



MAYOR AND COUNCIL COMMUNICATION

DATE: 5/17/16

REGULAR

ITEM #: 21

MOTION

AGENDA ITEM: Planning Department 2016 Work Plan

SUBMITTED BY: Stephen Wensman, Planning Director

REVIEWED BY: Emily Becker, City Planner

Planning Commission

BACKGROUND:

Every year, the Planning Staff and the Planning Commission prepare an annual workplan for the Department. The 2016 workplan got a late start this year with all the staff changes and workload. The Planning Departments work plan for 2016 was prepared by reviewing the 2015 workplan and with input from the Planning Commission. 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 2016, 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 2016 as needed.

PROPOSAL DETAILS/ANALYSIS:

None

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:

This item has been placed on the Consent Agenda for Council approval. If the City Council wants to discuss the workplan, or to modify it, the Council can move the agenda item to the regular agenda then accept the work plan with modifications. If on the regular agenda, the Staff and the Planning Commission recommended the following motion:

“Move to accept the 2016 Planning Development Department Work Plan as amended”

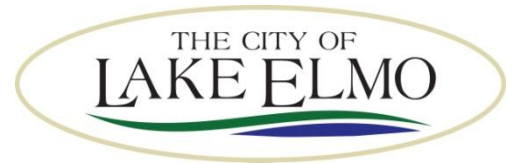
ATTACHMENTS:

1. 2016 Planning Development Department Work Plan

2016 Planning Department Work Plan

Prepared by the Lake Elmo Planning Commission: 4/25/16

Accepted by the City Council



Key

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

Project and Description	CG	PL	Status
<u>ZONING INITIATIVES</u>			
Zoning Map Updates			
<ul style="list-style-type: none"> Update Zoning Map to change Village parcels to VMX consistent with the Comprehensive Plan 	B	2	
<ul style="list-style-type: none"> Implement zoning map changes for specific developments in the Village and I-94 Corridor. 	B	2	
Zoning Text Amendments (Zoning Code Update)			
<ul style="list-style-type: none"> Codify Zoning Ordinance 	D	1	
<ul style="list-style-type: none"> General performance standards 	B	1	
<ul style="list-style-type: none"> Specific development standards 	C	4	
<ul style="list-style-type: none"> Public Facilities ordinance amendments 	B	1	
<ul style="list-style-type: none"> Tree Preservation Ordinance perfecting amendments 	C	3	
<ul style="list-style-type: none"> Home Occupation Ordinance 	B	2	
<ul style="list-style-type: none"> Amend LDR Setback Requirements 	A	1	
<ul style="list-style-type: none"> Landscape Ordinance Amendment 	D	5	
<ul style="list-style-type: none"> Outdoor Lighting Ordinance Revisions 	D	3	
<ul style="list-style-type: none"> Outdoor Wood Burning Furnaces 	D	5	
<ul style="list-style-type: none"> Revise contractor work hours ordinance 	C	3	IP
<ul style="list-style-type: none"> Wireless Communications Ordinance for Microcell technology 	D	4	
<ul style="list-style-type: none"> Hunting Ordinance (City Attorney) 			IP
<ul style="list-style-type: none"> Platting for Minor Subdivisions 	D	5	
<ul style="list-style-type: none"> Create new zoning district for Washington County Landfill consistent with the MPCA 	D	5	
Form-based Code			

• Prepare a scope of work to be accomplished including the need for outside assistance	A	1	
• Draft a form-based code to supplement the Village Mixed-Use zoning district based on the scope of work	C	2	
• Incorporate design standards from the Design Standards Manual as part of a form-based code	C	2	
Shoreland Ordinance Update			
• Obtain DNR approval of revised Shoreland Ordinance	B	1	IP
• Adopt final version of Shoreland Ordinance based on DNR approval	B	1	
Subdivision Ordinance			
• Prepare update to incorporate updated engineering standards and to revise submission requirements	D	4	
Airport Zoning			
• Resolve zoning conflicts with the Metropolitan Airports Commission, Met Council, MnDOT, and Washington County	D	1	IP
• Implement City airport zoning regulations for the airport safety zones within the Village Planning Area	D	2	
<u>PLANNING INITIATIVES</u>			
Village Area Planning			
• Submit application for new Village Parkway railroad crossing	B	2	IP
• Update Village AUAR	B	1	
General Comprehensive Planning			
• Review Waste Water chapter of Comprehensive Plan in conjunction with rural areas review	D	3	
• RFP for Comprehensive Planning Services	B	2	
• Plan for possible density reductions and reguiding land use in the Village and I-94 area to address changes in the 2015 system statement	A	1	IP
• Amend Rural Single Family description to allow for sewer service within the MUSA	A	1	IP
Park Planning			
• Assist with the creation of a master plan for selected City parks, provide assistance to Parks Commission as needed	D	3	
• Update the Comprehensive Park and Trail System Plan	C	3	
• Update Parks 10-year CIP	B	2	
Capital Improvement Plan			
• Planning Commission review of 10-year Capital Improvement Plan for consistency with the Comprehensive Plan	D	2	
General Planning Studies			
• Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems.	D	3	IP

<ul style="list-style-type: none"> Develop list of contacts and resources for private community septic systems 	C	3	
<u>TRANSPORTATION PLANNING PROJECTS</u>			
<ul style="list-style-type: none"> Participate in Manning Avenue (CSAH 15) study with Washington County. 	B	2	IP
<u>ADMINISTRATIVE INITIATIVES</u>			
Developer's Agreements and Escrows			
<ul style="list-style-type: none"> Track planning and other review time against development escrow accounts 	A	1	IP
Building Division			
<ul style="list-style-type: none"> Develop disaster preparedness manual for Lake Elmo 	D	3	
Permit Software Implementation			
<ul style="list-style-type: none"> Implement Code Enforcement Module for Permit Works 	A	2	
<ul style="list-style-type: none"> Add Planning Module from PermitWorks to track planning and zoning applications 	B	1	
<ul style="list-style-type: none"> Complete move of planning file system to PermitWorks software 	B	3	IP
Code Enforcement			
<ul style="list-style-type: none"> Provide support to code enforcement program with the Building Inspector as the City's code enforcement officer 	B	3	IP
File Archiving and Management			
<ul style="list-style-type: none"> Archive older zoning files 	B	2	IP
<ul style="list-style-type: none"> Scan zoning files in to Laserfische system 	C	4	IP
Policy and Procedures Review			
<ul style="list-style-type: none"> Develop application intake and completeness worksheet 	A	2	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; 	A	1	