

J Community Development Committee Environment Committee

For the Metropolitan Council meeting of April 28, 2010

ADVISORY INFORMATION

Date Prepared: April 20, 2010

Subject: City of Hilltop 2030 Comprehensive Plan Update
Tier II Comprehensive Sewer Plan
Review File No. 20600-1

Proposed Action:

That the Metropolitan Council adopt the attached Advisory Comments and Review Record, and the following:

1. Authorize the City of Hilltop to put its 2030 Comprehensive Plan Update into effect.
2. Advise the City to:
 - a. Adopt the revised forecasts for population, households and employment.
 - b. Participate in Council activities to monitor redevelopment and infill in Developed communities.
 - c. Address the advisory comments for Transportation and Surface Water Management.
3. Approve the City of Hilltop's Tier II Comprehensive Sewer Plan.

Summary of Committee Discussion / Questions:

Community Development Committee

Senior Planner Tori Dupre presented the report and proposed action to the Community Development Committee. CM Bowles asked about a comparison of the intended redeveloped home lots with that of the existing manufactured homes. Staff responded that the current lots are much smaller in comparison, and that the City offers improvement incentives. Chair Steffen asked whether the future mixed use category could include manufactured housing. Staff responded that the mixed use is intended for traditional residential development, such as townhomes and apartments. The Committee made a motion and a second to adopt the proposed action, and the motion passed unanimously.

Environment Committee

No issues were raised. Motion to approve the City of Hilltop's Tier II Comprehensive Sewer Plan was made, seconded, and passed unanimously.

C Community Development Committee
Meeting date: April 19, 2010

E Environment Committee
Meeting date: April 13, 2010

ADVISORY INFORMATION

Subject:	City of Hilltop 2030 Comprehensive Plan Update Tier II Comprehensive Sewer Plan Review File No. 20600-1
District(s), Member(s):	District 2, Councilmember Tony Pistilli
Policy/Legal Reference:	Minnesota Statutes Section 473.175
Staff Prepared/Presented:	Tori Dupre, Principal Reviewer (651-602-1621) Phyllis Hanson, Local Planning Assistance Manager (651-602-1566) Kyle Colvin, Engineering Services Assistant Manager (651-602-1151)
Division/Department:	Community Development / Planning and Growth Management Environmental Services/ Engineering Services

Proposed Action

That the Metropolitan Council adopt the attached Advisory Comments and Review Record and take the following actions:

Recommendation of the Community Development Committee:

1. Authorize the City of Hilltop to put its 2030 Comprehensive Plan Update into effect.
2. Advise the City to:
 - a) Adopt the revised forecasts for population, households and employment.
 - b) Participate in Council activities to monitor redevelopment and infill in Developed communities.
 - c) Address the advisory comments for Transportation and Surface Water Management.

Recommendation of the Environment Committee:

Approve the City of Hilltop's Tier II Comprehensive Sewer Plan.

ADVISORY COMMENTS

City of Hilltop 2030 Comprehensive Plan Update and Tier II Comprehensive Sewer Plan

Review File No. 20600-1 – Council Business Item No. 2010-134

The following Advisory Comments are part of the Council action authorizing the City to implement its 2030 Comprehensive Plan Update (“Update”) and approving the City’s Tier II Comprehensive Sewer Plan:

Community Development Committee

1. The Council-adopted *Local Planning Handbook* states that the City must take the following steps:
 - (a) Adopt the Update in final form after considering the Council’s review recommendations; and
 - (b) Submit one electronic copy and one hard copy of the Update to the Council. The electronic copy must be organized as one unified document.
 - (c) Submit one copy of the City Council resolution evidencing final approval of the Update.
2. The Council’s *Handbook* also states that local governments must formally adopt their comprehensive plans within nine months after the Council’s final action. If the Council has recommended changes, local governments should incorporate those recommended changes into the plan or respond to the Council before “final approval” of the comprehensive plan by the governing body of the local governmental unit. (Minn. Stat. § 473.858, subd. 3).
3. Local governmental units must adopt official controls as described in their adopted comprehensive plans and must submit copies of the official controls to the Council within 30 days after official controls are adopted. (Minn. Stat. § 473.865, subd. 1).
4. Local governmental units cannot adopt any official controls or fiscal devices that conflict with their comprehensive plans or which permit activities in conflict with the Council’s metropolitan system plans. (Minn. Stat. §§ 473.864, subd. 2; 473.865, subd. 2). If official controls conflict with comprehensive plans, the official controls must be amended within nine months following amendments to comprehensive plans. (Minn. Stat. § 473.865, subd. 3).

