

**COMMUNITY GROWTH OPTIONS PROGRAM  
2009 - 2010 (PROGRAM YEARS ONE & TWO)**

Implement a cyclical planning framework established through the *Community Growth Options Program* that includes: Community visioning, comprehensive planning, ordinance development and/or updating, comprehensive plan implementation, development of action items, policies, and/or procedures, and ongoing internal education and training.

CALENDAR YEAR	PROJECT YEAR	CGO PROGRAM FRAMEWORK COMPONENT	DETAILS
2009	One	Community Visioning	Establish a stakeholders meeting that includes City Council members, Planning Commission members, Historical Preservation members, Park Board members, city staff, business leaders, township representatives, citizens and anyone else the City wishes to be involved. The meeting would be to establish a community visioning.
2009	One	Development of 2009 Comprehensive Plan	Company to assist City with the development of the 2009 Comprehensive Plan. <ul style="list-style-type: none"> <li>• Development of a physical/social community profile.</li> <li>• Development of future population projections based upon State demographers data.</li> <li>• An examination of existing and future land use based upon population projections and subsequent development of goals and a work plan.</li> <li>• A review of housing statistics and issues, establishment of housing goals and creation of recommendations.</li> <li>• A review of the existing transportation network, development of a transportation plan, transportation goals and a work plan.</li> <li>• A review of municipal utilities and the impact of future development upon services provided, establishment of goals and recommendations.</li> <li>• Review of community facilities and public services and the establishment of goals and recommendations.</li> <li>• A review of park and recreation facilities, the impact of future development upon services, along with the development of park/recreation goals and a park/recreation work plan.</li> <li>• A review of economic development issues within the City, establishment of goals and a work plan.</li> <li>• A plan for implementing the Comprehensive Plan.</li> </ul>
2009	One	Zoning Ordinance Amendments relating to the addition of Zoning Districts in	Company to assist City with the creation of additional zoning districts including standards associated with them. <ul style="list-style-type: none"> <li>• Review of current business zoning district and</li> </ul>

		relation to commercial and industrial uses.	<p>creation of new highway business district, downtown district and commercial/industrial district</p> <ul style="list-style-type: none"> <li>• Work closely with the Planning Commission to evaluate the current zoning ordinance and its consistency with the vision for the downtown.</li> <li>• Work with the planning commission and county to develop standards for the new highway commercial district.</li> <li>• Prepare a draft ordinance amendment for the Planning Commission's review and input.</li> <li>• Present the proposed ordinance at a public hearing.</li> <li>• Develop of the final Ordinance for Council adoption.</li> </ul>
2009	One	Develop architectural standards in relation to the new commercial/industrial zoning districts.	<p>Company to assist City with the creation of architectural standards in the commercial and industrial districts.</p> <ul style="list-style-type: none"> <li>• Work with planning commission and historic preservation committee to develop architectural standards for the downtown district</li> <li>• Include historic preservation requirements in the downtown district.</li> <li>• Work with the planning commission in developing standards for new highway commercial zoning district.</li> </ul>
2010	Two	Comprehensive Plan Implementation Amendments to Zoning Ordinance	<p>Company to assist City with the updating of the Center City Zoning Ordinance.</p> <ul style="list-style-type: none"> <li>• Modifications to the City's Zoning Ordinance</li> <li>• Focus on Planned Unit Development updates as it relates to preserving natural feature environmentally sensitive areas.</li> <li>• Updates to all zoning districts in relation to lot standards and setbacks.</li> <li>• Update of shoreland and lake management section to make sure all Minnesota DNR requirements are being met.</li> <li>• Update other sections of zoning ordinance as needed.</li> </ul>
2010	Two	Comprehensive Plan Implementation Amendments to Subdivision Ordinance	<p>Company to assist City with the updating of the Center City Subdivision Ordinance.</p> <ul style="list-style-type: none"> <li>• Update of subdivision ordinance to ensure requirements are sufficient to handle development requests.</li> <li>• Verify language exists to require developers to financially guarantee the completion of the improvements.</li> </ul>
2010	Two	Internal Training/Education (secondary, ongoing)	Pursue internal training/education opportunities for the City of Center City and its Planning Commission and Council, as deemed desirable by the City.
2011*	Three	Policies and Procedures Audit (PRIMARY)	Develop a master parks plan for the City of Center City and develop standards for the different types of parks within the community.
2011*	Three	Ordinance & Application Forms/Checklist Updates	Assist with City with efforts to develop orderly annexation agreements with Chisago Lake Township.

