

## MEMORANDUM

To: Policy Board Members and Alternates

From: Robert D. Miller, Director

Date: December 10, 2003

Subject: Linden Hills Neighborhood Phase II Participation Agreement

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Attached is a Participation Agreement from the Linden Hills Neighborhood Council (LHiNC) outlining the neighborhood's proposed Phase II plan development process. My staff has reviewed this agreement with representatives from LHiNC and has advised that the proposed process is reasonable in that the agreement meets the requirements of our "Participation Agreements: Guidelines and Content."

The Linden Hills Phase I Neighborhood Action Plan was approved during the spring of 1998. Since then, LHiNC has worked diligently to implement its plan and has kept to a schedule that few other neighborhoods have matched. As of April 2003, five years later, over 95% of the funds allocated through the Linden Hills NRP Plan had been contracted. This meets the threshold adopted by the Policy Board on July 24, 2000 for a neighborhood's entry into Phase II of NRP.

LHiNC estimates that approximately one million in additional funds, volunteer hours, and in-kind services have been leveraged by the \$1.76 million NRP investment. A review of the Linden Hills Phase I NRP plan is nearly complete. Twelve focus groups were held and over 40% of the 500 randomly distributed neighborhood surveys have been returned. On July 10, 2003 LHiNC received approval to access up to \$29,445.50 of Phase II Plan Development funds to support these Phase I Review activities as well as the writing of the Phase II Participation Agreement and the creation of the Phase II Plan. The LHiNC Board approved the completed Participation Agreement on December 2, 2003.

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Based on these accomplishments, I recommend approval of the following resolution:

**RESOLVED:** That in accordance with the Minneapolis Neighborhood Revitalization Policy Board (Board) Phase II Guidelines, approved on July 24, 2000, the Board hereby approves the Linden Hills Neighborhood's Phase II Participation Agreement, as submitted on December 3, 2003 and authorizes the Linden Hills neighborhood to begin its NRP Phase II plan development activities.



Linden Hills Neighborhood Council  
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December 3, 2003

Robert D. Miller, Director  
NRP  
105 5<sup>th</sup> Ave. S., Ste. 425  
Minneapolis, MN 55401

Dear Bob:

LHiNC is pleased to submit its Participation Agreement for NRP Phase II Planning to you and the NRP Policy Board for review. This document outlines in detail the process LHiNC will follow in planning and drafting its Phase II Action Plan. It is the result of several meetings and discussions with the LHiNC Phase I Review committee and was formally approved by the LHiNC Board of Directors on December 2, 2003.

LHiNC Board members believe that the Participation Agreement will serve Linden Hills well and that it ensures that individuals and stakeholder groups who are interested in participating in the process will have several ways to do so. With Policy Board approval (and, hopefully, news of our neighborhood's NRP allocation), we hope to kick-off our planning in January with an initial community meeting on the 27<sup>th</sup> and have our Action Plan in hand by late fall, 2004.

LHiNC already has a Phase II Planning contract in place (#19501) which includes a budget of \$29,445.50 to cover planning costs.

If you need any further information or have any questions about the Participation Agreement, please contact me at 920-1002 or our Coordinator, Madalyn Cioci at 926-2906 (w) or [mcioci@earthlink.net](mailto:mcioci@earthlink.net).

Sincerely,

Jack Newton  
LHiNC Co-Chair

Cc: Betsy Hodges, Stacy Sorenson, file

Enclosure: Linden Hills NRP Phase II Participation Agreement

# **LINDEN HILLS NRP PHASE II PLANNING PARTICIPATION AGREEMENT**

Draft October 15, 2003  
Revised November 10, 2003  
Approved by LHiNC December 2, 2003

## **Purpose**

This Participation Agreement describes how the Linden Hills Neighborhood Council (LHiNC) Board of Directors will organize, develop, review and approve LHiNC's NRP Phase II Neighborhood Action Plan (NAP). It outlines how information will be distributed to and input received from LHiNC members and Linden Hills commercial business/property owners in a manner that ensures the plan development and review process is open and that the priorities in the NRP Phase II NAP address the needs, concerns and opportunities of the neighborhood. LHiNC members are defined as individuals, eighteen years of age or older, who reside in the Linden Hills Neighborhood. The Board of Directors, are those LHiNC members currently serving their one-year terms as elected board members.