Environment Committee

1. The Council-approved Tier II Comprehensive Sewer Plan becomes effective only after the Update also receives final approval by the City’s governing body. After the Update receives final approval by the City and the Tier II Sewer Plan becomes effective, the City may implement its Update to alter, expand or improve its sewage disposal system consistent with the Council-approved Tier II Sewer Plan.
2. A copy of the City Council Resolution adopting its Update, including the Tier II Sewer Plan, must be submitted to the Council.

Background

The City of Hilltop (City) is located in Anoka County and completely surrounded by Columbia Heights (Figure 1).

The *2030 Regional Development Framework* (RDF), as adopted by the Metropolitan Council (Council) in January 2004, identified Hilltop as within the "Developed" geographic planning area. Figure 2 shows the designation and regional systems serving the City and surrounding area.

The City submitted its 2030 Comprehensive Plan (Update) to the Council for review to meet the Metropolitan Land Planning Act requirements (Minn. Stat. 473.175) and the Council's 2005 Systems Statement requirements.

Rationale - Standard of Review & Findings

1. Does the proposed Update conform to Regional Systems Plans?
2. Is the Update consistent with Metropolitan Council policies?
3. Is the Update compatible with plans of adjacent governmental units and plans of affected special districts and school districts?

Conformance with Regional Systems Plans:

- | | |
|--|-----|
| 1. Regional Parks | Yes |
| 2. Transportation including Aviation | Yes |
| 3. Water Resources Management
(Wastewater Services; Surface Water Management) | Yes |

Consistent with Council Policy Requirements:

- | | |
|--|-----|
| 1. Forecasts | Yes |
| 2. Housing | Yes |
| 3. 2030 Regional Development Framework; Land Use | Yes |
| 4. Individual Sewage Treatment Systems Program | Yes |
| 5. Water Supply | Yes |

Compatible with Plans of Adjacent Governmental Units and Plans of Affected Special Districts and School Districts

- | | |
|--------------------------------|-----|
| 1. Compatible with other plans | Yes |
|--------------------------------|-----|

Funding:

The City received no funding.

Known Support / Opposition:

There was no known opposition.

REVIEW RECORD

Review of the City of Hilltop 2030 Comprehensive Plan Update

STATUTORY AUTHORITY

The Metropolitan Land Planning Act (MLPA) requires local units of government to submit comprehensive plans and plan amendments to the Council for review and comment (Minn. Stat. § 473.864, Subd. 2). The Council reviews plans to determine:

- *Conformance with metropolitan system plans,*
- *Consistency with other adopted Plans of the Council, and*
- *Compatibility with the Plans of other local jurisdictions in the Metropolitan Area.*

The Council may require a local governmental unit to modify any plan or part thereof if, upon the adoption of findings and a resolution, the Council concludes that the Plan is more likely than not to have a substantial impact on or contain a substantial departure from metropolitan system plans (Minn. Stat. § 473.175, Subd. 1).

Each local government unit shall adopt a policy plan for the collection, treatment and disposal of sewage for which the local government unit is responsible, coordinated with the Metropolitan Council's plan, and may revise the same as often as it deems necessary. Each such plan shall be submitted to the Council for review and shall be subject to the approval of the Council as to those features affecting the Council's responsibilities as determined by the Council. Any such features disapproved by the Council shall be modified in accordance with the Council's recommendations (Minn. Stat. § 473.513).

CONFORMANCE WITH REGIONAL SYSTEMS

Regional Parks

Parks and Trails

Reviewer: Jan Youngquist, CD – Regional Parks System Planning (651-602-1029)

The Update is in conformance with the *Regional Park's Policy Plan (RPPP)*. The City has no existing or planned regional parks facilities.

Transportation

Roads and Transit

Reviewer: Ann Braden, MTS – Systems Planning (651-602-1705)

The Update is in conformance with the *Transportation Policy Plan (TPP)* adopted in 2004, and addresses all the applicable transportation and transit requirements.

While there are no metropolitan highways within the City, it is in the Metropolitan Transit Taxing District and lies within transit Market Area II. Service options for Market Area II include regular-route locals, all-day expresses, small vehicle circulators, special needs paratransit (ADA, seniors) and ridesharing.

Advisory Comment:

The City should revise the Transportation Analysis Zone (TAZ) table to reflect the 2005 system statement employment forecasts in TAZ 122.