		(secondary, ongoing)	
2011*	Three	Comprehensive Plan Implementation	Pursue internal training/education opportunities for the City of Center City and its Planning Commission and Council, as deemed desirable by the City.
2012*	Four	Internal Training/Education (PRIMARY)	Assess existing internal training/education programs and develop an internal education/training plan.
2013*	Five	Community Visioning (PRIMARY)	Review visioning conducted as a part of the Comprehensive Plan in advance of five-year review of Comprehensive Plan. Pursue community visioning outreach. Reaffirm/renew vision for future.
2014*	Six	Cycle Back to Primary Task from Project Year One by Updating Comprehensive Plan Document (PRIMARY)	Consider update of 2009 Comprehensive Plan.

*\*Details and changes to be developed as appropriate/warranted*

## I. BACKGROUND

- A. 1000 Friends of Minnesota and its University of Minnesota partners – the Center for Urban and Regional Affairs and the Hubert H. Humphrey Institute of Public Affairs – have jointly created a multi-year project entitled Community Growth Options (CGO).
- B. The Community Growth Options project is intended to be a six-year program. The goals of the Community Growth Options project are:
- To assist local elected officials, staff and citizens in guiding the development patterns in their communities.
  - To support Minnesota communities in accommodating growth.
  - To create models of successful planning and implementation.
  - To incent planning firms to provide to growing communities a comprehensive array of services.
  - To create and sustain in communities a demand for long-term planning and a balanced-growth approach to community development.
- C. Many smaller communities around Minnesota in the vicinity of the Twin Cities Metropolitan Area are growing rapidly and can use assistance to conduct community planning, develop ordinances, and implement sound growth policies.
- D. 1000 Friends has received a grant from the McKnight Foundation to fund the first two years of the Community Growth Options project.
- E. Through the CGO project, 1000 Friends can provide funding to a number of smaller communities to assist these communities with their planning activities and to develop models for successful long-term community planning. In undertaking these planning activities, communities must engage a land use planning firm from among a pool selected by 1000 Friends

## II. GOALS AND OBJECTIVES

- A. **Community Visioning.** The Community Growth Options Program will enable each community to establish a common vision for how the community would like to grow through a community visioning process and requires that the community review the vision each year for continued relevance to support planning related activities.
- B. **Comprehensive Plan.** The Community Growth Options Program will enable each community participant to develop a Comprehensive Plan if one is not in existence or to update and revise an existing Plan. The Comprehensive Plan will be reviewed annually for continued relevance to support planning related activities.
- C. **Ordinance Review.** The planner will review the community's existing zoning, subdivision, and other land use ordinances and make recommendations to the community for additions or amendments to its existing ordinances.
- D. **Policies and Procedures Audit.** The planner will evaluate the steps required by the community for review and approval of development proposals and make recommendations for additions or changes to the present process to promote achievement of the community's planning goals.

- E. Internal Education and Training.** The planner will review the methods presently used to educate and train community staff regarding land use planning and either provide training or make recommendations to the community for training staff and local elected officials to efficiently support land use processes.
- F. Internet Presence.** The planner will develop and maintain an internet presence for the community to ensure transparency in the community planning process and promote community involvement. Minutes of meetings and the agenda for upcoming meetings and related planning documents will be made available through the internet presence and email notification for each Community Growth Options meeting will be maintained by the planning firm. These services can be provided by the community if so desired by the community and the community has the capacity to support both posting of relevant documents and meeting notification.
- G. Sharing of Results.** An important long-term objective of the Community Growth Options Program is to ensure that any planning tools or policies or regulations that are developed through implementation of the Program by communities and planners are placed in the public domain and available for use by other communities and planners without compensation or recognition.

### III. IMPLEMENTATION

- A. GRANT AWARD.** 1000 Friends awards grant money to select communities who use the money to engage a qualified planning firm to assist the community in conducting multi-year planning for growth in the community and to carry out the objectives of the Community Growth Options Program.
- B. COMMUNITY/PLANNER COOPERATION.** The community and the planner work closely together to conduct planning activities in the community and implement measures to ensure development occurs in an orderly fashion consistent with community planning objectives.
- C. PROJECT COOPERATION.** The community and the planner work closely with Community Growth Options project staff to determine how services provided by 1000 Friends of Minnesota, specifically related to communication, education and technical assistance can enhance measures to ensure development occurs in an orderly fashion consistent with community planning objectives.
- D. FUTURE GRANT AWARDS.** While the Community Growth Options Program is a multi-year program, 1000 Friends awards an initial grant for only the first two years, and there are no assurances that any community awarded grant money will receive additional grants in the future or that the community will continue to engage the planner.
- E. PERFORMANCE EVALUATION.** In the event the community is requested to cooperate in a performance evaluation conducted by 1000 Friends of Minnesota or at the direction of 1000 Friends, the planning firm will cooperate with the persons conducting the evaluation and provide such information as is available to assist with the evaluation. This obligation shall continue until September 1, 2011, or until such an evaluation is completed.