

Planning Commission Introductory Training



LS

Yours Truly

Topics

- Role of the Commission
- Motions

Roles and Responsibilities

- **Staff:**
 - Hold pre-application meetings
 - Review applications for completeness
 - Provide fair, ethical and professional advice and recommendations
 - Provide background information and staff reports
 - Prepare UDO text amendments for consideration
 - Answer technical questions

Roles and Responsibilities

- **Planning Commission:**
 - Primarily Advisory Role to City Council
 - Sole Responsibility for Comprehensive Plan
 - Holds public hearings on development related applications and makes recommendations to City Council
 - Approves Preliminary Plats and Reviews Final Plats
 - Provides input into UDO Amendments

Roles and Responsibilities

- **City Council:**
 - Sets Policy
 - Mayor Appoints Planning Commission
 - Decides Legislative Actions (Rezonings, PDP's, Zoning Ordinance Amendments)
 - Approves Final Plats

[Political Perspective]

Motions

- Written motions are provided by staff
 - The default position is to match staff's recommendation
 - The Commission must forward a recommendation of approval, denial or continue the application
 - Adding, deleting or modifying specific conditions should be discussed and conveyed through the maker of the motion
 - After a motion is seconded the discuss should focus on the substance of the motion itself

Motions

- Amending motions
 - Vote on the amendment language
 - Then come back to the parent motion