

Regulation #1

Adopted:	...	05/14/85
Effective:	...	05/14/85
Amended: Modified Item 5 and added Item 8	...	10/22/85
Effective:	...	10/22/85
Amended: Renumbered Items, Modified Items 4,5 and 7 and Added Item 8	...	11/12/85
Effective:	...	11/12/85
Amended: Modified Item 1, Deleted Item 3, and Renumbered Items, and Added Items 9 and 10	...	03/26/86
Effective:	...	03/26/86
Amended: Modified Exhibit A identified in Item 8, Added Items 11 and 12	...	09/09/86
Effective:	...	09/09/86
Amended: Added Items 13 and 14	...	07/28/87
Effective:	...	07/28/87
Amended: Modified Items 1(a), 1(d), 2, 3, 8	...	09/27/88
Effective:	...	09/27/88
Amended: Added Item 15	...	10/10/89
Effective:	...	10/10/89
Amended: Modified Items 1(a), 1(c), 2, 3, 8	...	04/28/09
Effective:	...	04/28/09
Amended: Eliminated Items 9 & 10, Renumbered Items, Modified Item 15 which is now Item 13	...	10/26/10
Effective:	...	10/26/10
Amended: Modified Items 1(a, b, c), Eliminated Item 1(d) Modified Item 2, Eliminated Items 9 and 10	...	07/10/12
Effective:	...	07/10/12
Amended: Modified Items 1(a through c) & Added item 1(d) & 2 Modified Item 15 which is now Item 13	...	10/13/15
Effective:	...	10/13/15

ADMINISTRATIVE PROCEDURES FOR PLANNING BOARD MEETINGS

In recognition of the fact that overly long Planning Board meetings are not in the interest of the City, the applicants, or the Planning Board members in terms of quality of the review process, the Planning Board adopts the following administrative procedures for Planning Board meetings.

1) In order to be placed on the Planning Board agenda:

- a) A complete application, as determined by the Planning and Development Department, must be received at the Planning and Development Department no later than 4:30 p.m. forty-two (42) days prior to a regularly scheduled Planning Board meeting,
- b) The Community Planner must circulate plans for review at least thirty-five (35) days before the Planning Board meeting,
- c) Staff members from the reviewing City Departments, and consultants providing review services to the City, must complete their review at least fourteen (14) days prior to the meeting.
- d) All revised plans and documents and permits from other agencies must be submitted at least seven (7) days prior to the meeting.

2) The developer of any project that requires a permit from another regulatory agency, such as the Department of Environmental Protection, Inland Fisheries and Wildlife, Army Corps of Engineers, or City officials and/or agencies, must present a written copy of the approved permit to the Planning Department at least seven (7) days before any final review by the Board provided that, upon request, the Board may conduct a preliminary review of the project and submit written comments to the regulatory agency in question prior to the receipt of such final permit.

3) All applicants shall provide as part of their applications the following information:

Subdivision application: An accurate, current list the maps and lot numbers of properties within 500 feet of the project property and an accurate, current list of the names and mailing addresses of owners of abutting properties, as listed with the Tax Assessor. Abutting properties shall include those properties, which are on the other side of any street abutting the proposed subdivision.

Site plan applications: An accurate, current list of the maps and lot numbers of properties located within 500 feet of the project property.

Special exception applications: An accurate, current list of the maps and lot numbers of properties located within 500 feet of the project property.

Rezoning applications: An accurate, current list of the maps and lot numbers of properties located within the area proposed for rezoning and all properties within 500 feet of the area proposed for rezoning.

- 4) Except as otherwise provided by law, the Planning Director shall schedule the Planning Board's agenda. Items shall be placed on the agenda on a first come, first served basis (as determined by time and date of completed application) consistent with the provisions of paragraph 1 above. Any items, which cannot be fit on the agenda because of the number or length of previously scheduled items, shall receive priority in scheduling for the next regularly scheduled meeting.
- 5) No new agenda items will be begun after 11:00 p.m.
- 6) If during the course of a Planning Board meeting it becomes apparent that the Board will not reach certain agenda items, the Board may, prior to its 11:00 p.m. cut-off, offer to the proponents of such items the opportunity to have their items tabled immediately to the beginning of the next regularly scheduled meeting.
- 7) Agenda items remaining after the 11:00 p.m. cut-off time will automatically be tabled to the next regularly scheduled meeting.
- 8) The applicant for Planning Board review will receive a receipt as described in Exhibit A (attached) upon presentation of application materials to the Planning Department and the Planning Department shall state on said Exhibit the date the application is deemed complete. Should the Planning Board determine that an application is not complete, it shall table review of the application.
- 9) The City Planner will prepare draft informational reports as requested by the Board of Appeals for miscellaneous appeals, in conformance with the Zoning Ordinance, and present those reports to the Planning Board on a "consent calendar" at each meeting. Notification of these reports will be posted outside the City Clerk's office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.
- 10) The City Planner and other relevant staff members will prepare comments for re-approval of lapsed site plans that have not changed and present those items and comments to the Planning Board on a "consent calendar" at each meeting unless a substantive change in the ordinance has taken place since the time of approval of the plan, warranting a more lengthy review of the project by the Planning Board. Notification of these applications will be posted outside the City Clerk's office no later than Friday noon prior to the week in which the regularly scheduled Planning Board meeting will be held.
- 11) The Planning Director, or other Planning Department staff member, will prepare public hearing legal notices. The applicant will be notified a minimum of 24 hours before the notice is to be delivered to the newspaper and may come to the Planning office to review the public hearing notice. The Planning Director will have final responsibility for the wording of the public hearing notice.

If there is an error in the ad placed in the newspaper, for any reason, it is the applicant's responsibility to pay for a new ad to be run. In the case of error, the hearing will be tabled and rescheduled.