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# Planning Commission Orientation

- *Before the meeting*
- *At the meeting*
- *After the meeting*

*Bonnie Estes, AICP*  
*Assistant Planning Director*



# Before The Meeting

## ***Review Packet:***

- Study meeting agenda
- Read staff reports
- Become familiar with plan or ordinance sections pertinent to items under consideration
- Be familiar with basic parliamentary procedure

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# Before The Meeting

## *Staff Report:*

- Applicant's submittal information
- Research data
- Technical information
- Relationship of the proposal to Comprehensive Plan, specific plans, and ordinances

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# Before The Meeting

## *Visit Sites:*

- Become familiar with the area
- Review the context of site
- Focus on planning issues
- Consider community needs and long term goals

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# Before The Meeting

## ***Public Contact:***

- Phone and address posted on City and County websites and available upon request
- Proponents and Opponents communicate opinions prior to meeting
- Commissioners are not required to declare voting preference at this time
- A quorum of commissioners can discuss commission business only at a public meeting



# At The Meeting

## *Arrival:*

- Attendance
  - 75% of meetings/12 months
  - Three consecutive absences
  - Excused absences
- City Hall
  - Deck parking
  - Council table
  - Be seated by 5:30 p.m.





# At The Meeting

## *Agenda:*

- Chair opens meeting & notes any agenda changes
- Chair identifies item under consideration
- Chair leads public hearing deliberations



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# At The Meeting

## *Public Hearings:*

- By state law, most land use changes require a public hearing
- Speakers sign up in advance
- Chair requests staff presentation
- Hearing opened

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# At The Meeting

## *Hearing Open:*

- Chair sets time limits so that proponents and opponents have equal number of minutes to speak
- Proponents go first and may reserve time for rebuttal
- Groups are encouraged to select a spokes person for the group

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# At The Meeting

## *Hearing Open:*

- Decorum: Commissioners and audience respect opinions of others. Refrain from attacks or applause
- Distractions: Personalities and unrelated issues divert attention. Focus on item under consideration
- Written materials: Some speakers distribute materials at the meeting

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# At The Meeting

## *Hearing Closed:*

- Commissioners discuss the item/ ask questions
- Motion made in affirmative
- Motion to:
  - Recommend approval
  - Recommend deferral
- Debate motion

## *Vote*

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# At The Meeting

## *Voting:*

- Commissioners must vote except:
  - Missed public hearing
  - Identified conflict of interest
- Conflict of interest identified:
  - Financial interest
  - In notification area
  - Employment/business relationship
- Tie Vote
  - Results in motion defeated

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# After The Meeting

## ***Commissioner comment forms***

- Disclose basis for vote
- Not required & not part of official minutes
- Forwarded to governing bodies

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# After The Meeting

## *Finding forms*

- Required by state law
- Prepared by Commission subcommittee
- Relate zoning decision to Comprehensive Plan

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# After The Meeting

## *Actions by governing bodies*

- May follow Planning Commission recommendations or may not
- May refer item back to Planning Commission

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# After The Meeting

## *Meeting stipend*

- Receive stipend for meetings attended
- Paid quarterly

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# Planning Orientation



• *Questions?*