

## 2015 Community Development Work Plan

Prepared by the Lake Elmo Planning Commission: 1/26/15

Accepted by the City Council \_\_\_\_\_



Key:

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

### Project and Description

Date PL Status  
(Months)

#### ZONING INITIATIVES

##### Zoning Map Updates

- Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan B 2
- General map updates and corrections C 3
- Implement zoning map changes for specific developments in the Village and I-94 Corridor. B 2

##### File Organization

- Archive older zoning files B 2
- Scan zoning files into Laserfische system C 4

##### Zoning Text Amendments (Zoning Code Update)

- General performance standards B 1
- Specific development standards C 4
- Public Facilities ordinance amendments B 1
- Tree Preservation Ordinance perfecting amendments C 3

##### Zoning Text Amendments (General)

- Outdoor Lighting Ordinance Revisions D 3
- Outdoor Wood Burning Furnaces D 5
- Revise contractor work hours ordinance C 3
- Sign Code Revisions C 3

## Form-based Code

- |   |   |   |  |
|---|---|---|--|
| • Establish general objectives for the creation of a form-based code within the Village Planning Area | A | 1 |  |
| • Draft a form-based code to supplement the Village Mixed-Use zoning district                         | C | 2 |  |
| • Incorporate design standards from the Design Standards Manual as part of a form-based code          | C | 2 |  |

## Airport Zoning

- |   |   |   |  |
|---|---|---|--|
| • Work towards creating an airport zoning ordinance that allows development flexibility within the Village Planning Area with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County | D | 1 |  |
| • Implement City airport zoning regulations for the airport safety zones within the Village Planning Area   | D | 2 |  |

## Permit Software Implementation

- |  |   |   |  |
|--|---|---|--|
| • Implement Code Enforcement Module for Permit Works                             | A | 2 |  |
| • Add Planning Module from PermitWorks to track planning and zoning applications | B | 1 |  |

## Shoreland Ordinance Update

- |  |   |   |  |
|--|---|---|--|
| • Prepare request for flexibility through DNR                      | A | 1 |  |
| • Adopt final version of Shoreland Ordinance based on DNR approval | B | 1 |  |

## Subdivision Ordinance

- |   |   |   |  |
|---|---|---|--|
| • Review ordinance for consistency with ongoing zoning amendments                                   | B | 2 |  |
| • Prepare update to incorporate updated engineering standards and to revise submission requirements | D | 4 |  |

## Development Reviews

- |   |   |   |    |
|---|---|---|----|
| • Savona 3 <sup>rd</sup> Addition Final Plat                | B | 2 |    |
| • Boulder Ponds Final Plat – 1 <sup>st</sup> Phase          | A | 2 |    |
| • InWood PUD (1 <sup>st</sup> Phase) Final Plat             | A | 2 |    |
| • Landucci Goetschel Property development – Concept Plan    | B | 2 | IP |
| • Hunter's Crossing 2 <sup>nd</sup> Addition Final Plat     | A | 2 |    |
| • Detriech/Reider Property Sketch Plan and Preliminary Plat | B | 2 |    |
| • Hammes West Final Plat – Final Implementation             | A | 2 | IP |
| • Easton Village Final Plat                                 | A | 2 | IP |
| • Wildflower at Lake Elmo Preliminary and Final Plat        | B | 2 | IP |
| • Village Preserve Final Plat                               | A | 2 |    |
| • Village Park Preserve Final Plat                          | A | 2 |    |
| • ISD 916 Final Development Plans                           | C | 2 |    |
| • Launch Properties Preliminary and Final PUD Plans         | D | 2 |    |

- I-94 Commercial development C 2

## **PLANNING INITIATIVES**

### Village Area Planning

- Act as a staff resource for the Village Planning Work Group and participate in Work Group Meetings C 1
- Complete functional master plan for the downtown based on economic metrics, infrastructure needs, and practical, taxpayer-driven input D 1
- Participate in Lake Elmo Avenue/TH17 reconstruction planning project A 1 IP
- Participate in Lake Elmo Avenue/Village Storm Water study with Washington County A 2 IP
- Submit application for new Village Parkway railroad crossing B 2 IP
- Plan for a trail connection between downtown Lake Elmo and the Lake Elmo Park Reserve D 3

