



Staff Report

DATE: 2/18/25

MOTION

AGENDA ITEM: Planning Commission 2025 Work Plan

SUBMITTED BY: Sophia Jensen, City Planner

BACKGROUND:

Per Section 3.12.280 of the Lake Elmo City Code, the Planning Commission is tasked with reviewing and recommending an annual work plan. Staff built off the 2024 work plan to establish the 2025 Planning Commission Work 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 City Council had a joint workshop with the Planning Commission on 2/11/25 to review the workplan and discuss the goals for the Commission. At the meeting the following changes were made:

- Added review of public hearing notice methods (priority level 2)
- Added review of short term rental registration and regulations (priority level 4)

ISSUE BEFORE THE CITY COUNCIL:

The City Council is being asked to make a decision on the proposed Planning Commission Work Plan for 2025.

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 2024 work plan include the following:

1. Housekeeping amendments identified in 2023 were completed in two batches, both approved in February.
2. The Sign Ordinance was reviewed and amended, approved in August.
3. The OP PUD Ordinance was reviewed and amended, approved in October.
4. Planning Commission training was held in May.
5. Streamline policies/procedures was completed with the hire of three new Community Development staff (Director, Planner, Assistant).
6. The City is making the transition from PermitWorks to Cloud Permit. This new software has a planning and code enforcement module.
7. Educational materials on active land use projects have been added to the City's website under the planning & zoning tab. This was initiated in January and updated quarterly.
8. The CIP is being reviewed at this meeting.

OPTIONS:

1. Approve the Planning Commission 2025 Work Plan
2. Amend the Planning Commission 2025 Work Plan

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the City Council approve the proposed work plan *as part of the consent agenda*. If removed from the consent agenda, staff recommends the following motion:

“Move to approve the 2025 Planning Commission Work Plan as presented by Staff.”

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	
• Review the Old Village Area Zoning and Future Land Use Maps in response to the Old Village Study Conducted in 2024	4	
• Review need for short term rental registration and regulations	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	
• Review public hearing notice methods and mailing distances	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	