



**DATE:** March 20, 2017

**TO:** Honorable Mayor and City Councilmembers  
William S. Joynes, Sr., City Administrator

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** 2040 Comprehensive Plan Update

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**Background**

Every ten years, all communities within the seven county metropolitan area are required to updates their Comprehensive Plans to be compliant with the Metropolitan Council requirements. The City now has until the end of 2018 to complete its 2040 Comprehensive Plan. The checklist of the requirements that will need to be addressed is included in Attachment A.

The City Council approved a contract with WSB and Associate to complete the update on March 13, 2017. The joint Work Session of the City Council and Planning Commission on March 20, 2017 will be the beginning of an eleven month process to prepare the Comprehensive Plan update for neighboring jurisdiction review and Metropolitan Council approval.

**Discussion**

*Plan Topics*

State Statute and the Metropolitan Council regulations require that the Comprehensive Plan address the following topics:

- Land Use
- Housing
- Transportation
- Wastewater
- Surface Water
- Water Supply
- Parks and Trails

- Implementation

The Scope and Budget for the Comprehensive Plan is provided in Attachment C. The Scope shows the individual tasks that will be conducted to meet the minimum requirements for the Comprehensive Plan shown in Attachment A.

*Scheduling and Public Engagement*

The WSB proposal schedule is provided in Attachment B and shows the timeline for the creation of the Comprehensive Plan and the individuals who will be involved in the review and approval process. The Planning Commission will review the Comprehensive Plan at four upcoming meetings covering the following topics:

<i>Planning Commission Meeting</i>	<i>Topic</i>
June 7, 2017	Land Use and Housing
September 6, 2017	Implementation and Capital Improvement Program
November 8, 2017	Draft Comprehensive Plan review
December 6, 2017	Public Hearing for Comprehensive Plan adoption

The City Council is scheduled to review the Comprehensive Plan at the following three meetings:

<i>City Council Meeting</i>	<i>Topic</i>
July 17, 2017	Land Use and Housing
October 16, 2017	Draft Comprehensive Plan review
January 2018	Comprehensive Plan approval

The Parks, Trails and Recreation Committee and the Economic Development Commission will also be reviewing the draft Comprehensive Plan before the public hearing. To allow for public review and comment of the Comprehensive Plan, a mySidewalk page will be set up exclusively for the Comprehensive Plan that will be linked to the City’s website and linked to and posted on the City’s Facebook page.

*City Council Direction on the Scope and Effort of the Update*

The City Council provided direction for staff and WSB to prepare a scope of work that will complete the minimum requirements for the 2040 Comprehensive Plan update. The Councilmembers have stated a number of reasons for limiting the effort to only the minimum requirements, including:

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City of Arden Hills  
 City Council Meeting for March 20, 2017  
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- The existing 2030 Comprehensive Plan is a useful document in its current form.
- A number of significant amendments have recently been made to the 2030 Comprehensive Plan, including an amendment in December 2016 for the TCAAP development.
- The Higher Education Study currently underway will be completed in time to provide recommendations for any economic development updates needed in the 2040 Comprehensive Plan.

#### *City Vision and Chapter Goals*

Since the City has determined that the 2030 Comprehensive Plan is a useful document for guiding future decisions regarding community development, it would be helpful for the City Council and Planning Commission to review the existing City Vision and Goals for each chapter of the Comprehensive Plan and determine if any revisions are needed:

- *City Vision:* Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.
- *Active Living:* Enhance the health, safety, and well-being of all who live, work, and play in the City.
- *TCAAP Redevelopment:* Develop TCAAP in a way that accommodates a mix of land uses that is sensitive to the natural environment, economically sustainable, and of benefit to the community.
- *Land Use:* Develop and maintain a land use pattern that strengthens the vitality, quality, and character of our residential neighborhoods, commercial districts, and industrial areas while protecting the community's natural resources and developing a sustainable pattern for future development.
- *Housing:* Develop and maintain a strong, vital, diverse and stable housing supply for all members of the community.
- *Economic Development and Redevelopment:* Promote the development, redevelopment, and maintenance of a viable, innovative, and diverse business environment serving Arden Hills and the metropolitan area.

- *Parks and Recreation*: Create a comprehensive, maintained, and interconnected system of parks, pathways, and open spaces as well as a balanced program of recreational activities for residents of all ages, incomes, and abilities.
- *Protected Resources*: Preserve, protect, and restore the community's natural resources, including open spaces, lakes, wetlands, other significant natural features, and historic resources.
- *Transportation*: Provide a transportation system that has convenient and effective multi-modal connections within Arden Hills and to adjacent municipalities, the remainder of the Twin Cities Metropolitan Area, and greater Minnesota.
- *Environmental Conservation and Sustainability*: Promote conservation and sustainable design practices in the preservation, development, redevelopment, and maintenance of the City's natural and built environment.
- *Public Facilities, Infrastructure, and Services*: Provide efficient and high-quality public facilities, services, and infrastructure.

### **Requested Action**

1. That the City Council provides any direction or guidance to the Planning Commission regarding the scope and extent of effort into the 2040 Comprehensive Plan Update.
2. Review the existing City Vision and Goals of the various Comprehensive Plan chapters. Please consider if any revisions or updates need to be made to the City Vision or Goals.

### **Attachments**

- A. Metropolitan Council Comprehensive Plan Minimum Checklist for Arden Hills
- B. 2040 Comprehensive Plan Update Proposal, WSB & Associates, March 8, 2017
- C. Proposed Scope and Budget to Provide Services to Complete the 2040 Update to the Arden Hills Comprehensive Plan

**Councilmember McClung** asked if we are going in the direction of looking at the nine commercial and industrial zones and deciding if we really want or need them.

**Interim City Planner Zweber** stated the Planning Commission has looked at what the difference is between I-1 and I-2, and they feel the uses should be listed. Also Zones B-3 and B-4 are close enough in the description that possibly they could be one zone

**Mayor Grant** stated that everyone needs to remember that we are a City and decisions need to be made according to what is best for the City.

**Councilmember McClung** agreed, stating a well-rounded city has a little bit of everything and not too much of any one thing. It doesn't rely on any one employer and diversity of employers is a good thing.

**Councilmember McClung** said Smith Medical started small and grew into other sections of the buildings until they were so successful that they had to move to another facility. So that is a good reason to keep that area as I-Flex. If we allow Northwestern or Bethel to come in they will stay and that will box out the business community, so we have to be careful where we allow education.

**Councilmember Holmes** commented that maybe all the Council wants to do is see if we would want higher education to be in any particular zone and whether it should it be expanded or contracted without questioning all the different zones.

**Senior Planner Bachler** stated the report will show specific recommendations for the higher education land use related to the different existing business and industrial districts in the city.

### C. 2040 COMPREHENSIVE PLAN

**Senior Planner Bachler** stated that the City Council is expected to approve the 2040 Comprehensive Plan Update in January 2018. He reviewed the schedule as stated in the memorandum. There will be a project website that will be linked to from the City website and facebook page. He is requesting the City Council provide direction to the Planning Commission and review the City Vision and Goals in the 2030 Comprehensive Plan.

**Councilmember Holden** had two comments: as people age, how can we make sure people can stay in their home, and what will we do about transportation issues on Hamline Avenue and getting out onto Hamline Avenue from the neighborhoods.

**Mayor Grant** stated that the scope of the update is limited to what is required by the Metropolitan Council.

**Senior Planner Bachler** noted that staff plans to hold the public hearing with the Planning Commission in December and then bring it back to City Council for approval in January, 2018. There is a six month review period for adjacent and affected jurisdictions.

**Councilmember Holden** wondered what the repercussions were if the Comprehensive Plan was submitted late.

**Interim City Planner Zweber** said they are expected to have similar penalties as ten years ago, which would mean no grant funding from the Met Council until the Plan is submitted and there are no changes allowed to the current Plan until the new Plan is submitted.

**Councilmember Holmes** suggested making a revision to the Vision and Chapter Goals on Housing. She suggested saying current and future members of the community.

#### **D. HIGHWAY 10 AND COUNTY ROAD 96 INTERSECTION**

**Public Works Director/City Engineer Sue Polka** stated the investigation on the accident that occurred at the intersection in December has been completed, but the report is still pending. The County is planning to update all the signals along Hwy 96 with the flashing yellow arrows in 2018. After some discussion, **Public Works Director/City Engineer Sue Polka** said she would request copies of studies that should be done with any revisions to the traffic signals.

**Mayor Grant** asked if we could request a No Freeway Access sign.

**Councilmember McClung** asked if Hamline Ave traffic issues could be added to a future work session. It was decided to invite the County Commissioner and the County Traffic Engineer to the meeting as well.

#### **E. DUMP TRUCK PURCHASE**

**Mayor Grant** felt we got a very good deal in purchasing the current truck and wondered if we should trade it in or not, but there is an issue with where we would park it.

**Public Works Superintendent Jeff Frid** said he spoke with the lead mechanic for the County and there are maintenance issues with the current truck. The mechanic gave an educated guess that the transmission would be needing repair and the motor mounts are currently  $\frac{3}{4}$  gone and will need to be replaced. Also, Sterling is out of business, so they are having to get parts from a junk yard.

**City Administrator Joynes** noted that this is a replacement for an existing truck because of the ongoing maintenance issues. Although we need to plan for TCAAP, this truck is needed now to maintain what we are currently doing.

**Mayor Grant** said the purchase should be added to the next Council agenda.

## **2. COUNCIL/STAFF COMMENTS**

**Councilmember Holden** asked if Sue Polka could ask the County if a roundabout is being planned for County Rd D, New Brighton Rd and Fairview.

**Councilmember Scott** said he is looking forward to the ribbon cutting and grand opening for Nutmeg Brewing Company on March 29.



ARDEN HILLS  
MEMORANDUM

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**DATE:** June 7, 2017

PC Agenda Item **4.B**

**TO:** Planning Commission Chair Thompson and Commissioners

**FROM:** Eric Zweber, Interim City Planner

**SUBJECT:** 2040 Comprehensive Plan Update

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**Background**

The Metropolitan Council requires all communities within the seven-county metro area to update their comprehensive plans every ten years. The City Council has authorized WSB & Associates to prepare the 2018 update. The scope of work includes the minimum amount of updates required to meet the Metropolitan Council Requirements.

The information in this staff report and attachments includes the updates to the housing chapter of the plan, as well as an evaluation of affordable housing requirements. The results of the Higher Education Study, which was discussed in Agenda Item 4.A., will determine potential updates to Land Use chapter of the plan.

**Housing Chapter**

Attachment E is a red-lined copy of the existing Housing chapter. Changes include only updates to the data, to reflect the current period of the Comprehensive Plan Update. The new sections of the Housing chapter address the new affordable housing information required by the Metropolitan Council.

**Affordable Housing**

On September 17, 2015, the Metropolitan Council released a System Statement for each community that listed each community's requirements for their 2040 Comprehensive Plan Update. Arden Hills' System Statement's Land Use and Housing requirements are provided in Attachment A.

### *Affordable Housing Need Allocation*

The table below lists the Arden Hills affordable housing requirement from 2021 to 2030. The requirement is broken out into three bands for 2040, while 2030 requirement only addressed affordable housing at 60% of the area median income or below.

<b>At or Below 30% Area Median Income (AMI)</b>	129 Units
<b>31 to 50% AMI</b>	100 Units
<b>51 to 80% AMI</b>	144 Units
<b>Total Units</b>	373 Units

To demonstrate that these Metropolitan Council requirements are met, two criteria must be addressed:

1. Density
2. Tools

#### *Density*

In order to meet the Metropolitan Council's density requirement, the City of Arden Hills must show that it has sufficient land available that is guided for a high enough density to accommodate the need allocation. The Metropolitan Council expects affordable housing at 50% of AMI or below to be developed on land guided for a minimum of twelve (12) units per acre and that the affordable housing between 50% and 80% AMI to be developed on land guided for minimum of six (6) units per acre.

- Housing Land Uses and Density Ranges

The 2030 Comprehensive Plan has seven land uses that allow for housing at various density ranges. The land use categories and density ranges are shown on the table below. Only three of the land use categories can be implemented to meet the Metropolitan Council's affordable housing requirements: Town Center for the allocations of 50% of AMI and below; and Medium Density Residential and High Density Residential for the allocations between 50% and 80% of AMI.

<b>2030 Land Use Category</b>	<b>Density Range</b>	<b>Affordability Category</b>
Very Low Density Residential (VLDR)	1.5 to 3 units per acre	N/A
Low Density Residential (LDR)	3 to 5 units per acre	N/A
Medium Density Residential (MDR)	6 to 9 units per acre	50% to 80% of AMI
High Density Residential (HDR)	9 to 12 units per acre	50% to 80% of AMI
Neighborhood Residential (NR)	1.5 to 8 units per acre	N/A
Town Center (TC)	15 to 67 units per acre	50% of AMI and below
Community Mixed Use (CMU)	3 to 20 units per acre	N/A

- 50% of AMI and Below

The City has 15.9 acres of land zoned Town Center in the TCAAP development that allows for a minimum density of fifteen (15) units per acre. The Town Center properties would allow for a minimum of 239 units. This would accommodate the need allocation for 50% of the area median income and below.

<b>50% AMI and Below Requirement</b>	<b>Arden Hills Designation</b>	<b>Acres</b>	<b>Minimum Density</b>	<b>Minimum Units</b>	<b>Difference</b>
229 Units	Town Center	15.9 Acres	15 Units/Acre	239 Units	+10 Units

- 50% to 80% of AMI

There are 144 units of housing in the 50% to 80% AMI category that needs to be accommodate within land uses that a minimum of six units per acre. Below is a table of possible areas where this could be accomplished. The Planning Commission should consider each of these possibilities and provide guidance on possible changes for the 2040 Comprehensive Plan.

<b>Area</b>	<b>2030 Land Use</b>	<b>Possible 2040 Land Use</b>	<b>Acres</b>	<b>Units</b>
Surplus Town Center Units	Town Center	Town Center	N/A	10 Units
Parkshore Dr. and Old Hwy 10	MDR	MDR	7.02 Acres	42 Units
Old City Hall/Public Works	NB	MDR	6.82 Acres	41 Units
Properties South of 3820 Cleveland Ave	NB	MDR	1.23 Acres	7 Units
Properties North of Cottage Villas (Cleveland Ave)	NB	MDR	2.53 Acres	15 Units
Community Mixed Uses (B-2 Zoning)	CMU	CMU with 5% Residential at 6 Units per Acre.	100.2 Acres	30 Units
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>22.55 Acres</b>	<b>145 Units</b>

*Tools*

The Metropolitan Council requires communities to offer tools that can be used by developers and residents to provide for the affordable housing that the community needs. The following tools have been identified:

<b>Tool</b>	<b>Administrator</b>
Minnesota Housing Consolidated Request for Proposals	MN Housing Finance Agency
Community Development Block Grants (CDBG)	HUD, Ramsey County
HOME Funds	HUD, Ramsey County
Neighborhood Stabilization Program (NSP) Grants	HUD, Ramsey County
Homebuyer Assistance Programs	Ramsey County
Repair and Rehabilitation Support	Ramsey County
Foreclosure Prevention	Ramsey County
Energy Assistance	Ramsey County

Rental Assistance	Metro Housing and Redevelopment Authority
Livable Communities Grants	Metropolitan Council
Local Fair Housing Policy	Twin Cities Metro Area Fair Housing Implementation Council, Ramsey County
Land Trusts	None
Development Authorities	City of Arden Hills
Housing Bonds	Ramsey County
Tax Abatement	City of Arden Hills
Tax Increment Financing	City of Arden Hills
Fee Waivers or Adjustments	City of Arden Hills
Zoning & Subdivision Policies	City of Arden Hills
4(d) Tax Program	MN Housing Finance Agency

These programs and how they can be used is described in further detail in Attachment E.

