

Administrative Procedure for
 Preparing, Approving and Amending
 Project Plans and ~~Finance Plans~~ **Tax Increment Financing Plans**

A project plan is a document that describes the objectives of the City in undertaking specified public redevelopment activities within a described geographic area. **Project objectives should be derived from and consistent with adopted City goals and plans, including enterprise goals, strategic directions, and the Comprehensive Plan.** A project plan establishes certain standards and controls to which private redevelopment activity receiving public assistance must conform. **The City Council's approval of the project plan is the source of the City's authority to carry out various public redevelopment activities within the project boundary, including acquisition, disposition, relocation, demolition, public improvements, and others.**

~~Various~~ **Two** state statutes governing public redevelopment activities provide definitions of project plans and require that certain topics be addressed in the plans and that certain procedures be followed in approving project plans. These include: **the definition of a redevelopment plan as defined in Minnesota Statutes Section 469.002, Subdivision 16 (the Housing and Redevelopment Authority Act); and the definition of a development program as defined in Minnesota Statutes Section 469.125, Subdivision 3 (the City Development District Act); and a port district plan as described in Minnesota Statutes Section 469.055, Subdivision 10 (the Port Authority Act).** **While Minnesota Statutes Section 469.058 (the Port Authorities Act) and Section 469.101 (the Economic Development Authorities Act) do not require a plan per se, they do require a public hearing and adoption of findings to create and undertake activities in an industrial development district and economic development district, respectively.**

A ~~finance plan~~ is a tax increment financing (TIF) plan as ~~is~~ described in Minnesota Statutes Section 469.175, Subdivision 1 (the Tax Increment Financing TIF Act). **TIF Plans identify the tax parcels included in a TIF district, development activities expected to occur, property that may be acquired, the type and duration of the district, the objectives, cost and revenue estimates, estimates of the impact on taxing jurisdictions, and evidence that the development would not have occurred without TIF assistance.**

The statutes cited above ~~also~~ require that certain topics be addressed and that certain procedures be followed in approving project plans and ~~finance~~ TIF plans. The procedures described below are in accordance with statutory requirements.

Direction to Proceed

1. The Community Planning & Economic Development (CPED) Director ~~or the City Council~~ shall direct staff to prepare a draft project plan or ~~finance plan~~ **proposed project plans for City Council consideration and approval. The City Council shall direct staff to prepare TIF plans.**

Preparation

2. The proposed project plan or ~~finance~~**TIF** plan shall be prepared by CPED ~~with the assistance of~~ **in cooperation with** the City Finance **and Property Services** Department.

Review

3. CPED shall **post proposed plans on the City's website and** transmit **notification of each** the proposed plan ~~by U.S. mail or by e-mail~~ to interested parties for a 45-day review and comment period. Interested parties shall include: the City Planning Commission; any proposed developer; affected neighborhood groups and business associations; owners of property that is identified for possible acquisition; the Hennepin County Board of Commissioners (if a ~~tax increment financing~~**TIF** plan); the Special School District No. 1 Board of Education (if a ~~tax increment financing~~**TIF** plan); and any other parties who are required by law or ordinance to receive the proposed plan. ~~If the proposed plan is transmitted by e-mail, the message shall include a link to the posting of the proposed plan on the City's public website. City Council Members and the Mayor shall receive e-mail notification of the link to the posting on the City's public website. The transmittal letter or e-mail notification shall include information about the opportunity to provide written comments~~ **on the proposed plan** to CPED, as well as the opportunity to make oral comments at a public hearing conducted by the **City Council's Community Development and Regulatory Services (CDRS) Committee**.
4. The City Planning Commission shall issue a written opinion regarding the plan's consistency with the Comprehensive Plan within the 45-day review period.
5. Comments shall be due to CPED within 45 days of transmittal of the proposed plan.
6. CPED may revise the proposed plan based on the comments received. **Certain revisions made to proposed TIF plans during the review period (including an enlargement of the district boundary or changes to the amount of bonded indebtedness, captured net tax capacity or project costs) require that the review period be restarted.**

Approval

- ~~7.~~ CPED shall request that a public hearing regarding approval of the proposed plan be scheduled by the Community Development Committee.
- ~~8.~~**7.** The public hearing shall be scheduled by the Community Development Committee. Notice of ~~the~~ public hearing **to be conducted by the CDRS Committee** shall be published in accordance with applicable laws and ordinances.
- ~~9.~~**8.** CPED shall submit the proposed plan to the Community Development **CDRS** Committee and request approval of the plan. The request to the Community Development Committee shall include copies or summaries of any written comments received by CPED.
- ~~10.~~**9.** The Community Development **CDRS** Committee shall conduct the public hearing, refer the proposed plan to the Ways and Means/~~Budget~~ **(WM)** Committee, and recommend action to the full City Council.

- ~~11.10.~~ The ~~Ways and Means/Budget~~ **WM** Committee shall review the proposed plan and recommend action to the full City Council.
- ~~12.11.~~ The City Council **and Mayor** shall ~~approve, amend or reject~~ **consider and act on** the plan **according to normal Council procedures**.
- ~~13.~~ The Mayor shall approve or veto the City Council action.
- ~~14.~~ Notice of the actions taken by the City Council and the Mayor shall be published in Finance and Commerce.

Implementation

- ~~15.12.~~ CPED shall proceed with implementation of the project or district in accordance with the approved plan.

Amendment

- ~~16.13.~~ Modifications or amendments to approved plans shall be prepared, reviewed and approved following the requirements of state law. In most cases, modifications or amendments are approved following the same procedures as approval of the original plan. In any case, affected neighborhood organizations and business associations shall be given adequate opportunity to review and comment on proposed modifications or amendments to approved plans.