

DRAFT: 9/19/2007

R1: Hold a planning and zoning training session for local elected officials and administrators.

The Session should cover:

- The role of the comprehensive plan
 - Community Visions
- The connection between the comprehensive plan and the zoning ordinance
- Things that the zoning ordinance should cover
- PUD's
- CUP's
 - When should CUP's be used?
- Development Agreements
 - When to use them
 - When to seek legal help
- Enforcement
- Efficiency techniques
 - Checklists
 - Cheat sheets

Responsible Party

- ARDC

Action Steps:

- A. Contact Government Training Services to define the curriculum and discuss possible dates
- B. Contact local governments to promote the training session and find suitable dates
- C. Set session date and find location
- D. Finalize curriculum with GTS
- E. Promote session
- F. Hold session
- G. Follow-up with communities regarding questions

Funding:

- ARDC via Readiness contract/EDA

DUE DATE:

- *Hold Session before 12/31/07*

R2: Continue to use the Readiness Committee as a forum for community discussion.

The Itasca Community Readiness Committee should continue to meet on a quarterly basis beyond the scope of this current process to discuss recommendation implementation and to review major project information. Guest speakers on pertinent subjects should be a part of the meeting agendas.

Responsible Party

- ARDC

Action Steps:

- A. Continue to schedule and hold meetings
- B. Recruit guest speakers
- C. Develop meeting summaries
- D. Address research needs of the committee

Funding:

- ARDC via EDA

DUE DATE: Ongoing

R3: Participate in the Regional Housing Strategy process

The Iron Range Large Scale Projects Regional Response Team has embarked on a housing strategy that will benefit the Itasca Readiness project area. The process will include a housing market analysis, the development of a “project expediter” position, and the completion of an overall housing plan. Of these, the market analysis and the project expediter are considered high priority. Itasca communities should participate and support this effort wherever appropriate.

Responsible Party

- Member Communities

Action Steps:

- A. Have housing updates at future meetings

Funding:

- None needed

DUE DATE: Ongoing

R4: Participate in the Iron Range GIS Collaborative.

Communities in the project area should stay aware of the Iron Range GIS Collaborative process and should participate in the process where appropriate. Communities should officially join the collaborative when process is at the correct stage.

Responsible Party

- Member Communities

Action Steps:

- A. Have Collaborative updates at future meetings of the Committee

Funding:

- None needed

DUE DATE: Ongoing

R5: Advocate for the completion of the 4-lane expansion of TH 169.

The Itasca Community Readiness Committee should devise and implement a plan to strongly advocate for the completion of the TH 169 Expressway.

Responsible Party

- Readiness Committee, ARDC, Area Chambers of Commerce, Consultant, Mn/DOT

Action Steps:

- A. Review project documentation regarding traffic impacts (ARDC)
- B. Meet with Mn/DOT Officials to discuss the impacts and the future of TH 169
- C. Develop a major project traffic impact study that will determine the likely amount of increased traffic
- D. Secure resolutions of support from each corridor community supporting the expansion
- E. Meet with Congressman Oberstar and other elected officials to discuss the future of TH 169 and funding needs
- F. Conduct marketing campaign to promote the highway improvement needs (Chambers of Commerce)

Funding:

- Steps A, B (ARDC-Current Contract)
- Steps C-F (Undetermined)

DUE DATE:

- *Steps A, B=October 24, 2007*
- *Steps C-F=May 31, 2008*

R6: Develop a Regional Infrastructure Assessment and Improvement Plan.

The Itasca Community Readiness Committee should assemble information from member communities into a single document that outlines the infrastructure needs of the project area. This document should then be used to garner future support of regional improvement projects.

Responsible Party:

- Member communities, ARDC

Action Steps:

- A. Develop best assessment of infrastructure possible using currently available information
- B. Determine if more in-depth assessment is needed for some or all communities
- C. Seek funding for more-in-depth assessment and/or improvement plan
- D. Complete infrastructure plan (either regionally or community by community)
- E. Develop implementation plan
 - Prioritize projects
 - Develop funding ideas (regional State bonding application, federal sources)
 - Create and fund lobbying team

Funding:

- Steps A, B (ARDC-Current Contract)
- Steps C-E (Undetermined)

DUE DATE:

- *Step A=October 24, 2007*
- *Step B=November 29, 2007*
- *Steps C-E February 28, 2008*

Notes: How does the IRR infrastructure grant program fit in? Will that grant source pay for the in-depth assessment and plan?

R7: Develop a Regional Development Property Assessment.

The Itasca Community Readiness Committee should assemble information regarding available properties for development for the project area. Information should include location and size of property, proposed/acceptable uses of the property, and infrastructure availability for the property. This document should include a summary of the programs (local, state, and federal) available to help in developing the properties.

Responsible Party

- Member communities, ARDC

Action Steps:

- A. Develop best assessment of properties possible using currently available information
- B. Determine if more in-depth assessment* is needed for some or all communities
- C. Publish map and document outlining all properties complete with contact information and descriptions

Funding:

- Current Contract

DUE DATE:

- *Steps A,B=October 24, 2007*
- *Step C=December 31, 2007*

* May be a part of the Housing Strategy Team's efforts

R8: Develop a Regional Small Cities Development Grant Application.

The Itasca Community Readiness Committee should lead the development of an application for a Small Cities Development Grant. This program would help to fund critical home and business improvements through grants and low-interest loans to property owners. ARDC will work with the Committee to write and submit the application to DEED. Kootasca is a very experienced entity with this program and can administer it for the Communities.

Responsible Party

- Member communities, ARDC

Action Steps:

- A. Secure resolutions of support from communities
- B. Develop and submit application

Funding:

- Current Contract (ARDC portion)
- Member communities (home inspector portion-if needed)

DUE DATE:

- *Steps A,B=October 4, 2007*

Local Recommendations

Each Community has been examined on a local scale for specific things they can do to be prepared for the impacts of the major projects. The following are recommendations that should be undertaken by each municipality and Itasca County. The Townships are included under Itasca County's recommendations. In general, the local recommendations will include:

- Each community should have an updated comprehensive plan
 - Example plans can be found at www.arrowheadplanning.org
- Each community should have an updated future land use map
- Each community should have a current Zoning Ordinance that includes modern language regarding temporary housing, mobile homes, camping/RVs, adult-use businesses, street and sidewalk standards, subdivisions, and sanitation
 - Model ordinances for these issues can be found at www.arrowheadplanning.org/zoningexamples
 - Subdivision ordinances should provide language regarding the use of and the requirements for Planned Unit Developments
 - The ordinance should include efficiency tools, including a table of contents, zoning district summaries, and application checklists
- Each community should identify potential areas for residential, industrial, and commercial development and identify the necessary infrastructure improvements that will be needed to make such development viable
- Each community should have staff available that is familiar with development agreements that are used to uphold both the City's and a developer's interests in a project
- Each community should have a updated condition assessment of its utilities and infrastructure
- Each community should have five-year infrastructure maintenance and improvement plans for roads, sidewalks, and any other infrastructure for which a municipality is responsible
- Each community should have access to GIS shapefiles of their zoning districts, future land use map, ownership parcels, future mining boundaries, roads, sidewalks, trails, sewer lines, public facilities and parks, water lines, and any other infrastructure/utilities -these files should include the critical attributes of each item
- Each community should be aware of potential emergency service needs for the major projects and should address those needs with the project proposers as soon as possible

The following are recommendations specific to each community.

Bovey Recommendations: IN PROGRESS...