**Land Use Chapter**

The Land Use Chapter was updated on December 12, 2016 in response to the TCAAP Redevelopment Code (TRC) updates (Attachment G). The Higher Education Study is generating some information that may warrant further amendments within the 2040 Land Use chapter (Attachment D). The draft Higher Education Study report and recommendations is anticipated in July. Discussions on possible Land Use Chapter amendments can be reviewed further at the July Planning Commission meeting.

**Next Steps**

Staff is requesting Planning Commission comments on the proposed Housing chapter amendments, particularly those proposed to address the 50% to 80% of AMI affordable housing allocation. At the July Planning Commission meeting, discussions will be conducted to determine any Land Use Chapter amendments suggested as a part of the Higher Education Study report. In September, the Planning Commission will review the Capital Improvement Program and Implementation chapter that would implement the amendments to the 2030 Comprehensive Plan. In November, the Planning Commission will review the entire draft 2040 Comprehensive Plan in anticipation for the December Public Hearing recommending approval of the 2040 Comprehensive Plan.

## **Attachments**

- A. Arden Hills 2015 Housing and Land Use System Statement
- B. Zoning Map
- C. 2030 Future Land Use Map
- D. Redline of Proposed 2040 Comprehensive Plan Land Use Chapter
- E. Redline of Proposed 2040 Comprehensive Plan Housing Chapter
- F. December 12, 2017 Redline of Amendment to the 2030 Comprehensive Plan TCAAP Chapter
- G. December 12, 2017 Redline of Amendment to the 2030 Comprehensive Plan Land Use Chapter
- H. December 12, 2017 Redline of Amendment to the 2030 Comprehensive Plan Housing Chapter

**Interim City Planner Zweber** stated the purpose of the study was not to restrict the expansion of Northwestern and Bethel, but rather to encourage the growth and development of the entire City of Arden Hills. He reported the City was taking a comprehensive look at all commercial and industrial zoning districts in order to promote Arden Hills globally. He commented that the Smiths Medical site was very attractive for redevelopment and could foster three or four new businesses. He indicated staff was further investigating how other cities were zoning for institutional uses in order to adapt and provide flexibility, while not taking away from the business community as a whole.

**Commissioner Lambeth** questioned if taxable property was the root of this issue.

**Interim City Planner Zweber** commented this was not the root of the issue, but rather one component of all of the other characteristics for zoning along with how higher education was evolving.

**Commissioner Jones** asked if the school bus depot property (zoned R-1) could be rezoned to Gateway Business.

**Interim City Planner Zweber** stated this was the proper question to ask and explained this situation could be examined further by the City.

## **B. 2040 Comprehensive Plan Update**

**Interim City Planner Zweber** stated the Metropolitan Council requires all communities within the seven-county metro area to update their comprehensive plans every ten years. The City Council has authorized WSB & Associates to prepare the 2018 update. The scope of work includes the minimum amount of updates required to meet the Metropolitan Council Requirements. The information in this staff report and attachments includes the updates to the housing chapter of the plan, as well as an evaluation of affordable housing requirements. The results of the Higher Education Study, which was discussed in Agenda Item 4.A., will determine potential updates to Land Use chapter of the plan.

**Interim City Planner Zweber** reviewed the Housing Chapter with the Commission and commented on the City's affordable housing needs allocation. Staff requested the Planning Commission comment on the proposed Housing Chapter amendments, particularly those proposed to address the 50% to 80% of AMI affordable housing allocation.

**Chair Thompson** opened the floor to Commissioner comments.

**Commissioner Zimmerman** commented on the AMI percentages and asked how this impacted rental rates.

**Interim City Planner Zweber** stated AMI was defined as area median income and reported no more than 30% of individual's income could be spent on housing related expenses on a monthly basis. He described how land values and rental rates were established for affordable housing units. He reported the more units within a housing project the more affordable the units became.

**Chair Thompson** stated she supported deferring the financial tool decisions within the Housing Chapter of the Comprehensive Plan to the City Council.

**Interim City Planner Zweber** reviewed the next steps for the Comprehensive Plan with the Commission. It was noted at the July Planning Commission meeting, discussions will be conducted to determine any Land Use Chapter amendments suggested as a part of the Higher Education Study report. In September, the Planning Commission will review the Capital Improvement Program and Implementation Chapter that would implement the amendments to the 2030 Comprehensive Plan. In November, the Planning Commission will review the entire draft 2040 Comprehensive Plan in anticipation for the December Public Hearing recommending approval of the 2040 Comprehensive Plan.

**Chair Thompson** thanked staff for the detailed information being provided to the Planning Commission regarding the Comprehensive Plan.

## **REPORTS**

### **A. Report from the City Council**

**Councilmember McClung** updated the Planning Commission on activities from the May 15, 2017 City Council Work Session, stating the City Council met with the Ramsey County Traffic Engineer to discuss upcoming road improvement projects. County Road F between Hamline Avenue and Lexington Avenue will be reconstructed in 2018, and a center dual left turn lane and a traffic signal at Innovation Way and the main entrance to the Land O'Lakes campus will be added. Lexington Avenue between County Road E and Interstate 694 is scheduled to be reconstructed in 2020.

**Councilmember McClung** updated the Planning Commission on activities from the May 22, 2017 City Council Regular Meeting, stating the City Council approved Planning Case 17-011 for a Master and Final PUD for Health Partners Medical Group at 3930 and 3928 Northwoods Drive. The approval will allow Health Partners to complete an 8,531-square foot addition and parking lot expansion. The Planning Commission reviewed this case on May 3, 2017 and recommended approval. The City Council approved Planning Case 17-012 for a Master and Final PUD for CSM Corporation at 4244-4295 Lexington Avenue. The approval will allow CSM to complete parking lot modifications that will add 59 parking stalls to the Arden Hills Corporate Center. The Planning Commission reviewed this case on May 3, 2017 and recommended approval.

### **B. Planning Commission Comments and Requests**

**Commissioner Jones** stated he may not be able to attend the July 5<sup>th</sup> Planning Commission meeting.

### **C. Staff Comments**

None.

## **ADJOURN**



**DATE:** August 21, 2017

**TO:** Honorable Mayor and City Councilmembers  
William S. Joynes, Sr., City Administrator

**FROM:** Matthew Bachler, Senior Planner

**SUBJECT:** **2040 Comprehensive Plan Update – Housing and Land Use Chapters**

**Background**

Minnesota Statute requires that all communities within the seven-county metropolitan area update their Comprehensive Plans every ten years. The City’s Comprehensive Plan must also reflect the adopted regional policies in the Metropolitan Council’s system and policy plans. The City Council has approved a contract with WSB & Associate to complete the 2040 Comprehensive Plan update. To date, the following meetings have been held on the Comprehensive Plan update:

<b>Date</b>	<b>Meeting</b>	<b>Topic</b>
March 20, 2017	City Council Work Session	Review City Vision and Goals
June 7, 2017	Planning Commission	Housing

At the Work Session on August 21, 2017, the City Council will be asked to review the draft Housing and Land Use chapters of the Comprehensive Plan. WSB & Associates has provided a background memo and red-lined amendments to the Housing and Land Use chapters (see attached).

The Housing chapter is being updated to reflect current conditions in terms of housing type, tenure, and cost, and what existing housing needs are in the community. The City is also required to address how its land use plan will accommodate future household growth, and in particular affordable housing needs.

The City is currently completing a Commercial, Industrial, and Higher Education Study that is expected to generate recommended changes to the Land Use chapter of the Comprehensive Plan. A draft of this study will be reviewed and discussed under Agenda Item 1D at the August 21 City

Council Work Session. The City also recently completed an extensive update to the Land Use chapter of the Comprehensive Plan in December 2016 to incorporate changes to the TCAAP Master Plan.

### **Next Steps**

Staff expects to review a draft of the complete 2040 Comprehensive Plan Update with the City Council in December 2017. The public hearing for the Comprehensive Plan Update and its final adoption by the City Council is expected to take place in the first quarter of 2018.

### **Attachments**

- Memo and Attachments from WSB & Associates

**Councilmember Holmes** wondered how much space does the Anderson Center takes up in the B-2 district.

**WSB Senior Planner Zweber** responded that the entire Anderson Center takes up 23% of the B-2. If it were 100% Higher Education Classroom/Office, that would leave about 20,000 square feet. Because Bethel University has an approved Conditional Use Permit for the full occupation of the building, it has to be assumed it will be fully occupied.

**Councilmember McClung** said he thought we should include labs in classroom and if the lab is needed for successful completion of the course, that could be considered classroom time. He felt those labs should be included in the definition of classroom.

**Senior Planner Bachler** asked if the Council wanted to continue with the combined Classroom/Office definition, or did they wish to separate it out and define classroom and allow administrative offices.

**WSB Senior Planner Zweber** noted that in discussions with Bethel University, they wanted the language in Criterion “C” to mean they can have a medical laboratory. Northwestern University wants to be able to have the S.T.E.M. facility.

After discussion, **WSB Senior Planner Zweber** stated the Council’s direction was to add laboratories to the definition of Classroom/Office.

**Councilmember McClung** further added that work should be done on the definition of what a hard lab is so that it would exclude specialized labs that would have a detrimental impact on the other uses in the B-2 zone.

## **E. 2040 COMPREHENSIVE PLAN UPDATE**

**Senior Planner Bachler** noted that staff has been working with WSB & Associates on completing the update to the 2040 Comprehensive Plan, and this discussion will focus on the Housing and Land Use chapters.

**WSB Senior Planner Zweber** stated that a large portion of the Comprehensive Plan is up to date. The Met Council requirements need to be met, which includes incorporating the recommendations from the Commercial and Industrial Higher Education Study and would likely be complete by the first quarter of 2018. The changes to the Housing Chapter will be to meet new requirements that weren’t in existence for the 2030 Comprehensive Plan, the majority of the changes to the Land Use Chapter are updating what has happened in the last ten years or the recommendations of the Commercial and Industrial Study.

**WSB Senior Planner Zweber** noted that affordable housing now needs to be addressed in three bands. A band of 30% AMI or below needs to be met, that band requires resources beyond what the City can do on it’s own. The 31% - 50% AMI band are things that cities can achieve on their own. The 51% – 80% AMI is providing affordable ownership options. Through 2030, Arden Hills has to have land available to accommodate 373 total units. If there are land uses with a minimum of 12 units per acre or higher, you can count that towards everything at 50% AMI or below. In the current Comprehensive Plan, the only area that has a minimum of 12 or more is the

Town Center in TCAAP. In the 51% - 80% AMI band, you can only count land uses that have a minimum of six units or more. There is currently not enough land available to accommodate that band.

**WSB Senior Planner Zweber** said staff is proposing amendments to the Future Land Use map, and the Planning Commission has reviewed them. Some of the requirement for the 51% - 80% AMI band could be accommodated if the old City Hall/Public Works site was redesignated from Neighborhood Business to Medium Density Residential, and if the properties south of the existing multi-tenant office building on Cleveland Avenue near the interchange of County Road E2 and I35W were changed from Neighborhood Business to Medium Density Residential. Both of those changes would still leave the City approximately 29 units short of the requirement. However, if the Community Mixed Use units per acre were increased the minimum density to six units per acre, it would only take 5% of that area redeveloped into residential to meet the entirety of the 144 units required.

**WSB Senior Planner Zweber** explained that the Metropolitan Council modified different communities' bands depending on how much affordable housing they have. This requirement is for new units, not existing. And the bands are based on density, not value.

**Councilmember Holden** asked why some of the townhouses in the Hill neighborhood in TCAAP aren't being counted.

**Senior Planner Bachler** explained that they don't count because when the Metropolitan Council was making the determination they are looking at the minimum density required, not the maximum density allowed. In the Hill neighborhood the maximum density is 6.75 units per acre, but the minimum density is less than six units per acre.

**WSB Senior Planner Zweber** asked the Council to look at the Future Land Use Classifications on page 6-9 of the Comprehensive Plan. He noted that all of the residential in TCAAP is Neighborhood Residential (NR). The minimum density is 1.5. So to count the townhomes in the Hill neighborhood, they would have to amend the TCAAP portion of the Comprehensive Plan to break Neighborhood Residential into different types of land use categories.

**Senior Planner Bachler** suggested that they could look at the Community Mixed Use which only allows multi-family residential and possibly increase the minimum density requirement in that zone.

**WSB Senior Planner Zweber** suggested the table would be modified to remove the old City Hall/Public Works property and properties north of Cottage Villa, but leave the Parkshore Driven properties as Medium Density Residential, and add into the table verbiage to match the higher density townhomes that are in TCAAP Redevelopment Code.

**WSB Senior Planner Zweber** stated the next component is Tools. There are five tools that Arden Hills would administer: Development Authorities, Tax Abatement, Tax Increment Financing, Fee Waivers and Adjustments, and Zoning and Subdivision Policies.

It was decided to leave the existing language as is.

**Councilmember Holden** noted there is no difference between Workforce and Affordable Housing and asked that it not be listed twice.

**WSB Senior Planner Zweber** commented that these two components are needed to meet the Metropolitan Council requirements: enough land at the right densities and tools identified as available to achieve the goals. Staff will strike the changes to the Medium Density on the table and talk about TCAAP, “and increasing” will be left in the first goal, and eliminate “Workforce” from the second goal.

**Senior Planner Bachler** said staff would like the Council to look at possible changes to the Land Use Classification in the B-4 district along Dunlap Street.

**WSB Senior Planner Zweber** stated the last topic for discussion is Employment Zones versus Consumer Zones. A lot of uses are allowed in all commercial and industrial zones and staff would like Council to look at which uses are appropriate in the different zoning districts in order to implement the goal of high wage, high employment uses and have businesses that would allow those employees to spend money in the community.

**Senior Planner Bachler** explained the difference between the designations on the Future Land Use Map from the Comprehensive Plan which guides the future use of land out to 2040. The Zoning Code is how the Future Land Use Map is implemented.

**WSB Senior Planner Zweber** noted that the Planning Commission will review the implementation of the CIP in November, the City Council will see a draft of the Comprehensive Plan in November, and the Public Hearing will be in January 2018.

#### **F. STATE OF THE CITY UPDATE**

**Senior Planner Bachler** requested feedback on the presentation topics.

**Councilmember Holden** commented that she felt she didn’t like advertising what the new textile recycling company was doing.

**Mayor Grant** stated that he didn’t think they were disingenuous with what they presented.

**Councilmember Holden** asked if they could be taken off the State of the City.

**Councilmember Holmes** asked to add Green Steps Cities. She would like to present that topic.

**Councilmember Holden** asked if they could include the new Highway 10 project, as well as the dog parks and new playground equipment.

## **2. COUNCIL/STAFF COMMENTS**

NONE

**ADJOURN**



## **Memorandum**

**To:** *Planning Commission Chair and Commissioners*  
*Matthew Bachler, Senior Planner*

**From:** *Eric Zweber, AICP*

**Date:** *November 1, 2017*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On June 7, 2017, WSB & Associates provided a summary of the 2040 Comprehensive Plan Update to the Planning Commission. That summary included the changes in the requirements for the Housing Chapter. Since that meeting WSB and City Staff have been updating the Housing and Land Use chapters and completing the technical elements (potable water, surface water, sanitary sewer, and transportation) to develop any capital investments necessary to implement the Comprehensive Plan. Additionally, in September, the City Council accepted the Commercial, Industrial, and Higher Education study. The findings of that study have been included in the Land Use and Implementation chapters of the Comprehensive Plan. Attached to this memorandum are clean and redline Land Use, Housing, Implementation, and Zoning Regulations chapters, as well as the draft Land Use map and the draft capital improvement plan (CIP) for 2018-2022.