Aviation

Reviewer: Chauncey Case, MTS – Systems Planning (651-602-1724)

The Update is in conformance with the *TPP* and consistent with Council *Aviation* policies.

Water Resources Management

Wastewater Service

Reviewer: Kyle Colvin, ES – Engineering Services (651-602-1151)

The Update is in conformance with the *Water Resources Management Policy Plan (WRMPP)*. The Update summarizes the City's vision for the next 20 years or to year 2030. It includes growth forecasts that are consistent with the Council's recommended forecasts for population, households, and employment.

The Metropolitan Council Environmental Services currently provides wastewater treatment services to the City. Wastewater generated within the City is conveyed to and treated at the Metropolitan Council's Metropolitan Wastewater Treatment Plant in St. Paul. The City is provided wastewater conveyance service through interceptor 4-HT-100. The Update projects that the City will have 600 sewer households and 470 sewer employees by 2030. The Metropolitan Disposal System with its planned scheduled improvements has or will have adequate capacity to serve the City's growth needs as identified in the Plan.

The majority of the growth projected to occur in the City is located in that portion of the community that is provided direct wastewater services through the City of Columbia Heights. Existing wastewater service to these areas is covered under an inter-community service agreement between the two communities. This agreement will need to be reviewed and revised if necessary by the two Cities to address the higher level of service the proposed growth represents.

The Update provides sanitary flow projections in 10-year increments. The rationale, for the projections, is given in the Update and determined appropriate for planning for local services.

Hilltop is not currently identified as a community impacted by wet weather occurrences. The Update however does include a description of an I/I reduction plan which includes televised inspection and routine maintenance of the sanitary sewer system to ensure that it is functioning properly and safely. City code prohibits the connection of sump pumps, rain leaders, and passive drain tile from the sanitary sewer system. Each time a building permit is pulled for any type of improvement the City conducts an inspection which checks for illegal connections to the system.

Tier II Comments

The Tier II Sewer Element of the Update has been reviewed against the requirements for Tier II Comprehensive Sewer Plans for developed communities. It was found to be complete and consistent with Council policies. Upon adoption of the Update by the City, the action of the Council to approve the Tier II Plan becomes effective. At that time, the City may implement its Update to alter, expand or improve its sewage disposal system consistent with the approved Tier II Sewer Plan. A copy of the City Council Resolution adopting its Plan needs to be submitted to the Metropolitan Council for its records.

Surface Water Management

Reviewer: Judy Sventek, ES – Water Resources Assessment (651-602-1156)

The Update is in conformance with the WRMPP guidelines for local surface water management. Hilltop lies within the Six Cities Watershed. The Six Cities Watershed Management Organization's latest watershed management plan was approved by the Board of Water and Soil Resources in 1997. In 2001, Hilltop adopted the Six Cities Watershed Management Organization's watershed management plan as their local water management plan (LMWP).

Advisory Comment:

The City should be advised that the Watershed Organization is currently updating its watershed management plan which will trigger the need for a new LWMP from the City that will need to be sent to the Council for review and comment at the same time it is sent to the Watershed Organization for review and approval.

CONSISTENCY WITH COUNCIL POLICY

Forecasts

Reviewer: Dennis Farmer, CD - Research (651-602-1552)

The Update presents City-preferred population and household forecasts numbers which are greater than the Council's System Statement forecasts. While the Council forecasts reflect no household growth from 2010 to 2030, the City's forecasts reflect future redevelopment along Central Avenue, with greater population and household growth. Therefore, the City-preferred households show an increase of 190 households between 2010 and 2030, with an increase of 390 people at two persons-per-household.

The Council staff finds the City's revised forecasts reasonable, and recommends that the Metropolitan Council officially revise the forecasts upon final action on the Update. The revised forecasts are shown in Table 1.

Table 1: Metropolitan Council Forecasts

	Census	System Statement*			Revised Council Forecasts		
	2000	2010	2020	2030	2010	2020	2030
Population	766	770	770	770	770	1,150	1,150
Households	400	410	410	410	410	600	600
Employment	257	350	420	470	350	420	470

- *Metropolitan Council 2005 System Statement*

2030 Regional Development Framework and Land Use

Reviewer: Tori Dupre, CD – Local Planning Assistance (651-602-1621)

The Update is consistent with the *2030 Regional Development Framework (RDF)*, which identifies Hilltop as a community in the “Developed” geographic planning area. The RDF goals and policies for “Developed” communities encourage cities to accommodate growth forecasts through reinvestment at appropriate densities (five-plus units per acre), and target higher density at locations with convenient access to transportation corridors and with adequate sanitary sewer capacity.

