LOCAL PLANNING HANDBOOK

2050 Comprehensive Plan Minimum Requirements Checklist

St. Francis

This document comprises the minimum requirements each community must address in its local comprehensive plan to align with the Metropolitan Land Planning Act and regional policies. It serves as both a planning reference and a submission checklist to ensure all required elements are included.

Each section corresponds with a Plan Element webpage in the Local Planning Handbook. Requirements may change, so always refer to the website for the latest information. During the plan review, additional details may be requested by Technical Review staff for clarity and accuracy.

How to use this checklist

The number in the first column is a unique reference identifier for each requirement. You may notice gaps in the numbering sequence; that simply indicates certain requirements in the full regional list do not apply to your community (for example, if a community is fully developed or lacks a relevant system).

Use the final column to record where, by page or section, each applicable requirement is addressed in your comprehensive plan. Providing these cross-references at submission will help expedite the Metropolitan Council's review and reduce follow-up requests. If you have any questions, please contact your Sector Representative.

Required Plan Elements:

1. Land Use
2. Housing
3. Transportation
4. Wastewater
5. Water Supply
6. Surface Water
7. Parks and Trails
8. Climate
9. Natural Systems
10. Implementation

IMAGINE 2050

Land Use			Pg #
Forecasts and Community Designations			
1	Include a table of forecasted population, households, and employment for 2030, 2040, and 2050, consistent with the Met Council's forecasts.		
2	Met Council forecasts must be used consistently throughout your entire comprehensive plan.		
	2.1	Your transportation plan needs to utilize allocated forecasts to transportation analysis zones (TAZs) as published by the Met Council.	
	2.2	Your water and wastewater plans need to reflect forecasts to plan for urban services.	
	2.3	Your land use plan must reflect and accommodate your forecasts.	
3	Include a map acknowledging your regional Community Designation(s) and state the overall density expectations for your Community Designation(s).		
Existing Land Use			
4	Provide an Existing Land Use Map with a land use legend.		
	4.1	Show existing regional parks, park reserves, and special features with a land use of "Park" (or your equivalent) on your Existing Land Use Map.	
5	Provide an Existing Land Use Table. Calculate total acres and percent of total acres for each land use category.		
6	Land uses categories on the map and in the table, as well as any text references must all be consistent with one another.		
Future Land Use Plan			
7	Each Comprehensive Plan must contain a Future Land Use Plan which is consistent with the Met Council's forecasts of population, households, and employment and identify sufficient land supply to support your community's forecasted growth. Planned land uses must be realistically marketable within the planning period, focusing on plausibility and long-term viability.		
8	The information developed in the land use plan must carry over to other elements of the comprehensive plan. The areas and densities in the land use plan must be consistent across elements including: • forecasted growth • wastewater • water resources • housing		

	• transportation		
9	Include a description of each land use category which includes:		
	9.1	Allowed uses and a general description of each use and its purpose.	
	9.2	Minimum and maximum densities ("the allowable density range") for all categories that allow residential uses. (Zero is not an acceptable minimum. The maximum value must be a whole number). The allowable density range must be inclusive of any density bonus permitted by the underlying zoning districts.	
	9.3	Narrative descriptions of land use categories must be consistent with the land use table and map.	
	9.4	For residential land use categories within the MUSA which include the use type of single family detached, at least one additional use type must be permitted, which may include, but is not limited to; Accessory Dwelling Units (ADUs), Attached Single-Family Housing, Duplex, Triplex, Apartments, etc.	
10	Provide a Future Land Use Map and land use legend which includes all land use categories and is consistent with the land use descriptions and land use table.		
	10.1	Identify all areas guided to support forecasted growth within the planning period on the Future Land Use Map.	
	10.2	Acknowledge Council-approved long-range plan boundaries of regional parks, park reserves, and special features by guiding the properties with a land use of "Park" (or your equivalent) on your Future Land Use Map.	
	10.3	Identify areas enrolled or eligible for enrollment within the Metropolitan Agricultural Preserves program on the Future Land Use Map using an agricultural land use designation with a maximum density of 1 unit per 40 acres, as required for program eligibility in state law.	
11	Provide a Future Land Use table which includes:		
	11.1	All land use categories, consistent with the Future Land Use table and map.	
	11.2	Total net acres of all future land uses. Exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and areas protected from development by local plans and ordinances (i.e. steep slopes, wetland buffers) from area calculations.	
	11.3	Total net acres and percent of total net acres planned to support forecasted growth for each land use category in each 10-year planning period (2030, 2040, and 2050).	

