

## Minutes of the

### MEETING OF THE LAND USE ADVISORY COMMITTEE

Thursday, November 20, 2014

#### Committee Members Present:

Jon Commers, Colleen Ratzlaff Labeau, Kathi Hemken, Andrew Hestness, Chip Halbach, Phillip Klein, Mary Hershberger-Thun, Elizabeth Wefel

#### Committee Members Absent:

Elizabeth Kautz, Bill Droste, Bill Neuendorf, Marvin Johnson, Aimie Mims, Kristina Smitten, Amy Ihlan, Tami Diehm, James McClean

#### CALL TO ORDER

Committee Chair Commers called the regular meeting of the Council's Land Use Advisory Committee to order at 4:05 p.m. on Thursday, November 20, 2014.

#### APPROVAL OF AGENDA AND MINUTES

Due to a lack of a quorum at the beginning of the meeting, the agenda of the November 20, 2014, meeting of the Land Use Advisory Committee was approved by consensus.

The approval of the minutes was delayed due to lack of a quorum. Commers noted that the meeting was being held in the Chambers so that it could be videotaped for educational purposes regarding the demonstrations of the Local Planning Handbook website.

#### ANNOUNCEMENT

Commers announced that Tami Diehm, Vice Chair, who joined the committee in 2007, is stepping down. Although she was not able to be here, this is her last meeting. Commers wanted to thank her for her service.

#### INFORMATION

##### Local Planning Handbook Website Demonstration – Angela Torres, Local Planning Assistance

Torres gave an update on the progress of the online Local Planning Handbook currently being developed. She discussed individual web pages developed for each community in the seven-county metropolitan area that will include up-to-date dynamic information. Each community's page will include:

- Status Tracker
- Community Forecasts
- Community Designation Map
- Online Plan Submittal
- Checklist
- Plan Your Process

There will also be links to Maps/Tables, Policy, Process, Grants/Loans, and Other Resources.

Klein asked if a community wants to amend their plan, can they make changes. Torres stated that they can't change their plan, but they can submit supplemental information. She noted that contact information of who to talk to will be provided on the site as well.

Torres discussed the interactive mapping tool that will be provided specific to individual communities. She noted that there will be a presentation on this at the January LUAC meeting.

Commers asked if the Council will be sharing local snapshots of water supply work that has been done (as part of the System Statements). Lisa Barajas, Manager Local Planning Assistance, stated that staff intend to supply this type of information and noted that it is still being developed. She discussed the coordination with other agencies that is happening and will link to the Local Planning Handbook. She stated that if it is not ready, it will be linked as soon as it is ready. She noted that staff will know more in January.

Torres discussed the links under the Policy tab including: Thrive MSP 2040; 2040 System Statements; Transportation Policy Plan; Water Resources Policy Plan; Regional Parks Policy Plan; Housing Policy Plan; Thrive Policy Summary; and Suburban Edge.

Torres discussed the Process tab.

Torres discussed the Grants/Loans table that will show communities if they're eligible, and what's available.

Torres discussed the 'Other Resources' tab which includes links to Land Use, Transportation, Water Resources, Parks and Natural Resources, Housing, Resiliency and Sustainability, Economic Competitiveness, and Implementation.

Torres discussed the actual online submittal. She noted that user will need to register with a user name and password (with a 15 character passphrase). She discussed the four types of reviews that may be submitted, including an Informal Review of 2040 CPU; 2040 CPA; 2040 CPU; or Submittal Information.

Torres noted that they will be coming back in January to go over the online mapping tool.

Hershberger-Thun asked about the status tracker and if it is automatically updated. Torres confirmed this and explained the process.

Hershberger-Thun asked what happens when a community falls behind. Torres explained that the Sector Rep for that community will work with them and noted that the process can be paused.

Hershberger-Thun asked if the community's current plan will be on their page. Torres stated that, although the Council has a copy, it is a pdf. She noted that each community has a copy. Hershberger-Thun stated that she just felt it may be beneficial for communities to have it available online. Barajas explained that this handbook is just a tool for cities. When cities update their plans it will need to be in its entirety.

Hemken asked how cities will be informed of this handbook. Torres explained that there will be training and a big launch next September. She stated that Sector Representatives will also be communicating with cities. She noted that planners, at the local level, have been engaged in this process.

