



# Planning Commission Work Plan 2016 – 2018

**THIS IS A WORKING DOCUMENT. ITEMS WILL BE COMPLETED AS RESOURCES PERMIT**

### MISSION

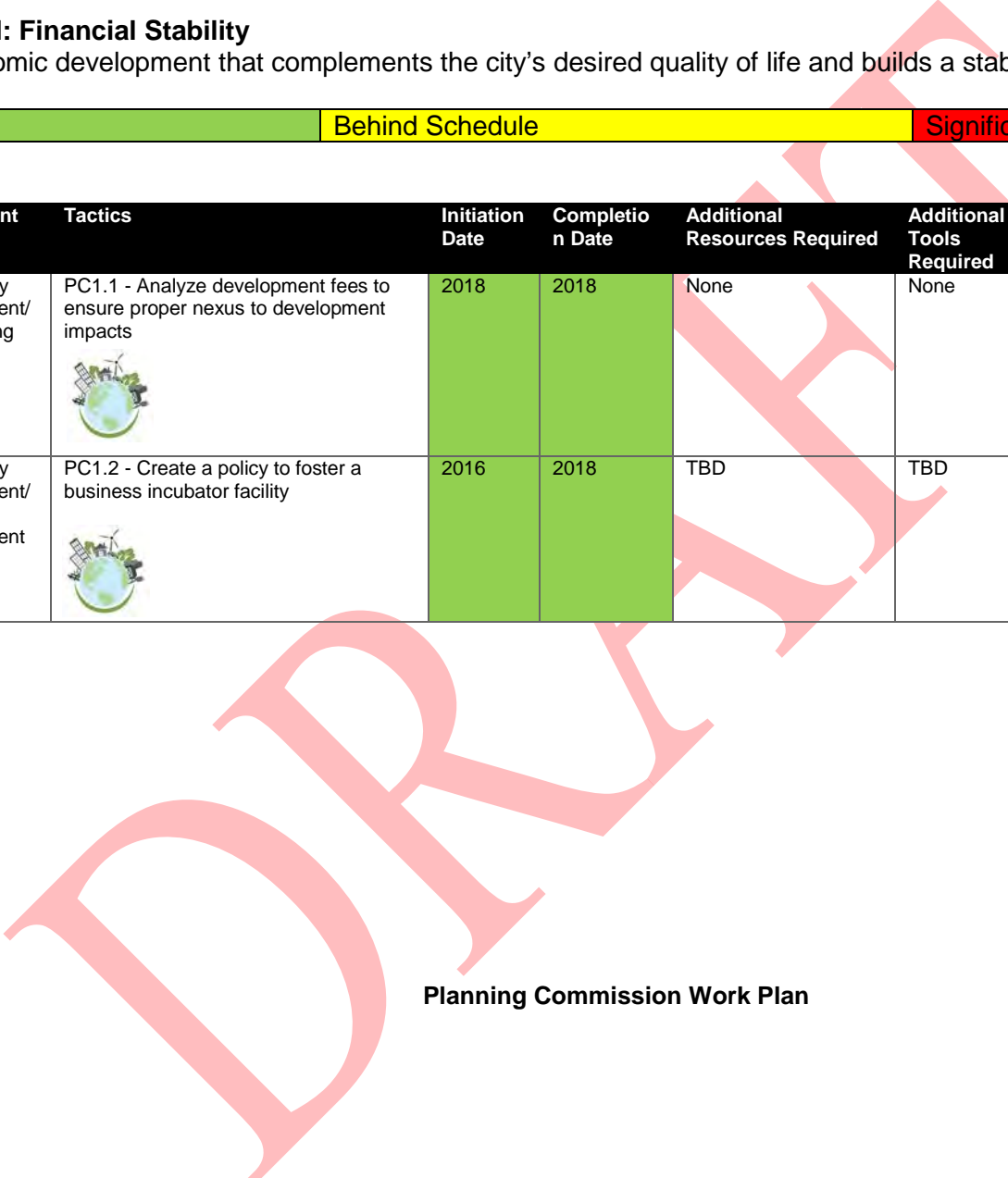
*To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services*

### Strategic Imperative I: Financial Stability

Ensure strategic economic development that complements the city's desired quality of life and builds a stable tax base, all while maintaining a low tax levy.