### **Requested Action**

Review the draft Land Use, Housing, and Implementation Chapters and provide recommendations on any changes.

### **Summary**

#### *Housing*

The Metropolitan Council has additional affordable housing requirements than the 2030 Comprehensive Plan, which can be generally summarized as:

- Increase the overall average density of all new development and redevelopment from 3 units per acre to 5 units per acre.
- Determine the existing affordable housing need of Arden Hills' residents and determine policies and strategies to address this need.
- Determine how to accommodate Arden Hills' share of the regional affordable housing need between 2021 and 2030.
- Evaluate what tools are available to assist with the construction of affordable housing units between 2021 and 2030.

The proposed density of the TCAAP development will be about 9 units per acre and any redevelopment will most likely intensify the existing density of the community. Therefore, Arden Hills should have no issue meeting the new 5 unit per acre requirement.

Pages 7-9 through 7-12 describe the existing affordable housing need for Arden Hills. Table 7.8 shows that there are cost burdened households at all affordability bands, but tables 7.7 and 7.10 show that there are units available at the 30% of area median income (AMI) and below and the 50% to 30% AMI bands than residents making incomes that qualify for those levels of affordability. The need for additional affordable units exists for the 50% to 80% AMI band, which is commonly met by ownership townhome units. With the TCAAP development and the expected development of the vacant properties on Parkshore Drive and the former City Hall site, many townhomes are anticipated to be constructed to alleviate the existing need.

The need for the development of new affordable units between 2021 and 2030 at 50% AMI and below will be achieved through the densities of the apartments and condominiums planned at the TCAAP site. Table 7.13 shows how the 2021 to 2030 need for 50% to 80% AMI housing can be achieved through the development of the Parkshore Drive and the former City Hall sites, as well as redevelopment of 6% of the B-2 zoning district into apartments.

The tools available to support affordable housing are listed on pages 7-16 through 7-20 and the table on page 7-21 shows which tools would be useful to achieve the housing goals. The description of the tools includes both what type of affordable housing would benefit and what agencies are responsible to implement the tools. In most cases, the State of Minnesota or Ramsey County is responsible for implementation the affordable housing programs.

### *Land Use*

The majority of the City is proposed to have the same land uses as the 2030 Comprehensive Plan. The proposed changes can be summarized as:

- Scherer Bros. lumber is changed from Mixed Business to Light Industrial.
- The public buildings on the Arden Hills Army Training Site are changed from Park Preserve to Public & Institutional.
- The former City Hall property on Highway 96 is change from Neighborhood Business to Medium Density Residential.
- The Bremer Bank site is changed from Light Industrial to Mixed Business.
- The B-4 zoned properties along Dunlap St are changed from Mixed Business to Light Industrial.
- The former Lake Johanna Fire Station is changed from Public & Institutional to Very Low Density Residential.

The other changes to the Land Use Chapter are predominately adding the B-4 properties, Neighborhood Business, Gateway Business, and the employment versus consumer recommendations from the Commercial, Industrial, and Higher Education study. These issues are discussed on page 6-9 through 6-11.

**Requested Action**

That the Planning Commission provide any direction or guidance regarding the Housing and Land Use policies included within the 2040 Comprehensive Plan update.

**Next Steps**

On November 20, the City Council will review the entire draft 2040 Comprehensive Plan.

On December 6, the Planning Commission will review the entire draft 2040 Comprehensive Plan.

On January 3, the Planning Commission will hold a public hearing for the draft Comprehensive Plan.

Thank you,



Eric Zweber, AICP

Attachments:

- A. Draft Chapter 6: Land Use
- B. Chapter 6: Land Use Redline
- C. Draft Land Use Map
- D. Draft Chapter 7: Housing
- E. Chapter 7: Housing Redline
- F. Draft Chapter 14: Implementation
- G. Chapter 14: Implementation Redline
- H. Draft Appendix A: Proposed 2018-2022 CIP
- I. Draft Appendix H: Zoning District Regulations
- J. Appendix H: Zoning District Redline

**Beka Hemkin**, eStreet Flats resident, 1201 County Road E, indicated she attended Bethel University and now works at Northwestern. She believed the proposed Dunn Brothers would be a great addition to the community.

There being no additional comment Vice Chair Jones closed the public hearing at 7:02 p.m.

**Commissioner Bartel** agreed the coffee shop would be a great addition to this area of Arden Hills.

**Commissioner Bartel moved and Commissioner Gehrig seconded a motion to recommend approval of Planning Case 17-024 for a PUD Amendment at 1160 County Road E West, based on the findings of fact and submitted plans, as amended by the seven (7) conditions in the November 8, 2017, Report to the Planning Commission. The motion carried unanimously (5-0).**

## **UNFINISHED AND NEW BUSINESS**

### **A. 2040 Comprehensive Plan Update**

**Eric Zweber, WSB & Associates**, stated on June 7, 2017, WSB & Associates provided a summary of the 2040 Comprehensive Plan Update to the Planning Commission. That summary included the changes in the requirements for the Housing Chapter. Since that meeting WSB and City staff have been updating the Housing and Land Use chapters and completing the technical elements (potable water, surface water, sanitary sewer, and transportation) to develop any capital investments necessary to implement the Comprehensive Plan. Additionally, in September, the City Council accepted the Commercial, Industrial, and Higher Education study. The findings of that study have been included in the Land Use and Implementation chapters of the Comprehensive Plan. He reviewed in detail the draft Land Use, Housing, and Implementation Chapters, commenting on the existing and new affordable housing needs. He provided further comment on the implementation portion of the Comp Plan noting how this aligned with the City's CIP. The next steps and approval timeline for the Comp Plan was reviewed and staff requested comments or questions.

**Commissioner Zimmerman** commented on how the City worked to balance affordable housing with the cost for these units and potential buyers. He questioned if subsidies were set up to account for some level of variability.

**Mr. Zweber** reported the City was only able to control regulations for development and the funds available to assist with development. He explained that the labor market and cost for building materials were a matter outside of the City's control. He stated if the cost to produce housing were on the rise and incomes were to remain the same, the State and Federal government would have to assist in filling that gap. He described how the Met Council worked to assist local communities to ensure they have the proper tools in place to foster affordable housing.

**Commissioner Zimmerman** stated he did not want the City and Alatus to be put in a position to create affordable housing on TCAAP if there was not a strong market to occupy the space.

**Mr. Zweber** commented further on the policies the City had in place to assist with affordable housing development. He described how affordable housing required a great deal more interaction between several levels of government when compared to market rate housing.

**Vice Chair Jones** asked if Met Council had new affordable housing requirements for the entire metro area.

**Mr. Zweber** explained the Met Council had requirements for each urban, suburban and emerging suburb in the metro area. He reported the Met Council did not have a one size fits all standard regarding affordable housing.

**Senior Planner Bachler** commented on how the City would be working to ensure a variety of housing products would be constructed on TCAAP. He explained the City had the proper regulations in place to assist in meeting this goal.

**Commissioner Bartel** questioned what would happen to Arden Hills if they did not meet the Met Council's housing goals.

**Mr. Zweber** stated the Met Council had yearly check-ins and would be monitoring the City's efforts. He indicated there could be many reasons why a City does not achieve its goal such as lack of experienced developers or proper funding sources.

## **COMMENTS AND REPORTS**

### **A. Report from the City Council**

**Senior Planner Bachler** updated the Planning Commission on City Council activities from the September 25, 2017 City Council Regular Meeting, stating the City Council approved Planning Case 17-023 for a Master and Final Planned Unit Development for the redevelopment of 3920 Northwoods Drive for a Marriott Springhill Suites hotel. This planning case was reviewed by the Planning Commission on September 6, 2017 and received a recommendation for approval. The developer is expecting to demolish the existing office building on the property this year and begin construction on the hotel in 2018.

**Senior Planner Bachler** explained the City Council approved Planning Case 17-020 for the Zoning Code amendments and property rezoning related to higher education land uses. The City Council approved the creation of a new Institutional Zoning District and permitted the higher education campus use only in this district. The Bethel University and University of Northwestern main campuses were rezoned to Institutional District.

**Senior Planner Bachler** reported the State of the City was held this year on September 28 at the Tavern Grill restaurant and on October 3 at City Hall. Councilmembers presented on the TCAAP redevelopment project, local transportation and development projects, and parks and trails. A representative from the Minnesota Department of Transportation provided information on road improvement projects scheduled for 2018 and 2019. The Tavern Grill event was attended by approximately 50 people. The City Hall event was attended by approximately 20 people. In comparison, the 2016 State of the City morning event at Flaherty's Arden Bowl was attended by approximately 70 people.



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**DATE:** February 20, 2018

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Matthew Bachler, City Planner

**SUBJECT:** 2040 Comprehensive Plan Update

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

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**Requested Action**

Review the draft of the 2040 Comprehensive Plan Update and provide staff and WSB & Associates with feedback.

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City’s budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council’s system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City’s plan must conform to the regional vision.

The City is working with WSB & Associates to complete the 2040 Comprehensive Plan update. The City Council has directed staff to update the goals and priorities in the 2030 Comprehensive

Plan as needed and to satisfy the Metropolitan Council’s technical requirements. To date, the following meetings have been held on the Comprehensive Plan update:

<b>Date</b>	<b>Meeting</b>	<b>Topic</b>
March 20, 2017	City Council Work Session	City Vision and Goals
June 7, 2017	Planning Commission	Housing
August 21, 2017	City Council Work Session	Land Use, Housing
September 6, 2017	Economic Development Commission	Land Use
September 19, 2017	Parks, Trails, and Rec Committee	Parks and Trails
November 8, 2017	Planning Commission	Land Use, Housing, Implementation

WSB will be in attendance at the meeting on February 20, 2018 to help facilitate the discussion on the draft Comprehensive Plan. WSB has provided the attached memo providing a summary of the updates made specifically to the Housing and Land Use chapters of the Comprehensive Plan.

Staff is anticipating that the public hearing for the 2040 Comprehensive Plan will be held at the Planning Commission meeting on April 4, 2018. The City Council would be asked to review the final draft of the plan on April 23, 2018 and approve its release to affected jurisdictions for review. The City will need to provide affected jurisdictions six months to review the plan, after which time the City Council will be asked to formally adopt the Comprehensive Plan and approve submittal to the Metropolitan Council. The deadline for submittal is December 31, 2018.



## **Memorandum**

**To:** *Honorable Mayor and City Council*  
*Dave Perrault, City Administrator*  
*Matthew Bachler, City Planner*

**From:** *Eric Zweber, AICP*

**Date:** *February 13, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On August 21, 2017, WSB & Associates provided a summary of the 2040 Comprehensive Plan Update to the City Council. That summary included the changes in the requirements for the Housing Chapter. Since that meeting WSB and City Staff have been updating the Housing and Land Use chapters and completing the technical elements (potable water, surface water, sanitary sewer, and transportation) to develop any capital investments necessary to implement the Comprehensive Plan. Additionally, in September, the City Council accepted the Commercial, Industrial, and Higher Education study. The findings of that study have been included in the Land Use and Implementation chapters of the Comprehensive Plan. Attached to this memorandum are clean and redline Land Use, Housing, Implementation, and Zoning Regulations chapters, as well as the draft Land Use map and the draft capital improvement plan (CIP) for 2018-2022.

### **Requested Action**

Review the draft Land Use, Housing, and Implementation Chapters and provide recommendations on any changes.

### **Summary**

#### *Housing*

The Metropolitan Council has additional affordable housing requirements than the 2030 Comprehensive Plan, which can be generally summarized as:

- Increase the overall average density of all new development and redevelopment from 3 units per acre to 5 units per acre.
- Determine the existing affordable housing need of Arden Hills' residents and determine policies and strategies to address this need.

- Determine how to accommodate Arden Hills' share of the regional affordable housing need between 2021 and 2030.
- Evaluate what tools are available to assist with the construction of affordable housing units between 2021 and 2030.

The proposed density of the TCAAP development will be about 9 units per acre and any redevelopment will most likely intensify the existing density of the community. Therefore, Arden Hills should have no issue meeting the new 5 unit per acre requirement.

Pages 7-9 through 7-13 describe the existing affordable housing need for Arden Hills. Table 7.8 shows that there are cost burdened households at all affordability bands, but tables 7.7 and 7.9 show that there are more units available for all AMI bands than residents making incomes that qualify for those levels of affordability.

The need for the development of new affordable units between 2021 and 2030 at 50% AMI and below must be met through a land use with a minimum density of 12 units/acre. This has been achieved through the densities of the apartments and condominiums planned at the TCAAP site (Table 7.11).

The need for the development of new affordable units between 2021 and 2030 between 50% and 80% AMI must be met through a land use with a minimum density of 6 units/acre. At the August 21<sup>st</sup> Work Session, the City Council inquired if the townhomes planned in TCAAP can be used for the 50% to 80% AMI affordable housing need. Reviewing the TCAAP Redevelopment Code (TRC), Neighborhood Sub-District 1 (NR-1) and Neighborhood Sub-District 2 (NR-2) have a minimum density of 2.5 units/acre and Neighborhood Sub-District 3 (NR-3) and Neighborhood Sub-District 4 (NR-4) have a minimum density of 4 units/acre. None of the NR districts can be used to achieve the 50% to 80% AMI affordable housing requirement because their minimum densities are below 6 units/acre.

Table 7.12 shows how the 2021 to 2030 need for 50% to 80% AMI housing can be achieved through the development of the vacant and underutilized Parkshore Drive lots, the former City Hall site, and the redevelopment of 6% of the B-2 zoning district into apartments. If the City Council is uncomfortable designating the former City Hall site for medium density residential, the amount of multiple housing in the B-2 zoning district can be increased to achieve the affordable housing requirement.

The tools available to support affordable housing are listed on pages 7-16 through 7-20 and Table 7.13 on page 7-21 shows which tools would be useful to achieve the housing goals. The description of the tools includes both what type of affordable housing would be benefited and what agencies are responsible to implement the tools. In most cases, the State of Minnesota or Ramsey County is responsible for implementation the affordable housing programs.

### *Land Use*

The majority of the City is proposed to have the same land uses as the 2030 Comprehensive Plan. The proposed changes can be summarized as:

- Scherer Bros. lumber is changed from Mixed Business to Light Industrial.
- The public buildings on the Arden Hills Army Training Site are changed from Park Preserve to Public & Institutional.

- The former City Hall property on Highway 96 is change from Neighborhood Business to Medium Density Residential.
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- The former Lake Johanna Fire Station is changed from Public & Institutional to Very Low Density Residential.

The other changes to the Land Use Chapter are predominately adding the B-4 properties, Neighborhood Business, Gateway Business, and the employment versus consumer recommendations from the Commercial, Industrial, and Higher Education study. These issues are discussed on page 6-9 through 6-11.

#### *Technical Element*

The Potable Water, Sanitary Sewer, Surface Water Management Plan, and Transportation plans are provided within the draft 2040 Comprehensive Plan. These elements are listed as Appendixes and would be separately produced and maintained by the engineering department after the adoption of the 2040 Comprehensive Plan.

