



Staff Report

DATE: 2/11/2025

MOTION

AGENDA ITEM: City Council and Planning Commission Joint Work Shop
SUBMITTED BY: Sophia Jensen, City Planner

SUMMARY:

The intent of the Planning Commission and City Council joint workshop is to review the 2025 Planning Commission work plan discuss proposed changes and provide guidance for City Staff.

2025 WORKPLAN DETAILS:

City Staff has updated the Planning Commission work plan for 2025 using the same formatting and priority ranking as the 2024 plan.

The Planning Commission reviewed and recommended approval of the proposed plan at their 11/13/2024 meeting as presented by staff (Vote 4-0).

The work plan will receive final approval at the February 18th, 2025, City Council meeting as a consent item.

OTHER DISCUSSION POINTS:

At the November 13th 2024 Planning Commission meeting the Commission did not request any additional discussion points although Staff would like to note new members have been added since this meeting. New commissioners may have comments/questions.

ATTACHMENTS:

1. 2024 Planning Commission Work Plan
2. Proposed 2025 Planning Commission Work Plan

2024 Planning Commission Work Plan

Reviewed by the Planning Commission: 11/13/2023

Reviewed by the City Council: 3/6/2024



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	C
• Review and update the City's sign ordinance.	2	IP
• Review the City's OP-PUD 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 quarterly 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	IP
• When possible, add Planning Module from Permit works or equivalent to track planning and zoning applications.	4	IP
• 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	C
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	

2025 Planning Commission Work Plan

Reviewed by the Planning Commission: 11/13/2024

Joint Workshop Review: 2/11/25

Reviewed by the City Council: 2/18/2025



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 housekeeping amendments identified by City Staff in 2024.	2	
• Review MN Cannabis regulations and add zoning/licensing requirements	3	IP
• Review the Old Village Area Zoning and Future Land Use Maps in response to the Old Village Study Conducted in 2024	4	
Comprehensive Plan Amendments		
• Planning Commission complete their annual review of City Capital Improvement Plan for consistency with Comprehensive Plan.	2	
Other Planning Initiatives		
• Provide annual training to Planning Commission.	2	
• Hold annual joint Planning Commission City Council work session.	2	2/11/25
• Promote sustainability through the Gold Leaf, B3 and GreenSteps programs	4	
• Implement an interactive city map for residents	2	
Ongoing Planning Activities		
• Zoning Code Amendments – as amendments are requested.	1	
• Comprehensive Plan Amendments – as amendments are requested.	1	
• Zoning Map Amendments – as amendments are requested.	1	