The Council expects the City to meet densities of at least five units an acre through redevelopment and infill. To help ensure that these standards are met, the Council advises the City to participate in Council activities to monitor redevelopment and infill.

Existing Land Use

The City is 79.42 acres in size, and was 85 percent developed by 1980. The City’s mobile home parks occupy 20 acres, or 25 percent of the City. The Columbia Heights School District property occupies another 29 percent. Overall, residential is the largest land use, occupying 34 percent of the City. The existing commercial development concentrated along Central Avenue establishes the City’s eastern border. The City’s existing residential density is approximately 15 units per acre.

Future Land Use

The City is fully developed and expects to remain a primarily residential community. The Update’s Future Land Use Plan establishes 16.5 acres along Central Avenue and 45th Avenue NE as mixed use, formerly guided for commercial use, to create new housing and commercial redevelopment opportunities. The future mixed use designation replaces approximately 14 acres of commercial and 3 acres of residential.

The mixed use designation will allow townhomes, apartments, retail buildings, office and parks, and will be guided by the City’s Central Avenue corridor redevelopment plan establishing design guidelines relating to streets, site planning, architecture, parking, landscaping and stormwater treatments.

The City anticipates that the mixed use area will accommodate 50 to 75 percent residential use, at densities ranging from 8 units per acre to a maximum of 25 units per acre, allowing a potential 66 to 207 future housing units and meeting the forecasts.

The Future Land Use Plan accommodates the City-preferred (and accepted) population and household forecasts adding 190 new households between 2010 and 2030.

Table 2: Existing and Future Land Use

Land Use	Existing (2008 net acres)	Existing % of total	Future (2030 net acres)	Future % of total	2008-2030 Change
SF Residential	26.88	35	23.9	35	-2.90
Mixed Use	0.0	0	16.5	0	+16.5
Commercial	16.2	20	2.6	20	-13.63
Park	0.2	0	0.2	0	0
Public/Semi-Public	23.0	29	23.0	29	0
Right-of-Way	13.0	16	13.0	16	0
Total City	79.2	100	79.2	100	0

Table 3: Redevelopment and Residential Density

Land Use Category	Res Acres Increase	Res Density Min	Res Density Max	Min Units	Max Units
Mixed Use (16.54 total acres)					
at 50% Residential	8.3 acres	8.0	25.0	66	207

Housing

Reviewer: Linda Milashius, CD – Livable Communities (651-602-1541)

The Update’s housing element fulfills the Metropolitan Land Planning Act housing element and the affordable housing planning requirements. The Update acknowledges the City’s share of the region’s affordable housing need of 43 units from 2011 to 2020.

The Update states that the city is nearly fully developed so opportunities to meet that need will be addressed primarily through redevelopment efforts. The Update indicates that the Mixed Use category provides approximately 8 to 12 acres of land (50 to 70 percent of 16.54 acres) for high density residential development at 8 to 25 units per acre. The Update includes the implementation tools and programs the City will use to promote opportunities to address its share of the region’s housing need.

The City will continue to partner with the Anoka County Community Action Program, as well as with other state and federal agencies to address lifecycle and affordable housing needs within the community. The Update states the City will focus its efforts on home maintenance and preservation, but will also strengthen its efforts to actively promote first-time homebuyer programs, and will conduct a needs assessment on the need for senior and assisted living housing opportunities. Hilltop is a participant in the Local Housing Incentives program of the Livable Communities Act.

Individual Sewage Treatment Systems (ISTS) Program

Reviewer: Jim Larsen, CD – Local Planning Assistance (651-602-1159)

The Update indicates that the City has no ISTS and is fully served by the existing local wastewater collection system which ultimately flows to the Metropolitan Wastewater Treatment Facility.

Water Supply

Reviewer: Sara Smith, ES – Water Supply Planning (651-602-1035)

The Update meets the WRMP requirements for water supply plans. The Council encourages the City to consider expanding its conservation outreach to its customers in an effort to reduce residential per capita water use.

Resource Protection

Historic Preservation

Reviewer: Tori Dupre, CD – Local Planning Assistance (651-602-1621)

The Update contains a section on Historic Preservation as required by the MLPA.

Solar Access Protection

Reviewer: Tori Dupre, CD – Local Planning Assistance (651-602-1621)

The Update contains a section on Solar Access Protection as required by the MLPA.

