plan for review by December 31, 2018

When you submit your plan update, we review the plan for completeness. This step ensures that the plan includes all of the required elements and supporting information we need to evaluate it for conformance with regional system plans, consistency with Council policies, and compatibility with plans of affected jurisdictions.

We have 15 business days to determine completeness. If we find your plan incomplete for review, our letter to you will identify the missing items. Further review of the plan will be suspended until we receive supplemental information that addresses those missing items

Your plan is now found complete for review

If your plan is found to be complete for review, we have 120 calendar days (from the day we initially received your complete plan) to finish our review and take final action on your plan. Taking final action on your plan means that our committees review and recommend action to the Council, and then the Metropolitan Council determines whether or not your plan can be put into effect. The timeline graphic on the next page summarizes the overall comprehensive plan update review process and calendar.

Conducting a Formal Review

Our formal review process, from the completeness determination to the preparation of the final staff report, includes significant coordination with technical experts from around the different divisions of the Metropolitan Council. These technical review staff evaluate your plan for Council system **conformance**, regional policy **consistency**, and **compatibility** with plans of adjacent jurisdictions.

Continue to next page →

For **conformance**, staff will evaluate whether your plan conforms to the regional system plans for parks, transportation (including aviation), and wastewater.

Our **consistency** review evaluates whether the update is consistent with policies in the technical review areas. If there are inconsistencies, these items will be identified and called out separately as Advisory Comments. Finally, Council staff evaluate whether the update is **compatible** with the plans of adjacent or affected jurisdictions. Examples of jurisdictions include adjacent communities, school districts, watershed districts, parks agencies, and the Metropolitan Airports Commission.

Before final action by the Council, all plans go to the Community Development Committee (CDC) for their review and recommendation. If your comprehensive plan includes a Tier II Comprehensive Sewer Plan, it will also go to the Environment Committee (EC) for review. Tier II Sewer Plans are required for all communities that have regional sewer service or have plans for regional sewer service in this planning period, and for all communities that operate their own wastewater treatment facilities.

After the Council takes final action, we will send a letter explaining their action and your next steps. We will include our staff report for your records.

You can follow your review process with the Status Tracker on your [Community Page](#) in the Local Planning Handbook, or just [contact your Sector Rep](#) with any questions. You can also compare your comprehensive plan update review process with other communities in the region through your Community Page.

When we have completed our review of your comprehensive plan update and the Metropolitan Council has authorized the community to put the plan into effect, be sure to send us the final adopted comprehensive plan and the resolution, as well as your community's adopted official controls. You can find more information on [comprehensive plan update review process](#) through the Local Planning Handbook.