## **Neighborhood Description**

Linden Hills embodies many small town characteristics that make it a unique and desirable place to live, work, and play: community parks and library, tree-lined streets, safety, friendliness, shopping opportunity and town pride. All this is in a neighborhood within easy access of the many cultural and economic amenities of the greater Minneapolis area. It is this "small town in the big city" feel that makes Linden Hills so loved by its residents. The neighborhood is home to a community K-8 public school, a parochial elementary school, a public library, and nine religious congregations. There are three distinct neighborhood commercial districts: One at the intersection of W. 43<sup>rd</sup> St. and Upton Ave. S., one at 44<sup>th</sup> St. and Beard, and a third around the intersection of France Ave. S. and W. 44<sup>th</sup> St. Geographically, it is located in the southwestern sector of the city and is bordered by two city lakes (Lake Calhoun and Lake Harriet), two city neighborhoods (Fulton and West Calhoun), and two suburbs (St. Louis Park and Edina). Its formal boundaries are 36th Street and Lake Calhoun Parkway (to the north), William Berry Parkway and Lake Harriet (to the east), 47th Street (to the south) and France Avenue (to the west).

Most of Linden Hills is devoted to residential purposes. Renters, according to 2000 US Census data, occupy one third of all housing units in the neighborhood. An inventory of the neighborhood in 2003 showed a total of 2,666 residential parcels. Single dwelling parcels account for 85.3% of the total. Duplexes comprise 7.7%. Structures that have three or four units account for 0.9%, structures with 5 or more units account for 1.6% and condo units make up 4.5%. Of the residential parcels, the overall rate of homestead status is 91.9%. 93.4% of the single-family parcels are homesteaded. Only 1.4% of the residential structures, according to the Minneapolis City Assessor's Office, are in fair or poor condition, compared to a citywide rate of 3.4%. 1992 data showed 2.9% of the residential structures were substandard, compared to a citywide rate of 10.0%. (Source for residential parcel information: Scott A. Lindquist, Manager, Assessment Services, Assessor's Department, City of Minneapolis)

## **Population: age, income and poverty**

In the last ten years (comparing data from the 1990 and 2000 U.S. Census) the population of the Southwest community has gone down 3.48% (Linden Hills has gone from 7,678 to 7,370 and is down from 8,200 in the 1980 census). By comparison, since 1990, the population of Minneapolis increased from 368,383 to 382,619. The Central and Phillips communities have seen population

growth of over 14% in the last 10 years. Changes in Linden Hills' population of specific age groups are interesting. LH lost 483 residents in the 20-34 age group, and 349 in the 60-84 age group, but gained 602 in the 45-59 age group. Approximately 22.5% of Linden Hills residents are between 35-59, 25% are 20-34, and 12.3 % are 60 or over. Children 19 and under represent 19.6% of the population (compared to 3% for West Calhoun, 14% for East Harriet and 47% for Jordan). The trend from the last census suggests that in Linden Hills families with school-aged children are increasing in the neighborhood while seniors are leaving. In the Southwest community over 50% of households are family households (have children under 18). In the Central community fewer than 20% of all households are family households, the Near North area has almost 70% family households, and the Calhoun-Isles community has less than 30%.

Linden Hills' per capita income is \$41,500. Median Household Income in Linden Hills is \$63,741. The MHI of the 3 different census tracts that meet in Linden Hills ranges between \$60,257 and \$74,813. The census tract covering the area near Lake Harriet has the highest MHI, while the tract covering the far western part of the neighborhood has the lowest.

Linden Hills has low poverty rates. In the 2000 census, 4.3% of Linden Hills residents (316 people) were living below poverty level, compared to 16.9% of Minneapolis residents and 3.9% of Hennepin County Suburban residents. Looking at poverty by age, 18.5% of those under 5 years of age are living in poverty in Linden Hills, as opposed to 24.6% in Minneapolis overall. All other age groups are under 6%. (Source for income and poverty information: 2000 US Census data presented on Crossroads Resource Center and City of Minneapolis websites).

Crime rates in Linden Hills are also quite low.

#### Racial/Ethnic Composition

The Linden Hills neighborhood is predominantly white. According to the 2000 census, 6.29% of residents are from other racial/ethnic groups. This represents an increase in non-white residents from 1990 when only 3.66% were from other ethnic/racial groups. The African/American (1.2%), Asian American (1.9%), Native American (0.4%) populations have all remained essentially the same since 1990. The Hispanic population, however, has increased from .8% to 1.6% in the last 10 years.

