

Orientation Agenda for new Planning Commission

Receive

- Copy of Master Plan
- Copy of MML's Planning Commissioners Handbook
- Redevelopment Ready Community Information
- Guide to Development
- Copy of Zoning Ordinance (online at cityofbessemer.org) and Map
- Social Media Policy

Roles and Responsibilities

- Creating Communities for the next fifty years
- Preparing for the meetings
 - Agenda
 - Additions
 - Reading through
 - Visiting site
 - Visit individually to avoid potential Open Meeting Act Violations
 - Don't go on the land unless you have permission from the owner
 - If someone tries to talk to you about the proposal, have them write a letter to the Planning Commission or attend a meeting so all commissioners have the same information.
- Working with the Public
 - Listen to everyone during public comment periods
 - We can choose to limit the time people speak to 3-5 minutes and limit the number of times people speak
 - You don't need to address all comments.
 - People feel more understanding if the Planning Commissioners explain why they are voting a certain way prior to the vote.
- Recommendations vs. decisions
 - Recommendations on
 - Zoning Ordinance Changes
 - Special Land Use Permits
 - Decisions on
 - Adopting certain plans
 - Select zoning permits such as Site Plan reviews (see Guide to Development)
- Open Meeting Act
 - Don't discuss items of business with more than one other commissioner outside of a meeting. This includes calling one commissioner and talking with them and then calling another and talking about the same item of business.
 - If in doubt, don't discuss it outside of a public meeting.
- Freedom of Information Act
 - This act allows people to request information about government happenings.

- This includes most documents including personal emails and text messages.
- Be careful what you write about governmental business
- Conflicts of Interest
 - If you have a conflict of interest (real or perceived) declare it at the meetings. If your vote is necessary to make a quorum and you've declared your conflict of interest, you may vote. If not, you need to abstain.
 - Conflict of Interests could include you or a family member receiving direct compensation or action from the matter voting upon or you receive compensation from the company who is making the request. It is recommended you abstain from anything that even looks questionable. Ask the City Manager if you're uncertain.
- Board duties vs Staff duties
 - Staff members
 - Meet with public to intake applications
 - Draft Staff Reports and give recommendations
 - Executes board member's decisions
 - Board members
 - Review documents
 - Ask questions
 - Make decisions
- Trainings
 - MSU extension often has trainings about zoning issues such as short term rentals (VRBO, AirBnB) and Medical Marijuana. I will let you know if relevant trainings come up.

Plan for 2018

- Master Plan (see page 97)
 - Update the zoning
 - Clear boarding vs Plywood
- Redevelopment Ready Community
 - Look to further incorporate proactive practices in public participation (pg 6)
 - Update zoning particularly form based code (pg 7)
 - Continue developing Redevelopment Ready Sites (pg 16)
- Capital Improvement Plan
- Recreation Plan