



STAFF REPORT

TOWN COUNCIL MEETING OF SEPTEMBER 13, 2016

To: Town Council

From: Town Manager

Subject: Establishing Processing Policy for Planning Commission and Town Council Public Hearings on Project Approvals

Date: August 23, 2016

RECOMMENDATION:

Adopt Resolution

DISCUSSION:

At its August 9, 2016 regular meeting, Council received a report from Town Manager Angelocci and Town Attorney Mitchell on recommended procedures for processing the Village Project public hearings before the planning commission and town council. This recommendation came as a result of providing a context for next steps, sequencing and necessary actions as this project moves forward. The same report was presented to the planning commission at its July 26, 2016 regular meeting.

Council concurred with the staff recommendation to establish the procedures outlined in the report and on the request of Councilmember Wheeler, Council consensus was to bring the item back to this agenda for consideration of adopting the process as policy for all project hearings before the commission and council. This item complies with that direction.

While requested approvals will vary from project to project, the following hearing procedures will apply to all projects.

Procedures for Planning Commission and Town Council Hearings Project Approvals

1. Town staff makes its presentation on the Project and outlines all recommended actions
2. Commission/Council asks questions of staff
3. Chair/Mayor opens the public hearing
4. Applicant makes its presentation – 15 minutes
5. Commission/Council asks questions of the applicant (and staff)
6. Public comment – maximum 3 minutes per speaker, one opportunity to speak each
7. Applicant opportunity to respond to public comments – 5 minutes
8. Chair/Mayor closes the public hearing
9. Staff responds to all public comments; Commission/Council asks any additional questions of staff
10. Council deliberates and acts on requested entitlements

TOWN OF LOOMIS

RESOLUTION NO. 16-

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS SETTING FORTH PROCEDURES FOR HOLDING PUBLIC HEARINGS BEFORE THE PLANNING COMMISSION AND TOWN COUNCIL FOR PROJECT APPROVALS

WHEREAS, the Town Council has determined it would like to establish by policy procedures by which the Planning Commission and Council will conduct public hearings for project approvals; and

WHEREAS, staff presented a recommendation on how to conduct such public hearings; and

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis does that following is hereby established as project public hearing procedure:

1. Town staff makes its presentation on the Project and outlines all recommended actions
2. Commission/Council asks questions of staff
3. Chair/Mayor opens the public hearing
4. Applicant makes its presentation – 15 minutes
5. Commission/Council asks questions of the applicant (and staff)
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PASSED AND ADOPTED this 19th day of September, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Mayor

Town Clerk