#### *TCAAP AUAR and the Metropolitan Council Forecasts*

The TCAAP Final AUAR and Final Mitigation Plan was approved in July 2014 and the Amendment to the Arden Hills Comprehensive Plan to include the land use changes within the TCAAP AUAR was approved by the Metropolitan Council in October 2015. The Metropolitan Council approval letter dated November 6, 2015 stated as a result of the TCAAP Comprehensive Plan Amendment, the 2040 household forecast for Arden Hills increased from 4,500 to 4,600 households. No increases were made to the 2020 or 2030 forecasts.

Within the Appendix C of the Transportation Plan, an evaluation is made of the of the forecasted growth over the 18 different transportation analysis zones (TAZ) of Arden Hills. 13 of the TAZ districts are completely within Arden Hills and five (5) of the TAZ districts are shared between Arden Hills and an adjacent community. TCAAP occupies three (3) of these TAZ districts. Table C-1 shows the Metropolitan Council transportation models that distributes the Metropolitan Council forecasts throughout the 18 different TAZs. Table C-2 shows the traffic generation from the minimum development scenario of the TCAAP AUAR within the TCAAP TAZs (TAZs 1700, 1708, and 1709) and the Metropolitan Council regional transportation model in the remaining 15 TAZs. The difference between the TCAAP AUAR minimum development scenario would generate an additional 332 households and an additional 5,623 employees in 2040.

City staff has reviewed these differences and does not believe that any forecast amendment needs to be requested from the Metropolitan Council due to the TCAAP AUAR TAZ analysis. An AUAR is intended to determine an appropriate level of infrastructure and mitigation investment to accommodate the anticipated development. The AUAR has been used to determine the recent improvements to Mn Hwy 96 and Cty Rd H. The City has updated the TCAAP Redevelopment Code (TRC) in 2016 that has been more detailed than the AUAR and that Comprehensive Plan Amendment was reviewed and approved by the Metropolitan Council in February 2017 without an increase to the 2040 forecasts.

**Requested Action**

That the City Council provide any direction or guidance regarding the draft 2040 Comprehensive Plan update.

**Next Steps**

On March 7, the Planning Commission and Economic Development Commission will review the entire draft 2040 Comprehensive Plan.

On April 4, the Planning Commission will hold a public hearing for the draft Comprehensive Plan.

Thank you,

A handwritten signature in cursive script that reads "Eric Zweber".

Eric Zweber, AICP

Attachments:

- A. Draft 2040 Comprehensive Plan
- B. Redline Draft 2040 Comprehensive Plan

### C. 2018 Vehicle Purchase

**Public Works Director/City Engineer Polka** noted that the building inspection vehicle was purchased in 2004 and she provided a document with the repair history. Two quotes were received, one for an all-wheel drive 2018 Ford Escape and one for a two-wheel drive 2018 Ford Escape. The all-wheel drive vehicle is lower because of incentives being offered.

**Councilmember Holden** suggested that because work was done on the vehicle in 2017 another use be found for the vehicle within the City and to not use it as a trade-in.

**Councilmember Holmes** said she didn't think a new vehicle was necessary, that we could repair it and continue to use it until it was irreparable. She did agree that all-wheel drive was needed.

**City Administrator Dave Perrault** said that from a finance perspective, they should also consider at what point a decision would be made to replace the vehicle, if more repairs necessary.

**Councilmember Scott** said he is in favor of replacing the vehicle at this time.

**Councilmember Holden** was concerned about the downtime that staff would have if the vehicle need repairs again and felt it should be replaced.

**City Administrator Perrault** it wouldn't make much sense to keep the current vehicle because it would be used so infrequently.

**Mayor Grant** was also in favor of replacing the vehicle.

### D. TCAAP Plat

**City Planner Matthew Bachler** provided a verbal update on the TCAAP Plat, noting a land use application has been received from Ramsey County for a preliminary and final plat for the TCAAP property. The plat is to define the boundaries of the site and clean up the legal description which is currently very complicated. The plat would transfer some land as right-of-way to MnDOT for the County Road H interchange, and to Ramsey County for the new roadway connecting County Road H and County Road I. A small outlot would be transferred to Ramsey County Parks and Recreation and two large outlots would be defined to help facilitate the transfer of land to the master developer. This will be presented to the Planning Commission March 7 and City Council March 26.

### E. Draft Comp Plan

**City Planner Matthew Bachler** noted that the City has until December 31, 2018 to submit the final Comp Plan update to the Metropolitan Council, but there needs to be a six month review period for adjacent and affected jurisdictions to review the Draft before submittal. The public hearing is anticipated to be at the April 4 Planning Commission meeting with the final Draft Plan to be brought to the City Council on April 23.

**WSB & Associates Senior Planner Eric Zweber** gave a summary of the updates that have been made to the Housing and Land Use chapters of the Comprehensive Plan. He mentioned that the

Metropolitan Council had updated its housing requirements from ten years ago, and Arden Hills now has to have an average density of five units an acre for new development. Adding housing in TCAAP will bring the City well over that. The second component is affordable housing – existing and future affordable housing needs have to be addressed.

Review continued of the draft Land Use, Housing, and Implementation Chapters and Council provided recommendations on changes. A page by page review was also done of the entire 2040 draft Comp Plan.

**City Planner Bachler** stated the next steps for the draft 2040 Comp Plan include the Planning Commission and Economic Development Commission reviewing the entire draft on March 7. He noted that a red-lined version of the draft plan would be brought back to the March 19 work session based on the changes the Council provided this evening. On April 4, the Planning Commission will hold a public hearing, and the draft will be presented again to the Council on April 23 for approval.

## 2. COUNCIL COMMENTS AND STAFF UPDATES

**Councilmember Holden** mentioned that Betty McCullum’s office is meeting with EPA and MPCA and the Army about Round Lake soon.

**Councilmember Holden** asked if the TCAAP roads would be designed to work with autonomous cars.

**City Administrator Perrault** said that Public Works Director/City Engineer Polka went to a presentation on autonomous vehicles, and it is difficult to plan for that because we don’t know what those vehicles will actually consist of or what the needs will be.

**Councilmember Holden** said a Colonel from Fort Ripley spoke with the Rotary Club about the new Readiness Center. The funding isn’t in place but they hope to start yet this year, and completed in 2020.

## ADJOURN

Mayor Grant adjourned the City Council Work Session at 8:53 p.m.

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Jolene Trauba  
Deputy Clerk

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David Grant  
Mayor



**ARDEN HILLS**  
**MEMORANDUM**

**DATE:** March 7, 2018 PC Agenda Item **4.A**

**TO:** Planning Commission Chair and Commissioners

**FROM:** Matthew Bachler, City Planner

**SUBJECT:** 2040 Comprehensive Plan Update

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

The City is working with WSB & Associates to complete the 2040 Comprehensive Plan update. The City Council has directed staff to update the goals and priorities in the 2030 Comprehensive Plan as needed and to satisfy the Metropolitan Council's technical requirements. To date, the following meetings have been held on the Comprehensive Plan update:

<b>Date</b>	<b>Meeting</b>	<b>Topic</b>
March 20, 2017	City Council Work Session	City Vision and Goals
June 7, 2017	Planning Commission	Housing
August 21, 2017	City Council Work Session	Land Use, Housing
September 6, 2017	Economic Development Commission	Land Use
September 19, 2017	Parks, Trails, and Rec Committee	Parks and Trails
November 8, 2017	Planning Commission	Land Use, Housing, Implementation
February 20, 2018	City Council Work Session	Draft Comprehensive Plan

The Planning Commission last reviewed the draft 2040 Comprehensive Plan at their meeting on November 8, 2017 when they focused on the Land Use, Housing, and Implementation chapters. WSB will be in attendance at the meeting on March 7, 2018 to present the entire draft 2040 Comprehensive Plan and to help facilitate the Planning Commission's discussion. WSB has provided the attached memo providing a summary of recent changes made to the draft plan following the City Council Work Session on February 20, 2018.

Staff is anticipating that the public hearing for the 2040 Comprehensive Plan will be held at the Planning Commission meeting on April 4, 2018. The City Council would be asked to review the final draft of the plan on April 23, 2018 and approve its release to affected jurisdictions for review. The City will need to provide affected jurisdictions six months to review the plan, after which time the City Council will be asked to formally adopt the Comprehensive Plan and approve submittal to the Metropolitan Council. The deadline for submittal is December 31, 2018.



## **Memorandum**

**To:** *Planning Commission Chair and Commissioners*  
*Matthew Bachler, Senior Planner*

**From:** *Eric Zweber, AICP*

**Date:** *March 1, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On November 8, 2017, WSB & Associates provided a summary of the 2040 Comprehensive Plan Update to the Planning Commission. That summary included redline Land Use, Housing, Implementation, and Zoning Regulations chapters to address Metropolitan Council requirements. Since that meeting WSB and City Staff has meet with the City Council to review the entire Comprehensive Plan. The draft Comprehensive Plan including the City Council changes is attached to this memorandum. To illustrate the concerns expressed and changes requested by the City Council, a redlined draft Comprehensive Plan is also attached to illustrate what has changed since the November 8 review by the Planning Commission.

### **Requested Action**

Review the draft 2040 Comprehensive Plan, the City Council recommended changes, and provide recommendations on any changes.

### **Summary**

There were a number of formatting or grammatical errors that were identified by the City Council. They are included in the redlined draft Comprehensive Plan, but they will not be described in this memorandum. This memorandum will describe the substantive changes since November.

#### *Land Use Map*

The City Council discussed the existing B-4 zoning district. They discussed that while the *Commercial, Industrial, and Higher Education Study* correctly identified that the current Retail Center zoning may not be appropriate for the area, they expressed that office and other commercial uses may be better in this area than the industrial use shown on the draft Land Use Map. The City Council directed that the area on both sides of Dunlap Street be changed to MB – Mixed Business.

### *Housing Chapter*

The City Council directed that language about Cost Burdened Households that does not relate to housing be removed.

The City Council requested that the language of the affordable housing tools and policies be amended to describe what cities in general can administer instead of what the City of Arden Hills shall consider.

Discussion regarding how to achieve the 51% to 80% area median income afford housing allocation has been deferred until the March 19 City Council Work Session. Some things that the City Council has asked WSB and City Staff to evaluate includes:

- Can the previous TIF district for Presbyterian Homes count as past financial assistance for affordable housing?
- Housing at the former City Hall.
- Housing at the NB – Neighborhood Business property at Cleveland Avenue.
- Additional housing in the B-2 zoning district.

### *Parks and Recreation*

The City Council directed that the following changes be made in the Parks and Recreation Chapter:

- Update the Current and Proposed Park Amenities table (Table 9.1) to include the recent park improvements and planning efforts.
- Remove the language regarding property acquisition for Charles Perry Park.
- Update improvements listed for Hazelnut Park and Johanna Marsh.
- Remove the list of investment priorities for Charles Perry, Hazelnut, and Cummings Parks.
- Revise language regarding obtaining additional land for the Round Lake Open Space through park dedication.

### *Transportation*

The City Council directed that the following changes be made in the Transportation Chapter:

- Add language regarding the Park & Ride along Cleveland Avenue on I-35W.
- Add language regarding local street policies.

### *Sanitary Sewer*

The City Council directed that the following changes be made in the Public Facilities, Services, and Infrastructure Chapter:

- Recognize work performed by Arden Hills to date regarding inflow and infiltration (I/I)

- Update I/I table using Metropolitan Council methodology.

### **Requested Action**

That the Planning Commission provide any direction or guidance regarding the draft 2040 Comprehensive Plan.

### **Next Steps**

On March 7, the Economic Development Commission will review the entire draft 2040 Comprehensive Plan.

On March 19, the City Council will review the entire draft 2040 Comprehensive Plan and discuss the appropriate residential land uses to achieve the 51% to 80% area median income allocation.

On April 4, the Planning Commission will conduct a public hearing for the draft 2040 Comprehensive Plan.

On April 23, the City Council will be requested to approve the draft 2040 Comprehensive Plan.

Thank you,



Eric Zweber, AICP

### Attachments:

- A. Clean Draft 2040 Comprehensive Plan
- B. Redlined City Council Comments of Draft 2040 Comprehensive Plan

TCAAP property. If the Planning Commission recommends approval of Planning Case 18-004, staff is recommending the following condition be included in the motion language:

1. The applicant shall record the Final Plat with Ramsey County and a copy shall be provided to the City within sixty (60) days of the City's approval.

**City Planner Bachler** reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval with Conditions
2. Recommend Approval as Submitted.
3. Recommend Denial
4. Table

**Chair Thompson** opened the floor to Commissioner comments.

**Commissioner Lambeth** asked when park dedication requirements would be determined.

**City Planner Bachler** stated park dedication requirements would be determined when Outlot A and Outlot C were further subdivided. He explained this was an administrative platting process the City was going through with the County prior to the land being turned over to a private developer.

**Commissioner Jones** questioned if trails would be located on Outlot D

**City Planner Bachler** stated a trail corridor would be located on Outlot D. He noted Outlot D was outside of the TCAAP Master Plan boundaries. He reported Ramsey County owned Outlot D at this time. Further discussion ensued regarding the plans Ramsey County had for the park system.

**Chair Thompson** opened the public hearing at 7:44 p.m.

**Chair Thompson** invited anyone for or against the application to come forward and make comment.

There being no comments Chair Thompson closed the public hearing at 7:44 p.m.

**Commissioner Gehrig moved and Commissioner Lambeth seconded a motion to recommend approval of Planning Case 18-004 for a Preliminary Plat and Final Plat for the approximately 427-acre Twin Cities Army Ammunition Plant redevelopment site, based on the findings of fact and submitted plans, as amended by the one (1) condition in the March 7, 2018 Report to the Planning Commission. The motion carried unanimously (4-0).**

## **UNFINISHED AND NEW BUSINESS**

### **A. 2040 Draft Comprehensive Plan**

**Eric Zweber**, WSB & Associates, stated the Planning Commission last reviewed the draft 2040 Comprehensive Plan at their meeting on November 8, 2017 when they focused on the Land Use, Housing, and Implementation chapters. WSB has provided a memo providing a summary of recent changes made to the draft plan following the City Council Work Session on February 20, 2018.

**Mr. Zweber** commented staff is anticipating that the public hearing for the 2040 Comprehensive Plan will be held at the Planning Commission meeting on April 4, 2018. The City Council would be asked to review the final draft of the plan on April 23, 2018 and approve its release to affected jurisdictions for review. The City will need to provide affected jurisdictions six months to review the plan, after which time the City Council will be asked to formally adopt the Comprehensive Plan and approve submittal to the Metropolitan Council. The deadline for submittal is December 31, 2018.

**Chair Thompson** opened the floor to Commissioner comments.

**Councilmember Scott** stated he was looking forward to the Council worksession meeting scheduled for Monday, March 19<sup>th</sup>.

**Chair Thompson** asked how staff was getting this information out to the public and questioned if an Open House had been scheduled.

**City Planner Bachler** commented that an Open House was not planned at this time. He reported information was available on the City's website noting a specific page had been dedicated to the Comprehensive Plan.

**Chair Thompson** inquired if staff had drafted a summary of the Comprehensive Plan.

**City Planner Bachler** stated staff had a summary of the comprehensive planning process and the draft Comprehensive Plan available online.

**Commissioner Gehrig** recommended a table of contents be included to assist residents with navigating through the document.

**Commissioner Jones** thanked staff for referring to TCAAP as TCAAP throughout the Comprehensive Plan and not as Rice Creek Commons. He discussed several potential properties within the City that should be considered for future residential developments.

**Chair Thompson** commented she agreed the B-4 District needed to be further reviewed. She stated she appreciated the information provided by staff and looked forward to the Public Hearing.