On Target	Behind Schedule	Significantly Behind Schedule
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
<b>Improve budget preparation to identify operational efficiencies and cost-savings</b>	Community Development/ Engineering	PC1.1 - Analyze development fees to ensure proper nexus to development impacts 	2018	2018	None	None	Multiple	<ul style="list-style-type: none"> <li>Completion of System Plan Studies.</li> <li>Amended rates and charges as recommended.</li> <li>Part of Resilient Communities Project (RCP)</li> </ul>
	Community Development/ Economic Development	PC1.2 - Create a policy to foster a business incubator facility 	2016	2018	TBD	TBD	TBD	<ul style="list-style-type: none"> <li>Proper land use controls in place.</li> <li>Completed an analysis of appropriate sites.</li> <li>Completed an analysis of City's role.</li> <li>Part of RCP</li> </ul>





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### Strategic Imperative II: A Connected Community

Ensure that the city is a connected city that is part of a comprehensive regional transportation system that enables all citizens to easily navigate the community and attracts business development.

On Target	Behind Schedule	Significantly Behind Schedule
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
<b>Improve the safety and mobility of major road corridors</b>	Engineering	PC2.1 - Conduct CSAH 5 Corridor Study (land use and traffic integrated) in cooperation with the County [Strategic Plan]	2018	2018	Professional services - \$50,000 (PIR) Anoka County Coordination Construction funds	None 	B. Westby	<ul style="list-style-type: none"> <li>Corridor study completion in 2017</li> <li>At least one high priority improvement project commenced by 2018</li> </ul>
	Engineering	PC2.2 - Conduct MN State Hwy 47 Study in cooperation with MNDOT and City of Anoka [Strategic Plan]	2018	2018	Anoka County & MNDOT coordination Construction Funds	None	B. Westby	<ul style="list-style-type: none"> <li>Corridor study completion in 2017</li> <li>At least one high priority improvement project commenced by 2018</li> </ul>
	Community Development	PC2.3 - Ensure correct address and street name standards	2016	2016	None 	None	TBD	<ul style="list-style-type: none"> <li>Corrected Street Name and Address Database</li> </ul>
<b>Create a diverse and robust offering of recreational opportunities</b>	Community Development	PC2.4 - Develop Plan for future parks, trails, and open space capital improvements [Strategic Plan] [Comprehensive Plan]	2016	2017-2018 [Minimum requirements for Comprehensive Plan Amendment – broader plan in future years]	None	None	T. Gladhill	<ul style="list-style-type: none"> <li>Completed Master Park and Trail Plan Update</li> <li>CIP Aligned with Parks Plan</li> </ul>



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### Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

On Target	Behind Schedule	Significantly Behind Schedule
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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
<b>Improve and maintain safety of the community</b>	Community Development/Fire Department	PC2.5 - Expand and improve residential rental licensing program <span style="background-color: #92d050;">Strategic Plan</span>	2017	2017  <i>Program approved by City Council. Implementation in Q2 2017.</i>	None	None	T. Gladhill	<ul style="list-style-type: none"> <li>Cost Benefit analysis completed</li> <li>Improved property maintenance</li> <li>Improved landlord/tenant relationships</li> <li>Improved public safety response</li> </ul>
		PC 2.6 – Ensure adequate telecommunications coverage	2018	2018	None	None	TBD	<ul style="list-style-type: none"> <li>Revised telecommunications tower ordinance</li> </ul>
<b>Enhance Community Engagement</b>	Community Development	PC2.7 - Increase engagement opportunities in future land use decisions <span style="background-color: #92d050;">Strategic Plan</span>	2015	2018	Professional service dollars for technical support and analysis (forecasts, etc.)  <u>\$32,000 Planning Grant awarded by Metropolitan Council.</u>	TBD	T. Gladhill	<ul style="list-style-type: none"> <li>Adopt a citizen engagement framework for 2040 Comprehensive Plan update (Complete)</li> <li>Determine appropriate scale of update to the City's Comprehensive Plan (Complete)</li> <li>Complete required 2040 Comprehensive Plan update</li> <li>Clarified vision for the COR</li> <li>Tax Directed Planning Policy</li> <li>Comprehensive Transportation Plan</li> </ul>



