



Staff Report

DATE: 12/19/2017
REGULAR
ITEM #: 12
MOTION

AGENDA ITEM: Planning Department 2018 Work Plan
SUBMITTED BY: Emily Becker, Planning Director
REVIEWED BY: Ben Prchal, City Planner
Planning Commission

BACKGROUND:

Each year the Planning Staff and the Planning Commission prepare an annual work plan for the Department. The 2018 work plan was reviewed by the Planning Commission in November of 2017. 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 2018, 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 2018 as needed.

OPTIONS:

1. Approve the work plan 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 2018 Planning Development Department Work Plan”

ATTACHMENTS:

1. 2018 Planning Development Department Work Plan

2018 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 11/27/17

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		
• To be done after 2040 Comprehensive Plan update	2	IP
Zoning Text Amendments		
• Codify Zoning Ordinance	1	
• Home Occupation Ordinance	3	
• Update PUD Ordinance to match OP PUD Process	2	IP
• Outdoor Lighting Ordinance Revisions	5	
• 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	
• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	4	IP
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	4	IP
• Solar garden/solar power ordinance	3	IP
• Wind power ordinance	3	IP
• Sign Ord. – along freeway (10 th St to I-94 area) and monument signs in development (size and number)	2	IP
• AirBNB/Bed and Breakfast Ordinance Amendment	4	IP
• Driveway Ordinance Amendment	4	IP
Subdivision Ordinance Amendments		
Platting for Minor Subdivisions		
• Update subdivision submission requirements	1	IP
• Prepare update to incorporate updated engineering standards	4	IP
Comprehensive Plan Amendments		
2040 Comprehensive Plan Update		
• Plan for possible density reductions and re-guiding land use in the Village and I-94 area to address changes in the 2015 system statement	1	IP
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	3	IP

<ul style="list-style-type: none"> • Prepare CPA to guide RR and A parcels less than 20 acres in size to RE 	1	
<ul style="list-style-type: none"> • Study into modifying the Zoning Code and Comprehensive Plan to include requiring and/or incentivizing affordable housing in sewer development 	2	
Other Planning Initiatives		
<ul style="list-style-type: none"> • Submit application for new Village Parkway railroad crossing 		
<ul style="list-style-type: none"> • Develop a policy or ordinance for stormwater reuse. 	3	
<ul style="list-style-type: none"> • Add/Review Planning Module from Permit Works to track planning and zoning applications 	3	
<ul style="list-style-type: none"> • Investigate conservation easement holder options/city policy 	1	
<ul style="list-style-type: none"> • Research /develop drone policy or ordinance 	2	
Ongoing Planning Activities		
<ul style="list-style-type: none"> • Planning Commission review of Capital Improvement Plan for consistency with the Comprehensive Plan 	3	IP
<ul style="list-style-type: none"> • Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer 	3	IP
<ul style="list-style-type: none"> • Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems. 	3	IP
<ul style="list-style-type: none"> • Archive older zoning files 	4	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; 	1	IP