



PLANNING 101

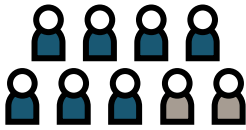
The Lehi Citizen's Guide to the Planning Commission

INTRO TO THE PLANNING COMMISSION



What ?

The Planning Commission is a volunteer board that makes decisions to approve site plans and conditional uses. The board also gives recommendations to the City Council on land use projects.



Who ?

The Commissioners are appointed by the Mayor and serve in 3 year terms. The commission has 7 voting members and 2 alternates. The chairperson, elected by his or her peers, conducts the meeting.



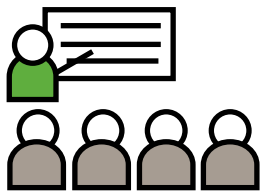
How ?

A quorum of 4 members must be present for a vote to take place. A motion must receive at least **4 POSITIVE VOTES** to pass. If only 4 board members are present, all members must vote unanimously for action to be taken.

WHY DO ITEMS COME TO PLANNING COMMISSION?

Items come before Planning Commission when they are related to land use and city development. These issues can include: conditional use permits, amendments to the General Plan, subdivisions, permitted use site plans valued over \$500,000, zone changes, and ordinance revisions and amendments, etc. Issues with the project that are not related to the written requirements of the Development Code are not considered by the Planning Commission, such as overcrowding of schools or financial viability of a project.

WHO ATTENDS PLANNING COMMISSION MEETINGS?

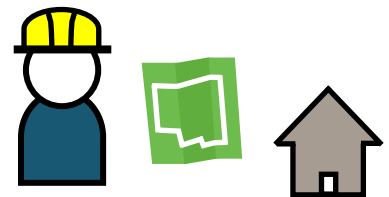
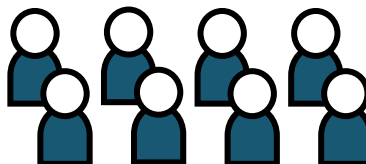


LEHI CITY STAFF

City Staff is in attendance to present each item being reviewed and provide technical expertise to the Commission. This typically includes a City Planner, the Community Development Director, the Lehi Development Engineer, and a City Attorney.

THE PUBLIC

Meetings are open for the public to attend. If the project is identified as a **PUBLIC HEARING** item on the agenda, the Commission will explicitly ask for public comment during the review process. During this time, anyone with a comment on the item may come up to the podium and speak.



PROJECT REPRESENTATIVE

A representative from the project under review is present to answer any questions from the commission. This is typically the property owner, land developer, and/or engineer.

PUBLIC MEETINGS VS. PUBLIC HEARING

All Planning Commission meetings are public meetings, which means that they are meetings held in a place where the public can listen and observe. Some items in a public meeting are also required by law to be public hearings which means that there will be time during the meeting where the public has the right to make comments if they desire. The process of Planning Commission meetings are as follows:

- 1** If the item is a public hearing, the staff will introduce the item to the Planning Commission
- 2** The applicant can add to their presentation followed by questions from the Planning Commission
- 3** The Chairperson of the Planning Commission will then open the public hearing for public comments
- 4** The discussion will return solely to the Commission for discussion and decision making

PUBLIC COMMENT GUIDELINES:

1. Move to the microphone so comments will be picked up on the digital recording system
2. State your name before you begin speaking
3. Use a spokesperson if many from a neighborhood have similar concerns
4. Be concise and refrain from repeating points that have been already mentioned
5. Comments must be addressed to the commission and not to the public
6. Avoid applause
7. Be respectful and courteous



APPROVAL VS. RECOMMENDATION

APPROVAL:

The Planning Commission may **ONLY** consider whether the applicant has **MET THE REQUIREMENTS OF THE DEVELOPMENT CODE**. If the requirements in the Development Code are met and it is an allowed land use, the application **MUST BE APPROVED**. When there is subjectivity in the issue, like a Conditional Use Permit, the commission can impose **REASONABLE CONDITIONS** to alleviate any perceived detriments. If the Code has not been met or it is not an allowed land use, the Planning Commission may deny or table/continue the applicant's request for approval.

RECOMMENDATION:

When the Planning Commission has recommending authority, they make recommendations to the City Council who will hear and decide the item at a later date. The Planning Commission is concerned with **LAND USE ISSUES** and **WORKS TO ENCOURAGE PLANNED AND ORDERLY GROWTH WITHIN THE CITY**. They make recommendations to the City Council regarding the General Plan, residential concepts, zone changes, zoning for annexations, Area Plans, and ordinance revisions/amendments that will implement the desired goals of the City.

WHEN AND WHERE ARE THE MEETINGS?



The Planning Commission meetings are typically held on the **2ND AND 4TH THURSDAYS** of each month at **7PM** in the Lehi City Council Chambers at 153 North 100 East. Check for holidays and cancelations on the City Website.

For more information, visit www.lehi-ut.gov/planning/