Aggregate Resources Protection

Reviewer: Jim Larsen, CD – Local Planning Assistance (651-602-1159)

The *Minnesota Geological Survey Information Circular 46* indicates that the City contains no aggregate resource deposits as the community is developed.

PLAN IMPLEMENTATION

Reviewer: Tori Dupre, CD – Local Planning Assistance (651-602-1621)

The Update includes a description of:

- Capital Improvement Program Yes
- Zoning Code Yes
- Subdivision Code Yes
- ISTS Codes NA
- Housing Implementation Program Yes

The Update includes a zoning map and complete zoning code including a description of uses. The City has no formally-adopted Capital Improvement Plan and anticipates no expansion of its public utilities. The City funds any maintenance, repair or rehabilitation during the five year period (2008 to 2013) from the City's general fund levy.

COMPATIBILITY WITH PLANS OF ADJACENT GOVERNMENTAL UNITS AND PLANS OF AFFECTED SPECIAL DISTRICTS AND SCHOOL DISTRICTS

The City submitted the Update to adjacent local units of government and school districts for comment on November 11, 2008, and received no responses. No compatibility issues with plans of adjacent governmental units and plans of affected special districts and school districts were indicated.

DOCUMENTS SUBMITTED FOR REVIEW:

- City of Hilltop 2030 Comprehensive Plan dated May 2009
- Comprehensive Plan Transmittal form
- Adjacent Government review comments received May 29, 2009
- Supplemental Information on Aviation, Housing, Implementation (zoning map and ordinance), Land Use, Forecasts, Transportation and Wastewater dated July 7, 2009,
- Water Supply Plan received March 4, 2010

ATTACHMENTS

- Figure 1: Location Map Showing Regional Systems
- Figure 2: 2030 Regional Development Framework Planning Areas
- Figure 3: Existing Land Use
- Figure 4: 2030 Planned Land Use

