



CITY PLANNING COMMISSION

*A Primer on
Public Meetings*

For Planning
Commissioners

You will learn
today:

What is a public meeting?

What is a public hearing?

Why you have an agenda and how to use it

Administrative and Legislative items and how
to treat them

How can you manage meetings?

You are not the private sector





Public Sector calls for
Transparency. “Doing the
public’s business in public.”



All meetings of public bodies
must be open to the public!



**Right to attend,
see and hear
public's
business**

**Attend, but
not to speak!**





No Speaking?
Doesn't public have
the right to speak?



Public hearing vs. Public meeting



24 March 2019 Agenda

WHATEVER CITY PLANNING COMMISSION

NOTICE AND AGENDA

Notice is hereby given that the Whatever City Planning Commission will hold their regular meeting on Thursday, March 24, 2019 at 7:00 p.m. in the Municipal Center.

The agenda shall be as follows:

1. Opening and approval of minutes from the meeting of February 25, 2019.
2. Matters that properly come before the Planning Commission:
 - a. Reports.
 - b. Correspondence.
 - c. Calendar. Conditional use permit for a major home occupation “B”, foot zone therapy at 145 South 300 East.
3. Public Input on any item not on the Agenda

Administrative Items:

1. Conditional use permit for farm animals at 1396 South 700 East.
2. Modification of an existing conditional use permit for a public utility station at 675 West Mutton Hollow Road – CenturyLink.

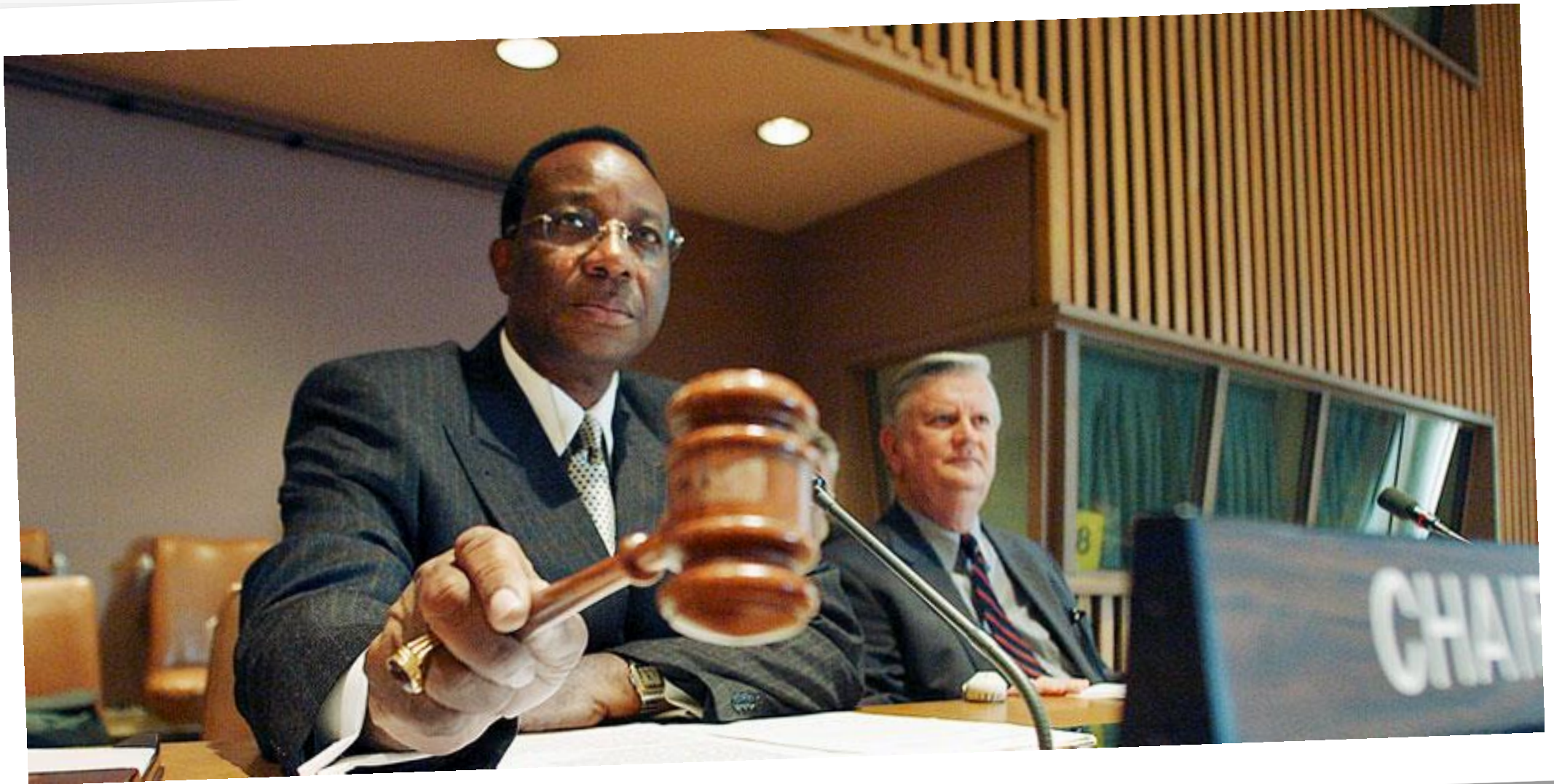
Legislative items:

1. **Public hearing** and request to rezone 4.05 acres of property at approximately 880 South Sunset Drive from A-1(Light Agriculture) to R-1-LD (Residential Single Family Low Density) – Symphony Homes
2. **Public hearing** and preliminary plat approval for Sunset Equestrian Estates Phase 19 at approximately 880 South Sunset Drive.

