



Staff Report

DATE: 11/13/2023

MOTION

AGENDA ITEM: Planning Commission 2024 Work Plan
SUBMITTED BY: Sophia Jensen, City Planner

BACKGROUND:

Per Section 3.12.280(c) of the Lake Elmo City Code, the Planning Commission is tasked with reviewing and recommending an annual work plan. Staff built off of the 2023 work plan to establish the 2024 Planning Commission Work Plan.

ISSUE BEFORE THE PLANNING COMMISSION:

The Planning Commission is being asked to make a recommendation on the proposed Planning Commission Work Plan for 2024.

DETAILS AND ANALYSIS:

The work plan follows a similar ranking system to the Parks Commission work plan with a priority system of 1-5 (1 being the highest priority).

Items that have been completed in the 2023 work plan include the following:

- Update the PUD Objectives and Bonus Density Sections
- Update the Landscape and Screening Provisions
- Annual Planning Commission Training

OPTIONS:

1. Approve the Planning Commission 2024 Work Plan
2. Amend the Planning Commission 2024 Work Plan

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the following motion:

“Motion to recommend the City Council adopt the 2024 Planning Commission Work Plan as presented by Staff.”

ATTACHMENTS:

1. 2024 Planning Commission Work Plan

2024 Planning Commission Work Plan

Reviewed by the Planning Commission: 11-13-23

Reviewed by the City Council: _____



Key

Status	C – Complete IP – In Progress
PL	Priority Level (1-5 with 1 being the highest priority)

Project and Description	PL	Status
Code Amendments		
• Process the package of clean up amendments identified by City Staff in 2023.	3	
• Review and update the City's sign ordinance.	3	
Comprehensive Plan Amendments		
• Planning Commission review of City Capital Improvement Plan for consistency with Comprehensive Plan.	3	
Other Planning Initiatives		
• Provide training to Planning Commission.	2	
• Hold a joint Planning Commission City Council work session.	2	
• Streamline and improve policies/procedures for handling of routine land matters, including but not limited to variances, site plan review, setbacks et al;	1	Ongoing
• When possible, add Planning Module from Permit works or equivalent to track planning and zoning applications.	4	
• Create educational materials that may include a brochure, website, or other publication to communicate the intended and planned development patterns in the urbanizing area.	5	
Ongoing Planning Activities		
• Zoning Map Amendments – as amendments are requested.	1	
• Zoning Code Amendments – as amendments are requested.	1	
• Comprehensive Plan Amendments – as amendments are requested.	1	