



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Meeting Date: March 24, 2025
To: Lake Elmo Planning Commission
From: Nathan Fuerst, AICP, Consulting Planner
Jenni Faulkner, Consulting Senior Planner
Subject: Planning Commission Training

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

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 and can complete at any time. 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, 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, Senior Planner.

Next Steps

This is a training; no action is required by the Commission.



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

March 24, 2025

AGENDA

1. Introductions
2. What is Planning (PowerPoint)
3. Current Planning Trends
4. 2050 Comprehensive Planning Process
5. Open Discussion/Q & A
6. LMC Handbook for MN Cities, Chapter 13 – Comprehensive Planning, Land Use, and City-Owned Land ([handout](#))
7. Questions?

Other Resources:

- Current Developments Map – [Link Here](#)
- Imagine 2050 – Metropolitan Council Decennial Comprehensive Plan Update – [Link Here](#)
- LMC Planning Commissioner Training – [Link Here](#)