	11.4	Minimum and maximum densities ("the allowable density range") for all categories that allow residential uses.	
	11.5	For each "mixed use" category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre	
	11.6	The planned minimum net residential density must meet the community designation(s) minimum density requirements within each planning decade.	
Density Expectations: Urban Service Area and Rural Centers			
12	Provide a table which Identifies land supply guided to support forecasted growth for each 10-year planning period (2030, 2040, and 2050).		
	12.1	The planned minimum net residential density must meet the community designation(s) minimum density requirements within each planning decade (2030, 2040, and 2050).	
	12.2	For each residential land use category identified to support forecasted growth; • Identify the density range for each residential land use category, which must be consistent with the Future Land Use Table. • Use the lowest allowed residential density from land use ranges in your calculations. For example, a land use that permits a density range of 7-10 units per acre must use 7 units per acre in all density calculations for this land use. This ensures that even at the lowest permitted density, the community will be developing at densities that meet overall density expectations. • For each "mixed use" category, define an expected share of individual land uses and identify the permitted density range for residential uses. For example, Mixed Use Downtown might have an expectation of 30% commercial, 40% office, and 30% residential with a density of 10-15 units per acre. Utilize only the planned residential acreage for your calculation.	
	12.3	Provide the net developable acreage for each residential land use category identified to support forecasted growth for each planning decade (2030, 2040, and 2050). Exclude wetlands and natural water bodies, public parks and open space, arterial road rights-of-way, and areas protected from development by local plans and ordinances (i.e. steep slopes, wetland buffers) from area calculations.	
Staged Development			
17	Identify potential local infrastructure impacts for each 10-year increment and demonstrate that the municipality is capable of providing services and facilities that accommodate its planned growth.		
	17.1	The proposed staging plan or development phasing must be consistent with the distribution of sewered and unsewered growth identified in your community's Local	

		Sewer Plan.	
	17.2	The proposed staging plan or development phasing must support and be consistent with your community's allocation of the region's Future Affordable Housing Need for 2031 - 2040.	
Redevelopment and Infill			
18		Identify policies that encourage redevelopment and infill in areas with existing infrastructure and/or transit access where applicable.	
19		Specify in the capital improvement plan the timing and sequence of local public facilities updates, fiscal devices or official controls that will facilitate redevelopment in accordance with the plan.	
20		Identify and map the land areas that are available or likely to be available for redevelopment, infill development, or new development in your community. Redevelopment and infill areas need to be mapped when those areas are being used to meet density and forecast requirements.	
21		Provide a table of those areas identified that includes future land uses, acreages, density ranges, and total residential units in 10-year increments. Estimate the timing of development for areas that are uncertain or do not have plans in process.	
22		Communities proposing an addition to the MUSA must demonstrate that the proposed addition meets the following criteria:	
	22.1	Requests must meet system conformance requirements and maintain consistency with regional policies and goals.	
	22.2	The proposed additions must demonstrate a need for additional land supply, including the need for a change to adopted forecasts. The Met Council will review requests to ensure a 20-year rolling land supply considering both regional and local market demand.	
	22.3	For local governments already served by regional wastewater services, planned sewer-serviced densities must be consistent with regional density policy for the applicable community designation, including existing planned densities and the planned densities for the new area to be served.	
	22.4	Any previous conditions related to Met Council authorization of comprehensive plan or plan amendments must be fulfilled and program participation (Plat Monitoring program, building permit survey, etc.) must be current and complete.	
	22.5	Past performance must meet density expectations. The Met Council will consider a shorter look-back period for performance and/or measure performance against rules in place at the time.	
	22.6	When calculating land capacity, the following will be excluded: publicly protected areas, water bodies, wetlands, steep slopes, areas with limited depth to bedrock, areas with limited depth to water table, and areas protected by public	

