



Staff Report

DATE:
REGULAR
ITEM #: 19
MOTION

AGENDA ITEM: Planning Department 2017 Work Plan
SUBMITTED BY: Stephen Wensman, Planning Director
REVIEWED BY: Emily Becker, City Planner
Planning Commission

BACKGROUND:

Each year the Planning Staff and the Planning Commission prepare an annual workplan for the Department. The 2017 workplan was reviewed by the Planning Commission in December 2016. The workplan has been simplified from prior years, eliminating completion date goals. The Council typically reviews the work plan and provides comments as needed about Department tasks and priorities. The primary intent of the work plan is to help prioritize the projects the Planning Staff and Planning Commission will be reviewing over the course of 2017, 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 and Planning Staff to gauge its progress at achieving some of its goals for the year.

ISSUE BEFORE COUNCIL:

Review and provide comment regarding Planning Department tasks and priorities for 2017 as needed.

OPTIONS:

1. Approve the workplan as presented
2. Amend the work plan.

FISCAL IMPACT:

Not yet specified. Certain items on the work plan may require outside assistance, such as the zoning code codification and work on a form based code. Staff will seek Council direction as appropriate prior to utilizing such assistance.

RECOMMENDATION:

Staff and the Planning Commission recommended the following motion:

“Move to accept the 2017 Planning Development Department Work Plan”

ATTACHMENTS:

1. 2017 Planning Development Department Work Plan

2017 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 11/28/16

Accepted by the City Council: _____



Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Project and Description	PL	Status
Zoning Map Amendments		
<ul style="list-style-type: none"> Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan 	2	IP
Zoning Text Amendments		
<ul style="list-style-type: none"> Codify Zoning Ordinance 	1	
<ul style="list-style-type: none"> Public Facilities ordinance amendments 	5	
<ul style="list-style-type: none"> Home Occupation Ordinance 	3	
<ul style="list-style-type: none"> Update PUD Ordinance to match OP PUD Process 	2	
<ul style="list-style-type: none"> Outdoor Lighting Ordinance Revisions 	5	
<ul style="list-style-type: none"> Wireless Communications Ordinance for Microcell technology 	4	
<ul style="list-style-type: none"> Create new zoning district for Washington County Landfill consistent with the MPCA 	3	IP
<ul style="list-style-type: none"> Create V-LDR V-MDR District and Regulations 	1	IP
<ul style="list-style-type: none"> Repeal Article XIV – OP Alt District 	3	IP
<ul style="list-style-type: none"> Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work (Incorporate design standards from the Design Standards Manual as part of a form-based code) 	5	
<ul style="list-style-type: none"> Obtain DNR approval of revised Shoreland Ordinance 	1	C
<ul style="list-style-type: none"> Adopt final version of Shoreland Ordinance based on DNR approval 	1	IP
<ul style="list-style-type: none"> Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County 	4	IP
<ul style="list-style-type: none"> Implement City airport zoning regulations for the airport safety zones within the Village Planning Area 	4	
<ul style="list-style-type: none"> Solar garden/solar power ordinance 	3	
<ul style="list-style-type: none"> Wind power ordinance 	3	
Subdivision Ordinance Amendments		
<ul style="list-style-type: none"> Platting for Minor Subdivisions 	5	IP
<ul style="list-style-type: none"> Update subdivision submission requirements 	1	IP
<ul style="list-style-type: none"> Prepare update to incorporate updated engineering standards 	4	

Comprehensive Plan Amendments		
• 2040 Comprehensive Plan Update	1	IP
• Plan for possible density reductions and reguiding land use in the Village and I-94 area to address changes in the 2015 system statement	1	IP
• Amend Rural Single Family land use description to allow for sewer service within the MUSA & Amend Village MUSA	1	C
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	3	IP
• Prepare CPA to guide RR and A parcels less than 20 acres in size to RE	1	
Other Planning Initiatives		
• Submit application for new Village Parkway railroad crossing	2	
• Update Village AUAR	1	C
• Develop a policy or ordinance for stormwater reuse.	3	
• Update City's Master Developer Agreement	1	IP
• Add/Review Planning Module from Permit Works to track planning and zoning applications	3	
• Investigate conservation easement holder options/city policy	1	
• Research /develop drone policy or ordinance	5	
Ongoing Planning Activities		
• Update Parks 10-year CIP	2	IP
• Planning Commission review of 10-year Capital Improvement Plan for consistency with the Comprehensive Plan	2	C
• Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer	3	IP
• Archive older zoning files	4	IP
• Streamline & Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;	1	IP