

COALVILLE CITY

PLANNING COMMISSION TRAINING OUTLINE

1. Development Code Subdivision Review and Approval Processes
 - a. Subdivision Classifications
 - b. Subdivision Review Process

2. Ex Parte Communication
 - a. An ex-parte communication is one which occurs between an applicant or a third party outside of an official meeting and without a quorum of members present.
 - b. Procedural due process claims are generally triggered by ex parte communications.
 - c. Avoid communication regarding project applications with applicants, members of the public and each other.

3. Complete Applications
 - a. Require complete and timely information materials.
 - b. Request clear, accurate and understandable presentation plans and information.

4. Public Hearings
 - a. Maintain structure and organization.
 - b. Maintain consistency.
 - c. Open – Close – Continue.
 - d. Use word "I find" rather than "I feel, think, believe, etc."
 - e. Ask question to applicants: "How are you complying with code standard..."
 - f. Apply open and transparent procedural due process with all actions.

5. Recommendation and Approval Decisions
 - a. Should be based on code standards and requirements ONLY.
 - b. Include Findings of Fact, Conclusions of Law, and Conditions of Approval with all actions (staff to recommend).
 - c. When voting "nay" explain why for the record.

6. Undue Perceptions and Open Meetings
 - a. Conflict of Interest (disclosure and recusal).
 - b. Applicant and Staff roles should be clear and differentiated.
 - c. Avoid any pre-decision position prior to the public hearing.
 - d. Caution with cross-over meeting attendance.
 - e. Review and adhere to Utah Open & Public Meetings Act:
<http://www.utah.gov/pmn/files/77611.docx>