		ownership/easements.	
Adjacent to Unincorporated Areas or with Orderly Annexation Agreements			
23	Plan to accommodate growth only in areas within your municipal boundaries unless an orderly annexation agreement (OAA) authorizes another jurisdiction to assume planning authority.		
24	Orderly annexation agreements must encompass the planning horizon and identify needed updates that occur within the planning period.		
	24.1	If an adopted OAA terminates prior to the end of the planning horizon, additional land supply within the jurisdictional authority of the local government may need to be identified to accommodate forecasted growth or the Met Council may consider a forecast adjustment.	
25	Map stages of development in 10-year increments (existing, 2030, 2040, and 2050).		
26	Provide a table of staged development in 10-year increments. The table must include future land uses, area in acres, density ranges, and total residential units by each 10-year time increment.		
Community Composition			
27	Provide a detailed demographic profile, identifying the representation of Black, American Indian, Asian and Latine residents, non-English speakers, youth, older adults, and individuals with disabilities in your community.		
28	The demographic profile needs to include the number of households below the 200% poverty threshold and percent of households without vehicle access.		
29	Identify community engagement efforts implemented in the creation of the Comprehensive Plan. Highlight efforts that were made to collaborate with underrepresented populations in the planning process. (Black, American Indian, people of color, youth, older adults, renters, etc.)		
Historic and Cultural Assets			
30	Identify historic and cultural assets in the community (except where Federal and State policies protect the confidentiality of sensitive sites, such as American Indian burial mounds). Specify any assets that are formally designated at the local level, at the state level by the State Historic Preservation Office (SHPO), or at the federal level by the US Department of the Interior.		
31	Identify policies to protect and preserve the community's historic and cultural assets.		
Aggregate Resources			

32	Identify if aggregate resources are present (or not) within the jurisdiction's staging areas for new development.		
33	If aggregate resources are present:		
	33.1	Provide a map showing the location of aggregate resources as mapped in Minnesota Geological Survey Information Circular No. 46.	
	33.2	Identify your goals, intentions, and priorities concerning aggregate resources. Provide for aggregate resource extraction prior to development where viable deposits remain accessible and the extraction would not conflict with other established priorities (i.e. preserving natural systems, protecting highly vulnerable Drinking Water Supply Management Areas, etc.).	
	33.3	Include strategies needed to implement the identified aggregate resources policies.	
Solar Resource Protection & Development			
34	Include a policy or policies relating to the protection and development of access to direct sunlight for solar energy systems.		
35	Include strategies needed to implement the policy or policies.		
Drinking Water Supply Management Areas (DWSMA)			
36	Identify if surface water or groundwater Drinking Water Supply Management Areas (DWSMA) are located within the community.		
37	If DWSMA are present:		
	37.1	Provide a map of all DWSMA indicated their location and vulnerability.	
37.2	Include land use goals and policies to protect water quality and prevent overuse of source waters due to development, especially in highly vulnerable DWSMAs. Refer to existing source water protection plans, the water chapter of the comprehensive plan, or other areas as relevant.		
	37.3	Include strategies needed to implement the identified policies.	

Housing			Pg #
Existing Housing Needs			
1	Complete an existing housing assessment including:		
	1.1	Provide the following information on existing local conditions: • The total number of housing units. • The number of rental housing units affordable to households with incomes at or below 30% area median income (AMI), between 31-50% AMI, between 51-60% AMI, and 61% AMI or greater. • The number of ownership and co-operative housing units affordable to households with incomes at or below 50% AMI, between 51-60% AMI, between 61-80% AMI, between 81-115% AMI, and 116% AMI or greater. • The share of housing units by detached townhomes, accessory dwelling units (ADU's), manufactured housing, attached townhomes, 2-4 unit multifamily, and 5 unit or larger multifamily housing. • The number of households with incomes at or below 30% AMI, between 31-50% AMI, between 51-60% AMI and between 61-80% AMI. • The number of households that are experiencing housing cost burden with incomes at or below 30% AMI, between 31-50% AMI, between 51-60% AMI, and between 61-80% AMI. • The share of households experiencing housing cost burden by racial/ethnic group. • The homeownership rate by racial/ethnic group. • The number of affordability-restricted housing units. Include the breakout of units by restriction when possible such as: housing for people 55 and older, housing for people with disabilities, and high priority homeless units. • Include the number of low-income affordable ownership housing units needed.	
	1.2	Include a map of subsidized housing units.	
2	Complete a narrative analysis of existing housing needs. At a minimum, address the components of the existing housing assessment within the context of your city or township. Plans consistent with Met Council policy will clearly identify existing housing needs and priorities for the city or township. The existing housing assessment includes data at various levels of affordability, therefore, the needs should be identified within levels of affordability when applicable. In addition to the needs identified through the existing housing assessment, a complete narrative will consider the following:		
	2.1	Providing affordable housing opportunities that are accessible to households of varying abilities.	

