

# PLANNING COMMISSION POWERS & DUTIES

State Code: [\(10-9a-303\)](#)

- General plan and amendments to the general plan
  - Provide notice of the planning commissions intent to make a recommendation to the city council for general plan or a comprehensive general plan amendment.
  - Prepare a draft of the general plan amendment
  - Schedule a public hearing to receive public comment
  - Provide notice of public hearings
  - Forward their recommendation and the proposed general plan or amendment to the city council
  
- Land Use Regulations – ordinances regarding the subdivision of land and amendments to existing land use regulations (including rezones)
  - Prepare and/or review proposed land use ordinances and amendments.
  - Schedule public hearings to receive public comment
  - Provide notice of the public hearings
  - Forward their recommendation and the proposed ordinance or amendment to the city council

City Code:

- Land use authority for subdivisions, mixed-use development, multi-family development, recommendations on an exception to the subdivision code.
  - Subdivisions
    - Review and approve preliminary plat
    - Review and approve final plat
    - Review and make recommendation on request for an exception to the subdivision codes.
  
  - Mixed-use Development
    - Review and approve concept
    - Review and approve the preliminary plan
    - Review and approve the final plan
    - During each step, the Commission considers the following:
      - Review and approve the exterior construction that is visible from adjacent properties

- Determine usable open space depending upon size, scale, and nature of the development
  - Determine the standards that will govern the development
  - Approve the theme in a proposed development
  - Evaluate the placing of building and parking elements on the site
  - Review and approve the landscaping requirements
- Multi-Family Development
    - Review and approve the concept plan.
      - Consists of a general site plan showing approximate building locations, proposed road layouts, proposed open space, general parking layouts, anticipated public & private amenities and their locations
    - Review and approve the preliminary plat:
      - Consists of preliminarily engineered items required in the concept plan as well as preliminary architectural plan, a preliminary landscaping plan (consists of general location and type of plants to be used, as well as the preliminary calculations demonstrating that landscaping requirements have been met), and a preliminary site plan for the overall development of the project.
    - Review and approve the final plat:
      - Consists of fully designed and engineered drawings for the site plan, architectural plan, landscaping plan, and parking plan. This is in addition to any plats and construction drawings which may be required as part of the subdivision of property.