

Memo

To: Honorable Mayor and City Council
From: Joe Kohlmann, City Administrator
Date: December 11, 2012
Re: City Council Planning and Zoning Training

Staff has polled the Mayor and Councilmembers elect regarding Planning and Zoning training. Staff has determined three possible training sessions:

January 8th – 6:00 p.m. @ City Hall (prior to Regular Meeting)

Saturday January 12 8:30 a.m. – 4:00 p.m. @ the Southshore Center

Saturday January 26th 9:00 a.m. – 12:00 p.m. @ 701 Xenia Ave. South, Minneapolis, MN 55416 (WSB Headquarters)

The responses overwhelmingly preferred January 8th Prior to the Regular Meeting. However, it appears we will have a variance request the night of that meeting. One potential pitfall could be the blurring of general zoning practices and the application being heard that night. It may not be imperative to have a training session prior to the night of January 8th. Staff can provide a brief overview of laws and practices regarding land use applications and disseminate this information in weeks leading up to the meeting in a very understandable format.

My recommendation would be to leave the invite to the training sessions open ended and anyone can attend. The only cost factor is the \$125 per head cost for the training on January 12th. If all Councilmembers, City Attorney and City Administrator attended this, the total cost would be \$825. This could possibly be absorbed in the Administrator's training budget.

(over)

Council Action Requested:

Council discussion and provide Staff with direction. Also, consider City Administrator in conjunction with City Attorney, preparing materials in lieu of worksession prior to January 8th.