

SPECIAL MEETING
PLANNING COMMISSION
NOVEMBER 3, 2004 - 5:00 PM
TOWN HALL ANNEX- COMMUNITY ROOM 3

I. ROLL CALL

Present: Gibson, Pritchard, Roper
Staff: Goodrich

II. ITEMS OF BUSINESS

1. Discussion of possible changes to Public Hearing procedures.

The Commission members reviewed the purpose of the special meeting that was being held to revise the existing Public Hearing procedures to improve efficiency and reduce the length of Planning Commission meetings. The Commission members reviewed the current public hearing procedures for the Planning Commission and the ZBA.

Commission members made the following suggestions:

- Issue a Public Hearing procedure sheet to include detail regarding the procedure and purpose of the hearing similar to the ZBA public hearing procedure. Include information regarding the jurisdiction of the Planning Commission in rendering decisions and reinforce that decisions must be based on regulation compliance. Include a brief description of the 65-36-65 rule and when it begins and how long it can be extended. Open the public hearing portion of each meeting by reading the procedure sheet and make copies available to the public.
- Recommend that public comments be limited to five minutes and request that more detailed comments be put in writing and submitted for the record.
- Recommend that each member of the public be allowed to speak only once until everyone had the opportunity to speak and that speakers be informed that their comments directly address the application before the Commission.
- Request that applicants limit the length of their presentation. Recommend that detailed background or historical information be put in writing for the record.

- Recommend that the staff presentations focus on highlighting the outstanding planning, regulatory, staff or other pertinent issues such as waivers, provide essential project information that was missed by the applicant and avoid repeating information already presented by the applicant in previous presentations.
- Ask applicants to prepare (for each Commissioner and the file) an 11”x17” copy of the key view sheet for the project. This would help the Commission members recall each project between meetings and reduce the need for a lengthy detailed presentation at subsequent meetings. (Consider asking for this for site plans as well)
- Start the Public Hearing portion of the meeting later in the meeting (7:45PM for example), in order to get through as much of the regular business as possible.
- Consider meeting every Tuesday night with public hearings scheduled for alternate Tuesdays.
- Revise the application procedure to encourage applicants to submit applications to IWA prior to applications to Planning. Request IWA approval before an applicant submits a subdivision application to the Planning Commission or before a public hearing is scheduled (to the extent allowed by statute).
- When the public hearing is opened, determine the project status from staff. If significant issues are outstanding and there is no staff recommendation, continue the public hearing and save the presentations for the next meeting.
- Deny applications without prejudice in appropriate cases.
- Hold questions from the Commission until after the public comment portion of the public hearing.
- Establish a time frame for each public hearing and when the deadline is reached continue the public hearing.

Other suggestions included providing the Commission members with as much information as possible on all agenda items, including project descriptions, sketch plans and staff comments on internal referrals such as ZBA and IWA.

The committee members discussed reviewing this list of suggestions with staff and with the Planning Commission as a whole.

II. ADJOURNMENT

Motion to adjourn at 6:18 p.m. made by Roper, seconded by Pritchard so voted unanimously.

Respectfully submitted,

Peter Roper