**Figure 1. Location Map Showing Regional Systems
Hilltop**

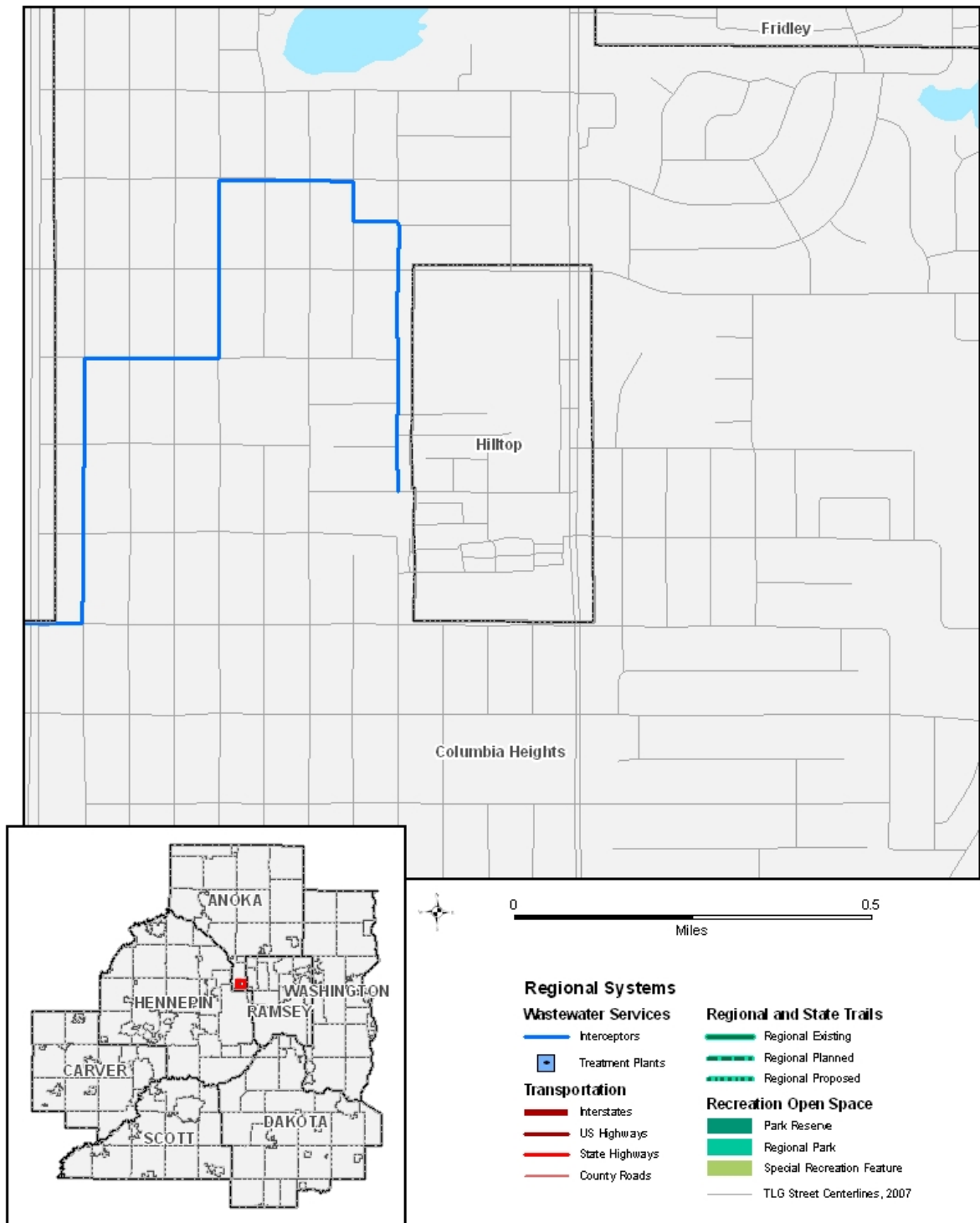
