



CITY COUNCIL
DATE: 01/05/2021
AGENDA ITEM:

TO: Mayor and City Council
ITEM: **2021 Planning Commission Work Plan**
SUBMITTED BY: Ken Roberts, Planning Director
REVIEWED BY: Ben Prchal, City Planner

SUMMARY AND ACTION REQUESTED:

Staff and the Planning Commission are respectfully requesting that the City Council review and accept the proposed Planning Commission Work Plan for 2021.

The Planning Commission recommended approval of the proposed 2021 work plan during their meeting on December 14, 2020.

REQUEST DETAILS:

The Planning Department Staff has updated the 2020 Planning Commission Work Plan for 2021. Listed below are the activities that have been completed from the 2020 Work Plan:

- Updated PUD Ordinance to match OP-PUD Process
- Review and Adopt Mixed Use Zoning Districts (Commercial and Business Park)
- Remove Concept Plan Review(s) from PUD's
- Adopt 2040 Comprehensive Plan
- Contract with and update Muni-Code (previously used American Legal Publishing)

Some projects are currently in progress or ongoing:

- Updates to the zoning map
- Codify Zoning Ordinances
- Comprehensive Plan amendments (as needed or requested)
- Make recommendations to the City Council about expected Airport Zoning Overlay District
- Proposing corrections to the zoning code for clean up
- Make recommendations about proposed Tree Preservation and Landscape Ordinance updates
- Achieve goals and objectives of the Comprehensive Plan with the CIP
- Updates to American Legal
- Update land use permits and applications
- Land use planning for 180 acres at County Road 14 and Ideal Avenue
- Summary cheat sheet

It is the intent of staff to address the work plan projects in the order that they have been ranked. However, some projects, although ranked lower in terms of priority take less time to accomplish. Because of this other projects with a lower priority will be given attention before or in tandem with others of a higher rank.

REQUESTED ACTION:

Staff and the Planning Commission are respectfully requesting that the City Council review and accept the proposed Planning Commission Work Plan for 2021.

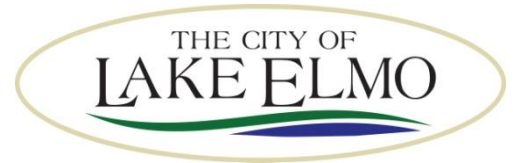
ATTACHMENT:

- 2021 Planning Commission Work Plan

2021 Planning Commission Work Plan

Prepared by the Lake Elmo Planning Commission: 12/14/20

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		
• Ongoing as zoning map amendments are requested.	1	IP
Code Amendments		
• Codify Zoning Ordinance – ongoing as amendments are requested and approved	1	IP
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• 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	
• Review and make recommendations to the City Council about new Airport Zoning regulations after their approval by the Lake Elmo Airport JAZB, MAC and MnDOT	2	IP
• Make recommendations about proposed Tree Preservation and Landscape ordinance updates	2	IP
• Begin making corrections to the Zoning code for cleanup	3	IP
Comprehensive Plan Amendments		
2040 Comprehensive Plan Update		
• Address amendments to the Comprehensive Plan as needed or requested	3	IP
Other Planning Initiatives		
• Submit application for new Village Parkway railroad crossing	4	IP
• Develop a policy or ordinance for stormwater reuse	3	
• Add/Review Planning Module from Permit Works to track planning and zoning applications	3	
• Investigate conservation easement holder options/city policy	1	
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• Create educational materials that may include a brochure, website, or other publication to communicate the intended and planned development patterns in the urbanizing area	4	

<ul style="list-style-type: none"> Participate in the planning for and the expected land uses for the City-owned 180 acres of land near County Road 14 and Ideal Avenue 	2	IP
<ul style="list-style-type: none"> Determine how new Airport zoning regulations from Lake Elmo Airport JAZB, MnDOT and the MAC will be implemented and regulated. 		
Ongoing Planning Activities		
<ul style="list-style-type: none"> Planning Commission review of City Capital Improvement Plan for consistency with 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"> 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 (Soon to be Muni Code) 	3	IP
<ul style="list-style-type: none"> Update Permits and Land Use Applications 	3	IP