



**Request for City Council Committee Action  
From the Department of Community Planning & Economic Development**

Date: February 5, 2004

TO: Council Member Gary Schiff, Zoning and Planning Committee

Prepared by: Barbara Sporlein, Planning Director, 612-673-2616

Presenters in Committee: Barbara Sporlein, Planning Director  
Blake Graham, Manager, Zoning Administration and  
Development Controls  
Pam Miner, Supervisor, Community Planning

Approved by Barbara Sporlein, Planning Director \_\_\_\_\_

**Subject: 2004 CPED - Planning Division Work Plan**

**RECOMMENDATION:** Receive and File

**Previous Directives:** 2004 City Budget (Approved December 15, 2003)  
2004 CPED Work Plan (Presented to City Council Executive  
Committee November 5, 2003)

**Financial Impact** (Check those that apply)

No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee  
Coordinator

**Community Impact**

Ward: Citywide

Neighborhood Notification: not applicable

City Goals: consistent with and implements

Comprehensive Plan: consistent with and implements

Zoning Code: not applicable  
Living Wage/Job Linkage: not applicable  
Other

### **Background/Supporting Information**

The 2004 Planning Division Work Plan is consistent with the adopted 2004 CPED Budget, the 2004 CPED Work Plan (presented to the City Council Executive Committee in November 2003) and the draft five-year CPED Business Plan (which will be presented to City Council in the next several weeks). Some items have been carried over from 2003. Specific projects are organized by the Service Activities identified in the adopted 2004 budget and the five-year CPED Business Plan. Note: The 2004 work plan does not specifically list all ongoing and daily activities of the Planning Division staff. Rather, it highlights special and/or new planning initiatives.

# COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

## 2004 PLANNING DIVISION WORK PLAN

January 29, 2004

Note: The 2004 work plan does not specifically list all ongoing and daily activities of the Planning Division staff. Rather, it highlights special projects and new planning initiatives. Activities are listed under either Community Planning or Development Services, but may require staff resources in both areas.

### COMMUNITY PLANNING

#### I. **Provide support to elected officials, residents, City departments, neighborhood groups, developers and others to encourage participation in City processes.**

##### Planning Implementation Tools

1. Develop an Adopted Plans Implementation Strategy (complete inventory of all approved plans and the recommendations for future actions in each plan, cross-reference with CLIC approved projects, track development permits, and report on findings).
2. Review all completed LRT Station Area Plans and develop implementation strategy.
3. Complete series of Land Use maps based on *The Minneapolis Plan* (we currently have zoning maps):
  - Existing Land Use maps;
  - Analyze past and present Land Use maps to identify changes and trends;
  - Future Land Use maps.
4. Develop planning manual for neighborhood/small area plans.
5. Complete presentations to neighborhood groups and the public on *The Minneapolis Plan* for the remaining sectors (South, Downtown, and River) in partnership with NRP staff.
6. Develop and distribute planning participant user survey.

##### Plans

7. Conduct LRT station area planning activities (priority setting, 38<sup>th</sup> St. station plan, and initiate plan for 50<sup>th</sup>/VA station area).

8. Begin and/or complete the following neighborhood and small area plans:
  - Lake St./Nicollet development objectives;
  - Downtown parking/transit study (Public Works lead);
  - Critical Area Plan (required by MNRRA, DNR and Met Council);
  - 38<sup>th</sup> St. LRT Station Area Plan;
  - Environmental Sustainability Plan (City Council Resolution 2003R-133);
  - Lowry Hill East rezoning study;
  - South Lyndale Small Area Plan;
  - Bassett Creek Valley rezoning study;
  - Upper Harbor Terminal (planning process participant, not the lead);
  - Midtown Greenway Land Use Plan, analyze overlay district proposal.
9. Amend *The Minneapolis Plan* to incorporate previously approved plans, including:
  - Upper River Corridor Plan;
  - SEMI Plan;
  - Bassett Creek Valley Master Plan;
  - Downtown East/North Loop Plan.
10. Begin Industrial Land Use study.
11. Complete Commercial Corridor Assessment.
12. Participate in the Lake St./I-35W Access Project.

## **II. Conduct research and analysis on trends affecting City policy and development.**

1. Build on Minneapolis Trends Reports.
2. Completed State of the City Report.
3. Develop Key Indicators Report.
4. Develop detailed neighborhood profiles.
5. Develop 2000 Census Socioeconomic Report.
6. Develop Block Prioritization for 2007 Airport Sound Insulation Project.

## **III. Coordinate activities of the Arts Commission and oversee film activities within the city.**

1. Develop Long-Range Arts and Cultural Affairs Plan.

## **DEVELOPMENT SERVICES**

### **IV. Administer and interpret the zoning code and land subdivision regulations daily as needed.**

1. Customer Service Improvements:
  - Complete roll out of automated phone service, including IVR system.
  - Complete posting of zoning maps and zoning links on city web site;
  - Continue ongoing “One Stop Development Review Center” initiatives; and
  - Maintain and update Zoning and Planning information on KIVA data system.

### **V. Review and prepare findings and recommendations on applications for approvals as required by the zoning code, land subdivision regulations, and state law.**

1. Customer Service Improvements:
  - Further streamline application appointment process;
  - Improve and revise application forms, handouts and zoning instructions;
  - Increase availability of applications by mail, fax or on the web; and
  - Engage in case management approach for more complex development projects (i.e. Sears Project).
2. Conduct Ballpark-related activities (i.e. zoning and environmental reviews).

### **VI. Administer and interpret the City’s heritage preservation regulations.**

1. Complete survey of historic resources in NE Mpls. and pursue SHPO grant to continue survey efforts.
2. Pursue historic designation of selected sites including the Pioneer Cemetery and others as required by ordinance.
3. Maintain and update HPC information in KIVA data system.

### **VII. Prepare and recommend to the City Council amendments to the City’s land use regulations.**

1. Complete comprehensive amendment to the Site Plan Review Chapter of the Zoning Code.
2. Complete amendment of commercial and industrial districts to convert several conditional uses to permitted uses together with relaxation of selected specific development standards.
3. Revise the Zoning Code related to:
  - approved Downtown East/North Loop Plan;

- LRT Corridor;
- airport height limitation and safety issues;
- flashing signs for museums;
- definition of commercial vehicles;
- technical amendments to SH and MR regulations regarding height increases;
- overhead security doors; and
- general doors and windows requirements.

**Other initiatives:**

1. Develop and implement staff development strategy.
2. Continue efforts to improve communication and coordination across divisions in the newly created CPED Department and across City Departments, particularly Public Works and Regulatory Services.