

Memorandum

To: Mayor and City Council Members
Planning Commission Members
Mark Kaltsas, City Planner

From: Tessia Melvin, City Administrator

Date: June 22 2015

Re: Planning Commission Priorities and Strategic plan

BACKGROUND

The Planning Commission is made up of dedicated members to providing the City Council with assistance on the planning and zoning of the City of Maple Plain. In 2014, the Planning Commission considered 16 applications:

- Minor Subdivision: one (1)
- Variances: two (2)
- Site Plan Review: four (4)
- Planned Unit Development: one (1)
- Sketch Plat: one (1)
- Preliminary Plat: two (2)
- Final Plat: two (2)
- Sign Package Review: one (1)
- Text Amendment: two (2)

In 2015, the Planning Commission has been busy with the following:

- Implementation of the Biking and Walking Master Plan
 - Review of Plan
 - Update of Plan
 - City Council approval
- Planning Commission Priorities Workplan
- Land Use in MU-B District

HISTORY

The City Council met in February to create a strategic roadmap for staff and commissions. The roadmap includes the City's goals and a timeline of projects that the Council would like to accomplish in 2015-2016.

Attached is a document created by staff that incorporates the Council's roadmap (by goal and date) and the Planning Commissions priorities (in Yellow). This document was created to begin the conversation between the City Council and Planning Commission. The goal is to create a strategic plan for the Planning Commission that is in alignment to the Council's strategic vision.

PLANNING COMMISSION PRIORITIES

1. R1-R3 Zoning Districts
2. Home Occupation Permit
3. Consolidation on traffic and parking sections
4. Conditional Use Permit
5. Wind Power
6. Low Impact Development
7. Outdated Codes (Municipal Liquor, Flood Plain)
8. Handguns
9. Microbreweries
10. Storm Water
11. Rental Ordinance

ADDITIONAL DOCUMENTS

- City Council's Strategic Vision document
- City Council's Strategic Roadmap/Timeline.

CITY COUNCIL ROAD MAP 2015-2016

Goal: Maintain Infrastructure for Future Generations

TIMELINE	PROJECT	DETAILS	STATUS
March	5210 Main Street	<ul style="list-style-type: none"> • Declare Inhabitable • Work with structural engineer and property owner • Receive structural engineer measurements from property owner verifying that project has been completed properly • Building Inspector declares building safe 	Waiting to get results from owner
March	Pavement Improvement Plan	<ul style="list-style-type: none"> • Present at workshop to Council • Work with staff to incorporate into budget, five-year budget and capital improvement plan • Adopt by Council 	Received direction from Council preparing for July meeting for adoption
March	I&I Inspections	<ul style="list-style-type: none"> • Work on the 18 sewer hook-ups that need replacing 	Schedule 18 corrections
July	Overlay on Main and Rainbow	<ul style="list-style-type: none"> • Work with Contractor and residents to complete punchlist • Weed and see updates • Final overlay 	Should be complete by June
November	Overlay on Main and Bud Street		Discussions in progress with Independence
	Storm Water	<ul style="list-style-type: none"> • Planning Commission 	

Goal: Create and Maintain a Thriving Business Community

	Maintain visibility and contact with Chamber	<ul style="list-style-type: none"> • Attend Meetings • Schedule Ribbon Cutting 	
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		<ul style="list-style-type: none"> • Business Visits 	
	Increase ridership and work with Metro Transit on Maintenance of Park and Ride	<ul style="list-style-type: none"> • Created maintenance contract with Metro Transit • They are now responsible for the park and ride without our administration • Get the right players at the table to understand the needs of riders and the locations of their stops 	Completed for the Park and Ride Parking Lot Need to schedule meeting of the minds
June-August	Make Zoning work for businesses	<ul style="list-style-type: none"> • Collaborate with Planning Commission 	June 22 workshop
June-September	Conduct six business visits	<ul style="list-style-type: none"> • Schedule visits for summer or early fall 	Working on
	Highlight MP Businesses	<ul style="list-style-type: none"> • Use communications to highlight the businesses we visit 	
November-January	Create EDA Vision and Plan	<ul style="list-style-type: none"> • Create strategic plan 	
	Home Occupation Permit	<ul style="list-style-type: none"> • Planning Commission 	
	Conditional Use Permit	<ul style="list-style-type: none"> • Planning Commission 	
	Microbreweries	<ul style="list-style-type: none"> • Planning Commission 	
Goal: Create and Maintain Cost Effective Approach to Government			
June-July	Review LMCC Joint Powers Agreement	<ul style="list-style-type: none"> • Review at workshop 	???
July-August	Updated Financial Tools from Bank	<ul style="list-style-type: none"> • Setup meeting with bank leaders 	
June	Shared Service Direction	<ul style="list-style-type: none"> • Joint Council Meeting • City Council Workshop • If yes, plan communication plan 	
July - August	Review Watershed Contract	<ul style="list-style-type: none"> • Review at workshop 	???
October-December	Education Session on Bond Status	<ul style="list-style-type: none"> • Create a workshop session 	
	Outdated Codes	<ul style="list-style-type: none"> • Planning Commission 	

Goal: Maintain a High Level of Public Safety			
April-May	Shared Service Study	<ul style="list-style-type: none"> Use communications to highlight the businesses we visit 	
May-July	LEXIPOL Standards and Practices	<ul style="list-style-type: none"> Check in with Dave 	
May-July	Examine Fire Department Business Model (JPA)	<ul style="list-style-type: none"> Review at workshop 	
May-August	Highway 12 Safety Audit	<ul style="list-style-type: none"> Present results at City Council meeting 	Audit completed, now waiting for results
September-October	Public Forum on Safety Audit	<ul style="list-style-type: none"> Staff to set up 	
December-January	Police Coverage and Type Discussion	<ul style="list-style-type: none"> Review at workshop 	
	Handguns in the City Code	<ul style="list-style-type: none"> Planning Commission 	
	Rental Ordinance	<ul style="list-style-type: none"> Planning Commission 	Staff has a draft
	Consolidation of traffic and Parking Sections	<ul style="list-style-type: none"> Planning Commission 	
Goal: Strengthen Relationships Between Citizens and Government			
March-February	Council and staff present and visible at events and conferences		
May-June	LMC Innovation Award	<ul style="list-style-type: none"> 	Applied
April-August	Joint City Festival	<ul style="list-style-type: none"> Discuss at workshop 	
April-November	Citizens know council active participation in community	<ul style="list-style-type: none"> Rotary Attitude of Gratitude 	

		<ul style="list-style-type: none"> • Attendance at City festival • CSA award ceremony 	
December-February	Create Caring Youth Award	<ul style="list-style-type: none"> • Staff to create • Present to Council • Work with school district 	
		<ul style="list-style-type: none"> • 	
Goal: Become a Destination City			
April-June	Electronic Sign on Highway 12	<ul style="list-style-type: none"> • Ask if Independence wants to participate • Install sign 	Should be installed by July
June-August	Business Grant	<ul style="list-style-type: none"> • At least one business gets grant 	
August	Vision Document Highway 12 Report	<ul style="list-style-type: none"> • Take Highway 12 Safety Audit Results and create a Maple Plain Roadmap to a Desirable Highway 12 	
September-November	Lighting Plan	<ul style="list-style-type: none"> • 	
2015	At least one new business comes to town		
	Low Impact Development	<ul style="list-style-type: none"> • Planning Commission 	
	Residential Code Sections	<ul style="list-style-type: none"> • Planning Commission 	
	Wind Power	<ul style="list-style-type: none"> • Planning Commission 	
		<ul style="list-style-type: none"> • 	