	2.2	Maintenance and preservation of unsubsidized affordable housing.	
	2.3	Households at risk of losing housing and/or experiencing housing instability.	
Projected Housing Needs			
3	Discuss how the land use plan addresses the future housing need for your forecasted growth.		
4	Acknowledge the need for affordable housing units that are age-restricted and/or offer supportive services for older people.		
5	Acknowledge your city or township's 2031-2040 allocation of future affordable housing need at three levels of affordability: 30% AMI or less, 31-50% AMI and 51-60% AMI		
6	Guide residential land at densities sufficient to create opportunities for affordable housing using one of the following options:		
	6.1	Option 1: Guide sufficient land at minimum residential densities of 10 units/acre to support your city or township's total allocation of future affordable housing need for 2031-2040	
	6.2	Option 2: Guide sufficient land at minimum residential densities of: • 12 units/acre to support your city or township's 2031-2040 allocation of future affordable housing need at 30% AMI or less. • 8 units/acre to support your city or township's allocation of future affordable housing need at 31-60% AMI. This combines your city or township's allocation of 31-50% AMI and 51-60% AMI. • A city or township that chooses Option 2 and has a demonstrated history of creating 51-60% AMI affordable units at densities lower than 8 units/acre, may guide land at lower minimum densities (as low as 4-8 units/acre) to meet only the 51-60% AMI allocation of future affordable housing need.	
Housing Implementation Plan			
7	Identify the top three existing housing needs for the city or township and include a description of how these needs were selected as the top housing needs for the city or township. Describe the tools (public programs, fiscal devices, and/or other specific actions) that will be used to meet the top three existing housing needs identified. Include in what circumstances and in what sequence they will be used. • A list of accepted tools is provided. However, this list is not exhaustive. Local governments are strongly encouraged to include any additional tools at their disposal when identifying how they will address these housing needs.		
8	Describe the tools (public programs, fiscal devices, and/or other specific actions) that your local government will consider using to meet all other existing and projected housing needs identified in the housing element of your comprehensive plan. Include in what		

	circumstances and in what sequence they would be used. • Plans consistent with Met Council policy will clearly and directly link identified needs to available tools. • A list of accepted tools is provided. However, this list is not exhaustive. Local governments are strongly encouraged to include any additional tools at their disposal when identifying how they will address their housing needs.	

Transportation			Pg #
Roadways			
1	Describe and Map the Roadway Functional Classification in your community. Include identification of all classifications in your community including: • Principal Arterials • Minor Arterials • Major Collectors • Minor Collectors • Local roadways		
2	Include the following information on the Principal and Minor Arterial functional classification systems:		
	2.1	Describe and map the existing and proposed number of traffic lanes	
	2.2	Describe and map the existing and projected traffic volumes	
	2.3	Describe and map the following funded and planned investments outlined in the Imagine 2050 TPP Highway Investment Plan (planned projects are within the 2050 fiscally constrained plan). The vision and under study managed lane projects and vision targeted regional capacity projects are not required to be added, but their inclusion should be considered general guidance. -Figure 9: Regional Mobility Investments: Interchanges -Figure 10. Regional Mobility Investments: Managed Lanes -Figure 11. Regional Mobility Investments: Targeted Regional Capacity	
	2.4	Incorporate and describe recommendations from any corridor studies and identify any opportunities to complete or update existing corridor studies documented as priority tiered intersection locations in the Intersection Mobility and Safey Study.	
3	Include a safety analysis that includes an analysis of crash trends, data and safety needs by mode and crash severity from the most recent 5 years of available data to prioritize future investments to reduce deaths and serious injuries using a Safe Systems Approach. Identify any high priority transportation corridors and locations in your community to reduce fatalities and serious injuries. Reference any existing local safety plans like Safe Streets and Roads for All action plans or county road safety plans in local planning, when applicable.		
Transit			
4	Identify, describe and map your local community's identified transit market area(s). Include a discussion of your community's relationship with the transit market area(s).		
5	Identify, describe and map the transit system located in your community. Include the following features: • Local transit services and demand response (including dial-a-ride, mircrotransit) services • The existing and planned transit centers and park and rides • The existing and planned transit advantages		

