

## Planning Commission Procedures

Item: To update the procedures for planning commission issues.

Discussion:

1. Currently, if the Town receives an application for rezoning or a conditional use permit, the item must be brought before Council to refer to the planning commission. The planning commission then meets to make a recommendation and refers back to Council to set for public hearing. Council then sets the matter for a public hearing. The matter then goes back to planning commission to make a final recommendation and then goes back to Council for a final determination.
2. The process needs to be streamlined to respond to citizen applications in a more efficient manner.

Recommendation

1. Town Council approves the following changes:
  - a. Upon receipt of an application for rezoning or a conditional use permit, Council will forward the matter to the Planning Commission for review.
  - b. The Planning Commission will make a recommendation and ask Council to set a public hearing date.
  - c. Council will set the matter for public hearing.
  - d. At the public hearing, council will immediately vote on the matter if there are no objections. If citizen concerns or objection are raised during the public hearing, the matter will be sent back to the Planning Commission for further review.