## **Organization of NRP Action Plan Development Effort**

### *NRP Phase I Review*

Over most of 2003, LHINC board members and other volunteers have, with help from NRP staff, has been conducting a thorough review of the NRP Phase I effort which includes 3 primary components:

- 1) An extensive opinion survey distributed to a random sample of 500 households. Two hundred and twenty were returned, giving us a return rate of over 43% and a sample of over 5% of our total number of households. The results of the survey are currently being analyzed.
- 2) A series of 12 neighborhood focus groups. Focus groups were held on topics such as housing, crime/safety, NRP projects, and with specific groups of stakeholders including renters, seniors, teenagers, and parents. The results of these small open discussions will be compiled and included in the overall Phase I Review report. In addition, these focus groups generated many ideas for Phase II projects that can be included in the Phase II planning process.

3) NRP project summaries. Descriptions, costs, and outcomes of each of Linden Hills NRP Phase I projects are being compiled and entered into the PlanNET NRP website.

All three of these review components will be brought together into a single comprehensive NRP Phase I Review report by the end of 2003. Residents will be alerted to the report via the newsletter and have access to a summary of the report at the local park, local library and on line. The entire report will be available upon request.

*Phase II Planning Committee Recruitment and Description –*

The LHiNC Board will appoint a committee of 7-10 members, called the Phase II Planning Committee, to facilitate the community input process and develop the Phase II Linden Hills NAP for community approval. The Planning Committee will be comprised of three LHiNC board members, other LHiNC members (neighborhood residents) including at least one renter, and a representative from the business community. A call for volunteers to serve on the Phase II Planning Committee will be published in the neighborhood newsletter, *the Linden Hills Line* in January 2004 and posted on the neighborhood email list and website around the same time. The LHiNC Board of Directors will determine the application and select members to the Planning Committee. In the event of resignations or a lack of applications, the LHiNC Board of Directors will have the authority to appoint replacement members, and increase the overall number of Board members on the Planning Committee if necessary to effect a viable working group.

It is the job of the LHiNC Board Members serving on the Planning Committee to communicate the Committee's activities and progress back to the LHiNC Board on a monthly basis through the NRP Coordinator's Report (or an oral report if necessary).

The Phase II Planning Committee will continue to seek neighborhood participation and update the neighborhood about its activities through announcements in neighborhood publications regarding the Phase II process.

With community input, the Phase II Planning Committee will determine Phase II goals, objectives and strategies. Committee members will work with groups and individuals who are currently working on related neighborhood efforts or have in the past, both in Linden Hills and in other neighborhoods too. Phase II Planning Committee will recruit people with specialized knowledge (such as local government staff and non-profit staff) or interest in the Linden Hills neighborhood and its parks, schools, libraries, businesses etc. to contribute and help the Committee flesh out ideas.

*Funding and Disbursements for Phase II Planning-*

The existing LHiNC NRP-related bookkeeping policies and systems will apply to this Phase II Planning Committee. The Office of the State Auditor has audited and reviewed these procedures annually. LHiNC has a Phase II Planning contract in place with NRP and a starting budget of \$29,445.50.

*Meetings*

Meetings of the Planning Committee will be open to the public and dates publicized via the LHiNC phone message line, the Linden Hills website, in the *Linden Hills Line* newsletter and through other appropriate means.

*Staff Support*

It will be a major responsibility of the LHiNC/NRP Coordinator to work with the Planning Committee, to assist them in gathering information from potential partner organizations, organizing community meetings, generating plan drafts, etc. The Coordinator will work with the Planning Committee and LHiNC Co-chairs to set appropriate priorities for use of her limited weekly hours or to formally, temporarily increase weekly hours if necessary.

#### *Input from Active Community Members*

In late January, 2004, the LHiNC Board will host a community meeting to kick off the Phase II Planning process at which three things will happen:

- 1) LHiNC board members will present the results of the Phase I Review.
- 2) Residents will be asked to contribute their views and ideas about the broad areas of concern and overarching goals that should be the starting points for planning Phase II.
- 3) Residents and business owners will be asked to apply to serve on the Phase II Planning Committee (if members are still needed at this point) and to participate in smaller working groups to plan Phase II objectives and strategies.

Using the input from this meeting, the Phase II Planning Committee will develop a list of broad areas of concern and goals and will organize a series of smaller, informal, community discussions to shape project objectives and strategies for each goal. The results of the Phase I Review resident survey and the focus groups will inform these discussions. Planning Committee members will work with session leaders to create agendas and to guide the discussion. There will be at least two meetings for each group/goal. At the conclusion of each series of gatherings, the session leader(s) will submit a written summary of each of the projects ideas, addressing such questions as:

1. What is the proposed purpose, description and outcome for the strategy? And if this strategy proves unworkable, what are other ways we can achieve the same goals?
2. How would the strategy be implemented?
3. How long would it take to implement?
4. Are there other funds available for the strategy?
5. Why is NRP funding needed for this strategy?
6. What volunteers can be identified prior to implementation?
7. With what other neighborhoods or government agencies or departments could we partner?

