



ITEM: 2019 Planning Department Work Plan
SUBMITTED BY: Ken Roberts, Planning Director
REVIEWED BY: Ben Prchal, City Planner
Kristina Handt, City Administrator
Planning Commission (12.10.2018)

SUMMARY AND ACTION REQUESTED:

Staff is respectfully requesting that the City Council review the Planning Department Work Plan for 2019.

REQUEST DETAILS:

As the 2018 closes, the Planning Department Staff has updated the 2018 Planning Department Work Plan for 2019: Agenda Item

The following projects were completed in 2018:

- Home Occupation Ordinance
- Outdoor lighting Ordinance
- Solar Garden/ solar power ordinance
- Wind Power Ordinance
- Sign Ordinance (along I-94)
- AirBnB and Bed and Breakfast Ordinance
- Driveway Ordinance amendment
- Platting for Minor Subdivisions
- Drone Policy

Some projects are currently in progress:

- Codify Zoning Ordinance
- Create and review the Mixed Use Zoning district
- Comprehensive plan update, ongoing until final approval
- Summary cheat sheet
- PUD Ordinance Update

It is the intent of staff to address the work plan in the order that they have been ranked. However, some of the projects should not be addressed until after the Comprehensive Plan has been adopted. The goals in the Comprehensive Plan will dictate edits which Staff may suggest for the code.

Planning Commission Review:

The Planning Commission reviewed the proposed work plan for 2019 and only had one suggested edit.

REQUESTED ACTION:

Staff is respectfully requesting that the Planning Commission review the Planning Department Work Plan for 2019.

ATTACHMENT:

- 2019 Planning Department Work Plan (redline and comments)

2019 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission:
12/10/2018

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"> To be done after 2040 Comprehensive Plan update 	1	IP
Code Amendments		
<ul style="list-style-type: none"> Codify Zoning Ordinance 	1	
<ul style="list-style-type: none"> Update PUD Ordinance to match OP PUD Process 	2	IP
<ul style="list-style-type: none"> Refine Design Guidelines and Manual to enhance a more pedestrian scale and provide clear and descriptive elements to incorporate into urbanizing and redevelopment areas of the community. 	5	
<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	IP
<ul style="list-style-type: none"> Review and Adopt the Mixed Use zoning 	1	IP
<ul style="list-style-type: none"> Trailers in front or side yards (driveways) 	3	
Comprehensive Plan Amendments		
2040 Comprehensive Plan Update		
<ul style="list-style-type: none"> 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 	2	
<ul style="list-style-type: none"> Look into modifying the Zoning Code and Comprehensive Plan to include requiring and/or incentivizing affordable housing in sewer development 	4	
Other Planning Initiatives		
<ul style="list-style-type: none"> Submit application for new Village Parkway railroad crossing 	4	
<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"> • Provide a cheat sheet that summarizes key goals, strategies and characteristics of each land use designation that clearly describes the desired development in each area 	3	IP
<ul style="list-style-type: none"> • Create educational materials that may include a brochure, website, or other publication to communicate the intended and planned development patterns in the urbanizing area 	3	
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"> • Update American Legal and the City website with new 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
<ul style="list-style-type: none"> • Consistently update the City Code on the City website as well as American Legal 	3	IP