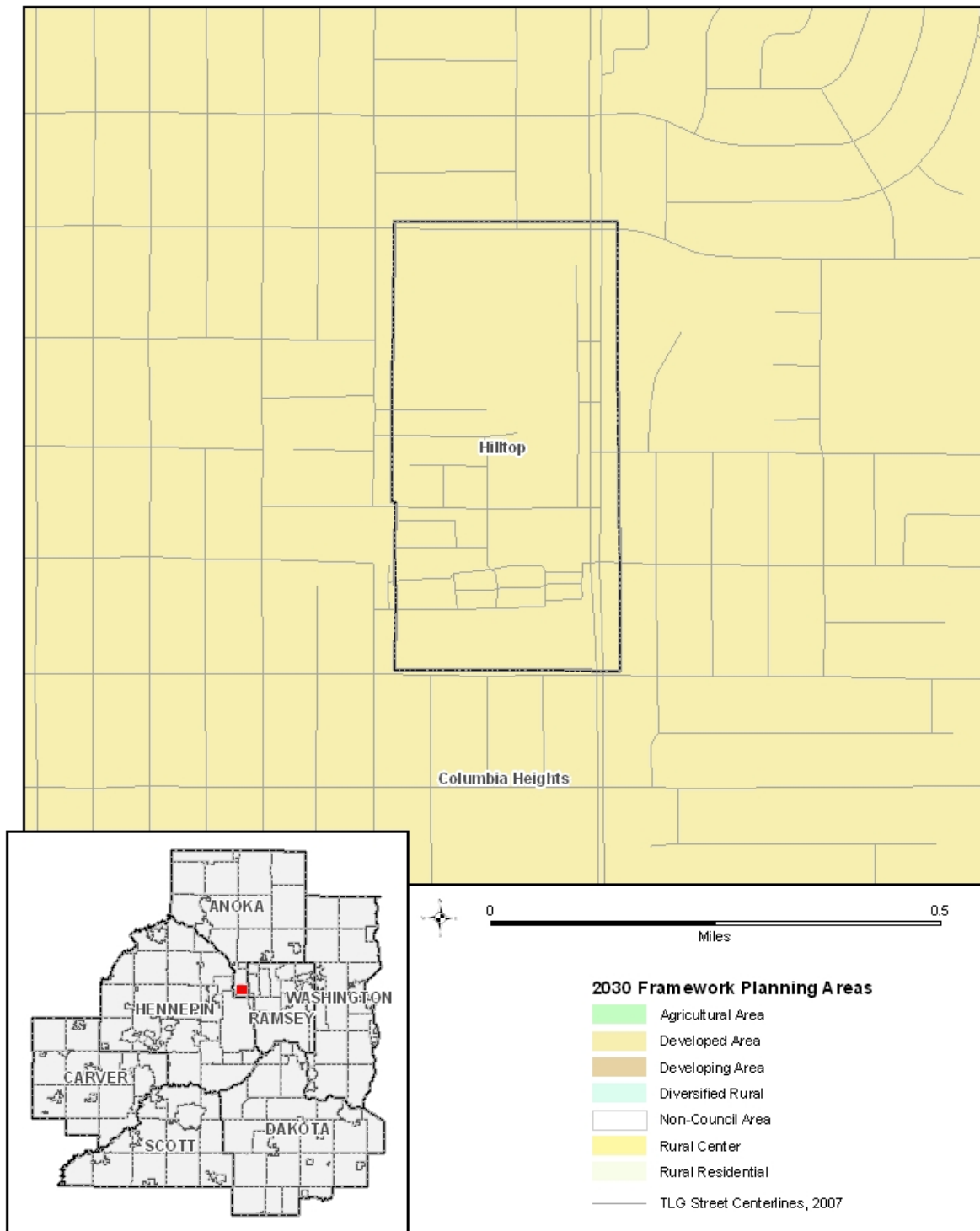
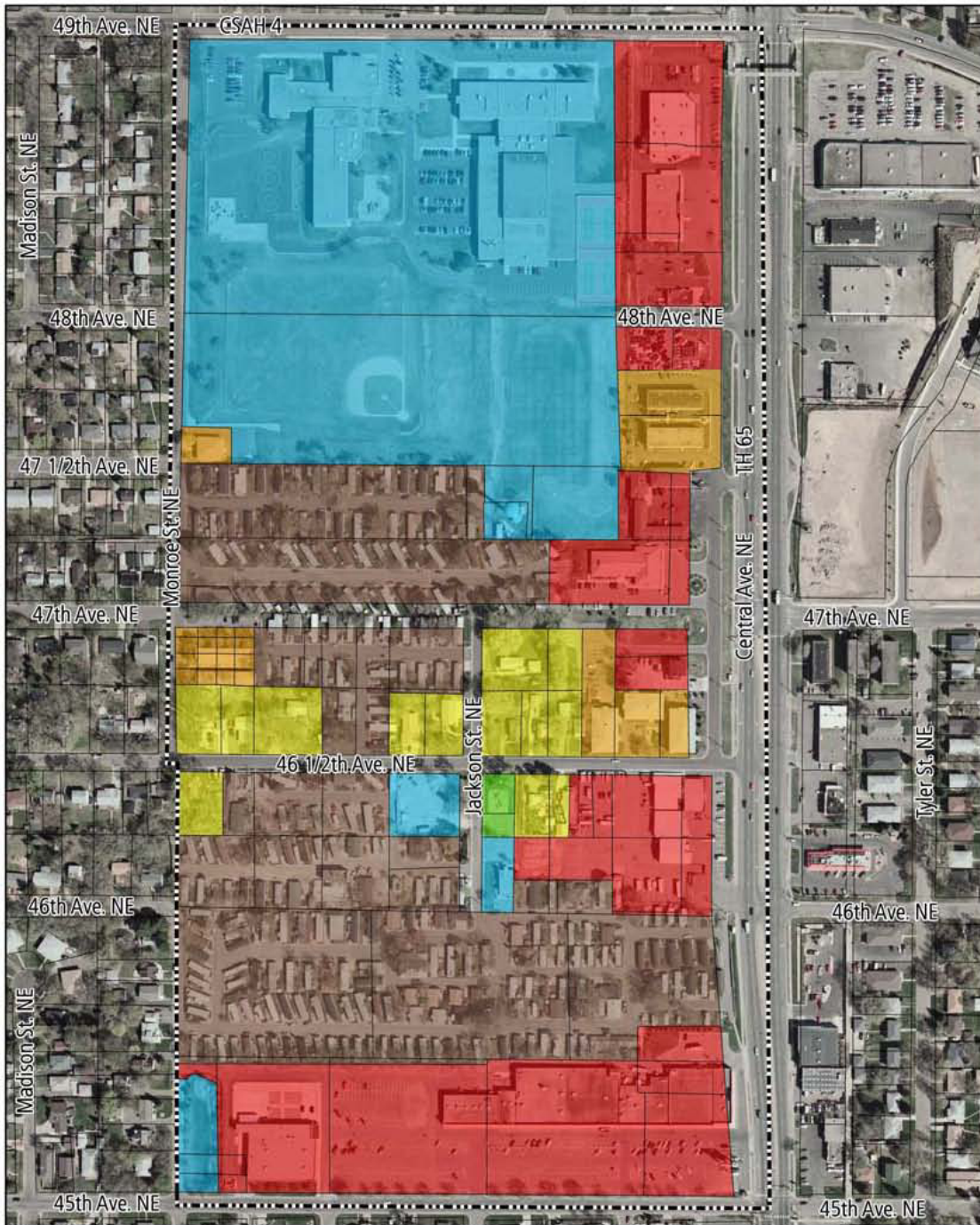