#### *Neighborhood Action Plan Development and Approval*

After final written summaries are submitted, the Planning Committee will discuss the feasibility of the strategies with relevant partnering organizations and compile the project ideas into a preliminary plan that will include a tentative prioritization of projects and suggested funding allocations. If necessary, the Committee will seek more community input to help them whittle down and prioritize the objectives and strategies. This will be a proposed Neighborhood Action Plan. A specific process for allocating funding among areas of concern and specific projects will be determined by the Committee based on the number and types of proposed projects submitted. Decisions about how to allocate funding will be made considering the following criteria:

1. How much community support exists for a strategy?
2. What is the estimated dollar amount requested?
3. How realistic is implementation of the strategy?
4. How well does the strategy meet the community input taken from the 2003 neighborhood survey and focus groups?

5. How well does the strategy mesh with existing City priorities?
6. Other criteria as deemed relevant by the Planning Committee.

#### *Proposed Plan Distribution and Community Input*

In June, 2004, a copy of the proposed strategies will be distributed to all residents of the neighborhood, perhaps as a special issue of the neighborhood newsletter, along with a return card for giving feedback.

The community will also be invited to give feedback on the proposed strategies at two community meetings one of which will coincide with the LHiNC Board meeting in July, 2004. At this time, neighbors will be asked to give additional input on the proposed strategies, communicate any suggestions for re-prioritizing the strategies, and indicate if they'd like serve as an implementation volunteer on any of the strategies.

By the September LHiNC meeting, the Planning Committee will incorporate the community feedback and revise the proposed plan into the Draft Linden Hills Phase II NRP Action Plan. The plan will be at the Library and Park for review by neighbors. A summary or overview would be sent to the neighbors for final review and available on the website.

The entire LHiNC membership will be asked to ratify the Action Plan during the annual elections and general membership meeting in October, 2004. A simple majority of votes in favor of the Action Plan will constitute ratification. The LHiNC Board of Directors would approve the Action Plan at its next meeting. If the Plan is not ratified, more community input will be taken at the following LHiNC meeting(s), and the Planning Committee, once it is satisfied with the degree of community input, will revise the plan and submit it again for ratification by LHiNC membership and LHiNC Board approval.

#### **Grievance Procedure**

LHiNC will consider complaints about the Phase II planning process itself, but not about an undesired outcome (eg: strategy, funding decision, etc.) of that process. The grievance procedure for complaints about the Phase II planning process will be the same as the procedure adopted by LHiNC in its Articles of Incorporation (see below):

A written complaint regarding the Linden Hills Neighborhood Council or any of its activities may be submitted to any officer and shall be considered at the next regular meeting of the Board of directors, or no later than the second regular Board meeting following receipt of the grievance. The secretary shall provide the Board's written response to the complainant within ten business days of the meeting at which the complaint is considered.

If this process does not adequately settle the matter, a grievance may then be filed with the NRP Policy Board.

#### **Participation Agreement Modification**

Based on recommendations from the Planning Committee, the LHiNC Board will approve any modifications to this NRP Phase II Participation Agreement. The NRP office will be notified of any changes in writing.

#### **Phase II Planning Timeline/Summary of Planning Steps**



The anticipated timeframe for completing development of the Action Plan as proposed herein process is from January, 2004 through November, 2004.

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|--------------------------------|--|
| <b><i>Jan. 2004</i></b>        | Initial community meeting to solicit goals for Phase II and formation of the Phase II Planning Committee.  |
| <b><i>Jan. – Mar. 2004</i></b> | Organizing and conducting series of discussion sessions and summary reports are turned in.   |
| <b><i>Apr. – May, 2004</i></b> | Planning Committee compiles reports of objectives and strategies into draft plan.  |
| <b><i>Jun.—Aug., 2004</i></b>  | LHiNC Board of Directors and the Planning Committee take input from community about proposed goals, objectives, strategies, priorities, and funding suggestions at June board meeting and via postcards. |
| <b><i>Aug.—Sept., 2004</i></b> | Planning Committee reviews community input and incorporates it into final draft of Linden Hills NRP Phase II Action Plan which is then distributed to residents and made available at Library and Park.  |
| <b><i>Oct., 2004</i></b>       | LHiNC general membership votes on ratification at annual elections and general membership meeting.   |
| <b><i>Nov., 2004</i></b>       | LHiNC Board of Directors votes on the Action Plan.   |