

Memo

To: Planning Commission
From: Bryan Myrkle, Community Development Director
Date: June 2, 2016
Re: Planning Commission item approval format

As most of you will remember from the training session held earlier this year, when the Planning Commission is considering an item for approval it usually has to make several affirmative 'findings.'

While we have handled this in a somewhat informal way in the past, Mr. Piggot suggested that these findings should be made explicit in the motions used to approve Planning Commission business. To that end, Chairman Lloyd Conway asked that we begin using a template for Planning Commission approvals that clearly states the findings of the commission.

The findings necessary for business items ranging from site plan approvals to conditional and temporary use requests, as well as requests for Class "A" Non-Conforming Use designations, all require the Planning Commission to make various findings. The findings are different for each item.

Because we have a site plan review on the agenda for Tuesday's meeting, I have provided a template in the form of a resolution that denotes the specific findings you need to make for a site plan approval.

Furthermore, I would recommend that the Planning Commission make changes to its by-laws indicating that this resolution format should be used for these various approvals. That way we can be surer that the Planning Commission will do this the same way every time, and that the practice will continue even if there are personnel changes on the Commission or City staff.