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2016 CITY OF RAMSEY PLANNING COMMISSION WORK PLAN

Planning Commission Duties, Responsibilities, and Objectives

The primary objective of the planning commission is to advise the city council on land use concerns and other duties conferred upon it by the zoning and subdivision code or the city council. In addition, the planning commission shall serve as the planning agency and shall have the powers and duties given such agencies by Minn. Stats. §§ 462.351 to 462.364. The planning commission shall also serve as and be given the powers of the board of appeals and adjustment. Appeals to the board of appeals and adjustment may be taken by any affected person upon compliance with the procedures established by the zoning ordinance. The primary objective of the board of adjustment and appeals shall be to hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of the zoning ordinance as well as to review and approve/deny variances from the provisions of [chapter 117](#) where strict enforcement would cause practical difficulties because of circumstances unique to the individual property under consideration. The planning commission shall be given the powers and duties given such agencies by Minn. Stats. § 462.357.

Work Plan Items 2016-2018

This plan acknowledges available resources within the Community Development Department to complete these tasks. With existing resources, it is not possible to achieve all of these items within one calendar year when factoring other duties of the Community Development Department. In 2016, the Community Development Department will attempt to track these metrics to review adequate service levels.

- Number of Permits
- Number of Phone Call Inquiries
- Number of Email Inquiries
- Number of In Person Inquiries
- Number of Concept Plan Reviews
- Reporting Requirements

Priority for 2016

- **Land Use Applications [Active Review Projects – Required Action within 60 days per Statute]**
 - Northfork Alpine Addition [Formal Application]
 - Sanctuary at Ramsey [Written Request]
 - Heritage Millwork Expansion [Concept Plan reviewed by Staff]
 - Woodlands Second Addition [Concept Plan reviewed by Staff]
 - Business Expansion in Sunfish Lake Business Park [In Concept Only]
 - Office Complex in The COR [In Concept Only]
 - Business Relocation to Highway 10 Corridor [In Concept Only]
 - Retail Relocation to Highway 10 Corridor [In Concept Only]
 - Business Relocation to Sunfish Lake Business Park [In Concept Only]

- **The COR Development Plan [Planning Commission/City Council Directed]**
 - Sub-Districts
 - Development Standards & Architectural Standards (Architectural Review Committee)
 - Sign Plan
- **Comprehensive Plan Update [Required by MN Statute 473 due 2018]**
- [12-24 months to complete historically, six (6) month adjacent jurisdiction review period, four (4) month Metropolitan Council review period]
 - The COR Development Plan (same as above)
 - Armstrong West Neighborhood Plan
 - Highway 10 South Neighborhood Plan
 - Rum River Hills Neighborhood Plan
 - Trott Brook North Neighborhood Plan
 - Tungsten District Plan [Highway 10 Access Planning Study]
 - System Plans (Transportation, Water Resources, Parks, Recreation, and Open Space, Housing, Economic Development)

Current Projects (2016)

- Mississippi Shoreline Inventory [City Council Directed/Ordered]
- Wetland Protection Ordinance [LRRWMO Requirement]
- Neighborhood Office District [Per Property Owner Request]
- Rental Licensing Program Analysis [Strategic Plan Item]
- Lower Rum River Watershed Management Organization (LRRWMO) Submittal and Review Process [Staff Recommended (based on policy-maker feedback; no formal City Council direction)]

Other Items – Planning Commission Priority (assumed based on previous discussion)

- Nowthen Boulevard Corridor Study [Strategic Plan Item/Planning Commission Priority (Harvest Estates Phase 2)]
- Business Incubator Plan [Planning Commission Directed]
- Community Sign Plan/Sign Ordinance Review [Planning Commission Directed]

Other Items (2017 to 2018 or as resources allow)

- Highway 47 Corridor Study [Strategic Plan Item – City Council Directed]
- Variance and Conditional Use Permit Analysis [Planning Commission Directed]
- Cell Tower Ordinance [Planning Commission Directed]
- Development Fee Analysis [Staff Recommended]
- Flintwood Hills PUD Clarification [Staff Recommended]
- Address Database Clean Up [Staff Recommended]

- Street Name Clean Up (Jasper vs. Jaspar; Jackal vs. Jackel; Town Center Drive to Center Street, etc.) [Staff Recommended]
- Building Permit Extension Procedure [Staff Recommended]
- Automobile Oriented License Elimination [Staff Recommended]
- Accessible, maintenance-free housing [Staff Recommended]

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City of Ramsey Strategic Action Plan 2015-2018

The Planning Commission desires to ensure that the Planning Commission Work Plan is in alignment with the City’s adopted Strategic Action Plan for the organization as a whole. The goals, core values, and measures for success for the Strategic Action Plan are included below. The full Strategic Action Plan can be found online at www.cityoframsey.com/strategicplan.

Goals and Imperatives

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.

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

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.

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

<u>Measures for Success</u>	<u>Core Values</u>
<ul style="list-style-type: none"> • The City will look at a “Balanced Scorecard” of financial, internal, external and stakeholder metrics in order to measure success. • The City will regularly measure and assess stakeholder satisfaction. • The City leadership and staff will hold themselves accountable. 	<ul style="list-style-type: none"> • Ethics and Integrity • Financial Responsibility • Cooperation and Teamwork • Open and Honest Communications • Excellence and Quality in the Delivery of Service • Treating People with Respect and Fairness • Adaptability and Continuous Learning

Balanced Scorecard

<u>Fiduciary Perspective</u> “If we succeed, how will we look to our property owners?”	<u>Customer/Stakeholder Perspective</u> “To achieve our vision, how must we look to our customers?”
<ul style="list-style-type: none"> • Maintain the City’s AA+ rating • Maintain a stable tax levy rate • Economic Development Manager to initiate economic development efforts 	<ul style="list-style-type: none"> • Achieve a 70% or higher rating amongst residents’ customer satisfaction for overall public services and safety in the community • Achieve 8 minutes, 36 seconds or better for average police response time • Achieve the ISO rating of 5 in serviced areas • Achieve city’s ratings of 6.5 average of road conditions • Achieve 70% or higher rating for business customer satisfaction with Economic Development and Police Business Surveys • Achieve 10 Business Day Plan Review and 48 Hour Inspection Window for Building Permits
<u>Internal Perspective</u> “To satisfy our customers, property owners, and mission, what business processes must we excel at?”	<u>Learning and Growth Perspective</u> “To achieve our vision, how must our people learn, communicate, and work together?”
<ul style="list-style-type: none"> • Achieve 70% or higher satisfaction rating of policy makers by providing timely, pertinent, comprehensive information with options and recommendations to policy makers and staff • Monitor Development Review timeline 	<ul style="list-style-type: none"> • Achieve 100% of revised job descriptions, development plans, and develop a performance rating strategy for employees • Achieve 70% or higher rating among employees’ satisfaction with Leadership Team