

Getting the Job Done - Applicant

The planning commission's principal function is to prepare and update the general plan. The general plan is an advisory guide for land use decisions, the impact of which shall be determined by ordinance. Utah code 10-9a-406 indicates "After the legislative body has adopted a general plan, no street, park, or other public way, ground, place, or space, no publicly owned building or structure, and no public utility whether publicly or privately owned, may be constructed or authorized until it conforms to the current general plan."

Additionally the planning commission is responsible to update the municipal code, guarantee development requests are in compliance with current ordinances, and to make recommendations to the governing body about development proposals.

Planning Commission Meetings are conducted on the 2nd and 4th Thursday of each month at 7:00 p.m. Regular attendance is expected, and crucial. A quorum of four is required to vote on an issue, and 3 is the number of same votes needed to approve or disapprove a proposed action. If you need to be excused as late or absent from a meeting, please contact the Chairperson in advance to ensure enough commissioners are present for voting purposes. In addition to regular meetings there may be special meetings, inspections, briefings, and public functions where your presence is expected.

If you are employed by or closely related to an individual presenting an application or action to be considered by the commission, you need to disclose this potential conflict of interest prior to the beginning of the meeting. If a member has declared a conflict of interest, that member will leave the dais for that agenda item, to avoid indirect or undue influence on deliberations.

Meeting agendas are finalized the Friday prior to the meeting, and review packets will be available online NLT Monday. **Due to limited meeting time it is imperative you have access to email on a daily basis, and can develop, update, and respond to electronic documents.** Dropbox is our document sharing application. Much of a commissioner's job will be completed outside normal meeting times, doing online research and preparing documents.

You will be expected to verbally support the vote you cast, and it will be recorded in the legal meeting minutes. Take the time before the meeting to become familiar with the packet information; drive by the properties to be discussed and if you have questions, reach out to a more seasoned commissioner for guidance or clarification. The same principle applies if you are given an assignment and you are unable to complete it timely, or are having difficulty finding the resources you need. Assignments are typically spread equally among commissioners; when you have an assignment it will require additional time spent outside official meetings for completion.

Getting the job done means working together, honesty and respect for each other is essential. Each of us bring different strengths to the commission and every commissioner is a valuable asset to our city. If you are willing to dedicate some time and energy to sharing your knowledge and be open to learning; you will find the challenges and rewards of a planning commission appointment very satisfying. You can make a difference!