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<b>Enhance Community Engagement</b>	Community Development	PC3.1 - Create a walkable community in The COR that balances market realities 	2015	2016-2018	None	None	T. Gladhill	<ul style="list-style-type: none"> <li>Completed Boards and Commissions Survey</li> <li>Completed Citizen Survey/Workshop</li> <li>Updated Development Plan</li> </ul>
	Community Development	PC3.2 - Prevent erosion from damaging shoreline properties and reducing water quality along the Mississippi River. 	2015-2017	2016-2018 Phase 1 (Inventory) Complete!	\$5,000 in professional services	None	C. Anderson	<ul style="list-style-type: none"> <li>Completed shoreline inventory through Anoka Conservation District. (Complete)</li> <li>Develop toolkit for stakeholders</li> </ul>



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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
	Community Development	PC3.3 - Create a community sign plan that focuses on community gateways and focal points.  <span style="background-color: #92d050; padding: 2px;">Strategic Plan</span>  	2017  Now part of <a href="#">COR System Plan Effort</a>	2018	None	None	Gladhill	<ul style="list-style-type: none"> <li>Revised zoning code</li> <li>Monument signage plan for the City completed</li> <li>Tenant panel distribution policy completed</li> <li>Funding and Priority Plan</li> </ul>
<b>Enhance Community Engagement</b>	Community Development	PC3.4 - Enhance protection of wetlands during and after construction activities and ensuring adequately sized lots.	January, 2016	April, 2016  <u>Complete!</u>	None	None	L. Linton	<ul style="list-style-type: none"> <li>Amend City Code per LRRWMO requirements for wetland setbacks.</li> </ul>
	Community Development	PC3.5 - Create areas to support existing residential neighborhoods	2017	2017	None	None	T. Gladhill	<ul style="list-style-type: none"> <li>Create Neighborhood Office District</li> </ul>



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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Tools Required	Responsible Party	Key Outcome Indicators/Metrics
	Community Development	PC3.6 - Ensure timely completion of projects that do not disrupt the tranquility of residential neighborhoods	2018	2018	None	None	T. Gladhill	<ul style="list-style-type: none"> <li>Establish policy for extensions of Building Permits.</li> </ul>
	Community Development	PC3.7 - Create lifecycle housing that allows our aging population find housing without leaving our community.  	2016	Ongoing  Partially Complete.	TBD	TBD	TBD	<ul style="list-style-type: none"> <li>Facilitate the private development of a one-level housing product with common area maintenance.</li> </ul>
Ensure long-term sustainability of Public Water System	Engineering	PC3.8 - Develop a Comprehensive Plan for City long-term water supply <span style="background-color: #92d050;">[Strategic Plan]</span>  <span style="background-color: #ffff00;">[Comprehensive Plan]</span>	2015	2017  <u>Complete!</u>	None	TBD	B. Westby	<ul style="list-style-type: none"> <li>Updated Comprehensive Water Supply Study</li> </ul>



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### Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization.

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Strategic Initiative	Department	Tactics	Initiation Date	Completion Date	Additional Resources Required	Additional Required	Tools	Responsible Party	Key Indicators/Metrics	Outcome
<b>Continue to implement process improvement initiatives</b>	Community Development	PC4.1 - Improve submittal process for the Lower Rum River Watershed Management Organization	2017 or as time permits in 2016	2017	None	None		T. Gladhill	• Revised Application Packet	
	Community Development	PC4.2 - Ensure safety and welfare of the community without creating burdensome and duplicative requirements.	2017 Note – business licensing policy may be undertaken by the City Clerk in 2016	2018 <u>Partially Complete!</u>	None	None		TBD	• Revised Variance Policy (2017) • Revised CUP Policy (2017) • Revised Business License Policy (2017)	
	Community Development	PC4.3 - Clarify development standards for the Flintwood Hills Neighborhood	2018	2018	None	None		C. Anderson	• Bulk Standard Matrix	