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**DATE:** March 19, 2018

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Matthew Bachler, City Planner

**SUBJECT:** 2040 Comprehensive Plan Update

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

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**Requested Action**

Review the draft of the 2040 Comprehensive Plan Update and provide staff and WSB & Associates with feedback.

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City’s budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council’s system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City’s plan must conform to the regional vision.

The City is working with WSB & Associates to complete the 2040 Comprehensive Plan update. The City Council has directed staff to update the goals and priorities in the 2030 Comprehensive Plan as needed and to satisfy the Metropolitan Council’s technical requirements. To date, the following meetings have been held on the Comprehensive Plan update:

<b>Date</b>	<b>Meeting</b>	<b>Topic</b>
March 20, 2017	City Council Work Session	City Vision and Goals
June 7, 2017	Planning Commission	Housing
August 21, 2017	City Council Work Session	Land Use, Housing
September 6, 2017	Economic Development Commission	Land Use
September 19, 2017	Parks, Trails, and Rec Committee	Parks and Trails
November 8, 2017	Planning Commission	Land Use, Housing, Implementation
February 20, 2018	City Council Work Session	Draft Comprehensive Plan
March 7, 2018	Economic Development Commission	Draft Comprehensive Plan
March 7, 2018	Planning Commission	Draft Comprehensive Plan

The City Council last met to discuss the draft 2040 Comprehensive Plan at their Work Session on February 20, 2018. Based on the feedback provided by the City Council, WSB and staff made revisions to the draft plan and reviewed the updated version with the Economic Development Commission and Planning Commission on March 7, 2018.

WSB will be in attendance at the meeting on March 19, 2018 to review the edits made to the plan since the last City Council meeting. Attachment A includes an updated clean version of the Comprehensive Plan. The red-lined edits are provided in Attachment B.

Staff is anticipating that the public hearing for the 2040 Comprehensive Plan will be held at the Planning Commission meeting on April 4, 2018. The City Council would be asked to review the final draft of the plan on April 23, 2018 and approve its release to affected jurisdictions for review. The City will need to provide affected jurisdictions six months to review the plan, after which time the City Council will be asked to formally adopt the Comprehensive Plan and approve submittal to the Metropolitan Council. The deadline for submittal is December 31, 2018.



## **Memorandum**

**To:** *Honorable Mayor and City Council*  
*Dave Perrault, City Administrator*  
*Matthew Bachler, Senior Planner*

**From:** *Eric Zweber, AICP*

**Date:** *March 14, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On February 20, 2018, WSB & Associates reviewed a draft of the 2040 Comprehensive Plan Update with the City Council. A number of formatting and grammatical errors were identified by the City Council and have been revised and incorporated into the draft Comprehensive Plan. A few substantive changes were recommended to the Land Use Map, the Housing Chapter, the Parks and Recreation Chapter, and the Transportation Chapter. These changes were reviewed with the Planning Commission during their March 7 meeting. The Economic Development Committee reviewed the Land Use and Economic Development Chapters during their March 7 meeting.

At the conclusion of the February 20 Work Session, the City Council directed WSB and City Staff to investigate what options are available to meet the housing requirements for the 51% to 80% area median income (AMI) band include the City's past use of affordable housing tools and provide that information at the March 19 Work Session.

### **Requested Action**

Review the draft 2040 Comprehensive Plan and provide recommendations on any changes. Review the option to provide adequate land for opportunities to develop housing within the 51% to 80% of area median income (AMI) band and provide recommendations of the most appropriate land use designations to achieve this requirement.

### **Summary**

#### *Housing for the 51% to 80% AMI Band*

The Metropolitan Council has two options to meet a communities Affordable Housing Need Allocation:

- Option 1: Guide sufficient land at minimum residential densities of 8 units/acre.
- 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.

Since Arden Hills has the TCAAP development with the TRC Town Center Neighborhood that will meet all of the need for housing at 50% AMI or below, WSB recommends that Arden Hills choose to go with Option 2. The TRC Town Center Neighborhood would not achieve all of the housing allocation in Option 1 and the other district that would most likely accomplish densities at a minimum of 8 units/acre would be the B-2 zoning district. Choosing Option 2 would allow the City Council to evaluate meeting the 51% to 80% AMI housing need allocation using the Medium Density Residential land use category with a minimum density of 6 units/acre.

At the February 20 Work Session, the City Council discussed the additional choice for meeting the 51% to 80% affordability band within Option 2: *“using a minimum density range of 3-6 units/acre if (the City has) 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”*. The City has evaluated what affordable tools have been used in the last 10 years and determined that it has been used on three projects. These projects are summarized below:

- Johanna Shores – Presbyterian Homes, 3200 Lake Johanna Boulevard
  - Approved Density: 18.2 units/acre
  - PUD Flexibility Granted:
    - a. Density of 18.2 units/acre (maximum density permitted in R-4 District: 12 units/acre)
    - b. Building height of 52 feet for primary building (maximum building height permitted in R-4 District: 35 feet)
  - City established a TIF District to assist with the redevelopment
- E Street Flats, 1201 County Road E
  - Approved Density: 9.1 units/acre
  - PUD Flexibility Granted:
    - a. Minimum unit sizes for efficiency, 1-bedroom, and 2-bedroom apartments in multi-family dwelling
    - b. Enclosed parking stall requirement waived
    - c. Number of efficiency units exceeded maximum of 15% permitted for multi-family buildings
    - d. Parking lot encroachment into required setback from right-of-way line
- Arden Flats, 1290 County Road F
  - Approved Density: 21.7 units/acre
  - PUD Flexibility Granted:
    - a. Density of 21.7 units/acre (maximum density permitted in R-4 District: 12 units/acre)
    - b. Reduction in tree replacement caliper inch requirement from 557 to 210

- Project received loan from Ramsey County HRA to designate four affordable units with rent and income restrictions. No City financing was provided for the affordable units in the building.

In discussing these projects, none of these would qualify as a tool used for the 51% to 80% affordability exception for two reasons:

1. The developments are too dense (not developed at the 3 units/acre to 6 units/acre range)
2. The developments are not providing affordable ownership opportunities.

While the Metropolitan Council staff applauds the use of affordable housing tools by the City, those three projects are providing affordability at 50% AMI or below, not at 51% to 80% AMI.

Removing that option from the equation, there are five possible puzzle pieces to achieve the 144 housing units with a minimum density of 6 units/acre for the 51% to 80% AMI requirement.

Area	2030 Land Use	Proposed 2040 Land Use	Gross Acres	Net Acres	Maximum Units	Minimum Units
Surplus Town Center Units	Town Center	Town Center	N/A	N/A	10 Units	10 Units
Parkshore Dr. and Old Hwy 10	MDR	MDR	7.02 Acres	7.02 Acres	42 Units	0 Units
Old City Hall/Public Works	NB	MDR	6.77 Acres	6.67 Acres	40 Units	0 Units
Properties South of 3820 Cleveland Ave	NB	MDR	1.67 Acres	1.67 Acres	10 Units	0 Units
Properties North of Cottage Villas (Cleveland Ave)	NB	MDR	4.62 Acres	2.53 Acres	15 Units	0 Units
Community Mixed Uses (B-2 Zoning)	CMU	CMU with X% Residential at 9 Units per Acre.	100.2 Acres	100.2 Acres	27 Units	134 Units
<b>Total</b>	<b>N/A</b>	<b>N/A</b>			<b>144 Units</b>	<b>144 Units</b>

The surplus Town Center units are given to be used, so that takes the total down to 134 units needed. At the Work Session, WSB and City staff will have images and maps to discuss the other sites in more detail. The City Council can choose as many or little of the Medium Density Residential (MDR) sites. The remaining units can be achieved in the B-2 zoning district.

*Local Streets*

During the February 20 review of the draft Comprehensive Plan, the City Council directed staff to add language regarding the City’s requirement for a local roadway of 32 feet in width. There was also discussion of the number of cases where the City has granted exceptions from the 32-foot width requirement.

Following the meeting, WSB contacted the City Engineer to discuss the City adopted requirements. The City Engineer provided the City's Pavement Management Program (Attachment C) which describe three different types of local streets within the City with three different width from 32 feet to 26 feet. The Pavement Management Program also includes a "Special Cases" category in which standards may be different than the three local street types. WSB added reference to this Pavement Management Program into the Local Streets section of Appendix B of the Comprehensive Plan.

#### *Sanitary Sewer – Inflow and Infiltration*

WSB is completing Comprehensive Plans for a number of other communities in the Metropolitan Council territory, including a number that has Inflow and Infiltration (I/I) issues. Some of these Comprehensive Plans have been approved by those communities and have been submitted to the Metropolitan Council for preliminary review. The comments received from the Metropolitan Council regarding I/I include a request to use a specific formula when calculating the amount of clearwater entering the regional system. These calculations have been updated and provided in a new Appendix E Sanitary Sewer Plan. These new calculations do not change any of the recommendations or implementation strategies.

#### **Requested Action**

That the City Council provide any direction or guidance regarding the draft 2040 Comprehensive Plan update, particularly on how to meet housing requirement for the 51% to 80% AMI band.

#### **Next Steps**

On April 4, the Planning Commission will hold a public hearing for the draft Comprehensive Plan.

On April 23, the City Council will be asked to approve the draft 2040 Comprehensive Plan, release it for the six-month neighboring jurisdiction review, and for that review, submittal to the Metropolitan Council.

Thank you,



Eric Zweber, AICP

#### Attachments:

- A. Draft 2040 Comprehensive Plan
- B. Redline Draft 2040 Comprehensive Plan
- C. Pavement Management Program

## **F. Draft 2040 Comprehensive Plan**

**City Planner Bachler** reminded the Council of the background for the 2040 Comprehensive Plan Update and upcoming meeting schedule. Revisions were made to the draft based on the Work Session on February 20, 2018. He noted that because the City did not use tools to help support the development of Affordable Housing for three to six units per acre in the past ten years, they could not meet the Metropolitan Council's housing requirements by guiding sufficient land in the three to six unit per acre range.

**WSB & Associates Senior Planner Eric Zweber** explained the options available to meet the Metropolitan Council requirements based on the projects currently in Arden Hills and potential projects in TCAAP. He noted the land uses could stay the same as in the 2030 Comprehensive Plan and that the City only has to show the land is available for future projects.

**Councilmember Holden** asked that several line changes be made to the draft plan.

**WSB & Associates Senior Planner Zweber** discussed three changes that were made to the draft plan based on the last work session.

## **2. COUNCIL COMMENTS AND STAFF UPDATES**

**Councilmember Holden** asked if we could put a speed trailer on New Brighton Road during the traffic speed study.

**Public Works Director/City Engineer Polka** said if there is room they could move the trailer to that portion of the road.

**Mayor Grant** noted the bid opening for the new County Road E2 trail and water main is Thursday at 10:00 and the bid opening for the PMP will be March 29.

**City Planner Bachler** said he will bring the R-1 and R-2 Zoning District item to the May work session, along with more information on lot splits.

**Mayor Grant** mentioned that Lyngblomsten contacted him and they are still interested in the property at North Heights Lutheran Church.

## **ADJOURN**

Mayor Grant adjourned the City Council Work Session at 8:35 p.m.

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Jolene Trauba  
Deputy Clerk

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David Grant  
Mayor



ARDEN HILLS  
MEMORANDUM

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**DATE:** April 4, 2018

PC Agenda Item

**3.C**

**TO:** Planning Commission Chair and Commissioners

**FROM:** Matthew Bachler, City Planner

**SUBJECT: Planning Case #18-006 – Public Hearing Required**  
**Applicant:** City of Arden Hills  
**Request:** 2040 Comprehensive Plan Update

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**Requested Action**

Recommend approval of the 2040 Comprehensive Plan Update.

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

Communities adopt different approaches to developing and implementing their Comprehensive Plans. Some plans include a great amount of detail with specific implementation timelines, while other plans focus more on general goals and policies. The Arden Hills 2040 Comprehensive Plan establishes a vision for the community with supporting goals, and recognizes the need to develop specific implementation strategies after adoption.

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City of Arden Hills

Planning Commission Meeting for April 4, 2018

*P:\Planning\Planning Cases\2018\PC 18-006 - 2040 Comprehensive Plan Amendment\Memos\_Reports\_18-006*

## **Comprehensive Plan Organization**

The 2040 Comprehensive Plan is divided into the following chapters and appendices:

1. Introduction
2. Community Profile
3. City Vision
4. Active Living
5. Twin Cities Army Ammunition Plant (TCAAP)
6. Land Use
7. Housing
8. Economic Development and Redevelopment
9. Parks and Recreation
10. Protected Resources
11. Transportation
12. Resilience and Sustainability
13. Public Facilities, Services, and Infrastructure
14. Implementation

### *Appendices:*

- A. Draft Capital Improvements Plan
- B. Transportation System Principles and Standards
- C. Transportation Plan Forecasts
- D. Water Supply Plan
- E. Comprehensive Sanitary Sewer Plan
- F. Stormwater Management Plan
- G. Zoning District Regulations

Chapters 4 through 13 include a general goal statement at the beginning of each chapter. The goal statement is supported by background data, policies, and strategies that are designed to advance the goal and the overall City vision. The appendices are primarily used for technical reports and plans required by the Metropolitan Council

## **Community Involvement and Review Process**

The Comprehensive Plan update process included a significant amount of input and review from the City Council, Planning Commission, Economic Development Commission (EDC), and the Parks, Trails, and Recreation Committee (PTRC). During the update process, draft versions of the plan were provided on the City's website and a project website was set up to solicit public comments.

In all, the City Council held four work sessions on the Comprehensive Plan, the Planning Commission held three, the EDC two, and the PTRC one. The Planning Commission reviewed a draft of the Comprehensive Plan at their meeting on March 7, 2018. Comments provided by the

Commissioners at this meeting were shared with the City Council at their Work Session on March 19, 2018. The attached memo from WSB & Associates provides a summary of the changes made to the draft plan since the last Planning Commission review.

### **Remaining Schedule**

After the Planning Commission review, the Comprehensive Plan will be forwarded to the City Council on April 23, 2018 with a request for authorization to release it to the adjacent and affected jurisdictions for review. The Comprehensive Plan cannot be officially approved by the City or sent to the Metropolitan Council until after these government entities have had an opportunity to review the draft Comprehensive Plan and provide comments. The City is required to give them up to six months to review the plan, but the reviews are typically completed sooner.

After all of the comments are received from the other government entities, the City Council will review the comments, make any final changes, and then forward the Comprehensive Plan to the Metropolitan Council for review. The plan must be submitted to the Metropolitan Council by December 31, 2018.

The Comprehensive Plan is required to conform to the system statements and regional policies set by the Metropolitan Council. City staff and consultants have made an effort to address the Metropolitan Council requirements to ensure that the plan is accepted by the Metropolitan Council. At this time, staff does not anticipate any problems with conforming to those requirements. A draft of the Comprehensive Plan was submitted to the Metropolitan Council for preliminary review and comment on March 27, 2018.

### **Implementation**

While preparing the Comprehensive Plan is a significant undertaking, it is only the first step in the planning process. After the plan is officially adopted, the City will need to focus on implementation. Implementing the Comprehensive Plan will require direction from the City Council, coordination between City departments, and efforts from the Planning Commission, EDC, and PTRC.

After the official adoption of the Comprehensive Plan, the City is required to review and update its official controls within nine months to bring the City's ordinances into conformance with the Comprehensive Plan. While a few changes will be needed, significant changes to the zoning and subdivision ordinances are not anticipated because there are only minor land use changes proposed.