Hershberger-Thun noted that cities will need to be informed ahead of time, so they can plan their budgets accordingly.

Klein asked if cities don't finish updating their plan, can the submittal be saved. Torres stated no, and explained that this is a webpage. Documents will be done at the local level and only submitted (uploaded) when they are completed.

### **Planning Assistance Fund – Lisa Barajas, Local Planning Assistance**

Barajas gave a presentation on the Planning Assistance Fund and noted that there is an update to the materials provided. She reviewed the timeline of the process through 2016. She then discussed the Met Council's statutory authority. Barajas reviewed the 2008 Planning grants. She then reviewed the criteria for proposed options.

Halbach asked how was the money allocated. Barajas stated that 98% was spent on comp planning and 1-2% was used for updating ordinances. She noted that the Council set up a loan fund for other purposes but it was not greatly utilized.

Barajas reviewed the three options as outlined in the materials provided. Wefel asked for clarification of Option 3. Barajas explained that you have to meet the top 2 criteria or just the bottom criteria (not all).

Barajas discussed costs for the proposed options.

Hestness asked where the money comes from. Barajas stated it would come from the General Fund.

Halbach asked what the drivers of work are for producing the Comp Plan. He stated there are many and discussed affordable housing needs. Barajas stated we used forecasted growth and noted it is a core driver of allocation of need. Communities without forecasted growth will not have an increase in their affordable housing need. Halbach stated it is not just growth that creates a need for affordable housing. He then asked what some other drivers are. Barajas stated that all updates/amendments to plans are linked to forecasted growth.

Commers stated each community in the region is experiencing changes in significant ways. He stated the question for us is how to provide support.

Klein agreed that population growth is a good driver. He feels we need to make aid accessible to as many communities as possible. He felt that Option 3 is the best option.

Commers discussed Option 3 being a smaller amount. Klein stated that larger, growing communities have more access to funds. He feels we need to make grants available for smaller communities.

Barajas reviewed the timeline of the program. Once the Met Council has affirmation of budget, they can let eligible communities know.

Hestness asked if this committee is recommending criteria or budget amount as well. Commers stated that the Council is looking for a recommendation for both.

Hershberger-Thun stated that all eligible communities may not apply. Barajas stated that her experience has been that all do apply. She suggested adjusting the numbers so that the percentage works to get the total down to the \$1.4 million while assisting the greatest number of communities.

Wefel shared her concern with smaller unsewered communities. She is curious about Option 3 losing 4 unsewered communities. She asked what their profile looks like. Barajas stated it's because township per capita net tax capacity (NTC) is higher. She discussed the 4 affected townships working together and total net tax capacity versus NTC per capita.

Halbach stated he hopes the Met Council encourages collaboration of smaller communities working together. He felt some larger communities have 'thumbed their noses' and ignored their housing goals. He is not in favor of funding their planning. Commers stated that his point was well taken, however, if we omit funding are we helping them reach their goals?

Halbach stated that the Met Council would be remiss if they ignored the communities that do not meet their housing goals.

Commers noted that it appears the members are in favor of Option 3. Barajas noted that she can adjust the numbers and bring them back in January. Commers stated this would be helpful as there will be more structure of the budget by then.

Hershberger-Thun asked that all three options be brought back. Barajas noted that if we don't use all of the \$1.4 million, we invest it to grow the pot.

### **Meeting Dates and 2015 Draft Work Plan – Jon Commers**

Commers discussed meeting dates for 2015. He commented his goal is that our conversations are accurately conveyed back to the Council at the Committee of the Whole. He noted the Council appreciates this committee's input/feedback.

Commers stated that he would like to revisit the 2015 Work Plan in 2015. He discussed work around the System Statements that will be significant. He then asked members to express any additional ideas for topics at the January meeting.

Halbach asked about the process for System Statement hearings. Detrick stated that the Council is one avenue to hear disagreements over System Statements. In case of a disagreement that can't be resolved, it either goes through LUAC or the Office of Administrative Hearings. She noted that there would be a lot of preparation for hearings.

Halbach asked if most appeals are about projected growth. Detrick stated that appeals were about that and geographic designations.

Hershberger-Thun asked about term expirations. Detrick stated that terms expire with Council Members, however, members continue to serve until new appointments are made.

**Next Meeting** – January 15, 2015

## **ADJOURNMENT**

Business completed, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Sandi Dingle  
Recording Secretary