Staff Presentations:

Review of the Whatever City Active Transportation Plan.

Adjournment.



You need a good chair!



PC: Two Main Roles

LEGISLATIVE

ADMINISTRATIVE




Legislative Action

- Relates to adoption of policy and rules to implement that policy
- Decision is referable
- **Public Hearing(s) Required**
 - Adoption or amendment of General Plan
 - Adoption or amendment of Land Use Ordinances
 - Zonings or rezones
 - Annexations
 - Adoption of fee schedules

Administrative Action

- Items being considered under the rules established by ordinances
- Decisions are more legal & technical, rather than political (not policy)
- Strict standards of review in the courts – there must be “substantial evidence” for the action taken
- No public clamor! There must be “evidence”
- NOT Referrable!



Administrative Action No Hearing Required

Types:

- Issuance of building permits
- Site plan reviews
- Conditional use permits
- Subdivision plat approval
- Land use application approvals

A large crowd of people is shown in a public meeting or town hall. Many individuals have their hands raised, indicating they want to speak or ask a question. The crowd is diverse in age and appearance. The text "No Public Clamor! Need evidence" is overlaid in white on the image.

No Public Clamor!
Need evidence

Public Hearing:

- Posted and Noticed
- Happens within a public meeting on a specific agenda item
- Input required – anyone can comment
- Can limit time of input – must be uniform (due process)
- Can accept written comments
- Can continue to another night



Public Meeting:

- Posted and Noticed
- Open to the public
- Agenda with items listed
- Public input not required





Public Notice and Public Meetings



State Requires:
Date,
Time &
Place

PUBLIC HEARING – Typical Notice

The Daggett County Commission will hold a Public Hearing at the Daggett County Courthouse – 95 North 1st West; Manila, Utah on October 19, 2010 at 9:30 am.

The Hearing is to obtain comments regarding a **proposed change to the Daggett County Planning and Zoning Ordinance/Map for parcel A300-2 requested by John R and Marion Butler as co-trustees. The request is to change the zoning from A-20 to R-R-1/2.**

Additional information can be found on the County website at: www.daggettcountry.org/hearing101910 .

All interested parties are invited to attend or send written comments to the Daggett County Commission; PO Box 400; Manila, UT 84046 before 5 pm on October 14.

For more info call (435) 784-3154. In compliance with the Americans With Disabilities Act, persons needing auxiliary services for this meeting should call the Daggett County Clerk's Office at (435) 784-3154 at least 24 hours prior to the meeting.



UPAXLP



NOTICE OF PUBLIC MEETING

Taylor's Tub-n-Grub is holding a public meeting to discuss a conditional use permit to allow Doug Taylor to expand his woodworking business and build a suitable shop/garage on the residential property directly south of his home at 432 South 200 West in Emery Town. The meeting will take place immediately following the Emery Town Council meeting on Feb. 13 at 6 p.m. This will also set the groundwork to establish a 501 C-3, non-profit foundation, for a renewable energy resources corporation. Any comments or complaints will be accepted, in writing prior to the meeting at PO Box 648 in Emery, Utah. No calls, please.

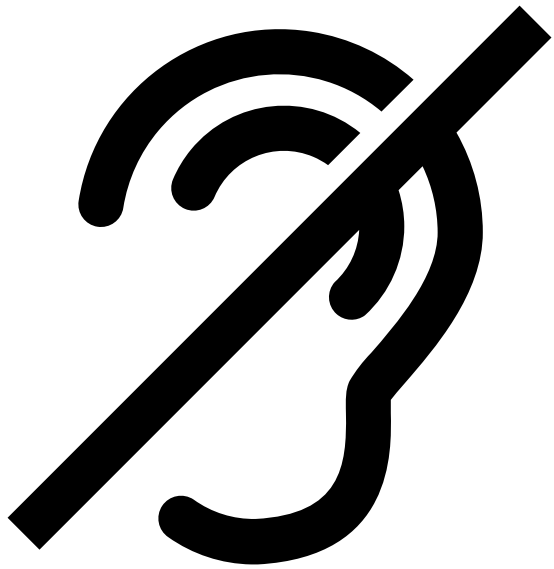
Published in the Emery County Progress January 23, 30 and February 6, 2007.

ANNOUNCEMENT OF APPOINTMENT

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Engineer

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You have a subdivision plat application before the Planning Commission.

What does state law say on how you must conduct a review of this item?

What you learned today:

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- What is a public hearing?
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