6	Identify areas of known planned transit service expansion, working with transit provider(s) and identify desired transit expansion corridors or areas based on community land use plan.	
Biking		
10	Describe and map the full local existing and planned bike network. Ensure networks are coordinated across jurisdictions. Include the following information:	
10.1	Identify local bikeway connections to transit facilities.	
10.2	Describe plans, strategies or policies to address connectivity gaps in the bike network that improve accessibility and safety.	
Pedestrian		
13	Include a full pedestrian element of your local transportation element of the comprehensive plan. Include the following:	
13.1	Community pedestrian system needs in a manner that responds to your community designation.	
13.2	Describe plans, strategies or policies to address connectivity gaps in the pedestrian network that improve accessibility and safety. Identify if Safe Routes to School plans have been done for schools in the community.	
13.3	Map the existing pedestrian network.	
13.4	Identify and map locally developed pedestrian priority networks or areas, if applicable.	
Freight		
14	Identify and map railways, barge facilities and truck or intermodal freight terminals within your community (see designated freight nodes on the Metropolitan Freight System map. Include other important nodes that may generate freight movement, such as industrial parks, warehouses or distribution centers and large shopping areas.	
15	If available from MnDOT or other sources, include heavy commercial annual average truck volumes on the Principal Arterial and Minor Arterial network within your community. Link to MnDOT AADT app	
16	Identify, describe and map any local roadway issues or problem areas for goods movement, such as weight-restricted roads or bridges, bridges with insufficient height or width clearances, locations with unprotected road crossings of active rail lines, or intersections with inadequate turning radii.	
Travel Demand Management		

17	Describe and document existing local travel demand management policies, ordinances or practices, if applicable. Include any activities or plans to collaborate with regional TDM partners on outreach and promotional activities that support sustainable travel choices.	
Aviation		
18	Identify policies and ordinances that protect regional airspace from obstructions. Include how your community will notify the FAA of proposed tall structures.	
Equity and Inclusion		
22	Describe status of the agency's Americans with Disabilities Act (ADA) transition plan (applies to agencies with 50 or more employees) or self-evaluation for public rights of way. Identify when it was last updated, any identified target date for compliance, and strategies used to monitor implementation progress and make updates.	
Climate and Natural Systems		
23	Include an acknowledgement of state designated targets for statewide vehicle miles traveled (VMT) reduction and greenhouse gas (GHG) emission reductions for the seven-county metro region. Identify plans, policies or strategies to reduce per capita VMT and total transportation-related GHG emissions in your community to meet state statutes on reduction targets. Surface transportation GHG emissions are a portion of the total reduction targets, see land use requirements for the total reduction targets from all sectors and tools to calculate reduction needs and strategies for your community.	
Transportation Analysis Zone (TAZ)		
24	Communities must confirm their Local Comprehensive plan's use of the forecasted population, household and employment data by TAZ published by the Met Council. Communities may alternatively cooperate with Met Council staff to prepare a different allocation.	
24.1	If using the forecasts published by the Met Council, local comprehensive plans can reference the published forecasts. The TAZ table does not need to be replicated in the Comprehensive Plan Update.	
24.2	Alternately, if preparing a different allocation, the sum of TAZ allocations must equal the total forecasts by city/township. The preparation and delivery of alternative TAZ allocations can be provided separate from the Plan Update; this deliverable must precede Met Council's completeness determination of the Plan Update.	
24.3	Transportation Analysis Zones allocation of the forecast is waived for cities and townships with population and employment fully contained in one TAZ.	

Wastewater			Pg #
GIS Requirements			
1	Provide the following GIS sewer system data with the comprehensive sewer plan submittal (GIS shape files or geodatabase feature classes):		
	1.1	Local sanitary lines. Include pipe size, pipe material, year built, conveyance method (gravity and forcemain).	
	1.2	Local sanitary structures (for example, manholes, lift stations, etc).	
	1.3	Existing connections points to the MCES collection system.	
	1.4	Future connection points to the MCES collection system (for new growth).	
	1.5	Local sewershed service areas or districts by connection point.	
	1.6	Intercommunity connection points.	
	1.7	Proposed changes in government boundaries based on orderly annexation agreements.	
	1.8	Location of all private and public wastewater treatment plants in the community.	
	1.9	Individual subsurface sewage treatment systems (as mentioned in the Requirements for Areas Served by Subsurface Sewage Treatment Systems section).	
Requirements for Areas Served by Local Wastewater Treatment Systems (Rural Centralized Systems)			
11	Community sewered forecasts:		
	11.1	10-year increments to 2050 • Households • Employment	
12	Capacity of and existing flows to public treatment systems.		
13	Map or maps showing the following information: • Local wastewater service areas through 2050. • Staging plan, if available. • Proposed changes in governmental boundaries affecting the community, including any areas designated for orderly annexation.		

