

IMPLEMENTATION 2016 COMPREHENSIVE PLAN – SARTELL

Comprehensive planning evolves from a community vision that leads to goals and strategies. Implementation of those goals and strategies do not occur overnight. Some projects may take priority over others. Some may need to occur immediately, while others would be expected to occur 10 or 15 years from now. Others might be triggered by the economy or political actions taken at a regional, state or federal level; however, the main objective of the implementation strategy is to identify a course of action that allows Sartell to be at the forefront of change rather than simply reacting to change. To achieve the goals and bring them into reality involves the implementation of the plan and this is accomplished through a number of measures:

- Comprehensive Plan Adoption, Amendment. Review/Interpretation and Reports
- The City's Official Controls

Comprehensive Plan Adoption, Amendment, Review and Reports

Comprehensive Plan Adoption: Under Minnesota Statutes Section 462.355, Subd. 2, the Sartell Planning Commission explained the intent and the details of the Comprehensive Plan, and received public comments thereon, at an official Public Hearing held for that purpose on May 2, 2016. Notice of the Hearing was published in the official City newspaper on April 22, 2016. Following the closing of the Public Hearing, and after discussion concerning changes and comments resulting from the hearing, the Planning Commission on a vote of 5-0 recommended that the City Council adopt the Plan. The Sartell City Council received public comments and had some discussion at an official Public Hearing held on July 11, 2016. Notice of the Hearing was published in the official city newspaper on June 17, 2016. Following the closing of the public hearing and after discussion concerning changes and comments resulting from the hearing, the City Council tabled consideration of the plan. On November 14, 2016, The City Council on a vote of 4-1 approved the Plan.

Plan Amendments: After formal adoption by the City Council, there shall be no amendments made to the plan content except by the following procedures:

- Amendment initiation may be by direction of City Council, official action of any City Commission, the recommendation of the City Administrator or Community Development Director, or formal application by any citizen or property owner.
- Amendment review shall in all cases be referred to the Planning Commission which body may in turn request review by any other City Commission and/or City staff.

- Public Hearing - no amendment shall be made in the Comprehensive Plan unless or until the Planning Commission and City Council has held a Public Hearing thereon, following posted and published notice of the Hearing in the official newspaper at least ten days prior to the Hearing(s).
- Recommendation - Following the Public Hearing, the Planning Commission shall make a written recommendation based on the Criteria to Consider When Reviewing Plan Changes below to the Council regarding the proposed amendment.
- Final Amendment - Upon receipt of the Planning Commission's recommendation, the City Council must hold a public hearing and may or may not choose to amend the Comprehensive Plan. Any amendment made shall be by Resolution of a super-majority of the Council members.

Criteria to Consider When Reviewing Plan Changes

These criteria should be considered when reviewing changes to the plan:

1. The change is consistent with the goals and objectives or other elements of the Sartell Comprehensive Plan.
2. The change does not create an adverse impact on public facilities and services that cannot be mitigated. Public facilities and services include roads, sewers, water supply, drainage, schools, police, fire and parks.
3. Development resulting from the change does not create an undue impact on surrounding properties. Such development should be consistent with the physical character of the surrounding neighborhood or would upgrade and improve its viability.
4. The change allows a more viable transition to the planned uses on adjacent properties than the current land use.
5. The change does not have a significant adverse impact on the natural environment including trees, slopes and groundwater, or the impact could be mitigated by improvements on the site or in the same vicinity.
6. There is a change in City policies or neighborhood characteristics that would justify a change.
7. The change corrects an error made in the original plan.
8. There is a community or regional need identified in the comprehensive plan for the proposed land use or service.
9. The change does not adversely impact any landmarks or other historically significant structures or properties unless mitigated through relocation

Plan Review and Interpretation: At least once every ten years, the City will instruct its Planning Commission and staff members to conduct a formal review of the entire plan, changing those features and sections that are judged to be out of date and/or not serving their purpose. It is appropriate that some parts of the plan are rarely amended while others are highly subject to examination. **The features that should be most long-lasting are those that are most fundamental such as the Goals of each category (e.g., Community Engagement or Economic Development). The strategies of each category are simply ideas that are more open to revision and further discussion and may require further analysis to determine the appropriateness for implementation.** Changes to the plan maps would, of course, depend on the magnitude of the revision, their relationship to the Goal, and the nature of the changing circumstances that lead to the desire for amendments.

Prepare an annual report on how the plan is being used, periodic amendments as conditions warrant and formal reviews of the plan at least once every ten years. The Commission's and Council should meet yearly to go over the report.

Plan Reports: Every twelve months the Sartell City Community Development staff will prepare a brief report summarizing:

- How development and redevelopment did or did not coincide with the guidance of the plan
- How the city has changed in ways that may call for amendments to the plan

The report should be transmitted to the City Planning Commission and the City Council, and made available to the public. A brief verbal presentation at a workshop meeting with the Commissions and Council should be conducted to call attention to the major findings of the annual report. No plan amendments are necessitated in conjunction with these reports, although such amendments may be appropriate depending on the reports' findings.

The City's Official Controls

Align all major City actions and ordinances with the Comprehensive Plan which may include:

- Review of development applications
- The capital improvements program/financial management plan
- Plans of other agencies as they affect Sartell
- Official Maps
- The Zoning Ordinance and Zoning Map
- The Subdivision Ordinance.

Review the comprehensive plan and the zoning and subdivision ordinance for consistency, including the creation of a new zoning designation for the Town Square land use. If major City actions are inconsistent with the Comprehensive Plan, the City should consider amending the plan or adjusting its actions. Try to make the Comprehensive Plan and central decision-making guide for the City.

Adopt and use capital improvements or financial management program to guide local public spending in harmony with this plan. The Comprehensive Plan can be used as a guide in setting priorities in the periodic updates of capital improvements or financial management plan

In order to achieve Sartell's development goals and objectives in accordance with the Comprehensive Plan, expenditures of public funds may be required. Such expenditures may include the acquisition of park and open space lands, road construction or reconstruction, maintenance equipment purchases, municipal building improvements, utility extension or reconstruction, stormwater management facilities construction, and the like. A comprehensive Capital Improvement or Financial Management Program has been developed and is updated yearly to identify and prioritize capital expenditures over a sufficient period to allow for adequate financial and budgetary planning. The financial management plan will on a yearly basis define estimated costs, proposed project scheduling, and funding sources or needs, allowing the City Council to make sound financial decisions for accomplishing the various capital improvements required to implement the Comprehensive Plan.