



Meeting Name: Planning and Zoning Board

Meeting Date: May 6, 2024

Prepared By: Davila, F. CFM.

Item Title: Discussion on prioritizing agenda items for appointed officials

BACKGROUND:

At the January 25, 2023 Town Council meeting, Council approved the procedure and guidelines on how appointed officials may add discussion items to the Planning and Zoning Board agenda, please see below:

Procedure

1. Prior to the next Planning and Zoning meeting, each Planning and Zoning board member is to give a list of three potential agenda items to staff.
2. If any Planning and Zoning board member does not have proposed agenda items, then they can pass.
3. At the following Planning and Zoning Board meeting, the Board will receive the potential eighteen agenda items on a list, in no particular order.
4. During the Planning and Zoning Board meeting, the list of potential agenda items will be ranked by each Board member. The ranking procedure is to be determined by the Board. The ranked list is handed back to the Planning and Zoning staff.
5. Planning and Zoning Staff is to make an excel spreadsheet with the suggested agenda items with the highest priority item first to the last item. This list will be e-mailed to the Board for their information.

6. Staff will decide on the number of agenda items that will be heard at the Planning and Zoning Board meetings. The number of items will vary depending on the number of agenda items already scheduled for the meeting (i.e. ARB applications, Development Applications, Variances, etc.)

Guidelines

- Board members shall provide the backup material, if any, 14 days prior to the meeting. This will allow staff to make the necessary copies and be able to provide all required documentation to the Board 7 days prior to the meeting.
- Discussion items may not pertain matters that may come before the Board in the form of an application. At the discretion of staff, after consulting with the Town Attorney, such items may be considered at a later date depending on the application status.
- Discussion items shall strictly reference Chapter 34 – Zoning or the Town’s Comprehensive Development Plan.

As stated in the procedure above, please provide up to three discussion topics to staff by the end of the day on May 3rd. At the May 6th meeting, staff will provide a list of all the topics for the Boards review and ranking. Please note that due to time constraints, the list will only be available to be distributed by the meeting time on May 6th.

RECOMMENDATION:

Staff recommends for the Board to rank the potential agenda items, the ranking procedure is to be determined by the Board.