14	Proposed timing and financing of any expanded or new wastewater treatment facilities.		
15	Define the community's goals, policies, and strategies for preventing and reducing excessive inflow and infiltration (I/I) in the local sanitary sewer system, including a discussion of sump pumps and drain tile connected to the local sewer system.		
16	A copy of facility planning reports for the upgrading of the local wastewater treatment plant.		
17	Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.		
18	Provide current community SSTS ordinance or description of community's SSTS management program compliant with current Minnesota Pollution Control Agency Rules Chapters 7080-7083.		
Requirements for Areas Served by Private Communal Treatment Systems			
19	Table that details adopted community forecasts served by each private communal system:		
	19.1	10-year increments to 2050 • Households • Employment	
20	Describe the management program for private communal treatment systems.		
21	Copies of the associated National Pollutant Discharge Elimination System (NPDES) or State Disposal System (SDS) permits.		
22	Map or maps showing the following information:		
	22.1	Locations of private communal treatment systems including treatment facilities and subsurface systems	
	22.2	Current and projected service areas for private communal treatment systems.	
23	Conditions under which additional private communal treatment systems would be allowed: • Allowable land uses and residential densities. • Installation requirements. • Management requirements. • Local government responsibilities.		
Requirements for Areas Served by Subsurface Sewage Treatment Systems (SSTS)			
24	Indicate in the comprehensive sewer plan the number of individual SSTSs in operation serving residences and businesses in the community.		

25	Map identifying location of individual SSTSs. Location of known nonconforming systems or known problems should be identified. A list of addresses for SSTSs is acceptable where mapping is unavailable.	
26	Describe the conditions under which new individual SSTSs would be allowed.	
27	Provide description of community's SSTS management program compliant with current Minnesota Pollution Control Agency Rules Chapters 7080-7083.	
28	Provide current community SSTS ordinance.	

Water Supply			Pg #
Source Water Protection			
1	Because surface water and/or groundwater Drinking Water Supply Management Areas (DWSMAs) overlap your community, describe risks to water quality from development and redevelopment through 2050, focusing on potential contaminants in those areas. • Include a table of likely water supply quality risks by land use types, noting changes over time, especially in highly vulnerable surface water and groundwater DWSMAs.		
2	Include water resource management goals and policies to protect the quality of water supply sources, especially in any highly vulnerable DWSMAs.		
3	Include water resource strategies to implement source water protection goals and policies.		
	3.1	Describe any fiscal devices or official controls and a timeline for actions.	
	3.2	Describe planned collaboration with neighbors, watersheds, and agencies to prevent contamination, especially in highly vulnerable DWSMAs.	
4	Attach and respond to comments from neighbors whose DWSMAs extend into your community as part of your comprehensive plan update submittal, especially regarding shared water supply concerns and opportunities for collaboration.		
Privately-owned wells and non-municipal water supply systems			
5	Attach and respond to comments as part of your comprehensive plan update submittal, especially regarding opportunities to safeguard water supplied by privately-owned wells and non-municipal water supply systems.		
Municipal community public water supply systems			
9	Because your community is served by a municipal community public water supply system, describe where and how municipal water supply is available to support forecasted growth including new development and redevelopment consistent with the proposed staging plan. This must be consistent with the volume of anticipated water demand identified in the supplying community's local water supply plan. • Describe current and planned municipal water supply service areas. • Include a map (optional)		
10	Include goals and policies for providing municipal community public water supply service through 2050.		
11	Include strategies to implement goals and policies for providing water supply service. • Describe any fiscal devices or official controls and a timeline for actions, to address items not included in your local water supply plan.		
12	Include the DNR-approved local water supply plan and approval letter for the municipal community public water supply system(s) providing water to your community. To be		

