



MAYOR & COUNCIL COMMUNICATION

DATE: January 21, 2014

REGULAR

ITEM # 14

AGENDA ITEM: Community Development Department 2014 Work Plan

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Planning Commission
Nick Johnson, City Planner

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Staff and Planning Commission

FISCAL IMPACT: Not yet specified. Certain items on the work plan may require outside assistance. Staff will seek Council direction as appropriate prior to utilizing such assistance.

SUMMARY AND ACTION REQUESTED: The City Council is being asked to review and accept the Community Development Department's annual work plan for 2014 that has been prepared with input from the Planning Commission. The Council is asked to review the plan and comment on it so that the Planning Commission and Council are communicating about priorities at the start of the year. The primary intent of the work plan is to help prioritize the projects the Planning Commission will be reviewing over the course of 2014, and to also help keep the Commission informed about the internal planning related activities and projects that will be undertaken by the Staff over the coming year. This is a working document that provides guidance to the Commission and Council yet has the flexibility to respond to priorities as they emerge. It will also help the Commission gauge its progress at achieving some of its goals for the year.

The plan has been drafted in a format similar to the one used for previous years, using the format and codes that were include in last year's work plan. Please note that this document is intended to augment the City-wide work plan recently adopted by the Council, and all land use items on the Council's work plan have been assigned a high-priority designation in the attached document.

The recommended motion to act on this is as follows:

“Move to accept the 2014 Community Development Department Work Plan”

LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT: The work plan as recommended by the Planning Commission was prepared using the previous year's plan as a template and tracking any changes (deletions and additions) that were used to create the new document. The version that is attached for consideration by the Council has had all revisions made in order to present a final, clean document for review.

The Planning Commission reviewed the work plan at its January 13, 2014 meeting and recommended approval with a minor modifications that have since been made to the document.

BACKGROUND INFORMATION (SWOT): Adoption of a work plan helps provide for an increased level of accountability within the department and also helps to ensure that the Planning Commission and City Council are in agreement concerning the overall priorities for the Community Development Department for the year. The one drawback to the plan that has been recommended is that it is fairly extensive, and not all items are likely to be completed by the end of the year. In addition, there is potential for the Planning Commission to receive a much higher number of land use applications this year than has been submitted in previous years, which would make achieving some of the broader goals somewhat difficult.

RECOMMENDATION: Based upon the above background information, Staff report, and Planning Commission recommendation, it is recommended that the City Council accept the 2014 Community Development Department Work Plan by undertaking the following action

“Move to accept the 2014 Planning Commission Work Plan”

Alternatively, the City Council may make modifications to the Plan as it deems necessary and adopt the work plan with modifications.

ATTACHMENTS:

1. 2014 Community Development Department Work Plan