Figure 2. 2030 Regional Development Framework Planning Areas

Hilltop





Existing Land Use

2030 Comprehensive Plan
City of Hilltop, Minnesota

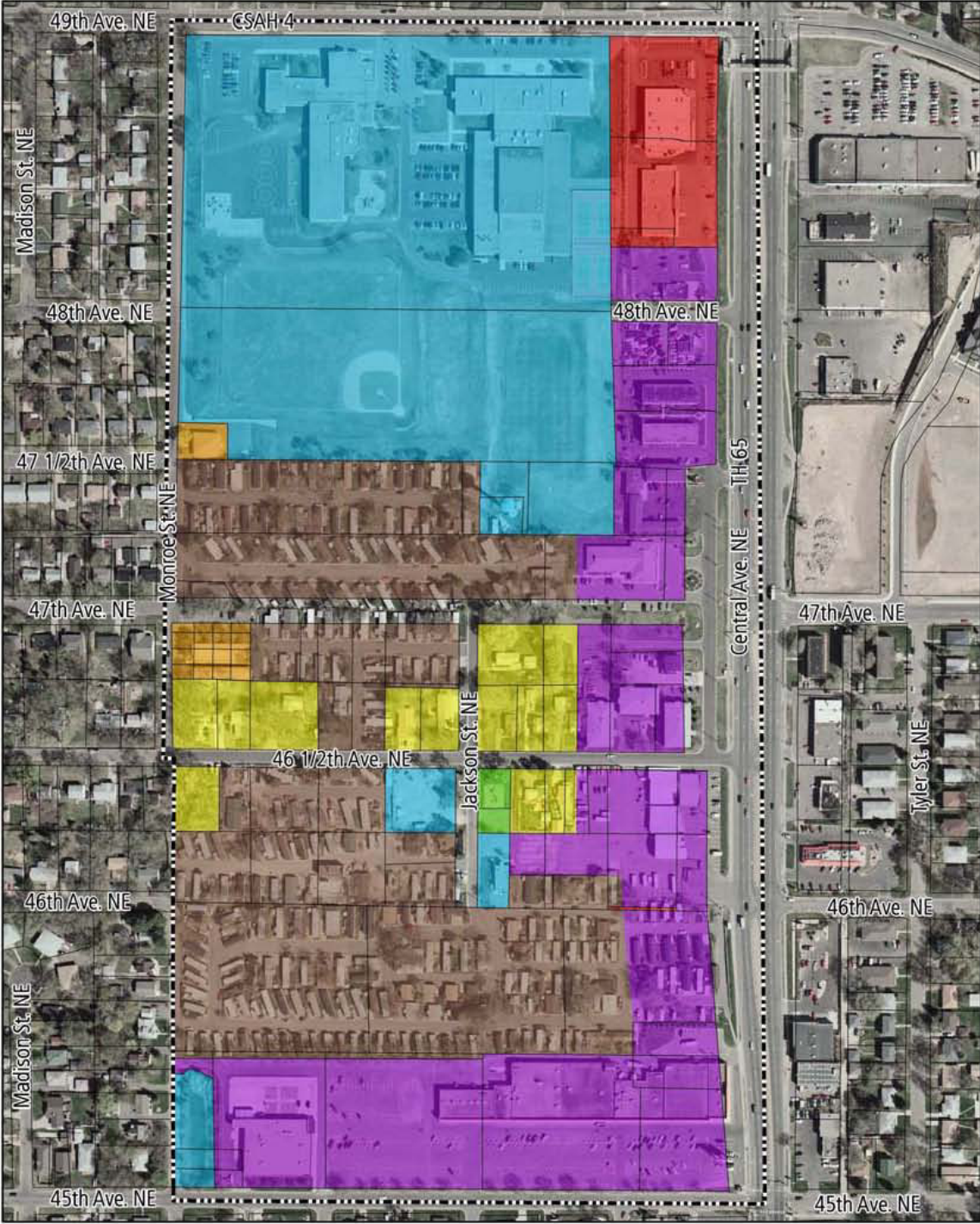


- City Limit
- Single Family Residential
- Multi-Family Residential
- Mobile Homes
- Commercial
- Public/Semi-Public
- Park

Bonestroo

May 29, 2009

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2030 Land Use Plan

2030 Comprehensive Plan
 City of Hilltop, Minnesota



- City Limit
- Single Family Residential
- Multi-Family Residential
- Mobile Homes
- Commercial
- Mixed Use
- Public/Semi-Public
- Park

Bonestroo
 May 29, 2009

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