	consistent with regional policies, the local water supply plan must:		
	12.1	Include water demand forecasts for all served communities, consistent with the Met Council forecasts for 2030, 2040 and 2050.	
	12.2	Include the design capacity, current or typical operating capacity, limitations for existing water supply infrastructure, and status of all water sources.	
	12.3	Include the difference between projected demand and existing capacity for 2030, 2040 and 2050.	
	12.4	Include implementation strategies to meet forecasted water demand that exceeds existing capacity, including but not limited to water conservation and efficiency. • Include or reference any adopted and planned local controls.	
	12.5	Describe implementation strategies to support emergency preparedness for ensuring water supply. • Include or reference any adopted and planned local controls.	
	12.6	Describe proposed construction of any planned new water supply infrastructure for 2030, 2040 and 2050.	
13	Include in an appendix copies of any water service agreements with neighboring communities or utilities, or a summary of the agreement. It should confirm the Met Council' s understanding that one community or utility will provide the other with an agreed-upon amount of water at certain locations through a set time period.		
14	Attach and respond to comments from neighbors and affected jurisdictions as part of your comprehensive plan update submittal, especially regarding how planned water supply service aligns with neighboring plans.		
15	Because your community has a water appropriation permit for water supply sources, describe anticipated changes to water appropriation needs, especially from growth, development or redevelopment, to inform proposed staging and water plans through 2050.		
16	Include water management goals and policies to address potential impacts of changing water appropriation needs.		
17	Include strategies to implement these water appropriation-related goals and policies. • Describe any fiscal devices or official controls and a timeline for actions, to address items not included in your local water supply plan.		
22	To support emergency preparedness and to ensure that the DNR-approved local water supply plan is consistent with regional policies, it must:		
	22.1	Include information about the source, capacity and limitation of the emergency water provided.	
	22.2	Include in an appendix copies of emergency water service agreements with neighboring communities or utilities, or a summary of these agreements. It should confirm the Met Council's understanding that one community will provide the other	

		community with an agreed upon volume of drinking water at certain locations under certain emergency conditions.	
23	Attach and respond to comments from neighbors with emergency water supply agreements as part of your comprehensive plan update submittal, especially regarding any impacts of your plan on their water supply system.		

Surface Water			Pg #
Surface Water			
1	An executive summary that summarizes the highlights of the local water plan.		
2	A summary of the appropriate water resource management-related agreements that have Local been entered into by the local community.		
3	A description of the existing and proposed physical environment and land use. Data may be incorporated by reference for other required elements of this section as allowed by the WMO. The community should be aware that not all WMO plans will contain the level of detail needed for the community and, in those instances, the community will need to provide additional information. In addition, the following must be defined in the plan:		
	3.1	Drainage areas	
	3.2	Volumes, rates, and paths of stormwater runoff (Runoff rates are recommended for a 24-hour precipitation event with a return frequency of 1 or 2 years. Communities with known flooding issues may want to require rate control for storms with other return frequencies such as 10, 25 or 100-year events.)	
	3.3	An assessment of existing or potential water resource-related problems. At a minimum, the plan should include: A prioritized assessment of the problems related to water quality and quantity in the community.	
4	A local implementation program/plan that includes prioritized nonstructural, programmatic and structural solutions to priority problems identified as part of the assessment completed for number 3.3, above. Local official controls must be enacted within six months of the approval of the local water plan. The program/plan must:		
	4.1	Include areas and elevations for stormwater storage adequate to meet performance standards or official controls established in the WMO plan(s)	
	4.2	Define water quality protection methods adequate to meet performance standards or official controls. At a minimum, the plan should include: • Information on the types of best management practices to be used to improve stormwater quality and quantity. (A five-year establishment period is recommended for native plantings and bioengineering practices). • The maintenance schedule for the best management practices. (The maintenance schedule in plans submitted by regulated Municipal Separate Storm Sewer System (MSA) communities must be consistent with BMP inspection and maintenance requirements of the MS4 Permit)	
	4.3	Clearly define the responsibilities of the community from that of the WMO(s) for carrying out the implementation components	
	4.4	Describe official controls and any changes to official controls. At a minimum, the plan should include:	

	• An erosion and sediment control ordinance consistent with NPDES Construction Stormwater permit requirements and other applicable state requirements • Identify ways to control runoff rates so that land-altering activities do not increase peak stormwater flow from the site for a 24-hour precipitation event with a return frequency of 1 or 2 years. Communities with known flooding issues may want to require rate control for storms with other return frequencies (10-year, 25-year or 100-year)	
4.5	Include a table that briefly describes each component of the implementation program and clearly details the schedule, estimated cost, and funding sources for each component including annual budget totals	
4.6	Include a table for a capital improvement program that sets forth by year, details of each contemplated capital improvement that includes the schedule, estimated cost, and funding source	
4.7	A section titled "Amendments to Plan" that establishes the process by which amendments may be made.	