### **Options and Motion Language**

If there are any edits or corrections needed in the plan, those can be included with a motion to recommend approval. The Planning Commission is encouraged to provide any minor edits or

corrections to staff prior to the meeting. If there are any unresolved concerns, please feel free to contact staff prior to the meeting.

1. Recommend Approval: Motion to recommend *approval* of Planning Case 18-006 for the 2040 Comprehensive Plan update.
2. Recommend Approval with Changes: Motion to recommend *approval* of Planning Case 18-006 for the 2040 Comprehensive Plan update with the following changes...
3. Table: Motion to *table* Planning Case 18-006 for the 2040 Comprehensive Plan update: *a specific reason and/or information request should be included with a motion to table.*

### **Attachments**

- A. Draft 2040 Comprehensive Plan (Clean Version)
- B. Redlined City Council Comments of Draft 2040 Comprehensive Plan



## **Memorandum**

**To:** *Planning Commission Chair and Commissioners*  
*Matthew Bachler, Senior Planner*

**From:** *Eric Zweber, AICP*

**Date:** *March 28, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On March 7, 2018, WSB & Associates provided a summary of the 2040 Comprehensive Plan Update to the Planning Commission. That summary included redline Land Use, Housing, Implementation, and Zoning Regulations chapters to address Metropolitan Council requirements and discussion of the City Council review of the draft Comprehensive Plan during their February 20 Work Session. Since that meeting WSB and City Staff has prepared a Table of Contents for the Comprehensive Plan and review the Metropolitan Council checklist of Comprehensive Plan requirements, most specifically the requirements for accommodating housing that achieve the 2021 to 2030 allocation of housing affordable to individuals making between 51% and 80% of the area median income (AMI). The City Council reviewed the options to meet the 51% to 80% AMI requirement during their March 19 Work Session. The City Council discussion and the changes proposed to the draft Comprehensive Plan are discussed below.

### **Requested Action**

1. Review the draft 2040 Comprehensive Plan and the City Council recommended changes.
2. Conduct a Public Hearing for the draft 2040 Comprehensive Plan.
3. Provide a recommendation for the draft 2040 Comprehensive Plan.

### **Summary**

Below is the summary of the changes to the draft 2040 Comprehensive Plan from the revision that the Planning Commission review on March 7, 2018.

#### *Table of Contents*

A Table of Contents has been created for the draft Comprehensive Plan. As a result, headings in Chapters 5 and 10 were identified to have different formats than the rest of the document. The largest change was a restructuring of the headings in the Housing Chapter, Chapter 7. These changes will be discussed in more detail below.

*Community Profile – Chapter 2*

In Table 2.1, the 2015 Employment Forecast was incorrectly enumerated as “11,8858”. It has now been corrected to “11,885”.

Table 2.9, the Educational Attainment has added the term “of the Population 25 Years and Over” to identify that the census only identifies educational attainment for individuals who are 25 years or older.

*Twin Cities Army Ammunition Plant (TCAAP) – Chapter 5*

The heading for Section 5 had a smaller font for the word “Redevelopment”. The font has been increased to the same size as the rest of the headings with Chapter 5 and the rest of the draft 2040 Comprehensive Plan.

*Land Use – Chapter 6*

*Red Fox/Grey Fox/Lexington Ave Business Area Guiding Plan Section 6.4.3*

The City Council discussed that this section does not provide direction on the next step regarding the planning for this area. Text has been added to call for a small area plan to determine the appropriate mix of uses in this area. This text complements the third Land Use Implementation Strategy states to develop a small area plan for the area.

*Land Use Map*

The land use designation of the Old City Hall/Public Works Site (1450 Highway 96 W) has been changed from MDR – Medium Density Residential to NB – Neighborhood Business. Greater detail of this change is described below in the Housing Chapter summaries.

*Housing – Chapter 7*

*Housing Diversity, Housing Affordability, and Housing Quality*

These three issues were sub-headings separate from the *Introduction, Context, Forecasts, Opportunities, and Strategies*. These changes bring this issues to the same level of importance. With this change, only *Housing Affordability* has sub-headings, which matches the importance and the number of requirements from the Metropolitan Council during the 2040 Comprehensive Plan.

*Table 7.13 51% to 80% AMI Likely Development or Redevelopment*

The Metropolitan Council has an additional choice for meeting the 51% to 80% affordability band within Option 2: “*using a minimum density range of 3-6 units/acre if (the City has) 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*”. City staff has evaluated what affordable tools have been used in the last 10 years and determined that it has been used on three projects: Johanna Shores, E Street Flats, and Arden Flats. None of these projects qualify as a tool used for the 51% to 80% affordability exception for two reasons:

1. The developments are too dense (not developed at the 3 units/acre to 6 units/acre range)
2. The developments are not providing affordable ownership opportunities.

With that knowledge, the City Council considered five sites to provided possible sites for development or redevelopment opportunities for housing that may be affordable to 51% to 80% AMI households:

- Parkshore Dr. and Old Hwy 10
- Old City Hall/Public Works
- Properties South of 3820 Cleveland Ave
- Properties North of Cottage Villas (Cleveland Ave)
- Community Mixed Use (B-2 Zoning)

Positive and negative features were identified for all five sites, but ultimately the City Council recommended to only go forward with Parkshore Dr. and Community Mixed Use. One reason for only these two areas is because medium density residential or greater densities are already allowed in these two areas are already allowed in these two areas in the 2030 Comprehensive Plan and in the Zoning Ordinance. The changes to the draft 2040 Comprehensive Plan are to remove the Old City Hall/Public Works site from Table 7.13 and accompanying text; increasing the expected amount of residential in the Community Mixed Use area to 10.5% of the area; and changing the land use designation of the Old City Hall/Public Works site on the Land Use Map as discussed above.

### *Protected Resources – Chapter 10*

#### *Section 10.5.3 Lake Water Quality Assessment*

In this heading, the words water, quality, and assessment were not capitalized. They are now capitalized like the rest of the Chapter and the rest of the draft 2040 Comprehensive Plan.

#### **Requested Action**

That the Planning Commission conduct a public hearing and provide a recommendation to the City Council.

#### **Next Steps**

On April 23, the City Council with be requested to approve the draft 2040 Comprehensive Plan.

Thank you,



Eric Zweber, AICP

Attachments:

- A. Clean Draft 2040 Comprehensive Plan
- B. Redlined City Council Comments of Draft 2040 Comprehensive Plan

**Commissioner Lambeth** encouraged Mr. Schnell to have the home elevations to the City prior to the upcoming City Council meeting.

**Mr. Schnell** reported he would get this information to the City.

**Chair Thompson** noted for the record the Commission had received three letters from the public regarding the request noting there were concerns with the proposed lot widths.

There being no additional comment Chair Thompson closed the public hearing at 7:14 p.m.

**Commissioner Gehrig** stated he supported the Comprehensive Plan Amendment as proposed given the fact the request hits the broader goals of the City. He explained he did not have a concern with the proposed variance. However, he noted he did have concerns with the proposed homes and stated he would like to have a better understanding on what would be built by Journey Home.

**Chair Thompson** questioned what the impervious coverage differences would be between the proposed four homes and the current fire station.

**City Planner Bachler** stated he did not have the exact numbers, but anticipated there would be less impervious surface with the four homes versus the current fire station, garage and parking surfaces.

**Commissioner Jones** indicated he was far more comfortable with this request than the previous request.

**Chair Thompson** asked if the shared driveways for the Valentine Bluff development on Country Road E2 were working.

**City Planner Bachler** stated he had not heard of any issues with the shared driveways. He explained the County had reviewed this request and was fine with the proposed driveways. He reported a cross access easement would be put in place for the driveways.

**Chair Thompson** stated she supported the density for the proposed development. She encouraged the developer to have home elevations for the Council to review at their April 23<sup>rd</sup> meeting.

**Commissioner Lambeth moved and Commissioner Gehrig seconded a motion to recommend approval of Planning Case 18-001 for a Preliminary Plat, Final Plat, Comprehensive Plan Amendment, and Variance for the property located at 3246 New Brighton Road, based on the findings of fact and submitted plans, as amended by the nineteen (19) conditions in the April 4, 2018 Report to the Planning Commission. The motion carried unanimously (5-0).**

**B. Planning Case 18-006 – 2040 Comprehensive Plan Update – *Public Hearing***

**Eric Zweber**, WSB & Associates, stated Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten

years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

**Mr. Zweber** commented in addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

**Mr. Zweber** explained communities adopt different approaches to developing and implementing their Comprehensive Plans. Some plans include a great amount of detail with specific implementation timelines, while other plans focus more on general goals and policies. The Arden Hills 2040 Comprehensive Plan establishes a vision for the community with supporting goals, and recognizes the need to develop specific implementation strategies after adoption.

**Mr. Zweber** reviewed the Comprehensive Plan Organization, Community Involvement and Review Process, along with the Remaining Schedule. He provided details on the number of affordable housing units the City would be drafting into the Comprehensive Plan.

**Mr. Zweber** reviewed the options available to the Planning Commission on this matter:

1. Recommend Approval as Submitted.
2. Recommend Approval with Changes.
3. Table

**Chair Thompson** opened the floor to Commissioner comments.

**Commissioner Lambeth** asked if any significant changes were anticipated to Chapter 10.

**Mr. Zweber** explained Chapter 10 would have to be reviewed by the Rice Creek Watershed District and changes could be proposed by this organization.

**Commissioner Lambeth** questioned what jurisdictions would be reviewing the City's Comprehensive Plan.

**Mr. Zweber** reported this included all neighboring communities, the watershed district, the school district, Ramsey County, and MnDOT.

**Chair Thompson** opened the public hearing at 7:47 p.m.

**Chair Thompson** invited anyone for or against the application to come forward and make comment.

There being no comment Chair Thompson closed the public hearing at 7:48 p.m.

**Commissioner Jones** stated he had concerns about the old City Hall space being guided for Neighborhood Business due to access issues.

**Commissioner Lambeth** requested staff send the Table of Contents to the Commission.

**Commissioner Gehrig moved and Commissioner Lambeth seconded a motion to recommend approval of Planning Case 18-006 for the 2040 Comprehensive Plan update. The motion carried unanimously (5-0).**

### **UNFINISHED AND NEW BUSINESS**

None.

### **REPORTS**

#### **A. Report from the City Council**

**Councilmember Scott** updated the Planning Commission on City Council activities from the March 12, 2018 City Council Regular Meeting noting the City Council voted to approve (3-2) Planning Case 17-029 for a Preliminary and Final Plat at 3685 New Brighton Road to subdivide the property into three single-family residential lots. The motion to approve the requested vacation of sewer easement for Lift Station 12 on the property failed (2-3).

**Councilmember Scott** updated the Planning Commission on City Council activities from the March 26, 2018 City Council Regular Meeting stating the City Council voted to approve (5-0) Planning Case 18-002 for a Minor Subdivision at 3655 Hamline Avenue North to subdivide the existing single-family residential lot into two conforming parcels. The City Council voted to approve (4-1) Planning Case 18-003 for a Conditional Use Permit Amendment and Variance for Bethel University at 3900 Bethel Drive. The approval will allow Bethel University to move forward on constructing two additions to existing buildings on their main campus. The 80 square foot addition to the Brushaber Commons building is expected to be completed in summer 2018. The 20,000 square foot addition to the Academic Commons building is not expected to be completed until 2020 and will require a Site Plan Review application prior to construction.

**Councilmember Scott** reported a formal groundbreaking ceremony would be held for Lexington Station Phase II on Thursday, April 5<sup>th</sup>. He explained he and his wife serve with Beyond the Yellow Ribbon. He encouraged the public to consider welcoming home veterans from an Honor Flight on Saturday, April 7<sup>th</sup>. He reported the Sun Country charter flight would be landing at 10:00 p.m. He explained the Scoops for Troops Event would be held on Sunday, April 29<sup>th</sup>.

#### **B. Planning Commission Comments and Requests**

**Chair Thompson** explained her last meeting with the Planning Commission would be Wednesday, June 6<sup>th</sup>. She encouraged those interested in serving on the Planning Commission to contact City Hall for further information.

#### **C. Staff Comments**



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**DATE:** April 23, 2018

**TO:** Honorable Mayor and City Council  
Dave Perrault, City Administrator

**FROM:** Matthew Bachler, City Planner

**SUBJECT:** **Planning Case #18-006**  
**Applicant:** City of Arden Hills  
**Request:** 2040 Comprehensive Plan Update

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

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**Council Should Consider the Following Options**

1. Approve: Motion to *approve* Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review.
2. Approve with Changes: Motion to *approve* Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review, with the following changes...
3. Table: Motion to *table* Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review for the following reasons...

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It

is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

Communities adopt different approaches to developing and implementing their Comprehensive Plans. Some plans include a great amount of detail with specific implementation timelines, while other plans focus more on general goals and policies. The Arden Hills 2040 Comprehensive Plan establishes a vision for the community with supporting goals, and recognizes the need to develop specific implementation strategies after adoption.

### **Comprehensive Plan Organization**

The 2040 Comprehensive Plan is divided into the following chapters and appendices:

1. Introduction
2. Community Profile
3. City Vision
4. Active Living
5. Twin Cities Army Ammunition Plant (TCAAP)
6. Land Use
7. Housing
8. Economic Development and Redevelopment
9. Parks and Recreation
10. Protected Resources
11. Transportation
12. Resilience and Sustainability
13. Public Facilities, Services, and Infrastructure
14. Implementation

#### *Appendices:*

- A. Draft Capital Improvements Plan
- B. Transportation System Principles and Standards
- C. Transportation Plan Forecasts
- D. Water Supply Plan
- E. Comprehensive Sanitary Sewer Plan
- F. Stormwater Management Plan
- G. Zoning District Regulations

Chapters 4 through 13 include a general goal statement at the beginning of each chapter. The goal statement is supported by background data, policies, and strategies that are designed to advance the goal and the overall City vision. The appendices are primarily used for technical reports and plans required by the Metropolitan Council

### **Community Involvement and Review Process**

The Comprehensive Plan update process included a significant amount of input and review from the City Council, Planning Commission, Economic Development Commission (EDC), and the Parks, Trails, and Recreation Committee (PTRC). In all, the City Council held four work sessions on the Comprehensive Plan, the Planning Commission held three, the EDC two, and the PTRC one. During the update process, draft versions of the plan were provided on the City's website and a project website was set up to solicit public comments.

The City Council last reviewed the Comprehensive Plan at their Work Session on March 19, 2018. The attached memo from WSB & Associates provides a summary of the change made to the plan since the last City Council review. The red-lined versions of the chapters that have been updated are included in Attachment C.

### **Planning Commission Recommendation and Remaining Schedule**

The Planning Commission held the required public hearing on the draft Comprehensive Plan at their meeting on April 4, 2018 and they unanimously recommended approval of the plan with no changes. No public comments were provided during the public hearing.

Upon City Council authorization, the Comprehensive Plan will be sent to neighboring jurisdictions and affected governing bodies for review. The Comprehensive Plan cannot be officially approved by the City until after these entities have had an opportunity to review the draft plan and provide comments. The City is required to give them up to six months to review the plan, but the reviews are typically completed sooner.

After all of the comments are received from the other government entities, the City Council will review the comments, make any final changes, and then forward the Comprehensive Plan to the Metropolitan Council for review. The plan must be submitted to the Metropolitan Council by December 31, 2018.

