

SECTION 33 PLANNING COMMISSION

-Section Contents-

3301	Intent.....	33-2
3302	Powers of the Planning Commission	33-2
3303	General Provisions	33-2
3304	Review and Recommendation Procedure	33-3

3301 Intent

The purpose of the Planning Commission, hereby created, shall be to review all land-use applications and make formal recommendations to the Board of County Commissioners, in accordance with this Resolution, as well as, any related Resolution or Plan.

3302 Powers of the Planning Commission

The Planning Commission shall have the power, except as otherwise provided by law, to:

- 3302.01 make and adopt a County Master Plan;
- 3302.02 review and make recommendations to the Board for amendments to this Resolution;
- 3302.03 review and make recommendations to the Board for rezoning of land;
- 3302.04 review and make recommendations to the Board for preliminary plans;
- 3302.05 review and make recommendations to the Board for other planning and zoning matters; and
- 3302.06 request special planning and zoning studies be prepared by the Douglas County Planning and Community Development Department.

3303 General Provisions

- 3303.01 The Planning Commission members shall adopt rules and regulations governing its proceedings consistent with the State Statutes.
- 3303.02 The Planning Commission shall meet as often as necessary to hear and act upon applications and other appropriate requests submitted. All meetings shall be open to the public. An agenda of items shall be made available to the public from the Planning Division.
- 3303.03 A recording secretary shall be appointed by the Director of Planning to be present at all regular and special meetings. The recording secretary shall take the minutes of the meeting. The minutes shall be made a matter of public record within a practical time after the meeting and will be available from the Planning Office. Anyone wishing to have a transcript of the meeting may have a court reporter present at their own expense.
- 3303.04 The Director of Planning shall serve as advisor to the Planning Commission on all planning and zoning matters brought to their attention, and be responsible for scheduling all Planning Commission meetings in

accordance with the guidelines established by the Planning Commission. The Director of Planning, or authorized representative, shall represent the Planning Commission at official meetings at which the Planning Commission recommendation or opinion is so solicited, inclusive of, but not limited to, meetings before the Board of County Commissioners, regional planning advisory meetings, and at such other times as approved by the Planning Commission.

- 3303.05 The Planning Division shall conduct research, prepare reports, or complete other tasks as assigned by the Planning Commission on land-use matters or contract for such technical assistance in the preparation of information for use by the Planning Commission or Board of County Commissioners in the review and processing of land-use and zoning requests.

The Planning Division shall serve as the administrative office for the Planning Commission and shall be available for assisting any member in the provision of secretarial or other services as needed.

3304 Review and Recommendation Procedure

- 3304.01 The Planning Commission shall review the application, referral agency responses, and staff comments and recommendations at a public hearing. If the Planning Commission decides to continue an agenda item, they may do so without further notice to affected parties or reposting of the property. If the applicant or representative is not present, the Planning Commission shall continue the proposal.

- 3304.02 Recommendation by the Planning Commission: After reviewing a proposal, any related information and discussion on the proposal, the Planning Commission shall make one of the following recommendations:

3304.02.1 Approval of the proposal without conditions.

3304.02.2 Conditional Approval of the proposal indicating for the record what conditions(s).

3304.02.3 Denial of the proposal indicating for the record the reason(s) for the recommendation of denial.

3304.02.4 Continuance of the hearing until a date and time certain, in order to obtain more information to help clarify the request.

3304.02.5 Table the proposal/application for further study, without establishing a new hearing date.

THIS PAGE LEFT BLANK INTENTIONALLY