

# Planning Commission Introductory Training



*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 (Rezoning, 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