The Comprehensive Plan is required to conform to the system statements and regional policies set by the Metropolitan Council. City staff and consultants have made an effort to address the Metropolitan Council requirements to ensure that the plan is accepted by the Metropolitan Council. At this time, staff does not anticipate any problems with conforming to those requirements. A draft of the Comprehensive Plan was submitted to the Metropolitan Council for preliminary review and comment on March 27, 2018.

## **Implementation**

While preparing the Comprehensive Plan is a significant undertaking, it is only the first step in the planning process. After the plan is officially adopted, the City will need to focus on implementation. Implementing the Comprehensive Plan will require direction from the City Council, coordination between City departments, and efforts from the Planning Commission, EDC, and PTRC.

After the official adoption of the Comprehensive Plan, the City is required to review and update its official controls within nine months to bring the City's ordinances into conformance with the Comprehensive Plan. While a few changes will be needed, significant changes to the zoning and subdivision ordinances are not anticipated because there are only minor land use changes proposed.

## **Options and Motion Language**

If there are any edits or corrections needed in the plan, those can be included with the authorization to release the plan for review. The City Council is encouraged to provide any minor edits or corrections to staff prior to the meeting. If there are any unresolved concerns, please feel free to contact staff prior to the meeting.

1. Approve: Motion to approve Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review.
2. Approve with Changes: Motion to approve Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review, with the following changes...
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## **Attachments**

- A. Resolution 2018-029 Authorizing Staff to Distribute Draft Comprehensive Plan for Review
- B. Draft 2040 Comprehensive Plan (Clean Version)
- C. Redlined City Council Comments of Draft 2040 Comprehensive Plan



## **Memorandum**

**To:** *Honorable Mayor and City Council*  
*Dave Perrault, City Administrator*  
*Matthew Bachler, City Planner*

**From:** *Eric Zweber, AICP*

**Date:** *April 18, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On March 19, 2018, the City Council reviewed the options to meet the 51% to 80% AMI requirement during their Work Session. After reviewing and discussing various options, the consensus was to leave the residential land use districts the same as those from the 2030 Land Use Map. The 51% to 80% AMI requirement is achieved through three sites: the surplus units from the TCAAP Town Center, the Medium Density Residential guided land at Parkshore Dr and Old Highway 10, and the land available for redevelopment in the B-2 zoning district.

### **Summary**

On April 4, 2018, the Planning Commission conducted a Public Hearing for the draft 2040 Comprehensive Plan. No residents spoke during the public hearing. Following the Public Hearing, the Planning Commission recommended approval of the draft 2040 Comprehensive Plan without any revision to the Plan. The vote was unanimous.

There have been three minor formatting changes to the draft Comprehensive Plan since the March 19 Wok Session. The font size of the heading for Chapter 5 was changed to be consistent, the subheadings in the Housing Chapter were modified to be only the affordable housing issues, and the capitalization of Section 10.5.3 was changed to be consistent with the rest of the Plan.

### *Neighboring Jurisdictional Review*

The neighboring communities and affected governing bodies have six months to review the draft Comprehensive Plan. There are some other overlapping review timelines, such as the requirement for local communities to update their local Surface Water Management Plan within one year of a Watershed District updating their Plan. For that reason, the Surface Water Management Plan had been submitted to Rice Creek Watershed District and their comments were received early this month. Staff is still reviewing and analyzing the Rice Creek comments

and will provide them to the City Council along with the other comments received from the neighboring communities.

**Requested Action**

1. Review the draft 2040 Comprehensive Plan.
2. Authorize the distribution of the draft 2040 Comprehensive Plan to the neighboring jurisdictions and affected governing bodies for review.

**Next Steps**

Review the comments from the neighboring communities and affected governing bodies, make any final changes to the draft plan, and submit the plan to the Metropolitan Council for review.

Thank you,



Eric Zweber, AICP

**Attachments:**

- A. Resolution 2018-029 Authorizing Staff to Distribute Draft Comprehensive Plan for Review
- B. Draft 2040 Comprehensive Plan (Clean Version)
- C. Redlined City Council Comments of Draft 2040 Comprehensive Plan

**City Planner Bachler** indicated the Council would be discussing the Comprehensive Plan in more detail at their May worksession.

**Councilmember Holden** stated she was trying to represent her neighborhood well and believed it was in the City's best interest to review the Comprehensive Plan prior to taking action on this parcel.

**The motion carried 4-1 (Councilmember McClung opposed).**

**B. Resolution 2018-029 – Arden Hills 2040 Comprehensive Plan**

**City Planner Bachler** stated Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

**Eric Zweber**, WSB, explained in addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

**Mr. Zweber** reported communities adopt different approaches to developing and implementing their Comprehensive Plans. Some plans include a great amount of detail with specific implementation timelines, while other plans focus more on general goals and policies. The Arden Hills 2040 Comprehensive Plan establishes a vision for the community with supporting goals, and recognizes the need to develop specific implementation strategies after adoption. Staff provided further comment on the Comprehensive Plan Organization.

**Mr. Zweber** stated the Comprehensive Plan update process included a significant amount of input and review from the City Council, Planning Commission, Economic Development Commission (EDC), and the Parks, Trails, and Recreation Committee (PTRC). In all, the City Council held four work sessions on the Comprehensive Plan, the Planning Commission held three, the EDC two, and the PTRC one. During the update process, draft versions of the plan were provided on the City's website and a project website was set up to solicit public comments.

**Mr. Zweber** commented the City Council last reviewed the Comprehensive Plan at their Work Session on March 19, 2018. Staff provided a summary of the changes made to the plan since the last City Council review. It was noted the Planning Commission held the required public hearing on the draft Comprehensive Plan at their meeting on April 4, 2018 and they unanimously recommended approval of the plan with no changes. No public comments were provided during the public hearing.

**Mr. Zweber** reported upon City Council authorization, the Comprehensive Plan will be sent to neighboring jurisdictions and affected governing bodies for review. The Comprehensive Plan cannot be officially approved by the City until after these entities have had an opportunity to review the draft plan and provide comments. The City is required to give them up to six months to review the plan, but the reviews are typically completed sooner.

**Mr. Zweber** indicated after all of the comments are received from the other government entities, the City Council will review the comments, make any final changes, and then forward the Comprehensive Plan to the Metropolitan Council for review. The plan must be submitted to the Metropolitan Council by December 31, 2018. It was noted the Comprehensive Plan is required to conform to the system statements and regional policies set by the Metropolitan Council. City staff and consultants have made an effort to address the Metropolitan Council requirements to ensure that the plan is accepted by the Metropolitan Council. At this time, staff does not anticipate any problems with conforming to those requirements. A draft of the Comprehensive Plan was submitted to the Metropolitan Council for preliminary review and comment on March 27, 2018.

**Councilmember Holden** noted several grammatical changes and requested clarification on the job numbers.

**Mr. Zweber** reviewed the numbers in further detail with the Council.

**Councilmember Holden** stated she would support this item being tabled until May to allow the Council to discuss the Future Land Use Map further.

**Councilmember Holmes** asked if the item discussed in Planning Case 18-001 was addressed in the 2040 Comprehensive Plan.

**City Planner Bachler** stated this property had been identified for a change to Very Low Density Residential within the 2040 Comprehensive Plan and would go into effect when approved by the Met Council.

**Mr. Zweber** explained the Met Council would not be considering amendments to 2030 Comprehensive Plans after June 30<sup>th</sup>. He provided further comment on the Met Council review and extension process that could be pursued by the Council for the 2040 Comprehensive Plan.

Further discussion ensued regarding how the City would be impacted by delaying action on the Comprehensive Plan.

**MOTION:** **Councilmember Holden moved and Mayor Grant seconded a motion to table action on the Draft 2040 Comprehensive Plan Update to the May 29, 2018 City Council meeting. The motion carried 3-2 (Councilmembers Holmes and McClung opposed).**

## **10. UNFINISHED BUSINESS**

None.



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**DATE:** May 29, 2018

**TO:** Honorable Mayor and City Council  
Dave Perrault, City Administrator

**FROM:** Matthew Bachler, City Planner

**SUBJECT:** **Planning Case #18-006**  
**Applicant:** City of Arden Hills  
**Request:** 2040 Comprehensive Plan Update

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

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**Council Should Consider**

Motion to approve Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governmental Units for Review.

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The City has until December 31, 2018 to complete the 2040 Comprehensive Plan Update. The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It is also a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City’s budgeting process.

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other plans focus more on general goals and policies. The Arden Hills 2040 Comprehensive Plan establishes a vision for the community with supporting goals, and recognizes the need to develop specific implementation strategies after adoption.

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The City Council reviewed the draft Comprehensive Plan at their Work Session on March 19, 2018. The attached memo from WSB & Associates provides a summary of the change made to the plan since this meeting. The red-lined versions of the chapters that have been updated are included in Attachment C.

### **Planning Commission Recommendation and Remaining Schedule**

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## **Options and Motion Language**

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## **Memorandum**

**To:** *Honorable Mayor and City Council*  
*Dave Perrault, City Administrator*  
*Matthew Bachler, City Planner*

**From:** *Eric Zweber, AICP*

**Date:** *April 18, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On March 19, 2018, the City Council reviewed the options to meet the 51% to 80% AMI requirement during their Work Session. After reviewing and discussing various options, the consensus was to leave the residential land use districts the same as those from the 2030 Land Use Map. The 51% to 80% AMI requirement is achieved through three sites: the surplus units from the TCAAP Town Center, the Medium Density Residential guided land at Parkshore Dr and Old Highway 10, and the land available for redevelopment in the B-2 zoning district.

### **Summary**

On April 4, 2018, the Planning Commission conducted a Public Hearing for the draft 2040 Comprehensive Plan. No residents spoke during the public hearing. Following the Public Hearing, the Planning Commission recommended approval of the draft 2040 Comprehensive Plan without any revision to the Plan. The vote was unanimous.

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### *Neighboring Jurisdictional Review*

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and will provide them to the City Council along with the other comments received from the neighboring communities.

**Requested Action**

1. Review the draft 2040 Comprehensive Plan.
2. Authorize the distribution of the draft 2040 Comprehensive Plan to the neighboring jurisdictions and affected governing bodies for review.

**Next Steps**

Review the comments from the neighboring communities and affected governing bodies, make any final changes to the draft plan, and submit the plan to the Metropolitan Council for review.

Thank you,



Eric Zweber, AICP

**Attachments:**

- A. Resolution 2018-029 Authorizing Staff to Distribute Draft Comprehensive Plan for Review
- B. Draft 2040 Comprehensive Plan (Clean Version)
- C. Redlined City Council Comments of Draft 2040 Comprehensive Plan

**6. APPROVAL OF MINUTES**

- A. April 23, 2018, Regular City Council

**Councilmember Scott** requested an addition to the minutes on Page 11, under Item 11 noting his statement regarding the Ramsey County Sheriff’s Open House should note City Administrator Perrault was also in attendance.

**MOTION:** **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the April 23, 2018, Regular City Council meeting minutes as amended. The motion carried unanimously (5-0).**

**7. CONSENT CALENDAR**

- A. Motion to Approve Consent Agenda Item - Claims and Payroll
- B. Motion to Approve First Quarter Financials
- C. Motion to Approve Council Technology Reimbursement Policy
- D. Motion to Approve City Planner Out of Class Pay
- E. Motion to Approve Planning Case 18-009 – 1290 County Road F – Site Plan Review
- F. Motion to Approve Resolution 2018-029 Authorizing the Release of the Draft 2040 Comprehensive Plan Update to Neighboring Jurisdictions and Affected Governing Bodies for Review
- G. Motion to Approve Request for Proposals for On-Call Planning Services
- H. Motion to Approve Planning Case 18-007 – 4535 Lakeshore Place – Variance
- I. Motion to Approve Planning Case 18-008 – 1275 Nursery Hill Court – Variance
- J. Motion to Approve Authorization of Special Assessment Agreements – Land O Lakes and Boston Scientific
- K. Motion to Approve Resolution 2018-037 Approving MnDOT Zero Dollar Permit to Construct I-35W MnPASS Project
- L. Motion to Approve Resolution 2018-039 Providing for the Sale of General Obligation Utility Revenue Bonds
- M. Motion to Approve Proposal for Engineering Services – County Road F Watermain Relocation – TKDA
- N. Motion to Approve Resolution 2018-038 Establishing and Appointing Members to a Civic Space Task Force for Rice Creek Commons
- O. Motion to Authorize City Staff to Hire Part-Time Communications Intern
- ~~P. Motion to Authorize Purchase of Ford F 450 Truck with Plow and Sander~~
- Q. Motion to Approve Proposal for Professional Services – TCAAP Related

**MOTION:** **Councilmember Holden moved and Councilmember Holmes seconded a motion to approve the Consent Calendar as amended removing Item 7P and to authorize execution of all necessary documents contained therein. The motion carried unanimously (5-0).**



**CITY OF ARDEN HILLS  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2018-029**

**RESOLUTION AUTHORIZING THE RELEASE OF THE DRAFT 2040 COMPREHENSIVE  
PLAN UPDATE TO NEIGHBORING JURISDICTIONS AND AFFECTED GOVERNING  
BODIES FOR REVIEW**

**WHEREAS**, Minnesota Statutes section 473.864 requires local governmental units to review and, if necessary, amend their entire comprehensive plans and their fiscal devices and official controls at least once every ten years to ensure comprehensive plans conform with metropolitan system plans and ensure fiscal devices and official controls do not conflict with comprehensive plans or permit activities that conflict with metropolitan system plans; and

**WHEREAS**, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

**WHEREAS**, the City Council, Planning Commission, and the City Staff have prepared a draft Comprehensive Plan intended to meet the requirements of Minnesota Statutes and the Metropolitan Council guidelines; and

**WHEREAS**, the City conducted a public hearing on April 4, 2018 relative to the adoption of the Comprehensive Plan; and

**WHEREAS**, the Planning Commission has considered the Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council; and

**WHEREAS**, based on its review of the Comprehensive Plan and planning and staff recommendations, the City Council is ready to distribute said document to the neighboring jurisdictions and affected governing bodies for review.

**NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF ARDEN HILLS,  
MINNESOTA, AS FOLLOWS:**

1. City Staff is directed to distribute said Comprehensive Plan to the neighboring jurisdictions and affected governing bodies for review.

**ADOPTED** this 29<sup>th</sup> day of May, 2018, by the City Council of the City of Arden Hills.

**CITY OF ARDEN HILLS**

By: David Grant  
David Grant, Mayor

ATTEST:

Julie Hanson  
Julie Hanson, City Clerk



MEMORANDUM

**DATE:** October 15, 2018

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Jane Kansier, City Planner

**SUBJECT:** 2040 Comprehensive Plan Update

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

**Council Should Consider**  
Providing direction regarding the 2040 Comprehensive Plan Update.

**Background/Discussion**  
Eric Zweber of WSB & Associates will be at this work session. Please see the attached October 15, 2018 memorandum from WSB & Associates.

**Attachment**  
Attachment A: Memorandum (with noted attachments)



## **Memorandum**

**To:** *Honorable Mayor and City Council*  
*Dave Perrault, City Administrator*

**From:** *Eric Zweber, AICP*

**Date:** *October 15, 2018*

**Re:** *Arden Hills 2040 Comprehensive Plan*  
*WSB Project No. 03455-200*

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### **Background**

On April 23, the City Council authorized the distribution of the draft 2040 Comprehensive Plan for review. The City has received a preliminary comment letter from the Metropolitan Council (Attachment A). Many of the comments can be addressed at a staff level, but there are seven comment that need City Council direction on how to address:

1. Define goals, policies, strategies for preventing/reducing I/I.
2. Describe existing I/I.
3. Implementation plan for preventing/eliminating excessive I/I.
4. Land Use section must demonstrate future land use plan's ability to accommodate growth.
5. Define expected share of different uses in mixed use categories.
6. Additional description of types of housing needs city would consider using different tools; need to provide sufficient direction for developers.
7. Identify tools for preserving Arden Manor.

