

Planning Commissioners' Roles and Responsibilities

The Planning Commission

Planning Commission

- An Administrative Body that helps Implement the City's Current Vision based on the General Plan.
- Advises the City Council on Land Use and Policy Issues.

Role of a Planning Commission

Types of Decisions

Quasi-judicial Decisions

Types of Quasi-judicial Decisions	
Conditional Use Permits	Variances/Exceptions
Design Review	Subdivisions
General Planning Consistency Findings	

Legislative Recommendations to Council:

Types of Legislative Decisions	
Annexations	Zoning Amendments
Specific Plans	Annual CIP
General Planning Amendments	

Planning Commissioner

- Should Always be Thinking About the Vision and How the City Should Grow
And Develop
- Focus on the “Big Picture”
- Consider the Long-range Implications of Current Development Trends (e.g., precedent setting)
- Assess the Impact on Future Vision And Overall Quality of Life, Economic Vitality, Prosperity, and Cost of Living

You and the City Council

- You Serve at the Pleasure of the City Council
- Communicating with the City Council will Take Various Forms
 - Council-Commission Liaison
 - Study Sessions and Annual Workshops
 - Policy and Procedure Training Sessions
 - City Events
- Opportunity to Exchange Ideas, Thoughts and Opinions
- Ensure Consistency of the City's Vision for the Community

Role of a Planning Commissioner

You and Staff

Staff should:

- Coordinate the Commission
- **Be Responsive to Commissioner requests for Information**

A Planning Commission should:

- Read Staff Reports and Conduct Site Visits
- Be Respectful
- In tune with the Community
- **Do Not Blindside Staff – Call Beforehand, Allow Time to Research**

Role of a Planning Commissioner

You

Be Informed:

- Review Staff Reports and Recommendations
(Mark them and Prepare Questions)
- Apply Applicable Laws and Ordinances
(Evaluate Consistency with Adopted Plans)
- Conduct a Site Visit and Speak with the Applicant

Responsibilities of a Planning Commissioner Attachment V

You

A Liaison Between the City Council and the Citizens:

- Know What is Going on in the Community
- Attend City Council Meetings

In the Meetings:

- Participate in the Proceedings
- Be an Active Listener
- Ask Questions
- Voice Opinions and Make Recommendations

Responsibilities of a Planning Commissioner Attachment V

We are all Here to Better the Community.

Remember to Be Polite And Courteous to Staff,
the Public and Other Commissioners

