

2016 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 4/25/16
Accepted by the City Council



Key

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

Project and Description	CG	PL	Status
<u>ZONING INITIATIVES</u>			
Zoning Map Updates			
<ul style="list-style-type: none"> Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan 	B	2	
<ul style="list-style-type: none"> Implement zoning map changes for specific developments in the Village and I-94 Corridor. 	B	2	
Zoning Text Amendments (Zoning Code Update)			
<ul style="list-style-type: none"> Codify Zoning Ordinance 	D	1	
<ul style="list-style-type: none"> General performance standards 	B	1	
<ul style="list-style-type: none"> Specific development standards 	C	4	
<ul style="list-style-type: none"> Public Facilities ordinance amendments 	B	1	
<ul style="list-style-type: none"> Tree Preservation Ordinance perfecting amendments 	C	3	
<ul style="list-style-type: none"> Home Occupation Ordinance 	B	2	
<ul style="list-style-type: none"> Amend LDR Setback Requirements 	A	1	
<ul style="list-style-type: none"> Landscape Ordinance Amendment 	D	5	
<ul style="list-style-type: none"> Outdoor Lighting Ordinance Revisions 	D	3	
<ul style="list-style-type: none"> Outdoor Wood Burning Furnaces 	D	5	
<ul style="list-style-type: none"> Revise contractor work hours ordinance 	C	3	IP
<ul style="list-style-type: none"> Wireless Communications Ordinance for Microcell technology 	D	4	
<ul style="list-style-type: none"> Hunting Ordinance (City Attorney) 			IP
<ul style="list-style-type: none"> Platting for Minor Subdivisions 	D	5	
<ul style="list-style-type: none"> Create new zoning district for Washington County Landfill consistent with the MPCA 	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	
Shoreland Ordinance Update			
• Obtain DNR approval of revised Shoreland Ordinance	B	1	IP
• Adopt final version of Shoreland Ordinance based on DNR approval	B	1	
Subdivision Ordinance			
• Prepare update to incorporate updated engineering standards and to revise submission requirements	D	4	
Airport Zoning			
• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	D	1	IP
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	D	2	
<u>PLANNING INITIATIVES</u>			
Village Area Planning			
• Submit application for new Village Parkway railroad crossing	B	2	IP
• Update Village AUAR	B	1	
General Comprehensive Planning			
• Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review	D	3	
• RFP for Comprehensive Planning Services	B	2	
• Plan for possible density reductions and reguiding land use in the Village and I-94 area to address changes in the 2015 system statement	A	1	IP
• Amend Rural Single Family description to allow for sewer service within the MUSA	A	1	IP
Park Planning			
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	D	3	
• Update the Comprehensive Park and Trail System Plan	C	3	
• Update Parks 10-year CIP	B	2	
Capital Improvement Plan			
• Planning Commission review of 10-year 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

<ul style="list-style-type: none"> Develop list of contacts and resources for private community septic systems 	C	3	
<u>TRANSPORTATION PLANNING PROJECTS</u>			
<ul style="list-style-type: none"> Participate in Manning Avenue (CSAH 15) study with Washington County. 	B	2	IP
<u>ADMINISTRATIVE INITIATIVES</u>			
Developer's Agreements and Escrows			
<ul style="list-style-type: none"> Track planning and other review time against development escrow accounts 	A	1	IP
Building Division			
<ul style="list-style-type: none"> Develop disaster preparedness manual for Lake Elmo 	D	3	
Permit Software Implementation			
<ul style="list-style-type: none"> Implement Code Enforcement Module for Permit Works 	A	2	
<ul style="list-style-type: none"> Add Planning Module from PermitWorks to track planning and zoning applications 	B	1	
<ul style="list-style-type: none"> Complete move of planning file system to PermitWorks software 	B	3	IP
Code Enforcement			
<ul style="list-style-type: none"> Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer 	B	3	IP
File Archiving and Management			
<ul style="list-style-type: none"> Archive older zoning files 	B	2	IP
<ul style="list-style-type: none"> Scan zoning files in to Laserfische system 	C	4	IP
Policy and Procedures Review			
<ul style="list-style-type: none"> Develop application intake and completeness worksheet 	A	2	IP
<ul style="list-style-type: none"> Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al; 	A	1	