



AGENDA OF THE SPECIAL MEETING OF  
THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
May 22, 2018  
6:30 P.M.

NOTE: One or more City Council Members may attend this meeting via phone or video connection. If you would like to request attendance via tele or video conference, please notify City Hall prior to the meeting.

**CALL TO ORDER**

**CITY BUSINESS – REGULAR AGENDA**

- A. Resolution 2018-15 Comp Plan Extension\*
  - a. Council Approve Resolution 2018-15

**ADJOURN**

\* Denotes items that have supporting documentation provided

# MEMORANDUM

**DATE:** May 17, 2018

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**TO:** Birchwood City Council  
**FROM:** Tobin Lay, City Administrator  
**SUBJECT:** Resolution 2018-15 Comp Plan Extension



**Birchwood Village**

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Dear Mayor & Council Members,

The contract planner assisting us with our 2040 Comp Plan has asked that we file a request to extend the deadline for final submittal of the plan. The Met Council does allow extensions but requires these requests be in a formal resolution from the City Council and submitted by the end of May.

The contract planner believes we are close to schedule but believes we should request the extension just in case we need more time in the final review of the plan.

Since the deadline for requesting an extension is before the next regular City Council meeting, I have requested a Special City Council meeting for Tuesday May 22, 2018 at 6:30pm for the sole purpose of passing the enclosed resolution. The meeting is expected to last less than 10 minutes.

I understand you each have busy schedules and may not all be able to attend this Special meeting but I request that at least three (3) Council Members agree to attend so that we will have a quorum to pass the enclosed resolution.

**Request/Recommendation**

Staff requests Council Members:

- 1) Attend a short special meeting on Tuesday May 22, 2018; and
- 2) Approve the enclosed Resolution 2018-15.

Thanks!

Regards,  
Tobin Lay

**CITY OF BIRCHWOOD VILLAGE**  
**RESOLUTION NO. 2018-15**

**RESOLUTION REQUESTING ADDITIONAL TIME WITHIN WHICH TO COMPLETE  
COMPREHENSIVE PLAN “DECENNIAL” REVIEW OBLIGATIONS**

**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**, Minnesota Statutes section 473.864 authorizes the Metropolitan Council to grant extensions to local governmental units to allow local governmental units additional time within which to complete the “decennial” review and amendments; and

**WHEREAS**, any extensions granted by the Metropolitan Council must be submitted by May 31, 2018, and must include a timetable and plan for completing the review and amendment; and

**WHEREAS**, the City of Birchwood Village will not be able to complete its “decennial” review by December 31, 2018, for the following reasons: 1) staff workload and 2) contract planner delays.

**WHEREAS**, the City Council finds it is appropriate to request from the Metropolitan Council an extension so the City can have additional time to complete and submit to the Metropolitan Council for review an updated comprehensive plan and amend its fiscal devices and official controls.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BIRCHWOOD VILLAGE, MINNESOTA, AS FOLLOWS:**

1. The City Administrator is directed to submit to the Metropolitan Council no later than May 31, 2018, an application requesting an extension to March 31, 2019.
2. The City Administrator is directed to include with the request a reasonably detailed timetable and plan for completing: (a) the review and amendment by March 31, 2019; and (b) the review and amendment of the City’s fiscal devices and official controls.

Adopted by the City Council of the City of Birchwood Village on May 22, 2018.

Approved:

\_\_\_\_\_  
Acting Mayor Randy LaFoy

Attested:

\_\_\_\_\_  
Administrator Tobin Lay

# 2040 COMP PLAN EXTENSION REQUEST

Please send your completed request form and accompanying Resolution via email or mail to the **Reviews Coordinator** at the Metropolitan Council by **May 31, 2018**. Your responses to the following questions will provide the Metropolitan Council with information needed to review your extension request.

**1. Please provide the following information:**

Community Name	
Contact Person	
Request Date	
Phone Number	
Email Address	

**2. PLANNING PROCESS TIMELINE:** Please provide the target dates for each step of the planning process identified below. If you have already completed a step, indicate “completed” with the date in the table.

Process Step	Target Date
Completion of draft plan text and mapping	
Initiation of 6-month review/comment period by adjacent jurisdictions, affected special districts, and school districts	
Public hearing date	
City Council / Town Board / County Board action	
Date of plan submission to the Metropolitan Council	
Completion of fiscal devises and official controls review/amendment	

**3. PLANNING ISSUES:** Please identify the issue(s) below that are contributing to the need for the requested extension.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff workload</li> <li><input type="checkbox"/> Contract planner delays</li> <li><input type="checkbox"/> Issues affecting adjacent communities</li> <li><input type="checkbox"/> Data/mapping/GIS</li> <li><input type="checkbox"/> Area development or redevelopment plan(s) in process</li> <li><input type="checkbox"/> Planning Commission/City Council/Board member concerns</li> <li><input type="checkbox"/> Population, household, employment forecast issues</li> <li><input type="checkbox"/> Sewer flow forecast issues</li> <li><input type="checkbox"/> MUSA/Growth staging plan</li> <li><input type="checkbox"/> Public participation process</li> <li><input type="checkbox"/> Density policy issues</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Community Designation considerations</li> <li><input type="checkbox"/> Development of plan components:                             <ul style="list-style-type: none"> <li><input type="radio"/> Existing Land Use</li> <li><input type="radio"/> Future Land Use</li> <li><input type="radio"/> Housing</li> <li><input type="radio"/> Surface Water Management</li> <li><input type="radio"/> Transportation</li> <li><input type="radio"/> Wastewater</li> <li><input type="radio"/> Parks and Trails</li> <li><input type="radio"/> Water Supply</li> <li><input type="radio"/> Implementation</li> <li><input type="radio"/> Mississippi River Corridor Critical Area (MRCCA)</li> <li><input type="radio"/> Other _____</li> </ul> </li> </ul> |
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4. Mark all that apply to your community.

- Planning Grant recipient
- Mapping Services requested

5. **ADDITIONAL INFORMATION:** Please provide explanation of the planning issues checked on the previous page. Include a realistic appraisal of your community's ability to submit your updated plan for review by indicated deadline, as well as the subsequent review/amendment of fiscal devices and official controls.

Please contact your **Sector Representative** if you need any assistance.