### **Requested Action**

The City Council direction may include:

1. Make the revision requested by Metropolitan Council staff.
2. Direct staff to discuss with Metropolitan Council staff alternatives to addressing their comments.
3. Request a meeting with Marie McCarthy, the District 10 Metropolitan Council member, at a future City Council meeting to discuss alternatives to address their comments.

### **Summary**

1. *Define goals, policies, strategies for preventing/reducing I/I.*
2. *Describe existing I/I.*
3. *Implementation plan for preventing/eliminating excessive I/I.*

WSB has worked with Sue Polka, City Engineer to try and address these issues. The redlined revisions to the Sanitary Sewer Plan is included in Attachment B. Inflow and infiltration (I/I) was discussed specifically by the City Council during the development of the Comprehensive Plan by the City Council and therefore we want to provide an opportunity to review what revisions are proposed.

***4. Land Use section must demonstrate future land use plan's ability to accommodate growth.***

The Metropolitan Council is requesting a map to show where growth is anticipated to occur and in which decade. To accommodate this request, Figure 6-7 Areas of Possible Redevelopment (Attachment C) has been prepared. The map shows the County Road E area, the Red Fox/Grey Fox area, the residential area along Parkshore Drive, the properties at the south end of Gateway Parkway, and TCAAP as areas of potential development. These areas are consistent with language in the Land Use Chapter about potential development. The map includes that majority of these areas as available for redevelopment before 2030 with only the Creek neighborhood and part of the Hill neighborhood of TCAAP being identified for development between 2030 and 2040. This map would be used to develop tables of the amount of land uses available for redevelopment by decade.

***5. Define expected share of different uses in mixed use categories.***

WSB has prepared the following table as potential shares of different uses in the mixed-use land use categories:

	<b>Light Industrial</b>	<b>Retail</b>	<b>Office</b>	<b>High Density Residential</b>	<b>Medium Density Residential</b>	<b>Low Density Residential</b>
<b>Town Center (TC)</b>	N/A	5% to 25%	0% to 20 %	50% to 90%	5% to 25%	N/A
<b>Neighborhood Business (NB)</b>	N/A	0% to 100%	0% to 100%	0% to 25%	0% to 50%	0% to 25%
<b>Mixed Business (MB)</b>	0% to 50%	0% to 50%	25% to 100%	N/A	N/A	N/A
<b>Community Mixed Use (CMU)</b>	10% to 50%	10% to 100%	10% to 100%	10% to 50%	0% to 25%	N/A
<b>Retail Mixed-Use (RMU)</b>	N/A	50% to 100%	0% to 50%	N/A	N/A	N/A
<b>Office Mixed-Use – (OMU)</b>	N/A	0% to 50%	50% to 100%	N/A	N/A	N/A
<b>Light Industrial and Office (I/O)</b>	50% to 100%	N/A	0% to 100%	N/A	N/A	N/A

The intent of this table is the percentage of uses for the total amount of each land use in the City and not a requirement on a parcel by parcel basis.

***6. Additional description of types of housing needs city would consider using different tools; need to provide sufficient direction for developers.***

The City Council was specific about the language included with the affordable housing tools including specifically excluding Arden Hills from being identified by name in the explanation of the tools. Metropolitan Council provided the following examples of what they would find acceptable for how a City can explain when and how they may use the affordable housing tools:

*“The City would consider an application/supporting an application/administering (tool) to support (new construction) of housing affordable at (50-80% AMI)”*

*“The City would consider supporting a developer’s application to Minnesota Housing’s Consolidated RFP for new construction of housing units in areas designated high density that are affordable at 51-80% AMI.”*

**7. Identify tools for preserving Arden Manor.**

Arden Manor is identified MDR – Medium Density Residential on the draft Land Use Map, which is consistent with the current development of the Arden Manor. The Land Use Chapter also specifically addresses Arden Manor with the following language:

*“The Arden Manor neighborhood has been identified as an important community and the primary supply of affordable housing options in the City. Bounded by Interstate 35W, Highway 96, and Highway 10, the neighborhood is facing pressure from adjacent highways and land uses. The City anticipates this property will remain as a medium density residential use for the foreseeable future.”*

WSB believes these two factors are the tools to preserving Arden Manor and no further information is required within the Comprehensive Plan.

**Requested Action**

Provide direction on how to address each of the seven areas raised by Metropolitan Council staff.

**Next Steps**

Revise the entire Comprehensive Plan to address comments from the Metropolitan Council and from any other agencies followed by the review and approval of the City Council.

Thank you,



Eric Zweber, AICP

**Attachments:**

- A. Metropolitan Council Preliminary Review of the City of Arden Hills 2040 Comprehensive Plan Update
- B. Redlined Draft Sanitary Sewer Plan
- C. Figure 6-7 Areas of Possible Redevelopment

**City Clerk Hanson** commented they were and noted there were several other cities that should be added to the list.

**City Administrator Perrault** indicated he would have the City Clerk update this list.

### **B. 2040 Comprehensive Plan Update**

**Eric Zweber**, WSB & Associates, provided the Council with an update on the 2040 Comprehensive Plan. He reviewed several questions staff had regarding the Comprehensive Plan and discussed the recommendations from the Met Council. It was noted staff has not received any comments from surrounding communities on the Comprehensive Plan. He discussed the modifications that were made to the land use map. He described the additional costs that would be incurred if the Council required him to attend future meetings.

**Councilmember Holden** requested the Comprehensive Plan include language that notes the City continues to apply for I&I grants. She recommended the Red Fox/Gray Fox area be changed to 2040. In addition, she recommended Hill neighborhood within TCAAP be changed to 2030 and the thumb be changed to 2040.

**Mayor Grant** believed this was a more realistic goal for the TCAAP site.

**Councilmember Holden** recommended the Medium Density within the Town Center not be raised to 25% as this was too high. She believed this should be 5% to 10% as his represents what percentage of the Town Center is medium density according to the TRC.

**Mayor Grant** recommended the office percentage within TCAAP be 25% based on the TRC.

The Council did not support high density residential on the old City Hall site.

**Councilmember Holden** supported the Pot O'Gold site being redeveloped as an apartment complex versus as a light industrial site. Further discussion ensued regarding how this area could redevelop in the future.

**Councilmember McClung** commented on the City's white paper policy.

**Mayor Grant** described how requests would be addressed by the JDA instead of the Planning Commission for TCAAP developments.

**Councilmember Holden** recommended the language remain as is and if the document is returned to the City the Council could further address the language.

**Mayor Grant** asked who was applying the pressure regarding mobile home parks.

**Mr. Zweber** stated the proposed language was taken from the 2030 Comprehensive Plan. He commented further on the actions that occurred in St. Anthony.

**Mayor Grant** suggested a period be inserted after Highway 10 and that the words: facing pressure from adjacent highways and land uses be removed.

**Mr. Zweber** summarized the feedback he received from the Council and thanked them for their time.

### **C. Annual Permanent Sign Renewals**

**City Clerk Hanson** stated the adopted Fee Schedule includes a \$25.00 fee per sign for the annual renewal of permanent signage. An average of 150 businesses are licensed/registered with the City each year, but compliance regarding this particular fee has been low. For the past six years, the following number of businesses have been in compliance regarding payment of the permanent sign renewal fee: 32 in 2018; 32 in 2017; 41 in 2016; 36 in 2015; 32 in 2014; and 42 in 2013.

**City Clerk Hanson** stated the low compliance rate had been discussed with the City Planner, who had indicated that City Code states “The Sign Code requires that the Council set fees annually but not that the City has to charge an annual renewal fee”. In other words, City Code does not include language that specifically relates to the requirement of an annual permanent sign renewal (as it does for pet licensing, City contractor licensing, business licensing, etc.). Based on current code language ambiguity and historical low compliance rates, City staff is requesting Council feedback and direction.

**Mayor Grant** summarized if the annual program were to go away this would cost the City up to \$5,000 in revenue.

**Councilmember McClung** suggested the language within the renewal letter in bolded type to highlight the needs of the City. He stated he would like to see the City try and bring businesses into compliance in this manner versus hiring additional staff. He anticipated this was a case where the letter was being over looked by local business owners.

**Councilmember Holden** recalled the renewals were required to address sign maintenance issues. She stated she did not want to see the program go away. She suggested a summer intern could possibly be considered to assist with compliance and enforcement issues.

**Councilmember Scott** commented the main problem with this program was the City’s enforcement or lack thereof.

**Councilmember Holden** stated she did not want to see staff spending a lot of time on this issue, but agreed with **Councilmember McClung’s** recommendation to make changes to the renewal letter.

**Mayor Grant** agreed with this recommendation.

**City Clerk Hanson** suggested the Council amend City Ordinance if the sign renewal fee was required in order to provide staff with further backing on this program.

The Council supported amending City Ordinance.



**DATE:** January 14, 2019

**TO:** Honorable Mayor and City Council  
Dave Perrault, City Administrator

**FROM:** Mike Mrosla, City Planner  
Jane Kansier, Consulting Planner

**SUBJECT: Planning Case #18-006**  
**Applicant:** City of Arden Hills  
**Request:** 2040 Comprehensive Plan Update

<b>Budgeted Amount:</b>	<b>Actual Amount:</b>	<b>Funding Source:</b>
N/A	N/A	N/A

**Council Should Consider the Following Options**

1. Approve: Motion to *approve* Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council.
2. Approve with Changes: Motion to *approve* Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council, with the following changes...
3. Table: Motion to *table* Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council for the following reasons...

**Background**

Minnesota state law requires that all communities within the Minneapolis-St. Paul metropolitan area update their Comprehensive Plans every ten years. The statutory deadline for submittal is December 31, 2018; however, the City requested some additional time for review, and notified its Metropolitan Council Sector Representative that we anticipated the plan would be submitted in January, 2019. There is no penalty for late submittal.

The purpose of the Comprehensive Plan is to establish the policies that guide the future physical and community development of Arden Hills. It also serves as a reference document for the Planning Commission and City Council when evaluating private development projects, and helps with the City's budgeting process.

In addition to identifying local community goals, the Comprehensive Plan must reflect the adopted regional policies in the Metropolitan Council's system and policy plans. Local planning efforts are linked to the larger regional infrastructure of parks and trails, road networks, and wastewater infrastructure, and the City's plan must conform to the regional vision.

### **Comprehensive Plan Organization**

The 2040 Comprehensive Plan is divided into the following chapters and appendices:

1. Introduction
2. Community Profile
3. City Vision
4. Active Living
5. Twin Cities Army Ammunition Plant (TCAAP)
6. Land Use
7. Housing
8. Economic Development and Redevelopment
9. Parks and Recreation
10. Protected Resources
11. Transportation
12. Resilience and Sustainability
13. Public Facilities, Services, and Infrastructure
14. Implementation

*Appendices:*

- A. Draft Capital Improvements Plan
- B. Transportation System Principles and Standards
- C. Transportation Plan Forecasts
- D. Water Supply Plan
- E. Comprehensive Sanitary Sewer Plan
- F. Stormwater Management Plan
- G. Zoning District Regulations

Chapters 4 through 13 include a general goal statement at the beginning of each chapter. The goal statement is supported by background data, policies, and strategies that are designed to advance the goal and the overall City vision. The appendices are primarily used for technical reports and plans required by the Metropolitan Council

## **Community Involvement and Review Process**

The Comprehensive Plan update process included a significant amount of input and review from the City Council, Planning Commission, Economic Development Commission (EDC), and the Parks, Trails, and Recreation Committee (PTRC). In all, the City Council held five work sessions on the Comprehensive Plan, the Planning Commission held three, the EDC two, and the PTRC one. During the update process, draft versions of the plan were provided on the City's website and a project website was set up to solicit public comments.

The Planning Commission held the required public hearing on the draft Comprehensive Plan at their meeting on April 4, 2018 and they unanimously recommended approval of the plan with no changes. No public comments were provided during the public hearing. The City Council reviewed the plan on April 23, 2018, and again on May 29, 2018. The City Council authorized release of the plan for the required 6-month affected jurisdiction review on May 29, 2018.

Minnesota statutes require the City allow affected jurisdictions up to six months to review the Comprehensive Plan. The City Council last reviewed the Comprehensive Plan at their Work Session on October 15, 2018. At this time, the Council reviewed the comments received to date, and provided direction to the staff. Revisions to the Land Use and Housing chapters made as a result were distributed to the City Council at the Work Session on December 17, 2018, and the Council was asked to provide their comments to staff. No additional comments were received.

The six-month review period expired on December 1, 2018. All comments have been addressed and, where necessary, incorporated into the plan. The draft of the 2040 Comprehensive Plan submitted to the Metropolitan Council has been posted on the City's Comprehensive Plan website at <http://cityofardenhills.org/index.aspx?NID=415>.

## **Remaining Schedule**

Once the Comprehensive Plan has been submitted, the Metropolitan Council has fifteen business days to determine whether the plan is complete. City staff and consultants have made every effort to address all Metropolitan Council requirements to ensure that the plan is accepted by the Metropolitan Council. At this time, staff does not anticipate any problems with conforming to those requirements.

Once the plan has been determined to be complete, the Metropolitan Council has 120 days to complete its review. The plan must be considered by the Community Development Committee, the Environmental Committee, and finally, the complete Metropolitan Council.

After the Metropolitan Council has completed its review process, the City Council will be asked to adopt a resolution officially approving the Comprehensive Plan and placing it into effect.

## **Implementation**

After the Comprehensive Plan has been officially adopted, the City is required to review and update its official controls within nine months to bring the City's ordinances into conformance with the Comprehensive Plan. While a few changes will be needed, significant changes to the zoning and subdivision ordinances are not anticipated because there are only minor land use changes proposed.

## **Options and Motion Language**

1. Approve: Motion to *approve* Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council.
2. Approve with Changes: Motion to approve Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council, with the following changes...
3. Table: Motion to table Resolution 2019-005 Authorizing the Submittal of the Comprehensive Plan Update to the Metropolitan Council for the following reasons...

## **Attachments**

- A. Resolution 2019-005 Authorizing Submittal of the Comprehensive Plan Update to the Metropolitan Council



**CITY OF ARDEN HILLS  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2019-005**

**RESOLUTION AUTHORIZING SUBMITTAL OF THE 2040 COMPREHENSIVE PLAN TO  
THE METROPOLITAN COUNCIL FOR REVIEW**

**WHEREAS**, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

**WHEREAS**, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

**WHEREAS**, the City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

**WHEREAS**, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on May 31, 2018, and the statutory six-month review and comment period has elapsed; and

**WHEREAS**, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council; and

**WHEREAS**, the City conducted a public hearing(s) on April 4, 2018 relative to the adoption of the proposed Comprehensive Plan; and

**WHEREAS**, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

**WHEREAS**, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit.

**WHEREAS**, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

**NOW THERE, BE IT RESOLVED BY THE CITY COUNCIL OF ARDEN HILLS,  
MINNESOTA, AS FOLLOWS:**

1. The City Planner is directed to distribute said Comprehensive Plan to the Metropolitan Council by January 18, 2019 pursuant to Minnesota Statutes section 473.864.

**ADOPTED** this 14<sup>th</sup> day of January, 2019, by the City Council of the City of Arden Hills.

**CITY OF ARDEN HILLS**

By: David Grant  
David Grant, Mayor

ATTEST:

Julie Hanson  
Julie Hanson, City Clerk