Parks		Pg #
Regional Parks and Trails		
1	Describe, map, and label the Regional Parks and Trails System facilities that are located in your community. These include any regional parks, park reserves, special features, or regional trails that are open to the public, planned, or in a search status (i.e., regional park search areas, special feature search areas, regional trail search corridors).	
2	If no portion of the Regional Parks and Trails System falls within your community, state that fact in your comprehensive plan.	
3	Describe, map, and label the federal and state recreational lands within your community, as shown on your System Statement.	
4	Depict existing regional parkland (e.g., regional parks, park reserves, special features, and regional trail corridor land) with a land use of "Park" (or your community's equivalent) on your Existing Land Use map.	
5	Acknowledge the Council-approved long-range plan boundaries of regional parkland (e.g., regional parks, park reserves, special features, and regional trail corridor land) by guiding the properties with a land use of "Park" (or your community's equivalent) on your Future Land Use map.	
Local Parks and Trails		
6	Describe and map your existing and proposed local parks, trails, and recreation facilities.	
7	Include a capital improvement program for parks and open space facilities as part of your implementation program.	

Climate		Pg #
Climate Mitigation		
1	Include an acknowledgement of statewide targets for GHG reductions: 50% GHG reduction by 2030 and net zero by 2050 from a 2005 baseline.	
2	Include a greenhouse gas emissions inventory that includes transportation, energy use, solid waste, and livestock and agriculture (where applicable)	
3	Include at least one strategy to reduce greenhouse gas emissions for each of the above sectors	
4	Detail the emissions impact of reduction strategies through 2050 for the above sectors using the Met Council Greenhouse Gas Emissions Reduction Tool or an equivalent modeling tool.	
Climate Adaptation		
5	Identify social, built, and natural systems vulnerabilities to the following climate hazards: Extreme Heat and Localized Flooding	
6	Include strategies to address social, built, and natural systems vulnerabilities for the following climate hazards: Extreme Heat and Localized Flooding	
7	Include strategies that support local food systems to increase access to healthy food, food security, and community resilience	

Natural Systems		Pg #
Natural Systems Requirements		
1	Identify existing natural systems in your community by mapping terrestrial areas and water bodies.	
2	Identify and map protected areas using the provided commonly protected areas data.	
3	Identify and map significant and sensitive terrestrial and water areas in your community.	
4	Identify areas within your community that present opportunities for protection or improvement. Use the Met Council mapping tool to guide your analysis, focusing on the provided opportunity areas data. • Based on this analysis, map or list the areas your community considers priorities for protection or improvement—including any areas the tool may have overlooked.	
5	List specific protection and improvement goals, and issues the goals are intended to address for your community's terrestrial systems. • Describe how your terrestrial systems goals and issues relate to the planned water systems outcomes that are identified in your locally adopted surface water management, watershed, wellhead protection, and local water supply plans.	
6	Identify and list protection and improvement strategies to help achieve your community's overall natural systems goals for terrestrial and water systems.	
7	List any planned or proposed protection or improvement initiatives for natural systems in your community in the next 10 years.	

Implementation			Pg #
Implementation Actions			
1	Identify changes to local ordinances including the Zoning Code that will be needed to align with the 2050 plan, including those necessitated by the implementation section of the local surface water management plan and housing plan.		
	1.1	Define a timeline as to when actions will be taken to implement each required element of your comprehensive plan.	
	1.2	Include a schedule for the preparation, adoption, and administration of needed changes to official controls.	
	1.3	Describe all public programs, fiscal devices, and other actions your community will use to implement your plan.	
	1.4	Include your local zoning map and zoning category descriptions. Identify what changes are needed to ensure zoning is not in conflict with your new land use plan and consistent with regional system plans and policies.	
Capital Improvement Plan			
2	Include a Capital Improvement Plan (CIP) for transportation, sewers, parks, water supply, and open space facilities. Specify the timing and sequence of major local public investments. • Describe all relevant official controls related to zoning, subdivision, water supply, and private sewer systems. • The CIP must align with development staging identified in other parts of your plan and include budgets and expenditure schedules.		
Update Local Controls			
3	Review and update official controls within 9 months of adopting your 2050 plan. Official controls must not conflict with the updated plan. Copies of all revised official controls must be provided.		