2014 Community Development Work Plan
Prepared by the Lake Elmo Planning Commission: 1/13/14
Accepted by the City Council: 1/21/14

Key:

Status:	C – Complete
	IP – In Progress
Date: (Completion Goal)	A – 0 to 3 months
	B – 3 to 6 months
	C – 6 to 9 months
	D – 9 to 12 months
Admin:	Staff Projects/Initiatives
PL:	Priority Level (1-5 with 1 being the highest priority)

Project and Description	Date (Months)	PL	Status
ZONING INITIATIVES			
Zoning Map Updates			
• Adopt map changes necessary to implement Comprehensive Plan amendments for Village	A	1	IP
• General map updates and corrections	C	3	
• Implement zoning map changes for specific developments in the Village and I-94 Corridor.	B	2	
Zoning Permit Tracking			
• Develop system for tracking of planning and zoning permits, including Conditional Use Permits, Interim Use Permits, Variances, Planned Developments, and other applications	D	3	
Zoning Text Amendments (Zoning Code Update)			
• Accessory buildings	A	1	IP
• Exterior storage	B	2	
• General performance standards	C	1	
• Specific development standards	C	1	
• Open Space Ordinance update (OP and OP-2)	D	3	
• Public Facilities ordinance amendments	D	4	
Zoning Text Amendments (General)			
• Outdoor Lighting Ordinance Revisions	A	1	
• Animal ordinance	A	1	IP
• Outdoor Wood Burning Furnaces	D	5	

Form-based Code
- Prepare a scope of work to be accomplished including the need for outside assistance — A 1
- Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work — C 2
- Incorporate design standards from the Design Standards Manual as part of a form-based code — C 2

Airport Zoning
- Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County — D 1
- Implement City airport zoning regulations for the airport safety zones within the Village Planning Area — D 2

Permit Software Implementation
- Complete PermitWorks database for City parcels — B 4
- Add Planning Module from PermitWorks to track planning and zoning applications — B 1

Sign Code Update
- Review sign code for consistency with new zoning districts and economic development goals and objectives — D 3

Subdivision Ordinance
- Review ordinance for consistency with ongoing zoning amendments — B 2

Development Reviews
- Savona Final Plat and Developer's Agreement — A 2 IP
- Boulder Ponds Preliminary and Final Development plans — B 2 IP
- Landucci Goetschel Property development — B 2 IP
- Ryland/Pratt Homes Landucci Property development — B 2 IP
- Hammes Property development — C 2
- Chase Easton Village (Village) sketch plan review — C 2 IP
- Engstrom Village development — C 2
- Gonyea Homes Village development — C 2
- I-94 Commercial development — C 2

PLANNING INITIATIVES

Village Area Planning
- Prepare Village Area AUAR five-year update — A 1
- Participate in Lake Elmo Avenue/Village Storm Water study with Washington County — C 2 IP

• Conduct Village Area market area study through U of MN Extension Service	B	2	
• Submit application for new Village Parkway railroad crossing	D	1	IP
• Develop street design and cross section for Village Parkway	A	1	IP

I-94/10th Street Corridor Planning

• Develop street design and cross section for 5th Street minor collector road	A	1	IP

General Comprehensive Planning

• Reduce the population expectations to 18,000 by 2040	A	1	IP
• Eliminate the Memorandum of Understanding with the Met Council	B	1	IP
• Review Comp Plan for consistency with I-94 Corridor and Village land use plan amendments	D	4	
• Prepare rural development area study to consider future development options for rural areas	C	2	
• Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review	D	3	
• Consider Comprehensive Plan Amendment for "Friedrich Property" on Stillwater Boulevard	A	1	IP
• Consider Comprehensive Plan amendments to eliminate remaining RAD-ALT land use parcels	C	2	
• Review individual projects for compliance with the Comprehensive Plan	C	3	

Park Planning

• Create a master plan for selected City parks, provide assistance to Parks Commission as needed	D	3	
• Review park plans for individual developments with the Park Commission	D	2	IP
• Conduct comprehensive mapping of existing private and public trail systems (using GPS where appropriate)	D	4	
• Work with the Trail Sub-Committee to identify alignments and funding for future priority trail segments, including the Lake Elmo Regional Trail	C	2	IP
• Update Park Plan in City's Comprehensive Plan	D	2	
• Update Trail Plan in City's Comprehensive Plan	D	2	

Capital Improvement Plan

• Planning Commission review of 2014-2018 Capital Improvement Plan for consistency with the Comprehensive Plan	D	2	

General Planning Studies
- Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems. D 3 IP
- Develop list of contacts and resources for private community septic systems D 3

Economic Development Support
- Provide support and assistance to City Administrator and Economic Development Authority (EDA) as needed for economic development activities D 3
- Maintain list of business in Lake Elmo on City web site D 5

ADMINISTRATIVE INITIATIVES

Developer's Agreements and Escrows
- Fully implement developer's agreement and escrow process A 1 IP

Building Division
- Monitor status of staffing within building inspection department; consider staffing needs in 2014 and beyond C 3
- Develop disaster preparedness manual for Lake Elmo D 3

Gateway Corridor Commission
- Act as City representative for Technical Advisory Commission A 3
- Provide support for environmental study and alternatives analysis review for Lake Elmo/Woodbury alignment

Permit Tracking Software
- Complete move of planning file system to PermitWorks software A 3

Code Enforcement
- Follow updated code enforcement program with the Building Inspector as the City's code enforcement officer B 3

File Archiving and Management
- Scan Planning and Building Department files into the City laserfische system D 3

Engineering Projects
- Provide planning assistance as needed for regional trunk sewer project A 2 IP

Policy and Procedures Review

- Streamline and improve policies and procedures for the handling of routine matters (variances, site plan review, setbacks, etc…)   C   1   IP

TRANSPORTATION PLANNING PROJECTS

- Participate in Lake Elmo Avenue (CSAH 17) study with Washington County.   C   2   IP
- Participate in Manning Avenue (CSAH 15) study with Washington County.   B   2   IP
- Study Village/TH-5 pedestrian facilities and connections, including potential Stillwater High School trail   C   3