

Lake Elmo Special Agenda Item

Executive Summary

*Title of Item:* **Planning Department Organization**

*Meeting Date:* **2-13-07**

*Staff/Guest Reporting:* **Ben Gozola, City Planner**

**Summary:** One of the charges given to me upon arriving at Lake Elmo was to assess internal process related to the Planning Department, and to suggest changes (if needed) to improve the effectiveness and efficiency of the Planning Department. Please note that our proposed changes are not intended to say that past or current staff has been doing anything incorrectly. Instead, these are changes that will ensure your planning department is well organized, easily accessible, and provides consistent information / recommendations / direction to both decision makers and the public.

**Work to date:** Attached you will find the following two items:

1. An outline of how communications will be conducted within the Lake Elmo Planning Department.
2. A formal procedure for the processing and review of all land use applications.

Staff would like to take this opportunity to present each of these items to both the planning commission and City Council to alert you to changes being made in your planning department. We are certainly open to feedback on any concerns or improvements you would like to offer, and we welcome your feedback on any planning department organization issues you have witnessed or feel should be addressed.