### I-94/10<sup>th</sup> Street Corridor Planning

- Develop a transit oriented development plan for Hudson Boulevard to accommodate the Gateway Corridor Bus Rapid Transit system. D 1

### General Comprehensive Planning

- Prepare rural development area study to consider future development options for rural areas B 2 IP
- Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review D 3
- Review 2015 Met Council Systems Statement A 1
- Reduce the population expectations to 18,000 by 2040 by careful negotiations with the Met Council prior to the adoption of the 2015 System Statements including the possibility of reducing density expectations in sewer served areas and redesignating high density areas in the SE to commercial A 1
- Review individual projects for compliance with the Comprehensive Plan C 3

### Park Planning

- Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed D 3
- Review park plans for individual developments with the Park Commission D 2 IP
- Work with the Park Commission to update the Park Plan in City's Comprehensive Plan C 3
- Review and update the Trail Plan in City's Comprehensive Plan D 4

<ul style="list-style-type: none"> <li>Conduct a joint meeting with the Park Commission to discuss park planning for new developments</li> </ul>	B	3	
Capital Improvement Plan			
<ul style="list-style-type: none"> <li>Planning Commission review of 2015-2019 Capital Improvement Plan for consistency with the Comprehensive Plan</li> </ul>	D	2	
Joint City Council/Planning Commission Workshop			
<ul style="list-style-type: none"> <li>Conduct a workshop with the City Council to discuss goals, policies, and general land use planning issues</li> </ul>	B	3	
General Planning Studies			
<ul style="list-style-type: none"> <li>Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems.</li> </ul>	D	3	IP
<ul style="list-style-type: none"> <li>Develop list of contacts and resources for private community septic systems</li> </ul>	C	3	
Economic Development Support			
<ul style="list-style-type: none"> <li>Provide support and assistance to City Administrator and Economic Development Authority (EDA) as needed for economic development activities</li> </ul>	D	3	
<ul style="list-style-type: none"> <li>Maintain list of business in Lake Elmo on City web site</li> </ul>	D	5	
<b><u>ADMINISTRATIVE INITIATIVES</u></b>			
Developer's Agreements and Escrows			
<ul style="list-style-type: none"> <li>Track planning and other review time against development escrow accounts</li> </ul>	A	1	IP
Public Infrastructure Review			
<ul style="list-style-type: none"> <li>Successfully manage development infrastructure construction to City specifications</li> </ul>	C	1	IP
Building Division			
<ul style="list-style-type: none"> <li>Hire building inspector as demand for service and inspection revenue increases</li> </ul>	A	2	
<ul style="list-style-type: none"> <li>Develop disaster preparedness manual for Lake Elmo</li> </ul>	D	3	
Gateway Corridor Commission			
<ul style="list-style-type: none"> <li>Act as City representative for Technical Advisory Commission</li> </ul>	A	3	
<ul style="list-style-type: none"> <li>Provide support for station area planning process</li> </ul>	B	2	
Permit Tracking Software			

<ul style="list-style-type: none"> <li>Complete move of planning file system to PermitWorks software</li> </ul>	B	3	
Code Enforcement			
<ul style="list-style-type: none"> <li>Provide support code enforcement program with the Building Inspector as the City's code enforcement officer</li> </ul>	B	3	
File Archiving and Management			
<ul style="list-style-type: none"> <li>Scan address files into the City Laserfische system</li> </ul>	D	3	
Engineering Projects			
<ul style="list-style-type: none"> <li>Provide planning assistance as needed for regional trunk sewer project</li> </ul>	A	2	IP
Policy and Procedures Review			
<ul style="list-style-type: none"> <li>Develop application intake and completeness worksheet</li> </ul>	A	2	IP
<ul style="list-style-type: none"> <li>Streamline &amp; Improve Policies/Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;</li> </ul>	A	1	

### **TRANSPORTATION PLANNING PROJECTS**

<ul style="list-style-type: none"> <li>Participate in Lake Elmo Avenue (CSAH 17) study with Washington County.</li> </ul>	C	2	IP
<ul style="list-style-type: none"> <li>Participate in Manning Avenue (CSAH 15) study with Washington County.</li> </ul>	B	2	IP
<ul style="list-style-type: none"> <li>Provide support to City Engineer on TH36 intersection and access management study</li> </ul>	D	4	IP