



## **MEMORANDUM**

**Meeting Date:** October 11, 2023  
**To:** Lake Elmo Planning Commission  
**From:** Nathan Fuerst, AICP  
Jenni Faulkner  
**Subject:** Planning Commission Training

**Action Requested:** Review the contents of this memo and come to the meeting prepared with any questions.

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### **Overview**

The Planning Commission plays a key role in the governance of Lake Elmo. City community development staff have held yearly trainings for the Planning Commission to help educate or refresh the commission on its roles and responsibilities. Bolton and Menk staff have been asked to assist the City's community development department in this task.

### **Purpose**

Commission members who are new, and even continuing members are well served by periodic training. This is critical because a well-trained commission works more smoothly for the community, members feel more fulfilled, and less risk is presented to the City as a result of land use decisions. It is common practice to hold instruction for City Commissions and Councils on an annual basis. One way to do this is with a League of Minnesota Cities training, which commissioners have been offered. In-person trainings are often most desired to facilitate a back and forth discussion.

### **Content**

This discussion will cover the basics of Community Planning, a discussion on the City's zoning ordinance, clarification on open meetings, and information commonly referenced by Planning Commissions. An agenda is appended to this report.

**Do you have a question or request for content? Please feel free to reach out to Sophia Jensen, City Planner.**

### **Next Steps**

This is a training; no action is required by the Commission. The next step will be a discussion in the coming weeks about the Planning Commission's 2024 work plan.



Real People. Real Solutions.

**City of Lake Elmo  
Planning Commission  
Planning 101**

October 11, 2023

## **AGENDA**

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1. Introductions
2. What is Planning (PowerPoint)
3. Zoning Ordinance of Lake Elmo
  - Map
  - Land Use Categories
  - Shoreland/Floodplain
  - Types of applications you will review
4. Lake Elmo Development Pressures
  - Water
  - Infrastructure
5. Open Meeting
6. LMC Handbook for MN Cities, Chapter 13 – Comprehensive Planning, Land Use, and City-Owned Land ([handout](#))
7. Questions? Call us.

Other Resources:

- LMC Planning Commissioner Training – [Link Here](#)